



California Adult Schools
LEARNING FOR LIFE

Vol. 44 No. 2
RACE SPRING
2015 COURSE CATALOG

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

FEE BASED REGISTRATION
January 5

REGULAR CLASSES
January 20



www.facebook.com/rowlandadultandcommunityed





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

FEATURED CLASSES

Paper Crafting

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Living as an Artist**

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Cooking Class** - Page 8

For more information about our classes and schedules, please visit our website at <http://race.rowland.k12.ca.us>



BOARD OF EDUCATION

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 Angelena Pride, Vice President
 Lynne Ebenkamp, Clerk
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ROWLAND ADULT AND COMMUNITY EDUCATION

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

OFFICE HOURS

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

ADULT EDUCATION ADMINISTRATION

Rocky Bettar, Director

COUNSELOR SERVICES

Joseph Miraglia, Counselor

COUNSELING APPOINTMENTS

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

OFFICE STAFF

Norma Parra, Office Manager
 Ami Takanashi, Program Coordinator
 Peggy Toda, Program Coordinator
 Mary Ellen Martinez, Pupil Services
 Magda Mazzarino, Attendance
 Elsa Castanon, CASAS Data
 Jessica Marin, Receptionist
 Lissette Calderon, Fee Based

MISSION

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

VISION

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

CORE VALUES

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

MISSION

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

VISION

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

Community Education Registration is Easy. Enroll Early!

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

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

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

1. BY MAIL

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

Rowland Adult and Community Education

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

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

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

3. WALK-IN

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

4. BY E-MAIL

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

How to read the Community Education Class schedule:

session number	day(s)	times	start/end dates	
020211	Tues/Wed/Thur	8:15-1:30 pm	08/23/13-01/19/14	
6 wks	AEC2	201	Tanimoto \$55	
course duration	campus	room	instructor	fee

Refunds

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

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

Returned Checks

If a check is returned due to insufficient funds, a \$30 fee will be assessed. This applies to ALL courses offered by Rowland Adult and Community Education.





1830 South Nogales Street
Rowland Heights
CA 91748

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

www.rowlandschools.org

OFFICE OF THE SUPERINTENDENT



Governing Board
Cary C. Chen
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Judy Nieh
Angelena Pride

Superintendent of Schools
Julie Sayler Mitchell, Ed.D.

Dear Members of the Rowland Unified Community,

Welcome to 2015 and the 43rd year of providing learning opportunities to help adults in our community enhance personal skills and knowledge through education! 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.

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 our programs and services to help you reach your goals.

Through participating in our adult education programs, the expected learning objectives will be evident in the classes in which you enroll. All students who attend classes and programs conducted by Rowland Adult and Community Education are afforded opportunities to become:

- **Responsible Community Members**, who
 - Exhibit Personal Integrity
 - Demonstrate Accountability
 - Participate in Community Activities
- **Lifelong Learners**, who
 - Develop Personal and Professional Goals
 - Acquire and Apply Knowledge and Skills to their Needs
- **Effective Communicators**, who
 - Understand Concepts
 - Express Ideas
- **Problem Solvers**, who
 - Apply Critical Thinking Skills
 - Utilize Problem Solving Strategies
 - Process Information
- **Culturally Aware Individuals**, who
 - Understand and Appreciate American Ideas and Systems
 - Understand and Respect Cultural and Social Differences

Rowland Adult and Community Education 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 youngsters.

Sincerely,

Julie Mitchell, Ed.D.
Superintendent of Schools

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

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

ROWLAND ADULT & COMMUNITY EDUCATION

ARTS & CRAFTS/COMPUTER CLASSES



5

PAPER CRAFTING FOR ADULTS

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

200216	Mon	6:00-8:00 p.m.	01/26/15-03/02/15
200217	Mon	6:00-8:00 p.m.	03/09/15-04/13/15
200218	Mon	6:00-8:00 p.m.	04/20/15-05/18/15
5 weeks	AEC1	101	Ying \$69

(No class on 02/16, 03/30)

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

CARD MAKING & SCRAPBOOKING

How would you like to save money by making your own party favors and banners, preserve memories by creating scrapbook mini albums and be ready to send handmade holiday cards to your family and friends this year? Written instructions with photos/diagrams and supply lists will also be provided. **Tools needed:** paper trimmer, scissors, bone folder, dry double-sided glue/adhesive. **Material fee for the first class meeting must be paid one week prior to the first class.** Age 16 and up. Minimum 5 students, maximum 10.

200206	Wed	6:00-8:00 p.m.	01/28/15-03/04/15
200207	Wed	6:00-8:00 p.m.	03/11/15-04/15/15
200208	Wed	6:00-8:00 p.m.	04/22/15-05/20/15
5 weeks	AEC1	106	Ying \$69

(No Class on 02/25, 04/01)

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

Jessica Ying has been teaching paper crafts for over five years. She started in her home and has expanded to local community centers because of her popularity. Call her at (626) 592-0722 for any questions.



IKEBANA (JAPANESE FLOWER ARRANGEMENT)

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

200301	Thu	6:45-8:50 p.m.	01/22/15-02/05/15
200302	Thu	6:45-8:50 p.m.	02/12/15-02/26/15
3 wks	Killian	Cafeteria	Yang \$45

Material Fee: \$20 paid in advance at each meeting, no checks. Students provide their own tools: bowls, scissors, Kenzan (heavy needlepoint holders).

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

MICROSOFT OFFICE 2010 WORD

NEW

Want to learn how to use Microsoft Office 2010? This is the class for you! In this class you will learn how to create basic to elaborate documents using Microsoft Word.

210129	Sat	9:00-11:00 a.m.	01/24/15-02/21/15
210130	Sat	9:00-11:00 a.m.	04/25/15-05/16/15
4 wks	AEC1	102	Leon-Blanco \$40

(No Class on 02/14)

Material Fee: \$10 for handouts provided to each student. Students need to bring a USB Flash Drive that may be purchased from the teacher.

Rosie Leon Blanco has taken numerous Microsoft Office courses throughout her educational career. She is currently an adult education instructor and implements much technology in the classroom via Microsoft Word and PowerPoint. Her goal is to make everyone, regardless of age, feel comfortable using technology.

