

# NONCREDIT - CONTINUING EDUCATION



Department: Noncredit Instruction  
 Dean: Michelle Cheang  
 213-763-5533, CheangMA@lattc.edu

## COLLEGE READINESS Certificate of Competency

Award Title	Academic Plan
College Readiness	T024218E

### PROGRAM OVERVIEW

This certificate prepares students for success in college. Students will obtain the basic skills needed to successfully transition to college classes and start working towards their certificate, degree, or transfer goals.

### PROGRAM LEARNING OUTCOMES (PLOs)

- Utilize the basic speaking and listening skills necessary for success in obtaining employment and/or advancement in the workplace.
- Demonstrate the basic reading and writing skills necessary for success in obtaining employment and/or advancement in the workplace.

### REQUIRED COURSES

	UNITS
BSICSKL 002 CE Basic English Skills	0
BSICSKL 023 CE College and Scholastic Assessment Prep	0
BSICSKL 035 CE Basic Math Skills	0
BSICSKL 060 CE Basic Computer Literacy	0
BSICSKL 075 CE Introduction to Post-Secondary Education	0

## ENGLISH AS A SECOND LANGUAGE: BEGINNING Certificate of Competency

Award Title	Academic Plan
English as a Second Language: Beginning	T024459E

### PROGRAM OVERVIEW

Students who earn this certificate will receive instruction in speaking, listening, reading and writing and the basic skills necessary for success in obtaining employment and/or advancement in the workforce.

### PROGRAM LEARNING OUTCOMES (PLOs)

- Apply listening, speaking, reading and writing skills to successfully attain their academic goals.
- Apply listening, speaking, reading and writing skills to successfully attain their vocational goals.

### REQUIRED COURSES

	UNITS
E S L NC 006 CE English as a Second Language-0	0
E S L NC 007 CE English as a Second Language-1	0
E S L NC 008 CE English as a Second Language-2	0

## ENGLISH LITERACY AND CIVICS Certificate of Competency

Award Title	Academic Plan
English Literacy and Civics	T024029E

### PROGRAM OVERVIEW

Courses in this program are designed to help students advance their English proficiency.

### REQUIRED COURSES

	UNITS
E S L NC 001 CE English as a Second Language- Beginning 1	0
E S L NC 008 CE English as a Second Language-2	0
ESLVCVS 010 CE ESL and Civics -1	0

## ENTRY LEVEL LABORER FOR THE ENERGY & CONSTRUCTION SECTORS Certificate of Completion

Award Title	Academic Plan
Entry Level Laborer for the Energy & Construction Sectors	T036614E

### PROGRAM OVERVIEW

This entry level program provides a generalized understanding of various energy and construction related career expectations and requirements. The use of tools, safety principles and practices, and employment soft skills will also be covered.

### PROGRAM LEARNING OUTCOMES (PLOs)

- Demonstrate accuracy and proficiency in describing career options.
- Demonstrate accuracy and proficiency in the selection of tools and PPE.

## REQUIRED COURSES

	UNITS
BSICSKL 073CE Industry Overview and Career Opportunities	0
BSICSKL 077CE Fundamentals of Workplace Success - Teamwork	0
VOC ED 259CE (O.S.H.A.) Safety Standards: Construction & Industry	0
VOC ED 257CE Craft Helper	0
VOC ED 255CE Significant Changes to Industry Codes	0

## LIFEGUARD TRAINING

### Certificate of Completion

Award Title	Academic Plan
Lifeguard Training	T036617E

## PROGRAM OVERVIEW

Successful completion of this certificate provides candidates with recognized vocational certification for employment at: swimming pools, splash parks, aquatic parks, hotels and resorts as a lifeguard, shallow water lifeguard and/or aquatic attraction lifeguard. Successful completion of the required courses leads to the American Red Cross certificates in Lifeguard Training, Shallow Water Lifeguard or Aquatic Attraction Lifeguard.

## PROGRAM LEARNING OUTCOMES (PLOs)

- Complete the first aid, CPR/AED certificate for either the American Red Cross or the American Heart Association.
- Complete the American Red Cross certificate for Lifeguard training, Waterfront/Waterpark, Shallow Water lifeguarding, and/or Aquatic attraction lifeguarding.

## REQUIRED COURSES

	UNITS
VOC ED 311CE Workplace Safety: First Aid/CPR Basics	0
VOC ED 312CE Workplace Safety: Water Safety	0

## RECREATION AND COMMUNITY SERVICES ASSISTANT

### Certificate of Completion

Award Title	Academic Plan
Recreation and Community Services Assistant	T024048E

## PROGRAM OVERVIEW

This program is designed to train students to perform paraprofessional work assisting in organizing and conducting recreation, sports, cultural, and leisure activities. Work may include: assisting with developing, planning, and evaluating activities and events; providing basic skill instruction; performing handling procedures, commodities and maintaining records, directing group activities; and maintaining facilities, equipment and supplies.

