



# El Camino College Community Education

AND PROFESSIONAL DEVELOPMENT

Fall 2015

SCHEDULE OF CLASSES

## Fall In Love With Learning

### Fall In Love With Your Career

**NEW Veterinary Assistant** (pg. 17)

**NEW Medical Assistant** (pg. 10)

**NEW UCLA Extension Patient Advocacy** (pg. 19)



Ongoing classes offered  
from Sept.-Dec. 2015

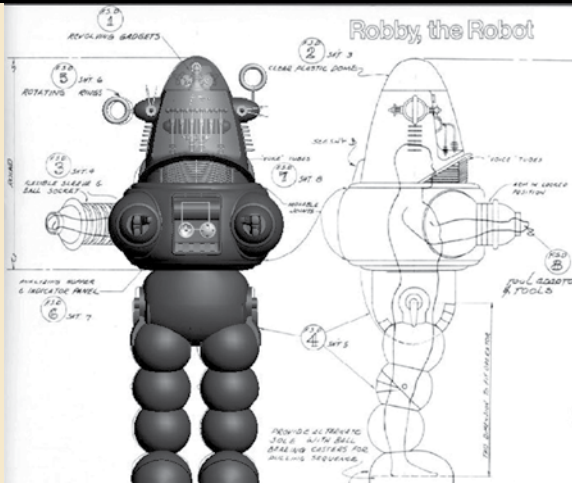
REGISTER ONLINE OR BY PHONE:  
[www.ECCommunityEd.com](http://www.ECCommunityEd.com)  
310.660.6460

# Special Events & Excursions!



## Halloween Makeup Fun!

(pg. 32)  
Saturday, October 10, 2015  
9:30 am - 12:30 pm



## Forbidden Planet Night at the Planetarium

(pg. 46)  
Saturday, October 10, 2015  
6:00 pm - 9:00 pm



## Oz In Hollywood 1-Day Excursion

(pg. 45)  
Saturday, October 3, 2015  
9:00 am - 3:00 pm

## Chocolate Christmas 1-Day Excursion

(pg. 45)  
Saturday, November 14, 2015  
9:00 am - 3:00 pm

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

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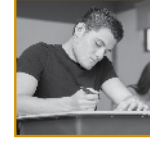
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## Food Manager Certification

#300123



*El Camino College  
Community Education  
is proud to announce*

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

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

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

**Pre-class preparation:** Pre-class preparation: Students are expected to familiarize themselves with food-safety concepts prior to attending class. Numerous sources of food-handler

Register By Phone: 310-660-6460

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](mailto:gev.kaz@gmail.com). All other matters should be directed to the Community Education office.

***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;  
October 10, 2015

Saturday, 8:00 AM - 5:00 PM;  
December 12, 2015

Tuition: **\$89**  
Instructor: **Gevork Kazanchyan**  
Location: **El Camino College**  
Materials Cost: **\$30**

## Food Handler Training Program *(online)*

#210178



Environmental Health Testing / National Registry of Food Safety Professionals Food Safety First Principles for Food Handlers Online Program only \$12.95 ANSI / ASTM Accredited & adheres to California, Illinois, Florida, Texas law! To Register, pay and enter the online classroom at:

<http://www.usfoodhandler.com/amember/aff/go/elcamino>

Tuition: **\$12.95**

## Become a Notary Public Prep Class #210002



Learn  
new 2015  
laws!

This 6-hour intensive course is designed to equip you with everything you need to know to become a safe and effective Notary. You'll learn how to pass the test (must be taken every four years), prevent lawsuits, keep a journal, fill out certificates, and solutions to challenging problems. Become a more valuable employee, make additional income, provide customer service for your business or organization, or start your own business. Class includes a practice Notary Public exam. Fingerprints required after you pass the exam. For more information visit: [www.ss.ca.gov/business/notary/notary.htm](http://www.ss.ca.gov/business/notary/notary.htm)

**Please read:** Exam is not included in this course. For exam details and exam registration, please visit [www.notary.cpshr.us](http://www.notary.cpshr.us) or call 916-263-3520.

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

Friday, 8:00 AM - 4:00 PM;  
October 23, 2015

Friday, 8:00 AM - 4:00 PM;  
December 4, 2015

Tuition: **\$99**  
Instructor: **Notary Public Seminars**  
Location: **El Camino College**  
Materials Cost: **\$30**

## 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

Learn  
new 2015  
laws!

required seminar you will review all laws and regulations required to know to continue as a notary. You must take the exam and be fingerprinted again.

**Please read:** Exam is not included in this course. For exam details and exam registration, please visit [www.notary.cpshr.us](http://www.notary.cpshr.us) or call 916-263-3520.

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

Friday, 12:45 PM - 4:00 PM;  
October 23, 2015

Friday, 12:45 PM - 4:00 PM;  
December 4, 2015

Tuition: **\$50**  
Instructor: **Notary Public Seminars**  
Location: **El Camino College**  
Materials Cost: **\$30**

## How to Start a Mobile Bar Service

#210182 *(online)*



NEW!

How to Start a Mobile Bar Service is designed to help bartenders turn their service into

a professional business. You would be surprised at how much money you can make in the party and event bar business. This great online course will teach you all about the ins and outs of running a mobile bar business, including how to expand your business, how to prepare for an event, how to set up the bar, what to bring with you and how to make an invoice.

**Schedule:** Self-Paced online class. Upon registering for the class, student will be provided login information.

Instructor: **Kellie Nicholson**  
Tuition: **\$55**

## Introduction to Voiceovers #210146



This fun and empowering 2 hour Introductory workshop covers the different types of voiceovers and what tools are needed to find success.

You'll be coached as you read a script, and be recorded so you can receive a professional voiceover evaluation later. You'll have the knowledge necessary to help you decide if this is something you'd like to pursue. Taught by a professional voice actor from the Voice Acting Training Company, Voices For All.

**Please read:** Ages 18 and over

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

Wednesday, 6:00 PM - 8:00 PM;  
September 30, 2015

Tuition: **\$59**

Instructor: **Voices For All**

Location: **El Camino College**

## 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 skills to become a bartender that managers want to hire. This practical and effective method of instruction is sweeping the industry



and updating old ways of thinking. Professional bartending requires so much more than knowing how to put ice in a glass and adding the proper ingredients.

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

*Instructor **Kellie Nicholson** has been working in restaurants, bars and nightclubs for 30 years in every type of establishment all over the United States. Trained by the very best in the food/beverage, and hospitality businesses, including Marriott, Lettuce Entertain You, and The Levy Restaurants, her experience is unparalleled. Serving clientele like Will from the Black-Eyed Peas, David Schwimmer, Jessica Simpson and Ashton Kutcher is only a small part of her extraordinary career. In management positions, Nicholson's implementation of employee sales incentives, strict policies and procedures, and customer service training have been instrumental in the development of a loyal and dedicated staff. Her leadership and management talents are invaluable assets.*

Wednesday, 6:00 PM - 10:00 PM;  
3 sessions; September 16, 2015 –  
September 30, 2015

Tuition: **\$149**

Instructor: **Kellie Nicholson**

Location: **El Camino College**

Materials Cost: **\$50**

# UCLA Extension

## Engineer a Brighter Future



**Get a UCLA-approved education... and skip the commute. Explore UCLA Extension's courses at El Camino College.**

**Learn project management. Acquire world-class manufacturing principles. Explore systems engineering.**

No matter what area of technology you're in, you don't have to travel far to get the benefit of a top-tier education. We're bringing our expert instructors and courses right to you, thanks to a special partnership with El Camino College. Courses can even be credited toward a full certificate. Enroll today!

### Learn:

- Fundamentals of Project Management
- Leadership and the Human Element in Project Management
- World-Class Manufacturing Principles: The Tools for Excellence
- Space Mission Systems Engineering

### Want to know more?

Visit [uclaextension.edu/elcamino](http://uclaextension.edu/elcamino) for more information.

**Extend the possibilities with us.**





## Make-Up Artist 101 Certificate Seminar

#300116

Are you a cosmetologist who wants to offer more to your customers? Or do you just love make-up and want to know everything there is to know about applying beautiful make-up? Then, this class is for you! Jennessy will teach you the step-by-step stages of make-up application: **1)** Skin care and prep --why and how it affects your make-up applications. **2)** Foundations--how to pick out the correct color and coverage for each application. **3)** Brushes--the functions for each shape and style. **4)** Eye shadows--color techniques. **5)** Basic everyday looks and the smokey looks. **6)** Wedding application including prep for lighting and camera work. **7)** Music-video applications. **8)** How to apply false lashes. This class will teach you the most valuable and

essential make-up artist skills. Upon completion, students will be eligible to receive a Certificate of Completion.\* Materials fee covers products to be used during hands-on class work including brushes, shadow palette, blush, sponges and usage of the instructor's complete kit.

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

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

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

Saturday and Sunday, 9:00 AM - 6:00 PM; 2 sessions; November 7, 2015 and November 8, 2015

Tuition: **\$399**

Instructor: **Jennessy Tyler**  
Location: **El Camino College**  
Materials Cost: **\$30**

## DMV Auto Wholesale Certificate—Start an Auto Wholesale Business! #210153

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

Wed, Thur 6:00 PM - 9:00 PM; 2 sessions; September 23-24, 2015

Tuition: **\$89**  
Instructor: **Ronald Williams**

Location: **El Camino College**  
Materials Cost: **\$25**



## Personal Fitness Trainer Certification #210152

Come join this fun profession and be a part of what Fortune Magazine & ABC NEWS.com states as the 4th hottest job in the U.S. at a national average of \$34 an hour. Employers like 24 Hour Fitness, LA Fitness and Gold's Gyms are just a few of the club groups that seek out our graduates. Whether a career move or for your own personal knowledge get all the information you need to become a Certified Personal Trainer. This challenging course is taught over a 5-week period for better retention and skill competency. The National Exam is held on the 6th week. This course is formatted as a 60-hour program and is comprised of 15 hours of lecture, 15 hours of hands on practical training and a 30-hour internship that networks many graduates right into a job. The course prepares you for success with key topics that include biomechanics, exercise physiology, fitness testing, and equipment usage and health assessment. CPR/AED is needed to receive the certificate. W.I.T.S. is the only major certifying body in the country providing comprehensive practical training and internship components. The internships help walk you into jobs in many cases. Textbook is required and not included in course fees. \* Call to order and start reading immediately 888-330-9487 {[www.witseducation.com](http://www.witseducation.com)}

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

*Instructors of W.I.T.S (World Instructor Training Schools) are approved CEU providers for the Board of Certification for Athletic Trainers (BOC), the American Occupational Therapy Association (AOTA), National Certification Board for Therapeutic Massage & Bodywork (NCBTMB), Veterans Training and Education, the International Association of Continuing Education and Training (IACET). The American Council on Education has recommended 3 undergraduate academic credits for this course.*

Saturday, 9:00 AM - 4:00 PM;  
6 sessions; October 10, 2015 – November 14, 2015

Tuition: **\$699.00**

Instructor: **World Instructor Training Schools (W.I.T.S.)**  
Location: **El Camino College**

## FREE Information Session

#210151

Saturday, September 12, 2015  
12:30 PM - 1:30 PM

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



**NEW!**

## Medical Assistant

The Medical Assistant Program is a 30 week curriculum which consists of both front and back office training plus 160 hours of externship. The course is designed to prepare students to perform all required skills/duties in an ambulatory care or outpatient care facility. Students who complete the program successfully will be awarded a certificate or program completion and will be qualified to apply to the California Certifying Board for Medical Assistants for Certification. Certification opens more doors and increases the individual's opportunities for employment.

