



El Camino College Community Education

AND PROFESSIONAL DEVELOPMENT

Fall 2014

SCHEDULE OF CLASSES

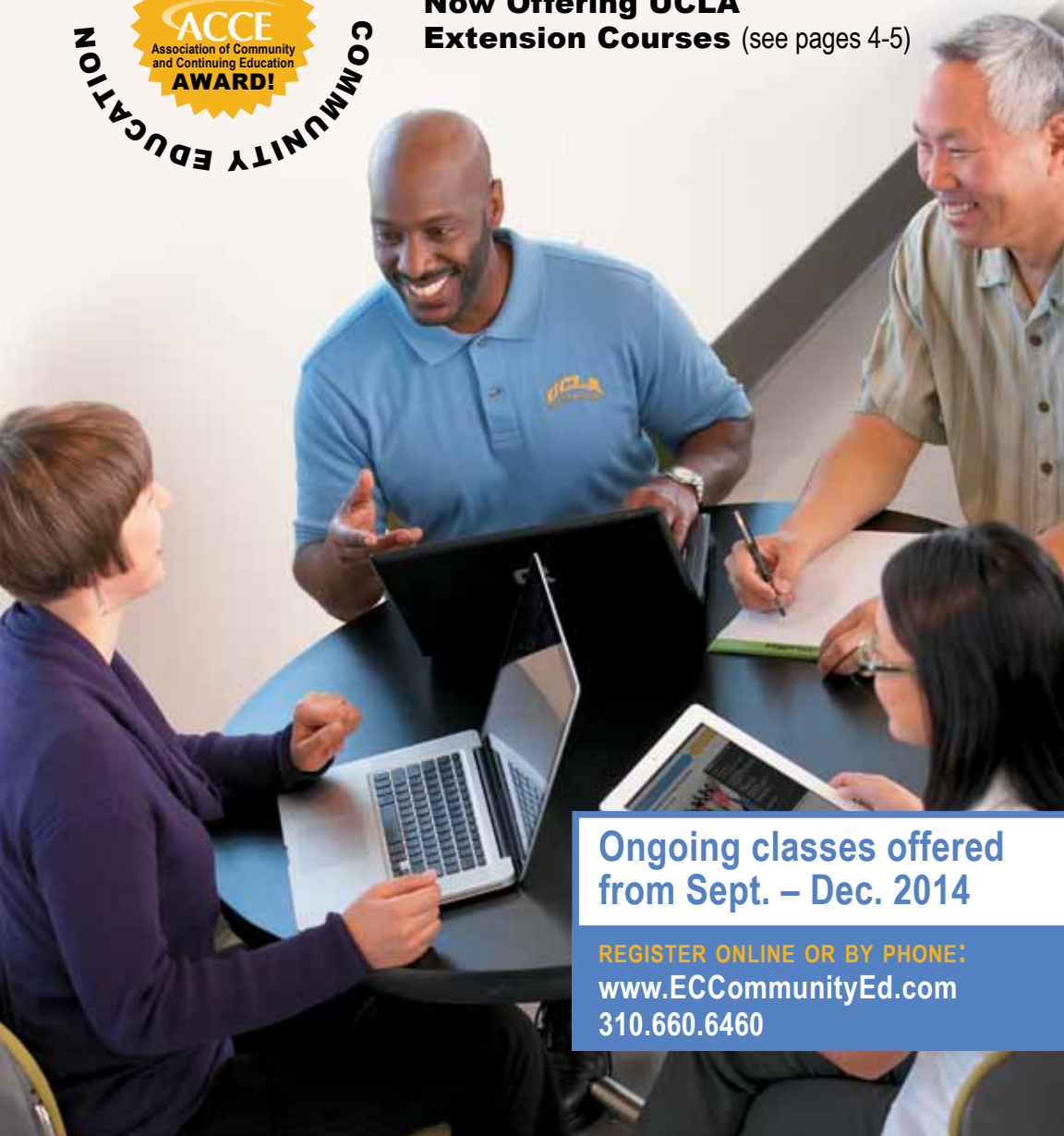
Achieve Your Goals



UCLA Extension

uclaextension.edu/elcamino

**Now Offering UCLA
Extension Courses** (see pages 4-5)



**Ongoing classes offered
from Sept. – Dec. 2014**

REGISTER ONLINE OR BY PHONE:
www.ECCommunityEd.com
310.660.6460

ONLINE LEARNING

Visit Our Online Instruction Centers!

Career Training Programs

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these Programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

Features:

- Facilitators and mentors are available to answer questions and help you through your studies
- Career Counselors will help you prepare for the transition from the classroom to the workplace

Programs are available in the following areas:

- Business and Professional
- Healthcare and Fitness
- Management and Corporate
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial
- IT and Software Development
- Courses are all open-enrollment and self-paced
- All materials, workbooks, and software are included
- Payment plans available

Pharmacy Technician

This nationally recognized Pharmacy Technician online course and training program teaches the skills needed to gain employment as a Pharmacy Tech in either the hospital or retail setting.

Medical Coding and Billing

Upon successful completion of the Medical Billing and Coding course, students will be prepared for an entry-level position doing medical billing or coding in a medical office setting.

Medical Transcription

This nationally recognized medical transcription online course and training program prepares you to start a new career as a medical transcriptionist.

Six Sigma Black Belt

Course material provides an in-depth look at the Six Sigma Black Belt DMAIC problem-solving methodology, as well as deployment and project development approaches.

Online Courses

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. You can complete any course entirely from your home or office. Any time of the day or night.

Features:

- Courses run for six weeks (with a 10-day grace period at the end).
- Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

How to Get Started:

1. Visit our Online Instruction Center:
www.ed2go.com/elcamino
2. Click the Courses link, choose the department and course title you are interested in and select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

Introduction to Microsoft Excel

Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

Introduction to Microsoft Access

Store, locate, print, and automate access to all types of information.

Introduction to Microsoft Word

Learn how to create and modify documents with the world's most popular word processor.

Introduction to PowerPoint

Build impressive slide presentations filled with text, images, video, audio, charts, and more.

Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Welcome to Community Education!

ABOUT COMMUNITY EDUCATION

El Camino College's Community Education department provides short-term, not-for-credit classes, workshops, career-training programs and events designed for professional and/or personal development with a special emphasis on inspiring a sense of wonder and imagination toward life-long learning. College credit is not given for classes conducted by the Community Education department. There are no transcripts or grades. Community Education is a self-supporting entity of the college and is not funded by taxpayer dollars. We are here to help! If you have a special interest or particular need for a class, please send us your suggestion(s) to commmed@elcamino.edu.



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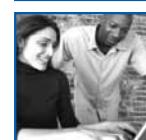
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MORE COURSES AVAILABLE AT OUR WEBSITES

www.gatlineducation.com/elcamino
(see pages 34-37)

www.ed2go.com/elcamino
(see pages 27-33)

Your New Career Path, Starts Here

UCLA Extension at El Camino College

UCLA Extension is excited to bring new certificate programs and courses to your community's doorstep. Offering choices in 3 expanding industries—Finance, Project Management, and Health Care Management & Leadership—conveniently located at your South Bay campus.



FINANCE CERTIFICATE

Basic Managerial Finance

Wed 6:30-9:30pm

Oct 1-Dec 1

Financial Statement Analysis

Thu 6:15-9:30pm

Oct 2-Dec 18

PROJECT MANAGEMENT CERTIFICATE

Fundamentals of Project Management

Mon 6:30-9:30pm

Sep 29-Dec 8

Leadership and the Human Element in Project Management

Wed 6:30-9:30pm

Oct 1-Dec 17

HEALTH CARE MANAGEMENT & LEADERSHIP CERTIFICATE

Introduction to the U.S. Health Care System

Mon 6:30-9:30pm

Sep 29-Dec 15

Connect with UCLA Extension's 100-year history of excellence. Enhance your skillset, upgrade your industry knowledge and broaden your horizons; there's never been a better time to accelerate your career goals. Take the next step and enroll today!

Visit uclaextension.edu/elcamino for more information.

Alcohol & Drug Counselor CAADAC-Approved Training Program



Start a Career as an Alcohol & Drug Counselor

Perhaps you've had personal experience with drugs and alcohol, or you may have some special abilities to help other people. Here's your opportunity to make a difference in the lives of others and enjoy what you do for a living.

This program is approved by the California Association of Alcohol and Drug Abuse Counselors (CAADAC), and the California Foundation for Advancement of Addiction Professionals (CFAAP). It is designed to teach you the theoretical and clinical skills needed to become a CAADAC certified Alcohol and Drug Counselor, and it is the only CAADAC approved program that teaches the traditional twelve step program with alternative and complementary therapeutic modalities such as hypnotherapy and ariculotherapy.

Important Reasons You Should Choose This Program

1. Complete in six months. Most programs take years to complete; you can complete this course in about six months, excluding the clinical externship.
2. Courses are taught on the weekends to accommodate those who may have a fulltime day job.

3. Learn the traditional twelve step program along with other complementary therapies such as hypnotherapy and ariculotherapy. This is the only CAADAC program that will teach you these special skills to keep you current in the alcohol & drug counselor job market.

4. Upon completing the program, you will receive.
 - Certification of Completion for CAADAC courses
 - Certification of Hypnotherapy
 - Certification of Ariculotherapy
 - Free one year renewable membership in the Indian Board of Alternative Medicines.

5. Do your research first then plug into the program that offers superior, cutting edge training and costs thousands less than other CAADAC programs.

Most programs will cost you about \$8,000 to \$11,000. You'll pay only **\$4,900** for this course series.

Enrollment requirements:

- At least eighteen years old.
- Have a high school diploma or GED.
- Six months of sobriety recommended.

Offered by El Camino College Community Education

In partnership with: California Mind Institute

FREE Information Session

#210158

Saturday, January 24, 2015

11:00 am - 12:00 pm

Alondra Room (Bookstore Building, 2nd Floor)

Free orientation meeting for anyone interested in enrolling in the Alcohol & Drug Counselor CAADAC-Approved Training program. Attend this orientation to learn all the specifics of the program and opportunities waiting for you as a Alcohol & Drug Counselor.

Reservation required: Call 310-660-6460

Alcohol & Drug Counselor CAADAC-Approved Training continued...



**Fridays 5-10 pm; Sat/Sun 8-6 pm
STARTING FEBRUARY 20, 2015!**

1. Introduction and Overview of Alcohol and Other Drugs

(45 hours/\$700)

Feb 20, 21, 22, 28, Mar 1, 2015

2. Physiology & Pharmacology of Alcohol and Other Drugs

(45 hours/\$700)

March 6, 7, 8, 14, 15, 2015

3. Law and Ethics

(45 hours/\$700)

March 20, 21, 22, 28, 29, 2015

4. Case Management

(45 hours/\$700)

Apr 3, 4, 5, 11, 12, 2015

5. Professional and Personal Growth (45 hours/\$700)

Apr 17, 18, 19, 25, 26, 2015

6. Individual, Group and Family Counseling

(45 hours/\$700)

May 1, 2, 3, 16, 17, 2015

7. Supervised Practicum

(45 hours/\$700)

June 5, 6, 7, 13, 14, 2015

7a. Supervised Field Work Practicum

(255 hours to be arranged/No Course Fee)

8. Hypnotherapist Certification

(24 hours/\$0/FREE)

June 20, 21, 2015

9. Ariculotherapy

(16 hours/\$0/FREE)

June 27, 28, 2015

No Class on:

Mother's Day weekend-May 8-10

Memorial Day weekend-May 22-24

Location: Technical Arts, Room 101-L

Become a Notary Public-- Prep Class #210002

Learn new 2014 laws!

This 6-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 Public exam. Fingerprints required after you pass the exam. For more information visit: www.ss.ca.gov/business/notary/notary.htm

Instructor Carrie Christensen, a Notary Public expert, has conducted these seminars for over twelve years.

Fri 8:00 AM - 4:00 PM; starting 10/10/2014, ending 10/10/2014

Tuition: **\$99.00**

Instructor: **Notary Public Seminars**

Location: **El Camino College**

Materials Cost: **\$30.00**

Become a Notary Public - Renewing Notaries ONLY

#210139

As of January 2009, renewing notaries may take a three hour approved Notary refresher course. In this three hour state required seminar you will review all laws and regulations required to know to continue as a notary. You must take the exam and be fingerprinted again.

Please read: Exam is not included in this course. For more information visit: www.ss.ca.gov/business/notary/notary.htm

Instructor Carrie Christensen, a Notary Public expert, has conducted these seminars for over twelve years.

