



Bassett Adult School Career Training Center

WWW.BASSETTADULTSCHOOL.COM

(626) 931-3100

FALL 2017-2018 REGISTRATION INFORMATION *And Course Catalog*

August 14, 2017 - January 11, 2018



Join our one stop shop for learning english, citizenship classes, or getting your high school diploma. We can help you start a new career pathway at our career training center. We offer free counseling for all programs. See us first!

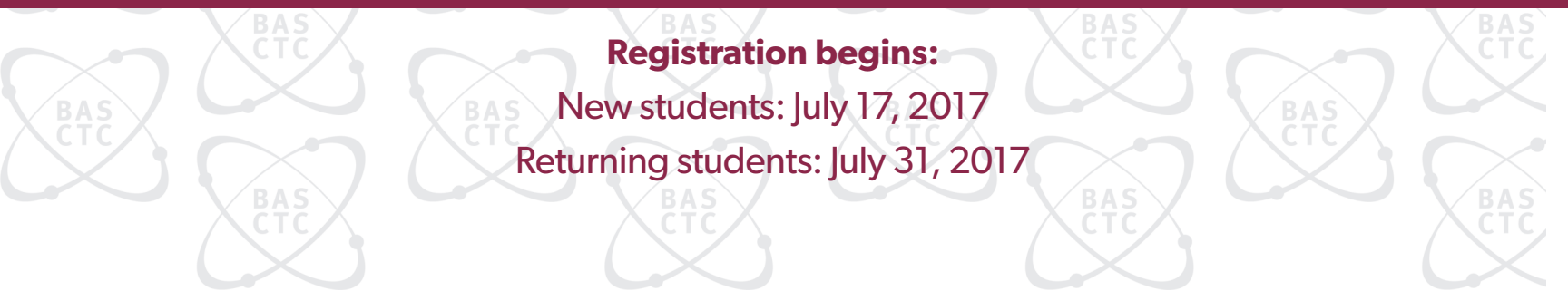
Únete a nuestro centro de educación donde en un solo lugar ofrecemos clases de inglés, clases de ciudadanía, o clases para obtener tu diploma de High School. Podemos ayudarte a iniciar una nueva carrera en nuestro centro de entrenamiento. Y ofrecemos consultas gratuitas para todos los programas. ¡Visítanos primero!

FREE informational sessions are held every Wednesday at 10 am.

Registration begins:

New students: July 17, 2017

Returning students: July 31, 2017



WELCOME

Bassett Adult School Career Training Center is your community education center where you can take a giant step toward changing your life. Whether you want to prepare for a new career, continue your education, complete your high school diploma, or learn for personal enrichment, we offer classes that will help you accomplish your goals. All adults are welcome. We look forward to meeting you and helping you along your journey to graduation and a brighter future.

ABOUT BASSETT ADULT SCHOOL CAREER TRAINING CENTER

Vision:

Bassett Adult School Career Training Center will be recognized as a premier educational institution providing opportunities that empower learners to be successful in today's world.

Mission Statement:

Bassett Adult School Career Training Center is committed to meeting the business and educational needs of the community and workforce by providing our students a diverse curriculum to achieve their personal and professional goals.

Student Learning Outcomes (SLOs):

- Responsible Individuals
- Effective Communicators
- Problem Solvers/Critical Thinkers

Admission office hours:

Monday - Thursday: 8:00 am - 6:00 pm
Friday 8:00 am - 12:00 pm by appointment.

Hablamos español.

BASSETT UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Dolores Rivera, President
Javier Romo, Vice President
Armando Barajas, Board Clerk
Natalie M. Ibarra, Board member
Paul Solano, Board member

BASSETT ADULT SCHOOL ADMINISTRATION STAFF

Albert Michel, Principal
Virginia E. España, School Coordinator
John Maltes, Program Specialist / Veterans Certifying Official

BASSETT ADULT SCHOOL CAREER TRAINING CENTER

943 North Sunkist Avenue La Puente, CA 91746
Phone (626) 931-3100 Fax (626) 931-3168
www.bassettadulthoodschool.com

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INSTRUCTIONAL CALENDAR 2017 - 2018

August 14, 2017

January 11, 2018

HOLIDAYS

September 4, 2017

November 10, 2017

November 23, 2017

November 24, 2017

December 25, 2017

December 26-29, 2017

January 1, 2018

January 15, 2018

First Day of School

Last Day of School

Labor Day

Veteran's Day

Thanksgiving Day

Thanksgiving Holiday

Christmas Day

Christmas Holidays

New Year's Day

Martin Luther King Jr. Day

Legal Holiday per Ed Code §37222



GENERAL INFORMATION

How to Register/Enrollment

Anyone 18 years or older may enroll in adult education classes. Registration is on a space-available basis and is determined at the time of enrollment. Selected classes will require an assessment and orientation session prior to registering. The following priorities are used if more are interested in enrolling than can be accommodated: 1) adults residing in the district; 2) adults residing in other districts. Enroll in person at our Erwin Campus main office, or register online for selected classes at www.bassettadulthoodschool.com

Registration & Instructional Material Fees

Registration fees can only be taken in cash. Please bring exact change. Some classes may require additional fee for instructional materials.

Purchase of Textbooks

Books may be purchased on line at www.bassett.textbookx.com or www.cengagebrain.com/micro/bassettesl

Class Size

Classes, which do not meet the 18 student minimum requirement, may be canceled.

Childcare/Babysitting

Childcare is available for Bassett Adult School students only while attending class. Childcare is available Monday through Thursday at no cost to the student. Child must be potty trained.

Insurance

Bassett Adult School does not carry accident insurance for students nor for the children of the students.

Discrimination Policy

Bassett Adult School, in compliance with civil rights legislation, hereby asserts that it does not discriminate on the basis of race, color, national origin, ancestry, religion, creed, sex, age, or handicap in its employment or enrollment in any education program.

Dress Code

Students are encouraged to dress comfortably. Shoes and shirt are required. Inappropriate dress includes: clothing marked with profane

or suggestive language, clothing marked with sexual, racial or ethnic slurs, gang clothing or any clothing which exposes private areas of the body. Caps are permitted outside of the classroom. Students violating the dress code will be asked to leave and return dressed appropriately.

District Computer Usage Policy

Bassett Adult School students may be asked to complete an Acceptable Use Policy for District Computer Systems during class to ensure security and reliability of our systems and to prevent unauthorized access and other unlawful activities by users online.

