

BPACE

Baldwin
Park
Adult &
Community
Education

*Serving the
Community
since 1961*

**Adult Career Training Center
4640 North Maine Avenue
Baldwin Park, CA 91706**



January 23, 2012 thru March 24, 2012

(626) 939-4456

Turn YOUR PASSION into your NEW PROFESSION.

Welcome to the third quarter of the 2012 school year. The Baldwin Park Adult and Community Education (BPACE) program is here to support our students with their educational, personal and career goals.

Our dedicated staff is here to assist you from the very beginning with registration, financial aid and career or academic counseling.

Our knowledgeable instructors will teach you the skills necessary for a new career or transition to higher education.

Our Job Development Department will personalize a career plan to ensure your success after leaving Baldwin Park Adult and Community Education (BPACE).

Inside:

- Academic Programs
- Career Training Education
- Parent Education
- Older Adults
- Community Classes
- Fee Based Classes
- Student Support Services
- Policies
- BPACE Events

SPRING

Course Catalogue

BPACE 2012

MISSION STATEMENT

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

Adult Career Training (ACT) Center

4640 North Maine Avenue

Baldwin Park, CA 91706 (626) 939-4456

Monday - Thursday • 7:30 am to 9:30 pm

Friday • 7:30 am to 4:00 pm

...

Adult Education (AE) Center

13307 Francisquito Avenue

Baldwin Park, CA 91706 (626) 338-5115

Monday - Friday • 7:30 am to 4:30 pm



Baldwin Park Unified School District Board of Education

Christina Lucero. Board President
Jack B. White. Board Clerk/Vice President
Blanca Estela Rubio. Board Member
Hugo A. Tzec, Esq. Board Member
Teresa I. Vargas. Board Member

Mark M. Skvarna Superintendent
Froilan Mendoza. Associate Superintendent
Cynthia Cuevas. Assistant Superintendent
Human Resources
Christine Dennis. Assistant Superintendent
Student Achievement
Arturo Ortega. Assistant Superintendent
Student Achievement, K-6
John D. Kerr, Ed.D. Senior Director

FREE Babysitting

Babysitting services are offered as follows:

Adult Career Training (ACT) Center

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

Friday • 7:30 am to 2:30 pm

FREE Babysitting services are available for children ages 2 - 9, while their parents are in class at that site. Children must be toilet trained and have proof of immunizations. Babysitting is not available at all sites. Classes closed due to low attendance may result in limited babysitting. *The babysitting program has limited spots available per session.*

BPACE Vision Statement

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

BPACE Satellite Sites

BPACE Fine Arts Center - 3818 Monterey Avenue
District Office Café - 3699 N. Holly Avenue
Geddes Elementary School - 14600 Cavette Street
Santa Fe Learning Center - 4100 Baldwin Park Blvd.

Arts & Recreation Center (ARC) - 14403-B East Pacific Avenue
Esther Snyder Community Center - 4100 Baldwin Park Blvd.
Julia McNeill Senior Center - 4100 Baldwin Park Blvd.
Baldwin Park Community Garden - 13067 Bess Avenue
Sierra View Convalescent - 14318 Ohio Street
BPHS Automotive Center - 3900 N. Puente Avenue

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

BPACE Culinary Academy - 758 W. Grondahl St., Covina, 91722



ABE Classes

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

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

PRE-VOCATIONAL STUDENTS

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

HIGH SCHOOL DIPLOMA STUDENTS

Review and strengthen your skills while earning high school credit.

GED STUDENTS

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

COLLEGE PREP STUDENTS

Sharpen your skills and get higher placement in college courses.



Adult Basic Education

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

Registration Fee (Per Quarter): \$20.00 Baldwin Park Resident
\$25.00 Non Baldwin Park Resident.

You can Start Anytime!

Adult Career Training Center

M - TH	8:00 am to 12:00 noon	Room 10	Susan Coulter
M, T & TH	5:00 pm to 9:00 pm	Room 10	Debbie Jensen

Adult Education Center

M - TH	8:00 am to 12:00 noon	Room H-2	Debbie Jensen
M - TH	12:30 pm to 3:30 pm	Room H-2	Debbie Jensen

ABE Class Website

CLICK HERE

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

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

BPACE Graduates participate in a cap and gown graduation ceremony (June 2011).



High School Subjects

Earn your high school diploma or study the the General Educational Development Test (GED) at your own pace. Teachers are always present for one-to-one tutoring and small group instruction.

Registration Fee (Per Quarter): \$20.00 Baldwin Park Resident • \$25.00 Non Baldwin Park Resident.

High School Subjects Requirements:

Students must see a counselor to enroll for these courses. Credits may be granted for courses completed in other states or countries. Call our counseling office at (626) 856-4120 or (626) 856-4161 for more information or to schedule your appointment. Students must earn a total of 180 credits:

English - 40 Credits	Geography - 5 Credits
World History/Culture/Geography A-B - 10 Credits	U.S. History/Geography A-B - 10 Credits
U.S. Government - 5 Credits	Economics - 5 Credits
Math (includes 1 year of Algebra) - 30 Credits	Science - 20 Credits
Fine Arts or Foreign Language - 10 Credits	Electives - 45 Credits

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

Adult Career Training Center

M - TH	8:00 am to 12:00 noon	Room 11	Mark Steimle
M	9:30 am to 12:00 noon	Room 11	RJ Delvaux
M - TH	12:30 pm to 4:30 pm	Room 11	RJ Delvaux
M - TH	3:00 pm to 6:00 pm	Room 11	Mark Steimle
M - TH	5:00 pm to 9:00 pm	Room 11	RJ Delvaux

Adult Education Center

M - F	8:00 am to 12:00 noon	Room J	Larry Wadahara
-------	-----------------------	--------	----------------

HIGH SCHOOL SUBJECTS (HSS) CLASSES

ALGEBRA

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

COMPUTERS

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

CLASSROOM LECTURES

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

GED PREPARATION

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

CAHSEE PREPARATION

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

Adult Independent Study

Having a babysitting problem? Working long hours? The BPACE Adult Independent Study Program may be the answer. Earn a high school diploma while you study at home. **A \$50.00 deposit for use of books and materials is required at time of registration.** The deposit is refunded when books and materials are returned. Call (626) 856-4120 or (626) 856-4161 for more information.

Registration Fee (per quarter):
\$25.00 Baldwin Park Resident/
\$30.00 Non Baldwin Park Resident.

T	6:30 - 8:45 pm	ACT Office D	Steimle
W	6:00 - 9:00 pm	ACT Office D	Steimle
TH	6:30 - 8:30 pm	ACT Office D	Steimle

Take the GED Exam at BPACE and

1. GET A BETTER JOB

The GED is accepted nation wide by employers who accept a high school diploma.

- 98% of colleges and universities accept the GED Transcript for admission.

- 96% of employers accept the GED for hiring and promotion eligibility.

2. GO TO COLLEGE

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

3. GET ADVANCED TRAINING

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

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

ON TEST DAY

You must bring a valid California Department of Motor Vehicles identification card or driver's license, or other accepted Government issued identification. Arrive 15 minutes early. **Late admittance is not permitted! No exceptions!**

ITEMS NOT ALLOWED IN THE GED TESTING ROOM

1. iPods or other audio players.
2. Cellular phones or pagers.
3. Calculators or other devices which include a calculator.
4. Books of any kind.
5. Food or drinks.

GED Grads participate in a cap and gown ceremony.



General Educational Development Test (GED):

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

Enroll in the GED Preparation program, and take your GED Exam at BPACE. Contact the counseling offices to make and appointment to see a counselor. There is a \$20.00 Baldwin Park Resident fee / \$25.00 Non-Baldwin Park Resident fee. for GED Preparation.

