



# El Camino College Community Education

AND PROFESSIONAL DEVELOPMENT

Fall 2010

SCHEDULE OF CLASSES

## *I am Young@Heart!*

*Lifelong learning  
for all ages.*



**Ongoing classes offered  
from Sept. – Dec. 2010**

REGISTER ONLINE OR BY PHONE:  
[www.ECCommunityEd.com](http://www.ECCommunityEd.com)  
310.660.6460

# Smokin' Hot Allied Health Jobs!



## Become a Clinical Medical Assistant

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 and prescreening preparation visit: [www.adultedreg.com/elcamino](http://www.adultedreg.com/elcamino)

**Saturdays 9:00 am – 4:30 pm; 20 sessions starting November 6, 2010, ending May 7, 2011 (No class on the following days: 11/27/2010, 12/25/2010 01/01/2011, 01/15/2011, 02/19/2011, 04/09/2011, 04/23/2011)**

**Tuition: \$2,825.00**

### FREE Information/Orientation Session

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. **Free to attend, RSVP required: Reserve online at [www.ECCommunityEd.com](http://www.ECCommunityEd.com) or call 310-660-6460.**

**Thursday, 5:30 – 6:30 pm; 1 session on September 23, 2010**



## Become a Pharmacy Technician

As a pharmacy technician you will help the pharmacist package or mix a prescription, maintain client records, refer clients to the pharmacist for counseling, assist with inventory control and purchasing, as well as collect payment and coordinate billing. This course combines 180 hours of classroom instruction with a 120-hour pharmacy externship to provide you with a complete learning experience. For detailed information including financial options, course resources and prescreening preparation visit: [www.adultedreg.com/elcamino](http://www.adultedreg.com/elcamino).

**Saturdays 9:00 am - 4:30 pm; 27 sessions starting October 23, 2010, ending June 18, 2011 (No class on the following days: 11/27/2010, 12/25/2010 01/01/2011, 01/15/2011, 02/19/2011, 04/09/2011, 04/23/2011, 05/28/2011)**

**Tuition: \$2,825.00**

### FREE Information/Orientation Session

Free orientation meeting for anyone interested in enrolling in the Pharmacy Technician Training program. Attend this orientation to meet the instructor, learn all the specifics of the program and the opportunities waiting for you as a Pharmacy Technician. **Free to attend, RSVP required: Reserve online at [www.ECCommunityEd.com](http://www.ECCommunityEd.com) or call 310-660-6460.**

**Thursday, 6:30 – 7:30 pm; 1 session on September 23, 2010**



# 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 [commed@elcamino.edu](mailto:commed@elcamino.edu).

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## How to Register for a Class

				
<b>BY MAIL</b> Mail the registration form & payment to: Community Education- El Camino College 16007 Crenshaw Bl. Torrance CA 90506	<b>BY PHONE</b> Call 310-660-6460 Provide your Visa, Mastercard or Discover card.	<b>BY FAX</b> Fax your completed registration form to the Community Education Office at 310-660-6015	<b>IN PERSON</b> Bring your completed registration form & payment to the Community Education Office in the Community Advancement Bldg. (see map).	<b>ONLINE</b> Visit: ECCCommunityEd.com & pay by credit card

Please call for directions to our office.

### OFFICE HOURS:

Monday – Friday 8:30 am -5:00 pm. Closed weekends and holidays: November 12, November 25-26 and winter break December 20-January 2, 2011—office reopens Jan 3, 2011.

### REGISTRATION FORM AVAILABLE ON PAGE 7

#### 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 receipt, please visit our office or submit your request in writing along with a self-addressed envelope.

#### CERTIFICATES OF COMPLETION \$5

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



#### PARKING ON CAMPUS

A parking permit is required to park in any lot 24 hours a day, seven days a week. One-day permits are available for \$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.

*"An investment in knowledge pays the best interest."*

–Benjamin Franklin

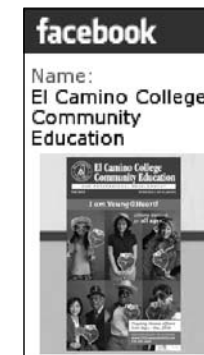
**WHAT ARE YOU DOING TONIGHT?**  
Check out our Facebook or Twitter site(s) for listings of classes being held tonight and attend a class tonight!

#### FOLLOW US ON TWITTER



[www.twitter.com/eccommunityed](http://www.twitter.com/eccommunityed)

#### BECOME A FAN ON FACEBOOK



[www.facebook.com](http://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.



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

Register By Phone: 310-660-6460

## For More Information

For online directions and map, go to [www.ECCommunityEd.com](http://www.ECCommunityEd.com) and click on FAQs.

# El Camino Campus Map

Community Education Office

**EL CAMINO COLLEGE**  
16007 Crenshaw Blvd.  
Torrance, CA 90506  
[www.elcamino.edu](http://www.elcamino.edu)  
866-ELCAMLNO

**KEY:**

- INTERSECTION POLICE STATION
- BUILDING
- MOTORCYCLE PARKING
- STUDENT PARKING
- ♿ ACCESSIBLE
- Ⓢ HEALTH CENTER
- Ⓜ UNDER CONSTRUCTION

EL CAMINO COLLEGE			
BUILDING / LOCATION	ABBREVIATION	BUILDING / LOCATION	ABBREVIATION
ADMINISTRATION	ADM	MURDOCK STADIUM	STAD
ART AND BEHAVIORAL SCIENCE	ARTB	MUSIC	MUSI
ART BUILDING - NORTH	ARTN	NATURAL SCIENCE	NARS
BASEBALL FLD. II	BASB	NORTH BEACH	NORB
BOOKSTORE	BKST	NORTH GYM	NGYM
BUSINESS	BUSI	PHYSICAL EDUCATION NORTH	PE-N
POOL DEPARTMENT	LCPD	PHYSICAL EDUCATION SOUTH	PE-S
CAMPUS THEATRE	TH	PHYSICS	PHYS
CHEMISTRY	CHEM	PLANETARIUM	PLAN
CHERRY TREE OFFICES	CTO	POOL	POOL
CHILD DEVELOPMENT CENTER	CHD	SAND COURTS	SAND
COMMUNICATIONS	COMM	SHOPS	SHOP
COMMUNITY ADVANCEMENT OFFICE	CAO	SOFTBALL FIELD	SOFB
CONSTRUCTION TECHNOLOGY	CONST	SOCIAL SCIENCE	SOCS
FFI HOUSE	FFIH	SOUTH GYM	SOGYM
HANDBALL COURTS	HBCT	SPECIAL RESOURCE CENTER	SRC
HUMANITIES	H	EQUIPMENT ACTIVITIES CENTER	ACTC
SOBOLSKY LIBRARY	LIB	STUDENT SERVICES CENTER	SSC
LIFE SCIENCE	LIS	TECHNICAL ARTS	TPCH
MANHATTAN BEACH BLVD. MODULES	MBM	TENNIS COURTS	TENN
MARSBEE AUDITORIUM	AUD	TRACK/TRACK FIELD	TRAKTRFL
MATH DEPARTMENT	MATD	YARD	YARD



(OK to duplicate)

# REGISTRATION FORM

(310) 660-6460 • [www.ECCommunityEd.com](http://www.ECCommunityEd.com)  
Fall 2010

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone (\_\_\_\_) \_\_\_\_\_ Evening Phone: (\_\_\_\_) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

May we send you e-mail announcements?  Yes  No

Course	Start Date/Time	Title of Course	Fee
			<b>TOTAL</b>

Payment Options:  Cash  Check  Credit Card

(PAY MATERIAL FEES DIRECTLY TO INSTRUCTOR)

Make checks payable to: El Camino College

Check # \_\_\_\_\_ Expires \_\_\_\_\_

Name on Check \_\_\_\_\_ Cardholder Name \_\_\_\_\_

(\$20 charge for all returned checks) Authorized Signature \_\_\_\_\_

Send registration form to: Community Education – El Camino, 16007 Crenshaw Blvd., Torrance, CA 90506  
[www.ECCommunityEd.com](http://www.ECCommunityEd.com) e-mail: [CommEd@elcamino.edu](mailto:CommEd@elcamino.edu) Fax: (310) 660-6015

**Cancellation Policy:** Please choose your classes carefully. No refunds issued unless a class is cancelled by El Camino College. Credit vouchers in the amount of the class registration fee less a \$10 service fee per class will be issued upon receipt of a completed "Cancellation Request" form. Cancellation Request forms must be submitted in writing 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. Visit our website, call, or stop by our office to obtain a "Cancellation Request" form. Credit Vouchers are applicable toward a future Community Education class and are valid for 3 years.

**Kid's College Release & Medical Consent Form**  
This portion of the form must be completed by a parent or guardian of students under 18 years of age.

I grant approval for my child \_\_\_\_\_ Age \_\_\_\_\_ Grade Level \_\_\_\_\_ Date of Birth \_\_\_\_\_ to participate in youth classes.

I understand Community Education does not provide health or medical insurance for participants. The undersigned agrees to defend, indemnify and hold harmless the El Camino Community College District, its Board of Trustees, officers, agents and employees, individually and collectively, from and against all costs, losses, claims, demands, suits, actions, payments and judgments, including legal and attorney fees, arising from personal or bodily injuries, property damage or otherwise, regardless of and however caused, brought or recovered against any of the above that may arise for any reason from or during or be alleged to be caused by the undersigned's participation in the El Camino College Community Education and Professional Development Program. Consent is hereby given to the Community Education instructors or supervisors to give or seek medical aid required in the case of emergency. My child's photograph and name may appear in print ads or the college's publications for El Camino Community Education while engaged in campus activities and classes.

- No credit or grades given for these courses
- Community Education does not provide escort service for children.
- Remind your children to speak & behave quietly in the hallways. There are other classes in session.
- Young children should not be dropped off in the parking lot.

I understand that each youth class is designed for a specific grade level. I certify that I have enrolled my child in the appropriate grade level.

Parent/Guardian/Signature: \_\_\_\_\_

Date \_\_\_\_\_ Parent's Name (print): \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Contact Information of additional person who may be contacted in case of Emergency:  
Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

## BUSINESS & CAREERS

### CAREERS



#### An Introduction to DJing #210147

Ever wanted to be a DJ? Discover a new way to experience music in this hands-on workshop that teaches you the basics to rule your own party. Deejays from Club Underground (The Echo, Los Angeles) show you the basics in mixing, beat matching, and proper use of DJ equipment. Instruction will cover use of CD decks and DJ computer software (record spinning may be covered). Participants are encouraged to bring their favorite CDs; however tracks will be made available by the instructors. All varieties of music and genres are welcome!

*Instructors DJ Larry G. and DJ Diana: DJ Larry G. is the founder of CLUB UNDERGROUND, one of LA's longest running indie/electro pop/rock/60s/soul/brit pop club (every Friday at the Echo in Los Angeles). DJ Diana is a resident of CLUB UNDERGROUND and has worked the club circuit both in Los Angeles and the United Kingdom. Both Larry and Diana have hosted radio shows on respectively Little Radio and USC's KSCR and Fresh Air in Edinburgh, Scotland.*

Saturday, 12:00 pm - 3:00 pm; 1 session on October 9, 2010

Tuition: **\$65.00**

Instructors: DJ Diana & DJ Larry G.  
Location: **Communications Basement Room 104**



#### Balloon Basic Training - Balloon Basics #210140



Instructor Carolyn Baker will introduce you to the variety of balloons available today. You will learn how to inflate, size, and tie balloons. Then you will explore what you can create with balloons. This class will discuss what you need to do to start a

balloon business on your own. This is an hands-on class! Don't miss out on the fun!!

*Instructor Carolyn Baker (pictured above) has been a professional balloon decorator for more than four years and is the owner of Total Package Balloons, a full-service party-planning company.*

Saturday, 10:00 am - 12:00 pm; 1 session starting September 11, 2010, ending September 11, 2010

Tuition: **\$39.00** (Advanced Registration Required)

Instructor: **Carolyn Baker**  
Location: **Comm 104**  
Materials Cost: **\$15.00**

#### Balloon Basic Training - Columns & Arches #210141

In this class you will learn about advancing in your business - adding columns and single arches add lots of profit in your business. This is a hands-on class! Don't miss out on the fun!!

Saturday, 10:00 am - 12:00 pm; 1 session starting October 2, 2010, ending October 2, 2010

Tuition: **\$39.00** (Advanced Registration Required)

Instructor: **Carolyn Baker**  
Location: **Comm 104**  
Materials Cost: **\$15.00**

#### Balloon Basic Training - Themes #210142

In this class you will learn about themes which can add a little flavor to your designs - Hollywood, Birthday, Baby Shower, Retirement, etc. This is a hands-on class! Don't miss out on the fun!!

Saturday, 10:00 am - 12:00 pm; 1 session starting November 6, 2010, ending November 6, 2010

Tuition: **\$39.00** (Advanced Registration Required)

Instructor: **Carolyn Baker**  
Location: **Comm 104**  
Materials Cost: **\$15.00**

## FLORISTRY TRAINING CERTIFICATE PROGRAM

Discounted Series Cost \$499.00 / Or \$185 per class

Do you love flowers? Do people tell you have a natural creative talent? Then maybe you should consider a career in the floral industry! This intensive 3-part program will prepare you for the ever-growing, ever-exciting field of floral design. Students will learn the practices, concepts, and applications used in the floral industry by the retail designer and business/shop owner, in order to obtain the acquired knowledge and skills needed to ensure accessibility of employment within the floristry arena. Through such effective learning techniques as lecture, group discussion, role playing, demonstration, practical application (hands-on), and maintenance of a professional portfolio, students will gain necessary Floristry skills and knowledge. After completing all three courses with 90% attendance (only one missed meeting allowed per course) and successful completion/passing of a comprehensive final exam, students will earn a Certificate of Completion.\* Materials fee per week for fresh-cut flowers will vary from \$10 to \$25 based on seasonal market fluctuations.



