



# 2023 FALL Course Catalog

Community Education Classes

Vol. 53 • No. 1

Registration July 31



Online Career Training Programs with ed2go • See pages 8-10 or visit [www.ed2go.com/race](http://www.ed2go.com/race)



Rowland Adult and  
Community Education  
*Race for life-long learning*

[race.rowlandschools.org](http://race.rowlandschools.org)



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Rowland Adult and  
Community Education  
*Race for life-long learning*

### Community Education Fee Based Classes

**ONLINE REGISTRATION**



[tinyurl.com/RACEFeeBased](http://tinyurl.com/RACEFeeBased)



Connect with us!



RowlandAdultEd



RowlandAdultEd



Rowland Adult and  
Community Education

NEW

Check out our new website!  
Also mobile friendly  
**[race.rowlandschools.org](http://race.rowlandschools.org)**





# ROWLAND ADULT & COMMUNITY EDUCATION

## RACE INFORMATION



### BOARD OF EDUCATION

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Kevin Hayakawa, Ph.D., Member

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Julie S. Mitchell, Ed.D., Superintendent of Schools  
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 Alcalá Lopez, Office Assistant  
Elsa Castanon, Office Assistant  
Kristine Lapena, Office Assistant  
Paola Perez, Office Assistant  
Jamie Velasco, Office Assistant

### COUNSELING DEPARTMENT

Stephani Garcia, Counselor  
Ivette Valeriano Rodriguez, Counselor

### Appointments

Monday – Thursday: 1:00 – 8:00 p.m.  
Friday: 8:00 a.m. – 3:00 p.m.

**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.

## 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 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, or money order payable to:

### Rowland Adult and Community Education

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

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

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

### 3. WALK-IN

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

### 4. BY E-MAIL

E-mail the online registration form to  
**communityed@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	08/23/23-01/19/24
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.



1830 South Nogales Street  
Rowland Heights  
CA 91748

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

[www.rowlandschools.org](http://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.

August 2023

Dear Members of the Rowland Unified Community:

Welcome to the 2023-2024 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 by our RACE staff, which allows our programs to enhance the quality of life for the 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. By taking advantage of the programs offered through RACE, you are doing your part to enhance your personal skills and knowledge, which will ultimately make a positive impact on your local schools and community. Thank you for being a role model for our young people.

Have a wonderful school year!

Sincerely,

Julie Mitchell, Ed.D.  
Superintendent of Schools

JM:bc

**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.





### SEWING

For beginning and continuing students. Learn hand and machine sewing, sewing machine safety, the fundamentals of fibers and fabrics, reading, using and altering patterns; be able to repair and re-style existing clothing, and create new clothing and accessories.

**Minimum 6 students, maximum 12. Minimum age 12**

600501	Wed	6:45-8:45pm	08/16/23-10/04/23
600502	Sat	9:45-11:45am	09/23/23-12/09/23
<b>No Class 10/14, 10/21, 11/11, 11/25</b>			
<b>8 wks</b>	<b>AEC1</b>	<b>106</b>	<b>Giansante \$90</b>

**Required Material:** Sewing machine, sewing needles, bobbins, scissors, seam ripper, tape measure, thimble, pins, thread, materials for some projects. **Please note: materials will be needed by the second class meeting.**

**Material Fee:** \$5 cash payable to the instructor at the first class meeting for handouts and materials.

**Vicki Giansante** has a certificate in fashion design and decades of experience in the fashion industry; in sewing construction, patternmaking, sample making, costuming, textiles, and tailoring, alterations, and teaching.



### 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. Minimum age 15**

600201	Thu	3:00-5:00pm	08/17/23-12/14/23
<b>No Class 11/23</b>			
<b>17 wks</b>	<b>AEC1</b>	<b>101</b>	<b>Su \$130</b>

**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.

### CUPCAKE AND FALL FLOWERS

Learn how to make a variety of Fall flowers on cupcakes. Buttercream icing will be the medium to decorate with. The flowers will be Carnations, Roses, Daisies, Lilies of the Valley, and filler flowers along with various leaves. Simple and fun! All materials are provided.

