

Rowland Adult and
Community Education

Race for life-long learning

2024 SPRING Course Catalog

Vol. 53 • No. 2

Registration starts January 8, 2024



race.rowlandschools.org



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Rowland Adult
and Community Education



RowlandAdultEd



RowlandAdultEd

Join Us!



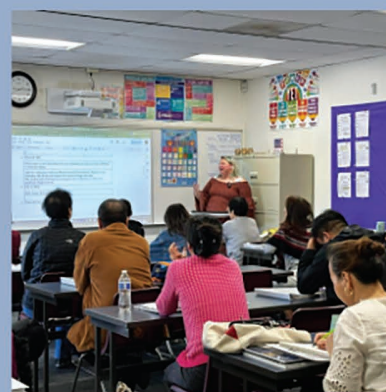
**FINISH
HIGH SCHOOL**

for free!



**PREPARE FOR
CITIZENSHIP**

for free!



**IMPROVE YOUR
ENGLISH**

for free!

Visit us at: race.rowlandschools.org



Dear RACE Family,

I am honored to welcome you to the 2023-2024 school year! Thank you for continuing your education with Rowland Adult and Community Education (RACE). I am proud to serve as the Administrator for RACE and look forward to supporting our community.

The RACE staff has been busy preparing for the start of the new school year, finalizing class schedules, improving instructional models, collaborating, and engaging in professional learning opportunities to best support academic success for all students. As we continue to offer a variety of classes to our diverse community, you remain our top priority. We offer day and evening classes to fit diverse learner needs throughout the year.

As always, my door is open, and our team welcomes your input. Please feel free to contact me via email at the address below or call to make an appointment to speak with me to discuss any ideas you feel will make this the best year yet!

Blessings,

Dr. LaToya Brown, Administrator

latoya.brown@rowlandschools.org
(626) 965-5975 *1570



Mission: "To inspire students to develop and achieve their goals through quality education and meaningful educational programs."

BOARD OF EDUCATION

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David M. Malkin, Vice President
Agnes P. Gonzalez, Clerk
Cary C. Chen, Member
Kevin Hayakawa, Ph.D., Member

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Alejandro Flores, Deputy Superintendent, Administrative Services Division
Brian Huff, Ed.D., Assistant Superintendent, Education Services Division
Dennis Bixler, Assistant Superintendent, Human Resources Division

ROWLAND ADULT AND COMMUNITY EDUCATION

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

OFFICE HOURS

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

ADULT EDUCATION ADMINISTRATION

Dr. LaToya Brown, Administrator of Adult Education

OFFICE STAFF

Jessica M. Marin, Office Manager
Janet Hernandez, ESL Program Coordinator
Kenia Alcala Lopez, Office Assistant
Elsa Castanon, Office Assistant
Ignacio Morales, Office Assistant
Paola Perez, Office Assistant

COUNSELING DEPARTMENT

Stephani Garcia, Counselor
Ivette Valeriano Rodriguez, Counselor

Appointments

Counselors are available by appointment Monday through Friday.

Contact Information: (626) 965-5975
stephani.garcia@rowlandschools.org
ivette.valeriano@rowlandschools.org



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 and meaningful educational programs.

VISION

Rowland Adult and Community Education identifies and addresses the needs of a culturally, academically, and economically diverse community by building bridges that provide the student the opportunity to be informed, productive, and engaged community members.



1830 South Nogales Street
Rowland Heights
CA 91748

(626) 965-2541
FAX (626) 854-8302
www.rowlandschools.org



Governing Board
Cary C. Chen
Agnes P. Gonzalez
Kevin Hayakawa, Ph.D.
David M. Malkin
Erik Venegas

Superintendent of Schools
Julie Mitchell, Ed.D.

Dear Members of the Rowland Unified Community,

Welcome to 2024! On behalf of the RUSD Board of Education, congratulations on selecting Rowland Adult and Community Education (RACE) as a partner on your life-long learning path. This is the 53rd year of RACE providing learning opportunities to help adults in our community enhance personal skills and knowledge through education!

Rowland Unified is proud to offer award-winning programs that inspire and educate. We are committed to providing outstanding support to our students and promote, expect, and accept nothing short of excellence. We encourage you to take advantage of the programs and services we offer to help you reach your goals.

In participating in our adult education programs, the expected learning objectives will be evident in the classes in which you enroll.

RACE and the Rowland Unified School District are committed to helping you achieve your personal success. Being an adult learner sets a positive example for our K-12 students. Thank you for being a role model for our youth.

Sincerely,



Julie Mitchell, Ed.D.
Superintendent of Schools



FREE Classes!




Start Here!



High School Diploma Program **FREE**

Continue your education and earn your High School Diploma. High School Diploma Course classes are available in-person or online. Work at your own pace, tuition-free.