This 30 week course is divided into 6 modules; each module is 5 weeks long; 240 hours of lecture and lab skills followed by 160 hours of externship. Total Program hours: 400. Every student is expected to meet all course requirements before being eligible for completion.

**PRE-REQUISITES:** •18 years of age or older •A High School Diploma (or OFFICIAL transcripts) or GED certificate is REQUIRED.

Pay per course or purchase entire 6-part series + Externship/ Apprenticeship at discounted rate of \$3,999 (includes textbook and clinical supplies)!

**Medical Assistant 1: Introduction to Medical Assisting**  
#234023 \$675

**Medical Assistant 2: Anatomy & Physiology / Body Systems I**  
#234024 \$575

**Medical Assistant 3: Anatomy & Physiology / Body Systems II**  
#234025 \$575

**Medical Assistant 4: Anatomy & Physiology / Body Systems III**  
#234026 \$575

**Medical Assistant 5: Clinical Component/ OSHA / Medical Asepsis**  
#234027 \$575

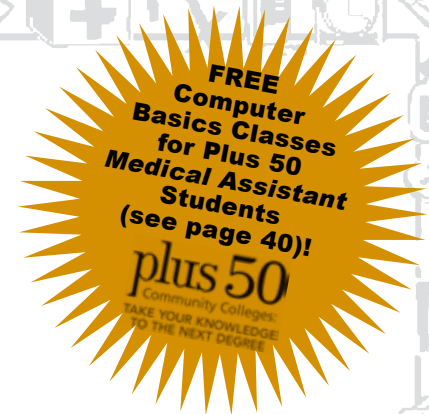
**Medical Assistant 6: Administrative Component**  
#234028 \$575

**Medical Assistant: Externship/ Apprenticeship**  
#234029 \$799

**Textbooks:** Medical Assistant textbook and clinical supplies included.

**Saturday Series:**  
**Starts Saturday, October 10, 2015!**  
Saturdays 8:30am – 5:00pm  
October 10, 2015 – June 23, 2016

*Instructor Leonor Gonzalez is a highly sought-after instructor with an engaging and caring teaching style. She brings more than 20 years of experience in the medical field to her classroom—including work in rheumatology and clinical research. She holds a Bachelors in Higher Education Management from Everest University (formerly Florida Metropolitan University) and obtained her teaching credential in Health Sciences & Medical Technology from LACOE.*



## FREE Information Sessions #234031

Two dates to choose from!

Free orientation meetings for anyone interested in enrolling in the Medical Assistant training program. Attend this orientation to meet the instructor Leonor Gonzales, learn all the specifics of the program and the opportunities waiting for you as a Medical Assistant. Free to attend, registration required.

Thursday, September 3, 2015  
6:00 PM – 7:00 PM or

Saturday, September 12, 2015  
10:30AM – 11:30AM

Instructor: **Leonor Gonzalez**  
Location: **Alondra Room**  
**(2nd floor, Bookstore building)**

**FREE to attend, reservation required: Call 310-660-6460**

“Leonor Gonzalez is the best instructor I’ve ever had!”

“Mrs. Gonzalez was the best. I learned so much from her. She took the time to teach us as a class and as an individual.”

“She had my full attention in every class.”

–Clinical Medical Assistant Students





Medical Billing & Coding Class of 2013 (Instructor Jo Moore)

## Medical Billing and Coding Health Information Management 7-Class Series

Pay per class or purchase series at discounted rate of \$1,499!

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

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

1. #230034 Medical Terminology 1 \$299
2. #230039 Medical Terminology 2 \$299
3. #230036 Medical Office Procedures-Administrative \$399
4. #230037 Medical Coding ICD-9/10-CM \$125
5. #230038 Medical Coding CPT \$125
6. #230035 Medical Billing and Reimbursement \$399
7. #230040 Medical Information Technology \$125

**FREE**  
Computer  
Basics Classes  
for Plus 50  
Medical Billing and  
Coding Students  
(see page 40)!

**plus 50**  
Community Colleges  
TAKE YOUR KNOWLEDGE  
TO THE NEXT DEGREE

### Weekday Series:

**Starts Monday, September 21st!**

Mondays 8:30am – 2:30pm  
September 21 – October 26, 2015 and  
Wednesdays 8:30am – 11:00am  
September 23 – April 27, 2016

Monday Instructor: **Novella Reed-Miles**

Wednesday Instructor: **Jo Moore**

Location: **El Camino College**

### Saturday Series:

**Starts Saturday, September 26th!**

Saturdays 9:00am – 5:00pm  
September 26, 2015 –  
March 12, 2016

Instructor: **Novella Reed-Miles**

Location: **El Camino College**

*Instructor **Jo Moore** has more than 20 years experience in all areas of medical information management.*

*She has been teaching related subjects for over 10 years.*

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

**Instructor Novella Reed-Miles** brings more than 15 years of Health management work experience to the classroom. Ms. Reed-Miles has worked for such high-profile companies as Aetna, Inland Empire Health and College Health IPA. She is a fun, enthusiastic, and passionate instructor with more than 6 years of Medical Billing teaching experience.

### FREE Information Sessions #230033

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

**Wednesday, September 9, 2015**

11:30 AM - 12:30 PM

Instructor: **Jo Moore**

**Saturday, September 12, 2015**

11:00 AM - 12:00 PM

Instructor: **Novella Reed-Miles**

**Free to attend, RSVP required.**

**Call: 310-660-6460**

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



**FREE**  
Computer  
Basics Classes  
for Plus 50  
Pharmacy Technician  
Students  
(see page 40)!

**plus 50**  
Community Colleges  
TAKE YOUR KNOWLEDGE  
TO THE NEXT DEGREE

## Pharmacy Technician Training Program

**Pay per course or purchase entire 8-part series + Externship at discounted rate of \$2,999! (Includes textbooks and classroom lab materials)**

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

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

**Part 2:** Medical terminology, dosage forms and routes of administration \$299

**Part 3:** Introduction to anatomy, physiology and biology \$299

**Part 4:** Dosage calculations \$299

**Part 5:** Community Pharmacy \$299

**Part 6:** Institutional Pharmacy \$299

**Part 7:** Screen, measure and fill prescriptions \$299

**Part 8:** State application preparation, national certification preparation and job skills training \$299

**Externship:** 120-hour externship at a local pharmacy setting \$599

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

**Textbooks:** The following textbooks are required and not included with the course fees. Search online for low-cost options such as used, bundled, or electronic textbooks. Books may also be ordered directly from the publisher by calling 1-800-535-6865.

### Pharmacy Calculations for Technicians Fifth Edition

ISBN: 978-0-76385-221-4 \$55.92

**Pharmacology for Technicians** Fifth Edition ISBN# 978-0-76385-233-7 \$74.58

**Pharmacy Practice for Technicians** Fifth Edition ISBN# 978-0-76385-226-9 \$74.58

### Daytime Expedited Course: Starts Monday, October 5th!

Mon, Tue, Wed 9:00 AM - 1:30 PM; October 5, 2015 – February 8, 2016 (No Class October 19, November 11, 23, December 21, 22, 23, 28, 29, 30, 2015 and January 4, 5, 6, 18, 2016)

*Instructor Lina Vidal has been a licensed Pharmacy Technician for more than 14 years and PTCB (Pharmacy Technician Certification Board) certified since 2001. She is an experienced and extremely popular instructor at El Camino College and elsewhere with more than 8 years Pharmacy Technician teaching experience.*

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

### Saturday Course: Starts Saturday, October 3rd!

Saturdays, 9:00 AM - 4:30 PM; October 3, 2015 – April 16, 2016 (No class on November 28, December 26, 2015, January 2 and January 9, 2016)

*Instructor Tim Bhagwagar has a B.S. degree in Chemistry and Biology with more than 17 years of experience working as a Pharmacy Technician in retail and hospital settings along with 8 years of experience as a Pharmaceutical Sales representative with corporate giants Schering Plough and Glaxo Smith Kline.*

### FREE Information Session #210109

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

#### Saturday, September 12, 2015

11:00AM – 12:00PM

Instructor: **Tim Bhagwagar**  
Location: **Alondra Room (2nd floor, Book Store building)**

#### Wednesday, September 16, 2015

11:00AM – 12:00PM

Instructor: **Lina Vidal**  
Location: **Alondra Room (2nd floor, Book Store building)**

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



# MEDICAL CAREERS

One-On-One  
Instructor Assistance!

Progress at Your Own Pace –  
Learning Anytime, Anywhere!

**FREE**  
Computer  
Basics Classes  
for Plus 50  
Students enrolled in  
these online courses.  
(see page 40)!

**plus 50**  
Community Colleges:  
TAKE YOUR KNOWLEDGE  
TO THE NEXT DEGREE

## Online Career Training Programs for Health Care Professionals

### Medical Billing & Coding, plus more!

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these Programs at any time and learn at your own pace.