Student Grievance/Uniform Complaint Procedure

Students are urged to first discuss grievances with the school administrator in an informal conference. If the problem is not satisfactorily resolved at the informal level, the district has established procedures to resolve alleged violations of state/federal funded programs. These procedures require the complainant to submit a written form [1312.I-E(a)] to Ms. French at the Bassett Unified School District. You may also contact the Council on Occupational Education at 7840 Roswell Road, Building 300, Suite 325, Atlanta GA 30350, or at 1(800) 917-2081 or fax (770) 396-3790.

Sexual Harassment

Sexual harassment by employee or student will not be tolerated. The governing board considers sexual harassment to be a major offense that can result in disciplinary action of the offending employee or suspension or expulsion of students. For more information, please refer to our Student Handbook.

Refund Policy

Bassett Adult School has a fair and equitable refund policy for the refund of tuition fees in the event that the class is canceled or the student does not plan to attend. The following procedures are established as part of this policy:

1. Registration fees are non-refundable.
2. Refunds for classes or programs canceled by Bassett Adult School: If fees are collected in advance of the start date of the program, 100 percent of the fees collected will be refunded

within 45 days of the planned start date of the class or program canceled. No written notice by student is required.

3. Refunds for students who withdraw on or before the first day of class: if fees are collected in advance of the start date of a program, and the student does not begin class or withdraws on the first day of the class, the fees collected will be refunded, less a \$25 drop fee.

4. Refunds for student enrolled prior to visiting the institution: students who have not visited Bassett Adult School campus prior to enrollment will have the opportunity to withdraw without penalty within three days following attendance at the regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

5. Refunds for withdrawal after class commences: No refund after second class session.

6. Receipt is required for all refunds. Policy is in alignment with our Accrediting Association and/or U.S. Department of Education standards.

Brochure Disclaimer

Information in this brochure was accurate at time of publication. Changes may have occurred subsequently. Programs and schedules are subject to change.
June 2017.

Bassett Adult School
is an accredited institution



HIGH SCHOOL DIPLOMA INFORMATION

REGISTRATION INFORMATION FOR HIGH SCHOOL DIPLOMA & ADULT BASIC EDUCATION (ABE)

Bassett Adult School may grant credit for a high school diploma for successful completion of adult classes. A total of 180 credits and proficiency tests are required. Candidates may receive credit for military service, previous schooling, recognized correspondence schools and standardized achievement tests. Counselor is available to discuss college entrance requirements. College Financial Aid information for Bassett graduates is available. Call (626) 931-3106 for information.

Steps to follow:

1. New students and returning students, take the High School Diploma placement test.
*Students with disabilities who may need special accommodations to take the placement test should make arrangements with the counselor.
2. Students who are reenrolling from a previous year do not need to take the test.
3. After testing, student will be placed in a High School Diploma or Adult Basic Education (ABE) class determined by level of proficiency (score of 24 or above in High School program, score 23 or below, in Adult Basic Education program).
4. High School Diploma Program students:
 - Schedule an appointment with the counselor
 - Obtain official sealed transcripts from last high school attended
 - New attendees or Bassett Adult School students must have completed ESL Level 5/6 & CASAS score of 235 and above, or scored 24 or above on the High School Diploma placement test.

Residence Requirements: A minimum of ten units must be completed at BAS for diploma.

Special Note: BAS will grant the High School Diploma to students who have completed all high school credits. The counselor will notify students if there is any change in state law of the requirements for graduation.

High School Credits Required:			
English	40 credits	Biological / Physical Science	10/10 credits
U.S. History	10 credits	Fine Arts / Foreign Language	10 credits each
World History	10 credits	Electives	60 credits
American Government & Economics	5/5 credits	Total	180 credits
Mathematics	10 credits		
Algebra I or higher is included as requirement	10 credits		

COUNSELING HOURS / HORARIO DEL CONSEJERO

Counselor: Marlen Martinez

Hours for student appointments:

Mon: 9:00 am - 12:00 pm and 3:00 pm - 6:00 pm | **Tues: 9:00 am - 12:00 pm and 3:00 pm - 5:00 pm**
Wed: 9:00 am - 12:00 pm and 3:00 pm - 7:00 pm | **Thurs: 9:00 am - 12:00 pm and 3:00 pm - 5:00 pm**

For an appointment or questions regarding the High School Diploma.

Erwin Campus (626) 931-3106 or (626) 931-3103

Si tiene alguna pregunta o para una cita sobre el programa de la preparatoria llame a (626) 931-3106 o (626) 931-3103.

Hablamos español.

ADULT BASIC EDUCATION

Our Adult Basic Education Program (ABE) provides basic literacy and life skills for adults who are performing at or below the eighth grade level. The content develops basic literacy in all areas of knowledge. This program is divided into Reading, Mathematics, Science, Social Studies and Language Arts. This class will use a direct instruction format.

Erwin Campus, Room 2

Mon - Thurs: 8:00 am - 11:00 am Martinez
and 4:00 pm - 7:00 pm Martinez

HIGH SCHOOL DIPLOMA

DAYS	TIME	LOCATION	TEACHER
M-TH	8:00am - 12:00pm	4:00 to 8:00 pm	RM 2 Martinez
M-TH	8:00am - 12:00pm	3:00 to 7:00 pm	RM 4 Munoz
Math Algebra I Applied Math	English I English II English III English IV	American Government U.S. American History Economics World History	Health Physical Education Spanish I Geography
			Biology Physical Science Earth Science

ENGLISH AS A SECOND LANGUAGE

¡CLASES GRATIS, EMPIECE EN CUALQUIER MOMENTO!

INFORMACIÓN DE REGISTRO PARA CLASES DE ESL

Si usted es un nuevo estudiante de Bassett Adult School, siga estos pasos:

1. Vaya al Centro de Evaluación de ESL de Bassett Adult School para una prueba de orientación y asignación al nivel de curso adecuado.
2. Las pruebas de asignación se ofrecen los lunes y miércoles a las 9:00 am y a las 5:30 p.m.
3. Después de la prueba, se le colocará en una clase disponible. Asegúrese de asistir el primer día de clase.
4. Si las clases están llenas, usted será colocado en una lista de espera y será notificado cuando un espacio este disponible.
5. Las clases son gratuitas.
6. Si es necesario, los estudiantes compran libros de Ventures en línea.

Nivel 1-2: Aprenda un vocabulario básico incluyendo letras y números. Aprenda a escuchar, hablar, leer y escribir inglés.

Nivel 3-4: Para estudiantes que saben "un poquito" de inglés. Aprenda un vocabulario más extenso para poder comunicarse en la vida diaria. Mejore en su modo de escuchar, hablar, leer y escribir!

Nivel 5-6: Para estudiantes que saben "un poco" de inglés y lo quieren mejorar. Aprenda un vocabulario más extenso para poder comunicarse en inglés con más confianza y entender, conversar, leer y escribir mejor.

