

**IBM COMPATIBLE /
WINDOWS APPLICATIONS /**

Computer Graphics (Adobe Photoshop)

Prerequisite: PC computer knowledge

Learn to create graphics and enhance photos utilizing Adobe PhotoShop. See instructor for information.

Lecture/hands-on class.

06420011 M, W 8 - 10:30 am Willow, 99 R. Manriquez

Session I: September 8 - December 1, 2010

Session II: December 6, 2010 - March 9, 2011

06420021 T, Th 8 - 10:30 am Dibble, B3 R. Manriquez

Session I: September 9 - December 2, 2010

06420043 W 6 - 9 pm Willow, 99 R. Manriquez

Session I: September 8 - December 1, 2010



Web Page Design

Prerequisite: Intro to Computers

Create web sites without knowing HTML (Hypertext Markup Language) using Microsoft FrontPage and/or Dreamweaver and Flash. Learn how to create hyperlink, bookmarks, build tables, forms, hotspots, add graphics, and animation.

A lecture/hands-on class.

06420031 M, W 10:30 am - 1 pm Willow, 99 R. Manriquez

Session I: September 8 - December 1, 2010

Session II: December 8, 2010 - March 9, 2011

W 6 - 9 pm Willow, 99 R. Manriquez

Session II: December 8, 2010 - March 9, 2011

Computer Center

Prerequisite: Concurrent

enrollment in a computer class: must be computer literate with keyboarding skills. Review class work and practice skills.

Contact instructor for details.

06415012 M, W 12:30 - 3 pm Willow, 100 D. Punkay

Session I: September 8 - December 1, 2010

Session II: December 6, 2010 - March 9, 2011

Check it out!



COST (PER SESSION):

\$50 FOR 1 CLASS

\$75 FOR 2 CLASSES

\$100 FOR 3 CLASSES

\$100 MACINTOSH LAB

Want to start your health care career training without costly loans?

Consider the benefits of enrolling at HLPAC:

✓ **QUALITY**

Credentialed, experienced licensed instructors provide relevant classroom theory and practical hands-on bed lab experience.

✓ **RELEVANT**

All health care training programs provide maximum hours of low teacher to student clinical experiences at local hospitals and clinical settings. Students work directly with patients in as little as six weeks. Many clinical sites hire our graduates.

✓ **BOARD CERTIFIED**

Our LVN/PT program are recognized approved training providers accredited by the California Board of Vocational Nurses and Psychiatric Technicians. Our pass rates speak for themselves! Our Certified Nursing Assistant program and Continuing Education courses are approved by the California Board of Public Health. Our pass rates are consistently in the 90%. The Dental Assistant program is the only adult school in California with national accreditation.

✓ **COST**

Check out other medical training programs and compare!



Train for a new career! We can help!

SUPPORT SERVICES / DENTAL ASSISTANT /

Prerequisite: Completing Assessment in the LAC Assessment testing schedule, please call: (626) 934-2949. For more information regarding the Dental Assisting program, please call (626) 934-2890.

Dental Assistant

Prerequisite: High School Diploma/ GED & Assessment Exam

Program includes: patient exam and treatment prep, x-ray technique, and assisting in general dentistry and specialty areas. Accredited by the American Dental Association. Graduates are eligible for

Registered Dental Assistant (RDA) Exam. Requires CPR. (1170 hours, includes 350 hours clinical internship.)

Orientation on Wednesday, September 8 at 8 am for ALL students (new and returning). Enrollment is contingent upon space availability.

Cost: Total Cost \$998 for first semester = Class fee \$800 + Materials fee \$150 (Includes: CPR Card, Name Tag, 1st Uniform) + Insurance \$18 + CPR class \$30. Second semester continuing students will pay \$875, new students will pay the full price of \$998.

06545011 M - F 8 am - 2:30 pm Willow Staff
(Lunch 12:15 - 12:45 pm)



Dental Assistant - RDA Update & Exam Preparation

A flexible self-study refresher course to help prepare working dental assistants and graduates of approved dental assisting programs for the California Registration Exam. Includes written & practical work. (25 hours/8 wks.) New enrollment each week. Orientation session required.

Cost: \$200 (Includes course syllabus, class materials and class dental supplies.) Textbook \$60

06540011 M - F 8 am - 2:30 pm Willow G. Richardson
(Lunch 12:15 - 12:45 pm)
**Schedule time w/ instructor varies;
flexible hours.**

DENTAL ASSISTANT /

Call (626) 934-2890 for more information and available dates. Approved for Dental Professional's CEs by COMDA (Provider No. 2286). Preregistration/prepayment required by cash or money order. Class size limited.

