

Baldwin Park Unified School District Adult & Community Education

Course Catalogue
BPACE 2016 - 2017

First Quarter
AUGUST 9, 2016 thru OCTOBER 15, 2016



Train for a
NEW CAREER
today!



FREE BABYSITTING • FINANCIAL AID • TUTORING • and much more

Approved by the State of California to provide Veteran Education Benefits.

Adult Career Training Center
4640 North Maine Avenue, Baldwin Park, CA 91706
(626) 939-4456
www.bpace.k12.ca.us

Follow us on...



Adult Career Training (ACT) Center

4640 North Maine Avenue
Baldwin Park, CA 91706
(626) 939-4456

OFFICE HOURS:

Monday - Thursday • 8:00 am to 9:00 pm



Baldwin Park Unified School District Board of Education

Christina LuceroBoard President
Carlos LopezBoard Clerk/Vice President
Santos Hernandez JrBoard Member
Blanca Estela RubioBoard Member
Teresa I. VargasBoard Member

Froilan N. Mendoza Superintendent
Angela Salazar.....Assistant Superintendent
Student Achievement, Secondary
John D. Kerr, Ed.DSenior Director

BPACE Mission Statement

BPACE meets the needs of the community by providing classes and support services that prepare students to meet their personal, career and college goals.

BPACE Vision Statement

BPACE Students will acquire relevant skills and knowledge, personal and professional attributes backed by a highly respected diploma or certificate to enrich and contribute to the community.

FREE Babysitting

Adult Career Training (ACT) Center Babysitting Program Hours

Monday - Thursday • 7:30 am to 10:00 pm
Friday • 7:30 am to 5:30 pm

FREE Babysitting services are available for children ages 2 - 9, while their parents are in class. Children must be toilet trained and have proof of immunizations.

The babysitting program has limited spots available per session.

BPACE Satellite Sites

BPACE Fine Arts Center - 3818 Monterey Avenue
District Office Café - 3699 N. Holly Avenue
Santa Fe Learning Center - 4650 Baldwin Park Blvd.

Esther Snyder Community Center - 4100 Baldwin Park Blvd.
Julia McNeill Senior Center - 4100 Baldwin Park Blvd.
Baldwin Park Community Garden - 13067 Bess Avenue
BPHS Automotive Center - 3900 N. Puente Avenue
BPHS HVAC Center - 3900 N. Puente Avenue

All of the above satellite sites are located in the City of Baldwin Park.

BPACE Culinary Arts (Extension Campus)
2000 Badillo Avenue, West Covina, CA 91790

TRAFFIC VIOLATORS

TRAFFIC SAFETY/TRAFFIC VIOLATORS SCHOOL (By Court Referral)

This course is licensed by the DMV and will help offenders avoid a point on their driving record and maintain current insurance rates. Students must attend one eight (8) hour court required session (Saturdays). At time of registration bring your driver's license and court documents. For registration and available sessions in English or Spanish call (626) 856-4115. Registration Fee: \$35.00.

English Sessions:
August 27, 2016
September 24, 2016
October 29, 2016

Spanish Sessions:
August 13, 2016
September 10, 2016
October 15, 2016

"Baldwin Park Adult and Community Education is accredited by the Western Association of Schools and Colleges (WASC)"



"Baldwin Park Adult and Community Education is accredited by the Commission of the Council on Occupation Education (COE)"

Start YOUR NEW CAREER with BPACE

CONGRATULATIONS on making the decision to make a difference in your life by starting a new career, learning English or brushing up on your skills! We have some new and exciting offerings for our students and the community.

AMERICA'S JOB CENTER: Job placement assistance, job referrals, job readiness skills, workshops, vocational & career assessment, career counseling & employment programs (WIOA, Veterans, GAIN, GROW, CalWorks) and many more. Stop by Office D for more information.

LEARNING CENTER: All BPACE students can now benefit from **FREE one-on-one tutoring**. Student must see their instructors for a referral prior to signing up for tutoring.

BPACE TESTING SERVICES: Need your High School Diploma or High School Equivalency? Contact our Counseling Office to find out how to get yours today.

SALON & BARBERING SERVICES: Stop in and pamper yourself. Our salon offers a variety of services for men, women and children (hair cuts, color, manicure/pedicure, facials, straight razor shaves and much more). Enjoy a fabulous salon experience for a fraction of the cost.

PEARSON VUE TESTING: BPACE is a Pearson VUE authorized test center. Go to www.pearsonvue.com for more information.

Our goal is to provide our students with the best educational experience possible and also offer low-to-no-cost high quality services to the community. Stop by and see all that BPACE has to offer!

Table of Contents:

- BPACE Office Hours & Sites.....1
- Traffic Violators School.....1
- Welcome/Student Success.....2
- Career Training Education.....3-12
- CPR/First Aid Classes..... 5
- Admissions & Counseling..... 13-15
- Academic Programs..... 16-20
- Older Adult Program..... 21-27
- Sewing/Pattern Making..... 28
- BPACE Policies..... 29

Our STUDENT SUCCESSSES!



Brayden Concepcion is working as a Cook IV at Red Pacific Palms.



David Talavera was hired as an Electrician at IBEW Local 40 Tri-Star Electric.



Electrician students were hired by Amazon and are working as Robotic Technicians

Students must demonstrate the following competencies:

- Demonstrates competency to complete the necessary forms needed for billing Medicare, Medical, Worker's Compensation, Champus and various private insurances that includes proper CPT and ICD-9 coding.
- Demonstrates ability to communicate effectively by telephone, in person and through proper charting.
- Demonstrates knowledge of basic banking procedures.
- Has basic understanding of the process for completing payroll deductions for an employee.
- Demonstrates knowledge of the proper techniques for administering First Aid and/or Cardiopulmonary Resuscitation.
- Demonstrates ability to monitor a patient's condition, take a health history and record information accurately in the medical record.
- Demonstrates ability to perform sterile and aseptic techniques including hand washing, gloving, and observance of universal precautions.
- Demonstrates knowledge in Medical law and Ethics as it relates to the office.
- Demonstrates ability to read and understand Medical Terminology.
- Demonstrates ability to read a doctor's written instructions, choose correct medication, equipment and site and give injections using appropriate methods.
- Demonstrates ability to perform basic medical back office procedures, including, but not limited to EKG, venipuncture, finger stick, sterilization techniques and basic laboratory testing.

The competencies listed above were achieved in 1002 hours.



Health Science & Medical Technology: Therapeutic Services/ Medical Assistant Administrative & Clinical

Average Yearly Salary \$34,320.00

Learn the following skills needed to work as an entry-level Medical Assistant through hands-on training:

- Injections • Blood Drawing
- EKG • Simple Blood Testing
- Urine Analysis • Assisting with Minor Surgeries

This course will also focus on the administrative duties and you will learn:

- Reception/ Telephone • Billing Procedures
- Bookkeeping & Office Finance Management
- Paper & Computerized Appointment Scheduling
- Medical Records Management • Medical Terminology

This is a proficiency based program designed for employment in the medical field, doctor's office, multi-specialty clinic and urgent care (4242). Students may finish sooner or take longer depending on their skill level and participation. Prerequisite: TABE Test Score at 9th grade level in Reading and Language and be able to type 35 wpm by completion of the program.

ELIGIBLE FOR PELL GRANT (P).

Registration Fee Day Session (per quarter): \$250.00

M - TH 8:00 am to 12:30 pm ACT Room 22/23 George Markos

Fees paid quarterly does not include books and materials. Books: \$215.50, Materials and Supplies \$303.00, and Externship Fee \$50.00. Materials and supplies cost includes uniforms, nursing shoes, stethoscope, blood pressure cuff, watch with second hand. These items purchased from outside vendors. This 1002 hour course includes a 160 hour externship and will take 6 quarters to complete. Estimated total cost including books and supplies is \$2,068.50.

Registration Fee Evening Session (per quarter): \$250.00

M - TH 6:00 pm to 9:00 pm ACT Room 22/23 George Markos

Fees paid quarterly does not include books and materials. Books: \$215.50, Materials and Supplies \$303.00, and Externship Fee \$50.00. Materials and supplies cost includes uniforms, nursing shoes, stethoscope, blood pressure cuff, watch with second hand. These items purchased from outside vendors. This 1002 hour course includes a 160 hour externship and will take 9 quarters to complete. Estimated total cost including books and supplies is \$2,818.50.

MEDICAL ASSISTANT STUDENT COMPLETION RATES
Class Completion - 76%
Job Placement - 72%

Financial Aid is Available

Grants start from \$590.00 to \$5,815.00. Apply free online at: www.fafsa.ed.gov (Our Federal School Code is 030674)



Call (626) 939-4456 for additional information and requirements.

Train for a NEW CAREER in the Medical Field...

- High Job Demand
- Financial Aid Available

HIGH JOB DEMAND
Well trained Support Services Medical Assistants are always in high demand in the work force.

