SUMMER 2021

ALLAN HANCOCK COLLEGE

Community Education | Schedule of Classes

SPECTRUM

UNLOCK YOUR POTENTIAL

Classes begin June 14, 2021
Welcome to Community Education

Community Education houses the noncredit and community services programs at Allan Hancock College.

The noncredit department offers tuition-free noncredit courses in basic skills, citizenship, English as a second language, home economics, health and safety, parenting, courses for older adults, courses for adults with disabilities, short-term vocational education, and workforce preparation programs.

Community Education also provides an excellent array of community service fee-based programming.

Would you like to learn and/or improve your English; earn a vocational certificate, prepare for the High School Diploma equivalency (i.e. GED or HiSET); prepare for U.S. citizenship; upgrade job skills; strengthen your reading, writing, or math skills; and/or prepare to transfer to credit programs at the college? If yes, the Community Education noncredit programs are the answer!

No matter what your educational journey is, the Community Education staff is here to welcome you and lead you to the right path, the one that’s meant for you.

You spoke! We listened!
The Spectrum has changed!

The Spectrum has changed to meet your needs! A larger publication allows us to provide class details, important information, registration steps, program spotlights, and more, all via the convenience of one publication.

Community Education
800 S. College Drive, building S, Santa Maria, CA 93454-6399 | 805-922-6966 ext. 3209 | Fax: 805-352-1046
Apply/register online anytime at www.hancockcollege.edu/communityed

Cashiering services end 30 minutes prior to building closure.

Business hours:
Monday - Thursday 8 a.m. – 7:30 p.m.
Friday 8 a.m. – 7 p.m.

Hours are subject to change. Visit www.hancockcollege.edu/communityed for current hours of operation.

Board of Trustees
Larry Lahr, president
Jeffery C. Hall, vice president
Suzanne Levy, Ed.D.

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Hilda Zacarías
Ana Rosas Pacheco, student trustee

Superintendent/President
Kevin G. Walthers, Ph.D.
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QUESTIONS?

CONTACT US:

Call us at 805-922-6966 ext. 3209

Fax us at 805-352-1046

Email us at CommunityEducation@hancockcollege.edu

Text us at 805-221-8997, or by entering
CommunityEducation@hancockcollege.edu.

Find us on Facebook at facebook.com/HancockCommunityEducation

Visit us at Community Education, building S
800 S. College Drive,
Santa Maria, CA 93454-6399

Visit our website for more information
www.hancockcollege.edu/communityed

Photos by Community Education students Sheryl Rosness, Chris Young, and Leo Dewinter.
How to Search for Community Education Classes Online

Classes printed in this Spectrum are subject to change. Up-to-the-minute class information can be found online via the online class search.

1. Visit www.hancockcollege.edu and select Search Classes on the home page.
2. Select SUMMER of the relevant year and click the Select a Term button.
3. Next, select Community Education (noncredit) courses or Community Service/Fee-Based and then click the Select Class Type button.
4. Classes offered in various community centers may be listed as Off Campus. Select Off Campus in the campus search box for locations near you.*
5. *Note: Due to COVID-19, majority of courses will be remote. Select “All” for all available locations at this time.
6. Click Submit at the bottom of the screen.
7. Each class is identified with a 5-digit numbering system called the CRN. Click on the blue CRN number for additional class details.

*Note: Due to COVID-19, majority of courses will be remote. Select “All” for all available locations at this time.
Discover and Explore Your Educational Opportunities!

Visit the Noncredit Counseling department to learn about the different opportunities and services available at Allan Hancock College:

- Orientation
- Assessment and placement
- Counseling and advising (academic, career, and personal)
- Student educational planning (SEP)
- Registration assistance
- FAFSA/CA Dream Act assistance
- Workshops
- Campus tours

For more information or to schedule an appointment with a counselor, please call one of our Noncredit Counseling locations:

**SANTA MARIA CAMPUS**
building A and building S
800 South College Dr.
Santa Maria, CA 93454
805-922-6966 ext. 3740

**LOMPOC VALLEY CENTER**
building 2-111
One Hancock Dr.
Lompoc, CA 93436
805-922-6966 ext. 5178

Tune in to Radio Oaxaca, 1600 AM and 92.9 FM, Wednesdays from 11:45 a.m. to 12 p.m. to learn more about Allan Hancock College Community Education.

**Class Cancelations**
Classes with less than 15 students attending will be canceled. Please help us avoid class cancelations. Register online EARLY and attend class regularly. The college reserves the right to cancel noncredit classes with low enrollment at any time during the semester.
HOW TO REGISTER FOR FEE-BASED CLASSES

FEE-BASED CLASSES LISTED WITH ENROLLMENT FEE

To receive a copy of the Fee-Based Admission & Registration Form, visit us online at www.hancockcollege.edu/communityed and click on the "Noncredit Student Resources and Forms" link on the left side of the page.

You can submit the form by:
• faxing it to 805-352-1046
• mailing it to:
  Community Education
  Allan Hancock College
  800 South College Dr.
  Santa Maria CA  93454-6399
• or bringing it to Community Education (building S) in person.

Payment of all fees (enrollment and materials) are due at the time of registration. Registration forms are not accepted in class. For more information, call Community Education at 805-922-6966 ext. 3209.

COLLEGE FOR KIDS

How do I register my child?
Submit a paper copy of the Fee-Based & College for Kids Admission & Registration Form by mail, fax, or in-person at Community Education (building S). Forms are available online at www.hancockcollege.edu/communityed/forms.php. Payment of all fees (enrollment and materials fees) are due at the time of registration. Students are encouraged to register at least one week before the class start date to avoid class cancellation. Students are not allowed to attend class if they are not registered. Registration is not accepted in class.

Is my child old enough to enroll?
The age requirements for each class vary from 4 to 18 years. All classes are co-ed.

Days, Times, and Holidays
Classes meet Monday through Saturday at varying times and start on varying dates.
Please read the class schedule carefully. Classes start throughout the semester.

FEE-BASED CLASSES

COLLEGE FOR KIDS

CFK 8080 | Books and Movies
This class is for students who love reading or just haven’t found the right book yet! As a class we will pick a fun and engaging novel where students will practice reading strategies. They will be on the edge of their seat as we complete the novel and have a great time while comparing and contrasting the novel with its movie! All fees due at the time of registration.
Material Fee: $5.5 • Course Fee: $84

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CFK 8160 | Math Camp 1: The BIG Review
Do you wish you could have a “do over” when it comes to learning long division or fractions? Would you like to start the school year with confidence in your math skills? This class is for you! Math Camp 1 uses a variety of activities to review addition, subtraction, multiplication, division, decimals and fractions. This class is the quickest way to polish up your math skills for the new school year. All fees due at time of registration.
Material Fee: $12.5 • Course Fee: $42

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**CFK 8170 | Math Camp 2: Physics & Math**

This class gives participants a chance to learn about physics concepts such as velocity, acceleration, density, and gravity while expanding their math skills. Math topics to be considered include exponents, manipulating formulae, and converting units. Physics and Math gives students the opportunity to do science experiments, practice math, and have fun. All fees due at time of registration.

*Material Fee: $12 • Course Fee: $42*

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**CFK 8180 | Conquer Math!**

Do you want to have fun while learning how to conquer area and perimeter and order of operations?! Then this class is for you! We will play fun games and activities together to conquer area and perimeter of different shapes as well as order of operations. We will master these concepts together! All fees due at time of registration.

*Material Fee: $3.5 • Course Fee: $84*

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**CFK 8223 | Creative Art Lab for Youth**

Students will learn the art history of drawing and a variety of drawing techniques to create their own art pieces. They will be introduced to three famous artists; Leonard Da Vinci, Vincent Van Gogh and Hector Gonzales for inspiration. Techniques will be shading, etching, quick sketch, and still life drawing. Students will be able to practice self-expression by creating unique art pieces at the end of each week. Students are highly encouraged to wear paint friendly clothes. All fees due at time of registration.

