

SPRING 2021

# ALLAN HANCOCK COLLEGE

Community Education | Schedule of Classes

## SPECTRUM

UNLOCK  
YOUR  
POTENTIAL



Classes begin  
January 19, 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](http://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. – 4 p.m.
Saturday	8 – 11:30 a.m.

Hours are subject to change.  
Visit [www.hancockcollege.edu/communityed](http://www.hancockcollege.edu/communityed)  
for current hours of operation.

#### Board of Trustees

Larry Lahr, president	Gregory A. Pensa
Jeffery C. Hall, vice president	Hilda Zacarías
Suzanne Levy	Ana Rosas Pacheco, student trustee

#### Superintendent/President

Kevin G. Walthers, Ph.D.





## ⚠️ COVID-19 ADVISORY

Due to COVID-19, College for Kids (CFK) has been temporarily suspended. Please check back for summer 2021 classes.

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# LET US HELP YOU REGISTER

FOR COMMUNITY EDUCATION CLASSES



## Call us

at 805-922-6966 ext. 3209



## Fax us

at 805-352-1046



## Email us

at [CommunityEducation@hancockcollege.edu](mailto:CommunityEducation@hancockcollege.edu)



## Text us

at 805-221-8997, or by entering  
[CommunityEducation@hancockcollege.edu](mailto:CommunityEducation@hancockcollege.edu).



## Chat with us

at [hancockcollege.craniumcafe.com](http://hancockcollege.craniumcafe.com)



## Find us on Facebook

at [facebook.com/HancockCommunityEducation](https://facebook.com/HancockCommunityEducation)



## Write to us

at Community Education at AHC  
800 S. College Drive  
Santa Maria, CA 93454-6399



Visit our website for more information

[www.hancockcollege.edu/communityed](http://www.hancockcollege.edu/communityed)

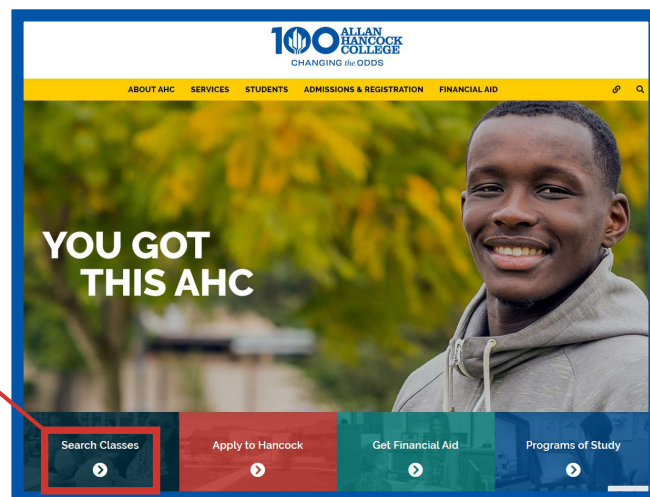




# How to Search for Community Education Classes Online

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](http://www.hancockcollege.edu) and select **Search Classes** on the home page.
- 2 Select **SPRING** 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 Click **Submit** at the bottom of the screen.
- 6 Each class is identified with a 5-digit numbering system called the **CRN**. Click on the blue **CRN number** for additional class details.



Class Schedule Search for:

1. Highlight a Term  
2. Click on Select a Term  
3. Choose Class Type  
4. Click on Select Class Type

Spring  
Winter  
Fall

Select A Term

☐ Credit  
☒ Community Education  
☐ Community Service/Fee-Based

Select Class Type

Subject: <all>  
BASK Basic Skills (NC)  
CITZ Citizenship (NC)  
DISA Adults with Disabilities (NC)  
HEAL Health and Safety (NC)

Course Number:  
CRN:  
Title:

Instructor: <all>  
Addington, Karolyn  
Aguilera, Virginia  
Aleman, Florentino

Session: <all>  
Day  
Evening  
Distance Learning

Open Classes Only: No: Yes: Partly Onsite/Partly Online Only: No: Yes:

Distance Learning Only: No: Yes:

Start Time: Hour Minute am/pm  
End Time: Hour Minute pm  
Days: Mon Tue Wed Thu(R) Fri Sat  
Start Month: <all>

Campus: <all>  
Lompoc Valley Center  
Off Campus  
Santa Maria

Off Campus Building: <all>  
AAAKDN - AAA Kindness Care Home  
ADAME - Adam Elementary School  
ALVINE - Alvin Elementary School  
ATKINC - Atkinson Community Ctr

Time of Day: Any: Day: Evening: WeekE

Submit Reset

Status	CRN	Cred		Meeting Time	Campus
Open	10345	0.0	M	05:00pm - 08:55pm	Lompoc Valley Center
			AND W	05:00pm - 08:55pm	Lompoc Valley Center

\*Note: Due to COVID-19, majority of courses will be online. 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



Lucerito Salgado

Mayra Morales

Dayana Zepeda

## For more information

or to schedule an appointment with a counselor, please call or visit 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.**

# ¡Prepárese Para Un Futuro Mejor!

Visite el departamento de Consejería de No Crédito para aprender acerca de las diferentes oportunidades y servicios disponibles en Allan Hancock College:

- Orientación
- Evaluación y colocación en clases
- Consejería y asesoría (académica, de carreras y personal)
- Desarrollo de plan estudiantil
- Asistencia para inscribirse a clases
- Talleres
- Recorridos del colegio
- Ayuda para llenar la solicitud FAFSA/Acta de Sueño de California (CA Dream Act)

## Para más información

o para hacer una cita con un consejero, favor de llamar o visitar una de las oficinas de Consejería de No Crédito en:

### SANTA MARIA CAMPUS

edificio A y edificio S  
800 South College Dr.  
Santa Maria, CA 93454  
805-922-6966 ext. 3740

### LOMPOC VALLEY CENTER

edificio 2-111  
One Hancock Dr.  
Lompoc, CA 93436  
805-922-6966 ext. 5178

**Escúchenos en Radio Oaxaca en el 1600 AM Y 92.9 FM, cada miércoles de las 11:45 a.m. a las 12 p.m.**

## Class Cancellations

Classes with less than 15 students attending will be cancelled. Please help us avoid class cancellations. 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.



## FEE-BASED CLASSES LISTED WITH ENROLLMENT FEE

Submit a copy of the Fee-Based Admission & Registration Form available online at [www.hancockcollege.edu/communityed](http://www.hancockcollege.edu/communityed) and click on noncredit student resources and forms, or see page 7 for the form.

### You may:

- fax: 805-352-1046
- mail: Allan Hancock College, 800 S. College Dr., bldg. S, Santa Maria, CA 93454-6399
- or bring form in-person to Community Education (bldg. S).