Day	Date	Time	Location	Room
MTWTH	01/16/24-05/23/24	8:30-11:30am	Santana Campus	P-2
MTWTH	01/16/24-05/23/24	6:00-9:00pm	Rowland Campus	104
MTWTH	01/16/24-05/23/24	6:00-9:00pm	Gemini Campus	201
MTWTH	01/16/24-05/23/24	6:00-9:00pm	Online	

High School Diploma Requirements: 160 Credits

Subject	Credits
English	30
Mathematics (Including Algebra)	20
Biology	10
Physical Science	10
U.S. History	10
World History	10
Fine Arts/Foreign Language	10
Government	5
Economics	5
Approved Electives	50



High School Requirements

Concurrent Enrollment of High School Students

Rowland Adult & Community Education High School Concurrent Enrollment Program. Class is available to students who attend:

Nogales High School
Rowland High School
Santana High School

Concurrent enrollment is a form of dual enrollment. Students may enroll if:

- 1.The adult education program, course, or class is not offered in the regular high school curriculum.
- 2.The student needs the adult education program, course, or class in order to make up deficient credits for graduation from high school.
- 3.The adult education program, course, or class supplements or enriches the high school student's educational experience.

Contact your home high school to register.

How To Get Started:

- 1 Complete High School Student Registration Form found at: race.rowlandschools.org
- 2 Receive a new student orientation appointment.
- 3 Attend orientation, take CASAS assessment, discuss your options with a counselor.
- 4 Receive your graduation plan and register for class.



bit.ly/ASEprereg

Graduation Date: June 13, 2024





FREE

High School Equivalency Program

Continue your education and earn your GED/HiSET Equivalency Certificate. GED/HiSET Preparation classes are available in-person or online. Work at your own pace, tuition-free.

Day	Date	Time	Location	Room
MTWTH	01/16/24-05/23/24	8:30-11:30am	Santana Campus	P-2
MTWTH	01/16/24-05/23/24	6:00-9:00pm	Rowland Campus	104
MTWTH	01/16/24-05/23/24	6:00-9:00pm	Gemini Campus	201
MTWTH	01/16/24-05/23/24	6:00-9:00pm	Online	

GED Requirements

A student will be issued a GED upon successful completion of all four of the GED exams, which are:

- Reasoning Through Language Arts
- Mathematical Reasoning
- Science
- Social Science

Please visit [GED.com](https://www.ged.com) for additional information and eligibility.

GED Computer Testing

Weekly on Tuesdays
January: 16, 23, 30 • February: 6, 13, 20, 27
March: 5, 12, 19 • April: 2, 9, 16, 23, 30
May: 7, 14, 21, 28
4:00pm
Visit [GED.com](https://www.ged.com) to schedule tests

Passing score is 145 or higher on each test.
Cost per test is \$35.00, total cost is \$140.00

HiSET Requirements

A student will be issued a HiSET Certificate upon successful completion of all five tests which are:

- Language Arts - Reading
- Language Arts - Writing
- Mathematics
- Social Studies
- Science

Please visit [HiSET.ets.org](https://www.hiset.ets.org) for additional information and eligibility.

HiSet Paper/Pencil and Computer Testing

Monday through Friday
January 16 through May 24
8:30am-7:00pm
Call 626-965-5975 to schedule tests

Passing score is 8 on each test, 2 on the essay portion.
Cost per test is \$25.00, total cost is \$125.00

Adult Basic Education Information

CASAS Pre & Post Test required.

The goal of the ABE class is to help you develop your math and reading skills. Reading comprehension, vocabulary, and grammar will be the focus of the class. Upon completion, you will have a strong academic foundation to use in your every day life such as assisting your children with their schoolwork, preparing for preemployment/ promotional exams, or preparing for the high school diploma or high school equivalency exam (GED or HiSET).

Day	Date	Time	Location	Room
MTWTH	01/16/24-05/23/24	12:00-3:00pm	Rowland Campus	103
MTWTH	01/16/24-05/23/24	6:00-9:00pm	Gemini Campus	201

How To Get Started:

- 1 Complete the High School Student Registration Form found at: [race.rowlandschools.org](https://www.race.rowlandschools.org)
- 2 Receive a new student orientation appointment.
- 3 Attend orientation, take CASAS assessment, discuss your options with a counselor.
- 4 Select the high school equivalency program or ABE program and register for class.



bit.ly/ASEprereg

FREE

English as a Second Language (ESL)

Do you want to get a job, get a promotion, go to college, prepare for the citizenship interview, or just communicate better with your neighbors and friends? Improving your English skills is an important way to achieve your goals. We have **FREE** English classes in the morning, afternoon, and evening, for all levels from Literacy to Advanced.