*Material Fee: $32 • Course Fee: $126*

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**CFK 8325 | Steam Fun!**

Students will have a blast using STEAM to create sport “models” like a bow and arrow. A friendly competition will take place among other groups to see who is the best! Time will fly by in this course because students will be busy finding solutions to fun problems! All fees due at time of registration.

*Material Fee: $5.5 • Course Fee: $63*

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**CSCT 8030 | Social Media for Businesses**

As more businesses turn to remote methods of reaching customers, Facebook continues to be the leading platform to grow and expand business in a cost-effective way. Learn how to establish a business social media page, determine which social media platform(s) is suitable for your business, and get an introduction to selling online using various social media platforms. Students will also learn how to build relationships with current and new customers and how and what to post to increase traffic to their website. The class will focus on Facebook and introductions to Instagram, Twitter, and Pinterest.

*Course Fee: $56*

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**CSPD 8091 | Financial Literacy**

In this course, students will learn tools and methods to gain financial control. Covering topics such as how to build a budget, basic tax saving strategies, increase your credit score, retirement planning, etc., to prepare for a successful financial future.

*Course Fee: $56*

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Register now for Summer 2021 classes.

Students can register online or in person!

**Online**

**STEP #1 - APPLY FOR ADMISSION.**
If you have never taken noncredit classes at Hancock, you can apply for admission by visiting www.hancockcollege.edu/communityed and clicking on Noncredit Student Resources and Forms. You may fax, mail, or bring forms in-person to Community Education (building S).

If you have taken classes at Hancock before but were not enrolled at Hancock in fall 2020 or spring 2021, you may need to reapply.

You may receive in-person assistance with the application process by visiting Community Education (building S) at the Santa Maria campus or Building 1 at the Lompoc Valley Center.

If you took classes at Hancock during fall 2020 or spring 2021, you can proceed to **Step #2**.

**STEP #2 – CLEAR ANY OUTSTANDING FEES.**
If you owe the college any fees, or if you have any unfulfilled obligations (non-returned books, unpaid parking tickets, etc.), you won’t be able to register for classes. Make sure that all outstanding fees and obligations have been taken care of.

If you do not owe any fees and do not have any outstanding obligations, you can proceed to **Step #3**.

**STEP #3 – ORIENTATION AND SEP**
Meet with a counselor to discuss your educational goals and complete a Student Educational Plan (SEP). See page 5 for contact information. With an educational plan, you are ready for **Step #4**.

**STEP #4 – REGISTER FOR CLASSES**
You can register for classes online by going to the myHancock portal. Enter your username and password to log in. On the portal, scroll down to the REGISTRATION section and select the "Register Add /Drop Classes" link. You may also register for classes by visiting Community Education in person, picking up a registration form, or requesting that one be US mailed or emailed to you.

**In Person**

COVID-19 ADVISORY
If we are still operating under COVID-19 guidelines, students visiting college locations in person are required to maintain social distancing and wear a face covering. We recommend that you first call, text, fax, email, or chat with us for questions.

To register for a class in person, visit Community Education (building S) on the Santa Maria campus or Building 1 at the Lompoc Valley Center.

Business hours for Community Education on the Santa Maria campus are:
- Monday - Thursday: 8 a.m. to 7:30 p.m.
- Friday: 8 a.m. to 7 p.m.

Cashiering services end 30 minutes prior to building closure.

Allan Hancock College will be closed and classes will not be held during the following summer holiday: July 5, 2021.

In-Person Registration Policy:
Staff can process registration forms for students who register in person. A student can submit a registration form on behalf of another student, but this form will be processed later in the day, and not at the time of submission.

Payment of Fees
Community Education students who register for classes must pay all registration fees at the time of registration, or they will be dropped from the class(es).

Students have two options for payment:
1. Pay online with a credit card at the time of registration.
2. Pay in person at Community Education (building S) during posted business hours on the day of the registration transaction.

Third Party Payer for All Classes
If your enrollment and/or materials fees will be paid on your behalf by an employer, company, or organization, please contact Business Services at 805-922-6966 ext. 3451 at least two weeks in advance of the class start date to coordinate payment.
Make Allan Hancock College Community Education your job-hunting headquarters this summer, with classes and programs designed to help you set and achieve your job and career goals.

Our skilled instructors and helpful counselors can help you find your first full-time job, give you the tools you need to switch careers, or teach you the skills you need to get that promotion. These free, noncredit classes are offered online through Zoom and take place in real time, allowing students to learn from their teacher and talk to their classmates in a safe and socially distanced manner.

“Too often when looking for a new job we see our shortcomings, when we should be celebrating our strengths,” said Vocational Education Coordinator Joan Bergstrom Smith, advising job seekers to focus on “the transferable skills that we bring” instead of a “lack of experience in the new field.”

Job seekers can learn how to build a resume, plan a job search, and nail the interview in our Workforce Preparation (WKPR) program. Students are invited to sign up for the weeklong courses individually and can earn a Career Preparation Certificate by completing all three.

We also offer Vocational Education (VOCE) courses on basic computer skills; lessons on how to master Microsoft Windows, Word, and Excel; and how to navigate the internet and social media. Adding these digital skills to your professional toolbox can help you advance in the modern workplace.

Students can also work toward their GED, HiSET, or other high school diploma equivalent by enrolling in one of our Basic Skills (BASK) courses; and learn or improve their English through our free English as a second language (NESL) program.

All classes are free and start June 14, 2021. For more information or to register for classes, visit www.hancockcollege.edu/communityed.
Regístrese hoy para las clases de verano 2021.

¡Inscripción está disponible en línea o en personal!

En línea

PASO #1 - CÓMO SOLICITAR LA ADMISIÓN
Si nunca ha tomado clases sin crédito en Hancock, los estudiantes pueden comenzar el proceso de solicitud en hancockcollege.edu/communityed. Deben hacer clic en el enlace “Recursos y formularios para estudiantes sin crédito” para acceder al formulario de inscripción. Puede enviar los formularios por fax o por correo, o traerlos en persona a Community Education (edificio S).

Si ha tomado clases en Hancock antes, pero no se inscribió en Hancock en el otoño de 2020 o la primavera de 2021, es posible que deba volver a presentar una solicitud.

Pueden recibir asistencia en persona con el proceso de solicitud visitando Community Education (edificio S) en el campus de Santa María o en el Edificio 1 del Lompoc Valley Center.

Si tomó clases en Hancock durante el otoño de 2020 o la primavera de 2021, puede continuar con el Paso 2.

PASO #2 - ELIMINE CUALQUIER CARGO EXCEPCIONAL
Si debe cuotas universitarias o si tiene obligaciones incumplidas (libros no devueltos, multas de estacionamiento no pagadas, etc.), no podrá inscribirse en nuevas clases. Asegúrese de que se hayan resuelto todas las tarifas y obligaciones pendientes.

Si no debe ninguna tarifa y no tiene obligaciones pendientes, puede continuar con el Paso 3.

PASO #3 - ORIENTACIÓN Y SEP
Reúnanse con un consejero para discutir sus metas educativas y completar un Plan Educativo Estudiantil (SEP). Consulte la página 5 para obtener información de contacto. Con un plan educativo, está listo para el Paso 4.

PASO #4 - REGÍSTRESE PARA LAS CLASES
Puede registrarse para las clases en línea en el portal myHancock. Ingrese su nombre de usuario y contraseña para iniciar sesión. En el portal, desplácese hacia abajo hasta la sección REGISTRO y seleccione el enlace “Registrarse, agregar / abandonar clases”. También puede inscribirse en las clases visitando Community Education en persona, recogiendo un formulario de registro o solicitando que le envíen uno por correo o correo electrónico.

