



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



# SUMMER

## 2025 COURSE SCHEDULE

Registration Begins: May 12, 2025

Classes Begin: Tuesday, May 27, 2025

[www.tri-communityadulthood.org](http://www.tri-communityadulthood.org)

*REGISTER  
NOW!*





# WELCOME



## 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 - 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 - 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-communityadulted.org](http://www.tri-communityadulted.org)



ESL - PAGE 6



CAREER TECH - PAGES 7-10



HS DIPLOMA - PAGE 6



# REGISTRATION INFORMATION

## REGISTRATION

Online registration for summer classes will begin Monday, May 12, 2025.

**Classes begin Tuesday, May 27, 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](http://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](http://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](http://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 Counselor 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](http://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](http://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!*



## INTERNET WEBSITE

Please visit us at [www.tri-communityadulthood.org](http://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





# GENERAL INFORMATION

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

## HOLIDAYS

Juneteenth .....Thursday, June 19, 2025  
Independence Day .....Friday, July 4, 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



## 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 available Tuesday, May 27, 2025 - June 26, 2025.**

**FREE!**

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

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





# GENERAL INFORMATION

## ADMISSION

Tri-Community Adult Education may admit as regular students only persons who meet the age of compulsory attendance (18 years old in CA). Completion from high school with a diploma or its recognized equivalent, a High School Equivalent (HSE) is a requirement for enrollment in the Court Reporting 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, June 15, 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.

## 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.



# ENGLISH AS A SECOND LANGUAGE

ALL CLASSES ARE IN PERSON AT THE MAIN CAMPUS.

Any questions, please contact us at (626) 974-4200.

FOR CURRENT STUDENTS ONLY

Tuesday, May 27, 2025 through Thursday, June 26, 2025

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

ENGLISH AS A SECOND LANGUAGE – BEGINNING/INTERMEDIATE

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/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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## HIGH SCHOOL DIPLOMA, GED AND HiSET

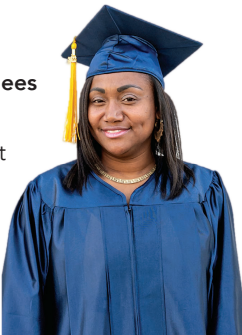
### How to Register

1. Scan the QR Code or go online to [www.tri-communityadulthood.org](http://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!



FREE!

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MORE INFO!



### 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:

May 27 - June 26, 2025 (SUMMER 1) - Mon - Thurs 8:00 am - 8:00 pm and Friday 9:00 am - 1:00 pm  
July 7 - August 14, 2025 (SUMMER 2) - Mon - Thurs 8:00 am - 12:00 noon and 4:00 pm - 8:00 pm

### 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. **Closed for testing in July 2025.**

#### GED TEST

- Register at [www.GED.com](http://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](http://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





# WELDING

## 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/Velosa	\$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.*

IN CLASS  
instruction



### Combination Welder

Average California  
Hourly Wage: \$26.97  
Projected Job Opening  
growth in California: 4%

# METAL FABRICATION

## METAL FABRICATION

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

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

### Course Hours: 96 hours

Classes held at the Covina-Valley Trade-Tech Academy, Room 22

7460.01	Tu & Th	5:30 pm - 9:30 pm	lha	\$495
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*Metal Fabrication Kits are available for \$400.*

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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

**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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MORE INFO!**



## 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



## 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-ValleyTrade-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



## ATTEND A VIRTUAL COURT REPORTING ONLINE ORIENTATION!

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

**Orientation Dates Below  
for Fall 2025:**

Monday, June 16 - 11:00 a.m.  
Wednesday, June 18 - 7:00 p.m.

# 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 - F 8:00 am - 2:30 pm Yanez \$730



**Cosmetology**  
Average California  
Hourly Wage: \$17.87  
Projected Job Opening  
growth in California: 8%

## 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.





# 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	C-V Trade-Tech Academy	Room 7/8	Hibner	FREE
9000.78	Tu & Th	6:00 pm - 9:00 pm	C-V Trade-Tech Academy	Room 7/8	Hibner	FREE

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

## MICROSOFT EXCEL

6-weeks: May 27, 2025 - July 3, 2025

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.

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MORE INFO!



