# TRI▶ community
### Adult Education

## *Better Job, Better Future, Better Life...*

# THE START TO A BRIGHTER FUTURE BEGINS HERE!

## Complete Your High School Diploma
## Free GED Testing & Prep | ESL Classes

## WINTER 2024 Course Schedule
November 27, 2023 – March 2, 2024
Registration Begins November 6, 2023

www.tri-communityadulted.org

### COVINA-VALLEY
UNIFIED SCHOOL DISTRICT

# WELCOME TO

# TRI▶COMMUNITY ADULT EDUCATION

## COVINA-VALLEY ADULT EDUCATION CENTERS:

**1**

**MAIN CAMPUS / PIONEER CENTER** (626) 974-4200
160 N. Barranca Avenue, Covina 91723 (North of Badillo St.)
**Monday - Thursday** 8:00 am - 8:00 pm
**Friday** 8:00 am - 4:00 pm
**Academic, ESL, GED, Community Classes**

**2**

**COVINA-VALLEY TECH-ACADEMY** (626) 974-6420
231 E. Stephanie Drive, Covina 91722
(Between Citrus & Barranca. From Arrow Hwy. go south on Ranger to Stephanie Dr.)
**Monday - Thursday** 8:00 am - 8:00 pm
**Friday** 8:00 am - 4:00 pm
**Career Technical Education & Community Classes**



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## REGISTRATION

Online registration for winter classes will begin Monday, November 6, 2023.
**Classes begin Monday, November 27, 2023.**

Fee-based classes must have the required minimum number of student registrations as of the first class.  Registration is completed on a "first come, first served" basis.  Late registrations are accepted if space is available.  Call (626) 974-6420 (Covina-Valley Tech-Academy) or (626) 974-4200 (Main Campus) for late registration information.

Adult students who are applying for the High School Diploma Program must bring an official (sealed) transcript and meet with a counselor at the Main Campus.  Pre-enrollment for the High School Diploma Program is highly recommended.

## HOW TO ENROLL IN ESL OR HIGH SCHOOL DIPLOMA

1. Scan the QR Code (on pages 6 and 7) or go online to www.tri-communityadulted.org and complete an interest form.
2. Complete an orientation online or attend an on-site orientation (ESL only).
3. Make an appointment to take an assessment test.
4. Speak to a Counselor and get enrolled in a class.

**High School Diploma students ONLY: Obtain an official sealed transcript.**

## HOW TO ENROLL IN CAREER TECHNICAL EDUCATION PROGRAMS

1. Go online at www.tri-communityadulted.org to enroll in your CTE class.
2. You must be 18 years of age.
3. If enrolling in Court Reporting Online, you must provide a high school diploma or equivalent. See the steps to "Jump Start on Financial Aid" below.
4. If you are interested in Financial Aid, see a Financial Aid Coordinator.
5. Still have questions?  Please call (626) 974-6420.

## FINANCIAL AID

**Court Reporting Online and Combination Welder Training...**
**Get a Jump Start on the Financial Aid Process – Here's How...**

1. Apply by filling out the FAFSA online at www.fafsa.ed.gov.
2. Allow a minimum of three days for your ESAR (Electronic Student Aid Report) to be received by the Financial Aid Coordinator.
3. Call our Financial Aid Coordinator to talk about your printed ESAR.  You will also need a valid CA ID or Driver's License, a Social Security Card, official High School Transcripts or equivalent, and a print out of Pell LEU (Lifetime Eligibility Used); to obtain this, visit www.NSLDS.ed.gov and use your FAFSA pin to log on.

Those who receive a PELL Grant, may have to pay a portion of the cost upon registration.

For more information about our graduation rates, the median debt of students who have completed the program, and other important information, please visit our website at www.tri-communityadulted.org.

**For further student information on Tri-Community's policies and procedures, including Student Financial Aid information, please visit our website to review our Student Handbook.**

SCAN ME FOR MORE INFO!

## ABOUT THIS CATALOG

The information printed herein regarding fees, class times and location is up to date at the time of printing.  Please direct any questions about the courses or programs to the Main Campus/Pioneer Center located at 160 N. Barranca Avenue, Covina, CA 91723, or call (626) 974-4200.

For more information, please visit our website at: www.tri-communityadulted.org

Tri Community Adult Education is a member of Mt. Sac Regional Consortium for Adult Education.

http://www.mtsacregionaladulted.org/

Mt.SAC Regional Consortium for Adult Education

# GENERAL INFORMATION

Tri-Community Adult Education is a cooperative educational program serving the Covina-Valley Unified School District.

## HOLIDAYS

Winter Break. . . . . . . . . . . . . . . . . . . . . Monday, December 25, 2023 - Saturday, January 6, 2024
Martin Luther King Jr. Day . . . . . . . . . Monday, January 15, 2024
Local Holiday . . . . . . . . . . . . . . . . . . . Monday, February 12, 2024
Presidents' Day . . . . . . . . . . . . . . . . . Monday, February 19, 2024

## MISSION STATEMENT

Tri-Community Adult Education creates an innovative educational environment for a diverse community of adult learners, which promotes advancement of the academic, technological and vocational skills necessary to be competitive in an ever-changing global society.