**Minimum 3 students, maximum 6. Minimum age 10**

620400	Tue	6:30-8:00pm	08/15/23
<b>1 day</b>	<b>AEC1</b>	<b>105</b>	<b>Keller \$30</b>

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

### BUTTERCREAM BASICS

This new class will teach the students various Icing Tips and how to use them to decorate simple flowers etc. cakes, cupcakes etc. A brief discussion on various types of buttercream icing and the recipes. This is a great class for anyone starting out with decorating skills. All materials are provided!

**Minimum 3 students, maximum 6. Minimum age 10**

620700	Tue	6:30-8:00pm	09/12/23
<b>1 day</b>	<b>AEC1</b>	<b>105</b>	<b>Keller \$30</b>

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

### HOLIDAY COOKIES

Learn how to make Halloween cookies using Royal Icing as the medium. The fun technique of wet-on-wet will be introduced for making bats, spider webs, witches' hat and other fun cookies for the Halloween holiday. All materials are provided.

**Minimum 3 students, maximum 6. Minimum age 10**

620800	Wed	6:30-8:00pm	10/11/23
<b>1 day</b>	<b>AEC1</b>	<b>105</b>	<b>Keller \$30</b>

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

### HOLIDAY CUPCAKES CREATIONS

This class will start with filling icing bags with popular icing tips to create various Thanksgiving themes. Also included will be a few of the Holiday wreath ideas, various trees, and pinecone decorations. Learn the drop flower technique that can be used on cupcakes or cookies! All materials are provided.

**Minimum 3 students, maximum 6. Minimum age 10**

620810	Tue	6:30-8:00pm	11/14/23
<b>1 day</b>	<b>AEC1</b>	<b>105</b>	<b>Keller \$30</b>

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

### HOLIDAY COOKIE CREATIONS

This is a great class for the Holidays! The class will start with a variety of cookie creations such as Mrs. Santa, a small 3D house, unique decorations for gifts, a Decorated Holiday Tree, a wreath with berries, and other unusual ideas. Make it a family event! All materials are provided. **Minimum 3 students, maximum 6. Minimum age 10**

620820	Thu	6:30-8:00pm	12/07/23
<b>1 day</b>	<b>AEC1</b>	<b>105</b>	<b>Keller \$30</b>

**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!

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



### 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. Minimum age 16**

610101	Mon	8:00-8:45pm	09/18/23-10/23/23
6 wks	AEC1	102	Ng \$108

**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. Minimum age 16**

610130	Mon	8:00-8:45pm	10/30/23-12/11/23
No Class 11/20			
6 wks	AEC1	102	Ng \$108

**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.*

### INSTRUCTORS NEEDED

*If you can teach any of the classes in our catalog or have a specialty area which might fit with the RACE Department, please call the RACE office @ (626) 965-5975*

### 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. Minimum age 15.**

640101	Sat	8:00-9:00am	08/19/23-09/23/23
No Class 9/2			
5 wks	Killian	MP Room	Chung \$70

*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.*

### 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. Minimum age 14.**

670201	Sat	8:00am-12:00pm	08/19/23
670202	Sat	8:00am-12:00pm	09/16/23
670203	Sat	8:00am-12:00pm	10/28/23
670204	Sat	8:00am-12:00pm	11/18/23
670205	Sat	8:00am-12:00pm	12/09/23
1 day	AEC1	103	Baca \$60

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

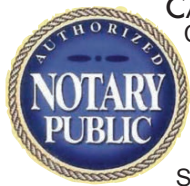
*Michael Baca brings 35 years of experience. First, as a U.S. Navy Trainer/Combat Medic. He studied Emergency Medical Technician Training at UCLA. He earned a Bachelor of Science Degree in Business Management from the University of Phoenix. He is certified to train in various OSHA safety subjects through,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





# ROWLAND ADULT & COMMUNITY EDUCATION

## FINANCE & BUSINESS / GENERAL INTEREST



### 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	09/23/23
1 day	AEC1	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	10/02/23
1 day	AEC1	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.

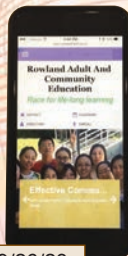
### IPHONE PHOTOGRAPHY

In this class, we will show you many useful hidden functions in your iPhone Apps that will make your daily life a lot easier. With the iPhone camera & photos, we will teach you how to take better photos via composition, use different shooting modes for various needs, make fun effects, edit images, and apply text and symbols to your image, and get info from your images then apply it to other Apps.

