



El Camino College Community Education

AND PROFESSIONAL DEVELOPMENT

Fall 2013

SCHEDULE OF CLASSES

Educate for Success

NEW Online Instruction

Center (see pages 4-21)

*Online classes for
Professionals,
Business Owners,
Teachers &
Enrichment Seekers*

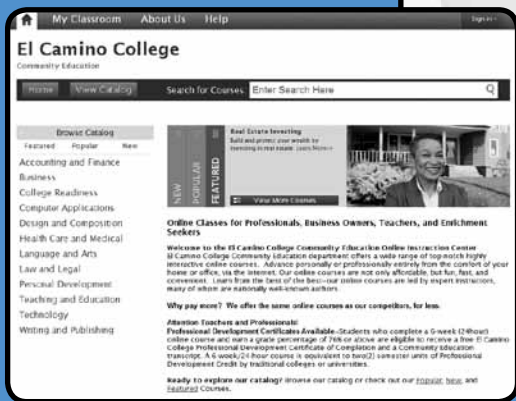


Ongoing classes offered
from Sept. – Dec. 2013

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

NEW Online Instruction Center!

New site includes course demos, course syllabus, instructor bios, course requirements and student reviews.



Online Learning Options

INSTRUCTOR-LED COURSES

CAREER TRAINING PROGRAMS

www.ed2go.com/ElCamino

- Professional development and personal enrichment
- Sessions start monthly
- Convenient six-week format
- Interactive learning environment
- Instructors lead each course
- Award of completion with passing score

www.GatlinEducation.com/ElCamino

- Prepare for industry certification or start a new career
- Start Anytime
- Many programs completed in less than six months
- In-depth study, all learning materials provided
- Personal Instructor assistance
- Certificate of completion awarded with passing score

El Camino College Community Education department has a new online instruction center for professionals, business owners, teachers, and enrichment seekers.

Visit our new site at www.ed2go.com/elcamino to explore a wide variety of highly-interactive courses led by expert instructors, many of whom are nationally well-known authors.

Hundreds of courses to choose from, such as:

Introduction to Microsoft Excel
Teaching Smarter With SMART Boards
Accounting Fundamentals
Grammar Refresher
Introduction to SQL
Solving Classroom Discipline Problems
Introduction to Java Programming
Creating Web Pages
A to Z Grant Writing

Creating WordPress Websites
GRE Preparation - Part 1 (Verbal and Analytical)
Introduction to QuickBooks 2013
Singapore Math: Number Sense and Computer Skills for the Workplace
Introduction to CSS3 and HTML5
Introduction to Microsoft Access 2010
Creating Mobile Apps with HTML5

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 comm@elcamino.edu.



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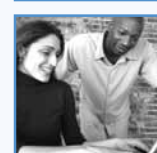
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NEW Online Instruction Center

Online classes for Professionals, Business Owners, Teachers & Enrichment Seekers

www.ed2go.com/elcamino

Fall

Our online courses are open to everyone!

expert instructors



affordable courses

24/7 access



convenient for everyone!



Learn from the comfort of home!



Online learning anytime, anywhere ... just a click away!

Take Control of Your Windows Vista PC

See Page 9

Market Your Business on the Internet

See Page 3

Make Money Writing Grants

See Page 4

Increase Your Programming Skills

See Page 10

www.ed2go.com/elcamino

Instructor-Facilitated Online Learning



Enroll Today!



Discover why millions of students are making the switch to online learning. With online courses, you can study at your convenience in your preferred learning environment. Our courses and programs are highly engaging and relevant and our instructors are interactive and support you through the curriculum. Choose from our growing catalog of Instructor-Led Courses designed to teach you a new skill or refresh current one or our Career Training Programs geared to place you into a new career in an in-demand field.

Online Courses

- Instructor-Facilitated
- 24-Hour Access
- Online Discussion Areas
- 6 Weeks of Instruction

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.

Popular Courses:

Accounting Fundamentals

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

Creating Web Pages

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

Medical Terminology: A Word Association Approach

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

Speed Spanish

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

Introduction to Microsoft Excel

Work with numbers? You need to know Excel. Learn the secrets of this powerful application.

www.ed2go.com/elcamino

Online Career Training Programs

- One-On-One Instructor Assistance
- 24-Hour Access
- All Materials and Books are Included!

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.

Features:

- Receive a certificate upon successful completion.
- Courses start anytime – begin when you wish.
- A typical program takes 3-6 months to complete. Extensions are available upon request.

Popular Programs:

Medical Billing and Coding – 240 hours

Prepare for a career as a medical billing and coding professional.

CompTIA™ A+ Certification Training – 150 hours

CompTIA A+ certification is the industry standard for validating the skills of entry-level computer technicians. It opens the door to an exciting career in computer technology, and ed2go's online program makes training convenient and interactive.

Six Sigma Black Belt -200 hours

The Six Sigma Black Belt Online Career Training Program provides you with an in-depth look at the Six Sigma Black Belt problem-solving methodology, deployment, and project development approaches.

Building Analyst Quick Start Program (BPI BA Certification) – 60 hours

This program will teach you about the principles of green buildings—from insulation to indoor air quality—as well as how to perform comprehensive building assessments.

www.gatlineducation.com/elcamino

MORE COURSES AVAILABLE AT EACH OF OUR WEBSITES

Welcome

Online learning anytime, anywhere ...
just a click away!

www.ed2go.com/elcamino

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.

Most courses run for six weeks (with a ten-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

Start Dates:

New course sessions begin each month. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

Requirements:

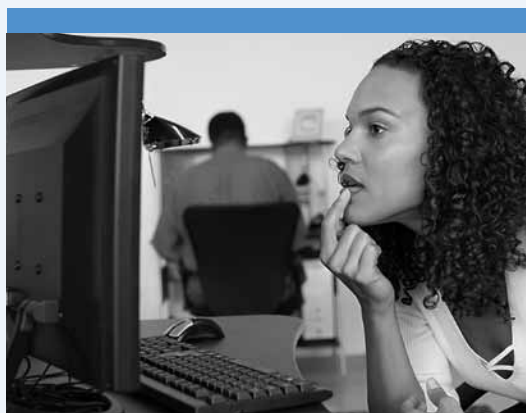
All courses require Internet access, E-mail, Microsoft Internet Explorer, or Firefox web browsers. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

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.

Exam Proctoring Service

\$25 per hour
(2 hours minimum)



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

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

www.ed2go.com/elcamino

Instructor-Facilitated Online Learning

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

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.

High Speed Project Management

Learn to deal with the realities of managing projects at supersonic speeds despite truncated timelines, inadequate staffing, and skimpy budgets.

Purchasing Fundamentals

Improve your company's bottom line by mastering the fundamentals of purchasing

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

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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.

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

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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.

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Instructor-Facilitated Online Learning

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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.

Instructor-Facilitated Online Learning

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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All can be taken from the convenience of your home or office.

Personal Finance

Protect your assets and discover how best to achieve all your financial goals. I loved this course and felt it was really well done. Thank you.

Stocks, Bonds, and Investing: Oh, My!