CONTINUING EDUCATION

Radiation Safety Certification (16 CE hrs. for RDAs)

Designed for the working Dental Assistant needing an X-ray Safety Certification. Students must provide their own X-ray film. Monthly enrollment. Pre-registration required. Must be currently employed in a dental office.

Cost: \$450 (Includes syllabus, study guide, CE certificate.)

06560014 **Call for dates** Willow Staff

Coronal Polishing (12 CE hrs. for RDAs)

Certificate course. Meets Coronal Polish requirements for RDA Exam. Monthly enrollment. Pre-registration required.

Cost: \$350 (Includes study guides, consumable supplies and CE certificate.)

06550014 **Schedule time with instructor** Willow Staff



Temporary Crown Bridges, Veneers, and Whiting Trays Fabrication (6 CE hrs. for RDAs)

Hands-on course offered for the dental professional wanting to improve their skills.

Cost: \$275 (Includes all lab materials and supplies, CE certificate.)

06565014 **Schedule date & time with instructor** Willow Staff

**Help yourself by helping others.
Get into Health Careers!**



SUPPORT SERVICES/NURSE ASSISTANT - CNA CERTIFICATION PROGRAM

Prepares students for immediate employment in a skilled nursing or other long-term hospital facility. Includes resident care, nutrition, rehabilitation and emergency care. Graduates take the state competency exam for CNA. Students must speak, read & write English. Requires a passing score on reading assessment. Approximately 16 weeks. Call (626) 934-2841 for information.

Nurse Assistant - CNA

Cost: Total cost \$718 includes Class fee \$550 + Materials/Supplies fee \$168 (Includes: Books, CPR Card, Name Tag, 1st Uniform, Insurance and CPR class). Uniforms, 2-step TB test, and physical exam/drug screening and reliable transportation to clinical facilities are required. (480 hours)

06506011 M - F 7 am - 3:30 pm Willow, 105 M. Balucanag/Staff
(Lunch 11:30 am - 12 pm)

CNA Orientation: Space is limited, please plan on arriving early. Only first 40 students will be admitted.

06506011 W 12 pm Willow, 105
September 8, 2010

SUPPORT SERVICES/CONTINUING EDUCATION FOR CNA & MEDICAL ASSISTANT /

CNA and MA Continuing Education

Classes meet CE requirements for MA and CNA certificate renewal. **Approved by the California Dept. of Health Services.** Take as many classes as you need. (CEP #13075) Register with instructor on class day.

Cost: \$10 for each 6 CE hours (Includes all practice materials and CE certificate).

06500014 Sat 8 - 11 am Willow, MPR* Staff
11:30 am - 2:30 pm

*Please park in Willow Street Parking Lot behind Multipurpose Room

Date:	Class:
October 2	Infection Control
November 6	Death and Dying
December 4	Elder Abuse
January 8	Caring for the Mentally Challenged Individual
February 5	Alzheimer's Disease



SUPPORT SERVICES /

Pharmacy Technician

Prerequisite: Age 18; TB clearance; High School Diploma/GED

Orientation: Wednesday, September 8 at 5 pm in Room 13. New students may be admitted contingent on space availability. Module course prepares students for entry level employment working in various pharmacy settings. Students are trained to assist the pharmacist in multiple areas of pharmacy practice. The course consist of both theory and clinical components, including: Medical Terminology, Pharmacy Law, Anatomy and Physiology and 120 hours of clinical training.

Cost: Total Cost: approx. \$337 includes Class fee \$250 per module (modules are every six weeks, four modules in all) + Insurance \$18 + Materials fee \$69 (includes lab coat, CPR card and CPR class) plus approx. \$239 for all modules books. A separate fee of \$80 payable to Pharmacy Board and drug testing will be required for licensing.

06625013 M - W 5 - 9 pm Willow, 13 Staff



THERAPEUTIC SERVICES / LVN, PSYCHIATRIC TECHNICIAN

How to become a Licensed Vocational Nurse or Psychiatric Technician:

Step 1: Come to the Willow Administration Building at 14101 E. Nelson Avenue. Pay \$40 for the LVN/PT Entrance Test. Tests require preregistration and are given every Thursday, from 8:45 am - 2:30 pm in the Assessment Center.

Step 2: Applicants need to score at a minimum level of proficiency (12th grade or higher for LVN) to be INVITED to a Pre-LVN course. From the top 100 applicants in the Pre-LVN class, 30 will be invited to attend the LVN June class. The Psychiatric Technician program currently has a Pre-PT course. Many potential LVN applicants have begun their nursing careers as PTs and continue to LVN and then RN programs.

