Welcome Back to Campus!
Start Your New Career Today!

Enroll in FREE Noncredit Online Certificate Courses Today!
Adult Education Office: SSA 235 | 310-233-4450 | adulted@lahc.edu | www.lahc.edu/ext


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For more information on these classes: www.lahc.edu/ext • Register now. Call 310-233-4450

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Los Angeles Harbor College

1111 Figueroa Place, Wilmington, CA 90744

Speak to an Office representative LIVE!
Visit our Virtual Office at www.lahc.edu/ext or call us at 310-233-4450.

Vocational Education

Step 1: Apply to Harbor College: To fill out your application visit www.lahc.edu/ext. If you are a returning LACCD student proceed to Step 2.

Step 2: Schedule an Orientation: As a noncredit student you will be introduced to many resources in place for your success. To schedule an orientation visit www.lahc.edu/ext or call 310-233-4450.

Step 3: Schedule a CASAS Assessment

Step 4: Meet with your Noncredit Counselor: Your noncredit counselor will help establish an educational plan and strategies for your success.

Step 5: Enroll in a class through the SIS Portal based on the plan created with the counselor.

Understanding how your class will meet:

Summer Instruction: All noncredit instruction is online and delivered remotely via Zoom/canvas.

Fall Instruction: Classes are offered online or on campus. Online classes are delivered via zoom and canvas. On campus classes adhere to Federal, State and LACCD COVID Safety Guidelines. For up-to-date policies please visit www.lahc.edu.

Online instruction Information: Asynchronous: Instruction is not “live” but can be accessed anytime. This class requires students to work online independently each week for the amount of TBA time shown in addition to completing assigned homework. Synchronous: This class will be conducted remotely and online with REQUIRED virtual scheduled meetings. Current schedule should be considered when selecting this class. Contact the instructor for more information specific to this class.

Los Angeles Harbor College does not discriminate in the educational programs or activities it conducts on the basis of race, ethnicity, color, national origin, gender, gender identity, gender expression, age, marital status, religion, mental or physical disability, genetic information, sex, sexual orientation, pregnancy, medical condition, or special disabled veteran status, Vietnam-era veteran status or other covered veteran status.

Los Angeles Harbor College encourages persons with disabilities to participate in its programs and activities. If you anticipate needing any type of accommodation, or have questions about the physical access provided, please contact The Office of Adult and Community Education at 310-233-4450.

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GED Preparation
Tuition is free and a lending library is available for students who are enrolled in our GED Preparation classes. Classes meet online.

Basic Skills 84 GED Math
Summer
11855 Online 10Hr 30Min /Wk 6/14-7/18 G.Lopez
Fall
24645 Campus T/TH 9:00-10:30am
8/31-12/19 S.Khan NEA 122
18366 Online 6:30 hr/Wk 8/30-10/24 G.Lopez
18367 Online 6:30 hr/Wk 10/25-12/19 G.Lopez

GED Writing Skills
Summer
13861 Online 10:30hr /Wk 6/14-7/18 HStaff
Fall
18369 Online 7:25hr/wk 8/30-10/24 HStaff
18370 Online 6:00 hr/wk 10/25-12/19 HStaff

GED Social Studies
Summer
14089 Online 6.30 hr/Wk 6/14-8/08 HStaff

Basic Skills College Readiness
Writing Skills I
23689 Campus Mon 9:00am-12:20pm
8/30-12/19 S.Khan NEA 128

Reading Skills I
23690 Campus Wed 9:00-12:10pm
8/30-12/19 S.Khan NEA 128

Students entering our GED Preparation are given a diagnostic assessment upon entry.

Please call 310-233-4450 to make your appointment today or visit www.lahc.edu/ext

Culinary Basics Training Certificate of Completion
This noncredit certificate is your pathway into a career in food service and hospitality. Students will learn culinary basics, food preparation and how to manage a successful food service establishment, including:
• Cooking Techniques and Processes
• Bakeshop Elements and Equipment
• Dining Room and Kitchen Management
Students must successfully complete ALL courses to receive a Certificate of Completion.

CULINARY BASICS
Culinary Basic Training (126 Hours)

VOC ED 539 - Food Handler's Card
VOC ED 540 - Elements of Cooking Techniques
VOC ED 541 - Baking Skills
VOC ED 542 - Dining Room Management and the Garde Manger
VOC ED 543 Math Skills for Culinary Professionals

Additional Support for English Language Learners Available. Enroll in VESL (ESL NC 360)

Students must successfully complete ALL courses to receive a Certificate of Completion.

