



2011 COURSE CATALOG

VOL. 39 | NO. 2

RACE.ROWLAND.K12.CA.US

RACE SPRING



FEE BASED REGISTRATION **JANUARY 10**
REGULAR CLASSES **JANUARY 24**



Rowland Adult and
Community Education
Race for life-long learning



California Adult Schools
LEARNING FOR LIFE



Here is a sample of some of the

ON-Line Courses.
... anytime, anywhere.

Access, Cisco Related, Computer Basics, CompTIA, Dreamweaver, Excel, Flash, HTML, Internet Explorer/Netscape, Java, Lotus, Oracle, Office, Photoshop, PowerPoint, Networking, QuickBooks, Quicken, Windows, Word and MORE

Over 600 Online Courses!
coursesonline.com/RowlandAdult

LOOK!
What our new
WEBSITE
HAS TO
OFFER!

For more information about our classes and schedules, please visit our website @ race.rowland.k12.ca.us



ROWLAND UNIFIED SCHOOL DISTRICT ADULT AND COMMUNITY EDUCATION



BOARD OF EDUCATION
Heidi L. Gallegos, President
Judy Nieh, Vice President
Cary Chen, Clerk
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Gilbert G. García, Member

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Robert J. Arias, Ed.D., Assistant Superintendent, Human Resources Division
Rosemary Aguilar, Assistant Superintendent, Schools Division
Ruben Frutos, Assistant Superintendent Administrative Services

ROWLAND ADULT AND COMMUNITY EDUCATION
2100 Leron Avenue
Rowland Heights, California 91748
Telephone: (626) 965-5975
Fax: (626) 854-1191

OFFICE HOURS
Monday – Thursday: 8:00 a.m. – 8:30 p.m.
Friday: 8:00 a.m. – 4:00 p.m.

ADULT EDUCATION ADMINISTRATION
Rocky Bettar, Director

COUNSELOR SERVICES
Joseph Miraglia, Counselor

COUNSELING APPOINTMENTS
Monday/Tuesday/Thursday 5:30 p.m. - 8:30 p.m.
Wednesday 12:00 - 8:00 p.m.

OFFICE STAFF
Norma Parra, Office Manager
Ami Takanashi, Teacher Special Assignment
Mary Ellen Martinez, Pupil Services
Magda Mazzarino, Attendance
Elsa Castanon, Office Assistant
Jessica Marin, Office Assistant
Cammi Lee-Ngo, Office Assistant
Roseanne Romero, Student Assistant II
Erica Meza, Student Assistant II

MISSION

The mission of the Rowland Unified School District, the progressive international community united in learning, is to empower students so that each actualizes his or her unique potential and responsibly contributes to a global society, through a system distinguished by rigorous academics, innovative use of technology, creative exploration, and nurturing learning experiences.

VISION

"The Rowland Unified School District promotes, expects, and accepts nothing short of excellence. We have collective commitment to be the best school district in California."

CORE VALUES

Integrity • Respect • Safety • Student-Centered Focus
Excellence • Responsibility with Accountability

MISSION

"To inspire students to develop and achieve their goals through quality educational programs."

VISION

"To identify and address the challenges of an economically and culturally diverse community; striving to fulfill the needs of our students by providing a curriculum that gives the students the opportunity to be informed, productive and successful community members."

Community Education Registration is Easy. Enroll Early!

Community Education classes do not receive any State funds, students pay a class fee sufficient to cover the direct costs of instruction. The Class Fee is based upon a minimum enrollment of eight students unless otherwise noted, and varies according to the number of hours of instruction. Classes which do not meet the minimum attendance number by the end of the first hour of the first class meeting will be able to choose from one of the following options in order to maintain the class:

1. Pay higher class fees to cover the cost of the class based on the minimum enrollment.
2. Reduce the total hours of instruction to cover the direct costs of instruction.
3. Cancel the class.

Enrollments are taken in the order received, and some courses will fill quickly. Early enrollment is strongly advised. You are enrolled in the activity/class of your choice unless you are notified of a change or a problem. Your cancelled check is receipt of your payment. In order to ensure that the class you want takes place please register in one of the following three ways:

1. BY MAIL

Just fill out the quick and easy registration form located on the inside back cover. Print clearly and provide all the information requested on the form to insure quick processing of your registration. Be sure to include your credit card number, check or money order payable to:

Rowland Adult and Community Education

Mail it along with your registration form to:
Rowland Adult & Community Education
2100 Leron Avenue
Rowland Heights, CA 91748

2. BY FAX – 24 hours a day! 7 days a week!

FAX anytime to (626) 854-1191. Be sure to provide all the registration information and your credit card number including the card expiration date. Do not forget to sign the form.

3. WALK-IN

Drop by our office at Rowland Adult and Community Education located at 2100 Leron Avenue during regular office hours.

4. BY E-MAIL

E-mail the online registration form to
communityed@rowland.k12.ca.us

How to read the Community Education Class schedule:

session number	day(s)	times	start/end dates	
020211	Tues/Wed/Thur	8:15-1:30 pm	08/26/08-01/22/09	
6 wks	AEC2	201	Tanimoto \$55	
course duration	campus	room	instructor	fee

Refunds

Please plan carefully, as there will be **NO REFUNDS, CLASS TRANSFER OR LETTER OF CREDIT.**

If the class is canceled by the Adult School, a full refund will be processed and mailed to you.

Returned Checks

If a check is returned due to insufficient funds, a \$25 fee will be assessed. This applies to ALL courses offered by Rowland Adult and Community Education.





1830 South Nogales Street
Rowland Heights
CA 91748

(626) 965-2541
(FAX) (626) 854-8302

www.rowlandschools.org



Governing Board
Cary C. Chen
Heidi L. Gallegos
Gilbert G. Garcia, Ph.D.
Robert F. Hidalgo
Judy Nieh

Maria G. Ott, Ph.D.
Superintendent

December 1, 2010

Dear Community Member:

Welcome to our 39th year of providing learning opportunities to help adults in our community fulfill their dreams! On behalf of the Board of Education, I congratulate you for choosing Rowland Adult and Community Education as a partner on your life-long learning path.

Rowland Unified is proud to offer award-winning programs that inspire and educate. We are committed to providing outstanding support to our students and accept nothing short of excellence. We are dedicated to meeting the needs of every student, and I am pleased to share just a few of our accomplishments:

- **Strategic Plan:** Rowland Unified has a five-year plan to transform our district as a national leader in educational excellence.
- **Award Winning District:** Rowland Unified has received more California Distinguished School and Golden Bell state awards than any other District in the region!
- **Educational Leader:** We have a unique partnership with the Ball Foundation to transform teaching and learning to ensure that all students reach their full potential.
- **Preparing Students for Their Future:** Our unique Career Pathways Program offers high school students hands-on industry experience in six different career fields, and both high schools offer the International Baccalaureate Program.
- **Academic Excellence:** Rowland Unified continues to outpace the state's growth in both English Language Arts and Math on the California Standards Tests.
- **Committed to the Arts:** The District offers a unique elementary strings program, and award-winning jazz and marching bands, in addition to expansive intermediate and high school arts programs.

Rowland Adult and Community Education and the Rowland Unified District are committed to helping you achieve your personal success. We encourage you to take advantage of our programs and services to help you reach your goals.

Thank you for your support. We invite you to be an active participant in our schools and community.

Sincerely,

Maria G. Ott, Ph.D.
Superintendent of Schools

MGO:lc

Board Vision: The Rowland Unified School District promotes, expects, and accepts nothing short of excellence. We have a collective commitment to be the best school district in California.

Mission: The mission of the Rowland Unified School District, the progressive international community united in learning, is to empower students so that each actualizes his or her unique potential and responsibly contributes to a global society, through a system distinguished by rigorous, innovative use of technology, creative exploration, and nurturing learning experiences.



CONVERSATION SPANISH FOR ADULTS

Emphasis is on correct pronunciation and building practical vocabulary. The course is designed for students without knowledge (or limited) of the Spanish Language. Students will begin to develop conversation skills. Focus is on oral communication.

BEGINNING:				
305501	Mon	6:30-7:30 p.m.	01/24/11-03/07/11	
6 wks	AEC1	106	Hernandez	\$40
INTERMEDIATE:				
305701	Mon	7:45-8:45 p.m.	01/24/11-03/07/11	
6 wks	AEC1	106	Hernandez	\$40

(No class on 2/21)

Material Fee: \$5 payable to instructor at first class meeting.

Steven Hernandez is a Spanish Teacher at Walnut High School with six years of experience and knowledge of proper speech, pronunciation, vocabulary, grammar, culture and history.

AMERICAN ENGLISH PRONUNCIATION

For the Intermediate and Advanced ESL Student

This course will help you, the advanced ESL student, develop the correct pronunciation of words. You will become more proficient and self confident in your day-to-day conversation as you practice the various sounds of English. Minimum of 8 students.

307904	Mon	6:30-8:00 p.m.	01/31/11-03/14/11	
307905	Mon	6:30-8:00 p.m.	04/18/11-05/23/11	
6 wks	AEC1	105	Rosselli	\$60

(No class on 2/21)

Material Fee: \$15 for workbook payable to instructor at first class meeting. Workbook is used for all Accent Improvement Courses.

