



Adult & Community Education Guide

**Summer/Fall 2021
June - December**



***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

HOW TO GET STARTED

English as a Second Language and Basic Skills/GED

- 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 4.
- Step 2: Schedule an Orientation:** As a noncredit student you will be introduced to the 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 to 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.

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 3.
- Step 2: Orientation:** As a noncredit student you will be introduced to many resources in place for your success. Some programs have specific orientations detailing that program. To schedule an orientation visit www.lahc.edu/ext or call 310-233-4450.
- Step 3: Meet with your Noncredit Counselor** Your noncredit counselor will help to establish an educational plan and strategies for your success.
- Step 4: Enroll in a class through the SIS Portal** based on the plan created with the counselor.

Have a Question? Contact Us or Visit Our Virtual Office

Email: adulted@lahc.edu • Call: 310-233-4450

Virtual Office Via Zoom or Cranium Cafe: www.lahc.edu/ext (See the virtual office link)

Follow: Facebook @LAHCAAdultEducation • Instagram @lahcadulteducation • Twitter: @lahcadultedu

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, nationality, 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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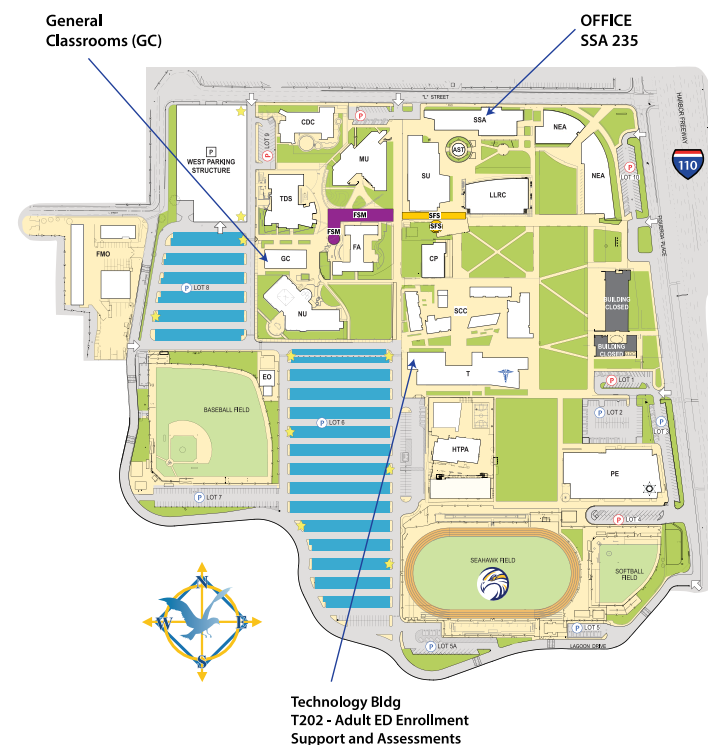
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Campus Map

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.



LA Harbor College is located at 1111 Figueroa Place, Wilmington, CA 90744. The Office of Adult Education is found in the Student Services and Administration Building Room SSA 235. Parking is available in lot 6 and 8 for a fee.

Los Angeles Community College District Administration

- Board of Trustees**
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Los Angeles Harbor College Administration

- Dr. Luis Dorado, Interim President
- Dr. Bobbi Villalobos, Vice President, Academic Affairs
- Dr. Nicole Albo-Lopez, Interim Vice President, Student Services
- Dr. Reagan Romali, Vice President, Administrative Services
- Priscilla Lopez, Dean, Noncredit, Adult and Community Education

GED Preparation

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



CERTIFICATE OF COMPETENCY
General Education Diploma (GED) (270)
BSCSKIL 83 - GED Preparation: Literature And The Arts (54)
BSICKL 84 - GED Preparation: Mathematics (54)
BSCSKIL 85 - GED Preparation: Science (54)
BSCSKIL 86 - GED Preparation: Social Studies (54)
BSCSKIL 87 - GED Preparation: Writing Skills (54)



Visit GED.com to schedule your test and choose Los Angeles Harbor College as your testing site.

The GED® test is made up of 4 subjects broken into separate exams.