**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 ⚠️ Due to covid-19 the College for Kids program has been temporarily suspended.**

## FEE-BASED CLASSES

### CAREER TRAINING

#### CSCT 8040 | Auto Wholesale Dealer

Supplement your income or change career directions! Learn how to obtain your DMV auto dealer license and operate your business from home. This class prepares you to pass the DMV 40 question exam and to complete the necessary forms to apply for a dealer license. Students also receive information on the 300+ dealer-only auctions in the USA. Learn 6 retail and wholesale techniques to purchase below wholesale and sell for retail prices. Your license allows you to do business in every state and to export to other countries, so when you travel there is a business opportunity in every destination. *Materials fee of \$25 payable to instructor in class. Course Fee - \$89*

CRN	LOCATION	INSTRUCTOR	DAYS	TIMES	MEET DAYS
40870	OFF REMOTE-ERT	Williams, R W	S	10:00am- 5:00pm	02/20-02/20

### PERSONAL DEVELOPMENT

#### CSPD 8008 | Awakening the Consciousness

Are you suffering? Depressed about the shallowness of modern life and materialism? When we experience a more expanded state of consciousness, we can live from a place of empowerment instead of at the effect of our circumstances. Awakening the consciousness is historically referred to in terms of achieving Gnosis, Nirvana, or Enlightenment - the process of experiencing illumination. Students can expect a sense of waking up from a dream or a long sleep, an excitement about life's deeper possibilities and purposes. Students also learn definite steps to take to get on the path of developing a higher consciousness. *Course Fee - \$70*

CRN	LOCATION	INSTRUCTOR	DAYS	TIMES	MEET DAYS
41567	OFF REMOTE-ERT	Hupp, J E	M	6:00pm- 8:25pm	03/08-04/05

#### CSPD 8015 | Introduction to Beekeeping

Students will learn the A-Z of beekeeping and managing their first bee hives. Designed for novice, hobby beekeepers on the Central Coast, this class will teach everything one needs to know about how to start and manage the hive. Students will learn how to identify types of bees in the hive; how to capture, remove and relocate bees; pest and disease management, the best flora for bees' survival, and learn legal issues related to hobby beekeeping. Valuable information regarding the plight of honeybees - known also as "colony collapse disorder" - will also be discussed. *Course Fee - \$84*

CRN	LOCATION	INSTRUCTOR	DAYS	TIMES	MEET DAYS
40759	OFF REMOTE-ERT	Hupp, J E	S	9:00am-11:55am	01/23-02/20

#### CSPD 8080 | Intermediate Beekeeping

Put basic beekeeping skills into practice and learn the particular "beehavior" of bees in their own environment. Become comfortable in setting up and operating a bee hive. This course will put theory and basic knowledge into practice, and facilitate establishing your own hive(s). Students will learn to recognize what a bee does instinctively and how to work the hive in a way that minimizes stress and maximizes efficiency. The course is structured as part classroom lecture, part hands-on experience. *Course Fee - \$84*

CRN	LOCATION	INSTRUCTOR	DAYS	TIMES	MEET DAYS
41568	OFF REMOTE-ERT	Hupp, J E	S	9:00am-11:55am	03/06-04/03





# FEE-BASED/ COLLEGE FOR KIDS ADMISSION & REGISTRATION FORM

- Complete and sign this form. **ONLY ONE FORM PER STUDENT.** Form may be duplicated.
- **Mail or drop in person:** Allan Hancock College, Community Education - Bldg. S, 800 S. College Dr., Santa Maria, CA 93454-6399
- **Fax:** 805-352-1046
- Payment is accepted in the form of check, money order, or credit card. Cash is only accepted with walk-in registration. Do not send cash in the mail. Make check(s) payable to: AHC Community Education

Student's/Child's Legal Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Gender: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Home Phone No.: \_\_\_\_\_ Cell Phone No. \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## College for Kids Only:

Where parents can be reached in case of emergency:

Mother (name) \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_  
Father (name) \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Parent's Email Address(optional): \_\_\_\_\_

In the event of emergency, notify the following person if parents cannot be reached:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

(Child's Name) \_\_\_\_\_ has my permission to participate in the Allan Hancock College (AHC), College for Kids program. The undersigned agrees to accept full responsibility for delivering the student to the class at the appointed hour and for picking up the student at the conclusion of each session. The undersigned agrees to hold Allan Hancock College and any officer or employees thereof harmless from any claim for injury to the above-named minor arising out of or in any way connected with AHC College for Kids program. The college, its officers or employees, will not be held responsible in any way for the health, safety, or welfare of the student while in route to or returning from any class or activity offered as a part of the AHC College for Kids program. The undersigned agrees to permit photographs to be taken of this student enrolled in the AHC College for Kids program to be used for promotional purposes.

I, the undersigned parent/guardian of \_\_\_\_\_ (Child's Name), a minor, age \_\_\_\_\_, do hereby authorize Marian Medical Center or Lompoc Hospital as an agent for the undersigned consent to any X-ray, examination, anesthetic, medical or surgical diagnosis or treatment and hospital care which is deemed advisable by, and is to be rendered under the general or special supervision of any physician and surgeon licensed under the provisions of the medical staff when such diagnosis or treatment is rendered at said hospital.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CRN	FEE	COURSE TITLE	DAYS/TIMES	INSTRUCTOR

## METHOD OF PAYMENT:

☐ **CHECK (Do not mail cash)** OR ☐ **CREDIT CARD** Select one: ☐ Visa ☐ MasterCard ☐ Discover ☐ American Express

*If paying by credit card, all credit card information (below) **MUST** be completed.*

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ Security Code \_\_\_\_\_ TOTAL FEES \$ \_\_\_\_\_

Print Name \_\_\_\_\_ Authorizing Signature \_\_\_\_\_

Credit Card Street Address (number only) and Zip \_\_\_\_\_



# BE A HERO TO A CHILD

## TRAINING FOR POTENTIAL AND CURRENT FOSTER PARENTS

Are you a foster parent or thinking of becoming one? Community Education's Foster and Kinship Care Education program offers free workshops and training classes for both prospective, new, and current foster parents.

The workshops and training count towards the required hours of training for new and current foster parents mandated by the Santa Barbara County Department of Social Services but 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."

Trainings and workshop topics include CPR and first aid, equity and inclusion, diversity, building strong families, health care disparities, the role of Court Appointed Special Advocates (CASA), and many more. The classes are available on both weekdays and Saturdays, and several of the trainings include free childcare for parents with children.

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](http://www.hancockcollege.edu/communityed/foster.php)







# CAREER ACADEMY

CHANGING *the* ODDS

## FREE CLASSES!

Prepare today  
for career success  
tomorrow.

Allan Hancock College Community Education is offering free classes this spring to help community members learn new job skills and find employment. Allan Hancock recognizes that residents continue to struggle with the impacts of the COVID-19 pandemic on the economy and job market.

Community Education will offer no-cost, noncredit classes in workplace preparation and vocational education. These courses are for job seekers and individuals looking to learn new career skills to advance in their current occupations. Classes will be offered online in realtime, allowing participants to interact with instructors in a safe and socially distanced manner.

“The COVID-19 pandemic has effected employment in our region,” said Community Education Vocational Education Coordinator Joan Bergstrom Smith. “If you are out of a job, or considering a different job or career, these classes are an opportunity to learn how to research other career opportunities, identify your marketable skills, and develop work-related goals.” Spring Workplace Preparation (WKPR) courses include career planning, job search planning, and impression management. Vocational Education (VOCE) classes can help participants learn how to use digital tools and programs required in many entry and mid-level jobs in today’s economy.

Courses include basic computer skills, introduction to the Internet, social media, and classes in Microsoft Windows, Word, and Excel. In addition to vocational education and career preparation course, Community Education will also offer free remote spring classes in Basic Skills (BASK) for individuals seeking their GED, HiSET, or other high school diploma equivalent, and a wide range of noncredit English as a second language (NESL) classes and classes for community members seeking U.S. citizenship.

For more information or to register for classes, visit [www.hancockcollege.edu/communityed](http://www.hancockcollege.edu/communityed).