ACT Center (626) 856-4120

AE Center (626) 856-4161

The GED Exam costs \$120.00. Student who pass the GED Exam at BPACE also participate in the cap-and-gown graduation in May.

CLICK HERE for GED testing dates.

ANY QUESTIONS?

Do you have questions about how the GED Test is scored? Do you know how to view your GED test scores online?

Re-testing on the GED Tests:

If you did not earn the minimum passing score on one or more of the GED content area tests, don't worry. You can re-test on the content area test(s) two additional times (total of three (3) times per year). Scores from the content area test(s) on which you did earn the minimum score(s) will be combined with scores you receive when you re-test.

How GED Score are reported:

Check out www.acenet.edu/Content/NavigationMenu/ged/test/after/UnderstandScores.htm

View Your Score Online:

To view your score online visit: <https://gedcalifornia.ets.org/> Scores will remain online for 60 days.

National Measure:

The GED Tests are nationally recognized assessment that gives people from all walks of life an opportunity to certify their high school education. The high school credential earned by passing the GED Tests is accepted by more than 95% of employers, colleges and universities in the United States of America.

CLICK HERE for Spanish GED Information



English As A Second Language Classes

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

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

- Life Skills & Civics**
- Personal Information
 - Jobs
 - Community Resources
 - Banking
 - Safety
 - Civic rights, freedoms and responsibilities

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

English As A Second Language (ESL)

Community Based English Tutoring • Citizenship Preparation:

ENGLISH AS A SECOND LANGUAGE REGISTRATION FEES:

The registration fee (per quarter) for each English As A Second Language class is **\$20.00** for a Baldwin Park Resident/ **\$25.00** for a Non-Baldwin Park Resident. Any student who misses three (3) consecutive classes will be dropped. Drops are determined by the teacher.

ESL Beginning Literacy

For students who speak, read or write little or no English. Students learn basic English for everyday situations (2101).

ESL Beginning (Low/High)

This class is geared for students who understand and communicate in simple English but need instruction to deal with new and different situations (2102).

ESL Academic (Intermediate & Advanced)

This course is for students who want to prepare for higher and continued education or a vocational program (2107).

Citizenship Preparation

This class will prepare students for the United States Citizenship exam (2200).

ESL Multi-Level

This class focuses on various instructional levels. Curriculum content includes material suitable for all instruction levels.



MISSION STATEMENT

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

ESL Beginning Literacy

M - TH 8:00 am to 12:00 nn AEC Room A Jennifer Martin

Distance Learning

You can study English and Citizenship at home using videos and DVDs by enrolling in our Distance Learning program. Complete the coursework at home and then meet with our teacher every week for consultation.

Registration Fee:

\$20.00 Baldwin Park Resident

\$25.00 Non Baldwin Park Resident

Tuesdays

8:00 am to 10:00 am

ACT Room 12

Jack Cousineau

• • •

Monday & Wednesday

1:00 pm to 5:00 pm

AE Center Room B

Irma Sanders

• • •

Tuesday & Thursday

1:00 pm to 5:00 pm

ACT Center Room 12

Irma Sanders

STUDENT SERVICES

Check out our Job
Development Services.

THE JOB DEVELOPMENT
DEPARTMENT (JDD) CAN HELP
YOU...

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

TAKE ADVANTAGE OF OUR
SERVICES:

Ask your teacher or counselor for a referral to the Job Development Office. Then visit the JDD in Office D at the ACT Center or call (626) 856-4129 to make an appointment.

BPACE Multi Media Library

CHECK US OUT...

Come on in and study for a test, do your homework, surf the net and much more. Computer programs: Word, Excel, Powerpoint, Photo Booth, HP Image Zone, QuickTime Player, iTunes, iMovie and iCal.

ESL Beginning (Low)

M - TH	8:00 am to 1:00 pm	ACT Room 3	Jessica Bayardo
M - TH	8:00 am to 12:30 pm	AEC Room E	Irma Sanders
M - TH	6:00 pm to 9:30 pm	ACT Room 3	Jessica Bayardo

ESL Beginning (Low/High)

M - W	12:30 pm to 4:00 pm	AEC Room A	Jennifer Martin
TH	12:30 pm to 3:30 pm	AEC Room A	Jennifer Martin

ESL Beginning (High)

M - F	8:00 am to 12:00 nn	ACT Room 5	Kevin Stewart
M - TH	6:00 pm to 9:00 pm	ACT Room 5	Ada Lanuza

ESL Academic (Intermediate/Advanced)

M - F	8:30 am to 12:00 nn	ACT Room 18	Miguel Villafaña
M - F	8:00 am to 12:00 nn	ACT Room 14	Jesus Moyeda
M - TH	6:00 pm to 9:00 pm	ACT Room 18	Miguel Villafaña
M - TH	6:00 pm to 9:00 pm	ACT Room 14	Jesus Moyeda

ESL Multi-Level

M	12:30 pm to 3:30 pm	ACT Room 5	Kevin Stewart
T - TH	12:30 pm to 3:30 pm	ACT Room 5	Kevin Stewart
M - TH	6:00 pm to 9:00 pm	ACT Room 24	Geroge Funk

Citizenship Preparation

S	8:00 am to 12:00 nn	ACT Room 14	Jesus Moyeda
---	---------------------	-------------	--------------

Citizenship Preparation/ESL Multi-Level/Distance Learning

T	8:00 am to 10:00 am	ACT Room 12	Jack Cousineau
M & W	1:00 pm to 5:00 pm	AEC Room B	Irma Sanders
T & TH	1:00 pm to 5:00 pm	AEC Room B	Irma Sanders

Children in the Parent Education program participate in a graduation ceremony celebrating their promotion to Kindergarten.



Parent Education Classes

Our goal is to teach parents the most current parenting techniques, skills and resources to shape our future generation (5521).

Effective Parenting Techniques/Parent/Child Participation

(Ages 0 - 3)

This class can be a creative and joyful experience for you and your children, ages 0 - 3. Learn about early childhood development and parenting skills that include activities for both child and parent (5520).

M, W & F 8:30 am to 11:30 am AEC Room E Linda Rodriguez

Effective Parenting Techniques/Parent/Child Participation

(Ages 3 - 5)

This class focuses on children ages 3 to 5 years old. Parents will develop parenting skills to enrich their child developmentally and focus on school readiness and social skills (5520).

M - F 8:00 am to 12:00 nn AEC Room D Miriam Everette

Effective Parenting Techniques/Helping Your Child Succeed In School

Parents and children work side by side doing homework and using computers to improve reading, writing and math skills (5524).

**Registration Fee (per quarter): \$10.00 Baldwin Park Resident
\$20.00 Non-Baldwin Park Resident**

M 1:00 pm to 5:00 pm Geddess School Rm 102 Miriam Everette

T & TH 1:00 pm to 4:30 pm Geddess School Rm 102 Miriam Everette

W 12:30 pm to 4:30 pm Geddess School Rm 102 Miriam Everette

Effective Parenting Techniques/Parenting the Adolescent

Learn the basic information of adolescent development and successful parenting techniques (5160).

TH 9:00 am to 11:00 am AEC Room G Linda Rodriguez

PARENT EDUCATION

- Classes are grouped by children's ages to address development levels.
- Daily class discussion on parenting topics such as discipline, nutrition, language development and social development.
- Daily activities and socialization.
- Expert guest speakers are scheduled on a monthly basis.
- Visit our new Family Literacy Library located at the AE Center.



Parents are required to show proof of a negative TB Test when enrolling in a parent/child class.