CONQUERING YOUR COMPUTER PHOBIA

Does the thought of using a computer make you a little uneasy? Are you tired of the youngest members of your family asking you questions to which you haven't got the foggiest notion of how to answer? Then this class is for you. This beginning class focuses on the basics of operating Windows 7 Professional, using common software programs, manipulating and saving files, word processing and printing. Minimum 5 students, maximum 30.



210101	Tue	5:30-7:30 p.m.	01/20/15-02/17/15
210102	Tue	5:30-7:30 p.m.	02/24/15-03/24/15
5 wks	AEC1	102	Schermer \$35

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

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

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



DATA ENTRY IN MICROSOFT EXCEL

NEW

This class is for those who believe computers are tools you use to accomplish what you need. This data entry/keyboarding class will help you learn what you need to know about Microsoft Excel quickly and efficiently, so that you can be as creative, collaborative and flexible as possible. Minimum 5 students, maximum 25.

210128	Wed	4:30-6:00 p.m.	01/28/15-03/11/15
6 wks	AEC1	102	Chow \$30

(No class on 02/25)

Charles Chow has been typing for more than 25 years and invites everyone who wants to brush up on their typing skills to participate in this class.

INTRODUCTION TO THE CLOUD AND GOOGLE DRIVE

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

210120	Sat	10:00-12:00 p.m.	03/07/15 & 03/14/15
2 wks	AEC1	102	Campbell \$75

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

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



TAI CHI

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

230201	Sat	10:00-10:40 a.m.	01/24/15-03/21/15
8 wks	AEC1	Patio	Yu \$80

(No class on 02/14)

SUPER SELF HEALING METHOD

Students will learn particular combination techniques to work on your meridians, tendons, muscles, and tissues to help prevent blood clots and make blood circulate smoothly in your body. You will feel young and healthy. Minimum 6 students, maximum 30.

230320	Sat	10:45-11:15 a.m.	01/24/15-03/21/15
8 wks	AEC1	Patio	Yu \$80

(No class on 02/14)

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

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

Reflexology – stress management through hands, feet and ears. REIKI connects you with ultimate source of healing at all levels. Learn to reduce stress, tension, stimulate natural healing powers and promote well-being. Flush away toxins. Hands on teaching. Learn how the body has amazing capacity to heal itself. Please bring two towels to class. A certificate will be issued upon completion of REIKI Sessions I, II, III. Minimum 10 students, maximum 20.

230401	Sat	9:00-1:00 p.m.	01/24/15-02/21/15
230402	Sat	9:00-1:00 p.m.	02/28/15-03/21/15
230403	Sat	9:00-1:00 p.m.	04/25/15-05/16/15
4 wks	AEC1	105	Miranda \$55

(No class on 02/14)

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

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

BEGINNING AND INTERMEDIATE TYPING

NEW

Students will get familiar with the computer keyboard and learn the basic typing of the alphabet and numbers. This class will help improve your typing skills and enhance job placement in the clerical field. Minimum 5 students, maximum 25.

210126	Mon	5:00-6:00 p.m.	01/26/15-04/06/15
9 wks	AEC1	102	Chow \$25

(No class on 02/16, 3/30)

BEGINNING BALLROOM:

Tango			
230101	Tue	7:00-7:50 p.m.	01/20/15-02/10/15
Waltz			
230102	Tue	8:00-8:50 p.m.	01/20/15-02/10/15
4 wks	Killian	Cafeteria	Yang \$45

ChaCha			
230106	Tue	7:00-7:50 p.m.	02/17/15-03/10/15
Rumba			
230107	Tue	8:00-8:50 p.m.	02/17/15-03/10/15
4 wks	Killian	Cafeteria	Yang \$45

SALSA WORKSHOP:

230108	Tue	7:00-8:50 p.m.	03/17/15-03/24/15
2 wks	Killian	Cafeteria	Yang \$45

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

Betty May Yang is a professional dance teacher, award winning performer, popular TV talk show guest, and choreographer for over 20 years. In addition to teaching hundreds of beginners to dance, she has judged many dance competitions throughout Southern California and coached dancers at all levels, including professionals. In these classes, Betty May makes it easy and fun for first timers. Partners recommended, but not required.



FOLKDANCES AND LINE DANCING

Dancing is an enjoyable way to tone and strengthen your body. It can enhance your memory, heart and lung functions, sensitivity to rhythm, muscular flexibility, and bone density. Focus will be on folkdances, including circle and pair dances, and most popular line dances. At least 3 months of dancing experience. No partner is required. Please wear comfortable shoes and bring bottled water. Minimum 10 students.

230111	Tue	7:00-9:00 p.m.	01/20/15-03/10/15
230112	Tue	7:00-9:00 p.m.	04/07/15-05/26/15
8 wks	Alvarado	Cafeteria	Li \$35

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

ROWLAND ADULT & COMMUNITY EDUCATION

FITNESS & HEALTH / ENGLISH & FOREIGN LANGUAGE



YOGA FOR EVERYONE, HEALTHY AND BALANCED

Yoga is a practice for the unification of body, mind and spirit in one harmonious experience. With Yoga you will create a body of perfect health, strength and balance; a mind with clarity and calmness; a heart filled with peace. Please bring a mat and a towel. Children under 12 must be accompanied by an adult.