Make wise investment decisions so you have enough to live comfortably through your retirement.

The Analysis and Valuation of Stocks

Discover valuable techniques that show you step-by-step how to research and value stocks.

Introduction to Stock Options

Learn how stock options can help you profit in any type of market.

Keys to Successful Money Management

Certified financial planner shows you how most wealthy people build their fortunes.

Introduction to Microsoft Excel

Work with numbers? You need to know Excel. Learn the secrets of this powerful application.

HEALTH CARE

Become a Physical Therapy Aide

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

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.

Medical Terminology:

A Word Association Approach
Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

Human Anatomy and Physiology

Learn how our organ systems work together to allow us to process sensations, think, communicate, grow, move, and reproduce.

Become a Veterinary Assistant

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

Handling Medical Emergencies

Every second counts during a medical emergency. Learn how to respond if someone needs your help.

Legal Nurse Consulting

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

Certificate in End of Life Care

(26 contact hours) Understand the needs of individuals living with debilitating or terminal illnesses.

Certificate in Gerontology

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

Introduction to Natural Health and Healing

Learn how to promote wellness, balance, and health in all aspects of your daily life.

Online Courses For Becoming Veterinary Assistants

Learn More...

- Expert Instructors
- 24-Hour Access
- Online Discussion Areas
- 6 Weeks of Instruction

New course sessions begin monthly. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

- Become a Veterinary Assistant
- Become a Veterinary Assistant II: Canine Reproduction
- Become a Veterinary Assistant III: Practical Skills

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.

All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office. Any time of the day or night.



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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.

TEACHING

Teaching Writing: Grades 4-6

In this teacher-training course, you'll learn from an experienced educator how to motivate and assist developing writers.

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.

Solving Classroom Discipline Problems

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

Survival Kit for New Teachers

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

Differentiated Instruction in the Classroom

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

The Classroom Computer

Learn how to use the classroom computer to increase learning and motivate students.

Using the Internet in the Classroom

Discover how you can use the Internet to make teaching easier for you and more relevant to your students.

Creating a Classroom Web Site

Learn how to create a classroom Web site and how having one can make you a more effective and dynamic teacher.

Guided Reading: Strategies for the Differentiated Classroom

Learn creative ways to bring differentiated instruction and guided reading to life in your classroom.

Integrating Technology in the Classroom

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

Creating the Inclusive Classroom: Strategies for Success

In this professional development course for teachers, you'll get the training you need to reach the diverse mix of students you face every day--learning proven strategies that turn diversity into opportunity.

Ready, Set, Read!

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

Microsoft Excel in the Classroom

Discover how Excel can help you improve your effectiveness as a teacher.

Microsoft Word 2007 in the Classroom

Harness the power of the most popular word processing program on the market and become a more productive and creative teacher.

Microsoft PowerPoint in the Classroom

Motivate your students and enrich your lessons by bringing PowerPoint into your classroom.

Singapore Math Strategies: Model Drawing for Grades 1-6

In this professional development course for teachers, you'll get the training you need to start teaching model drawing, the powerful Singapore Math strategy that gives word problems a visual context.

Teaching Students With Autism: Strategies for Success

Help your students with high-functioning autism and Asperger's Syndrome unlock their potential in the classroom.

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All can be taken from the convenience of your home or office.

BASIC COMPUTER LITERACY

Keyboarding

Use the computer program FasType for Windows to learn the basic skills of touchtyping.

Navigating the Internet

Master the ins and outs of the Internet with this informative behind-the-scenes look.

Introduction to Windows XP

Learn how Windows XP makes it easy to work with text, pictures, audio, video, and more.

Introduction to Linux

Learn how to use the Linux desktop operating system along with the included productivity, multimedia, and Internet software.

Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

Introduction to PC Security

What you don't know can really hurt you. Learn what you can do to protect yourself.

COMPUTER APPLICATIONS

Introduction to Microsoft Word

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

Intermediate Microsoft Word

Take advantage of Word's publishing capabilities to create eye-catching documents.

Advanced Microsoft Word

Learn how to create and use macros, shortcuts, form letters, mailing labels, queries, and more.

Introduction to Microsoft Access (Intermediate course available)

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

Introduction to Microsoft Excel (Intermediate course available)

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

Advanced Microsoft Excel

Increase your potential and maximize your value by becoming an expert Microsoft Excel user.

Introduction to PowerPoint

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

Introduction to Microsoft Publisher

Create brochures, newsletters, and Web sites with ease.

Introduction to Microsoft Outlook

Communicate and manage information better and faster.

Introduction to Microsoft Project

Use the ultimate project planning and control tool to its fullest.

Introduction to Microsoft Visio

Learn how to design professional-looking diagrams with Microsoft Visio.

Introduction to Microsoft Office

Accounting Professional
Learn how to use Microsoft Office Accounting Professional 2008 from a Certified Public Accountant who specializes in small-business accounting.

Design Projects for Adobe Illustrator

Learn the basics of Adobe Illustrator with design projects that let you practice as you learn.

Introduction to Illustrator CS3

In this class, you'll get the training you need to create infinitely resizable vector images using Adobe Illustrator CS3, one of the best illustration programs on the market.

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

WEB PROGRAMMING

Introduction to Java Programming

An experienced Java programmer introduces important Java topics with clear, step-by-step instructions.

Introduction to Ruby Programming

Learn how to create a dynamic Web blog using the Ruby on Rails programming environment and the Ruby programming language.

Introduction to CSS and XHTML

Learn to create state-of-the-art Web sites using modern CSS and XHTML techniques.

Introduction to Perl Programming

Learn a programming skill that will make you a more valuable Web developer or system administrator.

Creating User Requirements Documents

Learn to discover and document precisely what your customer wants and help ensure your success as a developer.

High-Speed Project Management

Discover a breakthrough model for managing truncated timelines, short-staffed project teams, skimpy budgets, and crippling risks.

Introduction to ASP.NET

Learn how to create powerful, interactive, community-based Web sites with ASP.NET.

Introduction to PHP and MySQL

Learn how to create dynamic, interactive Web sites using PHP and a MySQL database server.

COMPUTER PROGRAMMING

Introduction to C++ Programming

Learn to program in C++, even if you have no prior programming experience!

Introduction to C# Programming (Intermediate course available)

Learn the fundamentals of computer programming with the new C# programming language.

Intermediate C# Programming

Learn to write Graphical User Interface programs in the C# Programming Language.

Introduction to Visual Basic 2008

Discover how to write VB programs that can access and modify a database.

Introduction to Alice 2.0 Programming

Learn the principles of object-oriented computer programming while creating rich, interactive three-dimensional worlds filled with characters, sound, and other exciting elements.

Introduction to SQL

Gain a solid working knowledge of the most powerful and widely used database programming language.

Introduction to Database Development

An experienced professional guides you through a structured approach to database design and development.

Introduction to Perl Programming

Learn a programming skill that will make you a more valuable Web developer or system administrator.