FINANCIAL AID
This class is eligible for financial aid (Federal Pell Grant). Receive financial aid as you study and get ready for your new career as a Medical

Health Science & Medical Technology: Therapeutic Services/Pharmacy Technician

Average Yearly Salary \$40,019.00

You will learn all the technical skills to work as an entry level Therapeutic Services (Pharmacy Technician) in a hospital or community setting. Training will be focused on:

- Pharmacy Profile Skills
 - Medication Dosage Calculations
 - Home Health Care
- Long Term Care Order Progressing
- Community & Hospital Pharmacy Operations
 - Patient Services
 - Data Entry Skills

This class prepares the student to work as a Therapeutic Services (Pharmacy Technician) in the retail community, hospital inpatient pharmacies and other related areas (4267). Once you complete our program you will be qualified to apply for the California Pharmacy Technician Board License. This 810 hour course includes a 120 hour externship and will take 3 quarters to complete. Materials and supplies purchased from outside vendors. **To be licensed as a Pharmacy Technician in California, you must be a high school graduate or possess a High School Equivalency Certificate.** Prerequisite: TABE Test Score at 9th grade level in Reading, Language and Mathematics. **ELIGIBLE FOR PELL GRANT (P).**

Registration Fee (per quarter): \$250.00

M - F 7:15 am to 11:30 am ACT Room 25 Juan Ramirez
 12:00 nn to 1:45 pm

Fees paid quarterly does not include books and materials. Books: \$142.90, Externship Fee \$75.00, Materials and Supplies \$199.70 and Required License Processing Fee \$200.00. Materials and supplies purchased from outside vendors. This 810 hour course includes 120 hour externship and will take 3 quarters to complete. Estimated total cost including books and supplies is \$1,367.60.

Registration Fee (per quarter): \$200.00

M - TH 5:30 pm to 9:30 pm ACT Room 25 Amy Kamel

Fees paid quarterly does not include books and materials. Books: \$142.90, Externship Fee \$75.00, Materials and Supplies \$199.70 and Required License Processing Fee \$200.00. Materials and supplies purchased from outside vendors. This 810 hour course includes 120 hour externship and will take 6 quarters to complete. Estimated total cost including books and supplies is \$1,817.60.



Students must demonstrate the following competencies:

- Demonstrates ability to read and understand the script and the physician's order with common pharmaceutical notation.
- Demonstrates the ability to recognize the status of the pharmacy practice and the role of pharmacy technicians.
- Demonstrates the ability to review drug monographs.
- Demonstrates the ability to recognize the signs, symptoms and side effects of medications.
- Demonstrates the ability to read and understand general information labels, route of Administration and common hospital labels of medications.
- Demonstrates the ability to read and understand medical terminology.
- Demonstrates the ability to perform basic pharmacy calculations in decimals, percentage, ratio and proportion in the apothecaries and metric system.
- Demonstrates the ability to perform basic compounding procedures in the pharmacy and hospital.
- Demonstrates the ability to collect information from different reference pharmaceutical sources.
- Demonstrates knowledge of basic human anatomy and physiology.
- Demonstrates knowledge of basic pharmacokinetics.
- Demonstrates knowledge of common diseases states and drug associations.
- Demonstrates the ability to identify the different drug classes and their categories.
- Demonstrates the ability to communicate effectively by telephone, in person and general people skills.
- Demonstrates knowledge of basic computer literacy.
- Demonstrates competency to type 20 words per minute with a maximum of 5 errors.
- Demonstrates knowledge in medical law and ethics as it relates to pharmacy technician.
- Demonstrates ability to read doctor's written instructions and choose correct medication.
- Demonstrates the ability to recognize the different pharmacy environment's retail and hospital.

The competencies listed above were achieved in 810 hours.

PHARMACY TECHNICIAN STUDENT COMPLETION RATES

Class Completion - 70%
Job Placement - 73%



BPACE Learning Center

The ACT Center has an on-site Learning Center. Need research materials? Want to study for a test? Need Tutoring? Stop by the Learning Center and take advantage of our computer and free internet. Check out books, browse through magazines, and much much more!

Current Student ID Required
for Learning Center

Learning Center Hours:

Monday - Thursday
7:30 am to 5:30 pm
(Closed for lunch • 1:00 pm to 1:30 pm)

Friday
7:30 am to 4:00 pm
(Closed for lunch • 1:00 pm to 1:30 pm)

Tutoring Hours:

(By Appointment ONLY)

Monday - Thursday
12:30 pm to 4:00 pm
(Last appointment at 4:30 pm)



Health Science & Medical Technology: Therapeutic Services Diagnostic Services (EKG/ECG)

Students learn the theory and application of the Electrocardiogram machine, 12-Lead ECG operational technique and ECG interpretation, and detection of heart disease and other cardiovascular disorders. (4265)

Prerequisite: High School Diploma or GED certificate and some medical background.

Registration Fee (per quarter): \$250.00

F 8:00 am to 11:30 am ACT Room 22/23 George Markos

Fees paid quarterly does not include books and materials

BPACE



Follow us on...



Health Science & Medical Technology: Therapeutic Services/CPR/First Aid

Would you know what to do in a cardiac, breathing or first aid emergency? The right answer could help you save a life. With an emphasis on hands-on learning, our CPR/First Aid course will give you the skills to save a life. There will be a \$27.00 CPR Card fee. (4227)

Registration Fee: \$50.00
(\$27.00 CPR Card)

Call (626) 939-4456 for more information, class dates and times.

AUTOMOTIVE STUDENT COMPLETION RATES

Class Completion -
79%
Job Placement -
78%



Students must demonstrate the following competencies:

- Demonstrates the ability to perform the following: oil filter changes, lubrications; engine, standard and automatic transmission, differential and tri-axle.
- Demonstrates the ability to check all fluid levels on engine, transmission, differential, tri-axle, power steering, brake, radiator, windshield washer and battery.
- Demonstrates the ability to check tire pressure and perform the tire rotation, etc.
- Demonstrates the ability to set and install spark plug and point gap (standard ignition) to factory specification.
- Demonstrates the ability to set ignition timing to the factory specification.
- Demonstrates the ability to check or replace ignition coil, distributor cap, rotor, and wires as needed.
- Demonstrates the ability to check brake pads, brake shoes and hydraulic system.
- Demonstrates the ability to reline disc and drum brakes; this also includes adjusting brakes.
- Demonstrates the ability to replace or rebuild master cylinder, wheel cylinder, caliper and bleed system.
- Demonstrates the ability to road test vehicle for proper performance.
- Demonstrates the ability to record the services and repairs performed.

The competencies listed above were achieved in 1200 hours per year.

Transportation Automotive Services

Average Yearly Salary \$29,120.00

Learn the skills needed to work in a repair shop through individual and group training. Work on your own car or perform maintenance on customer vehicles. This course is taught by an ASE Certified Master mechanic (5670). Training focuses on:

8/9/16 - 10/15/16:

- Heating & Air Conditioning
- Automotive Transmission/Transaxles (Automatic)

1/9/17 - 3/11/17:

- Electrical Systems
- Engine Performance

10/17/16 - 12/22/16:

- Manual Drive Train & Axles
- Engine Repair

3/13/17 - 5/19/17:

- Suspension & Steering
- Brake Systems

5/22/17 - 6/30/17:

- ASE Certification Review

This 1080 hour per year program will take one year (5 quarters) to complete the eight certification areas. Estimated total cost, including books and supplies, is \$5,815.00 per year. You can also earn up to five (5) college credits! Prerequisite: TABE Test Score at 9th grade Reading level. Students receive a personal tool set upon registration. **ELIGIBLE FOR PELL GRANT (P).**

Registration Fee (per quarter): \$1,163.00

M - F	3:00 pm to 5:30 pm	BPHS Automotive Center	David Grier
	6:00 pm to 10:00 pm	BPHS Automotive Center	David Grier
S	8:00 am to 1:00 pm	BPHS Automotive Center	David Grier



Financial Aid is Available

Grants start from \$590.00 to \$5,815.00. Apply free online at: www.fafsa.ed.gov (Our Federal School Code is 030674)

Call (626) 939-4456 for additional information and requirements.





Electrician

Average Yearly Salary \$47,500.00

This class will prepare you for an entry-level job as an electrician and prepare you to pass the State Licensing Examination that is required for all electricians seeking a job in California (5512). This class will focus on:

- Study of Basic Electricity
- Residential Home Wiring
 - Industrial Wiring
 - Schematic Layout
 - Blueprint Reading
- Introduction to Programmable Logic Controllers (PLC)

Earn up to five (5) college credits. Prerequisite: TABE Test Score at 9th grade level in Reading and Mathematics.

ELIGIBLE FOR PELL GRANT (P).

Registration Fee (per quarter): \$330.00

Introduction to Electrical Power Systems/Electrician

M - TH	8:00 am to 1:30 pm	ACT Room 16	Alfred Macias
M - TH	6:00 pm to 9:30 pm	ACT Room 16	Alfred Macias

Power and Energy Technology/Electrician

M - T	7:45 am to 1:30 pm	ACT Room 6	Felipe Barroso
W - TH	8:00 am to 1:30 pm	ACT Room 6	Felipe Barroso

Fees paid quarterly does not include books and materials. Books: \$378.62, Materials and Supplies \$786.00. This 900 hour course will take 5 quarters to complete. Estimated total cost including books and supplies is \$2,814.62.

Registration Fee (per quarter): Evening Session: \$210.00

Power and Energy Technology/Electrician

M - TH	6:00 pm to 9:30 pm	ACT Room 6	Felipe Barroso
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Fees paid quarterly does not include books and materials. Books: \$378.62, Materials and Supplies \$786.00. This 900 hour course will take 7 quarters to complete. Estimated total cost including books and supplies is \$2,634.62

Power & Energy Technology/Electrician Renewal Certificate

Registration Fee (per quarter): \$70.00

See instructor for available class dates and times.

