

JOB TRAINING and more

UNEMPLOYED? PLEASE CALL (626) 934-2850

**COLLEGE CREDIT GENERAL EDUCATION
CLASSES NOW OFFERED**



(626) 934-2801

WWW.HLPAE.COM

PRE-REGISTRATION
DATES,
SEE PAGES
4 AND 5.



Catalog of Classes **Fall 2017**

August 14 - December 22, 2017

WELCOME



California Adult Schools
LEARNING FOR LIFE

HACIENDA LA PUENTE ADULT EDUCATION

(HLPAE) is a comprehensive school, serving more than 20,000 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 High School Equivalency, 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.

Council on Occupational Education (COE) 800-917-2081
7840 Rosewell Rd., Building 300, Suite 325, Atlanta, Georgia 30350

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.

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.

INTERNET WEBSITE

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

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

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. Any questions about courses or programs listed in this catalog should be directed to the Willow Campus located at 14101 E. Nelson Avenue, La Puente, 91746 or call (626) 934-2801.

SCHOOL CALENDAR

Fall Semester Begins.....	August 14, 2017
Labor Day	September 4, 2017
Veterans Day	November 10, 2017
Thanksgiving Holiday.....	November 20-24, 2017
Fall Classes End.....	December 22, 2017
Winter Break	December 25, 2017 - January 5, 2018

Schoolwide Student Learning Outcomes (SLOs)

Set Goals:

- Students will define goals and set short-term objectives.

Achieve Skills:

- Students will achieve measurable increase in skills, knowledge, proficiency, and technology in their area of study.

Demonstrate Learning:

- Students will apply newly acquired knowledge from their area of study to their personal and professional life.



Accredited by the Western Association of Schools and Colleges



The Computing Technology Industry Association



Approved Courseware for MOUS



Accredited by the Council on Occupational Education (COE)

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Counselor	Micah Goins

Mission Statement

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

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

See page 8 for more information.

ENROLLMENT

Enrollment is open to adults 18 and older.

Classes begin August 14, 2017.

Registration is taking place now until classes are full.

Please [see page 11](#) for registration requirements and procedures.

[See page 5](#) for **ESL, CITIZENSHIP, DISTANCE LEARNING, ABE, HIGH SCHOOL EQUIVALENCY TEST PREPARATION, AND HIGH SCHOOL DIPLOMA** assessment and registration information.

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

FINDING CLASS LOCATIONS

Each course listing indicates where the class is held. Location, address, telephone number, and map to all sites are listed on page 35.

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.

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

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 Campus (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

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." Other classes, like fee-based require cash only. **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.



IDENTIFICATION CARDS

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

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 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 Campus 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 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 (ASAP). See the Financial Aid section on page 32 for further information or visit www.hlpae.com.

FEE-BASED 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.

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 Council for Private Post Secondary & Vocational Education.

VA CERTIFIED OFFICIAL MARTIN BARRAGAN
(626) 934-2866

HOW TO REGISTER FOR: ESL, Citizenship*, Distance Learning, ABE, High School Equivalency Test Preparation, and High School Diploma**

1. Go to the campus of your choice during the dates and times listed below.
2. Take an assessment test.
- ***Citizenship:** must bring proof of residency. (See page 6.)
3. After testing you will be placed in an available class.
4. ****For High School Diploma students only:** Obtain official sealed transcript from your last high school.

FALL SEMESTER REGISTRATION BEGINS: AUGUST 21, 2017

WILLOW CAMPUS Room #118 14101 E. Nelson Ave., La Puente (626) 934-2801 or (626) 934-2949	HUDSON CAMPUS Room #8 445 N. Glendora Ave., La Puente (626) 934-6774 or (626) 934-6761	DIBBLE CAMPUS Room K-1 1600 Pontenova Ave., Hacienda Heights (626) 933-8330 or (626) 933-8305
Tuesday/Thursday 8:30 am - 10:30 am	Monday/Wednesday 8:30 am - 10:30 am	Monday - Thursday 8:30 am - 11:00 am
		Monday - Thursday 5:30 pm - 7:00 pm

PLEASE NOTE: Registration times may change without notice, please call the Dibble office for current testing schedule.

ENGLISH AS A SECOND LANGUAGE (ESL)

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 siete 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。

DISTANCE LEARNING PROGRAMS

Distance Learning is available for High School Equivalency Preparation, Citizenship, and most ESL/ABE classes.

ADULT BASIC EDUCATION

(Pre-HSE/High School Diploma)

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



HIGH SCHOOL DIPLOMA 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.

*Adult Independent Study is available for most Academic Classes.

TEST PREPARATION / GED® / HiSET

Test Preparation/GED®/HiSET is a course designed to assist students in acquiring the skills necessary to pass all sections of the GED® Test or HiSET Exam; required for students to earn their High School Equivalency (HSE) certificate.

FREE ESL CLASSES! LEARN ENGLISH!



SEE PAGE 5 FOR
REGISTRATION
SCHEDULE



ENGLISH AS A SECOND LANGUAGE (ESL)

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
32200.021	Intermediate High	C4
33000.021	Advanced	C3
M - Th	12:15 - 2:15 pm	
31201.022	Beginning Literacy/Low/High	C3
33021.022	Intermediate Low/High/Advanced	C4
M - Th	6:00 - 8:30 pm	
31101.023	Beginning Literacy/Low	D1
32112.023	Beginning High/Intermediate Low	D2
33022.023	Intermediate High/Advanced	C4



HUDSON ADULT LEARNING CENTER

M - Th	8:30 - 11:45 am	
31101.031	Beginning Literacy/Low	7
32112.031	Beginning High/Intermediate Low	9
33022.031	Intermediate High/Advanced	6
M - Th	6 - 8:30 pm	
32112.033	Beginning High/Intermediate Low	9
33022.033	Intermediate High/Advanced	6

WILLOW CENTER

M - Th	8:30 - 11:45 am	
31201.011	Beginning Literacy/Low/High	9
32112.011	Beginning High/Intermediate Low	10
33021.011	Intermediate Low/High/Advanced	11
M - Th	6 - 8:30 pm	
31101.013	Beginning Literacy/Low	9
32112.013	Beginning High/Intermediate Low	10

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		
M - Th	8:30 - 11:45 am	Dibble, C2
40000.022		
M - Th	12:15 - 2:15 pm	Dibble, C2
40000.023		
M/W	6 - 8:30 pm	Dibble, C2

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	09/07/17	
Th	6 - 8:30 pm	Dibble, D2
49000.123	11/09/17	
Th	6 - 8:30 pm	Dibble, D2

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.

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.

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.

WILLOW CENTER

27000.011 M-Th 8:30 - 11:45 am Willow, 12

HUDSON ADULT LEARNING CENTER

27000.031 M-Th 8:30 - 11:45 am Hudson, 1

DIBBLE CAMPUS

27000.021 M-Th 8:30 - 11:45 am Dibble, E2

OFFICIAL GED® HiSET, and TASC TESTING CENTER at WILLOW CAMPUS

HLPAE is an official testing center for HiSET, TASC and GED® Exams. Testing takes place Tuesday, Wednesday and Thursdays at Willow Campus. Please contact (626) 934-2801 for additional information on testing schedule and registration.

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.

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.



EARN A HIGH SCHOOL DIPLOMA!

HIGH SCHOOL DIPLOMA PROGRAM

- For assistance planning your schedule, call: (626) 933-8312.
- 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

DIBBLE CAMPUS

23000.023	T-Th	3:30 - 7:00 pm	E4
25000.023	M-Th	3:30 - 7:00 pm	E2
21000.021	M-Th	8:30 - 11:45 am	E2

HIGH SCHOOL DIPLOMA LAB

HUDSON ADULT LEARNING CENTER

21000.033	M-Th	3:30 - 7:30 pm	1
21000.031	M-Th	8:30 - 11:45 am	1

HIGH SCHOOL DIPLOMA SUBJECTS

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

LEARN A NEW LANGUAGE! FREE! OPEN TO EVERYONE!

Registration Begins: July 31, 2017.

Register at the Dibble Office.

FOREIGN LANGUAGE/CHINESE

Foreign Language/Chinese 1A

23630.023 T 6:30 - 8 pm Dibble, C2

Foreign Language/Chinese 1B

23635.023 T 5 - 6:30 pm Dibble, C2

FOREIGN LANGUAGE/ AMERICAN SIGN LANGUAGE

American Sign Language 1 & 2

23610.023 M 5 - 6:45 pm Dibble, B1

American Sign Language 3

23620.023 M 6:45 - 8:30 pm Dibble, B1



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 Campus:

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

Classes Offered at Willow Campus:

- Psychology 101
- Spanish 101
- English 101
- Speech 101
- Biology 101
- Math 70

CLASS OFFERINGS VARY SEMESTER TO SEMESTER.