En Persona

Aviso de COVID-19
Si continuamos operando con órdenes de salud pública contra COVID-19, los visitantes deben mantener una distancia saludable y usar una mascarilla. Le recomendamos que llamen, envíen un mensaje de texto, un fax o un correo electrónico con sus preguntas antes de visitar.

Para inscribirse en una clase en persona, visite Community Education (edificio S) en el campus de Santa María, o en el Edificio 1 del Lompoc Valley Center.

Horas de oficina para Community Education (edificio S) en el campus de Santa María son:
Lunes a jueves de 8 a.m. a 7:30 p.m.
Viernes de 8 a.m. a 7 p.m.

Los servicios de cajera terminan 30 minutos antes del cierre del edificio.

Allan Hancock College estará cerrado y las clases no se reúnen durante la fecha indicada: 5 de julio de 2021.

Política de registro en persona:
Nuestra personal puede procesar los formularios de inscripción para los estudiantes que se inscriban en persona. Un estudiante puede enviar un formulario de inscripción en nombre de otro estudiante, pero este formulario se procesará más tarde en el día y no en el momento de la presentación.

Pago de tarifas
Los estudiantes de Community Education que se inscriban para las clases deben pagar todas las tarifas al momento de inscripción, o serán eliminados de la(s) clase(s).

Los estudiantes tienen dos opciones de pagar:
1. Pague en línea con una tarjeta de crédito al momento de inscribirse.
2. Pague en persona en Community Education (edificio S) durante el horario publicado el día de la transacción de registro.

Pagador externo para todas las clases
Si un empleador, empresa, u organización pagará sus tarifas de inscripción y/o materiales en su nombre, comuníquese con Servicios Comerciales al 805-922-6966 ext. 3451 al menos dos semanas antes de la fecha de inicio de la clase para coordinar el pago.
1. Course Number
2. Course Title
3. Course Reference Number/CRN
4. Location
   LVC = Lompoc Valley Center
   SM = Santa Maria
   OFF = Off Campus
   ERT = Attend virtually via Zoom during scheduled meeting times
5. Building-Room number
   ERT = Emergency Remote Teaching
   S-101 = bldg. S - Room 101
   LVC2-201 = bldg. 2 - Room 201
6. Instructor
7. Days class meets
8. Time class meets
   TBA = To Be Arranged
9. Dates class meets
10. Notes

How to Read the Class Schedule

NONCREDIT CLASSES

BASIC SKILLS

BASK 7005B | Preparing for the GED Tests
This course is designed to help students successfully pass the General Educational Development (GED) tests. Students receive instruction in reading, writing, social studies, science, mathematics, and test-taking skills. Students have the opportunity to practice test items.

CRN | LOCATION | INSTRUCTOR | DAYS | TIMES | MEET DAYS
--- | --- | --- | --- | --- | ---
10271 | OFF | REMOTE-ERT | Wambolt, L I | M W | 6:30pm-9:25pm | 06/14-08/07 | Bilingual - Eng/Span
10272 | OFF | REMOTE-ERT | Wambolt, L I | M W | 8:00am-11:55am | 06/14-08/07 | Bilingual - Eng/Span. Emphasis in Math
10273 | OFF | REMOTE-ERT | Gonzalez, C G | T R | 9:00am-11:55am | 06/14-08/07 | English Instruction. Computer Based
10274 | OFF | REMOTE-ERT | Aleman, F | T R | 6:00pm-8:55pm | 06/14-08/07 | Bilingual - Eng/Span. Computer Based

BASK 7011B | Basic Math
This open-entry basic math course is designed to help students increase their math skills so they may enroll in credit math classes or complete the math section for the GED Test. Topics covered include multiplication tables, division, subtraction, number operations and number sense, measurement, basic geometry, and sequence.

CRN | LOCATION | INSTRUCTOR | DAYS | TIMES | MEET DAYS
--- | --- | --- | --- | --- | ---
10276 | OFF | REMOTE-ERT | Wambolt, L I | M W | 1:00pm-3:55pm | 06/14-08/07 | Bilingual - Eng/Span
10277 | OFF | REMOTE-ERT | Suarez, H G | T R | 6:00pm-8:55pm | 06/14-08/07 | Bilingual - Eng/Span

BASK 7013 | High School Equivalency Exam Prep: Computer Skills
Acquire basic computer skills and become familiar with test-taking tools required for the High School Equivalency Exam such as the GED or HiSET. Topics covered include directional tools, calculator basics, formula sheet, symbol selector, use of a mouse, word processing skills, keyboarding, short answer, fill-in-the blank, and more. Students learn how to setup online accounts with official test providers and register for tests.

CRN | LOCATION | INSTRUCTOR | DAYS | TIMES | MEET DAYS
--- | --- | --- | --- | --- | ---
10587 | OFF | REMOTE-ERT | Aleman, F | S | 9:00am-12:55pm | 06/14-08/07 | GED/HiSET Computer Skills. Bilingual - Eng/Span
BASK 7014 | Mathematics Lab
In this open laboratory setting, students receive one-on-one instruction in specific requested areas and guided practice sessions on varied mathematical topics. This class is designed as a supplementary lab for students who need additional instructional assistance to successfully complete any Allan Hancock College mathematics class.

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</tr>
</thead>
<tbody>
<tr>
<td>10105</td>
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<td>TBA</td>
<td>06/14-08/05</td>
<td>Lab hours: Monday-Thursday, 11 a.m. to 6 p.m., Friday 12 to 4 p.m.</td>
</tr>
</tbody>
</table>

CITIZENSHIP

CITZ 7000B | Preparation for Citizenship
Students learn about the Constitution, government, history, and geography of the United States in preparation for the United States Citizenship and Immigration Services (USCIS) required oral interview and exam. The class also familiarizes students with requirements and exclusions for citizenship.

<table>
<thead>
<tr>
<th>CRN</th>
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<th>INSTRUCTOR</th>
<th>DAYS</th>
<th>TIMES</th>
<th>MEET DAYS</th>
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<tbody>
<tr>
<td>10255</td>
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<td>6:00pm-8:55pm</td>
<td>06/14-08/07</td>
</tr>
<tr>
<td>10306</td>
<td>OFF</td>
<td>REMOTE-ERT</td>
<td>M W</td>
<td>6:00pm-8:55pm</td>
<td>06/14-08/07</td>
</tr>
</tbody>
</table>

ADULTS WITH DISABILITIES

DISA 7001B | Independent Living Skills
Designed for adults with developmental disabilities, this course improves the student’s knowledge of basic skills necessary to function more independently in the home, work, and community environment.

It is recommended that students in this course are currently receiving case management services from Tri-Counties Regional Center or California Department of Rehabilitation and are actively enrolled in services at VTC Enterprises. Please contact VTC for additional information.

<table>
<thead>
<tr>
<th>CRN</th>
<th>LOCATION</th>
<th>INSTRUCTOR</th>
<th>DAYS</th>
<th>TIMES</th>
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<tbody>
<tr>
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<tr>
<td>10190</td>
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<td>REMOTE-ERT</td>
<td>MTWF</td>
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<tr>
<td>10191</td>
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<td>MTWF</td>
<td>12:30pm-3:25pm</td>
<td>06/14-08/07</td>
</tr>
</tbody>
</table>

DISA 7002B | Vocational Skills Training
Designed for adults with developmental disabilities, this course teaches proficiency in foundation skills, workplace competencies, appropriate social behavior, and work habits.

<table>
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<tr>
<th>CRN</th>
<th>LOCATION</th>
<th>INSTRUCTOR</th>
<th>DAYS</th>
<th>TIMES</th>
<th>MEET DAYS</th>
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<td>REMOTE-ERT</td>
<td>MTWF</td>
<td>9:00am-11:55am</td>
<td>06/14-08/07</td>
</tr>
</tbody>
</table>

HEALTH AND SAFETY

HEAL 7021 | Balance and Mobility
This class is designed for older adults identified as low-to-moderate risk for falls. Class activities target specific balance problems in a challenging, but safe training environment. This class is not intended to replace physical therapy.