Support Services/Nurse Assistant/Pre-Certification

Average Yearly Salary \$25,854.00

Dream of being part of the Healthcare field? Train to become a Certified Nurse Assistant. This is a comprehensive course designed to teach students the skills and abilities essential to provide basic care to patients and residents in hospitals and long term care facilities. Upon completion of this program, you will be able to communicate and interact effectively with patients and assist patients in attaining and maintaining the necessary skills in their field.

You may find entry-level employment as a nursing assistant with hospitals, nursing homes, home health agencies, assisted living facilities, doctor's or medical offices, care for mentally challenged, rehabilitation facilities, residential care homes, adult day care centers and more.

Fees paid for this 11 week course does not include books, materials and uniforms. Books: \$67.00, Red Cross Exam \$90.00. Total estimated cost for this 11 week course including books, exam fee and uniforms is \$762.00.

Registration Fee: \$550.00

COURSE DATES:

April 10, 2012 - June 20, 2012

T & W 8:00 am to 4:00 pm ACT Room 17 Ruby Wade



STUDENT SERVICES

Check out our Job Development Services.

THE JOB DEVELOPMENT DEPARTMENT (JDD) CAN HELP YOU...

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

TAKE ADVANTAGE OF OUR SERVICES:

Ask your teacher or counselor for a referral to the Job Development Office. Then visit the JDD in Office D at the ACT Center or call (626) 856-4129 to make an appointment.

BPACE Multi Media Library

CHECK US OUT...

Come on in and study for a test, do your homework, surf the net and much more. Computer programs: Word, Excel, Powerpoint, Photo Booth, HP Image Zone, QuickTime Player, iTunes, iMovie and iCal.

Medical Advisory Committee

Special thanks to our Medical Advisory Committee.

Gloria Davalos, RN

Kaiser Permanente

Lou Ortega, Pharm.D.

Kaiser Permanente

Mario Jimenez, Pharmacist

Knoll's Pharmacy

Shirley Aranda, Office Manager

South Hills Medical Group

Mark Herrera, Administrator

US Health Works

Kari Janssen, Care Coordinator

Visiting Angels



Support Services/Medical Assistant Administrative & Clinical

Average Yearly Salary \$30,825.00

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

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

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

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

This is a proficiency based program designed for employment in the medical field, doctor's office, multi-specialty clinic and urgent care(4428). Students may finish sooner or take longer depending on their skill level and participation. **ELIGIBLE FOR PELL GRANT (P).**

Registration Fee (per quarter): \$200.00 Baldwin Park Resident

\$250.00 Non-Baldwin Park Resident

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

Fees paid quarterly/yearly does not include books and materials. Books: \$245.00, Materials and Supplies \$331.00 Externship Fee \$50.00. Materials and supplies cost includes uniforms, nursing shoes, stethoscope, blood pressure cuff, watch with second hand. These items purchased from outside vendors. This program is covered in 762 classroom and lab hours in addition to 160 hour externship and will take 5 quarters to complete. Estimated total cost including books and supplies is \$1,876.00.

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

Fees paid quarterly/yearly does not include books and materials. Books: \$245.00, Materials and Supplies \$331.00. Materials and supplies cost includes uniforms, nursing shoes, stethoscope, blood pressure cuff, watch with second hand. These items purchased from outside vendors. This program is covered in 762 classroom and lab hours in addition to 160 hour externship and will take 7 quarters to complete. Estimated total cost including books and supplies is \$2,376.00.

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

- High Job Demand
- Financial Aid Available
- Convenient Class Times

HIGH JOB DEMAND

Well trained Medical Assistants are always in high demand in the work force. You can be job ready in 18 months.

CLASSES

Morning and evening classes are available for your convenience.

FINANCIAL AID

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



Financial Aid is Available

Grants start from \$555.00 to \$5,550.00. Apply free online at: www.fafsa.ed.gov (Our Federal School Code is 030674)

Call (626) 856-4127 or (626) 856-4129 for additional information and requirements.



Need a new
career?

Train to work as a Pharmacy Technician Assistant

COMPARE \$\$\$

Compared to private schools our program cost thousands of dollars less and uses the same curriculum standards and practices.

EXTERNSHIPS

Our Pharmacy Technician Assistant students will gain hands on experience at well known and established pharmacies and hospitals.

JOB READY

You will learn the necessary skills, gain real work experience, graduate with your license and be job ready in less than one year (6 to 8 months).

FINANCIAL AID

Receive Financial Aid (Federal Pell Grants) as you study for your new career.

Therapeutic Services/Pharmacy Technician Assistant

Average Yearly Salary \$37,044.00

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

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

This class prepares the student to work as a Pharmacy Technician in the retail community, hospital inpatient pharmacies and other related areas. Once you complete our program you will be qualified to apply for the California Pharmacy Technician Board License. This course consists of 810 hours of instruction including internship hours and will take 3 quarters to complete. Estimated total cost including books and materials is \$1,217.00. Students may finish sooner or take longer depending on their skill level and participation. **ELIGIBLE FOR PELL GRANT (P).**

Registration Fee (per quarter): \$200.00 Baldwin Park Resident

\$250.00 Non-Baldwin Park Resident

M - F 7:15 am to 11:15 am ACT Room 22/23 Juan Ramirez
11:45 am to 1:45 am

Fees paid quarterly/yearly does not include books and materials. Books: \$146.00, Materials and Supplies \$246.00. Materials and supplies purchased from outside vendors. This 810 hour course includes 120 hour externship and will take 3 quarters to complete. Estimated total cost including books and supplies is \$1,217.00.

Financial Aid is Available

Grants start from \$555.00 to \$5,550.00. Apply free online at: www.fafsa.ed.gov (Our Federal School Code is 030674)

**Call (626) 856-4127 or
(626) 856-4129 for additional
information and requirements.**





Information & Support Services/Computer & Information Technology

Looking to boost your computer skills? Whether you're thinking of a career working in a small or corporate or private business, Baldwin Park Adult and Community Education will provide you with the best opportunity to learn the most current business software in the industry.

TRAINING OFFERED IN:

- File Clerk - **Average Yearly Salary \$29,827.00**••
- Data Entry Clerk - **Average Yearly Salary \$30,326.00** ••
- Computer Applications Specialist - **Average Yearly Salary \$30,950.00** ••

Do you want to stand out from the crowd? Obtain your Microsoft certification here at BPACE. More and more employers look for verification of employee software skills. You also have the opportunity to earn college credits. **ELIGIBLE FOR PELL GRANT (P).**

BECOME MICROSOFT CERTIFIED IN:

Word, Excel, Access, PowerPoint, Publisher & Windows Vista

Registration Fee (per quarter):

Baldwin Park Resident Fee: \$170.00

Non-Baldwin Park Resident Fee: \$210.00

You have the opportunity to earn up to 20 college credits.

M - TH 8:00 am to 12:00 nn ACT Room 8 Vicky Burch
Staff

Students registered in the morning class may take an additional afternoon class for half (1/2) price. Fees paid quarterly/yearly does not include books and materials. Books: \$463.00, Materials and Supplies \$50.00. This 900 hour course will take 7 quarters to complete. Estimated total cost including books and materials is \$1,983.50.

M - TH 12:00 nn to 3:45 pm ACT Room 8 Vicky Burch
Staff

Fees paid quarterly/yearly does not include books and materials. Books: \$463.00, Materials and Supplies \$50.00. This 900 hour course will take 7 quarters to complete. Estimated total cost including books and materials is \$1,983.50.

Microsoft Office

Certification Specialist

The Microsoft Office Specialist Certification increases employee effectiveness and provides employees with the skills and confidence to assist co-workers and impact the workplace in a positive way.