Classes are typically offered in the afternoon.
Schedule also varies please call Willow Campus for more information. (626) 934-2801.

SEE PAGE 5 FOR REGISTRATION SCHEDULE

INDEPENDENT STUDY

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.

23010.023 TWTh 3:30 - 7 pm E4
High School Diploma (All Subjects)
See subjects listed on page 8.



ADULT BASIC EDUCATION

(Pre-HSE/High School Diploma)

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

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 - 11:45 am	Willow, 12
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HUDSON ADULT LEARNING CENTER

10100.031	M-Th	8:30 - 11:45 am	Hudson, 1
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DIBBLE CAMPUS

10100.021	M-Th	8:30 - 11:45 am	Dibble, E2
10100.023	M-Th	6 - 8:30 pm	Dibble, E5
10130.021	F (English Language Arts)	8:30 - 11 am	Dibble, C3

PROGRAMS FOR THE DEAF & HARD OF HEARING (HIL)

ABE: English Language Arts/Mathematics (HIL)

10100.011	M - Th	8:30 - 11:45 am	Willow, 12
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HSE: High School Equivalency (HIL)

27000.011	M - Th	8:30 - 11:45 am	Willow, 12
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CONCURRENT HIGH SCHOOL STUDENTS

Registration for HLPUSD concurrent students begins: Monday, August 28, 2017.

- ⊙ 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.

Thursday, March 8, 2018: 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 2017 - 2018 school year. No referral forms will be accepted after March 8, 2018.

Thursday, May 3, 2018: Final day for concurrent students to have all coursework and hours completed.





BECOME AN EFFECTIVE PARENT!

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 - 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 FREE PRESENTATIONS:

The following topics may be featured:

- ⊙ Learn how Common Core State Standards will help your child
- ⊙ 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, discipline techniques
- ⊙ What you should know about nutrition and your child
- ⊙ Goal setting and time management

Limited scheduled dates only.
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.

PROGRAMAS DE APRENDISAJE EN SU CASA

Estas clases están diseñadas para estudiantes quienes no pueden asistir a clases a diario.

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.

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，所以你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！

SEE PAGE 5 FOR REGISTRATION SCHEDULE

LEARN A NEW CAREER! GET A BETTER JOB! APPLY FOR FINANCIAL AID TODAY!

HOW TO ENROLL IN CAREER AND TECHNICAL EDUCATION PROGRAMS

Prior to registration, all new students must complete the appraisal assessment with the exception of PT, LVN & Pharmacy Technician students.* ALL students will receive an introduction to the basic rules and regulations of Hacienda La Puente Adult Education.

A program specific Orientation may also be required prior to registration. See the program of interest listing.

POLICIES & PROCEDURES:

- Students must go to the Learning & Assessment Center (L.A.C.), in room #119, during scheduled appraisal times. The appraisal test is FREE.
- Space is limited.
- Must be on time! Please note that prior to the start of a semester or new session, students are encouraged to come early due to reaching full capacity and staff being unable to accommodate all who require pre registration assessment.
- Plan to stay approximately 2 to 3 hours.
- Students that do not meet the basic skill level requirement for a given training will be recommended to attend academic classes and may not be eligible to enroll for training classes.
- You must bring: two number 2 pencils and one pen.
- You must be 18 years of age or older to enroll in the orientation class.
- Sorry, childcare is not available.
- Test time subject to change without notice

FALL APPRAISAL DATES & TIMES:

Tuesday	1:00 pm	August 1, 8, 15, 22, 29; September 5, 12, 19, 26; October 3, 10, 17, 24, 31; November 7, 14, 28; December 5, 12, 19
Thursday	9:00 am	August 3, 10, 17, 24, 31; September 7, 14, 21, 28; October 5, 12, 19, 26; November 2, 9, 16, 30; December 7, 14, 21

- Plan to stay approximately 2 to 3 hours.
- Please be prompt.

ORIENTATION DAY TESTING SCHEDULE:

July 19, 2017	9:00 am	1:00 pm
July 26, 2017	9:00 am	1:00 pm
November 6, 2017	9:00 am	1:00 pm

*PT, LVN and Pharmacy Technician students must complete the TABE assessment. Call (626) 934-2801 for dates and information or see page 21.

FREE TRAINING BENEFITS & FINANCIAL AID

- 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 or Financial Aid.

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

PLAN AHEAD FOR FALL 2017 & SPRING 2018 !

Apply Early to Secure Your Financial Aid & Enrollment!

PLANNING FOR SPRING 2018 REGISTRATION:

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 2016-17 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). Use your PIN from FAFSA to log on.
 - 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 Pell Grant may still have to pay a portion of the cost upon registration.)

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

ORIENTATION for classes listed on this page: November 6, 2017.

PREREQUISITE for entrance to the Business Careers Program: LAC Appraisal Testing and Department Assessment Test required before registration into program.



ACCOUNTING CLERK / BOOKKEEPER

Prerequisite: Completion of General Office Clerk or placement by Business Education orientation assessment and ability to type a minimum of 35 words per minute.

L.A.C. Appraisal Testing required before registration into program.

Learn basic accounting concepts on verifying the accuracy of invoices and other accounting documents. Also on how to update and maintain, accounting journals, ledgers and records and reports detailing financial business transactions both manual and QuickBooks. (380 hours after General Office Clerk) Cost: \$75 per class. Students provide books.

Accounting Clerk/Bookkeeper Gold Certificate:

1200 clock hours (Note: Financial Aid is available with concurrent enrollment in either the General Office Clerk Program or Administrative Assistant Program.)

PRINCIPLES OF ACCOUNTING WITH QUICKBOOKS PRO

63301.013 T/Th 5:30 - 9:30 pm Willow, 100 R. Sibaja

August 15, 2017 - December 21, 2017

ADVANCED ACCOUNTING

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

63302.013 T/Th 5:30 - 9:30 pm Willow, 100 R. Sibaja

August 15, 2017 - December 21, 2017

BASIC COMPUTER SPECIALIST/ GENERAL OFFICE CLERK (850 clock hours)

Prerequisite: L.A.C. Appraisal Testing required before registration into program.

This program provides an instructional format that allows students to attain basic level office concepts, procedures, and technology commonly used in an office setting. These courses allow students to develop skills in keyboarding, enhance verbal and written communication skills, basic math, as well as, attain the basics of computerized word processing, spreadsheet and presentations. Students will have the opportunity to learn customer service/soft skills to prepare them for employment. This is a 2 semester 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 – comprehensive course in:
 - Word 63102.019
 - Excel 63101.019
 - Publisher 63104.019
 - PowerPoint 63103.019
- ⊙ Business Math 63107.019
- ⊙ Business English 63108.019
- ⊙ Applied Office Skills including Outlook 63105.019
- ⊙ Employment Skills/Soft Skills 63106.019

Cost: \$495 per semester + textbook required.

93100.019 M - Th 8 am - 3 pm Willow, 100 C. Barela
8/14/17 - 12/21/17

COMPUTER SPECIALIST/ ADMINISTRATIVE ASSISTANT (1000 clock hours)

Prepares students for a higher level position in an office or business. Program is designed to give skills needed to be a productive worker. Students will learn from beginning to advanced word processing, spreadsheet, desktop publication, presentations and database skills. Learn how to work with deadlines, office equipment, and customer service, while working independently and as a team. This is a 2 semester program.

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 63209.019
- ⊙ Applied Office Skills including Outlook 63206.019
- ⊙ Employment Skills/Soft Skills 63207.019
- ⊙ Adobe Suite (Basic)

Cost: \$495 per semester + textbooks required.

63200.019 M - Th 8 am - 3 pm Willow, 98/104 A. Yoshioka
8/14/17 - 12/21/17

WANT TO JUST TAKE A CLASS? INDIVIDUAL CLASSES ARE AVAILABLE!

All classes in this section will take place from August 14, 2017 - December 21, 2017

Intro to Computers / Microsoft Office

This course is designed for the novice who wishes to learn the basic operations of the computer. The introductory portion will cover everything from the components and maintenance of the computer to creating documents and graphics using Microsoft Windows, advancing 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.

Cost: \$75 per class

Intro to Computers/Microsoft Office

Part 1: 63500.011	Intro to Computer (8/14/17 - 9/7/17)			
Part 2: 63600.011	Microsoft Office (9/11/17 - 12/22/17)			
M-Th	8 - 10 am	Willow, 99	R. Manriquez	
63500.013	M	5 - 7 pm	Willow, 100	C. Barela

Basic Microsoft Excel

Prerequisite: Basic computer skills.

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

Cost: \$75

63611.013	M/W	6 - 8:30 pm	Willow, 98
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Basic Microsoft Word

Prerequisite: Basic computer skills and knowledge of Microsoft Word.

This class is designed for working adults with some experience in Microsoft Word. Courses will include basic review, merging documents, creating tables, report techniques, headers/footers, working with themes and much more. Advanced techniques will be included.