<table>
<thead>
<tr>
<th>CRN</th>
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<th>INSTRUCTOR</th>
<th>DAYS</th>
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<tbody>
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<tr>
<td>10639</td>
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<td>REMOTE-ERT</td>
<td>M W</td>
<td>9:00am-10:20am</td>
<td>06/14-08/07</td>
</tr>
</tbody>
</table>
HEAL 7101 | Mature Driver Improvement

Successful completion of this eight-hour course that focuses on driving skills may entitle students age 55 and older to a 5 to 10 percent reduction in their auto insurance premiums from many California insurance companies. Class size is limited to 30 students.

<table>
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<tr>
<th>CRN</th>
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</tr>
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</table>

NONCREDIT ENGLISH AS A SECOND LANGUAGE

NESL 552 | Advanced Grammar

This course is designed to help students understand and use advanced grammatical forms in reading, writing, and oral/aural contexts. This course requires one lab hour per week. Student lab work includes, but is not limited to, the following: completion of computer-assisted activities as well as assigned grammar, vocabulary, reading, writing, and listening exercises. This is a mirrored course; it is offered at the same time and place as the credit course. Noncredit and credit students take the class together with one instructor and complete the same coursework. No credit is given for this course.

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<th>CRN</th>
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<td>AND</td>
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<td>T R</td>
<td>6:00pm-8:50pm</td>
<td>06/14-08/05</td>
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</tbody>
</table>

NESL 7000 | Intro to English Pre-A

This is a high-beginning literacy course in Noncredit ESL (NESL). In this course, high-beginning literacy skills are developed and reinforced for students with limited-to-no educational background. Students begin to develop listening, speaking, reading, and writing abilities for life, academic, and career skills.

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</table>

NESL 7001 | Intro to English A

This is a low-beginning course in Noncredit ESL (NESL). Students develop low-beginning listening, speaking, reading, and writing abilities for life, academic, and career skills.

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<td>MTWR</td>
<td>7:00pm-9:50pm</td>
<td>06/14-08/07</td>
</tr>
</tbody>
</table>

NESL 7003 | Intro to English B

This is a high-beginning course in Noncredit ESL (NESL). Students develop high-beginning listening, speaking, reading, and writing abilities for life, academic, and career skills. This course is designed for students who have completed Intro to English A or fulfilled entry requirements by taking a placement test.

<table>
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<tr>
<th>CRN</th>
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<th>INSTRUCTOR</th>
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<th>TIMES</th>
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<tr>
<td>10241</td>
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<td>MTWR</td>
<td>7:00pm-9:50pm</td>
<td>06/14-08/07</td>
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</tbody>
</table>

NESL 7005 | Intro to English C

This is a low-intermediate course in Noncredit ESL (NESL). Students develop low-intermediate listening, speaking, reading, and writing abilities for life, academic, and career skills. This course is designed for students who have completed Intro to English B or fulfilled entry requirements by taking a placement test.

<table>
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<tr>
<th>CRN</th>
<th>LOCATION</th>
<th>INSTRUCTOR</th>
<th>DAYS</th>
<th>TIMES</th>
<th>MEET DAYS</th>
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<tr>
<td>10245</td>
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<td>MTWR</td>
<td>7:00pm-9:50pm</td>
<td>06/14-08/07</td>
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</tbody>
</table>
NESL 7007 | Intro to English D
This is a high-intermediate course in Noncredit ESL (NESL). Students develop high-intermediate listening, speaking, reading, and writing abilities for life, academic, and career skills. This course is designed for students who have completed Intro to English C or fulfilled entry requirements by taking a placement test.

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<td>REMOTE-ERT</td>
<td>MTWR</td>
<td>7:00pm-9:50pm</td>
<td>06/14-08/07</td>
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</tbody>
</table>

NESL 7020 | Spanish Literacy
This is a low-beginning literacy course that develops Spanish literacy skills. Students learn to recognize and produce letter sounds, and read and write common vocabulary words and basic sentences. English literacy skills are gradually introduced. This class emphasizes culturally appropriate curriculum.

<table>
<thead>
<tr>
<th>CRN</th>
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<th>INSTRUCTOR</th>
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<th>TIMES</th>
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<tr>
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<td>MTWR</td>
<td>6:00pm-8:50pm</td>
<td>06/14-08/07</td>
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</table>

NESL 7040 | Conversation for Beginning ESL
Build your confidence in speaking English! Practice the conversational skills needed in real-life situations and daily tasks. This beginning-level class focuses on communication with an emphasis on vocabulary, pronunciation, and grammar. This course is appropriate for level A and B students.

<table>
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<tr>
<th>CRN</th>
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<th>INSTRUCTOR</th>
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<tbody>
<tr>
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<tr>
<td>10606</td>
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<td>REMOTE-ERT</td>
<td>T R</td>
<td>5:00pm-6:50pm</td>
<td>06/14-08/07</td>
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</tbody>
</table>

NESL 7041 | Conversation for Intermediate
Build your confidence in speaking English! Practice the conversational skills needed in real-life situations and daily tasks. This intermediate-level class focuses on communication with an emphasis on vocabulary, pronunciation, and grammar. This course is appropriate for level C and D students.

<table>
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<th>CRN</th>
<th>LOCATION</th>
<th>INSTRUCTOR</th>
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<tr>
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<td>T R</td>
<td>5:00pm-6:50pm</td>
<td>06/14-08/07</td>
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</table>

NESL 7060 | ESL Instructional Lab
The ESL language lab provides self-paced, instructor-guided support to supplement classroom instruction. Students practice listening, speaking, reading, and writing skills. Software available includes Rosetta Stone, Reading Plus, Burlington English, MyEnglishLab by Future, Side by Side, and AIM Center access. Instructors will be available to provide support during the posted lab hours, Monday from 12 to 2:50 p.m. and Wednesday from 4 to 6:50 p.m. Work can be completed at any time during the week.

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<tr>
<th>CRN</th>
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<td>06/14-08/07</td>
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</table>
OLDER ADULTS

OLDR 7200A | **Int. Watercolor Painting**
Expand your knowledge of watercolor and aquamedia techniques, develop your personal painting style, and enhance creative thinking in this inspirational class. Demonstrations, challenging projects, and creative exercises build ability and confidence. Appropriate for all with a basic knowledge of watercolor.

<table>
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<tr>
<th>CRN</th>
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<th>INSTRUCTOR</th>
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<th>TIMES</th>
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<tbody>
<tr>
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<td>T R</td>
<td>1:00pm-3:55pm</td>
<td>06/14-08/07</td>
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</table>

OLDR 7211A | **The Joy of Drawing**
Drawing is the foundation of visual communication and can only be learned through practice. Students explore the use of charcoal, colored pencil, graphite, and ink to develop graphic fluency. Exercises help students give form and definition, convey volume, define planes, give movement and direction, and articulate emotion through drawing.

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<tr>
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<td>M W</td>
<td>1:00pm-3:55pm</td>
<td>06/14-08/07</td>
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</table>

OLDR 7213 | **Painting in Oils and Acrylics**
Learn how to paint your favorite subjects. This class covers the basics of oil and acrylics, from the beginning drawing to the finished painting. Beginning through experienced painters who wish to work with oils and acrylic media are welcome.

<table>
<thead>
<tr>
<th>CRN</th>
<th>LOCATION</th>
<th>INSTRUCTOR</th>
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<td>T R</td>
<td>9:00am-noon</td>
<td>06/14-08/07</td>
</tr>
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</table>
### VOCE 7100 | Computers and You: Level 1

Learn the basics of using a computer. Understanding computer lingo, what to look for when buying a computer and an introduction to Windows - opening and saving files, Word Processing & the Internet.

