

# Adult & Community Education Guide



*Improve Your  
Knowledge & Skill Levels  
with FREE classes*

**Spring 2023**  
**February - June**



**LAHC**

LOS ANGELES  
HARBOR COLLEGE

ADULT EDUCATION & NONCREDIT



**Enroll in FREE Noncredit Certificate Courses Today!**

Adult Education Office: TECH 204 | 310-233-4450 | [adulted@lahc.edu](mailto:adulted@lahc.edu) | [www.lahc.edu/ext](http://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 Spring 2023 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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# 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](http://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](http://www.lahc.edu/ext)

# 3

## Enroll in Class

- Sign in to [mycollege.laccd.edu](http://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](mailto:adulted@lahc.edu) • Call: 310-233-4450 • Technology 204  
[www.lahc.edu/ext](http://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](http://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.

**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.**

### Sign Up for our Certificate Program Orientation

Visit [www.lahc.edu/ext](http://www.lahc.edu/ext) to sign-up



CULINARY BASICS	
<b>Culinary Basic Training (126 Hours)</b>	
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)	
<b>Additional Support</b>	
VOC ED 543 - Culinary: Basic Math Skills For Culinary Professionals (18)	
ESL NC 360 - Vocational English as a Second Language	

*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.*

#### VOC ED 543: BASIC MATH FOR CULINARY PROFESSIONALS

16741	Campus	Mon	2/6-3/27	5:30pm-7:50pm	SU 230
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#### VOC ED 539: FOOD HANDLER'S CARD

23409	Campus	Thu	2/9-3/30	5:30pm-7:50pm	SU 230
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#### VOC ED 540: ELEMENTS OF COOKING TECHNIQUES

16740	Campus	Tue & Wed	2/7-3/29	6:00pm-8:05pm	SU 230
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#### VOC ED 541: BAKING SKILLS

23410	Campus	Wed	4/12-5/31	5:30pm-9:45pm	SU 230
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#### VOC ED 542: DINING ROOM MANAGEMENT

16742	Campus	Thu	4/13-6/1	5:30pm-9:45pm	SU230
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# Adult K-12 Dual Enrollment Program

## About the Program

Take college classes and receive credit towards a college certificate/degree for FREE while taking your GED prep classes through our Dual Enrollment program.

Sign Up for More Information



## Eligibility

- California resident for 366 days before start of term
- 16 years or older
- Not have HS diploma or equivalent
- Enrolled in a HS diploma or equivalency program at an adult school or noncredit community college program

## Program Benefits

- Tuition paid for credit courses taken
- Qualify for financial aid after
- Fast track completion on HSD and college certificate/diploma
- Plus much more!

# 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](http://www.lahc.edu/ext)

### CERTIFICATE OF COMPETENCY

#### General Education Diploma (GED) (270)

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

BSICKSKL 84 - GED Preparation: Mathematics (54)

BSICKSKL 85 - GED Preparation: Science (54)

BSICKSKL 86 - GED Preparation: Social Studies (54)

BSICKSKL 87 - GED Preparation: Writing Skills (54)



Visit [GED.com](http://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](http://GED.com) for more information.

### BSICKSKL 84: MATHEMATICS

16650	Campus	Mon & Wed	6:00pm-9:20pm	2/6-3/29	T211
16651	Campus	Mon & Wed	6:00pm-9:10pm	4/10-5/31	T211

### BSICKSKL 85: SCIENCE

16921	Campus	Sat	9:00am-12:35pm	2/11-5/27	T211
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### BSICKSKL 83: LITERATURE AND ARTS

17760	Campus	Tue/Thurs	6:00pm-9:20pm	2/07-3/28	T208
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### BSICKSKL 86: SOCIAL STUDIES

23405	Campus	Tue/Thurs	6:00pm-9:20pm	4/11-6/1	T211
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### BSICKSKL 87: WRITING SKILLS

15676	Campus	Mon & Wed	6:00pm-9:20pm	4/10-5/31	T208
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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](mailto:adulted@lahc.edu)**

## ESL Class Schedule:

### ESL NC 61: ENGLISH AS A SECOND LANGUAGE 1

15367	Online	Mon & Wed	6:00pm-9:20pm	2/6-3/29	Online
20613	Campus	Tue & Thu	9:00am-12:20pm	2/6-3/29	NEA 101
22302	Campus	Sat	8:50am-12:25pm	2/11-5/27	NEA 115
22301	Campus	Tue & Thu	6:00pm-9:10pm	4/10-6/5	NEA 113

### ESL NC 62: ENGLISH AS A SECOND LANGUAGE 2

23403	Online	Fri	6:00pm-9:50pm	2/4-5/27	Online
15370	Campus	Tue & Thu	9:00am-12:20pm	2/7-3/29	NEA 115
15368	Online	Mon & Wed	6:00pm-9:10pm	4/10-6/5	Online
15369	Campus	Tue & Thu	9:00am-12:10pm	4/10-6/5	NEA 101

### ESL NC 63: ENGLISH AS A SECOND LANGUAGE 3

15372	Campus	Mon & Wed	9:00am-12:20pm	2/6-3/29	NEA 101
23404	Campus	Mon & Wed	6:00pm-9:20pm	2/6-3/29	NEA 113
15371	Campus	Sat	8:50am-12:25pm	2/11-5/27	NEA 101
20720	Campus	Tue & Thu	9:00am-12:10pm	4/11-6/5	NEA 115

### ESL NC 64: ENGLISH AS A SECOND LANGUAGE 4

17730	Campus	Mon & Wed	6:00pm-9:10pm	4/10-6/5	NEA 115
22299	Campus	Mon & Wed	9:00am-12:10pm	4/10-6/5	NEA 105

### ESL NC 65: ENGLISH AS A SECOND LANGUAGE 5

17732	Campus	Tue & Thu	6:00pm-9:20pm	2/6-3/29	NEA 115
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### ESL NC 66: ENGLISH AS A SECOND LANGUAGE 6

