

Adult & Community Education Guide



**Start Your New
Career Today!**
Flexible Schedules Available



LAHC
LOS ANGELES
HARBOR COLLEGE

Summer/Fall 2022
June - December



Enroll in FREE Noncredit Certificate Courses Today!

Adult Education Office: SSA 115 | 310-233-4450 | adulted@lahc.edu | www.lahc.edu/ext

Dear Students and Families,

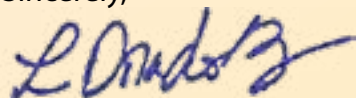
Welcome to *Los Angeles Harbor College*, where your educational goals become a reality. We are a proud campus that fully believes in and embraces, "Education Changes Everything!"

As you read through our Summer/Fall 2022 Adult & Community Education Guide, you will see that we offer a broad range of programs geared toward helping you prepare yourselves for life in the 21st Century.

At Harbor College you will find first-rate experiences that will help you develop and achieve your academic aspirations. We offer a variety of adult and noncredit programs that lead to certificates. Our faculty, staff, and administration are fully vested in your success. As you can see, we are an exciting campus with a diverse community where you will have the chance to make new lifelong friends and expand your horizons.

You've made an excellent choice in becoming a Harbor College Seahawk.

Sincerely,



Dr. Luis Dorado
President



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1111 Figueroa Place
Wilmington, CA 90744

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Education Office

Enrollment Process

Taking your class is easy as **1, 2, 3**

1

Apply to Harbor College

- Start by completing our Noncredit Application at www.lahc.edu
- 2-3 days after you will receive your LACCD Student ID number via email

2

Attend Orientation

- Learn more about the certificates offered at LA Harbor College and resources available on-campus.
- Some certificates program will require you to take a CASAS assessment.
- Sign up for an orientation at www.lahc.edu/ext

3

Enroll in Class

- Sign in to mycollege.laccd.edu to enroll.
- *If you need help figuring out what classes to choose, meet with your noncredit counselor.*
- After enrolling in classes, you can drop by the campus to receive your Student ID Card.

Have a Question? Contact Us

Email: adulted@lahc.edu • Call: 310-233-4450 • SSA 115
www.lahc.edu/ext

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

Understanding how your class will meet:

In-person/On-campus classes adhere to Federal, State and LACCD COVID Safety Guidelines. For up-to-date policies please visit www.lahc.edu. Room locations are listed, but registration is required before attending.

Online classes are delivered via zoom and canvas. **Asynchronous:** Instruction is not “live” but can be accessed anytime. This class requires students to work online independently each week. Expected weekly study time is listed in the class schedule. See class syllabus and Canvas for more information.

Synchronous: This class will be conducted online. Some classes have required scheduled meetings through zoom. Meeting times are listed in the class schedule. See class syllabus and Canvas for more information.

Hybrid meet in-person and assign additional lecture time online through canvas. See class syllabus and Canvas for more information.

Dual Delivery classes offer an option for students to participate in class online or in person. See class syllabus and Canvas for more information.

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.

Culinary Arts

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.



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.**

Join Us for the Noncredit Culinary Certificate Orientation

Visit www.lahc.edu/ext to sign-up

*Students must acquire a uniform and non-slip closed toe shoes for activities in our culinary lab.
Affordable options will be discussed at our orientation.*

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	

VOC ED 539: Food Handlers - Summer					
14189	Campus	Thu	6/16-7/14	6:00pm-9:20pm	SU 230
VOC ED 540: Elements of Cooking Techniques - Summer					
14791	Campus	Tu/We	7/18-8/18	6:00pm-9:20pm	SU 230
VOC ED 541: Baking Skills - Summer					
14188	Campus	Tu/We	6/14-7/17	6:00pm-9:20pm	SU 230
VOC ED 539: Food Handlers - Fall					
17115	Campus	Thu	9/01-10/20	6:00pm-8:05pm	SU 230
VOC ED 540: Elements of Cooking Techniques - Fall					
17116	Campus	Tu/We	8/30-10/20	6:00pm-8:05pm	SU 230
VOC ED 541: Baking Skills - Fall					
17117	Campus	We	10/26-12/14	5:30pm-9:45pm	SU 230
VOC ED 542: Dining Room Management - Fall					
20389	Campus	Mo	10/24-12/18	5:30pm-9:45pm	SU 230
26284	Campus	Mo	9/01-10/20	6:00pm-8:05pm	SU230

