



SPRING 2025



THE START TO A BRIGHTER FUTURE BEGINS HERE!

Complete Your High School Diploma

Free GED Testing & Prep

ESL Classes • Job Training • Parent Education

SPRING 2025 Course Schedule

February 24, 2025 – May 24, 2025

Registration Begins February 11, 2025

www.tri-communityadulthood.org



WELCOME



TRI COMMUNITY ADULT EDUCATION

COVINA-VALLEY ADULT EDUCATION CENTERS:

1

MAIN CAMPUS / PIONEER CENTER (626) 974-4200

160 N. Barranca Avenue, Covina, CA 91723 (North of Badillo St.)

Monday - Thursday 8:00 am - 8:00 pm

Friday 8:00 am - 4:00 pm

Academic, ESL, GED, and Community Classes

2

COVINA-VALLEY TRADE-TECH ACADEMY (626) 974-6420

231 E. Stephanie Drive, Covina, CA 91722

(Between Citrus & Barranca. From Arrow Hwy. go south on Ranger to Stephanie Dr.)

Monday - Thursday 8:00 am - 7:00 pm

Friday 8:00 am - 4:00 pm

Career Technical Education and Community Classes



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ABOUT THIS CATALOG

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



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REGISTRATION INFORMATION

REGISTRATION

Online registration for spring classes will begin Tuesday, February 11, 2025. **Classes begin Monday, February 24, 2025.**

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

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

HOW TO ENROLL IN ESL OR HIGH SCHOOL DIPLOMA

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

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

HOW TO ENROLL IN CAREER TECHNICAL EDUCATION PROGRAMS

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



FINANCIAL AID

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

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

In order to register, students must have received an award letter.

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

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

*SCAN ME FOR
MORE INFO!*



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

HOLIDAYS

Spring Break Monday, April 7 - Sunday, April 13, 2025

MISSION STATEMENT

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

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

Students who are prepared for college, career, and life-long learning:

- Set personal, educational, and professional goals
- Demonstrate effective work habits, ethics and critical thinking skills
- Foster self-directed and motivated learners
- Access community and government resources

Students who are effective communicators:

- Effectively use oral, written, and technology-based forms of communication
- Safely and effectively explore, create and collaborate with others
- Apply communication skills to professional, technical, and other real-world situations

Students who have acquired 21st-century skills:

- Obtain academic, technology, and career skills for life-long learning and workforce readiness
- Advance to post-secondary education or training
- Apply knowledge and skills to professional, technical and other real-world situations

OUR VISION

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

ACCREDITATION

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

Council on Occupational Education (COE)

Telephone 800-917-2081 or 770-396-3898/Fax 770-396-3790
7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350
www.council.org



GENERAL INFORMATION

ADMISSION

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

FEES

Fees for all classes will be charged as noted. All fees are payable at time of registration. Students pay for all supplies, materials, and textbooks. A service fee of \$15 will be charged for copies of certificates of completion, and letters of verification. ALL FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

REFUND & WITHDRAWAL POLICY

We realize that outside circumstances may sometimes impact a student's ability to complete the program of study. When a student stops attending all of his or her classes, depending on the circumstances, it may be classified as a "withdrawal," or "dismissal" from the institution. For the purpose of charges assessed and financial aid eligibility listed below, a dismissal will be handled the same as a withdrawal from the Institution. **Final date to request a refund is Monday, March 17, 2025.**

Refer to Student Handbook or website for full Refund & Withdrawal Policy.

TRANSFER POLICY

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

The Transfer Policy is published in the school brochure, Student Handbook and on the website.