Our belief system and foundation is focused on our Schoolwide Learning Outcomes (SLOs):

**Students who are prepared for college, career, and life-long learning:**
- Set personal, educational, and professional goals
- Demonstrate effective work habits, ethics and critical thinking skills
- Foster self-directed and motivated learners
- Access community and government resources

**Students who are effective communicators:**
- Effectively use oral, written, and technology-based forms of communication
- Safely and effectively explore, create and collaborate with others
- Apply communication skills to professional, technical, and other real-world situations
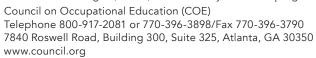
**Students who have acquired 21st century skills:**
- Obtain academic, technology, and career skills for life-long learning and workforce readiness
- Advance to post-secondary education or training
- Apply knowledge and skills to professional, technical and other real-world situations

## OUR VISION

Tri-Community Adult Education will be recognized as the premier job-training center to offer students' programs in high demand careers leading to better jobs. Our academic programs will create a seamless transition to higher education and career opportunities for a better future. Our community classes will fulfill students' personal goals to enable a better life.

## ACCREDITATION

Tri-Community Adult Education is accredited by the Commission of the Council on Occupational Education (COE) for post secondary training and to provide Title IV Financial Aid to qualified students and by the Western Association of Schools and Colleges (WASC) for secondary academic programs.

Council on Occupational Education (COE)
Telephone 800-917-2081 or 770-396-3898/Fax 770-396-3790
7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350
www.council.org

**FREE!**

**FREE CHILD CARE for children of Tri-Community students is available at the following Child Care Center:**

**THE MAIN CAMPUS: Monday thru Thursday 8:45 am - 12:00 noon**

Child Care is a service available only to children of Tri-Community Adult Education students. Students attending daytime classes at ANY location may take children to the Child Care Center at the Main Campus (160 N. Barranca Avenue, Covina). Morning child care accepts children at least 2½ years of age, but not over 5 years of age.

BEFORE A CHILD CAN ATTEND CHILD CARE, PROOF OF THE FOLLOWING IMMUNIZATIONS IS REQUIRED: DPT or DT , POLIO , RUBELLA, RUBEOLA, MUMPS, HEPATITIS B, HIB MENINGITIS and VARICELLA. All children must be toilet trained. Child Care services shall not be available for children of parents on field trips.

# GENERAL INFORMATION

## ADMISSION

Tri-Community Adult Education may admit as regular students only persons who meet the age of compulsory attendance (18 years old in CA). Completion from high school with a diploma or its recognized equivalent, a High School Equivalent (HSE) is a requirement for enrollment in the court reporting program only. Students must meet all the admissions requirements to be accepted for a specific program and start date. Refer to Student Handbook or website for full Admission Policy.

## FEES

Fees for all classes will be charged as noted. All fees are payable at time of registration. Students pay for all supplies, materials, and textbooks. A service fee of $15 will be charged for returned checks, copies of certificates of completion, and letters of verification. There is an automatic processing fee for any change to classes. ALL FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

## REFUND & WITHDRAWAL POLICY

We realize that outside circumstances may sometimes impact a student's ability to complete the program of study. When a student stops attending all of his or her classes, depending on the circumstances, it may be classified as a "withdrawal," or "dismissal" from the institution.
For the purpose of charges assessed and financial aid eligibility listed below, a dismissal will be handled the same as a withdrawal from the Institution. **Final date to request a refund is Monday, December 11, 2023.**
Refer to Student Handbook or website for full Refund & Withdrawal Policy.

## TRANSFER POLICY

Tri-Community Adult Education clearly defines and publishes a policy on the transfer of students between programs within the institution and the transfer of students from other institutions. The transfer of students between programs within the institution is that at the time of registration, students must meet the requirements of the program in which they are enrolling. Students who transfer from other institutions are evaluated to meet the requirements of the program and receive approval from the administration.
The Transfer Policy is published in the school brochure, Student Handbook and on the website.

## REGISTRATION AND ATTENDANCE

A minimum number of students must be in attendance for a class to be registered. Excessive absences may cause classes to be closed or combined, or individual students to be dropped.

## INSURANCE

TRI-COMMUNITY ADULT EDUCATION DOES NOT PROVIDE STUDENT ACCIDENT INSURANCE, nor is it provided for children participating in Parent Education or Child Care activities.

## STUDENT RECORDS / RIGHT TO PRIVACY

All students are protected by state and federal laws regarding their right to privacy. The release of students' educational records shall be according to the Education Code and State regulations.

## DISCRIMINATION PROHIBITED

No person shall, on the basis of race, color, ancestry, national origin, gender, marital status, handicap, age, religion, or political beliefs, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any education program or activity except as provided for use by law or regulation.

## UNIFORM COMPLAINT PROCEDURES

Uniform Complaint Procedures are available in the office at each of our main centers.

## INTERNET WEBSITE

Please visit us at www.tri-communityadulted.org

Additional information not contained in the brochure can be found on the website in the Student Handbook section.

- Academic School Calendar
- Financial Aid
- List of faculty
- Policies and Procedures

# ENGLISH AS A SECOND LANGUAGE

**FREE!**

## How to Register

1. Scan the QR Code or go online to www.tri-communityadulted.org and complete an interest form.
2. Complete an orientation online or attend an on-site orientation. A counselor will email you an online orientation.
3. Take your pre-assessment and complete your registration. Test date and time will be assigned once orientation is complete.
4. See our Academic School Counselor to enroll in your ESL Class!