89% of supervisors say that Microsoft Office Specialist certified employees are more proficient users of Microsoft Office programs.

Microsoft Office Specialist Certified employees say the opportunity to utilize skills gained from certification contributes to their overall job satisfaction.

Nearly 70% of certified employees say they make a greater contribution to their employers with certification.

Six out of ten employees say they take on more complex or difficult assignments after certifying.

85% of supervisors say Microsoft Office Specialist certified employees are more productive because of their certification.

Seven out of ten certified workers say they reach out to co-workers and show them how to use a Microsoft Office tool if they think it will help them with a work related task.

Business Advisory Committee

Special thanks to our Business Advisory Committee.

James Rodriguez, Staffing Manager

Office Team

Lynda Noriega, Financial & Administrative Mgr.

Valley County Water District

Anne Woods, Owner

ExpressPros

Letecia Lara, Human Resource Manager

City of Baldwin Park

Linh Thai, Financial Project Manager

Kaiser Permanente

Denise Gardnier,

Mellon Bank of New York

Lorena Salinas, Professional & Technical Recruiter

ExpressPros

George Silva, Branch Manager

SCE Federal Credit Union

Katherine Litiatco, Human Resources

Kaiser Permanente

STUDENT SERVICES

Check out our Job Development Services.

THE JOB DEVELOPMENT DEPARTMENT (JDD) CAN HELP YOU...

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

TAKE ADVANTAGE OF OUR SERVICES:

Ask your teacher or counselor for a referral to the Job Development Office. Then visit the JDD in Office D at the ACT Center or call (626) 856-4129 to make an appointment.

BPACE Multi Media Library

CHECK US OUT...

Come on in and study for a test, do your homework, surf the net and much more. Computer programs: Word, Excel, Powerpoint, Photo Booth, HP Image Zone, QuickTime Player, iTunes, iMovie and iCal.

Financial Aid is Available

Grants start from \$555.00 to \$5,550.00. Apply free online at: www.fafsa.ed.gov (Our Federal School Code is 030674)

Call (626) 856-4127 or (626) 856-4129 for additional information and requirements.



Learn Quickbooks, the #1 small business accounting software.



Accounting Services/Accounting Clerk/Computerized Accounting

Average Yearly Salary \$39,145.00

Get a better job or improve your career opportunities by learning accounting, using manual and computerized accounting programs in class. A new teacher directed Quickbooks 2008 module has been added (4460).

Fees paid quarterly does not include books and materials. Books: \$215.00. This 433 hours course will take 8 quarters to complete. The estimated total cost, including books, is \$1,415.00.

**Registration Fee (per quarter): \$120.00 Baldwin Park Resident
\$150.00 Non-Baldwin Park Resident**

Note: books and materials are not included in the registration fee.

M	6:00 pm to 9:30 pm	ACT Room 21	Jim Christensen
W	6:00 pm to 9:30 pm	ACT Room 25	Jim Christensen

Click here for books and materials fees.



PROGRAM YEAR 1

Four Core Automotive Service Excellence Certifications

Quarter #1 (9 Weeks)

Electrical/Electronic Systems (337.5 Hrs.)
Lights, instrumental wipers and horns, sound systems and power accessories, restraint systems fundamentals, diagnosis and repair, electrical system malfunctions and security and navigation systems.

Quarter #2 (9 Weeks)

Engine Performance (337.5 Hrs.)
Basic general engine diagnosis and how to diagnose and repair the following: Computerized engine controls, ignition operation system; fuel, air induction and exhaust systems; emission control system and perform engine related services.

Quarter #3 (9 Weeks)

Suspension & Steering (337.5 Hrs.)
General suspension and steering system diagnosis and how to diagnose and repair the following: Steering systems, front and rear suspensions, wheel alignment and adjustment.

Quarter #4 (9 Weeks)

Brake Systems (337.5 Hrs.)
Diagnose and repair the following: Hydraulic, drum and disc brake systems; power assistant units, wheel bearing, parking brakes, antilock brakes and traction control system.

CLICK HERE

for the Program Year 2
four Advanced ASE
Certifications



Automotive Services/Automotive Mechanic

Average Yearly Salary \$32,698.00

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

CORE ASE CERTIFICATIONS:

Electrical/Electronic Systems • Engine Performance
Suspension & Steering • Brake Systems

ADVANCED ASE CERTIFICATIONS:

Heating & Air Conditioning • Engine Repair
Automatic Transmission & Transaxle • Manual Drive & Axles

This 1200 hour per year program will take two years (8 quarters) to complete the eight certification areas. Estimated total cost, including books and supplies, is \$5440.00 per year. You can also earn up to five (5) college credits! **ELIGIBLE FOR PELL GRANT (P).**

Registration Fee (per quarter): \$1,360.00

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

Automotive Advisory Committee

Special thanks to our Automotive Advisory Committee.

Jim Salazar, Royal Coaches
Leo Ramirez, Owner Leo's Auto Care
Firas Qasqas, Auto Center Manager Sears Auto Center
Jeff Van Sickel, Auto Mechanic Technician Mark Christopher Auto Center
Mark Berube, Service Manager Longo Toyota
George Rodriguez, Manager Tire Pros
Peter Treydte, Engineering Group Manager, Gale Banks Engineering

Jim Pruitt, Firestone Tire and Auto Center
Scott Kasteiner, Automotive Fleet Supervisor, UPS Automotive Fleet Services
Victor Rosales, Automotive Fleet Supervisor, UPS Automotive Fleet Services
Ronnie Rivas, Service Manager, Car Max
Chris C. Wallace, Tech Training Integration Mgr., GM Corp.
Rick Lester, Technician Development Mgr., Toyota Motor Sales
Marvin Linville, AYES
Ken Benson, Chrysler
Jim Stevens, Shop Forman, Rusnak Jaguar
Jeremy Clark, Professor of Automotive, Career & Tech. Programs, Citrus College





Residential & Commercial Energy & Utilities/Electrician

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

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

Earn up to five (5) college credits. **ELIGIBLE FOR PELL GRANT (P).**

Registration Fee (per quarter):

Morning Class: \$240.00 Baldwin Park Resident/ \$300.00 Non-Baldwin Park Resident

Evening Class: \$170.00 Baldwin Park Resident/ \$210.00 Non-Baldwin Park Resident

M & T 7:45 am to 1:30 pm ACT Room 6 Felipe Barroso

W & TH 8:00 am to 1:30 pm ACT Room 6 Felipe Barroso

Fees paid quarterly/yearly does not include books and materials. Books: \$288.00, Materials and Supplies \$312.00. This 900 hour course will take 5 quarters to complete. Estimated total cost including books and supplies is \$2,100.00.

M - TH 6:00 pm to 9:30 pm ACT Room 6 Felipe Barroso

Fees paid quarterly/yearly does not include books and materials. Books: \$288.00, Materials and Supplies \$312.00. This 900 hour course will take 7 quarters to complete. Estimated total cost including books and supplies is \$2,070.00.

Do you want to open the door to a new bright career?

OPPORTUNITY

The Electrician Class will enable you to obtain the State Certified Trainee Card and allow you to enter the electrical field and start working in the field.

TRAINING

You will be able to make your own electrical repairs and installations at home.

SKILL

You will learn circuit layout, drawing electrical circuit, conduit bending, motor control and get the fundamental principles of programmable controllers.

EDUCATION

You will qualify to get college credit at Mount San Antonio College and continue to build a career.

CAREER OPTIONS

Upon completion of this course you will be able to take the California State Certification Test. Getting the electrician training will give you options for multiple positions: Cable Splicer, Construction Electrician, Maintenance Electrician/Technician, Power Line Installer, Electrical Inspector/Supervisor, etc.