If you are a new student to Bassett Adult School follow these steps:

1. Go to the Bassett Adult School ESL Assessment Center for an orientation and placement test.
2. Placement tests are offered on Mondays and Wednesdays at 9:00 am and 5:30 p.m.
3. After testing, you will be placed in an available class. Be sure to attend on the first day of class.
4. If classes are full, you will be placed on a waiting list and will be notified when space is available.
5. Classes are free.
6. If needed, students purchase Ventures textbooks online.

Level 1-2: Develop a basic vocabulary including letters and numbers. Learn to listen, speak, read, and write in English.

Level 3-4: For students who already know "a little" English. Develop a greater vocabulary and communicate in everyday situations. Improve your listening, speaking, reading, and writing skills!

Level 5-6: For students who understand English and want to improve themselves. Develop a more extensive vocabulary and communicate in English with confidence. Improve listening, conversation, reading, and writing skills!

DAYS	TIME	LOCATION	TEACHER
LEVEL 1 BEGINNING LITERACY			
M-TH 8/14/17 - 1/11/18	8:20 AM - 11:20 AM	Bassett Adult School	MORENO
M-TH 8/14/17 - 1/11/18	5:40 PM - 9:00 PM	RM 8	HUERTA
LEVEL 2 BEGINNING LOW			
M-TH 8/14/17 - 1/11/18	8:20 AM - 11:20 AM	Bassett Adult School	SPARNICHT
M-TH 8/14/17 - 1/11/18	5:40 PM - 9:00 PM	RM 7	SARAVIA
LEVEL 3 BEGINNING HIGH			
M-TH 8/14/17 - 1/11/18	8:20 AM - 11:20 AM	Bassett Adult School RM 6	PACKARD
M-TH 8/14/17 - 1/11/18	11:50 AM - 1:50 PM Conversational English		PACKARD
M-TH 8/14/17 - 1/11/18	5:40 PM - 9:00 PM		PACKARD
LEVEL 4 INTERMEDIATE LOW			
M-TH 8/14/17 - 1/11/18	8:20 AM - 11:20 AM	Bassett Adult School RM 5	ARD
M-TH 8/14/17 - 1/11/18	5:40 PM - 9:00 PM		ARD
LEVEL 5 - 6 INTERMEDIATE HIGH / ADVANCED LOW			
M-TH 8/14/17 - 1/11/18	8:20 AM - 11:20 AM	Bassett Adult School RM 3	KRESLIE
M-TH 8/14/17 - 1/11/18	11:50 AM - 1:50 PM Conversational English		KRESLIE
M-TH 8/14/17 - 1/11/18	5:40 PM - 9:00 PM		KRESLIE

CITIZENSHIP CIUDADANIA

APRENDA INGLÉS Y PREPÁRESE PARA EL EXAMEN DE CIUDADANÍA EN ESTA CLASE

Students will study U.S. History and Government, practice for the citizenship interview through mock interviews and learn about the benefits and responsibilities of being a citizen. The course also provides students an opportunity to improve English skills to the level necessary to pass the interview.

DAYS	TIME	LOCATION	TEACHER
M - TH 8/14/17 - 1/11/18	11:50 AM - 1:50 PM	Bassett Adult School RM 5	ARD
TUE & TH 8/14/17 - 1/11/18	6:00 PM - 8:30 PM	Bassett Adult School RM 1	CHAVEZ - ROMERO

FREE BABYSITTING FOR OUR STUDENTS ATTENDING CLASSES.

CUIDADO DE NIÑOS GRATIS PARA NUESTROS ESTUDIANTES ASISTIENDO A CLASES.

Ages 2 1/2 - 12 years.
Edades de 2 1/2 a 12 años

M-TH / Lunes a Jueves
8:15 am - 2:00 pm

M-TH / Lunes a Jueves
5:35 am - 9:05 pm

Must be potty trained.
Deben poder ir al baño (sin pañales).



TECHNICAL CAREERS TRAINING

ELECTRICIAN CERTIFICATION PROGRAM

Existing law requires that persons performing work as electrician under a C 10 licensed electrical contractor be certified pursuant to certification standards established by the Division of Labor Standards Enforcement. "Electrician is defined as all persons who engage in the connection of electrical devices for the electrical contractors.

Bassett Adult School (#0169) is approved by the State of California Department of Industrial Relations to offer Whole General Electrician Curriculum. Students may apply for an Electrician Trainee Card (T-Card) upon verification of enrollment and attendance of any module. Bassett Adult School has various modules available each teaching a different topic. Student can seek employment after obtaining their T-card but typically student will wait until the second module. The modules are as follow:

ELECTRICIAN TRAINEE #1 (234 HOURS) | BASIC ELECTRICITY/TOOLS /METERS/SAFETY AND NEC 2014

ELECTRICIAN TRAINEE #2 (234 HOURS) | RESIDENTIAL WIRING

ELECTRICIAN TRAINEE #3 (234 HOURS) | COMMERCIAL WIRING / INDUSTRIAL WIRING

ELECTRICIAN TRAINEE #4 (234 HOURS) | MOTOR CONTROLS

Upon completing the electrical training program at Bassett Adult School a graduate will acquire the following skills:

- Be competent in reading, understanding and applying the requirements of the National Electrical Code to residential, commercial and industrial installations.
- Be able to read residential, commercial and industrial blueprints.
- Understand and be competent in the use of digital multi-meters, clamp on multi-meters, Meg-ohmmeters, Phase sequence and motor rotation meters, ground resistance meters, harmonics and power analyzer meters.
- Have journeyman level skill in bending conduit.
- Be able to properly size and install electrical circuits using Romex, AC and MC cables, flexible metal conduit, electrical nonmetallic tubing, liquidtight flexible nonmetallic conduit, liquidtight flexible metallic conduit, electrical metallic tubing.
- Be able to select and install residential, commercial and industrial power distribution systems.
- Have a thorough understanding of grounding and bonding requirements including touch and step potentials, equal potential ground protection, static protection and cathodic protection.
- Be able to select and install proper overcurrent protection achieving correct coordination and selective.
- Be able to properly size copper, aluminum and copper clad aluminum conductors.
- Thoroughly understand and be able to install lighting system and controls fully compliant with current Title 24 regulations for residential, commercial and industrial systems.
- Be able to specify, select, install commission and troubleshoot AC and DC motors and recognize the common power transmission gears, sprockets and pulleys used in commercial and industrial facilities.
- Be able to select, install and commission Variable speed drives and Variable frequency drives.
- Develop a thorough understanding of control logic, diagrams and devices.
- Have a comprehensive knowledge of photoelectric and proximity sensors.
- Have the ability to program smart relays, wire and install electric braking and dynamic braking systems.
- Be fully able to troubleshoot in a timely manner all the systems listed above.
- Have a thorough understanding of safety including general construction safety, ladders, fall protection, lock out tag out, arc flash hazards and personal protection equipment.



