



FEE BASED REGISTRATION
JANUARY 9, 2012

REGULAR CLASSES
JANUARY 23, 2012

RACE **SPRING**

VOL. 40 | NO. 2

2012 CATALOG

race.rowland.k12.ca.us

ESL



CITIZENSHIP



PARENTING



Here is a sample of some of the

ON-Line Courses.

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ROWLAND UNIFIED SCHOOL DISTRICT ADULT AND COMMUNITY EDUCATION



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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
Amy Takanashi, Teacher Special Assignment
Mary Ellen Martinez, Pupil Services
Magda Mazzarino, Attendance
Elsa Castanon, CASAS Data
Jessica Marin, Receptionist
Cammi Lee-Ngo, Fee Based

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	08/23/11-01/19/12	
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
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Maria G. Ott, Ph.D.
Superintendent

December 1, 2011

Dear Community Member:

Welcome to our 40th 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. This plan is helping us realize our vision of becoming the best school district in California.
- **Award-Winning District:** Rowland Unified has received more California Distinguished School and Golden Bell state awards than any other District in the region! Rowland Heights was named one of the best places to raise children in California by Bloomberg Business Week.
- **Educational Leader:** We completed a unique partnership with the Ball Foundation to transform teaching and learning to ensure that all students reach their full potential. The Ball Foundation continues to support the district and disseminate our successes to the educational community on a national basis.
- **Preparing Students for Their Future:** Our unique Career Pathways Program offers high school students hands-on industry experience in six different areas of academic study, and both high schools offer the International Baccalaureate Program.
- **Academic Excellence:** Rowland Unified continues to demonstrate that our students excel at all levels of the district. This year, we launched Telesis Academy, a new K-8 school focused on Science, Technology, Engineering, and Mathematics (STEM). Both Oswalt Academy and Ybarra Academy were certified as IB Primary Years Programme Schools, joining only 26 other schools in California with this international designation of excellence.
- **Committed to the Arts:** The District offers a unique elementary strings program and a high-performing secondary strings program, award-winning jazz and marching bands, and expansive intermediate school 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

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.



CANNING 101

NEW

Have you ever wanted to learn how to make your own jam? If so, this class is for you. Students will learn how to make strawberry jam by demonstration. Methods, products, tools and use of a canner will be taught. Minimum 6 students maximum 15.

201111	Sat	10:00 a.m.-12:00 p.m.	02/11/12
1 day	RHS	E1	Harris \$30

Material Fee: \$15 payable to instructor.

Dana Harris has been canning, sewing and making home goods for more than 30 years..

STAMP-A-STACK (STAMP CAMP) FOR ADULTS

Do you always wonder what we do in our paper-craft class? This year, the instructor will be having a demonstration (FREE of charge) on 02/23/12. You will have a chance to see what we will be doing in the class as well as ask the instructor on any questions you may have. The Stamp-A-Stack will feature 1 design per week, and you will come and make 5 cards of each design for a total of 25 cards (5-wk course) or 40 cards (8-wk course). All materials and tools are prepared and will be ready to go when you come to the class. You are only responsible to bring your own craft kit (see below). For any questions, contact the instructor (626) 592-0722.

200806	Demo (FREE)	6:00-6:45 p.m.	02/23/12
200807*	Thu	6:00-7:30 p.m.	03/01/12-03/29/12
200808**	Thu	6:00-7:30 p.m.	04/12/12-05/31/12
5 wks*	AEC1	103	Ying \$25
8 wks**			\$30

Material Fee: \$12 Cash payable to instructor at the beginning of each class. Materials will include pre-cut supplies (except adhesive) and the tools the students need to make the projects. Please bring your craft kit: scissors, bone folder, and favorite glue/adhesive.

Jessica Ying graduated from University of California, Berkeley with a B.S. in Applied Mathematics. She never liked (wasn't good at) arts and crafts until 3 years ago. Through this new-found hobby, she realized arts and crafts are for everyone. Now crafting is a big part of her life and she is excited to have the opportunity to share her passion through her classes and clubs. You can find her work on <http://www.yoyostamping.com>.

FLORAL DESIGN

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

200206	Thu	6:00-8:00 p.m.	02/23/12-03/08/12
3 wks	Rowland Elementary Cafeteria	Zacarias	\$35

Material Fee: \$75 for 3 weeks or \$25 per week. Includes flowers and hardware. First payment due at time of registration in order to receive flowers.
Tools Needed: Floral knife and scissors. For any questions, contact the instructor at (626) 991-2208.

Candy Zacarias has worked more than thirty years as owner of *Creations by Candy*, a floral enterprise specializing in romantic fantasy weddings, flowers and balloons for all occasions.

CHINESE BRUSH PAINTING - BASIC

NEW

This class will teach students how to use Chinese Brush on rice paper. It will involve practice of painting four gracious plants: orchid, bamboo, chrysanthemum, and plum blossom. Students will be introduced to handling the Chinese brush with Chinese ink, techniques, materials and expressive properties of Chinese painting. Ages 18 and up. Minimum 4 students, maximum 8.

201011	Fri	3:10-5:00 p.m.	01/27/12-02/10/12
201012	Fri	3:10-5:00 p.m.	02/17/12-03/02/12
201013	Fri	3:10-5:00 p.m.	03/09/12-03/23/12
201014	Fri	3:10-5:00 p.m.	03/30/12-04/13/12
3 wks	NNox Art Studio	Choi	\$45
371 Oakplace Unit F, Brea			

Material Fee: \$55 (fee includes practice paper: \$5 per 30 sheets, brush: \$40 (rental brush: \$2 per class), Chinese ink: \$10).

Kate L. Y. Choi majored in oriental painting for B.F.A. and M.F.A. She has taught art at the university level for 10 years and had 9 solo exhibitions and 200 group exhibitions. Her recent work is in contemporary Asian painting.

