

COVER PAGE
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New This Fall at El Camino ...

Pharmacy Technician Program!

A 30 percent increase for Pharmacy Technicians is expected between now and 2012! Receive a Certificate of Completion from El Camino College Community Education, experience a three-year externship at a local pharmacy, and receive your official Pharmacy Technician Registration from the State of California.

Visit www.ECCCommunityEd.com for more information and/or attend our free orientation.



Free Pharmacy Technician Program Orientation

Learn all about what this exciting new program and career field has to offer!

10/13/2007

Saturday 10:00am - 11:00am

Room: SOCS 211

Other New Classes!

- Introduction to Gemstones
- Hand-Woven Lavendar Sachets
- Wire Wrap Wonder
- Choreography & Performance for Belly Dance & Bollywood Dance
- Pearl Knitting Pleasure
- Memory Wire Magic

The El Camino Community College District is committed to providing equal opportunity in employment and educational opportunities for all individuals, regardless of race, color, ancestry, religion, gender, national origin, marital status, sexual orientation, handicap, age, and Vietnam-era status.

The El Camino Community College District and the Office of Community Education have made every reasonable effort to determine that everything stated in this brochure is accurate. Courses, programs, instructors, class locations, together with other matters contained herein, are subject to change without notice by the administration of the El Camino Community College District and the Office of Community Education for reasons related to student enrollment, level of financial support, instructor availability, or for any other reason, at the discretion of the district and college. The district and the college further reserve the right to add, amend, or repeal any of their rules, regulations, policies and procedures.

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Business & Careers

Careers

Sharpen Your Notary Skills

Become a safer notary, avoid lawsuits and mistakes. This class is designed to perfect your notary skills. In this class we will review proper notarization procedures, I.D. requirements and the latest notary laws. Polish up your journal entry skills and become a more proficient notary. Bring your toughest notarization questions, we will provide real life scenarios and solutions. This class also acts as an introduction to the 6-hour state required class and is valuable in preparing for the state exam. *Carrie Christensen, a Notary Public expert, has conducted these seminars for over 12 years.*

#9166 12/9/2007 Sunday 10:00am - 3:00pm
\$99.00 + \$20.00 material fee paid to instructor

Room: SOCS 105

Become a Notary Public – Prep Class

This six-hour intensive course is designed to equip you with everything you need to know to become a safe and effective notary. You'll learn how to pass the test (must be taken every four years), prevent lawsuits, keep a journal, fill out certificates, and solutions to challenging problems. Become a more valuable employee, make additional income, provide customer service for your business or organization, or start your own business. Class includes a practice notary exam. Fingerprints required after you pass the exam. For more information visit www.ss.ca.gov/business/notary/notary.htm *Carrie Christensen, a Notary Public expert, has conducted these seminars for over twelve years.*

#9163 9/29/2007 Saturday 8:00am - 4:00pm
Exam: 5:00pm - 6:00pm
Room: SOCS 204

#9164 11/13 - 11/15 Tues & Thurs 5:15pm - 9:30pm
Exam: Saturday, 11/17, 9:00am - 11:00am
Room: COMM 204

\$85 + \$25 material fee per session paid to instructor.
Exam fee \$40 payable to Secretary of State. Bring ID: current driver's license or DMV card, U.S. or foreign passport; military ID (non-U.S. citizens bring alien registration number).

Building a Successful Notary Business

You've got your Notary Commission, now what? Find out what it really takes to become a successful Notary Public and Loan Signing Agent. You'll learn: how to design your own business plan specific for Notary Public/Loan Signing Agents, the day-to-day details required for being a successful Notary Public, how to market yourself and your business, how to target your audience as a Notary Public, ways to increase your income, what advertising works and what doesn't, how to find your clients on the Internet, practical advice on how to build a website and gain affiliates, the truth about working for a loan signing agency and how to get hired. Join us for a day – walk away with an effective plan that will put you on the path to your full earning potential. *Carrie Christensen, a Notary Public expert, has conducted these seminars for over 12 years.*

#9165 12/16/2007 Sunday 9:00am - 4:00pm
\$99.00 + \$20.00 material fee paid to instructor

Room: SOCS 105

Become a Certified Loan Signing Agent – Build Your Own Notary Signing Business

Now that you are a notary, how do you build and maintain your signing business? Get the skills and tools to become a Certified Loan Signing Agent, contact the most lucrative and profitable businesses, get signed up with successful signing services, and build your own business in five easy steps. You will go through a loan package and see exactly what you need to do. Learn to negotiate your fee, get called back and brand yourself as a professional in your market. Prerequisite: You must have taken a notary class. *Carrie Christensen, a Notary Public expert, has conducted these seminars for over 12 years.*

#9168 12/1/2007 Saturday 9:00am - 4:00pm
\$99.00 + \$55.00 material fee paid to instructor

Room: SOCS 105

Become a Child Visitation Monitor Part 1 & 2

Learn the basic principles and practice of supervised visitations, including your role as a monitor, proper and effective parent intake, preparation for the visit, the child's best interest and safety, & how to observe objectively and document the contact. Find out about proper intervention to prevent physical and emotional harm, and how to handle separation and termination of the visit. Gain a basic understanding of the stages of child development, forms of violence and abuse, the emotional and economic effects of divorce, substance abuse detection, reflective listening, and maintaining neutrality. Bonus: 3 hours of additional home-study material plus how to effectively market yourself. *Carrie Christensen, a Notary Public expert, has conducted these seminars for over 12 years.*

#9167 11/3 & 11/4 Sat & Sun 9:00am - 4:30pm
\$199.00 Room: SOCS 105

Real Estate Appraisal: A New Career/ A New Business

Real estate sales may boom or bust, but appraisals are needed every day! Here's an opportunity that can lead to a high paying job or an independent profession. Spend a fast-paced evening learning about this exciting career, how to enter the field and advance to the higher professional levels. Topics include licensing, education, activities, career opportunities, and other useful resources. *Les Levitan has over 25 years experience in the real estate industry and is a real estate educator & co-author.*

#9159 9/6/2007 Thursday 7:00pm - 9:30pm

#9160 11/13/2007 Tuesday 7:00pm - 9:30pm

\$55.00 + \$10.00 material fee each session paid to instructor

Room: SOCS 108

How to Become a Mystery Shopper

Love to shop? Get paid to go shopping as a freelance mystery shopper. Learn how it works, what types of assessment forms are used, do's and don'ts of completing an assignment, and how to get into the "shopper's network." *Elaine Moran has worked as an employment specialist/counselor and conducted numerous workshops on creative job hunting and job search skills for many years.*

#9161 9/29/2007 Saturday 10:30am - 3:30pm
\$59.00 + \$20.00 material fee paid to instructor

Room: SOCS 105

Twelve Steps to a Successful Job Search (online)

A world renowned author and career advisor shows you how to get the job you want quickly and easily and in any economy. *Courses are taught by experts in the field.*

#9232 W, F, starting 9/19 for 6 weeks

#9233 W, F, starting 10/17 for 6 weeks

\$85.00 per session



Online Class - an e-mail address (required with registration) and Internet browser required to participate in online classes. Instructions sent with receipt. Some courses require special software. See page 36 for details.



Registration info on page 50.
Register online at: www.ECCCommunityEd.com

Event Planning & Management

Certificate of Achievement Series

We are excited to bring you our new series designed to advance your job skills, get you started in a new career or simply to make your next meeting or event a real success! Whether you call it event planning, meeting planning, or event management, this field is growing by leaps and bounds. Learn the art of planning and managing events with checks and balances to keep you organized and on track. Upon completion of the 6 classes, you will receive a Certificate of Achievement in Event Planning. *Alex Vaughan has many years of experience including event planning for Johnson Publishing Company, publisher of Ebony and Jet Magazine; Magic Johnson's Midsummer Night Magic campaign; The United Negro College Fund; The Association of Black Women Physicians; The Children's Defense Fund, and the Beacon of Hope Scholarship Foundation.*

Event Planning 1: An Overview

Learn what an event really is through historical and visual examples. Formulate a personal concept of your event and how to determine the needs for a variety of specific events, such as non-profit, fund-raising, recognition, wedding, anniversary or other. Find direction and setup a plan.

#9346	10/11/2007	Thursday 6:30pm - 9:30pm
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Event Planning 2: Administration, Goals & Outcomes

Learn several different approaches to administer your event and the method that best fits the outcome you desire. Find out how to find and select an appropriate site, then decide on layouts, set-ups and AV needs.

#9347	10/18/2007	Thursday 6:30pm - 9:30pm
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Event Planning 3: Contracts, Negotiations, & Forms

We begin the evening with discussions about food and beverage choices then move on to entertainment, themes and decorations. Once you have chosen the site, food and beverages, you will learn about contracts and negotiations. The instructor will also show you how to track the various aspects of your upcoming event.

#9348	10/25/2007	Thursday 6:30pm - 9:30pm
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Event Planning 4: Budgeting & Funding

Do you have a budget established for your event? How about funding resources to pay for an event? Explore various options and analyze the role of funding relative to the type of event being planned. Learn how to track your budget effectively.

#9349	11/1/2007	Thursday 6:30pm - 9:30pm
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Event Planning 5: Organizing & Working with Committees

We will focus on the benefits and possible pitfalls of working with committees. Learn about some of the tasks that can be delegated to committees (or to family members or friends, if working on a personal event). Discover ways to engage the committee and get buy-in for plans and ideas. If you are hiring staff to help with a large event, we will also discuss related issues.

#9350	11/8/2007	Thursday 6:30pm - 9:30pm
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Event Planning 6: Marketing, Showtime & Debriefing

It's not an event if no one comes! Look at the various methods of promoting your event such as word-of-mouth, print and media relations and build in marketing from the beginning. Find out what you need to do on the day of the event, in a very specific order. Then learn to plan and hold a debriefing meeting to discuss the success of the event and how it might be better next time.

#9351	11/15/2007	Thursday 6:30pm - 9:30pm
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Room: SOCS 112 all classes

Sign up for individual classes at \$39 each or all 6 at the same time for \$199. \$30 material fee per session paid to instructor. No Other Discounts Apply.

Promote Your Company and Make More Money

Make money by learning how to successfully promote your company, product, or self throughout the community and to the media. Recent studies in North America suggest that positive editorial coverage generates up to nine times more visibility than paid advertising. *Award-Winning Publicist, Joy A. Kennelly of the Joy Writer Public Relations and Marketing firm, has over 10 years experience publicizing events, consumer productions for individuals and businesses. Ms. Kennelly is part of the elite Corporate Marketing/Writing Group in the South Bay.*

#9153	10/8 - 10/15	Monday 7:00pm - 9:00pm
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\$79.00 + \$10.00 material fee paid to instructor

Room: COMM 204

Business Opportunity in Mobile Cart Vending

Be your own boss in this home-based, low-cost, cash business, selling hot dogs, cookies, cotton candy, popcorn, coffee, snacks and beverages. Pocket \$60,000 a year working part-time in a great family business. Topics include: what products/foods sell best; carts-how much, what kind, where to purchase; finding great locations; licenses, permits, laws and regulations; the best sources of inventory; how to finance your start-up business; bookkeeping made simple; finding reliable workers; and building your business profitably. *Gene Konstant has over 40 years experience owning and operating businesses, consulting with clients and presenting valuable home-based and small business workshops.*

#9156	12/10/2007	Monday 6:30pm - 9:30pm
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\$39.00 + \$10.00 material fee paid to instructor

Room: COMM 204

Find and Start a Home Based Business – Under \$5000

Find the right home based business by applying the step-by-step system in this workshop. Learn due diligence, financing, deal structuring, legal and tax requirements, labor law, licenses, permits, bank accounts, credit cards, cash flow management, naming your business, dba's and much more. *Gene Konstant has over 40 years experience owning and operating businesses, consulting with clients and presenting valuable home-based and small business workshops.*

#9155	12/4/2007	Tuesday 6:30pm - 9:30pm
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\$39.00 + \$10.00 material fee paid to instructor

Room: COMM 204

Financing a Start Up Business

Most businesses fail within 7 years because owners cannot read, understand and apply what the balance sheet and income statement reveal, they don't understand cash flow management, credit & collection, pricing for profit and how to bring in money quickly. Learn where to find and how to get the money you need to start, grow or save your business, the 3 kinds of money available to a business and a list of specific sources. *Gene Konstant has over 40 years experience owning and operating businesses, consulting with clients and presenting valuable home-based and small business workshops.*

#9157	12/11/2007	Tuesday 6:30pm - 9:30pm
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\$39.00 + \$10.00 material fee paid to instructor

Room: COMM 204

Administrative Assistant Fundamentals (online)

Many new job opportunities for administrative assistants have been created by rapid growth in health, legal services, management, public relations and other industries. Master the essentials of managerial & staff support, information & records management, communications technology, travel & meeting coordination, space planning, and office ergonomics. *Courses are taught by experts in the field.*

#9190	W, F, starting 9/19 for 6 weeks
#9191	W, F, starting 10/17 for 6 weeks


\$89.00 per session

Administrative Assistant Applications (online)

Gain the skills and knowledge you'll need to prepare for the Certified Administrative Professional exam and begin a rewarding career as an administrative assistant. Discover how economics, accounting, business law, organizational behavior, and management affect administrative assistant responsibilities and activities. Req'd: Completion of Admin Asst Fundamentals or equivalent experience. *Courses are taught by experts in the field.*

#9188	W, F, starting 9/19 for 6 weeks
#9189	W, F, starting 10/17 for 6 weeks

\$89.00 per session

 **Online Class** - an e-mail address (required with registration) and Internet browser required to participate in online classes. Instructions sent with receipt. Some courses require special software. See page 33 for details.