Erwin Campus Room 20/24 (Textbooks and tools required)

AM Classes: 7:00 am to 1:30 pm Tue/Wed/Thurs **Instructors:** L. Lastra

PM Classes: 4:30 pm to 9:00 pm Mon – Thurs **Instructors:** J. Peare

Next module II & IV starts September 11, 2017 to December 21, 2017

Next module I & III starts January 8, 2018 to April 19, 2018

STATE APPROVED ELECTRICIAN RECERTIFICATION -32 HOURS

This is a 32 hour course designed as continuing education for electrician journeymen, fire alarm technicians and sound technicians. Certificate will be issued upon completion of the 32 hours.

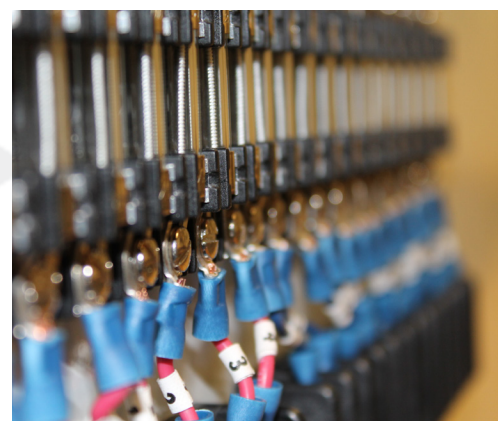


Erwin Campus Room 20/24 **Instructor:** L. Lastra / J. Peare

Bassett Adult School is an Eligible Training Provider in the State of California and is authorized by EDD, TAA/TRA, Department of Rehabilitation and the State approving agency for the Veteran Administration.

VA Facility Code: 15-0162-05, State Provider ID: 2684, State Course Code: 46030117190100/46030117190200

Training may be free for those that qualify. For more information please attend **ORIENTATION every Wednesday at 10 AM.** | No appointments required, or call us at (626) 931-3102



TECHNICAL CAREERS TRAINING

HEATING VENTILATION AND AIR CONDITIONING (HVAC) – 306 HOURS

This course is **short term vocational training** designed to prepare the student in the basic fundamentals of refrigeration and air conditioning. Students will learn to diagnose service, install and repair residential and commercial refrigeration and air conditioning equipment. Students will learn safety, basic tools and the use of diagnostic instruments used in the field. Students will also prepare and test for an EPA 608 Universal Certification. Instructor is a certified professional HVAC technician working for Bassett Unified School District, so many of our field trips will be local with actual running equipment. This course is also articulated with Mt San Antonio College HVAC department for students that wish to pursue higher education in the rewarding career of refrigeration and air conditioning.



Erwin Campus Room 21/22 Instructor: F. Flores
Mon & Weds 4:30 pm to 9:00 pm
(Textbooks and Tools required)
Session I: August 14, 2017 to December 21, 2017

Attention elderly community members – If you are having a problem with your home heating or air conditioning system, we encourage you to contact our instructor to schedule a complimentary visit. Please call (626) 931-3102 to contact the instructor.

Requirements:

- Must be at least 18 years old prior to start of the class
- Valid California Drivers License/ Identification Card
- Must have a High School Diploma or GED or be co-enrolled in a HSC program.

Bassett Adult School is an Eligible Training Provider in the State of California and is authorized by EDD, TAA/TRA, Department of Rehabilitation and the State approving agency for the Veteran Administration.

VA Facility Code: **15-0162-05**, State Provider ID: **2684**, State Course Code: **47020111000005**

Training may be free for those that qualify. For more information please attend Orientation every Wednesday at 10 AM. No appointments required, or call us at (626) 931-3102



TECHNICAL CAREERS TRAINING

WATER TECHNOLOGY D1 (DISTRIBUTION) – 54 HOURS

This course covers the fundamentals of water supply principles. This course is designed to prepare the student to take the Distribution Level 1 exam with **State Water Resource Control Board**. This is entry level certifications designed as short term vocational training leading to industry certification.

Bassett Adult School is approved by SWRCB as a Specialized Training School http://www.waterboards.ca.gov/drinking_water/certlic/occupations/documents/opcert/specialized_training_courses.pdf

SWRCB final filing date is July 1, 2017 for test date of September 16, 2017.

Next filing date is January 2, 2018 for test date of March 17, 2018.



Erwin Campus Room 15 / **Instructor:** G. King
Tues-Wed 5:40 pm to 9:00 pm in person
Thursday 5:40 pm to 9:00 pm online
(Textbooks and Materials are electronic downloads)
Session I: August 8, 2017 to September 14, 2017

Requirements:

- Must be at least 18 years old prior to start of the class
- Valid California Driver's License/ Identification Card
- Must have a High School Diploma or GED or be co-enrolled in a HSC program.
- http://www.waterboards.ca.gov/drinking_water/certlic/occupations/Documents/Opcert/MQsforexamcert.pdf

WATER TECHNOLOGY T1 (TREATMENT) - 63 HOURS

This course covers the fundamentals of water supply principles. This course is designed to prepare the student to take the Treatment Level 1 exam with State Water Resource Control Board. This is an entry level certifications designed as short term vocational training leading to industry certification.

SWRCB final filing date is September 1, 2017 for testing date of November 18, 2017.



Erwin Campus Room 15 / **Instructors:** G. King
Tues- Wed 5:40 pm to 9:00 pm in person
Thursday 5:40 pm to 9:00 pm online
(Textbooks and materials are electronic downloads)
Session II: October 2, 2017 to November 16, 2017

Requirements:

- Must be at least 18 years old prior to start of the class
- Valid California Drivers License/ Identification Card
- Must have a High School Diploma or GED or be co-enrolled in a HSC program.
- http://www.waterboards.ca.gov/drinking_water/certlic/occupations/Documents/Opcert/MQsforexamcert.pdf

Bassett Adult School is an Eligible Training Provider in the State of California and is authorized by EDD, TAA/TRA, Department of Rehabilitation and the State approving agency for the Veteran Administration.

VA Facility Code: **15-0162-05**, State Provider ID: **2684**, State Course Code: **15050617190100**

ORIENTATION every Wednesday at 10 am.
No appointments required, or call us at (626) 931-3102



BUSINESS | GENERAL OFFICE OCCUPATIONS

The Business/General Office Occupations program is designed to provide students with the necessary skills to successfully obtain employment in an office environment. Students seeking a Career Pathway must complete the courses listed for the field they wish to pursue.

