

www.azusaadult.edu
(626) 852-8400



Azusa Adult

EDUCATION CENTER

REGISTER TODAY! WE ARE HERE TO HELP YOU REACH YOUR GOAL!



AZUSA ADULT EDUCATION CENTER

1040 E. Gladstone Street
Azusa, CA 91702
(between Citrus & Barranca)

2023-2024 SCHOOL YEAR CALENDAR

August 21, 2023 - June 6, 2024

August 21 Fall Classes Begin
September 4 Labor Day - No School
November 10 Veteran's Day - No School
November 20 - 24 Thanksgiving Holiday
Dec. 22 - Jan. 5 Winter Break - No School
January 8 No School
January 9 Classes Resume
January 12 Martin Luther King's Day
January 19 End Fall Session
January 22 Spring Classes Begin
February 12 Lincoln's Day - No School
February 19 Washington's Day - No School
April 1 - 5 Spring Break - No School
May 27 Memorial Day - No School
June 3 Graduation Pining Ceremony
June 6 End of Spring Session
June 10 Summer Classes Begin

**REGISTER ONLINE
TODAY!**
azusaadult.edu



HOW TO REGISTER FOR CLASSES

1. Register Online at www.azusaadult.edu or Scan QR code.
2. Visit our office to register in person starting August 14, 2023.

ESL AND ACADEMIC CLASSES:

1. Create student account online
2. Select Registration Section
3. Schedule CASAS test
4. Take CASAS test (ensure course placement)
4. Start class.



Residential Customer

*****EGRWSSSEDDM*****

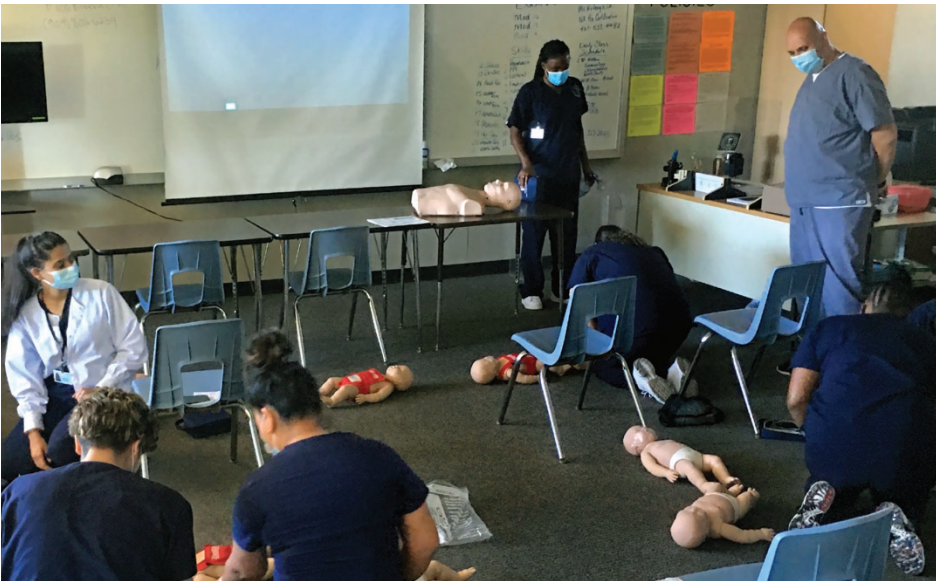
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Azusa USD
PO Box 500
Azusa, CA 91702

Are you struggling to find work because you lack a
high school diploma or industry training?

WE CAN HELP YOU GET THE SKILLS YOU NEED FOR A NEW JOB.
Enroll today! For more information, visit www.azusaadult.edu

HEALTH SCIENCE & MEDICAL TECHNOLOGY



NURSE ASSISTANT TRAINING PROGRAM (NATP)