Cost: \$75

63641.013	T	6 - 8:30 pm	Willow, 98
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Basic Microsoft PowerPoint

Prerequisite: Basic computer skills.

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

Cost: \$75

63621.013	Th	6 - 8:30 pm	Willow, 98
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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). (CS5)

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

63410.012	M/W	1:30 - 4 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 2015)

Cost: \$75

63460.012	M/T	5 - 7:30 pm	Willow, 99	R. Manriquez
63460.112	T/Th	1 - 4 pm	Willow, 99	R. Manriquez

COMPUTER LAB

Prerequisite: Concurrent enrollment in a CTE Business course.

Must be computer literate with keyboarding skills. Computer lab is designed for review of course work and practice skills. Contact instructor for details.

Cost: Free for concurrent enrolled students.

63109.019	M-Th	12:30 - 4 pm	Willow, 100	A. Yoshioka
63210.019	T/Th	10:15 am - 12:15 pm	Willow, 99	R. Manriquez



TYPING TEST

Register in Willow Office.

For more information call (626) 934-2844. Cost: \$10

63900.012	M - Th	1 - 3 pm	Willow, 100
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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, 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: See page 11 for schedule. Must attend Appraisal prior to enrollment.

Classes Start: August 14, 2017.

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.

Freshman Cosmetologist

60801.019	M - F	8 am - 2:30 pm	G. Schuster/Staff
Cost:	\$1,100 per semester		
Kit & Uniform:	\$910 (Approx.)		
Books:	\$386 (Approx.)		
Insurance:	\$18		
Total to Start:	\$2,414		

Senior Cosmetologist

60802.019	M - F	8 am - 2:30 pm	G. Yanez/Staff
Cost:	\$1,100 per semester		
Insurance:	\$18		
Total to Start:	\$1,118		

**LOW COST COMPARED TO PRIVATE SCHOOLS!****BARBER STYLIST****Barber-Stylist**

Concentration on haircutting techniques using clippers, trimmers, razor and shears. Learn methods for styling hair using the blow dryer, hair coloring, and perming. Old fashion barber shop shaving to pass state exam. Meets the state requirement for licensing. (1500 hrs.)

Freshman Barber

60821.013	M - Th	5 - 8:30 pm	V. Trieu
Cost:	\$550 per semester		
Kit & Uniform:	\$814 (Approx.)		
Books:	\$277 (Approx.)		
Insurance:	\$18		
Total to Start:	\$1,659		

Senior Barber

60822.013	M - Th	5 - 8:30 pm	V. Trieu
Cost:	\$550 per semester		
Insurance:	\$18		
Total to Start:	\$568		

Freshman Crossover to Barber (200 hours)

60810.013	M - Th	5 - 8:30 pm	V. Trieu
Cost:	\$300 per semester		
Kit & Uniform:	\$699 (Approx.)		
Books:	\$277 (Approx.)		
Insurance:	\$18		
Total to Start:	\$1,294		

Senior Crossover to Barber (200 hours)

60811.013	M - Th	5 - 8:30 pm	V. Trieu
Cost:	\$300 per semester		
Insurance:	\$18		
Total to Start:	\$318		

ESTHETICIAN

Freshman Esthetician - Skin Care

Full Time: Approx: 6 months (600 hrs.)

Includes skin analysis, exfoliation, extraction, massage, aromatherapy, spa back treatment, 8-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.

60830.019 M - F 8 am - 2:30 pm M. Ayala

Cost: \$850 per semester

Kit & Uniform: \$566 (Approx.)

Books: \$244 (Approx.)

Insurance: \$18

Total to Start: \$1,678

NEW!

Senior Esthetician - Skin Care

60831.019 M - F 8 am - 2:30 pm Staff

Cost: \$400 per semester

Insurance: \$18

Total to Start: \$418

COSMETOLOGIST - STATE BOARD EXAM REVIEW

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

60890.013 Days/Hours: By arrangement Staff

Cost: Lab: \$500 per semester (Insurance may apply)

Books: For purchase to enrolled student.

***Financial Aid available for those students who qualify!**



PHARMACY TECHNICIAN

ORIENTATION: Call main office for more details.

Prerequisite: TABE test, TB clearance, High School Diploma/ GED®, 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 576 (HLP AE Recommends 240 hours of externship and will assist students with interviews for placement at a pharmacy.)**

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.

Note: The Pharmacy Technician Program now requires interested students to take the TABE Entrance Exam (\$45) in order to start the program. See page 21 "Entrance Exam" section for complete details on the TABE Entrance Exam. \$6 student ID badge fee.

61320.013 M-Th 6:45 - 9:15 pm Willow, 108 L. Mozell
August 15, 2017 - May 24, 2018



Pharmacy Clerk

Prerequisite: Appraisal test, TB clearance, Clear criminal background

This introductory course will provide students with an overview of the pharmacy profession. Students will learn about all pharmacy settings as well as the role of the Pharmacist and the Pharmacy Technician in each setting. Topics covered will include pharmacy law, pharmacy terminology, prescription processing, and beginning pharmacy calculations. Students will develop interpersonal skills required to communicate in a pharmacy setting with both health professionals and patients. (100 clock hours)

Cost: \$100

61310.013 M-Th 4 - 6 pm Willow, 108 L. Mozell
Friday Varies

SERVICES AVAILABLE TO THE PUBLIC:

Cosmetologist: Tuesday-Friday 9:30 am - 1:15 pm

Barber: Tuesday-Thursday 5:30 pm - 7:30 pm

Esthetician: Tuesday-Friday 9:30 am - 2:30 pm

FREE HAIRCUTS AND SHAVES TO VETERANS!

DENTAL ASSISTANT PROGRAM

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

Registered Dental Assistant Program

ORIENTATION: 7/19 and 7/26 at 10 am

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® or HiSET) prior to the first day of class. Please have financial aid in order prior to first day of class.

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

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

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

61000.019 M - F 8 am - 2:30 pm Willow Pasicznyk
Call for more information.



NATIONAL ACCREDITATION FOR

Module #1:

DENTAL ASSISTANT CORE SCIENCES

In Dental Assistant Module I, you will gain knowledge in dental assistant core competencies and foundation skills. Topics include an overview of dental history, dental office, dental assisting application of biomedical terms and functions, dental anatomy, infection prevention and control, medical and dental emergencies, vital signs, anesthetic and syringe, topical, ethics and professionalism, patient interaction, business administration, communication skills, practice management, professional portfolio, delivering dental care, introduction to dental instruments, moisture control, dental charting, dental computer software, community health and diversity, and basic laboratory skills.

Dates: August 14 - October 6, 2017

61010.019

Module #2:

PRE-CLINICAL DENTAL SCIENCES

In this course module, students become proficient in dental materials including their physical, mechanical, thermal, electrical, corrosive, adhesive, and solubility properties. Students will identify a variety of dental and clinical materials, and will then learn proper manipulation of these materials. Dental laboratory procedures are introduced, such as working



with impression materials, plaster and stone pouring, trimming models, fabricating and polishing dental appliances. Students will learn about clinical care delivery, ergonomics, the necessary skills of

chairside procedures, instrument transfer, instruments, and dental handpieces and burs. Students will learn how to perform oral evacuation, dental dam application, and assist in operative dentistry. Students will study the dental specialties of the following: preventative dental health, caries prevention, general dentistry, pediatric dentistry, orthodontics, endodontics, Periodontics, oral surgery, implants, and prosthodontics. Mouth mirror inspection, fluoride, class II temporary restorations, provisional crowns, will be practiced to a proficient level. Students assist in the San Gabriel Valley Foundation Dental Health Clinic.

Dates: October 9 - December 8, 2017
61020.019

DENTAL ASSISTANT!

Module #3: RADIATION SAFETY

Lecture: This course covers the didactic, pre-clinical work on mannequins and clinical instruction on patients as required by the California State Practice Act in regard to radiation safety. Upon successful completion of the course, the student will be certified to take x-rays on patients in the dental office.

Clinical: This course provides advanced clinical instruction on the exposure of intraoral and extra oral radiographs. The bisecting angle technique; paralleling technique, panoramic machine; and adjunct dental radiology aids will be utilized. Emphasis in this course is placed upon the student's performance and demonstrated ability to consistently produce diagnostic radiographs.

Dates: December 11, 2017 - January 19, 2018 61030.019

Module #4: CORONAL POLISHING AND PIT & FISSURE SEALANTS

In this course, you will learn the correct procedures and skills to successfully place dental sealants and perform coronal polishing on live patients. Topics include and overview on dental occlusal anatomy, infection prevention and control, ethics and professionalism, patient interaction, dental charting, and basic laboratory skills.