Spring Session 2024

January 16 - May 23, 2024

Spring Session Pre-Registration Dates

January 8, February 12, March 4, April 8

Start Here!



bit.ly/RACEESL

How To Get Started:

- 1 **Submit the online Pre-Registration Form using our QR code on registration day**
Scan the code. Fill out the registration form. You will receive an email from the school confirming your orientation and testing appointment within 72 hours.
- 2 **Attend Orientation and take a Placement test**
All students must complete the Student Orientation and take the Placement test.
- 3 **Enroll for a ESL and/or Citizenship Preparation class**
We help students find an appropriate level ESL class.
- 4 **Attend Class**
Students attend the following scheduled class.

All ESL Levels Available!

- Literacy
- Beginning Low
- Beginning High
- Intermediate Low
- Intermediate High
- Advanced

Learn Online



▼ With a live instructor through Zoom

Classes meet 4 days,
Monday - Thursday:

- 8:30-11:30 am
- 12:00-2:00 pm
- 6:00-9:00 pm

Learn In-Person

▼ Rowland & Gemini Campus

Classes meet 4 days, Monday - Thursday:

- 8:30-11:30 am
- 12:00-2:00 pm
- 6:00-9:00 pm

▼ RUSD School Site (Alvarado Intermediate)

Classes meet 4 days, Monday - Thursday:

- 6:00-9:00 pm

▼ Classes at The Villas (Residents Only)

Classes meet 4 days, Monday - Thursday:

- 8:00-11:00 am





ESL Course Descriptions

Below are course descriptions for the ESL classes and the books used at each level. Textbook sets can be purchased in the school office. Textbook sets include a student book and a workbook.

Textbook purchase is optional.



Literacy

Textbook: Step Forward Introductory

This course is for students who have little or no literacy skills in English and/or their first language. Students practice writing the alphabet, making words and sentences, and expressing themselves in simple English. Students learn to communicate in English using questions and answers. Students build basic communication skills that enable them to participate in daily activities.



Beginning Low

Textbook: Step Forward 1

This course is for students who are beginning to build their language skills in English. Students practice communication skills for everyday situations and build a larger vocabulary through listening, speaking, reading, writing and grammar activities. Students communicate using basic words and phrases. Students understand and respond to some phrases when spoken slowly and with much repetition.



Beginning High

Textbook: Step Forward 2

This course is for students who have basic language abilities. Students gain additional language skills needed for basic communication at home, school, and work. This includes listening, speaking, pronunciation, reading, grammar, and writing skills. Students write several basic sentences about personal topics with grammatical accuracy.



Intermediate Low

Textbook: Step Forward 3

This course is for students to continue developing their communicative abilities through listening, speaking, reading, writing and grammar activities. This class focuses on increasing reading skills and strategies with an intensive emphasis on vocabulary development. Students will practice new vocabulary in writing and will engage in role-play activities in routine social and work settings.



Intermediate High

Textbook: Step Forward 4

This course is for students who have mastered many literacy skills. Students further develop their language skills in order to enhance their personal, social, and workplace communication. Students focus on developing listening for phrases and new vocabulary in unfamiliar settings. Students start building academic vocabulary and strategies.



Advanced

Textbook: Step Forward 5

This course is for students to develop academic skills and vocabulary through activities that include team projects and presentations. Students develop high level critical thinking and problem solving while increasing their command of language strategies. Students recognize main ideas and details in conversations and short lectures. The course will broaden students' ability to comprehend and use spoken English in a variety of social situations. ***Does not include workbook.**

Citizenship Preparation

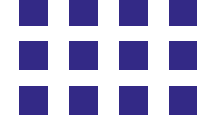
These free courses provide English language learners the information and skills they need to complete the naturalization process. Participants practice listening, speaking, reading, and writing skills through content and activities that focus on learning about U.S. history, government, culture, institutions, and the rights and responsibilities of citizenship. Using resources available from USCIS, participants practice skills for the naturalization interview and for completing the N-400 application.

***ESL instructors are not qualified to give legal advice.**





Rowland Adult & Community Education Citizenship / Older Adults / Parenting



FREE

CITIZENSHIP PREPARATION

These free courses provide English language learners the information and skills they need to complete the naturalization process. Using resources available from USCIS, participants practice skills for the naturalization interview and for completing the N-400 application.

***ESL instructors are not qualified to give legal advice.**

REGISTRATION PROCEDURES: To register for any Citizenship Preparation class, students **must** pre-register with our QR code.

To register scan code or type on your browser:
<http://bit.ly/45eoKKk>

LEARN IN-PERSON

Class at Rowland Campus

Monday – Thursday 6:00 - 8:00 pm

Class at Gemini Campus

Monday – Thursday 12:00 - 2:00 pm

Learn Online

Monday – Thursday 8:30 - 11:30 am



SCAN ME



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 \$50 registration fee.