SECRETARY / ADMINISTRATIVE ASSISTANT-720 HOURS

- Keyboarding 1 & 2
- Ten-Key/Electronic
- Calculator
- Office Procedures
- Employability Skills
- Introduction to Computers
- Word
- Excel
- PowerPoint
- Access
- Outlook
- Publisher

OFFICE ASSISTANT – 440 HOURS

- Keyboarding 1
- Ten-Key/Electronic - Calculator
- Office Procedures
- Employability Skills
- Introduction to Computers
- Word
- Excel



Erwin Campus, Room 13
Mon-Thurs 8:20 am – 1:00 pm 063011 F. Johnson
Schedule: August 14, 2017 to January 11, 2018

Textbook and materials required.
(For required textbooks visit our
on-line bookstore at www.bassett.textbookx.com)

COMPUTER APPLICATIONS

If you have some typing skills and would like to update or sharpen your computer skills, this course is right for you! Students work at their own pace in a friendly and comfortable environment. Our Microsoft Office training provides you with the skills necessary to accomplish many fundamental business tasks.

Topics covered in this course include:

- Introduction to Computers
- Word
- Excel
- PowerPoint
- Access
- Outlook
- Publisher



Room 13
Mon-Thurs 8:20 am – 1:00 pm 064011 F. Johnson
Mon & Weds 5:40 pm – 9:00 pm 064047 F. Johnson
Schedule: August 14, 2017 to January 11, 2018

TYPING TEST

Please pay first in Career Tech Office in Room 17
Fee: \$15.00 (Includes test and certificate)

Room 13
Wednesday 9:00 am to 10:00 am

Room 13
Wednesday 6:00 pm to 7:00 pm

PRIVATE SECURITY TRAINING

Security is one of the fastest growing industries in the State of California. The Security Academy Curriculum at Bassett Adult School is short term training designed and focused on preparing the student for a career in Private Security. Instructors are all former law enforcement officers with an extensive amount of experience. All classes listed are credentialed by BSIS (Bureau of Security and Investigative Services).

ADVANCED PRIVATE SECURITY (128 HOURS)

This program provides a comprehensive knowledge to perform the basic duties of a private security guard. Students obtain the BSIS permits for security guard, baton permit, O/C pepper spray, firearms permits, use of force, arrest search and seizure, weaponless defense, civil liability, CPR/First aid and much more to perform the duties of an entry level private security guard.

SECURITY – GUARD CARD W/STATE MANDATED CLASSES (40 HOURS)

This course provides the initial powers to arrest class plus the additional state mandated 32 hours of training for a total of 40 hours. Classes include: Public relations, Observation and Documentation, Communications, Legal Liabilities and more.

SECURITY- BSIS FIREARMS TRAINING AND PERMIT (24 HOURS)

Three day course designed to certify anyone with a valid BSIS guard card and the permit to carry an exposed firearm while in the line of duty. Course will include a safety class on the various types of handguns. Course includes shooting range fees, ammo and gun rentals for a 38/.357 revolver, 9 mm semi-automatic and .40 semi-automatic, 45 semi-automatic can be added for an additional cost.

SECURITY – BSIS BATON TRAINING AND PERMITS (16 HOURS)

Comprehensive 16 hours course designed to certify anyone who possesses a valid BSIS guard card and the legal permit to carry a baton while in the line of duty. Course will cover the proper use of a straight, side handle and expandable batons. Practical applications will be included in the class.

SECURITY – SCHOOL SECURITY SB1626 (24 HOURS)

This is a state mandated course that allows a valid guard card holder to work in a school, college or university environment. This three day course will cover roles and responsibilities, laws and liability, security awareness in the educational environment, mediation/conflict resolution and dynamics of student behavior.



Erwin Campus, Room 15

Instructors: J. Woody Trejo/A. Nass/ J. Distelrath/ C. Stanzione/ S. Lewis

Mon- Fri 8:00 am to 4:30 pm

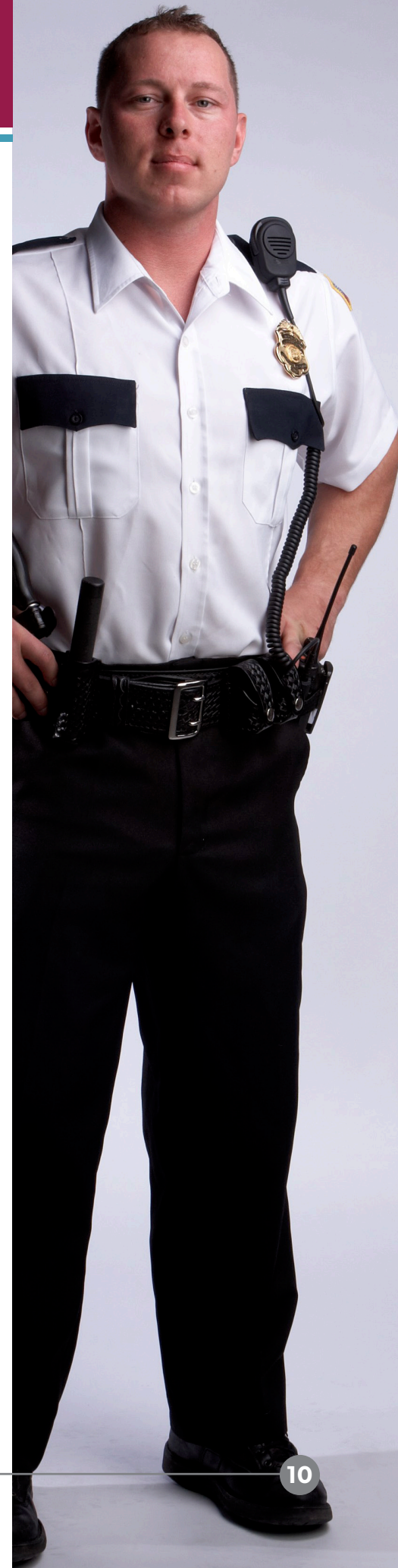
Please call (626) 931-3102 for next scheduled dates and times.