Electrician/ITT Advisory Committee

Special thanks to our Electrician/Information Technology Advisory Committee.

*John Yeung, Information Technology Supervisor,
City of Baldwin Park*

*Monty Montenegro, Electrician Contractor
Monty's Electric*

*Alfred Velasquez, Operations Manager
Kaiser Permanente*

*Paul Ho, Human Resources,
Amtrack*

*Ernesto Cervantes, Consultant,
IT Contractor*

*Jane Templin, Outreach Director,
Electrical Training Institute*

*Robert H. Diaz, Electrician Supervisor,
CAL Trans*

*Tom Sheehan, Construction Site Manager,
Consultant, CPM, LLC*

*Jonathan Gonzales, Recruiter,
Workforce Outsourcing*

*Dale Embry, Manufacturing Manager,
NOLL/NorWesCo*

*Linda Salazar, Information Technology,
Kaiser Permanente*

Get the Certifications Need for that New Career

WE TEACH TWO (2) CLASSES IN
ALTERNATING QUARTERS:
COMPUTER SUPPORT SPECIALIST

- CompTIA A+ Certification
- Microsoft Windows 7 MCTS
- Microsoft Windows 7 MCITP

NETWORK SUPPORT SPECIALIST

- CompTIA Network+ Certification
- CompTIA Security+ Certification

WE OFFER (5) FIVE CERTIFICATIONS:

- CompTIA A+ Certification
- CompTIA Network+ Certification
- CompTIA Security+ Certification
- Microsoft Windows 7 MCTS
- Microsoft Windows 7 MCITP

COURSE HIGHLIGHTS:

- CompTIA Authorized Academy Partner
- Microsoft IT Academy Program
- Microsoft Software Library (Student Access/ Free Windows 7
- 15 College Units from Mt. San Antonio College for successful completion of this course.

Manufacturing Systems & Processes/

Computer Maintenance Technician

Average Yearly Salary \$37,502.00

This course is for Beginner and Advanced students interested in gaining career momentum or refreshing technology skills. Students are prepared to become proficient Computer Maintenance Technicians and Business Technology Consultants. Student will learn to build, troubleshoot, and repair: **Computers, Networks, Websites (Wordpress), Internet Hosting, Cloud Services and Google Business Apps.** Daily lecture and "hands-on" exercises emphasize practical application of learned skills. Student can achieve up to five (5) technology certifications:

**CompTIA A+
CompTIA Network+
CompTIA Security+
Microsoft Windows 7 MCTS & MCITP**

Classroom lessons are current, comprehensive and relevant regarding the internet and business technology implementations.

Earn up to fifteen (15) college credits. **ELIGIBLE FOR PELL GRANT (P).**

Registration Fee (per quarter):

**Morning Class: \$240.00 Baldwin Park Resident/ \$300.00 Non-Baldwin Park Resident
Afternoon Class: \$145.00 Baldwin Park Resident/ \$180.00 Non-Baldwin Park Resident**

M - TH 8:00 am to 1:00 pm ACT Room 16 Mark Hibner

Fees paid quarterly/yearly does not include books and materials. Books: \$260.00, Tools: \$300.00, Training Software: \$665.00 and Certification Vouchers: \$825.00. This 1200 hour course will take 7 quarters to complete. Estimated total cost including books, material and certification test vouchers is \$4,150.00.

M - TH 5:30 pm to 9:30 pm ACT Room 16 Mark Hibner

Fees paid quarterly/yearly does not include books and materials. Books: \$260.00, Tools: \$300.00, Training Software: \$665.00 and Certification Vouchers: \$825.00. This 1200 hour course will take 10 quarters to complete. Estimated total cost including books, material and certification test vouchers is \$3,850.00.



CompTIA.

Microsoft® IT Academy
Program Member

Financial Aid is Available

Grants start from \$555.00 to \$5,550.00. Apply free online at:
www.fafsa.ed.gov (Our Federal School Code is 030674)

Call (626) 856-4127
or
(626) 856-4129 for
additional information
and requirements.



Students learn to repair and rebuild computers in a hands-on computer repair center in the classroom.



Cosmetology

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

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

Fees are paid quarterly and does not include books and materials. Cosmetology kit is \$495.00 and includes the English text. Spanish books are an additional \$50.00. Purchase is required. Kits are purchased the first day of each quarter by new students. Procedures Books: \$15.00, State Board Test Registration Fee: \$134.00, State Board Kit Rental Fee: \$100.00, BPACE Cosmetology Shirt: \$6.50 - \$9.50, Additional Supplies: \$379.00. This 1600 hour course will take 9 quarters to complete. Estimated total cost including books and supplies is \$5,398.00 in English/\$5,448.00 in Spanish.

ELIGIBLE FOR PELL GRANT (P).

Registration Fee (per quarter):

New Students - \$150.00 Baldwin Park Residents/\$200.00 Non-Baldwin Park Residents

Returning Students - \$410.00 Baldwin Park Residents/\$510.00 Non-Baldwin Park Residents

M - F	8:00 am to 12:00 nn	ACT Rooms 26/27	Guadalupe Garcia Judy Christopher Linda Wirawan
M - TH	5:30 pm to 9:30 pm	ACT Rooms 26/27	Luiz Armendarez Lisa Castillo Diane Gallegos
S	8:00 am to 12:00 nn	ACT Rooms 26/27	Lisa Castillo Robert Diaz Diane Gallegos

Prepare for the Cosmetology California State Board Exam

Latest Trends

Our students will learn the latest in hair color and color weaving techniques to achieve current color trends in today's market.



Career Opportunities Available

- Stylist**
- Salon Owner**
- Salon Manager**
- Competition**
- Platform Artist**
- Color Specialist**
- Retail Specialist**
- Make Up Artist**
- Nail Technician**
- Entertainment Industry Stylist**

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

Cosmetology Appointment Hours

Wednesday - Friday
8:30 am to 11:00 am

Wednesday - Thursday
6:00 pm to 8:30 pm

Saturday
8:30 am to 11:00 am

CLICK HERE to see our Service Menu.

50% Off on all services for Seniors.

Cosmetology Advisory Committee

Special thanks to our Cosmetology Advisory Committee.

Jayne Barr, Owner,
Strike A Pose

Jacqueline Kirkman,
Stylist

Kelli Lloyd, Salon Leader,
JC Penny Salon West Covina

Jazz Moreno, Owner,

Jazz-z Beauty Products/Beauty Wholesale

Ashley Lopez, Senior Stylist/Educator,
Carlton Hair

Ms. Monique, Manager,

Ziba Beauty

David Parra,

Strandz Salon

Andre Barnwell, Community & Educational Affairs,
FIDM

Colleen Garcia, Hair Care Specialist,
UR Natural Shine

Want to learn to cook like a professional?

TRAINING:

Hands-on training in a commercial kitchen with Chefs from the industry.

COMPARE \$\$\$:

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

COLLEGE CREDIT:

Students may receive college credit at Mt. Sac for college courses taken here.

PAID INTERNSHIP:

Students who complete have an opportunity to work at Pacific Palms Resort Culinary Department for **"PAID"** experience.

FINANCIAL AID

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

PROGRAM FEES:

\$5,500.00 Program Fee Includes:
8-Course enrollment fees, textbooks, student uniforms, professional knife set, all food for instruction and a fully equipped commercial kitchen.

Financial Aid is Available

Grants start from \$555.00 to \$5,550.00. Apply free online at: www.fafsa.ed.gov (Our Federal School Code is 030674)

Call (626) 856-4127 or (626) 856-4129 for additional information and requirements.