Gift Making/Crochet & Knitting

Session	Day	Date	Time	Location	Teacher
81040	MTW	01/16/24-05/22/24	8:30-11:30am	Gemini Campus	Odegaard

PARENT EDUCATION THROUGH PARENT/CHILD PARTICIPATION (PARENT & ME)

This class is designed for parents and/or guardians to participate with their child in an observational preschool setting. Parents and children will participate in group activities, attend field trips, and participate in group discussions to stimulate social and emotional growth and foster school readiness. Activities include sharing the letter of the week, learning the ABCs and their sounds, learning colors, flag salute, calendar, days of the week, craft time using many different art mediums, circle time, singing, dancing, outside play, snack time, tabletop activities and end the day with puppet time!

Requirements for Enrollment: The child must be age appropriate by October 1, 2023 to enroll in this class. Parents must bring proof of child's current immunizations: Polio, DTP or DTaP, MMR, Hepatitis B, Hib and Varicella. **Parents must have a current tuberculosis clearance.**



REGISTRATION: A non-refundable \$150 registration fee per class session. A non-refundable \$45 fee for each additional child. Upon registration, parents **MUST HAVE** proof of TB clearance. You will not be able to register without proof of TB clearance.

Maximum number of students: 20 Adults

1-4 Years Old						
71012	Tue	01/16/24-05/21/24	9:00am-12:00pm	Rowland Campus	105	
1-5 Years Old						
71013	Wed	01/17/24-05/22/24	9:00am-12:00pm	Rowland Campus	105	
1-4 Years Old						
71014	Thu	01/18/24-05/23/24	9:00am-12:00pm	Rowland Campus	105	
1-5 Years Old						
71015	Fri	01/19/24-05/24/24	9:00am-12:00pm	Rowland Campus	105	
Teacher: Colleen Bridgewater						



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. 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 page 18. 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, 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@rowlandschools.org

5. ONLINE (NEW!) - 24 HOURS A DAY, 7 DAYS A WEEK!

RACE is now offering ONLINE registration for our Community Education classes. Register and pay for your classes from the comfort of your home at **race.rowlandschools.org**.

Please Note:

Classes must be paid by cash or credit card only.

How to read the Community Education Class schedule:

session number	day(s)	time	start/end dates	
620211	Tues/Wed/Thur	8:15-1:30 pm	01/23/24-05/19/24	
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.

SKETCH AND WATERCOLOR FOR BEGINNERS

From sketch to watercolor, we will be working on medias as we all are familiar with. From light to shadow, we will process the three-dimension drawing. Throughout the course of lessons, students will explore texture, color, and light and dark. Finally, students will probe the mysteries of colors as they are being applied to paper.

Minimum 6 students, maximum 36.

600201	Thu	3:00-5:00pm	01/25/24-05/23/24
No Class 3/28			
17 wks	Rowland Campus	101	Su \$130

Herman Su obtained a Fine Arts degree in a US university. He has been doing art works for over thirty years and has juried three national competitions in New Mexico and Utah. Fifteen years of teaching has allowed him to understand the needs of learners. The comprehensive teaching methods he developed are for all ages, and all community.

CUPCAKES, FLOWERS AND BEES

Start with the basics of making and filling great cupcakes. Learn how to color icing and fill an icing bag. Create various flowers and leaves such as carnations, daisies, apple blossoms, 5-petal flowers, and the appropriate leaves. The bees and all other supplies will be provided!!

Minimum 3 students, maximum 7.

620601	Thu	6:30-8:00pm	01/25/24
620602	Wed	6:30-8:00pm	03/20/24
620603	Tue	6:30-8:00pm	05/14/24
1 day	Rowland Campus	105	Keller \$30

Material Fee: \$15 cash payable to the instructor for class materials.

BUTTERCREAM DROP FLOWERS ON CUPCAKES

Sign up for this class and learn very simple techniques for making buttercream flowers! The class will start with how to make buttercream icing, the different options for coloring icing, how to select icing tips, and how to use icing bags with more than one color. The class will include time to create different flowers and designs. Easy and fun with no experience needed. All supplies are provided.

Minimum 3 students, maximum 7.

620201	Tue	6:30-8:00pm	02/27/24
620202	Tue	6:30-8:00pm	03/12/24
1 day	Rowland Campus	105	Keller \$30

Material Fee: \$15 cash payable to the instructor for class materials.

COOKIE BASICS

This class will have a summer theme. Students will learn how to make sandy beach cookies with a beach ball, sandals etc. Royal Icing will be used as the medium to decorate the cookies. The technique of wet-on-wet will be introduced in making Hawaiian shirt cookies. All supplies are provided.

Minimum 3 students, maximum 7.

620701	Tue	6:30-8:00pm	01/30/24
620702	Mon	6:30-8:00pm	05/20/24
1 day	Rowland Campus	105	Keller \$30

Material Fee: \$15 cash payable to the instructor for class materials.

Geri Keller is a Wilton Instructor and she has been teaching for 15 years and has retail bakery experience. She was also a First Place winner at the Los Angeles County Fair. She has trained on a variety of topics for all ages. Students often remark that her classes are easy and fun!