<table>
<thead>
<tr>
<th>CRN</th>
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<th>INSTRUCTOR</th>
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<th>TIMES</th>
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<tbody>
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<td>10611</td>
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<td>F</td>
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<td>06/14-08/07</td>
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</table>

### VOCE 7101 | Computers and You: Level 2

Designed to build on the skills mastered in Computers & You Level 1. Includes Microsoft Word, Internet, basic Email skills (using Outlook.com), and an introduction to Excel and PowerPoint.

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<th>CRN</th>
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<th>INSTRUCTOR</th>
<th>DAYS</th>
<th>TIMES</th>
<th>MEET DAYS</th>
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</thead>
<tbody>
<tr>
<td>10612</td>
<td>OFF</td>
<td>Uribe, A J</td>
<td>TR</td>
<td>6:30pm-8:25pm</td>
<td>06/14-08/07</td>
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</table>

### VOCE 7105 | Intro to Microsoft Word

Designed for beginning to intermediate computer users who would like to learn many of the features of Word, while creating letters, certificates, flyers, labels and more.

<table>
<thead>
<tr>
<th>CRN</th>
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<tbody>
<tr>
<td>10613</td>
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<td>Gonzalez, C G</td>
<td>M W</td>
<td>7:00pm-8:55pm</td>
<td>06/14-08/07</td>
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</table>

### VOCE 7107 | Intro to Microsoft Excel

Students learn the basics of Excel: creating spreadsheets, formulas, charts, and more.

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<th>INSTRUCTOR</th>
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<td>10614</td>
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<td>Mercado-Gomez, R</td>
<td>S</td>
<td>9:00am-12:55pm</td>
<td>06/14-08/07</td>
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</table>

### VOCE 7108 | Computer Skills Lab

Designed for the person wanting to upgrade their computer skills. This is a great place to learn at your own pace using a manual or practice what you are learning in other computer classes. This lab allows for the flexibility of designing your own schedule by choosing the hours you wish to attend.

<table>
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<th>CRN</th>
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<th>INSTRUCTOR</th>
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### VOCE 7800 | Commercial Truck Driving: Prep

Advisory: NESL 7007 The course prepares students to take the knowledge test required to obtain a California Commercial Learner’s Permit.

<table>
<thead>
<tr>
<th>CRN</th>
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<th>MEET DAYS</th>
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<tr>
<td>AND</td>
<td>OFF</td>
<td>Castro Perez, L M</td>
<td>S</td>
<td>8:00am-12:00pm</td>
<td>06/14-08/07</td>
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</tbody>
</table>

### VOCE 7801 | Truck Driving: Behind the Whee

Limitation on Enrollment: Students must be 1) over 21 years of age, 2) submit an authorized Medical Examination Report, and 3) have a valid driver’s license at the time of registration. Individuals wishing to haul hazardous materials must pass a Transportation Security Administration (TSA) background check. This course prepares students to take the road test required to obtain a California Commercial Driver’s License - Class A or B. Upon completion of the course and passing the road test, students are prepared for an entry-level position in the trucking industry. A Certificate of Completion is awarded to students who perform 80% or higher on all competency tests and pass the California Commercial Driver’s License - Class A or B test.

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</tbody>
</table>
WORKFORCE PREPARATION

WKPR 7000 | Planning Your Next Job/Career
This course is designed for individuals who wish to explore new approaches to work and career opportunities. Students examine their work histories, identify marketable employment skills, and develop work-related goals.

<table>
<thead>
<tr>
<th>CRN</th>
<th>LOCATION</th>
<th>INSTRUCTOR</th>
<th>DAYS</th>
<th>TIMES</th>
<th>MEET DAYS</th>
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<td>06/15-06/17</td>
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</table>

WKPR 7001 | Planning a Job Search
In this course, students have an opportunity to plan a job search strategy based on their life and work goals, their strengths, and past experiences. Students construct a resume from the "bottom up" and a systematic campaign for marketing themselves in a competitive job market.

<table>
<thead>
<tr>
<th>CRN</th>
<th>LOCATION</th>
<th>INSTRUCTOR</th>
<th>DAYS</th>
<th>TIMES</th>
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<td>T R</td>
<td>4:00pm-5:55pm</td>
<td>06/22-06/24</td>
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</tbody>
</table>

WKPR 7002 | Impression Management
In this course, students learn impression management concepts that apply to the workplace and life in general. Emphasis is on managing the interview and the job search process as well as using impression management to accomplish career goals.

<table>
<thead>
<tr>
<th>CRN</th>
<th>LOCATION</th>
<th>INSTRUCTOR</th>
<th>DAYS</th>
<th>TIMES</th>
<th>MEET DAYS</th>
</tr>
</thead>
<tbody>
<tr>
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<td>REMOTE-ERT</td>
<td>T R</td>
<td>4:00pm-5:55pm</td>
<td>06/29-07/01</td>
</tr>
</tbody>
</table>
ESTOS CERTIFICADOS OFRECEN:

- Lo último acerca de cómo trabajar con hojas de cálculo, navegar en Internet y usar un procesador de texto.
- La oportunidad de aprender a usar el paquete de Microsoft Office, el software de productividad más utilizado en el mercado.

¡Gana más!

La mayoría de las carreras de hoy en día requieren habilidades de computación sólidas. ¡Puedes ganar $19 por hora como empleado de oficina o representante de atención al cliente, o $22 por hora como asistente administrativo!

Contacto Community Education

805-922-6966 ext. 3209
805-221-8997
CommunityEducation@hancockcollege.edu
www.hancockcollege.edu/communityed

¡Todas las clases tienen matrícula gratuita!

Allan Hancock College
Community Education
ofrece una gran variedad de programas gratuitos y sin crédito, así como también programas de bajo costo.

Gracias a Allan Hancock College Community Education
¿PREGUNTAS?
CONTACTA CON NOSOTROS:

Llámenos
al 805-922-6966, ext. 3209

Enviar un fax
al 805-352-1046

Enviar un correo electrónico
por CommunityEducation@hancockcollege.edu

Enviar un texto
al 805-221-8997, o use el correo electrónico

Encuéntrenos en Facebook
a AHC Community Education & Noncredit Counseling

Visítenos
a Community Education, edificio S
800 S. College Drive,
Santa Maria, CA 93454-6399

Visite nuestra pagina web para más información
www.hancockcollege.edu/communityed

How to get help by text
When you enroll in noncredit courses at Hancock College, you will receive a welcome text message from Community Education staff. We will ask for your language preference (i.e. English, Spanish) and note it in your profile.

You can text "HELP" to 805-221-8997 at any time to get your ID number, our office hours, registration information and other help. We also send announcements and reminders via text, and share resources like the laptop lending program, food share distributions, and more.

You can opt out at any time by texting STOP.

Cómo recibir ayuda por mensaje de texto
Cuando se inscribe en una clase sin crédito en Hancock College, el personal de Community Education le enviará un mensaje de bienvenida. Le preguntaremos cuál es su idioma preferido (inglés, español) y lo agregaremos a su perfil de estudiante.

Puede obtener su número de identificación (número H), nuestro horario de atención, información de registro y otra asistencia enviando un mensaje de texto con la palabra "AYUDA" al 805-221-8997. También enviamos anuncios y recordatorios por mensaje de texto y compartimos recursos disponibles para los estudiantes.

Puede dejar de recibir nuestros mensajes de texto en cualquier momento enviando STOP.
BE A HERO TO A CHILD

TRAINING FOR POTENTIAL AND CURRENT FOSTER PARENTS

Are you a new or current foster care parent? Community Education’s Foster and Kinship Care Education program offers free workshops and training classes for both new and current foster care parents in Santa Barbara County.

The trainings and workshops count towards the required hours of training for new and current foster parents mandated by the Santa Barbara County Department of Social Services, and prepares participants to help meet the developmental, behavioral, emotional, and educational needs of children and youth in the foster care system.