**Minimum 4 students, maximum 25. Minimum age 16**

600404	Tue	3:00-5:00pm	09/12/23-09/26/23
3 wks	AEC1	104	Wang \$60

**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.



### 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 10 students. Minimum age 15.**



#### BEGINNING:

670301 Mon 1:00-2:00pm 08/14/23-10/09/23

#### No Class 9/4

670302 Mon 1:00-2:00pm 10/16/23-12/11/23

#### No Class 11/20

670303 Tue 7:45-8:45pm 08/15/23-10/03/23

670304 Tue 1:00-2:00pm 10/10/23-12/05/23

#### No Class 11/21

#### CONTINUING:

670310 Wed 1:00-2:00pm 08/16/23-10/04/23

670311 Wed 1:00-2:00pm 10/18/23-12/13/23

#### No Class 11/22

670312 Thu 8:00-9:00pm 08/17/23-10/05/23

670313 Thu 8:00-9:00pm 10/12/23-12/07/23

#### No Class 11/23

8 wks Rowland Heights School of Music Fresnoza \$200

**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.

### 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. Minimum age 15.**

#### BEGINNING:

670401 Mon 7:30-8:30pm 08/14/23-10/09/23

#### No Class 9/4

670402 Tue 7:00-8:00pm 08/15/23-10/03/23

670403 Mon 7:30-8:30pm 10/16/23-12/11/23

#### No Class 11/20

670404 Tue 7:00-8:00pm 10/17/23-12/12/23

#### No Class 11/21

#### CONTINUING:

670450 Mon 8:30-9:30pm 08/14/23-10/09/23

670451 Tue 8:00-9:00pm 08/15/23-10/03/23

670452 Mon 8:30-9:30pm 10/16/23-12/11/23

670453 Tue 8:00-9:00pm 10/17/23-12/12/23

8 wks Rowland Hts 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.

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





More than 300 online courses

## ONLINE COURSES for Healthcare Professionals

Learn from the  
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- Expert Instructors
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- Online Discussion Areas
- 6 Weeks of Instruction

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.

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

Courses Start as Low as:

**\$100**

Enroll Now!

Call:

**(800) 701-8755**

## ROWLAND ADULT AND COMMUNITY EDUCATION

### 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.

**ENROLL NOW!**

TO LEARN MORE VISIT US AT:

**ed2go.com/race**





Online learning anytime, anywhere ... just a click away!

# Rowland Adult and Community Education Online Courses



Choose from more  
than 300 online classes  
available every month!

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

## Intro to Microsoft Word

Learn how to create and modify documents in Word, the most popular word-processing program available.

## Intro to Microsoft Excel

Discover dozens of shortcuts and tricks, and learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, creating custom charts, and much more!

## Intro to Microsoft PowerPoint

Learn to create impressive slide presentations filled with visually stimulating elements.

## Intro to Microsoft Access

Learn how Microsoft's powerful database can help you store and manage information you've collected about your business, home, or community.

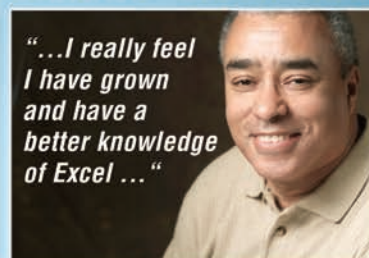
## Intro to Microsoft Outlook

Learn the essentials of Microsoft Outlook 2013 from an expert instructor. Get up and running quickly with the most important aspects of the program.

## Intro to Windows 10

Learn to use this powerful new operating system, including how to customize your desktop, manage files and folders, and navigate the web with the new Microsoft Edge browser.

Visit our Online Instruction Center to find more courses!



Enroll Now!

Visit us for more details!

**ed2go.com/race**

or call:

**800-701-8755**

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.