230221	Mon	6:00-7:00 p.m.	01/26/15-03/09/15
230222	Mon	6:00-7:00 p.m.	03/16/15-04/27/15
230223*	Mon	6:00-7:00 p.m.	05/04/15-05/18/15
230224	Wed	6:00-7:00 p.m.	01/21/15-02/25/15
230225	Wed	6:00-7:00 p.m.	03/04/15-04/15/15
230226	Wed	6:00-7:00 p.m.	04/22/15-05/27/15
6 wks	Killian	MP Room	Chiou \$60

***3 weeks \$30**

(No class 02/16,03/30, 04/01)

PILATES FOR EVERYONE, SCULPT AND TONE

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

230210	Wed	7:10-8:10 p.m.	01/21/15-02/25/15
230211	Wed	7:10-8:10 p.m.	03/04/15-04/15/15
230212	Wed	7:10-8:10 p.m.	04/22/15-05/27/15
6 wks	Killian	MP Room	Chiou \$60

(No class on 04/01)

Paul Chiou is a certified professional fitness instructor who specializes in Yoga and Pilates. He is known for his attention to detail, compassion and knowledge in the holistic approach to fitness transformation both mind and body. Visit his website at www.atthecorefitness.com

ZUMBA/TONING/CARDIO

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

230131	MTWTH	6:00-6:50 p.m.	01/26/15-02/19/15
230132	MTWTH	6:00-6:50 p.m.	02/23/15-03/19/15
230134	MTWTH	6:00-6:50 p.m.	04/06/15-04/30/15
230134	MTWTH	6:00-6:50 p.m.	05/04/15-05/28/15
4 wks	La Seda	Cafeteria	Chavira \$40

(No class on 02/16, 05/25)

ZUMBA CARDIO

Everyone is welcome to come and join this class to shape up with Zumba Latin Music and easy steps to follow at your own pace. Please bring 1 lb. weights, a bottle of water, towel and tennis shoes. Minimum 5 students, maximum 30.

230120	MTWTH	7:00-8:00 p.m.	01/26/15-02/19/15
230121	MTWTH	7:00-8:00 p.m.	02/23/15-03/19/15
230122	MTWTH	7:00-8:00 p.m.	04/06/15-04/30/15
230123	MTWTH	7:00-8:00 p.m.	05/04/15-05/28/15
4 wks	La Seda	Cafeteria	Chavira \$40

(No class on 02/16, 05/25)

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.

ENGLISH PRONUNCIATION AND ACCENT REDUCTION

This class is for the intermediate to advanced ESL student. All sounds used in American English are taught. Focus is on making the correct sounds by teaching the mouth positions of the lips, tongue and teeth for each sound. Emphasis is placed on correcting the 7 mistakes made by the ESL student that cause accent. The class is a 16 week course divided into three segments for the financial convenience of the student; however, it takes two semesters to cover all of the material. The class is taught in a fun and lively atmosphere. Minimum 6 students, maximum 20.

240101	Wed	6:00-9:00 p.m.	01/21/15-03/04/15
240102	Wed	6:00-9:00 p.m.	03/11/15-04/22/15
240103*	Wed	6:00-9:00 p.m.	04/29/15-05/20/15
6 wks	AEC1	101	Gledhill \$60

***4 weeks \$40**

(No class on 02/25, 04/01)

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

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

BEGINNING CHINESE CONVERSATION



This class is the beginning level of Chinese conversation for those who are interested in learning to speak the Chinese language. Students will learn how to communicate in everyday situations speaking Chinese.

240121	Mon	7:00-8:30 p.m.	01/26/15-03/02/15
240122	Mon	7:00-8:30 p.m.	03/09/15-04/13/15
240123	Mon	7:00-8:30 p.m.	04/20/15-05/18/15
240124	Thu	7:00-8:30 p.m.	01/29/15-02/26/15
240125	Thu	7:00-8:30 p.m.	03/05/15-04/09/15
240126	Thu	7:00-8:30 p.m.	04/16/15-05/14/15
5 wks	AEC1	106	Lim \$50

(No class on 02/16, 03/30, 04/02)

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

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

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

FINANCE & BUSINESS / GENERAL INTEREST

REAL ESTATE INVESTING FOR BEGINNERS

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

250101	Tue	6:00-9:00 p.m.	05/12/15
1 day	AEC1	101	Pastel
			\$49 Per Person
			\$79 Per Couple

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

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

MAKING A FORTUNE IN MULTI FAMILY UNITS

NEW

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

250102	Tue	6:00-9:00 p.m.	03/17/15
1 day	AEC1	101	Pastel
			\$49 Per Person
			\$79 Per Couple

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

ANTI-AGING SKIN CARE

Become your esthetician! This class will teach you how to take care of your skin on a daily, weekly and monthly basis using professional methods. Class will cover face lifting exercises, massaging skills, toning, exfoliating, deep cleaning, blemish prevention and removal. Advice on anti-aging, anti-wrinkle treatments. Homemade vitamin and mineral facelift masks, moisturizing will also be covered. Upon completing course, students will receive a completion certificate. Bring your free standing magnifying mirror, headband and towel. Minimum 5 students, maximum 20.

260501	Tue	6:30-7:30 p.m.	02/03/15-02/24/15
4 wks	AEC1	106	Lonyai
			\$59

Material Fee: \$16 payable to instructor in cash at first class meeting for items associated with the skin care program.

CLASSIC & GLAMOUR MAKE-UP LEVEL I

Bring out your beauty with the magic of make-up! Learn step by step your colors and application techniques. After completing course, you will be able to design accent, classic and glamour make-up for your natural, professional and holiday look. Upon completing course, students will receive a completion certificate. Bring a hands free regular mirror, headband, brush set, eyelash curler and towel. Minimum 5 students, maximum 17.

260510	Tue	7:35-8:35 p.m.	02/03/15-02/24/15
4 wks	AEC1	106	Lonyai
			\$59

Material Fee: \$16 payable to instructor in cash at first class meeting for make-up items used in class.

CLASSIC & GLAMOUR MAKE-UP LEVEL II

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

260520	Tue	6:30-8:30 p.m.	03/03/15 & 03/10/15
2 days	AEC1	106	Lonyai
			\$59

Material Fee: \$16 payable to the instructor at first class meeting for items associated with the application of make-up.

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

ASIAN FOOD - COOKING CLASSES

NEW

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

Session I: Students will learn to make: chicken rolls, Egg Foo Young, mabo tofu, meatball and vermicelli in gravy sauce, shrimp filled mushrooms, chicken filled glutinous rice, potato ball and Indonesian salad.

Session II: Students will learn to make: Sushi (cooked and different types), sweet and sour fish, coca cola chicken, okonomiyaki, red soup, fragrant rice, fried chicken Indonesian style. Minimum 5 students, maximum 10.