Travel Career Courses

Get Paid to Travel

Do you love to travel and enjoy working with individuals? A career as a professional tour director, tour guide, and cruise host may be the job for you! Tour directors are hired to escort local, domestic, and international tours and cruises, earning as much as \$1900 per week. Learn everything you need to start your new and exciting career in travel. Gain information on full and part-time career opportunities, as well as prospective employers and much more. *Cherie Anderson has been a tour director and cruise host for over 18 years. She has been training professional tour directors since 1993.*

#9305	9/29/2007	Saturday 9:30am - 12:30pm
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\$39.00 + \$5.00 material fee paid to instructor

Room: SOCS 211

Be an International & Domestic Tour Director

Professional international and domestic tour directors escort groups on land and sea programs in the U.S. and around the world. If you love to travel and enjoy working with others, this may be the career for you. Find out how to get started. Suggested pre-requisite: Get Paid to Travel. *Cherie Anderson has been a tour director and cruise host for over 18 years. She has been training professional tour directors since 1993.*

#9306	9/29/2007	Sat 1:30pm - 4:30 pm
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\$39.00 + \$5.00 material fee paid to instructor

Room: SOCS 211



Teaching Courses

The Creative Classroom (online)

Creativity will abound in your classroom as you tap into your students hidden talents. Learn creative new approaches to learning labs, activities, exercises, assignments, field trips, and evaluation methods. Think beyond the textbook and challenge your students by making your classroom a creative classroom! *Courses are taught by experts in the field.*

#9242	W, F, starting 9/19 for 6 weeks
#9243	W, F, starting 10/17 for 6 weeks

\$89.00 per session

Using the Internet in the Classroom (online)

Harness the power of the Internet to make your textbooks and lessons come alive! Teach students how to locate and evaluate Internet resources. Improve the caliber and amount of discussion through the use of e-mail and discussion boards. The Internet can make teaching easier, and this course will show you how. *Courses are taught by experts in the field.*

#9240	W, F, starting 9/19 for 6 weeks
#9241	W, F, starting 10/17 for 6 weeks

\$89.00 per session

Solving Classroom Discipline Problems (online)

Why do some teachers enjoy peaceful, orderly classrooms while others face daily discipline battles? The answer is that some teachers know the secrets to solving discipline problems. This course reveals those secrets and presents a step-by-step approach to effective, positive, classroom discipline. *Courses are taught by experts in the field.*

#9239	W, F, starting 10/17 for 6 weeks
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\$89.00

Survival Kit for New Teachers (online)

Feel a little trepidation before entering your classroom? Whether you're already teaching, a newly credentialed graduate, or a substitute looking to transition to full-time, this course provides proven tools, tips & tricks to make your early years in the classroom a breeze. In this informational, interactive 6-week course, you'll learn to run a motivational class that will feel like home to students. Much like a virtual mentoring program, this course provides you with benefits gained through years of firsthand experience. *Courses taught by experts in the field.*

#9220	W, F, starting 9/19 for 6 weeks
#9221	W, F, starting 10/17 for 6 weeks

\$99.00 per session

Business Management

Accounting Fundamentals I (online)

If you are interested in increasing your financial awareness and accountability while gaining a marketable skill, this course is for you. Learn the basics of double-entry bookkeeping, how to analyze and record financial transactions, and prepare financial reports. Other topics will include accounts receivable, accounts payable, payroll procedures, and banking activities. *Courses are taught by experts in the field.*

#9234	W, F, starting 9/19 for 6 weeks
#9236	W, F, starting 10/17 for 6 weeks

\$99.00 per session

Accounting Fundamentals II (online)

Building on the knowledge you gained in our Accounting Fundamentals I class, you will gain a solid understanding of corporate accounting practices. Gain practical experience working with dividends, plant assets, depreciation, accrued revenue and expenses, retained earnings, stockholders' equity, and more. *Courses are taught by experts in the field.*

#9237	W, F, starting 9/19 for 6 weeks
#9238	W, F, starting 10/17 for 6 weeks

\$99.00 per session

Write a Business Plan in a Weekend

Business plans are an essential management, marketing, and money making tool. Learn a simplified format to write a plan that will help you manage your company effectively. This class will also teach you how to get necessary financing. Learn to how to motivate investors and recruit great people and how to secure equipment and real estate. *Gene Konstant has over 40 years experience owning and operating businesses, consulting with clients and presenting valuable home-based & small business workshops.*

#9154	10/31/2007	Wednesday 6:30pm - 9:30pm
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\$39.00 + \$10.00 material fee paid to instructor

Room: COMM 204

Online Class - an e-mail address (required with registration) and Internet browser required to participate in online classes. Instructions sent with receipt. Some courses require special software. See page 33 for details.

Bookkeeping Series

Certificate of Achievement Series
Learn to keep proper financial records for yourself or any business. In this practical, hands-on series, you will learn to make accounting entries, setup a chart of accounts, prepare a trial balance and understand a balance sheet and income statement. *Kevin Farmer is a dedicated professional with many years of teaching experience in accounting and business subjects at the college level and is the administrative accountant for a local city.*

Journals & General Ledger Posting

Course 1 of 3
Learn to setup a chart of accounts, make entries to journals and post to the ledger properly. Understand the importance of keeping accurate and consistent records and make use of computer software. Hands-on exercises will be incorporated.

#9312	9/13/2007	Thurs. 6:30pm - 9:30pm
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Income Statement Analysis *Course 2 of 3*

Learn the basics of income statement preparation, terminology, proper sequence of presentation and what a finished statement tells you. Students will analyze a self-prepared income statement using horizontal, vertical and trend analysis methods.

#9313	9/20/2007	Thurs. 6:30pm - 9:30pm
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Balance Sheet Analysis *Course 3 of 3*

Learn the basics of balance sheet preparation, terminology, proper sequence of presentation and what the finished statement tells you. Students will analyze a self-prepared balance sheet and compute financial ratios based on their information.

#9314	9/27/2007	Thurs. 6:30pm - 9:30pm
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Room: SOCS 105 all classes
Sign up for individual classes at \$45 each or all 3 at the same time for \$115. \$8 material fee per session to instructor or \$21 for all-inclusive materials. No Other Discounts Apply.

Small Business Success

Certificate of Achievement Series

Starting up a business requires knowledge and skills that are clearly demonstrated in this Small Business Series. You will learn how to go from plan to practice – preventing rather than merely solving problems along the way. As an added feature, you will have the opportunity to meet one-on-one with a SBDC counselor, at no cost, to discuss any other questions you may have. A Certificate of Achievement will be awarded to participants who attend all five sessions and complete the required documents. Offered in partnership with the Small Business Development Center. *Kevin Farmer is a dedicated professional with many years of teaching experience in accounting and business subjects at the college level and is the administrative accountant for a local city.*

Business Overview: Getting Started Course 1 of 5

Learn the characteristics of successful entrepreneurs, the types of business opportunities available, how to formalize your business concept and how to develop a mission & vision statement. #9307 10/9/2007 Tuesday 6:30pm - 9:30pm

Marketing, Sales and Promotion Course 2 of 5

Topics will include identifying a market niche, choosing the best strategies for advertising and promotion, conducting cost-effective market research, pricing for profit, and positioning yourself as an expert to gain publicity. #9308 10/16/2007 Tuesday 6:30pm - 9:30pm

Planning for Success: Your Business Plan Course 3 of 5

Learn the power of a business plan, how to develop one for starting your business, how to use it in seeking financing, operating the business, estimating start-up costs, projecting cash-flow, and generating short- and long-term plans of action. #9309 10/23/2007 Tuesday 6:30pm - 9:30pm

Operations & Management Course 4 of 5

Discover the key success factors needed to operate your business venture: legal forms of ownership, federal, state and local start-up requirements, policies and procedures, what equipment and supplies are needed to start or expand the business, and how to attract professional support resources. #9310 10/30/2007 Tuesday 6:30pm - 9:30pm

Finances & Record Keeping Course 5 of 5

Learn basic accounting practices for running a small business, how to separate personal and business records, using accounting software, the importance of timely financial information, and where to go in seeking out financing. #9311 11/6/2007 Tuesday 6:30pm - 9:30pm

Room: COMM 204 all classes

Sign up for individual classes for \$39 or all 5 at the same time for \$165
\$25 material fee per session to instructor, same material all classes.
No Other Discount Apply.



The Small Business Development Centers are funded by the U.S. Small Business Administration, the California Economic & Workforce Development Program, and center host institutions. Funding is not an endorsement of any product, opinion, or service. All Federal and State funded programs are extended to the public on a nondiscriminatory basis. Special arrangements for individuals with disabilities will be made if requested in advance.

Medical Field

Pharmacy Technician Training Program

As a Pharmacy Technician you will get to help the pharmacist package or mix a prescription, maintain client records, refer clients to the pharmacist for counseling, assist with inventory control and purchasing, as well as collect payment and coordinate billing. This course combines 182-hours of classroom instruction with a 120-hour pharmacy externship to provide you with a complete learning experience. Fee for the program is \$2,395.00 and includes all materials. Financial assistance may be available. #9435 27 Saturdays starting 11/3 9:00am - 4:30pm
Visit www.ECCommunityEd.com for more information

FREE! Pharmacy Technician Training Program Orientation

Learn all about what this exciting new program and career field has to offer!
10/13/2007 Saturday 10:00am - 11:00am
Room: SOCS 211



Keep Your Business Competitive with Customized Training

The El Camino College Business Training Center can provide an immediate impact on your business by delivering cost-effective, high-quality training and assistance to help meet your need for a more productive and competitive workplace.

As experts in the field of adult education, we offer:

- Workshops and one-on-one counseling for small businesses
- Basic skills and English as a Second Language training for your employees
- Training and consulting to help your business import and/or export
- Specialized training for aerospace/manufacturing companies
- No-cost, on-site training programs for qualified employers

Our mission is to contribute to the economic growth of local businesses. Call us today to find how you can use our resources to help your business become more competitive.

310.973.3176 • www.BusinessAssist.org



El Camino College
Business Training Center
13430 Hawthorne Blvd.
Hawthorne, CA 90250

Other Classes to Help You Get Ahead!

Quickbooks	pg. 29-30	Speed Spanish (online)	pg. 33
Excel (online)	pg. 29	Cake Decorating Series	pg. 23
Retirement Strategies	pg. 38	Creating Web Pages (online)	pg. 32
Test Prep (online)	pg. 34	Online Business Courses	pg. 34

Medical Field (cont.)

Health Information Management

Certificate of Achievement Series

Get Started in the Medical Field or Sharpen Your Skills with Our Exciting Series of Classes!
Prepare for the National Certification Tests in Medical Coding and Compliance.



During the coming decades, demand for highly skilled health information professionals will continue to exceed the supply. As a certified medical coding and compliance specialist, you will be equipped to demonstrate your expertise in the allied health industry. Ten courses are required for the certificate and will be offered throughout the year. If you attend all 10 courses of the Health Information Management series, you will receive a certificate from El Camino Community Education showing your courses and training hours. 90% attendance is required in each class. *Sue Mardirosian has been teaching and working in the Health Information Management field for many years*

Medical Information Night

Are you interested in entering the medical billing & coding profession? Attend this free information night and learn about our Health Information Management series. We will discuss career opportunities & salaries, national certifications, classroom and homework requirements, home-based businesses and more. You will get answers to all your questions and be ready to get started on the path to your new career.

#9178	9/4/2007	Tuesday 6:30pm - 8:30pm
Free		Room: SOCS 108

Medical Terminology

Learn the basic concepts for building a strong medical vocabulary including common medical terms related to major disease processes, drugs and treatment modalities. This is a pre- or co-requisite and the basic foundation for the continuing courses in the Medical Coding and Compliance field and the Health Information Management Series. Book req'd: *Medical Terminology for Health Professions*, 5th Ed, by Ann Ehrlich and Carol L. Schroeder, ISBN #1-4018-6026-5.

#9179	9/11/2007 - 9/27/2007	3 Tuesdays & 3 Thursdays 6:30pm - 9:30pm
\$139.00 + \$15.00 material fee paid to instructor		Room: SOCS 108

Biomedical Science 1-Anatomy & Physiology

Join us for this exciting and in-depth study of the structure & function of the human body utilizing a system approach. Studies include: anatomy, physiology of the cell, skeletal, muscular and nervous systems, and cardiovascular, respiratory, urinary, reproductive, endocrine, and digestive systems. Pre- or co-requisite: Medical Terminology. Books req'd: *Delmar's Fundamentals of Anatomy & Physiology* by Rizzo, & workbook; *Understanding Health Insurance Guide to Professional Billing* by Rowell, current edition & workbook. This course is not degree applicable.

#9181	9/9/2007 - 9/30/2007	4 Sundays 9:00am - 4:00pm
\$199.00 + \$35.00 material fee paid to instructor		Room: SOCS 108

Health Information Management

(continued)

Health Care Data Content & Structure

Learn about the generic components of the content, use & structure of health care data and data sets and how these components relate to primary and secondary record systems. You will acquire the most relevant information about release of data, confidentiality and professional ethics applicable to health information. The instructor will focus particular attention on the scope of the health information profession and how it relates to the overall medical field. Books req'd: *Understanding Health Insurance Guide to Professional Billing*, Rowell, text and workbook, latest edition. Pre-requisite: Medical Terminology.

#9180	10/2/2007 - 10/18/2007	3 Tuesdays & 3 Thursdays 6:30pm - 9:30pm
\$119.00 + \$10.00 material fee paid to instructor		Room: SOCS 108

Medical Office Procedures

Examine medical office systems and administrative procedures in conjunction with the management of the medical office environment. Become familiar with regulatory agency compliance and accreditation standards. Technology tools to assist with medical office administrative duties will also be discussed. Books req'd: *Understanding Health Insurance Guide to Professional Billing*, Rowell, and workbook; *Medical Assisting, A Commitment to Service Administrative and Clinical Competencies*, Paradigm, & workbook, current edition. Pre-req: Medical Terminology.

#9184	10/23/2007 - 10/25/2007	3 Tuesdays & 3 Thursdays 6:30pm - 9:30pm
\$79.00 + \$30.00 material fee paid to instructor		Room: SOCS 108

Medical Coding & Compliance 1, ICD-9-CM

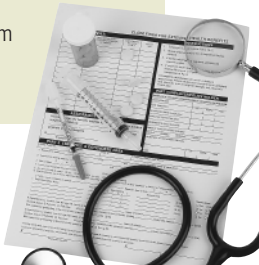
Attend this simplified power course that covers basic-to-higher level ICD-9-CM (in-patient) coding. Your training will include analyses of clinical data/disease processes to help you develop an understanding of coding and classification systems in order to assign value diagnostic and/or procedure codes. Other topics include validation of coded clinical information, case mix/severity of illness data, technology and compliance issues. Find out how ICD-9-CM will change under ICD-10-CM. Pre- or co-requisite: medical terminology, anatomy & physiology, pathophysiology or previous experience or education. Book req'd: *ICD-9-CM Expert f/Hosp*, 2004--Vol. 1, 2, 3. Also for all classes: *Understanding Health Insurance Guide to Professional Billing* by Rowel, current edition & workbook.

#9183	11/4/2007 - 12/2/2007	5 Sundays 9:00am - 4:00pm
\$199.00 + \$35.00 material fee paid to instructor		Room: SOCS 108

Biomedical Science 2 – Pathophysiology/Disease Process/Pharmacology

The focus of this course will include the study of specific disease entities with emphasis on the disease processes affecting the human body. Topics include causes, diagnosis and treatment of disease as well as the principles of pharmacology. Pre- or co-requisite: medical terminology, anatomy & physiology or previous experience or education in these areas. Book req'd: *Human Diseases*, Neighbors/Tannehill-Jones, ISBN 0-7668-0214-0.

#9182	10/7/2007 - 10/28/2007	4 Sundays 9:00am - 4:00pm
\$199.00 + \$35.00 material fee paid to instructor		Room: SOCS 108



Professional Development

Small Business Development Center Courses

Supervision Series I

Certificate of Achievement Series

This series will help you gain the skills you need to enhance your current capabilities. Gain the ability to be an effective manager or supervisor while learning to motivate, delegate, resolve problems, and conflict. Sign up for one class or all three... call today! A Certificate of Achievement will be awarded to participants who attend all three sessions and complete the required documents. As an added feature, you will have the opportunity to meet one-on-one with a SBDC counselor, at no cost, to discuss any other questions you may have. Offered in partnership with the Small Business Development Center. *Shirley Harris has a master's degree in public health from the University of Oklahoma, with emphasis in planning and administration. She is a consummate professional who brings a wealth of energy and drive to all her endeavors. Ms. Harris has over 20 years experience in supervisory and management training.*

Introduction to Supervision Course 1 of 3

Are you a new supervisor or soon to become one? Would you like to be prepared for that promotion into supervision? Learn to assess yourself and your assets in relation to the qualities of a good supervisor. Find out the advantages and disadvantages of supervision. Explore the transition from employee to manager through activities and role play, and develop a specific plan outlining your transition. Be prepared when your boss says, "Congratulations, you've been promoted to supervisor!"