**New course sessions begin monthly.**

**Please visit our Online Instruction**

**Center to see exact start dates for the courses that interest you.**

800-701-8755

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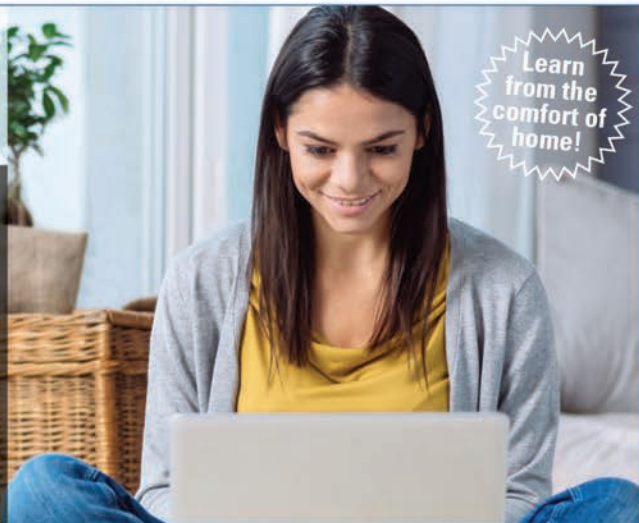


## Rowland Adult and Community Education

# Online Learning

anytime, anywhere...  
just a click away!

Learn  
from the  
comfort of  
home!



### ONLINE CAREER TRAINING PROGRAMS

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.

- 6-18 Month Format
- All materials included
- Prepare for certification
- Student advisors

Categories Include:

- Arts and Design
- Business
- Computer Applications
- Computer Programming
- Construction and Trades
- Health and Fitness
- Hospitality
- Information Technology

**JUMP START YOUR CAREER  
OR FIND A NEW ONE!**

**Visit our website for program details!**

[careertraining.ed2go.com/race](https://careertraining.ed2go.com/race)

### INSTRUCTOR-LED ONLINE SHORT COURSES

Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly, are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

- 6 Week Format
- Discussion Areas
- Monthly start sessions
- Expert Instructor

Categories Include:

- Accounting and Finance
- Business
- College Readiness
- Computer Applications
- Design and Composition
- Healthcare and Medical
- Language and Arts
- Personal Development
- Teaching and Education
- Technology

**Visit our website to find a course!**

[ed2go.com/race](https://ed2go.com/race)



# ROWLAND ADULT & COMMUNITY EDUCATION

## PARENTING / OLDER ADULTS / CITIZENSHIP



# 11

### 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 designed to stimulate social and emotional growth and foster school readiness.

**Requirements for Enrollment:** The child must be age appropriate by October 1, 2023 to enroll in the 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. **Registration will take place August 8-11, 2023 from 9am – 12pm in room 105. 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**



<b>1-4 Years Old</b>						
71012	Tue	08/15/23-12/19/23	9:00am-12:00pm	AEC1	105	
<b>Birth-4 Years Old</b>						
71013	Wed	08/16/23-12/20/23	9:00am-12:00pm	AEC1	105	
<b>1-4 Years Old</b>						
71014	Thu	08/17/23-12/21/23	9:00am-12:00pm	AEC1	105	
<b>1-5 Years Old</b>						
71015	Fri	08/18/23-12/22/23	9:00am-12:00pm	AEC1	105	
<b>Teacher: Colleen Bridgewater</b>						

### 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.**

*We love our seniors!*



### Gift Making/Crochet & Knitting

Session	Day	Date	Time	Location	Rm	Teacher
81040	MTW	08/14/10/23-12/20/23	8:30-11:30am	AEC 2	201	Odegaard

### CITIZENSHIP PREPARATION

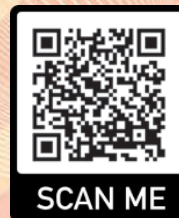


Study US History, Government, and Civics to prepare for the US Citizenship exam and practice for the oral interview. Study vocabulary related to the N-400 naturalization application.

**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/RACEESL>



### LEARN IN-PERSON

#### Classes at AEC1 Campus

Monday – Thursday 12:00 - 2:00 pm  
Monday – Thursday 6:00 - 8:00 pm

#### Classes at AEC2 Campus

Monday – Thursday 12:00 - 2:00 pm

### LEARN ONLINE

Monday – Thursday 8:30 - 11:30 am

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



### ENGLISH AS A SECOND LANGUAGE

**FREE**

**REGISTRATION PROCEDURES:** To register for any English as a Second Language (ESL) class, students must pre-register with our QR code.

