

RACE FALL 2015

FEE BASED REGISTRATION

August 3

REGULAR CLASSES

August 17

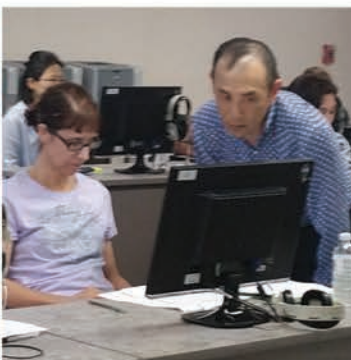
COURSE CATALOG Vol. 45 No. 1

<http://race.rowland.k12.ca.us>

Online Career Training Programs with ed2go.
See pages 9-12 or visit www.ed2go.com/race

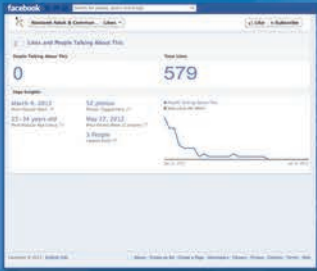
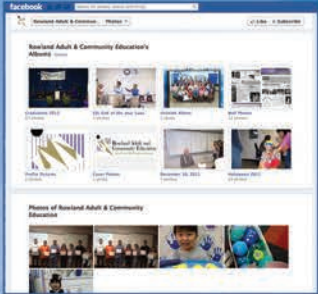


Rowland Adult and
Community Education
Race for life-long learning



www.facebook.com/rowlandadultandcommunityed





**FIND US and
LIKE US
on Facebook** 

www.facebook.com/rowlandadultandcommunityed

**LOOK!
What our
WEBSITE
HAS TO
OFFER!**

FEATURED CLASSES

Paper Crafting

Page 5

**Real Estate Investing
for Beginners** - Page 7

Online Courses

Pages 9-12

Cake Decorating - Page 13

**Digital Photography
Workshop** - Page 14

**How to Make a
Living as an Artist**

Page 13

**California Real
Estate Practice**

Page 15

**Citizenship
Preparation** - Page 16

**Asian Food
Cooking Class** - Page 13

ROWLAND UNIFIED SCHOOL DISTRICT ADULT AND COMMUNITY EDUCATION



BOARD OF EDUCATION

Judy Nieh, President
 Angelena M. Pride, Vice President
 Lynne Ebenkamp, Clerk
 Cary C. Chen, Member
 Heidi L. Gallegos, Member

SUPERINTENDENT'S CABINET

Julie S. Mitchell, Ed.D., Superintendent of Schools
 Ryan T. DiGiulio, Assistant Superintendent, Administrative Services Division
 Teresa Healy, Assistant Superintendent, Educational Services Division
 Dennis Bixler, Assistant Superintendent, Human Resources Division
 Jeannette R. Chien, Ed.D., Executive Director, Educational Services Division

ROWLAND ADULT AND COMMUNITY EDUCATION

2100 Lerona Avenue
 Rowland Heights, California 91748
 Telephone: (626) 965-5975
 Fax: (626) 854-1191

OFFICE HOURS

Monday – Thursday: 8:00 a.m. – 9:00 p.m.
 Friday: 8:00 a.m. – 4:30 p.m.

ADULT EDUCATION ADMINISTRATION

Rocky Bettar, Director

COUNSELOR SERVICES

Joseph Miraglia, Counselor

COUNSELING APPOINTMENTS

Monday/Tuesday/Wednesday 5:30 p.m. - 8:30 p.m.
 Thursday 12:00 - 3:00 p.m.

OFFICE STAFF

Norma Parra, Office Manager
 Ami Takanashi, ESL Program Coordinator
 Peggy Toda, ASE Program Coordinator
 Mary Ellen Martinez, Pupil Services
 Magda Mazzarino, Attendance
 Elsa Castanon, CASAS Data
 Jessica Marin, Receptionist
 Lisette Calderon, Fee Based
 Mary Esguerra, Student Assistant
 Jemma Retusto, Student Assistant

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 Lerona 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 Lerona 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	08/23/13-01/19/14	
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 \$30 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) 854-8302

www.rowlandschools.org

August, 2015



Governing Board

Cary C. Chen
Lynne Ebenkamp
Heidi L. Gallegos
Judy Nieh
Angelena Pride

Superintendent of Schools

Julie Saylor Mitchell, Ed.D.

Dear Members of the Rowland Unified Community:

Welcome to the 2015-16 school year!

Thank you for your ongoing support of our Rowland Adult and Community Education (RACE) programs. We appreciate your interest in our course offerings. Rowland Unified School District also appreciates the leadership at RACE and values the excellent teaching of our RACE staff, which allows all of our programs to enhance the quality of life for adults and families of our community.

The courses offered through the Adult Education Program are designed to meet the needs of the community. If you have suggestions for additional classes, please visit our website and leave a message.

Being an adult learner sets a positive example for our K-12 students. Thanks for being a role model for our youngsters.

By taking advantage of the programs offered through RACE, you are doing your part to enhance your personal skills and knowledge. The State's future will be brighter because of your hard work. Together, we will do our part for California and for our local schools and community.

Have a wonderful school year!

Sincerely,

Julie Mitchell, Ed.D.
Superintendent of Schools

JM/yap

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 academics, innovative use of technology, creative exploration, and nurturing learning experiences

ROWLAND ADULT & COMMUNITY EDUCATION

ARTS & CRAFTS / COMPUTER CLASSES



5

PAPER CRAFTING FOR ADULTS

This class offers innovative ways to get the most out of your supplies with clever tips and all the techniques you need to start creating with success. Attend this class and get ready to create handmade holiday cards you can send to your family and friends this year. No previous experience needed. **Tools needed:** paper trimmer, scissors, bone folder, dry double-sided glue/adhesive. **Material fee for the first class meeting must be paid one week prior to the first class.** Minimum 5 students, maximum 10.

200206	Mon	6:00 – 8:00 p.m.	08/24/15-09/28/15
200207	Mon	6:00 – 8:00 p.m.	10/05/15-11/02/15
200208	Tue	6:00 – 8:00 p.m.	08/25/15-09/22/15
200209	Tue	6:00 – 8:00 p.m.	09/29/15-10/27/15
200210	Wed	6:00 – 8:00 p.m.	08/26/15-09/30/15
200211	Wed	6:00 – 8:00 p.m.	10/07/15-11/04/15
5 wks	AEC1	106	Ying \$70

(No class on 09/07, 09/23)

Material Fee: \$11 at each class meeting payable to the instructor (CASH payment only). The material fee is to be paid to the instructor, weekly, for the next week's class.

Jessica Ying graduated from University of California, Berkeley with a B.S. in Applied Mathematics. Five years ago, she branched out and has been teaching paper craft at her house and local community centers ever since. She can also host workshops at your home too!! Call her at (626) 592-0722 for any questions you may have.



IKEBANA (JAPANESE FLOWER ARRANGEMENT)

You will learn how to use Ikebana flower arranging techniques to bring out the hidden beauty of both everyday and exotic flowers. You will handle real flowers in each session and take home a beautiful flower arrangement. This class is perfect for someone interested in the business of flower arranging or professionals who want to add Japanese techniques to their vocabulary. **Students will receive a certificate after completing 12 weeks of classes.** Minimum 6 students, maximum 12.

200301	Thu	6:45-8:50 p.m.	08/20/15-09/03/15
200302	Thu	6:45-8:50 p.m.	09/10/15-09/24/15
3 wks	Killian	Cafeteria	Yang \$45

Material Fee: \$20 cash only paid to instructor in **advance** at each meeting. Student needs to pay \$40 at first meeting (Fee includes \$20 for next week's class) Students provide their own tools: bowls, scissors, Kenzan (heavy needlepoint holders).

Betty May Yang has studied extensively with Japanese Ikebana Master, Ms. Yamamoto, and was honored with the post of Official Flower Arranger and Teacher by the Postal Service of the Republic of China. She also conducts workshops at the Orange County Museum of Art, Newport Beach. Member of Sugetsu.

Online Career Training Programs with ed2go.
See pages 9-12 or visit www.ed2go.com/race

INTRODUCTION TO COMPUTERS

NEW

This class offers students a chance to become familiar with computer terminology. Students will participate in hands-on training using the keyboard and mouse, will learn about the physical parts of the computer and explore some of the functions and features of the Windows operating system. No computer experience necessary. Minimum 6 students, maximum 30.