*Instructor Roxana Rodriguez is an award-winning (received top award in Professional Floral Design Competition, 2009) floral designer with over 20 years experience in the industry as an owner, head designer and manager. She has taught and initiated Floral Design Programs in two states and has graduated hundreds of students who have gone on to become successful in the floral industry.*

### Floristry Training Certificate Program: Part 1 #210148

Part 1 will include the following topics:

1. The historical journey of floral design throughout the ages, as well as cultural influences that enhance and inspire the designing professional.
2. Basic principles and elements of the design process, including color theory application.
3. Tools and supplies used within the industry.
4. Identification and nomenclature of most commonly used flowers and foliage, along with a brief physiology.
5. Proper care and handling of cut flowers and foliage.
6. Construction of basic design styles and techniques.
7. Building and maintaining a professional portfolio.

Saturday 9:00 am - 12:00 pm; 10 sessions starting September 25, 2010, ending December 11, 2010 (No class on Nov 6, 27)

Tuition: **\$185.00**

Instructor: **Roxana Rodriguez**  
Location: **El Camino College**  
Materials Cost: **\$10-\$25 per week**

### Floristry Training Certificate Program: Part 2 #210149

Part 2 areas to be covered will include:

1. The significance of holiday and special occasion florals.
2. Servicing, pricing and constructing weddings, including personal flowers, bouquets and church pieces. (Also includes the proper handling of wedding consultations and how to generate more wedding business).
3. Customer relations and service, and effective telephone techniques.

4. Sympathy designs and maintaining empathy along with professionalism.
5. Construction of specialty designs using ever lasting (dried and/or "silk") flowers.

Saturday 9:00 am - 12:00 pm; 10 sessions starting February 19, 2011, ending April 30, 2011 (No class on Apr 23)

Tuition: **\$185.00**

Instructor: **Roxana Rodriguez**  
Location: **El Camino College**  
Materials Cost: **\$10-\$25 per week**

### Floristry Training Certificate Program: Part 3 #210150

Part 3 areas to be covered will include:

1. Contemporary floral designs and discovering "the artist within."
2. Understanding wire services and proper order taking.
3. The effective and efficient way to make flora deliveries.
4. Dealing with commercial accounts in a conscientious and professional manner.
5. Understanding the floral industry.
6. The professional retail work environment and how to "sell" your trust to the employer and the customer.
7. The completed professional portfolio: a sure ticket to employment.

Saturday 9:00 am - 12:00 pm; 10 sessions starting May 7, 2011, ending July 9, 2011

Tuition: **\$185.00**

Instructor: **Roxana Rodriguez**  
Location: **El Camino College**  
Materials Cost: **\$10-\$25 per week**

*\*Please note: If you would like 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.*

## 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](http://www.ss.ca.gov/business/notary/notary.htm)

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

Tuesday, Thursday 5:45 pm - 9:00 pm;  
2 sessions starting October 19, 2010,  
ending October 21, 2010

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.

Thursday, 5:45 pm - 9:00 pm; 1 session  
on October 21, 2010

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 of service to 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 - 2:00 pm; 2 sessions  
starting October 2, 2010, ending  
October 9, 2010

Tuition: **\$169.00**  
Instructor: **Shirley Douglass**  
Location: **El Camino College**  
Materials Cost: **\$50.00**

## Introduction to Voiceovers #210146



Have you ever wanted to be the voice everyone hears on commercials and documentaries? This fun and interactive class covers details of the industry, the importance of marketing, and of a demo tape. You will be coached

and recorded for a personal evaluation. Be warned--many who have taken this class have gone on to become real, bona-fide professional Voice Actors! 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.

Thursday, 7:00 pm - 9:00 pm; 1 session on  
November 11, 2010

Tuition: **\$54.00**  
Instructor: **Voices For All**  
Location: **El Camino College**

## Personal Fitness Trainer Certification #210152



**NEW!**

We know you're in shape, but what about your career? Become a nationally certified personal trainer! The Department of Labor states there is a current shortage of health and fitness instructors. Come join this fun field and be a part of what ABCNEWS.com calls the 4th hottest job in the US at a national average of \$25 an hour. If you are looking for a new career, get the training you need to become a CERTIFIED PERSONAL TRAINER. This challenging course is taught over 5 weeks and consists of 15 hours of lecture, 15 hours of practical training, and a 30-hour internship. The national written and practical certification exam is administered on the 6th week of class. Certification requires passing the written and practical exam, completing a 30-hour internship and having current CPR/AED credentials. Course topics include: biomechanics, exercise physiology, fitness testing, equipment usage and health assessment. Textbook is required and is not included in course fees. **After registering for the class through El Camino College via 310-660-6460 or [www.ECCommunityEd.com](http://www.ECCommunityEd.com), call 888-330-9487 to order the textbook. It is recommended that students order the text book immediately and start reading.**

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

6 Saturdays 9:00 am - 4:00 pm; starting  
October 30, 2010, ending (no class Saturday,  
November 27, 2010) December 11, 2010

Tuition: **\$599.00**  
Instructor: **WITS Training School Instructor**  
Location: **El Camino College**

## Personal Fitness Trainer Certification FREE Information Session!

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

Thursday, 6:30 pm - 7:30 pm; 1 session on  
September 30, 2010

**FREE to attend, RSVP required:**  
Call **310-660-6460** to reserve your seat.  
Location: **Communications Building, Room 104**

## The Business of Bartending #210126



Quick and easy! Learn to bartend like a rock star! This exceptional course will teach you the business side of the beverage industry, in addition to the basics of bartending. This practical and effective method of instruction is

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

**Instructor Kellie Nicholson** (pictured above) has spent the past 30 years working in bars, restaurants and nightclubs all over the United States. In addition to teaching her series of bar courses, she is also a bar and restaurant consultant hired to advise in many areas of the business, such as hiring and training of staff, price structures, menus, management, inventory, policies and procedures.

Sunday 2:00 pm - 5:00 pm; 3 sessions starting  
September 12, ending September 26, 2010

Tuition: **\$120.00**  
Instructor: **Kellie Nicholson**  
Location: **El Camino College**  
Materials Cost: **\$40.00**

"The best class in business communication I have ever taken! Excellent!"

—Business of Bartending Student

# MEDICAL CAREERS

## Clinical Medical Assistant Training Program #210138



Instructor Leonora Gonzalez

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.

Career-training loans available through SLM Financial. For detailed information including financial options, course resources and prescreening preparation visit: [www.adultedreg.com/elcamino](http://www.adultedreg.com/elcamino).

*Class DOES NOT meet: Nov.27-Thanksgiving Break, Dec.25-Winter Break, Jan.1- Winter Break, Jan.15-MLK weekend, Feb.19-Presidents Day Weekend, Apr.9, Apr.23- Good Friday Weekend.*

Saturday 9:00 am - 4:30 pm; 20 sessions starting November 6, 2010, ending May 7, 2011

**\$2,825.00**

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.

Thursday, 5:30 pm - 6:30 pm; 1 session on September 23, 2010

Location: **Communications Basement, Room 104**  
**Reservation required, call (310) 660-6460 to RSVP.**

## CPR and First Aid #150005

Upon completion of this eight-hour American Red Cross course, you will be certified to administer CPR for up to one year and three years in standard First Aid. This course will equip you with the necessary skills and information to allow you to be effective in a time of emergency, including AED use. Highly recommended for parents (includes child & infant CPR), teachers, and health-care professionals. For renewing CPR students, class is from 9AM to 12PM. *Materials fee includes Red Cross training manual and Certification Card.*

Instructor **Shah Mundell** has been teaching safety training classes since 2001 and is certified to provide training through American Red Cross, American Heart Association and Emergency First Response at both the professional and layperson level.

Saturday, 9:00 am - 5:00 pm; 1 session on September 11, 2010

Saturday, 9:00 am - 5:00 pm; 1 session on October 9, 2010

Saturday, 9:00 am - 5:00 pm; 1 session on November 13, 2010

Tuition: **\$45.00**

Instructor: **Shah Mundell**  
Location: **El Camino College**  
Materials Cost: **\$28.00**

## BLS/CPR for Healthcare Provider #234002

This BLS/CPR (Basic Life Support/ Cardiopulmonary Resuscitation) for 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 nonlicensed healthcare professionals.

*Class intended for healthcare providers such as physicians, nurses, paramedics, emergency medical technicians, respiratory therapists, physical and occupational therapists, physician's assistant, residents or fellows, or medical or nursing students in training, aides, medical or nursing assistants, police officers, and other allied health personnel.*

Tuesday, 6:00 pm - 10:00 pm; 1 session on September 7, 2010

Tuition: **\$55.00**

Instructor: **Shah Mundell**  
Location: **El Camino College**  
Materials Cost: **\$30.00**

**NEW!**

# MEDICAL CAREERS

## Medical Billing & Coding Health Information Management 7-Class Series #230033

**New series begins February, 2011!**

\$199 per class or \$1,199 for series

Detailed information regarding new series will be presented at the information night on January 27, 2011.

## FREE Information Night! #230033

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

Instructors: **Audra Parker & Vickie Herbert**  
Location: **Communications Basement Room 104**

**Monday/Wednesday evening instructor: Audra Parker** has over 20 years experience in all aspects of medical billing. She is the President/CEO of the medical billing service company Beach Cities Medical, in business since 1999. She is an expert in training and teaching all aspects of medical billing.

**Tuesday/Thursday evening instructor: Instructor Vickie Herbert** has been teaching Medical Billing since 1994. She is a licensed X-Ray Technician and has over thirty years experience working in the medical industry. She is also a Certified Professional Coder of the American Academy of Professional Coders.

Thursday, 6:30 pm - 7:30 pm; 1 session on January 27, 2011 (Program begins in February, 2011)

**RSVP required, Call 310-660-6460 to RSVP.**

## Pharmacy Technician Training Program #210110

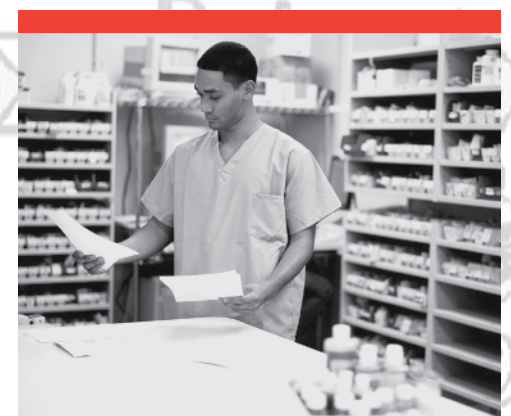
**Pharmacy Technician jobs are one of the fastest growing occupations! 32% growth expected between now and 2016.**

As a pharmacy technician you will help the pharmacist package or mix a prescription, maintain client records, refer clients to the pharmacist for counseling, assist with inventory control and purchasing, as well as collect payment and coordinate billing. This course combines 180 hours of classroom instruction with a 120-hour pharmacy externship to provide you with a complete learning experience. For detailed information including financial options, course resources & prescreening preparation visit: [www.adultedreg.com/elcamino](http://www.adultedreg.com/elcamino)

Saturdays 9:00 am - 4:30 pm; 27 sessions starting October 23, 2010, ending June 18, 2011 (No class on Nov 27, Dec 25, Jan 1, 15, Feb 19, Apr 9, 23, May 28)

Tuition: **\$2,825.00**

Instructor: **Amir Karimi**  
Location: **El Camino College**



## Pharmacy Technician Training Program FREE Information Night #210109

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

Thursday, 6:30 pm - 7:30 pm; 1 session on September 23, 2010

Location: **Communications Basement Room 104**  
**RSVP required, call 310-660-6460 to RSVP.**

## CAREERS & PROFESSIONAL DEVELOPMENT

### Food Handler 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/Manager requirement is mandated by California State law for all retail food operations (restaurants, cafes, markets, mobile carts, etc.), and is enforced by local health departments. This program (course, instructor, proctor, etc.) is on Los Angeles County Health Department's list of approved trainers and certification providers. The exam/certification for this course is listed and accepted by all health departments in California. **Important:** Pre-registration required! Walk-in registration is not available for this class.

**Exam/Materials Fee:** Students who wish to sit for the exam during the last two hours of class will be required to use their credit card to make an online payment of \$28 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 16, 2010

Saturday, 8:00 am - 5:00 pm; 1 session on December 11, 2010

Tuition: **\$79.00**

Instructor: **Gevork Kazanchyan**  
Location: **El Camino College**  
Materials Cost: **\$28.00**

### 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.*

Saturday, 10:00 am - 5:00 pm; 1 session on September 18, 2010

Tuition: **\$69.00**

Instructor: **Ronald Williams**  
Location: **El Camino College**  
Materials Cost: **\$15.00** (Materials fee includes books and study-prep materials.)