Anna Rosselli creates a positive environment which builds confidence and improves the students' pronunciation of the English language.

FLORAL DESIGN

This one day workshop course is designed for beginning to advanced level students covering a variety of flower arrangement styles for the season. The instructor will assist students in obtaining flowers and supplies. Minimum of 8 students.

306201	Thu	6:00-8:00 p.m.	01/27/11	
306202	Thu	6:00-8:00 p.m.	03/17/11	
306203	Thu	6:00-8:00 p.m.	04/14/11	
306204	Thu	6:00-8:00 p.m.	05/19/11	
306205	Thu	6:00-8:00 p.m.	06/02/11	
1 day	Killian	Cafeteria	Zacarias	

Fee: \$30 per session **Material Fee:** \$25 at each class meeting.

*Please note material for first class meeting must be paid one week prior to class in order to receive flowers. **Tools needed:** Floral knife and scissors.

Candy Zacarias has worked more than thirty years as owner of Creations by Candy.

BALLOON DECORATING

Balloon Decorating is a highly sophisticated, artistic method of decorating. Create styles with balloons. Learn through demonstrations how to design arcs and other decorative pieces. Find where and how to purchase supplies and equipment.

402401	Thu	6:00-8:00 p.m.	02/10/11	
402402	Thu	6:00-8:00 p.m.	04/21/11	
1 day	AEC1	106	Zacarias	\$30

Material Fee: \$25 (cash only) payable to instructor at first class meeting. Pre-enroll at least one week in advance.

Candy Zacarias has worked more than thirty years as owner of Creations by Candy.

CONVERSATION SPANISH FOR CHILDREN

This is a beginning level conversation class for children ages 7-11, to begin to develop the ability to converse in Spanish. They will learn the correct pronunciation of words, beginning with the alphabet to simple conversation. Minimum of 5 students. Maximum of 15 students.

BEGINNING:				
305601	Sat	10:00-11:15 a.m.	01/29/11-03/05/11	
4 wks	AEC1	104	Alvarez	\$40
INTERMEDIATE:				
305710	Sat	10:00-11:15 a.m.	03/12/11-04/16/11	
4 wks	AEC1	104	Alvarez	\$40
ADVANCED:				
305711	Sat	10:00-11:15 a.m.	04/23/11-05/14/11	
4 wks	AEC1	104	Alvarez	\$40

(No class on 2/12, 2/19, 4/2, 4/9)

Material Fee: \$5 payable to the instructor at first class meeting.

Alexandra Alvarez has an excellent command of the Spanish language and will make this class a fun learning experience for children.

ENGLISH PRONUNCIATION AND ACCENT REDUCTION

For the Intermediate and Advanced ESL Student

This class is for the intermediate to advanced ESL student. All sounds used in American English are taught. Focus is on making the correct sounds by teaching the mouth positions of the lips, tongue and teeth for each sound. Emphasis is placed on the 7 mistakes made by the ESL student that cause accent. The class is an 18-week course divided into three segments for the financial convenience of the student; however, it takes two semesters to cover all of the material. A textbook is used. The student does not need to purchase a textbook to benefit from the class.

307910	Wed	6:00-9:00 p.m.	01/26/11-03/02/11	
307911	Wed	6:00-9:00 p.m.	03/09/11-04/20/11	
307912	Wed	6:00-9:00 p.m.	04/27/11-06/01/11	
6 wks	AEC1	101	Gledhill	\$60

(No class on 4/6)

Material Fee: \$10 payable to the instructor at first class meeting.

Darla Gledhill has been trained in the methods used by Don Atherton. She has learned a second language and understands some of the inherent needs of those learning a second language.

English Tutoring/Citizenship

English as a Second Language/Beginning to Advanced Levels

The English Tutoring Program offers beginning through advanced ESL individual instruction to students that cannot attend regular classes because of limited transportation, child care or work schedules. Students learn English through a series of videos or DVDs that they take home. Materials are on loan for a week. Students meet with a teacher 20 minutes, once a week. There is a \$20 refundable cost for checking out material. For more information call (626) 965-5975.

307101	Tue	5:00-6:00 p.m.	02/01/11-03/08/11	
6 wks	AEC1	Office	Han	\$60



ANTI-AGING SKIN CARE

Become your own esthetician! This class will teach you step by step to learn daily, weekly and monthly skin care routine using professional methods. You will learn skin rejuvenating, exfoliating, black head and other blemish removal, how to make toning, homemade organic vitamin, mineral and face-lift masks and skin calming moisturizing anti-aging wrinkle treatment. Maximum 20 students per class. Bring a hands-free magnifying mirror. Upon completing the course students will receive a certificate.

SESSION 1:

208001	Tue	6:30-7:30 p.m.	02/15/11-03/08/11
4 wks	AEC1	106	Lonyai \$59

SESSION 2:

208002	Sat	8:00-10:00 a.m.	03/05/11-03/12/11
2 wks	AEC1	106	Lonyai \$59

Material Fee: \$14 payable to the instructor at first class meeting.

Dora Lonyai is a European and Californian credentialed teacher who is a privately trained cosmetologist and make-up artist. She keeps herself abreast of the latest developments in skin care and art of makeup.

CREATIVE WRITING: THE ART AND CRAFT OF STORY TELLING

Students will learn a comprehensive guide to classic writing techniques and how to create a successful beginning, middle and ending in their writings. Students will craft a memorable characterization and point of view of a story. Learn to integrate and navigate elements of a story. Students will develop a portfolio of their own stories to publish.

308411	Thu	5:30-6:30 p.m.	01/27/11-03/03/11
6 wks	AEC1	102	Gonzalez \$110

Material Fee: \$20 for the text book "The Art and Craft of Story Telling" by Nancy Lamb.

Emerald Gonzalez has a Masters in Education. She has passed the teacher exams CSET and CBEST and is a published writer at Emmybooks.com

CLASSIC & GLAMOUR MAKE-UP

Bring out your beauty with the magic of make-up! Step by step make-up application technique skills will help you to get ready within 5 minutes. Be glamorous for big events and exquisite evenings with your new glamour make-up techniques! Students will learn their makeup colors and application techniques. Maximum 16 students per class. Bring a hands-free regular mirror. Upon completing the course students will receive a certificate.

SESSION 1:

317401	Tue	7:30-8:30 p.m.	02/15/11-03/08/11
4 wks	AEC1	106	Lonyai \$59

SESSION 2:

317402	Sat	10:00-12:00 p.m.	03/05/11-03/12/11
2 wks	AEC1	106	Lonyai \$59

Material Fee: \$14 payable to the instructor at first class meeting.

WRITING FOR COLLEGE BOARD EXAMS: SAT, CBEST, GRE AND CSET

Student will learn to write expository writing using the five elements of writing to obtain an essay that flows. Students will practice prompt essay writing questions. Teacher will be available to edit student's personal essay for SAT and/or College entrance application.

308401	Wed	4:30-5:30 p.m.	01/26/11-03/02/11
6 wks	AEC1	102	Gonzalez \$150

Material Fee: \$20

CARD MAKING AND SCRAPBOOKING

Would you like to learn how to make greeting cards, 3D projects, paper flowers and punch arts using cardstocks and incorporating rubber-stamping? Come and learn something that you can easily replicate at your own home. It's easy, fun, relaxing, and you get to meet new friends!!! The projects we will make are for the holidays such as Halloween, Thanksgiving, Christmas, New Year's and Valentine's Day. Any questions, call (626) 592-0722.

301421	Sat	10:30-12:00 p.m.	01/29/11
301422	Sat	10:30-12:00 p.m.	02/05/11
301423	Sat	10:30-12:00 p.m.	03/12/11
301424	Sat	10:30-12:00 p.m.	04/16/11
301425	Sat	10:30-12:00 p.m.	05/21/11
1 day	AEC1	101	Ying \$10

Material Fee: \$10 (cash) payable to the instructor.

Recommended supplies: Students must bring bone folder, scissors & adhesives, or you can also pay \$3 to the instructor and use her adhesive in the class. Ages 16 & over.

Jessica Ying is a Stampin' Up! Demonstrator who holds monthly classes to share ideas and inspire others. In addition to teaching classes at various community centers, she holds private classes and workshops. For more information, visit her website: www.yoyostamping.com

TRAFFIC VIOLATOR SCHOOL TVS #01215 (BY COURT REFERRAL ONLY)

This course is licensed by the Department of Motor Vehicle (DMV). Adult students must complete an eight hour course to fulfill court requirements. You must register in person and bring your driver's license and court documents. Please call (626) 965-5975 for dates and times of class. Only CASH, VISA, Mastercard and American Express accepted for payment of fees.



Session#	Day	Date	Time	Loc	Rm	Teacher
207001	Sat	02/05/11	8:00-4:30 p.m.	AEC1	103	Rodgers
207002	Sat	03/05/11	8:00-4:30 p.m.	AEC1	103	Rodgers
207003	Sat	04/16/11	8:00-4:30 p.m.	AEC1	103	Rodgers
207004	Sat	05/07/11	8:00-4:30 p.m.	AEC1	103	Rodgers
207005	Sat	06/04/11	8:00-4:30 p.m.	AEC1	103	Rodgers

Fee: \$30 for eight hour course. There is a \$10 registration fee. An additional \$10 fee will be charged for same day registration.

