

Adult & Career Education Guide

SUMMER & FALL 2024



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



LAHC
LOS ANGELES
HARBOR COLLEGE

ADULT EDUCATION & NONCREDIT

ADULT EDUCATION CENTER

TECH 204
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 2024 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

Welcome to the Los Angeles Harbor College!

I am honored and proud to lead Adult and Career Education as the Vice President of Economic and Workforce Development. And I am delighted to welcome you to our great institution, whether you are a prospective, new, or current student, an alum, a community member, or a partner. We thank you for your interest and support. The Adult and Career Education Division boasts three distinctive strengths: **dedicated services, educational excellence, and commitment to our community.**



We understand that your educational journey requires flexibility to accommodate your personal and family commitments. Therefore, we provide dedicated services that reflect your needs, such as evening and weekend registration, counseling, and bilingual guidance. Our highly qualified and equity-minded faculty works hard to provide **educational excellence** in all programs offered. Finally, we enjoy a powerful sense of **commitment to our community**, so we are enthusiastic about creating and strengthening regional partnerships to meet the needs of our diverse community and workforce. Everything we do is to provide you with opportunities to succeed in your educational goals. When on campus, please visit my office. I would love to get to know you.

Dr. Alexandra Duran
Vice President, Economic & Workforce Development

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**Belong
 Believe
 Become**

ECONOMIC AND WORKFORCE DEVELOPMENT



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- Norma Torres, Career Center**
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ENROLLMENT PROCESS

TAKING YOUR CLASS IS AS EASY AS 1, 2, 3

Visit our office in Technology 204 or call 310-233-4450 for assistance with this process

- 1 APPLY TO HARBOR COLLEGE**
 - Start by completing our Noncredit Application at www.lahc.edu/ext
 - 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.
 - ESL NC, GED preparation and citizenship certificate programs will require you to take a CASAS assessment. The assessment will help us start you at the course level best for your success.
- 3 ENROLL IN CLASS**
 - Sign in to mycollege.laccd.edu to enroll.
 - Meet with your noncredit counselor to help you create a plan to complete your goal.
 - After enrolling in classes, you can drop by the campus to receive your student ID Card.

TYPES OF CLASSES

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 require before attending.

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.

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.

ONLINE CLASSES

Classes that are delivered via zoom and canvas.

DUAL DELIVERY

Classes offer an option for students to participate in class online and in person. See class syllabus and Canvas for more information.

REGISTER NOW!

For more information:

www.lahc.edu/ext | 310-233-4450

adulted@lahc.edu | TECH 204

1111 Figueroa Place,
Wilmington, CA 90744

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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 or adulted@lahc.edu as soon as possible, but no later than seven (7) business days prior to the event.

Career and Job Placement Center


Discover. Develop. Succeed.

Begin your journey to a successful career where all services are FREE for our students! Access personalized career counseling while being supported through professional development.



To discover more learning opportunities visit www.lahc.edu/ext Scan QR to be contacted!



 **(310) 233-4450**

 **adulted@lahc.edu**

Culinary Arts

Prepare for careers in the Hospitality & Food Service Industry at Harbor College! Seasoned industry experts teach this program, combining theoretical concepts with practical experiences which include Cooking Techniques and Processes, Food Safety, Bakeshop Elements and Equipment and Dining Room and Kitchen Management.



***No-cost program!
Join Today! Scan QR
to be contacted***



(310) 233-4450



adulthood@lahc.edu

CULINARY BASICS CERTIFICATE

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

A textbook lending library is available at no cost.

A uniform, including a chef's coat, pants, apron, and hat, as well as nonskid, closed-toe kitchen shoes, are required and not provided. Visit lahc.edu/ext for a complete list of requirements.



ELEMENTS OF COOKING TECHNIQUES

VOC ED 540

This is a hands-on culinary course that introduces students to the elements of cooking techniques including kitchen tools, knife skills, basic cooking techniques and the cooking process. Students are introduced to vegetables, pasta, and rice cookery, and eggs and breakfast cookery. Students will also learn different types of plating presentations of food.

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
14204	LAB	MW	9:00am-11:20am	Staff TBA	6/24 -8/7	SU 230

7-week class. THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: adulded@lahc.edu

BAKING SKILLS

VOC ED 541

This is a hands-on course that introduces students to the elements of the bakeshop. Students will learn the proper use and care of baking equipment. They will be introduced to the bakeshop ingredients, baker's percentages, yeast bread production, quick bread production, cookie preparation, and basic pastry preparation.

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
12000	LAB	T	9:00am-1:15pm	Madrid, M D	6/25-8/13	SU 230

8-week class. THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: deleonma@lahc.edu.

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.

Basic Needs

The Basic Needs Center aims to support students facing challenges by offering assistance for housing, food, clothing, and access to resources through partnerships with local agencies and nonprofits, as well as providing limited case management services.



Welcome Back
Seahawks!

