



El Camino College Community Education

AND PROFESSIONAL DEVELOPMENT

Winter/Spring 2009

SCHEDULE OF CLASSES

New Year's Solutions!

**100+ Recession-Proof
Career & Professional
Development Solutions**

**66+ Personal
Development Solutions**

**200+ Online Class
Solutions**

Evening, online,
and weekend
not-for-credit classes
for professional and
personal development.

2009 Resolutions:

- ☒ Lose 10 pounds
- ☒ Ride a bike
- ☒ Re-read a favorite book
- ☒ Learn a new skill
- ☒ Take a new class



Introducing
**Young
@ Heart**
program!

Life-long learning
classes for
older adults
(pg. 44)

**Ongoing classes offered
from January–May 2009**

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

Solution!

Start a Career in the Medical Field

"Help wanted: U.S. has a shortage of trained health workers. --the country is experiencing a shortage of trained workers in the allied health professions."
—Los Angeles Times July 27, 2008



19-Week Medical Biller Training Program w/Externship

Starts February 7th!

As a Medical Biller, you will process medical claims for a variety of insurance carriers. This program is designed to prepare students with the knowledge, competencies, and technical skills for entry-level positions as a Medical Biller. This course combines 126 hours of classroom instruction with

a 120-hour externship to provide you with a complete learning experience.

FREE information night!

**Monday, January 23, 2009
5:30-6:30 PM**

RSVP: 310-660-6460

Classroom: SOCS 105

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27-Week Pharmacy Technician Training Program

Starts March 7th!

As a Pharmacy Technician you will help the pharmacist package or mix prescriptions, maintain client records, refer clients to the pharmacist for counseling, assist with inventory control and purchasing, as well as collect payment and coordinate billing. This course combines 182-hours of classroom instruction with a

120-hour pharmacy externship to provide you with a complete learning experience.

FREE information night!

**Monday, January 23, 2009
6:30-7:30 PM**

RSVP: 310-660-6460

Classroom: SOCS 105

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Health Information Management: Medical Terminology, Coding & Billing

Starts March 31th!

Are you interested in a career in health information management? In this 7 part course, you will gain the tools and knowledge necessary toward becoming a medical coding and billing specialist.

FREE information night!

**March 24, 2009
6:30-7:30 PM**

RSVP: 310-660-6460

Classroom: SOCS 105

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Clinical Medical Assistant Training Program

Starts May 2nd!

As a Clinical Medical Assistant, the student will be trained to help the physician carry out procedures, care for patients, perform basic lab tests and administer medications. The Clinical Medical Assistant works in a physician's office or a clinic setting. This

course combines classroom instruction of 134 hours and off-site externship of 160 hours to provide students with a comprehensive learning experience.

FREE information night!

**Monday, April 16, 2009
6:30-7:30 PM**

RSVP: 310-660-6460

Classroom: SOCS 105

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

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

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Arts & Hobbies

“Wonderful Class! I came in with no previous knowledge and now I am able to make animal shapes out of icing!”

–Maya Bibee-Matsunaga, El Camino College Community Education Cake Decorating Student (November 2008)

“Loved the class!”

–Cathy Esquivel, El Camino College Community Education Cake Decorating Student (November 2008)



Pictured: Instructor Kirk Rossberg

CULINARY

Beer Making: Home Brewing Basics

Learn how to brew your basic beer in an actual shop which supplies world class brewers with all their brewing needs. Learn the differences between ales and stouts and lagers. Sample various styles such as weizens, lambics, and barley wines. Come away with an appreciation of beer as a common or sophisticated beverage. Instructor **Mike Froehlich** of the California Fermentation Society operates Stein Fillers brewing company that has been in business since 1994 providing quality education and ingredients to brewers, vintners and mead makers in the Los Angeles vicinity.

#130003 1 Sat, Feb 28 10 AM – 2 PM

\$75 OFF-SITE: Stein Fillers

NOTE: Must be age 21 years of age. Please bring Picture ID to class.

Cooking: New Orleans-Style Mardi Gras in the Bayou

Impress your family and friends when throwing that Mardi Gras party this season! Chef J. Michael Sanders will give you all the tools you'll need to master some recipes of New Orleans food. Dishes will be paired with wine or beer. After preparation, EAT YOUR CREATION! Instructor **Chef J. Michael Sanders** has cooked for the entertainment industry, numerous actors and performers, radio personalities, and most recently he showcased his culinary skills while KTLA celebrated 60 years of business, and he rose to the occasion for their Valentine's Day Cruise in the Harbor of Long Beach, California.

#130004

1 Sun, Feb 1

5 PM – 7:30 PM

1 Sun, Mar 1

5 PM – 7:30 PM

\$69 includes recipe handouts, the delicious dinner you will prepare at the restaurant & your choice of a glass of wine or beer. \$16 materials fee (optional) paid to instructor for an apron and chef's hat.

OFF-SITE: DBD's New Orleans Café

NOTE: Must be 21 years of age. Please bring Picture ID to class.

CAKE DECORATING

Let Them Eat Cake!

Get started in this fun, hands-on series of classes designed to teach you the art of transforming ordinary cakes into colorful works of art. Materials include cake, booklet, some decorating bags and optional purchase of additional decorating kits with tools. Students who complete all three courses **Cake Decorating 1, Cake Decorating 2 and Cake**

Decorating 3 will receive a certificate of completion. Instructor **Kirk Rossberg** is the owner of Torrance Bakery. He has been in the bakery business for over 30 years. Kirk and Torrance Bakery have won numerous awards including National Retail Bakery of the Year in 2007.



Cake Decorating Series Continues from Fall '08:

Cake Decorating 3-Advanced

Complete this final class of the El Camino College Community Education Cake Decorating series and you will earn a certificate of completion. In this final piece de resistance course, you will learn how to figure pipe, how to make shaped cakes, the art of airbrushing and advanced rolled fondant techniques. *Prerequisite:* Completion of course 1 & 2.

#130002

5 Tues, Jan 27 – Feb 24

5:30 – 7:30 PM

\$69 + \$25 material fee paid to instructor

Room: OFF-SITE, Torrance Bakery of Gardena

Cake-Decorating Series Begins (Parts 1-2 of 3):

Cake Decorating 1-Foundation

Learn how to frost a cake like a professional. Writing, borders, icing roses, airbrush techniques and figure piping will be covered. Both Styrofoam and real cakes will be used. You will complete a shaped cake in the last class.

#119695

5 Tues, Mar 3 – 31

5:30 – 7:30 PM

\$69 + \$25 material fee paid to instructor

OFF-SITE: Torrance Bakery of Gardena

Cake Decorating 2-Intermediate

Continue learning and refining your cake decorating skills in this exciting second course. You will learn about icings, chocolate transfers, basket weave, and the secrets to working with rolled fondant. *Prerequisite:* Course 1.