Session I:				
220101	Tue	5:00-7:00 p.m.	01/20/15-02/10/15	
220102	Tue	5:00-7:00 p.m.	03/17/15-04/14/15	
Session II:				
220103	Tue	5:00-7:00 p.m.	02/17/15-03/10/15	
220104	Tue	5:00-7:00 p.m.	04/21/15-05/12/15	
4 wks	RHS	E1	Gunawan	\$75

(No class on 03/31)

Material Fee: \$80 CASH payable to the instructor on the first day of class for all the ingredients. Students will be able to take home the food they prepare. Students need to bring: apron, cutting board, knife and 2 food containers.

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



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Online Career Training Programs

Rowland Adult & Community Education

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

Programs are available in the following areas:

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

Features:

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

Pharmacy Technician

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

Six Sigma Black Belt

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

Six Sigma Green Belt

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

AutoCAD 2013

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

Medical Billing & Coding+Medical Terminology

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

Administrative Medical Specialist with Medical Billing and Coding

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

Event Management & Design

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

Bookkeeping the Easy way with Quickbooks.

Master basic bookkeeping and accounting skills using QuickBooks 2010.

CompTIA A+ Certification Training

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

Enroll Today!



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

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(626) 965-5975



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from the
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> Instructor Led

Online Courses

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

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

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

BASIC COMPUTER LITERACY

Computer Skills for the Workplace

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

Navigating the Internet

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

THE INTERNET

Achieving Top Search Engine Positions

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

Learn to Buy and Sell on eBay

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

COMPUTER APPLICATIONS

Introduction to Microsoft Excel 2007

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

Introduction to Quickbooks

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

WEB PAGE DESIGN

Creating Web Pages

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

Introduction to Dreamweaver

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

DIGITAL PHOTOGRAPHY/VIDEO

Discover Digital Photography

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

Secrets of Better Photography

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

ACCOUNTING

Accounting Fundamentals

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

Creating a Successful Business Plan

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

BUSINESS ADMINISTRATION MANAGEMENT

Project Management Fundamentals

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

Six Sigma: Total Quality Applications

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

SALES & MARKETING

Business Marketing Writing

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

Marketing Your Business on the Internet

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

ENTREPRENEURIAL COURSES

Secrets of the Caterer

Learn cooking and business secrets from a professional caterer.

Wow, What a Great Event!

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

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More than 300 online courses available



TEACHING PROFESSIONS

Solving Classroom Discipline Problems

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

Leadership

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

WRITING & PUBLISHING

Grammar Refresher

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

Beginning Writer's Workshop

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

TEST PREP

GRE; GMAT;

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

SAT/ACT Preparation - Part 1

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

HEALTHCARE PROFESSIONS

Certificate in Gerontology

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

Certificate in Complementary & Alternative Medicine

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

GRANT WRITING/NONPROFIT MANAGEMENT

A to Z Grantwriting

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

Marketing Your NonProfit

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

LANGUAGES

Speed Spanish I

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

Speed Spanish II

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

HEALTHCARE/NUTRITION/FITNESS

Medical Terminology: A Word Association Approach

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

Introduction to Natural Health & Healing

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

PERSONAL/CAREER DEVELOPMENT

Effective Business Writing

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

Individual Excellence: Secrets of Career Success

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

FAMILY & PERSONAL ENRICHMENT

Assisting Aging Parents

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

Merrill Ream Speed reading

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

Learn More...

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

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

Enroll Now!

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Courses Start as Low as:

\$100

Requirements:

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



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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.

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

Rowland Adult & Community Education

Introduction to Microsoft Excel

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

Introduction to Microsoft Access

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

Introduction to Microsoft Word

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

Introduction to PowerPoint

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

Creating Web Pages

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

Accounting Fundamentals

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

Speed Spanish

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

A to Z Grantwriting

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

Introduction to QuickBooks

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

Grammar Refresher

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

Real Estate Investing

Build and protect your wealth by investing in real estate.

Computer Skills for the Workplace

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

Introduction to PC Troubleshooting

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

Discover Digital Photography

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

Learn More...

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

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Requirements:

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

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ROWLAND ADULT & COMMUNITY EDUCATION

GENERAL INTEREST



13

BASIC FONDANT TECHNIQUE

NEW

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

262001	Mon	6:30-8:30 p.m.	01/26/15-03/02/15
262002	Wed	6:30-8:30 p.m.	03/11/15-04/15/15
5 wks	AEC1	105	Gunawan \$56

(No class on 02/16, 04/01)

Material Fee: \$32 (Cash only) payable to instructor on the first day of class. Students need to bring: Fondant, 9" rolling pin, food coloring (Wilton), small scissors in order to participate on the first day of class.

CUPCAKE DECORATING

NEW

Cupcakes are very popular right now. Cupcakes are expensive due to their decoration. You can learn to decorate cupcakes like a pro and express your creativity. Session I: Animal characters. Session II: Hello Kitty characters. Session III: Angry Bird characters. **Register two days before the class so instructor can prepare materials.** Minimum 5 students, maximum 10.

262015	Thu	6:30-8:30 p.m.	03/05/15-04/09/15
262016	Thu	6:30-8:30 p.m.	04/16/15-05/14/15
262017	Wed	6:30-8:30 p.m.	04/22/15-05/20/15
5 wks	AEC1	105	Gunawan \$56

(No class on 04/02)

Material Fee: \$55 (Cash only) payable to the instructor on the first day of class. Students need to bring 9" rolling pin, fondant mat and cupcake container.

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

HOW TO MAKE A LIVING AS AN ARTIST

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

260530	Sat	1:00-4:00 p.m.	02/21/15
1 day	AEC1	101	Shepard \$39

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

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

BASIC ADULT AND PEDIATRIC CPR/AED/FIRST AID

Course includes basic Cardiac emergency assessment & basic CPR, AED and choking, adult, child and infant. First Aid includes choking, bleeding, fractures, poisoning and more. (Please bring a pencil/pen, paper to take notes). Minimum 3 students, maximum 10 students.