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- 6 Weeks of Instruction

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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/EICamino

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/EICamino

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Visit our **Online Instruction Center** today!

www.ed2go.com/elcamino or call:

(310) 660-6460

Courses start as low as:

\$120

Why pay more? We offer the same online Teacher 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.

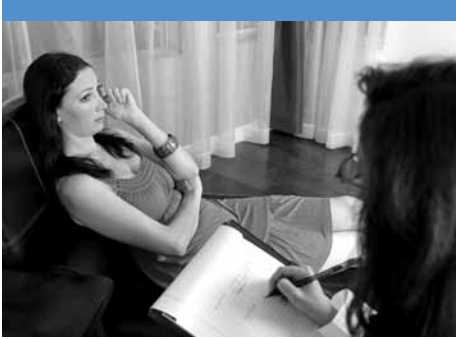
To learn more call:

(310) 660-6460

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

www.ed2go.com/elcamino

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 and Riverside Community College

FREE Information Session

#210158
**Friday, September 13, 2013
6:30-7:30pm**

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 SEPTEMBER 27, 2013!**

1. Introduction and Overview of Alcohol and Other Drugs
(45 hours/\$700)
Sept 27, 28, 29, Oct 5, 6, 2013

2. Physiology & Pharmacology of Alcohol and Other Drugs
(45 hours/\$700)
Oct 11, 12, 13, 19, 20, 2013

3. Law and Ethics
(45 hours/\$700)
Oct 25, 26, 27, November 2, 3, 2013

4. Case Management
(45 hours/\$700)
Nov 8, 9, 10, 16, 17, 2013

5. Professional and Personal Growth (45 hours/\$700)
Nov 22,23,24; Dec 7, 8, 2013

6. Individual, Group and Family Counseling
(45 hours/\$700)
Dec 13, 14, 15, 21, 22, 2013

7. Supervised Practicum
(45 hours/\$700)
Jan 3, 4, 5, 18, 19, 2014

7a. Supervised Field Work Practicum
(255 hours to be arranged/No Course Fee)

8. Hypnotherapist Certification
(24 hours/\$0/FREE)
January 25, 26, 2014

10. Ariculotherapy
(16 hours/\$0/FREE)
February, 1, 2, 2014

Location: **El Camino College**

Bartending Certification
#210166



Learn to bartend like a rock star! This Mastery Level course will prepare you to work as a bartender in all types of establishments, while also teaching you the business side of the beverage industry. In addition to class lectures, tests and activities, you will be given an online test and homework assignments. Though liquor is not used in class, you will be taught in detail how to practice making cocktails on your own. Other topics included are glassware, tools, recipes, pouring the perfect shot using the "tail," bar terms, wine and champagne service, martinis, high-volume sales techniques, laws and responsible beverage service. You will also learn about liquor and formulas for creating cocktails and for pricing.

This course will teach you what managers are looking for, what to put on a resume, where to look for the plum jobs and how to nail the interview. Additionally, you will learn how to start your own bartending service and alternative ways to make money in the beverage industry.

*Instructor **Kellie Nicholson** has been working in restaurants, bars and nightclubs for 30 years in every type of establishment all over the United States. Trained by the very best in the food/beverage, and hospitality businesses, including Marriott, Lettuce Entertain You, and The Levy Restaurants, her experience is unparalleled. Serving clientele like Will from the Black-Eyed Peas, David Schwimmer, Jessica Simpson*

Continued on next page...

Bartending Certification continued from page 23...

and Ashton Kutcher is only a small part of her extraordinary career. In management positions, Nicholson's implementation of employee sales incentives, strict policies and procedures, and customer service training have been instrumental in the development of a loyal and dedicated staff. Her leadership and management talents are invaluable assets.

Sunday 1:00 pm - 6:00 pm; 4 sessions starting September 8, 2013, ending September 29, 2013

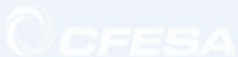
Tuition: **\$250.00**
Instructor: **Kellie Nicholson**
Location: **El Camino College**
Materials Cost: **\$55.00**

Commercial Food Equipment Repair Technician (online)



NEW!

Master the skills you'll need for employment as a commercial food equipment repair technician! This interactive 24-hour online course covers topics in electricity, gas, and steam, as well as an introduction to the food equipment industry. This course guarantees a job interview with a hiring company upon passing a final proctored exam and is endorsed by the Commercial Food Equipment Service Association (CFESA).



For more information and to register, visit: <http://elcamino.techu247.com>

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**

Become a Notary Public-Prep Class #210002

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

Friday, 8:00 am - 4:00 pm; 1 session on October 11, 2013

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.

Friday, 12:45 pm - 4:00 pm; 1 session on October 11, 2013

Tuition: **\$50.00**
Instructor: **Notary Public Seminars**
Location: **El Camino College**
Materials Cost: **\$30.00**



Become a Professional Child Visitation Monitor #210088

Are you looking to make extra money, and be a service for children in need? Consider being a Professional Child Visitation Monitor. The role of the Professional Child Visitation Monitor is to be a neutral party who observes behavior. In this required 8 hour training, you will be thoroughly trained to be an independent Professional Child Visitation Monitor or register with a Monitoring Agency. Your training will include dynamics of monitoring, Child abuse reporting, child development, codes and standards, observation techniques and conflict resolution. The court orders a Professional Child Visitation Monitor to accompany a minor child and their non-custodial parent, for various reasons. Your service will allow the custodial parent reassurance that the child's physical and emotional safety is being provided for. You will receive a Certificate of Completion from the Instructor.

Please read: Must be 21 years of age, and able to obtain a background check clearance and fingerprinting. \$50 material fee must be paid in cash.

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.

Saturday 10:00 am - 2:30 pm; 2 sessions starting October 5, 2013, ending October 12, 2013

Tuition: **\$185.00**
Instructor: **Shirley Douglass**
Location: **El Camino College**
Materials Cost: **\$50.00**

"Her enthusiasm made the class interesting and enjoyable."

-Child Visitation Monitor Student

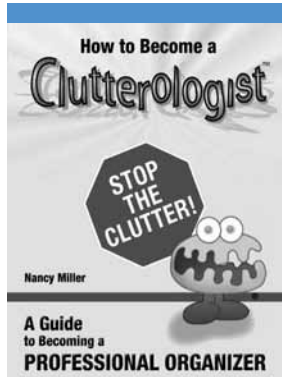
"Very knowledgeable, enthusiastic, and thorough in her approach."

-Child Visitation Monitor Student

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

-Child Visitation Monitor Student

Become a Professional Organizer #210167



Turn your organizing skills into a money-making career! If you have a knack for neatness and are interested in starting

your own business, this class will help you launch a career as a professional organizer. Learn insider secrets from a professional organizer and industry secrets that could only be acquired through hands-on experience (until now!). The materials fee includes the book, *How to Become a Clutterologist*.

NEW!

Instructor Nancy Miller has been an organizer for more than 15 years, offering both personal and business consultation. Nancy's credentials include membership in the National Association of Professional Organizers and the National Study Group on Chronic Disorganization.

