Hacienda La Puente Adult Education will be offering Hybrid and Distance Learning Opportunities for Summer 2022

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

SCIENCE AND MEDICAL TECHNOLOGY

HEALTH CAREERS

AT WILLOW CENTER CAMPUS

COSMETOLOGIST/ BARBER/ESTHETICIAN

AT WILLOW CENTER CAMPUS

REGISTRATION INFORMATION: See back page.

Basic Microsoft Office
Prerequisite: Basic computer skills. Basic Microsoft Office is a program designed to introduce those wanting to learn various programs such as Word, Excel, PowerPoint and Outlook. This class includes keyboard shortcuts, creating worksheets, forms, formulas, formatting, charts, text creation, inserting pictures/clip-art, animation, sound, and more. Great for office and home projects. Students have the option to attend this course through distance learning, hybrid and in-person instruction.
Cost: $75
M - TH 8:00 AM-4:00 PM

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 introductory course will provide students with the foundational concepts of Medical Billing and Coding, and will place a heavy emphasis on medical terminology. Students will gain an understanding of basic elements, rules of building and analyzing medical words, and medical terms associated with the body.
Cost: $75
T - W 4:00 PM-8:00 PM

C.E.U’s for CNA and MA
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).

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.
Enrollers 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, color, cutting, and chemical treatments. For perming, chemical relaxing or soft curl perm, you will learn safety and how to work with chemicals. Students will learn hair cutting, slipper cutting, skin care, manicure, chemical relaxing, and more.
Class Registration: Call the school for schedule. Must attend Appraisal prior to enrollment.
Cosmetologist Full Time Program is 1000 hours.
Barber Full Time Program is 1000 hours.
Esthetician Full Time Program is 600 hours.
Classes meet CE requirements for MA and CNA certificate renewal.

CULINARY ARTS

AT WILLOW CENTER CAMPUS

BE READY TO SERVE AND PROTECT!

Security officers are in high demand and the security industry in the state of California is growing at a fast pace, leading to job security. These courses are taught by law enforcement officials with extensive knowledge and work experience in the field. The Security Training Academy at Hacienda La Puente is a short term training program designed and focused on preparing the students for a career in law enforcement/security field. This security training academy complies with the Department of Consumer Affairs’ skills training for security guards.
For more information and to be considered for June, please call Martin Barragan at (626) 934-2866.
(2010) 7583.6 and 7583.7, Business and Professions code.)

Advanced Private Security Academy (120 hours of training)
This three week course includes: Powers to arrest, weapons of mass destruction and terrorism awareness, public relations, communication and its significance, arrest search and seizure, handcuffing, weaponless defense, straight side handle, expandable baton, chemical agents (OC pepper spray, CPR/First Aid, active shooter, M4 simulator firearms training, legal liability, conflict resolution, observation and documentation, post orders, and report writing. The course also covers SB-1626 school police training, including security awareness in education, dynamics of student behavior, disaster and emergencies, educational environment, and roles and responsibilities of a school police officer.
Cost: $2,055

/HCACIANEDADULTEDUCATION /HLPADULTED

Healthy Produce & Plant Inspired Cooking
Learn to incorporate more produce into everything you cook. You will be focused on the health benefits of different produce items and cooking each day with a different seasonal fruit or vegetable. You will be incorporating each day themed ingredient into a variety of dishes including appetizers, entrées with poultry, beef, pork or seafood, desserts, salads, pastas and sandwiches among others. Prerequisite: Basic English and math skills is required.
Cost: $75
M - TH 8:30 AM-4:30 PM

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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-native speakers who are interested in learning how to speak, read and write English. Classes are available at all levels of English.

Inglés Como Segundo Idioma

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

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 diagnostics. Practical brazing of compressor. HLPAE 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: $75

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 Helo-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

HLPAE 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 use 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.

Cost: $75

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

Heating Ventilation and Air Conditioning

Learn entry level HVACR, theory, and practical training. You will be given classroom instruction as well as hands on practice. Learn how to troubleshoot, repair, and install air conditioning equipment. You will learn how to install compressors, condenser motors, and blower motors as well as 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: $75

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

ACADEMICS

AT WILLOW CENTER CAMPUS

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Inglés Como Segundo Idioma

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

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. Maximum class capacity is 20 students. “Beginners welcome, results guaranteed!”