Students must demonstrate the following competencies:

- Demonstrates use of Ohms law formulas, and how series, parallel, series-parallel circuits are used in the electrical occupation.
- Demonstrates ability to explain capacitors and inductors, and how they apply to the electrical industry in motor generators.
- Demonstrates proper use of a multi-meter and digital meter.
- Demonstrates ability to set-up and measure voltage, current, and resistance in the different circuits.
- Demonstrates the ability to identify a D.C. motor, A.C. motor and explain the major difference between them.
- Demonstrates how an SCR is used in controlling the D.C. motor speed, using a variable resistor and observing the voltage change at the SCR.
- Demonstrates ability to evaluate a household electrical system and upgrade it as needed and recommend the upgrade of the electrical panel and state.
- Demonstrates the ability to wire A.C. receptacles, lighting junctures, in a typical bedroom, living room, kitchen, and laundry room. Demonstrates ability to explain the different types of wiring sizing used on these different applications. Demonstrates ability to perform a resistive continuity test prior to powering the residential module.
- Demonstrates knowledge of D.C. and A.C. motor controls using the different techniques associated on the modular trainer.
- Demonstrates competency in operating, programming, and trouble-shooting a modern, programmable, logic controller (PLC). Demonstrates ability to perform and explain programming basics (i.e.: Program instructions, logical continuity, external I/O devices) that are to be used on the Allen Bradley SLC-100 controller.
- Demonstrates the ability to make professional precision conduit bends using the tools of the trade.

The competencies listed above were achieved in 900 hours.

ELECTRICIAN

STUDENT COMPLETION RATES

Class Completion - 68%
Job Placement - 84%

Union Apprenticeship Qualifications:

The local International Brotherhood of Electrical Workers (IBEW) and National Electrical Contractors Association (NECA) Unions require the following:

- High School Diploma or GED Certificate.
- Have completed one full year (2 semesters) of high school Algebra in high school or one semester of Algebra in college or adult school with a passing grade of "C" or better (one full year of Algebra).

Students must demonstrate the following competencies:

- Demonstrate knowledge of the safety in air conditioning, refrigeration and heating.
- Knowledge of HVAC industry hand and power tools and fasteners.
- Measurements and properties of matter. Knowledge of as related to the HVAC industry.
- Types of energy and their properties and thermodynamics.
- Pressure and vacuum, calibration of meters and instruments.
- Types of refrigeration systems and the refrigeration cycle.
- Identify the major component of the refrigeration systems.
- Refrigerants and their properties.
- Special refrigeration components and plotting the refrigeration system.
- Piping and tubing, soldering and brazing.
- Refrigerant management and the EPA.
- Basic electricity and electrical safety.
- Electrical components, electrical motors and electrical diagrams.
- Control systems and communicating controls.
- Airflow and duct systems.
- Air filters and indoor air quality.
- Ventilation and dehumidification.
- Room air conditioners.
- Residential split-system air conditioning.
- Trouble shooting air conditioning systems.
- Principles of combustion furnaces and installations.
- Trouble shooting gas furnace controls.
- Space heaters.
- Humidifiers.
- Electric heat installation.
- Trouble shooting electric heat.
- Heat pump fundamentals and trouble shooting heat pump systems.
- Basic building construction.
- Residential load calculations.
- Duct design.
- Testing and balancing air systems.
- Planned maintenance.
- Refrigeration system clean up.
- Heavy equipment operations.

The competencies listed above were achieved in 710 hours.



Energy & Utilities/ Heating, Ventilation and Air Conditioning (HVAC)

Average Yearly Salary \$ 33,000.00

As the number of efficient and environmentally sound heating and air conditioning solutions continues to grow, so does the demand for residential and commercial HVAC technicians. This course is designed to prepare students for the EPA Certification and employment in the heating, ventilation and air conditioning field.

• Hands-on Training

• Learn about environmental systems, maintenance skills and more

Prerequisite: TABE Test Score at 9th grade level in Reading and Mathematics.

ELIGIBLE FOR PELL GRANT (P).

Registration Fee (per quarter): \$250.00

M - TH 4:00 pm to 9:00 pm HVAC Building Curtis Hedlund

Fees paid quarterly does not include books and materials. Books: \$247.68, Materials and Supplies \$627.80. This 710 hour course will take 4 quarters to complete. Estimated cost of attendance is \$1,875.48.



Financial Aid is Available

Grants start from \$590.00 to \$5,815.00. Apply free online at: www.fafsa.ed.gov (Our Federal School Code is 030674)

Call (626) 939-4456 for additional information and requirements.





Cosmetology

Average Yearly Salary \$27,788.00

This certified course is designed to prepare the student for employment in the cosmetology industry including preparation for the required State Board Exam (4198). You will receive professional training in:

- Cutting and Styling Hair
- Skin Care
- Make Up
- Manicures and Pedicures

Fees are paid quarterly and does not include books and materials. Cosmetology kit is \$680.00 and includes the English text. (Spanish books are extra cost). Purchase is required. Kits and shirts must be purchased the first day of each quarter. Minimum order of two (2) shirts per level and one (1) sweatshirt (Freshman level). State Board Test Registration Fee: \$132.00, State Board Supply Kit Fee (approx.): \$252.50, BPACE Cosmetology Shirt: \$13.00, Required Miscellaneous Supplies: \$712.00. Prerequisite: TABE Test Score at 9th grade level in Reading and Language. **ELIGIBLE FOR PELL GRANT (P).**

Registration Fee Full Time Students (per quarter): \$610.00

M - F 8:00 am to 12:00 nn Cosmetology Salon

Lisa Castillo
Judy Christopher
Guadalupe Garcia
Linda Wirawan

M - F 12:30 pm to 4:30 pm Cosmetology Salon

Lisa Castillo
Diane Gallegos
Linda Wirawan

This 1600 hour course will take 5 quarters (**full time**) to complete. Estimated total cost including books and supplies is \$4,828.50.

Students must demonstrate the following competencies:

- Understands the qualifications for cosmetology.
- Understands the purpose of the Board of Cosmetology.
- Demonstrates good hygiene and professional image.
- Demonstrate knowledge of required sanitation procedures.
- Demonstrate knowledge of state board module.
- Demonstrate knowledge of hair cutting module.
- Demonstrate knowledge of hairdressing module.
- Demonstrate knowledge of hair color module.
- Demonstrate knowledge of chemical texturizing module.
- Demonstrate knowledge of mock salon module.
- Demonstrate knowledge of nail care module.
- Demonstrate knowledge of skin care module.
- Demonstrate excellent customer relations.
- Demonstrate comprehension of all subjects and has received satisfactory grades on written exams.

The competencies listed above were achieved in 1600 hours.

A SALON EXPERIENCE at a fraction of the cost...

Cosmetology Appointment Hours

Wednesday
8:30 am to 11:00 am
1:00 pm to 3:00 pm
6:00 pm to 8:30 pm

Thursday
8:30 am to 11:00 am
1:00 pm to 3:00 pm
6:00 pm to 8:30 pm

Friday
8:30 am to 11:00 am
12:30 pm to 3:00 pm
(No chemical appointments after 1:30 pm)

Saturday
8:30 am to 11:00 am

COSMETOLOGY STUDENT COMPLETION RATES

Class Completion - 76%

Job Placement - 90%

Licensure - 82%

Financial Aid is Available

Grants start from \$590.00 to \$5,815.00. Apply free online at: www.fafsa.ed.gov (Our Federal School Code is 030674)



Call (626) 939-4456 for additional information and requirements.

Follow us on...





A SALON EXPERIENCE at a fraction of the cost...

Barbering Appointment Hours

Thursday
6:00 pm to 8:30 pm

Saturday
8:30 am to 11:00 am

BARBERING SAMPLE MENU

Classic Hair Cut - \$5.00

Manicure - \$3.00

Camouflage Color - \$14.00

Straight Razor Shave - \$5.00

Mustache & Beard Trim - \$4.00

Look sharp and feel great with these specialized treatments geared just for men.

Interested in more services or want to book an appointment? Call the BPACE Salon at (626) 856-4187

Barbering

Average Yearly Salary \$25,397.00

This certified course is designed to prepare students for employment in the barbering industry including preparation for the State Board Exam. Students will receive professional training in:

- Cutting and Styling Hair
- Skin Care
- Shaving
- Men's Hair Replacement

Fees are paid quarterly and does not include books and materials. Barbering kit is \$686.00 and includes the English text. (Spanish books are extra cost). Purchase is required. Kits and shirts must be purchased the first day of each quarter. Minimum order of two (2) shirts per level and one (1) sweatshirt (Freshman level). State Board Test Registration Fee: \$125.00, State Board Supply Kit Fee (approx.): \$252.50; including uniforms; additional supplies \$712.00. Prerequisite: TABE Test Score at 9th grade level in Reading and Language. **ELIGIBLE FOR PELL GRANT (P).**

Registration Fee Part Time Students (per quarter): \$305.00

M - TH	5:30 pm to 9:30 pm	Cosmetology Salon	Judy Christopher Diane Gallegos
S (MANDATORY)	8:00 am to 12:00 nn	Cosmetology Salon	Diane Gallegos Guadalupe Garcia

This 1500 hour course will take 9 quarters (**part time**) to complete. Estimated total cost including books and supplies is \$4,520.00.