#119696

5 Tues, Apr 7 – May 5

5:30 – 7:30 PM

\$69 + \$25 material fee paid to instructor

Room: OFF-SITE: Torrance Bakery of Gardena

Enroll Now! Class Fills up Quickly.

CRAFTS

Bath Products

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

#119697 1 Sat, May 9 9 AM – 12 PM

\$39 + \$20 material fee paid to instructor
Room: SOCS 211

Candle Making

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

#119681 1 Sat, Feb 7 9 AM – 12 PM

\$39 + \$20 material fee paid to instructor
Room: ArtB 15



Floral Design Basics

In this one day workshop, you will learn the basics of choosing, preparing and arranging fresh flowers. Students will receive guidance on preparation of materials and learn the principles of design. The students will also become familiar with composition, color and texture in flower arranging that will help the individual develop their own personal style of floral arranging. *Instructor Vanessa Ward is a professional floral designer with over 15 years of design experience. She is the owner of Flowered Occasions, providing complete floral design services – accommodating weddings, sympathy tributes, corporate events and everyday floral design.*

#730085 1 Sat, Feb 28 10 AM – 3 PM

\$39+ \$35 material fee paid to instructor
Room: SOCS 112
NOTE: Students must bring floral cutters/ scissors and a small or medium size vase.

Soap Making

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

#112371 1 Sat, Mar 7 9 AM – 12 PM

\$39 + \$20 material fee paid to instructor
Room: SOCS 211

Woodturning Guild Membership

The Community Woodturning Club is open to anyone interested in woodturning. Meetings are on the first Sunday of each month at 1:00 pm in the Construction Technology Building at El Camino College. *Instructor Jack Selph is an experienced professional in the woodworking field.*

110001 6 Sun, Jan 4 – June 7 1 – 3 PM

Membership fee is \$35 (covers Jan – June 2009)

DANCE

Belly Dance (Beginning)

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. *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. She received the 2001 Excellence in Arts Award in the dance category by the City of Torrance and is a 3-time Belly Dancer of the Universe Competition trophy winner.*

Grades 9-12 are also welcome!
(Release form required)

#800031
8 Sat, Jan 24 – Mar 28 3:30 – 4:30 PM

8 Sat, April 4 – June 6 3:30 – 4:30 PM

\$69 + \$40 optional material fee (to purchase a veil and cymbals)

Room: PE 52

NOTE: No class meeting on Jan 31, Feb 14, Apr 11 and May 23, 2009.



Belly Dance Certificate of Completion Series: American Cabaret General Skills Competency

New

Complete all 3 courses with 90% attendance to earn a **Certificate of Completion**. Purchase all 3 courses at \$169 or purchase individual classes at \$65 each. *Instructor Regine Costello has been instructing American Cabaret Belly Dance for more than 10 years. American Cabaret Belly Dance is a distinctly American fusion of various Middle Eastern Dance styles that has been performed in the U.S. since the early 1970s. Regine has been a professional belly dancer for more than 15 years and is a 3-time Belly Dancer of the Universe Competition trophy winner as well as the recipient of the City of Torrance Excellence in Arts Awards in the dance category.*

Belly Dance: Basic Building Blocks, Class #1

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

#140002 5 Sat, Jan 24 – Mar 7 12:45 – 2 PM

\$65 + \$50 optional material fee Room: PE 52
NOTE: No class on Jan 31 and Feb 14, 2009

Belly Dance: Intermediate Elements and Choreography, Class #2

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

#140003 5 Sat, Mar 14 – April 25 12:45 – 2 PM

\$65 + \$50 optional material fee Room: PE 52
NOTE: No class on Mar 28 and Apr 11, 2009.

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

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

#140004 5 Sat, May 9 – June 13 12:45 – 2 PM

\$65 + \$50 optional material fee Room: PE 52
NOTE: No class on May 23, 2009.



Flamenco Dance

New

Olé! Discover the exciting dance of the Spanish gypsies: Fiery footwork, graceful arm and hand movements and the gypsy art of hand clapping. Flamenco technique and steps are taught along with a complete choreographed routine. This class incorporates traditional and contemporary styles of Flamenco dance. Flamenco shoes and skirts are highly recommended, but not required. These may be purchased from an outside source after the first class meeting. *Instructor Regine Costello has been studying Flamenco since she was 7 years old and teaching and performing Flamenco along with her dance company Ballet de Corazón for over 15 years.*

Grades 9-12 are also welcome!
(Release form required)

#140001	
9 Tues, Jan 20 – Mar 17	6:15 – 7:15 PM
9 Tues, Mar 31 – May 26	6:15 – 7:15 PM
\$79	Room: PE 233

MUSIC

You Can Sell Hit Songs

Here's the information you need to get your songs into the marketplace. You'll learn copyright basics, how to make a good demo on a small budget, royalties, income sources for songwriters, what a publisher does, how to get your songs to the people who count - the publishers, and producers who can get your songs recorded. You CAN do it! *Instructor Robin Frederick is a 25 year veteran of the music industry, a solo recording artist and former record label executive. She has written and produced over 500 songs for television, records and stage.*

#120006	1 Sat, Feb 28	1 – 4 PM
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\$35 + \$10 material fee paid to instructor
Room: SOCS 105

Ukulele Aloha

New

Beginner or "brush up" Ukulele course. Learn to play Ukulele cords and accompany yourself as you sing. Course topics include basic music theory, Ukulele History and songs with chord diagram handouts. Required: Students must bring a Ukulele and a 3-ring notebook (to create their own Ukulele text book). Tuning fork is also highly recommended. *Instructor Dan Salvo began playing the Ukulele in 1950 when he saw it played by Arthur Godfrey on TV. Mr. Salvo's first Ukulele was an Arthur Godfrey "Islander" plastic instrument. He has played a Ukulele over a lifetime and is known for his style of playing as a "Ukulele Instrumentalist."*

#120020

6 Tues, Jan 27 – Mar 3	7 – 8:30 PM
6 Tues, Mar 10 – April 14	7 – 8:30 PM
6 Tues, April 21 – May 26	7 – 8:30 PM

\$59 + \$3 material fee paid to instructor
Room: Music 205

Piano/Keyboard and Drum Line classes for kids

Please refer to page 26.