Dates: January 22 - February 16, 2018 61040.019

Module #5: CLINICAL PRACTICE

This course module focuses on career development training, and on future success. Students assist the SGV Dental Foundation Clinic which is on site as a hands-on experience for chairside and operator dentistry for a minimum of 110 hours. Upon successful completion of classroom and SGV clinic training, students will start an internship in a general dental office off site for a minimum of 222 hours. The students will observe in one specialty office for one full day, equal to 8 hours. Internship offices are at an approved facility off site, where an RDA is employed. Students work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school. Interns will be evaluated by supervisory personnel every 40 hours, and will be evaluated by an instructor from the school every 24 hours. Completed evaluation forms will be signed by the dental office and then filed in the students file folders. Students must successfully complete their internship training in order to fulfill requirements for graduation. They will continue to work on becoming efficient in their skills, practicing with a variety of dental procedures as a dental assistant until completion of a minimum of 360 hours total.

Dates: February 20 - May 25, 2018 61050.019

MEDICAL ASSISTANT

Call (626) 934-2982 for more information.

Medical Assistant

ORIENTATION: 11/6 at 10 am in Room 21.

Proof of Hepatitis B, physical exam and TB clearance required before internship.

Program Includes: Prepare for employment in a medical office or clinic by taking Administrative Front Office and Clinical Back Office Procedures. (1008 hours, includes Front Office and Back Office, Medical Terminology, Anatomy and Physiology + 260 hours internship)

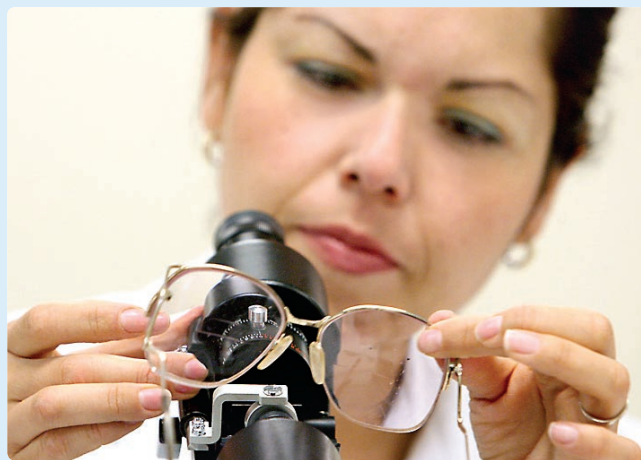
Administrative - Front Office Procedures 61210.019
Medical office management, basic insurance billing, computer applications, medical terminology and anatomy, ethical and legal issues are covered. 25 WPM typing recommended.

Clinical - Back Office Procedures 61220.019
Principles of infection control, diagnostic tests, medications and injections, electrocardiography, venipuncture are covered.

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.

61200.019 M - F 8 am - 2:30 pm Willow, 21

***FOR AN ITEMIZED LIST OF BOOKS, SUPPLIES, EQUIPMENT, AND MATERIALS, VISIT www.hlpae.com**



OPTICAL TRAINING

As an Optician, you'll work as part of a vision-care team. You'll fill eyeglass prescriptions and ensure a proper fit by measuring patients eyes and facial contours, learn HIPAA compliance. **Prerequisite:** appropriate score on the appraisal assessment. (250 hours) Takes 2 semesters for Certificate.

Call for more information - Nancy Merrill at (626) 934-2942.
61100.019

NURSE ASSISTANT - CNA CERTIFICATION PROGRAM

Prepares students for immediate employment in a skilled nursing or other long-term hospital 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. Call (626) 934-2962 for information.



Caregiver Certification Course

This class is a required prerequisite for consideration for CNA course.

ORIENTATION:

Last Thursday of the month at 12 noon.

Contact: Virginia Garcia at extension 2962.

Caregiver Certification Course, designed for in-home and assisted living caregivers, includes training in ethics, client's rights, and elder abuse as well as training in emergency first aid, personal care and assistance with daily living tasks like mobility, bathing, and toileting. Throughout the course students are taught to respect the individual's rights to privacy and dignity and provide care in such a way that the person's independence is enhanced and supported rather than removed. The entire course provides a comprehensive program of more than 70 hours of caregiver training.

Cost: Total cost \$214 (includes registration \$100, Heartsaver Card \$96, insurance \$18)

61410.019 M - Th 8 am - 2:30 pm M. Balucanag
8/14/17 - 9/3/17

Nurse Assistant CNA

Prerequisite: Only students who are successful participants and received certification from the Caregiver class will be considered for the CNA program.

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. (480 hours)

61420.019 M - Th 7 am - 3:30 pm
9/4/17 - 1/23/18

Willow, 1
M. Balucanag

INDIVIDUAL CLASSES

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. (40 hours)

Cost: Total cost \$583 (includes registration \$550 and book \$15) + insurance \$18 if needed.

61430.019 F 8 am - 2:30 pm Willow, 1-2
1/12/18 - 2/9/18 Spring



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. (80 hours)

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

61440.019 M - F 8 am - 2:30 pm Willow, 1-2
Schedule may vary. Call the office for more info.
1/30/18 - 2/28/18 Spring

If applying for financial aid, CNA students must also complete Home Health and Acute Care. (600 hour requirement)

CERTIFIED NURSE ASSISTANT (CNA) - STATE LICENSED TRAINING PROGRAM

CONTINUING EDUCATION (C.E.U.) FOR CNA & MEDICAL ASSISTANT

For more information call (626) 934-2856.

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.

9/22/17	Friday	9 am - 1 pm	Willow, 3	Staff
10/13/17	Friday	9 am - 1 pm	Willow, 3	Staff
11/17/17	Friday	9 am - 1 pm	Willow, 3	Staff
12/8/17	Friday	9 am - 1 pm	Willow, 3	Staff

** BLS + \$10 card

9/22/17	Alcohol Abuse / Withdrawal Syndrome	61450.119
10/13/17	Infection Control and Communicable Diseases	61450.219
11/17/17	Respiratory Diseases and Patient Care	61450.319
12/8/17	Heart Diseases and Patient Care	61450.419

MEDICAL SECRETARY/WARD CLERK

Prerequisite: Assessment of computer knowledge and ability to type a minimum of 35 words per minute. Assessment will be held Tuesdays and Wednesdays during Computer Lab times 1:30 - 3:30 pm in room 102.

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, 23	S. Peralta
		8/14/17 - 12/20/17		

MEDICAL TERMINOLOGY

61520.013	T	4 - 6 pm	Willow, 23	S. Peralta
		8/15/17 - 12/19/17		

HEALTH INFORMATICS / INSURANCE CLERK

Medical Billing and Coding

ORIENTATION: 11/6 at 10 am in Room 23.

May be taken concurrent.

Prerequisites: Typing/Keyboarding and working knowledge of Microsoft Word and 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. (120 hours)

Cost: \$250 (Includes study guide and reference materials).

See instructor for required book to be purchased by the student for approximately \$250.

61610.013	T/Th	6 - 9 pm	Willow, 23	S. Peralta
		8/15-17 - 12/21/17		



Medical Terminology (Online)

Co-requisite: Medical Billing and Coding, or Medical Secretary.

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: \$75 per session. Students provide book.

61620.013	T	4 - 6 pm	Willow, 23	S. Peralta
		8/15/17 - 12/19/17		

NEW STUDENTS must attend Appraisal Testing.
See Page 11 or call (626) 934-2801 for dates and times.

LICENSED VOCATIONAL NURSE (LVN) PROGRAM

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

See page 32 for instructions.

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

Step 1: Register at the Willow Campus, 14101 East Nelson Avenue, La Puente, CA 91746 to take the Computerized TABE - \$45.

Step 2: Upon earning qualifying test scores you will be invited to submit an application to the program to include a Personal Statement, 10 Essay Interview Questions, Letter of Recommendation from 2 sources, and an Official High School Transcript or State issued High School Equivalency Certificate (HSE). Complete your Pre-Check Clearance (background check). All required documents must be submitted in person to the Willow Campus Front Office.

Step 3: Upon complete submission of the above documents, your eligibility will be determined based on a standardized screening. Upon qualification, you will be invited to register for the Pre-VN course. You must register for this course prior to the first day of attendance - \$25.

Step 4: See below for classes offered at the Willow Campus this Fall.

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).

Pre-Vocational Nurse (Pre-VN) 62100.013

Prerequisites: Only students who attained an appropriate score on the computerized Test on Adult Basic Education (TABE) submitted the required documentation, met the screening requirements and been invited to enroll can sign up for this class.

Vocational Nurse (LVN) 62110.019

Program Duration: January 8, 2018 - December 16, 2018

Testing Deadline: October 18, 2017

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 class
- American Heart Association (AHA) for healthcare providers with AED. (BLS).