Cross Over Program

PROOF OF LICENSE IS REQUIRED (Does not qualify for financial aid)

This 200 hour course will take 2 quarters (part time) to complete. Estimated total cost including books and supplies is \$2,031.95.

M - TH	5:30 pm to 9:30 pm	Cosmetology Salon	Diane Gallegos Guadalupe Garcia
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ADDITIONAL EXPENSES: Barbering kit is \$332.45 and includes the English text (Spanish books are extra cost). Purchase is required. Kits and shirts must be purchased the first day of each quarter. Minimum order of two (2) shirts must be ordered. State Board test registration fee: \$125.00; State Board kit fee (approx.): \$252.50; including uniforms; additional supplies: \$712.00.



Food Service & Hospitality (Culinary Arts)

Average Yearly Salary \$24,731.00

Food Service & Hospitality is a 912 hour program that takes five (5) quarters to complete which is approximately twelve (12) months long. The following is a list of all the classes in the program that are required to receive a Certificate in Food Service & Hospitality (4442). Prerequisite: TABE Test Score at 8th grade Reading Level. **ELIGIBLE FOR PELL GRANT (P).**

FOOD SERVICE & HOSPITALITY MODULES:

- Food Safety and Sanitation
- Culinary Foundations I
- Culinary Foundations II
- Menu Planning
- Advanced Culinary/International Cuisines
- Restaurant Management and Operations

ORIENTATION MEETING DATES & TIMES:

(Priority enrollment will be given to those who attend an orientation meeting.)

September 7, 2016 (Second Quarter Enrollment)

November 30, 2016 (Third Quarter Enrollment)

February 1, 2017 (Fourth Quarter Enrollment)

April 12, 2017 (Summer Session Enrollment)

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4:00 pm to 5:00 pm
BPACE Culinary Arts
(Extension Campus)
2000 Badillo Avenue
West Covina, CA 91790

ORIENTATION REGISTRATION: May be done for **FREE** by visiting

www.bpculinary.squarespace.com or you may contact Chef Jeff Palmer at (626) 939-4300 for more information.

www.bpculinary.squarespace.com



Want to learn to cook like a professional?

TRAINING:

Hands-on training in two brand new commercial kitchens with Chefs from the industry.

COMPARE \$\$\$:

Our program is comparable to private programs that cost thousands of dollars more.

COLLEGE CREDIT:

Students may receive college credit at MT. SAC for courses taken here.

FINANCIAL AID

Students who qualify for Financial Aid can possibly get the entire cost of the program covered.

Students must demonstrate the following competencies:

- Food safety & sanitation
- Introduction to professional cooking
- Garde Manager
- Advanced professional cooking
- Restaurant management & operations
- Nutrition & menu planning
- International I
- International II

The competencies listed above are achieved in a minimum of 912 hours.

Financial Aid is Available

Grants start from \$590.00 to \$5,815.00. Apply free online at: www.fafsa.ed.gov (Our Federal School Code is 030674)

Call (626) 939-4456 for additional information and requirements.



CULINARY ARTS STUDENT COMPLETION RATES

Class Completion - 81%

Job Placement - 79%

Food Service & Hospitality (Culinary Arts) Modules & Session Dates

Food Safety & Sanitation	M-F	12:00 nn to 4:00 pm	8/1/16 - 8/5/16	\$250.00	Jeff Palmer
Restaurant Management & Operations - MSC	M-TH	7:00 am to 3:00 pm	8/9/16 - 10/14/16	\$320.00	Rudy Ybarra
Culinary Foundations I	M T-F	10:30 am to 4:30 pm 11:00 am to 4:30 pm	8/9/16 - 10/14/16	\$1,850.00	Derrick Spears
Culinary Foundations II	M-F	8:30 am to 12:30 pm	8/9/16 - 10/14/16	\$1,500.00	Leslie Riley
Restaurant Management & Operations - DOC	M-F	7:00 am to 3:30 pm	8/9/16 - 10/14/16	\$320.00	Brandon Palmer
Advanced Culinary/ International Cuisines	M-TH	1:00 pm to 5:00 pm	8/9/16 - 10/14/16	\$700.00	Leslie Riley
Menu Planning	TH	8:00 am to 11:00 am	8/11/16 - 10/13/16	\$250.00	Jeff Palmer
Culinary Foundations I (HS Concurrent)	M-F	7:45 am to 10:00 am	8/11/16 - 10/14/16		Teresa Wong

*This 912 hour program takes five (5) quarters to complete which is approximately eleven (11) months long.
Estimated cost including books and supplies is \$5,815.00.*

Culinary Student Equipment Kit

(Kit included in total cost of \$5,815.00)

Uniforms

- 4 - Chef coats with school logo • 3 - Black chef trousers
- 4 - Bib aprons • 4 - Skull caps

Mercer Knife Set

- 10" Mercer Chef's Knife • 10" Mercer Steel
- 7" Mercer Fork • 10" Mercer Round Nose granton slicer
- 6" Mercer boning knife • 4" Mercer paring knife
- 2 1/2" Mercer garnishing knife • 10" Mercer wide bread knife
- Mercer Zester - channel • Mercer Vegetable peeler
- Taylor Recalibrating Thermometer • Measuring Spoons
- Double ended melon baller • 12 Pocket Roll-Black with Mercer Logo
- Edge Guards



Follow us on...



Admission Information

BPACE will admit any student who is 18 years of age or older and not attending high school. Students 18 and under, who are presently attending high school, must see a counselor prior to enrollment and have a referral from their High School Counselor.

BPACE admits students on a space available and first come, first served basis. All CTE courses have pre-requisites or assessment testing requirements. Students must meet course pre-requisites and complete all required enrollment procedures before being admitted to class. This will ensure successful completion of the course of study. Grading is open-entry/open-exit competency based.

School staff provides an overview of our programs available and facilities as well as providing basic information about payment, school policies, expectation, and financial aid options. Students meet with a counselor for career planning. Appointments can be made in person or by phone.

Reasonable Accommodation Statement/ADA

The Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) provide comprehensive civil rights and protections for persons with disabilities.

“No otherwise qualified person with a disability in the United States...shall, solely on the basis of disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity provided by any institution receiving federal financial assistance.”

A “qualified student” is defined as a student...”who meets the academic and technical standards required to admission or participation in the education program or activity.” (source:rehabilitation Act of 1973 - Section 504)

Baldwin Park Adult and Community Education may not discriminate in the recruitment, admission, educational process, or treatment of students with disabilities. BPACE will provide reasonable accommodations for students who are identified to have special needs. Students must voluntarily disclose that they have a disability (self-identify) or be referred from an agency or program for special needs adults, request accommodation, and provide documentation of their disability.

Once identified, the student will meet with a counselor, the documentation of their disability will be reviewed, and appropriate, reasonable accommodations can be made. If students do not have recent documentation of the disability, the counselor may refer them to the appropriate agencies for follow-up. **For additional information, please contact: Adriana Rodriguez, GED Chief Examiner at (626) 939-4456.**

Admissions



MISSION STATEMENT

BPACE meets the needs of the community by providing classes and support services that prepare students to meet their personal, career and college goals.

Counseling

Make your first stop the Counseling Office when you visit Baldwin Park Adult and Community Education. The Counseling Office provides class information and guidance in all aspects of academic studies and vocational training at the adult school. Appointments are not necessary.

To Request Transcripts

FOR HIGH SCHOOL DIPLOMA or CAREER TECHNICAL EDUCATION:

Baldwin Park Adult and Community Education
Adult Career Training Center
4640 North Maine Avenue
Baldwin Park, CA 91706
or fax the signed form to: 626-856-4560

TRANSCRIPT FEE:

\$5.00 per transcript
\$10.00 per GED transcript
(Tested before 1990)

...

(Tested on or after 1990? Go to www.GED.com)

TABE Test

What is the TABE Test? The TABE, or Test of Adult Basic Education, is designed to test knowledge of reading, language and mathematics for school purposes. BPACE gives the TABE reading and math tests to ensure that students have the academic skills needed to successfully complete the classes we offer.

Who should take the TABE? All students interested in High School Diploma, High School Equivalency and Career Technical Education should take the TABE test. Our BPACE Counselors use the TABE to place HSD/HSE students into the appropriate classes, it is also used as a tool to ensure that potential CTE students are academically ready for the CTE classes they have selected. Students that are interested in enrolling in any of the following classes and must score at the designated grade level:

Automotive Services.....	9th grade level in Reading
Barbering.....	9th grade level in Reading and Language
Cosmetology.....	9th grade level in Reading and Language
Electrician.....	9th grade level in Reading and Mathematics
Food Service & Hospitality.....	8th grade level in Reading
Heating, Ventilation & Air Conditioning (HVAC).....	9th grade level in Reading and Mathematics
Medical Assistant Administrative & Clinical.....	9th grade level in Reading and Language
Therapeutic Services (Pharmacy Technician).....	9th grade level in Reading, Language and Mathematics
High School Diploma/Adult Independent Study.....	9th grade level in Reading and Mathematics

If the class you are interested in is filled or not available for enrollment on the day you pass the test, your name will be placed on an interest list. Students on the interest list will be contacted to enroll during the next enrollment period.