BASIC DRAWING FOR BEGINNERS

NEW

This class teaches fundamental drawing techniques and vocabulary. You will learn about values, shapes and perspective to create realistic drawings using various media. Creativity and fun will also be encouraged. Ages 16 and up. Minimum 3 students maximum 8.

200911	Thu	11:00-1:00 p.m.	01/26/12-03/01/12
200912	Thu	11:00-1:00 p.m.	03/08/12-04/12/12
200913	Thu	11:00-1:00 p.m.	04/19/12-05/24/12
6 wks	NNox Art Studio	Kim/Hyun	\$69
371 Oakplace Unit F, Brea			

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

Konnie Kim is an award winning professional artist. Her teaching philosophy is to infuse techniques with creativity in perfect balance. Because all technique with no creativity is all work and no fun! This former art gallery owner of 18 years is a published artist. Konnie Kim speaks both English and Korean.

Cyndy Hyun majored in Art Education. She teaches art classes at her own studio and exhibits her artwork locally.



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 Windows 7 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 7 Professional, using software programs, manipulating and saving files, word processing and printing. This is a five week course.



Session#	Day	Date	Time	Loc	Rm	Teacher	Fee
210105	Tue	01/24/12-02/21/12	5:30-7:30 p.m.	AEC1	102	Schermer	\$35
210106	Tue	02/28/12-03/27/12	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.

CREATE A FREE WEBSITE OR BLOG

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.

210305	Sat	9:00 - 10:30 a.m.	03/10/12-03/24/12
3 wks	AEC1	102	Campbell \$65

Material Fee: \$10 payable to the 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 4 years.

GOOGLE TOOLS

Learn to use Google Tools and take full advantage of the cloud. Google Docs, Calendar, Gmail, Picasa, and more. Use the cloud to backup and store important files and photos. Share and collaborate with far-flung colleagues. This is an essential skill for the new digital force.

210205	Sat	10:45 - 12:00 p.m.	03/10/12-03/24/12
3 wks	AEC1	102	Campbell \$65

Material Fee: \$10 payable to instructor first day of class.

COOKING

Minimum of ten students per class.

THAI COOKING MADE EASY ★ NEW

Fried Flat Noodles With Beef (Pad See Eaw), Chicken Coconut Soup (Tom Kha Kai), Ground Beef In Lime Juice (Larb)

220405	Wed	6:00-9:00 p.m.	04/18/12
1 day	RHS	E1	Hwang \$30

Material Fee: \$35 payable to instructor.

SUSHI MADE EASY ★ NEW

Inari Sushi, California Rolls, Spicy Tuna Rolls

220505	Wed	6:00-9:00 p.m.	04/25/12
1 day	RHS	E1	Hwang \$30

Material Fee: \$40 payable to instructor.

CHINESE DIM SUM MADE EASY ★ NEW

Fish Shiu Mai, Seaweed Shrimp Rolls Up, Shrimp Toast

220205	Wed	6:00-9:00 p.m.	05/02/12
1 day	RHS	E1	Hwang \$30

Material Fee: \$40 payable to instructor.

Christina Hwang was owner and chef of a local restaurant. She was also the Award Winner of the First All State Chinese American Chef Competition held in LA in 2001. Furthermore, she is the author of a cookbook called "Signaporean, Malaysian & Indonesian Cuisine" published in 2002 and is still being carried today by bookstores like Barnes & Noble, Amazon.com. Christina specializes in Asian cuisine and has more than 10 years of culinary teaching experience. Her hands-on class is lots of fun. All the participants in the class have an opportunity to participate in the cooking process and will enjoy the delicious meals they prepared. The portions are generous enough for all participants to take home to enjoy with their family. When you join this class, please remember to bring a box-to-go.

SPECIAL SUSHI ROLLS MADE EASY ★ NEW

Tiger Rolls, Red Dragon Rolls, Crunch Rolls

220805	Wed	6:00-9:00 p.m.	05/09/12
1 day	RHS	E1	Hwang \$30

Material Fee: \$50 payable to instructor.

THAI COOKING MADE EASY ★ NEW

Red Curry Chicken, Papaya Salad, Sticky Rice with Mango

220406	Wed	6:00-9:00 p.m.	05/16/12
1 day	RHS	E1	Hwang \$30

Material Fee: \$35 payable to instructor.

SPECIAL SUSHI ROLLS MADE EASY ★ NEW

Bake salmon rolls, fire cracker rolls, green dragon rolls

220806	Wed	6:00-9:00 p.m.	05/23/12
1 day	RHS	E1	Hwang \$30

Material Fee: \$50 payable to instructor.

CHINESE COOKING MADE EASY

Hot and Sour Soup, Cream Cheese Wonton, Kung Pao Chicken

220105	Wed	6:00-9:00 p.m.	05/30/12
1 day	RHS	E1	Hwang \$30

Material Fee: \$35 payable to instructor.

ROWLAND ADULT & COMMUNITY EDUCATION

DANCE / FITNESS / MASSAGE



DANCE CLASSES

Salsa: Students will learn the Salsa Basics, Cumbia Basics, Mambo Basics, Open Breaks, Spot Turns, Spins and a lot more.

230911	Thu	7:00-7:50 p.m.	01/26/12-02/16/12
4 wks	Jellick	Cafeteria	Yang \$45

Fox Trot: Promenade, corner turns, box sway, twinkle, underarm turn and more.

231711	Thu	8:00-8:50 p.m.	01/26/12-02/16/12
4 wks	Jellick	Cafeteria	Yang \$45

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

These classes are taught by **Betty May Yang**, a professional dance teacher, award-winning performer, popular TV talk show guest, and choreographer for over 15 years. Betty May makes it easy and fun for first timers. Partners recommended, but not required.



ZUMBA

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.) Minimum 4 students.