“You really get the chance to learn all these new and important skills you need to become a foster parent,” said Community Education Technician and foster parent Anna Quesada Harrison. “These classes are a great way to really find out what foster parenting is all about.”

Training and workshop topics include CPR/First Aid, Psychotropic Medication, Trauma-Informed Care, Commercial Sexual Exploitation of Children, and many more. These classes are available on both weekdays and Saturdays.

For Harrison, who has been a foster parent for the last five years, the trainings also provide a place to meet other foster parents in a supportive environment.

“It’s a wonderful opportunity to meet other foster parents who are sharing the same journey as you are,” said Harrison. “You see that you’re not alone, and that you’re not the only one going through these challenges and new situations.”

For more information about the Community Education’s Foster and Kinship Care Education program and dates, times, and locations, contact Fernando Robles at 805-922-6966 ext. 3959 or visit www.hancockcollege.edu/communityed/foster.php

FOSTER & KINSHIP CARE EDUCATION PROGRAM

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Class</th>
<th>Trainer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>1-Jun</td>
<td>6:30 p.m. - 8:30 p.m.</td>
<td>The Effects of Parental Substance Abuse on Children and Brain Development</td>
<td>Monica Thorpe</td>
</tr>
<tr>
<td>Thursday</td>
<td>3-Jun</td>
<td>6:30 p.m. - 8:30 p.m.</td>
<td>Efectos del Abuso de Drogas y Alcohol en los Niños</td>
<td>Maria Santana</td>
</tr>
<tr>
<td>Tuesday</td>
<td>8-Jun</td>
<td>6:30pm - 8:30pm</td>
<td>Collaboration to Support Children with Special needs in regards to Supervision and Health Care</td>
<td>Monica Thorpe</td>
</tr>
<tr>
<td>Thursday</td>
<td>10-Jun</td>
<td>6:30pm - 8:30pm</td>
<td>Proporcionar Atención y Supervisión a Niños y Jovenes con Necesidades Especiales de Atención Médica en Hogares de Crianza</td>
<td>Maria Santana</td>
</tr>
</tbody>
</table>
**When do classes start?**

**The summer 2021 term begins June 14, 2021.** However, each class has a specific start date. Look for your specific class start date via your registration confirmation, this publication, or via the online class search.

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**IMPORTANT INFORMATION**

**In order to protect the health and safety of our students, staff, and faculty, some or all Community Education courses will be offered remotely.**

Classes offered remotely will be designated as REMOTE-ERT (Emergency Remote Teaching). ERT learning takes place in real time, which means you will interact with your instructor and classmates during your specific class times each week. Your instructors may use video conferencing, teleconferencing, live-chatting, and/or live-streaming lectures. Instructors may use applications like Canvas, email, ConexED, Zoom, Google Drive, etc. to communicate course lessons, activities, and assessments. Overall, ERT is like attending class from your home. Any in-person classes held on campus will meet current local, state, and federal health guidelines to ensure the health and safety of all participants. For the latest information about Community Education classes at AHC, call 805-922-6966 ext. 3209 or visit www.hancockcollege.edu/communityed.

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**What if I missed the start of classes?**

Most noncredit classes are “open entry” and students can enroll up to three weeks into the class term, as long as there is space available. Registration for most noncredit classes will close by Friday of the third week of classes.

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**What happens if I don’t attend class?**

Attending class regularly is important for your success. Instructors must clear their class rosters to remove non-attending and/or no-show students. Also, students who miss three (3) consecutive class meetings during the semester/term without notifying the instructor may be dropped from the class. **And lastly, not attending class results in potential class cancelations.**

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**Class Cancelations**

**Classes with less than 15 students attending will be canceled.** Please help us avoid class cancelations. Register EARLY and attend class regularly. The college reserves the right to cancel classes with low enrollment at any time during the semester.

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**Multiple Enrollment Policy**

Students who wish to enroll in multiple sections of the same course in the same term will need to complete an appeals form. All appeals are reviewed by the dean of Community Education within five business days.

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**Parking**

Parking permits are required when classes are in session for all vehicles parked on the Santa Maria campus, Santa Ynez Valley Center, and at the Lompoc Valley Center between the hours of 8 a.m. and 10 p.m., Monday through Thursday, and 8 a.m. to 4 p.m. on Friday. Students and visitors may park in white-lined stalls only. Purchasing a parking permit does not imply or guarantee a parking space.

- Allan Hancock College parking permits are not required for off-campus locations.
- One-day permits ($2) may be purchased from vending machines located near the campus parking lots on the Santa Maria campus and the Lompoc Valley Center.

The district assumes no liability or responsibility for the loss, theft, or damage to your vehicle. Additional parking information is available at registration and the Allan Hancock College Police Department. Please make sure to check campus police website at www.hancockcollege.edu/police for the most up to date information on parking regulations.
Community Education Student Identification Card
Allan Hancock College provides free photo ID cards to all registered noncredit students. Student ID Cards are needed to access labs, tutoring, library resources and also provides discounts to the Pacific Conservatory Theatre (PCPA). In addition, student ID cards may be utilized in the community where student discounts are applicable. Students should be prepared to show their current schedule of classes when requesting an ID.

All ID cards are available during normal business hours at the following locations:
- Lompoc Valley Center Student Services, Building 1
- Santa Maria campus Admissions and Records, building A
- Santa Maria campus Community Education, building S

Noncredit and Community Service (Fee-Based) Classes
Community Education offers two types of classes: noncredit and Community Service (fee-based).
- Noncredit classes are tuition free (Education Code 84757). However, some noncredit classes have optional materials fees consistent with Title 5 regulations.
- Community Service (fee-based) classes do not receive public funding. These classes charge an enrollment fee to remain self-supporting, as required by the Title 5 regulations.

Refunds and Cancelations
When a noncredit class with a materials fee, or a fee-based class, are canceled BEFORE the start of the term, you will receive a refund automatically.

Students who find it necessary to drop individual classes or withdraw from school will receive a refund if classes are dropped within 10 percent of the scheduled class time. The deadlines for your classes are listed online under your student account schedule bill. Registration refunds will be processed by request only (paper refund request form or online request).

It is the students’ responsibility to drop themselves from any courses if they no longer want to attend or participate, and to do so within the refund deadline.

When a fee-based class is canceled BEFORE the start of the term, you will receive a refund automatically. If you drop a fee-based class after it has started, please complete a Refund Request form within the established guidelines mentioned above. For more information on the college’s refund policy, including the refund request form, visit www.hancockcollege.edu/fees/refunds.php

Transferring Fees
Transferring fees from one class to another is not allowed.

Accommodating Special Needs
Allan Hancock College is committed to offering support and access to students with special educational needs. Accommodations can be provided through the Learning Assistance Program (LAP). For information on services offered and how to apply, visit hancockcollege.edu/lap or call 805-862-3290 ext. 3274 to make an appointment.

Open Class Policy
It is the policy of the Allan Hancock Joint Community College District that, unless specifically exempt by statute, every course, course section, or class, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college and meets such prerequisites as may be established pursuant to Title 5 of the California Code of Regulations.

Limited English language skills is not a barrier to admission to the college and for participation in its academic and vocational programs.

Injury/Accident Disclaimer
By enrolling voluntarily in any of our classes, you assume the risk and responsibility for any injury or accident that may be associated with class-related activities.

Spectrum Schedule Information
Every effort has been made to assure the accuracy of this printed schedule of classes. Classes and programs offered, together with other matters contained herein, are subject to change without notice. The college further reserves the right to add, amend, or repeal any of its rules, regulations, policies, or procedures consistent with applicable laws. Some courses may be established for the term after publication of this printed schedule of classes. For the most current class information, visit Class Search at www.hancockcollege.edu.