### Me. INC: Personal and Professional Development Workshop #300124

**NEW!**

This isn't your ordinary self-help class! Need direction in this new economy? Not sure how to pilot tough situations in your life? Want to find out what exactly you are to do with your life? Then the time is right for you to attend this very exciting opportunity called Me.Inc. A fun, entertaining and engaging course that will leave you feeling good about Me.Inc. and that is you, your brand, your image. You are the CEO of your life and future. Material fee includes interactive color workbook-map.

*Instructor Milton Herring has over 9 years of corporate marketing and leadership experience. He is recognized for his abilities as an insightful consultant, trainer, and coach with a particular passion for helping people articulate their uniqueness and move toward implementation of desired personal and professional goals.*

Saturday, 10:00 am - 1:00 pm; 1 session on October 2, 2010

Tuition: **\$29.00**

Instructor: **Milton Herring**  
Location: **El Camino College**  
Materials Cost: **\$5.00**

### QuickBooks Fundamentals #500081

Learn the fundamentals of QuickBooks including, navigation of the software, setting up a company file, working with lists, working with bank accounts, entering sales information, receiving payments and making deposits, entering and paying bills, tracking and paying sales tax, and reconciling bank accounts. This is a hands-on course where students will use and have access to their own computer to enter and process data. A certificate of completion will be awarded upon completion of the course.

*Instructor Kevin Farmer has a Master's degree in Business with an emphasis in Technology Management. He is a dedicated professional with many years of teaching experience in Accounting and Business Systems courses at various Community Colleges. He brings a high level of experience to the classroom along with a proven method of teaching that is both functional and enjoyable.*

Sunday, 9:30 am - 3:30 pm; 1 session on September 12, 2010

Sunday, 9:30 am - 3:30 pm; 1 session on October 10, 2010

Tuition: **\$79.00**

Instructor: **Kevin Farmer**  
Location: **El Camino College**  
Materials Cost: **\$20.00**

### QuickBooks Intermediate #500082

This is a hands-on course designed to help students learn how to use the more advanced features of QuickBooks including how to record purchase orders, how to record and track estimates, reconcile credit card transactions, customize forms and reports, memorize transactions, set up petty cash accounts, inventory tracking and adjustments, job costing and payroll set up.

Sunday, 9:30 am - 3:30 pm; 1 session on November 14, 2010

Tuition: **\$89.00**

Instructor: **Kevin Farmer**  
Location: **El Camino College**  
Materials Cost: **\$20.00**

## BUSINESS & CAREERS ONLINE CLASSES

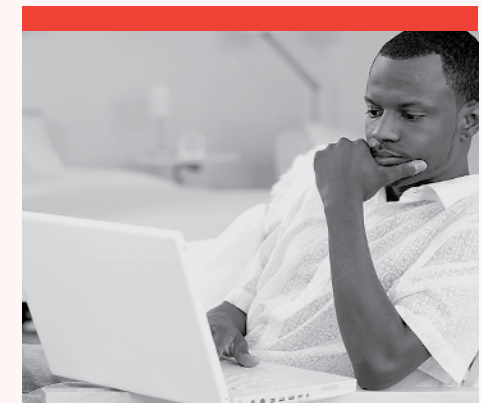
### Accounting Fundamentals (online) #1030048



Demand for accounting professionals currently exceeds supply. If you're interested in increasing your financial awareness and accountability while also gaining a marketable skill, this course is for you. You'll learn the basics of double-entry bookkeeping, while also learning how to analyze and record financial transactions, as well as prepare various financial reports at the end of the fiscal period. Accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities will be discussed. We'll cover all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period. Suitable for either a small business or an individual household, this course is sure to increase financial awareness and accountability.

Starting September 15, 2010, October 20, 2010, November 17, 2010 or December 15, 2010 for 6 weeks (New lessons are released Wednesdays and Fridays)

Tuition: **\$99.00**



## Administrative Assistant Fundamentals (online)

#1030061

Rapid growth in the health, legal services, data processing, management, public relations, and other industries have created many new job opportunities for administrative assistants. This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. You'll become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine.

Starting September 15, 2010, October 20, 2010, November 17, 2010 or December 15, 2010 for 6 weeks (New lessons are released Wednesdays and Fridays)

Tuition: \$99.00

## Introduction to Business Analysis (online)

#1030072

Give yourself an employment advantage by developing analytical skills that are consistently in high demand. This course will teach you powerful quantitative methods that will have you making better, more informed, and more effective business decisions. The days of making critical business decisions by instinct or coin toss are long gone. If you are planning a career in business, you cannot afford to miss this course!

Starting September 15, 2010, October 20, 2010, November 17, 2010 or December 15, 2010 for 6 weeks (New lessons are released Wednesdays and Fridays)

Tuition: \$99.00

## WOW! What a Great Event (online)

#1030084



Learn how to create and coordinate successful special events. Develop skills, find resources and gain confidence to plan and produce any size or type of event. This course reveals proven tips, tools, techniques, and procedures used by experts and master event planners to help you avoid embarrassing and costly planning errors or production mistakes.

Starting September 15, 2010, October 20, 2010, November 17, 2010 or December 15, 2010 for 6 weeks (New lessons are released Wednesdays and Fridays)

Tuition: \$99.00

## High Speed Project Management (online)

#1030077

With accelerated schedules driving many technology projects today, the smart project manager must rapidly retool their skill set. This course offers a breakthrough model for dealing with the realities of managing projects at supersonic speeds. Learn to meet and win the challenges of truncated timelines, short-staffed project teams, skimpy budgets and crippling risks.

Starting September 15, 2010, October 20, 2010, November 17, 2010 or December 15, 2010 for 6 weeks (New lessons are released Wednesdays and Fridays)

Tuition: \$99.00



## Start Your Own Arts and Crafts Business (online)

#1030089

You have an art or a craft and you dream about starting your own home-based or small business, this is the course for you! You'll learn how to start your own arts and crafts business from a professional artist. You'll discover how to find your niche within your chosen craft and how to create your own unique business identity. You'll also see what makes marketing in the arts and crafts business different from marketing in most other enterprises, and you'll find a sales approach that meshes with your personality and preserves your creative integrity.

Starting September 15, 2010, October 20, 2010, November 17, 2010 or December 15, 2010 for 6 weeks (New lessons are released Wednesdays and Fridays)

Tuition: \$99.00

## Certificate in Gerontology (online)

#1020060

40 contact hours

The Certificate in Gerontology represents a specialization in the field of Gerontology. It is designed to enhance the knowledge and skills of individuals who work with older adults by providing an educational experience that is multidisciplinary in nature.

With the population aging at a rapid rate, the number of individuals over 65 will more than double by the year 2020. The demand for knowledgeable providers to meet the needs of this population is dramatically increasing, new jobs are being developed, and new services created. Health professionals who work with the older population will need continuing professional education to gain a broad understanding of the field of Gerontology and to stay current with emerging trends.

Starting September 15, 2010, October 20, 2010, November 17, 2010 or December 15, 2010 for 6 weeks (New lessons are released Wednesdays and Fridays)

Tuition: \$209.00

## Game Art Certificate (online)

#1020027

This Game Art Certificate program builds technical and artistic skills in 3D modeling, texturing, lighting, and animation using Autodesk Maya and Photoshop. Challenging, practical projects put you through your paces, helping you develop a high-quality portfolio of game art.

New lessons are released at your own pace in this 420 hour course.

Tuition: \$5,595.00

## Home Inspection Certificate (online)

#1020028

Learn about standards of practice, defects recognition, inspection guidelines, reporting methodologies, and liability management as you prepare to become a home inspector.

New lessons are released at your own pace in this 200 hour course.

Tuition: \$2,095.00

## HVAC Technician (online)

#1020020

The only HVAC Technician training program of its kind on the Web, this program will prepare you for a career as a heating, ventilation, air conditioning, or refrigeration installer or technician.

New lessons are released at your own pace in this 320 hour course.

Tuition: \$3,095.00

## Veterinary Assistant (online)

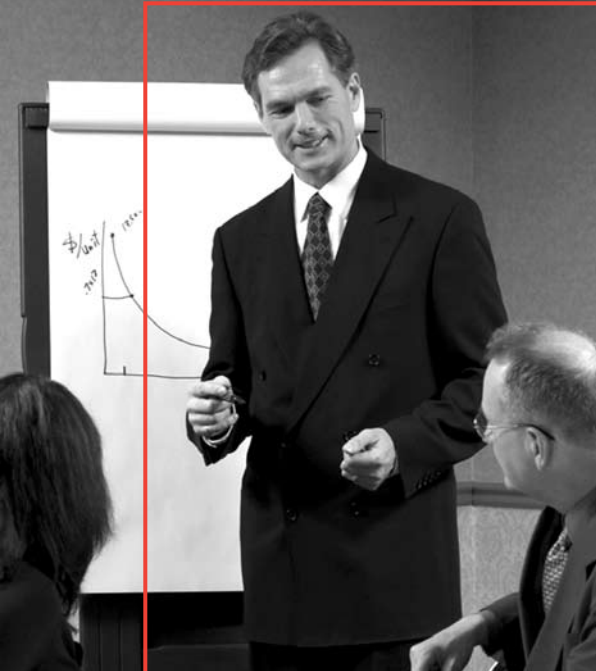
#1020012

Prepare for a new career as a Veterinary Assistant as you learn how to care for animals and assist the veterinarian during examinations.

New lessons are released at your own pace in this 240 hour course.

Tuition: \$1,795.00





## THE ART OF NEGOTIATION SERIES Certificate of Achievement Series

Today's world requires knowing how to negotiate. In a comprehensive seven-part series, find out everything you need to know to succeed in negotiating. Participants who complete all sessions will be eligible to receive a Certificate of Achievement.\*

Cost: Sign up for individual classes at \$39.00 each or all four at the same time for \$135.00 +\$40.00 ONE TIME material fee paid to the instructor. Same text book for all classes (including advanced series).

*Instructor Pearl Georgen is a Professional Mediator, with her private practice located here in the South Bay since 1993. Some of the panels she serves on are the Los Angeles Superior Court in addition to United States Bankruptcy Court and the Equal Employment Opportunity Commission. At El Camino College she is one of our most popular instructors.*

### Negotiation 1: The Art of Getting What You Want-- Course 1 of 4 #300041

Learn the inside secrets the pro's use to negotiate successfully for anything they want. Discover techniques so powerful they'll literally guarantee you'll never again be intimidated or have to settle for anything less than what you want when dealing with landlords, creditors, attorneys, salespeople, mechanics, bosses, family, friends, lovers, co-worker, and even children.

Tuesday, 6:30 pm - 9:30 pm; 1 session on September 14, 2010

Tuition: **\$39.00**  
Location: **El Camino College**  
Materials Cost: **\$40.00**

### Negotiation 2: How to Talk and What to Say-- Course 2 of 4 #300026

Further your negotiating skills in an excellent hands-on class that focuses on the communication aspects of negotiation. Discover how to become more persuasive by reframing messages in such a way that the other person can hear and accept an idea. Learn how to deal with difficult people effectively and the most powerful words to use when advancing your viewpoint.

Tuesday, 6:30 pm - 9:30 pm; 1 session on September 21, 2010

Tuition: **\$39.00**  
Location: **El Camino College**  
Materials Cost: **\$40.00**

### Negotiation 3: Mastery of the Art--Course 3 of 4 #300027

In a class that's not for the faint of heart-only for those who really want to win. Learn the

heavily guarded, rarely revealed, industry secrets that are practiced by the top negotiators and will turn amateurs into masters. Discover secret techniques so powerful you'll be able to literally outsmart other negotiators, obtain maximum empowerment when negotiating, control and guide the negotiating process, and overcome nearly every obstacle. You'll learn about your personal style of negotiation, strategies for the effective use of time, how to use silence and timing to your advantage, and how to win at the 'psyching out' game.

Tuesday, 6:30 pm - 9:30 pm; 1 session on September 28, 2010

Tuition: **\$39.00**  
Location: **El Camino College**  
Materials Cost: **\$40.00**

### Negotiation 4: Resolving Critical Issues--Course 4 of 4 #300057

The whole process of negotiating becomes far simpler and more effective when you learn the type of conduct that will carry you through the difficult decisions and ethical dilemmas you might have to face as a negotiator. Learn how to apply principles that will help you make difficult decisions and overcome and resolve ethical dilemmas. Learning this code of conduct will not only help you maintain your integrity and credibility, but also improve your overall effectiveness as a negotiator.

Tuesday, 6:30 pm - 9:30 pm; 1 session on October 5, 2010

Tuition: **\$39.00**  
Location: **El Camino College**  
Materials Cost: **\$40.00**

## ADVANCED NEGOTIATION SERIES Certificate of Achievement Series

Continue to sharpen your negotiation skills with our advanced series taught by one of our most popular instructors, Pearl Georgen. Participants who complete all sessions will be eligible to receive a Certificate of Achievement. \*

Instructor Pearl Georgen is a Professional Mediator, with her private practice located here in the South Bay since 1993. Some of the panels she serves on are the Los Angeles Superior Court in addition to United States Bankruptcy Court and the Equal Employment Opportunity Commission.

Cost: Sign up for individual classes at \$49.00 each or all three at the same time for \$117.00 +\$40.00 ONE TIME material fee paid to the instructor. Same text book for all classes.