230411	Tue	7:30-8:30 p.m.	01/24/12-02/28/12
230412	Tue	7:30-8:30 p.m.	03/06/12-04/17/12
230413	Tue	7:30-8:30 p.m.	04/24/12-05/29/12
6 wks	Jellick	Cafeteria	Winecki \$60

(No class on 04/03)

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. She continues to hone her skills earning Certifications in Zumba, Pilates, Yoga and PiYo. She has taught at 24 Hour Fitness, Bally Total Fitness, City of Diamond Bar and Diamond Point Club.

Please check out our website for detailed events and class schedules. Be current with your newest class catalogs.

Please visit: race.rowland.k12.ca.us for news, events classes and info.

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

LINE DANCING ★ NEW

Join in on the fun! You'll learn several line dances to both country western and hip hop music while burning calories. This will be the most fun you'll have while doing your body good. Wear comfortable shoes and bring bottled water. This class is directed to men and women 18 yrs. of age and older who are interested in learning line dancing in a fun environment without any pressure. Minimum 6 students. Maximum 25.

230110	Wed/Thu	7:00-8:00 p.m.	01/25/12-02/16/12
230111	Wed/Thu	7:00-8:00 p.m.	02/22/12-03/15/12
230112	Wed	7:00-8:00 p.m.	03/21/12-04/18/12
4 wks	Blandford	Cafeteria	Muniz \$40

(No class on 04/04)

Elizabeth Muniz has been teaching line dancing to friends and family in a social and informal setting for years. The class will be taught in a relaxed and fun atmosphere. Come join the fun!

YOGA FOR EVERYONE, HEALTHY AND STRESS FREE FOR THE NEW YEAR

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 practice will help you achieve a clear, bright mind and a strong, capable body. Please bring a mat and a towel.

230610	Mon	6:00-7:00 p.m.	01/23/12-03/05/12
230611	Mon	6:00-7:00 p.m.	03/12/12-04/23/12
230612*	Mon	6:00-7:00 p.m.	04/30/12-05/21/12
230613	Wed	6:00-7:00 p.m.	01/25/12-02/29/12
230614	Wed	6:00-7:00 p.m.	03/07/12-04/18/12
230615	Wed	6:00-7:00 p.m.	04/25/12-05/30/12
6 wks	Rowland Elementary	Cafeteria	Chiou \$60

(No class on 02/20, 04/02, 04/04) *4 week session \$40

PILATES FOR EVERYONE, SCULPT AND TONE, READY FOR THE NEW YEAR

Pilates movements are done in a precise, controlled and flowing way - not jerky, rushed or sloppy. We will concentrate on building strength, flexibility, coordination, balance and stamina. Be your personal best with this low-impact yet highly intense workout. Please bring a mat and a towel.

230711	Wed	7:10-8:10 p.m.	01/25/12-02/29/12
230712	Wed	7:10-8:10 p.m.	03/07/12-04/18/12
230713	Wed	7:10-8:10 p.m.	04/25/12-05/30/12
6 wks	Rowland Elementary	Cafeteria	Chiou \$60

(No class on 04/04)

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

INTERNATIONAL FOLKDANCE ★ NEW

Dancing is an enjoyable way to tone and strengthen your body. It can enhance your memory, heart and lung functions, sensitivity to rhythm, muscular flexibility, and bone density. Focus will be on international folkdances, including line, circle and pair dances. No experience and partner is required. Minimum 8 students. Maximum 50 students.

231811	Tue	7:00-9:00 p.m.	01/24/12-02/28/12
231812	Tue	7:00-9:00 p.m.	03/06/12-04/17/12
231813	Tue	7:00-9:00 p.m.	04/24/12-05/29/12
6 wks	Alvarado	Cafeteria	Li \$25

(No class on 04/03)

Jasmine Li has been dancing since she was very young and frequently performed for the community. She has years of experience teaching and is currently teaching at International Art Education Center and Walnut Folkdance Club.



LEARN ENERGY AND THERAPEUTIC MASSAGE

You will learn how to harness your energy, and then give it to others that have blocked or weak energy. You will also learn basic massage techniques. Maximum 18 students.

231111	Tue/Thu	7:00-9:00 p.m.	01/24/12-02/16/12
231112	Tue/Thu	7:00-9:00 p.m.	02/21/12-03/15/12
231113	Tue/Thu	7:00-9:00 p.m.	03/20/12-04/19/12
231114	Tue/Thu	7:00-9:00 p.m.	04/24/12-05/17/12
4 wks	AEC1	105	Rangel \$50

(No class on 04/03, 04/05)

Gilbert Rangel has had formal training in both physical therapy and massage. He is a California state certified massage therapist. He has many years of practice in doing energy and therapeutic massage.

TAI CHI

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

230811	Sat	8:30-9:10 a..m.	01/28/12-03/10/12
230812	Sat	8:30-9:10 a..m.	03/17/12-05/05/12
6 wks	AEC 1	Patio	Yu \$60

(No class on 02/18, 04/07, 04/21)

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

ANTIOXIDANT 101

How will you look and feel 10 years from now? Will you have vibrant health or will your life be punctuated with hospitals and doctor visits? Diseases associated with aging such as atherosclerosis, heart diseases, memory loss, arthritis, cataract, loss of vigor and signs of aging can be prevented or slowed down with antioxidants. What are antioxidants? How much antioxidants do you need to maintain optimum health? How do you know you are getting enough? The importance of supplementation. Minimum 10 students.

231311	Tue	6:30-8:00 p.m.	01/24/12-02/21/12
231312	Tue	6:30-8:00 p.m.	02/28/12-03/27/12
231313	Tue	6:30-8:00 p.m.	04/10/12-05/08/12
5 wks	AEC1	Conference Room	Oliva \$40

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

Dr. Lee Oliva is a Doctor of Chiropractic for 16 years. He is a passionate holistic and wellness practitioner and common sense self-care. "Take care of your health; you may live to your hundreds."