The Allan Hancock Joint Community College District (“District”) is committed to equal opportunity in employment and all access to institutional programs and activities. The District, and each individual who represents the District, shall provide access to its employment opportunities, services, classes, and programs without regard to national origin, religion, age, sex or gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or military and veteran status of any person, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

OUR MISSION: Allan Hancock College fosters an educational culture that values equity and diversity and engages students in an inclusive learning environment. We offer pathways that encourage our student population to achieve personal, career, and academic goals through coursework leading to skills building, certificates, associate degrees, and transfer.
Career Development and College Preparation Certificate Programs

Our career development and college preparation certificate programs will help you achieve your goals and take you to the next level.

You will learn how to
- Communicate effectively in English
- Successfully use email, social media, and the Internet
- Complete career searches and create the best resume/interview impression
- Find a job or receive a promotion
- Transition to credit programs at the college

You can also
- Develop or improve career-oriented skills
- Learn valuable office computer applications
- Prepare for U.S. citizenship
- Prepare for high school diploma equivalency certification
- Learn the knowledge needed to help your children with their homework

Certificate Programs
Community Education offers a wide range of certificates to help with your career or professional development. Start here and go anywhere!
- Advanced ESL
- Basic ESL
- Basic Skills (Reading, Writing, Math)
- Beginning Computer Skills
- Career Preparation
- Commercial Truck Driving
- Green Landscaping and Gardening
- Microsoft Office Basics
- Secondary Education/High School Equivalency Exam Preparation

For more information regarding certificate requirements, call a noncredit counselor today! Call 805-922-6966 ext. 3740 or email noncreditcounseling@hancockcollege.edu to request information or a virtual appointment.

Programas de certificación de desarrollo profesional y preparación universitaria

Nuestros programas de desarrollo profesional y preparación universitaria lo ayudarán a cumplir sus metas educativas y llegar al siguiente nivel.

Aprenderás como
- Comunicarse eficazmente en inglés
- Utilice el correo electrónico, las redes sociales e Internet.
- Complete búsquedas de carreras y cree el mejor currículum/entrevista
- Encuentre un trabajo u obtenga un ascenso.
- Transición a programas de créditos universitarios.

También podrías
- Desarrollar o mejorar habilidades de tu carrera.
- Aprenda aplicaciones de oficina y computación
- Prepárese para la ciudadanía estadounidense
- Prepárese para la certificación de equivalencia de diploma de escuela secundaria
- Aprenda las habilidades para ayudar a sus hijos con la tarea.

Programas de certificado
Community Education ofrece varios certificados para ayudarlo con su carrera o desarrollo profesional.
- ESL avanzado
- ESL básico
- Habilidades básicas (lectura, escritura, matemáticas)
- Habilidades informáticas básicas
- Preparación profesional
- Conducción de camiones comerciales
- Paisajismo y jardinería verde
- Habilidades básicas de Microsoft Office
- Preparación para exámenes de educación secundaria/ equivalencia de escuela secundaria

Para obtener más información sobre los requisitos de los certificados, llame hoy mismo a un consejero para programas sin crédito! Llame al 805-922-6966 ext. 3740 o envíe un correo electrónico a noncreditcounseling@hancockcollege.edu para solicitar información o una cita virtual.
NEW TO REMOTE CLASSES?
ALLAN HANCOCK COLLEGE COMMUNITY EDUCATION HAS YOUR BACK.

Allan Hancock College Community Education students and instructors have successfully taught and learned in remote classes since the stay-at-home orders began last March. For new and returning students who may not have previously taken a remote class, the process could be unfamiliar or confusing. We hope this short guide will help you better understand what remote classes are, answer some of the questions you may have, and help you make the most of Community Education’s remote classes.

What Exactly are Remote Classes?
Remote classes are not easier or any different than in-person classes.

Students in our remote classes have the same instructor as they would if classes were in-person. All classes meet regularly, at a set time, and feature live instruction. You can ask your teacher questions about the material, talk to your classmates on camera or using a microphone, and can engage with the material directly. Most importantly, you will be learning the same topics and material that you would in a traditional, on-site class.

The only difference? Instead of going to a room on the Allan Hancock College campus, you can attend your classes from the comfort and safety of your home.

How do I Attend Remote Classes?
All classes meet using Zoom, a free-to-use online video calling service. You will receive a link to access the class after you register. Students can download and use Zoom from any desktop computer, laptop, iPad or tablet, or any smartphone with an internet connection.

Five Tips for Making the Most of your Remote Classes

1. Treat it like an in-person class: online classes are no different or easier than face-to-face instruction.
2. Create a dedicated and organized learning environment: make sure your study space is free from distractions, and gives you enough room to take notes and stay engaged.
3. Speak with your instructors and classmates: use your camera, microphone, or text chat to make friends, ask questions, or get help.
4. Set a schedule for homework and projects: make sure to set time aside each day to complete any work you have assigned, or use that time to plan your week or review your work.
5. Focus on your self-care: between school and work, it’s understandable if you need to turn your camera or microphone off. Don’t feel bad about taking time to recover.
¿ES ESTA SU PRIMERA CLASE REMOTA?
ALLAN HANCOCK COLLEGE
COMMUNITY EDUCATION
ESTÁ AQUÍ PARA AYUDARLO.

Los estudiantes y instructores de Allan Hancock College Community Education han enseñado y aprendido con éxito en clases remotas desde que comenzó el coronavirus en marzo pasado. Para los estudiantes nuevos y los que nunca han tomado una clase remota, el proceso podría ser desconocido o confuso. Esperamos que esta breve guía lo ayude a comprender mejor qué son las clases remotas, responda algunas de las preguntas que pueda tener y lo ayude a aprovechar al máximo las clases remotas de Community Education.

¿Qué son exactamente las clases remotas?
Las clases remotas no son más fáciles ni diferentes a las clases presenciales.

Los estudiantes de nuestras clases remotas tienen el mismo instructor que tendrían si las clases fueran presenciales. Todas las clases se reúnen con regularidad, a una hora determinada, y cuentan con instrucción en vivo. Puedes hacerle preguntas a tu profesor sobre el material o hablar con tus compañeros de clase frente a la cámara o usando un micrófono. Lo más importante es que aprenderá los mismos temas y material que aprendería en una clase tradicional.

¿La única diferencia? En lugar de ir a una sala en el campus de Hancock College, puedes participar en tus clases desde la comodidad y seguridad de su hogar.

¿Cómo asisto a clases remotas?
Todas las clases se reúnen con Zoom, un servicio gratuito de videollamadas en línea. Recibirás un enlace para acceder a la clase después de registrarte. Los estudiantes pueden descargar y usar Zoom desde cualquier computadora de escritorio, computadora portátil, iPad o tableta, o cualquier teléfono inteligente con conexión a Internet.

Cinco consejos para aprovechar al máximo tu clase remota

1. Trátelo como una clase en persona: las clases remotas no son diferentes ni más fáciles que la instrucción presencial.
2. Crea un lugar dedicado para estudiar: asegúrese de que su espacio de estudio esté libre de distracciones y de que tenga suficiente espacio para tomar notas y mantenerse atento.
3. Habla con tus instructores y compañeros de clase: usa tu cámara, micrófono, o chat de texto para hacer amigos, hacer preguntas u obtener ayuda.
4. Crea un horario para las tareas y los proyectos: asegúrese de reservar un tiempo cada día para completar cualquier trabajo que haya asignado, o use ese tiempo para planear su semana o revisar su trabajo.
5. Concéntrese en su cuidado personal: entre la escuela y el trabajo, es comprensible si necesita apagar la cámara o el micrófono. No se sienta mal por tomarse el tiempo para recuperarse.
Are you interested in a new career or upgrading your skills?

Community Education has partnered with Ed2Go to provide career-related, fully online courses. We have an array of fully online courses that may help you meet your goals including Grant Writing, CompTIA preparation, Exploring Careers, Spanish for Law Enforcement, Spanish for Medical Personnel, Growing Plants for Fun and Profit, and many more! For more course information, including course descriptions, hours, and fees call 805-922-6966 ext. 3209 or to register online, go to www.ed2go.com/ahc.
AHC Community Education
Ed2Go Online Classes

AHC Community Education has partnered with Ed2Go in order to offer a wide range of highly interactive courses that you can take entirely over the Internet.