William Rodgers worked as a LAPD motorcycle police officer for 26 years. He will not only share those experiences, but is serious when it comes to providing students with the "way it is." He will make your time during the class exciting and meaningful.

ROWLAND ADULT & COMMUNITY EDUCATION

GENERAL INTEREST



CONQUERING YOUR COMPUTER PHOBIA

Does the thought of using a computer make you a little uneasy? Are you tired of the youngest members of your family asking you questions which you haven't got the foggiest notion of how to answer? Then this class is for you. Here, you will learn how to master your fear of "flying" on a Pentium IV PC computer. It's designed just for you. If you want to know what Windows, hard drives, RAM, ROM, zip, CD, floppies, and all the terminology means? This beginning class focuses on the basics of operating Windows XP Professional, using software programs, manipulating, saving files, word processing and printing. This is a five week course.



Session#	Day	Date	Time	Loc	Rm	Teacher	Fee
308501	Tue	01/25/11-02/22/11	5:30-7:30 p.m.	AEC1	102	Schermer	\$35
308502	Tue	03/01/11-03/29/11	5:30-7:30 p.m.	AEC1	102	Schermer	\$35

Material Fee: \$40 cash payable to the instructor at first class meeting.

Richard Schermer is an expert in computer instruction. He is well liked and can make the class enjoyable for all students of all levels.

MICROSOFT WORD - INTERMEDIATE AND ADVANCED

This class provides intermediate and advanced features using MS Word. Students will learn to use intermediate features such as using headers, footers, tables, templates, table of contents and foot notes. This class covers advanced features and functionality of MS Word.

318215	Sat	10:00-12:00 p.m.	01/29/11-02/26/11				
3 wks	AEC1	102	Miranda	\$40			

(No class on 2/12, 2/19)

Material Fee: \$30 cash payable to instructor at first class meeting.

Carlos Miranda has a Master's Degree from Cal Poly Pomona. He currently works at Cal Poly Pomona as a Computer Systems Analyst and Mt. San Antonio College as a Professor in the Electronics and Computer Technology Department.

INTRO TO MICROSOFT OFFICE WORD, EXCEL AND POWERPOINT

This class provides a simple introduction to understanding and using the MS Office Suite. The course covers all the fundamental functions and operations in Office. Students will learn how to edit and navigate in documents using MS Word, enter formulas and basic functions of MS Excel and create presentations using MS PowerPoint.

318260	Sat	8:00-10:00 a.m.	01/29/11-02/26/11				
3 wks	AEC1	102	Miranda	\$40			

(No class on 2/12, 2/19)

Material Fee: \$30 cash payable to instructor at first class meeting.

CREATE YOUR OWN WEBSITE BLOG

NEW

In this class students will learn to create a website or blog using Wordpress.com, Blogger and other free tools. An introduction to AdSense and other affiliate networks will show students how to make money placing ads on their blogs. 4 weeks.

Session#	Day	Date	Time	Loc	Rm	Teacher	Fee
300115	Sat	03/05/11-03/26/11	9:00-11:00 a.m.	AEC1	102	Campbell	\$65

Material Fee: \$10 payable to instructor at first class meeting.

John Campbell is a credentialed teacher and has taught Adult ESL for five years and has been the Computer Language Lab Director at El Monte Adult School for three years.

BBQ PITMASTER 101

NEW

Learn from a national BBQ champion featured on TLC's BBQ Pitmasters Season One on how to cook chicken thighs, halves, wings, breasts, Santa Maria style tri tip, BBQ beans, and coleslaw. For more information on the instructor, go to <http://www.SlapYoDaddyBBQ.com>. Maximum of 15 students.

Session#	Day	Date	Time	Loc	Rm	Teacher	Fee
208101	Tue	02/08/11	5:30-8:00 p.m.	AEC1	Patio	Soo/Adauto	\$40
208102	Tue	03/08/11	5:30-8:00 p.m.	AEC1	Patio	Soo/Adauto	\$40
208103	Tue	04/12/11	5:30-8:00 p.m.	AEC1	Patio	Soo/Adauto	\$40
208104	Tue	05/10/11	5:30-8:00 p.m.	AEC1	Patio	Soo/Adauto	\$40

Material Fee: \$25 paid to instructors beginning of class. All participants will have the opportunity to enjoy the delicious prepared food. Instructors: Harry Soo or Benny Adauto

Slap Yo Daddy BBQ comprising of **Harry Soo** and **Benny Adauto** have won 10+ Grand Championships and are a top nationally ranked team. They are proud members of the Kansas City BBQ Society (KCBS) and International BBQ Cookers Assoc. (IBCA). They both love to share their passion and knowledge of BBQ, which is the only true authentic American cuisine. Come join their hands-on class and learn how to cook championship BBQ from scratch.

The Information printed in this Schedule of Classes regarding classes, location, and teachers is as up-to-date as possible at time of printing.



ROWLAND ADULT & COMMUNITY EDUCATION

GENERAL INTEREST

ONE DAY WORKSHOPS

REHABBING HOUSES FOR A PROFIT/PROPERTY MANAGEMENT

An exciting introduction into the steps and preparation required to rehabbing properties from beginning to end. Rehabbing distressed and foreclosed properties for profit. Rehabbing properties and using property management to create PASSIVE income.

Session#	Day	Date	Time	Loc	Rm	Teacher	Fee
205111	Wed	05/11/11	6:30-9:00 p.m.	AEC1	106	Simmons	\$35

Material Fee: \$25 payable to the instructor.

TAX LIEN

Learn what a Tax Lien/Deed Certificate is. Find out why a lien/certificate was recorded/filed. How to invest/purchase liens/certificates. Learn about the bidding process.

207301	Wed	6:30-9:00 p.m.	02/09/11
1 day	AEC1	106	Simmons \$35

Material Fee: \$25 payable to the instructor.

HOW TO BUY FORECLOSURES

Explaining foreclosures, pre-foreclosures, short-sales, real estate owned, for sale by owner, lease with option to purchase, tax liens, and much, much more! Where do you find all of these items, and how do you find the best properties. What's the state of the market?

204628	Wed	6:30-9:00 p.m.	03/09/11
1 day	AEC1	106	Simmons \$35

Material Fee: \$25 payable to the instructor

START YOUR NEW BUSINESS, NEED CAPITAL?

Every NEW or ESTABLISHED business needs CASH; this is an exciting introduction to Business Credit and Raising Business Capital. 90% of all new businesses fail in the first three years due to lack of capital . . . don't be one of them. Learn the art of developing a qualified entity and **USING OTHER PEOPLE'S MONEY.**

205120	Wed	6:30-9:00 p.m.	04/13/11
1 day	AEC1	106	Simmons \$35

Material Fee: \$25 payable to the instructor

***Annie Simmons** is the chief executive officer and co-founder of the Autumn Leaf Real Estate Investment Club with 12 years in the real estate investment area.*

FOLK GUITAR

This class will teach basic chords and different strums; plucking, finger picking, brush, blues, calypso and Latin American strums. Bring your own guitar, music stand and three-ring binder.

BEGINNING:				
312001	Tue	5:00-6:00 p.m.	01/25/11-03/01/11	
6 wks	AEC1	105	Harper	\$55
ADVANCED BEGINNERS:				
312003	Tue	6:00-7:00 p.m.	01/25/11-03/01/11	
6 wks	AEC1	105	Harper	\$55

Material Fee: \$13 cash for chord sheets and music sheets payable to the instructor at the beginning of the class.

***Elizabeth Harper** has been playing guitar for over thirty years. She has been teaching private lessons for many years and plays with a group at the Senior Center.*

FIRST AID/CPR CLASS

Course includes basic Cardiac emergency assessment & basic CPR, AED and choking, adult, child and infant. First Aid includes choking, bleeding, fractures, poisoning and more.

206801	Sat	9:00-3:00 p.m.	03/19/11
206802	Sat	9:00-3:00 p.m.	04/23/11
1 day	AEC1	103	Oliva \$25

Cash or Credit Card Payment Only

The fee includes Red Cross Certification. Skill Cards will be available for purchase at additional cost.

***Chris Oliva** is a certified American Red Cross instructor in the area of Lifeguarding Community Water Safety, CPR for the Professional Rescuer and Workplace & Community First Aid and CPR.*

LEARN ENERGY MASSAGE TECHNIQUES

Two massage teachers with over 35 years combined experience have joined to teach energy (crystals, Reiki, Qigong, biofeedback, sound therapy, essential oils, etc) therapies. Certification as an energy therapist will be issued to the student upon mastery and completion (200 hours) of both teachers' classes.