NURSE ASSISTANT TRAINING PROGRAM (NATP) WITH RESTORATIVE NURSING ASSISTANT

This program includes classroom instruction with hands on training, and 108 externship hours in a long term/extended care facility. Students must provide their own transportation to the externship location. This program covers: Patient Basic Care (i.e. nutrition and feeding, bathing and oral hygiene); Patient Monitoring (i.e. temperature, blood pressure, etc.); Positioning; Rehabilitation and Restorative Care; Patient Safety; Ethics; Patient Rights; and Elder Abuse Identification. Patient Dignity and Rights of Privacy, Therapeutic Exercises, Functional Patient Mobility, and Transfers. Students will also receive CPR Certification as part of the program. This program also prepares students for the California State Nurse Assistant Certification Exam. At the end of the program, students will receive 2 certificates: a Nurse Assistant Training Program Certificate of Completion and a Restorative Nurse Assistant Certificate of Completion. Students will be ready to work immediately as a Certified Nurse Assistant or as Restorative Nurse Assistant. There are no pre-requisite courses.

Fee: \$2,425 (includes tuitions, materials, supplies, textbooks, standard fees for medical and background clearances, standard uniform, clinicals supervision, CPR, and California State CNA Exam fees).

4210.01	TBD	M-Th	8:30 am – 1:30 pm	TBD	3
4211.01	TBD	M-Th	8:30 am – 1:30 pm	TBD	3
4212.01	TBD	M-Th	8:30 am – 1:30 pm	TBD	3

*Call for upcoming dates



PHARMACY TECHNICIAN



This Pharmacy Technician Program is a one-semester course. It is designed to prepare students for entry-level employment in retail, outpatient, and hospital in-patient pharmacies with a supervising pharmacist. The course is designed as a hybrid model which includes two (2) days of classroom instruction with hands on training, online assignments and activities, and 120 externship hours in a retail or hospital pharmacy. Upon completion of the class and the externship hours, students will be recommended for a California Pharmacy Technician License and/or apply to take the National Pharmacy Technician Exam.

Fee: \$2,200 (includes tuition, materials, supplies, textbooks, standard fees for medical and background clearances, standard uniform, and externship supervision). Fees does not include CPT License or NPT Exam costs.

Prerequisites:

- High School Diploma or Equivalency
- At least 6th Grade Math Level
- At least 18 years old
- Clearance of Criminal Conviction

4310.04	08/21/23-01/19/24	M-Th	4:00 pm – 8:30 pm	Serpas	2
4310.04	01/22/24-06/06/24	M-Th	4:00 pm – 8:30 pm	Serpas	2

JOB OUTLOOK:

California / United States
GROWTH % Rates (2016-2026):

California:
\$20.81 hourly
14% growth rate

United States:
\$16.32 hourly

Source: www.onetonline.org



MEDICAL CODING AND BILLING CLERK

This one-semester course is designed to prepare students for employment as a Medical Insurance Coding and Billing Specialist in a hospital, medical care center, doctor's office, or an insurance agency. Students are instructed in the complexities of decoding, and coding medical procedures for billing purposes, learn about billing procedures and standard insurance claim forms, risk management, claim search, authorizing procedures, HIPAA requirements, chart review, abstracting of inpatient charges. The course includes both classroom instruction with hands on training and online assignments.

This course prepares students to be qualified to apply for the American Association of Professional Coders (AAPC) Certified Professional Coder (CPC) Exam. Class fees do not include exam costs. Upon successful completion of the program, students will receive a Medical Coding & Billing Program Certificate of Completion and be ready to work immediately as a Medical Coding & Billing Clerk.

You **MUST** take Medical Terminology Class to receive Certificate of Completion. Price does **NOT** include Medical Terminology Cost.

Fee: \$1,380 (includes tuition, textbooks, materials, and supplies)

4220.07	08/21/23-01/19/24	T,W,Th	4:30 pm – 8:30 pm	Ibrahim	4
4220.07	01/22/24-06/06/24	T,W,Th	4:30 pm – 8:30 pm	Ibrahim	4

JOB OUTLOOK:

California / United States
GROWTH % Rates (2016-2026):

California:
\$22.19 hourly
8% growth rate

United States:
\$20.50 hourly

Source: www.onetonline.org



CLINICAL MEDICAL ASSISTANT

This is 24 weeks (Front Office 10 weeks and Back Office 14 weeks) This course is designed to prepare students for employment in a career as a Medical Assistant, in medical offices, clinics, hospitals or other medical facilities.