#### How it Works:

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

#### Online Career Training Programs

##### Pharmacy Technician

A growing consumer demand for prescription medications have made pharmacy technicians more important in today's pharmacy industry. Learn the skills to enter this rapidly growing field. **Contact Hours: 300**

##### Clinical Dental Assistant

This program features in-depth information on every aspect of professional Dental Assisting, including invaluable real-world perspectives from experienced Certified Dental Assistants. **Contact Hours: 240**

##### Administrative Medical Specialist with Medical Billing and Coding\*

This nationally recognized Administrative Medical Specialist (AMS) online training course with Medical Billing and Coding will give you the skills you need to find the job you are looking for as an Administrative Medical Specialist (AMS), Medical Billing Specialist, and/or Medical Coder. **Contact Hours: 300**

\*Medical Billing and Coding and Medical Transcription are also available as a bundle.

##### Medical Billing and Coding\*

This nationally recognized Medical Billing Training and Coding online certificate program is designed to prepare students to fill positions for medical coding and billing professionals. **Contact Hours: 240**

##### Medical Transcription\*

Learn to transcribe medical reports in hospitals, offices, or from home with the most popular transcription program in the country for entry-level training. **Contact Hours: 240**

##### Administrative Dental Assistant

Learn how to perform the administrative tasks essential for managing the business aspects of a dental practice. **Contact Hours: 150**

##### ICD-10 Medical Coding: Preparation and Instruction for Implementation

Keep coding skills up-to-date with the recently upgraded diagnostic and procedural medical coding system course. **Contact Hours: 200**

To learn more call:  
**(877) 221-5151**

**Start Your New Career Today!**

<http://careertraining.ed2go.com/elcamino>



**NEW!**

### Veterinary Assistant Training Program #210154

Do you LOVE animals?! Are you addicted to cute animal videos and all the Animal Planet shows? Then why not start a career working with adorable, loving, amazing animal creatures every day of your life?! Enroll now in this purrrtastic meow woof woof of a course to learn to become a Veterinary Assistant. As a Veterinary Assistant, you will learn how to help the Veterinarian or the Veterinarian Technician in their daily tasks. You will learn the proper way to feed, water, and examine pets for signs of illness, disease, or injury, and how to clean and disinfect cages and work areas, as well as sterilize laboratory and surgical equipment in laboratories, animal hospitals, or clinics. This course combines 35-hours of classroom instruction with a 24-hour voluntary externship to provide you with a complete learning experience (59 total hours). After you have registered with El Camino College, our instructional partner, The Learning Oasis, will send you information on how to order your textbook, *Tasks for the Veterinary Assistant, 3rd edition*. Upon successful completion, you will be honored with a certificate of

completion from El Camino College and a big hug from your own cat or dog!

Saturdays, 9:00 AM - 4:30 PM;  
5 sessions; starting October 10, 2015,  
ending November 7, 2015

Tuition: **\$799**

Instructor: **Lilliana Balam**  
Location: **El Camino College**

### FREE Information Session #210157

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

Saturday, September 12, 2015  
11:30 AM - 12:30 PM

Instructor: **Lilliana Balam**  
Location: **Decathlon Rm**  
**(Bookstore Bldg, 2nd floor)**



**Become a Child Visitation Monitor**  
**Part 1 & 2 #210177**

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

**Prerequisites:** Must be 21 years of age, have post high school education or training per Assembly Bill 1674, and

able to obtain a background check clearance and fingerprinting. \$75 cash material fee for your course manual is payable to the instructor.

*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.*

Saturdays, 10:00 AM - 5:00 PM;  
 2 sessions; October 3 and October 10, 2015

Tuition: **\$285**  
 Materials Cost: **\$75**  
 Instructor: Shirley Douglass  
 Location: El Camino College

**“Her enthusiasm made the class interesting and enjoyable.”**

–Child Visitation Monitor Student

**“Very knowledgeable, enthusiastic, and thorough in her approach.”**

–Child Visitation Monitor Student

**“Excellent! Very informative. I really enjoyed this class.”**

–Child Visitation Monitor Student

# Make a Difference as a Patient Advocate

*Join one of health care's fastest growing careers as a patient advocate. Enroll in UCLA Extension's courses at El Camino College to begin the certificate program designed to prepare you to succeed.*

*Patients don't always understand what their options are for treatment or how to access them. That's where patient advocates come in: to help navigate the system on their behalf.*



Being a patient advocate requires caring, skillful communication, cultural competency, and an in-depth understanding of the U.S. health care system. Expand your prospects and career options. Enroll today!

**Available Courses:**

- Fundamentals of the U.S. Health Care System: Essentials for Patient Advocacy
- The Practice of Patient Advocacy

These introductory courses can be credited toward a full certificate.

**Want to know more?**

Visit [uclaextension.edu/elcamino](http://uclaextension.edu/elcamino) for more information.

**Extend the possibilities with us.**





**Two for \$65 when purchasing CPR/AED and First Aid together!**



## Heartsaver--CPR and AED Course #150004

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

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

Saturday, 9:00 AM - 12:00 PM;  
September 19, 2015

Saturday, 9:00 AM - 12:00 PM;  
October 17, 2015

Saturday, 9:00 AM - 12:00 PM;  
November 21, 2015

Tuition: **\$50**

Instructor: **Mary Cunningham**  
Location: **El Camino College**

Register By Phone: 310-660-6460

## Heartsaver--First Aid Course #150005

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

Saturday, 12:30 PM - 4:30 PM;  
September 19, 2015

Saturday, 12:30 PM - 4:30 PM;  
October 17, 2015

Saturday, 12:30 PM - 4:30 PM;  
November 21, 2015

Tuition: **\$45**

Instructor: **Mary Cunningham**  
Location: **El Camino College**

## BLS for the Healthcare Provider #234002

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

Saturday, 9:00 AM - 12:00 PM;  
September 26, 2015

Tuition: **\$60**

Instructor: **Mary Cunningham**  
Location: **El Camino College**

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## PROFESSIONAL DEVELOPMENT

### Contractors State License Board Exam Preparation #300131



Properly prepare yourself to pass the Contractors State License Board exam with this comprehensive preparation course. Your success relies on how well you prepare for the exam and this class will surely provide you the knowledge and tools necessary for exam success. Students will learn essential information related to the exam as it pertains to the California State License board construction law and business requirements. Course topics include starting a company, human resources, business requirements, insurance and bonding, contracts, public works, safety and legal issue (liens, collections, and civil codes). Material fee covers the cost of text book.

*Instructor Michael Williams has more than 25 years experience with helping people pass the California Contractors State License Board (CSLB). He is an experienced consultant assisting business owners with properly understanding contractor policies and procedures. His specialty is prime/subcontractor match making and he is qualified as a small business consultant by the State of California, the County of Los Angeles, Port of Long Beach, LA Unified School District and the Metropolitan Water District.*

Saturday, 8:00 AM - 12:00 PM;  
September 19, 2015

Tuition: **\$195**

Instructor: **Michael Williams**  
Location: **El Camino College**  
Materials Cost: **\$110**

Register By Phone: 310-660-6460

Thursdays, 6:00 PM - 8:00 PM;  
2 sessions; October 22 & 29, 2015

Tuition: **\$195**

Instructor: **Michael Williams**  
Location: **El Camino College**  
Materials Cost: **\$110**

### Real Estate Development For Architects, Builders and Investors #300145

This course will teach you the fundamental tools you need to build an investment platform for real estate development or investments.

This course is tailored for architects, builders and investors to understand what key factors make a development project feasible. Topics covered include team building, underwriting, acquisitions, legal requirements, construction cost estimation, leverage, the development process and disposition and/or hold strategy. The understanding of these elements is the key to a successful Real Estate Development or Investment project. This course will be a milestone for the understanding of the industry. \$100 materials fee payable directly to the instructor covers the cost of the class textbook, *Real Estate Development*.

*Instructor Jason Muller is a USC Real Estate Graduate and Development Manager at Vista Investments, LLC with more than 7 years experience in architecture, entitlements, construction, and real estate development. He is currently involved in land and commercial property acquisitions, deal structuring and investment management for upper mid-scale hotel and urban development in A+ California Markets.*

Wednesday, 6:30 PM - 9:30 PM;  
8 sessions; starting September 9 –  
October 28, 2015

Tuition: **\$499**

Instructor: **Jason Muller**  
Location: **El Camino College**  
Materials Cost: **\$100**

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# ONLINE INSTRUCTION CENTER



## Complete Your Continuing Education Hours ONLINE

Are you looking to meet your continuing education requirements or just love to learn?

Learn from the comfort of home!

Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. Visit our website to view start dates for the courses that interest you.

- 24-Hour Access
- Discussion Areas
- 6 Week Format

Below are just a few of our most popular continuing education courses from our library of over 50!



### Enhancing Language Development in Childhood

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



### Teaching Students With Autism: Strategies for Success

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



### Differentiated Instruction in the Classroom

Improve your ability to teach diverse learners with real-world examples from the classrooms.



### Spanish in the Classroom

Learn the essential Spanish to communicate with your Spanish-speaking students and parents.

– PRICES START AT \$120–

## Over 50 Continuing Education Certified Online Courses Available!

Enroll Now!

[www.ed2go.com/elcamino](http://www.ed2go.com/elcamino)

(310) 660-6460

Please consult your Professional Development Coordinator for continuing education approval.

Visit Our Online Instruction Center! [www.ed2go.com/elcamino](http://www.ed2go.com/elcamino)



## OUTSTANDING ONLINE NON-CREDIT Career and Workforce Training Programs



Our on-line career-training certificate programs' content and materials are provided by ed2go—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. For more information or to enroll call (877) 221-5151.