*SCAN ME FOR MORE INFO!*

## Cómo registrarse

1. Escanee el código QR o vaya en línea a www.tri-communityadulted.org y complete un formulario de interés.

## 如何登記註冊？

1. 掃描QR代號或上網至www.tri-communityadulted.org並填寫選課興趣表格。

## ALL CLASSES ARE IN PERSON AT THE MAIN CAMPUS.
### Any questions, please contact us at (626) 974-4200.

**LEVELS 1 & 2 - BEGINNING**
This class is for students with limited understanding of English or no English language skills. Participants will develop vocabulary, listening comprehension, reading, speaking and simple conversation skills.

| | | |
|---|---|---|
| | M thru Th | 9:00 - 12:00 noon |
| | M thru Th | 6:00 - 9:00 pm |

**LEVELS 3 & 4 - INTERMEDIATE**
This class emphasizes on developing greater fluency and oral communication as well as listening, reading, writing, and life skills.

| | | |
|---|---|---|
| | M thru Th | 9:00 - 12:00 noon |
| | M thru Th | 6:00 - 9:00 pm |

**LEVEL 5 - ADVANCED / ABE**
This class builds an extensive vocabulary with a strong emphasis on reading, writing and critical thinking. Prepare to transition to secondary and post-secondary education, or career training.

| | | |
|---|---|---|
| | M thru Th | 9:00 - 12:00 noon |
| | M thru Th | 6:00 - 9:00 pm |

**LIFE SKILLS, COMMUNICATION, & CONVERSATION**

| | | |
|---|---|---|
| 1000.53 | F | 9:00 - 11:00 am |
| Main Campus | Room 10 | Parker |

**LIFE SKILLS BASIC COMPUTERS & ONLINE SKILLS**

| | | |
|---|---|---|
| 1000.55 | M | 12:00 noon - 3:00 pm |
| Main Campus | Room 14 | Gonzalez |
| 1000.56 | M | 6:00 - 9:00 pm |
| Covina-Valley Tech-Academy, Room 7 | | Gonzalez |

# ENGLISH

**FREE!**

**ENGLISH 1/2 - A & B** No Fees.
A review of grammar, writing mechanics and development of writing skills.
1220.11/.12

| | | | | | |
|---|---|---|---|---|---|
| 1220.21/.22 | W | 5:30 - 8:30 pm | Main Campus | Room 14 | Schmidt |

**ENGLISH 3 - A & B** No Fees.
Sequence of integrated reading activities and informal and formal writing assignments.

| | | | | | |
|---|---|---|---|---|---|
| 1240.01/.02 | M | 5:30 - 8:30 pm | Main Campus | Room 14 | Bogle |

# MATH

**FREE!**

**MATH LAB – ALGEBRA 1A** No Fees.

| | | | | | |
|---|---|---|---|---|---|
| 1804.01 | W | 5:30 - 8:30 pm | Main Campus | Room 13 | Staff |

**MATH LAB – ALGEBRA 1B** No Fees.

| | | | | | |
|---|---|---|---|---|---|
| 1804.02 | W | 5:30 - 8:30 pm | Main Campus | Room 13 | Staff |

# HIGH SCHOOL DIPLOMA, GED AND HiSET

## How to register

1. Scan the QR Code or go online to www.tri-communityadulted.org and complete an interest form.
2. Complete the online orientation.
3. Make an appointment to take an assessment test.
4. Speak to a Counselor and get enrolled in a class.

**High School Diploma students ONLY: Obtain an official sealed transcript.**

SCAN ME FOR MORE INFO!

## Academic Courses Online (Credit and Non-Credit) No Fees

Students complete their online classes on Edmentum, a learning management system. Coursework can be done in our Academic Study Center offering students unlimited online access and in-person help and support to complete their program successfully. Students are able to get one-on-one time with instructors to provide the support students need to succeed. Regular attendance is a must. Students are required to meet with the teachers weekly to stay on track to complete course work. Our online program allows students the freedom to complete their coursework at home, or anywhere with internet access. Courses are often completed quicker because students can work according to their schedule!

## Requirements for High School Diploma

English . . . . . . . . . . . . . . . . . . . . . . . 30 Credits
Science. . . . . . . . . . . . . . . . . . . . . . . . 20 Credits
Mathematics. . . . . . . . . . . . . . . . . . . 10 Credits
Algebra I . . . . . . . . . . . . . . . . . . . . . . 10 Credits
U.S. History . . . . . . . . . . . . . . . . . . . . 10 Credits
World History. . . . . . . . . . . . . . . . . . . 10 Credits
Foreign Language/Fine Arts . . . . . . . 10 Credits
U.S. Government . . . . . . . . . . . . . . . . 5 Credits
Economics . . . . . . . . . . . . . . . . . . . . . 5 Credits
Electives. . . . . . . . . . . . . . . . . . . . . . . 45 Credits
Health. . . . . . . . . . . . . . . . . . . . . . . . . 5 Credits

Students must complete a minimum of ten (10) adult credits at Tri-Community to receive our high school diploma.

**TOTAL CREDITS REQUIRED: . . . . . 160**

## ACADEMIC STUDY CENTER HOURS:

Monday - Thursday  8:00 am - 8:00 pm  and  Friday  9:00 am - 1:00 pm          Staff/Littrell

## TAKE THE GED OR HiSET FOR FREE!
## Test Preparation is available for:
## GED, HiSET, ASVAB, CSET, CBEST, SAT/ACT TOEFL

If you complete GED or HiSET preparation through Tri-Community, you may be eligible to receive vouchers to take the GED or HiSET exam for FREE! Each course is a personalized program, using up-to-date self-instruction materials, including computer and teacher input.