INTRO TO COMPUTERS AND INTERNET

Develop your computer techniques in an easy way! This class will let you explore the basic computer skills to enrich the knowledge in Microsoft Word usage as well as internet search techniques. Students will learn useful functions of Microsoft Word to create and edit documents which will help you with reports and projects. Our hands-on practice will benefit students to have a jump start getting office computing skills.

Minimum 5 students, maximum 30.

610101	Mon	8:00-8:45pm	01/22/24-03/18/24
No Class 2/19			
8 wks	Rowland Campus	102	Ng \$160

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



INTRO TO EXCEL AND POWERPOINT

Whether you want to use your computer to create slideshow presentations or have fun with animations, produce tables, insert charts and spreadsheet with formula, this class will let you explore the basic skills to enrich your computer knowledge in Microsoft PowerPoint and Excel. We develop a series of hands-on practice and accelerate students to master these two useful Microsoft programs that will benefit your office computing techniques.

Minimum 5 students, maximum 30.

610130	Mon	8:00-8:45pm	04/01/24-05/20/24
8 wks	Rowland Campus	102	Ng \$160

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

Alan Ng has been teaching classes for more than 15 years in over 30 cities in 3 counties. After many years of working with students from different backgrounds, he has developed a set of hands-on materials for making learning fun and easy. Alan has a Master's Degree in Computer Science and is highly qualified in instructing courses for learning computer skills.

Scan code or type
on your browser:
<https://bit.ly/46wZJKg>



MORNING YOGA

Improve flexibility and strength with this gentle and mindful yoga class just for you! Great for those who have never done yoga before, have difficulty moving or sleeping, and who would like to maintain good health. Please bring your yoga mat and props (yoga block, blanket).

Minimum 5 students, maximum 20.

640101	Sat	8:00-9:00am	01/27/24-03/23/24
No Class 2/17			
8 wks	Killian	MP Room	Chung \$112
640102	Sat	8:00-9:00am	04/06/24-05/18/24
7 wks	Killian	MP Room	Chung \$98

Joann Chung is a certified yoga teacher who has a passion to develop students to expand within their own body and leave class feeling well rounded and deeply connected. She guides students how to increase balance and release tension both in mind and body.

ZUMBA GOLD

Come and find the curves hidden inside of you by doing Zumba. 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 25.

640301	MTWTH	6:00-7:00pm	01/22/24-02/15/24
No Class 2/13			
640302	MTWTH	6:00-7:00pm	02/20/24-03/14/24
No Class 3/07			
640303	MTWTH	6:00-7:00pm	04/08/24-05/02/24
4 wks	Santana Campus	Cafeteria	Chavira \$50
640304	MTWTH	6:00-7:00pm	05/06/24-05/23/24
No Class 5/21			
3 wks	Santana Campus	Cafeteria	Chavira \$40

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.

CHANGE YOUR LIFE IN 30 DAYS



WEIGHT MANAGEMENT APPLYING "THE WHOLE 30 PROGRAM"

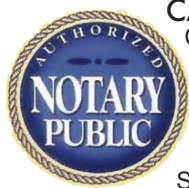
Lose weight, you are worth it! Get your diabetes and blood pressure under control without counting calories or measuring food by applying "The Whole 30" plan. **Minimum 5 students, maximum 20.**

640320	Sat	9:30-11:00am	01/27/24-03/09/24
No Class 2/17			
6 wks	Rowland Campus	106	Chavira \$150

Items needed for class: pen, paper, and textbook "The Whole 30" ISBN 978-0-544-6071-6

Sandra Chavira has lost over 100 pounds. She has a Bachelor degree in Health & Wellness and certified in nutrition.

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



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 30.**

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.

680101	Sat	8:00am-5:00pm	03/02/24
1 day	Rowland Campus	101	Peavyhouse \$70

Material Fee: \$49 cash, credit cards or checks payable to the instructor at first class meeting for workbook, study guide and materials for the state.

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 \$35. **Minimum 1 student, maximum 9.**

680110	Mon	5:00-9:00pm	04/15/24
1 day	Rowland Campus	101	Peavyhouse \$70

Material Fee: \$45 cash payable to the instructor for the Loan Signing Specialist Study Guide.

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.

GUITAR CLASS FOR ADULTS & SENIORS

A fun class to discover the many possibilities of music through playing an instrument in stimulating the brain and enhancing personality and well-being. Students will learn the fundamentals of music and will be able to play simple melodies on the guitar. **Students will need a guitar. Minimum 4 students, maximum 10.**

BEGINNING I			
670401	Mon	7:00-8:00pm	01/22/24-03/18/24
No Class 2/19			
BEGINNING II			
670450	Mon	8:00-9:00pm	04/01/24-05/20/24
8 wks	Rowland Heights School of Music	Ng	\$200

Material Fee: \$20 cash payable to the instructor for the instruction book and instrument maintenance fee at the first-class meeting.