You don't have to take all 4 tests at once - you can space them out and go at your own pace.

Visit GED.com for more information.

Basic Skills/GED Courses - How to Get Started

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 4.

STEP 2: Orientation

As a noncredit student you will be introduced to many resources in place for your success.

STEP 3: Take CASAS Assessment

STEP 4: Meet with Your Noncredit Counselor

Your noncredit counselor will help to establish an educational plan and strategies for your success.

STEP 5: Enroll in a Class

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

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

Fall

VOC ED 539 Food Handler's Card

18640 Campus Thu, 5:00-7:05pm 9/2-10/21 G.Jackson

VOC ED 540 Elements of Cooking Techniques

18641 Campus Tu/We, 5:00-7:05pm 8/30-10/22 H.Staff

VOC ED 541: Baking Skills

18642 Campus Wed, 5:00-9:15pm 10/27-12/15 M.Madrid

VOC ED 542 Dining Room Management and the Garde Manger

24646 Campus Mon, 5:00-9:15pm 10/25-12/19 H.HWang-Kim

VOC ED 543 Math Skills for Culinary Professionals

20367 Campus Mon, 5:00pm-6:05pm 8/30-12/19 G.Jackson

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

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 (18)

VOC ED 540 - Culinary: Elements Of Cooking Techniques (36)

VOC ED 541 - Culinary: Baking Skills (36)

VOC ED 542 - Culinary: Dining Room Service & Garde Manger (36)

Additional Support

VOC ED 543 - Culinary: Basic Math Skills For Culinary Professionals (18)

ESL NC 360 - Vocational English as a Second Language

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 según sus capacidades, y horario.

Para hacer una cita llame al (310) 233-4450

Students must attend a mandatory orientation and take an English diagnostic exam prior to attending class.

Please call 310-233-4450 to schedule your orientation.
Email: adulthood@lahc.edu

ESL I - BEGINNING CERTIFICATE
ESL I - Beginning Certificate of Competency (162 Hours)
ESLNC 61 - English as a Second Language 1 (54)
ESLNC 62 - English as a Second Language 2 (54)
ESLNC 63 - English as a Second Language 3 (54)

ESL II - INTERMEDIATE CERTIFICATE
ESL II - Intermediate Certificate of Competency (162 Hours)
ESLNC 64 - English as a Second Language 4 (54)
ESLNC 65 - English as a Second Language 5 (54)
ESLNC 66 - English as a Second Language 6 (54)

ESL III - ADVANCED CERTIFICATE
ESL III - Advanced Certificate of Competency (324 Hours)
ESLNC 94 - English as a Second Language 1 (108)
ESLNC 95 - English as a Second Language 2 (108)
ESLNC 96 - English as a Second Language 3 (108)

ESL 61: English As A Second Language 1

Summer					
13862	Online	Tu/Th	10:00am-1:10pm	6/15-8/05	Akyempon-Archer
13863	Online	Tu/Th	6:00-9:10pm	6/15-8/05	W.Annand
Fall					
17178	Campus	Sat	8:30am-12:05pm	9/4-12/18	Akyempon-Archer NEA 119
17192	Campus	Tu/Th	6:00-9:20pm	8/31-10/21	W.Annand NEA 119
17189	Campus	Tu/Th	9:00am-12:10pm	8/31-10/21	C. Chao Wu NEA 122

ESL 62: English As A Second Language 2

Fall					
17179	Campus	Sat	8:30am-12:05pm	9/4-12/18	W.Annand NEA 113
17276	Campus	Tu/Th	9:00am-12:10pm	10/26-12/16	C. Chao Wu NEA 122
17284	Campus	Tu/Th	6:00-9:35pm	10/26-12/16	W.Annand NEA 119

ESL 63: English As A Second Language 3

Summer					
13864	Online	M/W	10:00am-1:20pm	6/14-8/04	S.Gelman
13865	Online	M/W	6:00-9:10pm	6/14-8/04	S.Ramirez
Fall					
17334	Campus	M/W	6:00-9:20pm	8/30-10/21	S.Ramirez NEA 119
18350	Campus	M/W	6:00pm-9:10pm	10/25-12/16	S.Ramirez NEA 118