## GED TEST

- Register at www.GED.com
- Computer based testing in English/Spanish
- Equivalent to a High School Diploma
- 4 parts: Reasoning through Language Arts, Math Reasoning, Social Studies and Science ($35, per test)

**Hours:**

**Monday/Wednesday**
8:30 am - 12:30 pm  &  1:30 pm - 4:15 pm
**Tuesday**  8:30 am - 12 noon  &  4:00 pm - 7:30 pm
**Friday**  8:30 am - 12:30 pm

## HiSET TEST

- Register at www.hiset.ets.org
- Paper/Computer based testing
- Gain High School Equivalency
- 5 parts:
  Language Arts - Reading,
  Language Arts - Writing, Math,
  Social Studies and Science

**Hours:**

**Monday/Wednesday**
8:30 am - 12:30 pm  &  1:30 pm - 4:15 pm
**Tuesday**  8:30 am - 12 noon  &  4:00 pm - 7:30 pm
**Friday**  8:30 am - 12:30 pm

# WELDING

## COMBINATION WELDER TRAINING AND CERTIFIED WELDER FUNDAMENTALS - BASIC TO ADVANCED & CERTIFICATION

**ALL WELDING CLASSES ARE HELD AT OUR STATE-OF-THE-ART WELDING CENTER LOCATED ON OUR COVINA-VALLEY TECH-ACADEMY CAMPUS.**

*Note:* All classes offered are for beginner to advance training.  Financial Aid available for qualified Welding Program Applicants for 7400.01 Course only.

**L.A. City written prep classes included for all registered students at no extra charge!** *Lab fees do not include personal safety equipment and tools.  Welding Safety Kits available for $375.*

### COMBINATION WELDER TRAINING (CWT)   *1200 hours to complete*

Students can learn processes including: SMAW (Stick), GMAW (MIG), GTAW (TIG), and FCAW (Fluxcore) for Structural, Lite Gage Steel, Aluminum, Stainless, Reinforcing Steel and High-Pressure Vessel Pipe.  Students will receive technical lectures that include subjects such as blueprint and weld symbol reading and other associated academic weld theory.  Students will be trained and tested for structural certifications in accordance to Los Angeles Dept. of Building and Safety and AWS D1 codes and will qualify to take the LA City written exam.  Other certifications available based on student progress.  ¡Hablamos español!

| | | | | |
|---|---|---|---|---|
| 7400.01 | Mon - Fri | 8:00 am - 12:00 noon | Robles/Velosa | $895* |

*\*This program can take five (5) terms to complete.  Estimated total cost of attendance including safety tool kit is $4,825.  Fees are paid at the beginning of each term.  Full participation assures Certification(s) testing.*

### CERTIFIED WELDER FUNDAMENTALS   *72 hours to complete/12 weeks per term*

Designed with the individual student in mind to learn basic to advance welding skills that are needed for industry welding requirements, by using the four most popular arc welding processes: SMAW (Stick), GMAW (MIG), GTAW (TIG), and FCAW (Fluxcore).  Training on proper use of Carbon Arc, Plasma Arc, and Oxy/fuel cutting processes is also included.  Students will receive technical lectures along with hands-on welding training in order to hone and refine welding skills and earn certifications in student selected processes in accordance with Los Angeles Dept. of Building and Safety and AWS D1 codes.  ¡Hablamos español!

| | | | | |
|---|---|---|---|---|
| 7400.04 | M & W | 7:00 pm - 10:00 pm | Robles | $495 |
| 7400.05 | Tu & Th | 7:00 pm - 10:00 pm | Velosa/Robles | $495 |
| 7400.06 | Sat | 8:00 am - 2:00 pm | Velosa/Robles | $495 |

*\*Certification testing may take longer than one term.*

### OPEN WELDER TRAINING AND CERTIFICATION WELDING – Weekends

| | | | | |
|---|---|---|---|---|
| 7400.06 | Sat | 8:00 am - 2:00 pm | Velosa/Robles | $495 |

*SCAN ME FOR MORE INFO!*

### PRACTICAL WELD TESTING ONLY   *15 hours total Testing time. Pass/Fail*

| | | | | |
|---|---|---|---|---|
| 7400.10 | Sat | 8:00 am - 2:00 pm | Velosa/Robles | $225 |

*For weld exams ONLY!  NO training is provided.  This is for experienced, readied welders only! Please call for more information before registering.*

### L.A. CITY TEST PREP – Classes begin Second Saturday of Each Semester

| | | | | |
|---|---|---|---|---|
| 7400.12 | Sat | 12:00 noon - 2:00 pm | Velosa | $200 |

*L.A. City written prep class prepares students taking the LADBS written exam.  All material are included except code books.  Information for code book purchases will be available at the first class meeting.*

**Contact Welding Center for enrollment information  (626) 974-6434.**

# METAL FABRICATION

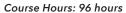## METAL FABRICATION

Metal Fabrication is an umbrella definition for a variety of skills and trades where students learn how to build simple shapes to complex Hot Rod and Off-Road projects.  Class projects range from simple construction bracketry to Chassis Fabrication/design and Sheet Metal forming.