REGISTRATION AND ATTENDANCE

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

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

INSURANCE

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

Tri Community Adult Education is a member of Mt. Sac Regional Consortium for Adult Education.
<http://www.mtsacregionaladulthood.org/>

STUDENT RECORDS / RIGHT TO PRIVACY

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

NOTICE OF NONDISCRIMINATION

No person shall, on the basis of sex, race, color, ancestry, national origin, gender, marital status, handicap, age, religion, or political beliefs, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any education program or activity, including admissions and employment. Inquires about Title IX may be referred to the Title IX Coordinator. Dr. Michele Doll, Assistant Superintendent, mdoll@c-vusd.org. 519 E. Badillo, Covina, CA 91723. 1-626-974-7000

UNIFORM COMPLAINT PROCEDURES

Uniform Complaint Procedures are available in the office at each of our campuses. Information is available on our district website and in the Student Handbook.

INTERNET WEBSITE

Please visit us at www.tri-communityadulthood.org

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

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



FREE CHILD CARE

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

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

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

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



ENGLISH AS A SECOND LANGUAGE



FREE!

How to Register

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

Cómo registrarse

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

如何登記註冊？

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



**SCAN ME FOR
MORE INFO!**

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

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

ENGLISH AS A SECOND LANGUAGE – BEGINNING

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

ENGLISH AS A SECOND LANGUAGE – INTERMEDIATE

1000.02/1000.03	M thru Th	9:00 am - 12:00 noon	Main Campus	Room 7	Jasso
1000.13/ 1000.14	M thru Th	6:00 pm - 9:00 pm	Main Campus	Room 7	Jasso

ENGLISH AS A SECOND LANGUAGE – ADVANCED/ABE

1000.05/1130.02	M thru Th	9:00 am - 12:00 noon	Main Campus	Room 8	Parker
1000.16/1130.03	M thru Th	6:00 pm - 9:00 pm	Main Campus	Room 8	Parker

CITIZENSHIP

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

1000.53	F	9:00 am - 11:00 am	Main Campus	Room 8	Parker
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LIFE SKILLS BASIC COMPUTERS & ONLINE SKILLS

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

HIGH SCHOOL DIPLOMA, GED AND HiSET

How to Register

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

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

Academic Courses Online

(Credit and Non-Credit) No Fees

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



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MORE INFO!



FREE!

Requirements for High School Diploma

English	30 Credits
Science	20 Credits
Mathematics	10 Credits
Algebra I	10 Credits
U.S. History	10 Credits
World History	10 Credits
Foreign Language/Fine Arts	10 Credits
U.S. Government	5 Credits
Economics	5 Credits
Electives	45 Credits
Health	5 Credits
Students must complete a minimum of ten (10) adult credits at Tri-Community to receive our high school diploma.	
TOTAL CREDITS REQUIRED:	160

ACADEMIC STUDY CENTER HOURS: Mon - Thurs 8:00 am - 8:00 pm and Friday 9:00 am - 1:00 pm • Instructors: Martinez/Littrell

TAKE THE GED OR HiSET FOR FREE!

Test Preparation is available for: GED, HiSET, ASVAB, CSET, CBEST, SAT/ACT TO EFL

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

GED TEST

- Register at www.GED.com
- Computer based testing in English/Spanish
- Equivalent to a High School Diploma
- 4 parts: Reasoning through Language Arts, Math Reasoning, Social Studies and Science (\$41, per test)



Hours:

Fridays 8:30 am - 12:00 noon
Tuesday / Thursday 4:30 pm - 8:00 pm

HiSET TEST

- Register at www.hiset.ets.org
- Paper/Computer based testing
- Gain High School Equivalency
- 5 parts: Language Arts - Reading, Language Arts - Writing, Math, Social Studies and Science (\$17, per test plus a one-time of \$20 on the first subtest booked)



Hours:

Fridays 8:30 am - 12:00 noon
Tuesday / Thursday 4:30 pm - 8:00 pm

ENGLISH AND MATH CLASSES

ENGLISH

ENGLISH 1/2 – A & B No Fees.

A review of grammar, writing mechanics and development of writing skills.