VISUAL ARTS
DRAWING & PAINTING



Introduction to One Stroke Painting

Learn this popular painting technique that shades, highlights and blends all in a stroke of the brush! Paint gifts for friends and family or something special for your home. With this fun quick and easy technique you can paint on glass, wood, tin, fabric, furniture and even walls! You don't have to be an artist

and it's for people of all ages. *Instructor April Numamoto is a certified One Stroke Instructor and has been teaching the technique since 1997 including to students at National Painting Conventions around the country. Her art work has been featured in several publications.*

#100036

1 Sat, Feb 21	10 AM – 12:30 PM
1 Sat, Mar 21	10 AM – 12:30 PM

\$35 + \$10 material fee paid to instructor
Room: ArtB 205

Life Drawing Marathons

Join us for a relaxing Sunday as we open our doors to 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.*

#100013

1 Sun, Jan 25	10 AM – 5 PM
1 Sun, Feb 22	10 AM – 5 PM
1 Sun, Mar 29	10 AM – 5 PM
1 Sun, April 26	10 AM – 5 PM
1 Sun, May 31	10 AM – 5 PM

\$18 + \$5 material fee paid to instructor
Room: ArtB 205, 209

Secrets of Fine Art Collecting

New

What does the art you hang on your home or office walls say about you? Learn 10 secrets to collecting fine art with investment potential that suits the image you wish to portray and the interior design you wish to incorporate. Discover the style of art you love and can afford that's right here in Southern California. *Instructor Peggy Cohen is an artist and art consultant to major corporations and private collectors with over 30 years experience in the art world in both New York and Los Angeles.*

#109002	1 Sat, Jan 31	9:30 AM – 12 PM
	1 Thurs, Mar 26	6 PM – 8:30 PM

\$39.00 Room: SOCS 208



FILM

Two-Day Film School Crash Course

This acclaimed course launched the careers of the creators of *My Big Fat Greek Wedding*, *Barbershop*, in addition to Quentin Tarantino, Spike Lee, Guy Ritchie and 20 Sundance entrants, including *In the Company of Men* and *The Blair Witch Project*. In just one weekend, you'll learn how to make your film (produce, direct and shoot) and sell your movie (finance, distribute & sell) in a simple demystifying step-by-step process. Participants will learn how to make any feature film with budgets from \$5,000 to \$50,000. Producing, writing, talent, guilds and unions, financing, deal-making, directing, cameras, shooting, editing, marketing, festivals, distributing and negotiating are covered. A bonus: digital filmmaking and Web distribution. All participants receive a producer's diploma, a graduation certificate and a filmmaker's workbook. *Dov S-S Simens is an award-winning filmmaker and instructor at schools such as USC, UCLA and NYU.*

#100012 Sat & Sun, Mar 7 & 8 9 AM – 6 PM

\$395
OFF-SITE: Hollywood Film Institute, Raleigh Studios/Chaplin Theater

Business & Careers

BUSINESS MANAGEMENT

Business Boot Camp for People Serious About Business

New

If you're serious about starting a business or are a new business owner, the Business Boot Camp can provide you with the knowledge you need for success! This 10-week course covers topics such as what it takes to be a successful entrepreneur, developing and testing your business concept, organizing and managing your business, marketing, understanding financials, where to get funding, and more. The Business Boot Camp uses NxLevel training, a nationally recognized and proven training program designed to help businesses grow and become more successful. In addition, after every two to three sessions, a business expert will review your progress and assist you with any areas that need extra attention at no charge.

#240059 10 Thurs, Feb 19 – Apr 30 6 – 9 pm
\$199 (includes materials) Room: SOCS 212
No class April 16

Sexual Harassment Prevention in the Workplace

New

This informative workshop is designed to bring you and your employees up to speed on the latest information on the prevention of sexual harassment in the workplace. Under AB 1825, every business in California with 50 or more employees must have a clear prevention policy and supervisors must participate in a two-hour prevention class. Our instructors are qualified and experienced and will provide you with an interactive training experience. Topics covered are in compliance with the requirements of AB 1825. Instructor **Cristallea Byun** is currently the Director of Training and Development at El Camino College Business Training Center. In her previous position, she worked as a Diversity Manager for the Los Angeles County Office of Education.

#240058 1 Wed, Jan 28 6:30 – 8:30 PM
\$99 Room: SOCS 211
1 Wed, Feb 25 6:30 – 8:30 PM
\$99 Room: SOCS 105

CAREERS

How to Start a Successful Restaurant Business

New

It's a fact: 59-90 percent of new food service or restaurant ventures fail in the first year of operation! Come learn why serving good food is no longer a guarantee for success. The Total Dining Experience is the new standard. You'll discover the secrets owning a successful restaurant, including: The reasons behind the high failure rate and things you can do to prevent some of the contributing factors. Whether you should build, buy or franchise a restaurant. How to find a good location. How to negotiate a restaurant lease. What to look

for before you sign a franchise agreement. The latest industry dining trends. Instructor **Michael Lao** is a highly respected consultant in this field and is a hospitality management instructor at a well-respected college program in the Los Angeles area. He holds a Master's degree in Hospitality Management from Cornell University and has over 30 years of entrepreneurial and corporate experience in the Hotel and Food Service industry.

#210124 1 Sat, Feb 7 9 AM – 12 PM
1 Sat, April 4 9 AM – 12 PM
1 Sat, May 30 9 AM – 12 PM

\$59.00 + \$12.00 material fee paid to instructor
Room: SOCS 112

Improving Restaurant Profitability

New

Your restaurant is now in operation but the bottom line is not exactly meeting your expectations. What are some areas on your Profit and Loss Statement you need to analyze? Do you know the industry's Rule of Thumb for expenses? Come learn how to: Break down the P and L statement into analytical chunks. Understand Cost and Revenue centers. Maximize your local marketing dollars. Understand and use external and internal marketing concepts. Apply management techniques in reducing food and beverage costs without impacting your guests negatively. Improve employee productivity and reduce employee turnover rates. Analyze sales trends and develop local marketing strategies. Instructor **Michael Lao** is a highly respected consultant in this field and is a hospitality management instructor at a well-respected college program in the Los Angeles area. He holds a Master's degree in Hospitality Management from Cornell University and has over 30 years of entrepreneurial and corporate experience in the Hotel and Food Service industry.

#210125 1 Sat, Feb 7 1 – 4 PM
1 Sat, April 4 1 – 4 PM
1 Sat, May 30 1 – 4 PM

\$59.00 + \$12.00 material fee paid to instructor
Room: SOCS 112

How to Become a Fitness Trainer

New

According to the US Department of Labor, personal fitness training is one of the fastest growing occupations in the country with opportunities available in a myriad of settings. This information workshop will teach you everything you need to know about entering this exciting and rewarding career. Learn about education and certifications, marketing, developing a client base, job opportunities including running your own personal training business, insurance, areas of specialization, and networking. Instructor **Dale Frank** has been developing and leading fitness programs for 20 years. He has experience working with all ages and abilities. Dale is a graduate of CSU Fullerton and holds a fitness certification from UCLA.

#800081 1 Sat, Feb 7 9 AM – 12 PM
\$39 Location: OFF-SITE: Fitness Technologies



MANAGING THE OWNER-OPERATED BUSINESS 5-Part Series

New

Instructor **Gene Konstant** is a third generation business owner - having started and operated 10+ businesses of his own and has been actively engaged as a business consultant focusing on owner operated businesses for over 40 years. Thousands of entrepreneurs all over North America have benefited from his classes and continue to use his systems.