ESL 64: English As A Second Language 4

Summer					
13866	Online	Tu/Th	6:00-9:10pm	6/15-8/05	A.Alimalo
Fall					
20377	Campus	Sat	8:30am-12:05pm	9/4-12/18	C.Chao Wu NEA 122

20378	Campus	Tu/Th	6:00-9:10pm	8/31-10/21	A.Alimalo NEA 226
20379	Campus	M/W	9:00am-12:20pm	8/30-10/20	S.Gelman NEA 113
23696	Campus	Tu/Th	6:00-9:35pm	10/26-12/16	A.Alimalo NEA 231
23697	Campus	Tu/Th	9:00am-12:35pm	10/26-12/16	S.Gelman TBA

ESL 65: English As A Second Language 5

Summer					
13867	Online	Tu/Th	10:00am-1:10pm	6/15-8/05	C.Chao Wu
13868	Online	M/W	6:00-9:20pm	6/14-8/4	A.Vega
Fall					
23698	Campus	Sat	8:30am-12:05pm	9/4-12/18	S.Gelman NEA 227
23699	Online	Tu/Th	9:00am-12:35pm	8/31-10/21	Akeyempon-Archer
23700	Online	M/W	6:00-9:20pm	8/30-10/20	A.Vega
23701	Online	M/W	6:00-9:10pm	10/25-12/15	A.Vega

ESL 66: English As A Second Language 6

Fall					
23702	Online	Tu/Th	9:00am-12:35pm	10/26-12/16	Akeyempon-Archer

ESL NC 94: College ESL IV: Listening And Speaking (Mirrors ESL 4)

25574	Campus	Sat	9:00am-3:50pm	8/30-12/19	NEA 205
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ESL NC 96: College ESL VI: Listening And Speaking (Mirrors ESL 6)

25193	Campus	M/W	9:35am-12:45pm	8/30-12/19	NEA 201
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ESLNC 360 VESL Bookkeeping

23703	Online	Mon	6:00-9:20pm	8/30-12/13	
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Citizenship Preparation

CITIZEN PREPARATION CERTIFICATE

Citizenship Preparation Certificate of Competency (108 hours)

ESLCVC 13 - ESL AND CIVICS IV (54)
ESLCVC 14 - ESL AND CIVICS V (54)

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
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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

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

Fall

24648 Campus Mon, 5:00-7:05pm 10/25-12/19
Bowman T211

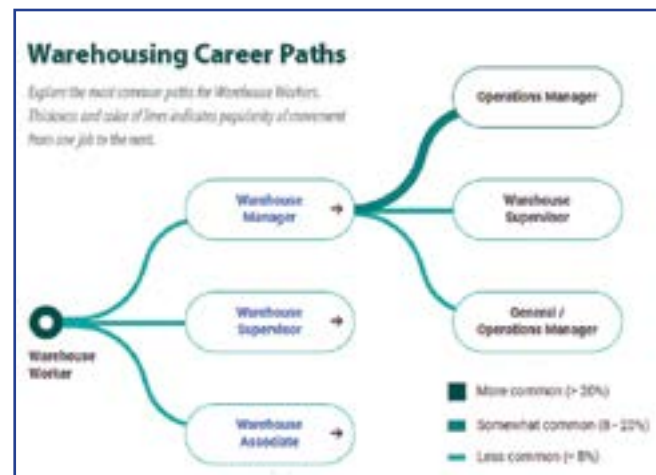
VOC ED 532: Warehouse and Personal Performance

Summer

13875 Online 3:20hr/wk 7/19-8/22 Bowman

Fall

24649 Campus Wed, 5:00-7:05pm 8/30-10/21
Bowman T211



VOC ED 533: Developing Your Soft Skills

Summer

13872 Online 3:20hr/wk 6/14-7/18 Bowman

Fall

24650 Campus Wed 5:00-7:05pm 10/25-12/19
Bowman T211

VOC ED 534 Career Educational Skills Lab

Summer

13876 Online 50min/wk 6/14-8/8

Fall

24651 Online 30min/wk 8/30-12/19 Bowman

WAREHOUSING	
Warehousing (81 Hours)	
VOC ED 530 - Fundamentals Of Warehousing And Distribution 1: Material Handling (18)	
VOC ED 531 - Fundamentals Of Warehousing And Distribution 2: Warehouse Operations (18)	
VOC ED 532 - Fundamentals Of Warehousing And Distribution 3: Warehouse And Personal (18)	
VOC ED 533 - Fundamentals Of Warehousing And Distribution 4: Developing Your Soft Skills (18)	
VOC ED 534 - Career Education Skills Lab (9)	
Additional Support	
ESL 361CE VESL: English For Special Uses: Warehousing And Distribution (54)	

