



**Los Angeles
Valley College**

ADULT EDUCATION & WORKFORCE TRAINING





WELCOME CENTER

Hello and welcome to Los Angeles Valley College, **your** community college!

The Welcome Center is available to help community members enroll in classes and training at LAVC. We are here to help you learn, grow, and complete your academic and personal goals. The Welcome Center is a one-stop resource for incoming and continuing students, which will provide information, support, and direction to succeed at Los Angeles Valley College.

The enrollment process consists of completing your **Application w/ Placement Questions, Application for Financial Aid, Orientation, First Semester Student Educational Planning**, and lastly, **Enrolling in the Classes** you have planned.

The first step is to apply here:

<http://www.laccd.edu/Students/openccapply/applylavc/Pages/default.aspx>

Do You Need Help with the Enrollment Process?

We have Welcome Center staff ready to assist you with any questions you may have.

Visit our daily Zoom meetings for more assistance:

<https://laccd.zoom.us/j/92854567865>

Monday –Thursday, 8:00am - 7:00pm

Friday, 8:00am - 1:00pm

Or email us directly at lavcstudentsupport@laccd.edu.

FREE ENGLISH CLASSES AT LAVC

English as a Second Language (ESL) classes are available mornings, afternoons, and evenings.

Enrollment is continuous, which means you can enroll anytime.

Winter 2021 classes run from January 4 – February 5, 2021.

Spring 2021 classes run from February 8 – June 4, 2021.

“The ESL Level 4 class I took was wonderful. It helped me a lot to improve my English skills. It was very useful and interesting for me. My teacher was great! Everything she explained to us was clear and easy to understand. I attended this course with great pleasure, and I highly recommend this class to all students.”

– Anahit D. (First Language – Armenian)

“I have taken two different noncredit ESL classes at Valley College, and they both helped me a lot. I need English for my work, and these classes helped me improve my conversation and writing skills that I use every day. I recommend these classes to everyone who really wants to learn - this is the best place to learn English!”

– Ana B. (First Language – Spanish)

Learn English in 2021 at **your** community college, Los Angeles Valley College!



ESL SCHEDULE

Winter 2021 (January 4 – February 5, 2021)



MORNING AND AFTERNOON CLASSES:

Mondays, Tuesdays, Wednesdays, Thursdays
8:00am – 9:30am

Mondays, Tuesdays, Wednesdays, Thursdays
10:20am – 11:50am

EVENING CLASSES:

Mondays, Tuesdays, Wednesdays, Thursdays
6:00pm – 7:30pm

Spring 2021 (February 8 – June 4, 2021)



MORNING AND AFTERNOON CLASSES:

Mondays, Tuesdays, Wednesdays, Thursdays
8:00am – 9:30am

Mondays, Tuesdays, Wednesdays, Thursdays
11:30am – 1:00pm

EVENING CLASSES:

Mondays, Tuesdays, Wednesdays, Thursdays
6:00pm – 7:30pm

For assistance with advising and academic planning, please email one of our counselors:

Liliana Fanelli - fanellvc@lavc.edu (English, Spanish)

Margaret Sarkisyan - sarkism@lavc.edu (English, Armenian, Russian)

Or you can call them at 818-778-5594.

21ST CENTURY EMPLOYABILITY SKILLS

New World of Work 21st Century Employability Skills

Engaging, interactive lessons and videos designed to teach transferable skills that workers need for success in today's economy.

All classes are 100% online. Advance your career in 2021!



**ENTREPRENEURIAL
MINDSET**



COLLABORATION



**ANALYSIS/
SOLUTION MINDSET**



SELF-AWARENESS



EMPATHY



RESILIENCE



ADAPTABILITY



COMMUNICATION



DIVERSITY AWARENESS



DIGITAL FLUENCY

Each course is a total of nine (9) hours and is a blend of instruction, discussions, videos, activities, and assignments and covers essential concepts to enhance work skills applicable in a variety of careers and industries. Pairing two, four, six, eight, or all ten courses will make you eligible for earning different levels of certificates (as long as Communication is included in the combination).