Fri 12:45 PM - 4:00 PM; starting 10/10/2014, ending 10/10/2014

Tuition: **\$50.00**

Instructor: **Notary Public Seminars**

Location: **El Camino College**

Materials Cost: **\$30.00**



Become a Child Visitation Monitor Part 1 & 2 #210177

Are you looking to make extra money, and be a service for children in need? Consider being a part of this growing field, as a Professional Child Visitation Monitor. The role of the Professional Child Visitation Monitor is to be a neutral party who observes behavior. In this Standard 5.20, 14 hour training, you will be thoroughly trained to be an Independent Professional Monitor or register with a Monitoring Agency. Your training will include monitor procedures, visitation techniques, child abuse reporting, stages of child development, codes and standards, preparing reports and declarations, handling subpoenas, and marketing your business. The Training will consist of lecture, training videos, and role playing. The Court orders a Professional Monitor to accompany a minor child and their non-custodial parent, for various reasons. Your service will allow the custodial parent the reassurance that the child's physical and emotional safety is being provided for. You will receive a Certificate of Education from the instructor.

Prerequisites: Must be 21 years of age, have post high school education, able to obtain a background check

clearance and fingerprinting. \$75 cash material fee payable to the instructor for your Manual

Instructor Shirley Douglass is a certified Supervised-Visitation Monitor who has been training professional monitors for more than eight years. Her experience includes nearly 30 years working for the Los Angeles County Court including 10 years in Family Law Courtroom.

Sat 10:00 AM - 5:00 PM; 2 sessions; starting 10/4/2014, ending 10/11/2014

Tuition: \$285.00

Materials Cost: \$75.00

Instructor: Shirley Douglass

Location: El Camino College

"Her enthusiasm made the class interesting and enjoyable."

—Child Visitation Monitor Student

"Very knowledgeable, enthusiastic, and thorough in her approach."

—Child Visitation Monitor Student

"Excellent! Very informative. I really enjoyed this class."

—Child Visitation Monitor Student

Commercial Food Equipment Repair Technician (online)



Master the skills you need to gain employment as a commercial food equipment repair technician! This engaging, interactive curriculum is available online 24-hours a day, 7 days a week. The course, which can be completed in 30 days or less, covers basic topics in electricity, gas and steam as well as an introduction to the commercial food equipment industry. You are guaranteed a job interview with an authorized service company after successfully completing the program.

Note: This program, developed by Ignitor Labs, is endorsed by the Commercial Food Equipment Service Association (CFESA). Individuals that have successfully completed the program will have access to a proprietary database of more than 800 service company locations interested in hiring technicians.



For more information and to register, visit:

<http://ignitorlabs.com/techniciantraining/elcamino>

Instructor TechU24/7 developed this course in collaboration with the Commercial Food Equipment Service Association and its member companies.

Tuition: \$1,495

Instructor: TechU24/7

FREE Information Session #210135

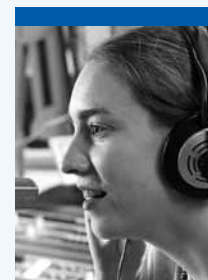
Free orientation meeting for anyone interested in a career as a Commercial Food Equipment Repair Technician. Attend this session to learn about the lucrative career opportunities available in this field and learn all the details of this highly interactive online course that is endorsed by the Commercial Food Equipment Service Association (CFESA).

Wednesday, 6:00-7:00pm; 1 session on September 10, 2014

FREE to attend, RSVP required, call 310-660-6460

Location: Stadium Room (Bookstore Building)

Introduction to Voiceovers #210146



This fun and empowering 2 hour introductory workshop covers the different types of voiceovers and what tools are needed to find success. You'll be coached as you read a script, and be recorded so you can receive a professional voiceover evaluation later. You'll have the knowledge necessary to help you decide if this is something you'd like to pursue. Taught by a professional voice actor from the Voice Acting Training Company, Voices For All.

The Voices For All Voice Coach/ Producer/Instructors have many years experience in the voice over industry, and are the masters at teaching all of the information pertinent to making it in Voice Acting. These instructors not only deliver the highest quality education and coaching to their students, but their unique enthusiasm and expertise bring an element of fun and excitement to the classroom as well.

Wednesday, 7:00 pm - 9:00 pm; 1 session on August 27, 2014

Thursday, 7:00 pm - 9:00 pm; 1 session on November 13, 2014

Tuition: \$54.00

Instructor: Voices For All INC

Location: Technical Arts Room 101-N



Make-Up Artist 101 Certificate Seminar

#300116

Are you a cosmetologist who wants to offer more to your customers? Or do you just love make-up and want to know everything there is to know about applying beautiful make-up? Then, this class is for you! Jenessie will teach you the step-by-step stages of make-up application: **1) Skin care and prep** --why and how it affects your make-up applications. **2) Foundations** --how to pick out the correct color and coverage for each application. **3) Brushes** --the functions for each shape and style. **4) Eye shadows** --color techniques. **5) Basic everyday looks and the smokey looks.** **6) Wedding application** including prep for lighting and camera work. **7) Music-video applications** **8) How to apply false lashes.** This class will teach you the most valuable and essential make-up artist skills. Upon completion, students will be eligible to receive a Certificate of Completion.* Materials fee covers products to be used during hands-on class work including brushes, shadow palette, blush, sponges and usage of the instructor's complete kit.

Note: Please bring a bottle of oil-based make-up remover (i.e. Almay), a pack of face wipes (i.e. Ponds) and one fashion or tabloid magazine..

***Please note:** If you would like to receive a beautifully created Certificate of Completion with the El Camino College emblem and your name indicated, after successful completion of this course, mail in or phone in your request to the Community Education office along with \$5 per certificate.

Sat, Sun 9:00 AM - 6:00 PM;
2 sessions; starting November 1,
2014, ending November 2, 2014

Tuition: **\$350.00**
Instructor: **Jenessy Tyler**
Location: **El Camino College**
Materials Cost: **\$25.00**

**"Great class and instructor!
I would highly recommend this
class. It's very informative and
helpful. And I Learned new
techniques that will be very
useful to me."**

—Make-Up Artist 101 Student



Personal Fitness Trainer Certification #210152

Come join this fun profession and be a part of what Fortune Magazine & ABC NEWS.com states as the 4th hottest job in the U.S. at a national average of \$34 an hour. Employers like 24 Hour Fitness, LA Fitness and Gold's Gyms are just a few of the club groups that seek out our graduates. Whether a career move or for your own personal knowledge get all the information you need to become a Certified Personal Trainer. This challenging course is taught over a 5-week period for better retention and skill competency. The National Exam is held on the 6th week. This course is formatted as a 60-hour program and is comprised of 15 hours of lecture, 15 hours of hands on practical training and a 30-hour internship that networks many graduates right into a job. The course prepares you for success with key topics that include biomechanics, exercise physiology, fitness testing, and equipment usage and health assessment. CPR/AED is needed to receive the certificate. W.I.T.S. is the only major certifying body in the country providing comprehensive practical training and internship components. The internships help walk you into jobs in many cases.

Textbook is required and not included in course fees.* Call to order and start reading immediately 888-330-9487 {www.witseducation.com}

***Textbook:** *Fitness Professional's Handbook, 6th Edition* by Edward Howley, Dixie Thompson, ISBN-13: 9781450411172 or eBook, ISBN-13: 9781450423946. Text can be obtained from <http://www.witseducation.com/store/Store.htm#Textbooks> or 1-888-330-9487.

Sat 9:00 AM - 4:00 PM; 6 sessions;
starting 10/18/2014, ending 11/22/2014

Tuition: **\$699.00**
Instructor: **Provided by World
Instructor Training Schools (W.I.T.S.)**
Location: **El Camino College**

Information Session

#210151

This FREE 1-hour Personal Fitness Training Orientation is designed to provide information for anyone interested in the fitness profession or in becoming a fitness trainer. This lecture includes a brief overview of the industry and professional trends while allowing ample time for a Q&A session. Topics include personal training, group exercise, senior fitness, children's fitness, fitness management and aqua fitness. RSVP Required. Please call 310-660-6460 to reserve your seat.

Saturday, October 4, 2014
10:00 AM - 11:00 AM

Tuition: **FREE; Reservation required:
Call 310-660-6460**

Bartending Certificate

#210126



Quick and easy! Learn to bartend like a rock star! This exceptional course will teach you the business side of the beverage industry, in addition to the skills to become a bartender that managers want to hire. This practical and effective method of instruction is sweeping the industry

and updating old ways of thinking. Professional bartending requires so much more than knowing how to put ice in a glass and adding the proper ingredients. This class will prepare you to be a great sales person, a customer service expert and an honest and valuable employee, skills that will help you succeed in the real world of bartending and throughout life. Topics included are glassware, tools, recipes, pouring the perfect shot, bar terms, wine and champagne service, martinis, high-volume sales techniques, laws, responsible beverage service, job interviews, resumes, alternative ways to make money in the beverage industry and how to start your own bartending service.

Wed 6:00 PM - 10:00 PM; 3 sessions; starting 9/17/2014, ending 10/1/2014

Tuition: **\$149.00**

Instructor: **Kellie Nicholson**

Location: **El Camino College**

Materials Cost: **\$50.00**

Used Vehicle Dealer Certification—Start an Auto Wholesale Business! #210153

Make \$3K-\$6K per month buying, selling or exporting wholesale cars from home. Students will learn step-by-step directions on how to obtain an auto dealer license and how to operate a profitable used-car business. By the end of this one-day course, students will know how to and where to buy vehicles, motorcycles, commercial, off-road and RV's at wholesale prices and sell for a profit. Tips on how to supplement your 9-5 with \$3,000 - \$6,000 income per month on a part-time basis will also be provided. Students will receive a DMV Certificate of Completion at the end of the class.

Mon, Tue 6:00 PM - 9:00 PM; 2 sessions; starting 11/3/2014, ending 11/4/2014

Tuition: **\$89.00**

Instructor: **Ronald Williams**

Location: **El Camino College**

Materials Cost: **\$20.00**

CPR & FIRST AID



Two for \$65 when purchasing CPR/AED and First Aid together! Heartsaver--CPR and AED Course #150004



This Heartsaver CPR and AED course from the American Heart Association teaches the basic technique of adult, child and infant CPR and the use of the AED (Automatic External Defibrillator). Students also learn to use barrier devices in CPR and provide rapid and effective care for the choking in a responsive adult, child or infant victim. The course meets the requirements for many professionals and other members of the public interested in learning life saving skills. School district employees, teachers, family members of patients at high risk sudden cardiac death, corporate employees, security guards, and airline personnel will find this course especially valuable. Course fee includes American Heart Association instructional booklet, certification card and all course instructional materials.

Sat 8:30 AM - 11:30 AM; 9/13/2014

Sat 8:30 AM - 11:30 AM; 10/18/2014

Sat 8:30 AM - 11:30 AM; 11/15/2014

Tuition: **\$50.00**

Location: **El Camino College**

Heartsaver--First Aid Course #150005

This American Heart Association Heartsaver First Aid course provides training in basic First Aid procedures including skills recommended by

OSHA. Topics include responder safety, first aid basics, medical emergencies, injury emergencies and environmental emergencies. This course provides skills training to render aid to an adult victim in the first few critical minutes before Emergency Medical Responders arrive. Course fee includes American Heart Association instructional booklet, certification card and all course instructional materials.

Sat 12:00 PM - 4:00 PM; 9/13/2014

Sat 12:00 PM - 4:00 PM; 10/18/2014

Sat 12:00 PM - 4:00 PM; 11/15/2014

Tuition: **\$45.00**

Location: **El Camino College**

Materials Cost: **\$30.00**

BLS for the Healthcare Provider #234002

This BLS (Basic Life Support) for the Healthcare Provider course is designed to provide a wide variety of healthcare professionals the ability to recognize several life threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely and effective manner. The course is intended for certified or noncertified, licensed or non licensed and future healthcare professionals. The course includes adult, child, & infant resuscitation and 1 & 2 Rescuer Techniques. Course fee includes American Heart Association instructional booklet, certification card and all course instructional materials.

Sat 8:30 AM - 11:30 AM; 9/27/2014

Tuition: **\$60.00**

Instructor: **CPRfun**

Location: **El Camino College**

Materials Cost: **\$30.00**

Instructors provided by CPRfun.com founders Tom Cunningham and Mary Cunningham. Tom trained as a registered nurse in the Emergency Department of Los Angeles County-USC Medical Center. Mary is trained as an Emergency Medical Technician. Mary & Tom have been teaching for more than 20 Years.



Medical Billing & Coding Class (Instructor Jo Moore)

Medical Billing and Coding Health Information Management 7-Class Series

Pay per class or purchase series at discounted rate of \$1,299.00!

In this intensive 100-hour program, students will learn how to code health care services for third party insurance reimbursement. During the coming decades, demand for skilled health-information professionals will continue to exceed supply. Complete all 7 courses to earn a certificate of completion from El Camino College Community Education. Further seek professional certification via our Medical Coding Certification Prep Course to sit for one of the national medical coding exams, such as the AAPC (American Academy of Professional Coders; the CPC (Certified Professional Coder Exam) and others. **Please note:** Practical coding experience of 6 months to two years recommended prior to taking the exam for full professional certification.