Thursday, 6:30 pm - 9:30 pm; 1 session on September 26, 2013

Tuition: **\$39.00**

Instructor: **Nancy Miller**

Location: **EI Camino College**

Materials Cost: **\$30.00**

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. **Please read:** Ages 18 and over

*This class is 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.*

Tuesday, 6:00 pm - 8:00 pm; 1 session on October 8, 2013

Tuition: **\$54.00**

Instructor: **Voices For All**

Location: **EI Camino College**

Group Fitness Instructor Certification #210165



NEW!

This new group exercise course combines nine weeks of intense training and testing to help you safely and effectively lead a group exercise class. Topics covered include music, choreography, safety, as well as cardiovascular, muscular, and flexibility health. Practical labs will expand skill development for functional training, circuit, boot camp, dance, step, kickboxing, as well as other popular methods. Yoga and Pilates will be introduced so you can incorporate this knowledge into sections of your traditional class formats. Students who successfully complete the class, pass the exams and complete the 30 hour internship will receive their national certification. Training, testing and internship are included in the course fee. A valid CPR/AED card must be presented to get the certification issued. This course is recommended for 3 college credits by the American Council on Education.

Learning Outcomes After successfully completing this course, students will be able to: Discuss the evolution of group exercise. Conduct health-screening assessments appropriate for a group exercise environment. Determine appropriate and safe exercise movements & intensities. Apply principles of group cohesion to group exercise. Safely, incorporate music and sound into a group exercise program. Describe the basic anatomy as it applies to each class format. Correctly cue, perform, monitor and design exercises for a group setting. Demonstrate warm up and cool down movements and stretches. Apply principles and methods of

group exercise to alternative formats, equipment-based classes, and lifestyle type classes. Demonstrate motivational strategies to encourage group exercise participation.

Textbooks required:

Title: **Methods of Group Exercise**
 Authors: Kennedy-Armbruster & Yoke
 ISBN #: 0-7360-7256-7
 Retail Price: \$59.00 + \$ 12.95 tax/
 shipping/handling = \$71.95
 Publisher: Human Kinetics

Title: **Group Exercise Cardiovascular Fitness: Supplement Reading from Concepts of Physical Fitness: Active Lifestyles for Wellness, 16th ed.**

Authors: Welk Corbin
 ISBN #: 9781121769243
 Retail Price: \$19.95 + \$ 5.95 tax/
 shipping/handling = \$25.90
 Publisher: McGraw Hill
 Ordering Information: www.witseducation.com or 888-330-9487

*Instructors of the **W.I.T.S. (World Instructor Training Schools)** specialize in educational excellence for fitness professionals.*

Saturday 9:00 am - 2:00 pm; 9 sessions starting September 7, 2013, ending November 2, 2013

Tuition: **\$739.00**

Instructor: **World Instructor Training Schools**

Location: **EI Camino College**

FREE Information Session #210168

Free orientation meeting for anyone interested in enrolling in the Group Fitness Instructor Certification course. Attend this orientation to learn all the specifics of the program and the opportunities waiting for you as a Group Fitness Instructor. **Reservation required: Call 310-660-6460**

Saturday, 10:00 am - 11:00 am; 1 session on August 24, 2013

Instructor: **World Instructor Training Schools**

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! Jenesie 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.

Instructor Jenesie Tyler has been a make-up artist since 1999 working with top cosmetic companies such as Dior, M.A.C., Chanel, Nars and Yves Saint Laurent. She is an experienced make-up instructor who regularly teaches at cosmetology schools throughout Southern California.

Saturday, Sunday 9:00 am - 6:00 pm;
2 sessions starting October 19, 2013,
ending October 20, 2013

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

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 at wholesale prices and sell at retail prices. 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. Instructor Ronald Wayne Williams is an authorized DMV occupational licensing education instructor. He also maintains a lucrative auto dealer business and a California insurance agency.

Monday, Tuesday 6:00 pm - 9:00 pm; 2 sessions starting September 23, 2013,
ending September 24, 2013

Monday, Tuesday 6:00 pm - 9:00 pm; 2 sessions starting January 13, 2014,
ending January 14, 2014

Tuition: **\$89.00**
Instructor: **Ronald Williams**

Location: **El Camino College**
Materials Cost: **\$20.00**

MEDICAL CAREERS

CPR & FIRST AID

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.

Instructors provided by Rescue Medical Services managed by two State of California Licensed Paramedics trained by UCLA school of Medicine as American Heart Association Instructors and whose combined Emergency Medical Services experience totals nearly 25 years. Additionally, Jeffrey Peters, the Program Director, is certified by the State of California Fire Marshals office as an Emergency Services Training Instructor and was appointed in 2011 to serve as Training Center Faculty for the American Heart Association training center.

Saturday, 8:30 am - 12:15 pm;
1 session on September 14, 2013

Saturday, 8:30 am - 12:15 pm;
1 session on October 26, 2013

Tuition: **\$35.00**
Instructor: **Rescue Medical Services**
Location: **El Camino College**
Materials Cost: **\$30.00**

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.

Saturday, 1:00 pm - 4:00 pm;
1 session on September 14, 2013

Saturday, 1:00 pm - 4:00 pm;
1 session on October 26, 2013

Tuition: **\$35.00**
Instructor: **Rescue Medical Services**
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.

Saturday, 8:00 am - 11:30 am;
1 session on September 14, 2013

Saturday, 8:00 am - 11:30 am;
1 session on October 26, 2013

Tuition: **\$59.00**
Instructor: **Rescue Medical Services**
Location: **El Camino College**
Materials Cost: **\$30.00**

Use of American Heart Association materials in an educational course does not represent course sponsorship by the American Heart Association. Any fees charged for such a course, except for a portion of fees needed for AHA course materials, do not represent income to the Association.



Instructor Leonora Gonzalez

Clinical Medical Assistant Training Program #210138

As a Clinical Medical Assistant, the student will be trained to help the physician carry out procedures, care for patients, perform basic lab tests and administer medications. The Clinical Medical Assistant works in a physician's office or a clinic setting. This course combines classroom instruction of 134 hours and off-site externship of 160 hours to provide students with a comprehensive learning experience. Course fee includes books, consumable supplies, externship, and course-completion certificate. For detailed information including financial options, course resources visit: www.adultedreg.com/elcamino

Saturday 9:00 am - 4:30 pm; 14 sessions starting October 12, 2013, ending February 1, 2014

Tuition: **\$2,995.00**
 Instructor: **Leonora Gonzalez**
 Location: **El Camino College**

Free Information Session #210137

Free orientation meeting for anyone interested in enrolling in the Clinical Medical Assistant Training program. Attend this orientation to meet the instructor, learn all the specifics of the program and the opportunities waiting for you as a Clinical Medical Assistant.

Wednesday, 5:30 pm - 6:30 pm; 1 session on September 11, 2013

Free to attend, RSVP required. Call 310-660-6460 to reserve
 Location: **El Camino College**



Medical Billing and Coding Health Information Management 7-Class Series

Pay per class or purchase series at discounted rate \$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

Monday & Wednesdays 8:30am-1:30pm starting September 23, 2013, ending December 11, 2013
 Instructor: **Joanne Moore**

Wednesdays 6:00pm-9:30pm starting October 16, 2013, ending July 2, 2014
 Instructor: **Dagmar Nelson**

Saturdays 8:30am-12:00pm starting October 12, 2013, ending July 26, 2014
 Instructor: **Dagmar Nelson**

FREE Information Session #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.