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:

240311	Mon	6:30-7:30 p.m.	01/23/12-03/05/12
240312	Mon	7:45-8:45 p.m.	01/23/12-03/05/12
240313	Mon	6:30-7:30 p.m.	03/12/12-04/23/12
6 wks	AEC1	106	Hernandez \$40

INTERMEDIATE:

240415	Tue	6:30-7:30 p.m..	01/24/12-02/28/12
240416	Tue	7:45-8:45 p.m.	01/24/12-02/28/12
240417	Tue	6:30-7:30 p.m.	03/06/12-04/17/12
6 wks	AEC1	106	Hernandez \$40

(No class on 2/20, 4/2, 4/3)

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

Steven Hernandez is a Spanish teacher at Walnut High School with 7 years of experience and knowledge of proper speech, pronunciation, vocabulary, grammar, culture and history.



REFLEXOLOGY, REIKI, STRESS MANAGEMENT, HAWAIIAN LOMI-LOMI
*Reflexology = stress management through hands, feet and ears.
*REIKI I, II, III included. Become a REIKI Master in this three month course. REIKI connects you with ultimate source of healing at all levels. Learn to reduce stress, tension, stimulate natural healing powers and promote well-being. Flush away toxins. Hands on teaching, learn how the body has amazing capacity to heal itself. Please bring two towels to class. Certificate will be issued upon completion and mastery of all three sessions.

231411	Sat	9:00-12:00 noon	01/28/12-02/25/12
231512	Sat	9:00-12:00 noon	03/03/12-03/24/12
231613	Sat	9:00-12:00 noon	03/31/12-05/05/12
4 wks	AEC1	105	Miranda \$55

(No class on 02/18, 04/07, 04/21)

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

Joe Miranda has been teaching Reflexology since 1992. He has been a certified reflexologist. Since this time he has worked for several chiropractic offices and clinics. He has over 1,000 hours of training and certification. Joseph has also taught many types of reflexology and massage therapy.

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.

240211	Wed	6:00-9:00 p.m.	01/25/12-03/07/12
240212	Wed	6:00-9:00 p.m.	03/14/12-04/25/12
240213*	Wed	6:00-9:00 p.m.	05/02/12-05/30/12
6 wks	AEC1	101	Gledhill \$60

*4 week session \$40

(No class on 02/22, 04/04, 05/23)

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, childcare 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.

240911	Tue	5:00-6:00 p.m.	01/24/12-02/28/12
6 wks	AEC1	Office	Han \$60

CONVERSATION SPANISH FOR CHILDREN-BEGINNING LEVEL

This is an intermediate level conversation class for children ages 7-12. Children will learn to advance their ability to converse in Spanish while learning the correct pronunciation of words. Minimum 5 students - maximum 15.

240711	Sat	10:00-11:00 a.m.	03/03/12-03/31/12
5 wks	AEC1	106	Alvarez \$40

Material Fee: \$5 payable to 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.

THE LOAN SIGNING SPECIALIST

Even though interest rates have gone down, there is still loan signing work to be done. All those adjustable rate loans out there need to be refinanced into a fixed rate. That is work for the California State notary. This course will provide the education to be the Notary Loan Signing Specialist with the skills required to fill the position of completing the home sale process. As a notary public, you are not allowed to give advice to the document signer. The notary is simply getting the signatures and initials on the loan documents. This process takes about an hour and you receive \$150.00 or more per loan package. This is a great way for a notary to create an income.

250311	Sat	9:00 -1:00 p.m.	05/19/12
1 day	AEC 1	103	Peavyhouse \$70

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

Thomas Peavyhouse has been employed in the financial community for over 20 years. He has represented financial institutions at various companies including Microsoft and Apple. He currently has held Real Estate, Insurance and Securities licenses. He is a commissioned California Notary Public with an added certification in loan signing as an instructor.

CALIFORNIA STATE NOTARY PUBLIC

California needs additional professional Notaries for the expanding financial, real estate, business, and law professions. Become a more valuable employee or own your own business. This class will provide the new or previously commissioned Notary with the education to take the State examination. The State proctors (CPS) will administer the State Notary Public examination after the 6 hour approved course is completed. Due to State examination testing standards, seating is limited. Note: The student needs to bring:

- Valid Driver's License, ID Card, Passport, or military ID
- A check, cash, or money order for \$40 made out to the "Secretary of State" in order to take the exam (DO NOT combine any other fees with this check amount).
- Check, cash, or money order for \$45 for the class materials.
- Two number 2 pencils for taking the State exam.

250111	Sat	8:00 a.m.-4:00 p.m.	02/11/12
250112	Sat	8:00 a.m.-4:00 p.m.	05/12/12
1 day	AEC1	103	Peavyhouse \$70

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

HOW TO BECOME A MYSTERY SHOPPER AND OTHER FUN NEW WAYS TO EARN EXTRA MONEY

Have fun and earn money. Get an overview of how mystery shopping works, what types of forms are used, the do's and don'ts of completing assignments, how to get into the shoppers' network, and how to avoid scams. Students will learn how to properly fill out applications and forms, and be provided with information on how and where to apply to legitimate companies. Additional \$20 payable in class for workbook, "How To Become A Mystery Shopper" which includes hundreds of resources. Minimum 7 students

260811	Thu	6:00-9:00 p.m.	02/09/12
260812	Sat	9:30-12:30 p.m.	03/24/12
1 day	AEC1	103	Moran \$30

Elaine Moran has been teaching business classes at community colleges for over 10 years and works part time as a mystery shopper. She'll tell you how to avoid scams and how to get into the legitimate shoppers network. She was nominated Best Shopper of the Year and has published a book, "How To Become A Mystery Shopper".

PUBLIC SPEAKING (BEGINNING CLASS) NEW

This course teaches beginning speakers the dynamics of organizing a speech, opening and closing techniques and the art of making presentations. Students learn how to stimulate an audience, develop speaking skills and overcome fear. Textbook for the class "How To Speak Like A Pro" by Leon Fletcher is available for \$15 from the instructor.