For more information on how you can advance your career, including financial assistance, call toll free (877) 221-5151 or visit <http://careertraining.ed2go.com/ElCamino>



## THE PROGRAMS

### BUSINESS AND PROFESSIONAL

	Hours	Class Price
Administrative Professional	120	\$695
Administrative Professional with Microsoft Office 2007 Master	340	\$1995
Administrative Professional with Microsoft Office 2010 Master	380	\$1995
Administrative Professional with Microsoft Office 2013 Master	445	\$1995
Administrative Professional with Microsoft Office Specialist 2007 Training	480	\$2395
Administrative Professional with Microsoft Office Specialist 2010	460	\$2395
Administrative Professional with Microsoft Office Specialist 2013	455	\$2395
Building Analyst Quick Start	60	\$1395
Certified Bookkeeper	140	\$1995
Certified Global Business Professional	160	\$2495
Certified Green Supply Chain Professional	60	\$1595
Certified Indoor Air Quality Manager	16	\$795
Certified Indoor Environmentalist Prep	32	\$895
Certified Mediator and Arbitrator	200	\$3495
Certified Mediator and Conflict Resolution Specialist	200	\$3495
Certified Protection Officer	50	\$850
Certified Residential Interior Designer	120	\$1995
Certified Wedding Planner	340	\$1595
Chartered Tax Professional	180	\$1895
Chartered Tax Professional for California Residents	200	\$1995
Child Development Associate Training	120	\$850
Child Development Associate Training Renewal	45	\$499

ONLINE CLASSES



# Open for Immediate Enrollment!



Digital Analytics and Conversion Professional with OMCP® Certification	135	\$1795
Entrepreneurship: Start-Up and Business Owner Management	360	\$2095
Event Management and Design	300	\$1995
Fitness Business Management	200	\$2595
Freight Broker/Agent Training	150	\$1895
Grant Writing	300	\$2295
Graphic Design With Photoshop CS5 Training	200	\$1995
Help Desk Analyst: Tier 1 Support Specialist	120	\$1495
Human Resources Professional	120	\$1795
Lean Mastery	60	\$1895
Legal Secretary	350	\$2295
Management for IT Professionals	390	\$2295
Management Training	360	\$2295
Microsoft Access 2007	120	\$595
Microsoft Access 2010 Certification Training	120	\$595
Microsoft Excel 2007	100	\$595
Microsoft Excel 2010 Certification Training	95	\$595
Microsoft Excel 2013 Certification Training	70	\$595
Microsoft Office 2007 Master	260	\$1695
Microsoft Office 2010 Master Certification Training	300	\$1695
Microsoft Office 2013 Master	245	\$1695
Microsoft Office Specialist 2007	400	\$1995
Microsoft Office Specialist 2010 (MOS) Certification Training	380	\$1995
Microsoft Outlook 2007	40	\$595
Microsoft Outlook 2010 Certification Training	45	\$595
Microsoft Outlook 2013 Certification Training	45	\$595
Microsoft PowerPoint 2007	60	\$595
Microsoft PowerPoint 2010 Certification Training	65	\$595
Microsoft PowerPoint 2013 Certification Training	60	\$595
Microsoft Project 2007	60	\$795
Microsoft Project 2010	60	\$795
Microsoft SharePoint 2010 Certification Training	82	\$795
Microsoft Word 2007	80	\$595
Microsoft Word 2010 Certification Training	95	\$595
Microsoft Word 2013 Certification Training	70	\$595
Non-Profit Management	300	\$2295
Nutrition for Optimal Health, Wellness, and Sports	200	\$2595
Paid Search Professional with OMCP® Certification	135	\$1795
Paralegal	300	\$1995
Pay Per Click Marketing	150	\$1495

Payroll Practice and Management	80	\$1795
Performing Comprehensive Building Assessments	30	\$895
Personal Training and Group Exercise Training for Older Adults	200	\$2595
Physical Therapy Aide	150	\$1895
Preston Bailey's Fundamentals of Floral Design	240	\$1695
Preston Bailey's Intermediate Floral Design	240	\$1895
Preston Bailey's Signature Wedding & Event Design	240	\$1795
Principles of Green Buildings	30	\$795
Professional Bookkeeping with QuickBooks 2010	140	\$1895
Professional Bookkeeping with QuickBooks 2012	140	\$1895
Professional Bookkeeping with QuickBooks 2013	140	\$1895
Professional Bookkeeping with QuickBooks 2013, Software Included	140	\$1995
Professional Interpreter	40	\$995
Project Management	100	\$1695
Project Management with Microsoft Project 2007	160	\$1995
Project Management with Microsoft Project 2010	160	\$1995
Purchasing and Supply Chain Management	300	\$2295
Records Management Certificate	180	\$1595
Screenwriting for Film and Television	100	\$1595
Search Engine Marketing	250	\$1895
Search Engine Optimization	150	\$1495
Search Marketing Professional with OMCP® Certification	160	\$1795
Senior Certified Sustainability Professional	110	\$2495
Six Sigma Black Belt	200	\$2695
Six Sigma Green Belt	100	\$1895
Social Media and Mobile Marketing Professional with OMCP® Certification	160	\$1795
Start Your Own Business	200	\$1895
Technical Writing	80	\$1795
Travel Agent Training	250	\$1795

<b>CAREER ONLINE HIGH SCHOOL</b>		
	<b>Hours</b>	<b>Class Price</b>
High School Diploma With Certified Protection Officer Training	750	\$1295
High School Diploma With Certified Transportation Services Training	750	\$1295
High School Diploma With Child Care Training	750	\$1295
High School Diploma with Food and Customer Service Skills Training	750	\$1295
High School Diploma With General Career Preparation	750	\$1295
High School Diploma With Homeland Security Training	750	\$1295
High School Diploma With Office Management Training	750	\$1295
High School Diploma with Retail Customer Service Skills Training	750	\$1295

**HEALTHCARE AND FITNESS**

	Hours	Class Price
Administrative Dental Assistant	150	\$1795
Administrative Medical Specialist with Medical Billing and Coding	300	\$1995
Administrative Medical Specialist with Medical Billing and Coding + Medical Terminology	360	\$2495
Advanced Coding for the Physician's Office	80	\$1595
Advanced Hospital Coding and CCS Prep	80	\$1895
Advanced Personal Fitness Trainer	400	\$2795
Certified Indoor Air Quality Manager	16	\$795
Certified Indoor Environmentalist Prep	32	\$895
Certified National Pharmaceutical Representative	90	\$1795
Certified Personal Trainer	62	\$995
Clinical Dental Assistant	240	\$1995
CompTIA™ Healthcare IT Technician	80	\$1595
Fitness Business Management	200	\$2595
ICD-10 Medical Coding	200	\$1795
Medical Billing and Coding	240	\$1795
Medical Billing and Coding + Medical Terminology	300	\$1995
Medical Terminology	60	\$795
Medical Transcription	240	\$1795
Medical Transcription + Medical Terminology	300	\$1995
Nutrition for Optimal Health, Wellness, and Sports	200	\$2595
Optician Certification Training	150	\$1895
Personal Fitness Trainer	250	\$2295
Personal Training and Group Exercise Training for Older Adults	200	\$2595
Pharmacy Technician	330	\$1995
Physical Therapy Aide	150	\$1895
Veterinary Assistant	170	\$1995

**HOSPITALITY AND SERVICE INDUSTRY**

	Hours	Class Price
Advanced Personal Fitness Trainer	400	\$2795
Casino Poker Dealer	100	\$1595
Certified Global Business Professional	160	\$2495
Certified Protection Officer	50	\$850
Certified Wedding Planner	340	\$1595
Child Development Associate Training	120	\$850
Child Development Associate Training Renewal	45	\$499
Fitness Business Management	200	\$2595
Food and Customer Service Skills Training	120	\$850
High School Diploma with Food and Customer Service Skills Training	750	\$1295
High School Diploma with Retail Customer Service Skills Training	750	\$1295
Personal Fitness Trainer	250	\$2295
Personal Training and Group Exercise Training for Older Adults	200	\$2595

Preston Bailey's Fundamentals of Floral Design	240	\$1695
Preston Bailey's Intermediate Floral Design	240	\$1895
Preston Bailey's Signature Wedding & Event Design	240	\$1795
Retail Customer Service Skills Training	120	\$850
Travel Agent Training	250	\$1795
Video Game Design and Development	500	\$1995

**IT AND SOFTWARE DEVELOPMENT**

	Hours	Class Price
3ds max	300	\$1695
Administrative Professional with Microsoft Office 2010 Master	380	\$1995
Administrative Professional with Microsoft Office 2013 Master	445	\$1995
Administrative Professional with Microsoft Office Specialist 2007 Training	480	\$2395
Administrative Professional with Microsoft Office Specialist 2010	460	\$2395
Administrative Professional with Microsoft Office Specialist 2013	455	\$2395
Android Application Developer	120	\$1695
AutoCAD 2011	150	\$2595
AutoCAD 2011 With AutoCAD 3D	230	\$3295
AutoCAD 3D	80	\$1695
AutoCAD 3D, Software Included	80	\$1995
Cisco® CCNA® Certification Training	150	\$1995
CompTIA™ A+ Certification Training	230	\$1695
CompTIA™ Healthcare IT Technician	80	\$1595
CompTIA™ Network+ Certification Training	80	\$1495
CompTIA™ Security+ Certification Training	80	\$1495
Digital Analytics and Conversion Professional with OMCP® Certification	135	\$1795
Forensic Computer Examiner	80	\$3095
Help Desk Analyst: Tier 1 Support Specialist	120	\$1495
iPhone/ iPad (iOS) Application Developer	200	\$1995
Management for IT Professionals	390	\$2295
Microsoft Access 2007	120	\$595
Microsoft Access 2010 Certification Training	120	\$595
Microsoft Access 2013 Certification Training	90	\$595
Microsoft Certified Solutions Associate (MCSA): Server 2008	275	\$2195
Microsoft Certified Solutions Associate (MCSA): Server 2012	230	\$2195
Microsoft Certified Solutions Associate (MCSA): SQL Server 2008	220	\$1995
Microsoft Certified Solutions Associate (MCSA): SQL Server 2012	360	\$1995
Microsoft Certified Solutions Associate (MCSA): Windows 7	200	\$1995
Microsoft Excel 2007	100	\$595



## ARTS & HOBBIES

### CRAFTS



#### Body Butters and Lip Balm #119719

**NEW!**

These homemade creations are addicting! Body Butters are deliciously rich and luxurious. Similarly, an accompanying lip balm using your favorite ingredients and scents is equally divine and makes for a perfect and unique gift for yourself or your loved ones. Once you learn to make your own beautifully hand-crafted body butters and lip balms, you'll never want to buy manufactured over-the-counter versions again. In this hands-on workshop (wear your favorite comfy clothes!) you'll gain a foundation of knowledge for creating your own unique recipes and products at home. \$30 materials fee (payable to instructors) covers the cost of the all the items and ingredients you need to make your first body butters and lip balms in class.

*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;  
November 21, 2015

Tuition: **\$49**  
Instructor: **Quayum Abdul**  
Location: **EI Camino College**  
Materials Cost: **\$30**



#### 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.

Saturday, 9:00 AM - 12:00 PM;  
September 26, 2015

Tuition: **\$49**  
Instructor: **Quayum Abdul**  
Location: **EI Camino College**  
Materials Cost: **\$20**

#### Glycerin Soap Making

#112371

Do you love the sensual pleasure of beautiful, aromatic glycerin 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.