GED Preparation

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

CERTIFICATE OF COMPETENCY

General Education Diploma (GED) (270)

BSCSKIL 83 - GED Preparation: Literature And The Arts (54)

BSICSKL 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 83: Literature and Arts - Summer

14833	Online	Th	6:00pm-8:30pm; 7hr & 50mins/Wk	7/18-8/21
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Basic Skills 84 Mathematics - Summer

11482	Online	M	6:00pm-8:30pm; 7hr & 50mins/Wk	6/13-7/17
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11832	Online	M	6:00pm-8:30pm; 7hr & 50mins/Wk	7/18-8/21
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Basic Skills 85 Science - Summer

14829	Online	Tu	6:00pm-8:30pm; 7hr & 50mins/Wk	6/13-7/17
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14831	Online	Tu	6:00pm-8:30pm; 7hr & 50mins/Wk	7/18-8/21
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Basic Skills 86 Social Studies - Summer

12646	Online	We	6:00pm-8:30pm; 7hr & 50mins/Wk	6/13-8/7
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14834	Online	We	6:00pm-8:30pm; 7hr & 50mins/Wk	7/18-8/21
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Basic Skills 87 Writing Skills - Summer

12495	Online	Th	6:00pm-8:30pm; 7hr & 50mins/Wk	6/13-7/17
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Basic Skills 84 Mathematics - Fall

16931	Online	M	6:00pm-8:30pm; 4hr & 5min	8/29-10/23
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16932	Online	M	6:00pm-8:30pm; 3hr & 50min	10/24-12/18
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Basic Skills 86 Social Studies - Fall

24172	Online	We	6:00pm-8:30pm; 3hr & 50min	8/29-10/23
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24255	Online	We	6:00pm-8:30pm; 3hr & 50min	10/24-12/18
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Basic Skills 85 Science - Fall

24171	Online	Tu	6:00pm-8:30pm; 3hr & 50min	8/29-10/23
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26254	Online	Tu	6:00pm-8:30pm; 3hr & 50min	10/24-12/18
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Basic Skills 87 Writing Skills - Fall

16933	Online	TH	6:00pm-8:30pm; 4hr & 5min	10/24-12/18
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Basic Skills 83 Literature and Arts - Fall

24170	Online	TH	6:00pm-8:30pm; 3hr & 50min	8/29-10/23
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Learn English for Free

Free Tuition Join Anytime

¿QUIERE APRENDER INGLÉS?

Tome una o varias de nuestras clases de ESL.

Este es el momento de inscribirse!

Los 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

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)

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: adulted@lahc.edu

ESL Class Offerings:

ESL 61: English As A Second Language 1 - Summer					
12496	Campus/Hybrid	Sat	9:00am-1:15pm; 2hr & 50min/Wk	6/20-8/7	NEA 113
ESL 62: English As A Second Language 2 - Summer					
14112	Campus	T/TH	6:00pm-9:35pm	6/20-8/7	NEA 113
14115	Online	M/W	8:30am-12:45pm	6/20-8/7	Internet
ESL 63: English As A Second Language 3 - Summer					
12498	Campus	T/TH	9:00am-12:35pm	6/20-8/7	NEA 115
14965	Online	M/W	6:00pm-9:35pm	6/20-8/7	Internet
ESL 64: English As A Second Language 4 - Summer					
12500	Campus/ Dual Delivery	T/TH	6:00-9:35pm	6/20-8/7	NEA 115/ Internet
ESL 65: English As A Second Language 5- Summer					
12502	Online	M/W	6:00pm-9:35pm	6/20-8/7	Internet
14844	Online	T/TH	9:00am-12:35pm	6/20-8/7	Internet
ESL 66: English As A Second Language 6 - Summer					
14811	Hybrid	Sat	9:00am-1:00pm; 3Hr & 25Min/WK	6/20-8/7	NEA 115
ESL 61: English As A Second Language 1 - Fall					
16063	Campus	M/W	9:00am-12:20pm	8/29-10/21	NEA 113
23553	Campus	M/W	6:00pm-9:20pm	8/29-10/21	NEA 113
26332	Campus	Sat	9:00am-12:20pm	9/03-12/17	NEA 113
26353	Campus	T/TH	9:00am-12:20pm	10/25-12/15	NEA 113
ESL 62: English As A Second Language 2 - Fall					
16053	Campus	Sat	8:30am-12:05pm	9/03-12/17	NEA 115
23555	Online	M/W	9:00am-12:20pm	10/24-12/18	Internet
23556	Online	M/W	6:00pm-9:10pm	10/24-12/18	Internet
ESL 63: English As A Second Language 3 - Fall					
16917	Online	M/W	9:00am-12:10pm	8/29-10/20	Internet