### Negotiation 5: Secrets of Effective Persuasion-- Advanced Course 1 of 3 #300058

This highly effective, entertaining and enjoyable class will teach you precisely how to develop the ability to get better results and more of what you want and deserve in business and in life. You'll discover the secrets the powerful communicators use to organize and present information in the most persuasive way possible; how to maintain control of a presentation without ever coming across as arrogant or pushy; how to virtually guarantee you'll communicate more persuasively in any situation; and the inside secrets of influencing the behavior of others.

Tuesday, 6:30 pm - 9:30 pm; 1 session on October 19, 2010

Tuition: **\$49.00**  
Location: **El Camino College**  
Materials Cost: **\$40.00**

### Negotiation 6: Power Strategies--Advanced Course 2 of 3 #300059

The key to effective negotiation is sound strategic planning. This class teaches you the little known and tightly guarded strategies used by top-level managers and military personnel when developing the foundation for negotiating. Get the inside info you need to make it to the top by learning tactics for being better, smarter and faster than your competition. Discover the most powerful, proven strategies for maximizing your effectiveness in any negotiation. Learn the 'training principles' for becoming a master strategist, how to obtain and maintain leverage, the structure of power and how to achieve it, and more?

Tuesday, 6:30 pm - 9:30 pm; 1 session on October 19, 2010

Tuition: **\$49.00**  
Location: **El Camino College**  
Materials Cost: **\$40.00**

### Negotiation 7: Multiplying Your Effectiveness-- Advanced Course 3 of 3 #300060

All the knowledge in the world alone will not make you an effective negotiator. It all starts with the application of this knowledge. This course is the culmination of the previous six courses on negotiation. By learning to incorporate each of the components of the negotiation process you'll improve your effectiveness almost exponentially. Discover and develop your maximum potential as a negotiator by learning to systemize the negotiation process using proven street-smart, result-oriented, bottom-line techniques to quickly position you as a master negotiator. Take this crucial final step to ensure your success as a negotiator.

Tuesday, 6:30 pm - 9:30 pm; 1 session on October 26, 2010

Tuition: **\$49.00**  
Location: **El Camino College**  
Materials Cost: **\$40.00**

"Very enjoyable...I learned new skills."

-Negotiation Student

"Great experience!"

-Negotiation Student



## NEGOTIATION EXPERT SERIES

### Certificate of Achievement Series

This is the Blockbuster series that will make you an expert and maximize your chances of getting a job you want, the loan you want, and even the mate you want. This is the first time these classes have been offered to the public and ONLY at El Camino College. In today's world you must be one step ahead of everyone else. Isn't it time for you to take control of your life, and insure getting what you want? And if not now, when? Participants who complete all 3 sessions will be eligible to receive a Certificate of Achievement.\*

Cost: Sign up for individual classes at \$49.00 each or all three at the same time for **\$117.00** +\$15.00 ONE TIME material fee paid to the instructor. Same text book for all classes.

### Negotiation 8: Critical Thinking in Negotiations-- Expert course 1 of 3 #300117

In this program you'll concentrate on "here's how you do it" techniques for enhancing your critical thinking skills. You'll learn to think strategically and discover the other side's strategy so you'll know how to best respond to their moves. You'll also learn how to determine if the other side has a hidden agenda or whether there are certain needs that must be met in order for them to achieve their goals. Knowing how to obtain this information is vital to your success and will put you in control of the total negotiation process.

Tuesday, 6:30 pm - 9:30 pm; 1 session on November 2, 2010

Tuition: **\$49.00**  
Location: **El Camino College**  
Materials Cost: **\$15.00**

### Negotiation 9: Assertiveness -- Saying it like you mean it! Expert Course 2 of 3 #300118

Ever wonder how you measured up in negotiation? One of the most problematic situations in negotiating is knowing when to back down and when to hold your ground. To become a polished negotiator, you must recognize the distinct stages of negotiating and know when to assert yourself at each stage. The rules of assertiveness apply to every negotiation and can affect the outcome dramatically. In this program, you'll discover the underlying principles of assertiveness that must be learned in order to be a successful negotiator and why they are so important to your success.

Tuesday, 6:30 pm - 9:30 pm; 1 session on November 9, 2010

Tuition: **\$49.00**  
Location: **El Camino College**  
Materials Cost: **\$15.00**

### Negotiation Ten (10): The Power Player -- Expert Course 3 of 3 #300119

Who controls the negotiation, you, or do you sometimes become intimidated in the negotiation process? You have more power than you think. In the negotiation process you gain power by learning the rules of the power game, how to apply them, and how to recognize and defend against them when they are used. Never again fall victim to power plays by learning to utilize techniques such as: Hidden Leverage, Power Words, Power Rules, and Commitment Power.

Tuesday, 6:30 pm - 9:30 pm; 1 session on November 16, 2010

Tuition: **\$49.00**  
Location: **El Camino College**  
Materials Cost: **\$15.00**

*\*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.*



## CRAFTS



### Bath Products #119697

At the end of the day, nothing makes you feel more pampered than a hot bath with wonderful soaps, gels, and bubbles. In this fun hands-on class, learn simple techniques for making one-of-a-kind bath products that will relax and delight you. Once you experience them, you will never buy the expensive, commercial bath products again. Find out about ingredients and equipment, where to find them, how to get started, tips for the challenges of making bath gels and how to add herbs, glycerin, milk or oil. Also, discover the aroma therapeutic effects of certain essential oils and how to add them. Learn how to make bath salt in a few minutes. This class is hands-on, so please dress accordingly.

*Instructor Quayum Abdul has many years of experience in teaching soap, candle making and various other subjects at community colleges throughout southern California.*

Saturday, 9:00 am - 12:00 pm; 1 session on November 20, 2010

Tuition: **\$39.00**  
Instructor: **Quayum Abdul**  
Location: **El Camino College**  
Materials Cost: **\$20.00**

### Candle Making #119681



Candles have caught our eyes in pricey boutiques and gift shops. Join us and learn how to make candles in different sizes and finishes, innovative shapes and styles with molds, through various skilled techniques for a fraction of the cost. Topics include getting started, tips to working with paraffin wax,

essential oils and candle dyes, how to incorporate dried flowers and fruits, and sources for materials and supplies. You will leave this class with several high-quality candles and the skills to continue on your own. This class is hands-on; please dress accordingly. Instructor Quayum Abdul has many years of experience in teaching soap, candle making and various other subjects at community colleges throughout southern California.

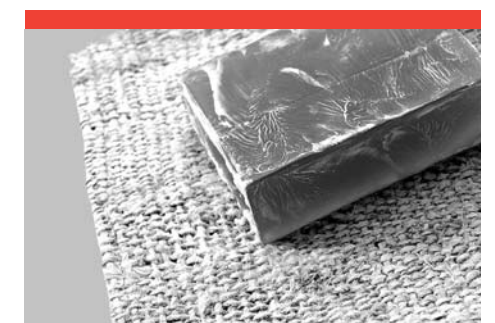
Saturday, 9:00 am - 12:00 pm; 1 session on September 25, 2010

Tuition: **\$39.00**  
Instructor: **Quayum Abdul**  
Location: **El Camino College**  
Materials Cost: **\$20.00**

**"The class is great!  
Excellent Instructor!"**

**-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 throughout Southern California.*

Saturday, 9:00 am - 12:00 pm; 1 session on October 23, 2010

Tuition: **\$39.00**  
Instructor: **Quayum Abdul**  
Location: **El Camino College**  
Materials Cost: **\$20.00**

CULINARY



Enroll Now! Sells out fast!

**Cake Decorating 101** #119695

This class will teach you the essential basics/foundation of cake decorating. You will learn how to frost a cake like a professional. Writing, borders, icing roses, airbrush techniques and figure piping will be covered. Real cakes and icing will be provided and used at each class. You will complete a shaped cake during the last class.

Instructor **Kirk Rossberg** (pictured above) is the owner of Torrance Bakery. He has been in the bakery business for more than 30 years. Kirk and Torrance Bakery have won numerous awards including National Retail Bakery of the year in 2007.

Tuesday 5:30 pm - 7:30 pm; 5 sessions starting October 5, 2010, ending November 2, 2010

Tuition: **\$150.00**  
 Instructor: **Kirk Rossberg**  
 Location: **Torrance Bakery of Gardena**  
 Materials Cost: **\$25.00**



**Tamales 101** #130008

Enroll Now! Sells out fast!

Tamales are perhaps the most important celebratory food in existence! Come celebrate in this fun, hands-on, ultimate-Latino-cooking-experience class instructed by the chef of one of Gayot.com's "Top Mexican Restaurants in the LA Area." The best part about this class is that the delicious fillings are already hot and freshly made for you before you get there. Ortega 120 Chef Thomas Ortega (as featured on FOX's *Hell's Kitchen*) is then able to provide adequate time to instruct you on the fine art of properly assembling tamales. Come learn about the many varieties of Tamales and the numerous ingredients that can be used. Tamales can be Zen-like in their simplicity -- corn dough with simple fillings wrapped up in a cute little package of corn husks or more extravagant such as with sweet desert fillings. Exclusive Ortega 120 recipes provided. Class fee includes one margarita, light appetizers



and a bunch of tamales to take home to your casa. Your family and friends will be impressed by the tamales you made at Tamale 101.

*Instructors/Partners Demi Stevens and Chef Thomas Ortega own and operate the award-winning Redondo Beach restaurant, the Ortega 120. Thomas is a renowned chef with a French culinary school background that includes apprenticeships at restaurant heavy-weights such as Water Grill, Lucques, Spago and Patina. He was recently a featured judge on the TV show Hell's Kitchen. Demi is a restaurateur/operator and award-winning mixologist, who has established an innovative and successful restaurant development, operations and management career. Together, Demi and Thomas have created more than just a critically acclaimed restaurant; instead they have created a complete dining experience that is uniquely and deliciously known as Ortega 120. Don't miss the opportunity to learn and dine with the best!*

Wednesday, 7:00 pm - 9:00 pm; 1 session on September 15, 2010

Wednesday, 7:00 pm - 9:00 pm; 1 session on October 13, 2010

Wednesday, 7:00 pm - 9:00 pm; 1 session on November 10, 2010

Tuition: **\$30.00**  
 Instructor: **Demi Stevens**  
 Location: **Ortega 120-Restaurant**  
 Materials Cost: **\$10.00**



**Tequila University** #130007



Learn the stuff they don't teach you at college at Tequila University! For people who like to drink tequila, or at least know how to spell it. In this fun, informative and interactive class, students will become educated in the

fine art of understanding the complexity of tequilas and learn to respect

the spirit. Led by award-winning Master Mixologist Demi Stevens of Ortega 120, class topics include tequila basics101 such as historical background, spirit-making process, types of tequilas, food pairings, and proper cocktail making or "mixology." Making a killer margarita has never been more fun! Come learn from the folks who know their tequila and know what to do with it: LA Weekly awarded Ortega 120 for "Best Classic Margarita." Class fee includes tequila flight, margarita and light appetizers. A \$10 material is for the cost of a Tequila journal book. **Note: Must be 21 years of age. Please bring picture ID to class.**

Tuesday, 7:00 pm - 9:00 pm; 1 session on October 12, 2010

Tuesday, 7:00 pm - 9:00 pm; 1 session on November 9, 2010

Tuition: **\$30.00**  
 Instructor: **Demi Stevens**  
 Location: **Ortega 120-Restaurant**  
 Materials Cost: **\$10.00**



**Vegetarian Cooking- Easy & Nutritious** #130006

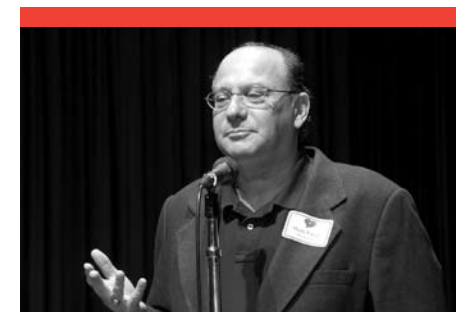
Learn to prepare simple, delicious, and nutritious vegetarian meals using the wisdom of Ayurveda, the ancient East-Indian system of natural healthcare. A brief overview of Ayurveda will be followed by step-by-step instructions to prepare easy and low-cost meals. Bring your nutrition-related questions and a healthy appetite! Lunch is included.

Instructor **Dr. Mark Vinick** (pictured below) is a holistic chiropractor specializing in Ayurvedic medicine. He currently serves as Director of The California Association of Ayurvedic Medicine.

Saturday, 10:00 am - 1:00 pm; 1 session on September 25, 2010

Saturday, 10:00 am - 1:00 pm; 1 session on October 23, 2010

Tuition: **\$39.00**  
 Instructor: **Mark Vinick**  
 Location: **Joslyn Center, Manhattan Beach**  
 Materials Cost: **\$15.00**



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 above) 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 13, 2010, ending December 22, 2010

Tuition: **\$79.00**  
 Instructor: **Regine Costello**  
 Location: **PE Room 52**  
 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 2, 2010, ending November 20, 2010

Tuition: **\$69.00**  
 Instructor: **Regine Costello**  
 Location: **El Camino College**  
 Materials Cost: **\$45.00**



### Belly Dance Certificate Series

This 3-part comprehensive American Cabaret belly dance course series will provide you with the essential training needed to master general belly dance skills competency.

Complete all 3 parts with 90% attendance to earn a Certificate of Completion.\* Purchase all 3 classes at the discounted rate of \$199 or purchase classes individually. \$50 Materials fee paid once for all three courses.