#9332 10/1/2007 Monday 6:30pm - 9:30pm

Effective Communication for Supervisors & Managers Course 2 of 3

How, when and what to share with your staff can make or break any great plan. You will learn tips and techniques for establishing and maintaining supportive communication with staff. Discover methods for giving and receiving the support you need, effectively listen to and understand both verbal content and non-verbal behavior & learn to generate mutual involvement with your boss and your staff.

#9333 10/8/2007 Monday 6:30pm - 9:30pm

Performance Management Course 3 of 3

Statistics tell us the average person uses only 10% of their abilities. In this session, you will have the opportunity to how to get the best (and beyond!) from everyone. At the end of three short hours, you will understand the basic principles behind performance management, develop a plan with an employee, and perform a follow-up evaluation.

#9334 10/15/2007 Monday 6:30pm - 9:30pm

Room: SOCS 112 all classes

Sign up for individual classes at \$49 each or
all 3 at the same time for \$129 +\$10 material fee per session to instructor.

No Other Discount Apply.



The Small Business Development Centers are funded by the U.S. Small Business Administration, the California Economic & Workforce Development Program, and center host institutions. Funding is not an endorsement of any product, opinion, or service. All Federal and State funded programs are extended to the public on a nondiscriminatory basis. Special arrangements for individuals with disabilities will be made if requested in advance.



Supervision Series II

Certificate of Achievement Series

Effective Interviewing Course 1 of 3

Downsizing, rightsizing, dumbsizing. Whatever it's called, you end up trying to get more work done with fewer employees. Asking the right questions when interviewing applicants becomes even more important and critical. Find out how to get the information you need when looking for particular skills and abilities. Learn to screen applicants for positive and negative attributes through actual practice interviews.

#9335 10/22/2007 Monday 6:30pm - 9:30pm

Managing Conflict in the Workplace Course 2 of 3

Is conflict in your work environment controlling you rather than you controlling it? Would you like to know more about your own conflict management style? Find out how to make optimum use of conflict in the workplace to enhance performance. Explore conflict through fun, role play and exercises.

#9336 10/29/2007 Monday 6:30pm - 9:30 pm

Teambuilding for Effective Performance Course 3 of 3

Teambuilding will be a valuable skill in the new millennium. It is also a very effective way to promote and sustain efficient productivity in the workplace. You'll learn how to use teambuilding techniques to encourage and promote optimum productivity. You'll be involved in teambuilding exercises specifically designed to assist in your own work environment.

#9337 11/5/2007 Monday 6:30pm - 9:30 pm

Room: SOCS 112 all classes

Sign up for individual classes at \$49 each or all 3 at the same time for \$129

+\$10 material fee per session to instructor.

No Other Discount Apply.



The Small Business Development Centers are funded by the U.S. Small Business Administration, the California Economic & Workforce Development Program, and center host institutions. Funding is not an endorsement of any product, opinion, or service. All Federal and State funded programs are extended to the public on a nondiscriminatory basis. Special arrangements for individuals with disabilities will be made if requested in advance.

Registration info on page 50.
Register online at: www.ECCommunityEd.com

The Art of Negotiation Series

Certificate of Achievement Series

Today’s world requires you to know how to negotiate. This series of classes will set you on the right track in negotiating in business and personal situations. Learn surefire strategies to help you get what you want. Participants who complete all sessions will receive a Certificate of Achievement. *Pearl Georgen is a professional mediator on three court panels and six government panels including the U.S. Bankruptcy Court, L.A. Superior Court and the Equal Employment Opportunity Commission.*

Negotiation 1: The Art of Getting What You Want

Course 1 of 4

Learn inside secrets the pros use to successfully negotiate anything they want. Discover techniques so powerful, they’ll guarantee you will never again be intimidated or have to settle for anything less than what you want when dealing with landlords, creditors, bosses, family, friends, attorneys, salesmen, mechanics, even children! In 3 short hours you will learn: 3 empowering techniques to get your own way, 2 surefire strategies to keep your emotions in control, how to get others to want to give you your way, and how to use control to gain self-esteem.

#9146 9/13/2007 Thursday 6:30pm - 9:30pm

Negotiation 2: How to Talk and What to Say

Course 2 of 4

This hands-on class focuses on the communication aspects of negotiation. Learn how to get and keep the other person’s attention, become more persuasive, deal with difficult people, and use the most powerful words to advance your viewpoint. Reframing messages is the primary objective of this session.

#9147 9/20/2007 Thursday 6:30pm - 9:30pm

Negotiation 3: Mastery of the Art

Course 3 of 4

Learn the heavily guarded industry secrets practiced by the top negotiators that turn amateurs into masters. This class is not for the faint of heart. Discover secrets so powerful you’ll outsmart other negotiators, control and persuade the entire process and overcome nearly every obstacle.

#9148 9/27/2007 Thursday 6:30pm - 9:30pm

Negotiation 4: Resolving Critical Issues

Course 4 of 4

The whole function of negotiating becomes far simpler and more effective if you learn the type of conduct that will carry you through the difficult decisions and ethical dilemmas that you might have to make as a negotiator. You will not only maintain your integrity and credibility, but you will improve your effectiveness as a negotiator.

#9149 10/4/2007 Thursday 6:30pm - 9:30pm

Room: COMM 204 all classes

Sign up for individual classes at \$39 each or all 4 at the same time for \$135
+\$35 material fee per class to instructor. Same book for all classes, both series.

No Other Discounts Apply.

Advanced Negotiation Series

Certificate of Achievement Series

Continue to sharpen your negotiation skills with our advanced series taught by one of our most popular instructors Pearl Georgen. Attend all three courses and receive a Certificate of Achievement. *Pearl Georgen is a professional mediator on three court panels and six government panels including the U.S. Bankruptcy Court, L.A. Superior Court and the Equal Employment Opportunity Commission.*

Negotiation 5: Secrets of Effective Persuasion

Advanced Course 1 of 3

You use persuasion every day in your business and personal life...why not excel at it? Discover secrets that the most powerful communicators use to present information in the most persuasive way possible, to maintain control without coming across as arrogant or pushy, to virtually guarantee you’ll communicate more persuasively and the inside secrets of influencing the behavior of others.

#9150 10/11/2007 Thursday 6:30pm - 9:30pm

Negotiation 6: Power Strategies

Advanced Course 2 of 3

The key to effective negotiation is sound strategic planning. You can learn the little known and tightly guarded strategies used by top level managers and military personnel when developing the foundation for negotiation. Discover the most powerful, proven strategies for maximizing your effectiveness in any negotiation. You’ll learn to become a master strategist, maintain leverage, how to achieve power, plus much more. Pray your competitors don’t learn these secrets before you do!

#9151 10/18/2007 Thursday 6:30pm - 9:30pm

Negotiation 7: Multiplying Your Effectiveness

Advanced Course 3 of 3

All the knowledge in the world will not make you an effective negotiator. By learning to incorporate each of the components of the negotiation process, you’ll improve the growth of your effectiveness exponentially. You’ll discover and develop your maximum potential as a negotiator. Take this crucial final step to ensure your success as a negotiator.

#9152 10/25/2007 Thursday 6:30pm - 9:30pm

Room: COMM 204 all classes

Sign up for individual classes at \$39 each or all 4 at the same time for \$135
+\$35 material fee per session to instructor. Same book for all classes, both series.
No Other Discounts Apply.



How to Become a Professional Mediator

Have you considered a lucrative career as a mediator? Do you know how much more effective and successful you could become if you possessed the skills of a mediator or negotiator? Now you can! Because of the relatively short basic training, high hourly income and vast applications and adaptability to any background or profession, mediation has become one of the fastest growing and lucrative professions TODAY! Whether you're a lawyer, social worker, nurse, psychologist, sales person or any type of professional, mediation holds the key to improving your effectiveness & increasing your earning potential. Topics include how to develop the qualities of highly skillful negotiators, influence people and communicate with maximum impact, create win-win situations, and much more! Attend the entire class and receive a Professional Mediation Certificate of Achievement. *Pearl Georgen is a professional mediator on three court panels and six government panels including the U.S. Bankruptcy Court, L.A. Superior Court and the Equal Employment Opportunity Commission.*
#9145 10/6-10/27 4 Saturdays 9:00am - 4:00pm
\$325.00 + \$50.00 material fee paid to instructor
Room: COMM 204



Registration info on page 50.
Register online at: www.ECCommunityEd.com



Certification in Management Program

CLASSES AVAILABLE ONLINE!

Complete the series at your leisure...

- The same comprehensive AMA course materials
- 90 days to complete each class
- Reduced prices
- Up-to-date materials & activities to enhance the learning process

Why Earn a Certificate in Management?

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- Career advancement
- Gain confidence & competency
- Manage growing responsibilities
- Earn CEUs

Courses in the Series:

- Communication Skills For Managers
- Fair, Square, and Legal: A Manager's Guide to Safe Hiring, Managing, and Firing Practices
- Leadership Skills for Managers
- Finance and Accounting for Nonfinancial Managers
- How to Manage Conflict in the Organization
- A Manager's Guide To Human Behavior
- Sharpen Your Business Writing Skills
- Successful Project Management
- Fundamentals of Human Resources
- Managing and Achieving Organizational Goals
- How To Build High Performance Teams

Classes begin 9/21, 10/19, 11/9
Each class is \$129

For complete information go to:
www.flexstudy.com/elcamino.

Travel & Tours



Travel Classes

Attention - Free Tour Information Night

Do you need a vacation? Would you like to travel to exciting destinations? Traveling can provide rich learning experiences and enhance your life. Attend our free tour information night for the details about our fantastic trips! Slides will be shown of actual destinations. The night's highlights will include: Copper Canyon Adventure , Tropical Costa Rica, Branson Musical Getaway, and The Musical Getaway. For the itineraries to these tours call (310) 660-6460.
FREE 9/26/2007 Wednesday 6:30pm - 8:30pm
Room: Music 133

Tropical Costa Rica

Your tour begins in San Jose, the capital city of Costa Rica. Discovery begins with the exploration of this tropical paradise, the lush forests, magnificent waterfalls, rumbling volcanoes, endless coastlines and diverse eco-systems in a place that preserves its delicate ecology for all to enjoy. Costa Rica offers a piece of paradise to all who visits.
February 13, 2007 \$2,549 single/\$2,049 ea dbl. occ.

Branson Musical Getaway

Experience eight fabulous Branson shows, providing non-stop entertainment. Shoji Tabuchi's magnificent show is one of the highlights of the Branson experience. Visit his palatial theater and watch the exceptional performers. Whether you are looking for singing, comedy, banjo-playing, fiddling, Broadway-style revues, magic, big band, country or pop... Branson has it! Collette has carefully selected what we feel is a mix of the best shows Branson has to offer! Collette does the best to keep current and ensure that every show you see is a memorable experience.
April 6, 2008 \$1,749 single/\$1,499 ea dbl. occ.

Copper Canyon Adventure

Your adventure starts in Tucson, Arizona where you will cross the Mexican border near the popular city of Nogales and continue through the beautiful Sonora Desert to the Sea of Cortez. Experience the Copper Canyon Adventure on the Chihuahua-Pacifico Railroad for an awe-inspiring journey that will take you from sea level to almost 8,000 feet via numerous tunnels and over countless bridges in this unspoiled landscape. Experience the Tarahumara's fascinating culture when tribal members perform for you.
November 3, 2008 \$2,499 single/\$2,049 ea dbl. occ.

Other Travel Related Classes

Get Paid to Travel	pg. 8	Super Spanish Series	pg. 43
Become a Tour Director.....	pg. 8	Conversational French (online).....	pg. 42
Digital Photography (online)	pg. 33	Enjoying European Art (online)	pg. 20

Arts & Hobbies

Visual Arts

Filmmaking A - Z: Produce, Write, Direct & Distribute Independent Films

This intensive weekend crash course is credited with launching the careers of directors Quentin Tarantino, Guy Richie and Baz Luhrman as well as actors like Will Smith and Queen Latifa. On Saturday, you will learn to make your first independent feature film on budgets from \$5,000 - \$1,000,000. On Sunday, you'll learn how to market, sell and distribute your film around the world. All attendees will receive a Filmmakers' Workbook, a Producer's Diploma and graduation certificate. *Dov S-S Simens is an award-winning filmmaker and instructor at schools such as USC, UCLA and NYU.*

#9176	10/6 & 10/7	1 Sat & 1 Sun 9:00am - 6:00pm
\$389.00	Off-Campus: Hollywood Film Institute	



Enjoying European Art (online)



The art & architecture of Europe offers an overwhelming array of choices that is sure to exhaust even the most dedicated art lover. You will learn where to find the works, how to get the most out of your viewing experience, and about interesting historical information. Become familiar with the most important works of European art on a personal level. *Courses are taught by experts in the field.*

#9204	W, F, starting 9/19 for 6 weeks
#9205	W, F, starting 10/17 for 6 weeks

\$79.00 per session

Online Class - an e-mail address (required with registration) and Internet browser required to participate in online classes. Instructions sent with receipt. Some courses require special software. See page 33 for details.

Photographing People with Your Digital Camera (online)



Photographing people can be fun, exciting – and complicated! This course will make taking beautiful pictures of adults, children, and babies simple. Don't be nervous if you're new to digital photography, because we'll start with the basic principles needed to become a skilled people photographer. Discover the best way to shoot faces, fix common close-up problems, and use digital photo editing to retouch photos and make other improvements. Next, we'll move onto portrait and formal group shots, where you'll learn how to organize people, which angles to use, and which to avoid. Become proficient in action photography, and learn several fun and creative ways to photograph children and babies. You'll even gain expertise in filling your photographs with imagery, setting moods, and creating themes. Finally, you'll learn to edit and improve your photos with Photoshop Elements 3. *Courses are taught by experts in the field.*

#9212	W, F, starting 9/19 for 6 weeks
#9213	W, F, starting 10/17 for 6 weeks

\$85.00 per session

Starting this Fall through El Camino Community Education

Community Woodturning Guild

GUEST SPEAKERS • SPECIAL TOPICS
DEMONSTRATIONS • PRESENTATIONS

Meeting the first Sunday of each month at 1:00 pm
in the Construction Technology Building at El Camino College

The club leader is Jack Selph, construction technology instructor at El Camino College and experienced professional in the woodworking field.

Membership fee is \$35 (covers August 2007 - June 2008)
For more information, please call
Jack Selph at (310) 660-6009.