## Register now for Spring 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](http://www.hancockcollege.edu/communityed) and click on Noncredit Student Resources and Forms or see pages 11-12 for the Community Education Admission form. You may fax, mail, email, text, or bring forms in-person to Community Education (bldg S).

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

You may receive in-person assistance with the online application process by visiting bldg. S at the Santa Maria campus or building 1 at the Lompoc Valley Center.

If you took classes at Hancock during spring or fall 2020, 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 view the "How to register for a class" video by visiting [www.hancockcollege.edu/communityed](http://www.hancockcollege.edu/communityed), scroll down to the accordion, click the arrow next to "Registering for noncredit classes" then click "Video: How to Register for a Class."

APPLY & REGISTER

### 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 bldg. S on the Santa Maria campus or building 1 at the Lompoc Valley Center. One registration form per person per semester.

#### Business hours for bldg. S on the Santa Maria campus are:

Monday - Thursday	8 a.m. to 7:30 p.m.
Friday	8 a.m. to 4 p.m.
Saturday	8 a.m. to 11:30 a.m.

In-person assistance with admission and registration is available up to 30 minutes before building closure

During the following spring holidays, Allan Hancock College will be closed, and classes will not be held on: February 12 - 15, March 15 - 20.

#### 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 (bldg. 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.





H \_\_\_\_\_ Semester and Year \_\_\_\_\_



## APPLICATION FOR ADMISSION TO COMMUNITY EDUCATION

Application for new students. Answer all questions, printing legibly and using blue or black ink.

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE INITIAL \_\_\_\_\_

OTHER NAMES USED: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_  
M M D D Y Y Y Y

GENDER: ☐ Male ☐ Female ☐ Decline to State

CURRENT MAILING ADDRESS: \_\_\_\_\_  
Number and street, and unit number if applicable City State Zip

PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Home ☐ Cell ☐ ALTERNATE: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

PERSONAL EMAIL ADDRESS: \_\_\_\_\_

HAVE YOU ATTENDED HANCOCK COURSES BEFORE? ☐ YES ☐ NO PROPOSED MAJOR: CE Noncredit Coursework

### EDUCATION GOAL: I AM ATTENDING COMMUNITY EDUCATION TO: (Check only one)

- |  |   |
|--|---|
| <input type="checkbox"/> (E) Earn a vocational certificate without transfer      | <input type="checkbox"/> (K) Improve basic skills in English, reading, or math        |
| <input type="checkbox"/> (F) Discover/Formulate career interest, plans, or goals | <input type="checkbox"/> (L) Complete credits for H.S. diploma or GED                 |
| <input type="checkbox"/> (G) Prepare for a new career (acquire job skills)       | <input type="checkbox"/> (N) Move from noncredit courses to credit courses            |
| <input type="checkbox"/> (H) Update job skills                                   | <input type="checkbox"/> (M) Undecided  |
| <input type="checkbox"/> (I) Licensing requirements (maintain license)           | <input type="checkbox"/> (O) Learn English to help my K-12 children succeed in school |
| <input type="checkbox"/> (J) Educational development                             |   |

Per US Dept. of Education guidelines, colleges are required to collect the following racial and ethnic data.

### WHAT IS YOUR RACE / ETHNICITY? (CHECK ONE OR MORE):

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Asian            | <input type="checkbox"/> Hispanic/Latinx        | <input type="checkbox"/> American Indian/Alaska Native |
| <input type="checkbox"/> Pacific Islander | <input type="checkbox"/> Black/African-American | <input type="checkbox"/> White, Non-Hispanic           |

### MY CITIZENSHIP STATUS IS:

- |                                       |   |   |   |                                       |
|---------------------------------------|---|---|---|---------------------------------------|
| <input type="checkbox"/> U.S. Citizen | <input type="checkbox"/> Permanent Resident | <input type="checkbox"/> Temporary Resident/Amnesty | <input type="checkbox"/> Refugee/Asylee | <input type="checkbox"/> F-1 Student  |
| <input type="checkbox"/> Visa         | <input type="checkbox"/> M-1 Student Visa   | <input type="checkbox"/> Visitor Visa (B1/B2)       | <input type="checkbox"/> Other          | <input type="checkbox"/> No documents |

### EDUCATION LEVEL - THE HIGHEST LEVEL OF EDUCATION I HAVE COMPLETED IS:

- |  |  |
|--|--|
| <input type="checkbox"/> Not a high school graduate and not currently enrolled in high school. | <input type="checkbox"/> <b>Foreign</b> Secondary School Diploma/ Certificate of Graduation (HS or University) - (Year): _____ |
| <input type="checkbox"/> Student currently enrolled in high school.                            | <input type="checkbox"/> Received an Associate's Degree (U.S.) in (Year): _____  |
| <input type="checkbox"/> Earned a U.S. High School diploma in (Year): _____                    | <input type="checkbox"/> Bachelor's Degree or higher in (Year): _____  |
| <input type="checkbox"/> Passed the U.S. GED or High School Equivalency in (Year): _____       |  |

### CALIFORNIA RESIDENCY:

Have you lived in California continuously for the past two years?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If you haven't lived in California for the past two years, when did your present stay in California begin?	_____ M M D D Y Y Y Y

### STUDENT'S MILITARY SERVICE STATUS (CHECK ONE):

- |   |   |
|---|---|
| <input type="checkbox"/> I am not a member of the U.S. military | <input type="checkbox"/> I am a Veteran |
| <input type="checkbox"/> I am currently serving on Active Duty  |   |



H \_\_\_\_\_ Semester and Year \_\_\_\_\_



## APPLICATION FOR ADMISSION TO COMMUNITY EDUCATION CONTINUED

*Application for new students. Answer all questions, printing legibly and using blue or black ink.*

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE INITIAL \_\_\_\_\_

### COMMUNITY EDUCATION REGISTRATION – NONCREDIT CLASSES ONLY

COURSE RECORD NUMBER (CRN)	COURSE NUMBER/PREFIX or COURSE TITLE	DAYS & TIMES	FEE (IF ANY)

#### METHOD OF PAYMENT (when applicable):

- ☐ CHECK (Do not mail cash).
- ☐ CREDIT CARD (Select one): ☐ Visa ☐ MasterCard ☐ Discover ☐ American Express

If paying by credit card **and** FAXING admission/ registration, all credit card information (below) **MUST** be completed.

Credit Card# \_\_\_\_\_ Exp. Date \_\_\_\_\_ Security Code \_\_\_\_\_

Print Name \_\_\_\_\_ Authorizing Signature \_\_\_\_\_

Credit Card Address (number only) and Zip Code: \_\_\_\_\_

TOTAL FEES (if any) \$ \_\_\_\_\_

**Nondiscrimination Statement:** 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.

Before submitting the application, VERIFY that the information you have provided is complete and correct. NO CHANGES may be made once the application is submitted.

**THE STUDENT'S SIGNATURE IS MANDATORY. BY SIGNING, I DECLARE THAT: All of the information in this application pertains to me. Under the penalty of perjury, the statements and information submitted in this admissions application are true and correct. I understand that falsification, withholding pertinent data, or failure to report changes in residency may result in District action.**

\_\_\_\_\_  
**Student's Signature** (mandatory)

\_\_\_\_\_  
**Date**

*Submit completed application to Community Education, Building S, Santa Maria Campus, 800 S. College Drive, Santa Maria CA 93454*





## When do classes start?

**Spring 2021 classes start January 19, 2021.** However, classes have set start dates. The class details for each class lists the specific start date for your class. Always look for your specific class start date via your registration confirmation, this publication, or via the online class search.