Practical Nurse - Pre LVN (5-Classes)

Prerequisites: Based on sufficient scores on LVN assessment test, proof of 12th grad HS/GED with original documents, by invitation only.

Attend either AM or PM classes.

Dates: to be announced.

Cost: \$25 (5 Mondays or 5 Thursdays)

06591011	M	8 am - 12 pm	Willow	H. Temple/Staff
	Th	4 - 8 pm	Willow	H. Temple/Staff

Practical Nurse - LVN

Prerequisite: Age 17, proof of 12th grade HS/GED, assessment entrance test (see below) and passing score in Pre-LVN class.

Theory & clinical program prepares graduate for licensing exam. Nursing fundamentals, medical-surgical, pharmacology, nutrition, gerontology, obstetrics & pediatrics are covered. (1576 hours/1 year) **Begins every January and June.**

Cost: Total cost \$5,634 includes Class fee \$5,600 + Insurance \$18 + CPR Card \$10 + Name Badge \$6.

06590011

Location: Willow & various clinical sites

Instructor: E. Pichetto/Staff

Time: Varies; average 32 hours/week

Practical Nurse - Pre Psychiatric Technician

Prerequisites: Based on sufficient scores on LVN assessment test, proof of 12th grad HS/GED with original documents, by invitation only.

Attend either AM or PM classes. **Dates:** to be announced.

Cost: \$25

Psychiatric Technician

Prerequisites: Age 18, proof of 12th grade HS/GED, Math/English entrance test and orientation class. Enrollment is based on selection. For more information please call (626) 934-2916 or 2817.

Theory and clinical program prepares graduate for licensing exam. Includes: medical-surgical nursing, pharmacology, nutrition, gerontology, developmental disabilities, psychiatric nursing.

(1530 hrs./1 yr.) **Begins every March & September.**

Cost: Total cost \$5,644 includes Class fee \$5,600 + Insurance \$18 + CPR Card \$10 + First Aid Card \$10 + Name Badge \$6.

06600011 **Location:** Willow & various clinical sites.

Instructor: E. Pichetto/Staff

Time: Varies. (Average 32 hours/week)