Manuel Ng, Jr. graduated from the University of the Philippines, Colleges of Music, major in classical guitar and minor in piano. He has been teaching guitar since he graduated in 2004 to present. He has a combined teaching experience of 18 years. Mr. Ng is currently a faculty member of the Rowland Heights School of Music and Arts, teaching both classical and contemporary guitar.

PIANO CLASS FOR ADULTS & SENIORS

A fun class to discover the many possibilities of music through playing an instrument in stimulating the brain and enhancing personality and well-being. Students will learn the fundamentals of music and will be able to play simple melodies on the piano or keyboard at the end of the class sessions.

Minimum 4 students, maximum 9 students.

BEGINNING I			
670301	Mon	1:45-2:45pm	01/22/24-03/18/24
No Class 2/19			
BEGINNING II			
670310	Mon	2:00-3:00pm	04/01/24-05/20/24
8 wks	Rowland Heights School of Music	Fresnoza	\$240

Material Fee: \$30 cash payable to the instructor for the instruction book and instrument maintenance fee at the first class meeting. You will need your own personal set of headphones with a large prong adapter.

Dr. Yolanda Fresnoza is the Founder and Director of the Rowland Heights School of Music & Arts, developing musical talents since 1989. She holds a doctorate degree in Education and had her music studies major in piano from Centro Escolar University Manila Philippines. She was a Professional Expert in the RUSD teaching music as part of the M.I.N.D. (Music Intelligence Neural Development) program at Ybarra Academy and Northam Elementary School. She has also been providing piano classes in partnership with the Recreation Department of Rowland Adult and Community Education for over 25 years.

AMERICAN HEART ASSOCIATION

CPR, AED AND FIRST AID FOR ADULTS, CHILDREN AND INFANTS

In this course each student will be taught, legal considerations, responsibility of the first aid provider, recognizing an emergency, scene/self-safety, deciding to help, and basic CPR one rescuer skills (adult, child, infant), including chest compressions, and breathing with a barrier, hands-only CPR, treatment for an obstructed airway (choking) use of AED. Basic first aid for injuries, illnesses, and environmental emergencies. Please advise the instructor if a "Pediatric" card is required. All certification cards will be emailed to students.

Registration is required 5 days prior to the course beginning. Minimum 6 students, maximum 9.

670201	Sat	8:00am-12:00pm	02/10/24
670202	Sat	8:00am-12:00pm	05/11/24
1 day	Rowland Campus	101	Baca \$60

Material Fee: \$25 cash payable to the instructor at the first class meeting for book and certification card.

Michael Baca brings 35 years of experience. First, as a U.S. Navy Trainer/Combat Medic. He studied Emergency Medical Technician Training at UCLA. He earned a Bachelor of Science Degree in Business Management from the University of Phoenix. He is certified to train in various OSHA safety subjects through, Health and Safety Institute, and Medic First Aid.

IPHONE PHOTOGRAPHY


This class will show you quite a few ways to take better photos using your iPhone camera regardless of which model you have and the correct ways to edit the photos afterward. The newer iPhone(s) may have a few more functions and adjustments, but nevertheless, the photography aspect is the same. Cropping, composition, perspective, and choosing the scene will also be introduced. **Minimum 4 students, maximum 25.**

600404	Tue	3:00-5:00pm	01/23/24-02/06/24
3 wks	Rowland Campus	104	Wang \$70

Tony Wang is a professional photographer. Currently teaching digital photography at the City of Diamond Bar and Chino Hills in their Enrichment Program. He has taught this class since 2011. With his experience, this class is improved with more hands-on practice and shooting with smartphones.







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Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

**Medical Terminology:
A Word Association Approach**
This course teaches medical terminology according to each body system. Multiple graphics, study tips and unusual facts make for a most enjoyable course.

Human Anatomy and Physiology
Gain a greater appreciation and understanding of the marvelous complexity of the human body.

Introduction to Natural Health and Healing
Learn how to promote wellness, balance, and health in all aspects of your daily life.

Handling Medical Emergencies
Every second counts during a medical emergency. Learn how to respond if someone needs help.

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

Spanish for Medical Professionals
Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases.

Certificate in Complementary and Integrative Health
(28 contact hours) Enhance your professional marketability by gaining a broad understanding of alternative health care options.

HIPAA Compliance
Learn how to comply with the duties, rights, and responsibilities of HIPAA, ARRA and HITECH.

Certificate in Spirituality, Health, and Healing
(25 contact hours) Enhance your professional marketability by recognizing the impact spiritual values and beliefs have on health and healing.

Certificate in End of Life Care
(21 contact hours) Earn a certificate proving you understand the needs of individuals living with debilitating, chronic, or terminal illnesses.

Certificate in Legal and Ethical Issues in Nursing
(23 contact hours) Examine key legal and ethical issues to improve your practice and provide better patient care.