260911	Mon/Thu	6:00-7:00 p.m.	01/23/12-03/01/12
260912	Mon/Thu	6:00-7:00 p.m.	03/05/12-04/19/12
260913	Mon/Thu	6:00-7:00 p.m.	04/23/12-05/31/12
6 wks	AEC1	101/106	Lee, J. \$70

(No class on 02/20, 04/02, 04/05, 05/28)

Joseph Lee is an independent training professional with over 30 years administrative experience. He has a Bachelor's Degree in Psychology with an interest in communication and non-verbal behavior. He has been a member of Toastmasters International for 7 years and has won many awards and trophies.

CLASSIC & GLAMOUR MAKE-UP

Bring out your beauty with the magic of make-up! Learn step by step your colors and application techniques. After completing course, you will be able to design accent, classic and glamour make-up for your natural, professional and holiday look. Upon completing course, students will receive a completion certificate. Bring a hands free regular mirror. Minimum 5 students.

260212	Wed	7:35-8:35 p.m.	02/29/12-03/21/12
4 wks	AEC1	106	Lonyai \$59

Material Fee: \$15 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 make-up.

ANTI-AGING SKIN CARE

Become your esthetician! This class will teach you how to take care of your skin on a daily, weekly and monthly basis using professional methods. Class will cover face lifting exercises, massaging skills, toning, exfoliating, deep cleaning, blemish prevention and removal. Advice on anti-aging, anti-wrinkle treatments. Homemade vitamin and mineral face-lift masks, moisturizing will also be covered. Upon completing course, students will receive a completion certificate. Bring your free standing magnifying mirror and headband. Minimum 5 students.

260111	Wed	6:30-7:30 p.m.	02/29/12-03/21/12
4 wks	AEC1	106	Lonyai \$59

Material Fee: \$15 payable to the instructor at first class meeting.



WRITING FOR PSAT AND SAT'S (FOR AGES 14 AND UP)

Writing to meet the California standards for Language: PSAT/SAT and how to pass the writing section of the PSAT/SAT exam. A thorough review on the five elements of writing a perfect paragraph: expository, persuasive and contrast and compare writing. Students will have time to go over the multiple questions and how to identify sentences with errors and how to improve the sentence. Students will also learn how to answer open response questions.

260411	Thu	6:30-7:30 p.m.	01/26/12-03/01/12
6 wks	AEC1	102	Gonzalez \$150

Material Fee: \$25

Note: Students must buy the Official SAT study guide and bring pencil, paper or notebook to take notes.

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. Minimum 5 students.

BEGINNING:

260511	Tue	5:00-6:00 p.m.	01/24/12-02/28/12
260512	Tue	5:00-6:00 p.m.	03/06/12-04/17/12
260513	Tue	5:00-6:00 p.m.	04/24/12-05/29/12
6 wks	AEC1	105	Harper \$55

CONTINUING:

260611	Tue	6:00-7:00 p.m.	01/24/12-02/28/12
260612	Tue	6:00-7:00 p.m.	03/06/12-04/17/12
260613	Tue	6:00-7:00 p.m.	04/24/12-05/29/12
6 wks	AEC1	105	Harper \$55

(No class on 04/03)

Material Fee: \$10 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.

GOLF CLINIC 101/GOLF MADE VERY EASY (PRECISE IN A PROCESS THAT IS NOT) NO KIDDING, SERIOUSLY!!!

This course will specifically offer either adults or juniors an excellent opportunity to become skillful and savvy in the dynamics of golf. Instruction stresses golf mechanics such as grip, address, alignment, stance and swing. In the Intermediate-advanced levels, lessons are designed to address the most critical aspects of the short game; pitching, chipping, putting and precisely "reading the green". Consistency and accuracy are stressed in both levels of competencies, beginning and intermediate.

Fee: \$90.00 for 4 wks @ 3 hrs per week. Pre-arranged playing lessons are available to either juniors or seniors, 17 years old and younger sign-up with Sunday class. Contact Mr. Barrientos at (909) 860-1524.

Material Fee: \$14 instructional material fee due to the instructor at first class meeting. Practice facility charges \$10 for jumbo basket or range balls, \$9 for the large basket and \$3 for small bucket.

Requirements: Students in both levels should have pitching wedge (PW), sand wedge (SW), 9-Iron clubs and putter on first class meeting. For intermediate-advanced level students, #1 club (driver) is required.

Roland Barrientos offers 18 years of outstanding proverbial golf teaching experience. He's conducted clinics and camps at numerous institutions and organizations (local and international) since 1994, and was a lead instructor for the award winning Los Angeles County Junior Golf Program and the First Tee of Los Angeles.

JUNIOR GOLF

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!

270311	Sat	3:00-4:00 p.m.	02/25/12-03/17/12
270312	Sat	3:00-4:00 p.m.	04/14/12-05/05/12
4 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.

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

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.

260311	Thu	7:30-8:30 p.m.	01/26/12-03/01/12
6 wks	AEC1	102	Gonzalez \$150

Material Fee: \$25 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

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. Minimum 5 students.

260711	Sat	8:00-4:30 p.m.	02/04/12
260712	Sat	8:00-4:30 p.m.	03/03/12
260713	Sat	8:00-4:30 p.m.	04/14/12
260714	Sat	8:00-4:30 p.m.	05/05/12
260715	Sat	8:00-4:30 p.m.	06/02/12
1 day	AEC1	103	Rodgers \$30

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 25 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 Heights Golf Center			
270111	Sat	9:30 a.m.-12:30 p.m.	01/28/12-02/18/12
270112	Sat	9:30 a.m.-12:30 p.m.	02/25/12-03/17/12
270113	Sat	9:30 a.m.-12:30 p.m.	03/24/12-04/14/12
270114	Sat	9:30 a.m.-12:30 p.m.	04/21/12-05/12/11
270211	Sun	9:30 a.m.-12:30 p.m.	01/29/12-02/19/12
270212	Sun	9:30 a.m.-12:30 p.m.	02/26/12-03/18/12
270213	Sun	9:30 a.m.-12:30 p.m.	03/25/12-04/15/12
270214	Sun	9:30 a.m.-12:30 p.m.	04/22/12-05/13/12
4 wks	Rowland Heights Golf Course	Barrientos	\$90