Theory and clinical program prepares graduates for state licensing exam. (1530 hours/1 year)

Cost:

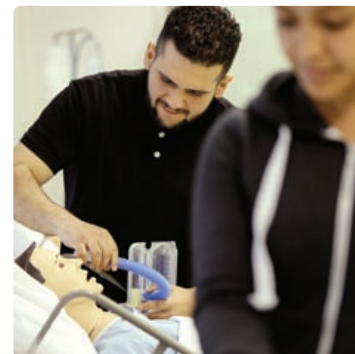
Name tag	\$6
Insurance	\$18 per semester
Fundamentals	\$1000
VN 1	\$3250
VN 2	\$3250

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

*See page 21 for TABE entrance exam dates.

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

**STATE
ACCREDITED
PROGRAM**



LVN Program Courses:

LVN 1	62111.019	LVN 2	62210.019
■ Medical Surgical Nursing 1		■ Pediatric Nursing	
■ Pharmacology 1		■ Obstetrical Nursing	
■ Nutrition		■ Advanced Nursing Skills 2	
■ Psychology for Nurses		■ Medical-Surgical Nursing 3	
■ Growth and development		■ Psychiatric Nursing	
■ Advanced Nursing Skills 1		■ Geriatric Nursing	
■ Medical-Surgical Nursing 2		■ Home Health Nursing	
■ Pharmacology 2		■ Professional Issues	
		■ Pharmacology 3	

Instructor:

Staff, Hunt, Morgan, Temple

Location: Willow Campus & various clinical sites

Time: Varies; average 32 hours a week

Associates Degree of Applied Science

NEW!



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.

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.hlpaschools.org/aadegree.

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

A COST SHEET FOR ALL FEES PROVIDED UPON REQUEST
FOR OUTSIDE AGENCIES OR VISIT WWW.HLPAE.COM.

PSYCHIATRIC TECHNICIAN (PT) PROGRAM

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

See page 32 for instructions.

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

Step 1: Register at the Willow Campus, 14101 East Nelson Avenue, La Puente, CA 91746 to take the Computerized TABE - \$45.

Step 2: Upon earning qualifying test scores you will be invited to submit an application to the program to include a Personal Statement, 10 Essay Interview Questions, Letter of Recommendation from 2 sources, and an Official High School Transcript or State issued High School Equivalency Certificate (HSE). Complete your Pre-Check Clearance (background check). All required documents must be submitted in person to the Willow Campus Front Office.

Step 3: Upon complete submission of the above documents your eligibility will be determined based on a standardized screening. Upon qualification, you will be invited to register for the Pre-PT course (Transition to Health Careers). Please see page 20 for more information. You must register for this course prior to the first day of attendance - \$100, plus \$18 for insurance.

Step 4: See below for classes offered at the Willow Campus this Fall.

Psychiatric Technician

63100.019

Program Duration: September 5, 2017 - September 26, 2018

Testing Deadline: December 20, 2017

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)

Theory and clinical program prepares graduates for licensing exam. (1576 hours/1 year)

Cost: \$1,000 Fundamentals (non-refundable) + \$18 insurance + \$6 name tag

Name tag	\$6
Insurance	\$18 per semester
Fundamentals	\$1000
PT 1	\$2500
PT 2	\$2500

Psychiatric Technician Program Courses:

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, Zemer, Staff

Location: Willow Campus & various clinical sites

Time: Varies; average 32 hours a week

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.

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.

A COST SHEET FOR ALL FEES PROVIDED UPON REQUEST FOR OUTSIDE AGENCIES OR VISIT WWW.HLP.AE.COM.

STATE ACCREDITED PROGRAM



ENTRANCE EXAM

- Vocational Nurse Program
- Psychiatric Technician Program
- Pharmacy Technician Program
- TABE Computerized Assessment

Students must **PRE-REGISTER** for testing dates in the Front Office due to limited space available per testing date.

Testing Fee: \$45.

Re-test Fee per section:

\$10 for 2 or less section missed,

\$45 for 3 or more sections missed.

69000.011 Varies 8 am - 12 pm

Willow Center, 14101 E. Nelson Avenue

Testing Dates for the January 2018 VN Program, August 2018 Psychiatric Technician Program, and the August 2017 and August 2018 Pharmacy Technician Programs: 7/25/17, 8/9/17, 9/6/17, and 10/18/17. Additional dates will be posted in the front office.

Deadline for the January 2018 VN Program is October 18, 2017.

Deadline for the August 2018 Psychiatric Technician Program is December 20, 2017.

Deadline for the August 2017 Pharmacy Technician Program is August 9, 2017.



Programs and Principles, Human Growth and Development and Survey of Child Development Curriculum Observation and Practicum

May work as a Teacher's Aide upon completion of this course. High school diploma not necessary. Must take Appraisal Test to enter. (See page 11 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 an externship component to intern in a child care setting.**

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

60710.019 M - Th (and some F)
8:15 am - 3:45 pm Willow, K3 S. White
Date: 8/14/17 - 12/22/17 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.

Exceptional Child - Special Needs

This course will survey the study of early childhood special education and inclusion pertaining to the exceptional child. This course will cover the basic laws, terminology, and guidance techniques used while working with children with special needs and their families. The identification and referral process will also be addressed. **(72+ hrs.)** (3 ECE units/Title 22)

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

60717.013 T/Th 6 - 9 pm Willow, K3 S. White
Date: 8/15/17 - 11/2/17

Language Arts & Creative Arts for the Young Child

Prerequisite: Programs & Principles or ECE units. (See instructor.) Learn skills to motivate children in reading and creative art. Storytelling techniques for early childhood classrooms, hands-on activities (puppets, big books, and picture files) are included. **(72+ hrs.)** (3 ECE units/Title 22)

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

60714.013 T/Th 6 - 9 pm Willow, K3 S. White
Date: 11/7/17 - 3/15/18

ORIENTATION: November 6 at 10 am
NEW STUDENTS must attend Appraisal Testing.
See page 11 or call (626) 934-2801 for dates and times.
Mandatory Orientation with Instructor PRIOR to registration.

- ◉ For information, call: (626) 934-2960.
- ◉ All courses meet unit requirements set by the Department of Social Services (DPSS), Community Care Licensing Division for childcare teachers (Title 22).
- ◉ Certificate of completion given for each completed course. (See individual class schedule for units per class).
- ◉ **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.**
- ◉ Students who have completed early child care classes at accredited schools such as N. Orange County R.O.P., DPSS approved programs or Community Colleges courses may receive credit. These students may receive partial credit in meeting pre-requirements. 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.**



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 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 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 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, 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

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 GED.

Approved for Veteran Training.

Facility code # 15-5007-05.

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 Wednesday at 10 am.
No appointment is necessary!**

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

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

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

Cost: \$1393 (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 (Option 3 - 40 hours of training)

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



INFORMATION SUPPORT & SERVICES

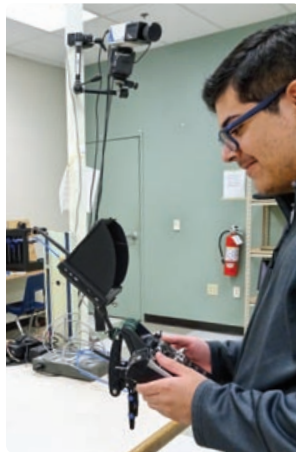
COMPUTER REPAIR & NETWORKING

ORIENTATION: June 23 and November 6 from 11 am - 1 pm in Room 107.

The course is divided into components in which a student may earn a certificate of completion. (725 hours)

Computer Repair Component

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. Successful candidates will also provide appropriate customer support; understand the basics of virtualization, desktop imaging, and deployment. Students will be involved in troubleshooting and repairing and will learn to build their own computer as a part of the curriculum. Students will be prepared for A Plus (A+) certification by the end of the course. This class has added 3D printer activities in hands on work by students. Students will also work with Media objectives that include Home Theatre set up activities.



Network Component

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. Students will handle and install a simple network system which includes: preparing Cat5/Cat6 cables, routing cable, TCP/IP configuration; creating user lists, identifying full and half-duplexing, WAN and LAN, server, workstation, and host server-based networking and troubleshooting networking. Students will work on Cable, NIC, and router Broadband and Gateway, as both a default IP router and as a method to connect dissimilar systems or protocols. Students will enhance the knowledge of Android OS and iOS 5 and iCloud using Tablet and Apple iPad2. Students will learn troubleshooting of network problems, network maintenance and upgrade, and security applicable to prepare for Network+ certification.

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
August 14, 2017 - December 21, 2017

RESIDENTIAL AND COMMERCIAL ENERGY & UTILITIES

MAJOR APPLIANCE SERVICE AND REPAIR - Refrigerators, Ice Makers, Freezers

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. 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: 870.)

Session I: Fall Semester

Theory & Practical Training for Job Entry Refrigeration
Session I: Prepare for E.P.A. Plus Refrigeration theory (435 hours).

Session II: Spring Semester

Theory & Practical Training for Job Entry Washing Machines, Dryers, Microwaves, Ovens/ Stoves (435 hours).