Requirements:

- Must be at least 18 years old prior to start of the class
- Valid California Drivers License/ Identification Card
- Pass a Department of Justice and FBI background check
- Must have a High School Diploma or GED

Bassett Adult School is an Eligible Training Provider in the State of California and is authorized by EDD, TAA/TRA, Department of Rehabilitation and the State approving agency for the Veteran Administration. VA Facility Code: 15-0162-05, State Provider ID: 2684, State Course Code: 43010911000011

Training may be free for those that qualify. For more information please attend Orientation every Wednesday at 10 AM. No appointments required, or call us at (626) 931-3102



HEALTH CAREERS TRAINING

PHYSICAL THERAPY AIDE

- 108 HOURS + 80 HOURS EXTERNSHIP = 188 HOURS

This course is **short term vocational training** designed to prepare the student to work at an acute, chronic, rehab facility/ and /or outpatient clinic. You will learn how to assist patients who are recovering from illness, disabilities and surgery so that the patient can resume daily routines and activities. Upon completion of the program you will be prepared to work under the direction of a physical therapist or chiropractor. This course covers anatomy, gait training, transfer techniques, massage, exercise and other modalities. Textbook, lab coat, ID badge, TB test and a physical from your health care provider is required.

Erwin Campus Room 16 **Instructor:** L. Howard

Tue & Thurs 5:40 pm to 9:00 pm

(Textbooks and personal items required)

Session I: August 14, 2017 to January 11, 2018

Session II: January 16, 2018 to May 31, 2018

Requirements:

- Must be at least 18 years old prior to start of the class
- Valid California Drivers License/ Identification Card
- Must have a High School Diploma or GED or be co-enrolled in a HSC program.

Bassett Adult School is an Eligible Training Provider in the State of California and is authorized by EDD, TAA/TRA, Department of Rehabilitation and the State approving agency for the Veteran Administration.

VA Facility Code: **15-0162-05**, State Provider ID: **2684**, State Course Code: **51070617190100**

MEDICAL INSURANCE BILLING AND CODING – 216 HOURS

This course is a hybrid class designed to prepare the student for entry level procedural and diagnostic coding, including medical billing with reimbursement management. Web-based software is used to enable the student the freedom to access the software remotely. We have the students in class two nights per week and on line two nights per week. Successful completion of this program enables the student to meet the entry-level requirements to perform a variety of tasks at various health care facilities. Class will also include instructions on Medical Laws/Ethics, Introduction to Medical billing Software (Claim Gear/License required), HIPPA and professionalism in the workplace.

Erwin Campus Room 14 **Instructor:** C. Nguyen

Mon & Weds 5:40 pm to 9:00pm Online (Claim Gear License purchase required)

Tues & Thurs 5:40pm to 9:00pm In Class (Textbooks required)

Session I: August 14, 2017 to January 11, 2018

Session II: January 16, 2018 to May 31, 2018

Requirements:

- Must be at least 18 years old prior to start of the class
- Valid California Driver's License/ Identification Card
- Must have a High School Diploma or GED or be co-enrolled in a HSC program.

Bassett Adult School is an Eligible Training Provider in the State of California and is authorized by EDD, TAA/TRA, Department of Rehabilitation and the State approving agency for the Veteran Administration.

VA Facility Code: **15-0162-05**, State Provider ID: **2684**, State Course Code: **51071311000016**

MEDICAL TERMINOLOGY – 108 HOURS

This basic medical terminology course will provide the framework needed for beginners seeking a career in the medical field or as an Insurance Coder. This course will focus on the many components of a medical term and how to break it down by simply knowing the meaning of the prefix or suffix. By learning the individual parts of a medical word, you will not need to memorize hundreds of complex medical terms and their definition.

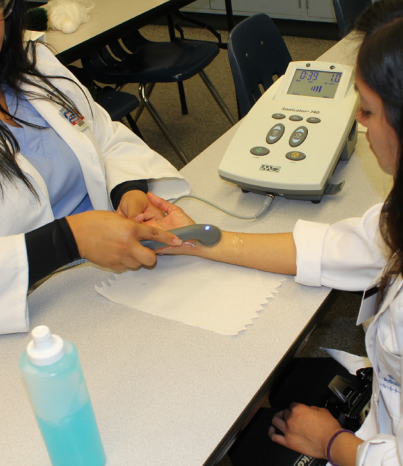
Erwin Campus Room 14

Instructor: I. Marrufo

Mon & Weds 5:40 pm to 9:00 pm

Requirements:

Training may be free for those that qualify. For more information please attend Orientation every Wednesday at 10 AM. No appointments required, or call us at (626) 931-3102



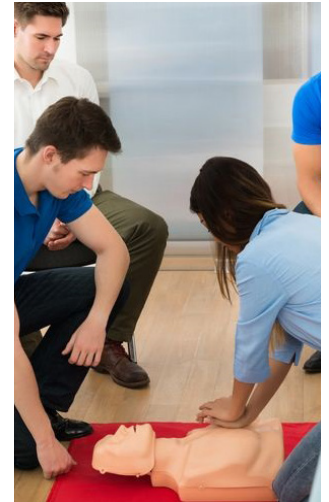
COMMUNITY CLASSES

FEE BASED

CPR AND FIRST AID CLASS / CLASES DE PRIMEROS AUXILIOS Y RESUCITACIÓN CARDIOPULMONAR

Fees: \$35 for each class, \$70 total. Includes book and 2-year certificate. Instructor: C. Stanzione
Bassett High School, Room 124 / Wednesdays 6:00 pm - 10:00 pm

Session I	7/5/17 CPR Infant/ Child/ Adult with AED	7/12/17 First Aid
Session II	8/2/17 CPR Infant/ Child/ Adult with AED	8/09/17 First Aid
Session III	9/6/17 CPR Infant/ Child/ Adult with AED	9/13/17 First Aid
Session IV	11/1/17 CPR Infant/ Child/ Adult with AED	11/08/17 First Aid
Session V	12/6/17 CPR Infant/ Child/ Adult with AED	12/13/17 First Aid
Session VI	10/4/17 CPR Infant/ Child/ Adult with AED	10/11/17 First Aid



COURT ORDERED PARENTING CLASSES

These parenting classes can empower you and your child through kind and firm training strategies.

Name: Ivelisse Arellano
Class: Court Ordered Parenting Class
Days: Monday and Wednesday
Time: 6:00 pm - 8:30 pm
Date: August 14- December 15, 2017
School: Bassett/Erwin
Cost: \$20.00 per class or \$185 for 10 classes.

PARENTING TECHNIQUES

Get ready, get set, let's have fun! This class offers opportunities for parents and children to work together in activities that will promote bonding and communication. Discuss with other parents the joy and challenges of infants through 3 year-old or 3-5 year-old children. Participate with your child in a variety of fun activities including art, music, stories and games.