Life Drawing Marathons

Join us for a relaxing Sunday as we open our doors to the Life Drawing and Painting Marathons. Two studios, one offering quick poses, the other offering one all-day pose, will be open for all artists interested in painting or drawing the nude model. Bring your own drawing and painting materials. Must be 18 years or older to attend. *Michael Van Overbeck has studied at the Art Center College of Design, the Art Academy of Los Angeles, and the American Animation Institute.*

#9321	9/30/2007	Sunday 10:00am - 5:00pm
#9322	10/28/2007	Sunday 10:00am - 5:00pm
#9323	11/18/2007	Sunday 10:00am - 5:00pm
\$18.00 + \$5.00 material fee per session paid to instructor Room: ArtB 205, 209		

Drawing for the Absolute Beginner (online)



Have you been interested in drawing, but never knew how to get started? If so, then this course is for you! Gain a solid understanding of the basics to drawing and become the artist you've always dreamed you could be! An expert instructor will guide you through an exciting and informative exploration of materials, setup procedures, lighting and rendering techniques, design and layout methods, and more. *Courses are taught by experts in the field.*

#9230	W, F, starting 9/19 for 6 weeks
#9231	W, F, starting 10/17 for 6 weeks

\$79.00 per session

Music

Music Made Easy (online)



If you enjoy music and want to know about what makes it work, this course for you. You'll gain a complete understanding of rhythm, melody and harmony. You'll be able to recognize pitches on the musical staff and keyboard. You'll also be able to build interval, major scales and chords. By the time you complete this comprehensive course, you'll be able to read, write and play simple pieces on a keyboard. *Courses are taught by experts in the field.*

#9228	W, F, starting 9/19 for 6 weeks
#9229	W, F, starting 10/17 for 6 weeks

\$79.00 per session

You Can Write Hit Songs

Learn how to write a powerful lyric, what makes a melody memorable, how to use hit songs as patterns to create original songs of your own, and much more. Whether you're a novice or a pro, a musician or lyricist, this workshop will show you how to write sellable songs! *Robin Frederick is a 25-year veteran of the music industry, a solo recording artist and former record label executive. She has written and produced over 500 songs for television, records and stage.*

#9142	11/17/2007	Saturday 1:00pm - 4:00pm
\$35.00 + \$15.00 material fee paid to instructor		

Room: SOCS 105

Registration info on page 50.
Register online at:
www.ECCCommunityEd.com

Crafts

Fun with Soap Making

Do you love the sensual pleasure of beautiful, aromatic soaps but hate the high prices? Why not learn to make your own for a fraction of the retail price? Perfect for gifts, bathroom decor, and for people with sensitive skin. You will also learn to make unique cleansing gels and luxurious bubble bath soap. You'll leave with the soaps you make and the knowledge you need to make more at home. This is a hands-on class, dress accordingly. *Quayum Abdul has years of experience in teaching soap and candle making and various other subjects in community colleges.*

#9134 10/6/2007 Saturday 9:00am - 12:00pm
\$39.00 + \$20.00 material fee paid to instructor
Room ArtB 215

Hurricane Candle Making

Hurricane candles, which contain dried fruits, flowers or other items, have caught our eyes in pricey boutiques and gift shops. Join us and learn how to make hurricane candles in different sizes and finishes, innovative shapes and styles with molds, through various skilled techniques for a fraction of the cost. Topics include getting started, making a hurricane shell into a candle, tips to working with paraffin wax, essential oils and candle dyes, how to incorporate dried flowers and fruits, and sources for materials and supplies. You will leave this class with several high-quality candles and the skills to continue on your own. This class is hands-on; please dress accordingly. *Quayum Abdul has years of experience in teaching soap and candle making and various other subjects in community colleges.*

#9133 9/22/2007 Saturday 9:00am - 12:00pm
\$39.00 + \$25.00 material fee paid to instructor
Room: ArtB 215

New! Introduction to Gemstones

Do you ever wonder where those beautiful gemstones come from? Students will learn basic gemstone terminology, origins, structure, characteristics and how gemstone quality is determined. Each class will contain a lecture and hands-on activity. Material fee covers: book, jeweler's loupe and assorted gemstones. *Vera Bruce is the owner and designer of a gemstone jewelry business. She holds a master's degree in apparel design and merchandising, and has 19 years of teaching experience.*

#9185 10/3 - 10/24 Wednesday 6:30pm - 9:30pm
\$59.00 + \$35.00 material fee paid to instructor
Room: ArtB 211

New! Hand-Woven Lavender Sachets

Using a tiny hand-held loom, you'll weave a small cloth, fold and fill with freshly dried lavender. A variety of decorative embellishments will be provided. You'll learn how to dry your own lavender and how to strip the buds to make potpourri. These little fragrant sachets are great to squeeze and inhale during stressful moments, place in linen drawers, or give as gifts. The fabric can also be used as an iPod necklace! *Nadine Spier is an award-winning fiber artist whose work is exhibited internationally in invitational & juried shows. She has been featured on the Discovery Channel.*

#9340 10/14/2007 Sunday 11:00am - 3:00pm
\$49.00 + \$25.00 material fee paid to instructor
Room: SOCS 105

New! Wire Wrap Wonder

When you learn wire wrapping, you will wonder how you could have gone without it. It is a basic but essential technique. You'll make a bracelet, earrings and necklace while learning about the necessities of the craft. *Over the years Margaret Holodnak-Hanscom has participated in art shows and is presently working with Beadtopia in El Segundo.*

#9352 9/25/2007 Tuesday 7:00pm - 10:00pm
\$39.00 + \$25.00 material fee paid to instructor
Room: SOCS 104

New! Pearl Knotting Pleasure

You'll experience an old technique (Pearl Knotting) with a new style. Once you've learned this your friends will be marveling at your expertise! You'll leave with your very own bracelet and necklace. *Over the years Margaret Holodnak-Hanscom has participated in art shows and is presently working with Beadtopia in El Segundo.*

#9353 10/16/2007 Tuesday 7:00pm - 10:00pm
\$39.00 + \$25.00 material fee paid to instructor
Room: SOCS 104

New! Memory Wire Magic

WOW is the word you hear when someone learns this style of beading. It's fun and easy! You'll make a fabulous necklace and matching cuff bracelet. Oh yes, did we mention a wine charm for the holidays. You'll learn this trick too. Abracadabra! *Over the years Margaret Holodnak-Hanscom has participated in art shows and is presently working with Beadtopia in El Segundo.*

#9354 11/6/2007 Tuesday 7:00 pm - 10:00pm
\$39.00 + \$25.00 material fee paid to instructor
Room: SOCS 104



Other Artistic Endeavors

- Introduction to Journaling (online) . . pg. 34
- Photographing People (online) pg. 20
- Intro to Photoshop CS2 (online) pg. 30
- Zumba Fitness & Belly Dancing. pg. 37
- Writing Classes. pg. 44-45
- Design Projects for Adobe Illustrator CS2 (online) . . . pg. 33

Learn the Art of Cake Decorating!

Get started in this fun, hands-on series of classes designed to teach you the art of transforming ordinary cakes into colorful works of art. Materials include cake decorating kits with tools, tips, and cake pans. Students who complete all 3 courses will receive a certificate of completion. *Thelma Elerewe is certified in the Wilton Method of Cake Decorating and has earned a certificate in Professional Baking from the Epicurean School of Culinary Arts.*

Course 1 - Foundation

Learn decorating, writing, making figures, borders, icing roses, floral sprays, stars, and shells. Introduction to cake baking and whipped cream icing will also be covered. A cake will be provided for you on the first day of class.

#9328 9/25 - 10/2 Tues 6:00pm - 10:00pm
#9329 9/29 - 10/6 Sat 10:00am - 2:00pm

Course 2 - Icing

Continue learning and refining your cake decorating skills in this exciting second course of a series. You will be learning about icings, color flow techniques, basket weave, and how to create beautiful flowers. Prerequisite: Course 1.

#9330 10/13 - 10/20 Sat 10:00am - 2:00pm

Course 3 - Fondant

With the help of your instructor you will create flowers and accents with beautiful details. You will see and use tools to cut and shape amazing textured ribbons and borders. You will learn how to achieve great fondant cakes step by step. Each technique will prepare you to decorate a grand finale cake you will be proud to take home.

#9331 10/27 - 11/3 Sat 10:00am - 2:00pm

Room: ArtB211 all classes
\$59 +\$50 material fee per session to instructor



College for Youth



Important Information for Parents!

- Registration must be in the name of the child
- Please keep your children safe while they are on campus. Be sure you and your children know where their classroom is located.
- Young children should not be dropped off in the parking lot.
- We do not provide escort service for children.
- Please arrange for your child to be picked up immediately after class.
- Students are not allowed to attend classes in which they are not officially enrolled.
- Students must be under 18 to attend College for Youth classes.
- Sign your child up for the grade level they will be entering in Fall.
- No transfers if parent enrolls child in wrong grade or level.
- Choose your child's course carefully-there are no refunds if parent enrolls child in wrong grade or level.
- These classes are not for college or K-12 credit.
- While on campus, your child is expected to abide by the rules of conduct for all El Camino College students. Failure to follow this code of conduct may result in dismissal with no refund from the Community Education program.
- If a class is full, your child can be placed on a waiting list for that class. Being on the waiting list is not a guarantee that your child will get into the class, or that another class will be added.
- For additional College for Youth information, go to www.eccommunityed.com.

Don't Forget the Consent Form!

Be sure to fill out the College for Youth Release & Medical Consent on the Registration Form. Phone registration not available for College for Youth classes. We must have the completed and signed release & consent form with the registration form and payment in order to reserve a spot in the class. Register by mail or fax.

Music

Guitar A – Part A (Grades 3-4)

Learn the very basics of getting started with the guitar. From the first day students will be able to play a song strumming chords and playing lead melody lines. Although the songs are very easy at first, the basic skills developed here will allow students to read and understand common guitar notation. *Jon Minei holds a master's degree in music from USC, has performed in various productions, and has been teaching guitar for over 8 years.*

#9341 9/12 - 10/17 Wednesday 4:00pm - 4:55pm
\$119 + \$15 material fee paid to instructor

Off-Campus: Opus Music

Guitar B – Part A (Grades 5-6)

Learn the very basics of getting started with the guitar. From the first day students will be able to play a song strumming chords and playing lead melody lines. Although the songs are very easy at first, the basic skills developed here will allow students to read and understand common guitar notation. *Jon Minei holds a master's degree in music from USC, has performed in various productions and has been teaching guitar for over 8 years.*

#9343 9/12 - 10/17 Wednesday 5:00pm - 5:55pm
\$119 + \$15 material fee paid to instructor

Off-Campus: Opus Music

Guitar A – Part B (Grades 3-4)

Learn more advanced concepts building on skills learned in Part A (i.e. strumming patterns, lead guitar lines, etc). Students will be asked to play together in small ensembles. Part B concludes with performances in groups. *Jon Minei holds a master's degree in music from USC, has performed in various productions and has been teaching guitar for over 8 years.*

#9342 10/24 - 12/5 Wednesday 4:00pm - 4:55pm
\$119 + \$15 material fee paid to instructor

Off-Campus: Opus Music

Guitar B – Part B (Grades 5-6)

Learn more advanced concepts building on skills learned in Part A (i.e. strumming patterns, lead guitar lines, etc). Students will be asked to play together in small ensembles. Part B concludes with performances in groups. *Jon Minei holds a master's degree in music from USC, has performed in various productions and has been teaching guitar for over 8 years.*

#9344 10/24 - 12/5 Wednesday 5:00pm - 5:55pm
\$119 + \$15 material fee paid to instructor

Off-Campus: Opus Music

Instrument is required. You may bring your own or guitar rental is available at \$35 per session payable to the instructor.

Kids: Take An Online Class!

No age restrictions, no commute to campus.
Some of our classes include:
Goodbye to Shy, Speed Reading, Get Funny,
Making Movies, Web Pages & More!
See complete list on pages 33-34.



More Classes for Kids & Teens

Creating Web Pages (online) pg. 32
Digital Photography (online) pg. 33
Drawing for the Beginner (online) .. pg. 21
Theme Park Engineering (online) .. pg. 47

Belly Dancing (ages 14 & up)..... pg. 35
Get Funny! (online) pg. 33
Rock Climbing (Grade 9 & up)..... pg. 36
Candle Making (14 & up) pg. 22

Intensive Reading & Math Clinics

Reading and Math Skills
(Grades 1-3)

Help your child to develop the skills for successful reading and math in this intensive program with a 4 to 1 student to teacher ratio! Teacher directed mini-lessons, small groups and computer labs, phonics machines and creative teaching help students gain confidence and critical reading and math skills. Kids love the exciting methods that are used in this program. Your child’s reading and math skills will improve significantly. Registration must be in the name of the child.

Basic Reading and Math
(Grades 4-8)

Students learn to enjoy reading and math in this exciting skill development program. This highly individualized program includes small group instruction, tutorial assistance, directed mini-lessons, computer instruction, and the most current methods for teaching reading comprehension and math skills. This small class has a maximum student to teacher ratio of 4 to 1 and begins with a placement test to ensure appropriate instructional levels for each student. Significant improvement in skills and confidence will help students succeed in school. Remedial students may wish to continue for multiple sessions. Registration must be in the name of the child.

Algebra 1
(Grades 6-12)

This class will help students master algebra skills necessary to pass their current school algebra program with ease. This course will follow the regular school algebra curriculum and will remediate and reinforce essential algebra skills. The class will be very individualized and limited to a maximum of 4 students per teacher. Directed lessons, computer review and tutorial assistance will help students become successful with algebra. Registration must be in the name of the child.

Our standard program runs **one day a week**, 1-1/2 hours per day, for four weeks at a cost of \$199... half the cost of comparable programs. **Pick a Monday, Wednesday or Thursday at the time listed below.**

Sign your child up for one or all of these sessions:

- Session 1: 9/10 – 10/4
- Session 2: 10/15 – 11/8
- Session 3: 11/12 – 12/6
- Session 4: 12/10 – 12/20 & 1/7 – 1/17 (no class 12/24 – 1/3)

(Algebra: Monday & Thursday only)

Hours: 3:45pm – 5:15pm
5:30pm – 7:00pm

Classes will be held at our convenient, off-campus location in Torrance.

Call (310)-660-6460 or
visit our website: www.eccommunityed.com
Or e-mail CommEd@elcamino.edu



Math

Pre-Algebra (Grades 6-8)

Learn the essentials of pre-algebra including order of operations, a review of fractions, decimals and percents, adding, subtracting, multiplying and dividing integers (negative numbers), comparing rational numbers and proportions and more. *College for Youth instructors are experienced, caring professionals who teach in local school districts.*

#9422 10/6 - 11/10 Saturday 9:00am - 10:30am
\$59.00 + \$5.00 material fee paid to instructor
Room: SOCS 104



Algebra 1 (Grades 7-9)

Learn the fundamentals of first year algebra such as distributive law, solving linear equations, graphing by plotting points, using zeros, using slope-Y intercept form, and absolute value and linear inequalities. Other topics will include solving systems of equations by graphing, substitution and addition, exponents and scientific notation. *College for Youth instructors are experienced, caring professionals who teach in local school districts.*

#9423 10/6 - 11/10 Saturday 10:45am - 12:15pm
\$59.00 + \$5.00 material fee paid to instructor
Room: SOCS 104

Academic Strategies

SAT Preparation (Grades 9-12)

Preparation is the key to success in any endeavor, and college admission is no exception. Your score on the SAT is the ‘gateway’ to the college or university of your choice. This 12-hour workshop is designed to prepare you to succeed on this test and maximize your educational and scholarship opportunities. Comprehensive and powerful strategies will help you quickly identify and successfully respond to all question types. Sharpen basic academic skills and analyze and assess test questions. Enrollment is limited. Sign up today. *College for Youth instructors are experienced, caring professionals who teach in local school districts.*

- #9420 10/6 - 10/27 Saturday 1:00pm - 4:00pm
 - #9421 11/3 - 11/24 Saturday 1:00pm - 4:00pm
- \$169.00 per session Room: SOCS 104



Registration must be in the name of the child

Don’t Forget the Consent Form!