Saturday, September 14, 2013
 10:00am-11:00am
 Instructor: **Dagmar Nelson**

Monday, September 16, 2013
 10:00am-11:00am
 Instructor: **Joanne Moore**

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



New and Improved!

Pharmacy Technician Training Program #210110

Pay per course or purchase entire 8-part series + Internship 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

Internship: 120-hour internship 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

Evening Course: Mondays & Wednesdays 6:00pm-9:00pm; Starting October 7, 2013 ending June 9, 2014

Daytime Expedited Course:
Mondays, Tuesdays & Wednesdays
9:00am-1:30pm
Starting October 7, 2013 ending
January 29, 2014

Tuition: \$2,599 discounted rate for the whole 8-part series + Internship

Instructor: Linda Hidar

*Instructor **Lina Hidar** 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.*

Location: El Camino College
Tech Arts 101-P

Pharmacy Technician Internship

120-hour internship at a pharmacy setting: Pharmacy Technician internship placement service to fulfill the 120 hour training requirements outlined by the California State Board of Pharmacy. Upon successful completion of our Pharmacy Technician Training Program, students enrolled in this service will be assisted with internship placement.

Tuition: \$439
Placement Manager: **Alice Wertz**

***Alice Wertz** is a specialist in workforce training and educational partnerships. She has 12 years experience in assisting employers and students in workforce preparation, training and career pathway guidance.*

Pharmacy Technician Certification Board (PTCB) Exam Prep

You've received your El Camino College Community Education Pharmacy Technician Training course Certificate of Completion?! You've completed your 120 internship hours?! What's next? While not necessarily required for job placement, if you choose to, you may now take the PTCB (Pharmacy Technician Certification Board) exam! PTCB certification allows Pharmacy Technicians to work nationwide. In this 5-hour prep class, you will be guided and provided with top tips and tools necessary to help you pass the exam.

Tuition: \$399

Saturday 9:00am-3:00pm;
March 1, 2014

Instructor: **Lina Hidar**

Saturday 9:00am-3:00pm;
June 7, 2014

Instructor: **Lina Hidar**

FREE Information Session #210109

Free orientation meeting for anyone interested in the Pharmacy Technician Training Course, Internship and/or 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 program team including instructor Lina Hidar and internship placement manager Alice Wertz.

Wednesday, 6:30-7:30pm; 1 session on September 11, 2013

Location: El Camino College, Alondra Room

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-handler workers! This one day class prepares you to take the examination needed to certify or recertify you as a licensed food handler. The Certified Food Handler/Manger 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.*

Saturday, 8:00 am - 5:00 pm; 1 session on October 12, 2013

Saturday, 8:00 am - 5:00 pm; 1 session on December 14, 2013

Tuition: **\$89.00**

Instructor: **Gevork Kazanchyan**

Materials Cost: **\$30.00**

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.

Saturday, 9:00 am - 12:00 pm; 1 session on September 14, 2013

Tuition: **\$39.00**

Instructor: **Quayum Abdul**

Location: **El Camino College**

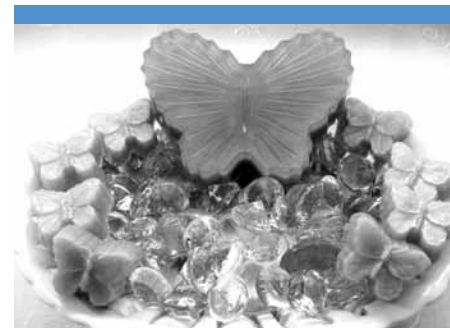
Materials Cost: **\$20.00**

"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.

Saturday, 9:00 am - 12:00 pm; 1 session on December 7, 2013

Tuition: **\$39.00**

Instructor: **Quayum Abdul**

Location: **El Camino College**

Materials Cost: **\$20.00**

DANCE

Belly Camp (A Belly Dance Workshop!) #800074



This intensive workshop will sharpen your belly dance skills and keep you in shape over the holidays. Taught by 3-time Belly Dancer of the Universe Competition

Trophy Winner Regine Costello, the sessions will focus on isolations, drills, combinations, veil work and cymbal technique. A complete belly dance workout, this workshop is appropriate for cabaret and tribal style belly dancers of all levels. **Please read:** \$45.00 material fee is optional to purchase veil and cymbals.

*Instructor **Regine Costello** (pictured below) has been a professional belly dancer for over 15 years working in all styles of La Danse Orientale, including Cabaret, Fusion, Tribal and Folkloric, using both traditional and contemporary music. She received the 2001 Excellence in Arts Award in the dance category by the City of Torrance. She has placed 3 years in a row at the 2006, 2007 and 2008 Belly Dancer of the Universe competition.*

Monday, Wednesday 7:30 pm - 9:00 pm; 4 sessions starting December 9, 2013, ending December 18, 2013

Tuition: **\$79.00**

Instructor: **Regine Costello**

Location: **El Camino College**
Optional Materials Cost: **\$45.00**

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.



Saturday 3:00 pm - 4:00 pm; 8 sessions starting October 5, 2013, ending November 23, 2013

Tuition: **\$75.00**

Instructor: **Regine Costello**

Location: **El Camino College**
Optional Materials Cost: **\$45.00**

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

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.

Saturday 1:30 pm - 2:30 pm; 8 sessions starting October 5, 2013, ending November 23, 2013

Tuition: **\$75.00**

Instructor: **Regine Costello**
Location: **El Camino College**

Island-FIT (Tahitian Dance Fitness)

#800099



Pack up your aloha spirit and head over to Tahiti for island-style workout and fun. Hips swaying and rotating to the beat of the Polynesian

drums - you'll also get a great cardio workout. Tahitian dance fitness for all! All levels! Beginners are welcome with the Aloha spirit.

*With over 20 years experience as a Professional Polynesian Dancer, Choreographer, and Instructor, **Danielle Kaniela Evers** wants to share her love for Polynesian culture in a fitness format. This Polynesian Performing Artist has performed in over 2,000 National*

and International shows and loves to share her showmanship tips and tricks in her classes. You will not only gain confidence by learning from an authentic professional dancer, you will also get in shape while having fun and sharing the Aloha spirit.

Friday 5:30 pm - 6:45 pm; 6 sessions starting September 6, 2013, ending October 11, 2013

Friday 5:30 pm - 6:45 pm; 6 sessions starting October 18, 2013, ending November 22, 2013

Tuition: **\$70.00**

Instructor: **Danielle Evers**
Location: **El Camino College**

Tap Dance for Beginners

#140008



Anybody can learn how to tap dance! Let's slap, cramp roll, and shuffle off to Buffalo. Tap dancing will give you better rhythm, balance, and coordination. Educate your feet by mastering the Irish, Waltz, Clog and the Shim Sham Shimmy. Tap rhythms to different styles of music, jazz, r&b, rock and more.

