



Azusa Adult

EDUCATION CENTER

REGISTER TODAY! WE ARE HERE TO HELP YOU REACH YOUR GOAL!



AZUSA ADULT EDUCATION CENTER

1040 E. Gladstone Street
Azusa, CA 91702
(between Citrus & Barranca)

2024-2025 SCHOOL YEAR CALENDAR

August 26, 2024 - June 11, 2025

August 26 Fall Classes Begin
September 2 Labor Day - No School
October 18 Job Fair
November 11 Veteran's Day - No School
November 25 - 29 Thanksgiving Holiday
Dec. 23 - Jan. 6 Winter Break - No School
January 6 No School
January 7 Classes Resume
January 17 End Fall Session
January 20 Martin Luther King's Day
January 21 Spring Classes Begin
February 10 Lincoln's Day - No School
February 17 Washington's Day - No School
March 31 - April 4 Spring Break - No School
May 26 Memorial Day - No School
June 9 Graduation Pining Ceremony
June 11 End of Spring Session
June 16 Summer Classes Begin
June 19 Juneteenth - No School

**REGISTER ONLINE
TODAY!**
azusaadult.edu



HOW TO REGISTER FOR CLASSES

1. Register Online at www.azusaadult.edu or Scan QR code.
2. Visit our office to register in person starting August 12, 2024.

ESL AND ACADEMIC CLASSES:

1. Create student account online
2. Select Registration Section
3. Schedule CASAS test
4. Take CASAS test (ensure course placement)
4. Start class.



Residential Customer

*****ECRWSSDDM*****

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Azusa USD
PO Box 500
Azusa, CA 91702

Are you struggling to find work because you lack a high school diploma or industry training?

WE CAN HELP YOU GET THE SKILLS YOU NEED FOR A NEW JOB.

Enroll today! For more information, visit www.azusaadult.edu

HEALTH SCIENCE & MEDICAL TECHNOLOGY

NURSE ASSISTANT TRAINING PROGRAM (NATP)

NURSE ASSISTANT TRAINING PROGRAM (NATP) WITH RESTORATIVE NURSING ASSISTANT & HOME CARE AIDE

This 12 week program includes classroom instruction with hands on training, 320 hours including 108 internship/externship hours in a long term/extended care facility. Students must provide their own transportation to the externship location. This program covers: Patient Basic Care (i.e. nutrition and feeding, bathing and oral hygiene); Patient Monitoring (i.e. temperature, blood pressure, etc.); Positioning; Rehabilitation and Restorative Care; Patient Safety; Ethics; Patient Rights; and Elder Abuse Identification. Patient Dignity and Rights of Privacy, Therapeutic Exercises, Functional Patient Mobility, and Transfers. Students will also receive CPR Certification as part of the program. This program also prepares students for the California State Nurse Assistant Certification Exam. At the end of the program, students will receive 3 certificates: a Nurse Assistant Training Program Certificate of Completion and a Restorative Nurse Assistant Certificate of Completion & Home Care Aide Certificate of Completion. Students will be ready to work immediately as a Certified Nurse Assistant or as Restorative Nurse Assistant & Home Care Aide.

Fee: \$2,850 (includes tuitions, materials, supplies, textbooks, standard fees for medical and background clearances, standard uniform, clinicals supervision, CPR, and California State CNA Exam fees).

Prerequisites:

- High School Diploma or Equivalency
- At least 18 years old
- At least 6th Grade Reading and Math Level

4210.01	08/26/24-11/14/24	M-Th	8:30 am – 1:30 pm	3
4211.01	11/18/24-02/27/25	M-Th	8:30 am – 1:30 pm	3
4212.01	03/03/25-05/29/25	M-Th	8:30 am – 1:30 pm	3

JOB
OUTLOOK:

California / United States
GROWTH % Rates (2022-2032):

California:
\$21.72 hourly
4% growth rate

United States:
\$18.36 hourly

Source: www.onetonline.org



PHARMACY TECHNICIAN



This Pharmacy Technician Program is 18 weeks/360 hour hybrid course. It is designed to prepare students for entry-level employment in retail, outpatient, and hospital in-patient pharmacies with a supervising pharmacist. The course is designed as a hybrid model which includes two (2) days of classroom instruction with hands on training, online assignments and activities, and 120 internship/externship hours in a retail or hospital pharmacy. Upon completion of the class and the externship hours, students will be recommended for a California Pharmacy Technician License and/or apply to take the National Pharmacy Technician Exam.