## 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](http://www.hancockcollege.edu/communityed).

## 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.

## 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 cancellations.**

## Class Cancellations

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

## 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.

## 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 <https://www.hancockcollege.edu/police> for the most up to date information on parking regulations

# CONNECT WITH YOUR COMMUNITY!





## 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 at the following locations:**

- Lompoc Valley Center Student Services, building 1
- Sant 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 Cancellations

When a noncredit class with a materials fee, or a fee-based class, are cancelled 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 cancelled 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 <https://www.hancockcollege.edu/cashier/refunds.php>

## Transferring Fees

Transferring fees from one class to another is not allowed.

## Accommodating Special Needs

Allan Hancock College is committed to offering assistance to students with special educational needs. To discuss your special needs, please contact Community Education at 805-922-6966 ext. 3209 at least 15 working days before the start date of class. To request alternate translation of general information documents in large print, Braille, e-text, etc., please call 805-922-6966 ext. 3788

## 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](http://www.hancockcollege.edu).

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**OUR MISSION:** Allan Hancock College provides quality educational opportunities that enhance student learning and the creative, intellectual, cultural, and economic vitality of our diverse community.

**For class location legend see p. 15**

# How to Read the Class Schedule

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

CRN	LOCATION	INSTRUCTOR	DAYS	TIMES	MEET DAYS	
41089	OFF REMOTE-ERT	Gonzalez, C G	M W	7:00pm- 8:55pm	03/22-05/15	
41090	SM S-101	Aleman, F	T R	6:00pm- 8:55pm	01/19-03/13	Bilingual
3	4	5	6	7	8	9 10

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. Day(s) class meets  
M=Monday R=Thursday U=Sunday  
T=Tuesday F=Friday  
W=Wednesday S=Saturday

8. Time class meets  
TBA = To Be Arranged
9. Dates class meets
10. Notes

## NONCREDIT CLASSES

### BASIC SKILLS

#### BASK 7004A | Supervised Tutoring

This course provides students with class-specific tutorial assistance, study strategies, self-confidence building strategies, and critical thinking skills necessary for success in the classroom. Students seeking a greater understanding of course material benefit from this small-group environment, which is conducive to skill building.

Hours: Mon-Th 9am-8pm & Fri 9am-3pm

CRN	LOCATION	INSTRUCTOR	DAYS	TIMES	MEET DAYS
41301	OFF REMOTE-ERT	Healy, E A	TBA	TBA	01/19-05/15

#### BASK 7005 | High School Equivalency Exam Prep

This course is designed to help students prepare for the High School Equivalency Exam such as the GED or HI SET. Students learn the core knowledge and skills needed to pass each of the High School Equivalency Tests. The content areas covered will be Language Arts--Reading/Writing, Mathematics, Science, and Social Studies. Students will also receive instruction in developing test-taking skills and career and college-readiness skills.

CRN	LOCATION	INSTRUCTOR	DAYS	TIMES	MEET DAYS	
41642	OFF REMOTE-ERT	Wambolt, L I	M W	9:00am-11:55am	01/19-05/19	Bilingual - Eng/Span
41643	OFF REMOTE-ERT	Wambolt, L I	M W	6:30pm- 9:25pm	01/19-05/19	Bilingual - Eng/Span

#### 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. *English only instruction*

CRN	LOCATION	INSTRUCTOR	DAYS	TIMES	MEET DAYS
41813	OFF REMOTE-ERT	Gonzalez, C G	S	9:00am-11:55am	01/19-05/15

#### BASK 7006A | GED Test Prep: Math Reasoning

The course is designed to help students successfully pass the computerized General Educational Development (GED) Mathematical Reasoning Test either in English or Spanish. Students receive instruction in mathematical reasoning skills needed for the test.

CRN	LOCATION	INSTRUCTOR	DAYS	TIMES	MEET DAYS	
40750	OFF REMOTE-ERT	Gonzalez, C G	T R	7:00pm- 9:55pm	01/19-05/15	Bilingual - Eng/Span



BASK 7008A | Success in College Lab

This open-entry, open-exit study lab provides high-risk students with general study skills applicable to specific courses. Students receive tutorial assistance, learn study strategies, and receive assistance to support credit class academic success. Although this lab is designed primarily for the student athlete, anyone 18 or over can attend.

CRN	LOCATION		INSTRUCTOR	DAYS	TIMES	MEET DAYS
40860	OFF	REMOTE-ERT	Campos, M L		TBA	01/25-05/12

BASK 7011 | Basic Math

This open-entry basic math course is designed to help students increase their math skills so they may enroll in the math section for the High School Equivalency Exam Preparation course. The math course covers basic functions of arithmetic including whole numbers, multiplication, fractions, decimals, and percent. Students will apply operations with numbers to real world problems and interpret the answers in a real life context.

CRN	LOCATION		INSTRUCTOR	DAYS	TIMES	MEET DAYS
41644	OFF	REMOTE-ERT	Wambolt, L I	M W	1:00pm- 3:55pm	01/19-05/19
41645	OFF	REMOTE-ERT	Suarez, H G	T R	6:00pm- 8:55pm	01/19-05/15

BASK 7013 | High School Equivalency Prep CompSkills

Acquire basic computer skills and become familiar with test-taking tools required for the High School Equivalency Exam such as the GED or Hi SET. 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	
40752	OFF	REMOTE-ERT	Wambolt, L I	M W	5:00pm- 6:05pm	01/20-04/28	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.  
*Lab hours: M-Th 9am-8pm, Fri 9am-2pm & Sat 11am-4pm.*

CRN	LOCATION		INSTRUCTOR	DAYS	TIMES	MEET DAYS	
40746	OFF	REMOTE-ERT	Astacio Rivera, J J		TBA	01/25-05/19	Bilingual - Eng/Span

BASK 7015 | Reading and Writing Lab

In this open laboratory setting, students receive one-on-one instruction in specific requested areas of reading and writing. The class is designed as a supplementary lab for students who need additional instructional assistance to successfully complete any reading or writing assignment for an Allan Hancock College class or for a college application. *Lab hours: M-Th 9am-8pm, Fri 9am-3pm & Sat 9am-1pm*

CRN	LOCATION		INSTRUCTOR	DAYS	TIMES	MEET DAYS
40962	OFF	REMOTE-ERT	Healy, E A		TBA	01/25-05/19

CITIZENSHIP

CITZ 7000A | 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.

CRN	LOCATION		INSTRUCTOR	DAYS	TIMES	MEET DAYS	
40753	OFF	REMOTE-ERT	Lopez, M	T R	6:00pm- 8:55pm	01/19-05/15	Bilingual - Eng/Span
40754	OFF	REMOTE-ERT	Uribe Colima, A	M W	6:00pm- 8:55pm	01/19-05/15	Bilingual - Eng/Span

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.

