

How to Get Started

FREE Noncredit Career Education Courses

STEP 1: APPLY TO LOS ANGELES HARBOR COLLEGE

AVAILABLE TODAY

Visit our website: www.lahc.edu and click on the button that says "APPLY"
Contact Student Outreach and Recruitment Office • 310-233-4330 • Room SSA 131
M-TH 8AM-4PM, F 8AM-12PM • outreach@lahc.edu

STEP 2: ORIENTATION

TUESDAYS 1 PM OR BY APPOINTMENT

As a noncredit student you will be introduced to the many resources in place for your success.
Contact: Office of Adult and Community Education Call: 310-233-4450 Email: frt_desk@lahc.edu Office: SSA 235

STEP 3: TAKE CASAS ASSESSMENT

TUESDAYS 2-5 PM OR BY APPOINTMENT

Students enrolled in Non-Credit ESL, Basic Skills, GED preparation and Citizenship classes are required to take a CASAS Assessment and Pre-test. Your CASAS assessment allows our staff to make accurate recommendations on which classes are best for you.
Contact: Office of Adult and Community Education Call: 310-233-4450 Email: frt_desk@lahc.edu Office: SSA 235

STEP 4: MEET WITH YOUR NONCREDIT COUNSELOR

MON. & THURS. 1-4 PM; TUES. 9 AM - NOON

Your noncredit counselor will help you establish an educational plan and strategies for your success.
Contact: Office of Adult and Community Education Call: 310-233-4450 Email: frt_desk@lahc.edu Office: SSA 235

STEP 5: REGISTER FOR CLASSES

ENROLL IN CLASSES ONLINE

Enroll into courses based on the plan created with the counselor.
Add courses through your Student Portal online at www.lahc.edu
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DISTRICT BOARD OF TRUSTEES

Mike Fong, President

DISTRICT ADMINISTRATION

Dr. Francisco C. Rodriguez, Chancellor

LOS ANGELES HARBOR COLLEGE

Dr. Otto Lee, President



Mission Statement:

Los Angeles Harbor College serves our diverse community by providing access to associate and transfer degrees, certificates, economic and workforce development, and adult and noncredit instruction. We promote equity, diversity, and student success through academic programs and support services that ensure our students become productive members of a global society.



**Education Changes
EVERYTHING!**



Los Angeles Harbor College

Office of Adult and Community Education

1111 Figueroa Place

Wilmington, CA 90744

(310) 233-4450

Los Angeles Harbor College is accredited by the
Accrediting Commission for Community and Junior
Colleges, Western Association of Schools and Colleges.

Improve Your Knowledge and Skill Levels Enroll in FREE Noncredit Career Education Courses

How does noncredit work?

The Office of Adult and Community Education offers short-term training for students interested in entry-level positions in the areas of:

- Bookkeeping
- Culinary Arts
- International Marketing
- Emergency Medical Technician Preparation
- Warehousing & Distribution

All classes offered are FREE, and upon completion of the hours, students receive a Certificate of Completion.

Through these certificate programs, students can jump-start their careers and continue their educational journeys by taking credit courses in the same career pathway.

Contact the Office of Adult and Community Education for more information at:

310-233-4450

| Career Certificates Available | Hours | Leads to Employment Opportunities |
|--|-------|---|
| <p>Fundamentals of 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:</p> <ul style="list-style-type: none"> • Logistic Roles and Fulfillment • Supply Chain Management, and Activity Profiling • Inventory Control and Stock-keeping | 81 | <ul style="list-style-type: none"> • Shipping and Receiving Department clerk • Material recording clerks • Material moving machine operators • Tank car, truck, and ship loaders |
| <p>International Marketing Certificate of Completion Globalization 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. In this short-term course, you will learn:</p> <ul style="list-style-type: none"> • Strategic Planning • Navigation of Global Business Culture • Fiscal and Geo-political Risk Assessment | 55 | <ul style="list-style-type: none"> • Global Business Professional • Global Advertising Sales Agents • Global Marketing Agent • Consultant/Strategic Planner • Public Relations |
| <p>Culinary Basics Training Certificate of Completion This noncredit certificate course 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:</p> <ul style="list-style-type: none"> • Cooking Techniques and Processes • Bakeshop Elements and Equipment • Dining Room and Kitchen Management | 144 | <ul style="list-style-type: none"> • Baker • Cook • Food Preparation Worker |
| <p>Bookkeeping Certificate of Completion For business and organizations small and large, bookkeepers are the foundation of any institution. Don't miss out on your opportunity to earn great pay and stay in demand. This noncredit course will teach you the fundamentals and technology that are in demand today, including:</p> <ul style="list-style-type: none"> • Accounting using QuickBooks Online • Payroll, Ledger and Record Keeping • Invoice and Inventory Management | 130 | <ul style="list-style-type: none"> • Bookkeeper • Accounts Payable Clerk • Auditing Clerks • Bill and Accounts Collector • Financial Clerk • Administrative Assistant |
| <p>Emergency Medical Technician Preparation Certificate of Completion This noncredit course is your first step towards a career in the emergency or rescue service industry. With the knowledge you gain from this course, you can become one of the heroes who serve the community. In this course, you will learn the basics you need to be successful as a first responder, including:</p> <ul style="list-style-type: none"> • EMS Roles and Systems • Rescuer CPR, Patient Assessments and Standards Care • Medical, Legal and Ethical Issues | 90 | <ul style="list-style-type: none"> • Prep class for Emergency Medical Technician/Paramedic |



We Also Offer Free ESL, Citizenship, and GED Preparation Courses