Session#	Day	Date	Time	Loc	Rm	Teacher
301664	TTH	01/25/11-02/17/11	7:00-9:00 p.m.	AEC1	105	Rangel
301665	TTH	02/22/11-03/17/11	7:00-9:00 p.m.	AEC1	105	Rangel
301666	TTH	03/22/11-04/21/11	7:00-9:00 p.m.	AEC1	105	Rangel
301667	SAT	01/29/11-03/05/11	9:00-12:00 p.m.	AEC1	105	Miranda
301668	SAT	03/12/11-04/16/11	9:00-12:00 p.m.	AEC1	105	Miranda
301669	SAT	04/23/11-05/14/11	9:00-12:00 p.m.	AEC1	105	Miranda

(No class on 2/12, 2/19, 4/2, 4/5, 4/7, 4/9)

Fee: \$65 per four weeks

***Joseph and Gilbert** have studied and taught massage for many years. They have now combined to teach students to develop their energy touch, and learn from ancient, to the latest techniques of energy therapies.*



DANCE CLASSES

Salsa I

302501	Wed	7:00-7:50 p.m.	02/09/11-03/02/11
4 wks	Killian	Cafeteria	Yang \$45

Swing I

302801	Wed	8:00-8:50 p.m.	02/09/11-03/02/11
4 wks	Killian	Cafeteria	Yang \$45

Material Fee: \$3 payable to the instructor at the first class meeting.

These classes will be taught by **Betty May Yang**, a professional dance teacher, award-winning performer, popular TV talk show guest, and choreographer for over 15 years. In addition to teaching hundreds of beginners to dance, she has judged many dance competitions throughout Southern California and coached dancers at all levels, including professional. In these classes, Betty May makes it easy and fun for first timers. Partners recommended, but not required.

JOB IMPROVEMENT

HEATING, VENTILATION AND AIR CONDITIONING I

The Heating, Ventilation and Air Conditioning (H.V.A.C.) program is a training program based on industry standards and guidelines, with certification provided by ARGO Contractor Service, Inc. Students will be able to diagnose, correspond, evaluate, and troubleshoot different aspects of air conditioning, heating and electrical fundamentals. Instruction provides students with the knowledge and experience necessary to succeed in the Heating and Air Conditioning field.



LEVEL I - INTRODUCTION

313501	TTH	5:30-7:30 p.m.	01/25/11-06/02/11
18 wks	RHS	M1	Olivas \$140

(No class on 3/24, 4/5, 4/7)

Material Fee: \$105 Book: \$155 Must be paid at the beginning of class.

North American Technician Excellence (NATE) is the nation's largest non-profit certification organization for heating, ventilation, air conditioning and refrigeration (HVAC/R) professionals. Headquartered in Arlington, VA and founded in 1997, NATE is the only technician certification organization governed, owned, operated, developed and supported by the HVACR industry.

Alan Olivas has 39 years in the H.V.A.C. industry and is the CEO of ARGO Company. He has taught college-level, technical and trade courses, since 1981.

LEVEL II - PROCESS OF DEVELOPER

313502	WTH	5:30-7:30 p.m.	01/26/11-06/02/11
18 wks	RHS	M1	Olivas \$140

(No class on 3/24, 4/6, 4/7)

Material Fee: \$125 Book: \$195 Must be paid at the beginning of class.

CPC CODING REVIEW

The CPC (Certified Professional Coder) review class is designed to prepare students to become a CPC through the American Academy of Professional Coders (AAPC). Do you work in a medical office? Do you have knowledge and skills in medical billing and coding? Would you like to become a certified coder? The CPC review class will review medical terminology, Anatomy and Physiology of all body systems, pathology of diseases and pharmacology, while coding various types of case mixes in preparation for this nationally recognized exam. This course also offers pre-testing for further evaluation of skills and knowledge. Since certified coders are in demand, there are numerous job opportunities in hospitals, clinics, doctors' offices, insurance companies and even as an independent contractor.

308901	Wed	6:00-9:00 p.m.	01/26/11-05/11/11
15 wks	AEC1	102	Tuggle \$700

(No class on 4/5) **Material Fee:** \$50

Books: Approx. \$500 International Classification of Diseases (ICD-9-CM), Current Procedural Terminology (CPT), & Healthcare Common Procedure Coding System, (HCPCS) coding books, Language of Medicine and Certified Professional Coder (CPC) Review Book.

BASIC INTRODUCTION TO VOICE AND DATA INSTALLATIONS

This program will provide the basic technical knowledge in residential, commercial telephone and network installations to be able to do personal work at home, do side jobs for extra money and develop the understanding to work for a telecommunications contractor. Students will receive certification upon completion of the course.

300010	Mon	6:00-9:00 p.m.	01/24/11-02/28/11
5 wks	AEC1	101	Rodriguez \$40

(No class on 2/21)

Material Fee: \$10

David Rodriguez is currently working as an IT Communications Technician for the Los Angeles Unified School District Information Technology Division and has 14 years of experience in the Telecommunications industry. He studied communications at the International Brotherhood of Electrical Workers Training Institute, is an ICC Certified Technician and, is Bicsi Level II Certified.

MEDICAL INSURANCE BILLING AND CODING

This class is designed to prepare students with the competencies and knowledge for entry level positions in a medical office, hospital, private physician practice, billing office, insurance company or on their own as a medical biller. Medical Insurance Billing and Coding offers career preparation developing medical office and communication skills and knowledge in medical ethics. Students will learn the claims management process, medical billing guidelines, an introduction to ICD-9-CM, CPT, HCPCS diagnosis and procedural coding and collection techniques for maximum reimbursement. The course includes manual and electronic claims submission, experience filling out CMS-1500 and UB-04 claims forms for various types of insurances such as: third-party liability payers, Medicare, Medi-Cal, Champus and Worker's Compensation.

308801	Mon	6:00-8:30 p.m.	01/24/11-05/16/11
15 wks	AEC1	102	Tuggle \$300

(No class on 2/21, 4/4)

Supplies: Students are advised to order books at a discounted rate and prior to start date of class @ <http://portals.elsevier.com/portal/rowland>. The books include: Insurance Handbook and Workbook for the Medical Office, 11th edition by Marilyn Fordney, 2010 ICD-9-CM, 2010 CPT, and 2010 HCPCS. **Books:** Approx. \$350

Material Fee: \$50

Denesica Tuggle is a Certified Professional Coder (CPC) with the American Academy of Professional Coders with over twenty years of experience in medical billing and collections.



THE NOTARY PUBLIC LOAN SIGNING SPECIALIST

California's real estate industry is in need of notaries and others that would like to become loan document specialists. The instructor will present information on the duties and responsibilities of the Notary Public as a Loan Signing Specialist. The instructor will provide the student with the education and skills to be successful in the field. Upon completion of the class, the student will be eligible to take the open book examination to receive a Certificate of Certification as a Loan Signing Specialist. (Pre-requirement: Must pass California State Notary Exam to enroll.)

314301	Sat	8:00 a.m.-3:00 p.m.	05/14/11
1 day	AEC 1	101	Ryan \$75

Material Fee: \$45 includes the Loan-Signing Specialist Study Guide. **Examination And Certification Fee:** \$30

This course is taught by **Dennis Ryan**, the President of The California School of Notary Public. He has been a commissioned notary public for the State of California since 1995 and wrote the material for the Notary Public course and also for the Loan Signing course.

NOTARY PUBLIC TESTING ONLY (Pre-Registration is Required)

Rowland Adult and Community Education is now a Testing Center for the region. Students that have completed the Notary Public Class and need to take the exam only can come and register to take the test with us. You must bring the following:

- A check made payable to the "Secretary of State" for \$40
- Proper identification: Driver's License w/photo ID, Passport (foreign or U.S.), or Military ID
- Two #2 pencils

CALIFORNIA STATE NOTARY PUBLIC

The official California State Notary Public Exam will be given after each session from 4:00-5:00 p.m. To take the exam on Saturday, you must bring:

- A check made payable to the "Secretary of State" for \$40
- Proper identification: Driver's License w/photo ID, Passport (foreign or U.S.), or Military ID
- Two #2 pencils

204202	Sat	8:00 a.m.-4:00 p.m.	02/26/11
204203	Sat	8:00 a.m.-4:00 p.m.	03/26/11
204204	Sat	8:00 a.m.-4:00 p.m.	04/30/11
1 day	AEC1	101	Ryan \$75

Material Fee: \$45 for a book payable to instructor at first class meeting, cash or money order.

204211	Sat	3:30-5:00 p.m.	02/26/11
204212	Sat	3:30-5:00 p.m.	03/26/11
204213	Sat	3:30-5:00 p.m.	04/30/11
1 day	AEC1	101	Proctor \$15

GOLF CLINIC/GOLF MADE VERY EASY Beginning, Intermediate, Advanced

Saturday Beginning Classes Rowland Heights Golf Center

Date	Times	
01/22/11-02/12/11	9:15-11:15 a.m.	11:30-1:30 p.m.
Session #	307315	307310
02/19/11-03/12/11	9:15-11:15 a.m.	11:30-1:30 p.m.
Session #	307316	307311
03/19/11-04/09/11	9:15-11:15 a.m.	11:30-1:30 p.m.
Session #	307317	307312
04/16/11-05/07/11	9:15-11:15 a.m.	11:30-1:30 p.m.
Session #	307318	307313
05/14/11-06/04/11	9:15-11:15 a.m.	11:30-1:30 p.m.
Session #	307319	307314

Sunday Intermediate to Advanced Classes Rowland Heights Golf Center

Date	Times	
01/23/11-02/13/11	9:15-11:15 a.m.	11:30-1:30 p.m.
Session #	307415	307410
02/20/11-03/13/11	9:15-11:15 a.m.	11:30-1:30 p.m.
Session #	307416	307411
03/20/11-04/10/11	9:15-11:15 a.m.	11:30-1:30 p.m.
Session #	307417	307412
04/17/11-05/08/11	9:15-11:15 a.m.	11:30-1:30 p.m.
Session #	307418	307413
05/15/11-06/05/11	9:15-11:15 a.m.	11:30-1:30 p.m.
Session #	307419	307414

Fee: \$70 for 4 class meetings. **Note:** Pre-arranged playing lessons are available to limited number of students only. Contact the instructor at (909) 860-1524 for more information. 17 years old and younger sign-up for Sunday class.