CRN	LOCATION		INSTRUCTOR	DAYS	TIMES	MEET DAYS	
40755	OFF	REMOTE-ERT	Uribe, A J	F	6:00pm- 8:55pm	01/19-05/15	Bilingual - Eng/Span
40756	OFF	REMOTE-ERT	Lopez, M	S	9:00am-11:55am	01/19-05/15	Bilingual - Eng/Span

## ADULTS WITH DISABILITIES

### DISA 7001A | 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. These courses are cosponsored by and taught on location at the Vocational Training Center and at Life Options and Vocational Resource Center (LOVARC). *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.*

CRN	LOCATION		INSTRUCTOR	DAYS	TIMES	MEET DAYS
40760	OFF	REMOTE-ERT	Smith, C L	MTWRF	9:00am-11:55am	01/19-05/15
40761	OFF	REMOTE-ERT	Sterling, S M	MTWRF	12:30pm- 3:25pm	01/19-05/15
40762	OFF	REMOTE-ERT	Sterling, S M	MTWRF	9:00am-11:55am	01/19-05/15
40764	OFF	REMOTE-ERT	Vargas, A	MTWRF	8:15am-11:10am	01/19-05/15
40765	OFF	REMOTE-ERT	Requenez, O R	MTWRF	12:30pm- 3:25pm	01/19-05/15
40763	OFF	REMOTE-ERT	Vargas, A	MTWRF	11:30am-2:25pm	01/19-05/15

### DISA 7002A | Vocational Skills Training

Designed for adults with developmental disabilities, this course teaches proficiency in foundation skills, workplace competencies, appropriate social behavior, and work habits. *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.*

CRN	LOCATION		INSTRUCTOR	DAYS	TIMES	MEET DAYS
40766	OFF	REMOTE-ERT	Hummel, R L	MTWRF	9:00am-11:55am	01/19-05/15
40768	OFF	REMOTE-ERT	Requenez, O R	MTWRF	9:00am-11:55am	01/19-05/15
41008	OFF	REMOTE-ERT	Reyna, J M	MTWRF	9:00am-11:55am	01/19-05/15
41009	OFF	REMOTE-ERT	Reyna, J M	MTWRF	12:30pm- 3:25pm	01/19-05/15
40767	OFF	REMOTE-ERT	Smith, C L	MTWRF	12:30pm- 3:25pm	01/19-05/15

## 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.

CRN	LOCATION		INSTRUCTOR	DAYS	TIMES	MEET DAYS
40934	OFF	REMOTE-ERT	Claverie, K J	M W	9:30am-10:45am	01/19-03/24

### 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.

CRN	LOCATION		INSTRUCTOR	DAYS	TIMES	MEET DAYS
40771	OFF	REMOTE-ERT	Grindy, R A	S	8:30am-12:25pm	01/23-01/30

### HEAL 7104 | Stress Management

Stress is not bad for you, your reaction to it is! This course teaches you to be less susceptible to the negative physical and emotional reactions to life's stresses. Discover how to use stress to your advantage. Learn effective coping skills, communication skills, and relaxation exercises.

CRN	LOCATION		INSTRUCTOR	DAYS	TIMES	MEET DAYS
40772	OFF	REMOTE-ERT	Hupp, J E	M	6:00pm- 7:55pm	01/25-02/22

# NONCREDIT ENGLISH AS A SECOND LANGUAGE

## NESL 550 | Fundamentals of Grammar

Last Day to Add: January 31, 2021.

CRN	LOCATION		INSTRUCTOR	DAYS	TIMES	MEET DAYS
41569	OFF	REMOTE-ERT	Nishimori, M K	M W	6:00pm- 7:20pm	01/19-05/19
AND	OFF	REMOTE-ERT	Nishimori, M K	M	7:30pm-8:20pm	01/19-05/19

## 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.

CRN	LOCATION		INSTRUCTOR	DAYS	TIMES	MEET DAYS
40824	OFF	REMOTE-ERT	Gutierrez, J	MTWR	9:00am-11:50am	01/19-03/13
40825	OFF	REMOTE-ERT	Gutierrez, J	MTWR	9:00am-11:50am	03/22-05/15
40826	OFF	REMOTE-ERT	Suarez Guzman, A	MTWR	7:00pm- 9:50pm	01/19-03/13
40827	OFF	REMOTE-ERT	Suarez Guzman, A	MTWR	7:00pm- 9:50pm	03/22-05/15
40871	OFF	REMOTE-ERT	Rosa, K E	T R	7:00pm- 9:50pm	01/19-05/15

## 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.

CRN	LOCATION		INSTRUCTOR	DAYS	TIMES	MEET DAYS
40828	OFF	REMOTE-ERT	Papworth, L L	MTWR	9:00am-11:50am	01/19-03/13
41023	OFF	REMOTE-ERT	Papworth, L L	MTWR	9:00am-11:50am	03/22-05/15
40829	OFF	REMOTE-ERT	Franklin, S	MTWR	7:00pm- 9:50pm	01/19-03/13
41024	OFF	REMOTE-ERT	Franklin, S	MTWR	7:00pm- 9:50pm	03/22-05/15
41028	OFF	REMOTE-ERT	Ambriz Delgado, A	T R	7:00pm- 9:50pm	01/19-05/15

## 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.

CRN	LOCATION		INSTRUCTOR	DAYS	TIMES	MEET DAYS
40832	OFF	REMOTE-ERT	Faries, M J	MTWR	9:00am-11:50am	01/19-03/13
40892	OFF	REMOTE-ERT	Faries, M J	MTWR	9:00am-11:50am	03/22-05/15
40833	OFF	REMOTE-ERT	Aguilera, V	MTWR	7:00pm- 9:50pm	01/19-03/13
41033	OFF	REMOTE-ERT	Aguilera, V	MTWR	7:00pm- 9:50pm	03/22-05/15
41034	OFF	REMOTE-ERT	Leon, H L	T R	7:00pm- 9:50pm	01/19-05/15

## 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.

CRN	LOCATION		INSTRUCTOR	DAYS	TIMES	MEET DAYS
40839	OFF	REMOTE-ERT	Uitti, R A	MTWR	9:00am-11:50am	01/19-03/13
41040	OFF	REMOTE-ERT	Uitti, R A	MTWR	9:00am-11:50am	03/22-05/15
40939	OFF	REMOTE-ERT	Lester, J E	MTWR	7:00pm- 9:50pm	01/19-03/13
41045	OFF	REMOTE-ERT	Lester, J E	MTWR	7:00pm- 9:50pm	03/22-05/15
41570	OFF	REMOTE-ERT	Walters, J L	T R	7:00pm- 9:50pm	01/19-05/15



## 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.

CRN	LOCATION		INSTRUCTOR	DAYS	TIMES	MEET DAYS
40842	OFF	REMOTE-ERT	Larosa, A	MTWR	9:00am-11:50am	01/19-03/13
41051	OFF	REMOTE-ERT	Larosa, A	MTWR	9:00am-11:50am	03/22-05/15
41052	OFF	REMOTE-ERT	Beres, C W	MTWR	7:00pm- 9:50pm	01/19-03/13
41053	OFF	REMOTE-ERT	Beres, C W	MTWR	7:00pm- 9:50pm	03/22-05/15
41571	OFF	REMOTE-ERT	Fleischer, I B	T R	7:00pm- 9:50pm	01/19-05/15

## NESL 7009 | Bridge from Noncredit to Credit

This course is designed for students with high-intermediate to low-advanced English language skills who want to transition over to credit classes. Emphasis is placed on English fluency in reading, writing, listening, and speaking. Students will practice being credit students by completing homework assignments, taking a midterm and final, communicating with the instructor about their goals, progress, and grades, and participating in on-campus events and services.