Saturday, 9:00 AM - 12:00 PM;  
October 24, 2015

Tuition: **\$49**  
Instructor: **Quayum Abdul**  
Location: **EI Camino College**  
Materials Cost: **\$20**

## CULINARY



#### The Basics of Serving Wine #300146 (online)



The Basics of Wine Service is designed to help bartenders, servers and wine lovers look like a pro when they serve wine or champagne. You will learn how to open a bottle of wine or champagne, how wine is produced, proper glassware use, the varieties of wine and more background on wine, champagne, grapes and service.

**NEW!**

You will take 1 test, with a score of 75% or above required to pass and receive your Wine Service Certificate.

*Instructor **Kellie Nicholson** has been working in restaurants, bars and nightclubs for 30 years in every type of establishment all over the United States. Trained by the very best in the food/beverage, and hospitality businesses, including Marriott, Lettuce Entertain You, and The Levy Restaurants, her experience is unparalleled. Serving clientele like Will from the Black-Eyed Peas, David Schwimmer, Jessica Simpson and Ashton Kutcher is only a small part of her extraordinary career. In management positions, Nicholson's implementation of employee sales incentives, strict policies and procedures, and customer service training have been instrumental in the development of a loyal and dedicated staff. Her leadership and management talents are invaluable assets.*

Schedule: Self-Paced online class.  
Upon registering for the class, student will be provided login information.

Tuition: **\$55**  
Instructor: **Kellie Nicholson**  
Location: **Online**

## VISUAL ARTS

### Certificated (2-Day) Film School: Produce, Write & Direct #100012



Practice your Oscar® speech. Hollywood is looking for great talent and anyone can produce, write, direct, even star, in an independent feature film if given the basic information which is presented in one intensive weekend. DAY-1 is FILMMAKING A-Z: WRITE, DIRECT, SHOOT & EDIT and teaches how to make your first feature film. Then DAY-2 is DEALMAKING A-Z: PRODUCE, FINANCE & DISTRIBUTE and shows how to sell that movie. This is the course attended by Quentin Tarantino, Will Smith, Queen Latifah, Rutger Hauer, Guy Ritchie and 100s of Hollywood celebrities. BONUS: Attendees receive a Filmmaker's Workbook and qualify for a Producer's Diploma & Graduation Certificate.

***Dov S-S Simens**, after a decade of Line Producing and Script Development, has taught at USC, UCLA, NYU and in 35 nations to over 20,000 filmmakers and was voted "America's #1 Film Instructor". Mr Simens authored "From Reel To Deal".*

Saturday, Sunday 9:00 AM - 6:00 PM;  
2 sessions; September 5 & 6, 2015

Saturday, Sunday 9:00 AM - 6:00 PM;  
2 sessions; December 5 & 6, 2015

Tuition: **\$395**  
Instructor: **Hollywood Film Institute**  
Location: **Raleigh Studios / The Chaplin Theater**

## DANCE

### 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. An additional \$45.00 materials fee paid directly to the instructor is optional to purchase veil and cymbals.

*Instructor Regine Costello 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.*

Saturday, 3:00 PM - 4:00 PM;  
8 sessions; October 3, 2015 –  
November 21, 2015

Tuition: **\$79**

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

### 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. An additional \$45.00 materials fee paid directly to the instructor is optional to purchase veil and cymbals.

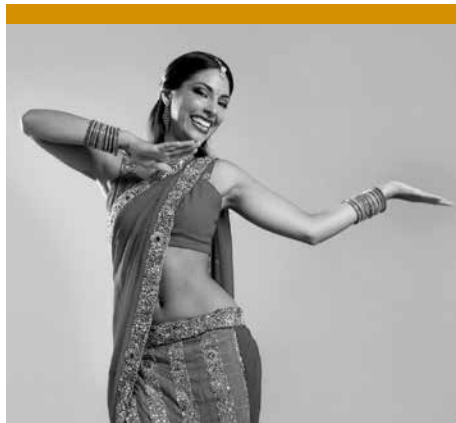
Monday, Wednesday 7:30 PM - 9:00 PM;  
4 sessions; December 7, 2015 –  
December 16, 2015

Tuition: **\$79**

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

## Bollywood Dance Fitness

#140006



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

Saturday, 1:30 PM - 2:30 PM;  
8 sessions; October 3, 2015 –  
November 21, 2015

Tuition: **\$79**

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

**"Instructor is well prepared!"**

**–Bollywood Dance Fitness Student**

**"Regine is a stunning spirit! She loves what she teaches!"**

**–Bollywood Dance Fitness Student**

## MUSIC



### Drums "R" Fun #120024

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

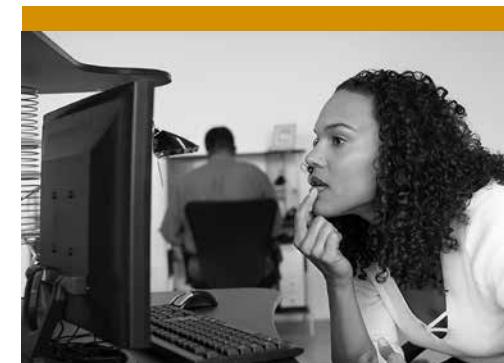
*Instructor Lenny "Gee" Giachello has been playing drums professionally for 38 years and teaching for 29 years. He has studied with six of the greatest drummers/teachers in the country. For more information on Lenny "Gee" visit [lennygdrumville.com](http://lennygdrumville.com).*

Sundays, 2:00 PM - 3:00 PM;  
8 sessions; starting September 13 –  
November 1, 2015

Tuition: **\$99**

Instructor: **Lenny Giachello**  
Location: **El Camino College**  
Materials Cost: **\$5**

### Exam Proctoring Service \$50 for up to two hours of proctoring.\*



## String Chamber Music Lessons #120026



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

*Dr. Lubo Velickovic is an experienced international violin teacher and performer.*

Tuesday, 4:30 PM - 6:30 PM;  
10 sessions; starting September 1 –  
November 3, 2015

Tuition: **\$199**

Instructor: **Ljubomir Velickovic**  
Location: **El Camino College**  
Materials Cost: **\$14**

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.

\*\$25 for each additional hour thereafter.

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





## Halloween Makeup Fun!

#109009

Halloween is just around the corner! If you or your kids are planning on going as a Zombie, Kitty Cat, Super Hero, or other characters and want to stand out in the crowd with an inspired costume look, then don't miss this fun and easy Halloween make-up workshop. You will learn great tips and ideas to create your perfect look for Halloween! (Please leave your cute kiddies at home for this class; They'll get to enjoy having their faces painted by YOU after you complete this inspirational class!) Pay \$15 materials fee directly to instructor at the class. Materials fee will provide you face paints, 3 brushes, 1/2 sponge and glitter powders.

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

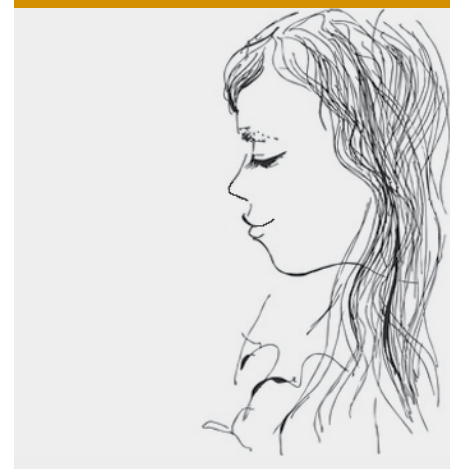
Saturday, 9:30 AM - 12:30 PM;  
October 10, 2015

Tuition: **\$55**  
Instructor: **Yoona Cha**  
Location: **El Camino College**  
Materials Cost: **\$15**



## 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;  
September 27, 2015

Sunday, 10:00 AM - 5:00 PM;  
October 25, 2015

Tuition: **\$25**  
Instructor: **Michael Van Overbeck**  
Location: **Art & Behavioral Sciences Room 205, 209**  
Materials Cost: **\$5**

## Secrets of Digital Photography #109007



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

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

Saturday, 9:00 AM - 12:00 PM;  
September 12, 2015

Saturday, 9:00 AM - 12:00 PM;  
December 5, 2015

Tuition: **\$35**  
Instructor: **Douglas Morrison**  
Location: **El Camino College**

**"Instructor Morrison is very knowledgeable, easy going and helpful."**

**"I felt comfortable asking questions."**

**-Digital Photography Students**

## HEALTH & FITNESS

### Stress Reduction & Relaxation Techniques through Self-Hypnosis

#800069



Learn proven relaxation techniques that can help you manage stress through the holiday season, and beyond. In this workshop you will learn self-hypnosis and other relaxation techniques for managing your daily stressful situations. Whether you are at home or working on the job, whether you have financial or relationship stress, the techniques you learn will enhance your relationships, support your health physically, mentally, and spiritually.

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

Monday, 7:00 PM - 9:30 PM;  
November 16, 2015

Tuition: **\$45**  
Instructor: **Jethro Carter**  
Location: **El Camino College**  
Materials Cost: **\$15**

**“Instructor [Jethro Carter] was friendly, helpful and very knowledgeable.”**

**-Self-Hypnosis Student**

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



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

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

Tuesday, 7:00 PM - 9:30 PM;  
November 3, 2015

Tuition: **\$45**  
Instructor: **Jethro Carter**  
Location: **El Camino College**  
Materials Cost: **\$15**

**“Well-presented and entertaining!”**

**-Self-Hypnosis Student**

### 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.

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

Saturday, 10:30 AM - 12:00 PM;  
8 sessions; starting August 29, 2015 – October 24, 2015 (No class on 9/5/2015)

Saturday, 10:30 AM - 12:00 PM;  
8 sessions; October 31, 2015 – January 9, 2016; (No class on 11/28/2015, 12/26/2015, 1/2/2016)

Tuition: **\$88**  
Instructor: **Ron Berman RYT**  
Location: **El Camino College**

### Yoga For Health & Relaxation--Intermediate

#800004

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

Saturday 9:00 AM - 10:30 AM; 8 sessions; starting August 29, 2015 – October 24, 2015 (No class on 9/5/2015)

Saturday, 9:00 AM - 10:30 AM; 8 sessions; October 31, 2015 – January 9, 2016; (No class on 11/28/2015, 12/26/2015, 1/2/2016)

Tuition: **\$88**  
Instructor: **Ron Berman RYT**  
Location: **El Camino College**

### The Answer is Vegan!

#800101



**NEW!**

Do you have concerns about weight loss? Type 2 diabetes? Loss of energy and stamina? Or other health

issues? Changing to a vegan or quasi-vegan diet lifestyle has proven to provide positive benefits for all of these concerns. In this class you'll gain an understanding of the ease of a vegan diet, be guided toward achieving the great health benefits of a vegan lifestyle and supplied with extensive support materials including vegan shopping information, recipes, and a weekly vegan diet guide. Accompanying book is available for optional \$30 purchase directly from the instructor in class.