How do I take the TABE? You do not need to make an appointment to take the TABE test. Students are tested daily Monday through Friday. Please refer to the testing schedule for more information. Testing takes approximately two and a half hours. A governmental picture ID is required each time a student is tested. Please do not bring children or others to wait while you take the TABE.

Students enrolling in High School Diploma-Adult Independent Study should make an appointment with a counselor and have transcripts evaluated after taking the TABE.

What do the scores mean? The skills tested by the TABE are similar to the skills taught at each grade level of school from first grade through high school. A grade equivalent score compares the skills tested on the TABE to the skills we expect student to have at different grade levels. For example, a score of 10.2 on the reading test indicates that the student has the same level of academic reading skills as a student who is in the tenth grade.

Can I study for the TABE? If you would like to study before taking the TABE or if you need to improve your scores to enroll in a class, please ask a counselor about our Adult Basic Education program. You may also study online at studyguidezone.com or you can get a TABE study guide from a public library. If you do not get a high enough score to be placed on an interest list or would like to re-test to get a higher score, please ask the counselor how to study and when you may retake the test.

When can I take the TABE? If you are taking the test for a Career Technical Education class, you must take it at the ACT Center.

ACT Center

4640 North Maine Avenue
Baldwin Park, CA 91706
(626) 939-4456

Tests for all CTE classes and Adult Independent Study

Testing Days & Times

Monday:

8:00 am to 10:00 am,
1:00 pm to 1:30 pm

Tuesday

8:00 am to 10:00 am,
1:00 pm to 1:30 pm and
5:30 pm to 6:00 pm

Wednesday

8:00 am to 10:00 am and
1:00 pm to 1:30 pm

Thursday

8:00 am to 10:00 am,
1:00 pm to 1:30 pm and
5:30 pm to 6:00 pm

Friday

8:00 am to 10:00 am,
1:00 pm to 1:30 pm

Please be aware that these are specific start days and times.

Counseling

BPACE clearly defines and publishes a policy on the transfer of students between programs within the institution and the transfer of students from other institutions.

Transferring within BPACE programs:

Student transfers within BPACE must be approved by the instructor of the program to which they are transferring and by the counseling office. If the student is receiving assistance from an agency or is a participant in a government-sponsored educational program, the student may need to get permission from that agency or program. Once approved, counseling staff completes a new registration form to be processed by the attendance office. The student must provide a copy of the proof of training to the front office and instructor prior to entering the program. Eligible students are permitted one program transfer during the first quarter of the CTE program.

Transfer of credit earned at another institution:

Any student enrolling in a BPACE CTE program and wishing to transfer credits for courses completed at a different school must show proof of:

1. The course was taken at an accredited school.
2. The student received a "C" grade or higher.
3. The course is approved or meets state license requirements (if applicable).
4. Total credits given are not to exceed 500 hours or 70% of the total hours required for graduation.
5. Proof of training verification to Counseling.
6. Individual BPACE CTE programs may add additional requirements before granting the credit (i.e.: the school is also approved by a state licensing agency) or additional assessment designed by the BPACE instructor. For more information please call the office at (626) 939-4456.

ABE Classes

We are here to assist you with your academic needs...

Receive personalized instruction and support to meet your individual needs. ABE offers both teacher directed instruction and computer-based instruction. Work in groups or individually at your own pace.

PRE-VOCATIONAL STUDENTS

Improve your reading, writing and math skills while preparing to enter the vocational training program of your choice.

HIGH SCHOOL DIPLOMA STUDENTS

Review and strengthen your skills while earning high school credit.

HSE STUDENTS

Prepare for the HSE with teacher directed instruction in reading, writing and math.

HSE EN ESPAÑOL

Estudie bajo la dirección de un maestro(a) y prepárese para tomar el examen del HSE en español. Esta clase está diseñada para asistir a los estudiantes que hablan español y están interesados en completar su educación de escuela preparatoria en este país. El examen del HSE consiste en información general académica en lectura, escritura, matemáticas, ciencias y estudios sociales.

Participe de inmediato y adquiera la ayuda que necesita. Consulte a un consejero para inscribirse en esta magnífica clase. (1257)

COLLEGE PREP STUDENTS

Sharpen your skills and get higher placement in college courses.

ABE Class Website

<http://coulter.sc.weebly.com>

to view our Adult Basic Education (ABE) class website.

- Games, worksheets, video tutorials to reinforce classroom instruction.
- Online courses to help you learn at home.



Adult Basic Education

Learn the basics of reading, writing, math and study skills as you work at your own pace with the direction of a teacher. Computers and group study sessions available (9998).

You can Start Anytime!

Adult Career Training Center

M - TH	7:30 am to 12:00 nn	ACT Room 10	Debbie Jensen
M - TH	11:30 am to 4:30 pm	ACT Room 10	RJ Delvaux
M - TH	12:30 pm to 4:30 pm	ACT Room 12	Frank Ortiz
M - TH	5:00 pm to 9:00 pm	ACT Room 13	RJ Delvaux

BPACE LEARNING CENTER

The ACT Center has an on-site Learning Center. Need research materials? Want to study for a test? Need Tutoring? Stop by the Learning Center and take advantage of our computers and free Internet. Check out books, browse through magazines, and much much more!

Current Student ID Required for Learning Center

Learning Center Hours:

Monday - Thursday
7:30 am to 5:30 pm
(Closed for lunch • 1:00 pm to 1:30 pm)

Friday
7:30 am to 4:00 pm
(Closed for lunch • 1:00 pm to 1:30 pm)

Tutoring Hours:

(By Appointment ONLY)

Monday - Thursday
12:30 pm to 4:00 pm
(Last appointment at 4:30 pm)

Friday
8:00 am to 12:00 noon



BPACE Graduates participate in a cap and gown graduation ceremony.

HIGH SCHOOL SUBJECTS (HSS) CLASSES

ALGEBRA

The HSS Algebra course meets the requirements of a one year High School Algebra course. It offers a variety of ways to achieve completion. You can do it self directed, with tutoring or as a class. They all follow the same book and format meeting state and district requirements.

COMPUTERS

The HSS programs also have networked computers that students have access to. Students have access to network computers with Microsoft Office 2007.

CLASSROOM LECTURES

Teachers will lecture on at least one subject during each class period.

GED PREPARATION

The HSS class also provides GED Preparation. We have several different methods to evaluate your needs and help you to attain a GED Certificate.

CAHSEE PREPARATION

Students can use a variety of texts, booklets and directed study to help them pass the California State Exit Exam. Math, Reading and Writing can be taught in each of the classes.

Adult Secondary Education: High School Diploma

Earn your high school diploma at your own pace. Teachers are always present for one-to-one tutoring and small group instruction.

High School Subjects Requirements:

Students must see a counselor to enroll for these courses. Credits may be granted for courses completed in other states or countries (9991). Call (626) 939-4456 for more information or to schedule your appointment. Students must earn a total of 180 credits:

English - 40 Credits
 World History/Culture/Geography A-B - 10 Credits
 U.S. Government - 5 Credits
 Math (includes 1 year of Algebra) - 30 Credits

U.S. History/Geography A-B - 10 Credits
 Economics - 5 Credits
 Science - 20 Credits
 Electives - 50 Credits

Elective credits may be granted for past or present work experience or military service. Additional requirements: First Aid, California High School Exit Exam (CAHSEE).

Adult Secondary Education Class Days and Times

M - TH	8:00 am to 12:00 nn	Room 11	Mark Steimle
F	8:00 am to 11:00 am	Room 11	Mark Steimle
M - T	8:30 am to 12:45 pm	Room 18	Miguel Villafañe
W - TH	8:30 am to 12:30 am	Room 18	Miguel Villafañe
M - TH	12:30 pm to 5:00 pm	Room 11	Jessica Bayardo
M - TH	3:00 pm to 6:00 pm	Room 5	Mark Steimle
M - TH	5:00 pm to 9:00 pm	Room 11	Staff
M - TH	6:00 pm to 9:15 pm	Room 18	Miguel Villafañe

Adult Secondary Education/ Adult Independent Study

Having a babysitting problem? Working long hours? The BPACE Adult Independent Study Program may be the answer. Earn a high school diploma while you study at home (9991). **A \$50.00 deposit for use of books and materials is required at time of registration.** The deposit is refunded when books and materials are returned. Call (626) 939-4456 for more information.

T - TH 6:00 pm to 9:00 pm ACT Room 11 Mark Steimle

BPACE Learning Center

The ACT Center has an on-site Learning Center. Need research materials? Want to study for a test? Need Tutoring? Stop by the Learning Center and take advantage of our computer and free internet. Check out books, browse through magazines, and much much more!

Current Student ID Required for Learning Center

Learning Center Hours:

Monday - Thursday
 7:30 am to 5:30 pm
 (Closed for lunch • 1:00 pm to 1:30 pm)

Friday
 7:30 am to 4:00 pm
 (Closed for lunch • 1:00 pm to 1:30 pm)

Tutoring Hours:

(By Appointment ONLY)

Monday - Thursday
 12:30 pm to 4:00 pm
 (Last appointment at 4:30 pm)

Take the GED/HiSET Exam at BPACE and

1. GET A BETTER JOB

The High School Equivalency Exam is accepted nation-wide by employers who accept a high school diploma.

