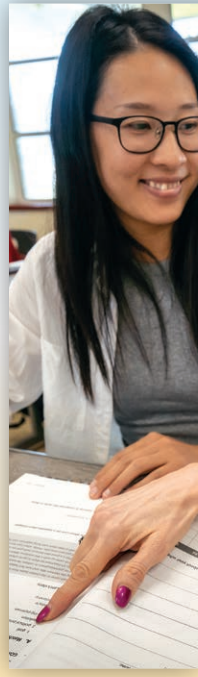




# Hacienda La Puente

## ADULT EDUCATION



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

**SESSION STARTS MAY 28, 2024 | REGISTER ONLINE AT [WWW.HLP AE.COM](http://WWW.HLP AE.COM)**



@HLPADULTED



/haciendadulteducation



(626) 934-2801

Hacienda La Puente Adult Education  
15959 E. Gale Avenue  
City of Industry, CA 91716-0002  
Non-Profit Org.  
U.S. Postage  
**PAID**  
Industry, CA  
PERMIT NO. 4123  
\*\*\*\*\*ECRWSSDDM\*\*\*\*\*  
Residential Customer

### WILLOW CENTER

(626) 934-2801  
14101 E. Nelson Ave.  
La Puente, CA 91746  
M-Th 8:00 AM - 4:30 PM

### DIBBLE CAMPUS

(626) 933-8305  
1600 Pontenova Ave.  
Hacienda Heights, CA 91745  
M-Th 8:00 AM - 7:00 PM

### HUDSON CAMPUS

(626) 934-6761  
445 N. Glendora Ave.  
La Puente, CA 91744  
M-Th 8:00 AM - 7:00 PM

## BUSINESS CAREERS

AT WILLOW CENTER CAMPUS



**REGISTRATION INFORMATION: See back page.**

### Basic Microsoft Office

This hybrid class will cover basic computer applications from the Microsoft Office 365 suite of programs. Class will be tailored to the needs of the student for skill levels from basic - intermediate. Students will learn via online and in-class lessons using the Zoom video conferencing software. Assignments will be completed on the Canvas student learning management systems.

Cost: \$75 per session

M - TH 8:00 AM-4:00 PM \*Hybrid

### Small Business Management

This is a comprehensive examination of establishing and operating a small business in today's dynamic business environment. This course covers topic such as introduction to entrepreneurship, preparing for business, opportunity recognition & market analysis, marketing plan & sales, analyzing finances, starting your business, managing your business & growing your business and other relevant subject areas. This class is online.