Purchase all 5 courses at \$195 or purchase individual classes at \$44 each.

Managing the Owner-Operated Business, Part One: Planning

You will stand on your own two feet knowing what you want to achieve and how to do it by applying the tested systems in this powerful program offering a complete management process for starting and growing a profitable owner-operated business. Focus on each of the five disciplines of management and develop the strategies and tactics to generate income as you build your net worth, enjoying a tax advantaged lifestyle. The first discipline is Planning: A written plan is the most reliable predictor of success which every investor, lender, vendor, landlord will demand to see.

#210129 1 Fri, Feb 20 6:30 – 9:30 PM

\$44 + \$5 material fee paid to instructor
Room: SOCS 110

Managing the Owner-Operated Business, Part Two: Finance

You will stand on your own two feet knowing what you want to achieve and how to do it by applying the tested systems in this powerful program offering a complete management process for starting and growing a profitable owner-operated business. Focus on each of the five disciplines of management and develop the strategies and tactics to generate income as you build your net worth, enjoying a tax advantaged lifestyle. The second discipline is Finance: If you can't understand the financial aspects, you don't know how to make money – and there's no reason to be in business if you don't know how to make money.

#210130 1 Sat, Feb 21 9:30 AM – 12:30 PM

\$44 + \$5 material fee paid to instructor
Room: SOCS 110

Managing the Owner-Operated Business, Part Three: Organization

You will stand on your own two feet knowing what you want to achieve and how to do it by applying the tested systems in this powerful program offering a complete management process for starting and growing a profitable owner-operated business. Focus on each of the five disciplines of management and

develop the strategies and tactics to generate income as you build your net worth, enjoying a tax advantaged lifestyle. The third discipline is Organization: Gathering and organizing the resources you need when you need them is fundamental to operating successfully – starting with the best legal structure.

#210131 1 Sat, Feb 21 1:30 – 4:30 PM

\$44 + \$5 material fee paid to instructor
Room: SOCS 110

Managing the Owner-Operated Business, Part Four: Personnel

You will stand on your own two feet knowing what you want to achieve and how to do it by applying the tested systems in this powerful program offering a complete management process for starting and growing a profitable owner-operated business. Focus on each of the five disciplines of management and develop the strategies and tactics to generate income as you build your net worth, enjoying a tax advantaged lifestyle. The fourth discipline is Personnel: Recruiting, selecting, training, motivating, disciplining, rewarding and retraining good people is the measure of good management.

#210132 1 Sun, Feb 22 10 AM – 1 PM

\$44 + \$5 material fee paid to instructor
Room: SOCS 110

Managing the Owner-Operated Business, Part Five: Sales & Marketing

You will stand on your own two feet knowing what you want to achieve and how to do it by applying the tested systems in this powerful program offering a complete management process for starting and growing a profitable owner-operated business. Focus on each of the five disciplines of management and develop the strategies and tactics to generate income as you build your net worth, enjoying a tax advantaged lifestyle. The fifth discipline is Sales & Marketing: If you cannot sell what you produce you're better off working for someone else because whoever sells what you produce controls your business.

#210133 1 Sun, Feb 22 2 – 5 PM

\$44 + \$5 material fee paid to instructor
Room: SOCS 110



New

Modeling Career Series

Instructor **Daisi Pollard** (pictured above) is an internationally known model and beauty queen. With more than 15 years of experience, Ms. Pollard has appeared in advertisements for internationally known companies. She also carries a diverse B.A. in International Business and Theatrical Arts. Ms. Pollard set a Beauty Queen record by becoming the first representative from a Caribbean Country to win the Miss Beauty Queen World in 2005.

Purchase the 2-part series at \$99 or purchase individual classes at \$59 each.

Modeling Career Series, Part 1 - How to Become a Professional Model

In part one of the Modeling Career series, you will gain the knowledge, skills and confidence to prepare you to land a commercial or print job that can earn you a lucrative income to potentially pay for your college tuition, a car or a new home!

#210135 1 Sat, Feb 7 9 AM – 12 PM

\$59 Room: SOCS 203

1 Tue, April 7 7 – 10 PM

\$59 Room: SOCS 203

Modeling Career Series, Part 2 - The Photo Shoot

You already know what it takes to be a professional model. Now it is time to put those skills you have learned to the test. In the competitive industry of modeling, professional photos are the most important tool you can ever have. Here is your chance to experience a professional photo shoot that will help lead you to a lucrative career in print modeling for magazines, catalog and more. This is your chance to learn everything you need to know about achieving those great photos you always wanted. You will receive step-by-step guidance through a professional photo shoot, giving you great tips and tricks to looking like a professional in front of the camera.

#210136 1 Sat, Feb 28 9 AM – 12 PM

\$59 Room: SOCS 203

1 Tue, April 28 7 – 10 PM

\$59 Room: SOCS 203

Start Your Own Balloon Decorating Business

Learn how to start your own home-based balloon business. Balloon decorating has become a highly sophisticated artistic method of decorating and a profitable business venture. Students will learn through demonstrations how to design arches, create centerpieces and different types of balloon sculptures. Class also covers where and how to purchase supplies & equipment and sales-marketing techniques that will enable you to earn up to \$500 per job decorating for weddings, quinceñeras, or business promotions. Instructor **Ruth Younger** is an experienced and well-sought-after balloon decorator with over 12 years of balloon-decorating teaching experience. She is also the author of the best selling book "The Art, Craft, and Business of Balloon Decorating: A Training Manual"

#210120 1 Sat, Jan 24 10 AM – 12 PM

\$39 + \$20 material fee paid to instructor
Room: SOCS 112

The Business of Bartending



This exceptional course will prepare you to work as a bartender in all types of establishments, while also teaching you the business side of the beverage industry. 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. The lessons taught are extremely beneficial to managers, waitresses and novice bartenders, also. Though liquor is not used in class, you will be taught in detail how to practice making cocktails on your own. Other topics included are glassware, tools, recipes, pouring the perfect shot, bar terms, wine and champagne service, martinis, high-volume sales technique, laws, job interviews and resumes. *Upon completion of the course, you will receive a Professional Certificate of Completion for Bartending. Instructor **Kellie Nicholson** has condensed 30 years of experience into a course that will give you the confidence to step behind a bar anywhere. Her experience includes many years of management, which she uses to share what managers look for in a good bartender. She will teach you the principles of the business that will put you on the road to quickly becoming a professional.

#210126 3 Tues, Feb 17 – Mar 3 7 – 10 PM

\$99 + \$30 material fee paid to instructor
Room: SOCS 112

Bartending continued on page 18.

MEDICAL CAREERS

Health Information Management Program: Medical Terminology, Coding and Billing

Complete all 7 Courses and earn a Certificate of Completion

Are you interested in a career in health information management? In this 7 part course, you will gain the tools and knowledge necessary toward becoming a medical coding and billing specialist. This series provides students with basic knowledge of the national diagnostic and procedural coding systems and introduces the process of filing claim forms.