CRN	LOCATION		INSTRUCTOR	DAYS	TIMES	MEET DAYS
41572	OFF	REMOTE-ERT	Keiser, A E	T R	9:00am-11:50am	01/19-05/15
41573	OFF	REMOTE-ERT	Beckelhymer, K A	T R	7:00pm- 9:51pm	01/19-05/15

## NESL 7020A | Spanish Literacy

This is a low-beginning literacy course that develops Spanish reading and writing skills. English language skills are gradually introduced. This class emphasizes culturally appropriate curriculum.

CRN	LOCATION		INSTRUCTOR	DAYS	TIMES	MEET DAYS
40863	OFF	REMOTE-ERT	Heredia-Vital, B A	M W	6:00pm- 8:50pm	01/19-05/15
40864	OFF	REMOTE-ERT	Dominguez, A G	T R	6:00pm- 8:50pm	01/19-05/15

## 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.

CRN	LOCATION		INSTRUCTOR	DAYS	TIMES	MEET DAYS
41055	OFF	REMOTE-ERT	Walters, J L	T R	noon - 1:50pm	01/19-03/13
41056	OFF	REMOTE-ERT	Walters, J L	T R	noon - 1:50pm	03/22-05/15
41057	OFF	REMOTE-ERT	Ambriz Delgado, A	T R	5:00pm- 6:50pm	01/19-03/13
41058	OFF	REMOTE-ERT	Ambriz Delgado, A	T R	5:00pm- 6:50pm	03/22-05/15

## NESL 7041 | Conversation for Intermediate ESL

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.

CRN	LOCATION		INSTRUCTOR	DAYS	TIMES	MEET DAYS
41059	OFF	REMOTE-ERT	Keiser, A E	T R	noon - 1:50pm	01/19-03/13
41060	OFF	REMOTE-ERT	Keiser, A E	T R	noon - 1:50pm	03/22-05/15
41061	OFF	REMOTE-ERT	Walters, J L	T R	5:00pm- 6:50pm	01/19-03/13
41062	OFF	REMOTE-ERT	Walters, J L	T R	5:00pm- 6:50pm	03/22-05/15

## 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. *M/W dates are when students can meet via Zoom with the lab instructor to get help with the software*

CRN	LOCATION		INSTRUCTOR	DAYS	TIMES	MEET DAYS
41064	OFF	REMOTE-ERT	Beres, C W	M	noon - 1:50pm	01/19-05/15
AND	OFF	REMOTE-ERT	Beres, C W	W	5:00pm- 6:55pm	01/19-05/15



## OLDER ADULTS

### OLDR 7200A | Intermediate 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.

CRN	LOCATION		INSTRUCTOR	DAYS	TIMES	MEET DAYS
40965	OFF	REMOTE-ERT	Easton, S	T	1:00pm- 3:55pm	01/19-05/15

### OLDR 7209A | Botanical Illustration

Explore drawing and/or watercolor and learn to create accurate renderings of plants, ranging from fruits and vegetables to weeds and wildflowers. Review examples of the classic scientific style in botanical illustration and the use of realistic plant images in contemporary, fine art. Exercises range from quick sketches to finished compositions. Beginners are welcome.

CRN	LOCATION		INSTRUCTOR	DAYS	TIMES	MEET DAYS
40801	OFF	REMOTE-ERT	Easton, S	W	9:00am-11:55am	01/19-05/15

### 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.

CRN	LOCATION		INSTRUCTOR	DAYS	TIMES	MEET DAYS
40804	OFF	REMOTE-ERT	Easton, S	R	1:00pm- 3:55pm	01/19-05/15

### OLDR 7213A | 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.

CRN	LOCATION		INSTRUCTOR	DAYS	TIMES	MEET DAYS
40968	OFF	REMOTE-ERT	Easton, S	F	9:00am-11:55am	01/19-05/15

## PARENT EDUCATION

### PARN 7002 | Topics of Parenting

This lab course covers a wide range of parent education topics including hands-on experience on good parenting skills. This course is mandatory for all parents whose children are enrolled in Allan Hancock College's Campus Children's Center. *Meets 8 hours per semester.*

CRN	LOCATION		INSTRUCTOR	DAYS	TIMES	MEET DAYS
41646	OFF	REMOTE-ERT	Suarez, M D		TBA	01/19-05/15

## PHOTOGRAPHY

### PHTO 7204B | Phonetography

Learn to transform your mobile device snapshots into stunning images! This class will challenge students to look at their everyday life activities and the world around them through the creative lens of a mobile device camera. Students will use the media of the iPhone and other smartphones to correct and augment exposure, lighting, composition, and focus. Use of apps to manually control the camera and post-process images will also be covered. Students are required to bring to class an iPhone or other smartphone camera that has the ability to download apps. Students will acquire and upload several photo editing apps during this class. No prior experience in photography is required.

CRN	LOCATION		INSTRUCTOR	DAYS	TIMES	MEET DAYS
41647	OFF	REMOTE-ERT	Messina, M V	R	12:30pm- 4:25pm	01/19-03/13

## VOCATIONAL EDUCATION

### 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.

CRN	LOCATION		INSTRUCTOR	DAYS	TIMES	MEET DAYS	
41086	OFF	REMOTE-ERT	Gonzalez, C G	M W	6:45pm- 9:00pm	01/19-03/13	<i>Bilingual - Eng/Span</i>

### 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.

CRN	LOCATION		INSTRUCTOR	DAYS	TIMES	MEET DAYS	
41089	OFF	REMOTE-ERT	Gonzalez, C G	M W	7:00pm- 8:55pm	03/22-05/15	<i>Bilingual - Eng/Span</i>
41575	OFF	REMOTE-ERT	Wambolt, L I	F	9:00am-12:55pm	03/22-05/15	<i>Bilingual - Eng/Span</i>

### VOCE 7103 | Introduction to the Internet

Navigate the exciting world of cyberspace. Learn the business and consumer uses of the internet, such as websites, blogs, maps and directions, podcasts and more. Learn the inner workings of the Internet, as well as an introduction to buying and selling online.

CRN	LOCATION		INSTRUCTOR	DAYS	TIMES	MEET DAYS	
41576	OFF	REMOTE-ERT	Mercado-Gomez, R	R	6:00pm- 8:55pm	03/25-04/29	<i>Bilingual - Eng/Span</i>

### 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.

CRN	LOCATION		INSTRUCTOR	DAYS	TIMES	MEET DAYS	
41577	OFF	REMOTE-ERT	Wambolt, L I	F	9:00am- 1:25pm	01/19-03/13	<i>Bilingual - Eng/Span</i>

### VOCE 7107 | Intro to Microsoft Excel

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

CRN	LOCATION		INSTRUCTOR	DAYS	TIMES	MEET DAYS	
41353	OFF	REMOTE-ERT	Uribe, A J	T R	6:30pm- 8:25pm	01/19-03/13	<i>Bilingual - Eng/Span</i>

### 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.

CRN	LOCATION		INSTRUCTOR	DAYS	TIMES	MEET DAYS	
41090	SM	S-101	Aleman, F	T R	6:00pm- 8:55pm	01/19-03/13	<i>Bilingual - Eng/Span</i>
41578	SM	S-101	Aleman, F	T R	6:00pm- 8:55pm	03/22-05/15	<i>Bilingual - Eng/Span</i>

### VOCE 7109 | Microsoft Windows

Introduction to Windows, the most widely used computer operating system. Learn to customize the desktop, organize files, transfer files and photos from one device to another, perform basic photo editing, use OneDrive (cloud) services, and Windows Apps.