Vocational Nurse Program & Psychiatric Technician Program

ASSESSMENT TEST

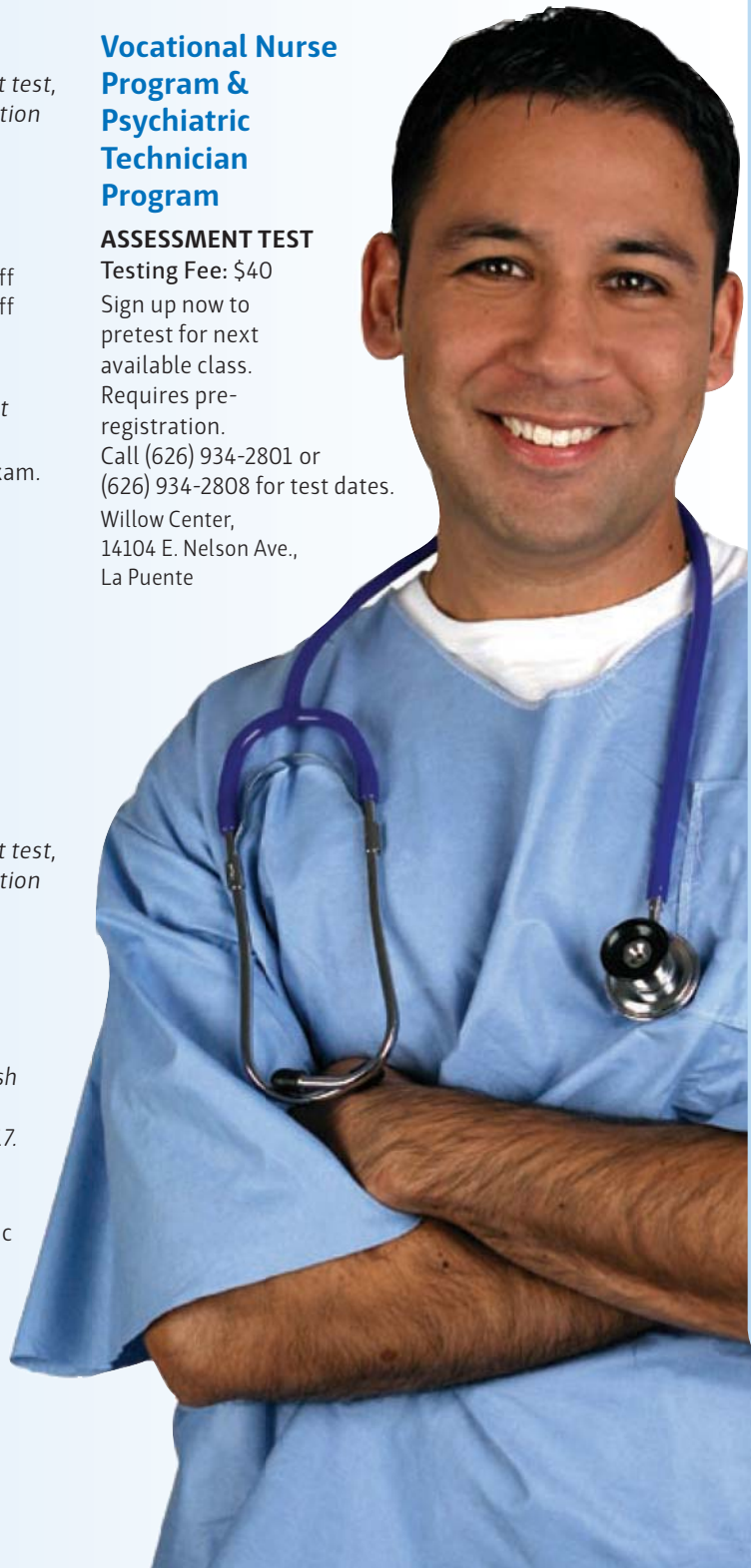
Testing Fee: \$40

Sign up now to pretest for next available class.

Requires pre-registration.

Call (626) 934-2801 or (626) 934-2808 for test dates.

Willow Center,
14104 E. Nelson Ave.,
La Puente



SUPPORT SERVICES/MEDICAL ASSISTANT

Call (626) 934-2816 or (626) 934-2817 for more information.

Medical Assistant

New Student Orientation: Wednesday, August 4 or 25 at 9 am in Room 21.

New Student Orientation and Enrollment of new students will be limited and contingent on space availability and completion of orientation materials and requirements.

Prepare for employment in a medical office or clinic by taking Administrative Front Office and Clinical Back Office Procedures.

(Approx. 748 hours when both sections taken together. Plus 260 hours externship.)

Cost: Total cost \$1,500 includes Class fee \$1,200 + Insurance \$18 + Materials fee \$250 (includes Books, CPR Card, 1 Uniform, Blood pressure cuff/steth) + CPR class \$30. Requires flashdrive.

06580011 M - F 8 am - 12 pm & 12:30 - 2:30 pm Willow, 21 M. Vena



Administrative - Front Office Procedures*

Medical office management, basic insurance billing, computer applications, medical terminology and anatomy, ethical and legal issues are covered. 25 WPM typing recommended.

(643 hours includes 160 hours externship.)

Clinical - Back Office Procedures*

Principles of infection control, diagnostic tests, medications and injections, electrocardiography, venipuncture are covered. (375 hours includes 160 hours externship.)

Medical Terminology & Anatomy for Health Careers

New Student Orientation: Wednesday August, 4 or 25 at 10:30 am in Room 21. Enrollment of new students will be limited and contingent on space availability and completion of orientation materials and requirements.

Basic anatomy and medical language necessary for persons entering the medical office occupations. Utilizes lecture, taped and computerized learning programs. (108 hours)

Enroll: at 12:30 pm on Monday, January 11, 2010.

Cost: Included in Medical Assistant cost or \$250 as a stand alone class

06585012 M - Th 12:30 - 2:30 pm Willow, 21 M. Vena

Medical Terminology

Class meets every Tuesday and Thursday which includes lectures and assignments.

Distance Learning online instruction utilizing Blackboard. Basic anatomy and medical language necessary for persons entering the medical occupations.

Cost: \$250 includes class materials. Requires text book (\$71).

06585023 T & Th 5 - 6 pm Willow, 23 S. Peralta
+ 2 hours per week distance learning instruction
Session I: 9/8 - 10/11



HEALTH INFORMATICS/INSURANCE CLERK

Basic Medical Billing and Coding

Prerequisites: Typing/Keyboarding and Microsoft Word ability, Medical Terminology and Anatomy and Physiology. Medical Terminology & Anatomy may be taken concurrently.

Covers ICD 9 CM, input and output coding, risk management and HCPCS/CPT coding and its principles. A Biller/Coder is employed by medical offices, HMOs and insurance companies to perform computerized billing, claim search and authorizing procedures. Current coding information prepares student for certification with AAPC, AHIMA and addresses HIPPA requirements. (120 hours)

Cost: \$250 (Includes study guide and reference materials). Requires text book (\$66).