- 98% of colleges and universities accept the HSE Transcript for admission.
- 96% of employers accept the HSE for hiring and promotion eligibility.

2. GO TO COLLEGE

The HSE is accepted as the equivalent of a High School Diploma at community colleges and universities.

3. GET ADVANCED TRAINING

Train for a career and /or pursue a college degree in your desired field.

Enroll in the HSE Preparation Program and then take your HSE Exam at BPACE.

ON TEST DAY

The Testing Center will give you a list of items that will be allowed in the testing center during testing. Testers will

Take the HISET EXAM

1. Go to www.HiSET.org

- Click for Test Takers
- Sign in and create a Test Taker account.
- Write down your ETS number.

2. CALL BPACE at (626) 939-4456

- Ask for a list of scheduled test dates.

3. REGISTER at BPACE

- You must register 24 hours before the test.
- Test fee \$140.00



HSE Grads participate in a cap and gown ceremony.

High School Equivalency Exam (HSE) Preparation:

The HSE certificate is accepted nation-wide by employers, community colleges and career/technical schools as the equivalent of a high school diploma. It also meets the high school diploma requirement for financial aid for college.

Enroll in the HSE Preparation program, and take your HSE Exam at BPACE. Contact the counseling office to make an appointment to see a counselor.

**Call (626) 939-4456
to make an appointment see our counselor.**

General Educational Development (GED) Testing:

Test-takers can register online, through the Pearson VUE call center at 1 (877) EXAM-GED, go to www.GED.com or for the HiSET or HSE call the Baldwin Park Adult and Community Education at (626) 939-4456 or visit our office located at 4640 North Maine Avenue in Baldwin Park.

Scheduling the GED Test on Your Computer...

Step #1...Select Your Test

- Go to www.GEDcomputer.com, click Register Today to enter the system.
- Click on the scheduling link to start the process.
- Select the 2002 Series GED Test, and then the language.
- All five content areas (modules) will be displayed with the length and price of each.
- You can select as many content areas as you wish.
- There will be a 10 minute break between each content area.
- If you schedule all 5 content areas in one session you will not receive a lunch break.
- To schedule a lunch break, create separate session within the same day.

Step #2...Select Your Location, Date & Time

- You will see the BPACE Testing Center (Zip Code 91706)
- Once the location, date and time are selected, an appointment confirmation will appear.

Step #3...Pay for the Test

- Enter your credit card or debit card information for payment.
- Review the testing policies and submit your order for processing.

Step #4...Review Your Receipt

- You will receive an email with appointment details that include the test time, location, identification required, cancellation and reschedule policy and any additional items you will need to bring the day of testing.



English As A Second Language

English As A Second Language Classes

Grammar Based Courses
Levels start at basic grammar to college level grammar.

Listening & Speaking
English As A Second Language students will read daily stories and discuss the important point. Students pair off and practice reading out loud to each other in class.

Life Skills & Civics

- Personal Information
- Jobs
- Community Resources
- Banking
- Safety
- Civic rights, freedoms and responsibilities

Pronunciation Practice
Students will work in pairs practicing pronunciation through repetition and group activities.

English As A Second Language ESL Beginning

This course is designed to develop listening, speaking, reading and writing skills for students at basic levels. Emphasis is on developing the ability to listen and understand (9982).

M - TH	8:00 am to 12:00 nn	ACT Room 24	Jennifer Martin
M - TH	6:00 pm to 9:00 pm	ACT Room 3	Ada Lanuza

English As A Second Language Multi Level/Beginning/Intermediate Low

Students will learn to listen, speak, read and write in English at a Beginning through Intermediate Low level. Students will gain skills to interact in social and cultural situations and increase ability to handle currency and change. Grammar and vocabulary are incorporated in dialogues, stories, paragraphs and question/answer interaction throughout the class at the appropriate level. (9984).

M - W	12:30 pm to 4:00 pm	ACT Room 24	Jennifer Martin
TH	12:30 pm to 3:30 pm	ACT Room 24	Jennifer Martin

English As A Second Language Multi Level

Students will learn to listen, speak, read and write in English at a Beginning through Intermediate Low level. Students will gain skills to interact in social and cultural situations and increase ability to handle currency and change. Grammar and vocabulary are incorporated in dialogues, stories, paragraphs and question/answer interaction throughout the class at the appropriate level. (9984).

M & W	12:30 pm to 4:30 pm	Esther Snyder CC	Mirian Everette
T & TH	12:30 pm to 4:00 pm	Esther Snyder CC	Mirian Everette

English As A Second Language Multi Level/Intermediate High/Advanced

In this multi level class, with an emphasis on fluency and communication, students will be encouraged to self monitor and correct when using basic grammar and communication skills in formal and informal settings. (9984).

M	12:30 pm to 3:30 pm	ACT Room 17	Kevin Stewart
T - TH	12:30 pm to 3:00 pm	ACT Room 17	Kevin Stewart



MISSION STATEMENT

BPACE meets the needs of the community by providing classes and support services that prepare students to meet their personal, career and college goals.

BPACE Learning Center

The ACT Center has an on-site Learning Center. Need research materials? Want to study for a test? Need Tutoring? Stop by the Learning Center and take advantage of our computer and free internet. Check out books, browse through magazines, and much much more!

Current Student ID Required for Learning Center

Learning Center Hours:

Monday - Thursday
7:30 am to 5:30 pm
(Closed for lunch • 1:00 pm to 1:30 pm)

Friday
7:30 am to 4:00 pm
(Closed for lunch • 1:00 pm to 1:30 pm)

Tutoring Hours:

(By Appointment ONLY)

Monday - Thursday
12:30 pm to 4:00 pm
(Last appointment at 4:30 pm)

STUDENT SERVICES

Check out our Job Placement Services.

THE JOB PLACEMENT OFFICE (JPO) CAN HELP YOU...

- Evaluate your job application and resumé.
- Prepare for an interview.
- Identify your skills and "sell" them in an interview.
- Discover how to dress for success.
- Uncover other ways to search for jobs.

TAKE ADVANTAGE OF OUR SERVICES:

Ask your teacher or counselor for a referral to the Job Placement Office. Then visit the JPO in Office D at the ACT Center or call (626) 939-4456 to make an appointment.

English As A Second Language Intermediate ESL/Low

This course is taught with an emphasis on fluency and communication. Instructors will begin to encourage students to self check and correct when using basic grammatical structures. (9981).

M - TH 8:00 am to 12:00 nn ACT Room 3 Jessica Bayardo

English As A Second Language Intermediate ESL/High

The emphasis is on fluency and communication. Student self-monitor in formal and informal situations which require communication. (9981).

M - F 8:00 am to 12:00 nn ACT Room 17 Kevin Stewart

M - TH 6:00 pm to 9:00 pm ACT Room 24 George Funk

English As A Second Language Advanced ESL

With an emphasis on fluency and communication, students will learn the skill of self-monitoring in the context of situations which require the use of English for communication. This course integrates language functions and language forms with informational skills and topics. (9980).

M - TH 8:00 am to 1:00 pm ACT Room 5 Jesus Moyeda

M - TH 6:00 pm to 9:00 pm ACT Room 5 Jesus Moyeda

English As A Second Language Multi Level ESL/ Citizenship Preparation

This course focuses on the skills or competencies that adults living in the United States must use on a daily basis. Students develop language skills (listening, speaking, reading, writing) in the context of real life situations. This course prepares students for the Citizenship Examination (9986).

S 8:00 am to 12:00 nn ACT Room 5 Jesus Moyeda



General Elective/Ceramics

Develop ceramics skills from hand building to wheel throwing. Beginners welcome...all levels taught. Choose your own projects and work at your own pace (2823).

Students are responsible for purchase of materials and tools. The teacher will advise students where supplies may be purchased.

General Elective/Ceramics/Beginning Studio Pottery

Quarterly Registration Fee: \$80.00

Students are responsible for a \$20.00 materials fee (to be paid at time of registration).

M & W	8:00 am to 12:00 nn	Fine Arts Center	Ross Thompson
F	7:30 am to 11:30 am	Fine Arts Center	Ross Thompson

General Elective/Ceramics/Intermediate - Advanced Studio Pottery

Quarterly Registration Fee: \$80.00

Students are responsible for a \$20.00 materials fee (to be paid at time of registration).

M & W	12:30 pm to 4:30 pm	Fine Arts Center	Ross Thompson
F	12:00 nn to 4:00 pm	Fine Arts Center	Ross Thompson

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Quarterly Registration Fee: \$80.00

Students are responsible for a \$20.00 materials fee (to be paid at time of registration).

S	7:30 am to 11:30 am	Fine Arts Center	Ross Thompson
	12:00 nn to 4:30 pm		



CERAMICS

Beginners welcome...all levels taught.

CLAYS & GLAZES

With ten (10) high fire clays and more than forty (40) glazes to choose from, creative exploration is unlimited.

KILNS

Kilns are fired twice weekly allowing students immediate feedback on their work.

FABRICATION

Fabricating with clay students may learn the skills necessary to set up their own studio, such as glaze mixing, loading and unloading the kiln and firing the kiln.

STUDENT PROGRESS

Students can measure their progress by earning certificates of completion in a variety of areas including hand building, throwing on the wheel, thrown and altered, sculpture and mold making to name a few.