Culinary Arts
Certificate of Completion
Free Tuition/Noncredit
Fees for additional material may apply.
Lending library available at no cost.
Space is Limited. Enroll Today.
Registration in advance required.

Mandatory Orientation
Thursday, August 19, 2021
To Reserve Your Seat for this Orientation. Visit www.lahc.edu/ext
Email: adulted@lahc.edu or Call 310-233-4450
Learn English for Free
310-233-4450
Free Tuition
Join Anytime

¿QUIERE APRENDER INGLÉS?
Tome una o varias de nuestras clases de ESL. Este es el momento de inscribirse! Cursos para aprender inglés

• Son Gratis
• No exigimos documentación
• Las clases están diseñadas y programadas según sus habilidades y horario.
• Ofrecemos clases en diferentes sitios en la comunidad.

¿Las clases de ESL van a empezar pronto! Para inscribirse, primero debe asistir a una de nuestras orientaciones/evaluaciones, en la cual sus habilidades para leer, escribir, y entender inglés serán evaluadas. En la orientación, dependiendo de su conocimiento, será colocado en la clase que mejor le corresponda.

Para hacer una cita llame al (310) 233-4450 to schedule your orientation. Email: adulted@lahc.edu

For more information on these classes: www.lahc.edu/ext • Register now. Call 310-233-4450

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Citizenship Preparation

ESLCVC 13 Citizenship 1
Fall
17193 Campus M/W 6:00-9:20pm 8/30-10/23 E.Walker NEA 107

ESLCVC 14 Citizenship 2
Summer
13869 Online M/W 6:00-9:20pm 6/14-8/4 E.Walker Fall
18889 Campus M/W 6:00-9:10pm 10/25-12/19 E.Walker NEA 107

Facebook: @LAHCAdultEducation • Instagram @lahcadulteducation • Twitter: @lahcadultedu
Warehousing and Distribution

Certificate of Completion

As online retailer market share expands and the demand for warehouses and distribution centers grows, logistic professionals at every level are in high demand. In this short-term course, you will learn:

- Logistic Roles and Fulfillment
- Supply Chain Management, and Activity Profiling
- Inventory Control and Stock-keeping
- Shipping and Receiving Department Clerk
- Material Recording Clerks
- Material Moving Machine Operators
- Tank Car, Truck and Ship Loaders

Free Tuition! Fees for additional materials may apply. Lending library available at no-cost to those enrolled.

VOC ED 530: Material Handling

- Summer
  13870 Online 3:20hr/wk 6/14-7/18 Bowman
  24647 Campus Mon, 5:00-7:20pm 8/30-10/21 Bowman T211
- Fall
  24647 Campus Mon, 5:00-7:20pm 8/30-10/21 Bowman T211

VOC ED 531: Warehouse Operations

- Summer
  13871 Online 3:20hr/wk 7/19-8/22 Bowman
  24648 Campus Mon, 5:00-7:05pm 10/25-12/19 Bowman T211
- Fall
  24649 Campus Wed, 5:00-7:05pm 8/30-10/21 Bowman T211

VOC ED 532: Warehouse and Personal Performance

- Summer
  13875 Online 3:20hr/wk 7/19-8/22 Bowman
  24649 Campus Wed, 5:00-7:05pm 8/30-10/21 Bowman T211

International Marketing

Certificate of Completion—
for career-minded students, entry-level staff and individuals responsible for growing eCommerce and global markets.

Overall employment of advertising, promotions, and marketing managers is projected to grow 6 percent from 2019 to 2029, faster than the average for all occupations. Advertising, promotions, and marketing campaigns will continue to be essential for organizations seeking to maintain and expand their share of the domestic and international market – especially in the post-COVID, digital environment. The median annual wage for advertising, promotions, and marketing managers was $125,510 to 136,850 in May 2019.

Now is the time to jump-start a career as a global marketer!

NO COST - Flexible Training Options for Students, Job Seekers and Incumbent Workers. eCommerce has made it so every business can reach an international market. Be the one to lead and coordinate a brand, product or service’s global reach. Completing this certificate can give you the practical skills to start applying global marketing tools and techniques to grow a business, and help to prepare you to take NASBITE’s Certified Global Business Professional (CGBP) exam.

