



# COMPUTER TRAINING IN-PERSON

Learn computer skills for personal use and for the workplace.

- Learn the most popular and current software used at home and in the workplace.
- Learn computer skills and online courses to start becoming computer and internet literate and skilled, for jobs, business, and career development.

Computer Certificates available! Earn a certificate in one semester. See a counselor or advisor to assist you with your certificate application.

\* In-person classes- you must complete Covid-19 clearance process before registering. Our office can help you.

Computer Literacy for ESL - In-Person *											
Class Nbr	Subject	Catalog	Start Date	End Date	Meetings	Mtg Start	Mtg End	TBA Time	Facil ID	Name	
18507	VOC ED	003CE	2/7/22	6/6/22	T	9:00 AM	12:10 PM	N/A	FH202	Nava,Mireya	
Computer Literacy - In-Person *											
25976	VOC ED	003CE	2/21/22	6/6/22	S	12:30 PM	2:50 PM	1Hr 05Min /Wk	FH202	Delgado,Carmen L.	
18613	VOC ED	003CE	2/7/22	6/6/22	M	12:30 PM	2:20 PM	1Hr 15Min /Wk	FH201	Guppy,Kimberly	
Computer Literacy Short term - In-Person *											
26216	VOC ED	003CE	4/11/22	6/6/22	MW	9:00 AM	12:10PM	N/A	FH201	Guppy,Kimberly	
Career Exploration: Workplace Office Administration - In-Person *											
20562	VOC ED	279CE	2/21/22	6/6/22	S	9:00 AM	11:35 AM	0Hr 50Min /Wk	FH202	Delgado,Carmen L.	

Computer Literacy in Spanish - In-Person Co-Enrollment In LACC noncredit ESL class required *											
25975	VOC ED	003CE	2/7/22	6/6/22	F	8:30 AM	12:05 PM	N/A	FH201	Carrillo,Jessica	
18646	VOC ED	003CE	4/11/22	6/6/22	T-TH	9:00 AM	12:10 PM	N/A	AD319/321	Delgado, Carmen L.	
Keyboarding & Windows In the Workplace In Spanish - In-Person Co-Enrollment In LACC Noncredit ESL Class required *											
20536	VOC ED	128CE	2/7/22	3/30/22	T-TH	9:00 AM	12:20 PM	N/A	AD319/321	Duarte,Armando	

 zoom to apply and enroll: <https://laccd.zoom.us/my/laccnoncredit>

APPLY IN PERSON AT LOS ANGELES CITY COLLEGE

855 N. VERMONT AVE.

LOS ANGELES, CA 90029

OFFICE PHONE: (323) 953-4000 EXT. 2230



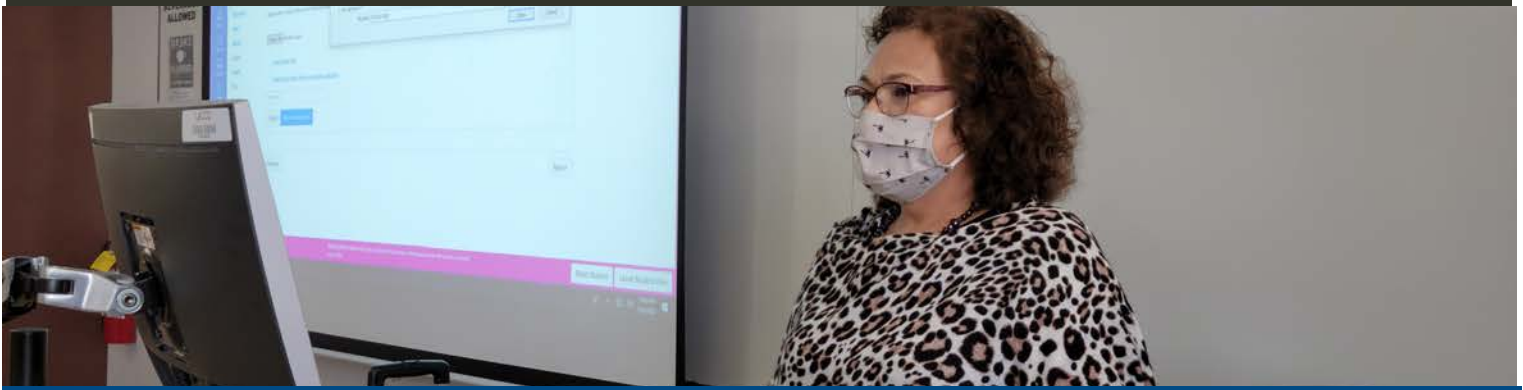
Los Angeles City College  
Noncredit Adult Education Department  
**WIOA II & CAEP**  
supported courses and services  
Open entry. Always FREE!