Materials: \$13 equipment payable to the instructor at first class meeting. Rowland Heights Golf Center charges \$10 for the jumbo bucket of range balls, \$9 for the large bucket and \$3 for the small bucket. Maximum 18 students per class. Bring the following clubs to the first class meeting.

For Beginning level, bring a pitching wedge (pw), sand wedge (sw), 9 iron and putter. For intermediate level, bring #1 club (driver) in addition to beginning level clubs.

Roland Barrientos has been teaching and conducting golf clinics both locally and internationally for various institutions and organizations since 1994.

JUNIOR GOLF

NEW

At the novice levels of the junior golfer we focus on establishing the basics of the game; golf swing technical skills, playing skills, object control and locomotion, physical fitness proficiency, history, rules, etiquette and most of all we have a lot of fun!

307301	Sat	3:00-4:00 p.m.	02/12/11-03/12/11
307302	Sat	3:00-4:00 p.m.	03/26/11-04/23/11
5 wks	Royal Vista Country Club	Hirose	\$65

Material Fee: \$30 payable to the instructor at the first class meeting. Materials include driving range ball fees, course fees and golf hat.

Jeff Hirose a golf pro in Royal Vista, has been teaching golf full time for the past 6 years. 80% of his students are junior golfers and 90% of his students still play golf.

REAL ESTATE PRINCIPLES

For the person who wants to enter real estate as a new or second career or for the person who only wants to increase their general knowledge about real estate. This class will provide the legal requirements to sit for, as well as prepare the student to pass the real estate exam. The class meets for 37.5 hours. Minimum of 12 students required.

204336	T/Th	6:30-9:00 p.m.	01/25/11-03/17/11
8 wks	AEC1	101	Sparling \$89

Material Fee: \$95 payable to the instructor at the first class meeting covers all curriculum instructional modules.

Vern Sparling is the owner of Achievers Realty and RWA Mortgage. He has been a Real Estate Broker for over 32 years, is past president of the Hacienda Rowland Diamond Bar Board of Realtors, has chaired and sat on numerous local and national realtor committees.

ROWLAND ADULT & COMMUNITY EDUCATION

FITNESS



YOGA FOR EVERYONE ★ NEW

Yoga is a six thousand year old practice. It means to join or unite. Thus, the purpose for practicing is the unification of body, mind and spirit in one harmonious experience. With yoga you will create a body of perfect health, strength and balance; a mind with clarity and calmness and a heart filled with peace and harmony. Regular daily practice will help you achieve a clear, bright mind and a strong, capable body. Please bring a mat and a towel.

Session#	Day	Date	Time	Loc	Rm	Teacher
304801	Mon	01/24/11-03/07/11	6:00-7:00 p.m.	Killian	MP Rm	Chiou
304802	Mon	03/14/11-04/25/11	6:00-7:00 p.m.	Killian	MP Rm	Chiou
304803*	Mon	05/02/11-05/23/11*	6:00-7:00 p.m.	Killian	MP Rm	Chiou
304804	Wed	01/26/11-03/02/11	6:00-7:00 p.m.	Killian	MP Rm	Chiou
304805	Wed	03/09/11-04/20/11	6:00-7:00 p.m.	Killian	MP Rm	Chiou
304806	Wed	04/27/11-06/01/11	6:00-7:00 p.m.	Killian	MP Rm	Chiou

(No class on 2/21, 4/4, 4/6) Fee: \$60 per six weeks, *\$40 per four weeks

PILATES FOR EVERYONE

Pilates movements are done in a precise, controlled and flowing way - not jerky, rushed or sloppy. Pilates is a method of conditioning for the mind and the body distilled from the disciplines of yoga, dance and gymnastics. It concentrates on building strength and flexibility, improving coordination, balance, posture and stamina. With consistent practice, you'll see improved posture and body awareness from this low-impact yet highly intense workout. Please bring a mat and a towel.

Session#	Day	Date	Time	Loc	Rm	Teacher
306604	Wed	01/26/11-03/02/11	7:10-8:10 p.m.	Killian	MP Rm	Chiou
306605	Wed	03/09/11-04/20/11	7:10-8:10 p.m.	Killian	MP Rm	Chiou
306606	Wed	04/27/11-06/01/11	7:10-8:10 p.m.	Killian	MP Rm	Chiou

(No class on 4/6) Fee: \$60 per six weeks

Paul Chiou is a certified professional fitness instructor who specializes in yoga and pilates. He is known for his attention to detail, compassion and knowledge in the holistic approach to fitness transformation both mind and body. He can be reached at his website which is www.atthecorefitness.com

PIYO: NOT YOUR AVERAGE PILATES OR YOGA CLASS

PiYo is a stretch workout that is about more than just flexibility. It is the perfect blend of Pilates, Yoga sports stretch, and calisthenics that will help you burn calories and build muscle, without bulk. This challenging, dynamic blend of low-impact movements increases strength, balance and agility. PiYo is sure to provide an incredible mind/body experience that will help you lose weight. This class is great for men and women of any age and any fitness level. (Please wear exercise attire and bring a mat and water).

Session#	Day	Date	Time	Loc	Teacher
308001	Mon	01/24/11-03/14/11	9:00-10:00 a.m.	Carolyn Rosas Park	Winecki
308002	Mon	04/11/11-05/23/11	9:00-10:00 a.m.	Carolyn Rosas Park	Winecki

(No class on 2/21) Fee: \$70 for seven weeks.

EVENING ZUMBA - DANCE OFF THE INCHES!

A fun fat-burner that feels like you're dancing and not "working out". A high-energy aerobic routine with easy-to-follow steps all done to Latin music. Beginners can "learn-on-the-go". You can burn up to 1000 calories in one hour. Come join the party! (Please wear exercise attire, cross training shoes and bring water.)

Session	Day	Time	Date
302901	Tue	4:15-5:15 p.m.	02/01/11-03/08/11
302902	Tue	7:30-8:30 p.m.	02/01/11-03/08/11
302903	Tue	7:30-8:30 p.m.	04/12/11-05/17/11
6 wks	Alvarado	Cafeteria	Winecki \$60

STRETCH-N-TONE WORKOUT

This class is appropriate for all ages and skill levels. The non-impact floor exercises targets abs, hips, glutes and lower back (core) while providing toning and strength benefits to all major muscles improving flexibility and posture as it energizes your body and releases stress. (Please wear exercise attire and bring a mat and water).

311601	Wed	9:00-10:00 a.m.	01/26/11-03/09/11
311602	Wed	9:00-10:00 a.m.	04/13/11-05/25/11
7 wks	Carolyn Rosas Park	Winecki	\$70

Theresa Winecki has over 20 years of extensive experience in the fitness industry. She earned her original Fitness Certification at UCLA, training and learning from some of the best educators in the fitness industry. Theresa works as a Pilates Personal Trainer and has taught Pilates for 24-hour Fitness, Bally Total Fitness, Slim & Tone™, City of Diamond Bar and in corporate facilities (Bausch & Lomb).

TAI CHI

Learn different styles of Tai Chi starting from basic forms to all fundamental. Tai Chi uses slow and gentle moves that make your body stay healthy.

311701	Sat	11:00-11:45 a.m.	01/29/11-03/19/11
311702	Sat	11:00-11:45 a.m.	03/26/11-05/14/11
6 wks	AEC 1	Patio	Yu \$60

(No class on 2/12, 2/19, 4/2, 4/9)

Jack Yu is a seven degree black belt of Martial Arts and Kung Fu, also a World Gold Medal holder.



ROWLAND ADULT & COMMUNITY EDUCATION PARENTING CLASSES/OLDER ADULTS/ESL

PARENT EDUCATION THROUGH PARENT/CHILD PARTICIPATION

This class is designed for parents to participate with their child in a pre-school setting. Parents participate in discussions concerning early childhood development and participate with their child in group activities designated to stimulate social and emotional growth and foster school readiness.

Requirements For Enrollment

The child must be age appropriate by December 2, 2010 to enroll in the class. Parents must bring proof of child's current immunizations: Polio, DTP or DTaP, MMR, Hepatitis B, Hib and Varicella. **Both parent and child must have a current tuberculosis clearance.**

Registration takes place the week of: January 24 thru January 28 in Room 105 from 9:00 a.m. to 12:00 noon.

Registration: A non-refundable \$55 family registration fee per class.

Material Fee: A non-refundable \$25 material fee per child, includes all craft supplies and snacks for children.