Medical Math
Master the math skills you need to succeed in the medical field.

Certificate in Pain Assessment and Management
(24 contact hours) Increase the accuracy of your pain assessment skills and become more effective in your pain management strategies.

Certificate in Perinatal Issues
(14 contact hours) Stay current with emerging trends affecting childbearing women, newborns, and families.

Courses Start as Low as:

\$100

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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 Leron Avenue, Rowland Heights or call 626-965-5975.

ENROLLMENT PRIORITY

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

REGISTRATION INFORMATION

Registration begins the week of **January 8, 2024** for all classes.

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. No checks accepted. 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.

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.

IDENTIFICATION CARDS

Picture ID cards can be obtained at the Rowland Campus.

WILLIAMS COMPLAINT CLASSROOM NOTICE GRADES K-12

Parents, Guardians, Pupils, and Teachers:

Pursuant to California Education Code 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present. Teacher 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.
3. 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.
4. A complaint form may be obtained at the school office, district office, or downloaded from the school's Website at www.rowlandschools.org. You may also download a copy of the California Department of Education complaint form in English and in other languages from the following Web site: <http://www.cde.ca.gov/re/cp/uc/ucmonitoring.asp>

UNIFORM COMPLAINT PROCEDURE (UCP) ANNUAL NOTICE COMMUNITY RELATIONS BP 1312.3(A)

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

Complaints Subject to UCP

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve complaints regarding the following programs and activities:

1. Accommodations for pregnant and parenting students
2. Adult education programs
3. After School Education and Safety programs
4. Agricultural career technical education
5. Career technical and technical education and career technical and technical training programs
6. Child care and development programs
7. Compensatory education
8. Consolidated categorical aid programs)
9. Course periods without educational content, when students in grades 9-12 are assigned to such courses more than one week in any semester or in a course the student has previously satisfactorily completed, unless specified conditions are met
10. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other

characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

11. Educational and graduation requirements for students in foster care, homeless students, students from military families, students formerly in a juvenile court school, migrant students, and immigrant students participating in a newcomer program
12. Every Student Succeeds Act
13. Local control and accountability plan
14. Migrant education
15. Physical education instructional minutes
16. Student fees
17. Reasonable accommodations to a lactating student
18. Regional occupational centers and program
19. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding
20. School safety plans
21. School site councils as required for the consolidated application for specified federal and/or state categorical funding
22. State preschool programs
23. State preschool health and safety issues in license-exempt programs
24. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
25. Any other state or federal educational program the Superintendent of Public Instruction or designee deems appropriate

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process for resolving a complaint in a manner that is acceptable to all parties. An ADR process such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

NON-DISCRIMINATION STATEMENT TITLE IX INFORMATION

The Rowland Unified School District is committed to equal opportunity for all individuals in education and in employment. Rowland Unified prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived age, ancestry, color, disability, ethnicity, gender, gender expression, gender identity, genetic information, immigration status, marital status, medical information, national origin, parental status, pregnancy status, race, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. If you believe you, or your student, have been subjected to discrimination, harassment, intimidation, or bullying you should contact your school site principal and/or the District's Chief Compliance and Title IX Officer, Silvia Rivas, by phone at (626)854-8392, by email at srivas@rowlandschools.org, or in person at Rowland Unified School District at 1830 Nogales Street, Rowland Heights, 91748.

DECLARACIÓN DE NO DISCRIMINACIÓN

El Distrito Escolar Unificado de Rowland está comprometido a la igualdad de oportunidades para todos los individuos en educación y empleo. El Distrito Unificado de Rowland prohíbe la discriminación, acoso, intimidación y acoso escolar en base a características reales o percibidas de edad, ascendencia, color, discapacidad, origen étnico, género, expresión de género, identidad de género, información genética, estado migratorio, estado civil, información médica, nacionalidad, condición de los padres, estado de embarazo, raza, religión, sexo, orientación sexual o asociación con una persona o grupo con una o más de estas características reales o percibidas. Si cree que usted, o su estudiante, han sido objeto de discriminación, hostigamiento, intimidación o acoso escolar, debe comunicarse con el director de su escuela y/o con la Oficial Principal de Cumplimiento y Título IX del Distrito, Silvia Rivas, por teléfono al (626) 854-8392, por correo electrónico a , o en persona en el Distrito Escolar Unificado de Rowland en 1830 Nogales Street, Rowland Heights, CA 91748