Be sure to fill out the College for Youth Release & Medical Consent on the Registration Form. Phone registration not available for College for Youth classes. We must have the completed and signed release & consent form with the registration form and payment in order to reserve a spot in the class. Register by mail or fax.

Sports

Kung Fu Kubs (Ages 3-5)

Your child will have a blast while he/she learns to walk like a tiger, balance like a crane and hop like a frog. Using a kung fu approach, your 3-5 year old will acquire the physical, emotional, social & mental skills that build a bright future. *Sifu Nadine Shozuya has been practicing martial arts for over 20 years. She has earned a black belt in Aikido, Tae Kwon Do, Kung Fu, Karate and instructorship in Tai Chi.*

#9169	9/5 - 10/24	Wednesday 4:30pm - 4:55pm
#9170	9/8 - 10/27	Saturday 9:00 am - 9:25am
\$89.00	Off-Campus: Shozuya Kung Fu Studio	

Kung Fu for Kids (Grades 1-6)



Watch your child's confidence grow as they learn Kung Fu. Kung Fu teaches manners, focus, discipline, and non-violence. It also improves self-esteem, confidence and fitness. Kung Fu builds a healthy BODY, BRAIN and SPIRIT. *Sifu Nadine Shozuya has been practicing martial arts for over 20 years. She has earned a black belt in Aikido, Tae Kwon Do, Kung Fu, Karate and instructorship in Tai Chi.*

#9171	9/9 - 11/11	Sunday 10:00am - 10:55am
\$99.00 + \$30.00	material fee paid to instructor	
Off-Campus: Shozuya Kung Fu Studio		

Rock Climbing for Kids (Grades 6-11)

Learn the fundamentals of rock climbing. Rock climbing builds self confidence and physical strength. Kids will learn to climb and develop teamwork skills. Most of all they will have fun while getting physically fit. *Danielle Roman has been rock climbing for over 8 years. She is American Mountain Guide Trained and holds a Master's degree in Exercise Science.*

#9303	9/26 - 10/31	Wednesday 3:30pm - 4:30pm
\$69.00 + \$20.00	material fee paid to instructor	
Off-Campus: Beach Cities Rock Gym		

Fun & Enrichment

Spanish for Kids – Beginning 1 (Grades 1-5)

Your child won't want the fun to end in this activity-filled class. Learn greetings, farewells, numbers, colors, songs and more. Get them started in Spanish today. Every child can journey beyond limitations, develop habits for success and grow into a motivated and excited learner! Designed for the beginner or almost beginner. *Sonia Fernandez has been teaching Spanish to all ages for the past eight years.*

#9338	9/22 - 10/27	Saturday 9:00am - 10:30am
\$55.00 + \$5.00	material fee paid to instructor	
Room: SOCS 112		

Spanish for Kids – Beginning 1 (Grades 6-9)

Your child won't want the fun to end in this activity-filled class. Learn greetings, farewells, numbers, colors, songs and more. Get them started in Spanish today. Every child can journey beyond limitations, develop habits for success and grow into a motivated and excited learner! Designed for the beginner or almost beginner. *Sonia Fernandez has been teaching Spanish to all ages for the past eight years.*

#9339	9/22 - 10/27	Saturday 10:35am - 12:00pm
\$55.00 + \$5.00	material fee paid to instructor	
Room: SOCS 112		

Academic Chess (All Ages)

Did you know that playing chess increases your child's IQ? Chess also teaches children to: think deeply, gain confidence, solve problems, develop patience, evaluate positions, compete well, visualize results, and strategize and plan. Academic Chess is for all ages 5 and up and for all different levels. Students are divided into groups according to expertise. Class is part instruction and part chess play. Sign up today! *College for youth instructors are experienced, caring professionals who teach in the local school districts.*

#9327	10/13 - 12/8	Saturday 11:00am - 12:00pm
\$99.00	Room: SOCS 106	

Computers

Applications

Beginning MS Word (online)



In this hands-on workshop, you'll learn how to add, edit, move text, work on two or more documents simultaneously, change text, margins and tab settings, center, align, justify, and indent text; use grammar, spell check, and thesaurus; and save, retrieve, copy, organize, and print your documents. *Courses are taught by experts in the field.*

#9244	W, F, starting 9/19 for 6 weeks
#9245	W, F, starting 10/17 for 6 weeks

\$79.00 per session

Beginning MS Excel (online)



Discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. Learn the secrets behind writing powerful formulas, using the function wizard, sorting and analyzing data, creating custom charts, creating 3-dimensional workbooks, building links, and creating macros and custom toolbar buttons. *Courses are taught by experts in the field.*

#9246	W, F, starting 9/19 for 6 weeks
#9247	W, F, starting 10/17 for 6 weeks

\$79.00 per session

Introduction to QuickBooks (online)



QuickBooks is designed for small to mid-size business owners. Learn how this well-designed program can make it a snap to and analyze your business. Required: QuickBooks or QuickBooks Pro 2001 or newer. *Courses are taught by experts in the field.*

#9248	W, F, starting 9/19 for 6 weeks
#9249	W, F, starting 10/17 for 6 weeks

\$89.00 per session



Performing Payroll in QuickBooks (online)



QuickBooks software can be used to process payroll quickly and easily. This course details all the steps needed for proper set-up and even includes troubleshooting tips and solutions for common problems and mistakes. Examples and illustrations in this course will be based on QuickBooks Pro 2004. It is recommended that you sign up for one of the Intuit Payroll Services to update your QuickBooks tax tables. You may qualify for a free, no obligation trial subscription for one of these services. More information will be provided at the start of the course. If you do not wish to sign up for Intuit Payroll Services, you can still complete the course by manually calculating payroll taxes. Req'd: QuickBooks or QuickBooks Pro (versions 2001 or newer). *Courses are taught by experts in the field.*

#9252	W, F, starting 9/19 for 6 weeks
#9253	W, F, starting 10/17 for 6 weeks

\$89.00 per session



Online Class - an e-mail address (required with registration) and Internet browser required to participate in online classes. Instructions sent with receipt. Some courses require special software. See page 33 for details.

QuickBooks for Contractors (online)



Designed specifically for the construction industry, QuickBooks for contractors uses the Premier Contractor Edition on QuickBooks to show you how to utilize this powerful program to create estimates, progress invoices, and even job cost reports. You'll avoid making common mistakes by learning the proper file setup techniques for contractors, and you'll discover the secrets to help you create useful and dynamic management reports. *Courses are taught by experts in the field.*

#9250	W, F, starting 9/19 for 6 weeks
#9251	W, F, starting 10/17 for 6 weeks
\$89.00 per session	

Get Going With QuickBooks – Beginning (In Person)

Accounting and financial tasks are fast and easy to learn with QuickBooks. Increase your productivity, get more control of your spending and make better business decisions after learning to setup a company, create a chart of accounts, setup inventory, process payments, sell your product, invoice for services, manage your bank accounts online, and more. *Kevin Farmer is a dedicated professional with many years of teaching experience in accounting and business subjects at the college level and is the administrative accountant for a local city.*

#9317	10/7/2007	Sunday 9:30am - 3:30pm
\$79.00 + \$25.00 material fee paid to instructor		
Room: COMM 204		

Keep Going With QuickBooks – Intermediate (In Person)

Become more QuickBooks savvy and learn to run your finances more smoothly with this next level course. Customize forms, work with asset liability and equity accounts, track credit card transactions, create reports and graphs, track and pay sales taxes, do payroll, and synchronize with contact management software. Pre-requisite: Beginning QuickBooks. *Kevin Farmer is a dedicated professional with many years of teaching experience in accounting and business subjects at the college level and is the administrative accountant for a local city.*

#9318	10/21/2007	Sunday 9:30am - 3:30pm
\$79.00 + \$25.00 material fee paid to instructor		
Room: COMM 204		

Introduction to PowerPoint (online)



You'll deliver powerful and memorable presentations when you learn to use PowerPoint. Upon completion, you will be able to plan and create a presentation, use toolbars, wordart and autosshapes, create tables and slides and learn about printing, handouts, outlines and much more. *Courses are taught by experts in the field.*

#9254	W, F, starting 9/19 for 6 weeks
#9255	W, F, starting 10/17 for 6 weeks
\$79.00 per session	

Introduction to Photoshop CS2 (online)




If you want to work with graphics, Photoshop is the program you will most need to learn. This hands-on, project-oriented course is filled with detailed step-by-step instructions you'll have no trouble following as you learn how to edit photos, create basic paintings, and prepare your images for printing. Discover how to improve photography by removing flaws, correcting for poor exposure, or adding new elements. You'll even learn how much fun it can be to paint again without the mess to clean up. And, best of all, no prior artistic ability is required to take this course. *Courses are taught by experts in the field.*

#9214	W, F, starting 9/19 for 6 weeks
#9215	W, F, starting 10/17 for 6 weeks
\$85.00 per session	



Registration info on page 50.
Register online at:
www.ECCommunityEd.com

 **Online Class** - an e-mail address (required with registration) and Internet browser required to participate in online classes. Instructions sent with receipt. Some courses require special software. See page 33 for details.

Introduction to the Computer Game Industry (online)



This highly interactive course, taught by a leading game designer, is an excellent primer on all topics surrounding the computer game industry. You'll learn about game development, game design and production, and the current challenges facing the game industry. Learn how to prepare for a dynamic career and succeed on the technical, artistic, or business side of game development. *Courses are taught by experts in the field.*

#9258	W, F, starting 9/19 for 6 weeks
#9259	W, F, starting 10/17 for 6 weeks
\$99.00 per session	

Introduction to Windows Vista (online)



Windows Vista is a radical departure from the Windows versions of yesteryear. Whether you're a beginner or an experienced Windows user, you won't want to miss out on everything this powerful new version has to offer. In this course, specifically designed for beginners and casual users, you'll learn to use Vista's best and most important features. Learn to take full advantage of the new Calendar feature, manage and edit your digital photos with the new Windows Photo Gallery, and add fonts, color, and style to your written text. *Courses are taught by experts in the field.*

#9224	W, F, starting 9/19 for 6 weeks
#9225	W, F, starting 10/17 for 6 weeks
\$99.00 per session	


Databases

Beginning Access (online)



Learn how to use Microsoft's powerful and award-winning database to store, locate, and print just about any type of important information. You'll learn how to create tables, relationships, custom data entry forms, queries, reports, mailing labels, and macros. You'll also merge the data in your Access tables with Microsoft Word form letters. *Courses are taught by experts in the field.*

#9256	W, F, starting 9/19 for 6 weeks
#9257	W, F, starting 10/17 for 6 weeks
\$79.00 per session	



More Computer Related Classes

Guiding Kids on the Internet (online)	pg. 41
Buy & Sell on Ebay (online)	pg. 38
Creating a Home or Small Office Network	pg. 46
Wireless Networking (online)	pg. 33
A+ Certification Prep (online)	pg. 33
Tips & Tricks for the Mac (online) . . .	pg. 33
Keyboarding (online)	pg. 33
Top Search Engine Positions (online) . .	pg. 33
And MUCH More Online!	pg. 33-34

Internet & Web

Creating Web Pages (online)

Create sensational Web sites complete with text, graphics, color, backgrounds, tables, lists, links, and hot buttons. Find out about time-saving authoring programs, how to select a Web hosting service, how to upload your Web site to a web server and much more. *Courses are taught by experts in the field.*

#9282	W, F, starting 9/19 for 6 weeks
#9060	W, F, starting 10/17 for 6 weeks
\$79.00 per session	

Creating Web Pages II (online)

Are you using HTML to its fullest potential? In this practical, project-oriented course, you'll discover how you can use tables to create fresh, innovative, and unconventional arrangements of text, colors and graphics. Become skilled at incorporating audio into your site, and find out how frames improve site navigation and turn otherwise drab pages into stunning works of art. Make your site more interactive through the use of forms, and learn how formatting your pages with cascading style sheets can literally save you hours of time and effort. *Courses are taught by experts in the field.*

#9261	W, F, starting 9/19 for 6 weeks
#9262	W, F, starting 10/17 for 6 weeks
\$79.00 per session	

Designing Effective Web Sites (online)

Learn powerful graphic design techniques that will help you build Web sites that are attractive and highly effective. You'll learn what attracts visitors to a site, and how you can create the most satisfying experience for those visitors. You'll learn to use typography, aesthetics, color, graphics, and page layout to create the most compelling user interface possible, and you'll understand how users read on the Web and the characteristics of effective Web writing. *Courses are taught by experts in the field.*

#9263	W, F, starting 9/19 for 6 weeks
#9264	W, F, starting 10/17 for 6 weeks
\$79.00 per session	

How To Use The Internet – The Basics (online)

This is a course for 'newbies' to the technological world of the Internet. It is a self paced, basic, online course that is easy to follow. Topics covered are: Introduction to Cyberspace, Vocabulary and Practice, Netiquette, E-Mail, Search Engines and How to Surf. This class is appropriate for a 14 year old to adult. *Courses are taught by experts in the field.*

#9265	W, F, starting 9/19 for 6 weeks
#9266	W, F, starting 10/17 for 6 weeks
\$49.00 per session	

Introduction to Dreamweaver 8 (online)

Learn to harness the power of this industry-standard Web design program from a Silicon Alley veteran. Master the basics of document creation and how to insert and format text, images, hyperlinks, tables, multimedia files, and other types of Web page content. *Courses are taught by experts in the field.*

#9202	W, F, starting 9/19 for 6 weeks
#9203	W, F, starting 10/17 for 6 weeks
\$85.00 per session	

Introduction to Flash 8 (online)

Learn how to create exciting interactive animations from a working Flash designer and author with more than a decade of experience in Flash development. Discover how to create animations, build online applications, manage photos, integrate video, and upload your very own Flash presentations to a Web site *Courses are taught by experts in the field.*

#9206	W, F, starting 9/19 for 6 weeks
#9207	W, F, starting 10/17 for 6 weeks
\$99.00 per session	

Online Classes

- Instructor Facilitated • Online Assistance • Each Course 6 Weeks Long
- Available Any Time From Any Computer in the World • Practical, Hands-On Instruction
- Lessons Released Every Wednesday & Friday

We have 300 online courses for you to choose from. For complete course descriptions, instructor bios, prerequisites and requirements of our online classes, go to our website for online classes at: www.ed2go.com/elcamino and click on courses. You must have Internet access, an e-mail address and Internet Explorer or Netscape to attend online classes.