CRN	LOCATION		INSTRUCTOR	DAYS	TIMES	MEET DAYS	
41093	OFF	REMOTE-ERT	Aleman, F	S	9:00am-12:55pm	02/20-03/13	<i>Bilingual - Eng/Span</i>
41094	OFF	REMOTE-ERT	Bergstrom Smith, J	T	6:30pm- 9:00pm	03/23-04/27	

### VOCE 7110 | Social Media

Learn how to use some of today's most popular Social Media. Some of the media covered will include Instagram, Facebook, Pinterest and Skype.

CRN	LOCATION		INSTRUCTOR	DAYS	TIMES	MEET DAYS	
41581	OFF	REMOTE-ERT	Aleman, F	S	9:00am-12:55pm	04/17-05/08	<i>Bilingual - Eng/Span</i>



## VOCE 7111 | Email

Learn to use Microsoft Outlook E-mail, Calendaring, and Contacts functions. Learn to send and receive mail, add contacts, set appointments and reminders, create distribution groups, and more.

CRN	LOCATION		INSTRUCTOR	DAYS	TIMES	MEET DAYS
41582	OFF	REMOTE-ERT	Bergstrom Smith, J	F	1:15pm- 3:45pm	04/09-05/14

## VOCE 7112 | Intro to Microsoft PowerPoint

Students will learn the basics of creating PowerPoint slide shows for business, home and volunteer use. Students will create slides, and add pictures, animation, and music to their presentations.

CRN	LOCATION		INSTRUCTOR	DAYS	TIMES	MEET DAYS	
41095	OFF	REMOTE-ERT	Uribe, A J	T R	6:30pm- 8:25pm	03/23-04/15	<i>Bilingual - Eng/Span</i>

## VOCE 7113 | Intro to Microsoft Publisher

Students will learn to create flyers, tri-folds, business cards, calendars, cards, envelopes & labels for business, volunteer, or home use.

CRN	LOCATION		INSTRUCTOR	DAYS	TIMES	MEET DAYS	
41096	OFF	REMOTE-ERT	Mercado-Gomez, R	R	6:00pm- 9:55pm	02/18-03/11	<i>Bilingual - Eng/Span</i>

## VOCE 7502 | Intro to Tax Preparation

This course introduces basic tax concepts and terminology needed to prepare simple federal/state income tax returns. Students must also enroll in Introduction to Income Tax Preparation Software and Income Tax Preparation Internship to complete the Income Tax Preparation certificate program.

**Required Orientation: Wednesday, January 13, 6-9 p.m. Remotely.**

CRN	LOCATION		INSTRUCTOR	DAYS	TIMES	MEET DAYS
41084	OFF	REMOTE-ERT	Gray, C	S	9:00am-12:55pm	01/16-02/06

## VOCE 7503 | Intro to Tax Prep Software

This course provides interactive computerized training using the IRS-approved Tax Wise federal/state income tax preparation software, under the supervision and coordination of a qualified instructor. Students must also enroll in Introduction to Income Tax Preparation and Income Tax Preparation Internship of the Income Tax Preparation certificate program. **Required Orientation: Wednesday, January 13, 6-9 p.m. Remotely.**

CRN	LOCATION		INSTRUCTOR	DAYS	TIMES	MEET DAYS
40862	OFF	REMOTE-ERT	Gray, C	S	9:00am-12:55pm	02/20-02/27

## VOCE 7504 | Income Tax Prep Internship

This internship provides 40 hours of supervised basic federal/state income tax return preparation hands-on experience utilizing Tax Wise software for low-income families. Students must also enroll in Introduction to Income Tax Preparation and Introduction to Income Tax Preparation Software of the Income Tax Preparation certificate program.

CRN	LOCATION		INSTRUCTOR	DAYS	TIMES	MEET DAYS
41514	SM	S-101	Gray, C	S	9:00am- 3:00pm	03/06-04/17
AND	SM	S-101	Gray, C	S	9:00am- 1:00pm	04/24-04/24

## VOCE 7622 | Green Gardening: Beginning

This survey course combines discussion, demonstration, and interactive exercises to focus on resource conservation and pollution prevention in the landscape. This course builds upon existing skill sets to help professionals make a landscape as efficient, functional, and beautiful as possible. This course is the first in a two-part series, and is a prerequisite for Green Gardening: Advanced. ***Materials Fee-\$12***

CRN	LOCATION		INSTRUCTOR	DAYS	TIMES	MEET DAYS
41344	OFF	REMOTE-ERT	Baldizon, R	MW	7:00pm- 9:15pm	02/03-03/10

## VOCE 7623 | Green Gardening: Advanced

This course combines discussion, demonstration, and interactive exercises to develop detailed skill sets focused on resource conservation and pollution prevention in the landscape. This course builds upon the skills taught in the Green Gardening: Beginning to help professionals make a landscape as efficient, functional, and beautiful as possible, and to distinguish their services in a competitive market. This course is the second in a two-part series, and follows Green Gardening: Beginning.

CRN	LOCATION		INSTRUCTOR	DAYS	TIMES	MEET DAYS
41345	OFF	REMOTE-ERT	Baldizon, R	MW	7:00pm- 9:15pm	03/22-04/21

## 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.

CRN	LOCATION		INSTRUCTOR	DAYS	TIMES	MEET DAYS
41588	OFF	REMOTE-ERT	Smith, V D	T R	6:00pm- 7:55pm	01/19-01/28
41587	OFF	REMOTE-ERT	Smith, V D	M W	2:00pm- 3:55pm	03/22-03/31

### 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.

CRN	LOCATION		INSTRUCTOR	DAYS	TIMES	MEET DAYS
41590	OFF	REMOTE-ERT	Smith, V D	T R	6:00pm- 7:55pm	02/02-02/11
41589	OFF	REMOTE-ERT	Smith, V D	M W	2:00pm- 3:55pm	04/05-04/14

### 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.

CRN	LOCATION		INSTRUCTOR	DAYS	TIMES	MEET DAYS
41592	OFF	REMOTE-ERT	Smith, V D	T R	6:00pm- 7:55pm	02/16-02/25
41591	OFF	REMOTE-ERT	Smith, V D	M W	2:00pm- 3:55pm	04/19-04/28





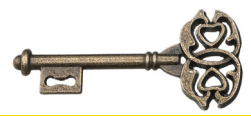
# Ed2Go



## 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](http://www.ed2go.com/ahc).





# AHC Community Education

## Ed2Go Online Classes

All these courses are led by expert instructors, many of whom are nationally known authors. These online courses are affordable, fun, fast, convenient, and geared just for you. For more information, please call 805-922-6966 ext. 3209.

### **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\*

### **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\*\*

### **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

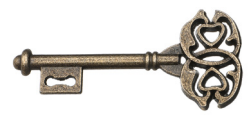
Master the terms and concepts you need to pass the CompTIA Security+ SY0-501 exam and earn your Security+ certificate.

### **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 in Healthcare Suite\*\*** \$299

Find out if this career is right for you. This course will cover the fundamentals for this field. Bundle\*\*

**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

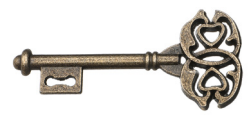
Learn to handle basic human resource functions to ensure the best possible results.