Fee: \$2,200 (includes tuition, materials, supplies, textbooks, standard fees for medical and background clearances, standard uniform, and externship supervision).

Fees does not include CPT License or NPT Exam costs.

Prerequisites:

- High School Diploma or Equivalency
- At least 6th Grade Math Level
- At least 18 years old
- Clearance of Criminal Conviction

4310.04	08/27/24-01/17/25	T, Th	4:00 pm – 8:30 pm	2
4310.04	01/20/25-06/11/25	T, Th	4:00 pm – 8:30 pm	2

First day of class is in person - Mandatory!

JOB
OUTLOOK:

California / United States
GROWTH % Rates (2022-2032):

California:
\$23.98 hourly
8% growth rate

United States:
\$19.32 hourly

Source: www.onetonline.org



MEDICAL BILLING AND INTRODUCTION TO CODING

ONLINE
COURSE

This 18 week/288 hour online course is designed to prepare students for employment as a Medical Biller at a hospital, medical center, doctor's office, or an insurance agency. Students begin with medical terminology. Medical terminology is essential to billing and coding. Learn medical language, terms, and abbreviations associated with the human body systems that are necessary for persons entering medical occupations. Next, students will learn the complexities of decoding. Students will understand how to create medical CMS 1500 claims, Medical Billing Software, insurance payors, and EOB's as well as post payments. Students will be introduced to basic CPT and ICD 10 coding.

This class uses Canvas. Students are required to have a computer laptop/desktop device and internet access.

Fee: \$800 (includes tuition, textbooks, materials, and supplies)

Prerequisites:

- High School Diploma or Equivalency
- At least 18 years old
- At least 6th Grade Reading and Math Level

4220.07	08/26/24-01/17/25	T, Th	3:00 pm – 6:00 pm	Online
4220.07	01/20/25-06/11/25	T, Th	3:00 pm – 6:00 pm	Online

JOB
OUTLOOK:

California / United States
GROWTH % Rates (2022-2032):

California:
\$22.19 hourly
8% growth rate

United States:
\$20.50 hourly

Source: www.onetonline.org



CNA - CEU CONTINUING EDUCATION UNIT (CEU) CLASSES

NEW!

Azusa Adult Education Center is now holding in-person Continuing Education Unit (CEU) classes.

Certified Nurse Assistants (CNAs) must complete 48 hours of continuing education every 2 years. CNAs must comply with State and Federal law, including in-service and continuing education hours. Pursuant to Health & Safety Code, Section 1337.6 (a)(1), "...At least 12 of the 48 hours of in-service training shall be completed in each of the two years. 24 of the 48 hours of in-service training may be obtained through online computer training program." Classes meet CE requirements for C.N.A. certificate renewal. Approved by the California Department of Health Services (NAC#6019)

All classes receive four (4) CE units per class.

Students must pre-register at the main office during regular weekday business hours or 24/7 online at www.azusaadult.edu. Limited space available and no same-day registration.

Fee: \$20/ea (per class includes all practice materials and CEU Certificate)

Dates: October 11, November 8, December 13, January 10

Fridays 8:30 am – 12:30 pm 3

JOB
OUTLOOK:

California / United States
GROWTH % Rates (2022-2032):

California:
\$21.72 hourly
4% growth rate

United States:
\$18.36 hourly

Source: www.onetonline.org



SECURITY GUARD TRAINING

UNARMED Class cost: 40 hours, 1 week, \$1,995
ARMED Class cost: 80 hours, 2 weeks \$3,995

4500.01	M-F	8:00 am - 4:00 pm	Room 15
4501.01	M-F	8:00 am - 4:00 pm	Room 15

**Call for upcoming dates*



CONSTRUCTION WORKER

Our 18 week/216 hour introductory course is coming soon.