Whether you are just starting out in the medical field or wish to sharpen your skills, this series offers an array of exciting and important classes.

During the coming decades, demand for highly skilled health information professionals will continue to exceed the supply. As a medical coding and billing specialist, you will be equipped to demonstrate your expertise in the allied health industry.

Completion of all 7 courses of the Health Information Management series will earn you a certificate of completion from El Camino College Community Education. Once you have established yourself in the profession, you may seek professional certification with one of several organizations.

The 7 courses of the Health Information Management series offered in rotation throughout the year should be taken in the following sequence:

- Medical Terminology 1
- Medical Terminology 2
- Medical Office Procedures-Administrative
- Medical Coding ICD-9-CM
- Medical Coding CPT
- Medical Billing and Reimbursement
- Medical Information Technology

Required Textbooks:

- Medical Coding ICD-9-CM Volumes 1&2 (most current copy)
- Medical Coding CPT (most current copy)
- Exploring Medical Language, 7th. Edition, by Myrna LaFleur, ISBN 978-0-323-04950-4
- Insurance Handbook for the Medical Office 10th. editionText and workbook pkg. ISBN 978-1-4160-5277-7

Instructor **Vickie Herbert** has been teaching Medical Billing since 1994. She is a licensed X-Ray Technician and has over thirty years experience working in the medical industry.

Program advisor/developer **Debbie Smith** is an instructor with the American Academy of Professional Coders and has been working and teaching in the medical field for 37 years.

FREE Information Night!

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

#230033 1 Tues only! Mar 24 6:30 – 7:30 PM
Call to RSVP Room: SOCS 105

Purchase all 7 classes at \$999.00. Classes may also be purchased individually.

Part 5 of 7: Medical Coding CPT

This course will provide a basic introduction to procedural coding for the physicians office. Pre-req: Medical Terminology 1 & 2, Medical Office Procedures (Administrative) and Medical Coding ICD-9-CM or previous experience or education in these areas.

#230038 Tues, Thurs, Jan 27–Feb 5 (4 sessions) 6:30 – 9 PM \$139 / Room: SOCS 110

Part 6 of 7: Medical Billing & Reimbursement

This introduction to billing course offers you the opportunity to use the coding skills you have acquired to relate the ICD9 codes to appropriate CPT codes for accurate billing and reimbursement. You will understand the importance of documentation as you learn how to complete the CMS-1500 form. This course will help you gain proficiency as an insurance Billing Specialist. Pre-requisite: Medical Terminology, coding ICD9 & CPT, Medical Office Procedures (admin) or previous experience or education in these areas.

#230035 Tues, Thurs, Feb10–Mar 3 (4 sessions) 6:30 – 9 PM \$199 / Room: SOCS 110

Part 7 of 7: Medical Information Technology

This is a basic course on the administrative procedures needed for management in a medical office environment. Utilizing technology and health care data systems, patient privacy rules, ethics, compliance plans and other legal issues affecting the medical facility will be discussed. Pre-req.: Medical Terminology 1 & 2 or previous experience or education in these areas.

#230040 Tues, Thurs, Mar 5–26 (7 sessions) 6:30 – 9 PM \$199 / Room: TBD

MEDICAL CAREERS continued

7-part
series
begins:

Part 1 of 7 Medical Terminology 1

Learn the basic concepts to build a strong medical vocabulary including common medical terms related to major disease processes, drugs and treatment modalities. This is a pre or co-requisite and the basic foundation for the continuing courses in the medical coding, medical billing, medical office procedures field.

#230034 Tues, Thurs, Mar 31 – April 21 (7 sessions) 6:30 – 9 PM \$199 / Room: SOCS 110

Part 2 of 7 Medical Terminology 2

In this class the student will have an opportunity to expand their knowledge of medical terminology while learning to identify the major body systems, structures, anatomy, physiology, and their related word parts. The student will also learn to recognize common abbreviations used in each body system and specialty area.

#230039 Tues, Thurs, April 23 – May 14 (7 sessions) 6:30 – 9 PM \$199 / Room: SOCS 110

Medical Biller Training Program w/Externship

As a medical biller, you will process medical claims for a variety of insurance carriers. This program is designed to prepare students with the knowledge, competencies, and technical skills for entry-level positions as a Medical Biller. This course combines **126 hours of classroom instruction** with a **120-hour externship** to provide you with a complete learning experience. Note: In order to enroll you must be 18 years of age and have earned a high school diploma or its equivalent. A basic computer operations course is required. Students are required to pass an English language and math pre-screening exam prior to final admittance into the course. Math and Language assessment test is done at first class meeting. **Boston Reed College** Instructors have extensive teaching and industry experience.

#230032 19 Sat, Feb 7 – July 11 9 AM – 4:30 PM \$2,110 / Room: SOCS 208

In order to enroll you must be 18 years of age and have earned a high school diploma or its equivalent. A basic computer operations course is required. Students are required to pass an English language and math pre-screening exam prior to final admittance into the course. Math and Language assessment test is done at first class meeting. Classes DO NOT meet: Feb14; April 11; May 23; July 4.

FREE information Night!

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

#230018 1 Fri, Jan 23 5:30 – 6:30 PM Call to RSVP Room: SOCS 105

Pharmacy Technician Training Program

As a pharmacy technician you will help the pharmacist package or mix a prescription, maintain client records, refer clients to the pharmacist for counseling, assist with inventory control and purchasing, as well as collect payment and coordinate billing. This course combines 180 hours of classroom instruction with 120-hour externship to provide you with a comprehensive learning experience. **Boston Reed College** Instructors have extensive teaching and industry experience.

#210110 27 Sat, Mar 7 – Oct 10
9 AM – 4:30 PM \$2,395 / Room: SOCS 205
Class does not meet Apr 11; May 23; July 4;
Aug 8; Sept 5, 2009.

FREE information Night!

#210109 1 Fri, Jan 23 6:30 – 7:30 PM
Call to RSVP Room: TBA

Clinical Medical Assistant Training Program

As a Clinical Medical Assistant, the student will be trained to help the physician carry out procedures, care for patients, perform basic lab tests and administer medications. The Clinical Medical Assistant works in a physician's office or a clinic setting. This course combines classroom instruction of 134 hours and off-site externship of 160 hours to provide students with a comprehensive learning experience. Course fee includes books, consumable supplies, externship, and course completion certificate. Financial Assistance is available! Instructors have extensive teaching and industry experience.

#210138 20 Sat, May 2 – Oct 10
9:00 AM – 4:30 PM \$2,285 / Room: SOCS 105
Class does not meet May 23; July 7; Aug 8, 2009.

FREE information Night!