210104	Sat	12:30-2:00 p.m.	09/12/15-09/26/15
3 wks	AEC1	102	Campbell \$75

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

CREATE A FREE WEBSITE AND 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. Minimum 6 students, maximum 30.

210115	Sat	9:30-11:30 a.m.	10/03/15 & 10/10/15
2 wks	AEC1	102	Campbell \$75

Material Fee: \$10 payable to the instructor at first class meeting for handouts and tutorial CD.

INTRODUCTION TO THE CLOUD

Learn to use Google Tools and take full advantage of the cloud. Google Docs, Calendar, Gmail, Picasa, and more. Use the cloud to back up and store important files and photos. Share and collaborate with far-flung colleagues. This is an essential skill for the new digital force. Minimum 6 students, maximum 30.



210120	Sat	12:00-2:00 p.m.	11/07/15 & 11/14/15
2 wks	AEC1	102	Campbell \$75

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

John Campbell is a credentialed teacher with over 15 years experience in the classroom. As an elementary and junior high teacher, Mr. Campbell has been an innovator in the use of technology in the classroom. Mr. Campbell is currently the Director of the Computer Lab at the El Monte Adult School where he also teaches as an online instructor.

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



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 to which you haven't got the foggiest notion of how to answer? Then this class is for you. This beginning class focuses on the basics of operating Windows 7 Professional, using common software programs, manipulating and saving files, word processing and printing. Minimum 5 students, maximum 30.

210101	Tue	5:30-7:30 p.m.	08/18/15-09/15/15
210102	Tue	5:30-7:30 p.m.	09/29/15-10/27/15
5 wks	AEC1	102	Schermer \$35

Material Fee: \$45 cash payable to the instructor at first class meeting for handouts.

BEGINNING MICROSOFT EXCEL



Microsoft Excel is considered the most powerful electronic spreadsheet. This program can be used to gather, store and compute information, like financial reports. Students taking this class must have a working knowledge of the Windows 7 operating system. In this beginning Excel course, students will work in an enjoyable, stress-free environment. This class is designed to develop a basic working knowledge of Excel. Additional skills will be developed in creating spreadsheets and setting up simple calculations and formulas. Students will learn how to make changes to an existing worksheet as well as how to format new worksheets. Minimum 5 students, maximum 30.

210105	Mon	5:00-6:00 p.m.	09/21/15-10/19/15
210106	Mon	5:00-6:00 p.m.	10/26/15-11/23/15
5 wks	AEC1	102	Schermer \$35

Material Fee: \$45 cash payable to the instructor at first class meeting for handouts.

*This class will be taught by technology expert, **Richard Schermer**, M.A.; M.S. He is very well liked and is known for clearly demonstrating, communicating and explaining key learning concepts.*

BASIC BALLROOM: (TANGO & WALTZ)

230101	Tue	7:00-8:50 p.m.	08/18/15-08/25/15
2 wks	Killian	Cafeteria	Yang \$45

CHA CHA & RUMBA

Cha Cha	230106	Tue	7:00-7:50 p.m.	09/01/15-09/22/15
Rumba	230107	Tue	8:00-8:50 p.m.	09/01/15-09/22/15
4 wks	Killian	Cafeteria	Yang	\$45

Material Fee: \$3 paid to the instructor at the first class meeting for handouts. Minimum 6 students, maximum 50.

*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 20 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 professionals. In these classes, Betty May makes it easy and fun for first timers. Partners recommended, but not required.*

TAI CHI

Learn different styles of Tai Chi starting from basic forms to all the fundamentals. Tai Chi uses slow and gentle moves that make your body stay healthy. Minimum 3 students.

230201	Sat	10:00-10:40 a.m.	08/22/15-10/24/15
8 wks	Killian	MP Room	Yu \$80

(No class on 09/05, 10/17)

***Jack Yu** is an international 7th degree black belt Chinese Martial Arts and Kung Fu gold medal holder and has more than 10 years of traditional Chinese medical background and is certified Chinese Martial Arts and Certified C.M.T.*



INTRODUCTION TO POWER POINT



This class will introduce students to the Power Point Program and is intended for people who want to learn how to use Power Point to create different types of presentations. Students will learn how to customize and manipulate settings to get more impressive presentations. Students will need to bring a flash drive on the first day of class. Minimum 5 students, maximum 15.

210132	Wed	5:00-6:00 p.m.	08/19/15-09/30/15
210133	Wed	5:00-6:00 p.m.	10/07/15-11/18/15
6 wks	AEC1	102	Chow \$30

(No class on 09/23, 11/11)

Material Fee: \$5 payable to instructor first day of class for handouts.

***Charles Chow** invites anyone who wants to learn about Power Point to participate in the class.*

FOLKDANCES AND LINE DANCING

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 folkdances, including circle and pair dances, and most popular line dances. At least 3 months of dancing experience. No partner is required. Please wear comfortable shoes and bring bottled water. Minimum 10 students.

230111	Tue	7:30-9:00 p.m.	08/18/15-10/06/15
230112	Tue	7:30-9:00 p.m.	10/20/15-12/08/15
8 wks	Alvarado	Cafeteria	Li \$25

***Jasmine Li** is an experienced teacher and an award-winning performer who frequently performs for the community. She currently teaches at Rowland Heights Community Center, Walnut Folkdance Club and Walnut Senior Center.*

QI GONG FOR HEALING



This new healing class explores the ideas, concepts and practical everyday use of Qi Gong (movements to activate body energy – which is known in China/Taiwan as Qi). It will combine lecture but with heavy emphasis on hands on learning. The instructor will teach warm ups and different Qi Gong forms to help activate Qi. Come join us to enjoy one of the secrets to Chinese good health! Minimum 3 students.

230320	Sat	10:45-11:15 a.m.	08/22/15-10/24/15
8 wks	Killian	MP Room	Yu \$80

(No class on 09/05, 10/17)

ROWLAND ADULT & COMMUNITY EDUCATION

FITNESS & HEALTH / FINANCE & BUSINESS



YOGA FOR EVERYONE, HEALTHY AND BALANCED

Yoga is a practice for 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; a heart filled with peace. Please bring a mat and a towel. Children under 12 must be accompanied by an adult.

230221	Mon	6:00-7:00 p.m.	08/17/15-09/28/15
230222	Mon	6:00-7:00 p.m.	10/05/15-11/09/15
230223	Mon	6:00-7:00 p.m.	11/16/15-01/11/16
230224	Wed	6:00-7:00 p.m.	08/19/15-09/23/15
230225	Wed	6:00-7:00 p.m.	09/30/15-11/04/15
230226*	Wed	6:00-7:00 p.m.	11/18/15-01/13/16
6 wks	Killian	MP Room	Chiou \$60

*5 week session \$50

(No class on 09/07, 11/11, 11/25, 12/21, 12/23, 12/28, 12/30, 01/04, 01/06)

PILATES FOR EVERYONE, SCULPT AND TONE

Pilates movements are done with precision, control and flow. We'll build strength, flexibility, coordination, and stamina. Become your personal best with this low-impact yet highly intense workout. Please bring a mat and a towel. Children under 12 must be accompanied by an adult.

230210	Wed	7:10-8:10 p.m.	08/19/15-09/23/15
230211	Wed	7:10-8:10 p.m.	09/30/15-11/04/15
230212*	Wed	7:10-8:10 p.m.	11/18/15-01/13/16
6 wks	Killian	MP Room	Chiou \$60

*5 week session \$50

(No class on 11/25, 12/23, 12/30, 01/06)

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. Visit his website at www.atthecorefitness.com

REAL ESTATE INVESTING FOR BEGINNERS



The U.S. housing market has made a huge comeback over the past 2 years, with prices seeing double-digit gains year-over-year in many parts of the country. Interest rates are still at record lows but expected to last no more than another year or two at most, making this the best time to buy real estate in our lifetimes! But how do you get started? This class will give you all the basics for investing the right way and avoiding all the common mistakes. Come learn how to set realistic goals and build criteria that's personal to you and fits your unique situation. We will show you exactly which markets in the country are the best to invest, and how to create passive income without adding any hours to your busy schedule! Real Estate investing can be easy if you know what to look for and follow the proven techniques. Minimum 7 students.