Class cost: \$2,450

COMING
SOON!

MEDICAL ASSISTANT



CCBMA

CALIFORNIA CERTIFYING BOARD FOR MEDICAL ASSISTANTS

This program is 22 weeks/580 hour (Front Office 10 weeks and Back Office 12 weeks). This hybrid course is designed to prepare students for employment in a career as a Medical Assistant, in medical offices, clinics, hospitals or other medical facilities. The program includes Anatomy & Physiology, Medical Terminology, Medical Records, and a 160 hour internship. Our program is divided into Front Office and Back Office segments.

Front Office portion students learn front office skills and procedures. HIPPA requirements, professionalism, customer service, oral and written communication, medical records, including medical ethics and liability, medical record management. Health insurance, procedural and diagnostic coding, medical math.

Back Office portion is primarily in person, as students learn hands-on skills: Administering injection, injection procedure, medication administration, vital signs, and immunizations, cardiology and radiology procedure, medications, examinations, preparing for surgery, assisting in minor surgery.

Students are prepared and expected to take and pass the California Certifying Board for Medical Assistants Exam.

Fee: \$3,535 (includes tuition, textbooks, materials, and supplies)

Prerequisites:

- High School Diploma or Equivalency
- At least 18 years old
- At least 6th Grade Reading and Math Level

4260.01	08/26/24-02/14/25	M - In person	8:30 am – 12:00 pm	4
		F - In person	8:30 am – 3:30 pm	4

Distance learning 9.5 hours a week.

*When Holidays fall on a Monday; Wednesday are make up days.

JOB
OUTLOOK:

California / United States
GROWTH % Rates (2022-2032):

California:
\$22.45 hourly
9% growth rate

United States:
\$20.19 hourly

Source: www.onetonline.org



ADULT BASIC EDUCATION / HIGH SCHOOL DIPLOMA & HiSET®/GED® PROGRAM

FREE
CLASSES!

FREE

ADULT BASIC EDUCATION LAB

Our ABE classes are here to help you develop your math and reading skills. Reading comprehension, vocabulary and grammar will be the focus. Upon completion, you will have a strong academic foundation to use in your everyday life, prepare for pre-employment exams or help you prepare to take our HSD, HiSET®/GED® and CTE programs.

Prerequisites:

- CASAS Pre & Post Test Required.
- English Language proficiency at level 6.

1020.01	M-Th	8:00 am – 12:30 pm	Room 7
1020.07	M-W	5:00 pm – 8:30 pm	Room 7

EARN YOUR HIGH SCHOOL DIPLOMA

Adults 18 and older may earn a high school diploma by taking self-paced, individualized courses which are a blend of teacher directed instruction, independent study, and online learning activities. The high school diploma program offers standards-based curriculum that allows students to earn a WASC accredited high school diploma.

HIGH SCHOOL DIPLOMA COURSE

Prerequisites: CASAS Pre & Post Test Required.

8001.01	M-Th	8:00 am – 12:30 pm	Room 7
8001.07	M-W	5:00 pm – 8:30 pm	Room 7



Graduation Requirements

English	40 Semester Credits
Mathematics (Must include 1 year of Algebra)	20 Semester Credits
Science	20 Semester Credits
American History	10 Semester Credits
Social Studies	10 Semester Credits
Foreign Language or Fine Arts	10 Semester Credits
American Government	5 Semester Credits
Economics	5 Semester Credits
Electives	60 Semester Credits
TOTAL	180 Semester Credits

(All High School Course Lists available in the Counseling Center)

Elective Credits: Credit may be granted towards the elective requirement for military, work experience, and/or vocational courses. Please see a counselor for specific criteria and details.

MATH LAB

This bilingual Math Lab class is designed for student to strengthen Math skills through direct instruction and Individualized Study plans. This Class prepares students for the HiSET®/GED® preparation class or completing the high school diploma program. It can also prepare you for job placement. Available in English and Spanish.