Metal Fabrication introduces:  Grinder/ Cut-off wheel, Burr-king; Mig welding; Tig welding; Materials: Plate steel, Tubing, Stainless and Cold Roll sheetmetal; How to use measuring tools: Tape measure, Calipers, Angle finder, Square; Basic Geometry, Trigonometry, Fractions and converting fractions to decimals; 3D modeling: PTC Creo; Manual Machining: Mill/Lathe; Tube Bending: JD2; Horizontal band saw and miter cuts; Plasma CNC Table: Torchmate and the provided software; Sheetmetal: Folding, Bending, Rolling, Shrinking/Stretching, Power Hammer (Baileigh), English Wheel (Baileigh), Bead Rolling.

During the 12-week program techniques and machines will be used to build class projects.  These projects range from small bracketry to complete vehicles.  We accept novice students with no experience to veterans in the trade or associated trades.  It is not uncommon for students to take the class multiple times, advancing through the program and developing a stronger technique.  Welding experience is not mandatory, just an eagerness to learn!

*Course Hours: 96 hours*

Classes held at the Covina-Valley Tech-Academy, Room 22
7460.01        Tu & Th              5:30 pm - 9:30 pm              Iha                $495

*Metal Fabrication Kits are available for $400.*

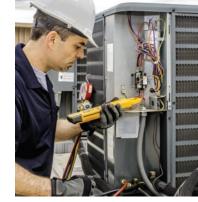# HEATING, VENTILATION, AND AIR CONDITIONING

## HEATING, VENTILATION, AND AIR CONDITIONING

This course includes HVAC Training, Troubleshooting and Certification.  Commercial and residential systems are both covered through the program entirety.  Classes provide hands-on workforce readiness skills.  Students will prepare and take the EPA Certification exam.  EPA Certification manuals available for $10.

*Total Program Hours: 144*

*Classes held at the Covina-Valley Tech-Academy, Room 20*
7430.20        Tu, W & Th        5:30 pm - 9:30 pm
               Frailing/Bartnicki              $395

## ENVIRONMENTAL PROTECTION AGENCY (EPA) CERTIFICATION HVAC SECTION 608 CERTIFICATION COURSE

This course is intended to prepare technicians for the Environmental Protection Agency's (EPA) Section 608 Certification examination and contains the information required to successfully complete the exam.  This certification is a key prerequisite for those interested in obtaining employment in the HVAC Trade.  Upon course completion, students will be prepared to take proctored EPA Exams for the Core and Types 1, 2, and 3.  Passing all four exams will earn the student an EPA Universal Certification Card.  Course cost is $100 and initial exam is $25.  Participation in the Tri-Community Adult Education program authorizes students **three FREE re-tests** after the initial exam to obtain their EPA Universal Certification.

*Total Program Hours: 48*

*Classes held at the Covina-Valley Tech-Academy, Room 20*
7430.25        W                    5:30 pm - 9:30 pm              Bartnicki          $100
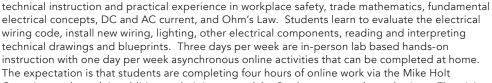
# RESIDENTIAL ELECTRICIAN



**IN CLASS instruction**

## RESIDENTIAL ELECTRICIAN 1

*16 weeks   January 8, 2024 – May 2, 2024*

Cost: $495 per term (2 Term Course)

This course is the first of two courses designed for a residential electrician.  It provides students with in-person technical instruction and practical experience in workplace safety, trade mathematics, fundamental electrical concepts, DC and AC current, and Ohm's Law.  Students learn to evaluate the electrical wiring code, install new wiring, lighting, other electrical components, reading and interpreting technical drawings and blueprints.  Three days per week are in-person lab based hands-on instruction with one day per week asynchronous online activities that can be completed at home. The expectation is that students are completing four hours of online work via the Mike Holt Capacitor each week in addition to their in-person lab.  Students can apply to obtain an Electrician Trainee (ET) Card to perform electrical work for a C-10 contractor and register as an electrician trainee through the State of California.

*Additional costs:* Basic Tool Kit - $30, Mike Holt books and online course material for entire course - $250.  Total cost $1,270.

*Total Program Hours: 480  (Residential Electrician 1 & Residential Electrician 2)*

*Certificate of Completion can be earned by completing Residential Electrician 2.*

*Classes held at the Covina-Valley Tech-Academy, Room 19*

7450.50        Tu, W, & Th        In-Person Lab                5:30 pm - 9:30 pm        Fonseca
                *Monday: Asynchronous course work to be completed during the week.
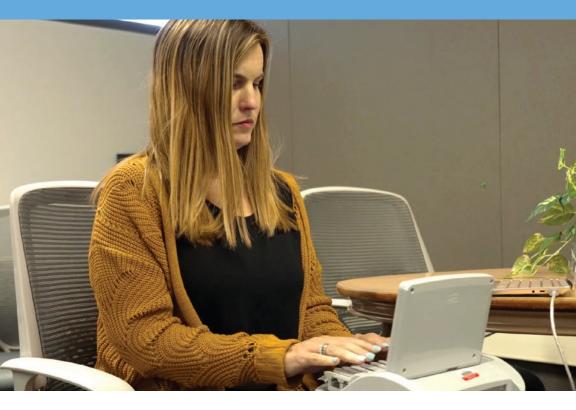
## RESIDENTIAL ELECTRICIAN 2

*16 Weeks   May 6, 2024 – August 23, 2024*

This course is the second of two courses designed for a residential electrician.  Students are provided with technical instruction and practical experience in electrical wiring techniques and codes.  It focuses on safety, permit requirements and code compliance, wiring design and protection, wiring materials and methods, equipment for general use, special occupancies, special equipment, special conditions, communication systems sanctioned by the National Electrical Code (NEC), and the interpretation of data found in the NEC tables.  It additionally provides students with technical instruction and practical experience in wiring.  It focuses on the selection and utilization of electrical instrumentation, proper interpretation of wire color connections, and proper wiring techniques.