260901	Sat	9:00-3:00 p.m.	02/21/15
260902	Sat	9:00-3:00 p.m.	03/14/15
260903	Sat	9:00-3:00 p.m.	04/11/15
1 day	AEC1	103	Oliva \$85

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

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

INTERMEDIATE FONDANT I

NEW

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

262010	Wed	6:30-8:30 p.m.	01/28/15-03/04/15
262011	Thu	6:30-8:30 p.m.	01/29/15-02/26/15
5 wks	AEC1	105	Gunawan \$56

(No class on 02/25)

Material Fee: \$55 (Cash only) payable to the instructor on the first day of class. Material fee includes picture work book, fondant impression mat, flower cutters, petal dust, 6" cake foam, fondant and color plate. Students need to bring at least 1lb. of fondant, fondant tools, fondant mat, fondant pad, 9" rolling pin, Wilton food coloring, flower tape and wire.

INTERMEDIATE FONDANT II

NEW

This class is a continuation of the Intermediate Fondant I class. In this class students will learn how to create a 3-tier cake and how to make quilt patterns, pearls, flowers, pleats, drapes and how to use color spray.

262012	Mon	6:30-8:30 p.m.	03/09/15-04/13/15
262013	Mon	6:30-8:30 p.m.	04/20/15-05/18/15
5 wks	AEC1	105	Gunawan \$56

(No class on 03/30)

Material Fee: \$55 (Cash only) payable to the instructor on the first day of class. Students need to bring fondant impression mat, fondant pad, fondant mat, 9" rolling pin, Wilton food coloring and at least 1 lb. of fondant, flower wire and tape.

DIGITAL PHOTOGRAPHY WORKSHOP

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

260820	Wed	6:30-8:30 p.m.	01/21/15-03/04/15
6 wks	AEC1	102	Wang \$80

(No class on 02/25)

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

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



INTUITIVELY "SMART FLIP" GOLF: KEEPING IT SUPERBLY SIMPLE GOLF... NO KIDDING, SERIOUSLY!

Unequivocally, it delivers golf superiority, guaranteed! With flawless efficiency, participants will produce desirable results with least expenditure of energy, time or resources, eventually making each student become totally skillful and savvy in golf dynamics. Instruction stresses golf mechanics such as grip, address, alignment, stance and swing/tempo. In the Intermediate-Advanced levels, lessons are designed to address the most critical aspects of the short game; pitching, chipping, putting and precisely "reading the green". Consistency and accuracy are stressed in both levels of competencies, beginning and intermediate. Without being presumptuous, in terms of superb innovative golf skills/expertise, this course has explicitly set the standard a notch higher, more than anything else in educative golf, - hands down. Period! Minimum 5 students, maximum 16.

Fee: \$100.00 for 4 wks @ 2 hours per week. Pre-arranged playing lessons are available to either juniors or seniors. 17 years old and younger sign-up with Sunday class. Contact Mr. Barrientos at (909) 860-1524 or (626) 319-8494.

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

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

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

Rowland Heights Golf Center			
270101	Sat	9:30-11:30 a.m.	01/17/15-02/14/15
270102	Sat	9:30-11:30 a.m.	02/21/15-03/21/15
270103	Sat	9:30-11:30 a.m.	03/28/15-04/25/15
270104	Sat	9:30-11:30 a.m.	05/02/15-05/30/15
270105	Sun	9:30-11:30 a.m.	01/18/15-02/15/15
270106	Sun	9:30-11:30 a.m.	02/22/15-03/22/15
270107	Sun	9:30-11:30 a.m.	03/29/15-04/26/15
270108	Sun	9:30-11:30 a.m.	05/03/15-05/31/15
5 wks	Rowland Heights Golf Course	Barrientos	\$100

GOLF



SCHOOL OF GOLF: ADULT AND JUNIOR GOLF

At the novice levels of the junior golfer we focus on establishing the basics of the game; golf swing technical skills, playing skills, object control and locomotion, physical fitness proficiency, history, rules, etiquette and most of all we have a lot of fun! Our Adult group lessons are designed for any student from the new golfer to seasoned player looking for instruction on the game, or a specific area of the game. Every group lesson includes the use of the practice facility during the lesson, and all training equipment used during the lesson. Each session may also include the use of an enhanced computer swing analysis system and specific drills. Whether you are a beginner or avid golfer, Jeff will maximize your golf experience. Minimum 3 students, maximum 5.

LEGAL ASPECTS OF REAL ESTATE - BRE 3164-09



An introduction to the law and the real estate profession. Nature of real estate, land description, interests in real property, co-ownership of real property, real estate agency relationships, commissions, agency duties and disclosures. Broker/Salesperson employment agreements, listing and purchase agreements. This is an elective class which can be used to qualify to take the California Real Estate Exam. This class is held in conjunction with Precision Real Estate School. Minimum 10 students.

280416	Thu	6:30-9:00 p.m.	01/29/15-03/26/15
9 wks	AEC1	103	Ford \$160

Material Fee: \$45 for book and materials payable to instructor at first class meeting. Book will be available from the instructor.

LaVerne Ford has practiced real estate in the State of California for 24 years, a Real Estate Broker for 15 years and 4 years as an instructor.

Adult Golf			
270220	Thu	7:00-8:00 p.m.	02/05/15-02/26/15
270221	Thu	7:00-8:00 p.m.	03/05/15-03/26/15
270222	Thu	7:00-8:00 p.m.	04/09/15-04/30/15
270223	Thu	7:00-8:00 p.m.	05/07/15-05/28/15
Junior Golf Ages 10-15			
270213	Wed	4:00-5:00 p.m.	01/28/15-02/18/15
270214	Wed	4:00-5:00 p.m.	04/08/15-04/29/15
Junior Golf Ages 8-9			
270211	Sat	12:00-1:00 p.m.	01/24/15-02/21/15
270212	Sat	12:00-1:00 p.m.	02/28/15-03/21/15
4 wks	Royal Vista Country Club	Hirose	\$80

(No classes on 02/14)

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

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



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 22. Note: The student needs to bring:

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

280301	Sat	8:00-3:00 p.m.	02/07/15
280302	Sat	8:00-3:00 p.m.	04/25/15
1 day	AEC1	103 Peavyhouse	\$70

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

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

HEATING, VENTILATION AND AIR CONDITIONING (H.V.A.C)

The Heating, Ventilation and Air Conditioning (H.V.A.C.) class will be on home air conditioning installation as per code from 3 ton to 5 ton with heating unit duct work, air flow and refrigerant line set with electrical thermostat. Students will receive a certificate upon completion. Minimum 10 students.