1120.07	M	5:00 pm – 8:00 pm	Room 6
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FREE

TYPING TEST

[BY APPOINTMENT ONLY]

Typing test are available for \$15. All typing test participants are given an opportunity to practice before taking the test. A 5-minute timed test will be given. Upon successful completion of the typing test, student will receive proof of typing ability.

Fee: \$15

Please call for the next available appointment at (626) 852-8400.



SERVSAFE EXAM

[BY APPOINTMENT ONLY]

Call (626) 852-8400. Check our website for any updates.



HIGH SCHOOL EQUIVALENCY EXAM PREPARATION (HiSET®/GED®)

Earning a high school equivalency certificate from the State of California may be alternative to getting a high school diploma. This course is designed to provide students with direct instruction, collaborative learning and other learning activities designed to prepare them for each section of the HiSET®/GED® exam: Reading, Writing, Mathematics, Science, and Social Studies. Working towards your high school equivalency has never been easier!

Prerequisites: CASAS Pre & Post Test Required.

8002.01	M-Th	8:00 am – 12:30 pm	Room 7
8002.07	M-W	5:00 pm – 8:30 pm	Room 7

HIGH SCHOOL EQUIVALENCY PREPARATION SPANISH EXAM

Prepare for the Spanish HiSET®/GED® exam. Students participate in learning activities designed to prepare them for each section of the exam. *El examen HiSET®/GED® puede ampliar sus oportunidades, pero requiere preparación. Obtenga las herramientas que necesita para prepararse del programa HiSET®/GED®.*

Prerequisites: CASAS Pre & Post Test Required.

2081.07	W	4:30 pm – 8:30 pm	Room 11
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OFFICIAL HiSET TESTING CENTER!

The Azusa Adult Education Center is an official testing center for the HiSET® exam. Please contact our office for additional information and registration at (626) 852-8400.

AAEC will pay the first battery of tests for those students who complete the 40 hours or more of class time. Students are given 12 months and 3 times each to pass all 5 subjects. CASAS Pre and Post test required. It is the student's responsibility to pay for those tests that were not successfully passed during the allocated time.

HiSET® consists of 5 subtests, which are available in both English and Spanish:

Reading, Mathematics, Science, Writing, and Social Studies

Test Fees: \$105 for all five subtests + one-time state fee

TAKE IT FOR FREE!

Call or visit our website for more information.

Registration and payment must be completed in our Office at least the Wednesday prior to the exam dates.

Testing Dates:

DATES			TEST	HiSET
TUESDAY			Writing 120 Minute Test	8:30 am
September 10, 2024	January 21, 2025	May 6, 2025		5:00 pm
October 8, 2024	February 11, 2025	May 20, 2025		
November 12, 2024	March 11, 2025			
December 10, 2024	April 15, 2025			
WEDNESDAY			Math 90 Minute Test	8:30 am
September 11, 2024	January 22, 2025	May 7, 2025	Social Studies 70 Minute Test	5:00 pm
October 9, 2024	February 12, 2025	May 21, 2025		10:00 am
November 13, 2024	March 12, 2025			
December 11, 2024	April 16, 2025			
THURSDAY			Science 80 Minute Test	8:30 am
September 12, 2024	January 23, 2025	May 8, 2025	Reading (English) 65 Minute Test	5:00 pm
October 10, 2024	February 13, 2025	May 22, 2025		10:00 am
November 14, 2024	March 13, 2025			
December 12, 2024	April 17, 2025			
			Lectura (Spanish) 80 Minute Test	10:00 am
				7:00 pm

GED TESTING SCHEDULE COMING SOON!

Check our website
www.azusaadult.edu
for any updates.



Transitional Counseling for College at Azusa Adult Education Center

We are here to help you with:

- Applying to the College of your choice
- Money to pay for College
- Information on Non-Credit and Credit Classes and College programs
- Referral to Student Services
- Information on General Education Graduation Requirement
- Hablamos Español



By appointment only, please call (626) 852-8400.