250101	Tue	6:00-9:00 p.m.	08/18/15
250102	Sat	9:00-1:00 p.m.	10/10/15
1 day	AEC1	101	Pastel \$49 per person \$79 per couple

Material Fee: \$25 payable to instructor first day of class for workbook.

Scott Pastel is a California native and has a true passion for teaching. He received a BS degree in Business Administration from Chapman University in 2006 after receiving the Provost's scholarship for academic GPA. He is a business owner and purchased Marshall Reddick Real Estate in February, 2014 which is a local real estate firm in Newport Beach. He owns three investment properties of his own and purchased his first property in 2008. Later in 2008 he began teaching seminars at local community colleges. Scott obtained his real estate license in 2010 with the intention of using it for teaching purposes. He is a member of Chapman 50, a prestigious alumni group of business owners who mentor Chapman University students and recent graduates.

ZUMBA/TONING/GOLD

Come and find the curves hidden inside of you by doing Zumba in just 4 weeks. Students will weigh in on the first day of class and at the end of the class to see the difference. Sandra once weighed 226 lbs. and then lost 100 lbs. by doing Zumba and watching her diet. Please bring 1 lb. weights, a bottle of water, towel and tennis shoes. Minimum 5 students, maximum 30.

230131	MTWTH	6:00-7:00 p.m.	08/17/15-09/10/15
230132	MTWTH	6:00-7:00 p.m.	09/14/15-10/08/15
230133	MTWTH	6:00-7:00 p.m.	10/12/15-11/05/15
230134	MTWTH	6:00-7:00 p.m.	11/09/15-12/10/15
4 wks	La Seda	Cafeteria	Chavira \$40

(No class 09/07, 11/11, 11/25, 11/26)

Sandra Chavira is a Zumba certified instructor and personal trainer. She has lost over 100 lbs. and is passionate about personal health and fitness and helping her students reach their fitness goals.

INTRODUCTION TO MASSAGE, ADVANCED REFLEXOLOGY AND REIKI, STRESS MANAGEMENT, HAWAIIAN LOMI-LOMI

Reflexology - stress management through hands, feet and ears. 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. A certificate will be issued upon completion of REIKI Sessions I, II. Minimum 10 students, maximum 20.

230401	Sat	9:00-1:00 p.m.	09/12/15-10/03/15
230402	Sat	9:00-1:00 p.m.	10/31/15-11/21/15
4 wks	AEC1	105	Miranda \$55

Material Fee: \$10 payable to instructor first day of class for handouts and certificate.

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

MAKING A FORTUNE IN MULTI FAMILY UNITS & APARTMENT BUILDINGS

If you have experience owning single family homes as an investment and want to increase your cash flow, the next step for you may be in multi-family housing! Many investors acquire multi-family properties to diversify their portfolio and reduce risk of vacancy, while increasing cash flow. Multi-family homes allow you to have more rental income, not to mention you are purchasing each unit at a lower price per door than you would pay for the same amount of SFH's. Join us to learn all about Multi-Family properties. Minimum 7 students.

250105	Thu	6:00-9:00 p.m.	09/17/15
250106	Tue	6:00-9:00 p.m.	01/12/16
1 day	AEC1	101	Pastel \$49 per person \$79 per couple

Material Fee: \$25 payable to the instructor first day of class for workbook.

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 ENGLISH & FOREIGN LANGUAGE / GENERAL INTEREST

ENGLISH PRONUNCIATION AND ACCENT REDUCTION

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 correcting the 7 mistakes made by the ESL student that cause accent. A textbook is used. Minimum 6 students, maximum 20.

240101	Wed	6:30-8:30 p.m.	08/19/15-09/30/15
240102	Wed	6:30-8:30 p.m.	10/07/15-11/18/15
6 wks	AEC1	101	Gledhill \$60

(No class on 09/23, 11/11)

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

Darla Gledhill specializes in the Asian accent and has helped students from all over the world improve their speech. She has learned a second language and understands the needs of the ESL student.

BEGINNING CHINESE CONVERSATION

This class is the beginning level of Chinese conversation for those who are interested in learning to speak the Chinese language. Students will learn how to communicate in everyday situations speaking Chinese. **(Students are required to attend Session I prior to Session II.)** Minimum 5 students, maximum 20.

Session I:			
240121	Mon	7:00-8:30 p.m.	09/14/15-10/12/15
5 wks	AEC1	101	Lim \$50
Session II:			
240123	Thu	7:00-8:30 p.m.	09/17/15-10/29/15
7 wks	AEC1	101	Lim \$50

Material Fee: \$20 cash only payable to the instructor for handouts payable to the instructor at the first class meeting.

Sue Lim has taught Chinese conversation for 15 years in Malaysia since 1980 and she also does private tutoring that helps many students overcome their difficulty speaking and understanding Chinese. Because of her many years experience, she can relate to the difficulty many students experience learning Chinese.

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 facelift masks, moisturizing will also be covered. Upon completing course, students will receive a completion certificate. Bring your free standing magnifying mirror, headband and towel. Minimum 5 students, maximum 20.

260501	Thu	6:30-7:30 p.m.	09/24/15-10/22/15
4 wks	AEC1	106	Lonyai \$59

(No class on 10/15)

Material Fee: \$17 payable to instructor in cash at first class meeting for items associated with the skin care program.

CLASSIC & GLAMOUR MAKE-UP LEVEL I

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, headband, brush set, eyelash curler and towel. Minimum 5 students, maximum 17.

260510	Thu	7:35-8:35 p.m.	09/24/15-10/22/15
4 wks	AEC1	106	Lonyai \$59

(No class on 10/15)

Material Fee: \$17 payable to instructor in cash at first class meeting for make-up items used in class.

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.

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 who cannot attend regular classes because of limited transportation, child care or work schedules. Students learn English through a series of videos or DVD's that they take home. Materials are on loan for a week. Students meet with the teacher for 30 minutes, once a week. There is a \$20 refundable cost for checking out materials. For more information call (626) 965-5975.

240111	Wed	5:15-5:45 p.m.	08/19/15-09/30/15
240112	Wed	5:15-5:45 p.m.	10/07/15-11/18/15
6 wks	AEC1	Conference Room	Han \$60

(No class on 09/23, 11/11)

Marieann Han has been working in the ESL Distance Learning Program as a one-on-one tutor since 2005. She has experience in teaching diverse students from cultural backgrounds to improve their English skills in reading, writing, listening and speaking. Ms. Han also helps students prepare for the Naturalization Test to become a United States citizen.

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

With the holidays coming, why not get paid to shop and stretch your gift budget? 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 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. Minimum 5 students.

260815	Tue	1:00-3:30 p.m.	11/17/15
1 day	AEC1	106	Moran \$30

Material Fee: Additional \$20 payable in class for workbook, "How to Become a Mystery Shopper" which includes hundreds of resources.

Elaine Moran has been teaching business classes at community colleges for over 10 years and works part time as a mystery shopper. She will 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".

CLASSIC & GLAMOUR MAKE-UP LEVEL II

This class is a continuation of Level I. It is NOT required but it is suggested to take or be enrolled in Level I prior to taking Level II. Students will learn to make flawless skin, conceal imperfections, correct appearance of face, nose, eyes, lips, eyebrows with recognizing their characteristic and masking, contouring, highlighting to make them look ideal. Students will learn their focal point and to emphasize it. Upon completing course, students will receive a certificate of completion. Bring a hands free regular mirror, headband, brush set, eyelash curler and towel. Minimum 5 students, maximum 17.

261520	Thu	6:30-8:30 p.m.	10/29/15-11/05/15
2 wks	AEC1	106	Lonyai \$59

Material Fee: \$17 payable to the instructor at first class meeting for items associated with the application of make-up.



Online Learning Anytime, Anywhere...Just a click away!



Online Career Training Programs

Rowland Adult & Community Education

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these Programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

Programs are available in the following areas:

- Business and Professional
- Healthcare and Fitness
- IT and Software Development
- Management and Corporate
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial

Features:

- Facilitators and mentors are available to answer questions and help you through your studies
- Career Counselors will help you prepare for the transition from the classroom to the workplace
- Courses are all open-enrollment and self paced
- No additional charges - all materials, workbooks, and software are included in the course fee
- Payment plans available

Pharmacy Technician

This nationally recognized Pharmacy Technician online course and training program teaches the skills needed to gain employment as a Pharmacy Tech in either the hospital or retail setting.