**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 HIPAA 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](http://www.ed2go.com/ahc)**

# DISCOVER, LEARN, & GROW



## 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
- Clothing Alternations
- Clothing Construction
- Commercial Truck Driving
- Floral Design
- Green Landscaping and Gardening
- Income Tax Preparation
- 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](mailto:noncreditcounseling@hancockcollege.edu) to request information or a virtual appointment.**





# INCOME TAX PREPARATION CERTIFICATE

## TOTAL HOURS REQUIRED: 64

Income tax preparation courses are offered in partnership with Northern Santa Barbara County United Way. IRS Certificate and noncredit certificate completion will be granted to those who complete all three courses and pass the IRS certification exam. **Students must enroll in all three courses and attend an orientation session.** See page 10 for registration information.

- **ORIENTATION: Wednesday, January 13, 6-9 p.m. via Zoom. *Registration into the program is a requirement to participate in the orientation.*** See page 22 for class details such as CRN, days, times, and location.
- **VOCE 7502 Introduction to Income Tax Preparation (16 hours)**
- **VOCE 7503 Introduction to Income Tax Preparation Software (8 hours)**
- **VOCE 7504 Income Tax Preparation Internship (40 hours)**  
[TBD, more information to be provided at orientation]

Low-income residents interested in receiving free tax preparation assistance, please call United Way at 805-922-0329 ext. 103 for more information and/or appointment.

Why wait for an appointment? Complete your own taxes at [www.myfreetaxes.org](http://www.myfreetaxes.org)

Residentes de bajos ingresos interesados en recibir ayuda gratis con la preparación de impuestos pueden llamar a United Way al número 805-922-0329 ext. 103 para más información y/o para hacer cita.

To volunteer for the program or for information, call United Way at 805-922-0329 ext. 103. Volunteers **MUST** register at Allan Hancock College.

Para ser voluntario o para más información, llame a United Way a 805-922-0329 ext. 103. Los voluntarios se pueden registrar en Allan Hancock College.

**⚠ COVID-19 ADVISORY**  
Courses will be offered  
remotely via webinar



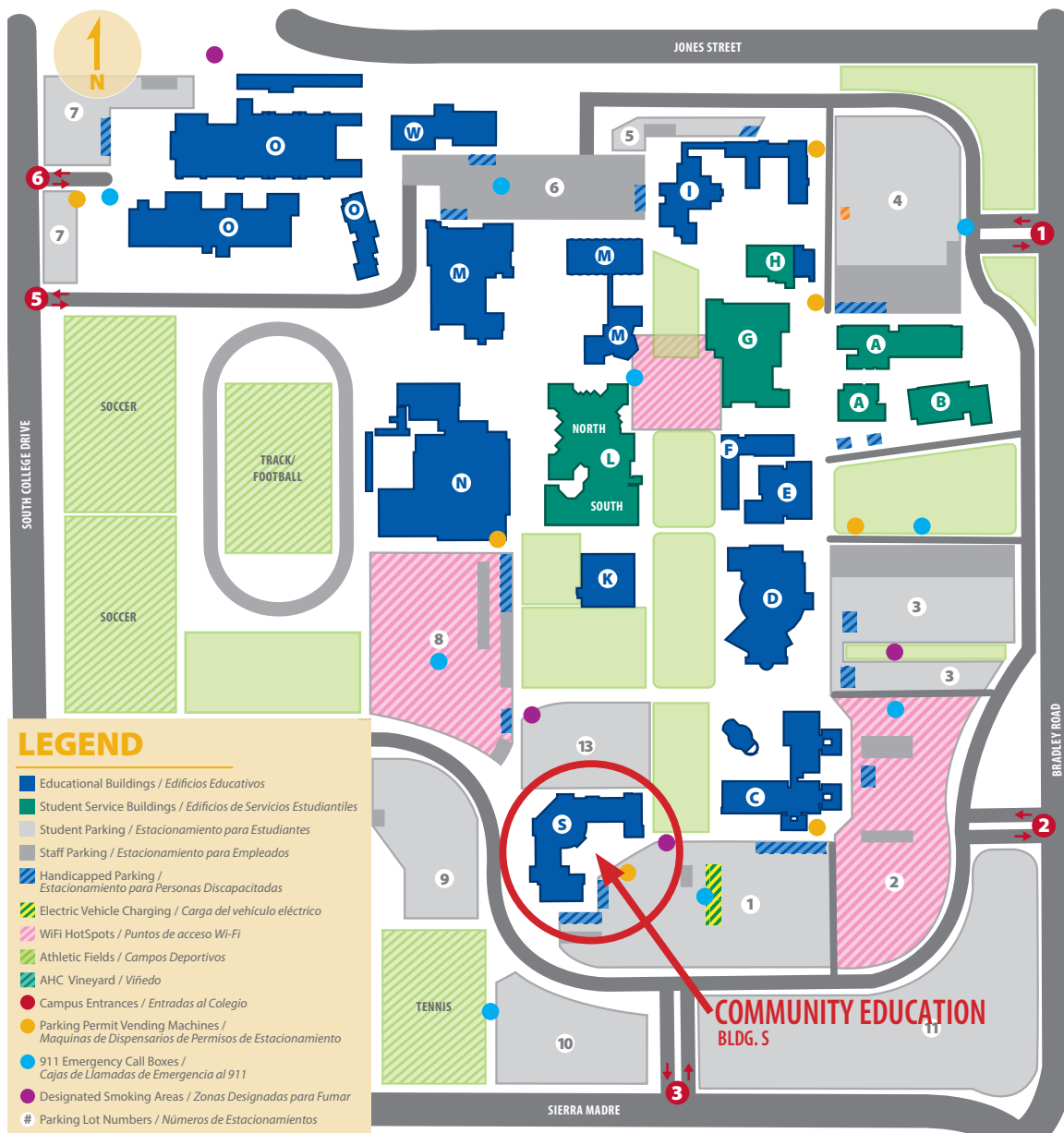


# Celebrate our centennial with us!

For the past 100 years, Hancock has been the premier higher education institution in Northern Santa Barbara County. From its humble beginnings as Santa Maria Junior College on the Santa Maria High School campus with just six students in 1920, to its four locations today with approximately 20,000 students served annually, the college has come a long way. Allan Hancock College is excited to celebrate 100 years of changing the odds in the community with special events and celebrations throughout 2020 and 2021.



**Visit [www.hancockcollege.edu/100](http://www.hancockcollege.edu/100) regularly for centennial updates.**





# OPEN THE DOOR TO YOUR FUTURE IN 2021!

Explore new short-term careers, learn the skills needed to find a job or get a promotion. Develop your potential and enrich your life experiences through our cultural and/or recreational programs. Community Education offers classes that are engaging, fun, and cost-effective. Complete your high school diploma equivalency, learn English, or become trained in entry-level career skills. Let us be your first point of entry to college, receive quality instruction, grow your academic and career goals, and showcase your success!

**Classes begin January 19, 2021**

## EVER CONSIDERED ENROLLING IN A CREDIT CLASS?

New opportunities...  
New achievements...  
New you!



Visit [www.hancockcollege.edu/spring](http://www.hancockcollege.edu/spring)  
for a list of spring 2021 credit classes.

This spring 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](http://www.hancockcollege.edu/communityed).

Periodical

800 South College Drive  
Santa Maria, CA 93454-6399

Postal Customer

## Questions?

1-866-DIAL AHC (342-5242)  
or 805-922-6966 ext. 3209.

Or visit us online at  
[www.hancockcollege.edu/  
communityed](http://www.hancockcollege.edu/communityed)



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