The 7 courses of the series (must be taken in sequence):

1. #230034 Medical Terminology 1 \$279
2. #230039 Medical Terminology 2 \$279
3. #230036 Medical Office Procedures-Administrative \$389
4. #230037 Medical Coding ICD-9-CM \$110
5. #230038 Medical Coding CPT \$110
6. #230035 Medical Billing and Reimbursement \$389
7. #230040 Medical Information Technology \$110

Mondays (at El Camino classroom) 8:30am-11:00am, Wednesdays (online classroom) 8:30am-10:00am; September 17, 2014 – May 11, 2015 (No class Nov 24 & 26, Dec 9-Jan 20 & March 16 & 18)

Instructor: **Josephine (Jo) Moore**
Location: **Technical Arts Bldg, Room 101-N**

Instructor Josephine (Jo) Moore has more than 20 years of experience in all areas of medical information management and has been teaching related subjects for 10 years. In 2011 she was awarded the El Camino College Outstanding Adjunct Faculty Award for demonstrating the highest level of commitment to her students and teaching.

Wednesdays 6pm – 9:30pm; October 1, 2014 – May 20, 2015 (No class Nov 26, Dec 11, 2014 – January 6, 2015)

Instructor **Dagmar Nelson**
Location: **Technical Arts Bldg, Room 101-N**

Instructor Dagmar Nelson is CPC and CPC-I certified by the American Academy of Professional Coders and brings to the classroom more than 8 years of experience working both the front and back office of a doctor's office.



“Jo Moore is a dynamic instructor. She makes learning fun, interesting, and exciting. I can’t say enough positive things about her. She is great!”
–Medical Billing & Coding Student(s)

FREE Information Sessions #230033

Are you interested in entering the medical billing & coding profession? Attend this free information session to learn about our Health Information Management Series. We will discuss career opportunities & salaries, national certifications, classroom and homework requirements, home-based business and more. Instructor will provide answers to all of your questions to get you started on a health information management career.

Wednesday, September 10, 2014
10:00am – 11:00am

Instructor: **Josephine Moore**

Wednesday, September 10, 2014
6:00pm – 7:00pm

Instructor: **Dagmar Nelson**

Free to attend, reservation required.
Call: 310-660-6460

Location: **Alondra Rm (2nd floor of Book Store Building)**

“Dagmar is encouraging and positive–love her! She is willing to help with anything!”
–Medical Billing & Coding Student(s)



Pharmacy Technician Training Program

Pay per course or purchase entire 8-part series + Externship at discounted rate of \$2,599! (Includes textbooks and classroom lab materials)

Pharmacy Technician jobs are among the fastest growing occupations! 32% growth expected by 2020.

Part 1: Introduction to pharmacy which includes pharmacy law and history \$599

Part 2: Medical terminology, dosage forms and routes of administration \$275

Part 3: Introduction to anatomy, physiology and biology \$275

Part 4: Dosage calculations \$275

Part 5: Community Pharmacy \$275

Part 6: Institutional Pharmacy \$275

Part 7: Screen, measure and fill prescriptions \$275

Part 8: State application preparation, national certification preparation and job skills training \$275

Externship: 120-hour externship at a local pharmacy setting \$439

In this 8 part course series/180-hour lecture and "real-life" lab course designed to optimally prepare students to perform the duties required in any pharmacy setting including grocery and drug stores or hospitals, students will learn to assist licensed pharmacists dispense prescription medication. Students who successfully complete the program will be awarded a Certificate of Completion by El Camino College Community Education and will be qualified to apply to the California State Board of Pharmacy for registration as a Pharmacy Technician. In addition, students will be prepared to qualify for certification via the Pharmacy Technician Certification Board (PTCB). Course includes all classroom lab materials and textbooks.

Prerequisite: High school diploma or equivalent

Daytime Expedited Course:

Mon, Tues, Wed 9:00am – 1:30pm;
October 6, 2014 – February 10, 2015
(No Class Nov 11, 2014, December 10, 2014 – January 2, 2015, Jan 7 & Jan 19, 2015)

Series Tuition: **\$2,599.00**

Instructor: **Lina Vidal**

Location: **Technical Arts bldg, Room 101-P**

*Instructor **Lina Vidal** has been a licensed Pharmacy Technician for more than 14 years and PTCB (Pharmacy Technician Certification Board) certified since 2001. She is an experienced and extremely popular instructor at El Camino College and elsewhere with more than 7 years Pharmacy Technician teaching experience.*

"Lina Vidal is the best instructor I've ever had! Very enthusiastic and always willing to help. Explains everything in a way that the whole class understands. I enjoyed coming to class!"
–Pharmacy Technician Student

Saturday Course:

Saturdays, 9:00am – 4:30pm;
October 4, 2014 – April 25, 2015
(No Class Nov 29, Dec 13, Dec 20, Dec 27, Feb 7, Feb 14)

Series Tuition: **\$2,599.00**

Instructor: **Cassandra Ellis**

Location: **Technical Arts, Room 101-P**

*Instructor **Cassandra D. Ellis** has built a solid reputation in the field of Pharmacy Technology. For nearly two decades Ms. Ellis has coordinated several training programs for Pharmacy Technicians. Her work experience is comprised of retail, educational, and institutional pharmacy practice. Dedicated to providing quality training, Ms. Ellis is an inspiration to anyone pursuing a career as a Pharmacy Technician.*

FREE Information Sessions #210109

Free orientation meeting for anyone interested in the Pharmacy Technician Training Course, Externship and Exam Prep Course. Attend this session to learn all the specifics of the program and the opportunities waiting for you as a Pharmacy Technician! Also meet our Pharmacy Technician instructor Lina Hidar or Cassandra Ellis.

Wednesday, 10:30 am - 11:30 am;
September 17, 2014

Instructor: **Lina Vidal**

Location: **Alondra Room (2nd floor of Book Store Building)**

Saturday 10:00am - 11:00am;
September 13, 2014

Instructor: **Cassandra Ellis**

Location: **Stadium Room (2nd floor of Book Store Building)**

FREE to attend, RSVP required, call 310-660-6460

Food Manager Certification

#300123



El Camino College Community Education is proud to announce that the County of Los Angeles Public Health Department has approved El Camino College as a provider of training and certification for our new Certified Food Handler program.

Attention food managers and food handler supervisors! This one day class prepares you to take the examination needed to certify or recertify you as a licensed food manager. The Certified Food Manager requirement is mandated by California State law for all retail food operations (restaurants, cafes, markets, mobile carts, etc.), and is enforced by local health departments. This program (course, instructor, proctor, etc.) is on Los Angeles County Health Department's list of approved trainers and certification providers. The exam/certification for this course is listed and accepted by all health departments in California. Important: Pre-registration required! Walk-in registration is not available for this class.

Exam/Materials Fee: Students who wish to sit for the exam during the last two hours of class will be required to use their credit card to make an online payment of \$30 to the certifying third party organization.

Pre-class preparation: Students are expected to familiarize themselves with food-safety concepts prior to

attending class. Numerous sources of food-handler information are available to help you prepare for the exam. Students may also purchase a study guide developed specifically for this class directly from instructor Gevork Kazanchyan. This is available for immediate printing/download (purchased for \$15) via request through the instructor. Email the instructor requesting the access link at gev.kaz@gmail.com. All other matters should be directed to the Community Education office.

*Instructor **Gevork Kazanchyan** was a Los Angeles County Public Health Officer for 7 years and is a Professor of Food Safety and Sanitation at College of the Canyons where he directs their Food Handler Certification program. Gev lectures for both their Community Education Program and Culinary Arts Department, and is also a Professor of Environmental Health at California State University Northridge. He is a Registered Environmental Health Specialist with the California Department of Public Health and a Certified Professional in Food Safety with the National Environmental Health Association.*

Sat 8:00 AM - 5:00 PM; 9/13/2014

Sat 8:00 AM - 5:00 PM; 11/8/2014

Tuition: **\$89.00**

Instructor: **Gevork Kazanchyan**

Location: **El Camino College**

Materials Cost: **\$30.00**

Food Handler Training Program (online)

#210178

Environmental Health Testing / National Registry of Food Safety Professionals Food Safety First Principles for Food Handlers Online Program only \$12.95 ANSI / ASTM Accredited & adheres to California, Illinois, Florida, Texas law! To Register, pay and enter the online classroom at: <http://www.usfoodhandler.com/amember/aff/go/elcamino>

Tuition: **\$12.95**



Professional Modeling Career

#300142



Are you interested in starting a professional fashion modeling career? This fun and highly interactive one-day workshop is the place to start! You will learn the essentials needed to break out into the fashion industry including expert advice on professionalism, poise, posture, runway walking, etiquette, interview skills and marketing tips to promote yourself. You'll receive expert advice that will properly prepare you to succeed in the industry. Ages 12 and up (Parent/Guardian release form required for students under 18 years of age). \$10 optional materials fee for printed e-book Starter Model: A Quick Guide to Getting Started as a Model by Daisi Sepulveda.

Sat 10:00 AM - 2:00 PM; 9/20/2014

Sat 10:00 AM - 2:00 PM; 10/18/2014

Sat 10:00 AM - 2:00 PM; 11/15/2014

Tuition: **\$75.00**

Instructor: **Daisi Pollard**

Location: **El Camino College**

ARTS & HOBBIES

CRAFTS

Candle Making #119681



Candles have caught our eyes in pricey boutiques and gift shops. Join us and learn how to make 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, 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.

Sat 9:00 AM - 12:00 PM; 9/20/2014

Tuition: **\$39.00**

Instructor: **Quayum Abdul**

Location: **El Camino College**

Materials Cost: **\$20.00**

"Very Helpful. The instructor had many great suggestions."
—Candle Making Student

Glycerin Soap Making

#112371



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.

Quayum Abdul has years of experience in teaching soap and candle making and various other subjects in community colleges.

Sat 9:00 AM - 12:00 PM; 11/1/2014

Tuition: **\$39.00**

Instructor: **Quayum Abdul**
Location: **El Camino College**
Materials Cost: **\$20.00**

DANCE

Belly Camp (A Belly Dance Workshop!)

#800074

Learn this ancient and exhilarating art form while developing a flexible and firm body. You will be astonished and amazed at how easy and fun it is to be a belly dancer. Veil, cymbals and



hip scarves are optional and may be purchased from the instructor or an outside source for an additional fee. This will be discussed at the first class.

Mon, Wed 7:30 PM - 9:00 PM;
4 sessions; starting 12/8/2014,
ending 12/17/2014

Tuition: **\$79.00**

Instructor: **Regine Costello**

Location: **PE Room 233**

Materials Cost: **Optional \$45**

materials fee for purchase of a veil and cymbals

Belly Dance (Beginning)

#800031

Learn this ancient and exhilarating art form while developing a flexible and firm body. You will be astonished and amazed at how easy and fun it is to be a belly dancer. Veil, cymbals and hip scarves are optional and may be purchased from the instructor or an outside source for an additional fee. This will be discussed at the first class.

Sat 3:00 PM - 4:00 PM; 8 sessions;
starting 10/4/2014, ending 11/22/2014

Tuition: **\$75.00**

Instructor: **Regine Costello**

Location: **PE-N Room 52**

Materials Cost: **Optional \$45**

materials fee for purchase of a veil and cymbals

Bollywood Dance Fitness

#140006

Spice up your workout and boogie to the Bollywood beat! Films like *Slum Dog Millionaire* and TV shows like *So You Think You Can Dance?* have inspired a craze for the fun dance genre called Bollywood. Bollywood dancing is the popular name used for modern Indian dancing that incorporates both classical and folk-style dances of India with Western styles of dance. The class begins with a sultry warm-up to get you in the mood to groove Bollywood-style. Next, students break out in shimmies and bops, moving to the beat just like a Bollywood beauty. This class is fun for everyone! All levels welcome.



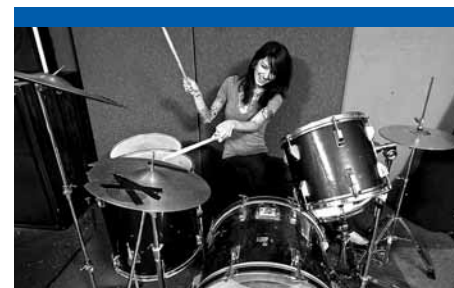
Sat 1:30 PM - 2:30 PM; 8 sessions;
starting 10/4/2014, ending 11/22/2014

Tuition: **\$75.00**

Instructor: **Regine Costello**

Location: **PE-N Room 52**

MUSIC



Drums "R" Fun #120024

Learn basic drumming techniques from the South Bay's most experienced drum teacher! Instruction includes proper grip positions, wrist development, hand & foot coordination, sight reading, rudiments & drum-set techniques. Students will have an opportunity to play on a drum set. Materials fee includes sticks and sheet music. Practice pads are optional.

Sunday 2:00 pm - 3:00 pm; 8 sessions
starting July 13, 2014, ending August 31, 2014

Tuition: **\$99.00**

Instructor: **Lenny "G" Giachello**

Location: **Theatre Room 155**

Materials Cost: **\$5.00**

Beginning String Instrument #120029

NEW!

This beginning level course introduces you to the basic skills and techniques needed for playing a string instrument violin, viola, cello or string bass. You will learn music reading, tone production techniques, musicianship and instrument care. Bring your own instrument (instruments are not provided) and the textbook *Strictly Strings: A Comprehensive String Method Book 1* by Jacquelyn Dillon.