Instructor **Regine Costello** (pictured above) 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.

### Belly Dance: Basic Building Blocks, Course #1 #140002

This first class in the certificate of completion series will focus on familiarizing students with the fundamental elements of the American Cabaret Style of belly Dance. Students will learn and drill Arabic, Egyptian and Turkish belly dance steps and combinations and learn to execute Cabaret Belly Dance veil movements.

Saturday 1:00 pm - 2:45 pm; 3 sessions starting September 25, 2010, ending October 9, 2010

Tuition: **\$75.00**  
Instructor: **Regine Costello**  
Location: **El Camino College**

\* **Please note:** If you would like 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.

### Belly Dance: Intermediate Elements and Choreography, Course #2 #140003

Building and expanding on class #1, this class will teach and drill intermediate steps and combinations of American Cabaret Belly Dance. Arabic, Egyptian and Turkish steps taught will be more challenging, and students will learn how to combine movements into choreography. Students will also learn how to play finger cymbals, practice freestyle dancing, and learn about the different types of rhythms in Middle Eastern music and their interpretation in the dance.

Saturday 12:45 pm - 2:00 pm; 3 sessions starting October 16, 2010, ending October 30, 2010

Tuition: **\$75.00**  
Instructor: **Regine Costello**  
Location: **El Camino College**

### Belly Dance: Putting it All Together - Preparing for Performance, Course #3 #140004

The third and final course in the series will integrate class #1 and class #2 and prepare students to create their own performances. We will work on developing stage presence, continue to practice and drill steps and combinations and choreography skills learned at previous levels, and learn how to combine these elements into a stage-worthy performance-no matter whether you are executing a tightly choreographed routine to recorded music or are performing freestyle to live Middle Eastern music. Performance etiquette and avoiding common problems and pitfalls facing students on the road from amateur to performer will also be covered. Students will be required to demonstrate their mastery of the skills learned in all three courses.

Saturday 12:45 pm - 2:00 pm; 3 sessions starting November 6, 2010, ending November 20, 2010

Tuition: **\$75.00**  
Instructor: **Regine Costello**  
Location: **El Camino College**

"Amazing instructor! She breaks down the steps in a fun and easy way."

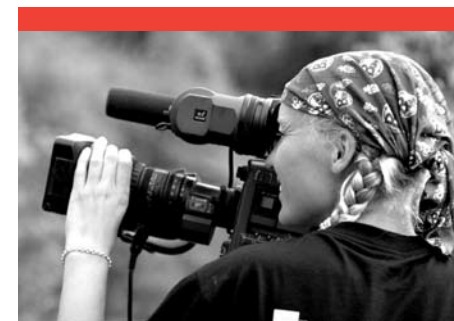
-Belly Dance Student

## MUSIC

### Learn to Play Ukulele (Beginner) #120021

(See page 34)

## VISUAL ARTS



### 2-Day Film School Crash Course #100012

A crash course for producers, writers, and film makers. This acclaimed workshop is credited with launching thousands of film careers of the likes of Baz Luhrman and Will Smith. In just one weekend, you'll learn how to produce, direct, shoot and sell your movie in a simple demystified step-by-step process. By the end of this course, you will be able to make any feature film with budgets from \$5,000 to \$10,000,000. Subjects also covered include writing, talent, guilds and unions, financing, deal-making, distribution, cameras, shooting, editing, marketing, festivals, negotiating and as a bonus, digital-film making and web distribution. All participants receive a "producer's" diploma, a graduation certificate, and a filmmaker's workbook.

**Dov S-S Simens** is an award-winning filmmaker and instructor at schools such as USC, UCLA and NYU.

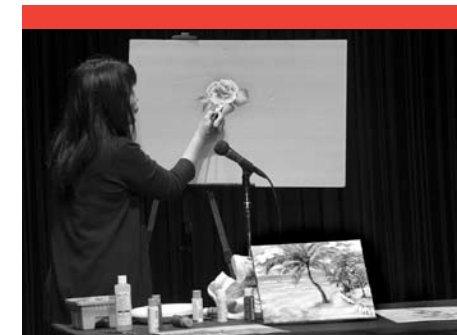
Saturday, Sunday 9:00 am - 6:00 pm; 2 sessions starting September 25, 2010, ending September 26, 2010

Saturday, Sunday 9:00 am - 6:00 pm; 2 sessions starting December 4, 2010, ending December 5, 2010

Tuition: **\$395.00**  
Instructor: **Hollywood Film Institute**  
Location: **Raleigh Studios / The Chaplin Theater**

### Introduction to One Stroke Painting #100036

Learn the popular painting technique that shades, highlights and blends all in one stroke of a brush! Paint gifts for friends and family or something special for your home. With this fun



quick and easy technique you can paint on glass, wood, tin, fabric, furniture and even walls! You don't have to be an artist and it's for people of all ages.

Instructor **April Numamoto** (pictured above) is a certified One Stroke instructor and has been teaching the technique since 1997 including to students at national painting conventions. Her artwork has been featured in several publications.

Saturday, 10:00 am - 12:30 pm; 1 session on September 18, 2010 - Colors of Fall

Saturday, 10:00 am - 12:30 pm; 1 session on October 9, 2010 - Mums

Saturday, 10:00 am - 12:30 pm; 1 session on November 13, 2010 - Holiday Project

Tuition: **\$35.00**  
Instructor: **April Numamoto**  
Location: **El Camino College**  
Materials Cost: **\$10.00**

### 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 26, 2010

Sunday, 10:00am - 5:00pm; 1 session on October 30, 2010

Sunday, 10:00am - 5:00pm; 1 session on January 30, 2011

Tuition: **\$18.00**  
Instructor: **Michael Van Overbeck**  
Location: **Art & Behavioral Sciences Room 205, 209**  
Materials Cost: **\$5.00**

## Tile Painting #119712



In each 1 day tile-painting workshop, students will learn a different technique for applying paint to ceramic tile to create their own imaginative piece of tile art. Customized tiles make for fun and unique gifts or home decorating. Instruction includes overview regarding properly applying color glazes, choosing a design and transferring the design to tile. Students are encouraged to come to class with a design idea in mind or they may choose from various options that will be available by the instructor for transference to the tile. Instructor will fire the tiles for the students and they will be available for pick up at the El Camino College Community Education office the following week. \$15 materials fee includes color palette tray with 6 colored-glazes/paints, 1 blank-white tile and kiln costs to fire the tile. Additional fee of \$2.00 for second tile. And optional \$45 to purchase twelve color glazes (twelve 1 oz bottles).

Instructor **Melenie Choe** (pictured above) is an award-winning (2003 Palos Verdes Art Center ceramic-tile prize) artist with 40 years experience specializing in Korean folk art, silk painting and ceramics. She frequently participates in local art exhibitions.

Saturday, 10:00 am - 12:00 pm; 1 session on September 11, 2010 – Asian Folk Art

Saturday, 10:00 am - 12:00 pm; 1 session on October 9, 2010 - Sponging

Saturday, 10:00 am - 12:00 pm; 1 session on November 13, 2010 – Free-Hand Decorating

Tuition: **\$25.00**  
Instructor: **Melenie Choe**  
Location: **El Camino College**  
Materials Cost: **\$15.00**

**Night @ the Theatre!  
An Introduction to  
Live Theatre #109004** NEW!

**American Theater  
Then and NOW**

This fun and interactive theatre-appreciation class will introduce you to both the performing and technical sides of live theatre as well as the historical and cultural significance of American theater. Students will attend a live theater performance, enjoy guest speakers, and participate in an oral critique in class, plus more. Class fee includes cost of theatre ticket. Materials fee includes comprehensive Los Angeles Theatre Directory and American Theatre Then & Now booklet. **Please note:** Students are responsible for arranging transportation to offsite field-trip/theater performance location and any additional costs related to desired purchases during field-trips (i.e. programs, T-shirts, food etc.).

Instructor **Delia Rojas** has a background in studio art and costume design with a special emphasis on theater. Her enthusiasm for theatrical performances ranges from interest in classical to contemporary musicals. She is also known for organizing group tours that include such iconic experiences of the likes of downtown L.A.'s Historic Theatre District.

Wednesday 6:00 pm - 8:00 pm; 4 sessions starting September 8, 2010, ending September 29, 2010

Wednesday 6:00 pm - 8:00 pm; 4 sessions starting October 6, 2010, ending October 27, 2010

Tuition: **\$45.00 (includes cost of theatre ticket)**  
Instructor: **Delia Rojas**  
Location: **El Camino College**  
Materials Cost: **\$10.00**

## HEALTH & WELL BEING



### Remake and Reshape Your Body with Nutrition #800086

Outsmart fat, even before you exercise. Stop unwanted cravings, accelerate calorie burning, and lose fat with a plan designed for your body type. Use powerful nutritional body re-shaping methods, turn on fat burning, and look great! Increase energy, end dieting confusion, dispel pop culture nutrition myths and leave class with an effective, powerful, individualized plan, sure to get remarkable results. *Materials fee includes 45-page nutritional guide, including Metabolic Profile Survey and food-pairing charts.*

**Julie Martin, B.A.**, is a Nutritional Consultant, Health and Lifestyle Coach, and has taught nutrition for the last 20 years. She teaches a health Professionals Certification program in nutrition, and specializes in metabolism and weight loss education for empowering the public to improve their health and well-being. Julie has motivated thousands with her informative, warm, captivating style, and leads seminars throughout Southern California.

Wednesday 7:00 pm - 9:30 pm; 2 sessions starting October 6, 2010, ending October 13, 2010

Tuition: **\$49.00**  
Instructor: **Julie Martin**  
Location: **El Camino College**  
Materials Cost: **\$7.00**

### Weight Training & Stretching (Beginning) #800083

In this eight week course, you will learn the proper way to stretch and increase the size of your muscles through combined weight training and stretching exercises. Students will be presented with a beginning knowledge of weight training and stretching including safety, history, proper hand grip and feet positioning, breathing techniques, correct posture, food-grouping/nutritional tips, and muscle anatomy. Suitable for all ages (18 to seniors). **Recommended attire/equipment:** Exercise pants, T-shirt, athletic shoes and a small hand-towel because you are going to sweat a lot!



Instructor **Jeff Henry** (pictured above) spent six years in the U.S. Marine Corp, two years teaching exercise and weight training at Brentwood High School, Hamilton High, St. Bernard High, and El Camino College.. He was also a member of the USA Veteran Wrestling Team, 2x National Champion, and 5th in the World Championship, 2001-2003, Freestyle Division.

Saturday 10:00 am - 11:00 am; 8 sessions starting October 2, 2010, ending November 20, 2010

Tuition: **\$69.00**  
Instructor: **Jeff Henry**  
Location: **El Camino College**  
Materials Cost: **\$10.00 (for text book)**

### Yoga for Health & Relaxation--Beginning #800003

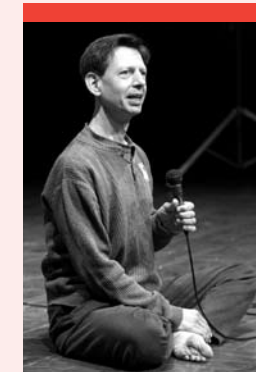
Yoga focuses on uniting the body, mind and spirit through movement, breathing and relaxation. Suitable for all ages and abilities, students report increased strength, flexibility, concentration, awareness and overall well-being. The beginning class teaches breathing techniques and introduces major yoga postures. Bring your own yoga mat.

**Ron Berman** (pictured below) 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 11, 2010, ending October 23, 2010

Saturday 10:30 am - 12:00 pm; 7 sessions starting October 30, 2010, ending December 11, 2010

Tuition: **\$69.00**  
Instructor: **Ron Berman, RYT**  
Location: **PE-N Room 2**



## Yoga For Health & Relaxation--Intermediate #800004

Yoga focuses on uniting the body, mind and spirit through movement, breathing and relaxation. Suitable for all ages and abilities, students report increased strength, flexibility, concentration, awareness and overall well-being. The intermediate class builds upon the basics to deepen the student's understanding and knowledge of the yoga practice. Bring your own yoga mat.

Saturday 9:00 am - 10:30 am; 7 sessions starting September 11, 2010, ending October 23, 2010

Saturday 9:00 am - 10:30 am; 7 sessions starting October 30, 2010, ending December 11, 2010

Tuition: **\$69.00**

Instructor: **Ron Berman, RYT**  
Location: **PE-N Room 2**

## FITNESS

### Basic yet Brutal: Women's Self-Defense #800078

This is 6 hours that could save your life! Ensure your safety and survival by learning just a few simple concepts. No athleticism, strength or coordination required! Instructors Jennifer Thomas and Bill Hayes have used their combined martial arts expertise to craft this uniquely basic self-defense course, which was recently featured on NBC Sports! Hands-on personal training includes counterattacks for chokes, grabs, tackles, and more. You'll have fun and come away with powerful yet easy-to-use tools you will retain forever.