Six Sigma Black Belt

Course material provides an in-depth look at the Six Sigma Black Belt DMAIC problem-solving methodology, as well as deployment and project development approaches.

Six Sigma Green Belt

The six sigma green belt Online Training Program encompasses all aspects of running a six sigma green belt business, including management, service delivery, design, production, and customer satisfaction.

AutoCAD 2013

Learn the skills needed to create and edit simple drawings and gradually introduce more advanced AutoCAD skills.

Medical Billing & Coding+Medical Terminology

The medical billing and Coding + medical terminology Program will prepare you for an entry-level position doing medical billing or coding, while also teaching you proper medical terminology and spelling.

Administrative Medical Specialist with Medical Billing and Coding

Get the skills you need to become an administrative medical specialist, medical billing specialist, or a medical coder.

Event Management & Design

From planning to pyrotechnics, the event management and design Online Training Program will teach you everything you need to know to create events that are truly special.

Bookkeeping the Easy way with Quickbooks.

Master basic bookkeeping and accounting skills using QuickBooks 2010.

CompTIA A+ Certification Training

Take your first step toward a career as a security professional and prepare yourself for the compTIA™ Security+ certification exam as you master the basics of system security, network infrastructure, access control, and organizational security.

Enroll Today!



All materials are included in the program fees. Each course has an instructor assigned to answer student questions and solve student problems.

To learn more, visit

<http://careertraining.ed2go.com/race/>

You can also reach us by calling

(800) 701-8755

(626) 965-5975



Rowland Adult & Community Education

Learn
from the
comfort of
home!

> Instructor Led

Online Courses

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners.

All courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office. Any time of the day or night.

How to Get Started:

1. Visit our Online Instruction Center:
www.ed2go.com/race
2. Click the **Courses** link, choose the department and course title you are interested in and select the **Enroll Now** button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the **Classroom** link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

BASIC COMPUTER LITERACY

Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

Navigating the Internet

Master the ins and outs of the Internet with this informative behind-the-scenes look at the Web, search engines, email, and more.

THE INTERNET

Achieving Top Search Engine Positions

Learn proven, step-by-step strategies to achieve the highest possible position with the major search engines.

Learn to Buy and Sell on eBay

Auction pros teach you how to work from home or earn extra income by buying and selling goods online.
And More.....

COMPUTER APPLICATIONS

Introduction to Microsoft Excel 2007

Work with numbers? You need to know Excel. Learn the secrets of this powerful application.

Introduction to Quickbooks

Learn how to quickly and efficiently gain control over the financial aspects of your business.
And More.....

WEB PAGE DESIGN

Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Introduction to Dreamweaver

Learn Adobe Dreamweaver from a Web design pro, and get the training you need to develop first-class Web sites!
And More

DIGITAL PHOTOGRAPHY/VIDEO

Discover Digital Photography

An informative introduction to the fascinating world of digital photography equipment.

Secrets of Better Photography

Explore strategies and learn a variety of tricks to create excellent photographs in all types of situations.
And More.....

ACCOUNTING

Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Creating a Successful Business Plan

Turn your business ideas into a solid plan for financing and long-term success.
And More

BUSINESS ADMINISTRATION MANAGEMENT

Project Management Fundamentals

Gain the skills you'll need to succeed in the fast-growing field of project management.

Six Sigma: Total Quality Applications

Learn to apply the elements and methods of Six Sigma to achieve the highest possible quality.
And More

SALES & MARKETING

Business Marketing Writing

Write great marketing copy to improve your company's image and your chances of getting hired or promoted.

Marketing Your Business on the Internet

E-commerce expert helps you develop an Internet marketing plan for your business.
And More

ENTREPRENEURIAL COURSES

Secrets of the Caterer

Learn cooking and business secrets from a professional caterer.

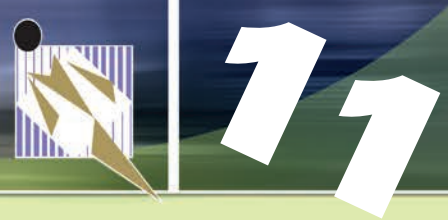
Wow, What a Great Event!

Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner.
And More.....

www.ed2go.com/race

MORE COURSES AVAILABLE AT OUR ONLINE INSTRUCTION CENTER

ROWLAND ADULT & COMMUNITY EDUCATION ONLINE COURSES



More than 300 online courses available



TEACHING PROFESSIONS

Solving Classroom Discipline Problems

Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline.

Leadership

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life. And More.....

WRITING & PUBLISHING

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Beginning Writer's Workshop

Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively. And More.....

TEST PREP

GRE; GMAT;

Discover powerful test-taking techniques and methods for improving your score on the GMAT.

SAT/ACT Preparation - Part 1

Master the reading, writing, English, and science questions on the ACT and new SAT. And More.....

HEALTHCARE PROFESSIONS

Certificate in Gerontology

(40 contact hours) Earn a certificate proving you have the skills required to meet the health care needs of a rapidly aging population.

Certificate in Complementary & Alternative Medicine

(27 contact hours) Enhance your professional marketability by gaining a broad understanding of alternative health care options. And More.....

GRANT WRITING/NONPROFIT MANAGEMENT

A to Z Grantwriting

Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

Marketing Your NonProfit

Further the ideals and goals of your nonprofit by learning to compete more effectively for members, media attention, donors, clients, and volunteers. And More.....

LANGUAGES

Speed Spanish I

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time.

Speed Spanish II

Clever follow-up to our popular Speed Spanish course. Several new recipes help you quickly build fluency. And More

HEALTHCARE/NUTRITION/FITNESS

Medical Terminology: A Word Association Approach

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

Introduction to Natural Health & Healing

Learn how to promote wellness, balance, and health in all aspects of your daily life. And More.....

PERSONAL/CAREER DEVELOPMENT

Effective Business Writing

Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Individual Excellence: Secrets of Career Success

Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity. And More.....

FAMILY & PERSONAL ENRICHMENT

Assisting Aging Parents

Be prepared to handle the challenges you and your parents will face in the coming years, while learning to cherish the transition.

Merrill Ream Speed reading

Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension. And More.....

Learn More...

- Expert Instructors
- 24-Hour Access
- Online Discussion Areas
- 6 Weeks of Instruction

New course sessions begin monthly. Please visit our [Online Instruction Center](#) to see exact start dates for the courses that interest you.

Enroll Now!

Visit our [Online Instruction Center](#) today!

www.ed2go.com/race
or call:

(800) 701-8755
(626) 965-5975

Courses Start as Low as:

\$100

Requirements:

All courses require Internet access, e-mail, and the Microsoft Internet Explorer or Mozilla Firefox Web browser. Some courses may have additional requirements. Please visit our [Online Instruction Center](#) for more information.



More than 300 online courses



Learn from the comfort of home!

> Instructor-Facilitated Online Courses

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners.

All courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office. Any time of the day or night.

How to Get Started:

1. Visit our Online Instruction Center:
www.ed2go.com/race
2. Click the **Courses** link, choose the department and course title you are interested in and select the **Enroll Now** button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the **Classroom** link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

Rowland Adult & Community Education

Introduction to Microsoft Excel

Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

Introduction to Microsoft Access

Store, locate, print, and automate access to all types of information.

Introduction to Microsoft Word

Learn how to create and modify documents with the world's most popular word processor.

Introduction to PowerPoint

Build impressive slide presentations filled with text, images, video, audio, charts, and more.

Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time.

A to Z Grantwriting

Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

Introduction to QuickBooks

Learn how to quickly and efficiently gain control over the financial aspects of your business.

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Real Estate Investing

Build and protect your wealth by investing in real estate.

Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

Introduction to PC Troubleshooting

Learn to decipher and solve almost any problem with your PC.

Discover Digital Photography

An informative introduction to the fascinating world of digital photography equipment.

Learn More...

- Expert Instructor
- 24-Hour Access
- Online Discussion Areas
- 6 Weeks of Instruction

New course sessions begin monthly. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

Enroll Now!