PANTRY
SERVICES

Bag #1
Bag #2

Angeles Harbor College



**No-cost program!
Join Today! Scan QR
to be contacted**



 (310) 233-4450  adulthood@lahc.edu

PREPARE FOR AND TAKE YOUR GED EXAM AT LOS ANGELES HARBOR COLLEGE

General Education Diploma (GED) (270)
Certificate of Competency

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

BSICKSL 84 - GED Preparation: Mathematics (54)

BSICKSL 85 - GED Preparation: Science (54)

BSICKSL 86 - GED Preparation: Social Studies (54)

BSICKSL 87 - GED Preparation: Writing Skills (54)

Our GED Preparation program at Los Angeles Harbor College offers free classes to help students prepare in all GED subject areas. Upon entry, students receive a diagnostic assessment to tailor their study plan. Ready to test? Schedule your GED test at GED.com and choose Los Angeles Harbor College as your testing site. The GED® test comprises four subjects, each with its own exam, allowing you to take them individually at your convenience. To make an appointment, call 310-233-4450 or visit www.lahc.edu/ext.



MATHEMATICS

BSICKSL 84

GED/HiSET Preparation: Mathematics. This course is designed to prepare students to pass the General Educational Development (GED): Mathematics Test. It includes arithmetic, the metric system, algebra, geometry, statistics, and probability problems. Depending upon the diagnostic assessment, students will be directed to an appropriate plan of study.

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
11092	LAB	MW	6:00pm-9:10pm	Lopez, G V	6/24-8/14	T 211
8-week class. THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: lopezgv@lahc.edu						
14201	LAB	TBA	6:30hrs/wk	Lopez, G V	6/24-8/14	ONLINE
8-week class. THIS CLASS WILL BE TAUGHT ONLINE AND REQUIRES STUDENTS TO WORK INDEPENDENTLY EACH WEEK FOR THE AMOUNT OF TBA HOURS INDICATED (ASYNCHRONOUS). Instructor email: lopezgv@lahc.edu						

SCIENCE

BSICKSL 85

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
14202	LEC	MW	6:00pm-9:10pm	Staff TBA	6/24-8/14	LIVE ONLINE
8-week class. THIS CLASS WILL BE TAUGHT LIVE ONLINE DURING THE DAYS & TIMES INDICATED (SYNCHRONOUS). Instructor email: aduldet@lahc.edu						
14203	LEC In Spanish	TThu	6:00pm-9:20pm	Koehler, G P	6/25-8/15	ROOM TBA
8 Semanas. Este curso sera enseñado en Español y en persona en el campus de LAHC. Se requiere inscripción en la clase de ESL NC en LAHC. Corre electrónico del instructor: koehlepp@lahc.edu .						

WRITING SKILLS

BSICKSL 87

This course is designed to prepare students for the Language, Writing Skills component of the General Educational Development (GED) examination or other high school equivalency exams (HiSET, TASC).

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
11589	LEC	TThu	6:00pm-9:20pm	Rosas, T V	6/25-8/15	T 208
8-week class. THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: rosastv@lahc.edu						



LEARN ENGLISH FOR FREE Aprende Ingles Gratis

Classes are free
Enroll anytime
Documentation is not required
Access college resources
Get the skills you needed to earn more or start a new career
To enroll call 310-233-4450
Or visit the Adult Education Center in Technology 204

Las clases son gratis
Inscribase en cualquier momento
No se requiere documentacion
Acceda a recursos universitarios
Obtenga las habilidades que necesita para ganar más o comenzar una nueva carrera.
Para inscribirse llame al 310-233-4450
Visiten el Centro de Educación para Adultos en Technology 204

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)

ENGLISH AS A SECOND LANGUAGE I**ESL NC 61**

This multi-skilled competency-based ESL course teaches beginning English speaking, listening, reading and writing skills to non-native speakers of English. The focus of instruction is on the speaking and understanding necessary to satisfy routine social demands and limited work requirements. Students learn to comprehend frequently used words in context, use learned phrases and sentences to communicate needs, understand basic grammar structures, and read simplified material.

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
11590	LEC	TThu	6:00pm -9:20pm	Staff TBA	6/25 - 8/15	NEA 113
8-week class. THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: adulated@lahc.edu						
14827	LEC	MW	5:00pm-8:10pm	Onwubere.J	6/24- 8/14	YMCA WILM
8-WEEK CLASS. THIS ADULT EDUCATION CLASS WILL BE HELD AT YMCA. Instructor email: onwubejm@laccd.edu						

ENGLISH AS A SECOND LANGUAGE II**ESL NC 62**

This competency-based ESL course teaches high beginning English speaking, listening, comprehension, reading and writing to non-native speakers of English. This course develops communicative competence in listening, speaking, reading and writing skills in English. To develop these skills, a sequence of grammatical structures is integrated in the context of everyday situations.

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
11975	LEC	Sa	8:50am-12:20pm	Vega, A A	6/29 - 8/17	NEA 115
AND	LEC	2:50hrs/wk	TBA	Vega, A A	6/24 - 8/18	ONLINE
8-week class. HYBRID CLASS. THIS CLASS WILL BE TAUGHT PART IN-PERSON (ON LAHC CAMPUS) and PART ONLINE (TBA). Instructor email: vegaaa@lahc.edu						

ENGLISH AS A SECOND LANGUAGE III**ESL NC 63**

This is a multi-skilled competency-based course designed to develop communicative competence in listening, speaking, reading, writing, and grammar for the immediate needs of adult non-native English learners at the advanced level.