Community Service Classes (continued)

Culinary Arts Academy

Our Culinary Arts Academy is a 912 hour program that takes five (5) quarters to complete which is approximately ten (10) months long. The following is a list of all the classes in the program that are required to receive a Certificate of Proficiency in Culinary Arts.

CULINARY ARTS MODULES:

- Food and Safety Sanitation
- Introduction to Professional Cooking
- Garde Manger
- Advanced Professional Cooking
- Nutrition/Menu Planning
- Restaurant Management and Operations

PLUS TWO ELECTIVES:

- Asian Cuisine
- Al Dente Italian Cuisine
- Chilling and Grilling
- European Cuisine
- Wines of the World Pairing & Tasting

ORIENTATION MEETING DATES & TIMES:

February 22, 2012 • May 2, 2012 • June 27, 2012

4:00 pm to 5:00 pm
Valencia Elementary School Cafeteria
758 W. Grondahl Street
Covina, CA 91722

To RSVP contact Chef Jeff Palmer at jpalmer@bpace.k12.ca.us or call (626) 856-4151.

www.bpculinary.squarespace.com

Culinary Arts Academy Modules & Session Dates • Session IV 2011 - 2012

Food Safety & Sanitation	M-F	8:00 am to 12:00 nn	1/30/11 - 2/3/12	\$250.00	Chef Jeff Palmer
Intro. to Professional Cooking	M-F	1:00 pm to 5:00 pm	1/30/11 - 3/27/12	\$1,500.00	Chef Mike Perez
Adv. Professional Cooking	M-F	8:00 am to 12:00 nn	1/30/11 - 3/27/12	\$1,500.00	Chef Leslie Riley
Garde Manger	M-W	8:00 am to 12:00 nn	2/14/12 - 3/21/12	\$350.00	Chef Mike Perez
Al Dente Italian Cuisine	T&W	1:00 pm to 5:00 pm	1/31/11 - 3/21/12	\$350.00	Chef Leslie Riley
Asian Cuisine	TH&F	8:00 am to 12:00 nn	2/2/12 - 3/23/12	\$350.00	Chef Mike Perez
Nutrition/Menu Planning	TH	1:00 pm to 5:00 pm	2/2/12 - 3/22/12	\$250.00	Chef Leslie Riley
Restaurant Management & Operations - MSC	M-F	7:00 am to 3:30 pm	1/23/11 - 3/24/12	\$300.00	Chef Jeff Palmer
Restaurant Management & Operations - DOC	M-F	7:00 am to 3:30 pm	1/23/11 - 3/24/12	\$300.00	Chef Jeff Palmer



Culinary Arts Advisory Committee

Special thanks to our Culinary Arts Advisory Committee.

*Karen Williamson, Director, Food & Nutrition,
Kaiser Permanente*

*Marina Ayala, Catering Manager,
Courtyard by Marriott*

*Maria DeRosa, President,
Picasso's*

*Benson Li, Mgr., Food Services Unit,
L.A. County Sheriff Department*

*Katie Kerr, Store Manager,
Jamba Juice*

*Erica Gula, Human Resources Manager,
Double Tree*

*Karem Paiz, Dietary Supervisor,
Del Amo Gardens*

*Sister Carmen Teresa, Administrator Food Services,
Santa Teresita, Avila Gardens*

*Marc Hamilton, Director of Service,
Romega Catering*

*Don Phelps, Owner,
Food System, Inc.*



SLIP CASTING...WHAT A GREAT HOBBY.

MOLDS

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

DECORATING

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

Have you always wanted to learn how to paint or draw? Check out our Painting & Drawing class. [CLICK HERE](#)



MISSION STATEMENT

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

Older Adult Program - Fine Arts Classes

Our Older Adult Program is designated for senior citizens 55 years and older. Fees are required for certain Older Adult classes.

The Arts/Ceramics/Slip Casting

Create attractive and practical ceramic objects. Instruction covers casting molds and new decorating techniques using various glazes and stains (6604).

Registration Fee (per quarter): \$15.00 Baldwin Park Resident

\$20.00 Non-Baldwin Park Resident

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

M	9:00 am to 12:00 nn	Esther Snyder Comm. Ctr	Melvyn Balabat
F	9:00 am to 12:00 nn	Esther Snyder Comm. Ctr.	Irma Montelongo

The Arts/Guitar

This class will introduce students to the fundamentals of playing the guitar. All levels are taught (6604).

Registration Fee (per quarter): \$15.00 Baldwin Park Resident

\$20.00 Non-Baldwin Park Resident

M & F	8:00 am to 10:00 am	Julia McNeill Senior Ctr.	Jack Cousineau
-------	---------------------	---------------------------	----------------

The Arts/Painting & Drawing

Master the fundamentals of drawing, water colors and oil painting. Choose your own projects and mediums and work at your own pace. **Beginners are welcome** (6634).

Registration Fee (per quarter): \$20.00 Baldwin Park Resident

\$30.00 Non-Baldwin Park Resident

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

T	9:00 am to 1:00 pm	Esther Snyder Comm. Ctr.	Juliana Balough
---	--------------------	--------------------------	-----------------



The Arts/Ceramics

Develop ceramics skills from hand building to wheel throwing. Beginners welcome...all levels taught. Choose your own projects and work at your own pace (6604).

Registration Fee (per quarter):

Day Classes - \$75.00 Baldwin Park Resident/ \$100.00 Non-Baldwin Park Resident

Evening Classes - \$60.00 Baldwin Park Resident/ \$75.00 Non-Baldwin Park Resident

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

STUDIO POTTERY - BEGINNING

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

STUDIO POTTERY - INTERMEDIATE & ADVANCED

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

CERAMICS - BEGINNING

T & TH	8:00 am to 12:30 pm	Fine Arts Center	Rudy Ybarra
--------	---------------------	------------------	-------------

CERAMICS - INTERMEDIATE & ADVANCED

T & TH	1:00 pm to 4:00 pm	Fine Arts Center	Rudy Ybarra
M & W	5:00 pm to 9:30 pm	Fine Arts Center	Rudy Ybarra
T	6:00 pm to 9:00 pm	Fine Arts Center	Rudy Ybarra

CERAMICS

Beginners welcome...all levels taught.

CLAYS & GLAZES

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

KILNS

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

FABRICATION

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

STUDENT PROGRESS

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

PROFESSIONAL INSTRUCTION

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

CERAMIC PIECES

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

The Arts/Ceramics/Raku

Raku pottery is created with a specific firing process that uses both fire and smoke to create unique patterns and designs (6604).

Registration Fee (per quarter):

\$20.00 Baldwin Park Resident

\$25.00 Non-Baldwin Park Resident

Thursday
6:00 pm to 9:00 pm
Fine Arts Center
Rudy Ybarra

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

THE BASICS

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

WHAT LEVEL ARE YOU?

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



Older Adult Program - Fine Arts Classes (continued)

The Arts/Piano

This piano class will introduce students to the fundamentals of playing the piano from basic scales to playing with both hands in a number of different styles and tonalities. **The instructor will evaluate beginning, intermediate and advanced students for placement (6604).**

**Registration Fee (per quarter): \$20.00 Baldwin Park Resident
\$40.00 Non-Baldwin Park Resident**

A book is required for students depending on the level taught. The fee for the book ranges from \$18.00 to \$33.00.

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

The Arts/Home Decorative Arts

This course will teach you the design and construction of fabric based accessories for the home: pillows, slip covers, lamp shades, bathroom accessories, wall hangings, kitchen accessories (small appliance covers, tablecloths, etc.) and rugs (6614).