ROWLAND ADULT & COMMUNITY EDUCATION

JOB IMPROVEMENT



Rowland Adult & Community Education (RACE) In Partnership With Boston Reed College Offer the Following Courses: Boston Reed Courses are noted with an () and you must **REGISTER ONLINE @ www.BostonReedCollege.com OR CALL: (800) 201-1141**

***CLINICAL MEDICAL ASSISTANT- CMA120317** NEW
 This program combines classroom instruction with a professional externship to provide you with a complete learning experience. Upon successful completion of the program and externship, the student will receive a certificate of completion and be qualified to take the following optional certification exams: National Center for Competency Testing (NCCT), visit www.ncctinc.com - California Certifying Board for Medical Assistants (CCBMA) certification exam, visit www.cbma.org. (Fee includes tuition and books.) Minimum 15 students.

CMA120317	Sat	9:00 a.m.-4:30 p.m.	03/17/12-06/30/12
14 wks	AEC1	104	Staff \$2795

(No class on 04/07, 05/26)

***PHARMACY TECHNICIAN - PT120505** NEW
 This program combines classroom instruction with a professional externship to provide you with a complete learning experience. The program prepares graduates for the national Pharmacy Technician Certification Board (PTCB) examination. Upon successful completion of the program and externship, you will receive a certificate of completion and be eligible to apply for certification, registration or licensure in your state. (Fee includes tuition and books.) Minimum 15 students.

PT120505	Sat	9:00 a.m.-4:30 p.m.	05/05/12-10/13/12
21 wks	AEC1	101	Staff \$2795

(No class on 05/26, 8/11, 09/01)

***VETERINARY ASSISTANT - VA120421** NEW
 Program topics cover the daily tasks of the Veterinary Assistant. You will feed, water and examine pets for signs of illness, disease, or injury; and clean and disinfect cages and work areas, as well as sterilize laboratory and surgical equipment in laboratories, animal hospitals and clinics. This program combines classroom instruction with an externship to provide you with a complete learning experience. Each student will be responsible for coordinating his/her externship. Upon successful completion of the program, graduates will receive a Certificate of Completion. (Fee includes tuition and books.) Minimum 15 students.

VA120421	Sat	9:00 a.m.-4:30 p.m.	04/21/12-05/19/12
5 wks	AEC1	106	Staff \$1099

***BILLING AND CODING SPECIALIST**
 As a Billing and Coding Specialist, you will accurately record and process data about patients, such as diagnosis and treatment records, insurance information, billing and recording receipt of payments. You will learn how to code a patient's diagnosis and treatment using ICD-9, ICD-10, CPT, HCPCS codes, and request payment from payers, including insurance companies or individuals. This class is offered entirely online with weekly assignments, online learning and an instructor-led virtual class weekly.
 115 hours over 14 weeks. Classes are held from 5:30-7:30 p.m. PST
Program Fee: \$1600 (prices subject to change) includes textbook, online program access and certificate of completion.
 Class Schedules:

Tue/Thu	5:30-7:00 p.m.	January 31, 2012 – May 3, 2012
Mon/Wed	5:30-7:00 p.m.	February 27, 2012 – June 4, 2012
Tue/Thu	5:30-7:00 p.m.	March 27, 2012 – June 28, 2012
Mon/Wed	5:30-7:00 p.m.	April 30, 2012 – August 8, 2012
Tue/Thu	5:30-7:00 p.m.	May 29, 2012 – August 30, 2012

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

***ELECTRONIC HEALTH RECORDS SYSTEM TECHNOLOGIST** NEW
 This program covers the essential components of the electronic health record and health information exchange essentials. As an Electronic Health Records System Technologist you will assist healthcare providers to choose, implement, train and maintain and electronic health records system. This class totals 216 hours over 18 weeks and is offered entirely online, with weekly assignments and a weekly instructor-led virtual class to provide you with a complete learning experience. Upon successful completion of the program, graduates will receive a Certificate of Completion.

Course Program: \$3600 includes books, online access to program, and course completion certificate.

Enroll in one of the following courses:

Course #120209	•	Thursday, February 9, 2012
Course #120320	•	Tuesday, March 20, 2012
Course #120523	•	Wednesday, May 23, 2012
Course #120628	•	Thursday, June 28, 2012

REAL ESTATE PRINCIPLES

For the person who wants to enter real estate as a 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 12 students required.

250411	Tue/Thu	6:30-9:00 p.m.	01/24/12-03/13/12
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 31 years and is past president of the Hacienda Rowland Diamond Bar Board of Realtors, has chaired and sat on numerous local and national realtor committees.

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. Minimum 10 students.

LEVEL I - INTRODUCTION

280211	T	5:30-7:30 p.m.	01/24/12-03/27/12
10 wks	RHS	M1	Olivas \$110

Alan Olivas has 40 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.

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. (Please bring pencil/pen, paper to take notes). Maximum 10 students.

280111	Sat	9:00-3:00 p.m.	03/10/12
280112	Sat	9:00-3:00 p.m.	04/28/12
1 day	AEC1	103	Oliva \$67

Cash or credit card payment only. First Aid/CPR Cards are included with registration fee. Includes \$27 paid to the Red Cross.

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.



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, 2011 to enroll in 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 packets will be available in Room 105 the week of January 17-20, 2012 from 9:00 a.m. to 12:00 p.m. Completed registration, immunizations and TB clearance must be returned with payment at the first class meeting. Returning first semester students will have registration priority.

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 snack for children.