*Instructor **Hiroshi Hamanishi** has taught for colleges, universities, art institutes and festivals all over the country. He has toured internationally and performed with many tap dance legends.*

Thursday 6:00 pm - 7:00 pm; 7 sessions starting September 12, 2013, ending October 24, 2013

Thursday 6:00 pm - 7:00 pm; 7 sessions starting October 31, 2013, ending December 12, 2013

Tuition: **\$139.00**

Instructor: **Hiroshi Hamanishi**
Location: **El Camino College, PE-S 233**
Materials Cost: **\$20.00**

Intermediate Tap Dance

NEW! #140009

Intermediate tap dancers are ready for fancy steps like the time steps, pull backs, and wing. The tap dance routine of this course will be in the style of buck and wing called the B.S. Chorus. We will also introduce the paddle and roll, foundation to explore the art of rhythm tap. Let's make some noise!

Thursday 7:00 pm - 8:00 pm; 7 sessions starting September 12, 2013, ending October 24, 2013

Thursday 7:00 pm - 8:00 pm; 7 sessions starting October 31, 2013, ending December 12, 2013

Tuition: **\$139.00**

Instructor: **Hiroshi Hamanishi**
Location: **El Camino College, PE-S 233**
Materials Cost: **\$20.00**

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.

*Instructor **Lenny "Gee" Giachello** has been playing drums professionally for 38 years and teaching for 29 years. He has studied with six of the greatest drummers/teachers in the country. For more information on Lenny "Gee" visit lennygdrumville.com.*

Sunday 2:00 pm - 3:00 pm; 8 sessions starting September 15, 2013, ending November 3, 2013

Tuition: **\$99.00**

Instructor: **Lenny Giachello**
Location: **El Camino College**
Materials Cost: **\$5.00**

VISUAL ARTS

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.

*Instructor **Michael Van Overbeck** has studied at the Art Center College of Design, the Art Academy of Los Angeles, and the American Animation Institute.*

Sunday, 10:00 am - 5:00 pm; 1 session on September 29, 2013

Sunday, 10:00 am - 5:00 pm; 1 session on October 27, 2013

Sunday, 10:00 am - 5:00 pm; 1 session on January 26, 2014

Tuition: **\$20.00**

Instructor: **Life Painting Com**
Location: **El Camino College**
Materials Cost: **\$5.00**

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

Continues on next page...

Secrets of Digital Photography continued from page 39...

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.

Instructor Douglas Morrison spent over five years as a Navy photographer, operated his own wedding photography business, and is currently working as a photographer for the Los Angeles County Fire Department.

Saturday, 9:00 am - 12:00 pm; 1 session on September 14, 2013

Saturday, 9:00 am - 12:00 pm; 1 session on November 2, 2013

Tuition: \$35.00
Instructor: Douglas

HEALTH & FITNESS

Stress Reduction & Relaxation Techniques through Self-Hypnosis

#800069



Stress, real or imaginary can cause anxiety and panic, chronic pain and illness, anger, sleep disturbances, fatigue, high blood pressure, headaches, eating disorder, hair loss and more. This workshop is designed to fit the lifestyle needs of the 21st century in which living without stress is impossible. You'll learn self-hypnosis and other relaxation techniques for managing daily stressful situations.

Whether you are working on the job or at home, the techniques you learn will enhance your relationships and improve your health physically, mentally, spiritually, and financially.

Jethro Carter, C.C.Ht., is a Certified Clinical Hypnotherapist and Certified Master Hypnotist. Jethro has over ten years helping clients lose weight, gain self-confidence, and stop smoking. Jethro has presented his self-improvement programs to medical universities, hospital, and private facilities with successful results.

Tuesday, 7:00 pm - 9:30 pm; 1 session on August 27, 2013

Tuesday, 7:00 pm - 9:30 pm; 1 session on December 3, 2013

Tuition: **\$45.00**
Instructor: **Jethro Carter**
Location: **El Camino College**
Materials Cost: **\$15.00**

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

In today's society, obesity at any level is a handicap. It undermines confidence, reduces your chances for career advancement and puts unnecessary strain on your body. If you're addicted to sweets, compulsive eating, binging, eating between meals or before bedtime, then this seminar may be what you're looking for. This is the most relaxing, effortless and safe way to lose weight - no diets, no calories to count, no struggle. Eat whatever you enjoy. Through the power of your subconscious mind, you'll gain control over your eating habits and cravings, Be slim and fit for life with self-hypnosis- easy, safe, effective- the natural way.

Tuesday, 7:00 pm - 9:30 pm; 1 session on November 5, 2013

Tuition: **\$45.00**
Instructor: **Jethro Carter**
Location: **El Camino College**
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, awareness and overall well-being. The beginning class teaches breathing techniques and introduces major yoga postures. Bring your own yoga mat.

Ron Berman received his training certification from Cloud Nine Yoga School in the Hatha yoga style. He has been teaching yoga in the South Bay for eight years.

Saturday 10:30 am - 12:00 pm; 7 sessions starting September 14, 2013, ending October 26, 2013

Tuition: **\$79.00**
Instructor: **Ron Berman RYT**
Location: **El Camino College**

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.

Ron Berman received his training certification from Cloud Nine Yoga

School in the Hatha yoga style. He has been teaching yoga in the South Bay for eight years.

Saturday 9:00 am - 10:30 am; 7 sessions starting September 14, 2013, ending October 26, 2013

Tuition: **\$79.00**
Instructor: **Ron Berman RYT**
Location: **El Camino College**



Award Winning!

The El Camino College Community Education department was awarded the 2013 Association of Community and Continuing Education award for exemplary community partnerships that support dynamic, high-quality, not-for-credit learning experiences.

Through the El Camino College Community Education program offerings, the community has access to innovative and interesting educational experiences.



EL CAMINO COLLEGE
Kid's College
SERIOUS LEARNING FUN!
 Workshops and classes designed for serious learning fun.



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.sbcc.singer.net, email sbcc@singer.net, or call choir manager at 310-640-9818

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!

Academic Chess Instructors are experienced, caring professionals who teach in the local school districts.

Saturday 10:00 am - 11:00 am; 8 sessions starting September 21, 2013, ending November 16, 2013 (No class on Nov 9)

Tuition: **\$79.00**
 Instructor: **Academic Chess**
 Location: **El Camino College**

AP Italian Language and Culture (AP level 1 & 2) Preparation Course #400033 (online)



NEW!

This course is designed to be an Introduction to AP Italian Language and culture following the College Board standards required for AP level 1 and 2. Students will practice Italian and

develop reading, listening and communication skills. Students 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. Students will participate in this class via the online platform ETUDES. During designated time periods online conferences will be held to allow students to practice the language.