**Registration Fee (per quarter): \$5.00 Baldwin Park Resident
\$10.00 Non-Baldwin Park Resident**

M - F	9:00 am to 11:00 am	Julia McNeill Senior Center	Kelly Martinez
-------	---------------------	-----------------------------	----------------

The Arts/Chinese Brush Painting

This course will teach you Chinese painting in an easy and fun environment. Students will learn the basic skill of painting flowers, birds and landscapes (6635).

**Registration Fee (per quarter): \$30.00 Baldwin Park Resident
\$50.00 Non-Baldwin Park Resident**

Students must purchase all of their supplies.

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

Our Home Decorative Arts Class will teach you to make beautiful items for your home or to give as a gift.

YOU WILL LEARN

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

IMPROVE

- Critical thinking and problem solving skills.

PARTICIPATE

- Embracing Our Heroes
- Santa Clothes
- Holiday Canned Food Drive
- Seniors Helping Seniors
- City of Hope Chemo Caps
- Annual Health Fair
- Annual Holiday Sale



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

LEARN TO CREATE AND DESIGN JEWELRY

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

WORKING WITH GOLD, SILVER, BRASS AND COPPER

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

JEWELRY REPAIR AND SOLDERING TECHNIQUES

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



MISSION STATEMENT

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

Older Adult Program - Fine Arts Classes (continued)

The Arts/Jewelry Casting

This class is ideal for beginners and hobbyists, as well as experienced silversmiths and jewelers. It includes custom design methods of wax carving, general silver-smithing, fabrication, casting, basic stone setting and chain and bracelet construction. Includes jewelry repair and design techniques. (6624).

Registration Fee (per quarter):

Day Classes - \$75.00 Baldwin Park Resident/\$100.00 Non-Baldwin Park Resident

Evening Classes - \$40.00 Baldwin Park Resident/\$50.00 Non-Baldwin Park Resident

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

M - W	8:30 am to 12:00 nn 12:30 pm to 3:30 pm	Fine Arts Center	Bounyou Paphatsarang
M & T	6:00 pm to 9:30 pm	Fine Arts Center	Bounyou Paphatsarang
W	6:00 pm to 9:00 pm	Fine Arts Center	Bounyou Paphatsarang

The Arts/Creative Dramatics

Discover the joys of performing and experience the excitement of creating a character. You can learn acting fundamentals for the stage and camera. Students will be preparing to perform a play during the Spring semester that will be performed in the Performing Arts Center (6644).

You may register in class.

S	10:00 am to 2:00 pm	Arts & Recreation Center (ARC)	Peter Romero
---	---------------------	--------------------------------	--------------

EVERYONE BENEFITS FROM EXERCISE...

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

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

STRENGTH TRAINING:

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

TAI CHI:

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



Older Adult Program - Health & Fitness Literacy Classes

A Holistic Approach To Exercise & Nutrition

Take Charge of "YOUR" Health

Our Older Adult Program is designated for senior citizens 55 years and older. Fees are required for certain Older Adult classes.

Health & Fitness Literacy/ Tai Chi

Learn how to develop and maintain a healthy body through Tai Chi, an ancient system of meditation and physical exercise. Learn coordinated exercises that follow a natural relaxed pattern of gradual movements and body rotation. Beginners are welcome and all levels are taught (6698).

**Registration Fee (per quarter): \$5.00 Baldwin Park Resident
\$10.00 Non-Baldwin Park Resident**

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

Health & Fitness Literacy/ Strength Training

Exercise has been shown to increase the strength of your muscles, maintain the integrity of your bones and improve your balance, coordination and mobility. In addition, strength training can reduce the signs and symptoms of many chronic diseases including arthritis. Build the essential strength that makes all movement easier and more enjoyable. Senior Citizens Only...you must be 55 years of age or older to participate in this class.

**Registration Fee (per quarter): No fee for Baldwin Park Residents
\$10.00 Non-Baldwin Park Residents**

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

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

BPACE Multi-Media Library

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

Library Hours:

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

**Friday
7:30 am to 4:00 pm**



Older Adult Program - Health & Fitness Literacy Classes (continued)

Health & Fitness Literacy/ Low Impact Aerobics

Regular aerobic activity can help you have more energy, lower your stress and loss or maintain your weight. Learn low-impact aerobics that promote fitness without subjecting the body to excessive stress (6678).

You may register in class.

T & TH	10:00 am to 12:00 nn	Esther Snyder Comm. Ctr.	Mai Morris
W	11:00 am to 12:00 nn	Esther Snyder Comm. Ctr.	Liz Montes

Health & Fitness Literacy/ Yoga

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

**Registration Fee (per quarter): \$15.00 Baldwin Park Resident
\$20.00 Non-Baldwin Park Resident**

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

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

**Registration Fee (per quarter): \$5.00 Baldwin Park Resident
\$10.00 Non-Baldwin Park Resident**

Health & Fitness Literacy/ Chair Exercises

Learn aerobic exercises that you can do while sitting in a chair. Includes warm up exercises, toning, stretching and cool down period (6638).

You may register in class.

M - F	11:00 am to 12:00 nn	Julia McNeill Senior Ctr.	Kelly Martinez
-------	----------------------	---------------------------	----------------

GETTING STARTED

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

YOGA

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

LOW IMPACT AEROBICS

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

CHAIR EXERCISES

Chair exercises can increase your strength, balance and vitality while sitting down. They create movement, stretching and help increase your heart rate.

IMPORTANCE OF EXERCISE

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

AEROBICS & MOVEMENT

Aerobics & Movement is a great way to get in shape, lose weight and get your heart and lungs in top working condition. As a group class, aerobics and movement promotes social health and provides and network of motivation.

WATER AEROBICS

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

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



Older Adult Program - Health & Fitness Literacy Classes (continued)

Health & Fitness Literacy/ Water Aerobics

Water provides a natural resistance during your workout and reduces the risk of overheating during exercises. In addition, water exercise is great if you have a bad back, arthritis, joint problems or other physical limitations. Learn safe exercises you can do in a pool (6618).

Students may register in class.

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

The City of Baldwin Park charges for use of pool:

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

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

Health & Fitness Literacy/ Aerobics & Movement

This class will teach you how to improve your health, balance and mobility through a number of low impact routines including line dancing. Get a great workout while enjoying the benefits of dance (6628).

Registration Fee (per quarter): \$5.00 Baldwin Park Resident
\$10.00 Non-Baldwin Park Resident

BEGINNING

M 1:00 pm to 3:00 pm Esther Snyder Comm. Ctr. Liz Montes

INTERMEDIATE

W 10:00 am to 11:00 am Esther Snyder Comm. Ctr. Liz Montes



Older Adult Program (continued)

Technology/ Introduction to Computers

Learn the basic techniques to operate a computer, then have fun learning basic applications for word processing, budgeting and desktop publishing (6607).

No typing required.

M & W 8:30 am to 12:00 nn Esther Snyder Comm. Ctr. Almaz Adugna

Students may register in class.

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

(Digital Photos • Internet Safety • Online Resources)

Registration Fee (per quarter): \$20.00 Baldwin Park Resident

\$30.00 Non-Baldwin Park Resident

T 8:00 am to 12:00 nn Santa Fe LC Lance Quintana

T 1:00 pm to 4:00 pm Santa Fe LC Almaz Adugna

Communication (Oral & Written)/Citizenship

This course is designed for older adults who need to develop basic speaking and writing skills and will prepare you for the Citizenship examination (6605).

You may register in class.

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

Older Adult Program - Community Classes

Community/Community Garden

This course will teach you the benefits of gardening in relation to overall health, fitness and nutrition. Each student is issued a plot to grow fresh fruits and vegetables. Join the class and learn how to nurture plants throughout the season in our greenhouse (6602).