Birth-4 Years Old							
071301	Mon	01/23/12-05/21/12	9:00-12:00 p.m.	AEC1	105	Ramirez	
2-5 Years Old							
070502	Tue	01/24/12-05/29/12	9:00-12:00 p.m.	AEC1	105	Ramirez	
Birth-3 Years Old							
070003	Wed	01/25/12-05/30/12	9:00-12:00 p.m.	AEC1	105	Bridgewater	
1-4 Years Old							
070604	Thu	01/26/12-05/31/12	9:00-12:00 p.m.	AEC1	105	Ramirez	
2-5 Years Old							
070505	Fri	01/27/12-06/01/12	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	01/23/12-05/30/12	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 23, 2012** 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	01/23/12-06/01/12	8:30-11:30 a.m.	AEC1	101	Atherton	Emph. on Pronun.	\$30
030222	MTWTHF	01/23/12-06/01/12	8:30-11:30 a.m.	AEC1	106	Lopez	ESL Beginning-Low	\$30
030520	MTWTHF	01/23/12-06/01/12	11:45-1:45 p.m.	AEC1	101	Socash	ESL Beginning-Low	\$30
033008	MWF	01/23/12-06/01/12	11:45-1:45 p.m.	AEC1	106	Lopez	Literacy	\$20

ESL Beginning

030406	MTWTHF	01/23/12-06/01/12	8:30-11:30 a.m.	AEC1	104	Clark	Beginning High	\$30
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ESL Intermediate

030707	MTWTHF	01/23/12-06/01/12	8:30-11:30 a.m.	AEC1	103	Cruz	Intermediate	\$30
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ESL Multi Level

031024	MTWTH	01/23/12-05/31/12	8:00-11:00 a.m.	Windsor	MP	Socash	Multi-Level	\$30
037012	MTWTH	01/23/12-05/31/12	8:15-11:15 a.m.	AEC2	202	Chavez	Multi-Level	\$30
037015	MTWTH	01/23/12-05/31/12	8:30-11:30 a.m.	Farjardo	T-1	Doherty	Multi-Level	\$30
037023	MTWTH	01/23/12-05/31/12	9:00-11:00 a.m.	Jellick	Options	Takanashi	Multi-Level	\$20
037011	MTWTH	01/23/12-05/31/12	8:30-11:30 a.m.	La Seda	T-2	Leon-Blanco	Multi-Level	\$30
037022	MTWTH	01/23/12-05/31/12	8:30-11:30 a.m.	Northam	Even Start Trailer	Garcia	Multi-Level	\$30
037018	MTWTH	01/23/12-05/31/12	9:00-12:00 p.m.	Rorimer	Options	Ramirez	Multi-Level	\$30
037019	MTWTH	01/23/12-05/31/12	9:00-12:00 p.m.	Rowland El	Options	Han	Multi-Level	\$30
032011	MTWTHF	01/23/12-06/01/12	11:45-1:45 p.m.	AEC1	104	Clark	Multi-Level Oral	\$30
031013	MTW	01/23/12-05/30/12	6:00-9:00 p.m.	AEC1	103	Han	Multi-Level	\$20
031030	TWTH	01/24/12-05/31/12	6:00-9:00 p.m.	AEC2	201	Ramirez	Multi-Level	\$20
030531	TWTH	01/24/12-05/31/12	6:00-9:00 p.m.	Alvarado	83	Duker	ESL Beginning-Low	\$20
031031	TWTH	01/24/12-05/31/12	6:00-9:00 p.m.	Hurley	207	Ynoquio	Multi-Level	\$20

CITIZENSHIP PREPARATION

Fee: Non-refundable.

Session #	Day	Date	Time	Loc	Rm	Teacher	Fee
039050	MW	01/23/12-05/30/12	12:00-2:00 p.m.	AEC1	103	Cruz	\$20
039002	TWTH	01/24/12-05/31/12	6:00-9:00 p.m.	AEC2	202	Doherty	\$20

ROWLAND ADULT & COMMUNITY EDUCATION ADULT SECONDARY EDUCATION (ASE)



13

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
020101	MT	01/23/12-05/29/12	3:15-5:15 p.m.	NHS	K2	Toda
020102	WTH	01/25/12-05/31/12	3:15-5:15 p.m.	NHS	K2	Duker
020211	TWTH	01/24/12-05/31/12	8:30-11:30 a.m.	AEC2	201	Toda
020213	MTWTH	01/23/12-05/31/12	6:00-9:00 p.m.	AEC1	104	Chavez

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

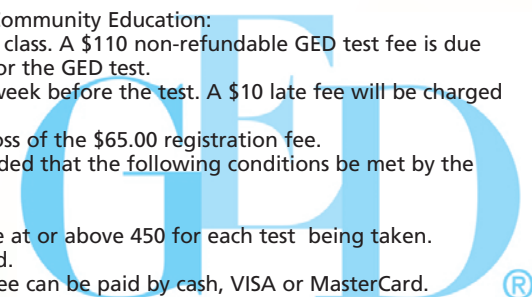
Any concurrent student must register through their home high school. A face-to-face counseling session is required and registration is not complete until all forms are returned to the Adult School Office. Enrollment priority is given to adults in all adult education programs, courses or classes. (E.C.52500)

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 protocols 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 \$110 non-refundable GED test fee is due before the deadline of the test students wish to take. Walk-in students will pay \$130 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 \$65.00 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 \$110 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 \$25 fee will be charged for errors made on personal data for each field entered on GED documents.
- 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.