1-4 Years Old							
070601	Mon	01/24/11-05/23/11	9:00-12:00 p.m.	AEC1	105	Ramirez	
2-5 Years Old							
070503	Tue	01/25/11-05/31/11	9:00-12:00 p.m.	AEC1	105	Ramirez	
Birth-3 Years Old							
070002	Wed	01/26/11-06/01/11	9:00-12:00 p.m.	AEC1	105	Bridgewater	
1-4 Years Old							
070604	Thu	01/27/11-06/02/11	9:00-12:00 p.m.	AEC1	105	Ramirez	
2-5 Years Old							
070306	Fri	01/28/11-06/03/11	9:00-12:00 p.m.	AEC1	105	Bridgewater	

OLDER ADULTS

These classes are designed to offer lifelong education to provide opportunities for personal growth, development, economic self-sufficiency and opportunity to participate in special activities. **There will be a non-refundable \$20 registration fee and \$15 material fee for non Joyful Adult Day Care clients.**

Gift Making/Crochet & Knitting						
Session#	Day	Date	Time	Loc	Teacher	
081040	MTW	01/24/11-06/01/11	8:30-11:30 a.m.	Joyful Adult Day Center	Odegaard	

ENGLISH AS A SECOND LANGUAGE REGISTRATION INFORMATION

Registration begins the week of **Monday, January 24, 2011** and takes place in the classroom at the first class meeting. You may enroll at any time provided that there is space available. **Fee: Non-refundable.**

ESL Beginning Literacy								
Session #	Day	Date	Time	Loc	Rm	Teacher	Level	Fee
030101	MTWTHF	01/24/11-06/03/11	8:30-11:30 a.m.	AEC1	101	Atherton	Emph. on Pronun.	\$30
030222	MTWTHF	01/24/11-06/03/11	8:30-11:30 a.m.	AEC1	106	Lopez	ESL Beginning Low	\$30
030520	MTWTHF	01/24/11-06/03/11	11:45-1:45 p.m.	AEC1	101	Socash	ESL Beginning-Low	\$30
033008	MWF	01/24/11-06/03/11	11:45-1:45 p.m.	AEC1	106	Lopez	Literacy	\$20
ESL Beginning								
030406	MTWTHF	01/24/11-06/03/11	8:30-11:30 a.m.	AEC1	104	Clark	Beginning High	\$30
ESL Intermediate								
030707	MTWTHF	01/24/11-06/03/11	8:30-11:30 a.m.	AEC1	103	Cruz	Intermediate	\$30
ESL Multi Level								
031024	MTWTH	01/24/11-06/02/11	8:00-11:00 a.m.	Windsor	MP	Socash	Multi-Level	\$30
037012	MTWTH	01/24/11-06/02/11	8:15-11:15 a.m.	AEC2	202	Elsahgrty	Multi-Level	\$30
037015	MTWTH	01/24/11-06/02/11	9:00-12:00 p.m.	Farjardo	Room 11	Johnson	Multi-Level	\$30
037023	MTWTH	01/24/11-06/02/11	9:00-11:00 a.m.	Jellick	Options	Takanashi	Multi-Level	\$30
037011	MTWTH	01/24/11-06/02/11	9:00-12:00 p.m.	La Seda	T-1	Leon-Blanco	Multi-Level	\$30
037022	MTWTH	01/24/11-06/02/11	8:15-11:15 a.m.	Northam	Even Start Trailer	Garcia	Multi-Level	\$30
037018	MTWTH	01/24/11-06/02/11	9:00-12:00 p.m.	Rorimer	Options	Ramirez	Multi-Level	\$30
037019	MTWTH	01/24/11-06/02/11	9:00-12:00 p.m.	Rowland El	Options	Han	Multi-Level	\$30
032011	MTWTHF	01/24/11-06/03/11	11:45-1:45 p.m.	AEC1	104	Clark	Multi-Level Oral	\$30
031013	MTW	01/24/11-06/01/11	6:00-9:00 p.m.	AEC1	103	Han	Multi-Level	\$20
031030	TWTH	01/25/11-06/02/11	6:00-9:00 p.m.	AEC2	201	Ramirez	Multi-Level	\$20
030531	TWTH	01/25/11-06/02/11	6:00-9:00 p.m.	Alvarado	82	Duker	ESL Beginning-Low	\$20
031031	TWTH	01/25/11-06/02/11	6:00-9:00 p.m.	Hurley	212	Ynoquio	Multi-Level	\$20

CITIZENSHIP PREPARATION Fee: Non-refundable.

Session #	Day	Date	Time	Loc	Rm	Teacher	Fee
039050	MW	01/24/11-06/01/11	12:00-2:00 p.m.	AEC1	103	Cruz	\$20
039002	TWTH	01/25/11-06/02/11	6:00-9:00 p.m.	AEC2	202	Doherty	\$20

ROWLAND ADULT & COMMUNITY EDUCATION ADULT LITERACY/GED INFORMATION PAGE



13

ADULT SECONDARY EDUCATION (ASE)

There is a \$20.00 non-refundable registration fee for any adult enrolling in the following classes, payable at the time of registration. All subjects required for the Adult High School diploma are taught. Official practice tests in all subject areas of the GED are utilized to improve your test taking skills and measure GED test readiness. All students in Adult Literacy/High School Diploma classes must attend a minimum of 12 hours.

Session#	Day	Date	Time	Loc	Rm	Teacher
020211	TWTH	01/25/11-06/02/11	8:30-11:30 a.m.	AEC2	201	Toda
020213	MTWTH	01/24/11-06/02/11	6:00-9:00 p.m.	AEC1	104	Chavez
020102	TWTH	01/25/11-06/02/11	3:15-5:15 p.m.	NHS	D2	Duker



Please use exact title as listed when registering for class.
A designation represents first semester
B designation represents second semester

ENGLISH

English 1 A/B
 English 2 A/B
 English 3 A/B
 English 4 A/B

MATHEMATICS

Algebra 1 A/B

FINE ARTS

Visual and Performing Arts

SOCIAL SCIENCES

Economics
 American Government
 U.S History A/B
 World History A/B

CONCURRENT STUDENTS

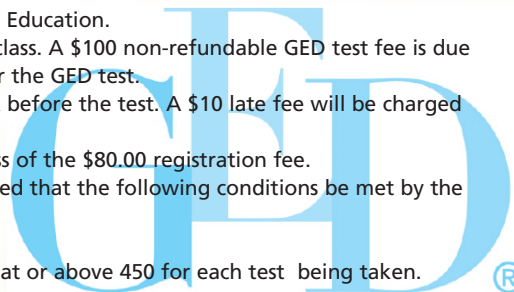
Any concurrent student must register through their home high school. A face-to-face counseling session is required and registration is not complete until all forms are returned to the Adult School Office. Enrollment priority is given to adults in all adult education programs, courses or classes. (E.C.52500)

CALIFORNIA HIGH SCHOOL EXIT EXAM

All Rowland Adult and Community Education students will need to pass the California High School Exit Examination in order to receive a high school diploma. In addition, all students will need to have taken/or take one year of Algebra to be eligible for a high school diploma. If you have any questions, make an appointment to talk with our counselor.

The following must be followed in regards to GED testing at Rowland Adult and Community Education.

- Students need to pay a \$20.00 registration fee per semester when they sign up for the class. A \$100 non-refundable GED test fee is due before the deadline of the test students wish to take. Walk-in students will pay \$120 for the GED test.
- The deadline to sign up for each month's test will be Wednesday, 8:00 p.m. of the week before the test. A \$10 late fee will be charged for students paying after the Wednesday deadline.
- Failure to keep the assigned appointment to take GED examination will result in the loss of the \$80.00 registration fee.
- In order to be ready to meet the deadline for a particular month's test, it is recommended that the following conditions be met by the student prior to the deadline:
 - Complete the 12-hour GED PREP course hours.
 - GED registration forms from the teacher showing your practice scores that are at or above 450 for each test being taken.
 - Possession of a valid California Driver's License or California Identification Card.
 - Payment of the \$100.00 test fee and receive an admittance slip to the test. The fee can be paid by cash, VISA or MasterCard. No Personal Checks will be accepted.
- Accommodations for GED are available upon request for students with hearing/physical disabilities.
- Any student transferring from another district, even needing only one test, must pay the full fees.
- A \$20 fee will be charged for each error made on personal data for each field entered on GED documents plus a \$10 clerical fee.
- The counselor, prior to any authorization to take the test, must approve any discounted fee situations.
- Students have an option of applying to take a challenge test for 5 credits. This one time test will be given if the following conditions are met:
 - The student needs at least thirty additional credits beyond what they can earn after work experience and GED credits have been applied.
 - The student exhibits good attendance and work habits toward attaining their High School Diploma.
 - The student scores a minimum of 80% to pass the test.
 - The test is administered by the Head Counselor or designee.
 - The student will participate in the graduation ceremony.



Rowland Adult and Community Education is fully accredited by the Western Association of Schools and Colleges (WASC). Students will be granted a high school diploma upon successful completion of all requirements. Credit may be awarded for previous schooling, work experience or military service. Students work at their own pace on individual contracts in a classroom laboratory setting with instructor support. A minimum of 10 credits must be taken at Rowland Adult prior to issuing a diploma. Call (626) 965-5975 for an appointment with the Adult School Counselor to develop your graduation plan.