GET IN TOUCH: 323 953-4000 ext. 2230

[noncredit.lacitycollege.edu](http://noncredit.lacitycollege.edu)

[noncreditadulthood@lacitycollege.edu](mailto:noncreditadulthood@lacitycollege.edu)



# COMPUTER TRAINING ONLINE

Become computer literate with online hands-on courses while you learn to access, create, save and manage documents, spreadsheets and emails and use the Internet effectively. You can learn computers at home. These classes will be offered online. You will need access to a computer, tablet or laptop and access to internet.

**ASK US HOW YOU YOU CAN EARN A COMPUTER CERTIFICATE!**

Career Exploration: Workplace Office Administration - Online										
20564	VOC ED	279CE	2/7/22	6/6/22	F	9:00 AM	11:25 AM	0Hr 50Min /Wk	ONLINEBLD	Valencia,Sandra
Introduction to Word										
25979	VOC ED	103CE	2/28/22	6/6/22	TH	9:00 AM	11:50 AM	1Hr 10Min /Wk	ONLINEBLD	Yalamova,Vania
28004	VOC ED	103CE	3/7/22	6/6/22	T	2:30PM	5:05PM	1:20 hrs/wk	ONLINEBLD	Guppy,Kimberly
Introduction to Multimedia										
20535	VOC ED	105CE	2/7/22	6/6/22	W	2:30 PM	4:40 PM	0Hr 50Min /Wk	ONLINEBLD	Guppy,Kimberly
Computer Literacy - Online										
18503	VOC ED	003CE	2/21/22	6/6/22	S	9:00 AM	11:20 AM	1Hr 05Min /Wk	ONLINEBLD	Colon,Nelines
Introduction to Spreadsheets- Excel										
20533	VOC ED	104CE	2/7/22	4/3/22	MW	9:00 AM	11:25 PM	1Hr 25Min /Wk	ONLINEBLD	Guppy,Kimberly Lin

# ENTRENAMIENTO DE COMPUTADORAS EN LINEA Y EN ESPAÑOL

Gratis! Clases de Computadoras en Español, Aprende computacion basica de una forma rapida y comoda desde su hogar o precencial. Aprenderá Internet, Windows, Word, Excel y las funciones principales de su computadora (nos especializamos en la enseñanza a personas adultas). El alumno puede estar en nivel cero o nivel intermedio.

\* In-person classes- you must complete Covid-19 clearance process before registering. Our office can help you.

Computer Literacy in Spanish - In-Person Co-Enrollment In LACC noncredit ESL class required *										
25975	VOC ED	003CE	2/7/22	6/6/22	F	8:30 AM	12:05 PM	N/A	FH201	Carrillo,Jessica
18646	VOC ED	003CE	4/11/22	6/6/22	T-TH	9:00 AM	12:10 PM	N/A	AD319/321	Delgado, Carmen L.
Keyboarding & Windows In the Workplace In Spanish - In-Person Co-Enrollment In LACC Noncredit ESL Class required *										
20536	VOC ED	128CE	2/7/22	3/30/22	T-TH	9:00 AM	12:20 PM	N/A	AD319/321	Duarte,Armando
Computer Literacy in Spanish - Online Co-Enrollment In LACC Noncredit ESL Class required										
18508	VOC ED	003CE	2/7/22	6/6/22	TH	6:00 PM	8:15 PM	0Hr 50Min /Wk	ONLINEBLD	Marquez,Rene

 **zoom to apply and enroll: <https://lacc.zoom.us/my/laccnoncredit>**

APPLY IN PERSON AT LOS ANGELES CITY COLLEGE

855 N. VERMONT AVE.

LOS ANGELES, CA 90029

OFFICE PHONE: (323) 953-4000 EXT. 2230



Los Angeles City College  
Noncredit Adult Education Department  
**WIOA II & CAEP**  
supported courses and services  
Open entry. Always FREE!



GET IN TOUCH: 323 953-4000 ext. 2230    [noncredit.lacitycollege.edu](http://noncredit.lacitycollege.edu)    [noncreditadulter@lacitycollege.edu](mailto:noncreditadulter@lacitycollege.edu)