Each class begins on the following dates: 9/19 • 10/17 • 12/12

The Internet

Introduction to the Internet	\$79
Achieving Top Search Engine Positions	\$89
Introduction to Outlook Express	\$79
Introduction to Microsoft Outlook 2003	\$79
Learn to Buy and Sell on eBay	\$85
Creating Web Pages	\$79
Creating Web Pages II	\$79
Designing Effective Websites	\$79

Computer

Dreamweaver 4.0 or MX	\$85
FrontPage	\$79
Introduction to CorelDRAW X3	\$89
Introduction to Freehand MX	\$85
Imaging for the Web Using Fireworks MX 2004	\$85
Introduction to Macromedia Director MX 2004	\$99
C++ for the Absolute Beginner	\$79
Introduction to Perl Programming	\$79
Visual Basic .NET – All Levels	\$89
Keyboarding	\$79
Introduction to Windows XP	\$79
101 Tips and Tricks for the iMac \$ Macintosh	\$89
Word – All Levels	\$79
Excel – All Levels	\$79
Access – All Levels	\$79
PowerPoint – All Levels	\$79
Introduction to QuickBooks 2005	\$89
Performing Payroll in Quickbooks	\$89
Quickbooks for Contractors	\$89
Introduction to Crystal Reprots 10	\$99
Photoshop Elements 5.0 for the Digital Photographer	\$85
Photoshop CS2 for the Digital Photographer	\$85
Intoduction to Photoshop CS	\$85
Design Projects for Adobe Illustrator CS	\$85
Making Movies with Windows XP	\$85
Discover Digital Photography	\$79
Secrets of Better Photography	\$79
Photoshop Elements	\$85
Photographing People with Your Digital Camera	\$79
Photoshop Elements Projects	\$85

Introduction to Macromedia Director MX 2004	\$99
Introduction to PC Troubleshooting	\$79
Creating a Home Network	\$79
Creating a Small Office Network	\$79
Wireless Networking	\$79
Introduction to Networking – All Levels	\$79
Introduction to Database Development	\$79
Oracle – All Levels	\$85
Introduction to the Game Industry	\$99
Creating User Requirements Documents	\$79
Project Management	\$119
CompTIA Security + Certification Prep	\$119
CompTIA Network + Certification Prep	\$119
Basic A+ Certification Prep	\$119
Intermediate A+ Certification Prep	\$109
Advanced A+ Certification Prep	\$109
PMP Certification Prep I	\$119
PMP Certification Prep 2	\$119

Enrichment

Drawing for the Absolute Beginner	\$79
Speed Spanish – All Levels	\$89
Beginning Conversational French	\$89
Writing for ESL	\$89
Grammar for ESL	\$89
Marketing Tools for Actors	\$79
Theme Park Engineering	\$79
Get Funny!	\$79
Music Made Easy	\$79
Get Assertive!	\$79
Merrill Ream Speed Reading	\$99
Leadership Development	\$85
Achieving Success with Difficult People	\$79
Keys to Effective Communication	\$85
Interpersonal Communication	\$85
Goodbye to Shy	\$85
High Powered Communication	\$85
Twelve Steps to a Successful Job Search	\$85
Real Estate Investing	\$85
Debt Elimination Techniques	\$89
Building Wealth	\$79
Where Does All My Money Go?	\$79
Personal Finance	\$79



Introduction to Stock Options	\$89
Medical Terminology	\$109
Human Anatomy Physiology	\$89
Become a Veterinary Assistant	\$79
Become a Veterinary Assistant II	\$79
Lucious, Low-Fat Meals	\$79
Introduction to Natural Health & Healing	\$79
Handling Medical Emergencies	\$89
Outdoor Survival Techniques	\$79
Assisting Aging Parents	\$79
Genealogy Basis	\$89
Film Literacy	\$79
Wine Appreciation	\$85
Magic of Hypnosis	\$89
Parenting: The First Five Years	\$85
Ready, Set, Read!	\$85
Enhancing Language Development in Children	\$85
Understanding Adolescents	\$89
Guiding Kids on the Internet	\$79
Introduction to Algebra	\$89
Employment Law Fundamentals	\$99
Workers' Compensation	\$99
Introduction to Criminal Law – All Levels	\$89
Evidence Law	\$89
Winning Strategy for the Courtroom	\$99
Legal Nurse Consulting	\$99
Constitutional Law: Bill of Rights	\$89
Solving Classroom Discipline Problems	\$89
The Classroom Computer	\$89
Using the Internet in the Classroom	\$89
The Creative Classroom	\$89
Big Ideas in Little Books	\$89

Writing

Grammar Refresher	\$79
Effective Business Writing	\$79
Beginning Writer's Workshop	\$99
Writeriffic: Creativity – All Levels	\$79
The Craft of Magazine Writing	\$79
Fundamentals of Technical Writing	\$89
Writing Great Technical Documents	\$89
Introduction to Afobe FrameMaker 7.1	\$89
The Keys to Effective Editing	\$89
Writing for Children	\$79
Mystery Writing	\$85
Write Your Life Story	\$79
Beginner's Guide to Getting Published	\$79
Travel Writing	\$79
Your Screenwriting Career	\$89
Creating a Sense of Place	\$79
Pleasures of Poetry	\$79
Research Methods for Writers	\$89
Introduction to Journaling	\$79
Publish It Yourself	\$99
Demystifying Forensic Science: A Writer's Guide	\$85
Introduction to Internet Writing Markets	\$89
Resume Writing Workshop	\$79

Business

Creating Your Own Nonprofit	\$99
Introduction to Nonprofit Management	\$85
Marketing Your Nonprofit	\$99
Wow, What a Great Event!	\$79
A to Z Grant Writing	\$99
Get Grants!	\$89
Writing Effective Grant Proposals	\$85
Advanced Grant Proposal Writing	\$99
Becoming a Grant Writing Consultant	\$99
Creating a Successful Business Plan	\$85
Marketing Your Business on the Internet	\$99
Start and Operate Your Own Home-Based Business	\$99
Secrets of Caterer	\$89
Growing Plants for Fun and Profit	\$85
Wow, What a Great Event!	\$79
Start Your Own Consulting Practice	\$89
Caring for Children	\$79
Professional Sales Skills	\$79
Effective Selling	\$79
Business Marketing Writing	\$85
Principles of Sales Management	\$89
Marketing Your Business on the Internet	\$99
Accounting Fundamentals	\$99
Accounting Fundamentals II	\$99
Project Management Fundamentals	\$119
Project Management Applications	\$119
Fundamentals of Supervision & Management – All Levels	\$99
Administrative Assistant Fundamental	\$89
Administrative Assistant Applications	\$89
Understanding the Human Resources Function	\$99
Mastery of Business Fundamentals	\$99
Mastery of Business Applications	\$99
Total Quality Fundamentals	\$99
Six Sigma: Total Quality	\$99
Purchasing Fundamentals	\$89
Purchasing Applications	\$89
Introduction to Business Analysis	\$89
Customer Service Fundamentals	\$99
Distribution and Logistics Management	\$89
Supply Chain Management Fundamentals	\$89
Supply Chain Management Applications	\$89
Successful Construction Business Management	\$99
Principles of Sales Management	\$89
Manufacturing Fundamentals	\$99
Manufacturing Applications	\$99

Test Prep

GED	\$99
GRE	\$99
SAT/ACT	\$99
GMAT	\$99
LSAT	\$99

Also see additional courses listed
throughout the brochure.

Health & Fitness



Yoga for Health
& Relaxation – Beginning

Yoga focuses on uniting the body, mind and spirit through movement, breathing and relaxation. Suitable for all ages and abilities, students report increased strength, flexibility, concentration, awareness and overall well-being. The beginning class teaches breathing techniques and introduces major yoga postures. Bring your own yoga mat. *Ron Berman has taught yoga for many years.*
#9135 10/13 - 12/22 Saturday 10:30am - 12:00pm
\$69.00 Room: PE 2

Yoga For Health
& Relaxation – Intermediate

Yoga focuses on uniting the body, mind and spirit through movement, breathing and relaxation. Suitable for all ages and abilities, students report increased strength, flexibility, concentration, awareness and overall well-being. The intermediate class builds upon the basics to deepen the student's understanding and knowledge of the yoga practice. Bring your own yoga mat. *Ron Berman has taught yoga for many years.*
#9136 10/13 - 12/22 Saturday 9:00am - 10:15am
\$69.00 Room: PE 2

Belly Dancing –
Mixed Levels (Ages 14 & Up)

Learn the sultry art of Belly Dancing. It's fun, exciting and a gateway to grace, rhythm and freedom of expression. Stretch your body and mind and lift your spirits with the ancient art of Belly Dancing! For more information go to www.genieyogini.com. *Genie Nakano is an instructor and performer of Middle Eastern dance in the South Bay and she has an M.F.A in dance.*
#9162 10/6 - 11/17 Saturday 10:00am - 11:00am
\$75.00 Room: PE 52



Online Class - an e-mail address (required with registration) and Internet browser required to participate in online classes. Instructions sent with receipt. Some courses require special software. See page 33 for details.

Get Thin, Stay Thin
through Self-Hypnosis

Discover a relaxing, effortless and safe way to lose weight--no diets, no calories to count, no struggle. Through the power of your subconscious mind you can acquire confidence, increase your chances for career advancement and reduce strain on your body while learning to gain control over your eating habits and cravings. *Jethro Carter, founder of a local wellness center, uses handwriting analysis & hypnosis in his practice as tools for behavior modification.*
#9138 11/15 Thursday 7:00pm - 9:30pm
\$39.00 + \$15.00 material fee paid to instructor
Room: SOCS 108

Outdoor Survival
Techniques (online)



Learn the essential skills you need to survive in a remote and/or stranded condition. In this course, you'll learn to shape your attitudes so you react appropriately during emergencies. You'll develop a survival kit; learn the proper usage of a map and compass; how to make fire without matches or lighters; share in the construction of a solar still; how to purify any water source; how to construct shelter; identify a wide variety of wild plants that can be used as survival foods; how to fish, hunt, and trap for protein; understand a variety of effective uses of cordage; and more. *Courses are taught by experts in the field.*

#9218 W, F, starting 9/19 for 6 weeks

#9219 W, F, starting 10/17 for 6 weeks

\$79.00 per session

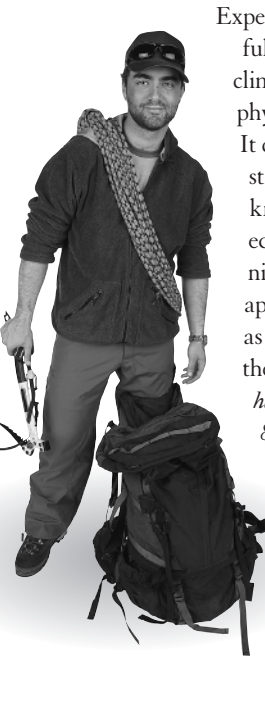
Beginning Tai Chi

Reduce your stress and improve your health while practicing this slow-paced martial art. Discover a simple way to perform a maintenance check of your body. You will be able to move with less worry and more confidence. *Sifu Nadine Shozuya has been practicing martial arts for over 20 years. She has earned a black belt in Aikido, Tae Kwon Do, Kung Fu, Karate and instructorship in Tai Chi.*

#9172	9/7 -10/12	Friday 7:00pm - 8:00pm
#9173	10/19 - 11/30	Friday 7:00pm - 8:00pm
#9174	9/9 - 10/14	Sunday 8:55am - 9:55am
#9175	10/21 - 12/2	Sunday 8:55am - 9:55am

\$59.00 per session
Off-Campus: Shozuya Kung Fu Studio

Rock Climbing
For Fun and Fitness
(Grades 9-Adult)



Experience a whole new type of full body workout! Rock climbing is both mentally and physically fun and challenging. It combines balance, flexibility, strength and fitness. Develop knowledge of rock climbing equipment, physical techniques and the mental approach to climbing, as well as ethics and responsibility on the mountain. *Danielle Roman has been rock climbing for over 8 years. She is American Mountain Guide Trained and holds a Master's degree in Exercise Science.*

#9302	9/26 -10/31	Wednesday 6:30pm - 7:30pm
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\$69.00 + \$20.00 material fee paid to instructor
Off-Campus: Beach Cities Rock Gym

Capoeira: A New Way to Fun & Fitness

Would you like a high energy, exciting way to get into shape? Are you ready for a lot of fun? Capoeira is a unique martial art, African in its origin and Brazilian in its evolution. This fascinating discipline fuses flexibility, agility, strength, balance, self-confidence, self-defense, coordination and rhythm; creating a great workout. See www.omulula.com for more information. *Courtney & Tracey Claverie have been teaching Capoeira for ten years.*

#9304	10/13 - 12/15	Saturday 1:00pm - 3:00pm
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\$89.00 + \$10.00 material fee paid to instructor
Room: PE 52

Fundamentals of Abdominal & Core Work

This class will teach you the basic movements and principles of abdominal conditioning and core work to help you develop a safe and effective workout. With a focus on proper biomechanics, precise movement and correct alignment, you will be introduced to a variety of functional, core, abdominal, weight-lifting, body-weight, and stretching exercises on both mats and traditional gym equipment. This class will provide you with a foundation for reaching all your health and fitness goals. *Dale Frank has been developing and leading fitness programs for 20 years. He has experience working with all ages and abilities. Dale is a graduate of CSU Fullerton and holds a fitness certification from UCLA.*

#9301	10/9 - 11/13	Tuesday 7:30pm - 8:15pm
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\$79.00
Off-Campus: Fitness Technologies

Acupressure Shiatsu

Learn how to get relief from stress and joint pain through acupressure. According to Ancient Medicine, the body is made up of pressure points that control blood flow. When the proper pressure is applied to the proper points, pain and stress can be relieved allowing the body to heal naturally. Learn where acupressure comes from, how it works, and some of the things you can do to get rid of pain. *Rod Krueckemeier has over 25 years of experience practicing and teaching shiatsu in both private and public sectors. He is a certified massage therapist.*

#9158	9/8 - 10/137	Saturday 11:00am - 12:30pm
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\$59.00
Room: MUSIC 211

Zumba Fitness!

Come and dance away your worries! Zumba is a fun, effective, and simple way to maximize caloric output, fat burning and total body toning. The sexy and explosive Latin Rhythms create a party like atmosphere that delivers results. No previous dance experience needed to have fun and lose weight with Zumba. *Carolina Acosta has been teaching dance for 7 years.*

#9419	9/29- 11/3	Saturday 10:45am - 11:45am
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\$59.00
Room: PE 233

New!
Choreography & Performance for Belly Dance and Bollywood Dance

Learn how to perform Belly Dance and Bollywood Dance. Warm up with Belly Dance and Bollywood choreographed routines. Then under the guidance of instructor, students will choreograph a group dance routine together. The final product will be performed at Genie's Studio. Costuming, make-up, how to develop a unique dynamic performance style will be covered. *Genie Nakano has a masters in Dance from UCLA. She is the director/choreographer for a Middle Eastern and Bollywood Dance troupe, Belady I for 10 years. She has danced professionally with the Eartha Kitt, great Leap and Ya Amar Dance Company. Please check out her web site: Genieyogini.com for detailed information.*

#9320	10/6 - 12/1	Saturday 11:15am - 12:15pm
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\$80.00
Room: PE 52

Healthy Mind, Healthy Body	
Life Drawing Marathons	pg. 21
Kung Fu for Kids.	pg. 28
Magic of Hypnosis (online).	pg. 34
Food & Fitness to Fight Cancer (online)	pg. 34
CPR, First Aid & Caring for Children.	pg. 40
Wine Appreciation (online).	pg. 46
Listen to Your Heart and Success Will Follow (online).	pg. 46



ENROLLMENT IS LIMITED

Register Early!