ENGLISH AS A SECOND LANGUAGE



English as a Second Language classes are for adults 18 years and older whose first language is not English. Each course is designed to focus on developing and advancing English language skills in listening, speaking, reading, writing, and grammar. **You must attend orientation before beginning class.**

Registration Information:

- Register online or in person
- Select Registration Section
- Schedule a CASAS test by calling the school (626) 852-8400.
- CASAS Pre & Post Test Required.

Student textbooks/workbooks will be available for purchase in the counseling office.

3005.01	Beginning Low	M-Th	8:30 am – 12:00 pm	13
3005.07	Beginning Low	M-Th	5:00 pm – 8:30 pm	13
3115.01	Beginning High	T, Th	8:30 am – 12:00 pm	10
3115.07	Beginning High	T, Th	5:00 pm – 8:30 pm	10
3120.01	Intermediate	M-Th	8:30 am – 12:00 pm	11
3120.07	Intermediate	M-Th	5:00 pm – 8:30 pm	12
3130.01	Advanced	M, W	8:30 am – 12:00 pm	10
3130.07	Advanced	M, W	5:00 pm – 8:30 pm	10



FREE CITIZENSHIP PREPARATION

NEW TEACHER!

12 weeks sessions!

Citizenship class provides an opportunity for any individual to learn more about the United States and the rights and privileges of citizenship. The teacher-directed Citizenship class covers the basics of U.S. history, government, and naturalization procedures.

The course provides an overview of United States history and the structure of Federal, State, County and City government. It includes the rights and responsibilities of citizens living under a democratic form of government. Students will learn the process for applying for naturalization and have opportunities to prepare and practice for the USCIS Naturalization exam.

We work in partnership with the Azusa City Library, Inspired Citizenship Program.

Requirements for enrolling: Students must score at the Intermediate or Advanced levels on the CASAS assessment. CASAS Pre & Post Test Required.

3800.07	08/26/24-11/11/24	M	4:30 pm – 8:30 pm	11
3801.07	11/18/24-03/03/25	M	4:30 pm – 8:30 pm	11
3802.07	03/10/25-06/09/25	M	4:30 pm – 8:30 pm	11



ACCREDITATION

The Azusa Adult Education Center is accredited by the Western Association of Schools and Colleges. Accreditation is an assurance of quality and a guarantee that classes taken for credit will be accepted for credit by other educational institutions. All teachers are certified in their teaching area by the State Commission for Teacher Preparation and Credentialing.



AZUSA UNIFIED SCHOOL DISTRICT



Board of Education
Yolanda Rodriguez-Peña, President
Gabriela Arellanes, Vice President
Sandra Benavides, Clerk
Adrian Greer, Member
Sabrina Bow, Ed.D., Member

Superintendent: Arturo Ortega

Adult School Staff
Principal: Dr. Anthony Contreras
Counselor: Daniel Soriano
Evening Administration: Joe Rocha, Mari Bordona
Secretary: Monica Pringle

Uniform Complaint Procedure: Uniforms Complaint Procedures are available in our office, and our website.

School District Policy: It is the policy of the Azusa Unified School District not to discriminate on the basis of sex, race, color, national origin, sexual orientation, lack of English skills, handicapping condition, age or language in its admission of students to school programs, educational programs and activities, or the recruitment and employment of personnel. Students, parents, employees, and community members who feel that they have a grievance concerning discrimination should contact: EQUAL OPPORTUNITY COORDINATOR, AZUSA UNIFIED SCHOOL DISTRICT, 546 South Citrus Avenue, Azusa, California, 91702 (626) 967-6211, Ext. 6184

GENERAL INFORMATION

MISSION STATEMENT

We are committed, as a professional learning community, to continuous improvement in providing a diverse and high quality educational program where all students are provided the opportunity to develop and deepen their knowledge and skills required to:

- Actively participate in further educational pursuits
- Obtain or advance in fulfilling career goals
- Ethically participate in a multicultural civic society

VISION STATEMENT

Empowering every student to pursue their academic, vocational and personal goals.