*Instructor **Carol Cymerint** has been in the health profession for more than forty years. She's a registered nurse (RN) with a Master's degree in Health Administration and is certified as a Vegan Lifestyle Coach and Educator (ULCE) by Main Street Vegan Academy.*

Saturday, 1:00 PM - 4:00 PM;  
October 3, 2015

Tuition: **\$49**  
Instructor: **Carol Cymerint, RN, MHA**  
Location: **El Camino College**



## MONEY MATTERS

### A Different Way to Invest #810077

Why do you invest? To grow your wealth? To prepare for your retirement? As an investor, you may have unfulfilled expectations and are in search of better solutions that can lead to a better investment experience. What would that approach look like? How can you improve your odds of success? Learn a different way to invest in this class. You will learn ways to help improve your investment experience, as well as, receive the answers to your key investment questions. Join us as we explore key stock and bond investing concepts and conventional investing approaches, discuss the pros and cons of indexing, and highlight an alternate, research-based approach to investing.

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

Thursday, 6:30 PM - 8:30 PM;  
December 3, 2015

Tuition: **\$39**  
Instructor: **Larry Takahashi**  
Location: **El Camino College**

### Retirement Planning for Today #810072

Learn how to avoid the 10 biggest retirement planning mistakes! Discover how to save money on taxes, manage investment risk in your portfolio and protect your assets from long-term health-care expenses. Above all, this course shows you how to assess your financial situation and develop a personalized plan to achieve your

retirement goals. Whether or not you plan to retire 10 years from now, or have just recently retired, the valuable information you'll learn in this class can deliver rewards throughout your lifetime.

Saturday, 9:00 AM - 12:00 PM;  
2 sessions; September 26, 2015 –  
October 3, 2015

Thursday, 6:30 PM - 9:30 PM;  
2 sessions; October 1, 2015 –  
October 8, 2015

Tuition: **\$49**  
Instructor: **Larry Takahashi**  
Location: **El Camino College**  
Materials Cost: **\$20**

### Social Security Secrets: How to Maximize Your Benefits #810076

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

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

Saturday 10:00 AM - 1:00 PM;  
September 12, 2015

Saturday 10:00 AM - 1:00 PM;  
October 10, 2015

Tuition: **\$59**  
Instructor: **Samuel Rad**  
Location: **El Camino College**

## UCLA Extension

# Let's Get Down to Business



***UCLA Extension's courses at El Camino College mean a UCLA-approved education in business and accounting at a convenient nearby location.***

***Ready to conquer the world of business, or just become master of your personal finances?***

We're bringing our world-class instructors and courses right to you, in a special series of courses held at El Camino College. Expand your career options, by taking individual courses or applying them to a full certificate.

#### Learn:

- Personal Money Management (1-day seminar)
- Financial Auditing
- Business Economics

#### Want to know more?

Visit [uclaextension.edu/elcamino](http://uclaextension.edu/elcamino) for more information.

**Extend the possibilities with us.**



**GRADES 1-12**

2015  
**KID'S COLLEGE**

**Beginning Piano  
 (All ages) #900009**

Learn to play piano keyboard in a “hands-on” music studio environment! Come learn fingering, hand positioning, essential music reading skills, basic songs, and chords. Students must bring their own keyboard. Students under 18 years of age must have a parent or guardian submit a completed Kid’s College Release & Medical Consent form. Students must bring their own keyboard.

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

Thursdays, 3:45 PM - 5:15 PM;  
 6 sessions; September 10, 2015 – October 15, 2015

Thursdays, 3:45 PM - 5:15 PM;  
 6 sessions; October 22, 2015 – December 3, 2015; (No class on November 26, 2015)

Tuition: **\$135**  
 Instructor: **Charles David Wright**  
 Location: **Manhattan Beach Blvd Modules (MBBM) 133**  
 Materials Cost: **\$5**

**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!

Saturday, 10:00 AM - 11:00 AM;  
 8 sessions; September 26, 2015 – November 14, 2015

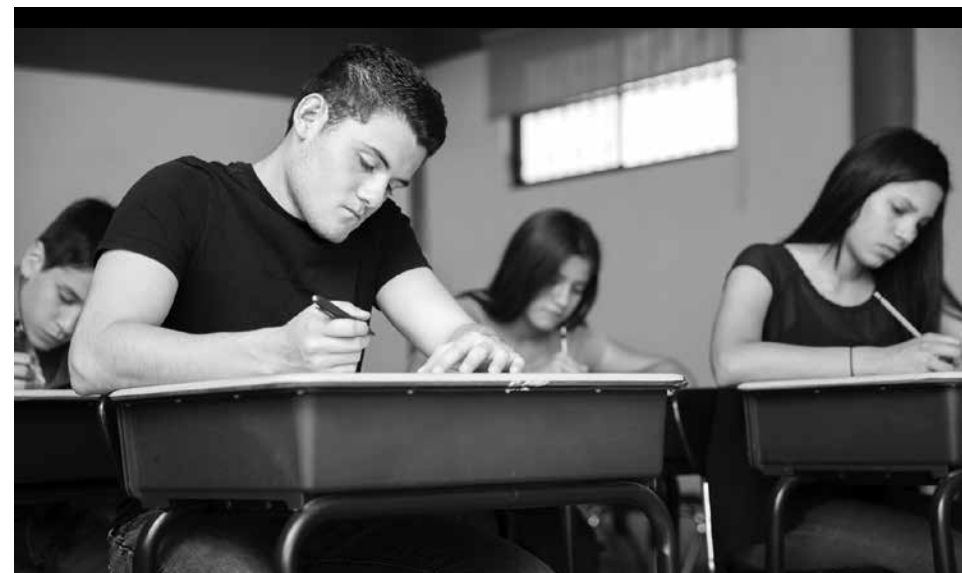
Tuition: **\$79**  
 Instructor: **Academic Chess**  
 Location: **El Camino College**

**South Bay Children’s Choir**



The South Bay Children’s Choir is a highly regarded choral organization guided by artistic director Diane Simons and taught by an excellent experienced staff of conductors who are effective at awakening the artistry within each child. The program offers comprehensive music education beginning with a First Steps program for ages 6-7, followed by a sequential series of choir classes and culminating in Concert Choir and Bel Canto at the high school level.

**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**



**SAT Boot Camp  
 (Grades 9-12) #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 to 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 Victory for the *S.A.T. Test 11th Edition* and *The Big Book of Skills 11th Edition* textbooks, two full-length retired S.A.T. tests/mock exams to determine student’s weak areas (optional, but highly recommended) and intensive classroom instruction.

*Instructor Iyaunna Ajiduah-Towery has a Master’s degree in Education and a Multiple Subject Teaching Credential with a Supplemental Authorization in Math. With more than fifteen years of public school teaching experience, including after-school computer science classes for various grade levels and CAHSEE prep courses, Ms. Ajiduah-Towery is an enthusiastic and highly motivating SAT Boot Camp instructor.*

Saturday, 8:30 AM - 11:30 AM;  
 7 sessions; September 19, 2015 – October 31, 2015

Tuition: **\$399**  
 Instructor: **Iyaunna Ajiduah-Towery**  
 Location: **El Camino College**

**SAT Boot Camp -  
 Mock-Exams #400028**

Conquer test anxiety! Your SAT Boot Camp fee includes two opportunities to take two full-length retired SAT 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 registered for the SAT boot camp are eligible to take the SAT mock exam(s).

Saturday, 7:30 AM - 12:00 PM;  
 September 12, 2015

Saturday, 7:30 AM - 12:00 PM;  
 November 7, 2015

Instructor: **Iyaunna Ajiduah-Towery**  
 Location: **El Camino College**

**KID'S COLLEGE**





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



**Other recommended classes include:**

- Chocolate Christmas pg. 45
- Oz in Hollywood pg. 45
- Social Security Secrets pg. 36

**FREE Computer Basics Classes For Plus 50 Career Training Students**

El Camino Community College is part of the Plus 50 Encore Completion Program, a national effort to train 10,000 baby boomers for new jobs in high-demand sectors such as health care (see pages 10-19). The program is sponsored by the American Association of Community Colleges (AACC) and funded by generous grant support from the Deerbrook Charitable Trust.



As part of the AACC's Plus 50 Encore program, El Camino College is proud to offer free Computer Basics Boot Camp classes for adults age 50 and over who enroll in the *Medical Assistant, Veterinary Assistant, Child Visitation Monitor, Patient Advocacy, Medical Billing and Coding* and *Pharmacy Technician* training program(s) in order to maximize career success rates by eliminating technological barriers that might hinder adults age 50 and over from continued participation in the labor market. Students must be 50 years of age or older to enroll and must be concurrently enrolled in one of the training programs. Pre-registration is required by calling the Community Education office at 310-660-6460.

**Computer Basics Boot Camp for Plus-50 Adults**  
#8890001



In just four meetings you will absorb ALL the basics, including using Microsoft Windows and Word, saving files, sending email, surfing the Internet, downloading, and more! Come join the fun with an instructor known for

his plain explanations and patience. Receive a Certificate of Completion to show your doubting relatives (100% attendance required). Optional \$24.99 materials fee includes Certificate of Completion and a copy of the instructor's book *Just Tell Me How It Works: Practical Help for Adults on All-Things-Digital*.

**Daytime/Weekday Classes:**

Mon, Wed 10:00 AM - 12:00 PM;  
4 sessions; starting September 28, 2015 – October 7, 2015

Mon, Wed 2:00 PM - 4:00 PM;  
4 sessions; starting October 26, 2015 - November 4, 2015

Tuition: **\$59**  
Instructor: **Paul Lance**  
Location: **MBBM 137**

*Paul Lance is the author of Just Tell Me How It Works: Practical Help for Adults on All-Things-Digital. He has spent the last 20 years at the intersection of entertainment, publishing and new media, having worked at Twentieth Century Fox and as head of the west coast office for HarperCollins Publishers. His workshops include the US Small Business Administration, Kaiser Permanente, Employment Development Department (EDD) and others. He was one of the featured presenters at this year's AARP National Convention in Miami.*

**Computer Basics Boot Camp for Plus-50 Adults**  
#8890001

In just three meetings you will absorb ALL the basics, including using Microsoft Windows and Word, saving files, sending email, surfing the Internet, downloading, and more! Come join the fun with an instructor known for his plain explanations and patience. Receive a Certificate of Completion to show your doubting relatives (100% attendance required). \$4.00 materials fee includes Certificate of Completion and a 58-page handbook.