*SCAN ME FOR MORE INFO!*

# COURT REPORTING ONLINE



Tri-Community Adult Education is a Certified Court Reporting School approved by the Court Reporters Board of California.  Licensed Voice and Machine Court Reporters can make in excess of $100,000 per year.  Our program is 100% online, and we offer low-cost public school tuition. In addition to adult students, our program is open to C-VUSD high school students in the 11th and 12th grades.

To obtain more information, preregistration and other questions, call the Covina-Valley Tech-Academy at (626) 974-6420 or call the Court Reporting Coordinator, Carrie Ravenscroft at (562) 243-0362.



SCAN ME FOR MORE INFO!

*Total Program Hours: 4,600*

## COURT REPORTING ONLINE

Tri-Community offers Voice Writing and Machine Theory along with speedbuilding and academic classes which prepare you for state and national certification.

The cost of the program is $875 per term.  This fee does not include the academic portion of the program or any book requirements.

## Academic Classes

The academic classes are $210 per class, not including the cost of books, if required.  The academics include English, Legal, Medical, Transcript Prep, and Technology classes. Students are eligible to test out of classes in which they have prior education and/or experience.  All of the academics are offered every term.

## ATTEND A COURT REPORTING ORIENTATION ONLINE!

**Online (Zoom – Room 371 4747 230 Password TRI)**

Monday, November 6, 2023, at 11:00 am
Tuesday, November 7, 2023, at 7:00 pm

Monday, January 8, 2024, at 11:00 am
Tuesday, January 9, 2024, at 7:00 pm

Monday, February 5, 2024, at 11:00 am
Tuesday, February 6, 2024, at 7:00 pm

 **Financial Aid available for qualified applicants!**

## BOOKKEEPER  PART 1 & PART 2

*Total Program Hours: 108*
*Books extra.*

SCAN ME FOR MORE INFO!

This course introduces basic accounting principles taught manually, as well as computer-assisted bookkeeping methods using software to record and process transactions for Payroll, Accounts Payable, Accounts Receivable and Financial Statements.  A Certificate of Completion for Accounting Principles, Sage 50 (Peachtree), and QuickBooks can be earned by completing Bookkeeping Part 1 and Bookkeeping Part 2.  In addition, upon completion of the program you will be eligible to obtain five (5) college credits through Mt. San Antonio College.  Completion of coursework takes two terms.

**PART 1**

| | | | | | | |
|---|---|---|---|---|---|---|
| 2200.02 | M & W | 6:00 pm - 9:00 pm | Covina-Valley Tech-Academy | Room 3/4 | Pereida | $150 |

**PART 2**

| | | | | | | |
|---|---|---|---|---|---|---|
| 2200.15 | Th | 6:00 pm - 9:00 pm | Covina-Valley Tech-Academy | Room 3/4 | Pereida | $100 |

**FREE!**

## BUSINESS OFFICE SKILLS

Acquire the computer skills required in today's business office environment and earn the Express Employment Professionals Business Office Technology Certification to separate you from the others.  This certification is industry recognized and focuses on business communication skills, and the Microsoft Office Suite: Word, Excel, PowerPoint, Publisher, Access and Outlook.  This certification allows employers to identify and connect with more skilled candidates, filling gaps in the labor market and jump start careers.  **BASIC COMPUTER SKILLS REQUIRED.**

| | | | | | | |
|---|---|---|---|---|---|---|
| 9000.81 | Tu & Th | 9:00 am - 12:00 noon | Covina-Valley Tech-Academy | Room 7/8 | Hibner | FREE! |
| 9000.78 | Tu & Th | 6:00 pm - 9:00 pm | Covina-Valley Tech-Academy | Room 14 | Hibner | FREE! |
| | *Tuesday: Asynchronous course work to be completed during the week.* | | | | | |

**Test voucher: $50 to be paid at the time of certification testing.**

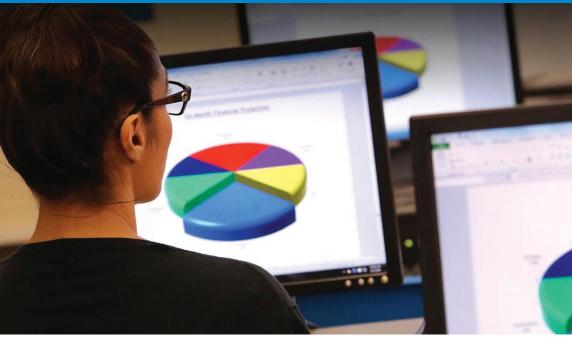## RESUME BUILDING AND JOB PREP

**FREE!**

In a competitive job market, set yourself apart from the rest!  This class will help you to create or update your resume and learn interviewing skills and techniques to help prepare you with your employment search.

| | | | | | | |
|---|---|---|---|---|---|---|
| 9000.75 | W | 9:00 am - 12:00 noon | Covina-Valley Tech-Academy | Room 7/8 | Hibner | FREE! |

(4-weeks: January 24 – February 14, 2024)

# COMPUTER CLASSES & PERSONAL CARE AIDE



## MICROSOFT EXCEL

Want to earn a *Microsoft Office Specialist (MOS) Certification for Excel*? This class will equip students with a thorough knowledge and understanding of the most relevant features and uses of Excel and will help prepare students to take the MOS Certification exam. Exam fee not included.