非歧視聲明

羅蘭聯合學區致力於為所有人提供平等的教育和就業機會。羅蘭聯合學區禁止根據實際或察覺的年齡、血統、膚色、殘疾、族裔、性別、性別表達、性別認同、遺傳信息、移民身份、婚姻狀況、醫療信息、國籍、父母身份、懷孕狀態、種族、宗教、性別、性取向、或與具有這些實際或察覺特徵中的一個或多個特徵的個人或群體的關係，而予以歧視、騷擾、恐嚇和霸凌。如果您認為您或您的學生遭受了歧視、騷擾、恐嚇或霸凌，則應與您的學校校長聯繫，和/或通過致電 (626) 854-8392 或通過電子郵件 srivas@rowlandschools.org 給學區首席合規官和 Title IX 官員 Silvia Rivas 聯繫，或親自到位於 1830 Nogales Street, Rowland Heights, CA 91748 的羅蘭聯合學區。

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 UNIFIED SCHOOL DISTRICT

KinderFest



**Arts & Crafts
Painting
Music
Dance
Robotics
Science Lab
Reading Garden
Classroom
and Cafeteria
Experience
And More!**

MARCH 16, 2024 | 9-11 AM
AT ROWLAND UNIFIED SCHOOL DISTRICT



KinderFest is an engaging School Readiness Event for 3-5 year olds that provides a sneak-peak of what Transitional Kindergarten (TK) and Kindergarten classrooms and learning are like in Rowland Unified. Enjoy experiential booths, meet with teacher experts and take your first steps on a school bus!

More Info: (626) 965-2541



ROWLANDSCHOOLS.ORG/KINDERFEST



ROWLAND UNIFIED SCHOOL DISTRICT

Preparing Students for the Future of Their Choice



Award Winning Schools

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BEGINS FEBRUARY 1**

Innovative Learning for All

- International Baccalaureate World Schools
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- S.T.E.A.M (Science, Technology, Engineering, Arts and Math) thrives in our schools!
- Unique Career Technical Education Programs such as Culinary Arts, Engineering & Architecture, Medical Technology, Law Enforcement, Forensic Science and More
- Cyber Security Pathway, one of only 11 in the nation!
- Free TK-6 after-school enrichment learning opportunities and homework help



**TK/Kindergarten Information Meetings
Begin January 22!
Scan for Meeting Dates**



ROWLANDSCHOOLS.ORG/ENROLLMENT



RowlandSchools



RowlandUSD



RUSDkids

USED FOR COMMUNITY EDUCATION CLASSES ONLY
registration form

Mail-in, fax or email registration form
communityed@rowlandschools.org

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

LAST NAME: _____ FIRST NAME: _____

ADDRESS: _____

CITY: _____ ZIP: _____

PHONE NUMBER: (____) _____ - _____ M ☐ F ☐ BIRTH DATE: ____ / ____ / ____
GENDER M D Y

EMAIL: _____

COURSE #	COURSE TITLE	LOCATION	START DATE	FEE

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.

REGISTRATION FEE

\$5.00*

*Registration fee will be charged once per session.

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.

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.

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

☐ I wish to opt out of email updates.

Student Initials

For Office Use Only

Receipt #: _____

Confirmation: _____

Initial: _____

Date: _____

Student ID #: _____

Processed: _____

PAYMENT (Check appropriate box for credit card)

*** Classes must be paid by cash or credit card only.**

CASH

☐

VISA

☐

M/C

☐

AMEX

☐

CC#

Security code (located on the back or front)

Expiration Date /

Signature

Date



Our Locations

Rowland Campus

Gemini Campus

Santana Campus

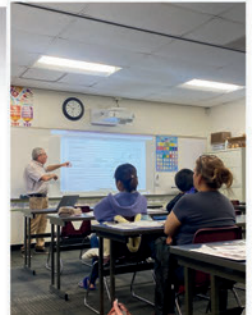


Rowland Campus

Classes Offered at this Location:

ESL, ABE/ASE, Citizenship Prep., Parent Ed., & Community Education classes

2100 Lerona Ave.
Rowland Heights, CA 91748



Gemini Campus

Classes Offered at this Location:

ESL, ABE/ASE, Older Adult & Citizenship Preparation classes

90 N Backton Ave.
La Puente, CA 91744



Santana Campus

Classes Offered at this Location:

ASE and Community Education classes

341 La Seda Rd.
La Puente, CA 91744





Rowland Adult and Community Education

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Class Locations



MAP	SITE NAME	CITY	MAP	SITE NAME	CITY	MAP	SITE NAME	CITY
1	Rowland Campus 2100 Leron Ave.	Rowland Heights	4	Rowland Heights School of Music & Art 19271 E. Colima Rd., Suite H	Rowland Heights	7	Alvarado Intermediate 1901 Desire Ave.	Rowland Heights
2	Gemini Campus 90 N. Backton Ave.	La Puente	5	Villas at Rowland Heights 18600 E. Colima Rd.	Rowland Heights	8	Killian Elementary 19100 E. Killian Ave.	Rowland Heights
3	Santana Campus 341 S. La Seda Rd.	La Puente	6	Nogales High School 401 S. Nogales St.	La Puente	9	Rowland High School 2000 Otterbein Ave.	Rowland Heights