**Saturday Classes:**

Saturday, 9:00 AM - 12:00 PM;  
3 sessions; September 12, 2015 – September 26, 2015

Saturday, 9:00 AM - 12:00 PM;  
3 sessions; October 10, 2015 – October 24, 2015

Saturday, 9:00 AM - 12:00 PM;  
3 sessions; November 7, 2015 – November 21, 2015

Saturday, 9:00 AM - 12:00 PM;  
3 sessions; November 28, 2015 – December 12, 2015

Tuition: **\$59**  
Instructor: **Dale Fedderson**  
Location: **MBBM 137**  
Materials Cost: **\$4**

*Instructor Dale Fedderson has been teaching computer skills for years, everything from how to use a mouse to how to create technical drawings, spreadsheets, and brochures. But his*

*favorite thing is to show newcomers how to get the most from the Internet.*

**Best of the Internet**  
#8890007

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

Sat 1:00 PM - 4:00 PM; 3 sessions; starting October 10, 2015, ending October 24, 2015

Sat 1:00 PM - 4:00 PM; 3 sessions; starting November 28, 2015, ending December 12, 2015

Tuition: **\$59**  
Instructor: **Dale Fedderson**  
Location: **El Camino College**  
Materials Cost: **\$2**

**Microsoft Word and Excel** #8890010

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

Sat 1:00 PM - 4:00 PM; 3 sessions; starting September 12 – 26, 2015

Sat 1:00 PM - 4:00 PM; 3 sessions; starting November 7 – 21, 2015

Tuition: **\$59**  
Instructor: **Dale Fedderson**  
Location: **El Camino College**  
Materials Cost: **\$4**

# TAKE YOUR KNOWLEDGE TO THE NEXT DEGREE

Find out how  
El Camino College  
can help you take  
your knowledge to  
the next degree!

plus 50  
Community Colleges

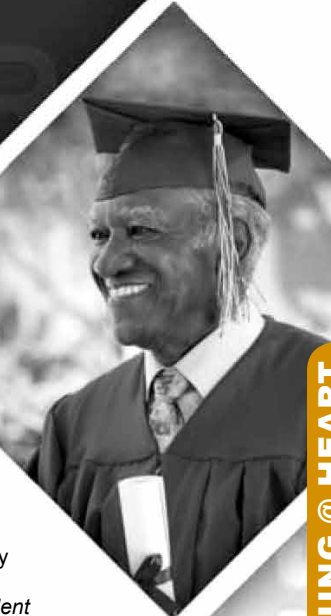


**Community Education Office**  
**(310) 660-6460**  
**ECCommunityEd.com**



## Plus 50 Gets Older Adults Back to School—and Work

“The classes made me more aware of where I wanted to be going in my career at this time in my life. Also, reviewing my skills and abilities, personality traits, and strengths, I was able to direct my energy toward solid decisions.”  
—Plus 50 Community College Student



YOUNG @ HEART

If you're one of 37 million adults ages 25 to 64 who attended college but never received a degree—or one of millions more who need a new skill for a changing job market—Plus 50 can pave the way to completion. Through the Plus 50 Encore Completion Program, your local community college is providing programs and services that make it easier than ever for students over 50 to obtain the cutting-edge skills required to compete for jobs in the healthcare, education, and social services fields. Your community college offers support and flexibility to help you reach your goals.

Anyone in the job market these days knows the competition is fierce—especially for people age 50 and over. It takes longer for workers over 50 to find jobs than it does for their younger counterparts, and workers of all ages with limited education credentials have higher rates of unemployment and greater difficulty than others in finding and securing employment. Today, 40 percent of people over age 55 remain in the workforce—the highest rate since 1962. If you're among them and you need a job or a change in careers, earning a certificate or degree in the high-demand fields of healthcare, education, and social services will help you beat the competition.

- **Medical Assistant** pg. 10
- **Personal Fitness Trainer** pg. 9
- **Child Visitation Monitor** pg. 18

### Increase Earning Potential

With every additional level of U.S. workers' education, their average unemployment rate falls and their average earnings rise. Many of the jobs in the fast-growing fields of healthcare, education, and social services require some education beyond high school. That doesn't mean you need a four-year degree to succeed in these fields. Many jobs require less than a bachelor's or an associate degree. Plus 50 community colleges can help students identify and gain the skills and credentials they need for higher-paying jobs in their local areas.

### Open Doors to New Fields

Community colleges are leading the way in designing degree and certificate programs to prepare workers for careers in the fast-growing industries of healthcare, education, and social services. Many of these colleges are creating special Plus 50 programs for students 50 and over who want to complete degrees or certificates they began years ago or start new ones to get ahead.

In an independent evaluation of community colleges' Plus 50 programs, 90 percent of students agreed that workforce training helped them acquire new job skills—and 72 percent said it was the key to landing a job.

- **Pharmacy Technician** pg. 14
- **Medical Billing & Coding** pg. 12
- **UCLA Extension Patient Advocacy** pg. 19



## GO GREEN!

### Crash Course To Be Solar Installer #620009



Installing solar panels are becoming more and more popular. Thousands of home & commercial owners are looking for “Solar Installers” to install solar panels on their roof-top. Thousands of experienced solar installers are doing the same kind of work as independent contractors. IN fact, independent contractor positions are in high demand. By 2020, 65% of solar installation will be done by independent solar installers. This course will prepare participants to design and install solar photovoltaics on roof-tops. This class will cover solar, electrical, and city code as well as electrical writing. Materials fees \$40 (Covers printed copies & CDs) to be paid to the instructor on the first day of class. Optional information on how to receive hands-on training on real world installation with Grid Alternatives will be available to students upon request.

*Instructor Quayum Abdul has been an instructor in solar system design and installation since 2010. He has contributed several research papers on Solar Energy to several National and International Solar Energy Conferences.*

Mon, Wed 6:00 PM - 10:00 PM;  
5 sessions; starting October 19,  
ending November 2, 2015

Tuition: **\$189**  
Instructor: **Quayum Abdul**  
Location: **El Camino College**  
Materials Cost: **\$40**

### Got Water? Drought Solutions For Your Home

#620010



Mega-Drought has hit California! Learn from the ultimate sustainability expert, Mike Garcia, how you can turn your home into a water-hugging environment. He'll show you how to thrive in dry-times with water efficiency methodologies such as rain-water harvesting, native gardens, grey water, aquaponics, aeroponics, drip irrigation and composting.

*Instructor Mike Garcia is a sustainability expert with more than 30 years of experience as founder of EnviroScape LA, an eco-friendly pond, landscaping design, and Construction Company. Under his leadership, EnviroScape has earned 50 plus landscape awards at local, state, national and international levels.*

Saturday, 9:00 AM - 12:00 PM;  
September 12, 2015

Tuition: **\$39**  
Instructor: **Mike Garcia**  
Location: **El Camino College**

## SPECIAL EVENTS & EXCURSIONS

### OZ IN HOLLYWOOD 1-DAY EXCURSION #020007

Saturday, October 3, 2015



L. Frank Baum and his family relocated from Chicago to Los Angeles in 1910, and it was here that he built a home, founded a movie studio, and wrote some of his most memorable stories. Trace Baum's “yellow brick road” into early Hollywood with John Powers, a writer with extensive knowledge of Baum. Discover Mr. and Mrs. Baum's first rented house in Pico-Union, the location of their custom built home known as Ozcot in Hollywood, and the site of the Oz Film Mfg. Co, also in Hollywood. Finally, enjoy an elegant three-course lunch in the exclusive Famous Players room of the Los Angeles Athletic Club, original home of the Uplifters Club, a men's social club that included some of the most prominent and good-hearted leaders of the city, including L. Frank Baum.

Price: **\$125** Depart: **El Camino College lot D @ 9:00AM**, Return: **3:00PM**

### CHOCOLATE CHRISTMAS 1-DAY EXCURSION #020008

Saturday, November 14, 2015



Discover and indulge yourself (while purchasing memorable holiday gifts) at four Los Angeles chocolate confectioneries. Led by choc-holic John Powers, you will begin your day at ChocoVivo in Culver City, one of only three bean-to-bar manufacturers in the city – that is, chocolatiers who process their own cocoa

beans. Here, every step of the chocolate making process is done on site. Next, explore the Hungarian chocolate tradition at K Chocolatier in Beverly Hills where Diane Kron brings her family tradition to the U.S. with crisp rice chocolate bears, rum truffles, and much more. Nearby, discover the Beverly Hills Brownie Company with 26 varieties – ranging from deluxe chocolate-frosted chocolate brownie to red velvet cheesecake. The brownies are big – basically smallish cakes – each with four edges and a soft center. Finally, if there can be a finally with chocolate, indulge at landmark Edelweiss known for its vintage equipment, much of which dates back to 1942 when the shop first opened. Their enrobing machine, which is still in use, famously inspired the chocolate-making conveyer belt fiasco in I Love Lucy. The hallmark of Edelweiss is their marshmallows, which are handmade and dipped in six different chocolate combinations. Let go, and let chocolate! Suggested: Walking shoes and cash, check, or charge for gift purchases!

Price: **\$69** Depart: **El Camino College lot D @ 9:00AM**, Return: **3:00PM**

El Camino College is delighted to offer enriching and adventurous single day tours curated by John Powers.

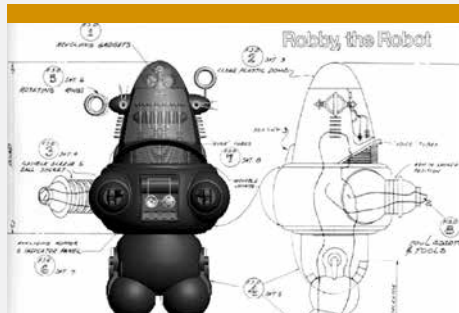
Limited seating. Pre-registration required: Call 310-660-6460

- Transportation via chartered deluxe air-conditioned coach
- Guided tour by John Powers, a writer and director known for his Works in Progress theater series and his Ten Years After history series.
- Each tour will depart from and return to the El Camino College parking lot D just off of Manhattan Beach blvd. (near the electronic sign). Please arrive 20 minutes prior to departure time.