## REQUIRED COURSES

	UNITS
VOC ED 214CE Advanced Lifelong Fitness Center	0
VOC ED 311CE Workplace Safety: First Aid/CPR Basics	0
VOC ED 312CE Workplace Safety: Water Safety	0
VOC ED 313CE Workplace Fitness and Conditioning	0

## SEWING OPERATOR

### Certificate of Completion

Award Title	Academic Plan
Sewing Operator	T036615E

## PROGRAM OVERVIEW

This program will provide instruction on all basic industry machinery operation as well as apparel construction, special fabric handling.

## PROGRAM LEARNING OUTCOMES (PLOs)

- Student will be able to construct apparel using industry-recognized machinery.
- Student will be able to alter garments for proper fit.

## REQUIRED COURSES

	UNITS
VOC ED 504CE Sewing Machine Basics	0
VOC ED 506CE Sewing Special Fabrics	0

## UTILITIES AND CONSTRUCTION PREPARATION

### Certificate of Completion

Award Title	Academic Plan
Utilities and Construction Preparation	T024132E

### PROGRAM OVERVIEW

The program focuses on preparing students for entry into the construction trades and/or utilities sectors.

### REQUIRED COURSES

	UNITS
BSICSKL073CE Industry Overview and Career Opportunities	0
BSICSKL074CE Employment Test Preparation	0
BSICSKL077CE Fundamentals of Workplace Success-Teamwork	0
BSICSKL078CE Fundamentals of Workplace Success II-Effective Communication and Lead	0
VOC ED 252CE Exploration of Construction and Maintenance Careers	0
VOC ED 311CE Workplace Safety: First Aid/CPR Basics	0
VOC ED 313CE Workplace Fitness and Conditioning	0

## WATER SAFETY INSTRUCTOR

### Certificate of Completion

Award Title	Academic Plan
Water Safety Instructor	T036686E

### PROGRAM OVERVIEW

Employment preparation as a certified American Red Cross Swimming and Water Safety Instructor with expertise in swimming and water safety instruction for all ages and abilities, water fitness, including fitness swimming, pre-swim team, water aerobics and beginning spring board diving.

### PROGRAM LEARNING OUTCOMES (PLOs)

Students will be able to:

- Complete the first aid, CPR/AED certificate for either the American Red Cross or the American Heart Association.
- Complete the American Red Cross certificate for Lifeguard training, Waterfront/Waterpark, Shallow Water lifeguarding, and/or Aquatic attraction lifeguarding.
- Complete the American Red Cross Water Safety Instruction Certification.

## REQUIRED COURSES

	UNITS
VOC ED 311CE Workplace Safety: First Aid/CPR Basics	0
VOC ED 312CE Workplace Safety: Water Safety	0
VOC ED 314CE Water Safety Instruction	0

## WORKPLACE READINESS

### Certificate of Completion

Award Title	Academic Plan
Workplace Readiness	T024169E

### PROGRAM OVERVIEW

This program will provide students with the skills to successfully search for, obtain and maintain employment.

### PROGRAM LEARNING OUTCOMES (PLOs)

- Demonstrate the necessary computer literacy skills to successfully search for, obtain, and maintain employment.
- Utilize pre-employment / consumer training skills to successfully search for, obtain, and maintain employment.
- Demonstrate job search skills to successfully search for, obtain, and maintain employment.
- Employ effective image, etiquette, and interpersonal communication skills to successfully obtain and maintain employment.

### REQUIRED COURSES

	UNITS
BSICSKL 041 CE Softskills Basic 1A - Job Search Planning	0
BSICSKL 042 CE Softskills Basic 1B - The Successful Job Search	0
BSICSKL 045 CE Microsoft Office Application Basics	0
BSICSKL 055 CE Softskills Basic 3B - Image, Etiquette and Interpersonal Communication	0
VOC ED 008CE Pre-Employment Skills/Consumer Training	0

## USEFUL LATTTC LINKS:

**College Catalog:** <http://college.latttc.edu/catalog/>

**Financial Aid Office:** <http://college.latttc.edu/financialaid/>

**Counseling Department:** <http://college.latttc.edu/counseling/>

**General Education Information:** <http://college.latttc.edu/catalog>

To register: <http://college.latttc.edu/student/new-students/register-now/>

For additional information consult a LATTTC college counselor.