Weekly - Fri 11:30 AM - 1:00 PM; 10 sessions; starting 10/3/2014, ending 12/12/2014 (No class on 11/28/2014)

Tuition: **\$199.00**

Instructor: **Kyung Eun Choi**

Location: **El Camino College**

Intermediate Violin and Viola Group Lessons #120027



NEW!

Would you like to brush up on your violin/viola skills? Reading skills and basic technique of violin/viola playing are required. Students will work on Suzuki books #4 as well as two octave scales. This is a preparatory course for chamber music. Minimum six students per group with opportunity to perform at the end of the course. Ages: 12 and up, one hour per lesson. Please bring your own instrument or contact instructor about renting an instrument.

Tue 4:00 PM - 5:00 PM; 10 sessions;
starting 9/2/2014, ending 11/4/2014

Tuition: **\$199.00**

Instructor: **Ljubomir Velickovic**

Location: **El Camino College**

Materials Cost: **\$14.00**

String Chamber Music Lessons #120026

Would you like to play chamber music with friends? Reading skills and intermediate-advanced technique of instrument playing are required. Students should play 2-3 octave scales. The course will include easy, intermediate or advanced chamber music literature, depending on the level of the students' skills. Pieces can be for duos, trios, quartets, quintets or sextets. Styles may include classical, country, pop, Latino, movie, Celtic, fiddling and various arrangements. Minimum six students per group and performance opportunity at the end of course. Ages: 12 and up. One hour lessons. Please bring your own instrument or contact instructor about renting an instrument. Choice of music will be determined by the participants and the instructor.

Tue 5:00 PM - 7:00 PM; 10 sessions; starting 9/2/2014, ending 11/4/2014

Tuition: **\$199.00**

Instructor: **Ljubomir Velickovic**

Location: **El Camino College**

Materials Cost: **\$14.00**

Intermediate String Class for Cello and String Bass #120028

Enjoy this intermediate string class for cello and string bass. You will have the opportunity to strength your playing skills and techniques including instrument musicality of left hand positions, bowing techniques, and chamber music playing. Bring your own instrument (instruments are not provided) and the textbooks *Strictly Strings: A Comprehensive String Method* Book 1 and Book 2 by Jacquelyn Dillon.

Weekly - Fri 10:00 AM - 11:25 AM; 10 sessions; starting 10/3/2014, ending 12/12/2014 (No class on 11/28/2014)

Tuition: **\$199.00**

Instructor: **Kyung Eun Choi**

Location: **El Camino College**

VISUAL ARTS



Halloween Makeup Fun! #109009

Halloween is just around the corner! If you or your kids are planning on going as a Zombie, Kitty Cat, Super Hero, or other characters and want to stand out in the crowd with an inspired costume look, then don't miss this fun and easy Halloween make-up workshop. You will learn great tips and ideas to create your perfect look for Halloween! (Please leave your cute kiddies at home for this class; They'll get to enjoy having their faces painted by YOU after you complete this inspirational class!)

*Instructor **Yoona Cha** has studied Studio Art at UCSD. She has been working as a face & body painter and art instructor for eight years. She has been featured on Torrance Cable Television as a face & body painter.*

Sat 9:30 AM - 12:30 PM; 10/11/2014

Tuition: **\$55.00**

Instructor: **Yoona Cha**

Location: **El Camino College**

Materials Cost: **\$15.00**

Multimedia Effects in the Haunted Mansion #109006



"Are you the geek in the DoomBuggy craning his neck in Disney's Haunted Mansion ride, looking for the hidden projectors and strings that make the ghosts move? Yes? El Camino College's Multimedia Effects in the Haunted Mansion is the workshop for you."
—Gendy Alimurung *LA Weekly*

Arguably the most multimedia-rich experience at Disneyland is the Haunted Mansion, and although over 40 years old, it still leaves visitors scratching their heads as to how the effects were produced. In this 3-hour fun-filled workshop, Chris Weisbart, hardware hacker and former multimedia developer at the Natural History Museum of Los Angeles, shows how the Disney Imagineers created this incredible attraction and discusses different ways you can use some of the same techniques at home for your own ghoulish Halloween effects. Included in the class will be a collaborative construction of one of the more interesting effects in the ride: the floating head of Madame Leota!

Sat 1:00 PM - 4:00 PM; 10/4/2014

Tuition: **\$45.00**

Instructor: **Chris Weisbart**

Location: **Math & Computer Sciences Room 213**

Secrets Of Digital Photography #109007

Explore the world of digital photography! This course provides an introduction to digital photography

along with hands-on activities utilizing the beautiful El Camino College campus as your photography canvas. Whether you're new to photography or a longtime professional making the change to the digital world, this class will provide an introduction to new opportunities. Bring your digital camera to class and instructor Morrison will show you how to optimally use your equipment.

Sat 9:00 AM - 12:00 PM; 10/11/2014

Tuition: **\$35.00**

Instructor: **Douglas Morrison**

Location: **Technical Arts 101-Lounge**

Life Drawing Marathons #100013

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.

Sun 10:00 AM - 5:00 PM; 9/28/2014

Sun 10:00 AM - 5:00 PM; 10/26/2014

Tuition: **\$20.00**

Instructor: **Michael Van Overbeck**

Location: **Art & Behavioral Sciences Room 205, 209**

Materials Cost: **\$5.00**

HEALTH & FITNESS

Stress Reduction & Relaxation Techniques through Self-Hypnosis #800069

Learn proven relaxation techniques that can help you manage stress through the holiday season, and beyond. In this workshop you will learn self-hypnosis and other relaxation techniques for managing your daily stressful situations. Whether you are at home or working

Continues on page 24...

Stress Reduction continued from page 23...

on the job, whether you have financial or relationship stress, the techniques you learn will enhance your relationships, support your health physically, mentally, and spiritually.

Mon 7:00 PM - 9:30 PM; 11/17/2014

Tuition: **\$45.00**

Instructor: **Jethro Carter**

Location: **El Camino College**

Cost: **\$15.00**

Think Healthy, Be Thin, Stay Thin through Self-Hypnosis #800011



Why not enjoy the holiday season without worrying about the extra pounds? Get slim and fit with Self-Hypnosis. Just by using the power of your subconscious mind, you can gain control over your eating habits and cravings, lose extra pounds comfortably, and maintain the well-toned, beautiful body you want. This is the most relaxing, effortless and safest way to lose weight--no diets, no calories to count, no struggle, eat whatever you enjoy.

Tue 7:00 PM - 9:30 PM; 11/4/2014

Tuition: **\$45.00**

Instructor: **Jethro Carter**

Location: **Technical Arts Room 101-L**

Materials Cost: **\$15.00**

Yoga for Health & Relaxation--Beginning

#800003

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, a wareness 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.

Sat 10:30 AM - 12:00 PM; 8 sessions; starting 8/30/2014, ending 10/18/2014

Sat 10:30 AM - 12:00 PM; 8 sessions; starting 10/25/2014, ending 12/20/2014 (No class on 11/29/2014)

Tuition: **\$88.00**

Instructor: **Ron Berman RYT**

Location: **PE Room 2**

Yoga For Health & Relaxation--Intermediate

#800004



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.

Sat 9:00 AM - 10:30 AM; 8 sessions; starting 8/30/2014, ending 10/18/2014

Sat 9:00 AM - 10:30 AM; 8 sessions; starting 10/25/2014, ending 12/20/2014 (No class on 11/29/2014)

Tuition: **\$88.00**

Instructor: **Ron Berman RYT**

Location: **El Camino College**

PERSONAL INTEREST

LANGUAGES

Spanish For Beginners

#703002



Bienvenidos to Spanish for Beginners! Learning Spanish in this class is as easy as knowing the answers before you are asked the questions! Being able to read, write, and speak Spanish are essential, but it is being able to understand Spanish that will help you communicate properly. This conversational class will help you understand basic structure, usage, and grammar of the Spanish language. **25% discount for anyone repeating the class who was previously enrolled within the last year. Must phone the Community Education office to take advantage of discount.**

Instructor Maria Victoria Barrera has been teaching Spanish for more than 10 years to a diverse group of men and women from stay-at-home parents to scientists. She is the author of the Spanish-language course booklet EL ESPAÑOL ES FACIL (SPANISH IS EASY)®.

Weekly - Wed 7:00 PM - 9:00 PM; 6 sessions; starting 9/3/2014, ending 10/8/2014

Weekly - Wed 7:00 PM - 9:00 PM; 6 sessions; starting 10/15/2014, ending 11/19/2014

Tuition: **\$99.00**

Instructor: **Maria Barrera**

Location: **TBA**

Materials Cost: **\$25.00**

Intermediate Spanish

#703003

Bienvenidos to Intermediate Spanish! Looking for a place to continue learning and improving your Spanish skills? Understanding and applying present, past, and future tenses will help you communicate more clearly. This conversational class will help you continue your understanding of Spanish, its structure, usage, and grammar. **25% discount for anyone repeating the class who was previously enrolled within the last year. Must phone the Community Education office to take advantage of discount.**

Instructor Maria Victoria Barrera has been teaching Spanish for more than 10 years to a diverse group of men and women from stay-at-home parents to scientists. She is the author of the Spanish-language course booklet EL ESPAÑOL ES FACIL (SPANISH IS EASY)®.

Weekly - Tue 7:00 PM - 9:00 PM; 6 sessions; starting 9/2/2014, ending 10/7/2014

Weekly - Tue 7:00 PM - 9:00 PM; 7 sessions; starting 10/14/2014, ending 11/25/2014

Tuition: **\$99.00**

Instructor: **Maria Barrera**

Location: **TBA**

Materials Cost: **\$25.00**

Exam Proctoring Service

\$50 per exam (up to 2 hours)
\$25 for each additional hour.

Do you need us to proctor your next university, college or industry-related (real estate, accounting firm, technical employer etc.) exam? Please contact us to arrange a time to oversee your exam. Available dates and times subject to availability Monday-Friday 9:00AM - 4:00PM.

CALL: 310-660-6460 or email us your request to commed@elcamino.edu

MONEY MATTERS



Social Security Secrets: How to Maximize Your Benefits #810076

Did you know that there are over 567 different ways you can claim Social Security benefits? The average retiree leaves tens of thousands of dollars "on the table" simply because they don't understand how to maximize their Social Security benefits. Failing to use the right strategy can cost you literally hundreds of thousands of dollars in unclaimed Social Security income over your lifetime. This informative and easy to understand class explores the Social Security system and provides valuable tips on how to increase your social security income benefits.

*Instructor **Samuel Rad** is a Certified Financial Planner™ and holds multiple licenses in the securities, investments, real estate and insurance fields. He concurrently lectures at UCLA, and is the co-host of the "Smart Money Fundamentals" radio show on KFWB 980AM every Sunday.*

Sat 9:30 AM - 12:00 PM; 9/13/2014

Thu 6:30 PM - 9:00 PM; 10/9/2014

Tuition: **\$59.00**

Instructor: **Samuel Rad**

Location: **El Camino College**

Retirement Planning Today #810072



Learn how to avoid the 10 biggest retirement planning mistakes! Discover how to save money on taxes, manage investment risk in your portfolio and protect your assets from long-term health-care expenses. Above all, this course shows you how to assess your financial situation and develop a personalized plan to achieve your retirement goals. Whether or not you plan to retire 10 years from now, or have just recently retired, the valuable information you'll learn in this class can deliver rewards throughout your lifetime.

*Instructor **Larry Takahashi, CFP®**, is a CERTIFIED FINANCIAL PLANNER™ practitioner, and a Registered Representative and Investment Advisor Representative with H. Beck, Inc., member, FINRA/SIPC. Mr. Takahashi holds an MBA degree in finance from the UCLA Anderson School of Management.*

Sat 9:00 AM - 12:00 PM; 2 sessions;
starting 9/27/2014, ending 10/4/2014

Tue 6:30 PM - 9:30 PM; 2 sessions;
starting 9/30/2014, ending 10/7/2014

Tuition: **\$39.00**

Instructor: **Larry Takahashi**

Location: **El Camino College**

Materials Cost: **\$20.00**

ONLINE INSTRUCTION CENTER

Welcome

Online learning anytime, anywhere... just a click away! Every course on this page includes an expert instructor. All can be taken from the convenience of your home or office.

www.ed2go.com/elcamino

BUSINESS COURSES

Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Administrative Assistant Fundamentals

Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries.

Managing Customer Service

Become indispensable to any organization by understanding how to identify and meet customer needs.

Professional Sales Skills

Discover how to begin a successful and rewarding career in sales.

Principles of Sales Management

Master the art of managing sales teams from a sales pro.

Successful Construction Business Management

Gain a powerful and permanent advantage over the competition by practicing expert management.

Introduction to QuickBooks

Learn how to quickly and efficiently gain control over the financial aspects of your business.

Distribution and Logistics Management

Improve your company's ability to deliver on time and on budget, while increasing customer satisfaction.

Introduction to Business Analysis

Master powerful techniques to improve your decision-making skills at work.