Visit our Online Instruction Center today!
www.ed2go.com/race or call:

(800) 701-8755
(626) 965-5975

Courses Start as Low as:

\$100

Requirements:

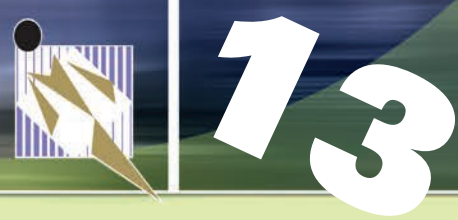
All courses require Internet access, e-mail, and the Microsoft Internet Explorer or Mozilla Firefox Web browser. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

MORE COURSES AVAILABLE
AT OUR ONLINE INSTRUCTION CENTER

www.ed2go.com/race

ROWLAND ADULT & COMMUNITY EDUCATION

GENERAL INTEREST



ASIAN FOOD - COOKING CLASS

NEW

Do you like to eat out at restaurants and wonder how they prepare the food they serve? If you are passionate and want to learn how to cook, you could join this class. Besides, you will save a lot of money and eating healthier food by cooking it yourself. You will learn step by step how to prepare and make the following dishes. Minimum 5 students, maximum 10.

Session I: Rice wrap with bamboo leaves; chicken with sticky rice; Cantonese Egg tart and lemon tart.

Session II: Omurice (Chicken and tomato rice wrapped in Fried Egg); slow cooked Pork Ribs; almond cookies and cream puff.

Session III: Teriyaki Chicken; ginger pork and fried egg (Donburi); bread pudding and macaroon.

Session IV: Three cup chicken; Mongolian beef; cookies with pineapple filling and snow white cookies.

Session I:				
220101	Tue	6:00-8:00 p.m.	08/25/15-09/01/15	
220102	Tue	6:00-8:00 p.m.	09/22/15-09/29/15	
Session II:				
220103	Tue	6:00-8:00 p.m.	09/08/15-09/15/15	
220104	Tue	6:00-8:00 p.m.	10/06/15-10/13/15	
Session III:				
220105	Tue	6:00-8:00 p.m.	10/20/15-10/27/15	
220106	Tue	6:00-8:00 p.m.	11/17/15-11/24/15	
Session IV:				
220107	Tue	6:00-8:00 p.m.	11/03/15-11/10/15	
220108	Tue	6:00-8:00 p.m.	12/01/15-12/08/15	
2 wks	RHS	E1	Gunawan	\$40

Material Fee: \$50 CASH payable to the instructor on the first day of class for all the ingredients. Students will be able to take home the food they prepare. Students need to bring: apron, cutting board, knife and 2 food containers.

Maria Gunawan learned to cook as a hobby from family and friends. Her cooking knowledge expanded and branched out to other foods from different cultures. She also teaches a basic fondant and cupcake decorating class. Now, she would like to share her cooking knowledge that she has acquired and wants everyone to learn how easy it is.

HOW TO MAKE A LIVING AS AN ARTIST

A workshop designed for new or experienced visual artists who wish to earn a living with their talents. Class topics will open your eyes to the massive variety of art fields available; what steps are needed to prepare for them; successful business and marketing tips that can be immediately applied to generate income; and the "one" single best-practice which can guarantee you continued work in the arts on a full or part time basis. Minimum 5 students.

260530	Mon	6:00-9:00 p.m.	12/07/15	
1 day	AEC1	101	Shepard	\$39

Material Fee: \$15 payable to the instructor on the first day of class for art career workbook that students fill out during the class.

Elizabeth Shepard has over 20 years experience in a variety of art positions from Walt Disney World to the Tonight Show with Jay Leno. She has created artistic sets for famous musicians such as U2; TV sets for shows such as Survivor and American Idol. Her public murals have been featured on over 100 buildings statewide. An accomplished business woman, she currently is writing and illustrating children's books while designing a line of story characters for merchandise and animation.

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

BASIC FONDANT CAKE TECHNIQUE

Do you want to learn cake decorating methods using fondant? Cake covered with fondant is very expensive when you buy it at the bakery. By taking this class, you will be able to make it for your loved one and you will be amazed on how creative you can be. In this class you will learn how to make beautiful decorations for your cakes. You will learn how to handle fondant frosting, how to apply and decorate cupcakes, cakes, different types of flowers with/without tools, create fondant bow and appliqué. Minimum 6 students, maximum 12.

262001	Mon	6:30-8:30 p.m.	08/24/15-09/21/15	
262002	Mon	6:30-8:30 p.m.	10/19/15-11/09/15	
4 wks	AEC1	105	Gunawan	\$55

(No class on 09/07)

Material Fee: \$40 (CASH ONLY) payable to instructor on the first day of class for fondant tools to be used in class. Students need to bring: Fondant, 9" rolling pin, food coloring (Wilton), small scissors in order to participate on the first day of class.

INTERMEDIATE FONDANT CAKE DECORATING

Intermediate fondant cake decorating is a continuation class from Basic Fondant Cake Technique class. In this class, students will learn how to create different kinds of life-like flowers, how to color flowers, make floral arrangements for cakes and learn how to make a 2-tier fondant cake. Minimum 6 students, maximum 10.

262010	Mon	6:30-8:30 p.m.	09/28/15-10/19/15	
262011	Mon	6:30-8:30 p.m.	11/16/15-12/07/15	
4 wks	AEC1	105	Gunawan	\$55

Material Fee: \$55 (CASH only) payable to the instructor on the first day of class. Material fee includes picture work book, fondant pad, fondant impression mat, flower cutters, pearl dust, petal dust and color plate. Students are to bring all materials from previous class (Fondant, flower wire, flower tape). Please bring on the first day of class in order to participate.



CUPCAKE DECORATION

Cupcakes are very popular right now. Cupcakes are expensive due to the decoration. You can learn to decorate cupcakes like a pro and express your creativity. In this class, you learn methods of cupcake decorating using fondant with impressive and beautiful results. With the holiday season coming up, this class will teach you how to decorate cupcakes for the holidays. Minimum 5 students, maximum 10.

Session I: Halloween Characters (Mummy, witches, spooky spider, ghost, pumpkin, black cat).

Session II: Animal Characters (bear, giraffe, dog, elephant, lion, panda, hippo).

Session III: Christmas characters (angel, snowman, reindeer, polar bear, penguin, Santa Claus, elf).

262015	Thu	6:30-8:30 p.m.	09/03/15-09/24/15	
262016	Thu	6:30-8:30 p.m.	10/01/15-10/22/15	
262017	Thu	6:30-8:30 p.m.	10/29/15-11/19/15	
4 wks	AEC1	105	Gunawan	\$55

Material Fee: \$60 (Cash only and payable to the instructor on the first day of class for fondant, cupcakes, fondant tools). Students need to bring: 9" rolling pin and fondant mat.

Maria Gunawan learned cake decorating from Michael's and Adult School classes. Recently, she taught a basic fondant cake decorating class. She also has been customizing cakes with fondant for family, friends and clients.



DIGITAL PHOTOGRAPHY WORKSHOP

Do you want to learn to properly use your digital camera? Wondering what those buttons and dials on your camera can do for your pictures? Is the user's manual too confusing to understand? This class will cut through the digital gimmicks and show you the features on your camera and proper setting for normal and difficult lighting situations. We will cover camera basics, use of on-camera-flash, photocomposition, depth of field and more. Minimum 4, maximum 12 students.

260820	Wed	6:30-8:30 p.m.	08/19/15-09/30/15
6 wks	AEC1	102	Wang \$80

(No class on 09/23)

Material Fee: \$5.00 payable to the instructor for handouts and digital presentation file.

Tony Wang is a professional photographer, currently teaching digital photography at the City of Diamond Bar and Claremont in their Enrichment Program. He has taught this class for three years. With his experience, this class is improved with more hands-on practice than the classroom lecture to ensure students enjoy the results of their photo skills.

"SMART FLIP" GOLF: CLINIC 101/KEEPING IT SUPERBLY SIMPLE GOLF... NO KIDDING. SERIOUSLY!

Unequivocally, it delivers golf superiority, guaranteed! With flawless efficiency, participants will produce desirable results with least expenditure of energy, time or resources, eventually making each student become totally skillful and savvy in golf dynamics. Instruction stresses golf mechanics such as grip, address, alignment, stance and swing/tempo. 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. Without being presumptuous, in terms of superb innovative golf skills/expertise, this course has explicitly set the standard a notch higher, more than anything else in educative golf, - hands down. Period! Minimum 5 students, maximum 16.