Our program is divided into Front Office and Back Office segments. - Front Office portion students learn front office skills and procedures. HIPPA requirements, professionalism, customer service, oral and written communication, medical records, including medical ethics and liability, medical record management. Health insurance, procedural and diagnostic coding, medical math.

Back office portion students learn hands-on skills: Administering injection, injection procedure, medication administration, vital signs, and immunizations, cardiology and radiology procedure, medications, examinations, preparing for surgery, assisting in minor surgery.

Course Requirements: Anatomy & Physiology, Medical Terminology, Internship, Electronic Health Records (EHR) must be taken prior to receiving the Medical Assistant Certificate of completion. Students are prepared and expected to take and pass the California Certifying Board for Medical Assistants Exam. Price does **NOT** include Medical Terminology Cost.

Prerequisites:

- High School Diploma or Equivalency
- At least 18 years old

Fee: \$950 (includes tuition, textbooks, materials, and supplies)

4260.01	08/21/23-01/19/24	M-Th	8:30 am – 12:30 pm	Ibrahim	4
4260.01	01/22/24-06/06/24	M-Th	8:30 am – 12:30 pm	Ibrahim	4



ONE TIME
INTRODUCTORY
PRICE OF
\$950!



ANATOMY PHYSIOLOGY AND MEDICAL TERMINOLOGY

Basic anatomy and medical language necessary for persons entering the medical occupations. Required for students enrolled in Medical Coding & Billing Clerk and Clinical Medical Assistant.

Fee: \$420 (includes tuition, textbook, materials, and supplies).

4251.01	08/21/23-01/19/24	F	8:30 am – 12:30 pm	Ibrahim	4
4251.01	01/22/24-06/06/24	F	8:30 am – 12:30 pm	Ibrahim	4



Ask us about
Financial Assistance



ADULT BASIC EDUCATION/ HIGH SCHOOL DIPLOMA PROGRAM

FREE CLASSES!



FREE

ADULT BASIC EDUCATION LAB

Our ABE classes are here to help you develop your math and reading skills. Reading comprehension, vocabulary and grammar will be the focus. Upon completion, you will have a strong academic foundation to use in your everyday life, prepare for pre-employment exams or help you prepare to take our HSD, HiSET and CTE programs.

Prerequisites:

■ CASAS Pre & Post Test Required.		■ English Language proficiency at level 6.	
1020.01	M,Th	8:30 am – 12:00 pm	Braddick Room 6
1020.07	Th	5:00 pm – 8:30 pm	Braddick Room 6

EARN YOUR HIGH SCHOOL DIPLOMA

Adults 18 and older may earn a high school diploma by taking self-paced, individualized courses which are a blend of teacher directed instruction, independent study, and online learning activities. The high school diploma program offers standards-based curriculum that allows students to earn a WASC accredited high school diploma.

FREE

Graduation Requirements

English	40 Semester Credits
Mathematics (Must include 1 year of Algebra)	20 Semester Credits
Science	20 Semester Credits
American History	10 Semester Credits
Social Studies	10 Semester Credits
Foreign Language or Fine Arts	10 Semester Credits
American Government	5 Semester Credits
Economics	5 Semester Credits
Electives	60 Semester Credits
TOTAL	180 Semester Credits

(All High School Course Lists available in the Counseling Center)

Elective Credits: Credit may be granted towards the elective requirement for military, work experience, and/or vocational courses. Please see a counselor for specific criteria and details.

Prerequisites: ■ CASAS Pre & Post Test Required.

HIGH SCHOOL DIPLOMA COURSE

8001.01	M-Th	8:00 am – 1:00 pm	Romero	Room 7
8001.07	M,T,W	5:00 pm – 8:30 pm	Romero	Room 7

FREE

BUSINESS CAREERS

BASIC COMPUTER & ONLINE SKILLS

Basic Computer & Online Skills Class

This course will introduce students to basic computer and online skills. Learn about digital communication platforms, Google Tools, introduction to Microsoft Office (Excel, PowerPoint), online privacy and more. This class will help students to gain the confidence to continue with future courses.