INTERNATIONAL MARKETING (54 Hours)

- Fall
  VOC ED 536 - International Marketing I: The Global Business Environment (18)
  VOC ED 537 - International Marketing II: The Global Marketing Management (18)
  VOC ED 538 - International Marketing III: Global Marketing: Strategy, Planning, Coordination And Control Of Global Marketing (18)

Spanish for the Workplace

This class is for individuals in the workforce who find themselves interacting with community members whose primary language is Spanish. This class will focus on conversation, proper pronunciation, directions, greetings and common terms and phrases of assistance. This class is ideal for those who want to communicate directly with their employees, consumers or constituents in Spanish. Successful participants will receive a certificate for participation.

VOC ED 053 - Spanish for the Workplace

- Fall
  13829 Campus Sat 9:00-12:35pm 9/11-12/18 S. Ramirez NEA 226
The QuickBooks Certificate of Completion will provide students with the hands-on skills and knowledge needed for professional bookkeeping, entrepreneurs, accounting clerks, payroll clerks, auditing clerks, administrative assistance, and office managers. The course of study focuses on navigating QuickBooks features, creating company files, setting up customers, setting up vendors, preparing estimates, setting up security and access within QuickBooks, and creating estimates and statements. Also included are inventory management, banking, the accounting cycle, closing the books, and using Payroll in QuickBooks. Students who want additional preparation before taking the QuickBooks Certificate exam may include the Advance QuickBooks class in their course of study. It is recommended that non-native English speakers also take English Second Language (ESL) or English for Special Uses (ESU) - 360CE in conjunction with this class. ESU is for advanced level ESL students.

**Bookkeeping Certificate of Completion**

Bookkeepers are the foundation for businesses and organizations small and large. Don't miss out on your opportunity to enter this in demand career. This noncredit certificate will provide you the fundamentals and technology skills that are in high demand in today's business world:

- Accounting using Quickbooks Online
- Payroll, Ledger and Record Keeping
- Invoice and Inventory Management

Enroll in VOC ED 549, 544 & 545.

A strong familiarity with computers and Windows is highly recommended for Quickbooks courses.

**BOOKKEEPING**

VOC ED 544 - Introduction To Quickbooks Accounting (36)
VOC ED 545 - Intermediate Quickbooks Accounting (54)
VOC ED 549 - Bookkeeping (45)

**QUICKBOOKS CERTIFICATE**

<table>
<thead>
<tr>
<th>Quickbooks Certificate (90-144 Hours)*</th>
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<tbody>
<tr>
<td><strong>VOC ED 544</strong> - Introduction To Quickbooks Accounting (36)</td>
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<tr>
<td><strong>VOC ED 545</strong> - Intermediate Quickbooks Accounting (54)</td>
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<tr>
<td><strong>VOC ED 546</strong> - Advanced Quickbooks Accounting (54)</td>
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*Upon completion of the QuickBooks certificate (including Advanced QuickBooks), students will be prepared to take the QuickBooks Certificate exam.

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**Computer Technology**

Improve your computer skills with a live instructor.

**Apoyo en clase en español.**

This is a basic computer skills class for students with no previous computer training or experience. It is designed to assist students understand the basic computer hardware and the computer operating system. The class will also focus on developing basic computer skills using Microsoft Word and becoming familiar with online search engines including sending and receiving e-mails.

**BSCSKIL 60 Computer Literacy (Bilingual instruction en Español)**

- **Summer**
  - 13873/13919 Online Sat 9:00am-12:45pm & Lab 6hr/wk 7/19-8/22 E.Linares
  - 20368/21014 Campus Fri 10:00am-1:20pm 9/3 to 12/19 E.Linares T212

- **Fall**
  - 12385/12983 Online M/W 5:00-8:20pm 6/14-7/18 D.Presley

**Financial Literacy**

Build a better financial profile with these free noncredit classes.

**BSICSKIL 066CE Financial Literacy - Personal Money Management**

- **Fall**
  - 22415 Online 1:05 hr/wk 10/1-11/19 Tom Miura

**Attention All Community Organizations**

Do you serve a population that would benefit from our career classes? Do your employees need upskills to reach your goals?

Let us help! Our partnership program brings our free noncredit classes to your site and/or builds offerings to meet the needs and schedule of your population. For more information call us at 310-233-4450 or email sotos2@laccd.edu.
Take your first step towards a new career and learn English at the same time!
¡Da el primer paso hacia una nueva carrera y aprende inglés al mismo tiempo!

VESL classes prepare students for success in the classroom and in the workplace.
Las clases de VESL preparan a los estudiantes para el éxito en el aula y en el lugar de trabajo.

Information Sessions/
Sesiones informativas

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<tr>
<th>Bookkeeping and QuickBooks</th>
<th>Culinary</th>
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<td>6/7/2021 @ 6:00pm</td>
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<td>Warehousing and Distribution</td>
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