#210137 1 Thurs, April 16 6:30 – 7:30 PM
Call to RSVP Room: TBA



THE ART OF NEGOTIATION SERIES

Certificate of Achievement Series

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

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

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

ADVANCED NEGOTIATION SERIES

Certificate of Achievement Series

Continue to sharpen your negotiation skills with our advanced series taught by one of our most popular instructors, Pearl Georgen. Attend all three courses and receive a Certificate of Achievement.

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

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

Negotiation 1: Course 1 of 4

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

#300041 1 Thurs, Feb 11 6:30 – 9:30 PM

\$39 + \$40 material fee paid to instructor
Room: H207

Negotiation 2: How to Talk and What to Say– Course 2 of 4

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

#300026 1 Thurs, Feb 18 6:30 – 9:30 PM

\$39 + \$40 material fee paid to instructor
Room: H207

Negotiation 3: Mastery of the Art–Course 3 of 4

In a class that's not for the faint of heart-only for those who really want to win. Learn the heavily guarded, rarely revealed, industry secrets that are practiced by the top negotiators and will turn amateurs into masters. Discover secret techniques so powerful you'll be able to literally outsmart other negotiators, obtain maximum empowerment when negotiating, control and guide the negotiating process, and overcome nearly every obstacle. You'll learn about your personal style of negotiation, strategies for the effective use of time, how to use silence and timing to your advantage, and how to win at the 'psychoing out' game.

#300027 1 Thurs, Feb 25 6:30 – 9:30 PM

\$39 + \$40 material fee paid to instructor
Room: H207

Negotiation 4: Resolving Critical Issues– Course 4 of 4

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

#300057 1 Thurs, Mar 4 6:30 – 9:30 PM

\$39 + \$40 material fee paid to instructor
Room: H207

Negotiation 5: Secrets of Effective Persuasion– Advanced Course 1 of 3

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

#300058 1 Thurs, Mar 11 6:30 – 9:30 PM

\$49 + \$40 material fee paid to instructor
Room: H207

Negotiation 6: Power Strategies– Advanced Course 2 of 3

The key to effective negotiation is sound strategic planning. This class teaches you the little known and tightly guarded strategies used by top-level managers and military personnel when developing the foundation for negotiating. Get the inside info you need to make it to the top by learning tactics for being better, smarter and faster than your competition. Discover the most powerful,

proven strategies for maximizing your effectiveness in any negotiation. Learn the 'training principles' for becoming a master strategist, how to obtain and maintain leverage, the structure of power and how to achieve it, and more?

#300059 1 Thurs, Mar 18 6:30 – 9:30 PM

\$49 + \$40 material fee paid to the instructor
Room: H207

Negotiation 7: Multiplying Your Effectiveness– Advanced Course 3 of 3

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

#300060 1 Thurs, Mar 25 6:30 – 9:30 PM

\$49 + \$40 material fee paid to instructor
Room: H207

The Business of Bartending Lab Class

This lab course is a complement to *The Business of Bartending* (pg. 13) for those who are eligible to take the test for the Master's Certificate of Excellence and who would like to practice pouring their shots in various situations, including: using two hands, making martinis and using multiple liquors. Students may purchase plastic practice bottles or bring their own plastic bottles. *Kellie Nicholson* has condensed 30 years of experience into a course that will give you the confidence to step behind a bar anywhere. Her experience includes many years of management, which she uses to share what managers look for in a good bartender. She will teach you the principles of the business that will put you on the road to quickly.

#210127 1 Tue, Mar10 6 – 10 PM
\$39 + \$10 material fee paid to instructor
Room: SOCS 108

Professional Bar Management

For those who own a bar, those who want to enter the field of management or for bartenders who want to be an expert on the business, Professional Bar Management is a must. This practical and effective method in instruction is sweeping the industry and updating old ways of thinking. Unlike long-term, expensive hospitality programs, this course is simplified and easy to comprehend. Managing a bar or restaurant can be an overwhelming experience. The physical, emotional, and mental demands are extreme. If you are serious about the bar business, this course will expand your knowledge into areas of management that include inventory, profits, sales, customer service and staff issues. *Instructor Kellie Nicholson* has condensed thirty years of experience into a course that will give you the skills to manage your bar like a professional. Kellie trains bar employees all over the Los Angeles area and also consults with bars and restaurants in many areas of the business. Her bartenders are well-known for their superior performance and she has trained many experienced managers and bar owners.

#210118 2 Tues, Mar 24 – 31 7 – 10 PM
\$79 + \$20 material fee paid to instructor
Room: SOCS 112

Entertainment Industry

Please see page 34.

Floral Design

Please see page 6.



Career Planning for Law Enforcement

This one day, eight hour class is designed to provide the student with an honest look at the law enforcement field. It will enhance the margin for success in the written component, the interview and background processes. He/She will learn the best ways to prepare for the entry process and receive valuable insight for successful employment and advancement. See crunchtime4cops.com for class details. *Instructor Lt. Ron Shreves*, retired from the Los Angeles County Sheriff's Department in 2003 after 33years of service. His myriad of experience includes the creation and management of a crime analysis unit and the management of multiple long-term covert operations. He currently serves as an adjunct instructor in the administration of Justice Department at Antelope Valley Community College where he has taught for over 18 years.

#210122 1 Sat, Mar 7 9 AM – 5 PM
\$69 Room: SOCS 110

Real Estate Appraisal: A New Business/A New Career

Recently, Money Magazine selected Real Estate Appraisal as one of the top ten career opportunities of this decade. Real estate sales may boom or bust, but thousands of appraisals are done in the USA every day. Timing is everything – now is the best time to explore career opportunities in this highly-rewarding, constantly-changing profession. No prior experience or advanced degrees are required to enter. Learn why real estate appraisers frequently do well regardless of market conditions. Discover why recent appraisal industry changes will reduce competition in the short term and may increase earning in the long term. Get the career opportunity information you need to put you in the right place with the right skills at the right time! *Les Levitan* has over 25 years experience in the real estate industry and is a real estate educator and co-author.

#210003
1 Wed, Feb 3 7 – 9:30 PM
1 Wed, May 5 7 – 9:30 PM
\$49 + \$10 material fee paid to instructor
Room: SOCS 112

Become a Notary in One Day (First time Notaries)

Start your own business, become a more valuable employee, provide customer service for your business or organization, earn additional income and get recommissioned. This intensive one-day seminar is designed to equip you with everything you need to know to become an effective Notary. You will find out about new legislation as well as how to pass the official Notary exam (must be taken every 4 years), identify document signers, keep a journal, fill out certificates and avoid lawsuits. The class includes a practice Notary Public Exam.

RENEWING NOTARIES –3 Hour State Required Seminar

As of January 2009, Renewing Notaries may take a three hour Approved Notary Refresher course. We will review all laws and regulations you are required to know to continue as a Notary. You must take the exam and be fingerprinted again.

Cooperative Personnel Services will register you for the exam from 4:15pm to 5:00 pm. The exam will be from 5:00 pm –6:00 pm.