Registration Fee (per quarter): \$5.00 Baldwin Park Resident

\$10.00 Non-Baldwin Park Resident

M - F 8:30 am to 12:30 pm Community Garden George Funk



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

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

YOU WILL LEARN...

Word Processing

Desktop Publishing

Budgeting

Digital Photos

Internet Safety

Online Resources

AND MUCH MUCH MORE.

BP COMMUNITY

GARDEN

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

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

1. Sewing Machines

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

2. Pattern Making

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

3. Dress Making

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

4. Basic Sewing

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



Consumer Awareness Classes

Clothing Construction/ Pattern Making

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

**Registration Fee (per quarter): \$10.00 Baldwin Park Resident
\$20.00 Non-Baldwin Park Resident**

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

M & W 8:30 am to 11:30 am ACT Room 20 Josefina Thomas

Clothing Construction/ Basic Sewing

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

**Registration Fee (per quarter): \$20.00 Baldwin Park Resident
\$40.00 Non-Baldwin Park Resident**

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

M - TH 12:00 nn to 4:00 pm ACT Room 20 Josefina Thomas

Clothing Construction/ Dressmaking

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

**Registration Fee (per quarter): \$20.00 Baldwin Park Resident
\$40.00 Non-Baldwin Park Resident**

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

T & TH 5:00 pm to 9:00 pm ACT Room 20 Josefina Thomas

S 8:00 am to 12:00 nn ACT Room 20 Josefina Thomas

**Saturday Class Registration Fee (per quarter): \$10.00 Baldwin Park Resident
\$20.00 Non-Baldwin Park Resident**



BPACE Multi-Media Library

The ACT Center has an on site Multi Media Library. Need research materials? Want to study for a test?

Stop by the library and take advantage of our computers and free internet. Check out books, browse through magazines, and much more.

Library Hours:

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

**Friday
7:30 am to 4:00 pm**

Community Service Classes

Community Service classes do not receive State funds, students pay a class fee sufficient to cover the direct costs of instruction. The class fee is based upon a minimum enrollment of five students unless otherwise noted and varies according to the number of hours of instruction. Enrollments are taken in the order received. Some courses will fill up quickly. Early enrollment is strongly advised.



Traffic Safety/Traffic Violators School (By Court Referral)

This course is licensed by the Department of Motor Vehicles (DMV) and will help offenders avoid a point from their driving record and maintain current insurance rates. Students must attend two (2) four-hour (4) or one (1) eight-hour (8) court required session. At the time of registration bring your Driver's License and Court Documents. **For registration information and available sessions call (626) 856-4188.**

Registration Fee: \$30.00

We now accept most major credit cards (VISA MASTER CARD & DISCOVER CARD).

W & TH	6:00 pm to 10:00 pm	AEC Room G	Linda Rodriguez
S	8:00 am to 12:00 nn 12:30 pm to 4:30 pm	AEC Room G	Linda Rodriguez

English Traffic School Sessions

13307 Francisquito Avenue, Baldwin Park, CA 91706

Saturday, January 28, 2012

Saturday, March 3, 2012

Wednesday, March 7 & Thursday, March 8, 2012

Saturday, April 21, 2012

Wednesday, April 25 & Thursday, April 26, 2012

Saturday, May 5, 2012

Wednesday, May 9 & Thursday, May 10, 2012

Spanish Traffic School Sessions

13307 Francisquito Avenue, Baldwin Park, CA 91706

Wednesday, February 22 & Thursday, February 23, 2012

Saturday, February 25, 2012

Saturday, March 17, 2012

Wednesday, March 28 & Thursday, March 29, 2012

Wednesday, April 18 & Thursday, April 19, 2012

Saturday, April 28, 2012

Saturday, May 19, 2012

Wednesday, May 23 & Thursday, May 24, 2012

STUDENT SERVICES

Check out our Job Development Services.

THE JOB DEVELOPMENT
DEPARTMENT (JDD) CAN HELP
YOU...

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

TAKE ADVANTAGE OF OUR
SERVICES:

Ask your teacher or counselor for a referral to the Job Development Office. Then visit the JDD in Office D at the ACT Center or call (626) 856-4129 to make an appointment.

BPACE Multi Media Library

CHECK US OUT...

Come on in and study for a test, do your homework, surf the net and

Cake Decorating

Students will learn basic icing and decorating techniques using various tips and well kept secrets to achieve professional results. Class meets six Tuesdays.

Registration Fee: \$40.00

SESSION DATES:

1/10/12 - 2/14/12

2/23/12 - 4/3/12

4/24/12 - 5/29/12

Tuesdays

6:00 pm to 9:00 pm

ACT Room 1

Alvarez

BPACE Policies

Uniform Complaint Procedure

The district has established procedures to resolve alleged violations of state/federal funded programs. These procedures require the complainant to submit a written form (INST. 85/P-55 to Noreen Iwai-Ito. Ms. Iwai-Ito's office is located at the Baldwin Park Unified School District located at 3699 North Holly Avenue in Baldwin Park (policy # 31312).

Sexual Harassment

Sexual harassment of or by any employee or student shall not be tolerated. The governing board considers sexual harassment to be a major offense which can result in disciplinary action of the offending employee or suspension or expulsion of students.

No Smoking Policy

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

Discrimination

BPUSD Adult and Community Education programs and activities shall be free from discrimination based on gender, actual or perceived sex, sexual orientation, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics. If you believe you have been discriminated against, immediately contact the principal, designee at the school office or District Office at (626) 962-3311 (BP4010).

Refunds

Refunds will be available for cancelled classes only. If the class is cancelled within two weeks of starting date the fee will be refunded. Please bring your receipt when requesting a refund or transfer. Refunds will not be processed without a receipt.

SUPPORT SERVICES

We are here to assist you with all of your academic & career needs.

FINANCIAL AID/FEDERAL PELL GRANTS

Training programs that qualify as Federal Pell Grant programs are noted on the schedule by the letter (P).

Visit Office "D" at the ACT Center or call (626) 856-4127 or (626) 856-4129 for more information.

FREE BABYSITTING

Babysitting services are offered as follows:
Adult Career Training Center

Monday - Thursday

7:30 am to 10:00 pm

Friday

7:30 am to 2:30 pm

FREE BABYSITTING services are available for children ages 2 - 9, while their parents are in class. Children must be toilet trained and have proof of immunizations. Babysitting is not available at all sites.

JOB DEVELOPMENT

Need help with filling out a job application? Want to brush up on your interview skills? If you have answered YES to one of these questions, stop by Office "D" at the ACT Center and ask about our Job Development services.



BPACE Multi-Media Library

The ACT Center has an on site Multi Media Library. Need research materials? Want to study for a test?

Stop by the library and take advantage of our computers and free internet. Check out books, browse through magazines, and much more.

Library Hours:

Monday - Thursday

8:00 am to 9:00 pm

Friday

7:30 am to 4:00 pm

Events



The BPACE Student Leadership Committee meets on a monthly basis to discuss schoolwide needs and goals.

Mark your calendars for our upcoming school wide events:

Adult Education Week • March 12, 2012 thru March 16, 2012

Adult Education Week Theme • "Reaching Out, Changing Lives"

Adult Education Week Award Ceremony • Wednesday, March 14, 2012

Older American Month • May 2012 (Date TBA)

Creative Dramatics Class Play • June 2, 2012

BPACE 2012 Graduation Ceremony • June 2012 (Date TBA)



Please join us as we gather to celebrate our students.

"The success of our program is built on the dreams of our students."