*Jennifer Thomas and Bill Hayes have over 35 years combined martial arts experience and co-own a karate studio in Torrance. They have taught their signature women's course in various South Bay venues, as well as the women's shelter in downtown Los Angeles. It was recently featured on NBC Sports!*

Sunday, 10:00 am - 5:00 pm; 1 session on September 19, 2010

Sunday, 10:00 am - 5:00 pm; 1 session on October 17, 2010

Sunday, 10:00 am - 5:00 pm; 1 session on November 14, 2010

Tuition: **\$95.00**

Instructor: **Jennifer Thomas**  
Location: **Old School Kenpo Karate Studio**

### Boxing #800089

This course will give you an introduction to Olympic Style Boxing. You will gain an appreciation of the principle components of boxing, including critical techniques, strategies and skills. Boxers are one of the most well conditioned athletes. So, along with the techniques we will be running,



working on core strength, circuit training, abs, medicine ball and more!

Instructor **Krysti Rosario** (pictured above with her son) is a 1998 US National Boxing Champion, 1997 & 1998 Blue & Gold National Boxing Champion and AIBA (Amateur International Boxing Association) referee and judge. She is also part of the Athlete Advisory Council and the Women's Task Force for USA Boxing as well as an El Camino College For-Credit Instructor!

Monday, Wednesday 9:00 am - 10:15 am; 14 sessions starting September 6, 2010, ending October 25, 2010 (No class on Oct 4)

Monday, Wednesday 9:00 am - 10:15 am; 14 sessions starting November 1, 2010, ending December 15, 2010

Tuition: **\$120.00**

Materials Cost: **\$8.00** (Hand wraps and mouthpiece are required. Students may purchase hand wraps and mouthpiece for \$8 from the instructor or at local sporting good stores.)

Instructor: **Krysti Rosario**  
Location: **PE-N 52**

### Capoeira #800077

Capoeira (also known as "Dance of War") is an art form that combines elements of martial arts (kicking, striking, takedowns and leg sweeps), music, and dance. It was created in Brazil by slaves from Africa sometime after the sixteenth century. Theories about Capoeira's exact origins and purpose include Capoeira as a uniquely Brazilian folk dance with improvised fighting movements or that it is a battle-ready fighting form directly descended from ancient African techniques. Capoeira is known to increase flexibility, balance, stamina, rhythm, coordination, and self-confidence while achieving a total body workout.

Instructors **Courtney Claverie** and **Tracey Claverie** have over 10 years experience teaching Capoeira throughout the South Bay and are actively involved in Capoeira partnerships to help promote the art form through development of high-quality training academies, professional performance groups, and community education classes.

Saturday 12:00 pm - 1:00 pm; 13 sessions starting September 4, 2010, ending November 27, 2010

Tuition: **\$135.00**

Instructor: **Tracey Claverie**  
Location: **Hype Studios Cultural Arts Center**

## Self-Hypnosis for Self-Improvement #750014



Designed to fit the needs of busy people, this workshop will cover the practical benefits of hypnosis in business, education, sports and personal development. Learn how to direct your subconscious mind to correct and improve faulty behavior, and free yourself from negative mental concepts and unsuccessful attitudes. Through the use of an individualized strategy, participants will learn self-hypnosis and how to use effective positive suggestions to reach individual goals.

Instructor **Jethro Carter** (pictured above), 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.

Saturday, 9:00 am - 12:30 pm; 1 session starting September 25, 2010, ending September 25, 2010

Tuition: **\$45.00**

Instructor: **Jethro Carter**  
Location: **El Camino College**  
Materials Cost: **\$17.00**

### Stop Smoking Hypnosis Clinic #750027

Stop smoking permanently, safely, and without discomfort, side effects or weight gain. This course will emphasize hypnotic techniques for quitting the smoking habit and staying smoke free. A stop-smoking Tape-CD with an instruction manual and stop-smoking journal is used to reinforce self-hypnosis techniques.

Wednesday, 7:00 pm - 9:30 pm; 1 session starting October 20, 2010, ending October 20, 2010

Tuition: **\$39.00**

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, bingeing, 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 starting November 16, 2010, ending November 16, 2010

Tuition: **\$39.00**

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

### 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.

Wednesday, 7:00 pm - 9:30 pm; 1 session starting December 1, 2010, ending December 1, 2010

Tuition: **\$39.00**

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





## GRADES 1-12

Workshops and classes designed for serious learning fun.

### S.A.T. 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 in education since 1973. Most notably, she was previously the Principal at Fern and WALTERIA elementary schools.

Saturday 8:30 am - 11:30 am; 8 sessions starting September 25, 2010, ending November 13, 2010

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

### Mock Exam Dates:

Conquer test anxiety! Your S.A.T. Boot Camp tuition includes the optional (but highly recommended) opportunity to take two full-length retired S.A.T. exams in a timed, simulated test environment. Results of the tests will determine student's weak areas. Call (310) 660-6460 to register to take the mock exams. Only students who have registered and paid for the S.A.T. boot camp are eligible to take the S.A.T. mock exam(s).

### S.A.T. Boot Camp -- (Pre) Mock-Exam 400028

Saturday, 7:30 AM - 12:00 PM;  
1 session on September 11, 2010

### S.A.T. Boot Camp -- (Post) Mock Exam 400027

Saturday, 7:30 AM - 12:00 PM;  
1 session on November 29, 2010

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

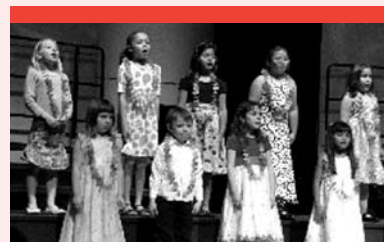
—S.A.T. Boot Camp Student

"I know more and I am a better test taker. It has taught me so much about writing essays and doing math problems."

—S.A.T. Boot Camp Student

"It helped a lot with time management and that's something that I will use forever."

—S.A.T. Boot Camp Student



### 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](http://www.sbcc.singer.net), email [sbcc@singer.net](mailto:sbcc@singer.net), or call choir manager at 310-640-9818

### South Bay Youth Orchestra

Make new friends and improve your musical skills! Work with highly-regarded teachers and play alongside world-class guest artists! The South Bay Youth Orchestra has been providing an exciting and rewarding musical outlet to young orchestral musicians throughout the South Bay for over a decade. Guest artists such as Hawaiian ukulele master Jake Shima-bukuro, Grammy nominee Keali'i Reichel, Grammy Award winner Daniel Ho, the Kelly Irish Dancers, and Yesterday: A Tribute to the Beatles have performed with the orchestra. Led by full-time El Camino faculty member, Dr. Patrick Schulz, the organization includes a staff of highly-regarded teachers, conductors, and performers who represent each family of instruments in the orchestra. *Audition required.*

For more information, please visit: [sbyorchestra.com](http://sbyorchestra.com) or contact Dr. Patrick Schulz @ 310-660-3703.

### 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 25, 2010, ending November 13, 2010

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

### Me. INC for Teens (Grades 9-12): Personal and Professional Development Workshop #150015

Attention parents of teens grades 9-12: Give your kids the proper life skills to prepare for a bright future—college, career, life... This 1-day workshop is teen tested and approved! In a step-by-step approach kids will learn to articulate and foster an understanding of their uniqueness and the potential that equates to toward living a successful personal and professional life. This class uses the latest music and videos. We call it Me.Inc. Your kid is the President and Boss of his/her future!

Instructor **Milton Herring** has over 9 years of corporate marketing and leadership experience. He is recognized for his abilities as an insightful consultant, trainer, and coach

*Continues on next page...*

with a particular passion for helping people articulate their uniqueness and move toward implementation of desired personal and professional goals.

Saturday, 10:00 am - 1:00 pm; 1 session on November 6, 2010

Tuition: **\$29.00**  
 Instructor: **Milton Herring**  
 Location: **El Camino College**  
 Materials Cost: **\$5.00** (includes interactive workbook-map)

### Tailored English and Basic Math Tutoring: 2 to 1 (Grades 1-6) #400024



We will tailor our tutoring to fit your child's specific needs. The maximum number of students per class is 2 to 1. Your child will receive individual attention to improve his/her reading comprehension, writing, spelling, study skills & basic math.

Instructor **Linda Wilson** (pictured above) has been tutoring 2 to 1 and 1 to 1 classes for more than 9 years throughout the South Bay. She is known for her creative, compassionate, and committed style of tutoring.

Tuesday 3:30 pm - 4:30 pm; 4 sessions starting October 5, 2010, ending October 26, 2010

Wednesday 3:30 pm - 4:30 pm; 4 sessions starting October 6, 2010, ending October 27, 2010

Thursday 3:30 pm - 4:30 pm; 4 sessions starting October 7, 2010, ending October 28, 2010

Tuesday 3:30 pm - 4:30 pm; 4 sessions starting November 2, 2010, ending November 30, 2010 (No class on Nov 23)



Wednesday 3:30 pm - 4:30 pm; 4 sessions starting November 3, 2010, ending December 1, 2010 (No class on Nov 24)

Thursday 3:30 pm - 4:30 pm; 4 sessions starting November 4, 2010, ending December 2, 2010 (No class on Nov 25)

Tuition: **\$199.00**  
 Instructor: **Linda Wilson**  
 Location: **Ms. Linda Wilson's Tutoring corner @ El Camino College**

### UC Personal Statements: My Life in 1000 Words #400030

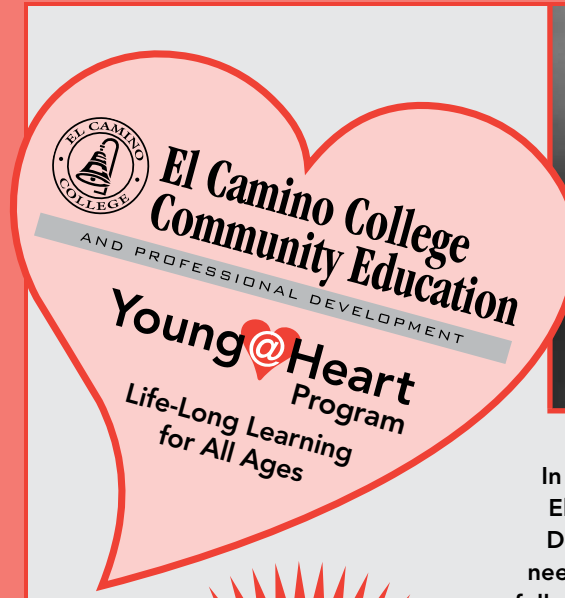
UC's application deadline is quickly approaching. Your UC Personal Statements are more important in admissions decisions than ever. In this three-day course, you will get the writing tips, model essays, and guidance you need as you plan, write, and revise your two required personal essays for UC.



Instructor **Robin Arehart** taught high school English for eleven years. She was an English Department Chair in Glendale Unified and was an Educator of the Year Nominee for California League of High School's Region 8. Mrs. Arehart has a master's degree in teaching from Brown University and has been an alumnae interviewer for both Brown and Swarthmore College. She is currently a private tutor in Torrance.

Saturday 1:00 pm - 3:00 pm; 3 sessions starting November 6, 2010, ending November 20, 2010

Tuition: **\$99.00**  
 Instructor: **Robin Arehart**  
 Location: **El Camino College**  
 Materials Cost: **\$2.00**



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 older adults.

#### Other recommended classes include:

- Culinary pg 22
- Dance pg 23
- Yoga pg 27
- Balloon Decorating pg 8
- One Stroke Painting pg 25
- Night @ the Theatre pg 26



### Computer Basics Boot Camp for Older Adults #8890001



Instructor **Dale Fedderson** (pictured left) 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 8:30 am - 12:30 pm; 3 sessions starting September 11, 2010, ending September 25, 2010

Saturday 8:30 am - 12:30 pm; 3 sessions starting November 6, 2010, ending November 20, 2010

Tuition: **\$59.00**  
 Instructor: **Dale Fedderson**  
 Location: **El Camino College**  
 Materials Cost: **\$3.00**

Is your fear of computer technology keeping you from getting promoted or from being able to respond to your grand kid's emails? This class is for you! In just three weeks you will absorb ALL the basics, including using Microsoft Windows, Internet browsers, sending e-mail, and surfing the Internet! Come join the fun with an instructor known for his plain explanations and patience. You will receive a Certificate of Completion to show your doubting relatives (90% attendance required). This course prepares you for the intermediate-level class Best of the Internet and Microsoft Word. Optional Materials fee includes a 30-page hand-book.

"Good, thorough explanations. The class was very informative. Excellent teacher!"  
 -Computer Basics Boot Camp Student

"Instructor is a Godsend!"  
 -Computer Basics Boot Camp Student

Young@Heart classes continued on next page...

## Best of the Internet & Microsoft Word #8890007

Take your computer skills to the next level! If you have used a computer and been on the Internet, this class is for you! You will use social networking websites (Facebook, Twitter, etc.), send email attachments, photos, URLs, and manage your contacts, learn to download safely, and try out the TOP websites for entertainment, information, and more! Plus, use word-processing (MS Word) to copy, paste, add clip art, photos, etc. Oh, yes. . .and a brief demo of MS Excel!

**Recommended prerequisite:** Computer Basics Boot Camp for Older Adults. Optional materials fee includes 20-page handbook.

Saturday 9:00 am - 12:00 pm; 3 sessions starting October 9, 2010, ending October 23, 2010

Tuition: **\$45.00**  
Instructor: **Dale Fedderson**  
Location: **El Camino College**  
Materials Cost: **\$3.00**

## Digital Photography-- Basics Boot Camp #8870002

Are you looking for a photography class to teach you the basics of digital photography? Forget about light theory, aperture, and shutter speed. Do you simply want to learn how to turn on your digital camera and take great photos? In this hands-on class you will learn the true basics of digital photography. Bring your digital camera and receive individual instruction on how to turn it on, what the basic buttons are on your camera, how to take a picture, and how to save your pictures.