280205	Tue	5:30-7:30 p.m.	01/20/15-03/24/15
10 wks	RHS	M1	Olivas \$275

Material Fee: \$200; and for EPA Book & Test-\$110. Fees must be paid to the instructor at the beginning of class.

Alan Olivas has 40 years in the H.V.A.C. industry and is the CEO of ARGO Company. He has taught college-level, technical and trade courses since 1981.

LOAN SIGNING SPECIALIST

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

280306	Sat	9:00-1:00 p.m.	05/02/15
1 day	AEC1	103 Peavyhouse	\$70

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

REAL ESTATE PRINCIPLES DRE 1683-97

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

280411	Tue/Thu	6:30-9:00 p.m.	01/20/15-03/12/15
8 wks	AEC1	101 Sparling	\$89

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

Vern Sparling is the owner of Achievers Realty and RWA Mortgage. He has been a Real Estate Broker for over 31 years and is past president of the Hacienda Rowland Diamond Bar Board of Realtors, has chaired and sat on numerous local and national realtor committees.

PARENT EDUCATION THROUGH PARENT/CHILD PARTICIPATION

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

Requirements For Enrollment:

The child must be age appropriate by October 1, 2014 to enroll in the class. Parents must bring proof of child's current immunizations: Polio, DTP or DTaP, MMR, Hepatitis B, Hib and Varicella. **Both parent and child (18 months and older) must have a current tuberculosis clearance.** Registration will not be accepted without proof of TB clearance. Registration takes place on the first day of each class session from 9:00 a.m. to 12:00 p.m. (See dates below). No formal classes will be conducted during the first week of school.

Registration: A non-refundable \$90 registration fee per class session. A non-refundable \$30 fee for each **additional** child.

1-4 Years Old						
071011	Mon	01/26/15-05/18/15	9:00-12:00 p.m.	AEC1	105	J. Ramirez
2-5 Years Old						
071012	Tue	01/20/15-05/26/15	9:00-12:00 p.m.	AEC1	105	J. Ramirez
Birth-3 Years Old						
071013	Wed	01/21/15-05/27/15	9:00-12:00 p.m.	AEC1	105	Bridgewater
1-4 Years Old						
071014	Thu	01/22/15-05/28/15	9:00-12:00 p.m.	AEC1	105	J. Ramirez
Birth-5 Years Old						
071015	Fri	01/23/15-05/29/15	9:00-12:00 p.m.	AEC1	105	Bridgewater

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



OLDER ADULTS

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

Gift Making/Crochet & Knitting					
Session#	Day	Date	Time	Loc	Teacher
081040	MTW	01/20/15-05/27/15	8:30-11:30 a.m.	Joyful Adult Day Center	Odegaard

ENGLISH AS A SECOND LANGUAGE

Registration will begin the week of **Tuesday, January 20, 2015** in the classroom at the first class meeting. Students will register in the classroom with the teacher provided that there is space available. **Fee: Non-refundable.**

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

After January 26, 2015, ALL AEC1 (AM) students must come to the office during the registration hours before they can begin class.

- Registration Hours: Mon - Fri 9:00 a.m. - 11:00 a.m. and Wed 12:00 p.m. - 2:00 p.m.
- Plan to stay at least 2 hours to register and take placement test.
- Students will be assigned to a class after taking the placement test.

ESL Beginning Literacy								
Session #	Day	Date	Time	Loc	Rm	Teacher	Level	Fee
030222	MTWTHF	01/20/15-05/29/15	8:30-11:30 a.m.	AEC1	106	Lopez	Beginning Low	\$30
030520	MTWTHF	01/20/15-05/29/15	11:45-1:45 p.m.	AEC1	101	Socash	Beginning Low	\$30
033008	MWF	01/21/15-05/29/15	11:45-1:45 p.m.	AEC1	106	Lopez	Literacy	\$20
ESL Beginning								
030101	TWTH	01/20/15-05/28/15	8:30-11:30 a.m.	AEC1	101	Atherton	Pronunciation	\$20
030406	MTWTHF	01/20/15-05/29/15	8:30-11:30 a.m.	AEC1	104	Clark	Beginning High	\$30
032011	MTWTHF	01/20/15-05/29/15	11:45-1:45 p.m.	AEC1	104	Clark	Oral-Beginning	\$30
ESL Intermediate								
030707	MTWTHF	01/20/15-05/29/15	8:30-11:30 a.m.	AEC1	103	Garcia	Intermediate	\$30
030708	MWF	01/21/15-05/29/15	11:45-1:45 p.m.	AEC1	103	Garcia	Intermediate	\$20
ESL Multi Level								
031024	MTWTH	01/20/15-05/28/15	8:00-11:00 a.m.	Villas RH	MP	Socash	Multi-Level	\$30
037012	MTWTH	01/20/15-05/28/15	8:30-11:30 a.m.	AEC2	202	Elsahgrty	Multi-Level	\$30
037015	MTWTH	01/20/15-05/28/15	8:30-11:30 a.m.	Blandford	Options	Doherty	Multi-Level	\$30
037023	MTWTH	01/20/15-05/28/15	9:00-12:00 p.m.	Jellick	Options	Camacho-Cofer	Multi-Level-Low	\$30
037011	MTWTH	01/20/15-05/28/15	8:30-11:30 a.m.	La Seda	P-2	Lavrik	Multi-Level	\$30
037018	MTWTH	01/20/15-05/28/15	9:00-12:00 p.m.	Rorimer	Options	M. Ramirez	Multi-Level	\$30
037019	MTWTH	01/20/15-05/28/15	8:30-11:30 a.m.	Rowland El	Options	Han	Multi-Level	\$30
031013	MTW	01/20/15-05/27/15	6:00-9:00 p.m.	AEC1	103	Han	Multi-Level	\$20
033010	MTWTH	01/20/15-05/28/15	6:00-9:00 p.m.	Alvarado	84	Elsahgrty	Literacy-Beg-Low	\$30
031030	MTWTH	01/20/15-05/28/15	6:00-9:00 p.m.	AEC2	201	M. Ramirez	Multi-Level	\$30
030531	MTWTH	01/20/15-05/28/15	6:00-9:00 p.m.	Alvarado	83	Chavez	Multi-Low	\$30
031031	MTWTH	01/20/15-05/28/15	6:00-9:00 p.m.	Hurley	P-3	Ynoquio	Multi-Low	\$30

CITIZENSHIP PREPARATION

Fee: Non-refundable.