SCAN ME FOR MORE INFO!

| 9000.51 | W | 6:00 pm - 9:00 pm | Covina-Valley Tech-Academy | Room 7 | Gonzalez | $75 |

## BASIC COMPUTER & ONLINE SKILLS

This course will introduce students to basic computer and online skills. Learn about digital communication platforms, google tools, Microsoft applications, online privacy and more. This class will help students to gain the confidence to continue courses in preparation for the Business Office Technology Certification or Microsoft Office Certifications.

| 9000.80 | M | 12:00 noon - 3:00 pm | Main Campus | Room 14 | Gonzalez | $75 |
| 9000.79 | M | 6:00 pm - 9:00 pm | Covina-Valley Tech Academy | Room 7 | Gonzalez | $75 |

## MICROSOFT WORD AND POWERPOINT

Learn basic computer skills and fundamental concepts of Word and PowerPoint. Each program serves a different purpose and is compatible with other programs. This is a hand-on class, task-based and focused on real-world scenarios and challenges faced by people in their day-to-day environments. Learn to create, edit and share presentations in PowerPoint. Create, format, share and print a wide variety of documents in Word.

| 9000.83 | Tu | 6:00 pm - 9:00 pm | Covina-Valley Tech-Academy | Room 7 | Gonzalez | $75 |

## PERSONAL CARE AIDE

*Total Program Hours: 96*

Students will obtain entry level skills as a personal health care aide in either a home setting, long-term care facility, or for social services placement. This course is designed for in-home and assisted living caregivers, includes training in ethics, client's rights, and elder abuse as well as training in emergency first aid, personal care and assistance with daily living tasks.

| 1135.01 | M | 1:00 pm - 5:30 pm | | | | |
| | & W | 1:00 pm - 4:30 pm | Main Campus | Room 4 | Ibrahim | $80 |
| | | | | | *(Scholarships available)* | |

# FEE-BASED COMMUNITY CLASSES



## STUDIO PORTRAITURE

*Minimum 19 students.*

Work with Tri-Community Photography Instructor, John King, to explore and expand your portraiture skills in a studio setting! This class will include several editing labs using Lightroom and Photoshop to edit and complete images. This class will challenge you to utilize and manipulate lighting while gaining valuable experience working with and posing people as your subjects. Monday evenings, 6:30 to 9:30 at Trade Tech in the cafeteria/studio facility. Requirements – solid knowledge of your camera and the ability to create images by understanding and adjusting settings in manual mode.

| | | | |
|---|---|---|---|
| 7810.07 | M | | 6:30 pm - 9:30 pm |
| Covina-Valley Tech-Academy | | | Cafeteria |
| King | $125 | | |

## SECOND SATURDAY STUDIO PORTRAITURE PRACTICE

*Minimum 8 students.*

Tri-Community Photography Instructor John King leads a guided portraiture practice class the second Saturday of each month. Models and lighting will be available for you to work with to gain valuable practice and experience. John King will also provide guidance and tips on lighting, posing, and working with your subjects to create the best possible image. Limited to 20 participants.

| | | | | | | |
|---|---|---|---|---|---|---|
| 7810.03 | Saturday | 9:00 am - 12:00 noon | Covina-Valley Tech-Academy | Cafeteria | King | $60 |
| | 12/09/2023, 01/13/2024, and 02/10/2024 | | | | | |

## PHOTOSHOP AND LIGHTROOM FOR PHOTOGRAPHERS

*Minimum 17 students.*

*Prerequisite: Must know how to use a computer.*

For beginner to intermediate students. Learn the basics of using Lightroom and Photoshop together. Lightroom and Photoshop are both resources that can help to improve your photography in many ways, but when they are used together, they truly become a dynamic force in your photography. This class can help you understand when best to use the two programs together to expedite and optimize your workflows and of course achieve the best digital photo processing.

| | | | | | | |
|---|---|---|---|---|---|---|
| 7100.71 | Th | 9:00 am - 12:00 noon | Covina-Valley Tech-Academy | Room 10 | Al-Beitawi | $125 |

## CERAMICS

*Minimum 20 students.*

This course covers the use of the potter's wheel, hand building and other facets of ceramic art. Raku firing is also included. Materials not included.



| | | | | | | |
|---|---|---|---|---|---|---|
| 5200.05 | Tu | 9:00 am - 12:00 noon | | | | |
| Covina-Valley Tech-Academy | | Room 1/2 | | | | |
| Sanderson | | $140 | | | | |
| 5200.07 | Tu | 12:30 pm - 3:30 pm | | | | |
| Covina-Valley Tech-Academy | | Room 1/2 | | | | |
| Sanderson | | $140 | | | | |
| 5200.08 | Tu | 7:00 pm - 10:00 pm | Covina-Valley Tech-Academy | Room 1/2 | Boehme | $140 |
| 5200.10 | W | 9:00 am - 12:00 noon | Covina-Valley Tech-Academy | Room 1/2 | Boehme | $140 |
| 5200.12 | W | 12:30 pm - 3:30 pm | Covina-Valley Tech-Academy | Room 1/2 | Boehme | $140 |
| 5200.14 | Th | 9:00 am - 12:00 noon | Covina-Valley Tech-Academy | Room 1/2 | Boehme | $140 |