New and Renewing Notaries bring the following:

- 1) A \$40 check made payable to "Secretary of State";
 - 2) Proper ID – current driver's license with photo or state issued ID card
 - 3) Two #2 pencils.
 - 4) 2 X 2 passport color photo
- Live Scan Fingerprints required after you pass the exam.

PLEASE NOTE: Arrive early. Due to State regulations, **you must be on time.**

First Time Notaries #210002

Tue, Thur, Feb 3 & 5 6 – 9 PM SOCS 105
1 Fri, Apr 7 8 AM – 4 PM SOCS 105
\$99 + \$30 material fee paid to instructor

Renewing Notaries #210139

Thur, Feb 5 6 – 9 PM SOCS 105
Fri, Apr 17 12:30 – 4 PM SOCS 105
\$50 + \$30 material fee paid to instructor

Exam Information

Please note: Exam is not administered by El Camino College Community Education or Notary Public Seminars.

Exam, Sat, Feb 7 8:30 & 10:30 AM SOCS 106
Exam, Sat, Apr 18 8:30 & 10:30 AM SOCS 106
Exam Cost: \$40 paid to CPS (testing company)

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

Now that you are a notary, how do you build and maintain your signing business? Get the skills and tools to become a certified loan signing agent, contact the most lucrative and profitable businesses, get signed up with successful signing services, and build your own business in five easy steps. You will go through a loan package and see exactly what you need to do. Learn to negotiate your fee, get called back and brand yourself as a professional in your market. *Prerequisite: You must have taken a notary class.*

#210044 1 Sat, April 25 9 AM – 4 PM
\$99.00 + \$55.00 material fee paid to instructor
Room: SOCS 105

TEACHING

How to Become a Substitute Teacher Full- or Part-Time

Do you have a college degree and are unemployed? No Problem! Have you thought about substitute teaching? Did you know that substitute teachers can earn from \$100 to \$184 per day based on a work day of 6.6 hours? That's \$3,680 a month if you work 5 days a week at the highest pay rate. This class is for those who plan to substitute teach at the middle or high school level. If you are thinking about becoming a substitute teacher or if you have just started substitute teaching-you need to take this course! *Instructor Charles Prosper* is known throughout the Los Angeles Unified

School District as "SuperSub." He has been a successful substitute teacher for more than 9 years in more than 22 high schools and middle schools in the Los Angeles area. He is the author of the runaway bestselling book, "The Super Sub Solution."

#210096 1 Sat, Feb 7 9 AM – 12 PM
\$35.00 + \$35.00 material fee paid to instructor
Room: SOCS 104

Teaching continued

Please refer to page 35 to review our special online classes offered specifically for teachers.

COMPUTER APPLICATIONS

QuickBooks Fundamental

Learn the fundamentals of QuickBooks including, Navigation of the software, setting up a company file, working with lists, working with bank accounts, entering sales information, receiving payments and making deposits, entering and paying bills, tracking and paying sales tax, and reconciling bank accounts. This is a "hand on" course where students will use and have access to their own computer to enter and process data. A "certificate of completion" is included in the material fee and will be awarded upon completion of the course. Instructor **Kevin Farmer** is a dedicated professional with many years of teaching experience in accounting and business subjects at the college level and is the administrative accountant for a local city.

#500081 1 Sun, Feb 1 9:30 AM – 3:30 PM
\$115 + \$20 material fee paid to instructor
Room: BUS 10

QuickBooks Intermediate

This is a hands on course where students will learn how to use the other more advanced features of QuickBooks including how to record Purchase Orders, how to record and track estimates, reconcile credit card transactions, customize forms and reports, memorize transactions, set up petty cash accounts, inventory tracking and adjustments, job costing and payroll set up. Instructor **Kevin Farmer** is a dedicated professional with many years of teaching experience in accounting and business subjects at the college level and is the administrative accountant for a local city.

#500082 1 Sun, Mar 1 9:30 AM – 3:30 PM
\$115 + \$20 material fee paid to instructor
Room: BUS 10

Computer Applications continued

Please see page 32.

WEBSITES & WEB PAGE DESIGN

Introduction to Search Engine Marketing

Learn how to create your own Search Engine Friendly website, and improve your website's Search Engine Ranking on sites like Google, Yahoo and MSN! Whether you are a new beginner or professional website developer, this class is for you! Everyone is guaranteed to learn something new and beneficial. Students will get a chance to practice what they've learned by critiquing existing websites online! Bring your portable computer and sack lunch. Instructor **Robert Band** is editor of PhotoLawNews.com and has been creating Search Engine Friendly websites since 1999.

#540075 1 Sat, Mar 14 10 AM – 4 PM
\$79 + \$35 material fee paid to instructor
Room: SOCS 105

Webpage Design

Please refer to page 32.

HEALTH & WELL BEING



FITNESS

Acupressure Massage for All

According to Eastern Medicine, the body is made up of pressure points that control blood flow. When proper pressure is applied to specific points, pain & stress can be lessened & often relieved. This allows the body to help itself heal naturally. Join this class & learn about acupressure, where it originated, how it works & how it can work for you. Instructor **Rod Krueckemeier** is a state certified massage therapist with 25 years experience in acupressure, shiatsu, foot reflexology, sports massage, lymph drainage, Swedish, cellulite reduction, Chinese medicine and macrobiotics.

#800060 6 Mon, Jan 26 – Mar 2 7:30 – 9 PM
\$69 Room: SOCS 105

Belly Dancing

20 Please refer to page 7.

Capoeira: The Art of Brazil

African in its origin Brazilian in its evolution, Capoeira was key to the liberation of slaves in Brazil. This dynamic hybrid combines Martial Arts (Kicks, take-downs, sweeps) music (instrumentation, songs taught in Portuguese), dance (percussive non-stop movement) and acrobatics. Increase flexibility, balance, stamina, rhythm, coordination, self-confidence and control while achieving a total body workout. Instructors **Courtney & Tracey Claverie** have been teaching Capoeira for 10 years.

#800077 13 Sat, Jan 31 – May 30 1 – 3 PM
\$90 + \$12 material fee paid to instructor
Room: PE 2

Your Perfect Body



Take charge of your life and achieve extraordinary fitness results. This class will help you to unlock the secrets to reaching your fitness goals and give you the tools to mold your ideal body. You will learn a variety of strategies for reaching your goals faster and more efficiently including how to design a step-by-step fitness program based on your particular needs, four ways to raise your metabolism, five fitness and nutritional misconceptions that keep you from reaching your fitness goals, and ten powerful principles that will revolutionize your fitness efforts.

#800080 2 Thurs, Jan 29 – Feb 5 6:45 – 7:45 PM
2 Thurs, April 9 – 16 6:45 – 7:45 PM
\$39 OFF-SITE: Fitness Technologies

Tai Chi: Beginning Level

Reduce your stress and improve your health while practicing this slow-paced martial art. Discover a simple way to perform a maintenance check of your body. You will be able to move with less worry and more confidence.