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
11591	LEC	TThu	9:00am-12:20pm	Vega, A A	6/25-8/15	NEA 101
8-week class. THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: vegaaa@lahc.edu						
12566	LEC	MW	6:00pm-9:10pm	Ramirez, S L	6/24-8/14	LIVE ONLINE
8-week class. THIS CLASS WILL BE TAUGHT ONLINE DURING THE DAYS & TIMES INDICATED (SYNCHRONOUS). Instructor email: ramiresl@lahc.edu						

ENGLISH AS A SECOND LANGUAGE IV - LOW INTERMEDIATE**ESL NC 64**

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
11592	LEC	Sa	9:00am-12:05pm	Alaimalo, A	6/29 - 8/17	NEA 101
AND	LEC	TBA	3:15hrs/wk	Alaimalo, A	6/24 - 8/18	ONLINE
8-week class. HYBRID CLASS. THIS CLASS WILL BE TAUGHT PART IN-PERSON (ON LAHC CAMPUS) and PART ONLINE (TBA). Instructor email: alaimoa@laccd.edu						
14127	LEC	MW	9:00am-12:10pm	Staff TBA	6/24 - 8/14	NEA 107
8-week class. THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: adulated@lahc.edu						

ENGLISH AS A SECOND LANGUAGE V - INTERMEDIATE**ESL NC 65**

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
11593	LEC	MW	6:00pm-9:10pm	Alaimalo, A	6/24-8/14	NEA 115
8-week class. THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: alaimoa@laccd.edu						

ENGLISH AS A SECOND LANGUAGE VI - HIGH INTERMEDIATE**ESL NC 66**

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
14128	LEC	TThu	6:00pm-9:20pm	Onwubere, J M	6/25-8/185	NEA 103
8-week class. THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: onwubejm@laccd.edu						

BOOKKEEPING & QUICKBOOKS

Bookkeepers are the foundation for businesses and organizations small and large.

Don't miss out on your opportunity to enter this in-demand career.



JOIN TODAY!



**SCAN THE
QR CODE
TO BE
CONTACTED**

adulted@lahc.edu | 310.233.4450

BOOKKEEPING AND QUICKBOOKS ONLINE

Earn your QuickBooks Online certificate when you complete Bookkeeping and QuickBooks Online

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

These courses 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
- Record payments and adjustments

CERTIFICATE OF COMPLETION

Quickbooks Online (99 hours)

VOC ED 549CE - Bookkeeping (45)

VOC ED 629CE - Quickbooks Online (54)



BOOKKEEPING

VOC ED 549 #11317 AND #11407

This noncredit course covers bookkeeping/accounting topics, including but not limited to career descriptions, employment outlook, compensation, training and preparation. This is an introduction to financial accounting which includes recording, summarizing, and reporting of service and merchandising business transactions in various journals and ledgers, preparation of payroll, trial balance, and financial statement, revenues and expense recognition; assets, liability, and capital accounts.

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
11317	LEC	TBA	2:05hrs/wk	Nelson, C	6/24-8/18	ONLINE
11407	LAB	TBA	3:10hrs/wk	Nelson, C	6/24-8/18	ONLINE

8-week class. THIS CLASS WILL BE TAUGHT ONLINE AND REQUIRES STUDENTS TO WORK INDEPENDENTLY EACH WEEK FOR THE AMOUNT OF TBA OURS INDICATED (ASYNCHRONOUS). Instructor email: nelsonck@lahc.edu

QUICKBOOKS ONLINE

VOC ED 629 #12570 AND #12571

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.

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
12570	LEC	TThu	9:00am - 9:50am	Staff TBA	6/24-8/18	T 210
12571	LAB	TThu	9:50am - 12:00pm	Staff TBA	6/24-8/18	T 210

8-week class. THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: adulated@lahc.edu

SMALL BUSINESS

STARTING YOUR OWN SMALL BUSINESS

VOC ED 191CE

This is an introduction course to starting a small business. Topics include: key decisions and considerations when creating a business, protecting the value of your idea, types of ownership, legal obligations, networking resources, writing a business plan outline, small business information resources, and business readiness assessment. This course is part of a two-course sequence to meet the requirement for a certificate of completion in Sustainable Small Business Enterprise.

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
14430	LEC	TBA	4:15hrs/wk	Staff TBA	6/24-8/18	ONLINE

8-week class. THIS CLASS WILL BE TAUGHT ONLINE AND REQUIRES STUDENTS TO WORK INDEPENDENTLY EACH WEEK FOR THE AMOUNT OF TBA HOURS INDICATED (ASYNCHRONOUS). Instructor email: adulted@lahc.edu

MANAGING SMALL BUSINESS OPERATIONS

VOC ED 192CE

This course reviews the operational logistics that small business start-ups should consider prior to launching. The course identifies management concerns unique to small businesses and presents information on establishing administrative controls and managing business operations, risk, growth and change to increase sustainability. This course is part of a two-course sequence for a certificate of completion in Sustainable Small Business Enterprise.

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
14244	LEC	MW	9:00am - 11:50am	Staff TBA	6/24-8/4	ROOM TBA

6-week class. THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: adulted@lahc.edu

MARKETING AND SALES FOR SMALL BUSINESS

VOC ED 193CE

This course reviews both marketing and sales strategies to today's fast-paced, competitive and segmented business environment, with the emphasis on relating marketing concepts to practical and effective real-world solutions that are sustainable. Both corporate and consumer situations will be considered with a strong focus on new product/service introduction, and product/service life cycle extension. This course is part of a two-course sequence for a certificate of completion in Strategies for Marketing a Sustainable Small Business Enterprise.