1220.11/.12

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

MATH

MATH LAB – ALGEBRA 1A or ALGEBRA 1B No Fees.

1804.01

M 5:30 pm - 8:30 pm Main Campus Room 13 Martinez



2018-2028
JOB
OUTLOOK

Combination Welder

Average California Hourly Wage: \$26.97

Projected Job Opening growth in California: 4%

IN CLASS
instruction

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

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

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

L.A. City written prep classes included for all registered students at no extra charge!

Lab fees do not include personal safety equipment and tools.

Welding Safety Kits available for \$375.

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



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COMBINATION WELDER TRAINING

1200 hours to complete

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

7400.01	Mon - Fri	8:00 am - 12:00 noon	Robles	\$895*
	M / W / F	8:00 am - 12:00 noon	Velosa	
Lab Hours:	T / TH	5:00 pm - 7:00 pm	Velosa	

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

CERTIFIED WELDER FUNDAMENTALS

72 hours to complete/12 weeks per term

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

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

*Certification testing may take longer than one term.

OPEN WELDER TRAINING AND CERTIFICATION WELDING – Weekends

7400.06	Sat	10:00 am - 2:00 pm	Velosa	\$495
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**Classes run every other Saturday.

PRACTICAL WELD TESTING ONLY

8 hours total Testing time. Pass/Fail

7400.10	Sat	10:00 am - 2:00 pm	Velosa	\$225
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For weld exams ONLY! NO training is provided. This is for experienced, readied welders only! Please call for more information before registering.

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

7400.12	Sat	12:00 noon - 2:00 pm	Velosa	\$200
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L.A. City written prep class prepares students taking the LADBS written exam. All material are included except code books. Information for code book purchases will be available at the first class meeting.

METAL FABRICATION



2018-2028
JOB
OUTLOOK

Metal Fabrication
Average California
Hourly Wage: \$25.42

METAL FABRICATION

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

Metal Fabrication introduces: Grinder/ Cut-off wheel, Burr-king; Mig welding; Tig welding; Materials: Plate steel, Tubing, Stainless and Cold Roll sheetmetal; How to use measuring tools: Tape measure, Calipers, Angle finder, Square; Basic Geometry, Trigonometry, Fractions and converting fractions to decimals; 3D modeling: PTC Creo; Manual Machining: Mill/Lathe; Tube Bending: JD2; Horizontal band saw and miter cuts; Plasma CNC Table: Torchmate and the provided software; Sheetmetal: Folding, Bending, Rolling, Shrinking/Stretching, Power Hammer (Baileigh), English Wheel (Baileigh), Bead Rolling. During the 12-week program techniques and machines will be used to build class projects. These projects range from small bracketry to complete vehicles. We accept novice students with no experience to veterans in the trade or associated trades. It is not uncommon for students to take the class multiple times, advancing through the program and developing a stronger technique. Welding experience is not mandatory, just an eagerness to learn!

Course Hours: 96 hours

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

\$495

Metal Fabrication Kits are available for \$400.

Instructor's Bio: Meet Aaron Iha

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

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

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RESIDENTIAL ELECTRICIAN

RESIDENTIAL ELECTRICIAN

15 weeks May 5, 2025 - August 14, 2025

Cost: \$495 per term (2 Term Course)

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

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

Total Program Hours: 480

Certificate of Completion can be earned by completing Modules 1 & 2.