A to Z Grant Writing Series* $199
Learn all there is to know about writing grants, fundraising, and organizing a grant writing campaign. This group of online classes is ideal for those wanting to learn more about managing fundraising.

Bundle* $199

A to Z Grant Writing* $115
Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.

A to Z Grant Writing II - Beyond the Basics* $115
Sharpen your grant research skills, write the most important sections of grant applications, and learn the types of grants available.

Accounting Fundamentals Series** $199
If you're interested in increasing your financial awareness while also gaining a marketable skill, this series of courses is perfect for you. You will learn the basics of double-entry bookkeeping, while also learning how to analyze and record financial transactions, as well as prepare various financial reports at the end of the fiscal period.

Bundle** $115

Accounting Fundamentals** $115
Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Accounting Fundamentals II** $115
Give yourself skills that are in high demand by exploring corporate accounting.

Achieving Success with Difficult People $115
Learn how to have more successful relationships with difficult bosses, coworkers, students, neighbors, or relatives.

Building Teams That Work $115
What are the secrets to managing successful teams in the workplace? Explore communication techniques and problem-solving skills that will help you get your team on track in no time.

Business and Marketing Writing $115
Write great marketing copy to improve your company’s image and your chances of getting hired or promoted.

CompTIA Network+ Certification Prep $110
Prepare to take and pass the CompTIA Network+ Exam.

CompTIA Security+ Certification Prep 1 $110
Master the terms and concepts you need to pass the CompTIA Security+ SY0-501 exam and earn your Security+ certificate.

CompTIA Security+ Certification Prep 2 $110
Continue to prepare for the CompTIA Security+ exam as you review the information you need to pass the test and earn this important certification.

Creating Mobile Apps with HTML5 $115
Learn to use HTML5, CSS3, JavaScript, jQuery, and Web APIs to create cross-platform mobile apps and mashups.
Distribution and Logistics Management $115
Learn how to improve your company’s distribution and logistics management activities, increase customer satisfaction, and improve operational throughput.

Effective Business Writing $115
Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Effective Selling $115
Learn the secret to converting a potential customer into a long-term asset. Find out how to lay the groundwork for repeat business and your future success.

End of Life Care $114
This course will enhance the knowledge and skills of health care professionals and individuals who work with or care for those experiencing a terminal illness.

Explore a Career as a Paralegal $115
Find out if a paralegal career is the perfect choice for you, as you explore the fundamentals of U.S. law and legal terminology.

Explore a Career as a Pharmacy Technician $115
Master the skills that will prepare you for an entry-level position as a pharmacy tech or clerk and discover the steps you can take to become a Certified Pharmacy Technician (CPhT).

Explore a Career as an Administrative Medical Assistant $115
Learn what it takes to have a successful career as an administrative medical assistant. This course explores the job of an administrative medical assistant (AMA) in a doctor’s office from appointment scheduling and chart creation to medical billing and coding to give you an inside-view of the job.

Explore a Career in Medical Coding $115
Learn how to use the CPT manual and the ICD-10-CM to find medical codes for any disease, condition, treatment, or surgical procedure.

Explore a Career in Medical Transcription $115
Learn how to transcribe the medical reports most often used in healthcare today and discover how to get started and advance as a medical transcriptionist.

Explore a Career in Nursing $115
Learn what it takes to become an LPN or RN, and discover all of the exciting and rewarding opportunities awaiting you in the field of nursing.

Growing Plants for Fun and Profit $100
This course will teach you everything you need to prosper in the backyard nursery business.

High Speed Project Management $115
Learn to deal with the realities of managing projects at supersonic speeds despite truncated timelines, inadequate staffing, and skimpy budgets.

How to Start Your Own Business in Health and Healing $66
Learn virtually everything you need to know to start a health and wellness business, including marketing, financing, and creating a business plan.

Human Resource Management Suite*** $299
These courses will teach you how to handle basic human resource functions, how to attract and retain top talent to be competitive in the global marketplace, as well as how to turn your company into a high performance workplace to increase profits, achieve a high rate of success, and become a desirable workplace. Bundle***

High Performance Organization*** $115
This course will teach you how to turn your company into a High-Performance Organization (HPO), which can help to increase profits, a high rate of success, and become a desirable workplace.

Talent and Performance Management*** $115
This course will prepare you for a career as a Talent Management professional. You will learn key issues facing organizations and their ability to attract and retain top talent in order to compete in a global marketplace.

Understanding the Human Resources Function*** $115
Learn to handle basic human resource functions to ensure the best possible results.

Instructional Design Training $79
This self-paced course will teach you the concepts and applications of instructional design.

Introduction to Creating, Styling, and Validating Forms $159
This course will teach you how to create, style, and validate web forms using HTML, CSS, and JavaScript.

Introduction to Google Analytics $115
Learn how to track and generate traffic to your website, create reports, and analyze data with Google’s free, state-of-the-art Web analytics tools.
Introduction to Nonprofit Management $115
Develop the skills and strategies you need to become an integral part of one of America’s fastest growing service sectors.

Legal and Ethical Issues in Healthcare $72
Explore the legal and ethical risks healthcare professionals face, including issues related to HIPPA rules, medication errors, social media and healthcare, organ donation, and workplace violence.

Medical Office Basics Suite**** $395
In this program you’ll learn the knowledge and skills you need to jump start your career in a variety of medical offices. This multi-course program includes Medical Terminology, Medical Math skills, Compliance of Health Insurance Portability and Accountability Act (HIPAA), and Spanish for Medical Professionals. Bundle****

HIPAA Compliance**** $115
Learn how to comply with the duties, rights, and responsibilities of HIPAA, ARRA HITECH.

Medical Math**** $115
Master the math skills you need to succeed in the medical field ranging from calculating dosages to using scientific formulas. The hands-on activities in this course will help you perform day-to-day math tasks quickly and easily.

Medical Terminology: A Word Association Approach**** $115
Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

Spanish for Medical Professionals**** $115
Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases.

Mindfulness $80
Learn about mindfulness and meditation, mindfulness and happiness, mindful eating, mindful movement (walking, yoga, Tai Chi, and Qigong), and mindful relationships.

Nonprofit Fundraising Essentials $115
Learn the basics of fundraising for nonprofit organizations, from annual and special fund drives to more advanced projects involving corporate and foundation relations, major gifts, and planned giving.

Project Management Fundamentals $115
Gain the skills you’ll need to succeed in the fast-growing field of project management.

Purchasing Fundamentals $115
Improve your company’s bottom line by mastering the fundamentals of purchasing.

Spanish for Law Enforcement $115
Master the fundamentals of the Spanish language by practicing basic conversational skills and learning essential Spanish terminology for law enforcement situations.

Speed Spanish I $115
Learn six easy recipes to glue Spanish words together into sentences, and you’ll be engaging in conversational Spanish in no time.

Start a Pet Sitting Business $115
Discover how to translate your love of animals into a fun and profitable career.

Start an Online Business $115
Learn how to leverage the Internet to start your own online business and build a website to sell your traditional and digital products and services.

Starting a Consulting Practice $115
Find out how you can earn income by sharing your training or knowledge with others.

Supply Chain Management Fundamentals $115
Master the fundamentals of supply chain management and prepare for internationally recognized certification examinations.

To register for any of these courses, visit: www.ed2go.com/ahc
You are invited to join an evening of virtual entertainment and celebration of Hancock’s 100-year history.

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This summer 2021 Spectrum includes a listing of classes offered at the time of publication. For up-to-the-minute class details, including CRN, location, fees, days, and times, visit www.hancockcollege.edu/communityed.