# SPECIAL EVENTS & EXCURSIONS

## FORBIDDEN PLANET NIGHT AT THE PLANETARIUM #2240002

Saturday, October 10, 2015  
6:00pm – 9:00pm \$25



### Projection Mapping, Movie, and Planetarium Show at El Camino College Planetarium.

This is no ordinary planetarium show! Enjoy a fun night at the planetarium, with our award-winning *Multimedia Effects in the Haunted Mansion* class instructor Chris Weisbart and artist Raphael Arar transforming the El Camino College planetarium into a spooky-cool projection-mapped monument of magic! Instructor Weisbart will teach you basic do-it-yourself instructions on how he and Raphael created the planetarium projection-mapped images. Watch a screening of the 1956 science fiction movie *Forbidden Planet* starring Robby the Robot and Leslie Nielsen. Enjoy a planetarium show

by El Camino College “real science” astronomy instructor Shimonee Kadakia who will also be on hand to point out and correct concepts of science fiction presented in *Forbidden Planet*.

**Chris Weisbart** is a designer and artist working in Los Angeles. He is responsible for designing and building numerous interactive exhibits at museums across the country and at the Natural History Museum of Los Angeles, where he worked for almost 10 years. His work developing an internal hacker space and development lab at the Natural History Museum known as “The Bat cave” has garnered him various television, web and speaking appearances discussing the incredible technological capabilities available to modern do-it-yourselfers. Chris is also a multimedia artist whose work parallels and uses many of the DIY topics he uses in his design practice.

**Raphael Arar** is an award-winning artist, designer and technologist whose work seeks to trace the trajectories of interpersonal and intrapersonal interaction in light of progress. These works manifest themselves in a variety of forms encompassing a synthesis of nostalgia and novelty often informed by scientific systems and humanistic research. His artwork has been shown at museums, conferences, festivals and galleries internationally including the ZKM Center for Art & Media, Espoo Museum of Modern Art, International Symposium on Electronic Art (ISEA), Gamble House Museum, Boston Cyberarts Gallery, and Athens Video Art Festival.

**Shimonee Kadakia** is a full-time astronomy instructor at El Camino College with a B.A. in Math and Physics from UC Irvine and an M.A. in Astronomy from SDSU. She is passionate about astronomy and even more passionate about transferring her knowledge and love of the “stars and skies” to her students. Don’t miss her planetarium show and her lively corrections of the science fiction presented in *Forbidden Planet!*

# How to Register for a Class



### BY MAIL

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



### BY PHONE

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



### BY FAX

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



### AT THE TECHNICAL ARTS BLDG.

Bring your completed registration form & payment to the Community Education Office in Tech Arts Bldg, 101A. (MBBM 131 starting Aug. 5) See map pg. 49



### ONLINE

Visit: [ECCCommunityEd.com](http://ECCCommunityEd.com) & pay by credit card

**OFFICE HOURS:** Monday-Friday 8:30 a.m. – 5:00 p.m.

Closed weekends and holidays: September 7, 2015 (Labor Day), November 11, 2015 (Veteran’s Day), November 26 & 27 (Thanksgiving), December 21, 2015-January 8, 2016 (Winter Holidays)

### REGISTRATION FORM AVAILABLE ON PAGE 50

### PRE-REGISTRATION IS IMPORTANT!

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

### REGISTRATION AT FIRST CLASS

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

### MATERIALS FEES

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

### CANCELLATION POLICY

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

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

### IF A CLASS IS CANCELLED

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

### TRANSFERS

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

### REGISTRATION CONFIRMATION

Paper confirmations and receipts furnished ONLY upon request.

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



**CERTIFICATES OF COMPLETION \$5**

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

**PARKING ON CAMPUS**

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

**PLEASE RECYCLE**

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

Catalog is printed on recycled paper.

**WHAT ARE YOU DOING TONIGHT?**

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

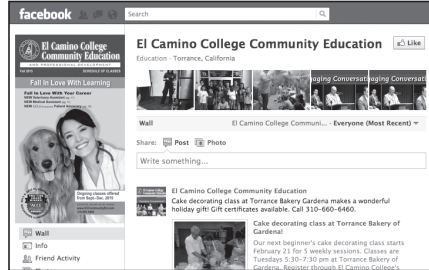
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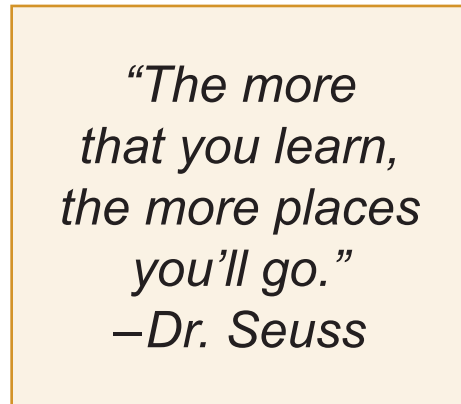
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**OFFICE OF COMMUNITY EDUCATION**

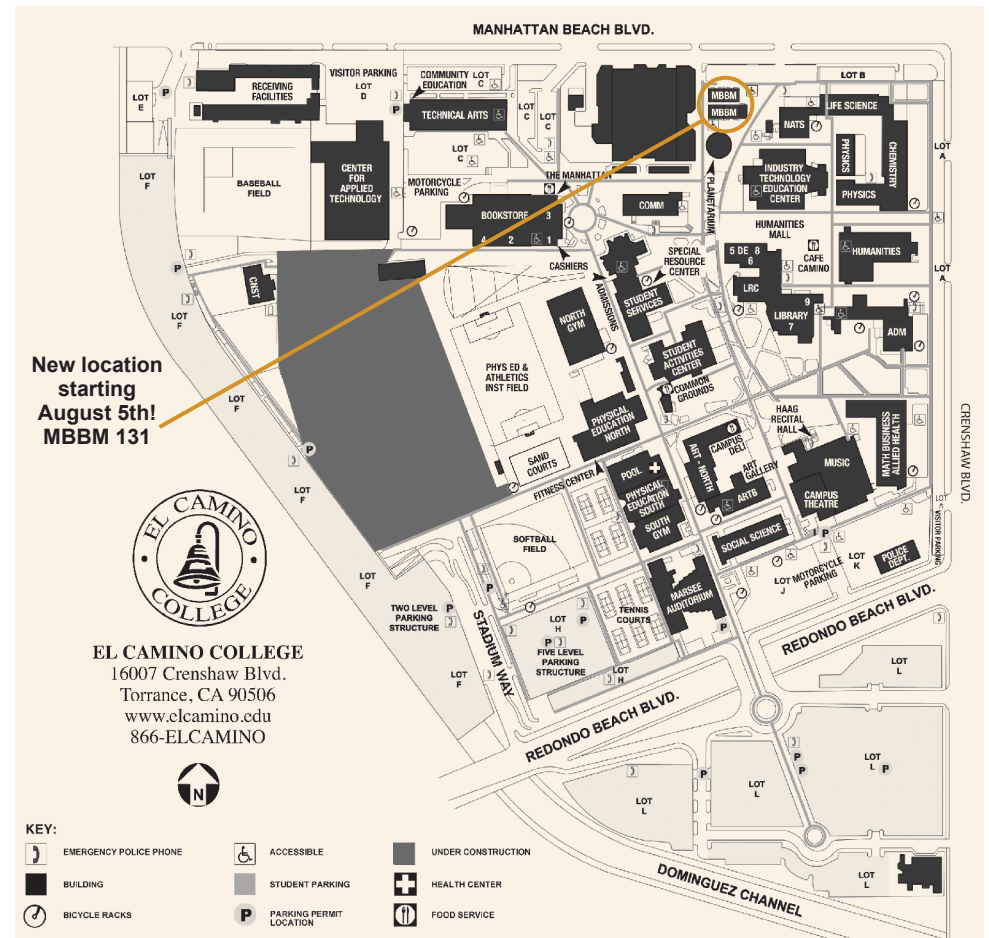
The Community Education catalog is produced by the El Camino College Community Education Department: Betty L. Sedor, Program Director; Veronica Mendoza, Program Assistant; Graphic design by Soap Design Co. at soapdesign.com. Contributing photographers: Veronica Mendoza, Betty L. Sedor, Jim Towns and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



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

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

**El Camino Campus Map**



**Attention: The Community Education Office is currently located in the Technical Arts Building, Room 101A. Starting August 5th, the office will be relocated to MBBM 131.**



**For Complete Map of Campus:**

**Area Map**



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

**For More Information**

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



# REGISTRATION FORM

(OK to duplicate) (310) 660-6460 • www.ECCommunityEd.com Fall 2015

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>

(PAY MATERIAL FEES DIRECTLY TO INSTRUCTOR)

Payment Options:  Cash  Check  Credit Card

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

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

Send registration form to: Community Education – El Camino, 16007 Crenshaw Blvd., Torrance, CA 90506  
 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 request 3 full business days before the first class meeting. Credit Vouchers are applicable toward a future Community Education class and are valid for 3 years.

## KID'S COLLEGE Release & Medical Consent

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



## Visit Our Online Instruction Centers!

### Career Training Programs

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

#### Features:

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

#### Programs are available in the following areas:

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

#### AutoCAD 2015

In this program, students will master basic and advanced design skills, by gaining hands-on practice in using 2D tools using AutoCAD 2015 software.

#### CompTIA™ A+ Certification Training

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

#### Freight Broker/Agent Training

Become a part of the exciting trucking, freight logistics, and transportation industries! This program will teach you everything you need to know to start your own freight business or become a freight agent.

#### High School Diploma With General Career Preparation

Earn your high school diploma and prepare to enter the job market as you master skills valued by today's employers.

### Online Courses

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

#### Features:

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

#### How to Get Started:

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

#### Grammar Refresher

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

#### 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.

#### Accounting Fundamentals

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

#### A to Z Grant Writing

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

## MORE COURSES AVAILABLE AT OUR WEBSITES

<http://careertraining.ed2go.com/elcamino>  
(see page 16)

[www.ed2go.com/elcamino](http://www.ed2go.com/elcamino)  
(see pages 22-27)



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