Additional Support for English Language Learners Available:

ESL NC 361: VESL ENGLISH FOR SPECIAL USES: WAREHOUSING AND DISTRIBUTION

This class supports English language learners by introducing vocabulary and terms typical of the industry.

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	
International Marketing (54 Hours)	
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)	

Fall

VOC ED 536: Global Business Environment

18892 Online 4:15hr/wk 10/4-10/30 Caress

VOC ED 537: Global Marketing Management

20380 Online 5:50hr/wk 11/1-11/20 Caress

VOC ED 538: Global Marketing Strategy

20381 Online 4:15hr/wk 11/22-12/18 Caress



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) 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
Bookkeeping (135 Hours)
VOC ED 544 - Introduction To Quickbooks Accounting (36)
VOC ED 545 - Intermediate Quickbooks Accounting (54)
VOC ED 549 – Bookkeeping (45)

QUICKBOOKS CERTIFICATE
Quickbooks Certificate (90-144 Hours)*
VOC ED 544 - Introduction To Quickbooks Accounting (36)
VOC ED 545 - Intermediate Quickbooks Accounting (54)
Elective: VOC ED 546 – Advanced Quickbooks Accounting (54)
*Upon completion of the Quickbooks certificate (including Advanced Quickbooks), students will be prepared to take the Quickbooks Certification exam.

VOC ED 549: Bookkeeping

Summer

12525/13025 Online Tu-Th 9:45am-11:15am & 3:20hrs/wk lab 7/19-8/22 D.Presley

Fall

18865/18955 Online 5:55hrs/wk 8/30-10/16 C.Nelson

23705/23706 Campus Tu/Th 6:00-7:45pm 9/28-12/16 D.Presley T212

VOC ED 544: Introduction to Quickbooks Accounting

Summer

12530 Online 6:50hr/wk 7/19-8/22 C.Nelson

Fall

18866 Online 4:15hrs/wk 8/30-10/22 C.Nelson

23704 Campus Wed 6:00-8:50pm 9/29-12/16 D.Presley T212

VOC ED 545: Intermediate Quickbooks Accounting

Summer

12385/12386 Online Tu/Th 6:00-8:55pm 6/14-8/08 C.Nelson

Fall

18867/18983 Online 6:20hr/wk 10/25-12/19 C.Nelson

VOC ED 546: Advanced Quickbooks Accounting

Summer

12387/12983 Online 6:40hr/wk 6/14-7/18 D.Presley

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

Fall

20368/21014 Campus Fri 10:00am-1:20pm 9/3 to 12/19 E.Linares T212

Voc Ed 117 Clerical Skills

Summer

13874 Online M/W 5:00-8:20pm 6/14-8/4 E.Linares



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.



Financial Literacy

Build a better financial profile with these free noncredit classes.

BSICKSL 066CE Financial Literacy - Personal Money Management

Fall

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



Los Angeles Harbor College

Office of Adult & Community Education
1111 Figueroa Place,
Wilmington, CA 90744

NONPROFIT ORG
US POSTAGE
PAID
LONG BEACH, CA
PERMIT NO 757

****ECRWSEDDM****

Residential Customer

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**

Bookkeeping and QuickBooks

6/7/2021 @ 6:00pm

7/12/2021 @ 1:00pm

8/9/2021 @ 6:00pm

8/11/2021 @ 9:00am

Culinary

8/8/2021 @ 5:00pm

**Warehousing and
Distribution**

8/12/21 @ 5:00pm



For more information on these classes:

www.lahc.edu/ext

Register now. Call 310-233-4450