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

Module 1

7450.51 M, Tu, W, Th In-Person Lab 5:30 pm - 9:30 pm Fonseca

RESIDENTIAL ELECTRICIAN

15 weeks May 5, 2025 - August 14, 2025

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

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

Module 2

7450.55 M, Tu, W, Th In-Person Lab 8:00 am - 12:00 noon Fonseca

HEATING, VENTILATION, & AIR CONDITIONING (HVAC)

HEATING, VENTILATION, AND AIR CONDITIONING (HVAC)

Fall 2025

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

Total Program Hours: 288

Classes held at the Covina-Valley Trade-Tech Academy, Room 20

7430.20 M, Tu, W, Th 5:00 pm - 9:30 pm Frailing \$495



Heating, Ventilation, and Air Conditioning

Average California Hourly Wage: \$29.92

Projected Job Opening growth in California: 8%

IN CLASS
instruction



2018-2028
**JOB
OUTLOOK**

Electrician

Average California

Hourly Wage: \$37.25

Projected Job Opening
growth in California: 8%



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

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

Total Program Hours: 48

Classes held at the Covina-Valley Trade-Tech Academy, Room 20

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

COURT REPORTING ONLINE



Tri-Community Adult Education is a Certified Court Reporting School approved by the Court Reporters Board of California. Licensed Voice and Machine Court Reporters can make in excess of \$100,000 per year. Our program is 100% online, and we offer low-cost public school tuition.

In addition to adult students, our program is open to C-VUSD high school students in the 11th and 12th grades.

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

Total Program Hours: 4600

COURT REPORTING ONLINE

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

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

ACADEMIC CLASSES

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

PROGRAM SCHEDULE

7000.01/7000.02	M thru Th	6:00 am - 8:00 am	Online	Ravenscroft
7000.60	M, W, & Th	8:00 am - 9:00 am	Online	Ravenscroft
	M thru W	6:00 pm - 8:00 pm	Online	Ravenscroft
	Th	5:00 pm - 8:00 pm	Online	Ravenscroft
7000.01/7000.02	M & W	8:00 am - 2:00 pm	Online	Rea
7000.60	Tu	6:00 pm - 9:00 pm	Online	Rea
	M & Th	5:00 pm - 9:00 pm	Online	Rea
7000.01/7000.02	M thru W	8:00 am - 12:00 pm	Online	Fallgren
7000.60	Th	8:00 am - 11:00 am	Online	Fallgren
	M thru Th	6:00 pm - 8:00 pm	Online	Fallgren
7000.01/7000.02	M thru Th	8:00 am - 1:00 pm	Online	Matthews
7000.60	M, W, & Th	6:00 pm - 9:00 pm	Online	Matthews
	Tu	6:00 pm - 8:00 pm	Online	Matthews

ACADEMICS

2240.11	Medical Terminology1 and Anatomy 1	Online	Rea
2240.12	Medical Terminology 2 and Anatomy 2	Online	Rea
7000.09	English 1	Online	Rea
7000.10	English 2	Online	Rea
7000.11	English 3	Online	Rea
7000.16	Legal Terminology 1	Online	Rea
7000.17	Legal Terminology 2	Online	Rea
7000.18	Legal Terminology 3	Online	Rea
7000.26	Beginning Case CATalyst	Online	Ravenscroft
7000.27	Advanced Case CATalyst	Online	Ravenscroft
7000.30	Transcript Prep	Online	Ravenscroft
7000.60	Skills Building for Test Certification	Online	Ravenscroft
7000.74	Apprenticeship	Online	Ravenscroft

ATTEND A VIRTUAL COURT REPORTING ONLINE ORIENTATION!

ONLINE

(Zoom – Room 371 4747 230
Password TRI)

Orientation Dates Below:

Monday, April 14, 2025 at 11:00 am
Wednesday, April 16, 2025 at 7:00 pm



SCAN ME FOR
MORE INFO!

2018-2028
JOB
OUTLOOK

Court Reporting
Average California
Hourly Wage: \$50.79
Projected Job Opening
growth in California: 4%



**Financial Aid
available for
qualified
applicants!**



COSMETOLOGY



COSMETOLOGY

New Term Starts 5/27/2025

Orientation 4/30/2025

Total Program Hours: 1000

The Cosmetology program is 1000 clock hours across three levels, covering cosmetology, esthetics, and manicuring per State Board guidelines. The curriculum includes lectures and practical demonstrations to prepare students for the California State Board of Barbering and Cosmetology licensure exam. Students gain hands-on experience with mannequins and live models, ensuring they develop practical skills in a salon environment while adhering to safety protocols.