Day Class Cost: \$956 per semester (includes registration \$700, materials \$100, insurance \$18, and books \$138)
Safety Glasses \$10 (Takes 2 semesters to complete.)

60300.019 M - Th 8 am - 2:30 pm Willow G. Cenicerros
August 14, 2017 - January 5, 2018

Evening Class Cost: \$421 per semester (includes registration \$275, materials \$50 and insurance \$18, and books \$78)
(216 hours per semester. Takes approximately 4 semesters to complete.)

60300.013 M/W 6 - 9 pm Willow G. Cenicerros
August 14, 2017 - January 5, 2018

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



MECHANICAL CONSTRUCTION

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: 870. Takes 3 to 4 semesters to complete.)

Cost: \$886 (includes registration \$500, 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 Call for information. Willow

AUTOMOTIVE SERVICE MASTER LEVEL

AUTOMOBILE TECHNICIAN

**NATEF
CERTIFIED**

This class will prepare you to become a NATEF Certified Mechanic in the automotive repair industry. Learn how to work on import and domestic vehicle. Classroom and valuable repair shop experience.

NATEF Certified Modules.

(Total hours: 1,080. Takes 4 sessions to complete.)

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

Session I: Brakes & Suspension & Steering 8/14/17 - 12/21/17

61110.019 M - F 8:30 am - 3 pm

Willow, Automotive Shop M. Rojas

Session II: Engine Repair 8/14/17 - 12/21/17

60130.019 M - F 8:30 am - 3 pm

Willow, Automotive Shop M. Rojas

Session III: Electrical & Electronic Systems - Spring 2018

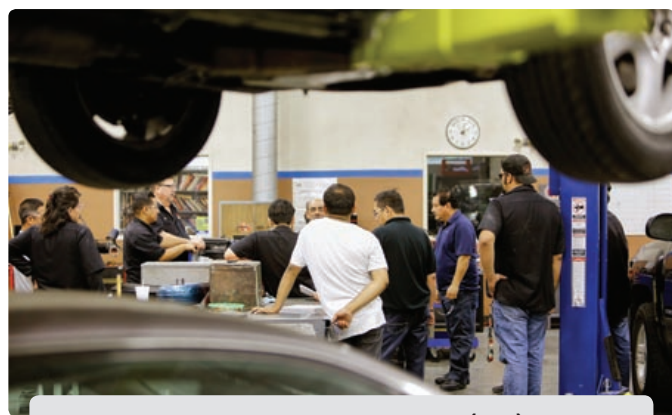
60140.019 M - F 8:30 am - 3 pm

Willow, Automotive Shop M. Rojas

Session IV: Engine Performance / Engine Electric - Spring 2018

60150.019 M - F 8:30 am - 3 pm

Willow, Automotive Shop M. Rojas



FOR AUTO REPAIR SERVICES CONTACT (626) 934-2932.

BUILDING MAINTENANCE

BUILDING MAINTENANCE

The Building Maintenance Program is designed to prepare individuals with marketable job skills in the field of Building maintenance services. The class mission encompasses and supports a comprehensive vocational curriculum that uses modern tools, technology and "green" processes. Upon successful completion of the course, students will learn the following topics, but not limited to; safety procedures, using power machines in servicing floors and carpets, and customer relations skills training. The program is divided into beginning, intermediate and advanced levels. Students are rotated between work crews and supervisors to widen their facilities management skills.

Cost: \$1,100 [class \$800 (\$100 per module), textbooks \$100, materials \$200].

Session I: 8/14/17 - 12/21/17

60550.019 M-Th 8 am - 4 pm Willow, Portables Staff

MACHINIST

CENTERLESS GRINDER MACHINIST AND BASIC CNC PROGRAMMER

NEW STUDENTS: must attend Appraisal Testing.
Call (626) 934-2801 for dates and times.



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: August 15, 2017 - November 7, 2017

2nd term: November 9, 2017 - February 22, 2018

3rd term: February 27, 2018 - May 24, 2018

Location: La Puente High School, Room 215

Instructor: Ringle



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

WATER TECHNOLOGY

PREPARATION FOR WATER 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.

Cost: \$300 per course + insurance \$18 (Training may be free for those who qualify. Attend orientation for more information).

60500.011 T-Th: 8:30 am - 12:30 pm & W: On-line

8/15/17 - 11/16/17

Willow, 112

King



CULINARY ARTS PROGRAM

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.

ORIENTATION: July 26 and November 6 at 11 am



The Culinary Arts Program consists of four modules.

Enrollment is based on selection.

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 \$8,695 (includes tool kit, uniforms, materials and fees). Students provide their own white kitchen towels & non-slip black shoes. (1,080 hours)

60900.019 M-Th 8:00 am-4:00 pm M. Farage
August 14, 2017 - May 24, 2018

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: August 14 - October 19, 2017
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.

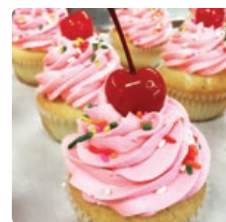
Dates: October 23 - December 14, 2017 60902.019



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: December 18, 2017 - March 8, 2018 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: March 12 - May 24, 2018 60912.019



LEARN SOMETHING NEW & EXCITING!

FEE BASED COURSES

How to enroll: Register at the Willow Campus 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 4, November 10, 22, 23 & 24. Classes end December 22nd.

Heartsaver Basic CPR & AED OR Basic Life Support (BLS) for the Health Care Professionals 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. Please bring self-addressed stamped envelope if you would like your certification card mailed to you.

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 CASH payable in class to instructor ONLY.

NOTE: The American Heart Association IS NOT E.M.S.A. approved for School Bus Drivers.

Basic CPR (American Heart Association)

Location:	Willow, 3	Instructor:	V. Espinoza
81200.113	08/21/17	Monday	6 - 9 pm
81200.213	09/11/17	Monday	6 - 9 pm
81200.313	10/09/17	Monday	6 - 9 pm
81200.413	11/13/17	Monday	6 - 9 pm
81200.513	12/11/17	Monday	6 - 9 pm

Basic Life Support (BLS) For Health Care Professionals ONLY: 25 question test for BLS students only.

Location:	Willow, 3	Instructor:	V. Espinoza
81100.113	08/22/17	Tuesday	6 - 9 pm
81100.213	09/12/17	Tuesday	6 - 9 pm
81100.313	10/10/17	Tuesday	6 - 9 pm
81100.413	11/14/17	Tuesday	6 - 9 pm
81100.513	12/12/17	Tuesday	6 - 9 pm

BLS is required for: Vocational Nursing (LVN) and Psychiatric Technician PRIOR to registration.

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 be cancelled if minimum enrollment is not met.**

Cost: \$60 for First Aid only, \$50 if taken with CPR or BLS Class.

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.**

Required: Read book prior to class.

Certification Card: \$7 CASH payable in class to instructor ONLY.

Location:	Willow, 3	Instructor:	V. Espinoza
81300.113	08/23/17	Wednesday	6 - 8:30 pm
81300.213	09/13/17	Wednesday	6 - 8:30 pm
81300.313	10/11/17	Wednesday	6 - 8:30 pm
81300.413	11/15/17	Wednesday	6 - 8:30 pm
81300.513	12/13/17	Wednesday	6 - 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 be cancelled if minimum enrollment is not met.**

Class Fee: \$40 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	Instructor:	C. Zacarias
82100.113	08/30/17 - 09/20/17	Wednesday	7 - 8 pm
82100.213	09/27/17 - 10/18/17	Wednesday	7 - 8 pm
82100.313	10/25/17 - 11/15/17	Wednesday	7 - 8 pm
82100.413	11/29/17 - 12/20/17	Wednesday	7 - 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 prior to starting class. **Minimum class enrollment is 4 students. Class subject to be cancelled if minimum enrollment is not met.**

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

Location:	Dibble, D3	Instructor:	E. Harper
83110.123	08/16/17 - 09/20/17	Wednesday	5 - 6 pm
83110.223	09/27/17 - 11/01/17	Wednesday	5 - 6 pm
83110.323	11/08/17 - 12/20/17	Wednesday	5 - 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 prior to starting class. **Minimum class enrollment is 4 students. Class subject to be cancelled if minimum enrollment is not met.**

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

Location:	Dibble, D3	Instructor:	E. Harper
83111.123	08/16/17 - 09/20/17	Wednesday	6 - 7 pm
83111.223	09/27/17 - 11/01/17	Wednesday	6 - 7 pm
83111.323	11/08/17 - 12/20/17	Wednesday	6 - 7 pm

Be a Notary Public - Take our one day Seminar and Exam - \$15 per signature in 2017

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, \$15 per signature in 2017. 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'll be a part of a rewarding and lasting career.

