NONCREDIT - CONTINUING EDUCATION

Department: Learning Skills / Noncredit-Continuing Education
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PROGRAM OVERVIEW

Los Angeles Trade Technical College offers a variety of tuition-free noncredit courses on campus and at community-based organizations throughout Los Angeles. As a key aspect of lifelong learning, noncredit instruction at LATTC serves as a gateway to college and career preparation, provides programs for immigrants to actively engage in the economy and civic life, and provides access to basic skills and English as a Second Language. Students can register for classes through the Bridges to Success Center located in the Student Services building (ST), Room 316, online, or off-site at the first class meeting. For additional information and registration assistance, contact the Bridges to Success Center at (213) 763-5560 or via email at bridge@lattc.edu.

PROGRAM LEARNING OUTCOMES (PLOs)

- Use basic English and critical thinking skills to successfully transition to college classes and start working towards their certificate, degree, or transfer goals.
- Demonstrate basic math skills to successfully transition to college classes and start working towards their certificate, degree, or transfer goals.
- Utilize basic computer literacy skills to successfully transition to college classes and start working towards their certificate, degree, or transfer goals.
- Employ basic study skills to successfully transition to college classes and begin working towards their certificate, degree, or transfer goals.

COLLEGE READINESS

Certificate

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.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSICSKL 2  CE</td>
<td>Basic English Skills</td>
<td>0</td>
</tr>
<tr>
<td>BSICSKL 23 CE</td>
<td>College and Scholastic Assessment Prep</td>
<td>0</td>
</tr>
<tr>
<td>BSICSKL 35 CE</td>
<td>Basic Math Skills</td>
<td>0</td>
</tr>
<tr>
<td>BSICSKL 60 CE</td>
<td>Basic Computer Literacy</td>
<td>0</td>
</tr>
</tbody>
</table>

USEFUL LINKS

LATTC Catalog
http://college.lattc.edu/catalog/

LATTC Financial Aid Office
http://college.lattc.edu/financialaid/

LATTC Counseling Department
http://college.lattc.edu/counseling/

Graduation Plan A
http://college.lattc.edu/planA

Graduation Plan B
http://college.lattc.edu/planB

Noncredit - Continuing Education Department
http://college.lattc.edu/noncredit

ENGLISH AS A SECOND LANGUAGE: BEGINNING

Certificate

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.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>E S L 6 CE</td>
<td>English as a Second Language-0</td>
<td>0</td>
</tr>
<tr>
<td>E S L 7 CE</td>
<td>English as a Second Language-1</td>
<td>0</td>
</tr>
<tr>
<td>E S L 8 CE</td>
<td>English as a Second Language-2</td>
<td>0</td>
</tr>
</tbody>
</table>

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.

WORKPLACE READINESS

Certificate

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

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSICSKL 45 CE</td>
<td>Microsoft Office Application Basics</td>
<td>0</td>
</tr>
<tr>
<td>BSICSKL 41 CE</td>
<td>Softskills Basic 1A - Job Search Planning</td>
<td>0</td>
</tr>
<tr>
<td>BSICSKL 42 CE</td>
<td>Softskills Basic 1B - The Successful Job Search</td>
<td>0</td>
</tr>
<tr>
<td>BSICSKL 55 CE</td>
<td>Softskills Basic 3B - Image, Etiquette and Interpersonal Communication</td>
<td>0</td>
</tr>
</tbody>
</table>

You can enroll in these classes by logging on to the Student Information System at https://college.lattc.edu/register

For additional information consult a LATTC college counselor.