21204	Campus	Tue & Thu	9:00am-12:20pm	2/5-3/29	NEA 105
20695	Campus	Tue & Thu	6:00pm-9:10pm	4/10-6/5	NEA 115
20696	Campus	Mon & Wed	9:00am-12:10pm	4/10-6/5	NEA 115

**New Program Alert  
Coming This Fall 2024**

**Sustainable Small  
Business Entrepreneurship**

- 6 Classes
- Learn How You Can Start Your Own Small Business

**Sign Up To Receive  
Updates**



<http://bit.ly/3HpdJfY>

**Citizenship  
Preparation**



Let us help you on your path to U.S. Citizenship. Our noncredit classes prepare students with knowledge and skills needed to complete the U.S. naturalization process, including preparation for USCIS Interview.

**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**

23408	Campus	Sat	8:50am-12:25pm	2/18-6/5	NEA 117
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**8** For more information on these classes: [www.lahc.edu/ext](http://www.lahc.edu/ext) • Register now. Call **310-233-4450**



# 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!



**Sign Up for Our Bookkeeping/QuickBooks Certificate Program Orientation.**

Visit [www.lahc.edu/ext](http://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.

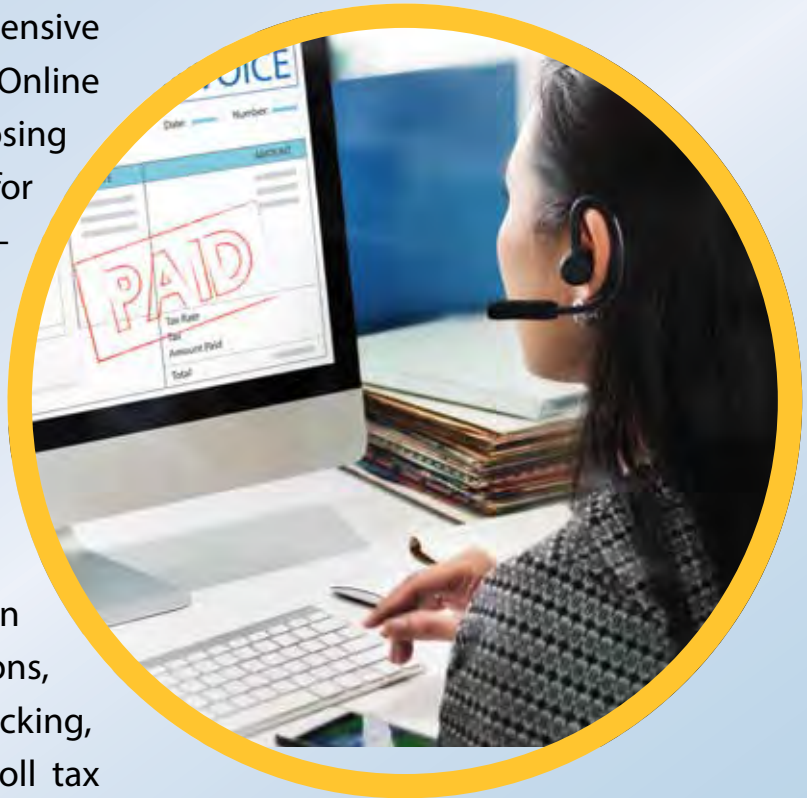
BOOKKEEPING
Bookkeeping (135 Hours)
VOC ED 544 - Introduction To Quickbooks Accounting (36)
VOC ED 545 - Intermediate Quickbooks Accounting (54)
VOC ED 549 - Bookkeeping (45)
Students are recommended to begin with VOC ED 549: Bookkeeping

### VOC ED 549: BOOKKEEPING

16639 and 16640	Campus	Tue & Thu	6:00pm-8:10pm	2/6/-3/29	T210
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This course provides comprehensive coverage of the new QuickBooks Online program. Topics include tips on choosing the appropriate subscription level for the business, customizing company-level settings, setting up customers, dealing with bank deposits, bank feeds, and reconciliation processes for bank and credit card accounts. More advanced topics include; purchase orders, sales tax, journal entries, transferring funds between accounts, setting user permissions, reports with class and location tracking, inventory adjustments, filing payroll tax forms, and more.



CERTIFICATE OF COMPLETION	
QuickBooks Online (99 hours)	
VOC ED 549CE - Bookkeeping (45)	
VOC ED 629CE - QuickBooks Online (54)	

Sign Up for Our QuickBooks Certificate Program Orientation.  
 Visit [www.lahc.edu/ext](http://www.lahc.edu/ext) to sign-up.



VOC ED 629CE - QuickBooks Online					
26564 and 26565	Campus	Sat	8:30am-2:20pm	4/8-6/5	T210
This class meets on campus. Instruction is in-person.					

# Computer Literacy

**Improve your computer skills with a live instructor.**

**Esta clase ofrece apoyo estudiantil 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.



## BSICKSKL 60: COMPUTER LITERACY

17721 and 18078	Campus	Sat	9:00am-12:05pm	2/11-6/3	T214
23406 and 23407	Campus	Tue & Thu	6:00pm-9:00pm	4/11-6/1	T214



# 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 53: SPANISH FOR THE WORKPLACE

13009	Online	Sat	8:50am-12:25pm	2/18-6/5	
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# WE'VE MOVED!

The Adult Education Office is now located at Technology 204.

Your Adult Education program is growing and has more to offer you.

Come visit us at our new location in Technology Building Room 204.

Follow us on your favorite social media apps



@lahcadulteducation



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