Cost: $50 per semester

TH

12:30 PM-4:00 PM

Class Location: Willow, S2

EARN A HIGH SCHOOL DIPLOMA. GET AHEAD!

Adult Basic Education (ABE)

Adult Secondary Education (ASE)

High School Equivalency (HSE)

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 3:30 PM - 7:00 PM

WILLOW ADULT CENTER

14101 E. Nelson Ave, La Puente • (626) 934-2801
Register in Room 119
Monday-Thursday 8:30 AM - 11:45 AM
Monday-Thursday 3:30 PM - 7:00 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 GE0 (HSE) or HSET Exams. In order to help you prepare, we offer test preparation for GE0/HSET 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

HLPAE is an official testing center for HSET and GE0 exams. For an appointment contact (626) 933-8305 or (626) 933-8305 for additional information and registration.

TESTING SCHEDULE:

Tuesday
9:30 AM-3:30 PM
Wednesday
1:00 PM-3:30 PM
Thursday
9:30 AM-3:30 PM

FEE BASED COURSES

REGISTER IN CLASSROOM BEGINNING MAY 23.

Technology / Understanding & Using Computers

This class is designed for the first time computer user, but it is also intended for those whose familiarity with computers is limited and who want a better understanding of the basics. When you complete this class, you will be able to navigate your computer system, be familiar with some of the most popular software, know how and where to find information quickly, and navigate the internet with the utmost confidence.

Course Details:

Introduction M & W 8:30 AM-11:00 AM
Advanced T & TH 8:30 AM-11:00 AM

OLDER ADULT PROGRAMS AT DIBBLE CAMPUS

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Register in Classroom Beginning May 23.

Technology / Understanding & Using Computers

This class is designed for the first time computer user, but it is also intended for those whose familiarity with computers is limited and who want a better understanding of the basics. When you complete this class, you will be able to navigate your computer system, be familiar with some of the most popular software, know how and where to find information quickly, and navigate the internet with the utmost confidence. Class size limited to 16 students.

Introduction M & W 8:30 AM-11:00 AM
Advanced T & TH 8:30 AM-11:00 AM
Custodial Worker
Prepare for employment in the custodial maintenance field. Become familiar with equipment and chemicals and learn basic cleaning procedures on the job. Work experience training sites include restaurants, offices, schools, and motels. Students are paid an hourly rate based on their productivity.
M - F 8:00 AM-12:00 PM & 12:30 PM-5:30 PM Willow

Food Service Worker
Learn general food and salad bar preparation, busing, dish washing, server skills, and cashing out. Learn bakery techniques used in restaurants, markets, and retail locations. Students are paid an hourly rate based on their productivity.
M - F 8:30 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

Product Assembler
Prepare for employment in the assembly and packaging field. Train in sorting, wiring, assembly, and disassembly. Learn to use heat and 3-bar sealers, shrink-wrapping, blister pack, skin-wrap equipment, and document shredding equipment. Provides knowledge, training, and practical experience for students requiring special adaptations to workplace skills to improve product assembly training. Students will become familiar with various warehouse procedures and are paid based on a piece-rate.
M - F 8:00 AM-12:30 PM & 12:30 PM-4:30 PM Willow

FINANCIAL AIDS 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 A.M. - 3:30 P.M.
In order to be eligible to receive federal student aid for the 2022 summer session, only classes that are Title IV approved are eligible for financial aid. NO SPECIALTY CLASSES are eligible. Currently approved are Combination Welding, and the Cosmetology/Esthetician/Barber programs for new enrollees, and continuing students who started on/after January 1, 2022, may qualify for additional funding (900 clock hours max.) for the summer session. To be eligible for funding for the summer session, please fill out the 2021-22 Federal Application for Federal Student Aid (www.studentaid.gov), do not forget to use our School Pell Code (012522) when you apply. If you are continuing Cosmetology/Esthetician/ or Barber student please go to the financial aid office to find out if you qualify for additional financial aid.

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 ret raining 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 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.