9000.51	M & W	6:00 pm - 9:00 pm	C-V Trade-Tech Academy	Room 7	Gonzalez	\$75
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## BASIC COMPUTER & ONLINE SKILLS

6-weeks: May 27, 2025 - July 3, 2025

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	Tu	6:00 pm - 9:00 pm	Main Campus	Room 14	Gonzalez	\$75
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## SOFT SKILLS - EFFECTIVE COMMUNICATION IN THE WORK PLACE

This course introduces students to the fundamental elements of communication. Learn professional written and oral communication skills using the iCEV platform. Students will develop essential communication skills through practical, real-world applications, learning how to effectively interact with managers, co-workers, clients, and customers using verbal, nonverbal, and digital communication methods. Additionally, this course provides an introductory overview of English language fundamentals, including vocabulary, grammar, punctuation, and terminology, equipping students with strategies for vocabulary comprehension and effective writing. Upon completion, students will be prepared to take the industry-recognized Southwest Airlines Professional Communication Certification exam. **BASIC COMPUTER SKILLS REQUIRED.**

9000.90	M & W	9:00 am - 12:00 noon	C-V Trade-Tech Academy	Room 7/8	Hibner	FREE
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## CAREER LAB

9000.87	M & W	2:30 pm - 4:30 pm	C-V Trade-Tech Academy	Room 7/8	Hibner	FREE
	Tu & Th	12:30 pm - 4:30 pm	C-V Trade-Tech Academy	Room 7/8	Hibner	FREE





# FEE-BASED COMMUNITY CLASSES

## PHOTOSHOP AND LIGHTROOM FOR PHOTOGRAPHERS

**6-weeks:** May 27, 2025 - July 3, 2025

**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    CV Trade-Tech Academy    Room 10    Al-Beitawi    \$65

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

**5-weeks:** May 27, 2025 - June 26, 2025

**Minimum 16 students.**

7560.01    Tu    5:30 pm - 8:30 pm    Main Campus    Room 24    Umbrello    \$55

# PARENT EDUCATION

## PARENT EDUCATION THROUGH PARENT-CHILD PARTICIPATION

**6-weeks:** May 27, 2025 - July 3, 2025

**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-12:00 am    CV Trade-Tech Academy    Parent Ed Center    Rhodes    \$65  
6400.10    W    Ages 0-4    9:00 am-12:00 am    CV Trade-Tech Academy    Parent Ed Center    Rhodes    \$65  
6400.15    Th    Ages 3-5    9:00 am-12:00 am    CV 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.

## CERTIFIED NURSING ASSISTANT (CNA)

**Next cohort begins August 19th.**

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

Cost; \$595 plus books, uniforms and clearance requirements.

**Call us now for more information. 626-974-4200.**





Covina-Valley USD  
231 E. Stephanie Drive  
Covina, CA 91722  
(626) 974-6420

\*\*\*\*\***ECRWSEDDM**\*\*\*\*\*

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## Student Spotlight: **MARIA VALENZUELA**

Program - Cosmetology • Specialty - Nails

I chose to study cosmetology at Tri-Community and it's been an amazing journey! The cosmetology program will open many job opportunities for me. As someone planning to go to college, having the ability to earn my license means I can work in a salon or independently, giving me financial freedom and stability.

Beyond that, cosmetology lets me express my creativity and bring ideas to life—whether for personal projects or helping clients feel beautiful and confident.

There's nothing more rewarding than that!

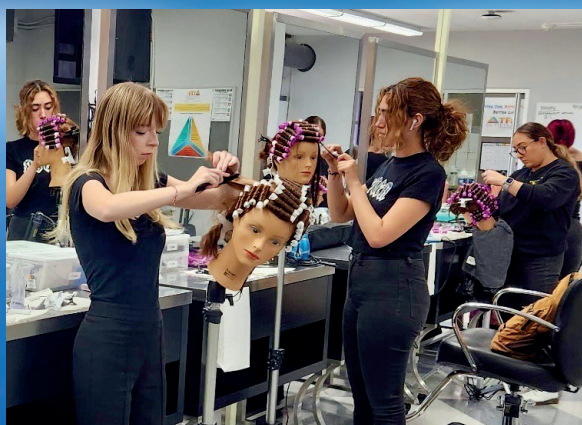
A huge shoutout to Ms. Yanez, who is such an amazing instructor! Her passion, knowledge, and support make learning this craft so much more exciting and rewarding. No matter your goals, the cosmetology program at Tri-Community is the perfect way to start working toward them. The opportunities are endless!

## **COSMETOLOGY PROGRAM:**

New class begins on May 27th, 2025.

**ENROLL NOW**

**626-974-6420**



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