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

Saturday, 9:00 am - 12:00 pm; 1 session on September 25, 2010

Tuition: **\$24.00**  
Instructor: **Douglas Morrison**  
Location: **El Camino College**

## Digital Photography— Basic Boot Camp 2

#8870006

If you loved the first **Digital Photography— Basics Boot Camp** with Doug Morrison, you'll want to continue your adventure with part 2! In this class, Doug takes you to the next level by assisting you out in the field (ECC campus) to test out what you learned in part 1. The goal is to help students properly assess their equipment's capabilities under different lighting, subject and location conditions. Doug will provide instantaneous feedback to help you troubleshoot and learn on the spot. Doug

will also show you more tricks and tips about uploading and saving your photos to your computer. Bring your camera and more of your digital photography questions!

Saturday, 9:00 am - 12:00 pm; 1 session on October 9, 2010

Tuition: **\$24.00**  
Instructor: **Douglas Morrison**  
Location: **El Camino College**

## Learn to Play Ukulele (Beginner) #120021



Always wanted to learn to play ukulele but didn't know how to start? Frustrated with confusing books and instructional methods? Want to learn how to figure out songs and strums by ear in seconds instead of hours/days/years? Then this class is for YOU!

**Please note:** Students must provide their own Ukulele.

*Instructor Mitchell Chang (pictured above) is a graduate of the University of Hawaii music program and has been teaching guitar and ukulele since 1994.*

Tuesday 6:30 pm - 8:00 pm; 7 sessions starting September 7, 2010, ending October 19, 2010

Tuesday 6:30 pm - 8:00 pm; 6 sessions starting November 2, 2010, ending December 14, 2010 (No class on Nov 23)

Tuition: **\$69.00**  
Instructor: **Mitchell Chang**  
Location: **El Camino College**  
Materials Cost: **\$3.00**



## LANGUAGES



### Speed Spanish (online) #1080001

Starting September 15, 2010, October, 2010, November, 2010, or December 2010 for 6 weeks (New lessons are released Wednesdays and Fridays)

Imagine yourself speaking, reading and writing Spanish. Now you can with Speed Spanish! This course is designed for anyone who wants to learn Spanish pronto. You'll learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you'll be able to go into any Spanish speaking situation and converse in Spanish. ¡Qué Bueno!

Tuition: **\$99.00**

### French, Beginning Conversational (online) #1080005

Starting September 15, 2010, October, 2010, November, 2010, or December 2010 for 6 weeks (New lessons are released Wednesdays and Fridays)

This course will teach you how to communicate easily and comfortably with those who speak French. You'll learn practical, common phrases that will make your trip to the many French-speaking regions of the world more pleasant. You'll learn dialogue specific to various settings, and you'll be surprised how easy it can be to speak another language!

Tuition: **\$99.00**

### French Conversation Class: Parlons Ensemble #700038

Parlons Ensemble! Come and increase your fluency in French in this 8-week conversation class. Au menu: Building your confidence and your

vocabulary as we chat our way through topics such as food, everyday life in France, hobbies and family. Come and join us if you already have at least one year of college French under your belt and you want to chat en Français bien sur!

*A native speaker from France, Dr. Berman holds a doctorate in French from UCLA and has more than 25 years of experience teaching French in the United States.*

Monday 4:00 pm - 5:30 pm; 8 sessions starting September 27, 2010, ending November 15, 2010

Tuition: **\$110.00**  
Instructor: **Evelyn Berman**  
Location: **El Camino College**

### Intermediate/Advanced Italian Conversation #700035

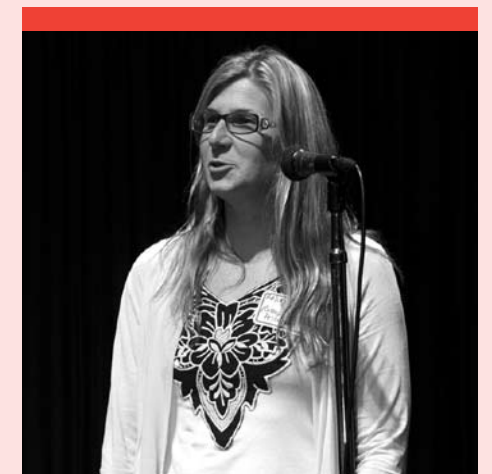
This class is designed to provide students with an opportunity to further master basic Italian vocabulary structures and idiomatic expressions used in day-to-day conversation by students, travelers, tourists, and business people.

**Prerequisite:** Italian 1 and 2 or the equivalent knowledge of Italian.

*Instructor Rossella Pescatori (pictured below) 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 12:00 pm - 1:30 pm; 9 sessions starting September 3, 2010, ending October 29, 2010

Tuition: **\$120.00**  
Instructor: **Rossella Pescatori**  
Location: **El Camino College**



## Italian through Poetry and Arts #700037

This class is designed to provide students with an opportunity to discover the beauty of Italian poetry and Art and further master their Italian. During this class students will read selections of poetry taken from Dante Alighieri's *Divine Comedy*, Petrarch's sonnets, and Ariosto's *Orlando Furioso* and we will relate to figurative art of time (i.e. Giotto, Botticelli, Leonardo, Michelangelo and Raphael). In each class there will be a discussion connected to the related topic that will help students to practice and expand Italian vocabulary structures and idiomatic expressions.

Thursday 11:30 am - 1:00 pm; 12 sessions starting September 2, 2010, ending November 18, 2010

Tuition: **\$120.00**  
Instructor: **Rossella Pescatori**  
Location: **El Camino College**

**NEW!**

## NIGHT @ THE PLANETARIUM



## Fall Constellations and Planets #2240001

Learn to recognize the fall stars and constellations, such as the Great Square of Pegasus, Perseus, Cassiopeia, Aquarius, and Pisces, as displayed on the dome of El Camino's Planetarium! Hear how Perseus rescued the maiden Andromeda! Find out where the planets are and how to locate star clusters and nebulae visible with binoculars. After the class, we will observe the stars and planets through the big 16-inch telescope of El Camino Observatory (if weather allows!).

*Instructor Vincent Lloyd was too late to rescue Andromeda, but he has been teaching astronomy for twenty years. He has been at El Camino College since 1991.*

Friday, 7:00 pm - 9:00 pm; 1 session on October 15, 2010

Tuition: **\$20.00**  
Instructor: **Vincent Lloyd**  
Location: **Planetarium**  
Materials Cost: **\$4.00**

## MONEY MATTERS



## Building Your Financial Portfolio on \$25.00 a Month (Or Less) #810048

Find safe, secure investments growing 50% - 100% in value every year, and invest without using brokers. The Christensen's are not stock brokers or financial managers but investors like you who have used this method themselves for 25 years. What brokers never tell you, what the economy means to your wallet and what you can do about it. "Simply the best investment information...extremely practical." (CNBC).

*Bobbie and Eric Christensen, California writers/speakers, are nationally known financial experts who have appeared on PBS' Smart Money, Today, etc. They are retired bankers and are award-winning co-authors of the best selling "Building Your Financial Portfolio On \$25 A Month (Or Less)" and its sequel "Top 50 Best Stock Investments" as well as eight other books. They present this seminar and others nationwide. ELPBooks@aol.com*

Tuesday, 6:00 pm - 9:00 pm; 1 session on September 28, 2010

Tuition: **\$39.00**  
Instructor: **Bobbie Christensen**  
Location: **El Camino College**  
Materials Cost: **\$15.00** (optional)

## Financial Planning For Women #8890008

Do you want to feel confident about your financial choices? Do you envision a retirement with the freedom to do what you want and the security of knowing you can afford it? Learn how to accumulate and grow your retirement dollars and create a strategy for making it last. We will discuss ways to preserve your wealth and pass it on to those you love without the confusion and stress caused by not having an estate plan.

*Candace Colescott has been in the financial services business since 1980 including the last 21 years as a financial consultant serving the South Bay. She received her MBA in Finance from Penn State. She was a vice president with*

**NEW!**

*Bank of America investments for 18 years and joined Marquis Financial over three years ago to focus on retirement planning. The Financial Consultants of Marquis are affiliated with LPL Financial, the largest independent broker/dealer in the country.*

Tuesday 6:30 pm - 9:00 pm; 2 sessions starting September 21, 2010, ending September 28, 2010

Saturday 9:30 am - 12:00 pm; 2 sessions starting September 25, 2010, ending October 2, 2010

Thursday 6:30 pm - 9:00 pm; 2 sessions starting October 21, 2010, ending October 28, 2010

Tuition: **\$29.00**  
Instructor: **Candace Colescott**  
Location: **El Camino College**

## Retirement Planning Today #810072

You will receive timely information to help you navigate the financial uncertainties ahead during America's current economic crisis. Learn how to avoid the 10 biggest retirement planning mistakes! Whether your objective is to build a nest egg, protect your assets, or preserve your lifestyle throughout retirement, this course helps you plan your future with confidence. Due to recent tax law changes, an uncertain future for Social Security and the shift toward employee-directed retirement plans, the need for sound financial strategies has never been greater. In this course you'll learn how to: create your own financial roadmap to keep you on track to a successful retirement, manage investment risks, use new tax laws to your advantage (e.g., 2010 Roth IRA conversion), make informed decisions about your company retirement plan, and adjust your estate plan to function properly under the new laws.

*Instructor Larry Takahashi, is a Certified Public Accountant with the Personal Financial Specialist designation (CPA/PFS), and has more than twenty-five years in the finance, accounting, and financial services fields. 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 11, 2010, ending September 18, 2010

Thursday 6:30 pm - 9:30 pm; 2 sessions starting September 16, 2010, ending September 23, 2010

Tuition: **\$39.00**  
Instructor: **Larry Takahashi**  
Location: **El Camino College**  
Materials Cost: **\$25.00**

**"Excellent overall experience!"**  
-Retirement Planning Today Student

## Debt Elimination Techniques That Work (online) #1070002



If you are like most people, you are drowning in a sea of debt and looking for someone to throw you a lifeline. Well, this course is that lifeline. You will not be pointed to debt consolidation in this course. It just does not make sense to use more debt to solve a debt problem. This course will teach you a specific and workable strategy that will get you out of all debt--including your mortgage--in the shortest possible time.

Starting September 15, 2010, October 20, 2010, November 17, 2010 or December 15, 2010 for 6 weeks (New lessons are released Wednesdays and Fridays)

Tuition: **\$99.00**

## Genealogy Basics (online) #1070011



Tracing your family's history is a fascinating journey. Who will you discover? Genealogy Basics will help you understand the genealogy research process and the way we interpret the information we find. This course guides you through the search process for family names using several subscription-based Web sites, which you can access while you're enrolled in the class. Along the way, you'll learn through hands-on examples that help you dig deeper into your family's past. You'll develop a strategy to accomplish your objectives, evaluate the results, and share that information with others. You'll discover, in simple terms, where to look, who to contact, and how to make your family history come alive. Was it truth or goof? Where's the proof? Find out why close counts not only in horseshoes, but also in hunting your heritage.

Starting September 15, 2010, October 20, 2010, November 17, 2010 or December 15, 2010 for 6 weeks (New lessons are released Wednesdays and Fridays)

Tuition: **\$99.00**

## Math Refresher (online) #1070020



Math isn't about plugging numbers into formulas. It's about knowing enough to make the numbers and formulas work for you. Math can be incredibly useful - but only if you understand how and when to apply it in your everyday life.

Starting September 15, 2010, October 20, 2010, November 17, 2010 or December 15, 2010 for 6 weeks (New lessons are released Wednesdays and Fridays)

Tuition: **\$99.00**

> INSTRUCTOR FACILITATED  
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and Effective



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Take Control of Your Windows Vista PC

Become a Pro with Digital Photography

Learn a new Language

Teaching Tips for Survival in the Classroom

Several new courses launch every month! Visit our website to learn more.  
[www.ECCommunityEd.com](http://www.ECCommunityEd.com)

Course Fees Start at Just **\$99!**

## Welcome

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. Go to [www.ECCommunityEd.com](http://www.ECCommunityEd.com)
2. If you are new to our website, click **Sign in** on the left-hand side and create a new student profile. Be sure to retain your username, login and password for your records as this will grant you access to our website in the future and the Ed2Go online classroom.
3. Sign in with your **Username** and **Password**. Next, click on **Courses** to the left and choose an online class by exploring one of the **Online Classes** category links that lists classes by subject area. Click on **Add to Cart** button and follow instructions to pay for your course.
4. When your course starts, return to [www.ECCommunityEd.com](http://www.ECCommunityEd.com), sign in, click on current registrations, choose course from class listing and click on **Go to class** to begin your studies each week.

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# > INSTRUCTOR FACILITATED Online Courses

Convenient,  
Affordable,  
and Effective



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1. Go to [www.ECCommunityEd.com](http://www.ECCommunityEd.com)
2. If you are new to our website, click **Sign in** on the left-hand side and create a new student profile. Be sure to retain your username, login and password for your records as this will grant you access to our website in the future and the Ed2Go online classroom.
3. Sign in with your **Username** and **Password**. Next, click on **Courses** to the left and choose an online class by exploring one of the **Online Classes** category links that lists classes by subject area. Click on **Add to Cart** button and follow instructions to pay for your course.
4. When your course starts, return to [www.ECCommunityEd.com](http://www.ECCommunityEd.com), sign in, click on current registrations, choose course from class listing and click on **Go to class** to begin your studies each week.