Fee: \$25

4401.01	W	8:30 am - 12:00 pm	Braddick	Room 1
4401.07	W	5:00 pm - 8:30 pm	Braddick	Room 1



CAREER CENTER

The Career Center is available to current enrolled students of AAEC. The Career Center provides support in Resume Writing/Cover Letter, Job Interview Preparation, Typing, Typing Test and much more.

Career Center Hours:

Thursday	5:00 pm - 8:30 pm	Room 1
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Typing Test

Typing tests are available for a fee of \$15. All typing test participants are given an opportunity to practice before taking the test. A 5-minute timed test will be given. Upon successful completion of the typing test, students will receive proof of typing ability. Call the office at (626) 852-8400 to get the schedule prior to coming in for a typing test.

FREE



HIGH SCHOOL EQUIVALENCY EXAM PREPARATION (HiSET)

Earning a high school equivalency certificate from the State of California may be alternative to getting a high school diploma. This Course is designed to provide students with direct instruction, collaborative learning and other learning activities designed to prepare them for each section of the HiSET exam: Reading, Writing, Mathematics, Science, and Social Studies. Working towards your high school equivalency has never been easier!

Prerequisites: ■ CASAS Pre & Post Test Required.

8002.01	M-Th	8:00 am – 1:00 pm	Romero	Room 7
8002.07	M,T,W	5:00 pm – 8:30 pm	Romero	Room 7

FREE

HIGH SCHOOL EQUIVALENCY PREPARATION SPANISH EXAM

Prepare for the Spanish HiSET exam. Students participate in learning activities designed to prepare them for each section of the exam. *El examen HiSET® puede ampliar sus oportunidades, pero requiere preparación. Obtenga las herramientas que necesita para prepararse del programa HiSET.*

Prerequisites: ■ CASAS Pre & Post Test Required.

2081.07	M,T	5:00 pm – 8:30 pm	Ontiveros	Room 11
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FREE

OFFICIAL HiSET TESTING CENTER!

The Azusa Adult Education Center is an official testing center for the HiSET exam. Please contact our office for additional information and registration at (626) 852-8400.

AAEC will pay the first battery of tests for those students who complete the 40 hours or more of class time. Students are given 12 months and 3 times each to pass all 5 subjects. CASAS Pre and Post test required. It is the student's responsibility to pay for those tests that were not successfully passed during the allocated time.

HiSET consists of 5 subtests, which are available in both English and Spanish:

Reading, Mathematics, Science, Writing, and Social Studies

Test Fees: ■ \$105 for all five subtests + one-time state fee

- **TAKE IT FOR FREE!**
- Call or visit our website for more information.

Registration and payment must be completed in our Office at least the Wednesday prior to the exam dates.

Testing Dates:

DATES			TEST	TEST TIME
TUESDAY			Writing 120 Minute Test	8:00 am
September 12, 2023	January 23, 2024	May 7, 2024		5:00 pm
October 17, 2023	February 13, 2024			
November 7, 2023	March 12, 2024			
December 12, 2023	April 16, 2024			
WEDNESDAY			Math 90 Minute Test	8:00 am 5:00 pm
September 13, 2023	January 24, 2024	May 8, 2024	Social Studies 70 Minute Test	10:00 am
October 18, 2023	February 14, 2024			7:00 pm
November 8, 2023	March 13, 2024			
December 13, 2023	April 17, 2024			
THURSDAY			Science 80 Minute Test	8:00 am 5:00 pm
September 14, 2023	January 25, 2024	May 9, 2024	Reading (English) 65 Minute Test	10:00 am
October 19, 2023	February 15, 2024			7:00 pm
November 9, 2023	March 14, 2024			
December 14, 2023	April 18, 2024			
			Lectura (Spanish) 80 Minute Test	10:00 am 7:00 pm

CAREER TRAINING

SECURITY GUARD TRAINING

NEW! SECURITY GUARD - UNARMED

This course is a one week, 40 hour training program that provides students the basic skills and knowledge to become a private security guard in any personal protection or private event or business environment. Students will receive knowledge and skills on comprehensive security topics. The course includes classroom instruction with hands on training. Students will also receive CPR Certification as a part of the course.