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
14385	LEC	MW	6:00pm - 8:50pm	Staff TBA	6/24-8/4	ROOM TBA

6-week class. THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. . Instructor email: adulted@lahc.edu

TECHNOLOGY FOR SMALL BUSINESS

VOC ED 194CE

Topics covered in this course build the essential technology skills for entrepreneurs to run a small business more efficiently and save time. This course introduces website development and management, search engine optimization, blogging, social media platforms, databases and data security, and point of sale and crowdfunding tools. This course is part of a two-course sequence for a certificate of completion in Strategies for Marketing a Sustainable Small Business Enterprise.

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
14386	LEC	TThu	6:00pm - 6:50pm	Staff TBA	6/24-8/4	ROOM TBA

8-week class. THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: adulted@lahc.edu

SPANISH FOR THE WORKPLACE

SPANISH FOR THE WORKPLACE

VOC ED 53

This course is designed to provide a working knowledge of Spanish and customer service to individuals within the community who serve, or are in contact with populations whose primary language is Spanish. Topics include: read and recite high frequency words and phrases, constructing simple commands, questions & answers, basic grammar, cultural awareness, customer service and etiquette.

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
12569	LEC	Sa	9:00am-12:50pm	Ramirez, S L	6/24-8/18	LIVE ONLINE
AND	LEC	TBA	2:30 hrs/wk	Ramirez, S L	6/24/8/18	ONLINE

8-week class. THIS CLASS WILL BE TAUGHT PART LIVE ONLINE DURING THE DAYS & TIMES INDICATED (SYNCHRONOUS) AND PART ONLINE TBA (ASYNCHRONOUS) Instructor email: ramiresl@lahc.edu.


Dreamers

The Dream Resource Center is committed to creating access while increasing retention and awareness of programs and resources available to undocumented students, which are vital to their academic success.



To discover more learning opportunities visit www.lahc.edu/ext Scan QR to be contacted!



More information:  310-233-4450  adulted@lahc.edu

EMERGENCY MEDICAL TECHNICIAN PREPARATION

EMERGENCY MEDICAL TECHNICIAN PREPARATION

Emergency Medical Technician Preparation (90 Hours)

CERTIFICATE OF COMPLETION

VOC ED 547CE - Emergency Medical Technician Prep Course I (45)

VOC ED 548CE - Emergency Medical Technician Prep Course II (45)



EMERGENCY MEDICAL TECHNICIAN PREPARATION I

VOC ED 547CE

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
12572	LEC	TWThu	6:00pm-8:50pm	Staff TBA	6/10-7/14	NU 149

5-week class. THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: adulted@lahc.edu

EMERGENCY MEDICAL TECHNICIAN PREP COURSE II

VOC ED 548CE

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
12573	LEC	TWThu	6:00pm-8:50pm	Staff TBA	7/15-8/18	NU 149

5-week class. THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: adulted@lahc.edu

HOME HEALTH AID

Enrollment Requirement:

Prerequisite: Completion of NURSING 399A or NRS-HCA 399A with a grade of C or better, and valid CNA license.

This class is a credit class (2 Units). Tuition fees apply.

HOME HEALTH AIDE TRAINING PROGRAM

NRS-HCA 399B #14601 AND #14602

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
14601	LEC	SaSu	7:00am-4:30pm	Llantero, B F	6/15-6/30	ROOM TBA
14602	LAB	SaSu	7:00am-4:30pm	Llantero, B F	6/15-6/30	ROOM TBA

2-WEEK CLASS. This class is a credit class (2 Units). Tuition fees apply. THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: llantebf@lahc.edu



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More information:  310-233-4450  adulted@lahc.edu

COMPUTER LITERACY

This is a basic computer skills class for students with no previous computer training or experience. It is designed to assist students to 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 LIVE ONLINE search engines including sending and receiving e-mails.

Este curso es para el aprendizaje de habilidades informáticas básicas para estudiantes sin formación ni experiencia previa en informática. Este curso está diseñado para ayudar a los estudiantes a comprender el hardware informático básico y el sistema operativo de la computadora. La clase también se centrará en desarrollar habilidades informáticas básicas utilizando Microsoft Word y en familiarizarse con los motores de búsqueda en línea, incluido el envío y la recepción de correos electrónicos.



BASIC COMPUTER LITERACY

BSICKL 060CE #11594 AND #11607

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
11594	LEC	MW	9:00am-9:50am	Staff, TBA	6/24-8/18	T 214
11607	LAB	MW	10:30am-12:35pm	Staff, TBA	6/24-8/18	T 214

TAUGHT IN SPANISH. 8 semanas. Este curso sera ensenado en Espanol y en persona en el campus de LAHC. Correo electronico del instructor: adulted@lahc.edu.

BASIC COMPUTER LITERACY

BSICKL 060CE #12567 AND #12568

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
12567	LEC	TThu	6:00pm-6:50pm	Cruz, R K	6/24-8/18	T 214
12568	LAB	TThu	6:50pm-9:00pm	Cruz, R K	6/24-8/18	T 214

8-week class. THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: cruzerk@laccd.edu.

DIGITAL MARKETING

In this course, students will learn the fundamentals of email marketing and how to manage email campaigns, understand the importance and creation of content marketing, and examine real-world projects using different marketing tools that will aid in developing a final digital marketing plan.