PROFESSIONAL INSTRUCTION

In addition to professional instruction the informal atmosphere allows for the open sharing of ideas through peer mentoring. Students enjoy the creative process and progress quickly.

CERAMIC PIECES

Many students enjoy serving and eating from dinnerware that they've made themselves. They say the food tastes better!



General Elective/Ceramics/Slip Casting

Create attractive and practical ceramic objects. Instruction covers casting molds and new decorating techniques using various glazes and stains (2823).

Registration Fee (per quarter): \$15.00

Students are responsible for purchase of slip (slip charge is \$4.00 per gallon). Slip may be purchased in class.

W & F	9:00 am to 12:00 nn	Esther Snyder Comm. Ctr.	Irma Montelongo
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SLIP CASTING...WHAT A GREAT HOBBY.

MOLDS

Students will learn molding techniques to make beautiful items for home or to give as a gift.

DECORATING

You will learn the latest decorating techniques that are taught by seasoned slip casting instructors.

HAVE YOU ALWAYS WANTED TO LEARN HOW TO PLAY THE PIANO?

THE BASICS

Our Piano Instructor will teach you the basic piano scales and how to read sheet music. Classes are structured by levels so students can learn with their peers at a comfortable pace.

WHAT LEVEL ARE YOU?

Our instructor will evaluate beginning, intermediate and advanced students for placement in the appropriate class.



Our General Crafts Class will teach you to make beautiful items for your home or to give as a gift.

YOU WILL LEARN

- Appropriate use of yarn and fabric
- Appropriate safe use of tools
- To read patterns, terminology, symbols and abbreviations.

IMPROVE

- Critical thinking and problem solving skills.

PARTICIPATE

- Annual Lunar New Year
- Santa Clothes
- Holiday Canned Food Drive
- Seniors Helping Seniors
- Older Americans Month
- Annual Health Fair
- Annual Holiday Sale

General Elective/ Piano

Each piano class is designed for those students whom share similar musical experiences. Please select the appropriate class for you. Classes will meet once a week at the designated time (9978). **All students must see instructor to determine level and class placement prior to registering.**

Quarterly Registration Fee (Monday Session): \$20.00

A book is required for students depending on the level taught. The fee for the book ranges from \$18.00 to \$33.00. Space is limited to 15 students per level/session.

M 8:00 am to 1:00 pm Julia McNeill Senior Center James Kung

Intermediate Piano I - 8:00 am to 9:30 am
Intermediate Piano II - 9:30 am to 11:30 am
Beginning Piano II - 11:30 am to 1:00 pm

Quarterly Registration Fee (Friday Session): \$20.00

A book is required for students depending on the level taught. The fee for the book ranges from \$18.00 to \$33.00. Space is limited to 15 students per level/session.

F 8:00 am to 1:00 pm Julia McNeill Senior Center James Kung

Intermediate Piano II - 8:00 am to 10:00 am
Intermediate Piano I - 10:00 am to 11:30 am
Beginning Piano I - 11:30 am to 1:00 pm



General Elective/General Crafts

This course will teach you the design and construction of fabric based accessories for the home: pillows, slip covers, lamp shades, bathroom accessories, wall hangings, kitchen accessories (small appliance covers, tablecloths, etc.) and rugs (9979).

Quarterly Registration Fee: \$5.00

M - F 8:00 am to 10:00 am Julia McNeill Senior Center Consuelo Guevara
11:00 am to 12:00 nn



This class is ideal for beginners & hobbyists as well as silversmiths and jewelers.

LEARN TO CREATE AND DESIGN JEWELRY

You will learn basic techniques to work with wire, fabrication, bending, twisting, fusing and to learn to use the torch for soldering.

WORKING WITH GOLD, SILVER, BRASS AND COPPER

Learn to apply basic techniques to create your own custom jewelry using precious metals and stones.

JEWELRY REPAIR AND SOLDERING TECHNIQUES

Learn how to repair and solder broken jewelry. You will also learn how to update your old jewelry and make it look like new pieces.

General Elective/Jewelry Casting

This class is ideal for beginners and hobbyists, as well as experienced silversmiths and jewelers. It includes custom design methods of wax carving, general silver-smithing, fabrication, casting, basic stone setting and chain and bracelet construction. Includes jewelry repair and design techniques. (2823).

Quarterly Registration Fee (19.5 Hours per week): Day Session - \$135.00

Students are responsible for purchase of materials and tools. The teacher will advise students where supplies may be purchased.

M - W 8:30 am to 12:00 nn Fine Arts Center Bounyou Paphatsarang
 12:30 pm to 3:30 pm

Quarterly Registration Fee (10 Hours per week): Evening Session - \$70.00

Students are responsible for purchase of materials and tools. The teacher will advise students where supplies may be purchased.

M & T 6:00 pm to 9:30 pm Fine Arts Center Bounyou Paphatsarang
 W 6:00 pm to 9:00 pm Fine Arts Center Bounyou Paphatsarang

General Elective/Chinese Brush Painting

This course will teach you Chinese painting in an easy and fun environment. Students will learn the basic skill of painting flowers, birds and landscapes (2823).

Registration Fee (per quarter): \$30.00

Students must purchase all of their supplies.

W 8:00 am to 12:00 nn Julia McNeill Senior Center James Chen

General Elective/Creative Dramatics

Discover the joys of performing and experience the excitement of creating a character. You can learn acting fundamentals for the stage and camera. Students will be preparing to perform a play during the Spring semester that will be performed in the Performing Arts Center (9979).

You may register in class.

S 9:00 am to 1:00 pm ACT Room 3 Peter Romero



MISSION STATEMENT

BPACE meets the needs of the community by providing classes and support services that prepare students to meet their personal, career and college goals.

EVERYONE BENEFITS FROM EXERCISE...

Today, new information is emerging from research: people of all ages and physical conditions benefit from exercise and physical activity.

Staying physically active and exercising regularly can help prevent many diseases.

STRENGTH TRAINING:

- Increase your muscular endurance.
- Improve your strength.
- Prevent osteoporosis.
- Improve your Cardiovascular fitness.

TAI CHI:

- Improve your balance.
- Improve your relaxation skills.
- Improve your posture.
- Improve your mood state.
- Improve your flexibility.



Issues on Aging, Health & Fitness

A Holistic Approach To Exercise & Nutrition

Take Charge of "YOUR" Health

BPACE Learning Center

The ACT Center has an on-site Learning Center. Need research materials? Want to study for a test? Need Tutoring? Stop by the Learning Center and take advantage of our computer and free internet. Check out books, browse through magazines, and much much more!

Current Student ID Required for Learning Center

Learning Center Hours:

Monday - Thursday
7:30 am to 5:30 pm
(Closed for lunch • 1:00 pm to 1:30 pm)

Friday
7:30 am to 4:00 pm
(Closed for lunch • 1:00 pm to 1:30 pm)

Tutoring Hours:

(By Appointment ONLY)

Monday - Thursday
12:30 pm to 4:00 pm
(Last appointment at 4:30 pm)

Health & Fitness/ Tai Chi

Learn how to develop and maintain a healthy body through Tai Chi, an ancient system of meditation and physical exercise. Learn coordinated exercises that follow a natural relaxed pattern of gradual movements and body rotation. Beginners are welcome and all levels are taught (9971).

Registration Fee (per quarter): \$5.00

M - F 8:00 am to 9:00 am Esther Snyder Comm. Ctr. Sally Ong

Health & Fitness/ Strength Training

Exercise has been shown to increase the strength of your muscles, maintain the integrity of your bones and improve your balance, coordination and mobility. In addition, strength training can reduce the signs and symptoms of many chronic diseases including arthritis. Build the essential strength that makes all movement easier and more enjoyable (9971).

You may register in class.

M - F 7:00 am to 10:00 am Esther Snyder Comm. Ctr. Mai Morris

M - F 11:00 am to 12:00 nn Esther Snyder Comm. Ctr. Frank Ortiz



GETTING STARTED

There are many ways to stay active, and no matter what your age, you can find activities that meet your fitness level, physical abilities and needs. Let's get started!!!

YOGA

Yoga is the perfect fitness solution for older people. This therapeutic fitness program has been practiced around the world for centuries with the best of results. Yoga incorporates a series of gentle exercises, breathing patterns and meditative practice that will leave you looking as young as you feel.

LOW IMPACT AEROBICS

Low Impact Aerobic exercise is an effective way to keep your cardiovascular system in shape, while protecting your bones and joints at the same time.

Issues on Aging, Health & Fitness (continued)

Health & Fitness/ Low Impact Aerobics

Regular aerobic activity can help you have more energy, lower your stress and loss or maintain your weight. Learn low-impact aerobics that promote fitness without subjecting the body to excessive stress (9971).

You may register in class.

T & TH 10:00 am to 12:00 nn Esther Snyder Comm. Ctr. Mai Morris

Health & Fitness/ Yoga

The Yoga principles of balance and moderation in physical activity and diet can lead to a healthier lifestyle. All levels welcome! You will learn Yoga postures, breathing techniques and relaxation exercises. Perfect if you are new to Yoga or an advanced student (9971).

Registration Fee (per quarter): \$15.00

M, W & F 10:00 am to 12:00 nn Esther Snyder Comm. Ctr. Mai Morris

S 8:30 am to 11:30 am Esther Snyder Comm. Ctr. Mai Morris

Registration Fee (per quarter): \$5.00

Health & Fitness/ Chair Exercise

Learn aerobic exercises that you can do while sitting in a chair. Includes warm up exercises, toning, stretching and cool down period (9971).

