

BUSINESS, COMMUNITY & ADULT PROGRAMS

Economic Development/The Center for Corporate Training

The Economic Development Department provides employee trainings for companies in various industry sectors. These include top industries sectors from Aerospace, Business and Management, Food Production, Logistics and Manufacturing. We provide highly customized, cost-effective training to meet company's objectives. Training can be conducted, online, on-site at the company facility, or on the college campus. Bilingual training is available for many of the courses.

Most requested training topics include:

- Business and Management
- Supervisory and Leadership Skills
- Team Building
- Communication Skills
- Business Writing
- Customer Service
- Microsoft Office
- Manufacturing Skills
- Quality Control
- Continuous Improvement/LEAN
- Problem Solving
- Blueprint Reading/GD&T
- Shop Inspection / Shop Math
- Industry Safety
- Team Building

State funding may be available to offset training costs. For more information, please visit us online at www.CerritosTrainsU.com (<http://www.CerritosTrainsU.com>) or call us at (562) 860-2451, Ext. 2510. We help businesses compete and succeed!

Community Education

The Community Education department promotes lifelong learning for the general population. This department provides fee-based, not-for credit classes, workshops and programs that can be taken by members of our community of any age (from 18 to 90+ years).

We have a wide variety of course offerings for adults in the topic areas of professional development, entrepreneurship and career, personal enhancement, healthy living, enrichment and interests and motorcyclist training programs. For those under the age of 18, we offer classes in academics, art, music, athletics, and movement. For this age group, we also have a well-established and reputable Summer College for Youth program where students can choose from over 200 classes, and runs for 6-8 weeks in the summer.

Community Education offers classes/programs throughout the year – the schedule of classes for our department is published three times a year and mailed out to over 100,000 homes in our community. You can always come by our office to pick up a copy of our latest printed

schedule or visit us on the web at www.CerritosCommunityEd.com (<http://www.CerritosCommunityEd.com>) to see all that we have to offer.

We are located in the Community Education building in the southwest corner of campus, north of New Falcon Way. Our office hours are Monday through Friday 8 a.m. – 5:00 p.m. and Saturday 8:00 a.m. – 1 p.m. For more information call (562) 467-5050.

Adult Education/Diversity Programs

Adult Education and Diversity Programs provide educational opportunities that address the unique needs of adults in the region. Adult Education courses are noncredit, include open entry, open exit, and have No Registration Fees. Bilingual English and Spanish support is provided. Adult Education courses include categories such as:

- Apprenticeship
- OSHA 10 Training/Energy Survey/Electricity & Wiring Fundamentals
- Career Skills
- College English Skills
- College English Support
- College Math Support
- Courses for Immigrants – Citizenship
- GED A & B, English & Spanish
- Elementary and Secondary Basic Skills – GED
- English as a Second Language (Basic to Advanced, 4 levels)
- Literacy, Primary, and Secondary Education – Plaza Comunitaria
- Occupational Preparation
- Older Wiser Learner (OWL)
- Preparatory Math
- Survival ESL (Conversation A & B)
- Vocational English as a Second Language

OWL courses are designed to meet the special needs of older adults. OWL courses are noncredit, open entry, open exit, and have No Registration Fees. Courses include:

- Computers
- Memoir Writing
- Senior Topics
- Stress Management for Older Adults (Chair Exercise)
- Stress Management for Older Adults (Balance & Mobility)
- Stress Management for Older Adults (Tai Chi, Yoga)
- Stress Management for Older Adults (Self Defense)

Cerritos College Adult Education programs also provide access and opportunities for Adult Education students to enter credit, orientation, and workforce college programs.

Services include one-stop registration, assessment, and counseling. For more information call (562) 467-5098.