Cost: \$75

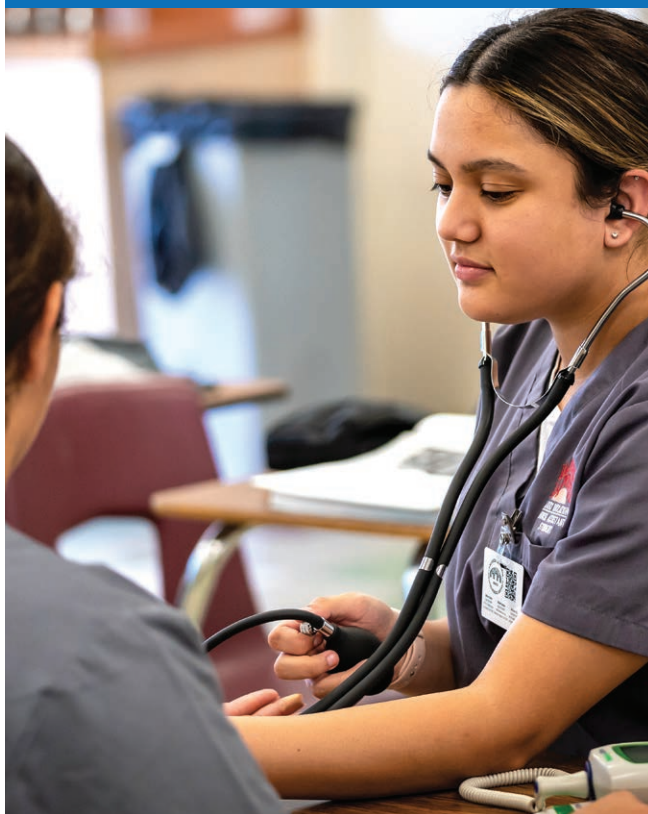
Online



SCIENCE AND MEDICAL TECHNOLOGY

## HEALTH CAREERS

AT WILLOW CENTER CAMPUS



### Introduction to Dental Assisting/ Dental Assistant RDA Prep

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

Cost: \$75

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

### Medical Biller and Coder

This is a basic course which provides students with an overview of the careers which are related to Medical Billing and Coding, the books that are used, and an introduction to medical terminology.

Cost: \$75

M - T 4:00 PM-8:00 PM

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

Classes meet CE requirements for MA and CNA certificate renewal. Approved by the California Dept. of Health Services (CEP #13075) (NAC #6019). Must pre-register at the Willow Registration office during regular weekday business hours.

Cost: \$20 per class (includes all practice materials and CE certificate). \*Non-refundable.

Course titles to be determined. Please call to inquire. Students must pre-register at the Willow front office during regular weekday business hours, no later than 12:00 PM on the Thursday prior to class.

Friday 8:00 AM-12:00 PM  
May 31 Patient Care: Autism

## COSMETOLOGIST/ BARBER/ESTHETICIAN

AT WILLOW CENTER CAMPUS



### STATE LICENSED TRAINING PROGRAM!

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

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

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

**Class Registration:** Please submit a class interest form at our school website [www.hlpae.com](http://www.hlpae.com) or call the school for enrollment information.

**Cosmetology Full Time Program is 1000 hours.**

**Barbering Full Time Program is 1000 hours.**

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

M - TH 8:00 AM-4:30 PM

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



## TEACHER SPOTLIGHT

**Michelle Farage** is an outstanding culinary instructor at Hacienda La Puente Adult Education. Her curriculum includes baking and pastry, international cuisine, and an externship module. In addition, she recently developed a very effective hybrid curriculum model through synchronous and asynchronous learning opportunities. She has also had great success teaching disabled adults and high school students.

Michelle Farage is a graduate of Le Cordon Bleu College of Culinary Arts and holds a Bachelor's Degree in Career Tech Education (CTE). In addition, Michelle is a life-long learner and is currently working on a Master's Degree in Administrative Education at Cal Poly Pomona.

Michelle is involved in the Technology Improvement Committee, California Council for Adult Education (CCAIE) Chapter meetings, and CCAIE fundraising events that provide student scholarships and support the Skills USA program. Recently, she volunteered to have her culinary students provide a CCAIE spaghetti lunch fundraiser event. She is very well respected by her students and colleagues as her culinary program has an outstanding reputation in the San Gabriel Valley. **As a result of her collaborative efforts, Michelle's students succeed and thrive, as her Spring 2023 class resulted in 100% job placement.**

Michelle is a very dedicated instructor, and she has been a member of CCAIE for the past 10 years. She is a single mother, and she is very proud of how she has been able to raise her child on her own, all while pursuing and accomplishing her higher educational goals.



## TRADE CAREERS AT WILLOW CENTER CAMPUS



### Major Appliance Service and Repair

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

Cost: \$125

M - TH 8:00 AM-4:00 PM

### Combination Welder

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

Cost: \$75

M - TH 8:00 AM-4:00 PM



### Automobile Technician

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

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

M - TH 8:00 AM-4:00 PM \$125  
T/TH (PM) 5:00 PM-8:30 PM \$75

### Heating Ventilation and Air Conditioning

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

Cost: \$125

M - TH 5:00 PM-8:30 PM

### Residential Electrical Systems

The Electrician training program provides practical instruction on current electrical systems ranging from basic household wiring to special circuits. This fundamental electrical course is designed to provide a thorough introduction to this career field. According to the U.S. Department of Labor, the number of electrician jobs is projected to increase by 10% through 2029 which is much faster than average. Students will learn electrical theory and receive hands-on training. Take the first step toward learning a new and exciting skill set by enrolling in the electrician course.