You may register in class.

M - F 10:00 am to 11:00 am Julia McNeill Senior Ctr. Consuelo Guevara

CHAIR EXERCISES

Chair exercises can increase your strength, balance and vitality while sitting down. Move, stretch and increase your heart rate.

IMPORTANCE OF EXERCISE

Senior exercise is an important part of health and wellness of seniors. It helps increase your metabolism, energy levels and alertness. Research show that those suffering from chronic illness benefit from exercise.

WATER AEROBICS

The most well known benefit of water aerobics is that exercising in water reduces the impact on your body..

- Improve Cardiovascular fitness.
- Increase you endurance.
- Improve your flexibility
- Improve your balance.
- Will help you to lose weight.



BP COMMUNITY GARDEN

- The instructor will teach basic gardening techniques.
- Grow your own vegetables by cultivating your garden plot.
- Learn soil composing.
- Increase your fruits and vegetables budget by growing your own.
- Socialize with other gardeners.
- Gardening is a great source of exercise.



Issues on Aging, Health & Fitness (continued)

Health & Fitness/ Water Aerobics

Water provides a natural resistance during your workout and reduces the risk of overheating during exercises. In addition, water exercise is great if you have a bad back, arthritis, joint problems or other physical limitations. Learn safe exercises you can do in a pool (9971).

Students may register in class.

M - F 8:30 am to 10:30 am Esther Snyder Comm. Ctr. Frank Ortiz

The City of Baldwin Park charges for use of pool:

BALDWIN PARK RESIDENT:
(seniors 55 years and over) - \$0.50

NON-BALDWIN PARK RESIDENT:
(seniors 55 years and over) - \$1.50

Health & Fitness/ Community Gardening

This course will teach you the benefits of gardening in relation to overall health, fitness and nutrition. Each student is issued a plot to grow fresh fruits and vegetables. Join the class and learn how to nurture plants throughout the season in our greenhouse (9971).

Registration Fee (per quarter): \$5.00

M - F 7:30 am to 11:30 am Community Garden George Funk

SPECIAL DAYS AND HOURS

GARDEN Class CLOSED:

9/6/16, 9/13/16, 9/20/16, 9/27/16, 10/4/16, 10/11/16 & 10/18/16

SATURDAY Class OPEN:

8:30 am to 12:30 pm

9/10/16, 9/17/16, 9/24/16, 10/1/16, 10/8/16 & 10/15/16

General Elective/ Technology Introduction to Computers

Learn the basic techniques to operate a computer, then have fun learning basic applications for word processing, budgeting and desktop publishing (9975).

No typing required.

F 8:00 am to 12:00 nn Esther Snyder Comm. Ctr. Almaz Gebresellassie

(9971)

Students may register in class.

M - TH 8:00 am to 12:30 pm Santa Fe LC Almaz Gebresellassie

M, W & TH 12:30 pm to 4:30 pm Santa Fe LC Lance Quintana

M - F 8:00 am to 12:00 nn Santa Fe LC Miriam Everette

(9975)

(Digital Photos • Internet Safety • Online Resources)

Registration Fee (per quarter): \$20.00



WANT TO LEARN TO SURF THE NET, EMAIL, OR LEARN THE BASICS OF A COMPUTER?

You will learn the basic techniques to operate a computer and then have a great time learning the applications.

YOU WILL LEARN...

Word Processing

Desktop Publishing

Budgeting

Digital Photos

Internet Safety

Online Resources

AND MUCH MUCH MORE.



Looking for a Salon Experience for the fraction of the cost?

Turn to page ?? and read about all of the salon services offered by our Cosmetology program.

• • •

The Cosmetology Salon is open to the public Wednesday - Thursday.
Discount 50% off for Senior Citizens.

General Elective/Oral & Written Communication/Citizenship

This course is designed for those who need to develop basic speaking and writing skills and will prepare you for the Citizenship examination (9979).

You may register in class.

M & W 9:00 am to 11:30 am Esther Snyder Comm. Ctr. Sally Ong



Students will learn sewing in all levels including pattern making and the use of the sewing machines.

1. Sewing Machines

Our experienced Instructor Josefina Thomas will teach you the basic and special features of all of the sewing machines in the classroom.

2. Pattern Making

You will learn how to create a pattern from your specific measures and construct a custom fit garment.

3. Dress Making

You will learn to make all types of custom gowns for special occasion parties, proms, weddings and all sorts of other events.

4. Basic Sewing

All levels are welcome...it doesn't matter if you are new to sewing or have been sewing for many years, you will learn to make beautiful hand made items in this class.

General Elective/Clothing Construction (Pattern Making)

Cut out a garment and sew it up. The advantage to pattern making is that you are using "YOUR" measurements for the patterns and not an "average" set of measurements used by other pattern companies. Your figure concerns are individually tailored. Pattern making will individualize our personal alteration to design the best fit (9979)

Quarterly Registration Fee (6 Hours per week): \$10.00

Students are responsible for purchase of materials. The teacher will advise students where supplies may be purchased.

M & W 8:30 am to 11:30 am ACT Room 14 Josefina Thomas

General Elective/Clothing Construction (Basic Sewing)

This course will teach you how to sew, cut a garment, use a pattern and make necessary alterations according to body measurements (9979).

Quarterly Registration Fee (16 Hours per week): \$20.00

Students are responsible for purchase of materials. The teacher will advise students where supplies may be purchased.

M - TH 12:00 nn to 4:00 pm ACT Room 14 Josefina Thomas

General Elective/Clothing Construction (Dressmaking)

Learn pattern drafting, cutting and how to make your own formal gowns for weddings, proms, including accessories for the special occasion (9979).

Quarterly Registration Fee (8 Hours per week): \$10.00

Students are responsible for purchase of materials. The teacher will advise students where supplies may be purchased.

T & TH 5:00 pm to 9:00 pm ACT Room 14 Josefina Thomas

S 8:00 am to 12:00 nn ACT Room 14 Josefina Thomas

Saturday Class Quarterly Registration Fee (4 Hours per week): \$10.00



BPACE Policies

Enrollment Procedures

BPACE will admit any student who is 18 years of age or older and not attending high school. Students under 18 years of age must see a counselor. All students need to complete a registration form and take an assessment test to place in appropriate level. ESL students are given a Form 80 Appraisal and their first pretest before being enrolled and ASE students are given the TABE test (Test for Adult Basic Education).

It is the mission of BPACE to provide an education to all students. If a student is economically disadvantaged, the student will be referred to the counselor or administrator to discuss financial options. In most cases, registration fees are waived to allow a student to enroll in the desired class. There are no fees for Adult Basic Education or Adult Secondary Education classes.

Student Grievance/Uniform Complaint Procedure/Discrimination

For pupils, employees, parents or guardians of its pupils, school and district advisory committees, appropriate school officials or representatives, and other interested parties.

The Baldwin Park Unified School District has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination and complaints alleging violation of state or federal laws governing educational programs.

The Baldwin Park Unified School District shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination complaints may be based on actual or perceived sex, sexual orientation, gender, ethnic group, identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance. The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in Adult Education, Consolidated Categorical Aid Programs, Career Technical and Technical Education and Training Programs, Child Care and Development Programs, Special Education Programs and Federal Safety and Planning Requirements.

Complaints must be filed in writing with the following compliance officer: Name and/or Title of Compliance Officer: Noreen Iwai-Ito, Address: 3699 North Holly Avenue, Baldwin Park, CA 91706, Telephone Number: (626) 962-3311.

Complaints alleging discrimination must be filed within six (6) months from the date the alleged discrimination, unless the time for filing is extended by the superintendent or his or her designee.

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.

No Smoking Policy

BPUSD has enacted a tobacco-free workplace policy that prohibits the use of tobacco on school property that is owned, leased or rented and within all school vehicles.

Refunds

It is the intent of Baldwin Park Adult and Community Education (BPACE) to have a fair and equitable refund policy for the refund of tuition fees in the event that the class is cancelled or the student does not plan to attend. The following procedures are established as part of this policy:

1. Refund for classes or programs cancelled by BPACE: If fees are collected in advance of the start date of the program, 100 percent of the fees collected will be refunded within 45 days of the planned start date of the class or program canceled. No written notice by student is required.
2. Refunds for students who withdraw on or before the first day of class: if fees are collected in advance of the start date of a program, and the student does not begin class or withdraws on the first day of the class, 100 percent of the fees collected will be refunded, less a \$25.00 drop fee.
3. Refunds for student enrolled prior to visiting the institution: Students who have not visited BPACE campuses prior to enrollment will have the opportunity to withdraw without penalty within three days following attendance at the regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.
4. Refund for withdrawal after class commences: No refund after second class session.
5. Refunds may be transferable for enrollment in another class. Fee refunds and transfers are processed only with receipt for the quarter enrolled.
6. Receipt is required for refunds and transfer of fees.

ALL REFUNDS WILL BE PROCESSED WITHIN 45 DAYS WITH PROOF OF PAYMENT

Follow us on...



BALDWIN PARK ADULT AND COMMUNITY EDUCATION

4640 North Maine Avenue

Baldwin Park, CA 91706

626 • 939 • 4456

www.bpace.k12.ca.us