**Fall 2023**  
**August 14 to December 21, 2023**



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



### How To Enroll:

- 1 Submit an online pre-registration form using our QR code.
- 2 Attend Orientation and take a placement test.
- 3 Enroll for the class.
- 4 Attend class!

### Classes available!

- Beginning Literacy
- Beginning Low (Level 1)
- Beginning High (Level 2)
- Intermediate Low (Level 3)
- Intermediate High (Level 4)
- Advanced Low (Level 5)

### LEARN IN-PERSON

#### Classes at AEC1 Campus

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

#### Classes at AEC2 Campus

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

#### Classes at Villas (Residents Only)

Monday - Thursday 8:00 - 11:00 am

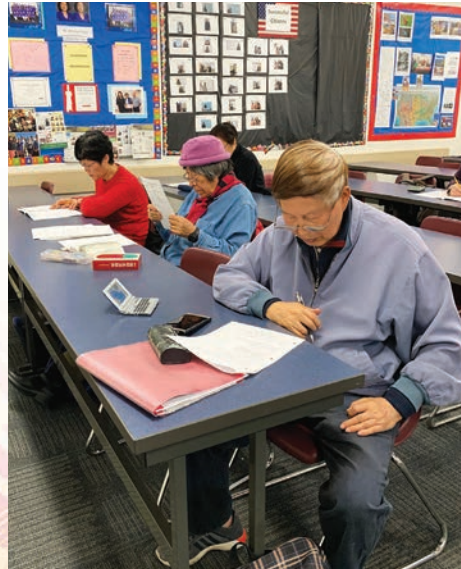
#### Classes at RUSD School Sites

Monday - Thursday 6:00 - 9:00 pm Alvarado

### LEARN ONLINE

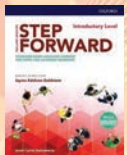
Monday - Thursday 8:30 - 11:30 am  
 Monday - Thursday 12:00 - 2:00 pm  
 Monday - Thursday 6:00 - 9:00 pm

**\*Onsite CASAS Pre & Post test required for all students.**



### 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 for \$35. Textbook sets include a student book and a workbook.



#### Literacy

**Textbook: Step Forward Introductory Level**

Students can communicate basic English through gestures and a few isolated words.



#### Beginning Low

**Textbook: Step Forward Level 1**

Students can communicate with few basic words and phrases. Students can understand and respond to some phrases when spoken slowly and with much repetition.



#### Beginning High

**Textbook: Step Forward Level 2**

Students can communicate with basic English related to everyday activities but have difficulty in unfamiliar social settings.



#### Intermediate Low

**Textbook: Step Forward Level 3**

Students feel comfortable with English in routine social and work settings and can learn new phrases and vocabulary when spoken slowly and with some repetition.



#### Intermediate High

**Textbook: Step Forward Level 4**

Students feel comfortable with English in social and work settings and can learn new vocabulary and phrases in unfamiliar settings.



#### Advanced\*

**Textbook: Step Forward Level 5**

Students demonstrate high levels of critical thinking and problem solving in English and want to increase their command of language strategies.

**\*Does not include 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 (ASE) ADULT SECONDARY EDUCATION



# 13

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



Session#	Day	Date	Time	Location	Room	Teacher
20211	MTWTh	08/14/23-12/21/23	8:30-11:30am	AEC3	P-2	Staff
20213	MTWTh	08/14/23-12/21/23	6:00-9:00pm	AEC1	104	Staff
Online	MTWTh	08/14/23-12/21/23	6:00-9:00pm	Online		Staff

## Diploma Requirements: 205 Credits

Subject	Credits
English	40
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	85



## 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](http://GED.com) for additional information and eligibility.

### GED Computer Testing Weekly on Tuesdays

August 15, 22, 29 | September 5, 12, 19, 26  
October 3, 10, 17, 24, 31 | November 7, 14, 28  
December 5, 12, 19  
4:00pm

Visit [GED.com](http://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](http://HiSET.ets.org) for additional information and eligibility.

**HiSET PAPER/PENCIL AND COMPUTER TESTING**  
Monday through Friday  
August 14 through December 22  
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 \$20.00, total cost is \$100.00

## How To Get Started:

- 1 Complete High School Student Registration Form found at: [race.rowlandschools.org](http://race.rowlandschools.org)
- 2 Schedule an appointment with our counselor.
- 3 During your meeting with the counselor: bring your transcripts (if applicable), you will discuss what program is best for you.
- 4 You will receive an orientation and a graduation plan will be created. You are ready to start taking classes.

