



THE START TO A BRIGHTER FUTURE BEGINS HERE!

Complete Your High School Diploma

Free GED Testing & Prep

ESL Classes

Job Training

Parent Education

SPRING 2024

Course Schedule

March 4, 2024 – June 1, 2024

Registration Begins

February 20, 2024

www.tri-communityadulthood.org



COVINA-VALLEY
UNIFIED SCHOOL DISTRICT

WELCOME



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, and Community Classes

2 COVINA-VALLEY TRADE-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, and Community Classes

3 SOUTH HILLS HIGH SCHOOL

645 Barranca Street, West Covina 91791 (North of Cameron Ave.)

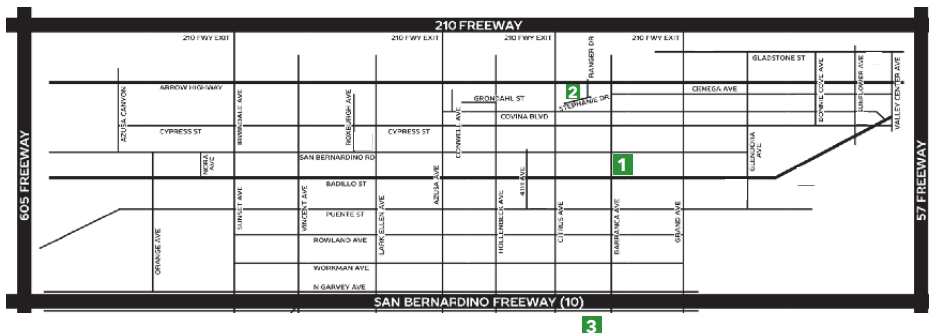


TABLE OF CONTENTS

Registration, Admission, & Financial Aid	3
General Information	4
ACADEMIC PROGRAMS	
English as a Second Language (ESL) / ABE	5
High School Diploma/Equivalency, GED, HiSET	6
ACADEMIC PROGRAMS	7
CAREER TECHNICAL EDUCATION	
Combination Welder Training / Certified Welder Fundamentals	8
Metal Fabrication	9
HVAC / EPA Certification	10
Residential Electrician	11
Court Reporting Online	12
Business Careers	13
Computer Classes / Personal Care Aide	14
FEE BASED COURSES / COMMUNITY CLASSES	15

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-communityadulthood.org



ESL - PAGE 5



HS DIPLOMA - PAGE 6



PARENT EDUCATION - PAGE 7



CAREER TECH - PAGES 8 - 14



FEE BASED COURSES - PAGE 15

REGISTRATION INFORMATION

REGISTRATION

Online registration for spring classes will begin Tuesday, February 20, 2024. **Classes begin Monday, March 4, 2024.**

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 Trade-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 5 and 6) 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!**



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

HOLIDAYS

Spring Break Monday, April 1, 2024 – Saturday, April 6, 2024
Memorial Day Monday, May 27, 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



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, March 18, 2024.**

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.

Classes may be closed due to lack of enrollment. Course times and/or instructors may be subject to change based on course or program needs.

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.

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

<http://www.mtsacregionaladulthood.org/>



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-communityadulthood.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



FREE CHILD CARE

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

FREE!

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.



ENGLISH AS A SECOND LANGUAGE

FREE!

How to Register

1. Scan the QR Code or go online to www.tri-communityadulthood.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!

Cómo registrarse

1. Escanee el código QR o vaya en línea a www.tri-communityadulthood.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-communityadulthood.org並填寫選課興趣表格。



**SCAN ME FOR
MORE INFO!**

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

ESL classes develop greater fluency and oral communication as well as listening, reading, writing, and life skills.

ENGLISH AS A SECOND LANGUAGE - LEVEL 1 - BEGINNING

1000.01	M thru Th	9:00 am - 12:00 noon	Main Campus	Room 6	Lynch
1000.12	M thru Th	6:00 pm - 9:00 pm	Main Campus	Room 6	Lynch

ENGLISH AS A SECOND LANGUAGE - LEVEL 2 - HIGH BEGINNING/LOW INTERMEDIATE

1000.02	M thru Th	9:00 am - 12:00 noon	Main Campus	Room 7	Jasso
1000.13	M thru Th	6:00 pm - 9:00 pm	Main Campus	Room 7	Jasso

ENGLISH AS A SECOND LANGUAGE - LEVEL 3/4 - INTERMEDIATE

1000.03/04	M thru Th	9:00 am - 12:00 noon	Main Campus	Room 8	Martinez
1000.14/15	M thru Th	6:00 pm - 9:00 pm	Main Campus	Room 8	Martinez

ENGLISH AS A SECOND LANGUAGE - LEVEL 5/ABE

1000.05/1130.02	M thru Th	9:00 am - 12:00 noon	Main Campus	Room 10	Parker
1000.16/1130.03	M thru Th	6:00 pm - 9:00 pm	Main Campus	Room 10	Parker

CITIZENSHIP

1901.01	M & W	12:30 pm - 2:30 pm	Main Campus	Room 8	Martinez
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LIFE SKILLS, COMMUNICATION & CONVERSATION

1000.53	F	10:00 am - 12:00 noon	Main Campus	Room 10	Parker
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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 pm - 9:00 pm	Covina-Valley Trade-Tech Academy	Room 7	Gonzalez

HIGH SCHOOL DIPLOMA, GED AND HiSET

FREE!