0-3 years old

Name: Ivelisse Arellano
Class: Parenting Techniques
Days: Monday and Wednesday
Time: 9:00 am -11:30 am
Date: August 14, 2017 - October 16, 2017
October 18, 2017 - January 17, 2018
School: Bassett/Erwin
Cost: \$110.00 for 18 classes (plus \$10 for materials)

3-5 years old

Name: Ivelisse Arellano
Class: Parenting Techniques
Days: Tuesday and Thursday
Time: 9:00 am -11:30 am
Date: August 15, 2017 - October 12, 2017
October 17, 2017 - January 11, 2018
School: Bassett/Erwin
Cost: \$110.00 for 18 classes (plus \$10 for materials)

SEWING

Students will learn how to:

• **Trace, cut & sew patterns** • **Take measurements** • **Adjust patterns** • **Make alterations**

Save time and money by learning basic and advanced sewing skills. Learn pattern selection, clothing construction, measurement and alterations. Make clothes for gifts, personal use or profit. Learn to use the overlock and embroidery machine. Sign up today and start a project for Easter, 4th of July, Halloween, Thanksgiving or Christmas.

Name: Martha Escobedo
Class: Sewing Class
Days: Monday and Tuesday
Time: 9:00 am -1:00 pm
Date: August 14 - September 26, 2017
School: Bassett/Erwin
Cost: \$25.00

BASSETT ADULT SCHOOL GRADUATES CELEBRATE MILESTONE



Bassett Adult School
Career Training Center

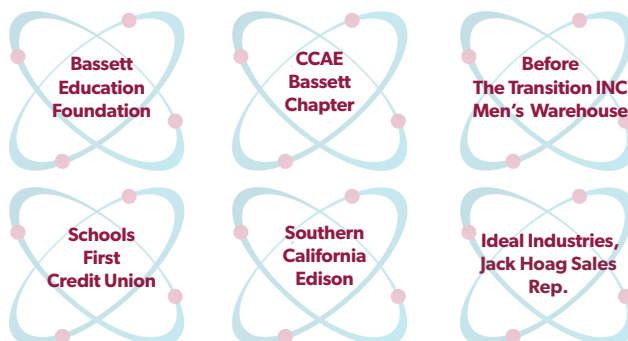
On Thursday, June 8, 2017, Bassett Adult School Career Training Center hosted their annual graduation commencement ceremony, celebrating the accomplishments of one hundred students from around the San Gabriel Valley. Special guest speakers included Sid Garcia, ABC7 Eyewitness News Reporter and Mr. Ryan Whetstone, Project Manager of the Mt. SAC Regional Consortium for Adult Education. Principal Albert Michel presided over the ceremonies. Proud graduates, their families and friends were all smiles.





Bassett Adult School Career Training Center

Thank You to all our Sponsors



PARTNERS IN EDUCATION RECOGNITION

- Rio Hondo Region Consortia
- South Bay Workforce Investment Board
- Orange County WIB
- Santa Ana WIB
- AJCC, American Job Centers of California
- Department of Rehabilitation
- Veterans Administration
- Department of Industrial Relations (Electrician Trainees)
- State Water Resource Control Board (Water Technology)
- EDD TRA/TAA program
- Mt. San Antonio Regional Consortium for Adult Education



SPECIAL RECOGNITION



EXCELLENCE IN TEACHING AWARD NOMINEE

Martha Escobedo

Martha Escobedo was born in Mexico and attended primary school there. Her family then moved to the East LA area where she attended Hollenbeck Middle School and Roosevelt High. She received a Bachelor's Degree from Phoenix University, and then pursued credentials in adult education in both ESL and Office Occupations. But it is as a sewing teacher that Martha has dedicated

herself and made a lasting impact on the lives of many students. She's been teaching sewing since 1990.

Martha not only teaches her students how to use home sewing machines, but also industrial power machines. Students come to her class to train for jobs or to learn how to sew for their own families. Martha's students bring their ideas to class for garments, learn to take measurements, draw a pattern, and sew the garment. The students learn all the steps from their idea to the final product. She deserves the title of "Excellence in Teaching" for all of the many contributions she has made, the motivation she has provided, and the skills and confidence she has instilled.



STUDENT OF THE YEAR

Jeff Comaianni

"I have been married for 8 years and we now have 2 beautiful children. I graduated from Gabrielino High School in San Gabriel in 2002 and then attended Glendale Community College to get my contractor's license. I was in the tile and granite business for over 10 years but wanting something more. I went back to get my real estate license. Shortly after, a family member told me about a state certified electrician program at Bassett

Adult School, and in April 2016, I enrolled in this course. In mid-September, Bassett Adult School and Ideal Industries sponsored a local event, designed to test my electrician skills, not only with my classmates but compared my time with all other trade schools in Southern California. My time was fast enough to represent my school in a National Championship held in Orlando, Florida. While I did not win the national competition, the experience was awesome and my wife and kids loved the trip as well. I truly look forward to finishing my training in May of this year and start working in the electricians' industry."



TEACHER OF THE YEAR

Louis Lastra

Congratulations to Mr. Louis Lastra for being recognized as Teacher of the Year. The recognition is a testimony to his professionalism and dedication to providing our students with the best education possible. Working in the construction industry for many years, Mr. Lastra found that there are not enough skilled tradesmen. This is a shame because these trades pay very well. In 2011 Mr. Lastra was instrumental in completing the application

process with the State and Bassett Adult School was approved to teach the Electrical Certification Program. Only 187 schools have State approval since the process began in 2000. There are now three teachers for day and evening classes. Mr. Lastra encourages his students to help out in their communities. For many years he has taken students to make electrical repairs for senior citizens that can't afford to make them. The students get practice in electrical wiring and they get the satisfaction of helping. Mr. Lastra has received numerous certificates and letters of appreciation, recognition and excellence dating back to 1992 from administrators, principals and students expressing recognition and gratitude.

Business/Occupational Advisory Committee *Partners and Employers*

ALLIED REFRIGERATION (parts supplies)

David Alba
City of Industry, (562) 833-7603

KAISER PERMANENTE

Jayson Soria
Baldwin Park, (626) 851-5584

RIO HONDO COLLEGE

David Lindy
Whittier, (562) 463-7375

MANZO MECHANICAL, INC.

Sam Manzo/Annette Leon
Covina, (626) 484-1683

POWER ELECTRIC

Fernando Alvarado
Hawaiian Gardens, (562) 833-7603

ROYAL INDUSTRIAL ELECTRIC

Oscar Villasenor
City of Industry, (626) 544-0202

U.S. SECURITY ASSOCIATES

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Pomona, (909) 865-4571

SAN GABRIEL VALLEY WATER CO.

Dan Arrighi
(626) 448-6183

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(562) 693-4108

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Lanny Richardson
Fred Kobzoff
(909) 274-4639

SYNERMED

Grace Mandujano
(213) 406-2600

Bassett Unified School District (K-12)

MESSAGE FROM OUR INTERIM SUPERINTENDENT



I am thrilled to welcome you to the 2017-18 school year. One of Bassett Unified's top priorities is providing opportunities that fit the needs of students; no matter what stage

they are in their education and career.