*Instructor **Rossella Pescatori** from Venice, Italy received her Ph.D. in Italian at UCLA and two laurea degrees from the University of Venezia (Ca' Foscari) in Philosophy (with a dissertation in Social Psychology) and in Lettere (with a dissertation in Art History). She has published numerous publications that focus on Medieval and Renaissance studies and is actively involved in exploring and discovering new teaching methodologies and pedagogies regarding the instruction of foreign languages to different age groups.*

Starting September 9, 2013, ending October 10, 2013 (New lessons are released by Instructor)

Starting October 14, 2013, ending November 17, 2013

Tuition: **\$199.00**
 Instructor: **Rossella Pescatori**
 Location: **Online**

SAT Boot Camp #400023



A strong performance on the S.A.T. can make the difference in your ability to be admitted to, and/or receive financial aid from your top college choices. Give yourself the edge you need to direct your future by taking the intensive El Camino College S.A.T. Boot Camp preparation course! Course includes pre and post "mock exam" test assessment option(s) to determine student's specific weak areas. S.A.T. Boot Camp drill sergeant (instructor) will customize a regimen to improve student's needed skills.

Class Fee includes: *Cambridge S.A.T. Victory* textbook, two full-length retired S.A.T. tests/mock exams to determine student's weak areas (optional, but highly recommended) and over 24 hours of intensive classroom instruction.

Instructor Diane Serradell is a dynamic and caring teaching professional who has been working education since 1973. Most notably she was previously the Principal at Fern and WALTERIA elementary schools. She has been teaching the SAT BootCamp class with El Camino College Community Education department for more than 3 years.

Saturday 8:30 am - 11:30 am; 8 sessions starting September 28, 2013, ending November 30, 2013 (No class on Nov 9, 23)

Tuition: **\$359.00**
Instructor: **Diane Serradell**
Location: **El Camino College**

Mock Exam Dates

Saturday, 7:30 am - 12:00 pm;
1 session on September 14, 2013

Saturday, 7:30 am - 12:00 pm;
1 session on December 7, 2013

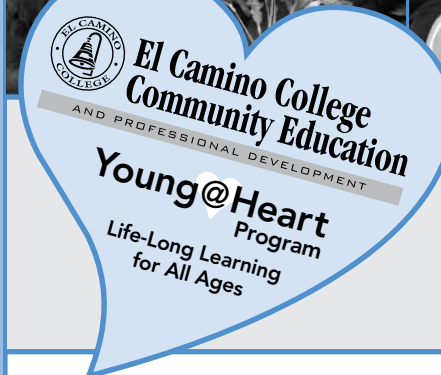
Instructor: **Diane Serradell**
Location: **El Camino College**

"I am more knowledgeable about the S.A.T. and academia in general. Thank you so much Ms. Serradell!"

—S.A.T. Boot Camp Student



YOUNG @ HEART



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:

- Tap Dance pg. 36
- Soap Making pg. 35
- Museum Excursion pg. 46
- Train Excursion pg. 46
- Secrets of Digital Photography pg. 37

Computer Basics Boot Camp for Older 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.

Instructor Dale Fedderson has been teaching computer skills for years, everything from how to use a mouse to how to create technical drawings, spreadsheets, and brochures. But his favorite thing is to show newcomers how to get the most from the Internet.

Saturday 9:00 am - 12:00 pm; 3 sessions starting October 12, 2013, ending October 26, 2013

Saturday 9:00 am - 12:00 pm; 3 sessions starting December 7, 2013, ending December 21, 2013

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! 10 students max.

Instructor Dale Fedderson has been teaching computer skills for years, everything from how to use a mouse to how to create technical drawings, spreadsheets, and brochures. But his favorite thing is to show newcomers how to get the most from the Internet.

Saturday 9:00 am - 12:00 pm; 3 sessions starting September 14, 2013, ending September 28, 2013

Saturday 9:00 am - 12:00 pm; 3 sessions starting November 9, 2013, ending November 23, 2013

Tuition: **\$49.00**
Instructor: **Dale Fedderson**
Location: **El Camino College**
Materials Cost: **\$3.00**

PERSONAL INTEREST



LANGUAGES

Intermediate Italian

#700035

This class is designed to provide students with an opportunity to further master basic Italian vocabulary structures and idiomatic expressions used in day-to-day conversation by students, travelers, tourists, and business people. Prerequisite: Italian 1 and 2 or the equivalent knowledge of Italian.

Instructor Rossella Pescatori from Venice, Italy received her Ph.D. in Italian at UCLA and two laurea degrees from the University of Venezia (Ca' Foscari) in Philosophy (with a dissertation in Social Psychology) and in Lettere (with a dissertation in Art History). She has published numerous publications that focus on Medieval and Renaissance studies and is actively involved in exploring and discovering new teaching methodologies and pedagogies regarding the instruction of foreign languages to different age groups.

Friday 9:00 am - 11:30 am;
10 sessions starting September 6, 2013, ending November 8, 2013

Tuition: **\$449.00**
Instructor: **Rossella Pescatori**
Location: **Administration Room 202**

AP Italian Language and Culture (AP level 1 & 2) Preparation Course

#400033 (online)

This course is designed to be an Introduction to AP Italian Language and culture following the College Board standards required for AP level

NEW!

1 and 2. Students will practice Italian and develop reading, listening and communication skills. Students 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. Students will participate in this class via the online platform ETUDES. During designated time periods online conferences will be held to allow students to practice the language.

Starting September 9, 2013, ending October 10, 2013 (New lessons are released by Instructor)

Starting October 14, 2013, ending November 17, 2013

Tuition: **\$199.00**
Instructor: **Rossella Pescatori**
Location: **Online**

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 structure, usage and grammar of the Spanish language.

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)®.

Tuesday 6:30 pm - 8:30 pm;
8 sessions starting September 3, 2013, ending October 22, 2013

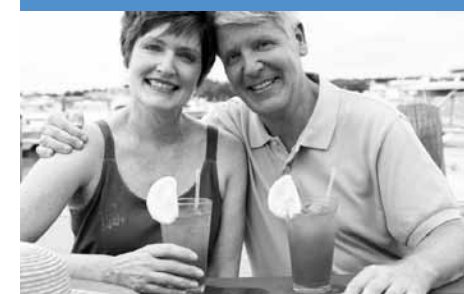
Continued...

Tuesday 6:30 pm - 8:30 pm;
8 sessions starting October 29, 2013, ending December 17, 2013

Tuition: **\$159.00**
Instructor: **Maria Victoria Barrera**
Location: **El Camino College**
Materials Cost: **\$35.00**

FINANCE

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.