ENROLLMENT REQUIREMENT: ADVISORY: VOC ED 917E

PRE-APPRENTICESHIP IN DIGITAL MARKETING I

VOC ED 917

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
14576	LEC	TBA	4:15 hrs/wk	Staff TBA	6/24-8/18	Online

8-week class. THIS CLASS WILL BE TAUGHT ONLINE AND REQUIRES STUDENTS TO WORK INDEPENDENTLY EACH WEEK FOR THE AMOUNT OF TBA HOURS INDICATED (ASYNCHRONOUS). Instructor email: adulted@lahc.edu

PRE-APPRENTICESHIP IN DIGITAL MARKETING II

VOC ED 918

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
14241	LEC	TBA	4:15 hrs/wk	Staff TBA	6/24-8/18	ONLINE

8-week class. THIS CLASS WILL BE TAUGHT ONLINE AND REQUIRES STUDENTS TO WORK INDEPENDENTLY EACH WEEK FOR THE AMOUNT OF TBA HOURS INDICATED (ASYNCHRONOUS). Instructor email: adulted@lahc.edu

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CULINARY ARTS

CULINARY BASICS CERTIFICATE

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)

A textbook lending library is available at no cost.

A uniform, including a chef's coat, pants, apron, and hat, as well as nonskid, closed-toe kitchen shoes, are required and not provided. Visit lahc.edu/ext for a complete list of requirements

ADDITIONAL SUPPORT

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

ESL NC 360 - Vocational English as a Second Language

FOOD HANDLERS CARD

VOC ED 539CE

This course prepares students for the Food Handler Training Certificate which provides those who work in restaurants and non-restaurant facilities with an overview of food safety issues, regulations, and techniques to maintain a food-safe environment.

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
15249	LEC	Thu	5:30pm-7:35 pm	Jackson, G W	8/26-10/20	SU 230

8-WEEK CLASS. THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: jacksogw@lahc.edu

ELEMENTS OF COOKING TECHNIQUES

VOC ED 540CE

This is a hands-on culinary course that introduces students to the elements of cooking techniques including kitchen tools, knife skills, basic cooking techniques and the cooking process. Students are also introduced to vegetables, pasta, and rice cookery, and eggs and breakfast cookery. They will also learn different types of plating presentations of foods.

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
15250	LAB	TW	6:00pm-8:10 pm	Staff, TBA	8/26-10/20	SU 230

8-WEEK CLASS. THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: adulterd@lahc.edu

BAKING SKILLS

VOC ED 541CE

This is a hands-on course that introduces students to the elements of the bakeshop. Students will learn the proper use and care of baking equipment. They will be introduced to the bakeshop ingredients, baker's percentages, yeast bread production, quick bread production, cookie preparation, and basic pastry preparation.

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
15251	LAB	M	5:30pm-9:45 pm	Madrid, M D	10/21-12/15	SU 230

8-WEEK CLASS. THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: deleonma@lahc.edu

DINING ROOM MANAGEMENT AND THE GARDE MANGER

VOC ED 542CE

This is a hands-on course that introduces students to the elements of dining room service, the role and responsibilities of the garde manger, and the importance of maintaining a smooth communication work-flow between the dining room and kitchen flow operations.

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
19294	LAB	W	5:30pm-9:45 pm	Staff, TBA	10/21-12/15	SU 230

8-WEEK CLASS. THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: adulterd@lahc.edu

COMPUTER LITERACY

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 LIVE ONLINE search engines including sending and receiving e-mails.

Este curso es para el aprendizaje de habilidades informáticas básicas para estudiantes sin formación ni experiencia previa en informática. Este curso está diseñado para ayudar a los estudiantes a comprender el hardware informático básico y el sistema operativo de la computadora. La clase también se centrará en desarrollar habilidades informáticas básicas utilizando Microsoft Word y en familiarizarse con los motores de búsqueda en línea, incluido el envío y la recepción de correos electrónicos.

BASIC COMPUTER LITERACY

VOC ED 60CE #19281 AND #19282

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
19281	LEC	TThu	6:00pm-7:05pm	Cruz, R K	10/21-12/15	T 214
19282	LAB	TThu	7:05pm-9:15pm	Cruz, R K	10/21-12/15	T 214

8 Semanas. Este curso sera enseñado en Espanol y en persona en el campus de LAHC. Correo electronico del instructor: cruzrk@laccd.edu.

BASIC COMPUTER LITERACY

VOC ED 60CE #16018 AND #16256

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
16018	LEC	Sa	9:50am-10:55am	Reyes Torres, C	8/26-12/15	T 214
16256	LAB	Sa	11:00am-1:10pm	Reyes Torres, C	8/26-12/15	T 214

16 Semanas. Este curso sera enseñado en Espanol y en persona en el campus de LAHC. Correo electronico del instructor: reyestc@laccd.edu.

CITIZENSHIP

ESL AND CIVICS IV

ESLCVCS 13CE

This is an open-entry, open-exit communicative-based course designed to introduce high-beginning level non-native adult learners to U.S. history and government and promote civic participation. This course will cover U.S. geography, American symbols and celebrations, the three branches of government, and types of government including state and local government. Students will also be introduced to the importance of civic participation and tools to assist them become a part of their community.