DIPLOMA REQUIREMENTS: 205 CREDITS

Subject	Credits	Subject	Credits
English	40	World History	10
Mathematics (Including Algebra)	20	Fine Arts	10
Biology	10	Foreign Language	
Physical Science	10	U.S. Government	5
U.S. History	10	Economics	5
		Approved Electives	85
Total 205			

GED TESTING DATES

02/08/11, 02/09/11 & 02/10/11
 03/01/11, 03/02/11 & 03/03/11
 04/12/11, 04/13/11 & 04/14/11
 05/03/11, 05/04/11-05/05/11
 05/24/11, 05/25/11 & 05/26/11
 For up to date test information,
 visit our website at:
www.race.rowland.k12.ca.us

CAHSEE

TESTING DATES

02/01/11 & 02/02/11
 03/08/11 & 03/09/11
 05/10/11 & 05/11/11

COUNSELING APPOINTMENTS

Monday /Tuesday/Thursday
 5:30 p.m. - 8:30 p.m.
 Wednesday 12:00 - 8:00 p.m.
 Call: (626) 965-5975
 For Appointment

Graduation Date: June 7, 2011



About this Catalog

This publication must be prepared well in advance of the time period it covers; therefore, changes in some programs, policies and fees may occur. Courses as described are subject to change without notice and some courses or programs that are offered may have to be cancelled because of insufficient enrollment, elimination or reduction in programs or for any other reason considered sufficient by the Director of Adult Education/Career Preparation. Any questions about courses or programs listed in this catalog should be directed to the adult school main office located at 2100 Lerona Avenue, Rowland Heights or call 626-965-5975.

Enrollment Priority

Enrollment priority is given to adults in all adult education program, courses or classes. (E.C.52500)

Registration Information

Registration begins **Monday, January 10, 2011** for all Non Fee Based Classes and takes place in the classroom at the first class meeting. **THERE IS NO EARLY REGISTRATION OR PREREGISTRATION OF CLASSES.** Registration is completed on a "first come, first served" basis.

Registration for all Community Education Classes begin on **Monday, January 24, 2011.**

High School Diploma Credit (Adults)

Rowland Adult and Community Education will grant an adult high school diploma. Credits toward the diploma may be earned for previous schooling, work experience and military service. A plan for completing graduation requirements will be provided by the adult counselor.

Continuous Enrollment

Students may continue to enroll in most classes, where space is available, after the semester begins. Please call the adult school office for assistance.

Fees

Material fees are charged in some classes in order to meet minimum costs. Payment of these fees are required at the same time of registration. Please refer to class listing for more information.

Returned Checks

If a check is returned due to insufficient funds, a \$25 fee will be assessed. **This applies to all courses offered by Rowland Adult and Community Education.**

Refund Policy

Please plan carefully as there will be **NO CLASS REFUNDS, LETTER OR CREDIT OR CLASS TRANSFERS.** If the class is canceled by the Adult School, a full refund will be processed and mailed to you.

CAL -Works

Individuals receiving Temporary Assistance to Needy Families (TANF) are eligible to learn marketable skills for employment. Includes vocational training, GED preparation, Adult Basic Education, English as a Second Language, career counseling and job assistance.

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 Education Code section 212.5 and the legal requirement affecting students are found in sections 48900 and 48900.2.

Identification Cards

Picture ID cards can be obtained at the Adult School Office (AEC 1) for a \$10 Fee.

WILLIAMS UNIFORM COMPLAINT PROCEDURES

Types of Complaints

The District shall use the following procedures to investigate and resolve complaints when the complainant alleges that any of the following has occurred: (Education Code 35186)

Instructional Materials

A student, including an English learner, does not have standards-aligned Textbooks or instructional materials or state or District-adopted textbooks or other required instructional materials to use in class. A student does not have access to instructional materials to use at home or after school in order to complete required homework assignments. Textbooks or instructional materials are in poor or unusable condition, have missing pages or are unreadable due to damage.

Teacher Vacancy or Misassignment

A semester begins and a certificated teacher is not assigned to teach the class. Vacancy means a position to which a single designated certificated employee has not been assigned at the beginning or the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than twenty percent (20%) English learner students in the class. A teacher is assigned to teach a class for which the teacher lacks subject matter competency. Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential, or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186)

High School Exit Examination

Pupils, including English learners who have not passed one or both parts of the high school exit examination by the end of the 11th Grade, are to be provided the opportunities to receive intensive instruction and services for up to two (2) consecutive academic years after the completion of Grade 12.

Facilities

A condition poses an emergency or urgent threat to the health or safety of students or staff. Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including but not limited to, gas leaks, nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; or structural damage creating a hazardous or uninhabitable condition.

Filing of Complaint

A complaint alleging any condition(s) specified above shall be filed with the principal or designee. The principal or designee shall forward a complaint about problems beyond his/her authority to the Superintendent or designee within ten (10) working days. The principal or designee shall make all reasonable efforts to investigate any problem within his/her authority. He/she shall remedy a valid complaint within a reasonable time period not to exceed thirty (30) working days from the date the complaint was received.

Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like a response to his/her complaint, the principal or designee shall report the resolution of the complaint to him/her within forty-five (45) working days of the initial filing of the complaint. At the same time, the principal or designee shall report the same information to the Superintendent or designee. If a complainant is not satisfied with the resolution of the complaint, he/she may describe the complaint to the Governing Board at a regularly scheduled hearing. For complaints concerning a facility condition, that poses an emergency or urgent threat to the health or safety of students as described in item #4 above, a complainant who is not satisfied with the resolution proffered by the principal, Superintendent, or designee, may file an appeal to the Superintendent of Public Instruction. Complaints and written responses shall be public records.

Reports

The Superintendent or designee shall report summarized data on the nature and resolution of all complaints on a quarterly and annual basis to the Board and the County Superintendent of Schools. The report shall include the number of Williams' complaints by general subject area with the number of resolved and unresolved complaints. These summaries shall be publicly reported at a regularly scheduled Board meeting.

Forms and Notices

The Superintendent or designee shall ensure that the District's complaint form contains a space to indicate whether the complainant desires a response to his/her complaint and specifies the location for filing a complaint. A complainant may add as much text to explain the complaint as he/she wishes. The Superintendent or designee shall ensure that a notice is posted in each classroom in each school containing the components specified in Education Code 35186.

UNIFORM COMPLAINT PROCEDURE

General Statement

It is the District's responsibility to ensure compliance with 5 CCR 4600-4071, The District will investigate complaints alleging failure to comply and seek to resolve those complaints in accordance with these procedures, in the order given, until a resolution is achieved. To comply with the regulation, the District has established Uniform Complaint Procedures for the following specified programs to address alleged violations of state and federal laws, or regulations governing educational programs, and allegations of unlawful discrimination relative to:

Adult Basic Education • Consolidated Categorical Programs • Vocational Education • Child Care and Developmental Programs • Child Nutrition Programs • Special Education Programs

Unlawful discrimination on the basis of:

Race, Color, Ethnic Group Identification, National Origin, Ancestry, Religion, Age, Gender, Marital Status, Sexual Orientation, Physical or mental disability or medical condition, Political belief or affiliation in, admission or access, or treatment or employment in, its programs and activities; including adult and vocational education.

Annual Dissemination of Uniform Complaint Procedures

Uniform procedures shall be annually distributed to the individual (students, employees, parents or guardians, District/school advisory committees, and interested parties) in English, and in the individual's primary language, or mode of communication best understood by the individual in accordance with Education Code 48985.

Procedures for Filing a Complaint

Any individual, public agency, or organization may file a claim of noncompliance with the principal or alleged violator. If the complaint is not resolved informally with the principal and/or alleged violator, the complainant may file a formal complaint with the Director of Special Projects.

To file a formal complaint the filing party shall obtain Form #802 from any school office or from the Districts Director of Special Projects at (626) 854-8390. The District assures that the person responsible for compliance and/or investigations is knowledgeable about the laws and programs they are assigned to investigate.

If the complainant is unable to file out the complaint in writing because of conditions such as illiteracy or a disability, a designee at the Office of Special Projects shall assist the complainant in the filing of the complaint. Discrimination complaints must be filed with the District no later than six (6) months of the alleged occurrence or when knowledge of the occurrence was first obtained.

Remedies and Timelines

In the meditative/investigative process, the complainant or representative (or both) is (are) given the opportunity to present evidence relevant to the complaint. All complaints will be resolved through mediation and/or investigation within sixty (60) days of receipt of a written complaint. The Director of Special Projects shall contact each party in dispute within fifteen (15) days; mediation may be offered as a possible means of resolving the complaint. Mediation does not extend the local timeline for investigation and resolution of complaints unless the complainant agrees, in writing, to the extension. If either party waives the mediation process or mediation fails, the Director of Special Projects and the appropriate Assistant Superintendent will conduct an investigation. A report will be completed in English, and the client's primary language or mode of communication best understood by the individual in accordance with Education Code, §48985, regarding the alleged violation(s) within sixty (60) days from receipt of the written complaint. The filing party shall be notified of the District's decision in writing within sixty (60) days of the receipt of the complaint. This report will contain:

Findings and disposition of the Complaint • Corrective actions (in any) • Rationale for such dispositions • Notice of the complainant's right to appeal to the CDE within fifteen (15) days as specified in the UCP • In a discrimination complaint, notice of the right to seek civil law remedies no sooner than sixty (60) days have elapsed since filing an appeal with the California Department of Education at P.O. Box 944272, Sacramento, CA 94244-2720, (916) 657-3630, with the exception injunctive relief, for which the moratorium does not apply.