Estimated program cost:

Tuition \$730 per term (\$2,190 total), kit, uniform, books \$1,659 (approx)

Total Program Cost: \$3,849

Classes held at the Covina-Valley Trade-Tech Academy, Room 15

7200.01	M - TH	8:45 am - 2:30 pm	Yanez	\$730
	Fri	8:00 am - 3:30 pm	Yanez	



Cosmetology

Average California Hourly Wage: \$17.87

Projected Job Opening growth in California: 8%



CERTIFIED NURSING ASSISTANT (CNA)

CERTIFIED NURSING ASSISTANT (CNA)

Cohorts Begin Every 7 Weeks - Start Date: 3/3/2025 - 4/24/2025

Orientation Date 3/11/2025 for Next Session - 5/5/2025 - 6/20/2025

Total Program Hours: 184

60 hours of Theory, 36 hours Skill Building and Practice, and 104 Clinical hours

The Certified Nursing Assistant Program prepares students to take the California Nurse Assistant Competency Exam and to find employment in a skilled nursing or other long-term care facility.

Prerequisite:

1. Complete physical examination by MD or Nurse Practitioner by the start of CNA class. Must include two step PPD and Flu vaccine. (If TB is positive please obtain Chest X-Ray and submit a copy of the report. Quantiferon blood test is acceptable.)
2. Flu and COVID Vaccines ARE required for clinicals (including booster).
3. Students must undergo **fingerprinting and background clearance before the start of class.**

7300.01 M-TH 7:30 am - 4:00 pm Main Campus Room 29 Villalobos \$595

Cost: Tuition \$595, ID Badge \$5, Books \$78, Uniform (2) \$50, Black Stethoscope/Black Blood Pressure Cuff \$50, BLS/First Aid Card \$80, LiveScan & Background Check \$126, Urine Drug Screen \$71, State Competency Exam Fee \$120.

Other possible costs: Physical Exam, 2-Step PPD, Flu & COVID vaccines.

Approximate Program Cost: \$1,407

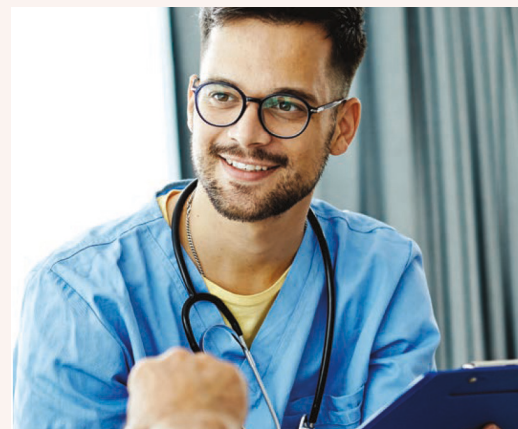
PERSONAL CARE AIDE

Total Program Hours: 96

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

1135.01 M & W 2:00 pm - 6:00 pm Main Campus Room 4 Ibrahim \$80

Scholarships available. Ask our counselors for more information.



Certified Nursing Assistant

Average California

Hourly Wage: \$21.72

Projected Job Opening growth in California: 13%



SCAN ME FOR
MORE INFO!



BOOKKEEPER

2018-2028
**JOB
OUTLOOK**

Bookkeeping
Average California
Hourly Wage: \$25.95

BOOKKEEPER

Total Program Hours: 108

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

PART 1

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

2200.15	Th	6:00 pm - 9:00 pm	Covina-Valley Trade-Tech Academy	Room 3/4	Pereida	\$100
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Optional Book Purchase: QuickBooks Online / Comprehensive 2024-25 / ISBN: 13:978-1-64061-550-2

SCAN ME FOR
MORE INFO!