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

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" X 2" 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 be cancelled if minimum enrollment is not met.** Questions: info@notarypublicseminars.com

Class Fee: \$99 **Materials Fee:** \$35 (Payable in class)

Location: Willow, Orientation Room **Instructor:** C. Christensen

84100.019	09/22/17	Friday	8 am - 6 pm
	Test will be given at the end of the day.		
81400.119	11/17/17	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:

- ⊙ A \$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

Location: Willow, Orientation Room **Instructor:** C. Christensen

84110.013	09/22/17	Friday	4:30 - 6 pm
	Registration and exam: 4:30 to 6 pm		
84110.113	11/17/17	Friday	4:30 - 6 pm
	Registration and exam: 4:30 to 6 pm		

Renewing Notaries - Includes 2017 to 2018 Laws

Need to renew your notary commission? A three hour refresher course is required. You must also be live scanned and pass the official Notary exam again. We'll feature the new state laws passed this year and give you a brush-up on general law to make sure you haven't fallen into any bad habits. Your commission must be current to be eligible for a renewing seminar. **Class subject to be cancelled if minimum enrollment is not met.**

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

Location: Willow, Orientation Room **Instructor:** C. Christensen

84120.012	09/22/17	Friday	12:45 - 6 pm
84120.112	11/17/17	Friday	12:45 - 6 pm



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 per gallon, CASH ONLY. Any questions please contact the instructor at (626) 715-6053. Minimum enrollment of 24 students. **Class subject to be cancelled if minimum enrollment is not met.**

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

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

82200.119	08/29/17 - 09/21/17	Tue/Thur	8 am - 2:30 pm
82200.219	09/26/17 - 10/19/17	Tue/Thur	8 am - 2:30 pm
82200.319	10/24/17 - 11/16/17	Tue/Thur	8 am - 2:30 pm
82200.419	11/28/17 - 12/21/17	Tue/Thur	8 am - 2:30 pm

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 be cancelled if minimum enrollment is not met.**

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

Location: Willow, MPR **Instructor:** G. Gutierrez

83210.113	08/24/17 - 09/21/17	Thursday	7 - 8 pm
83210.213	09/28/17 - 10/26/17	Thursday	7 - 8 pm
83210.313	11/02/17 - 12/07/17	Thursday	7 - 8 pm

Salsa Dancing - Intermediate

Learn more salsa combinations, tricks and 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 be cancelled if minimum enrollment is not met.**

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

Location: Willow, MPR **Instructor:** G. Gutierrez

83211.113	08/24/17 - 09/21/17	Thursday	8 - 9 pm
83211.213	09/28/17 - 10/26/17	Thursday	8 - 9 pm
83211.313	11/02/17 - 12/07/17	Thursday	8 - 9 pm



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

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

CULINARY ARTS CLASSES

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 be cancelled if minimum enrollment is not met.**
Minimum of 20 students, unless otherwise noted.

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.
Class Fee: \$80 plus \$25 food supplies for all 4 classes.

Location: Willow, 16
85122.013 08/17/17 - 09/07/17
Instructor: Staff
Thursday 5 - 9 pm



All About Hour d'Oeuvres

We can all use some fresh new ideas for this season's festivities to kick our parties up a notch. If you're looking for something fun and memorable for your next party, look no further. In this class you will learn different Hour d'Oeuvres each night of class to impress your friends. This is a hands-on class.
Class Fee: \$90 plus \$25 food supplies for all 4 classes.

Location: Willow, 16
85105.013 08/23/17 - 09/13/17
Instructor: Staff
Wednesday 5 - 9 pm



International Cuisine

Looking to expand you culinary horizons? This class will introduce you to the art of making delicious International Food. In this class you will learn Indian, Asian, Peruvian, & Costa Rican Cuisine to name a few. 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
85106.013 09/14/17 - 10/05/17
Instructor: Staff
Thursday 5 - 9 pm

Classic American Comfort Foods

From Pennsylvania to Texas, we are going to whip up some great American Classic Dishes. Enjoy making southern dishes like Turkey Meat Loaf, Sweet Potato Casserole, Blue Cheese Grits, and Dumplings just to name a few that might find yourself speaking with a southern drawl by the end of this 4 week series. This is a hands-on class.

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

Location: Willow, 16
85107.013 09/19/17 - 10/17/17
Instructor: Staff
Tuesday 5 - 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, holiday desserts, 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
85108.013 10/18/17 - 11/08/17
Instructor: Staff
Wednesday 5 - 9 pm



Traditional Mexican Cuisine

Looking to expand you 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
85109.013 10/26/17 - 11/16/17
Instructor: Staff
Thursday 5 - 9 pm



Vegetarian Cooking

A vegetarian diet may take a little more thought and creativity than typical cuisine, but that is why it's so exciting. Students attending this class will learn how to bring the best out of vegetables, find protein alternatives, and explore global flavors, spices, and herbs.

This series will give you the skills you need to prepare delicious vegetarian meals. This is a hands-on class. **Class Fee:** \$70 plus \$20 food supplies for all 3 classes.

Location: Willow, 16
85111.013 11/29/17 - 12/13/17
Instructor: Staff
Tuesday 5 - 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, girl's 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. Please contact the front office for more information.
85110.013 Please call for reservations.



SENIORS, STAY ACTIVE! ENROLL IN A CLASS!

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 14, 2017. *Proof of negative TB screening required.*

Dibble - Older Adult Classes: Register in classroom during class, beginning August 14, 2017.

Community Interest Classes: Register now at Willow Main Office Monday - Friday. 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 14, 2017.

Technology / Understanding & Using Computers

This class is designed for the first time computer user, but it's 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 - 4 pm C. Barela



OLDER ADULT PROGRAMS AT DIBBLE CAMPUS

Register in class beginning August 14, 2017.

Technology / Understanding & Using Computers

This class is designed for the first time computer user, but it's 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 - 11 am E1 I. Beltran
86000.121 (Advanced*) T & Th 8:30 - 11 am E1 I. Beltran

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

COMMUNITY INTEREST CLASSES

Register now at the Willow Campus Main Office.

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, and necessary elements and fundamentals of art. "Beginners welcome, results guaranteed!"

Class Fee: \$50 per semester

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



ADULTS WITH DISABILITIES & CAREER TECHNICAL EDUCATION APPRENTICESHIPS

Registration Procedures: All students are referred via a Regional Center or the Department of Rehabilitation. A tour is scheduled and an interview. 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



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 skills and equipment. Provides knowledge, training and practical experience for students requiring special adaptations to workplace skills to improve product assembly training. Students are paid based on piece rate.

68100.019	M - F	8 am - 12 pm & 12:30 - 4:30 pm	R. Palermo
		Willow	
68100.019	M - W	9 am - 12:30 pm & Th 9 - 10 am	T. Seal
		Delhaven Community Center	
68100.214	Sat	8 - 11:30 am	E. Benavidez
		Delhaven Community Center	

Hospitality, Tourism & Recreation / Custodial Building Maintenance

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, motels, etc. 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 / Fast Food Worker

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

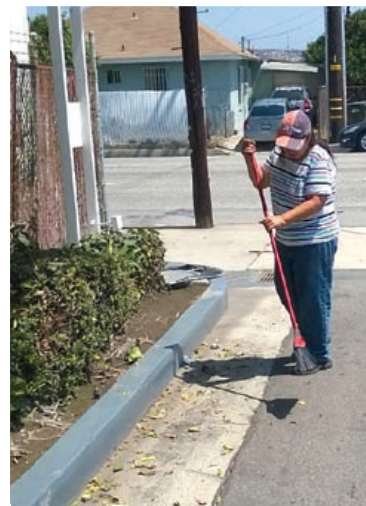
68300.019	M - F	6:30 am - 12:30 pm & 1 - 3 pm	D. Fore
		Willow	

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

Learn landscape and gardening, 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	P. Sill
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Distance Learning:

51000.012	TWTh	1 - 3 pm	IRS Workshop	P. Sill
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BUILDING PARTNERSHIPS FOR

WILLOW CENTER, 14101 E. Nelson Avenue, La Puente (626) 934-2850

Hours: Monday - Friday 8 am - 4 pm

FINANCIAL AID PROCESS

Federal Pell Grants available to eligible students.

If you are interested in Financial Aid please fill out the 17-18 FAFSA at www.fafsa.ed.gov

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 notarized, translated and is the responsibility of the student.)
- ⦿ Plan to enroll in any one of our Title IV Approved Vocational Programs. (*See list below)
- ⦿ Demonstrate a need.
- ⦿ Males must have applied for Selective Service before ages 18-24.

Financial Aid applications take time to process so begin early. Application must be approved and processed prior to attending class. **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.**

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 (ASAP).