Registration info on page 50.
Register online at: www.ECCommunityEd.com



Money Matters

Learn To Buy & Sell on eBay (online)



Online auctions match buyers with sellers in a global marketplace for almost any item. If you've ever dreamed of working from home or just earning extra income by buying and selling goods online, our experienced instructors will guide you every step of the way. Create titles that get noticed, craft advertising copy that sells items quickly and for top dollar, and create and upload photos of the items you are selling. Financial and shipping transactions will be covered. Buyers will learn how to value items up for auction, get the best price, protect against fraud, and compete effectively against other bidders. *Courses are taught by experts in the field.*

#9267 W, F, starting 9/19 for 6 weeks

#9268 W, F, starting 10/17 for 6 weeks

\$85.00 per session

Selecting Out-of-State Properties for Cash Flow or Maximum Appreciation

Appreciation rates keep changing. Interest rates remain low. To maximize your return you need to know the best areas to buy in. You will learn about the areas that appreciate quickly. You can invest in 10 areas that could have positive cash flow in just one year. Retirement through real estate and tax free income with minimal investment is possible! *Marshall Reddick Seminars are taught around California and are considered a great value for the real estate investor.*

#9315 10/7/2007 Sunday 9:00am - 5:00pm
\$55.00 + \$25.00 material fee paid to instructor
Room: SOCS 211

Financial Strategies for Successful Retirement

Designed for retired individuals and couples as well as those planning to retire in the next five to ten years, this seminar introduces you to the key concepts of wise money management for retirement. Learn how to generate a steady income, protect your assets from erosion, minimize taxes, evaluate lump-sum distribution options, and provide a secure retirement for you and your spouse. No products will be sold. *Calvin Garvin has been involved in financial planning and services for over 20 years.*

#9143 10/30 - 11/13 Tuesday 6:30pm - 9:30pm

#9144 11/1 - 11/15 Thursday 6:30pm - 9:30pm

\$59.00 per session Room: ArtB 211



Online Class - an e-mail address (required with registration) and Internet browser required to participate in online classes. Instructions sent with receipt. Some courses require special software. See page 33 for details.

Registration info on page 50.
Register online at: www.ECCommunityEd.com

Building Your Financial Portfolio on \$25 a Month or Less

Join best-selling authors Bobbie and Eric Christensen and learn to find investments so safe that they are recession proof, yet are growing 50% to 100% in value every year, and how to do it all without paying any broker fees or expenses. The Christensens are not stock brokers or financial advisors but are investors just like you who have used this method for safe investing for over 25 years. In easy to understand language, they explain: WHAT your broker will never tell you, HOW to find safe and secure investments with huge growth each year, HOW to invest without using a broker, WHY picking individual stocks is much safer than mutual funds, HOW to do easy research in just minutes, and more. *Bobby and Eric Christensen are nationally known financial experts who have appeared of PBS' Smart Money and hundreds of other TV and radio shows. They are retired bankers and are the award-winning co-authors of the best-selling 'Building Your Financial Portfolio on \$25 A Month (Or Less)' and its sequel 'Top 50 Best Stock Investments.'*

#9139 11/2/2007 Friday 6:00pm - 9:00pm
\$39.00 Room: COMM 204



We're Hiring

We're looking for instructors who can teach the following classes:

- Cooking
- Languages
- Money
- Oil & Acrylic Painting
- Arts & Crafts
- Hand Crafts
- Floristry
- Adult Math
- Dance

Do you have another idea for a class?

Visit www.ECCommunityEd.com, click on teaching, then download the info sheet and form.



More Money Making Ideas!

Real Estate Appraisal pg. 5
Twelve Steps to a Successful Job Search (online) pg. 5
Business Financing pg. 7
Accounting & Bookkeeping pg. 9
Small Business Success Series pg. 10

Company Promotion pg. 7
Quickbooks Classes pgs. 29-30
Personal Finance (online) pg. 33
Debt Elimination (online) pg. 33
Get Grants! (online) pg. 44

Personal Interest

Child Care & Parenting



Parenting: The First Five Years (online)



Learn to be a more confident and effective parent. Discover ways of enjoying your children more while paving the way for their future academic success. Our experienced early childhood educator will guide and support you through the mysteries of the challenging early years of childhood, giving you multiple opportunities to bestow upon your child the two most precious gifts any parent can offer: roots and wings. *Courses taught by experts in the field.*

#9282 M, W, starting 9/19 for 6 weeks

#9283 M, W, starting 10/17 for 6 weeks

\$85.00 per session

Understanding Adolescents (online)



Uncover the secrets of the adolescent mind. Gain valuable information on how they feel, how their identities develop, and how you can best meet their needs. *Courses are taught by experts in the field.*

#9192 M, W, starting 9/19 for 6 weeks

#9193 M, W, starting 10/17 for 6 weeks

\$89.00 per session

CPR, First Aid and Caring for Children

Knowing how to provide emergency care skills like CPR and first aid to someone in need, including infants and children, is something everyone should be able to do. These courses make learning easy by providing a stress-free environment to help you remember and apply the appropriate emergency procedures during times of need. The interactive activities focus on proficiency and accuracy. Families are encouraged to sign-up. Certification of course completion will be presented at the end of the course. *Shah Mundell has years of experience as an instructor in this field.*

CPR Information Night

#9428 10/1/07 1 Mon, 6:30pm – 8:00pm
Free Room: COMM 204

CPR

#9425 10/6 – 10/20 3 Sat, 8:00am – 11:00am
\$49.95 + \$75.00 material fee paid to instructor
Room: SOCS 204

CPR and First Aid

#9426 10/6 – 10/20 3 Sat, 12:00pm – 3:00pm
\$79.95 + \$75.00 material fee paid to instructor
Room: SOCS 204

CPR, First Aid, and Caring for Children

#9427 10/6 – 10/20 3 Sat, 3:15pm – 6:15pm
\$99.95 + \$75.00 material fee paid to instructor
Room: SOCS 204

Registration info on page 50.
Register online at:
www.ECCCommunityEd.com



Online Class - an e-mail address (required with registration) and Internet browser required to participate in online classes. Instructions sent with receipt. Some courses require special software. See page 33 for details.

Guiding Kids on the Internet (online)



Work the Web with your Kids! This essential course for teachers, leaders and parents will give you the confidence you need for helping children get the best from Internet access. Step-by-step instruction will lead you in discovering various kid-friendly Internet features. Activities are informative, interactive, and fun; and, most importantly, will help you and your kids use the Internet to its fullest potential. *Courses are taught by experts in the field.*

#9284 M, W, starting 9/19 for 6 weeks

#9285 M, W, starting 10/17 for 6 weeks

\$79.00 per session

Enhancing Language Development in Childhood (online)



Follow your child's lead and have fun while enhancing language development! In this fun and user-friendly course for parents, teachers, and caregivers, you will discover how children learn to process language and how they become proficient speakers and thinkers. This course will help you enrich your child's life by stimulating his or her continued speech, brain, and language development in an enjoyable, age-appropriate, and natural way. Prepare for the GED Language Arts, Writing Test. *Courses are taught by experts in the field.*

#9210 M, W, starting 9/19 for 6 weeks

#9211 M, W, starting 10/17 for 6 weeks

\$85.00 per session



Other Interesting Classes!

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Cake Decorating pg. 23
Event Planning (online) pg. 34

Languages

Beginning Conversational French (online)



Discover how easy it can be to learn common words and phrases for both leisure and business. This course makes pronunciation simple, with phonetic spellings for every word and phrase you need to learn. The course even includes audio, so you'll be able to hear and practice the language with little more than a click of your mouse! You'll also learn cultural tips in each lesson that will make you more comfortable in a foreign setting. After finishing this course, you'll be prepared to speak French in a wide variety of settings and situations. *Courses are taught by experts in the field.*

#9208 M, W, starting 9/19 for 6 weeks
#9209 M, W, starting 10/17 for 6 weeks

\$89.00 per session

Beginning Braille Transcription (online)



Prepare for a rewarding career as a Braille transcriber by learning to write and read the tactual language of the blind. You'll learn the history of Braille, and different ways of producing the Braille English alphabet, Braille numbers, Braille punctuation, and more. You'll also learn about employment opportunities for Braille transcribers. *Courses are taught by experts in the field.*

#9194 M, W, starting 9/19 for 6 weeks
#9195 M, W, starting 10/17 for 6 weeks

\$89.00 per session


Intermediate Braille Transcription (online)



Learn to produce the tactual written language of the blind and prepare for the Library of Congress Braille Transcriber's Certification exam. This course will begin with a refresher covering all 26 letters of the English alphabet, numbers and punctuation, composition signs, and some basic whole word contractions. Next, you'll discover the 63 contractions that make up Grade II Braille, along with the rest of the symbols and contractions that comprise the Literary Braille Code. You'll also learn about employment opportunities for Braille transcribers. *Courses are taught by experts in the field.*

#9196 M, W, starting 9/19 for 6 weeks
#9197 M, W, starting 10/17 for 6 weeks

\$89.00 per session

 **Online Class** - an e-mail address (required with registration) and Internet browser required to participate in online classes. Instructions sent with receipt. Some courses require special software. See page 33 for details.

We're Hiring

We're looking for instructors who can teach the following classes:

- Cooking
- Languages
- Money
- Oil & Acrylic Painting
- Arts & Crafts
- Hand Crafts
- Floristry
- Adult Math
- Dance

Do you have another idea for a class?

Visit www.ECCommunityEd.com, click on teaching, then download the info sheet and form.

Super Spanish Series

You can learn Spanish to communicate with colleagues, friends, in restaurants and while traveling. It's fun, it's easy, it's designed with you in mind! We have planned this series to get you started and keep you going. In Southern California, Spanish is used everyday, almost everywhere you go. Don't be left out. *Jerry de los Rios taught at Master's level at Cide in Mexico City. He conducts seminars and workshops in Spanish for small business owners.*

Conversational Spanish – Beginning 1

Would you like to converse in Spanish at work, at home or while on vacation? We can get you started. This class includes lots of oral interaction but no boring memorization. Designed for students with little or no Spanish speaking or listening abilities.

#9324 9/18/2007 - 10/4/2007 Tuesday & Thursday 7:00pm - 9:00pm

Conversational Spanish – Beginning 2

You're just getting started on your Spanish journey! With an emphasis on conversation, this practical workshop will increase your ability to communicate with Spanish-speaking people. You will continue to become more comfortable while traveling, or even when eating at a Mexican or Spanish restaurant! Designed for those who have completed Beginning 1, or have some knowledge of the Spanish language.

#9325 10/9/2007 - 10/25/2007 Tuesday & Thursday 7:00pm - 9:00pm

Conversational Spanish – Intermediate 1

Continue your journey with more practice in vocabulary, grammar, phrases and idioms. You really can improve your ability to speak and listen if you join us in our quest towards understanding the Spanish language. Appropriate for those who have completed Beginning 2, or who have an equivalent knowledge. Sign up today!

#9326 10/30/2007- 11/15/2007 Tuesday & Thursday 7:00pm - 9:00pm

Room: MUSIC 202 all classes
Sign up for individual classes for \$69
or all 3 at the same time for \$179 +\$5 material fee per session to instructor. No Other Discount Apply.



Registration info on page 50.
Register online at: www.ECCommunityEd.com

Writing

A to Z Grantwriting (online)



Created for executive directors, organizers, board members, community volunteers, development officers, and individuals. Get a 'bird's eye' view of the grantwriting process. Learn how to research and develop relationships with potential funding sources, organize a grantwriting campaign, keep track of funding, prepare complete proposal packages, submit 100 proposals a year in ten hours a week and more! *Courses are taught by experts in the field.*

#9288	M, W, starting 9/19 for 6 weeks
#9289	M, W, starting 10/17 for 6 weeks

\$99.00 per session

Get Grants! (online)



Learn how to develop successful, fundable grants from experts whose proposals have garnered millions in funded projects. You'll understand what funding agencies are looking for and how best to approach them. Your proposals will help you and your organization successfully Get Grants! *Courses are taught by experts in the field.*

#9280	M, W, starting 9/19 for 6 weeks
#9281	M, W, starting 10/17 for 6 weeks

\$89.00 per session



Publish It Yourself: Start & Operate Your Own Publishing Business (online)



Convert manuscripts into extra income by starting your own publishing company. Avoid common pitfalls that can slow the growth of your publishing enterprise. Learn how to format your work in a way that will save you hundreds of dollars. Find out everything you need to know to profit from your own publishing company: how to plan and design a cover, select paper, register your works, choose a printer, price your products, acquire bar-codes, market your books, establish distribution channels, fulfill orders, and more. *Courses are taught by experts in the field.*

#9292	M, W, starting 9/19 for 6 weeks
#9293	M, W, starting 10/17 for 6 weeks

\$99.00 per session


Resume Writing Workshop (online)



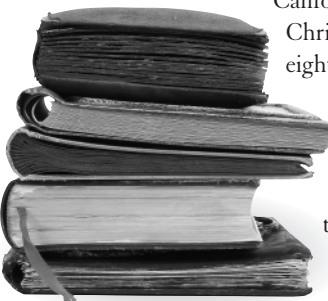
Create an effective resume, or improve the one you already have. Transform your resume into a powerful tool that will get you interviews. This workshop will lead you through a self-assessment series so you will have extensive knowledge about the product you are marketing--YOU! Learn different resume formats, how to write an employment objective, and tricks to writing persuasive cover letters. Make the most of your experience. Know what to reveal in a resume, and what to keep to yourself. This course also covers the use of on-line resumes and Internet resume secrets. *Courses are taught by experts in the field.*

#9216	M, W, starting 9/19 for 6 weeks
#9217	M, W, starting 10/17 for 6 weeks

\$79.00 per session

 Online Class - an e-mail address (required with registration) and Internet browser required to participate in online classes. Instructions sent with receipt. Some courses require special software. See page 33 for details.

Writing Your 1st Book (or 7th)



California writer Bobbie Christensen, author of eight published books including award-winners and best-sellers, will use her own 10 step method to teach you how to complete your book, either fiction or non-fiction, in just 6 weeks.