ESL Class Offerings (continued):

ESL 61: English As A Second Language 1 - Summer

ESL 63: English As A Second Language 3 - Fall (continued)

23557	Campus	T/TH	6:00pm-9:10pm	8/29-10/20	NEA 115
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ESL 64: English As A Second Language 4 - Fall

18338	Campus	T/TH	9:00am-12:10pm	8/29-10/20	NEA 115
18339	Online	M/W	6:00pm-9:10pm	8/29-10/20	Internet
19826	Campus	T/TH	6:00pm-9:35pm	10/24-12/15	NEA 115
26333	Online	M/W	9:00am-12:10pm	10/24-12/18	Internet

ESL 65: English As A Second Language 5- Fall

19829	Campus	T/TH	9:00am-12:10pm	10/24-12/15	NEA 115
19831	Campus	T/TH	6:00pm-9:10pm	8/29-10/21	NEA 117
26354	Online	M/W	6:00pm-9:10pm	10/24-12/15	Internet

ESL 66: English As A Second Language 6 - Fall

19832	Campus	M/W	6:00pm-9:20pm	8/29-12/18	NEA 117
26334	Campus	T/TH	9:00am-12:10pm	8/29-10/21	NEA 117

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 14 Citizenship 2 - Summer

14964	Campus	Sat	9:00am- 2:10pm	6/20-8/7	NEA 117
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ESLCVC 13 Citizenship 1 - Fall

23538	Campus	Sat	11:30am-2:50pm	8/29-12/18	NEA 117
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Bookkeeping

Certificate of Completion

Bookkeepers are the foundation for businesses and organizations. Don't miss out on your opportunity to enter this in-demand career!

Join us for the Bookkeeping/QuickBooks certificate program orientation.

Visit www.lahc.edu/ext to sign-up.

This noncredit certificate will provide you the fundamentals and technology skills that are in high demand in today's business world such as:

- 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)	
Students are recommended to begin with VOC ED 549: Bookkeeping	

VOC ED 549: Bookkeeping - Summer

11884 and 12066	Online	T/TH	5:30-7:00pm; 5Hr & 10Min/Wk	7/18-8/21
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VOC ED 549: Bookkeeping - Fall

17273 and 17337	Online	T/TH	6:00pm-9:25pm	8/29-10/15
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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 Advanced QuickBooks class in their course of study offered in the winter.

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 545: Intermediate Quickbooks Accounting - Summer			
11804 and 11805	Online	2Hr & 5 min; 4Hr & 15 Min	6/13-8/21
VOC ED 544: Introduction to Quickbooks Accounting - Fall			
17274	Online	4Hr & 15 min	8/29-10/15
26385	Online	4Hr & 15 min	10/24 -12/18
VOC ED 545: Intermediate Quickbooks Accounting - Fall			
17275 and 17354	Online	2Hr & 5 min; 4Hr & 15 Min	10/24-12/18

Quickbook courses are assigned a textbook. We strongly recommend purchasing it. Access to a PC computer is required to run companion software.

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					
13271	Campus	Sat	9:00am-12:35pm	9/10-12/17	NEA 119

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 - Summer					
12503 and 12534	Campus/ Online	Sat	9:00am-10:30am 3hr & 20min/Wk	6/18-8/20	T212
BSCSKIL 60 Computer Literacy - Fall					
18330 and 18705	Campus/ Online	Sat	9:00am-11:05am 1hr & 20min/Wk	9/10-12/17	T212
23252 and 26253	Campus	T/TH	6:00pm-9:15pm	10/24-12/18	T212



Adult Education and Noncredit Office
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Wilmington, CA 90744

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****ECRWSEDDM****
Residential Customer

Success is closer than you think at Los Angeles Harbor College!

- Free noncredit classes and training that lead to employment or entrepreneurship.
- Free English and Citizenship Classes
- Conveniently located off the I-110
- Credit Certificates and Degrees

Follow us on your favorite social media apps



@lahcadulteducation