Civil Law Remedies

Both the District and the California Department of Education provide administrative remedies only. Complainants may pursue civil law remedies through local, state and federal aid agencies, offices or private/public interest attorneys. A list of local mediation centers and legal assistance agencies is available from the Office of Special Projects.

Protection from Retaliation and Confidentiality

Any individual who files a complaint with the District shall be protected from retaliation; and in complaints alleging discrimination; the identity of the complainant shall remain confidential as appropriate. (5 CCR 4621)

Appeals to the California Department of Education

If dissatisfied with the District's decision, the complainant may appeal, in writing, to the California Department of Education within fifteen (15) days of receiving the District's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals. (5 CCR 4652) When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the District's decision, and must include a copy of the locally filed complaint and the District's decision. (5 CCR 4652) The California Department of Education may directly intervene in the complaint without waiting for action by the District when one of the conditions listed in 5 CCR 4650 exists. In addition, the California Department of Education may also intervene in those cases where the District has not taken action within sixty (60) calendar days of the date the complaint was filed with the District.

California Code

California Code specifies the duties of pupils to conform to school regulations; obey all directions; be diligent in study and respectful to teachers and others in authority, and refrain from the use of vulgar and profane language. The Rowland Unified School District is committed to providing equal opportunities in all educational programs and activities which it conducts and for employees and applicants for employment (Title IX). The Rowland Unified School District does not discriminate on the basis of race, color, national origin, ethnic group identification, ancestry, religion, age, marital status, gender, sex, sexual orientation, physical or mental disability, medical condition, and political belief or affiliation in admission or access to, or treatment or employment in, its programs and activities including adult and vocational education. Inquiries related to this statement should be forwarded as follows: Students - contact Title IX co-chairs- Director of Pupil Services or Director of Special Projects, (626) 965-2541; Employees - contact Assistant Superintendent of Personnel, (626) 854-8336.

The Information printed in this Schedule of Classes regarding classes, location, and teachers is as up-to-date as possible at time of printing.

USED FOR COMMUNITY EDUCATION CLASSES ONLY

registration form

Mail-in, fax or email registration form
communityed@mail.rowland.k12.ca.us

Rowland Adult and Community Education
2100 Leron Avenue
Rowland Heights, CA 91748
Phone: (626) 965-5975 Fax: (626)854-1191

MAKE CHECKS PAYABLE TO
Rowland Adult and Community Education

NAME

ADDRESS

CITY ZIP -

HOME PHONE () - WORK PHONE () -

EMAIL

COURSE #	LOCATION	COURSE TITLE	START DATE	FEE

PAYMENT (Check appropriate box for credit card)

CHECK# CASH VISA M/C AMEX DISCOVER

CC#

Security code (located on the back or front)

Expiration Date /



REGISTRATION FEE

*Registration fee will be waived for students registering for two or more classes at the same time.

\$10.00*

For Office Use Only

Receipt #: _____

Confirmation Sent: _____

Initial _____

Date _____

Student ID # _____

Processed _____

Signature

Date

Note: One registration form must be completed for each participant. More forms are available at the Adult School Office, or you may duplicate this form as needed.

REFUND POLICY

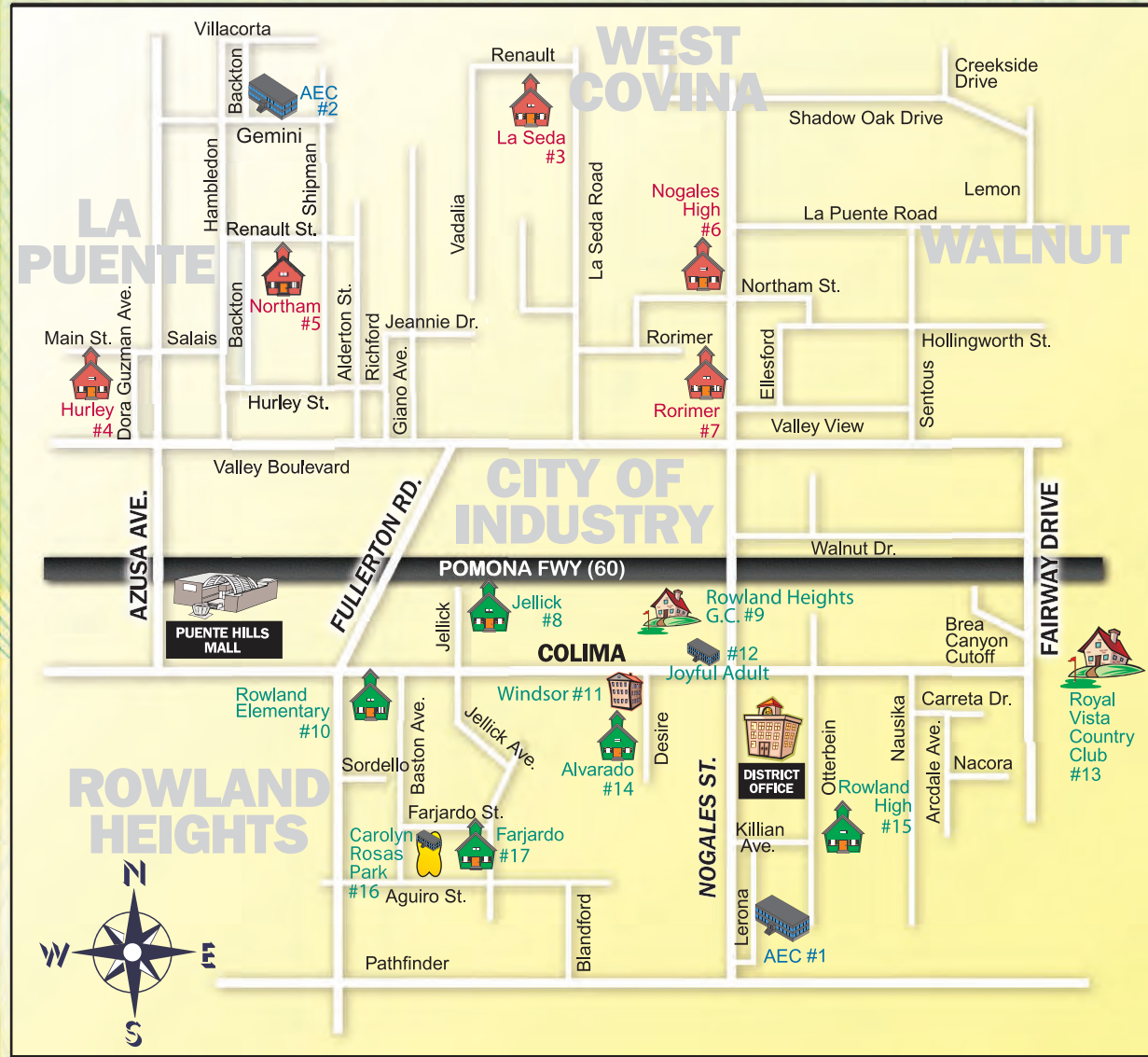
Please plan carefully as there will be **NO CLASS REFUNDS, LETTER OF CREDIT or CLASS TRANSFERS**. If the class is canceled by the Adult School, a full refund will be processed and mailed to you.

LIABILITY RELEASE

I voluntarily agree to participate in this program. I realize that every precaution is taken to eliminate any injuries or hazards and that a competent teacher is present. However, in the event of any injury to myself, I hereby waive, release and hold harmless from any liability for damages or claims for which may arise in connection with the above-named activity(ies), against Rowland Adult and Community Education Personnel and the Rowland Unified School District.

Student Initials

CLASS LOCATIONS



MAP	SITE NAME	CITY
1	Adult Education Center (AEC1) 2100 Leron Avenue.	Rowland Heights

MAP	SITE NAME	CITY
2	Adult Education Center (AEC2) Corner of Backton & Gemini	La Puente

MAP	SITE NAME	CITY	MAP	SITE NAME	CITY	MAP	SITE NAME	CITY
3	La Seda Elementary 341 S. La Seda Rd.	La Puente	8	Jellick Elementary 1400 Jellick St.	Rowland Heights	13	Royal Vista Country Club 20055 E. Colima Rd.	Walnut
4	Hurley Elementary 535 S. Dora Guzman Ave.	La Puente	9	Rowland Heights Golf Center 18927 Daisetta St.	Rowland Heights	14	Alvarado Intermediate 1901 S. Desire Ave.	Rowland Heights
5	Northam Elementary 17800 E. Renault	La Puente	10	Rowland Elementary 2036 E. Fullerton Rd.	Rowland Heights	15	Rowland High School 2000 S. Otterbein Ave.	Rowland Heights
6	Nogales High School 401 S. Nogales St.	La Puente	11	Windsor at Victoria Heights 18600 E. Colima Rd.	Rowland Heights	16	Carolyn Rosas Park 18500 E. Farjardo	Rowland Heights
7	Rorimer Elementary 18750 E. Rorimer	La Puente	12	Joyful Adult Day Care Center 18951 E. Colima Rd.	Rowland Heights	17	Farjardo Elementary 18550 E. Farjardo	Rowland Heights