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

- | | |
|--|-------------------------------------|
| ⦿ Accounting Clerk/Bookkeeper | ⦿ Major Appliance Repair |
| ⦿ Administrative Assistant | ⦿ Medical Assistant |
| ⦿ Automotive Technician | ⦿ Licensed Vocational Nursing (LVN) |
| ⦿ Certified Nursing Assistant (CNA) | ⦿ Pharmacy Technician |
| ⦿ Child Development | ⦿ Psychiatric Technician (PT) |
| (Note: Programs & Principles / Math & Science for the Young Child) | |
| ⦿ Combination Welder | |
| ⦿ Computer Repair & Networking | |
| ⦿ Cosmetology | |
| ⦿ Culinary Arts | |
| ⦿ Dental Assistant | |
| ⦿ General Office Clerk | |

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

Monday through Thursday 8 am - 12 pm

Hours of Operation - Current Student

Monday through Thursday 8 am - 12 pm
Tuesday & Thursday 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 | ⦿ Major Appliance Repair |
| ⦿ Business Occupations | ⦿ Medical Assistant |
| ⦿ Certified Nurse Assistant | ⦿ Medical Billing |
| ⦿ Computer Repair | ⦿ Medical Secretary |
| ⦿ Cosmetology | ⦿ Medical Terminology |
| ⦿ Culinary Arts | ⦿ Psychiatric Technician |
| ⦿ Dental Assistant | ⦿ Security Classes |
| ⦿ Licensed Vocational Nurse | |

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

**PLAN AHEAD FOR
FALL 2017 AND SPRING 2018!**

**APPLY NOW FOR
FINANCIAL AID**

WWW.FAFSA.ED.GOV

School Code: 012522

Please see page 11 for the application process.

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 in a limited capacity for deaf and hard of hearing students enrolled in vocational training classes. Call: (626) 934-2920 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 8 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 official apprentice trainee, 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 and Highway **Maintenance - JAC**

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

Sprinkler Fitters UA Local 709 - JAC

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

OPEN TO THE PUBLIC!

SERVICES OFFERED TO THE PUBLIC

To give students maximum training opportunities, Hacienda La Puente 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 advice are free to members of the community 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. Services 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 5:30 - 8 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.

Optics Studio - Bring in your prescriptions. Low cost frames available. Call (626) 934-2941 for more information.

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.

SCHOOL REGULATIONS

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 Rosewell Road, Building 300, Suite 325
Atlanta, Georgia 30350

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.

MAIN CAMPUSES

WILLOW CENTER

(626) 934-2801

14101 E. Nelson Ave. La Puente, CA 91746

Office Hours:

Monday - Thursday 8 am - 7 pm

Friday 8 am - 4 pm

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DIBBLE CAMPUS

(626) 933-8305

1600 Pontenova Ave. Hacienda Heights, CA 91745

Office Hours:

Monday - Thursday 8 am - 7 pm

Friday 8 am - 3:30 pm

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HUDSON ADULT LEARNING CENTER

(626) 934-6761

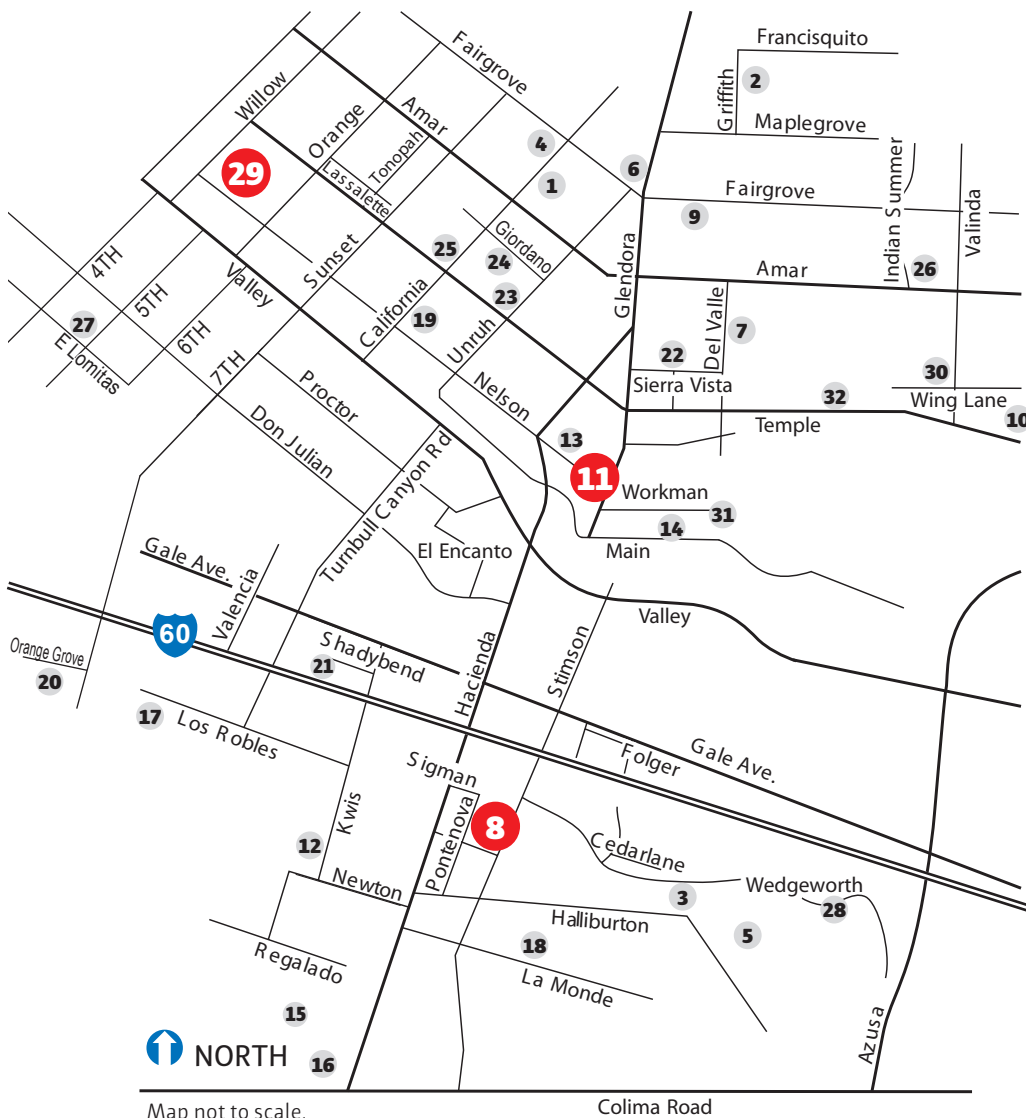
445 N. Glendora Ave. La Puente, CA 91744

Office Hours:

Monday - Thursday 8 am - 7 pm

Friday 8 am - 3:30 pm

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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. Los Altos Elementary
15565 Los Altos Dr., HH
16. Los Molinos Elementary
3112 Las Marias Dr., HH
17. Los Robles Elementary
1530 Ridley Ave., HH
18. Mesa Robles School
16060 Mesa Robles, HH
19. Nelson Elementary
330 N. California Ave., LP
20. Orange Grove Middle School
14505 Orange Grove Ave., HH
21. Shadybend Training Center
15430 Shadybend, HH
22. Sierra Vista Middle
15801 Sierra Vista Ct., LP
23. Sparks Elementary
15151 Temple Ave., LP
24. Sparks Middle
15100 Giordano St., LP
25. Temple Academy
635 California, LP
26. Valinda School of Academics
1030 Indian Summer, LP
27. Valley Adult Campus
14162 E. Lomitas Ave., LP
28. Wedgeworth Elementary
16949 Wedgeworth, HH
29. **Willow Center**
14101 E. Nelson, LP
30. Wing Lane Elementary
16605 Wing Lane, LP
31. Workman Elementary
16000 Workman, LP
32. Workman High School
16303 E. Temple, LP



HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT

READY TO MEET YOUR STUDENT'S NEEDS!

*Enroll
now!*



- Enroll in our schools early to be eligible for college credits program that leads to an AA degree.*
Partnerships between high schools and Adult Education that can lead to an **AA degree in Applied Science**.
- Designated by Federal Government as a
P21 Early Learning Exemplar School District
- **National Blue Ribbon, California Distinguished, Gold Ribbon, California Business for Education Excellence Schools**
- Providing full day TK and Kindergarten programs; **small classes** (24:1 in TK-3)
- STEAM programs at Middle Schools with **state-of-the-art technology and computer labs!**
- **Dual Immersion Language** programs in Spanish, Mandarin, and Korean. **Coding. Limited space enroll early!**
- **No cost After School Enrichment Programs** at 22 schools throughout the District.
- **Career Pathways** in Engineering and Sciences –
Comprehensive Performing Arts programs in a variety of schools.
- **Free daily breakfast program for all students TK-12!**

**Scholarship Program available for HLPUSD eligible students only.*

FOR MORE INFO:

HACIENDA LA PUENTE USD

15959 E. Gale Avenue, City of Industry, CA 91745

VISIT: www.hlpuschools.org

CALL: Cynthia Cabello (626) 933-1000

EMAIL: cgomez@hlpusd.k12.ca.us