06525011 T / W / Th 9 am - 12 pm Willow, 23 S. Peralta
Session: 9/8 - 11/30



Computerized Billing and Medical Records Clerk

Prerequisites: Medical Terminology

Outpatient/Inpatient the completion of CMS 1500 and UB 04 forms. Insurance guidelines, posting of charges, and payments using Medisoft software and electronic documents. Personnel prepare, review and file records. They type correspondence and enter and retrieve data using computerized information systems. Alphabetical and numerical filing, record assembly and analysis, quality assurance, physician/staff communication and data entry are covered, electronic and hardcopy files are used. (108 hours)

Cost: \$250 (Includes study guide and reference materials). Requires text book (\$40).

06530011 T / W / Th 9 am - 12 pm Willow, 23 S. Peralta
Session: 12/1 - 2/22

SUPPORT SERVICES /

Optical Technician / Dispensing Technician and Lab Technician

Lab Technician may be taken as a separate career course.

As a Dispensing Optician, you'll work with other opticians and optometrists as part of a vision-care team. You'll fill eyeglass prescriptions and ensure a proper fit by measuring patients eyes and facial contours, learn HIPAA compliance and medical optical insurance billing. The Optical Technician Program offers learning and working facilities that are unique to So. Cal. The vision center's lab features state-of-the-art equipment for grinding, cutting, fitting and finishing eyewear as well as instruments for measuring the eye and facial contours.



The center offers students, faculty, staff and families the opportunity to have an eye exam, purchase eye and sunglasses at substantial savings. **We are also open to the public on a limited basis for outside prescriptions.** For appointments and information call (626) 934-2940. All work done by students.

Cost: Total cost \$387 includes Class fee \$150 per module + Insurance \$18 + Materials fee \$125 + Books \$65 + Lab Coat \$29. (Modules are every 6 weeks, 3 modules a semester)

06620011	M - Th	8 - 10 am	Willow	Staff
06620023	M / W	11 am - 5 pm	Willow	Staff

Open to the public!
Get your glasses here for a fraction of the cost!

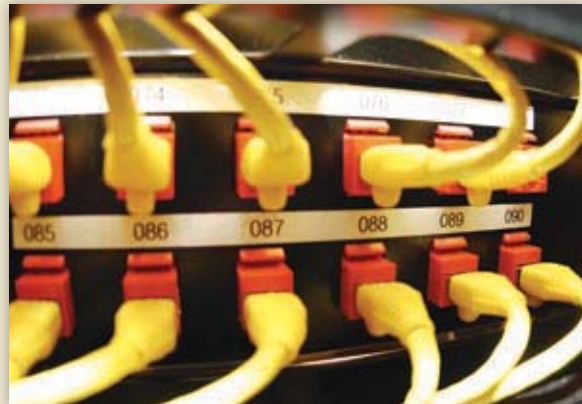


INFORMATION SUPPORT & SERVICES /

COMPUTER REPAIR & NETWORKING

Prepare for A+ Certification

Learn comprehensive theories and hands-on A+ Certification training. Class training consisting of hands-on operation of computer hardware, Windows Operating System including Vista installation and trouble shooting, real-time multimedia propagation based on Windows media and video production configurations of hardware. Includes hardware installation, building new system, upgrading existing system, repairing, configuring, troubleshooting and real-time media propagation with clients' online technical support system. Training covers preparation for **CompTIA A+ Essentials**, students will also prepare for **Service Technician (220-602 Exam)**, **Remote Support Technician / Call Center Technician (220-603 Exam)** and **Depot Repair Technician (220-604 Exam)**.



Prepare for Network+ Certification

Instructor-led hands-on training for preparing with knowledge of Network+ Certification Exam. Hands-on class training validates knowledge of Microsoft Windows based Network essential hardware and operating systems. Class will cover to build skills on Server based network components such as DHCP, Active Directory & DNS, FTP, WEB and building wired and wireless network system, multimedia media propagation on a secured network, upgrading existing system, repairing, configuring, trouble shooting and real-time media propagation with clients' on-line remote support system. Includes introduction to MAC OSX Server integration with Windows System, introduction to CISCO basic networking equipment and basic training on CISCO network management. Students build simple network system on CISCO network management. Learn to build simple network system using Windows 2000 Server/Windows 2003 Standard Edition Server.

Cost: \$225 per semester.

Books are extra. Insurance (\$18) Call: (626) 934-2832

06141011 M - F 8 am - 2:30 pm Willow, 107 S. Sengupta