RACE GED Fee List

Initial Full Battery (includes scoring all 5 subjects; 1 Certificate and 1 Official Transcript)		Re-take per Test	\$25
English	\$110 each	Error Fees:	
Spanish	\$110 each	Blank or incorrectly bubbled demographic or answer sheet "required field" (not including name or address changes)	\$25 per field
Miscellaneous Fees:		Combined English & Spanish answer sheets	\$25 per subject
Duplicate Certificate	\$35 each	Ink Bubbles	\$25 per sheet
Extra Official Transcript:	\$25 each	Retest submitted without pre-assigned ID#	\$25 per test
Process request for change of name, address, or ID# (after passing battery, add \$20.00 for replacement certificate)	\$30 per request		

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

Tuesday, Wednesday, Thursday
 01/31/12, 02/01/12, 02/02/12
 03/06/12, 03/07/12, 03/08/12
 05/01/12, 05/02/12, 05/03/12
 05/15/12, 05/16/12, 05/17/12
 For up to date test information, visit our website at:
race.rowland.k12.ca.us

CAHSEE

TESTING DATES
 02/07/12-02/08/12
 03/13/12-03/14/12
 05/08/12-05/09/12

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 5, 2012



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 the week of **January 9, 2012** for Community Education classes. Registration for ESL, GED, ASE, Parent Ed. and Older Adult classes takes place the week of Monday, January 23, 2012 on the first class meeting.

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 of 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 Districts 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 Districts decision, and must include a copy of the locally filed complaint and the Districts 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.

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 Lerna 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/CELL PHONE () -

EMAIL

COURSE #	LOCATION	COURSE TITLE	START DATE	FEE

PAYMENT (Check appropriate box for credit card)

CHECK# CASH VISA M/C AMEX DISCOVER

REGISTRATION FEE

\$10.00*

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

CC#

Security code (located on the back or front)

Expiration Date /



Signature

Date

For Office Use Only

Receipt #: _____

Confirmation Sent: _____

Initial _____

Date _____

Student ID # _____

Processed _____

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

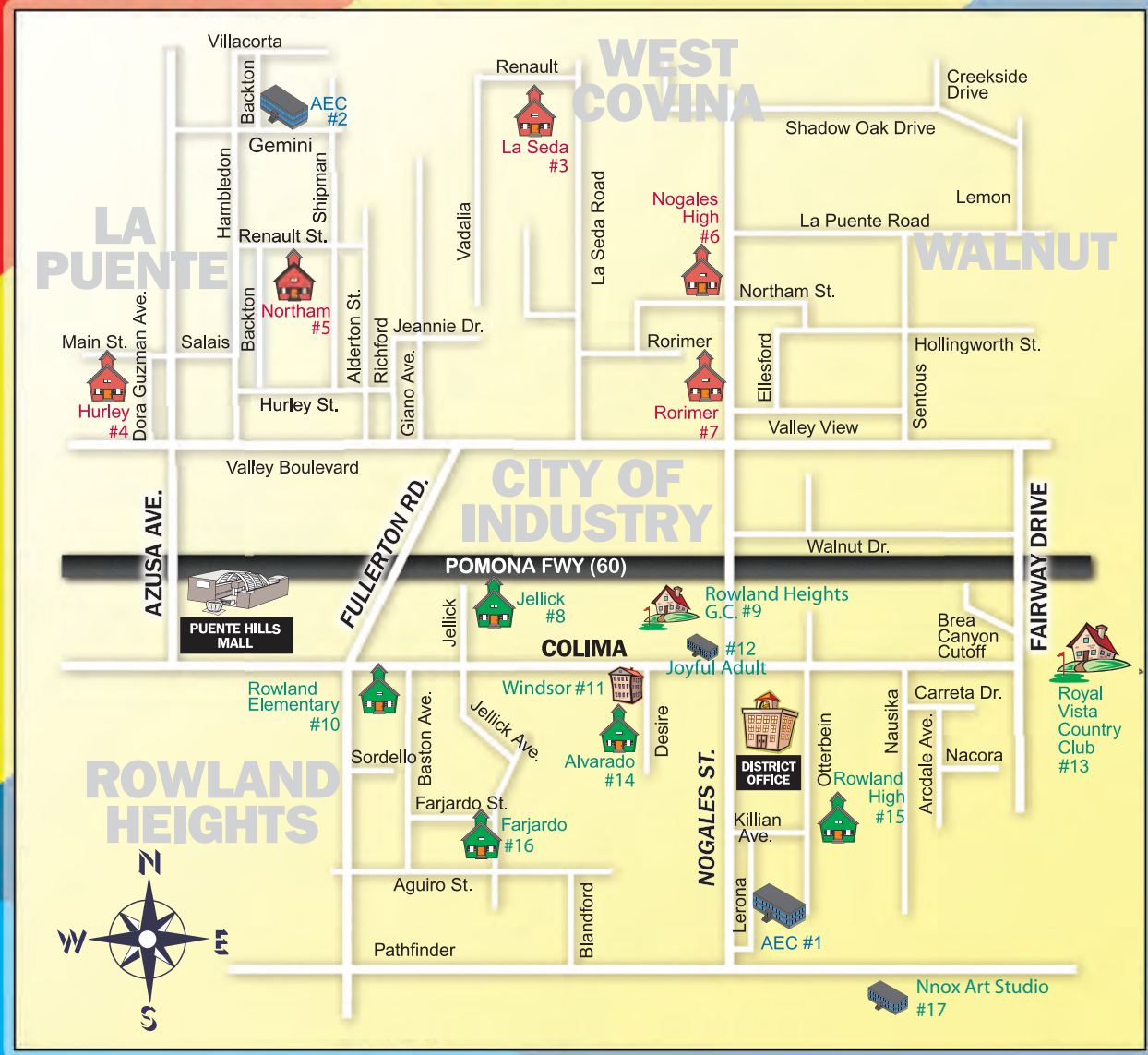
I voluntarily agree to participate in this program. I realize that every precaution is taken to eliminate any injuries or hazards and that a competent teacher is present. However, in the event of any injury to myself, I hereby waive, release and hold harmless from any liability for damages or claims 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

2100 Leron Avenue
Rowland Heights, CA 91748-3945

TIME DATED MATERIAL

CLASS LOCATIONS



MAP	SITE NAME	CITY
1	Adult Education Center (AEC1) 2100 Leron Ave.	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	Farjardo Elementary 18550 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	Nnox Art Studio 371 Oakplace, Unit F	Brea