Session #	Day	Date	Time	Loc	Rm	Teacher	Fee
039051	TTH	01/20/15-05/28/15	12:00-2:00 p.m.	AEC1	103	Han	\$20
039002	MTWTH	01/20/15-05/28/15	6:00-9:00 p.m.	AEC2	202	Doherty	\$30

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

ROWLAND ADULT & COMMUNITY EDUCATION

ADULT SECONDARY EDUCATION



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



Session#	Day	Date	Time	Loc	Rm	Teacher
020101	MT	01/20/15-05/26/15	3:15-5:15 p.m.	NHS	T-5	Duker
020102	WTH	01/21/15-05/28/15	3:15-5:15 p.m.	NHS	T-5	Duker
020211	TWTH	01/20/15-05/28/15	8:30-11:30 a.m.	AEC2	201	Toda
020213	MTWTH	01/20/15-05/28/15	6:00-9:00 p.m.	AEC1	104	Duker

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

ENGLISH

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

MATHEMATICS

Algebra 1 A/B

FINE ARTS

Visual and Performing Arts

SOCIAL SCIENCES

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

CONCURRENT STUDENTS

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

CALIFORNIA HIGH SCHOOL EXIT EXAM

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

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

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

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

COMPUTER GED TESTING

Monthly on Thursdays

4:00 - 8:00 p.m.

Room 102

Tests automatically scheduled by Pearson VUE

January:	22, 29
February:	5, 12, 19, 26
March:	5, 12, 19, 26
April:	9, 16, 23, 30
May:	7, 14, 21, 28



DIPLOMA REQUIREMENTS: 205 CREDITS

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

CAHSEE TESTING DATES

February: 3, 4
 March: 17, 18
 May: 12, 13

Counseling Appointments

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



Graduation Date:
June 2, 2015



ROWLAND ADULT & COMMUNITY EDUCATION GENERAL INFORMATION

ABOUT THIS CATALOG

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

ENROLLMENT PRIORITY

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

REGISTRATION INFORMATION

Registration begins the week of **January 5, 2015** for Community Education classes. Registration for ESL, GED, ASE, Parent Ed. and Older Adult classes takes place the week of Tuesday, **January 20, 2015** in the classroom on the first class meeting.

HIGH SCHOOL DIPLOMA CREDIT (ADULTS)

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

CONTINUOUS ENROLLMENT

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

FEES No checks accepted for one (1) day classes.

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

RETURNED CHECKS

If a check is returned due to insufficient funds, a \$30 fee will be assessed. **This applies to all courses offered by Rowland Adult and Community Education.**

REFUND POLICY

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

CAL -WORKS

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

SEXUAL HARASSMENT

Sexual Harassment of or by any employee or student shall not be tolerated. The governing board considers sexual harassment to be a major offense which can result in disciplinary action of the offending employee or suspension or expulsion of students. Sexual harassment is defined in Education Code section 212.5 and the legal requirement affecting students are found in sections 48900 and 48900.2.

IDENTIFICATION CARDS

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

WILLIAMS UNIFORM COMPLAINT PROCEDURES

Types of Complaints

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

Instructional Materials

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

Teacher Vacancy or Misassignment

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

High School Exit Examination

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

Facilities

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

Filing of Complaint

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

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

Reports

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

Forms and Notices

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

UNIFORM COMPLAINT PROCEDURE

General Statement

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

Unlawful discrimination on the basis of:

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

Annual Dissemination of Uniform Complaint Procedures

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

Procedures for Filing a Complaint

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

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

If the complainant is unable to file out the complaint in writing because of conditions such as illiteracy or a disability, a designee at the Office of Special Projects shall assist the complainant in the filing of the complaint.

Discrimination complaints must be filed with the District no later than six (6) months of the alleged occurrence or when knowledge of the occurrence was first obtained.

Remedies and Timelines

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

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

Civil Law Remedies

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

Protection from Retaliation and Confidentiality

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

Appeals to the California Department of Education

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

California Code

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

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

USED FOR COMMUNITY EDUCATION CLASSES ONLY

registration form

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

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

MAKE CHECKS PAYABLE TO
Rowland Adult and Community Education

NAME

ADDRESS

CITY ZIP -

HOME PHONE () - WORK/CELL PHONE () -

EMAIL

COURSE #	LOCATION	COURSE TITLE	START DATE	FEE

PAYMENT (Check appropriate box for credit card)

CHECK# CASH VISA M/C AMEX DISCOVER

CC#

Security code (located on the back or front)