STUDENT LEARNING OUTCOMES

Effective communicators who can engage in meaningful interactions:

- Comprehend and analyze written, spoken, and visual information.
- Convey complex thoughts and ideas in oral, written and/or visual format.
- Synthesize complex communication and data, respond orally and in writing
- Develop relationships that advance the idea of cooperation and a positive working and community environment.

Productive individuals who utilize current tools to set and achieve attainable goals:

- Possess digital literacy, as well as mastery of other tools necessary for successful employment, community interaction, and achievement of educational goals.
- Gain knowledge sufficient for understanding and achieving personal, educational, and career goals.
- Organize effectively for maximum efficiency
- Develop self-reliance, while maintaining a sense of social responsibility.

Critical Thinkers who:

- Problem solvers who utilize mathematical, numeric, and formulaic concepts to resolve complex challenges present in daily life and in the complex environment of the current workplace.
- Utilize knowledge and resources to resolve complexities of societal issues.
- Employ creativity and forward thinking to seek out solutions to challenges.

ADMISSION AND REGISTRATION INFORMATION



REGISTRATION HOURS

Monday - Thursday	8:00 am - 8:30 pm
Fridays	8:00 am - 3:00 pm

METHODS OF PAYMENT Debit Card, MasterCard, Visa

COMPLETION OF REGISTRATION IS SUBJECT TO AVAILABLE SPACE.

REGISTRATION POLICY NOTIFICATION will only be given if class is cancelled. Please note carefully the dates and times of the classes you select.

FEES AND REFUNDS: Application, registration and program fees are **non-refundable and non-transferable**. Please be sure you want to take the class before you register and pay fees. Fees do not include the textbooks and supplies, required for some courses.

REGISTRATION AND REFUND POLICIES

- All students must attend orientation the first week of the month before beginning classes.
- Some classes have limited space, please register early.
- All fees are due and payable at the time of registration.
- Methods of payment accepted are Mastercard, Visa, debit card. All credit or debit transactions presented in person with a valid photo ID.
- Application, registration and program fees are non-transferrable and non-refundable. Students are to ensure they want to take the class prior to registering and paying fees.
- The Azusa Adult Education Center reserves the right to cancel classes if enrollment does not meet the required minimum. If a class is cancelled by the Azusa Adult Education Center, a full refund for fees will be processed.
- Schedule Changes: every effort is made to ensure the accuracy of the information in this brochure. The Azusa Adult Education Center, however, reserves the right to make corrections or changes at any time without prior notice.

ADMISSION The Azusa Adult Education Center may admit as regular students only persons who meet the age of compulsory attendance (18 years old in CA). Sealed, official transcripts must be provided to complete the registration process for the High School Diploma Preparation Program. Students must meet all of the admissions requirements to be accepted for a specific program and start date. Upon enrollment, students are required to attend the New Student Orientation to familiarize themselves with the campus, as well as the school's rules and regulations.

POLICIES AND PROCEDURES For AAEC policies and procedures, please refer to the AAEC student handbook on our website.

REGISTRATION AND ATTENDANCE A minimum number of students must be registered and in attendance. Excessive absences may cause classes to be closed or combined, or individual students to be dropped.

AZUSA ADULT EDUCATION CENTER IS A MEMBER OF THE



VISITOR'S ON CAMPUS In a continued effort to strengthen campus safety, the following visitor's guidelines have been established for the safety of students and staff:

- Anyone who is not a regular staff member or student of the school will be considered a visitor.
- All visitors to the school must report to the main office upon arrival.
- Upon entering our campus, visitors will be asked reason for their visit and will be required to present government issued identification (ID) with a barcode, such as a driver's license, which can either be scanned or manually entered into our RAPTOR system.
- Visitors will be issued a visitor's badge that identifies the visitor. Badge must be worn at all times while on campus. Teachers will be notified by staff of visitor.
- Individuals waiting for a student, who is taking a Pearson VUE exam, placement tests, or waiting for test results, are also required to report to the front office.
- This is enforced during school hours: 8:00 am to 8:30 pm.