'I have been asked by so many writers how I can travel 5 months of the year doing seminars and still keep writing and publishing more books. This is how I do it.' *Bobbie Christensen is the author of 10 highly successful books including best-sellers and award winners. She does over 100 media interviews and over 100 seminars on her books nationwide every year. You may contact her at ELPBooks@aol.com.*

#9140 11/5/2007 Monday 6:00pm - 7:45pm
\$29.00 + \$15.00 material fee paid to instructor
Room: COMM 204

Publishing Your 1st Book (or 7th)

Learn a 10-step method designed to show you how to complete your book in just 6 weeks. Writer Bobbie Christensen will share insights into how she travels 5 months of the year and still finds time to write and publish. Then find out how to sell your work to a publisher or to self-publish. Examine the differences between the two methods and the effect your choice has on your time, money and the percentage of the profits you get to keep. *Bobbie Christensen is the author of 10 highly successful books including best-sellers and award winners. She does over 100 media interviews and over 100 seminars on her books nationwide every year. You may contact her at ELPBooks@aol.com.*

#9141 11/5/2007 Monday 8:00pm - 10:00pm
\$29.00 + \$15.00 material fee paid to instructor
Room: COMM 204

Registration info on page 50.
Register online at:
www.ECCommunityEd.com

Beginning Writer's Workshop (online)



If you've dreamed of writing creatively, this course is a great place to start. Get a taste of the writing life, improve your skills, and discover new ways to stretch your creative muscles. *Courses are taught by experts in the field.*

#9286	M, W, starting 9/19 for 6 weeks
#9287	M, W, starting 10/17 for 6 weeks

\$99.00 per session

Your Screenwriting Career (online)



Learn how to write and sell professional-quality screenplays from a Hollywood veteran. Master the secrets to selecting a genre, building strong characters, writing memorable dialogue, and developing powerful storylines. Avoid common formatting mistakes that mark you as an amateur and gain the marketing skills you'll need to sell your screenplay. *Courses are taught by experts in the field.*

#9290	M, W, starting 9/19 for 6 weeks
#9291	M, W, starting 10/17 for 6 weeks

\$89.00 per session

Writing for Children (online)



Join a published children's author and discover how you can touch the hearts of children by creating books for them. In this highly interactive course, you'll begin work on your first manuscript. In the process, you'll explore the changing world of children's literature and understand the various formats--from baby's first books to novels for young adults. Get insights from guest authors and editors to gain a better understanding of the needs of today's market. By researching the genre and recognizing niche players, you'll open doors of opportunity, many of which you may not have considered. By the time you finish this course, you'll have all the tools and resources you'll need to continue to grow as a writer for children. *Courses are taught by experts in the field.*

#9198	M, W, starting 9/19 for 6 weeks
#9199	M, W, starting 10/17 for 6 weeks

\$79.00 per session



Fun

Wine Appreciation for Beginners (online)

Master the secrets of wine appreciation and never be intimidated by a wine steward again. In this practical and highly interactive course, an industry veteran will show you how to order wine, taste it properly, and how to choose the single variety that will best complement your meal. Start a collection of fine wines, throw a wine tasting party, make new friends, and impress those you know with your newfound style and taste. *Courses are taught by experts in the field.*

#9226	M, W, starting 9/19 for 6 weeks
#9227	M, W, starting 10/17 for 6 weeks
\$85.00 per session	

Self Improvement

Listen to Your Heart and Success Will Follow (online)

Intelligently facilitated and fast-paced, *Listen to Your Heart and Success Will Follow* will help you enjoy the rewards that come from doing what really makes you happy! Your instructor and a caring community of students will help you begin designing a life that really works for you. With a complete understanding of your own interests, values, needs and abilities, you'll learn how you can use work to express yourself and share your interests and talents. Your every day will be filled with joy and inspiration, and a greater depth of meaning will be added to everything you do. This course program is skillfully crafted to weave experiential learning with the conceptual presentation, giving you time to experience, understand, and implement each new strategy as it is introduced. *Courses are taught by experts in the field.*

#9272	M, W, starting 9/19 for 6 weeks
#9273	M, W, starting 10/17 for 6 weeks
\$79.00 per session	

Creating a Home or Small Office Network (online)

Create your own home office or small office network using Windows XP. Slash expenses and improve efficiency by learning how to share printers, Internet connections, drives, and documents. You'll learn what hardware you will need, how to configure Windows XP to run your small network, how to configure printers and other peripherals, and how to manage and maintain your network and keep it secure. *Courses are taught by experts in the field.*

#9274	M, W, starting 9/19 for 6 weeks
#9275	M, W, starting 10/17 for 6 weeks
\$79.00 per session	



Registration info on page 50.
Register online at: www.ECCommunityEd.com

Miscellaneous

GED Preparation (online)

Want to pass the GED? If you are comfortable reading newspapers and you can add, subtract, multiply and divide without a calculator, you're halfway there! Develop the additional reading and thinking skills you'll need to succeed in all five GED test areas. *Courses are taught by experts in the field.*

#9278	M, W, starting 9/19 for 6 weeks
#9279	M, W, starting 10/17 for 6 weeks
\$89.00 per session	

Become a Veterinary Assistant (online)

Do you like animals? Would you like to prepare for a career as a veterinary assistant? This course, taught by a practicing veterinarian and college instructor, will give you the information you need to counsel veterinary clients on pet nutrition, vaccinations, worms, fleas, first aid, euthanasia, and alternative medicine. You will also get a taste of how a veterinary hospital ticks as a small business by focusing on billing, workplace safety, and marketing through client education programs. *Courses are taught by experts in the field.*

#9276	M, W, starting 9/19 for 6 weeks
#9277	M, W, starting 10/17 for 6 weeks
\$79.00 per session	

Other Intriguing Classes	
Become a Mystery Shopper	pg. 5
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Retirement Strategies	pg. 38
Learn to be a Notary Public	pg. 4
Become a Professional Mediator	pg. 18

Online Class - an e-mail address (required with registration) and Internet browser required to participate in online classes. Instructions sent with receipt. Some courses require special software. See page 33 for details.

Theme Park Engineering (online)

Have you ever gone to a theme park and wondered 'How did they do that?' This course will reveal all the secrets behind your favorite attractions. Instructor Steve Alcorn is the president of Alcorn McBride Inc., a company that engineers equipment for theme parks all over the world. For over twenty years he's been having great fun bringing hundreds of attractions to life all over the world. Now it's your turn. As an armchair theme park engineer, you'll learn how to design your own park and its attractions, with plenty of feedback from your fellow students and the instructor. This is a class about engineering - not an engineering class. That means you don't need to be a mathematician, physicist, or computer programmer to participate. All it takes is a creative imagination, a sense of adventure, and a willingness to have a lot of fun. *Courses are taught by experts in the field.*

#9222	M, W, starting 9/19 for 6 weeks
#9223	M, W, starting 10/17 for 6 weeks
\$79.00 per session	

Constitutional Law: Bill of Rights (online)

Learn the fundamentals of Constitutional Law, with emphasis on the first ten amendments, (The Bill of Rights). The course will include a history of the Bill of Rights, important cases which have dealt with and interpreted these rights, and the challenges facing the maintenance of the freedoms guaranteed by the constitution in the modern world. Discussions will include the fact that following the events of September 11, 2001, Americans are faced with the prospect of making choices between increased security and the curtailing of certain individual freedoms, such as the right of privacy. *Courses are taught by experts in the field.*

#9200	M, W, starting 9/19 for 6 weeks
#9201	M, W, starting 10/17 for 6 weeks
\$89.00 per session	

Registration & Information

Frequently Asked Questions

Who can attend Community Education classes?

Community Education classes are open to any-one in the community—inside or outside of our district. In general, you must be 18 to attend adult classes. College for Youth classes indicate age or grade levels.

How do I register for Community Education classes?

- Online:** www.ECCommunityEd.Com
- By Mail:** Mail the enrollment form & payment to:
Community Education-
El Camino College
16007 Crenshaw Blvd.
Torrance, CA 90506
- By Phone:** Call 310-660-6460
 or 310-660-6457
- By Fax:** 310-660-6470
- In Person:** Bring your completed enrollment form to the Community Education office, in the Community Advancement Building.

What are your office hours?
Monday – Friday, 8am – 4pm

What form of credit card payment do you accept?
We accept the following:
Visa, MasterCard and Discover only.

Will my child receive a grade or credit for attending College for Youth classes?
No grades or credit are assigned.

Can I register on the day of class?
You may register at the class if there is space available. We encourage you to register early as many classes fill up prior to the class date. Classes with low enrollment may be canceled prior to the first day of class.

What if I can't attend a class for which I am registered?

For information on dropping a class and transferring a class, see Cancellation Policy.

To whom do I pay the material fee?

Pay material fees in cash directly to the instructor at class.

What about parking?

Parking is \$2 per day, 24 hours a day, 7 days a week.

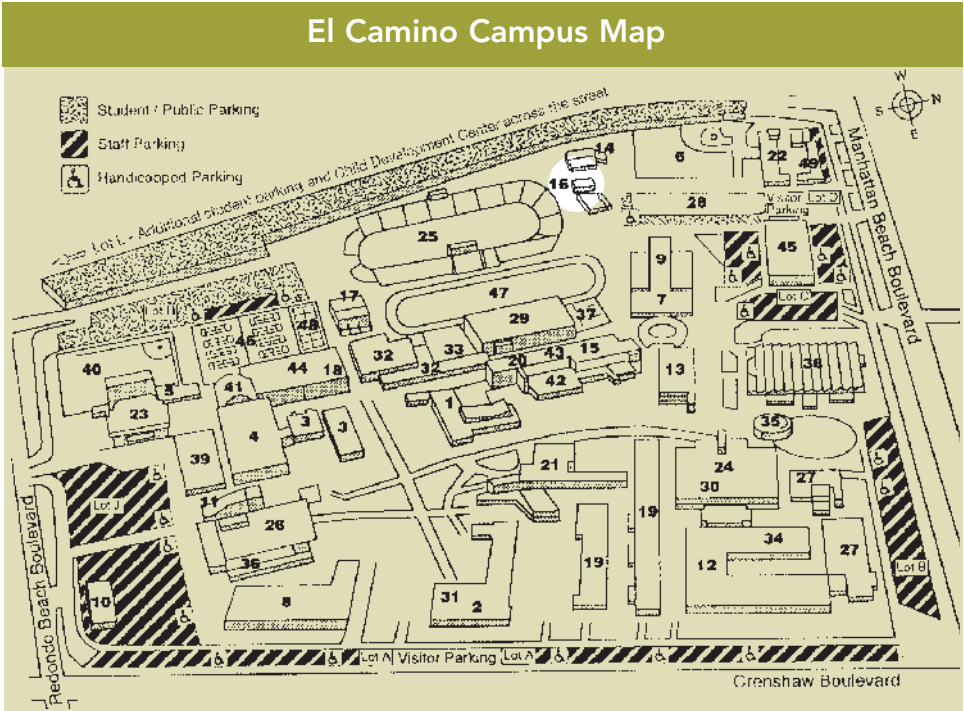
Do I get credit or grades for these classes?

No, Community Education classes are not-for-credit. There are no official grades given.



THE COMMUNITY EDUCATION OFFICE IS AT A NEW LOCATION ON CAMPUS!

(see white circle below)



Code	Building	Map #
Stu Act	Student Activities	1
ADM	Administration Bldg	2
ARTB	Art & Behavioral Science	4
BUS	Business	8
CAF	Cafeteria - Alondra, Decathlon, Stadium Rooms	9
CP	Campus Police	10
CHEM	Chemistry	12
COMM	Communications	13
CONST TECH	Construction Technology	14
COMM ED	Community Education	16
HUM	Humanities	19
LIB	Library	21
AUD	Marsee Auditorium	23
MCS	Math & Computer Sciences	24
MU	Music Building	26
NS	Natural Sciences	27
NO GYM	North Gym	29
PE	Physical Education	32
PE PATIO	Physical Education Patio	33
PHY	Physics	34
PLAN	Planetarium	35
SOCs	Social Sciences	39
SO GYM	South Gym	41
SSC	Student Service Center	43
PE200's	Womens Shower/Locker Bldg	44
TECH	Technical Art	45
T CTS	Tennis	46
TR	Track	47
TH	Theatre Arts/Music	26
VB Cts	Volleyball Courts	48



Off the 405/San Diego freeway at the Redondo Beach Blvd. exit, in the South Bay

Other Locations

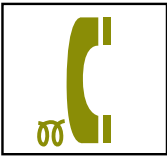
For online directions and map, go to www.ECCommunityEd.com and click on FAQs.

Registration is Easy!
Here's How:



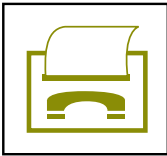
By Mail

Mail the enrollment form & payment to:
Community Education
El Camino College
16007 Crenshaw Bl.
Torrance CA 90506



By Phone

Call **310-660-6460**
or **310-660-6457**
Have your
Visa, Master or
Discover card,
and program
information ready.*



By Fax

Fax your registration form and credit card information to the
Community
Education Office at
(310) 660-6470



In Person

Bring the enrollment form and payment to the Community Education Office in the Community Advancement Bldg.
(see map)



Online

(the easiest way!)
Visit:
www.eccommunityed.com
and pay by credit card.*

***You cannot register for College for Youth classes by phone or online as we need a signed, dated Release & Medical Consent Form with payment.**

Office Hours:

Monday – Friday 8am – 4pm

At the First Class

Enrollments are accepted on a first-come, first-served basis if space is available. Bring your check or credit card information to enroll!

Enroll Early - Don't Wait

Early enrollment ensures that classes have sufficient enrollment to avoid cancellation.

Transfers

To transfer to another class or level, requests must be received in writing at least **3 full business days** before the original class meets. \$10 transfer fee per class.

If a Class is Canceled

A full refund will be issued within 4 to 6 weeks.

Material Fee

Unless otherwise noted, pay **in cash** to instructor on the first day of class. *Do not add material fee to your check payment.*

Cancellation Policy

When unable to attend a class for which you have registered, notify Community Education at least **3 full business days** before the first class meeting. You will receive a credit voucher, good for 3 years, for the amount of the class, less \$10 service fee per class. We will mail you a cancellation request form which must be signed and returned within 10 days. *(Some courses require earlier cancellation as noted with course info.)*

Parking on Campus

A parking permit is required to park in any lot 24 hours a day, 7 days a week. One-day permits available for \$2 at vending machines located throughout the campus (Lots D, H, K, L). Arrive early to park! No parking in staff or reserved spaces unless otherwise posted. **Note:** Please check posted signs. **Due to construction on campus, parking restrictions may change.**

Registration Form

Community Education Classes, Fall 2007
(310) 660-6460 • www.ECCommunityEd.com

(OK to duplicate)

Name _____
Address _____
City _____ State _____ Zip _____
Day Phone (____) _____ Evening Phone: (____) _____
E-Mail Address _____
May we send you e-mail announcements? ☐ Yes ☐ No

Where did you hear about us?

☐ Mail at home ☐ Word of mouth ☐ Brochure at the library
☐ Newspaper ☐ Brochure at Work ☐ Flyer
☐ Other _____

Cancellation Policy: Notify us at least 3 full business days before the first class meeting. You'll receive a credit voucher good for 3 years, for the amount, less a \$10 service fee per class. We will mail you a cancellation request form to be signed and returned within 10 days.

College for Youth Release & Medical Consent Form

This form must be returned with your class registration form if you are under 18 years of age.

I grant approval for my child _____
Age _____ Grade _____ Birthdate _____ to participate in the College for Youth Classes and release El Camino Community College District and any instructors and assistants from any liability arising from his/her participation in said classes. I understand the college does not provide health or medical insurance for participants. Consent is hereby given to the College for Youth instructors or supervisors to give or seek medical aid required in the case of emergency. My child's comments, photograph and name may appear in print ads or college publications for El Camino Community Education while engaged in campus activities and classes.

Parent/Guardian Signature: _____

Date _____

Parent's Name (print): _____

Phone: (____) _____

Name/phone of additional contact in case of emergency: _____

Course	Start Date/Time	Title of Course	Fee
TOTAL			

(PAY MATERIAL FEES DIRECTLY TO INSTRUCTOR)

Payment Options:
☐ Cash ☐ Check ☐ Credit Card

Make checks payable to: El Camino College
Check # _____
Name on Check _____
(\$20 charge for all returned checks)

☐ Credit Card

☐ Visa ☐ MasterCard ☐ Discover ☐ Expires _____
Card # _____
Cardholder Name _____
Authorized Signature _____
(must be 16 numbers)

Send registration form to: Community Education - El Camino, 16007 Crenshaw Blvd., Torrance, CA 90506
www.ECCommunityEd.com e-mail: CommEd@elcamino.edu

COVER PAGE
(don't print this page
covers in separate file)