Free courses starting Spring 2021! Call or email now to save your spot.

For assistance with enrollment, email **Stephanie Meza** at mezabs@lavc.edu or call her at 818-778-5830.

You may also email **Miriam Cordero** at hernanm23@lavc.edu.

FREE SHORT-TERM CAREER COURSES – SPRING 2021

Free non-credit courses starting Spring 2021! Call or email now to save your spot. For assistance with enrollment, email **Stephanie Meza** at mezabs@lavc.edu or call her at 818-778-5830.

You may also email **Miriam Cordero** at hernanm23@lavc.edu.



Microcomputer Literacy I and Microcomputer Literacy II

These open-entry, open-exit courses familiarize students with computer workplace skills, word-processing, basic spreadsheet, PowerPoint, and Internet applications.

Entertainment Business and Entertainment Contracts and Negotiations

Learn the fundamentals of the business of entertainment with an emphasis on finding work in this industry, understanding legal aspects of managing projects, and contracts.

Gig Economy Careers in Entertainment

These courses cover the development process, the role of the first assistant director, managing the creative environment on set, and business aspects of entertainment.



Fundamentals and Practical Robotics

These classes cover designing, building, and programming robots and Programmable Logic Controllers (PLC).

Introduction and Fundamentals of Insurance

These classes explore the insurance industry and focus on property/casualty insurance markets to prepare individuals for the field (e.g., sales administration, agent training, insurance adjusting).

Jewish Non-Profit Work

Students will explore fundamentals for working with Jewish non-profits, delivery of services, and program management.

WORKFORCE TRAINING



Welcome to Los Angeles Valley College Workforce Development!

Our department works directly with community and industry partners to create pathways to employment and career advancement for those we serve.

We are currently recruiting for

Spring 2021 **Advanced Manufacturing and**

Biotech Manufacturing Academies. These six-week intensive academies place over 90% of participants with partnering industry employers.

Biomanufacturing technicians clean and sanitize equipment in biomedical, biopharmaceutical,



and bioindustrial settings. For example, they manufacture life-saving pharmaceuticals for patients. Biomanufacturing technicians utilize current manufacturing practices, standard operating procedures, critical thinking, good communication, and teamwork.

For more information, including how to attend orientation, contact **Karla Zeron** at zeronkp@lavc.edu or call her at 818-947-2941.

Manufacturing matters! Train to be a CNC Machine Operator in only six weeks. Learn how to read blueprints, operate both conventional and CNC machines, and use precision measuring instruments.



Classes begin in early February and training is free of cost for eligible participants.

Contact **Roberto Gutierrez** at 818-947-2941 or email gutierrf@lavc.edu.

Visit the Workforce Training website at www.lavc.edu/workforce for orientation dates.

FAMILY RESOURCE CENTER

The mission of the **Family Resource Center** is to advance social and economic mobility for families by reducing barriers to higher education and jobs through integrating supportive services.

College With Kids – Helping Parents Succeed

Are you pregnant or parenting a child? Do you want to go to college? Thinking about different career options? We know that it is hard to juggle work, school, and family life. We are here to help you imagine and achieve your goals. **All services, classes, and support are free.**

- Mentoring and Parent Support
- Baby and Children Supplies
- Academic and Career Counseling
- Financial Support and Stipends
- College Classes and Workforce Certificates

Enroll today and tell your friends! Visit the Family Resource Center website at <http://lavcfamilyresourcecenter.org/> or email **Amber** at angelam@lavc.edu.

Free parenting classes Spring 2021! Space is limited so save your spot today. These online twelve-hour non-credit classes cover family development and communication, as well as school, work, and family balance.

Call 818-778-5612 to enroll or email **Amber** at angelam@lavc.edu.



CaIWORKS



Are you a parent of a child under age 18? Are you financially stressed? Do you need more resources for your family? Apply for **CaIWORKS!**

CaIWORKs is a public assistance program that provides cash aid, services, and resources to eligible families. You can apply online at <https://yourbenefits.laclrs.org/ybn/Index.html>. Once approved, you may qualify for GAIN (Greater Avenues for Independence), a program that helps

CaIWORKs participants prepare for work, find or get a better job, and stay employed.