Cost: \$125

M/W 5:00 PM-8:30 PM Willow, 89 M. Panahi-pour

## ACADEMICS



### FREE ESL CLASSES! LEARN ENGLISH!

#### English as a Second Language

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

#### Inglés Como Segundo Idioma

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

### 想學英語嗎? 來上免費課程!

細節請電: (626) 933-8305

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

### ALL ESL LEVELS OFFERED AT: (Some levels are offered online)

#### DIBBLE CAMPUS

1600 Pontenova Ave., Hacienda Heights • (626) 933-8305

#### Register in Room K1

Monday - Thursday 8:30 AM-11:45 AM  
Monday - Thursday 12:15 PM-2:15 PM  
Monday - Thursday 6:00 PM-8:30 PM

#### HUDSON ADULT LEARNING CENTER

445 N. Glendora Ave., La Puente • (626) 934-6761

#### Register in Room 8

Monday - Thursday 8:30 AM-11:45 AM  
Monday - Thursday 6:00 PM-8:30 PM

#### WILLOW ADULT LEARNING CENTER

14101 E. Nelson Ave., La Puente • (626) 934-2801

#### Register in Room 20

Monday - Thursday 8:30 AM-11:45 AM

### ESL / Citizenship Preparation

Classes include: U.S. History, Government and 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.

(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.)

Register at Dibble Campus in Room K1

#### CITIZENSHIP PREPARATION

(All Classes are In-Person)

Monday - Thursday 6:00 PM-8:30 PM

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

(All Classes are In-Person & On-line)

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

#### HUDSON ADULT LEARNING CENTER

445 N. Glendora Ave., La Puente • (626) 934-6761

#### Register in Room 8

Monday - Thursday 8:30 AM-11:45 AM  
Monday - Thursday 1:00 PM-4:00 PM  
Monday/Tuesday 5:00 PM-8:00 PM  
Monday - Thursday 4:30 PM-8:30 PM  
Monday - Thursday 4:00 PM-8:00 PM

#### WILLOW ADULT LEARNING CENTER

14101 E. Nelson Ave., La Puente • (626) 934-2801

#### Register in Room 20

Monday - Thursday 8:30 AM-11:45 AM  
Monday - Thursday 1:00 PM-4:00 PM

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

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

#### OFFICIAL HSE TESTING CENTER AT WILLOW ADULT CENTER

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

#### TESTING SCHEDULE:

Tuesday/Thursday 9:30 AM or 12:30 PM  
Wednesday 12:30 PM



## OLDER ADULT PROGRAMS

### REGISTER IN CLASSROOM BEGINNING MAY 28.

#### Technology / Understanding & Using Computers

This class is designed for first time computer users, and it is also intended for those whose familiarity with computers is limited and who want a better understanding of the basics. When you complete this class, you will be able to navigate your computer system, and will be familiar with some of the most popular software.

Introduction M & W 8:30 AM-11:00 AM  
Advanced T & TH 8:30 AM-11:00 AM  
Class Location: Dibble, E1



#### Home Arts / Oil Painting

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

Cost: \$50 per semester

TH 1:00 PM-4:30 PM  
Class Location: Willow, 107

# INNOVATIVE REHABILITATION SERVICES

AT WILLOW CENTER CAMPUS

All students are referred by Regional Center or Department of Rehabilitation.

## Building and Maintenance Worker

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

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



## Food Service Worker

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

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

## Landscape Gardening Worker

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

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

## Center Based Day Activity Program

Support disabled individuals in achieving greater community integration and independence through vocational and supported group employment. Provides a variety of opportunities that include interpersonal interaction, interview skills, employment, soft skills, computer skills, health management skills and communication skills.

M - F 8:00 AM-2:30 PM 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..

M - Th 9:00 AM-12:00 PM & 12:30 PM-2:30 PM Willow, S1

# HOW TO REGISTER FOR:

## Career Technical Education

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

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

1. Go to [www.hlpae.com/registration](http://www.hlpae.com/registration), or go to the campus of your choice during the dates and times below.
2. Take an assessment test or make an appointment. (Plan to stay approximately 1-2 hours.)  
Citizenship: please bring Permanent Resident Card.
3. After testing, you will be registered in an available class.