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
25439	LEC	TThu	6:00pm-8:25 pm	STAFF, L	10/21-12/15	ROOM TBA

8-WEEK CLASS. THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: adulated@lahc.edu

ESL AND CIVICS V

ESLCVCS 14CE

This is an open-entry, open-exit communicative-based course designed to introduce intermediate level non-native adult learners to U.S. history and government and promote civic participation. This course will focus on introducing students to the important benchmarks in U.S. history beginning with the first North Americans until the present time.

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
20854	LEC	Sa	8:50am-12:25 pm	Severin, R R	9/7-12/15	T 213

14-WEEK CLASS. THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: romalir@lahc.edu



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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)

ENGLISH AS A SECOND LANGUAGE I**ESL NC 61**

This multi-skilled competency-based ESL course teaches beginning English speaking, listening, reading and writing skills to non-native speakers of English. The focus of instruction is on the speaking and understanding necessary to satisfy routine social demands and limited work requirements. Students learn to comprehend frequently used words in context, use learned phrases and sentences to communicate needs, understand basic grammar structures, and read simplified material.

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
14586	LEC	MW	9:00am-12:20pm	Chao Wu, C	8/26-10/17	NEA 109
8-WEEK CLASS. THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: choac@lahc.edu						
19322	LEC	WF	9:00am-12:10pm	Onwubere, J M	8/26-10/20	YMCAWILM
8-WEEK CLASS. THIS ADULT EDUCATION CLASS WILL BE HELD AT YMCA. Instructor email: onwubejm@laccd.edu						
20421	LEC	Sa	9:00am-12:35pm	Onwubere, J M	9/7-12/15	NEA 105
14-WEEK CLASS. THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: onwubejm@laccd.edu.						
21301	LEC	TThu	6:00pm-9:10 pm	Alaimalo, A	8/26-10/20	NEA 105
8-WEEK CLASS. THIS CLASS WILL BE TAUGHT IN-PERSON, ON LAHC CAMPUS. Instructor email: alaimoa@laccd.edu						

ENGLISH AS A SECOND LANGUAGE III**ESL NC 62**

This is a multi-skilled competency-based course designed to develop communicative competence in listening, speaking, reading, writing, and grammar for the immediate needs of adult non-native English learners at the advanced level.

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
20422	LEC	Sa	8:50 am - 12:25pm	Vega, A A	8/28-12/17	NEA 115
14-WEEK CLASS. THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: vegaaa@lahc.edu						

ENGLISH AS A SECOND LANGUAGE IV - LOW INTERMEDIATE**ESL NC 64**

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
16024	LEC	TThu	9:00am-12:10pm	Vega, A A	8/26-10/20	NEA 101
8-WEEK CLASS. THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: vegaaa@lahc.edu						
19319	LEC	F	5:30pm-9:05pm	Ramirez, S L	8/28-12/17	LIVE ONLINE
16-WEEK CLASS. THIS CLASS WILL BE TAUGHT ONLINE DURING THE DAYS & TIMES INDICATED (SYNCHRONOUS). Instructor email: ramiresl@lahc.edu						
16025	LEC	MW	6:00pm-9:20pm	Ramirez, S L	8/26-10/20	LIVE ONLINE
8-WEEK CLASS. THIS CLASS WILL BE HELD ONLINE DURING THE DAYS AND TIMES INDICATED. Instructor email: ramiresl@lahc.edu						

ENGLISH AS A SECOND LANGUAGE V - INTERMEDIATE**ESL NC 65**

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
20872	LEC	TThu	9:00am-2:20pm	Vega, A A	10/21-12/15	NEA 101
8-WEEK CLASS. THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: vegaaa@lahc.edu						
16874	LEC	Sa	9:00am-12:35pm	Alaimalo, A	9/7-12/15	NEA 101
14-WEEK CLASS. THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: alaimoa@laccd.edu						
20873	LEC	MW	6:00pm-9:10pm	Ramirez, S L	10/21-12/15	LIVE ONLINE
8-WEEK CLASS. THIS CLASS WILL BE TAUGHT ONLINE DURING THE DAYS & TIMES INDICATED (SYNCHRONOUS). Instructor email: ramiresl@lahc.edu						

ENGLISH AS A SECOND LANGUAGE VI - HIGH INTERMEDIATE**ESL NC 66**

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
19321	LEC	MW	6:00pm-9:20pm	Alaimalo, A	8/26-10/20	NEA 101
8-WEEK CLASS. THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: alaimoa@laccd.edu						

Dual Enrollment

Dual enrollment programs allow local middle and high school students to take college-level courses, explore potential college and career paths, and earn college credits while still in secondary school.

Adult students participating in a continuation school or a GED/HiSet preparation program can enroll in up to 11 college credit classes, provided they meet with a college counselor and complete the required documentation prior to registration.



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BSICKL 85 - GED Preparation: Science (54)

BSICKL 86 - GED Preparation: Social Studies (54)

BSICKL 87 - GED Preparation: Writing Skills (54)

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LITERATURE AND THE ARTS

BSICKL 083

This course is designed to prepare students for the General Educational Development (GED): Reasoning Through Language Arts Examination. Students will focus on developing critical thinking and reading comprehension skills, interpreting graphs, analyzing literature and the arts, understanding tone and style of prose and fiction, and evaluating poetry, drama, plays, and non-fiction texts.