Rowland Heights Golf Center			
270101	Sat	9:30-11:30 a.m.	08/15/15-09/05/15
270102	Sat	9:30-11:30 a.m.	09/12/15-10/03/15
270103	Sat	9:30-11:30 a.m.	10/10/15-10/31/15
270104	Sat	9:30-11:30 a.m.	11/07/15-11/28/15
270105	Sat	9:30-11:30 a.m.	12/05/15-12/26/15
270106	Sun	9:30-11:30 a.m.	08/16/15-09/06/15
270107	Sun	9:30-11:30 a.m.	09/13/15-10/04/15
270108	Sun	9:30-11:30 a.m.	10/11/15-11/01/15
270109	Sun	9:30-11:30 a.m.	11/08/15-11/29/15
270110	Sun	9:30-11:30 a.m.	12/06/15-12/27/15
4 wks	Rowland Heights Golf Course	Barrientos	\$105

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 or (626) 319-8494.

Material Fee: \$15 instructional materials fee due to the instructor at first class meeting. Practice facility charges \$10 for jumbo basket of range balls, \$9 for a large basket and \$3 for small.

Requirements: Students in both levels should have pitching wedge (PW), sand Wedge (SW), 9-Iron and putter at first class meeting. For intermediate to advanced-level students, #1 club (driver) or woods are required.

With 20 years of impressive proverbial golf teaching experience, **Mr. Barrientos** has committed himself to consistently ridding of, flipping, changing ordinary golf and explicitly making it simply extraordinary. He has conducted camps and clinics with numerous institutions and organizations (both locally and internationally) whereby he presented masterful golf with which one could only imagine. Presently, a golf specialist/lead instructor-coach with the national award-winning Los Angeles County Junior Golf Program and the First Tee of L.A. Junior Golf Foundation.

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

BASIC ADULT AND PEDIATRIC CPR/AED/FIRST AID

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 a pencil/pen, paper to take notes). Minimum 3 students, maximum 10 students.

260901	Sat	9:00-4:00 p.m.	09/12/15
260902	Sat	9:00-4:00 p.m.	11/07/15
1 day	AEC1	103	Oliva \$85

Cash or credit card payment only. First Aid/CPR Cards are included with registration fee. \$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.

BASIC ANATOMY TERMS - PREPARE & DISCOVER NEW

Thinking of entering the health field? Prepare for Anatomy and Physiology. A & P's multi-syllabic and other worldly sounding terms can be daunting. Students ask these questions when they eventually take this course: "How did they come up with these words?", "How am I going to remember all these?" This 3-hour class will run through basic Anatomy Terms explaining their Roots & Stems, Prefixes and Suffixes. Some concepts will be illustrated. Prerequisite: High School English. Minimum 7 students, maximum 20.

261001	Sat	9:00-12:00 p.m.	09/12/15
261002	Sat	9:00-12:00 p.m.	10/10/15
261003	Sat	9:00-12:00 p.m.	11/14/15
261004	Sat	9:00-12:00 p.m.	12/12/15
1 day	AEC1	104	Oliva \$10

Lee Oliva, Dr. of Chiropractic, practices in La Puente. He has a classical educational background to becoming a Chiropractor.

SCHOOL OF GOLF: ADULT AND 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! Our Adult group lessons are designed for any student from the new golfer to seasoned player looking for instruction on the game, or a specific area of the game. Every group lesson includes the use of the practice facility during the lesson, and all training equipment used during the lesson. Each session may also include the use of an enhanced computer swing analysis system and specific drills. Whether you are a beginner or avid golfer, Jeff will maximize your golf experience. Minimum 3 students, maximum 5.

Junior Golf Ages 10-15 years old			
270213	Wed	4:00-5:00 p.m.	09/02/15-09/23/15
270214	Wed	4:00-5:00 p.m.	10/07/15-10/28/15
270215	Sat	11:30-12:30 p.m.	08/29/15-09/26/15
270216	Sat	11:30-12:30 p.m.	10/03/15-10/24/15
270217	Sat	11:30-12:30 p.m.	11/07/15-12/05/15
Junior Golf Ages 8-9 years old			
270218	Wed	3:00-4:00 p.m.	09/02/15-09/23/15
270219	Wed	3:00-4:00 p.m.	10/07/15-10/28/15
270220	Sat	1:30-2:30 p.m.	08/29/15-09/26/15
270221	Sat	1:30-2:30 p.m.	10/03/15-10/24/15
270222	Sat	1:30-2:30 p.m.	11/07/15-12/05/15
Junior Golf Ages 6-7 years old			
270223	Sat	12:30-1:30 p.m.	08/29/15-09/26/15
270224	Sat	12:30-1:30 p.m.	10/03/15-10/24/15
270225	Sat	12:30-1:30 p.m.	11/07/15-12/05/15
Adult Golf			
270230	Thu	7:00-8:00 p.m.	09/03/15-09/24/15
270231	Thu	7:00-8:00 p.m.	10/08/15-10/29/15
4 wks	Royal Vista Country Club	Hirose	\$80

(No class on 09/05, 11/28)

Material Fee: \$10 payable to instructor at the first class meeting. Materials include driving range ball fees and course fees.

Jeff Hirose, a native of golf-friendly Hawaii, is a GPA apprentice and a Certified Titleist Performance Institute Instructor who brings a life-long enthusiasm to teaching the game of golf. His background includes a decade of professional golf instruction at all levels of learning at several Southern California Courses. Jeff will bring in-depth knowledge and firmly believes that golf instruction should be enjoyable for all golfers.

ROWLAND ADULT & COMMUNITY EDUCATION

JOB IMPROVEMENT / PARENTING CLASSES



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. Minimum 1 student, maximum 22.

Note: The student needs to bring:

- Valid Driver's License, ID Card, Passport, or military ID.
- A check, cashier's check, 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).
- Two #2 pencils for taking the State exam.

280301	Sat	8:00-3:00 p.m.	08/22/15
280302	Sat	8:00-3:00 p.m.	10/31/15
1 day	AEC1	103	Peavyhouse \$70

Material Fee: \$45 cash or money order payable to instructor at first class meeting for workbook, study guide and materials for the state.

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.



LOAN SIGNING SPECIALIST

Loan and Mortgage Companies need the service of trained and certified personnel. This is the work for a California State Notary Public. However, just being a notary is not good enough for today. Companies in the loan industry want notaries to have additional training in the real estate field. This class provides the notary with the skills and abilities of a Loan Signing Specialist. This course will cover the duties from the initial contact with the borrowers, to the completion and return of the loan document package. With interest rates low, many homeowners are refinancing their existing loans. On the successful completion of the take home exam, students are provided with a Certificate suitable for framing. The test is optional and the cost is \$30. Minimum 3 students, maximum 22.

280306	Sat	9:00-1:00 p.m.	10/03/15
1 day	AEC1	103	Peavyhouse \$70

Material Fee: \$45 includes the Loan Signing Specialist Study Guide.

CALIFORNIA REAL ESTATE PRACTICE - BRE 3163-09



California Real Estate Practice Course completion is required to take the California State Real Estate Exam. This course covers California Real Estate procedures, listing agreement, techniques of selling, nature of real estate financing, escrow procedures, property management and benefits of investing in real estate. This class is held in conjunction with Precision Real Estate School. Minimum 10 students.

280417	Thu	6:30-9:00 p.m.	08/20/15-10/15/15
8 wks	AEC1	103	Ford \$160

(No class on 09/17)

Material Fee: \$50 for book payable to instructor at first class meeting. Book will be available from the instructor.

LaVerne Ford is a Broker Owner of Precision Real Estate Group and has practiced real estate in the State of California for 25 years and a Real Estate Broker for 15 of those years.

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 October 1, 2015 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 (18 months and older) must have a current tuberculosis clearance.** Registration will not be accepted without proof of TB clearance.

Registration takes place on the first day of each class session from 9:00 a.m. to 12:00 p.m. (See dates below)

Registration: A non-refundable \$120 registration fee per class session. A non-refundable \$45 fee for each **additional** child.