**Register Online Today!**

**race.rowlandschools.org**

**High School Student Registration Form**

Counselor: Stephani Garcia

[stephani.garcia@rowlandschools.org](mailto:stephani.garcia@rowlandschools.org)

Office number: 626-965-5975

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

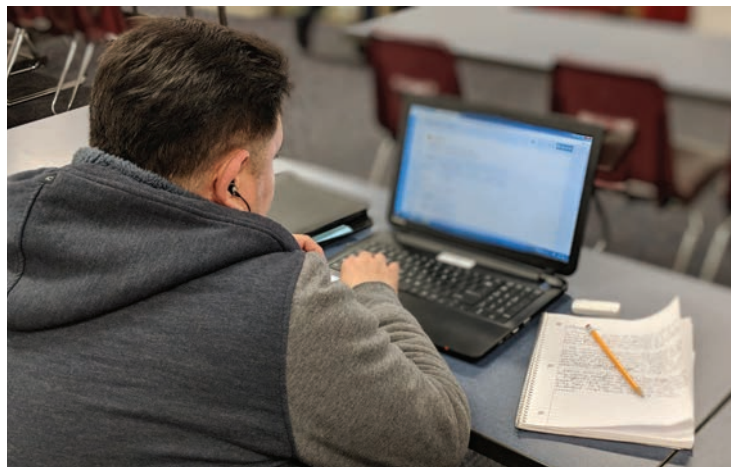
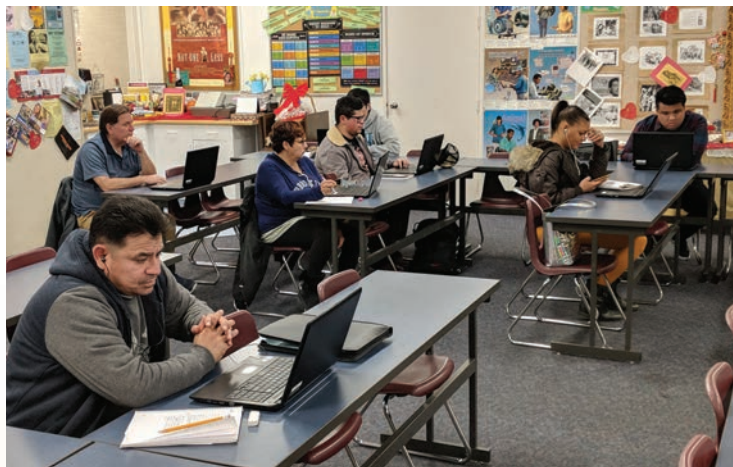


## ADULT BASIC EDUCATION INFORMATION (ABE)

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 everyday life such as assisting your children with their schoolwork, preparing for pre-employment/promotional exams, or preparing for the high school equivalency exam (GED or HiSET).

Session#	Day	Date	Time	Location	Room	Teacher
20301	MTWTh	8/14/23-12/21/23	12:00-3:00pm	AEC 1	103	Staff



## CONCURRENT ENROLLMENT OF HIGH SCHOOL STUDENTS

Rowland Adult & Community Education High School Concurrent Enrollment Program.  
Class are 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.



ACCREDITATION TILL 2023

Session#	Day	Date	Time	Location	Room	Teacher
20106	MTWTh	8/14/23-12/21/23	2:00-4:00pm	AEC 3	P-2	Staff

### Approved High School Diploma Courses

English 9A	General Math Basic A	Health A	*U.S. History A	*Art Appreciation A
English 9B	General Math Basic B	Health B	*U.S. History B	*Art Appreciation B
*English 10A	General Math Adv. A	*Biology A	*World History A	
*English 10B	General Math Adv. B	*Biology B	*World History B	
*English 11A	General Math A	*Physical Science A	*Government	
*English 11B	General Math B	*Physical Science B	*Economics	
*English 12B	*Algebra 1B			

\*UC Approved Courses

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



# ROWLAND ADULT & COMMUNITY EDUCATION

## GENERAL INFORMATION



# 15

### 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 **July 31, 2023** for Community Education 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. **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.