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

SITE	Career Technical Education Programs	ESL / Citizenship High School Diploma or High School Equivalency
WILLOW CENTER Room #118 14101 E. Nelson Ave., La Puente (626) 934-2801 or (626) 934-5790	Online registration only. <a href="http://www.hlpae.com/registration">www.hlpae.com/registration</a>	M-TH 8:30 AM-10:00 AM, Room 20
HUDSON CAMPUS Room #8 445 N. Glendora Ave., La Puente (626) 934-6761	Online registration only. <a href="http://www.hlpae.com/registration">www.hlpae.com/registration</a>	M-TH 8:30 AM-10:00 AM M/W 5:30 PM-6:00 PM
DIBBLE CAMPUS Room K-1 1600 Pontenova Ave., Hacienda Heights (626) 933-8305	Online registration only. <a href="http://www.hlpae.com/registration">www.hlpae.com/registration</a>	M-TH 8:30 AM-11:00 AM M-TH 5:30 PM-6:00 PM

## POLICIES AND PROCEDURES:

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

# FINANCIAL AID AND GENERAL INFORMATION

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

## Financial Aid Office

M-Th 9:00 A.M. - 4:00 P.M.

In order to be eligible to receive federal student aid for the 2024 Summer Session I, only the personal services programs, Pharmacy Technician, LVN, and Psychiatric Technician programs for new enrollees are eligible. To be eligible for funding for the Summer Session I, please fill out the 2023-24 Federal Application for Federal Student Aid ([www.studentaid.gov](http://www.studentaid.gov)). Note: Summer Session I: 5/28/24 through 6/27/24.

If you are planning to start school this Fall Semester (2024) you will also need to fill out the 2024-25 [Free Application for Federal Student Aid \(www.studentaid.gov\)](http://www.studentaid.gov). When filling out the FAFSA you will NEED to include our Pell School code: (012522). Allow a minimum of 3-5 days for your school to receive your electronic Student Aid Report (eSar) after you have submitted your FAFSA online.

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

- Valid California Driver's License or Identification
- Social Security Card
- Sealed High School Transcripts or State recognized equivalent i.e. (GED, or HiSET) original documents required. If submitting High School Transcripts they must be sealed. Foreign High School Diplomas need to be professionally evaluated ([www.aerc-eval.com](http://www.aerc-eval.com)). If you graduated from HLPUSD you may bring your High School Diploma in lieu of a High School transcript.

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

If you need assistance filling out the FAFSA application, please call 1(800) 433-3243.

## Attendance

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

## Parking

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

## Fees

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

## Refund Policy

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

## Student Services

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

## Services to Businesses

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

## About this Catalog

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

## Internet Web Site

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

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

# GENERAL INFORMATION



## School Calendar

Summer Classes Begin ..... May 28, 2024  
 Memorial Day Holiday ..... May 27, 2024  
 Juneteenth Holiday ..... June 19, 2024  
 4<sup>th</sup> of July Holiday ..... July 4, 2024  
 Summer Classes End ..... August 2, 2024

## Board of Education

President.....Christine H. Salazar  
 Vice President ..... Nancy Loera  
 Clerk.....Gino Kwok, Esq.  
 Member.....Stephanie Serrano  
 Member.....Jeffrey De La Torre  
 Superintendent ..... Dr. Alfonso Jimenez

## Administration - Adult Education

Executive Director..... Dr. Gregory Buckner  
 Director, Career and Technology Education..... Micah Goins  
 Director, Academics & Community Education.... Elbia Sarabia  
 Assistant Director, Adult Academics Programs... Danny Hong  
 Program Administrator, Health Careers..... Valerie Clifford  
 Program Administrator,  
 Innovative Rehabilitation Services .....Adriana R. Jovel  
 Program Administrator, Workforce ..... Jorge Seccia  
 Administrator of Counseling Services ..... Maria Tellez  
 Administrator of Counseling Services ..... Rosie Sandoval