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.



*SCAN ME
FOR
MORE INFO!*

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

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 Grimm/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 (\$41, per test)



Hours:

Monday/Wednesday/ Fridays	8:30 am - 12:30 pm & 1:30 pm - 4:15 pm
Tuesday	4:00 pm - 7:30 pm
Thursday	1:30 pm - 4:15 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 (\$17, per test plus a one-time of \$20 on the first subtest booked)



Hours:

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



ENGLISH AND MATH CLASSES

ENGLISH

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 pm - 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 pm - 8:30 pm Main Campus Room 14 Bogle



MATH

MATH LAB - ALGEBRA 1A No Fees.

1804.01 M 5:30 pm - 8:30 pm Main Campus Room 13 Grant

MATH LAB - ALGEBRA 1B No Fees.

1804.02 M 5:30 pm - 8:30 pm Main Campus Room 13 Grant



PARENT EDUCATION



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 Trade-Tech Academy	Parent Ed Center	Rhodes	\$65
6400.10	W	9:00 am - 12:00 noon	Covina-Valley Trade-Tech Academy	Parent Ed Center	Rhodes	\$65
6400.15	Th	9:00 am - 12:00 noon	Covina-Valley Trade-Tech Academy	Parent Ed Center	Rhodes	\$65
6400.20	F	9:00 am - 12:00 noon	Covina-Valley Trade-Tech Academy	Parent Ed Center	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.

WELDING



**IN CLASS
instruction**

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 TRADE-
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.

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



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MORE INFO!**

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	\$895*
	M / W / F	8:00 am - 12:00 noon	Velosa	

**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	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	\$495
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**Classes run every other Saturday.*

PRACTICAL WELD TESTING ONLY

15 hours total Testing time. Pass/Fail

7400.10	Sat	8:00 am - 2:00 pm	Velosa	\$225
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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
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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.



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 Trade-Tech Academy, Room 22

7460.01 Tu & Th 5:30 pm - 9:30 pm Iha \$495

Metal Fabrication Kits are available for \$400.

Instructor's Bio: Meet Aaron Iha

Tri Community is extremely excited to have Aaron Iha as our Metal Fabrication instructor.

Aaron has owned his fabrication business for over 20 years and brings a wealth of experience to our program. Aaron's work has been highlighted on the cover of Truckin' magazine several times and he has been featured in Tech-Articles, Feature-Vehicle articles, and published shop tours. He has won multiple awards for: Best of Show, Best Paint and Best Engineering in major car shows throughout California, Arizona and Texas.



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MORE INFO!

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 Trade-Tech Academy, Room 20

7430.20	Tu / W / Th	5:30 pm - 9:30 pm	Frailing/Bartnicki	\$395
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***Teacher Schedules:**

Tu / Th	6:30 pm - 9:30 pm	Frailing
Tu / Th	5:30 pm - 6:30 pm	Bartnicki
W	5:30 pm - 9:30 pm	Bartnicki

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 Trade-Tech Academy, Room 20

7430.25	W	5:30 pm - 9:30 pm	Bartnicki	\$100
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RESIDENTIAL ELECTRICIAN



IN CLASS
instruction

RESIDENTIAL ELECTRICIAN 1

16 weeks May 6, 2024 - August 23, 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 Trade-Tech Academy, Room 19

7450.51 M, Tu, W, & Th In-Person Lab

8:00 am - 12:00 noon

Fonseca

*Monday: Asynchronous course work to be completed during the week.



SCAN ME FOR
MORE INFO!

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.

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

7450.55 M, Tu, W, & Th In-Person Lab

5:30 pm - 9:30 pm

Fonseca

*Monday: Asynchronous course work to be completed during the week.

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 Trade-Tech Academy at (626) 974-6420 or call the Court Reporting Coordinator, Carrie Ravenscroft at (562) 243-0362.

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.

CERTIFIED COURT REPORTER PROGRAM

7000.01	M thru W	6:00 am – 9:00 am	Online	Ravenscroft
	Th	6:00 am – 8:00 am	Online	Ravenscroft
	M thru W	6:00 pm – 8:00 pm	Online	Ravenscroft
	Th	5:00 pm – 8:00 pm	Online	Ravenscroft
7000.01	M & W	8:00 am – 2:00 pm	Online	Rea
	M & Tu	6:00 pm – 9:00 pm	Online	Rea
	Th	5:00 pm – 9:00 pm	Online	Rea
7000.01	M thru W	8:00 am – 12:00 noon	Online	Fallgren
	Th	8:00 am – 11:00 am	Online	Fallgren
	M thru W	6:00 pm – 8:00 pm	Online	Fallgren
	Th	6:00 pm – 9:00 pm	Online	Fallgren
7000.01	M & W	8:00 am – 10:00 am	Online	Matthews
	Tu & Th	8:00 am – 1:00 pm	Online	Matthews
	M & W	6:00 pm – 9:00 pm	Online	Matthews
	Tu & Th	6:00 pm – 8:00 pm	Online	Matthews