The Adult School is a valued resource in our District. Students can hone technical skills to become highly trained professionals for in-demand careers. Classes replicate real-world en-

vironments for our students to gain relevant experiences as electricians, water technologists and heating ventilation and air conditioning (HVAC) professionals. Our highly qualified teachers prepare students to obtain state certification in their desired careers, enabling graduates to become competitive employees.

Courses in health services, security and office management ensure that students have options to enhance their skills and enter the careers of their choice. Students can also obtain their high school diploma, strengthen English fluency and prepare for the U.S. citizenship exam,

establishing themselves as responsible citizens prepared to contribute to our community.

Bassett Unified focuses on empowering our students to accomplish their personal goals. We are a community committed to the success of our students, and I look forward to your accomplishments in the upcoming year.

Bassett Unified is On the Move!
Debra French
Interim Superintendent

MENSAJE DE NUESTRO SUPERINTENDENTE PROVISIONAL

Estoy emocionada de darles la bienvenida al año escolar 2017-18. Una de las principales prioridades de Bassett Unificado es proporcionar oportunidades que cubran las necesidades de estudiantes, sin importar en cuál etapa educativa y de carrera estén.

La escuela de adultos es un recurso valioso en nuestro Distrito. Los estudiantes pueden perfeccionar sus habilidades técnicas para convertirse en profesionales altamente capacitados para las carreras en demanda. Las clases son una réplica del ambiente del mundo real para que nuestros estudiantes obtengan experiencias relevantes como electricistas, tecnólogos del agua

y profesionales en calefacción-ventilación y aire acondicionado ("HVAC"). Nuestros maestros altamente capacitados preparan a los estudiantes para obtener la certificación estatal en sus carreras deseadas, habilitando graduados para convertirse en empleados competitivos.

Los cursos en servicios de salud, seguridad y gerencia de oficina aseguran que los estudiantes tengan opciones para mejorar sus habilidades y entrar en la carrera de su elección. Los estudiantes también pueden lograr su diploma de preparatoria, fortalecer la fluidez en inglés y prepararse para el examen de ciudadanía estadounidense, estableciéndose ellos mismos

como ciudadanos responsables preparados para contribuir en nuestra comunidad.

Bassett Unificado se concentra en capacitar a nuestros estudiantes para lograr sus metas personales. Somos una comunidad comprometida al éxito de nuestros estudiantes y espero sus logros en el año venidero.

Bassett Unified is On the Move!
Debra French
Superintendente provisional

BASSETT DIRECTORY

Bassett Unified School District
904 N. Willow Avenue La Puente, CA 91746
(626) 931 – 3000

WWW.BASSETTUSD.ORG

SCHOOL CAMPUS LIST

ELEMENTARY SCHOOLS

Don Julian Elementary School

13855 Don Julian Rd.
La Puente, CA 91746
Martha Arceo, Principal
Email: marceo@bassettusd.org
Phone: (626) 931.2900
Fax: (626) 931-2951



Sunkist Elementary School

935 Mayland Ave.
La Puente, CA 91746
Alejandra Pantoja-Velasco, Principal
Email: apantoja-velasco@bassettusd.org
Phone: (626) 931-7700
Fax: (626) 931-7710



Van Wig Elementary School

1151 N. Van Wig Ave.
La Puente, CA 91746
Andrew Candelaria, Principal
Email: acandelaria@bassettusd.org
Phone: (626) 931-8000
Fax: (626) 931-8010



Edgewood Academy K-8

14135 Fairgrove Ave.
La Puente, CA 91746
Rhonda Lentz, Principal
Email: rlentz@bassettusd.org
Phone: (626) 931-7800
Fax: (626) 931-781



MIDDLE SCHOOL

Torch Middle School

751 N. Vineland Ave.
City of Industry, CA 91746
Monica Murray, Principal
Email: mmurray@bassettusd.org
Phone: (626) 931-2700
Fax: (626) 931-2702



HIGH SCHOOLS

Bassett High School

755 N. Ardilla Ave.
Gabriel Griego, Principal
Email: ggriego@bassettusd.org
Phone: (626) 931-2800
Fax: (626) 931-2850



Nueva Vista Continuation High School

904 N. Willow Ave.
Gabriel Fernandez, Principal
Email: gfernandez@bassettusd.org
Phone: (626) 931-3177
Fax: (626) 931-3074



CHILD DEVELOPMENT

Headstart

943 Sunkist Ave.
La Puente, CA 91746
Alina Lucero, Director
Email: alucero@bassettusd.org
Phone: (626) 931-3161
Fax: (626) 931-3150



ADULT EDUCATION



Bassett Adult School
Career Training Center

Bassett Adult School Career Training Center
Erwin Campus, 943 N. Sunkist Ave, La Puente, CA 91746
Albert Michel, Principal | Email: amichel@bassettusd.org
Phone: (626) 931-3100 | Fax: (626) 931-3120



Please call 626-931-3102 to be placed on an interest list, or email mperez@bassettusd.org and send us your Name and Phone Number and which course you are interested in.



START RIO... GO ANYWHERE

"TRANSITION COUNSELING FOR COLLEGE AT BASSETT ADULT SCHOOL"

No appointment needed, Walk-ins Welcome!

• **Se habla español** •

I AM HERE TO HELP YOU WITH:

- Applying to the College
- Money to Pay For College
- Information On Non-Credit and Credit Classes and College Programs
- Referrals To Student Services
- Information On General Education Graduation Requirements

Mr. Edward Henderson
Adult Transition Counselor

Email: ehenderson@riohondo.edu



Bassett Adult School
Career Training Center
 943 North Sunkist Avenue
 La Puente, CA 91746



BASSETT UNIFIED SCHOOL DISTRICT

NON-PROFIT ORG.
 U.S. POSTAGE
PAID
 INDUSTRY, CA
 PERMIT NO. 5223

ECRWSS
 POSTAL CUSTOMER

M A K E
BASSETT
UNIFIED
 — YOUR —
DISTRICT OF
CHOICE!

¡Haz que Basset Unificado sea el Distrito de tu elección!



Instilling the passion, confidence and skills for students to be college and career ready!

¡Inculcando la pasión, confianza y habilidades para que los estudiantes estén listos para la universidad y una carrera!

Ask US about our engaging educational opportunities!

¡Pregúntanos sobre nuestras oportunidades participativas de educación!

Bassett Adult School Career Training Center
 943 North Sunkist, La Puente, CA 91746 | (626) 931-3100
www.bassettadulthood.com