RESUME BUILDING AND JOB PREP

4-Weeks: April 30 - May 21, 2025

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

9000.75	W	9:00 am - 12:00 noon	Covina-Valley Trade-Tech Academy	Room 7/8	Hibner	FREE
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CAREER LAB

9000.87	M & F	8:00 am - 12:00 noon	Covina-Valley Trade-Tech Academy	Room 7/8	Hibner	FREE
	Wed	12:30 pm - 4:30 pm	Covina-Valley Trade-Tech Academy	Room 7/8	Hibner	FREE
	Tue	6:00 pm - 9:00 pm	Covina-Valley Trade-Tech Academy	Room 7/8	Hibner	FREE

FREE!



COMPUTER CLASSES



BUSINESS OFFICE SKILLS

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

FREE!

9000.81	Tu & Th	9:00 am - 12:00 noon	Covina-Valley Trade-Tech Academy	Room 7/8	Hibner	FREE
9000.78	Tu & Th	6:00 pm - 9:00 pm	Covina-Valley Trade-Tech Academy	Room 7/8	Hibner	FREE

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

MICROSOFT EXCEL

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

**SCAN ME FOR
MORE INFO!**



9000.51	M	6:00 pm - 9:00 pm	Covina-Valley Trade-Tech Academy	Room 7	Gonzalez	\$75
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BASIC COMPUTER & ONLINE SKILLS

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

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

MICROSOFT WORD AND POWERPOINT

Learn basic computer skills and fundamental concepts of Word and PowerPoint. Each program serves a different purpose and is compatible with other programs. This is a hand-on class, task-based and focused on real-world scenarios and challenges faced by people in their day-to-day environments. Learn to create, edit and share presentations in PowerPoint. Create, format, share and print a wide variety of documents in Word. Book not included.

9000.83	Tu	6:00 pm - 9:00 pm	Main Campus	Room 14	Gonzalez	\$75
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FEE-BASED COMMUNITY CLASSES

CERAMICS

Minimum 20 students.

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

5200.05	Tu	9:00 am - 12:00 noon	Covina-Valley Trade-Tech Academy	Room 1/2	Sanderson	\$140
5200.07	Tu	12:30 pm - 3:30 pm	Covina-Valley Trade-Tech Academy	Room 1/2	Sanderson	\$140
5200.08	Tu	6:30 pm - 9:30 pm	Covina-Valley Trade-Tech Academy	Room 1/2	Boehme	\$140
5200.10	W	9:00 am - 12:00 noon	Covina-Valley Trade-Tech Academy	Room 1/2	Boehme	\$140
5200.12	W	12:30 pm - 3:30 pm	Covina-Valley Trade-Tech Academy	Room 1/2	Boehme	\$140
5200.14	Th	9:00 am - 12:00 noon	Covina-Valley Trade-Tech Academy	Room 1/2	Boehme	\$140



SPRING QUARTER PHOTOGRAPHY POTPOURRI - PART 2

This spring quarter class will feature a variety of shooting styles, techniques, and locations to sample a range of different photography disciplines as a re-introduction to life-long learning within the photography field. Our class will shoot night vistas, location/street portraiture, macro, and perhaps even some sports photography! This class won't go deeply into any one area...but will offer lots of shooting opportunities in a variety of styles and techniques. If you want to improve your photography, enjoy new photography experiences, and learn along this quarter's photo adventure, come and join us! **Class will typically meet on Monday evenings although there will be some Sunday afternoon outings to facilitate different locations not immediately in the Covina area.**

7811.02	M	6:30 pm - 9:00 pm	Covina-Valley Trade-Tech Academy	Cafeteria	King	\$125
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SECOND SATURDAY STUDIO PORTRAITURE PRACTICE

Tri-Community Photography Instructor John King leads a guided portraiture practice class the second Saturday of each month. Models and lighting will be available for you to work with to gain valuable practice and experience. John King will also provide guidance and tips on lighting, posing, and working with your subjects to create the best possible image. **Class meets in Trade Tech Photo Studio from 9 am to noon on the second Saturday of each month.**

7810.03	Sat	9:00 am - 12:00 pm	Covina-Valley Trade-Tech Academy	Cafeteria	King	\$60
	(3/15, 4/19, 5/10)					



FEE-BASED COMMUNITY CLASSES

PHOTOSHOP AND LIGHTROOM FOR PHOTOGRAPHERS

Minimum 17 students.