1-4 Years Old							
071011	Mon	08/17/15-01/11/16	9:00-12:00 p.m.	AEC1	105	J. Ramirez	
2-4 Years Old							
071012	Tue	08/18/15-01/12/16	9:00-12:00 p.m.	AEC1	105	J. Ramirez	
Birth-5 Years Old							
071013	Wed	08/19/15-01/13/16	9:00-12:00 p.m.	AEC1	105	Bridgewater	
2-4 Years Old							
071014	Thu	08/20/15-01/14/16	9:00-12:00 p.m.	AEC1	105	J. Ramirez	
3-5 Years Old							
071015	Fri	08/21/15-01/15/16	9:00-12:00 p.m.	AEC1	105	Bridgewater	

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 OLDER ADULTS / ESL / CITIZEN PREPARATION

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 \$30 registration fee and \$20 material fee for non Joyful Adult Day Care clients.**

Gift Making/Crochet & Knitting		Date	Time	Loc	Teacher
Session#	Day				
081040	MTW	08/17/15-01/13/16	8:30-11:30 a.m.	Joyful Adult Day Center	Odegaard

ENGLISH AS A SECOND LANGUAGE

Registration will begin the week of **Monday, August 17, 2015** in the classroom at the first class meeting. Students will register in the classroom with the teacher provided that there is space available.

REGISTRATION PROCEDURES AT AEC1 (A.M.) ONLY:

Starting August 24, 2015, ALL AEC1 (AM) students must come to the office during the registration hours before they can begin class.

- Registration Hours: Monday - Friday 9:00 a.m. - 11:00 a.m. and Wednesday 12:00 p.m. - 2:00 p.m.
- Plan to stay at least 2 hours to register and take a reading test.

ESL Beginning Literacy FREE		Date	Time	Loc	Rm	Teacher	Level
Session #	Day						
030222	MTWTHF	08/17/15-01/15/16	8:30-11:30 a.m.	AEC1	106	Lopez	Beginning Low
030224	MWF	08/17/15-01/15/16	8:30-11:30 a.m.	AEC1	101	Takanashi	Beginning Low
033008	MWF	08/17/15-01/15/16	11:45-1:45 p.m.	AEC1	106	Lopez	Literacy
030508	MWF	08/17/15-01/15/16	11:45-1:45 p.m.	AEC1	103	Garcia	Beginning Low
033010	MTWTH	08/17/15-01/14/16	6:00-9:00 p.m.	Alvarado	84	Elsahgrty	Literacy
ESL Beginning FREE		Date	Time	Loc	Rm	Teacher	Level
030101	TWTH	08/18/15-01/14/16	8:30-11:30 a.m.	AEC1	101	Atherton	Pronunciation
030406	MTWTHF	08/17/15-01/15/16	8:30-11:30 a.m.	AEC1	104	Clark	Beginning High
030411	MTWTHF	08/17/15-01/15/16	11:45-1:45 p.m.	AEC1	104	Clark	Beginning High
ESL Intermediate FREE		Date	Time	Loc	Rm	Teacher	Level
030707	MTWTHF	08/17/15-01/15/16	8:30-11:30 a.m.	AEC1	103	Garcia	Intermediate
030720	MTWTHF	08/17/15-01/15/16	11:45-1:45 p.m.	AEC1	101	Socash	Intermediate/Advanced
ESL Multi Level FREE		Date	Time	Loc	Rm	Teacher	Level
031024	MTWTH	08/17/15-01/14/16	8:00-11:00 a.m.	Villas RH	MP	Socash	Multi-Level
037012	MTWTH	08/17/15-01/14/16	8:30-11:30 a.m.	AEC2	202	Elsahgrty	Multi-Level
037015	MTWTH	08/17/15-01/14/16	8:30-11:30 a.m.	Blandford	Options	Doherty	Multi-Level
037023	MTWTH	08/17/15-01/14/16	9:00-12:00 p.m.	Jellick	Options	Camacho-Cofer	Multi-Level
037011	MTWTH	08/17/15-01/14/16	8:30-11:30 a.m.	La Seda	P-2	Lavrik	Multi-Level
037018	MTWTH	08/17/15-01/14/16	9:00-12:00 p.m.	Rorimer	Options	M. Ramirez	Multi-Level
037019	MTWTH	08/17/15-01/14/16	8:30-11:30 a.m.	Rowland El	Options	Han	Multi-Level
031013	MTW	08/17/15-01/13/16	6:00-9:00 p.m.	AEC1	103	Han	Multi-Level
031030	MTWTH	08/17/15-01/14/16	6:00-9:00 p.m.	AEC2	201	M. Ramirez	Multi-Level
031032	MTWTH	08/17/15-01/14/16	6:00-9:00 p.m.	Alvarado	TBA	Chavez	Multi-Level
031031	MTWTH	08/17/15-01/14/16	6:00-9:00 p.m.	Hurley	P-3	Ynoquio	Multi-Level

CITIZENSHIP PREPARATION **FREE**

Session #	Day	Date	Time	Loc	Rm	Teacher
039051	TTH	08/18/15-01/14/16	12:00-2:00 p.m.	AEC1	103	Han
039002	MTWTH	08/17/15-01/14/16	6:00-9:00 p.m.	AEC2	202	Doherty

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

ADULT SECONDARY EDUCATION



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.



Session#	Day	Date	Time	Loc	Rm	Teacher
*020101	MT	09/08/15-01/12/16	3:15-5:15 p.m.	NHS	T-5	Duker
*020102	WTH	09/09/15-01/14/16	3:15-5:15 p.m.	NHS	T-5	Duker
020211	MTWTH	08/17/15-01/14/16	8:30-11:30 a.m.	AEC2	201	Travaglia
020213	MTWTH	08/17/15-01/14/16	6:00-9:00 p.m.	AEC1	104	Duker

Please use exact title as listed when registering for class.

A designation represents first semester
B designation represents second semester
 *Concurrent student must be 18 years old

ENGLISH

English 9 A/B
 English 10 A/B
 English 11 A/B
 English 12 A/B

MATHEMATICS

Algebra 1 A/B

FINE ARTS

Art Appreciation

SOCIAL SCIENCES

Economics
 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.

- All **GED** Test examinees will do the 2014 **GED** Test by **computer only**.
- All examinees must register for the computer based test and make payment directly online at: www.gedtestingservice.com

The following **MUST** be followed in regards to enrollment in the **GED** prep classes at Rowland Adult and Community Education:

1. Students need to pay a \$40.00 registration fee per semester when they sign up for a class.
2. In order to be ready for the **GED** examination, it is recommended that the following conditions be met:
 - a. Complete the 12 hour minimum **GED** prep course.
 - b. Practice scores are at or above 170 for each test.
 - c. Possession of a valid California Driver's License or California Identification Card or a government issued I.D.
 - d. Apply to take the computer **GED** examination.

COMPUTER GED TESTING

Monthly on Thursdays
 4:00 - 8:00 p.m.
 Room 102

Tests automatically scheduled by Pearson VUE

September:	3, 10, 17, 24
October:	1, 8, 15, 22, 29
November:	5, 12, 19
December:	3, 10, 17
January:	14, 21



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	Government	5
U.S. History	10	Economics	5
		Approved Electives	85
		Total 205	

CAHSEE TESTING DATES ON TUESDAYS & WEDNESDAYS

10/06, 10/07
 11/03, 11/04

Counseling Appointments

Monday /Tuesday/Wednesday
 5:30 p.m. - 8:30 p.m.
 Thursday 12:00 - 3:00 p.m.
 Call: (626) 965-5975
 For Appointment



Graduation Date:
 May 31, 2016



ROWLAND ADULT & COMMUNITY EDUCATION GENERAL INFORMATION

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 **August 03, 2015** for Community Education classes. Registration for ESL, GED, ASE, Parent Ed. and Older Adult classes takes place the week of **Monday, August 17, 2015** in the classroom 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 School 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 No checks accepted for one (1) day classes.