## JEWELRY MAKING/LAPIDARY

*Minimum 17 students.*

A combined class of jewelry making by silver smithing technique and basic lapidary skills of cutting and polishing rocks.

| | | | | | | |
|---|---|---|---|---|---|---|
| 7535.01 | Tu | 9:00 am - 12:00 noon | Main Campus | Room 16/17 | Boehme | $125 |
| 7535.02 | Tu | 12:30 pm - 3:30 pm | Main Campus | Room 16/17 | Boehme | $125 |

# FEE-BASED COMMUNITY CLASSES

## GLASS – STAINED AND FUSING

Stained glass?  Fused glass?  Learn about both and then combine them in exciting new ways on your own projects.  You will spend the first few weeks learning how to cut glass, how to copper foil, lead and solder.  Then we'll learn all about fusing (melting) glass in a kiln including painting, etching and sandblasting techniques.  Make jewelry, platters, windows or panels – the possibilities are endless!  New students: Please bring safety glasses, a black sharpie marker and wear closed-toes shoes to the first class.  Tools will be available for classroom use but expect to spend $12-$20 per week on materials depending on which projects you select.

*Minimum 16 students.  Four (4) hours.*

| | | | | | | |
|---|---|---|---|---|---|---|
| 7556.01 | Tu | 9:00 am - 1:00 pm | Main Campus | Room 20 | Flores-Tanis | $150 |
| 7556.02 | W | 9:00 am - 1:00 pm | Main Campus | Room 20 | Flores-Tanis | $150 |
| 7556.03 | Th | 9:00 am - 1:00 pm | Main Campus | Room 20 | Flores-Tanis | $150 |

*Minimum 16 students.  Three (3) hours.*

| | | | | | | |
|---|---|---|---|---|---|---|
| 7550.07 | Th | 5:00 pm - 8:00 pm | Main Campus | Room 20 | Flores-Tanis | $125 |
| 7550.11 | W | 5:00 pm - 8:00 pm | Main Campus | Room 20 | Flores-Tanis | $125 |

## QUILTING

*Minimum 17 students.*

*Prerequisite: Sewing experience.*

| | | | | | | |
|---|---|---|---|---|---|---|
| 3100.01 | Tu | 12:30 pm - 2:30 pm | Main Campus | Room 23 | Yoshiwa | $85 |

## CLOCK MAKER/REPAIRER – CARE & REPAIR OF MECHANICAL CLOCKS

*Minimum 16 students.*

| | | | | | | |
|---|---|---|---|---|---|---|
| 7560.01 | Tu | 5:30 pm - 8:30 pm | Main Campus | Room 24 | Umbrello | $125 |

# PARENT EDUCATION

**PARENT & ME**

## PARENT EDUCATION THROUGH PARENT-CHILD PARTICIPATION

*Minimum 17 students.*

An enriched nursery school program is offered where both parent and child attend.  Parents participate in group discussions concerned with early childhood development.  Group activities for the children stimulate emotional and social growth as well as foster preparation for school readiness.  Adult enrollment limited.  Please see NOTE below.

| | | | | | | |
|---|---|---|---|---|---|---|
| 6400.05 | Tu | 9:00 am - 12:00 noon | Covina-Valley Tech-Academy | P. Ed. Ctr. | Rhodes | $65 |
| 6400.10 | W | 9:00 am - 12:00 noon | Covina-Valley Tech-Academy | P. Ed. Ctr. | Rhodes | $65 |
| 6400.15 | Th | 9:00 am - 12:00 noon | Covina-Valley Tech-Academy | P. Ed. Ctr. | Rhodes | $65 |
| 6400.20 | F | 9:00 am - 12:00 noon | Covina-Valley Tech-Academy | P. Ed. Ctr. | Rhodes | $65 |

**$65 includes one child.  Each additional child is $15.**

**Note:**  Before a child can attend a Parent Education class, proof of the following immunizations is required: DPT or DT, POLIO, RUBELLA, RUBEOLA, MUMPS, HEPATITIS B, HIB MENINGITIS and VARICELLA.

## Student Spotlight:
# THOMAS HATCHER

Thomas started the High School Diploma program at Tri-Community in the Fall of 2022.

He is 45 years old and the father of two beautiful kids, Arissa and Maxwell.

Thomas has been pursuing his dream of becoming a firefighter paramedic for 22 years and never gave up. In order to be hired as a firefighter, Thomas would have to complete his high school diploma. Thomas came to Tri-Community and spoke with our counselor Ruby Acevedo. She put together a plan and Thomas began his coursework immediately. With the help of our staff and teachers, Thomas finished within 8 months and graduated in June of 2023.

Thomas is currently working as a paramedic and is starting the academy to complete his dream of being a firefighter in January. Tri-Community would like to congratulate Thomas and wish him the best of luck in his new career.

**COMING SOON!**

# *COSMETOLOGY AND CERTIFIED NURSING ASSISTANT*

Please scan for more information and to be added to the waiting list.