In the course, students learn about U.S. and California laws and regulations for Security Guards, powers to arrest, use of force, handcuffing, weapons of mass destruction, report writing, public relations, and protocols for interacting with First Responders.

Upon successful completion of the course, student will be prepared to pass the Guard Card Exam. Students attaining a Guard Card receive compensation that is above the average. Students will also receive a Security Guard Program Certificate of Completion and be ready to work immediately.

Fee: \$1,995

4500.01	M-F	8:00 am - 4:00 pm	TBD	Room 15
4501.01	M-F	8:00 am - 4:00 pm	TBD	Room 15

*Call for upcoming dates



ENGLISH AS A SECOND LANGUAGE



English as a Second Language classes are for adults 18 years and older whose first language is not English. Each course is designed to focus on developing and advancing English language skills in listening, speaking, reading, writing, and grammar.

Registration Information:

- Register online or in person
- Select Registration Section
- Schedule a CASAS test by calling the school (626) 852-8400.
- CASAS Pre & Post Test Required.

Student textbooks/workbooks will be available for purchase in the counseling office.

3005.01	Beginning	M-Th	8:30 am – 12:00 pm	13
3005.07	Beginning	M-Th	5:00 pm – 8:30 pm	13
3120.01	Intermediate	M-Th	8:30 am – 12:00 pm	11
3120.07	Intermediate	M-Th	5:00 pm – 8:30 pm	12
3130.01	Advanced	M-Th	8:30 am – 12:00 pm	10
3130.07	Advanced	M-Th	5:00 pm – 8:30 pm	10



CITIZENSHIP EXAM PREPARATION CLASS

12 weeks sessions!

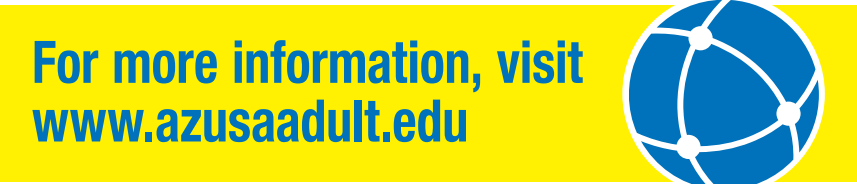


This course is for students who want to become U. S. Citizens. Students will learn about the Citizenship process. The class provides an overview of United States history; the structure of federal, state, county, and city government; the rights and responsibility of citizens living under a democratic form of government; and naturalization procedures, tips, etc. The Azusa Adult Education Center works in partnership with the Azusa City Library Inspired Citizenship Program.

Requirements for enrolling: Students must score at the Intermediate or Advanced levels on the CASAS assessment. CASAS Pre & Post Test Required.

3800.07	08/21/23-11/16/23	M,T	5:00 pm – 8:30 pm	Braddick	6
3801.07	11/27/23-03/07/24	M,T	5:00 pm – 8:30 pm	Braddick	6
3802.07	03/11/24-06/06/24	M,T	5:00 pm – 8:30 pm	Braddick	6

AZUSA ADULT EDUCATION CENTER IS A MEMBER OF THE



GENERAL INFORMATION

MISSION STATEMENT

We are committed, as a professional learning community, to continuous improvement in providing a diverse and high quality educational program where all students are provided the opportunity to develop and deepen their knowledge and skills required to:

- Actively participate in further educational pursuits
- Obtain or advance in fulfilling career goals
- Ethically participate in a multicultural civic society

VISION STATEMENT

Empowering every student to pursue their academic, vocational and personal goals.

STUDENT LEARNING OUTCOMES

Effective communicators who can engage in meaningful interactions:

- Comprehend and analyze written, spoken, and visual information.
- Convey complex thoughts and ideas in oral, written and/or visual format.
- Synthesize complex communication and data, respond orally and in writing
- Develop relationships that advance the idea of cooperation and a positive working and community environment.