Real Estate Law

Learn the basics of real estate law, including investing, title searching, and mortgages.

Introduction to Peachtree Accounting

Get the training you need to perform everyday accounting tasks using Peachtree Accounting software.

Mastery of Business Fundamentals

Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program.

Project Management Fundamentals

Gain the skills you'll need to succeed in the fast-growing field of project management.

PMP Certification Prep 1

Prepare to take—and pass—the PMP certification exam. Course 1 of 2.

Understanding the Human Resources Function

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

The course was tremendously informative and helpful. I strongly encourage this class to be taken by any Supervisor that's gone from being an employee to now having the Boss title (smile). The rewards can be great!!! SUPER!!

Employment Law Fundamentals

Learn the basics of employment law so you can legally hire, evaluate, and manage employees.

Total Quality Fundamentals

Give yourself a strong foundation in total quality management.

Fundamentals of Supervision and Management

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

Several new courses launch every month! Visit our website to browse the entire catalog.

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Every course on this page includes an expert instructor.
All can be taken from the convenience of your home or office.

BUSINESS COURSES

Business and Marketing Writing

Write great marketing copy to improve your company's image and your chances of getting hired or promoted.

START YOUR OWN BUSINESS

Learn to Buy and Sell on eBay

Auction pros teach you how to work from home or earn extra income by buying and selling goods online.

Marketing Your Business on the Internet

E-commerce expert helps you develop an Internet marketing plan for your business.

Start Your Own eBay Drop Off Store

Turn people's unwanted items into a lucrative source of income by starting an eBay drop off store.

Secrets of the Caterer

Learn cooking and business secrets from a professional caterer.

Wow, What a Great Event!

Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner.

Growing Plants for Fun and Profit

An industry professional teaches you everything you need to prosper in the backyard nursery business.

Publish It Yourself: How to Start and Operate Your Own Publishing Business

Convert manuscripts into income by producing and selling books like the pros.

Start Your Own Consulting Practice

Find out how you can earn income by sharing your training or knowledge with others.

Start and Operate Your Own Home-Based Business

An experienced entrepreneur teaches you how to develop the motivation, discipline, and creativity to quit your job and be your own boss.

Creating a Successful Business Plan

Turn your business ideas into a solid plan for financing and long-term success.

Start Your Own Arts and Crafts Business

Learn how to start your own arts and crafts business from a professional artist.

GRANT WRITING/NONPROFITS

Starting a Nonprofit

Industry veteran shows you how to take a nonprofit business from vision to reality.

Introduction to Nonprofit Management

Develop the skills and strategies you need to become an integral part of one of the fastest growing service sectors.

Marketing Your Nonprofit

Further the ideals and goals of your nonprofit by learning to compete more effectively for members, media attention, donors, clients, and volunteers.

Get Grants!

Learn how to develop successful, fundable grants from experts in the field.

A to Z Grantwriting

Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

Writing Effective Grant Proposals

Learn to prepare grant proposals that get solid results for your favorite organization or charity.

Advanced Grant Proposal Writing

Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected.

Every course on this page includes an expert instructor.
All can be taken from the convenience of your home or office.

Becoming a Grant Writing Consultant

Increase your income while working from home by starting a grant writing consulting business.

CAREER IDEAS

Become a Veterinary Assistant

Practicing veterinarian prepares you to work in a veterinary office or hospital.

Real Estate Investing

Build and protect your wealth by investing in real estate.

Get Paid to Travel

Learn everything you need to start your new and exciting career as a professional tour director.

Fundamentals of Technical Writing

Learn the skills you need to succeed in the well-paying field of technical writing. As a newcomer to the field of technical writing, I found this course particularly useful. I feel it has afforded me a great foundation on which I can further build my skills.

Introduction to Criminal Law

An in-depth look at criminal law and the real world of prosecutors, defense attorneys, and the paralegals who work closely with them.

Legal Nurse Consulting

Begin a new career by helping attorneys understand and resolve medical cases and claims.

Paralegal Preparation 1

Prepare for a career as a paralegal by learning terminology, processes, and other basics (course 1 of 6).

Publish It Yourself: How to Start and Operate Your Own Publishing Business

Convert manuscripts into income by producing and selling books like the pros.

Become an Optical Assistant

Learn what it takes to become an optical assistant and discover why it's one of today's most popular and fascinating career opportunities.

Become a Physical Therapy Aide

Prepare for a rewarding career as a valued member of the physical therapy team.

PERSONAL DEVELOPMENT

Listen to Your Heart, and Success Will Follow

Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents.

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Twelve Steps to a Successful Job Search

World-renowned author and career advisor shows you how to get the job you want quickly and easily and in any economy.

Individual Excellence

Master 12 career-enhancing skills including goal setting, time management, personal organization, and creativity.

Leadership

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

The instructor did a great job choosing what to cover. The material was well presented and touched on many interesting topics. I definitely recommend this course not only to those who are shy, but to anyone who would like pointers in improving him or herself.

Several new courses launch every month! Visit our website to browse the entire catalog.

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Every course on this page includes an expert instructor.
All can be taken from the convenience of your home or office.

ENTERTAINMENT

Music Made Easy

Learn the fundamentals of music theory. Be able to read, write, and play simple music.

Drawing for the Absolute Beginner

Gain a solid foundation in drawing and become the artist you've always dreamed you could be!

Get Paid to Travel

Learn everything you need to start your new and exciting career as a professional tour director.

FAMILY & FRIENDS

Luscious, Low-Fat, Lightning-Quick Meals

Discover how easy it can be to prepare meals that are both delicious and nutritious!

Genealogy Basics

Begin an exciting and fascinating exploration of your roots.

Assisting Aging Parents

Be prepared to handle the challenges of aging while learning to cherish the transition.

This was a wonderful class. It was practical, but also offered moral support to those of us assisting aging parents. I am so glad I took this class.

Ready, Set, Read!

A learning specialist shows you how to raise a successful reader and writer.

Enhancing Language Development in Childhood

Enrich the lives of your children by helping them become proficient speakers and thinkers.

Understanding Adolescents

Unlock the secrets of the adolescent mind to improve relations.

Get Paid to Travel

Learn everything you need to start your new and exciting career as a professional tour director.

LANGUAGES

Speed Spanish I

II and III are now available!

Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time.

Instant Italian

Learn Italian from the comfort of your home in this fun and enjoyable online course.

Beginning Braille Transcription

Prepare for a rewarding career as a transcriber by learning to write and read the language of the blind.

Grammar for ESL

If English is your second language, this course will teach you the principles you'll need to succeed.

Writing for ESL

Learn how to write in English more effectively to succeed in college and at work.

Conversational Japanese

Whether you want to learn conversational Japanese for travel or just for fun, you'll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language.

ART, HISTORY, MATH, & MORE

Everyday Math

Gain confidence in your basic math skills and start using math to your advantage.

Introduction to Algebra

Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems.

Every course on this page includes an expert instructor.
All can be taken from the convenience of your home or office.

Teaching Science: Grades 4-6

Increase your effectiveness as a science teacher for children in fourth through sixth grades.

Teaching Math: Grades 4-6

Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives, and real-world connections into your classroom.

LAW & LEGAL CAREERS

Business Law for Small Business Owners

Learn how to successfully protect your small business and solve most of the legal problems that may arise.

Introduction to Criminal Law 2 courses available!

An in-depth look at criminal law and the real world of prosecutors, defense attorneys, and paralegals.

Evidence Law

Prepare for a career as a law clerk or legal secretary by learning how to help busy attorneys gather and evaluate evidence and prepare for trial.

Winning Strategy for the Courtroom

Learn what it takes to win in civil court from an attorney who has won hundreds of cases.

Constitutional Law: Bill of Rights

Understand the challenges facing the maintenance of guaranteed freedoms in the modern world.

Legal Nurse Consulting

If you're a nurse, this course will help you prepare for a new career helping attorneys understand and resolve medical cases and claims.

Employment Law Fundamentals

Learn the basics of employment law so you can legally hire, evaluate, and manage employees.

Workers' Compensation

Gain essential skills and a solid understanding of one of the fastest-growing areas in law.

Paralegal Preparation 1

Prepare for a career as a paralegal by learning terminology, processes, and other basics (course 1 of 6).

LSAT Preparation - Course 1 of 2

Learn about law school entrance procedures and improve your test-taking skills.

Real Estate Law

Learn the basics of real estate law, including investing, title searching, and mortgages.

PERSONAL FINANCE

Real Estate Investing

Build and protect your wealth by investing in real estate.

Debt Elimination Techniques That Work

Learn specific, powerful, and proven strategies to get completely out of debt and live a stress-free lifestyle.

Where Does All My Money Go?

Learn how to get control of your money once and for all.

Listen to Your Heart, and Success Will Follow

Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents.

Convenient, Affordable, and Effective.

Take ed2go courses from the comfort of your home or office at the times that are most convenient for you.

Several new courses launch every month! Visit our website to browse the entire catalog.

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Our **instructor-facilitated** online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners.

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All courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

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Courses start as low as:

\$120

**Why pay more?
We offer the same
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professional
development
courses as our
competitors, for less.**

Ready, Set, Read!

Learning specialist shows you how to develop successful readers and writers.

Solving Classroom Discipline Problems

Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline.

Creating K-12 Learning Materials

Increase student performance and earn extra income by converting your ideas for instructional aids into reality.

Survival Kit for New Teachers

Veteran instructor shares the secrets for success in your first years of teaching.

Working Successfully with Learning Disabled Students

Successfully meet the diverse needs of the learning disabled students in your classroom.

Integrating Technology in the K-5 Classroom

Take your teaching to another level with these fun new ways to incorporate technology into your lesson plans.

Understanding Adolescents

Unlock the secrets of the adolescent mind to improve relations.

Enhancing Language Development in Childhood

Enrich the lives of your children by helping them become proficient speakers and thinkers.

Differentiated Instruction in the Classroom

Improve your ability to teach diverse learners with realworld examples from elementary, middle, and high school classrooms.

Teaching Math Grades 4-6

Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives, and real-world connections into your classroom.

Teaching Science Grades 4-6

Increase your effectiveness as a science teacher for children in fourth through sixth grades.

Professional Development Certificates Available--Students who complete a 6-week (24hour) online course and earn a grade percentage of 76% or above are eligible to receive a free El Camino College Professional Development Certificate of Completion. Upon successful course completion, contact the Community Education office to order your certificate: 310-660-6460.

MORE COURSES AVAILABLE

AT OUR ONLINE INSTRUCTION CENTER

www.ed2go.com/elcamino

Comprehensive
online courses
with assignments
and final exams

Earn Continuing
Education Units
Online

Certificate of
Completion awarded
with a passing score

Monthly
classes that
run for six weeks

Enroll Today!

Health Care Continuing Education Online Courses

Programs for Health Care Professionals

All Health Care Continuing Education courses run for six-weeks (with a 10-day extension period available at the end). They are self-paced and consist of lessons and chapters, a discussion area and a final exam for each course within the program.

Certificate in Complementary and Alternative Medicine

(28 contact hours) Enhance your professional marketability by gaining a broad understanding of alternative health care options.

Certificate in Gerontology

(44 contact hours) Earn a certificate proving you have the skills required to meet the health care needs of a rapidly aging population.

Certificate in Issues in Oxygenation

(15 contact hours) A holistic approach to the care of patients with disorders of oxygenation.

Certificate in End of Life Care

(26 contact hours) Earn a certificate proving you understand the needs of individuals living with debilitating, chronic, or terminal illnesses.

Certificate in Spirituality, Health, and Healing

(25 contact hours) Enhance your professional marketability by recognizing the impact spiritual values and beliefs have on health and healing.

Certificate in Perinatal Issues

(14 contact hours) Stay current with emerging trends affecting childbearing women, newborns, and families.

Certificate in Legal and Ethical Issues in Nursing

(23 contact hours) Examine key legal and ethical issues to improve your practice and provide better patient care.

Certificate in Growth and Development Through the Lifespan

(15 contact hours) Gain new insights in human development and be better prepared to care for patients of all ages.

Certificate in Pain Assessment and Management

(24 contact hours) Increase the accuracy of your pain assessment skills and become more effective in your pain management strategies.

Certificate in Integrative Health

(67 contact hours) Explore the exciting, growing field of integrative health in this comprehensive certificate program designed for medical providers and consumers.

Courses
start as low as
\$120

New course sessions
begin each month.

To learn more call:

(310) 660-6460

Visit our Online Instruction Center to **ENROLL TODAY!**

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OUTSTANDING ONLINE NON-CREDIT Career and Workforce Training Programs

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Our on-line career-training certificate programs' content and materials are provided by Gatlin Education Services—the leader in online certification programs. These programs prepare students for developing expertise in their desired career fields and/or prepare them for industry certification exams. Although each course is self-study, each online course has an instructor assigned to answer student questions and help solve problems. Each program has specific learning outcomes related to industry standards. Students may enroll by calling 866-441-5454 or if you have technical questions prior to enrolling, contact Gatlin Education Services by emailing support@gatlineducation.com or call 817-870-2870.