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
18393	LEC	TThu	6:00pm-9:20pm	Staff, L	8/26-10/20	T 208

8-WEEK CLASS. THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: adulted@lahc.edu

MATHEMATICS

BSICKL 84

GED/HiSET Preparation: Mathematics. This course is designed to prepare students to pass the General Educational Development (GED): Mathematics Test. It includes arithmetic, the metric system, algebra, geometry, statistics, and probability problems. Depending upon the diagnostic assessment, students will be directed to an appropriate plan of study.

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
15157	LAB	MW	6:00pm-9:20pm	Lopez, G V	8/26-10/20	T 206

8-WEEK CLASS. THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: lopezgv@lahc.edu

15158	LAB In Spanish	TThu	6:00pm-9:20pm	Lopez, G V	10/21-12/15	T 206
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8-Semanas. Este curso sera ensenado en Espanol y en persona en el campus de LAHC. Se requiere inscripcion en la clase de ESL NC en Harbor. Correo electronico del instructor: lopezgv@lahc.edu

SOCIAL STUDIES

BSICKL 86

This course is designed to assist students prepare for the Social Studies component of the General Education Development(GED) examination. This course enhances students' ability to read, understand, and use information in the context of social studies. Students will focus on the five basic social studies content areas: United States history, civics and government, economics, and geography.

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
19283	LEC	Sa	9:00am-12:35pm	Staff, TBA	9/7-12/15	T 211

14-WEEK CLASS. THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: adulted@lahc.edu

WRITING SKILLS

BSICKL 87

This course is designed to prepare students for the Language, Writing Skills component of the General Educational Development (GED) examination or other high school equivalency exams (HiSET, TASC).

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
15159	LEC	TThu	6:00pm-9:20pm	Munoz, R M	10/21-12/15	T 208

8-WEEK CLASS. THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: munozrm@lahc.edu

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VOC ED 549CE- Bookkeeping (45)

VOC ED 629CE - Quickbooks Online (54)

BOOKKEEPING

VOC ED 549 #15328 AND #15366

This noncredit course covers bookkeeping/accounting topics, including but not limited to career descriptions, employment outlook, compensation, training and preparation. This is an introduction to financial accounting which includes recording, summarizing, and reporting of service and merchandising business transactions in various journals and ledgers, preparation of payroll, trial balance, and financial statement, revenues and expense recognition; assets, liability, and capital accounts.

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
15328	LEC	TThu	6:00pm-6:50pm	Nelson, C K	8/26-10/20	T 210
15366	LAB	TThu	6:50pm-8:15pm	Nelson, C K	8/26-10/20	T 210

8-WEEK CLASS. THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: nelsonck@lahc.edu

QUICKBOOKS ONLINE

VOC ED 629 #20863 AND #20864

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.

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
20863	LEC	TBA	2:05 hrs/wk	Mendez, Y T	08/26-10/20	T 210
20864	LAB	TBA	4:15 hrs/wk	Mendez, Y T	08/26-10/20	ONLINE A

8-WEEK CLASS. THIS CLASS WILL BE TAUGHT ONLINE AND REQUIRES STUDENTS TO WORK INDEPENDENTLY EACH WEEK FOR THE AMOUNT OF TBA HOURS INDICATED (ASYNCHRONOUS). Instructor email: mendezyt@lahc.edu

SMALL BUSINESS

PATHWAY TO SOCIALLY RESPONSIBLE ENTREPRENEURSHIP

VOC ED 190CE

Have you ever wanted to start your own small business? This course is an introduction to the entrepreneurial leadership traits and socially responsible behaviors that are the foundation for developing the skills and resources involved in transforming an innovative idea into a sustainable entrepreneurial product or service. This course fulfills a requirement for a certificate of completion in Sustainable Small Business Development.

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
25440	LEC	MW	6:00 pm-9:05 pm	Staff, L	8/26-10/6	ROOM TBA

6-WEEK CLASS. THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: adulted@lahc.edu

STARTING YOUR OWN SMALL BUSINESS

VOC ED 191CE

An introduction to starting a small business. Topics include: Concept kick start, key decisions and considerations when creating a business, protecting the value of your idea, types of ownership, legal obligations, networking resources, writing a business plan outline, small business information resources, and business readiness assessment. This course fulfills a requirement for a certificate of completion in Sustainable Small Business Development.

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
25441	LEC	MW	6:00 pm-8:50 pm	Staff, L	9/9-10/20	ROOM TBA

6-WEEK CLASS. THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: adulted@lahc.edu

MANAGING SMALL BUSINESS OPERATIONS

VOC ED 192CE

This course reviews the operational logistics that small business start-ups should consider prior to launching. The course identifies management concerns unique to small businesses and presents information on establishing administrative controls and managing business operations, risk, growth and change to increase sustainability. This course fulfills a requirement for a certificate of completion in Sustainable Small Business Development.

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
25444	LEC	MW	6:00pm-9:05pm	Staff, L	11/4-12/15	ROOM TBA

6-WEEK CLASS. THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: adulted@lahc.edu

MARKETING AND SALES FOR SMALL BUSINESS

VOC ED 193CE

This course relates both marketing and sales strategies to today's fast-paced, competitive and segmented business environment, with the emphasis on relating marketing concepts to practical and effective real-world solutions that are sustainable. Both corporate and consumer situations will be considered with a strong focus on new product/service introduction, and product/service life cycle extension. This course fulfills a requirement for a certificate of completion in Sustainable Small Business Development.