Productive individuals who utilize current tools to set and achieve attainable goals:

- Possess digital literacy, as well as mastery of other tools necessary for successful employment, community interaction, and achievement of educational goals.
- Gain knowledge sufficient for understanding and achieving personal, educational, and career goals.
- Organize effectively for maximum efficiency
- Develop self-reliance, while maintaining a sense of social responsibility.

Critical Thinkers who:

- Problem solvers who utilize mathematical, numeric, and formulaic concepts to resolve complex challenges present in daily life and in the complex environment of the current workplace.
- Utilize knowledge and resources to resolve complexities of societal issues.
- Employ creativity and forward thinking to seek out solutions to challenges.

ACCREDITATION

The Azusa Adult Education Center is accredited by the Western Association of Schools and Colleges. Accreditation is an assurance of quality and a guarantee that classes taken for credit will be accepted for credit by other educational institutions. All teachers are certified in their teaching area by the State Commission for Teacher Preparation and Credentialing.



AZUSA UNIFIED SCHOOL DISTRICT



Board of Education

Sabrina Bow, Ed D. , President
Yolanda Rodriguez-Peña, Vice-President
Gabriela Arellanes, Clerk
Adrian Greer, Member
Sandra Benavides, Member

Superintendent: Arturo Ortega

Adult School Staff

Principal: Anthony Contreras
Counselor: Daniel Soriano
Evening Administration: Joe Rocha, Mari Bordona
Secretary: Monica Pringle

Uniform Complaint Procedure: Uniforms Complaint Procedures are available in our office, and our website.

School District Policy: It is the policy of the Azusa Unified School District not to discriminate on the basis of sex, race, color, national origin, sexual orientation, lack of English skills, handicapping condition, age or language in its admission of students to school programs, educational programs and activities, or the recruitment and employment of personnel. Students, parents, employees, and community members who feel that they have a grievance concerning discrimination should contact: EQUAL OPPORTUNITY COORDINATOR, AZUSA UNIFIED SCHOOL DISTRICT, 546 South Citrus Avenue, Azusa, California, 91702 (626) 967-6211, Ext. 6184

ADMISSION AND REGISTRATION INFORMATION



REGISTRATION HOURS

Phone: (626) 852-8400
Monday - Thursday 8:00 am - 8:30 pm
Fridays 8:00 am - 3:00 pm

METHODS OF PAYMENT Debit Card, MasterCard, Visa

COMPLETION OF REGISTRATION IS SUBJECT TO AVAILABLE SPACE.

REGISTRATION POLICY NOTIFICATION will only be given if class is cancelled. Please note carefully the dates and times of the classes you select.

FEES AND REFUNDS: Application, registration and program fees are non-refundable and non-transferable. Please be sure you want to take the class before you register and pay fees. Fees do not include the textbooks and supplies, required for some courses.

REGISTRATION AND REFUND POLICIES

- Some classes have limited space, please register early.
- All fees are due and payable at the time of registration.
- Methods of payment accepted are Mastercard, Visa, debit card. All credit or debit transactions presented in person with a valid photo ID.
- Application, registration and program fees are non-transferrable and non-refundable. Students are to ensure they want to take the class prior to registering and paying fees.
- The Azusa Adult Education Center reserves the right to cancel classes if enrollment does not meet the required minimum. If a class is cancelled by the Azusa Adult Education Center, a full refund for fees will be processed.
- Schedule Changes: every effort is made to ensure the accuracy of the information in this brochure. The Azusa Adult Education Center, however, reserves the right to make corrections or changes at any time without prior notice.

ADMISSION The Azusa Adult Education Center may admit as regular students only persons who meet the age of compulsory attendance (18 years old in CA). Sealed, official transcripts must be provided to complete the registration process for the High School Diploma Preparation Program. Students must meet all of the admissions requirements to be accepted for a specific program and start date. Upon enrollment, students are required to attend the New Student Orientation to familiarize themselves with the campus, as well as the school's rules and regulations.

POLICIES AND PROCEDURES For AAEC policies and procedures, please refer to the AAEC student handbook on our website.

REGISTRATION AND ATTENDANCE A minimum number of students must be registered and in attendance. Excessive absences may cause classes to be closed or combined, or individual students to be dropped.