For more information on how you can advance your career, including financial assistance, call toll free (877) 221-5151 or visit www.GatlinEducation.com/ElCamino

THE PROGRAMS

HEALTHCARE AND FITNESS PROGRAMS

	Hours	Class Price
• Administrative Dental Assistant	150	\$1,595
• Administrative Medical Specialist w/ Medical Billing and Coding	300	\$1,995
• Advanced Coding for the Physician's Office	80	\$1,395
• Advanced Hospital Coding and CCS Prep	80	\$1,695
• Advanced Personal Fitness Trainer	240	\$2,795
• Certified National Pharmaceutical Representative	120	\$1,595
• Coding, Reimbursement and Documentation for Physicians	12	\$795
• Fitness Business Management	260	\$2,395
• HIPAA Compliance (4 user licenses)	12	\$599
• Human Resources for Healthcare Professionals	80	\$1,995
• ICD-10 Medical Coding: Preparation and Instruction for Implementation	200	\$1,595
• Medical Billing and Coding	240	\$1,595
• Medical Terminology	60	\$595
• Medical Transcription	240	\$1,595
• Nutrition for Optimal Health, Wellness, and Sport	200	\$2,395
• Personal Fitness Trainer	150	\$2,095
• Personal Training and Group Exercise Training for Older Adults	260	\$2,395
• Pharmacy Technician	240	\$1,795
• Revenue Cycle Management for Healthcare Providers	12	\$795
• Veterinary Assistant	240	\$1,795
• Women's Exercise Training and Wellness	200	\$2,395

BUSINESS & PROFESSIONAL PROGRAMS

	Hours	Class Price
• Administrative Professional with Microsoft Office 2010 Master	30	\$1,995
• Certified Application Specialist (MCAS)	240	\$1,995
• Administrative Professional with Microsoft Office Specialist	240	\$1,995
• Bookkeeping the Easy Way with Quickbooks	140	\$1,695
• Certified Bookkeeper	80	\$1,795
• Certified Global Business Professional	400	\$2,495
• Certified Wedding Planner	300	\$1,395
• Chartered Tax Professional	180	\$1,795
• Chartered Tax Professional for California Residents	200	\$1,895
• Corporate Governance and Ethics	15	\$895
• eBusiness	200	\$1,995
• Entrepreneurship: Start-Up and Business Owner Management	360	\$2,095
• Freight Broker/Agent Training	150	\$1,695
• Grant Writing	300	\$2,095
• Help Desk Analyst: Tier 1 Support Specialist	80	\$1,495
• Lean Mastery	60	\$1,695
• Management for IT Professionals	390	\$2,095
• Management Training	360	\$2,095
• Mediation and Dispute Resolution	180	\$4,195
• Microsoft Certified Application Specialist Training (MCAS)	120	\$1,595
• Microsoft Office Specialist 2003 (MOS)	120	\$1,595
• Non-Profit Management Training	300	\$2,095
• Paralegal	225	\$1,795
• Payroll Practice and Management	80	\$1,595
• Personal Financial Planning	40	\$1,395
• Principles of Private Investigation	200	\$1,995
• Project Management	40	\$1,495
• Purchasing & Supply Chain Management	300	\$2,095
• Records Management	180	\$1,395
• Search Engine Marketing	250	\$1,795
• Search Engine Optimization	150	\$1,395
• Seven Steps to Leading High Achieving Teams	70	\$1,395
• Six Sigma Black Belt	200	\$2,695
• Six Sigma Green Belt	100	\$1,895
• Supply Chain Management	240	\$2,795
• Technical Writing	80	\$1,595
• Travel Agent Training	200	\$1,595
• Understanding Earned Value Management	30	\$1,295

ONLINE CLASSES

IT & SOFTWARE DEVELOPMENT PROGRAMS	Hours	Class Price
• 3ds max	650	\$4,095
• Administrative Professional with Microsoft Certified Application Specialist (MCAS)	240	\$1,995
• Administrative Professional with Microsoft Office Specialist	240	\$1,995
• ASP.NET	300	\$1,995
• AutoCAD 2007	150	\$1,795
• AutoCAD 2009	150	\$1,995
• Cisco® CCENT® Certification Training	70	\$1,795
• Cisco® CCNA® Certification Training	100	\$1,995
• Comp TIA™ A+ Certification Training	320	\$1,695
• Comp TIA™ Linux+/LPI Level One Certification Training	300	\$2,195
• Comp TIA™ Network+/Server+ Certification Training	80	\$1,495
• Comp TIA™ Security+ Certification Training	120	\$1,695
• eBusiness	200	\$1,995
• Forensic Computer Examiner	150	\$3,095
• Help Desk Analyst: Tier 1 Support Specialist	80	\$1,495
• Microsoft Access 2007	35	\$595
• Microsoft Certified Application Specialist (MCAS)	120	\$1,595
• Microsoft Certified Database Administrator (MCDBA)	460	\$3,095
• Microsoft Certified Desktop Support Technician (MCDST)	200	\$1,795
• Microsoft Certified System Administrator 2003 (MCSA)	440	\$2,495
• Microsoft Certified System Administrator Plus 2003 (MCSA+)	340	\$2,195
• Microsoft Certified System Engineer 2003 (MCSE)	700	\$3,295
• Microsoft Certified Technology Specialist: SQL Server 2005 (MCTS)	480	\$3,095
• Microsoft Excel 2007	35	\$595
• Microsoft Office Specialist 2003 (MOS)	120	\$1,595
• Microsoft Outlook 2007	35	\$595
• Microsoft PowerPoint 2007	35	\$595
• Microsoft Vista Business	35	\$595
• Microsoft Word 2007	35	\$595
• Pay Per Click Marketing	150	\$1,395
• RFID (Radio Frequency Identification) on the Web™	70	\$2,495
• Search Engine Marketing	250	\$1,795
• Search Engine Optimization	150	\$1,395
• Web Database Developer	200	\$2,195
• Webmaster	150	\$1,795

MANAGEMENT & CORPORATE PROGRAMS	Hours	Class Price
• Certified National Pharmaceutical Representative	120	\$1,595
• Corporate Governance and Ethics	15	\$895
• Entrepreneurship: Start-Up and Business Owner Management	360	\$2,095

• Human Resources for Healthcare Professionals	80	\$1,995
• Lean Mastery	60	\$1,695
• Management for IT Professionals	390	\$2,095
• Management Training	360	\$2,095
• Mediation and Dispute Resolution	180	\$4,195
• Non-Profit Management Training	300	\$2,095
• Payroll Practice and Management	80	\$1,595
• Project Management	40	\$1,495
• Purchasing Management	300	\$2,095
• Records Management	80	\$1,395
• Revenue Cycle Management for Healthcare Providers	12	\$795
• Seven Steps to Leading High Achieving Teams	70	\$1,395
• Six Sigma Black Belt	200	\$2,695
• Six Sigma Green Belt	100	\$1,895
• Supply Chain Management	240	\$2,795
• Technical Writing	80	\$1,595

MEDIA & DESIGN PROGRAMS	Hours	Class Price
• 3ds max	650	\$4,095
• Business Marketing Design	240	\$3,295
• Digital Arts Certificate	225	\$3,195
• Fine Arts Training	200	\$1,395
• Graphic Design	80	\$1,495
• Interior Design	350	\$2,295
• Multimedia Design Certificate	225	\$3,195
• Video Game Art	300	\$1,995
• Video Game Design and Development	500	\$1,995
• Web Database Developer	200	\$2,195
• Webmaster	150	\$1,795
• Website Design	225	\$3,295

HOSPITALITY & GAMING PROGRAMS	Hours	Class Price
• 3ds max	650	\$4,095
• Advanced Personal Fitness Trainer	240	\$2,795
• Casino Baccarat Dealer	75	\$1,195
• Casino Blackjack Dealer	100	\$1,395
• Casino Poker Dealer	100	\$1,395
• Certified Global Business Professional	400	\$2,495
• Certified Wedding Planner	300	\$1,395
• Fine Arts Training	200	\$1,395
• Personal Financial Planning	40	\$1,395
• Travel Agent Training	200	\$1,595
• Video Game Art	300	\$1,995
• Video Game Design and Development	500	\$1,995

TO REGISTER VISIT: www.GatlinEducation.com/ElCamino

NEW Online Classes



Here's a sampling of some of our new online courses. New courses are always being added! Check out the complete catalog of instructor-led courses at www.Ed2Go.com/elcamino or the complete catalog of career-training programs at www.gatlineducation.com/elcamino

NEW! Microsoft Certified Solutions Associate (MCSA): SQL Server 2012

In this program, students will learn to administer, query, and implement data warehouses with SQL Server 2012. This program provides practice opportunities and hands-on labs for an enhanced learning experience. Students will gain skills in database environments, as they train to enter either the database developer or analyst fields. The program prepares students for the Microsoft certification exams 70-461 (Querying Microsoft SQL Server 2012), 70-462 (Administering Microsoft SQL Server 2012 Databases), and 70-463 (Implementing a Data Warehouse with Microsoft SQL Server 2012). Upon passing all three exams, students will receive the MCSA: SQL Server 2012 Certification. **Hours: 360**
Tuition: \$1995 To Enroll: www.gatlineducation.com/elcamino

NEW! Understanding the Cloud

Participants in this course will learn about the cloud and see how to put this massive computing network to work for their businesses and personal projects. The course covers cloud networking, the role of social media in cloud computing, how small businesses can harness the power of the cloud, and more—all explained in non-technical, everyday language. **Hours: 24 Tuition: \$125**
To Enroll: www.ed2go.com/elcamino

NEW! Write Effective Web Content

Is your Web content as effective as it could be? Would you like more visitors—more sales—and better search rankings? In this course, you'll gain tips for crafting content to make your website or blog into an exciting multimedia place for visitors. You'll learn how to develop a website writing style that speaks to your readers' needs and ensures that your content is clear and easy-to-understand. **Hours: 24 Tuition: \$125 To Enroll: www.ed2go.com/elcamino**

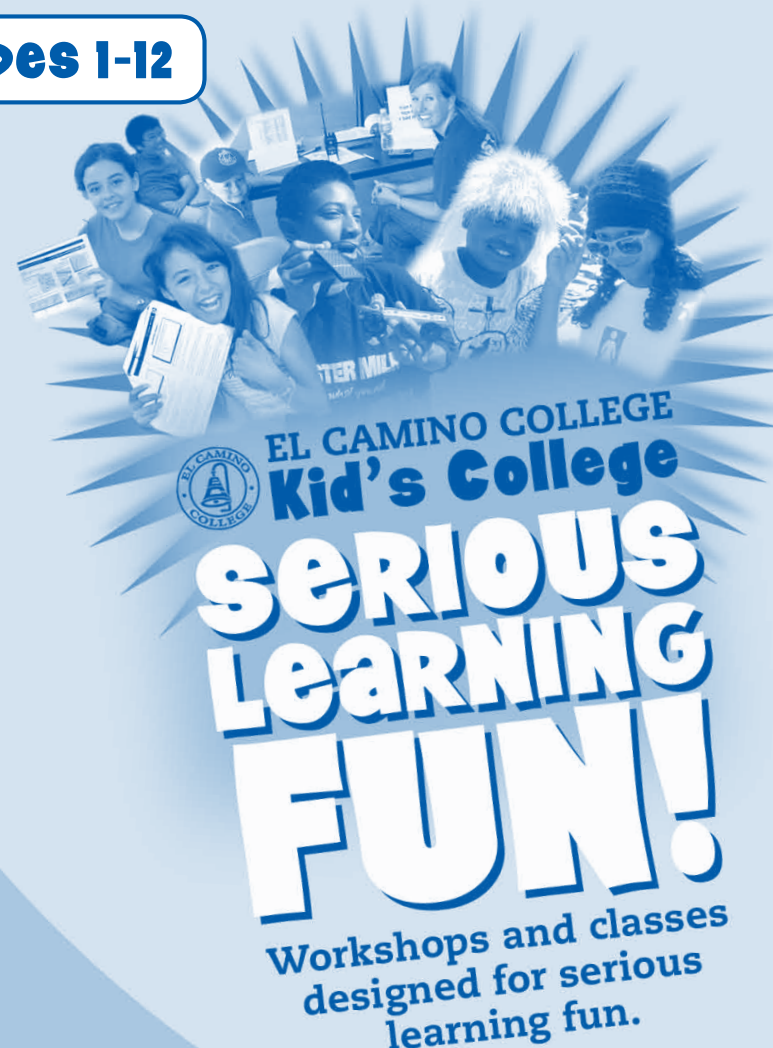
NEW! QuickBooks for Contractors 2014

Contractors have many unique bookkeeping needs, so we've designed this course from the ground up specifically for the construction industry. In this six-week course, you'll learn how to use the Premier Contractor Edition of QuickBooks 2014 to run your business more efficiently. **Hours: 24 Tuition: \$125**
To Enroll: www.ed2go.com/elcamino