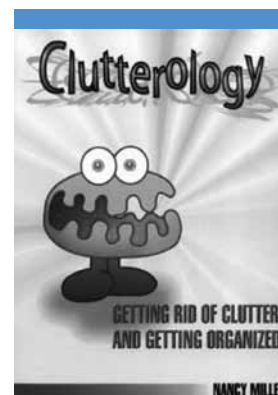
Saturday 9:00 am - 12:00 pm;
2 sessions starting September 28, 2013, ending October 5, 2013

Tuesday 6:30 pm - 9:30 pm;
2 sessions starting October 1, 2013, ending October 8, 2013

Tuition: **\$39.00**
Instructor: **Larry Takahashi**
Location: **El Camino College**
Materials Cost: **\$20.00**

SELF-IMPROVEMENT

Clutterology--Eliminate Clutter in Your Life and Get Organized #750057



Don't let your clutter dictate your life. Discover how Clutterology's innovative ideas can get your clutter in order. You can change your environ-

NEW!

ment to work for you with simple, easy and practical ideas on how to remove clutter from your life and get organized. Clutterology will change your life by making your environment work for you. Please bring charitable donations including old cell phones, empty printer cartridges, books, something from the kitchen and two items from the closet. The materials fee covers the cost of the book *Clutterology*. *Instructor Nancy Miller has been an organizer for more than 15 years, offering both personal and business consultation. Nancy's credentials include membership in the National Association of Professional Organizers and the National Study Group on Chronic Disorganization.*

Thursday, 6:30 pm - 9:30 pm;
1 session on September 19, 2013

Tuition: **\$39.00**
Instructor: **Nancy Miller**
Location: **El Camino College**
Materials Cost: **\$30.00**

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 C just off of Manhattan Beach Blvd. Please arrive 20 minutes prior to departure time.

TRAIN EXCURSION Fillmore & Western Railway Murder Mystery Train With Included Train Lunch Saturday, November 9, 2013



All aboard the mystery train for hearty laughs and some less-than-serious sleuthing. As we sit back and enjoy the scenic ride through Ventura County's beautiful Heritage Valley roundtrip from Fillmore, a murder will take place and the crime will need to be solved. Jump right in and help determine the culprit, or simply sit back and be entertained by the spectacular actors. You'll travel in style aboard the vintage 1930s passenger cars of the Fillmore & Western Railway – known as the Hollywood Movie Train

ever since it was owned by three major studios and featured in over 400 films. This unique experience includes a three-course waiter-served meal on the train that features a green salad, orange-glazed chicken breast, rice pilaf, vegetables and dessert! A truly wonderful way to spend your Saturday!
Price: \$107; Depart: El Camino College 10:05 a.m. Return: 6:00 p.m.

MUSEUM EXCURSION Reagan Library "Christmas" An American Christmas With Included Buffet Lunch Wednesday, December 4, 2013



You are cordially invited to a memorable day at the state-of-the-art, recently renovated, Ronald Reagan Presidential Library and Museum. On display is the special Christmas exhibit, An American Christmas, featuring a winter wonderland featuring 24 trees decorated to celebrate the defining moments of America's road to greatness, from the Revolutionary Era to today. An included docent-guided tour will take you back to the 1980s and the world that Reagan shaped during his eight years in the White House. See a piece of the Berlin Wall, immerse yourself in Camp David and Rancho del Cielo, and catch a glimpse into Ronald and Nancy's devoted marriage. A highlight of your day will be walking through Air Force One, the airplane that served Reagan throughout his presidency. Upon arrival, enjoy a delicious barbecue buffet lunch of beef sirloin, apricot glazed chicken and all the fixins'. **Price: \$99; Depart: El Camino College 10:20 a.m. Return: 6:30 p.m.**

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

Please call for directions to our office.

OFFICE HOURS:

Monday - Friday 8:30 am - 5:00 pm.

September 2, 2013 (Labor Day), November 11, 2013 (Veteran's Day), November 28 & 29 (Thanksgiving), December 16, 2013-January 1, 2014 (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.

NO REFUNDS

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. No exceptions. Any requests received less than 3 full business days before the first class meeting will not be processed and will not receive a credit voucher. 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

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 \$2 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!

FOLLOW US ON TWITTER

[FOLLOW US ON Twitter](#)

www.twitter.com/eccommunityed

LIKE US ON FACEBOOK

www.facebook.com | El Camino College Community Education



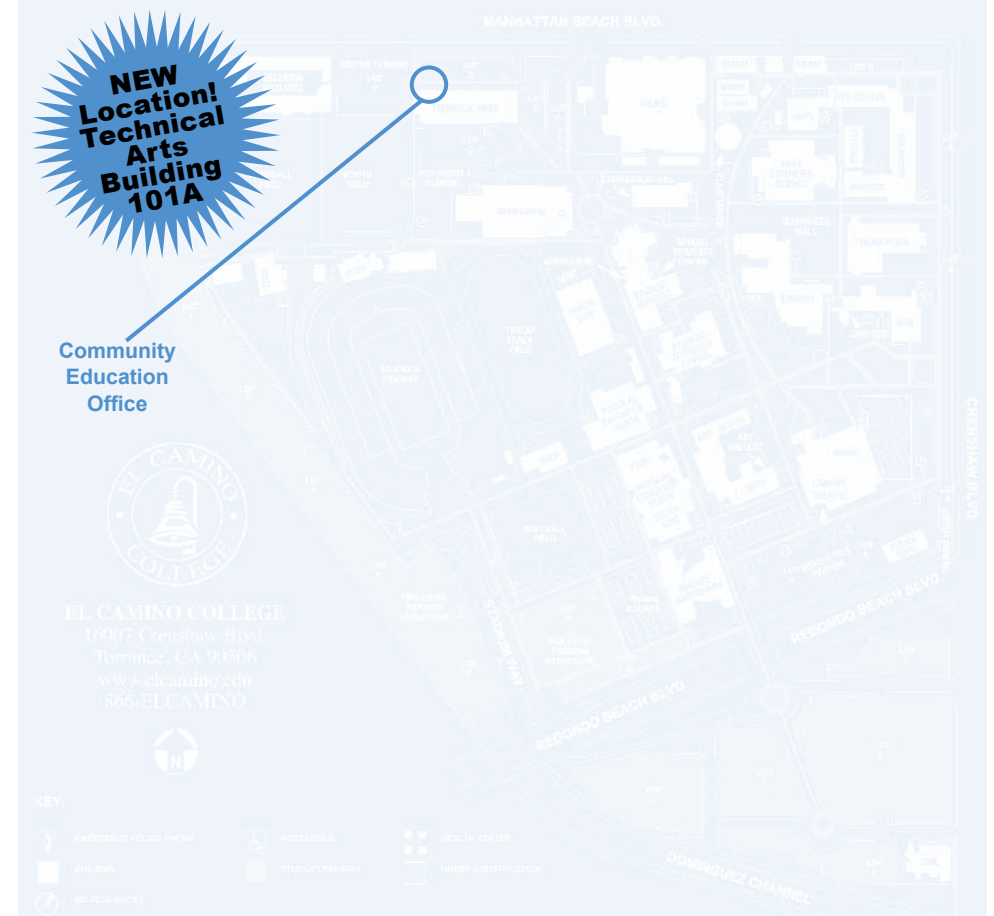
The El Camino Community College District is committed to providing equal opportunity in employment and educational opportunities for all individuals, regardless of race, color, ancestry, religion, gender, national origin, marital status, sexual orientation, handicap, age, and Vietnam-era status.

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.

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

The beautiful thing about learning is that no one can take it away from you.
—B.B. King

El Camino Campus Map



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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JOB TRAINING CLASSES



**LOOK
INSIDE!**
Business and
Careers section
starts on page 22!
Online Classes
start on
page 4!