Whether you are in pursuit of a career or attending college, earning a high school equivalency credential is vital! We offer practice testing and software programs to prepare you for the **HiSET** and **GED** exams. Subject areas include language arts, reading, writing, science, social studies,

“Two years ago, I came to the LAVC CaIWORKs office to receive educational, vocational, and personal plans. At that time, I had no place to live, no job to support myself financially, and no guidance on how to choose my major. I met with a CaIWORKs case manager, counselor, and coordinator who helped me with on-campus work study, placing my son in the childcare center, registration, educational plan, and workshops to help me become a student again.

Since then, I completed all Registered Nurse pre-requisites, earned a 4.00 GPA, received various scholarships, worked and supported myself financially, attended weekly sessions with a licensed social worker, received my books and supplies, received weekly food supplies, and received clothing and help with my college applications. I chose the best program which works with my lifestyle and raising my son. I will start the RN program in Jan 2021. I already moved and have my own apartment, transferred all paperwork to the new county, and found a childcare center for my son. I was determined to change my life, and I was fortunate to receive CaIWORKs resources and services.”

– LAVC CaIWORKs student (2018 – 2020)



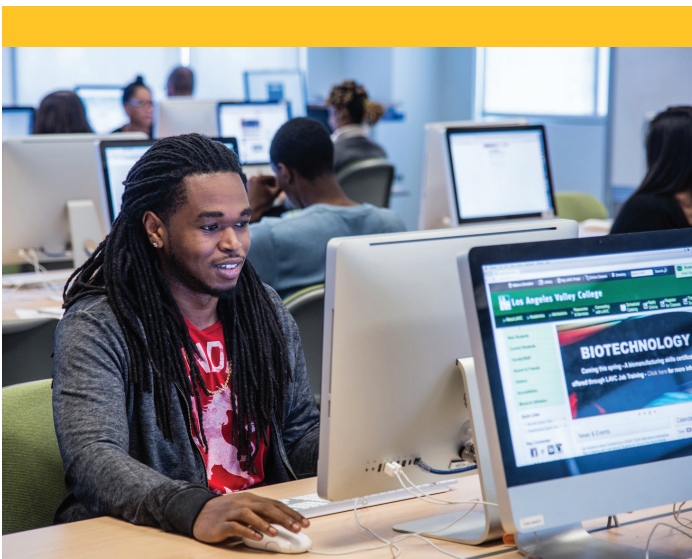
For more information, visit the CaIWORKs website at www.lavc.edu/calworks, email **Ellie** at rabanie@lavc.edu, **Alicen** at veraa@lavc.edu, or **Nino** at shtromn@lavc.edu, or call 818-947-2976.

PROFESSIONAL EXTENSION PROGRAMS

Los Angeles Valley College offers excellent fee-based professional short-term training for the following programs: **Professional Paralegal Academy** (seven months), **Human Resource Assistant Academy** (eighteen weeks). All classes are taught online.

Call **Sharen** at 818-997-0967 or email her at jacobssm@lavc.edu to learn more.

These academies are complemented by the non-credit Spring 2021 Insurance and Entertainment Business courses. For assistance with enrollment in these programs, email **Stephanie Meza** at mezabs@lavc.edu or call her at 818-778-5830.



EMPLOYMENT RESOURCES

Are you looking for work? Or certificate training that will lead into a career ladder? Do you have barriers to employment (i.e., recently released or on-probation/parole)? **Community Career Development, Inc.** (America's Job Center of California), is working with Los Angeles Valley College and can provide assistance with training, employment, and other career services for eligible community members. Call or email today to learn more!

Email **Ginger Blanton** at gblanton@communitycareer.org or call 818-778-5832.

Email **Carlene Gepner** at cgepner@communitycareer.org or call 818-947-2923.

LAVC also has a free online job board! Learn more at <https://collegecentral.com/lavc/>.

STUDENT SERVICES