Prerequisite: Must know how to use a computer.

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

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

JEWELRY MAKING/LAPIDARY

Minimum 17 students.

A combined class of jewelry making by lost wax casting technique and basic lapidary skills of cutting and polishing rocks.

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

GLASS – STAINED AND FUSING

Stained glass? Glass fusing? Learn about both and then combine them in exciting new ways on your own projects! You will spend the first few weeks learning how to cut glass, how to copper foil, lead and solder. Then we'll learn all about fusing (melting) glass in a kiln including painting and sandblasting techniques. Make jewelry, platters, windows or panels - the possibilities are endless! New students: Please bring safety glasses, a black Sharpie marker, scissors, a wooden ruler and wear closed-toed shoes to the first class. Tools will be available for classroom use but expect to spend \$20 - \$25 per week on materials depending on the projects which you select.

Minimum 20 students. Four (4) hours.

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

Minimum 20 students. Four (3) hours.

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

QUILTING

Minimum 17 students. Prerequisite: Sewing experience

3100.01	Tu	12:30 pm - 2:30 pm	Main Campus	Room 23	Yoshiwa	\$85
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CLOCK MAKER/REPAIRER – CARE & REPAIR OF MECHANICAL CLOCKS

Minimum 16 students.

7560.01	Tu	5:30 pm - 8:30 pm	Main Campus	Room 24	Umbrello	\$125
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PARENT EDUCATION

PARENT EDUCATION THROUGH PARENT-CHILD PARTICIPATION

Minimum 17 students.

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

6400.05	Tu	Ages 0-4	9:00 am - 11:00 am	Covina-Valley Trade-Tech Academy	Parent Ed Center	Rhodes	\$65
6400.10	W	Ages 0-4	9:00 am - 11:00 am	Covina-Valley Trade-Tech Academy	Parent Ed Center	Rhodes	\$65
6400.15	Th	Ages 3-5	9:00 am - 11:00 am	Covina-Valley Trade-Tech Academy	Parent Ed Center	Rhodes	\$65
6400.20	F	Ages 0-5	9:00 am - 11:00 am	Covina-Valley Trade-Tech Academy	Parent Ed Center	Rhodes	\$65

\$65 includes one child. Each additional child or adult is \$15.

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



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Student Spotlight: BEBE TRAN

Bebe Tran grew up in Rosemead, California, with her parents and two sisters. Realizing her passion lay in the criminal and legal field, she began to explore a career in court reporting. In May 2022, Bebe joined the Tri-Community Court Reporting program, where she quickly stood out for her determination and work ethic. Her instructors recognized her drive early on, as Bebe consistently practiced 40 to 50 hours a week on her machine—far exceeding expectations. Her dedication paid off, and she completed the rigorous program in under two years. In November 2024, Bebe passed the California CSR exam and became a licensed court reporter, ready to work in California.

Currently interviewing with Los Angeles and San Bernardino Superior Courts, Bebe has her sights set on achieving national certification and becoming a Certified Realtime Reporter (CRR). Her future plans also include returning to Tri-Community as a mentor, inspiring the next generation of court reporters. Bebe's journey is a testament to the power of hard work and perseverance. We wish her continued success and look forward to seeing all she accomplishes in her career!

ENROLL NOW

**COSMETOLOGY
AND CERTIFIED
NURSING ASSISTANT**

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