NEW! Introduction to Screenwriting

There's never been a better time to start a career as a screenwriter. With technological breakthroughs bringing the cost of making and distributing movies down to almost nothing, there's going to be a huge demand for great scripts—and for people who can write them. Whether you want to write micro-budget indie films or Hollywood blockbusters, this course will teach you everything you need to know to create a script that can sell. **Hours: 24 Tuition: \$125**
To Enroll: www.ed2go.com/elcamino

GRADES 1-12



KID'S COLLEGE



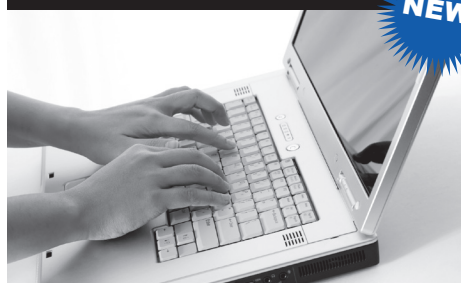
South Bay Children's Choir

The South Bay Children's Choir is a highly regarded choral organization guided by artistic director Diane Simons and taught by an excellent experienced staff of conductors who are effective at awakening the artistry within each child. The program offers comprehensive music education beginning with a First

Steps program for ages 6-7, followed by a sequential series of choir classes and culminating in Concert Choir and Bel Canto at the high school level. The singers perform widely throughout the Los Angeles area, and there are additional optional travel opportunities to travel as a performing choir. They have performed at El Camino College, Royce Hall at UCLA, the Los Angeles Music Center, the Armstrong Theater, as well as Carnegie Hall in New York and the Canterbury Cathedral in England. *Partial scholarships may be available for singers who have been in the choir for at least one semester.*

For more information see website www.sbccc.singer.net, email sbcc@singer.net, or call choir manager at 310-640-9818

Keyboarding: Improve Your Typing Skills (Ages 10 & Up) #740055



Become faster and more confident at using a keyboard. Learn to improve your typing skills for improved on-the-job performance, personal best or to help your child improve their ability to respond quickly on computerized testing. In these hands-on lessons, you'll use special typing software to learn how to touch-type--to type text you read from a printed page or a computer screen without looking at your keyboard. You'll learn how to create, edit, and save Word documents. You'll learn to improve your typing speed and accuracy through timed writing exercises and games. You'll even learn posture tips to minimize fatigue and improve typing performance. By the end of the course, you'll know

how to touch-type the alphabetic, numeric, and symbol keys; create, save, and edit word processing documents; and successfully take a timed writing test during a job interview or computerized exam.

Sat 12:30 PM - 2:30 PM; 4 sessions; starting 9/20/2014, ending 10/11/2014

Sat 12:30 PM - 2:30 PM; 4 sessions; starting 10/18/2014, ending 11/8/2014

Tuition: **\$159.00**

Instructor: **Khadaffy Ripors**

Location: **TBA**

Academic Chess: All Levels #460121

Checkmate! This course is designed for children ages 5-13 years and for all different levels of chess experience. Each child will receive a different lesson each week according to his or her level of chess expertise. The course will be taught in a fun, but educational manner. A chess set and worksheets are included. Join us in this dynamic class!

Sat 10:00 AM - 11:00 AM; 8 sessions; starting 9/27/2014, ending 11/15/2014

Tuition: **\$79.00**

Instructor: **Academic Chess**

Location: **Technical Arts Room 101-L**



Beginning Piano (All ages) #400023

Learn to play piano keyboard in a "hands-on" music studio environment! Come learn fingering, hand positioning, essential music reading skills, basic songs, and chords. Students must bring their own keyboard. Students under 18 years of age must have a parent or guardian submit a

completed Kid's College Release & Medical Consent form.

*Instructor **Charles David Wright** has been a Music Teacher at Torrance High School for 11 years, and a church music director for 9 years. He has experience in many types of music, including musical theatre, jazz, classical, and opera.*

Thu 3:45 PM - 5:15 PM; 6 sessions; starting 9/11/2014, ending 10/16/2014

Thu 3:45 PM - 5:15 PM; 6 sessions; starting 10/23/2014, ending 12/4/2014 (No class on 11/27/2014)

Tuition: **\$125.00**

Instructor: **Charles David Wright**

Location: **Technical Arts Room 101-J**

Materials Cost: **\$5.00**

Small Class Size!

Private Tutoring (Grades 3-7)



ONLY \$50 per hour for personalized tutoring with a credentialed instructor! Or choose the discounted monthly rate of **\$185 for 4 one-hour sessions!**

El Camino College's Kid's College Tutoring Corner for grades 3-7 provides individualized tutoring services to improve your child's reading comprehension, writing, spelling, math and/or study skills. Homework assistance is also available. We will tailor your child's tutoring session according to your preference or his/her academic needs.

Call (310) 660-6460 to schedule your child's private tutoring session! **Choose any one-hour time slot from 3:00-7:00PM on Wednesdays.** Class dates and times subject to availability.

*Instructor **Rose Mary Harper (Angel)** (as pictured above with Kid's College Tutoring students) has been an El Camino College Kid's College instructor since 2009 and is a recently retired instructor of the Wiseburn School District. Ms. Angel's compassionate demeanor and years of teaching experience make her the perfect person to help your child in reaching his or her academic potential.*

Location: **Technical Arts Room 101-B**
Instructor: **Rose Mary Harper (Angel)**

Introduction to AP Italian Language and Culture

#703004 (online)



Enjoy this introductory AP Italian Language and culture course that follows the College Board standards for Italian AP level 1 and 2. You'll enjoy practicing Italian for development of reading, listening and communication skills. You will learn about Italian culture through a study of geography, social institutions, literature, art, architecture, music, cuisine, sports and other cultural aspects of Italian life. This course is conducted online: You will have daily (Monday-Friday) access to recorded video lessons and assignments that will be corrected by the instructor. Twice a week, you will participate in one-hour online conferences. Dates and times of the conference will be scheduled according to the groups agreed preference.

Online 24/7; starting 10/13/2014, ending 12/12/2014

Online 24/7; starting 10/13/2014, ending 12/12/2014

(New lessons are released by Instructor)

Tuition: **\$155.00**

Instructor: **Rossella Pescatori**



In its commitment to lifelong learning, the El Camino College Community Education Department offers classes that target the needs and interests of adults of all ages. The following selection of classes highlight some of the classes designed expressly for plus 50 adults.

Other recommended classes include:

- Solvang Day Excursion pg. 44
- Become a Pharmacy Technician pg. 16-17
- Secrets of Digital Photography pg. 23
- Social Security Secrets pg. 26

FREE Computer Basics Classes For Plus 50 Medical Billing and Pharmacy Tech Students

El Camino Community College was recently chosen as the first college in California to join the Plus 50 Encore Completion Program, a national effort to train 10,000 baby boomers for new jobs in high-demand sectors such as health care. The program is sponsored by the American Association of Community Colleges (AACC) and funded by generous grant support from the Deerbrook Charitable Trust.



As part of the AACC's Plus 50 Encore program, El Camino College is proud to announce free Computer Basics Boot Camp classes for adults age 50 and over who enroll in the *Medical Billing and Coding* (see page 14) or *Pharmacy Technician* (see page 11) training program(s) in order to maximize career success rates by eliminating technological barriers that might hinder adults age 50 and over from continued participation in the labor market. Students must be 50 years of age or older to enroll and must be concurrently enrolled in either the Medical Billing and Coding or Pharmacy Technician training program. Free information sessions for the respective training programs will take place in September; Pre-registration is required for the Computer classes and the information sessions by calling the Community Education office at 310-660-6460.

Computer Basics Boot Camp for Plus-50 Adults

#8890001

In just three meetings you will absorb ALL the basics, including using Microsoft Windows and Word, saving files, sending email, surfing the Internet, downloading, and more! Come join the fun with an instructor known for his plain explanations and patience. Receive a Certificate of Completion to show your doubting relatives (100% attendance required).



We assume you have used the Internet a little bit . . . if not, call the instructor, or take our *Computer Basics for Technophobes* class

first. \$3.00 materials fee includes Certificate of Completion and a 58-page handbook.

Tue, Thu 5:30 PM - 7:00 PM;
6 sessions; starting 9/30/2014,
ending 10/16/2014

Sat 9:00 AM - 12:00 PM; 3 sessions;
starting 10/4/2014, ending 10/18/2014

Sat 9:00 AM - 12:00 PM; 3 sessions;
starting 11/22/2014, ending 12/13/2014
(No class on 11/29/2014)

Tue, Thu 5:30 PM - 7:00 PM;
6 sessions; starting 12/2/2014,
ending 12/18/2014

Tuition: **\$49.00**

Instructor: **Dale Fedderson**

Location: **El Camino College**

Materials Cost: **\$3.00**

Computer Basics for Technophobes! (a slower, simpler version of Boot Camp) #8890009

Here's a Computer Basics class DESIGNED for those who never used a computer, or who found there was "too much information!" in their last attempt. We cover the fundamentals (Internet, email, Facebook, and more) in a new way, with the pace set by YOUR questions, so we match YOUR learning style, or even your ESL background. Most importantly, you learn only what you NEED to know to get on the Internet! Want more info?—call the instructor! 10 students max.

Tue, Thu 5:30 PM - 7:00 PM;
6 sessions; starting 9/2/2014,
ending 9/18/2014

Sat 9:00 AM - 12:00 PM; 3 sessions;
starting 9/6/2014, ending 9/20/2014

Tue, Thu 5:30 PM - 7:00 PM;
6 sessions; starting 10/28/2014,
ending (No class on 11/11/2014)

Sat 9:00 AM - 12:00 PM; 3 sessions;
starting 11/1/2014, ending 11/15/2014

Tuition: **\$75.00**

Instructor: **Dale Fedderson**

Location: **El Camino College**

Materials Cost: **\$4.00**

Best of the Internet

#8890007

Get more from the Internet! You will use email to make phone calls (even video chat!), send attachments, photos, and URLs, manage your contacts, locate lost friends, learn to download safely, including free e-books and music, find great bargains, and try out the top websites for shopping, blogs, entertainment, and more! Learn to use Facebook, Twitter, Pinterest and other popular sites for Social Networking. Recommended prerequisite: *Computer Basics Boot Camp*. \$2.00 materials fee includes 34-page handbook.

Sat 1:00 PM - 4:00 PM; 3 sessions;
starting 9/6/2014, ending 9/20/2014

Sat 1:00 PM - 4:00 PM; 3 sessions;
starting 11/1/2014, ending 11/15/2014

Tuition: **\$49.00**

Instructor: **Dale Fedderson**

Location: **El Camino College**

Materials Cost: **\$4.00**

Microsoft Word and Excel #8890010

Need to learn these programs for work? Or do you want to use Word to create great looking documents and use Excel for calculating your household expenses or tracking your collections of books or old vinyl? Learn ALL the most useful features of both programs, including adding formulas, graphics, photos, formatting, sorting, and how to use them with email and Internet!

Receive an interactive Excel file, Web resources, plus information on cloud collaboration.

Sat 1:00 PM - 4:00 PM; 3 sessions;
starting 8/9/2014, ending 8/23/2014

Sat 1:00 PM - 4:00 PM; 3 sessions;
starting 10/4/2014, ending 10/18/2014

Sat 1:00 PM - 4:00 PM; 3 sessions;
starting 11/22/2014, ending 12/13/2014
(No class on 11/29/2014)

Tuition: **\$49.00**

Instructor: **Dale Fedderson**

Location: **Communications Building, Room 204**

Materials Cost: **\$4.00**

SPECIAL EVENTS & EXCURSIONS

El Camino College Community Education is delighted to offer enriching and adventurous single day tours operated by Good Times Travel. Good Times Travel, a family-owned and operated tour business that began from the ground up more than 20 years ago, specializes in unique and quality destination tours. Limited seats, pre-registration required: Call 310-660-6460

- Transportation via chartered deluxe air-conditioned coach
- Guided by Professional Tour Director
- Unless otherwise noted, each tour will depart from and return to the El Camino College parking lot D just off of Manhattan Beach Blvd (near the electronic sign). Please arrive 20 minutes prior to departure time.