## 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.

**Becoming a Grant Writing Consultant**  
Increase your income while working from home by starting a grant writing consulting business.

## 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.

## 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.*

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

**Merrill Ream Speed Reading**  
Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension.

## 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.

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- Online Discussion Areas
- 6 Weeks of Instruction

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

ONLINE CLASSES

**Enroll Now!**  
Visit our Online Instruction Center today!  
[www.ECCommunityEd.com](http://www.ECCommunityEd.com)  
or call:  
**310.660.6460**

**Courses Start as Low as:**

**\$99.00**

### 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.

**MORE COURSES AVAILABLE ON OUR WEBSITE:**  
[www.ECCommunityEd.com](http://www.ECCommunityEd.com)



# > INSTRUCTOR FACILITATED Online Courses

Convenient,  
Affordable,  
and Effective



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.

### How to Get Started:

1. Go to [www.ECCommunityEd.com](http://www.ECCommunityEd.com)
2. If you are new to our website, click **Sign in** on the left-hand side and create a new student profile. Be sure to retain your username, login and password for your records as this will grant you access to our website in the future and the Ed2Go online classroom.
3. Sign in with your **Username** and **Password**. Next, click on **Courses** to the left and choose an online class by exploring one of the **Online Classes** category links that lists classes by subject area. Click on **Add to Cart** button and follow instructions to pay for your course.
4. When your course starts, return to [www.ECCommunityEd.com](http://www.ECCommunityEd.com), sign in, click on current registrations, choose course from class listing and click on **Go to class** to begin your studies each week.

### 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.

## 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.

### Introduction to Oracle

Learn how to use the Oracle database management system to plan, organize, and manage your data.

### Introduction to QuickBooks

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

### Performing Payroll in QuickBooks

Discover the secrets of effortlessly setting up and processing your payroll.

### QuickBooks for Contractors

Harness the power of QuickBooks Premier Contractor Edition for increased success.

### Introduction to Photoshop

Learn the basics of using Adobe Photoshop to create images and edit photos.

### Intermediate Photoshop CS3

(CS2 intermediate course available) Have fun taking your Photoshop CS3 skills to the next level of creativity and productivity.

### Introduction to CorelDraw

Learn how CorelDRAW can help you create dazzling logos and other artwork for print or the Web.

### Introduction to Dreamweaver

Silicon Alley veteran shows you how to harness the power of the industry standard tool for Web designers.

### Introduction to Adobe InDesign CS3

You'll get hands-on desktop publishing training and come away knowing how to use this page layout software to design and create professional quality letterhead, business cards, brochures, PDF files that play movies, and more.

## WEB DESIGN

### Intermediate Dreamweaver

Take your Adobe Dreamweaver skills to the next level under the tutelage of a proven Web development expert.

### Creating Web Pages

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

### Creating Web Pages II

Learn to develop polished and interactive pages complete with tables, forms, frames, audio, and CSS.

### Introduction to Dreamweaver

Silicon Alley veteran shows you how to harness the power of the industry standard tool for Web designers.

### Introduction to Microsoft FrontPage

Find out how FrontPage makes it easy to create and upload professional Web sites without programming.

### Designing Effective Websites

Learn powerful graphic design techniques and build Web sites that are both attractive and wickedly effective.

## Learn More...

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

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

ONLINE CLASSES

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## Courses Start as Low as:

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# > INSTRUCTOR FACILITATED Online Courses

More than 250 online courses **ed2go**

Convenient,  
Affordable,  
and Effective



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.

### How to Get Started:

1. Go to [www.ECCommunityEd.com](http://www.ECCommunityEd.com)
2. If you are new to our website, click **Sign in** on the left-hand side and create a new student profile. Be sure to retain your username, login and password for your records as this will grant you access to our website in the future and the Ed2Go online classroom.
3. Sign in with your **Username** and **Password**. Next, click on **Courses** to the left and choose an online class by exploring one of the **Online Classes** category links that lists classes by subject area. Click on **Add to Cart** button and follow instructions to pay for your course.
4. When your course starts, return to [www.ECCommunityEd.com](http://www.ECCommunityEd.com), sign in, click on current registrations, choose course from class listing and click on **Go to class** to begin your studies each week.

### Achieving Top Search Engine Positions

Learn proven, step-by-step strategies to achieve the highest possible position with the major search engines.

### Creating Web Graphics with Photoshop CS3

Learn how to use Photoshop to create graphics for the Web.

### Introduction to Flash

Learn how to create exciting interactive animations from a working Flash designer and author.

### Drawing for the Absolute Beginner

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

### 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.

## 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.

## NETWORKING/ TROUBLESHOOTING

### Introduction to PC Troubleshooting

Learn to decipher and solve almost any problem with your PC.

### Introduction to Networking

(Intermediate course available)  
Learn the fundamentals of networking and prepare for a career in a new and fastgrowing field.

### Wireless Networking

Industry expert shows you how to plan, deploy, and connect to wireless networks.

## CERTIFICATION PREP

### Basic CompTIA® A+ Certification Prep

Prepare for the CompTIA® A+ exam and begin a rewarding career in the fast-growing PC repair field (course 1 of 3).

### CompTIA Security+ Certification Prep

Master the terms and concepts you need to pass the CompTIA® Security+ exam and earn your Security+ certificate.

### CompTIA® Network+ Certification Prep

Prepare to take and pass the CompTIA® Network+ Exam and begin a career as a network tech.

## NEW RELEASES

### Teaching ESL/EFL Reading

Discover practical techniques and methods for teaching reading in any ESL or EFL environment that will help you become a more confident and effective reading teacher.

### Performing Payroll in QuickBooks 2009

Learn to use QuickBooks 2009 to create paychecks, pay tax liabilities, and produce dazzling payroll reports.

### Practical Ideas for the Adult ESL/EFL Classroom

Learn ESL teaching strategies for fostering a more successful learning environment for your adult ESL/EFL students, as well as how to create activities that build a bridge from the classroom to the real world.

### What's New in Microsoft Office 2007

Learn the most important new features of Microsoft Office Word, Excel, PowerPoint, and Access 2007, including the totally new Ribbon and tab user interface that replaces menus and toolbars from earlier versions.

### Homeschool With Success

Discover how to homeschool your children in a way that ensures they get what they need both academically and socially.

### Easy Classroom Podcasting

In this professional training course for teachers, you'll learn how to make a podcast that creates a memorable learning experience for your students.

## 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.

### Making Age an Asset in Your Job Search

This course is a guide for older workers looking to make a career change, find employment opportunities, or learn strategies that give them the best chance of getting hired.

### Intermediate Microsoft Word 2007

Learn more advanced features of Microsoft Word 2007, which enable you to create an index, a list of figures, and a table of contents, do desktop publishing, perform a mail merge, and use timesaving macros.

### Intermediate Microsoft Access 2007

Expand your Microsoft Access 2007 skills to build better, more user-friendly Access databases.

### Photographing Nature with Your Digital Camera

Learn how to use your digital camera to take stunning nature photos, including landscapes, flowers, animals, and even macro shots.

### Photoshop Elements 7 for the Digital Photographer

In this Adobe Photoshop Elements 7 class, you'll learn the secrets to successfully editing photos and bringing out the best in your images!

### Introduction to Visual Basic 2008

Learn to create Windows applications using the popular and easy-to-master Visual Basic 2008.

### 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.

## Learn More...

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

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

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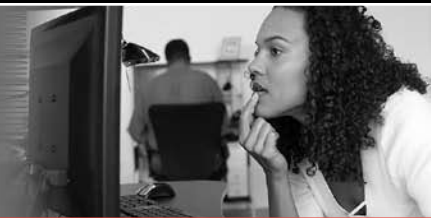
All courses require Internet access, E-mail, Microsoft Internet Explorer, or Firefox web browsers. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

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[www.ECCommunityEd.com](http://www.ECCommunityEd.com)



# OUTSTANDING ONLINE NON-CREDIT Career and Workforce Training Programs

## Open for Immediate Enrollment!



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.**



Call or get online today for more information on how you can advance your career in just one semester!

TO REGISTER VISIT: [www.GatlinEducation.com/ElCamino](http://www.GatlinEducation.com/ElCamino)

## THE PROGRAMS

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

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

ONLINE CLASSES

<b>IT &amp; SOFTWARE DEVELOPMENT PROGRAMS</b>	<b>Hours</b>	<b>Class Price</b>
• 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
• English as a Second Language - Global English	Unlimited	\$595
• 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

<b>MANAGEMENT &amp; CORPORATE PROGRAMS</b>	<b>Hours</b>	<b>Class Price</b>
Certified National Pharmaceutical Representative	120	\$1,595
Corporate Governance and Ethics	15	\$895
English as a Second Language - Global English	Unlimited	\$595
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

<b>MEDIA &amp; DESIGN PROGRAMS</b>	<b>Hours</b>	<b>Class Price</b>
3ds max	650	\$4,095
Business Marketing Design	240	\$3,295
Digital Arts Certificate	225	\$3,195
English as a Second Language - Global English	Unlimited	\$595
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

<b>HOSPITALITY &amp; GAMING PROGRAMS</b>	<b>Hours</b>	<b>Class Price</b>
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
English as a Second Language - Global English	Unlimited	\$595
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

<b>SKILLED TRADES &amp; INDUSTRIAL PROGRAMS</b>	<b>Hours</b>	<b>Class Price</b>
Chemical Plant Operations	400	\$2,595
English as a Second Language - Global English	Unlimited	\$595
Freight Broker/Agent Training	150	\$1,695
Home Inspection	200	\$2,095
HVAC Technician	320	\$3,095
Modern Automotive Service Technician	380	\$2,695
Oil Refinery Operations	400	\$2,595
Paper Mill Operations	400	\$2,595
Power Plant Operations	400	\$2,595
Pulp Mill Operations	400	\$2,595

**TO REGISTER VISIT: [www.GatlinEducation.com/ElCamino](http://www.GatlinEducation.com/ElCamino)**

## Traffic School Online



Got a ticket? Stay point-free with El Camino College's Traffic School Online. Our convenient, cost-effective course can be taken from any computer with an internet connection. This course is fully approved by the California DMV, California courts and insurance companies. Traffic School Online is a secure and simple way for people to dismiss their tickets and reduce their insurance costs. The course offers up-to-date content and superior, 800 number student support.

Enroll now! Visit our website: <http://ElCamino.TrafficSchoolOnline.com>

- Easy Access
  - Start Anytime
  - Rush Delivery Available
  - En Español para California
- Fee: \$39

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\$25 per hour



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

CALL: 310-660-6460 or email us your request to [commed@elcamino.edu](mailto:commed@elcamino.edu)

**NEW!**

## COMMUNITY EDUCATION DEPARTMENT FEATURED ON TORRANCE CitiCABLE!

Watch This Week in Torrance on 

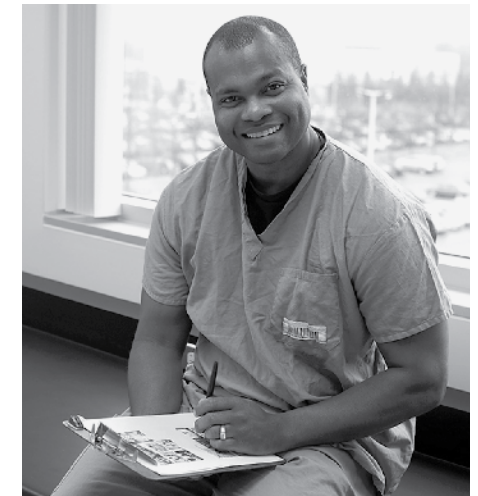


Watch Torrance CitiCABLE reporter Ana Carranza in attendance at our May 22nd Young@Heart open house event! The feature story highlights our extraordinary **Computer Basics Boot Camp** (see page 33) instructor Dale Fedderson and his former student Michele Pinkston. Also mentioned are our **Digital Photography Basics Boot Camp**, **Tamale 101**, **Tequila University** and **Belly Dance** classes.

On  enter This Week In Torrance 21.10 (Part 5)

# Looking to train for a new career? Do it all from your home on your computer!

El Camino College Community Education department offers career-certificate programs through Gatlin Education Services. All programs are fully online and can be taken in the convenience of your own home at your own speed. You start your program anytime!



There are over 90 career-certificate programs to choose from, such as:

### Graphic Design

#1050005

The new software available today makes many people think they are artists. But most employers know better. This class, designed and taught by professional designers, teaches the skills that truly make a professional designer.

80 hours \$1,495

### HVAC Technician

#1020020

Training in heating, ventilation, air conditioning, and refrigeration.

320 hours \$3,095

### Advanced Hospital Coding and CCS Prep

#1020016

Prepare to take the official AHIMA certification exam to become a Certified Coding Specialist.

80 hours \$1,695

### Medical Transcription

#1020010

Learn to transcribe medical reports in hospitals, offices, or from home with the most popular transcription program in the country for entry-level training.

240 hours \$1,595

### Medical Terminology

#1020021

Learn to apply proper terminology and spelling for major pathological conditions.

60 hours \$595

### Administrative Medical Specialist with Medical Billing and Coding

#1020015

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