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
25442	LEC	MW	6:00pm-8:50pm	Staff, L	9/9-10/20	ROOM TBA

6-WEEK CLASS. THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: adulted@lahc.edu

TECHNOLOGY FOR SMALL BUSINESS

VOC ED 194CE

Topics covered in this course build the essential technology skills for entrepreneurs to run a small business more efficiently and save time. This course introduces website development and management, search engine optimization, blogging, social media platforms, databases and data security, and point of sale and crowdfunding tools. This course fulfills a requirement for a certificate of completion in Sustainable Small Business Development.

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
25445	LEC	TThu	6:00 pm-7:20 pm	Staff, L	11/4-12/15	ROOM TBA

6-WEEK CLASS. THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: adulted@lahc.edu

ENTREPRENEURIAL FINANCE

VOC ED 195CE

This course examines the elements of entrepreneurial finance, focusing on startup ventures and the early stages of company development. The course addresses key questions, which challenge all entrepreneurs: how much money can and should be raised; when the money should be raised, and from whom; what is a reasonable valuation of the company. It aims to prepare aspiring entrepreneurs to make these decisions and develop a basic, effective pitch of an entrepreneurial idea to a potential investor for startup capital. This course fulfills a requirement for a certificate of completion in Sustainable Small Business Development.

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
25443	LEC	MW	6:00 pm-9:05 pm	Staff, L	10/21-12/1	ROOM TBA

6-WEEK CLASS. THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: adulted@lahc.edu



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More information:  310-233-4450  adulthood@lahc.edu

PARENTING



FAMILY DEVELOPMENT AND COMMUNICATION

PARENT 21CE

This class is designed for students to explore the complex nature of the family. Understanding family roles and cultural beliefs is an integral part of this class. Family communication styles and good communication strategies are reviewed and practiced. Positive parenting skills are taught and reviewed. A notebook of community resources for strengthening families is created.

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
25724	LEC	T	9:30 am-12:00 pm	Staff, L	9/9-10/14	T 203

5-WEEK CLASS. THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: adulted@lahc.edu

SCHOOL, WORK, AND FAMILY BALANCE

PARENT 22CE

This course will address issues related to today's modern family. Roles and responsibilities of family members will be discussed. Setting reasonable expectations on family members and learning to structure daily life will be discussed. The importance of clear family routines and boundaries will be explored. Understanding family and child development stages will be reviewed. Creating a plan for a safe, stable family environment will be developed. The importance of cultural beliefs and parenting styles will be discussed. Personal parenting goals will be set as well as appropriate goal setting strategies for children. Family stressors will be identified and community resources and supports will be explored.

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
25725	LEC	T	9:30 am-12:00 pm	Staff, L	10/21-11/25	T 203

5-WEEK CLASS. THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: adulted@lahc.edu

SPANISH FOR THE WORKPLACE

SPANISH FOR THE WORKPLACE

VOC ED 53

This course is designed to provide a working knowledge of Spanish and customer service to individuals within the community who serve, or are in contact with populations whose primary language is Spanish. Topics include: read and recite high frequency words and phrases, constructing simple commands, questions & answers, basic grammar, cultural awareness, customer service and etiquette.

CLASS NO	COMPONENT	DAYS	TIME	INSTRUCTOR	SESSION	ROOM
12573	LEC	Sa	9:00am-12:20pm	Ramirez, S L	8/26-12/15	ONLINE S

16-WEEK CLASS. THIS CLASS WILL BE TAUGHT ONLINE DURING THE DAYS & TIMES INDICATED. Instructor email: ramiresl@lahc.edu

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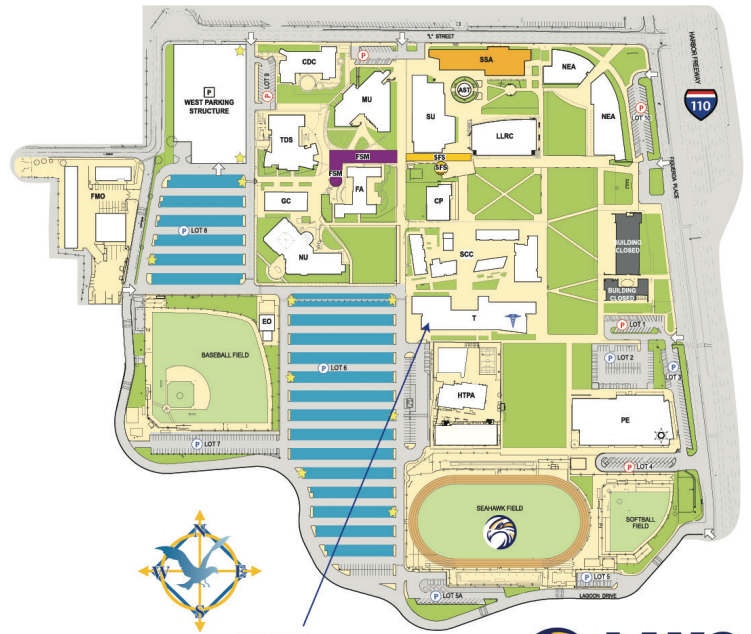
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