Expiration Date /



REGISTRATION FEE

\$10.00*

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

For Office Use Only

Receipt #: _____

Confirmation Sent: _____

Initial _____

Date _____

Student ID # _____

Processed _____

Signature

Date

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

REFUND POLICY

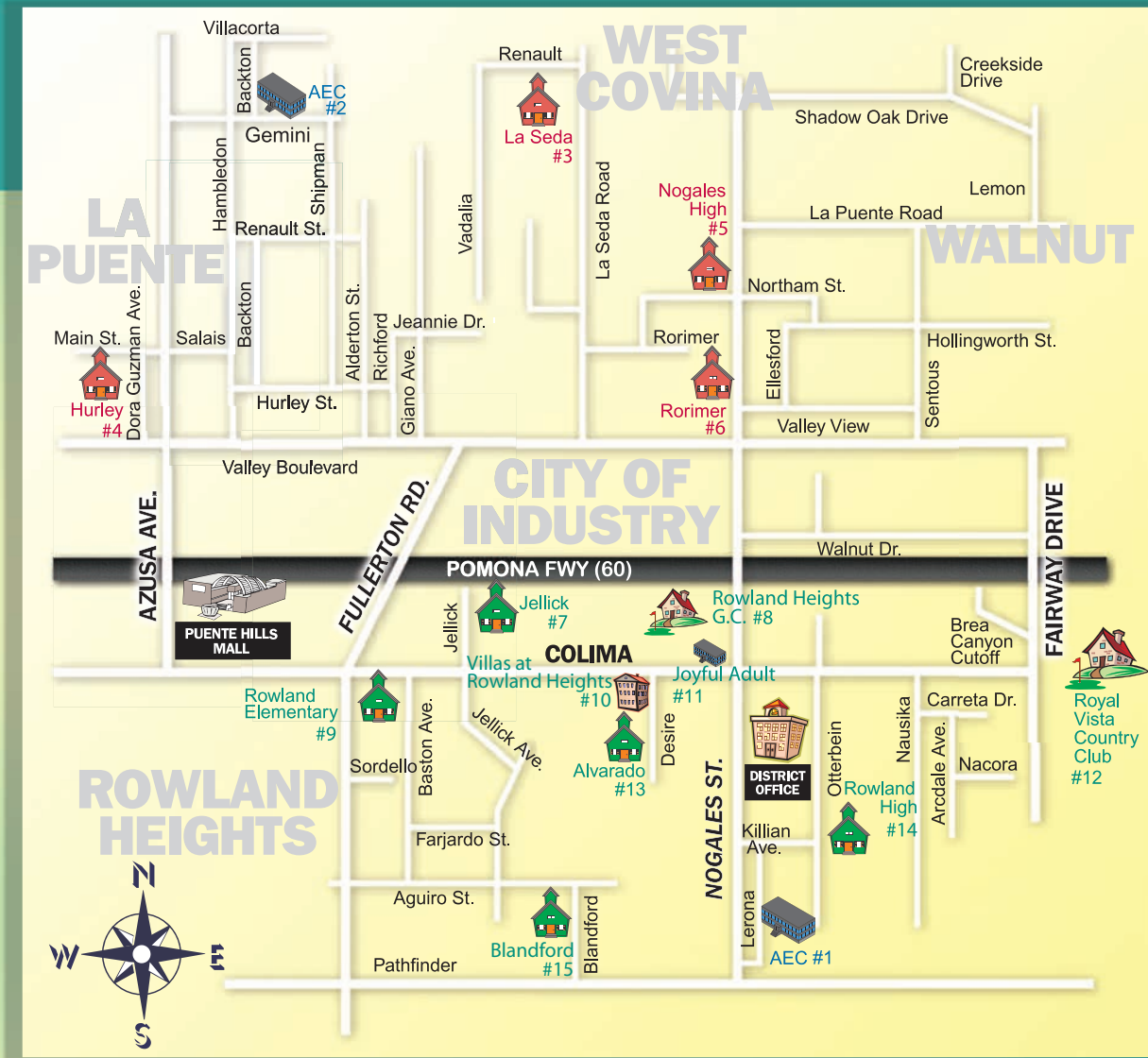
Please plan carefully as there will be **NO CLASS REFUNDS, LETTER OF CREDIT** or **CLASS TRANSFERS**. If the class is canceled by the Adult School, a full refund will be processed and mailed to you.

LIABILITY RELEASE

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

Student Initials

CLASS LOCATIONS



MAP	SITE NAME	CITY	MAP	SITE NAME	CITY
1	Adult Education Center (AEC1) 2100 Leron Ave.	Rowland Heights	2	Adult Education Center (AEC2) Corner of Backton & Gemini	La Puente
3	La Seda Elementary 341 S. La Seda Rd.	La Puente	7	Jellick Elementary 1400 Jellick St.	Rowland Heights
4	Hurley Elementary 535 S. Dora Guzman Ave.	La Puente	8	Rowland Heights Golf Center 18927 Daisetta St.	Rowland Heights
5	Nogales High School 401 S. Nogales St.	La Puente	9	Rowland Elementary 2036 E. Fullerton Rd.	Rowland Heights
6	Rorimer Elementary 18750 E. Rorimer	La Puente	10	Villas at Rowland Heights 18600 E. Colima Rd.	Rowland Heights
			11	Joyful Adult Day Care Center 18951 E. Colima Rd.	Rowland Heights
12	Royal Vista Country Club 20055 E. Colima Rd.	Walnut	13	Alvarado Intermediate 1901 S. Desire Ave.	Rowland Heights
14	Rowland High School 2000 S. Otterbein Ave.	Rowland Heights	15	Blandford Elementary 2601 Blandford Dr.	Rowland Heights



Rowland Unified Schools

DEVELOPING STUDENTS WHO ARE GLOBAL THINKERS & LEADERS

ENRICHMENT PROGRAMS & AWARDS...



FHA-HERO at Rowland High School



Nogales Band Selected for 2015 Macy's Parade



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

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

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

Athletic Programs Abound at Nogales & Rowland High Schools:

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

Alvarado Intermediate 2014 National "School to Watch"

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

CA Business for Education Excellence Honor Roll Schools

National Blue Ribbon Schools & CA Distinguished Schools

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

GRADUATES ATTEND TOP UNIVERSITIES & COLLEGES



Class of 2014 Earned More Than \$4 million in Scholarships and Awards

BUILDING FOR THE FUTURE...



Concept Design of New Rowland High School



Concept Design of New Nogales High School

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



Rowland Unified Schools

IGNITING LEARNING & EMPOWERING STUDENTS TO
DISCOVER THEIR UNIQUE POTENTIAL



STUDENTS THRIVE IN OUR RIGOROUS PROGRAMS...



AP Chemistry at Rowland High School



Engineering is Elementary at Shelyn



Dual Immersion at Rorimer Elementary



AP, Honors and AVID offered at both Nogales and Rowland High Schools
International Baccalaureate (IB) World Schools
Innovative Career Pathways Program at High Schools
Math, Engineering & Robotics Programs Begin at Elementary Level
Academic Enrichment Programs, GATE, Arts & Athletic Programs
Spanish Dual Immersion & Bilingual Programs Begin in Kindergarten
Preschool Programs & Transitional Kindergarten at Every School
National "No Excuses University" and AVID College Culture Schools
Technology-Rich Schools with iPad Carts, Computer Labs & One-to-One Computer Learning Programs



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