### IDENTIFICATION CARDS

Picture ID cards can be obtained at the Adult School Office (AEC 1).

### 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](http://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/rc/uc/ucpmonitoring.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](mailto: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 [srivas@rowlandschools.org](mailto:srivas@rowlandschools.org), 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](mailto: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.





## **Your Kindergartner Can Learn Chinese & Spanish In Rowland Unified**

**Enroll now for Kindergarten for the upcoming school year!**

Do you want your child to learn Chinese or Spanish and be prepared for the global economy? Students receive an early start on success through Rowland Unified School District's Dual Language Immersion Programs. Beginning in Kindergarten, students learn to read, write, and speak Chinese or Spanish to become bilingual, biliterate and bicultural.

**Mandarin Dual Immersion & Schoolwide Enrichment Program**  
**Shelyn Elementary**

**Spanish Dual Language Immersion Programs**  
**Rorimer Elementary and Hurley Elementary**

***Su Estudiante de Kínder Puede Aprender  
Chino & Español en el  
Distrito Escolar Unificado de Rowland***

***¡Inscríbase Ahora! Para más información  
llame al (626) 854-8392***

**您的幼稚園學生可以在羅蘭聯合學區  
學習中文和西班牙文**

**現在就報名！欲了解更多信息，  
請致電 (626) 854-8392**



**ENROLL NOW! FOR MORE INFORMATION CALL (626) 854-8392  
OR VISIT US ONLINE AT [ROWLANDSCHOOLS.ORG/ENROLL](https://rowlandschools.org/enroll)**





# Enroll Now!

**FOR THE 2023-2024 SCHOOL YEAR!**

## ROWLAND UNIFIED

### Innovative Learning for All

*Nationally Awarded Innovative School District  
That Cares About the Whole Child!*



Mandarin Chinese and Spanish Dual Language Immersion Programs



Music for ALL – EVERY Student Receives Music Instruction in Grades 1-6



TK-8 Academies, Career Technical Education and International Baccalaureate (IB) World Schools



Rowland Virtual Learning Academy Offers Online Education for TK-6 Students

**RUSD Graduates Accepted to Top Universities & Colleges**



### New Cyber Security Career Pathway!

*Opens this Fall to become one of the 1st in LA!!*

**It's Not Too Late to Enroll!  
First Day of School is August 14.**

Use your phone to scan  
this QR code and visit our  
Enrollment page!



**ROWLANDSCHOOLS.ORG/ENROLL**

**1830 S. Nogales Street, Rowland Heights, CA 91748 (626) 965-2541**



# USED FOR COMMUNITY EDUCATION CLASSES ONLY

## registration form

Mail-in, fax or email registration form: [communityed@rowlandschools.org](mailto:communityed@rowlandschools.org)

### Rowland Adult and Community Education

2100 Leron 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

\*Registration fee will be charged once per session.

**\$5.00\***

#### 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.

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

☐

DISCOVER

☐

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

2100 Lerona Ave.  
Rowland Heights, CA 91748



## Gemini Campus

*Classes Offered at this Location:*

ESL, 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



For more information visit: [race.rowlandschools.org](http://race.rowlandschools.org)





# Rowland Adult and Community Education

*Race for life-long learning*

2100 Leron Avenue  
Rowland Heights, CA 91748-3945

\*\*\*\*\*ECRWSSSEDDM\*\*\*\*\*

## RESIDENTIAL CUSTOMER TIME DATED MATERIAL

Nonprofit Organization

U.S. POSTAGE

**PAID**

City of Industry, CA

Permit No. 4008

ECRWSS



## CLASS LOCATIONS



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

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

MAP	SITE NAME	CITY
3	Santana (AEC3) 341 S. La Seda Rd.	La Puente

MAP	SITE NAME	CITY
4	Rowland Heights School of Music & Art 19271 E. Colima Rd., Suite H	Rowland Heights
5	Villas at Rowland Heights 18600 E. Colima Rd.	Rowland Heights
6	Alvarado Intermediate 1901 S. Desire Ave.	Rowland Heights

MAP	SITE NAME	CITY
7	Killian Elementary 19100 E. Killian Ave.	Rowland Heights