ACADEMICS

2240.11	Medical Terminology 1	Online	Rea
2240.12	Medical Terminology 2	Online	Rea
7000.09	English 1	Online	Rea
7000.10	English 2	Online	Rea
7000.11	English 3	Online	Rea
7000.16	Legal Terminology 1	Online	Rea
7000.17	Legal Terminology 2	Online	Rea
7000.18	Legal Terminology 3	Online	Rea
7000.26	Beginning Case CATalyst	Online	Ravenscroft
7000.27	Advanced Case CATalyst	Online	Ravenscroft
7000.30	Transcript Prep	Online	Ravenscroft
7000.60	Skills Building for Test Certification	Online	Ravenscroft

ATTEND A COURT REPORTING ORIENTATION ONLINE!

ONLINE

(Zoom - Room 371 4747 230
Password TRI)

Class Start Date: March 4, 2024 Orientation Dates Below:

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

Class Start Date: June 3, 2024 Orientation Dates Below:

Monday, April 8, 2024, at 11:00 am
Tuesday, April 9, 2024, at 7:00 pm
Monday, May 13, 2024, at 11:00 am
Tuesday, May 14, 2024, at 7:00 pm



SCAN ME FOR
MORE INFO!



**Financial Aid available for
qualified applicants!**



BUSINESS CAREERS



BOOKKEEPER PART 1 & PART 2

Total Program Hours: 108

Books extra.

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.



SCAN ME FOR
MORE INFO!

PART 1

2200.02	M & W	6:00 pm - 9:00 pm	Covina-Valley Trade-Tech Academy	Room 3/4	Pereida	\$150
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PART 2

2200.15	Th	6:00 pm - 9:00 pm	Covina-Valley Trade-Tech Academy	Room 3/4	Pereida	\$100
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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 Trade-Tech Academy	Room 7/8	Hibner	FREE!
9000.78	Tu & Th	6:00 pm - 9:00 pm	Covina-Valley Trade-Tech Academy	Room 7/8	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

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 Trade-Tech Academy	Room 7/8	Hibner	FREE!
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(4-weeks: May 8 – May 29, 2024)

FREE!

FREE!

COMPUTER CLASSES & PERSONAL CARE AIDE



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.

9000.51 W 6:00 pm - 9:00 pm Covina-Valley Trade-Tech Academy Room 7



**SCAN ME FOR
MORE INFO!**



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
9000.79 M 6:00 pm - 9:00 pm Covina-Valley Trade-Tech Academy Room 7

Gonzalez \$75
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 Trade-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
 (Scholarships available)

Ibrahim \$80



FEE-BASED COMMUNITY CLASSES

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 Trade-Tech Academy	Room 10	Al-Beitawi	\$125
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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 Trade-Tech Academy	Room 1/2	Sanderson	\$140
5200.07	Tu	12:30 pm - 3:30 pm	Covina-Valley Trade-Tech Academy	Room 1/2	Sanderson	\$140
5200.08	Tu	7:00 pm - 10:00 pm	Covina-Valley Trade-Tech Academy	Room 1/2	Boehme	\$140
5200.10	W	9:00 am - 12:00 noon	Covina-Valley Trade-Tech Academy	Room 1/2	Boehme	\$140
5200.12	W	12:30 pm - 3:30 pm	Covina-Valley Trade-Tech Academy	Room 1/2	Boehme	\$140
5200.14	Th	9:00 am - 12:00 noon	Covina-Valley Trade-Tech Academy	Room 1/2	Boehme	\$140
5200.15	W	5:30 pm - 8:30 pm	South Hills High School	Room 542	Stragier	\$140

JEWELRY MAKING/LAPIDARY

Minimum 17 students.

A combined class of jewelry making by lost wax casting 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

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
7550.11	W	5:00 pm - 8:00 pm	Main Campus



Room 20	Flores-Tanis	\$125
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
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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
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*****ECRWSEDDM*****

Residential Customer



Student Spotlight: **JULIA ZAVALZA**

Julia began the High School Diploma program at Tri-Community in the Fall of 2022.

Julia works as an afterschool coach and instructional aide for elementary students where she helps students with social development, homework, and fun activities, including arts and crafts.

Her lifelong dream is to become a Naval nurse which would allow her to travel around the world to help those who serve our country. Julia was determined to complete her remaining credits as swiftly as possible to make her dream a reality. Nine months after starting at Tri-Community, Julia obtained her High School Diploma and immediately enrolled in the United States Navy.

Julia would like to thank the Tri-Community staff and her family who have supported her in reaching her goal. Tri-Community would like to congratulate Julia, and wish her the best of luck in her new career.

**COMING
SOON!**

***COSMETOLOGY
AND
CERTIFIED
NURSING ASSISTANT***

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