SOLVANG DAY EXCURSION: Danish Days #2340023 **Saturday, September 20, 2014**



Join us as we attend the 78th annual Solvang Danish Days Festival, a treasured celebration of Solvang's rich Danish heritage, old-world customs and pageantry. The Danish Days Parade features bands, dancers and singers. Enjoy time at your leisure to browse the town, enjoy the various concerts and dancers, and have lunch on your own. The quaint old-world architectural styles blend with flower-lined streets to create a walk-able village in what is known as the Danish Capital of America! **Price: \$55 Depart: El Camino College lot D @ 9:00 a.m. Return: 7:30 p.m.**

L.A. DAY EXCURSION: EAT, PRAY, LOVE Holy Land Exhibition, Monastery of the Angels (lunch included) #2340024 **Saturday, October 25, 2014**



On this L.A. adventure, we'll explore several of the city's much loved and hidden gems. First, a two-hour guided tour of the Holy Land Exhibition, founded in 1924 by a man with a love affair for the Holy Land and the preservation of its ancient past. You'll be amazed at the wealth of artifacts on display, some nearly 2,000 years old. Costumed guides will provide a guided tour of the exhibit and tell the story of the items as they relate to the Bible and ancient traditions and customs. After, enjoy an included lunch with choice of entrée at famous Canter's Deli which has offered an authentic Jewish deli-style experience since 1931 and is a well-known L.A. landmark. In the afternoon we'll visit the Monastery of the Angels, where a community of cloistered Dominican nuns create delicious fudge and pumpkin bread for purchase. **Suggested:** Walking shoes. Extensive walking and stairs. **Price: \$69 Depart: El Camino College lot D @ 8:15 a.m. Return: 5:00 p.m.**

SPECIAL EVENTS & EXCURSIONS

PALM SPRINGS PEAKS AND VALLEYS DAY EXCURSION #2340025 **Saturday, November 22, 2014**



Tribute to Huell Howser--Palm Springs Aerial Tram, Moorten Botanical Gardens, McCallum Adobe & Included Lunch

On this tribute to Huell Howser and his uncanny ability to uncover amazing hidden secrets in the unlikely of places, we'll see clips of *California's Gold* and *Visiting...With Huell Howser* onboard, and walk in his footsteps as we visit the sights ourselves. We begin this morning just as Huell did, with a stop at Hadley's famous for their breads, nuts and date shakes. Next, we board the world's largest rotating tramcars at the Palm Springs Aerial Tramway for spectacular views of the Coachella Valley where on a clear day you can see the San Andreas Fault and the Salton Sea. After, enjoy an included lunch with choice of entrée at a 4-star restaurant in Palm Springs. This afternoon, we arrive at the Village Green Heritage Center to visit two 19th century pioneer homes that are the two oldest homes in Palm Springs. Finally, a visit to the Moorten Botanical Gardens, a desert oasis featuring 3,000 examples of desert cacti and plants. **Suggested:** walking shoes and a sweater as it can be cool at 8,516 feet. **Price: \$99 Depart: El Camino College lot D @ 8:20 a.m. Return: 7:30 p.m.**

AN ENGLISH "CHRISTMAS" DAY EXCURSION: Fenyes Mansion & Upper Hastings Lights #2340026 **Friday, December 12, 2014**



On this holiday excursion we'll enjoy a docent-guided tour of the Fenyes Mansion, a 23-room Beaux Arts mansion dating back to 1906, splendidly decorated for the holidays. The mansion just re-opened in 2012 after a 3-year, \$1.7 million restoration. It gives a glimpse of the elegant lifestyle that existed on "Millionaire's Row" in Pasadena and features original antique furnishings and paintings. In the late afternoon, enjoy the tradition of high tea at a tea room in Sierra Madre located in a traditional California Bungalow home. The tea will feature a variety of tasty teas, finger sandwiches, desserts and their famous scones. Following, enjoy a drive through the Upper Hastings Ranch of Pasadena, where each street in this 44-block area competes with the other with spectacular holiday displays. You'll be amazed at the animated figures, elaborate lighting, and beautiful Christmas scenes. Also, a stop at the magnificent Langham Huntington Hotel, a hotel so extraordinary, it looks as if it was made for royalty! Full of life and decorated with holiday cheer, this hotel is a truly rich sight to see! **Price: \$99 Depart: El Camino College lot D @ 12:20 p.m. Return: 9:00 p.m.**

SPECIAL EVENTS & EXCURSIONS



Pirate Camp! (For Kids and Adults ages 6 & up)

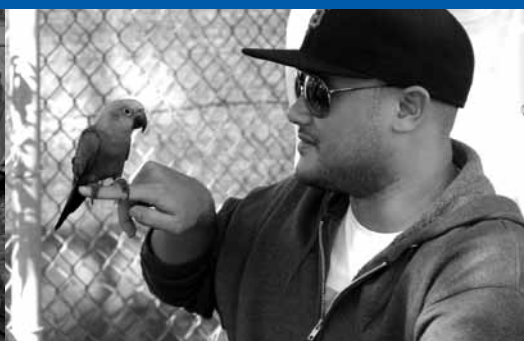
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In this action-packed learning-adventure camp, you and your kids will learn the basics of pirate culture from an authentic pirate reenactor, Captain Parrot Jack. Class includes an overview of 18th century pirate history covering such topics as pirate clothing, pirate customs, pirate pets including live interactions with Captain Parrot Jack's vibrantly exotic parrots, and pirate weaponry--each attendee will learn pirate sword fighting/fencing and choreographed techniques with rubber stunt swords (for the kids) and metal stunt swords just like the type used in the *Pirates of the Caribbean* movies (for the adults)! And if you play like a good pirate, Captain Parrot Jack might even let you try out his genuinely-crafted Pirates of the Caribbean stunt sword made by master blacksmith, Tony Swatton of Sword & Stone! No costume required. Wear comfortable clothing and shoes.

Saturday, October 18, 2014
10:30 AM - 12:30 PM;

Tuition: **\$39.00**
Instructor: **Captain Parrot Jack**
Location: **El Camino College**



How to Register for a Class



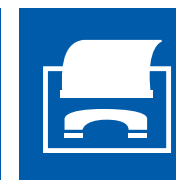
BY MAIL

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



BY PHONE

Call 310-660-6460
Provide your Visa,
Mastercard or
Discover card.



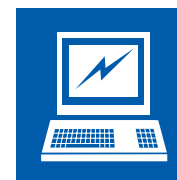
BY FAX

Fax your completed registration form to the Community Education Office at 310-660-6015



AT THE TECHNICAL ARTS BLDG.

Bring your completed registration form & payment to the Community Education Office in Tech Arts Bldg. 101A (see map pg. 49).



ONLINE

Visit:
ECCCommunityEd.com
& pay by credit card

OFFICE HOURS: Monday-Friday 8:30am – 5:00pm

Closed weekends and holidays: September 1, 2014 (Labor Day),
November 11, 2014 (Veteran's Day), November 27 & 28 (Thanksgiving),
December 15, 2014-January 1, 2015 (Winter Holidays).

REGISTRATION FORM AVAILABLE ON PAGE 50

PRE-REGISTRATION IS IMPORTANT!

Please register early. Class sizes are limited and early registration may assure your place in a popular class. Classes that do not meet minimum student enrollment may be cancelled before the first session. Your timely registration may help ensure this necessary enrollment figure.

REGISTRATION AT FIRST CLASS

If you wish to register with the instructor at the first class meeting, please call our office to confirm availability. Enrollments are accepted on a first-come, first-serve basis if space is available. Bring a check, cash or credit card to enroll.

MATERIALS FEES

Pay material fees in cash directly to the instructor at the first class. Do not include the material fee with your registration fee payment.

CANCELLATION POLICY

Please choose your classes carefully. No refunds issued unless a class is cancelled by El Camino College. Credit vouchers in the amount of the class registration fee less a \$10 service fee per class will be issued

upon request 3 full business days before the first class meeting. Credit Vouchers are applicable toward a future Community Education class and are valid for 3 years.

IF A CLASS IS CANCELLED

Every attempt is made to contact students ahead of time. A full course fee refund will be issued within four to six weeks.

TRANSFERS

To transfer to another class, requests must be received at least 3 full business days before the original class meets. A \$10 transfer fee will apply.

REGISTRATION CONFIRMATION

Paper confirmations and receipts furnished ONLY upon request.

If you register online or over the phone, you will be asked to provide your email address to receive an email confirmation indicating your registration-confirmation information. It is your responsibility to ensure the accuracy of all registration and contact information you provide. If you would prefer to receive a paper confirmation receipt, please visit our office or submit your request in writing along with a self-addressed envelope.

CERTIFICATES OF COMPLETION \$5

If you would like a beautifully created Certificate of Completion with the El Camino College emblem and your name indicated, after successful completion of a course, mail in or phone in your request to the Community Education office along with \$5 per certificate.

PARKING ON CAMPUS

A parking permit is required to park in any lot 24 hours a day, seven days a week. One-day permits are available for \$3 at vending machines located throughout the campus (Lots D, H, K, L). Arrive early to park! Please do not park in "staff" or "reserved" spaces unless otherwise posted. Please note: Be aware of posted signs. Due to construction on campus, parking restrictions may change.

PLEASE RECYCLE

Finished with this Catalog? Please be kind to our planet and recycle this brochure. Please pass it along to a friend or colleague.

 Catalog is printed on recycled paper.

WHAT ARE YOU DOING TONIGHT?

Check out our Facebook or Twitter site(s) for listings of classes being held tonight and attend a class tonight!

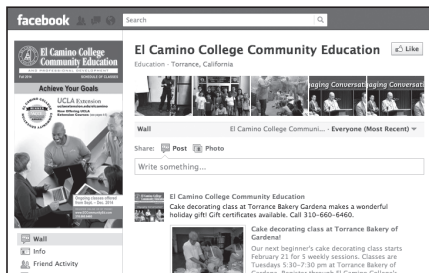
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OFFICE OF COMMUNITY EDUCATION

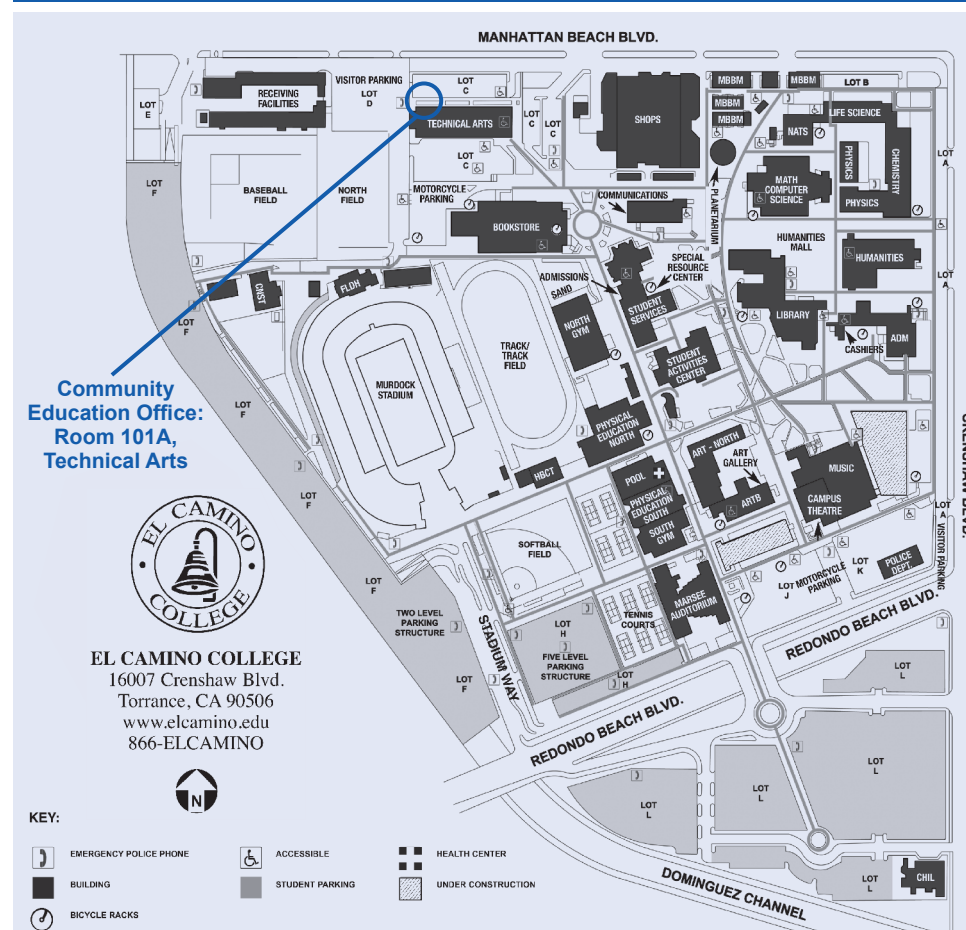
The Community Education catalog is produced by the El Camino College Community Education Department: Betty L. Sedor, Program Director; Veronica Mendoza, Program Assistant; Graphic design by Soap Design Co. at soapdesign.com. Contributing photographers: Veronica Mendoza, Betty L. Sedor, Jim Towns and Douglas Morrison at morrisonphotography.com.

"What you get by achieving your goals is not as important as what you become by achieving your goals."
—Henry David Thoreau

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.

El Camino Campus Map



The Community Education Office is located in the Technical Arts Building, Room 101A.
For Complete Map of Campus:



Area Map



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

For More Information

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

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Community Education**
AND PROFESSIONAL DEVELOPMENT
16007 Crenshaw Blvd., Torrance, CA 90506
PHONE: (310) 660-6460

POSTAL CUSTOMER

REGISTER ONLINE AT WWW.ECCOMMUNITYED.COM

Job Training Programs



**Pharmacy Technician
Training Program** (pg. 16-17)



Medical Billing & Coding
(pg. 14-15)

**LOOK
INSIDE!**
Hundreds of job
training courses
available in-person
and online!
(Pages 4-19)



Personal Fitness Trainer
(pg. 11)