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 \$30 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 OF 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 District's 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 (if 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@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/CELL PHONE () -

EMAIL

COURSE #	COURSE TITLE	LOCATION	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

\$10.00*

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

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

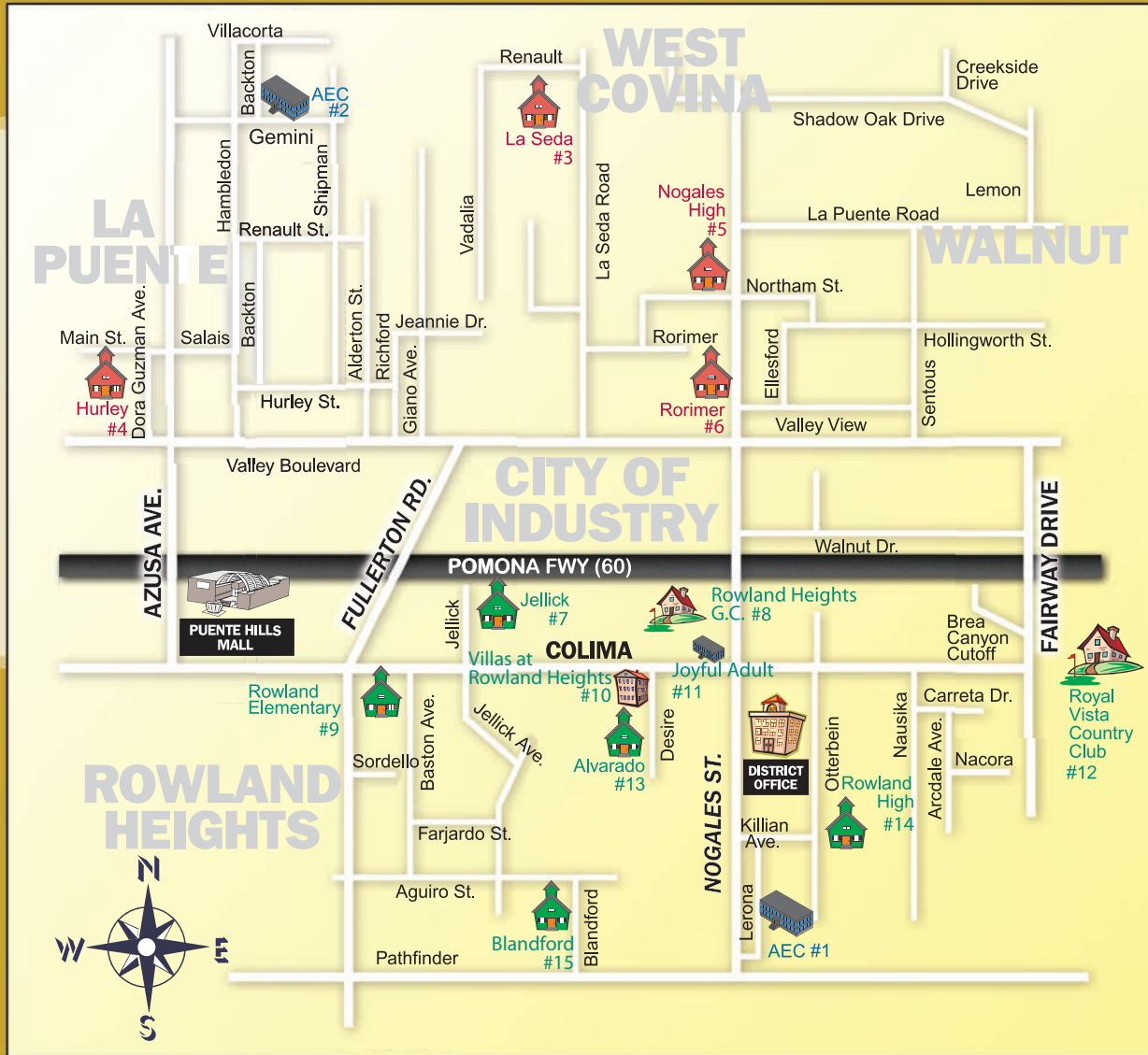
Please plan carefully as there will be **NO CLASS REFUNDS, LETTER OF CREDIT or CLASS TRANSFERS**. If the class is canceled by the Adult School, a full refund will be processed and mailed to you.

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 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	7	Jellick Elementary 1400 Jellick St.	Rowland Heights	12	Royal Vista Country Club 20055 E. Colima Rd.	Walnut
4	Hurley Elementary 535 S. Dora Guzman Ave.	La Puente	8	Rowland Heights Golf Center 18927 Daisetta St.	Rowland Heights	13	Alvarado Intermediate 1901 S. Desire Ave.	Rowland Heights
5	Nogales High School 401 S. Nogales St.	La Puente	9	Rowland Elementary 2036 E. Fullerton Rd.	Rowland Heights	14	Rowland High School 2000 S. Otterbein Ave.	Rowland Heights
6	Rorimer Elementary 18750 E. Rorimer	La Puente	10	Villas at Rowland Heights 18600 E. Colima Rd.	Rowland Heights	15	Blandford Elementary 2601 S. Blandford Dr.	Rowland Heights
			11	Joyful Adult Day Care Center 18951 E. Colima Rd.	Rowland Heights			



Rowland Unified Schools

IGNITING LEARNING & EMPOWERING STUDENTS TO
DISCOVER THEIR UNIQUE POTENTIAL



STUDENTS THRIVE IN OUR RIGOROUS PROGRAMS...



AP Chemistry at Rowland High School



Engineering is Elementary at Shelyn



Dual Immersion at Rorimer Elementary



AP, Honors and AVID offered at both Nogales and Rowland High Schools
International Baccalaureate (IB) World Schools

Innovative Career Pathways Program at High Schools

Math, Engineering & Robotics Programs Begin at Elementary Level

Academic Enrichment Programs, GATE, Arts & Athletic Programs

Spanish Dual Immersion & Bilingual Programs Begin in Kindergarten

Preschool Programs & Transitional Kindergarten at Every School

National "No Excuses University" and AVID College Culture Schools

Technology-Rich Schools with iPad Carts,

Computer Labs & One-to-One Computer Learning Programs



**LEARN MORE BY DOWNLOADING OUR
MOBILE APP TODAY!**

Download on Google Play or the Apple App Store
Under Rowland Unified School District

**NEWS...CALENDARS...TIPLINE...STUDENT INFO...SPORTS...
TRANSLATIONS...NOTIFICATIONS...GRADES & MORE!**

www.RowlandSchools.org





Rowland Unified Schools

DEVELOPING STUDENTS WHO ARE GLOBAL THINKERS & LEADERS

ENRICHMENT PROGRAMS & AWARDS...



Outstanding Educators Committed to Your Children



Nogales Band Performing at 2015 Macy's Parade



Innovative Career Pathways Program Prepares High School Students for College and Career

Committed to the Arts! Instrumental Music in all Elementary, Middle & High Schools! Art & Film, Choral, Dance, Drama & Theater

Academic Competitions: Academic Decathlon, Science Olympiad, MATHCOUNTS, FHA-HERO, Cal Poly's Robot Rally and much more!

Athletic Programs Abound at Nogales & Rowland High Schools:

Baseball/Softball, Basketball, Cross Country, Football, Golf, Soccer, Swimming, Tennis, Track & Field, Volleyball, Water Polo and Wrestling

Alvarado Intermediate 2014 National "School to Watch"

Stanley G. Oswalt Academy Apple Distinguished School 5th Year!

CA Business for Education Excellence Honor Roll Schools

National Blue Ribbon Schools & CA Distinguished Schools

Rowland High School Named One of "America's Most Challenging High Schools" by The Washington Post

GRADUATES ATTEND TOP UNIVERSITIES & COLLEGES



Class of 2015 Earned More Than \$3 Million in Scholarships and Awards

BUILDING FOR THE FUTURE...



Concept Design of New Rowland High School



Concept Design of New Nogales High School

- ❖ New State-of-the-Art Science Laboratories Have Been Built at RUSD's TK-8 Academies and Intermediate Schools.
- ❖ Every School is Modernized with New Classrooms That Are Technology-Rich.
- ❖ Thanks to Community, 2012 Measure R Bond Brings New Buildings at **Rowland High School, Nogales High School** and a New Campus for TK-8 **Stanley G. Oswalt Academy**.
- ❖ Nogales High School Revitalization Project includes Four New Building Structures, Parking and Entrance Areas. A Two Story Building for Classrooms and Administrative Offices, New Multipurpose Room with Stages for inside/outside Student Activities, a "Super Classroom" and Food Services Building.
- ❖ The New Rowland High School Buildings Include a Two Story Classroom Building, Administration and Library Building, New Multipurpose Room (Hideout) and a Performing Arts Center.

www.RowlandSchools.org