#800015 6 Sun, Feb 1 – Mar 8 8:55 – 9:55 AM
6 Sun, Mar 15 – April 19 8:55 – 9:55 AM
\$59 OFF-SITE: Kung Fu Studio

Yoga for Health & Relaxation—Beginning

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

#800003 9 Sat, Jan 31 – Mar 28 10:30 AM – 12 PM
9 Sat, April 4 – May 30 10:30 AM – 12 PM
\$72 Room: PE 212

Yoga for Health & Relaxation—Intermediate

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

#800004 9 Sat, Jan 31 – Mar 28 9 – 10:15 AM
9 Sat, April 4 – May 30 9 – 10:15 AM
\$72 Room: PE 212

Silent Yoga (Classical Hatha Yoga for the Deaf Community)



For the first time ever, yoga is reaching out to the deaf community. Silent Yoga focuses on mind, body and spirit through movement, breathing and relaxation; therefore, creating tremendous physical fitness and energy to the fullest extent. Attendance at the first meeting is mandatory for beginning students. Please bring a mat. Hearing students welcome, however, class will be taught using ASL. Beginning to advanced level classical Hatha Yoga. Instructor **Nikki Benjamin** has been practicing classical Hatha Yoga for 25 years and has been teaching for four years. She received her training certification from the Sivananda Yoga Ranch Center. Nikki also has an A.S. degree in ASL/IT from ECC.

#800084 8 Mon, Jan 26 – Mar 16 6 – 7:30 PM Room: TBA
8 Wed, Mar 25 – May 13 6 – 7:30 PM Room: South Gym
\$59

Weight Training & Stretching (Beginning)



In this eight week course, you will learn the proper way to stretch and increase the size of your muscles through combined weight

training and stretching exercises. Students will be presented with a beginning knowledge of weight training and stretching including safety, history, proper hand and fee positioning, breathing techniques, correct posture, food-grouping/nutritional tips, and muscle anatomy. Suitable for all ages (18 to seniors). Instructor **Jeff Henry** spent six years in the U.S. Marine Corp and two years teaching exercise and weight training at Brentwood High School, Hamilton High, St. Bernard High, and El Camino College. He was also a member of the USA Veteran Wrestling Team, 2x National Champion, and 5th in the World Championship, 2001-2003, Freestyle Division.

#800083
8 Sat, Jan 31 – Mar 21 9 – 10 AM
8 Sun, Mar 29 – May 17 1:30 – 2:30 PM
\$59 + \$10 materials fee (optional) to purchase a mat or bring your own.
Room: PE 3

Zumba Dance Fitness!

Come and dance away your worries! Zumba incorporates Latin and Modern style dance instruction and aerobics for a full-body, high-energy workout aimed at assisting with weight loss. Zumba is fun and effective. No previous dance experience necessary. Instructor **Carolina Acosta** has been teaching Zumba and other forms of dance for nine years to students of all ages.

#800066
6 Sat, Jan 31 – Mar 7 10:40 – 11:40 AM
\$59 Room: South Gym

HYPNOSIS & MEDITATION

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

Discover a relaxing, effortless and safe way to lose weight--no diets, no calories to count, no struggle. Through the power of your subconscious mind you can acquire confidence, increase your chances for career advancement and reduce strain on your body while learning to gain control over your eating habits and cravings. Instructor **Jethro Carter**, founder of a local wellness center, uses handwriting analysis and hypnosis in his practice as tools for behavior modification.

#800011 1 Tues, Feb 3 7 – 9:30 PM
\$39 + \$15 material fee paid to instructor
Room: TBA

Self-Hypnosis Stress Reduction and Relaxation Techniques

Negative stress can cause anxiety and panic, chronic pain and illness, anger, sleep disturbances, fatigue, high blood pressure, headaches, eating disorder, hair loss, and more. This workshop is designed to fit the lifestyle needs of the 21st Century in which living without stress is impossible. You'll learn self-hypnosis and other relaxation techniques for managing daily stressful situations. Whether you are working on the job or at home, the techniques you learn will enhance your relationships and improve your health physically, mentally, spiritually, and financially. Instructor **Jethro Carter**, founder of a local wellness center, uses handwriting analysis & hypnosis in his practice as tools for behavior modification.

#750053 1 Thur, April 2 7 – 9:30 PM
\$39 + \$15 material fee paid to the instructor
Room: SOCS 104

Meditation for Positive Living

This class is for anyone who would like to learn ways to live more positively and peacefully. Meditation that utilizes techniques and knowledge of Raga Yoga (a form of meditation) is what will be taught in order to achieve positive thinking, stability-of-mind and ways of coping with the increased demands and responsibilities in daily life. Visual aids as well as meditation commentaries with music will also be shared. Instructor **Maureen Halikis** has been a student and teacher of the Brahma Kumaris World Spiritual University (BKWSU) for 10 years. The BKWSU, founded in 1936, is based in Mt. Abu, India. Maureen visits the university annually for training and meditation. She has been a meditation teacher for the past five years while living at the Brahma Kumaris Meditation Center in Seal Beach.

#800071 5 Wed, April 1 – 29 7 – 8:30 PM
\$44 Room: SOCS 105



SELF-IMPROVEMENT

Basic Yet Brutal: Women's Self-Defense

This is 6 hours that could save your life! Ensure your safety and survival by learning just a few simple concepts. No athleticism, strength or coordination required! Instructors Jennifer Thomas and Bill Hayes have used their combined martial arts expertise to craft this uniquely basic self-defense course, which was recently featured on NBC Sports! Hands-on personal training includes counterattacks for chokes, grabs, tackles, and more. You'll have fun and come away with powerful yet easy-to-use tools you will retain forever. Instructors **Jennifer Thomas** and **Bill Hayes** have over 35 years combined martial arts experience and co-own a karate studio in Torrance. They have taught their signature women's course in various South Bay venues, as well as the women's shelter in downtown Los Angeles. It was recently featured on NBC Sports!

#800078
1 Sat, Feb 7 10 AM – 4 PM
1 Sun, April 19 10 AM – 4 PM
\$90
OFF-SITE: Old School Tempo Karate @ Hype Studio Complex

How to Deal with "Difficult People"

New

How we relate and interact with one another greatly influences the quality of our lives. This interactive workshop will equip you with tools you can use to improve and benefit from any personal or business relationship. Hypnotherapist and experienced workshop instructor **Johanna Derbolowsky** will teach you specific, effective, and easy-to-apply techniques that will enable you to improve any relationship and to deal with "difficult people."

#750054 2 Thur, Mar 19 – 26 7 – 9 PM
\$39 + \$10 material fee paid to the instructor
Room: SOCS 104

Public Speaking for Cowards

New

Death and public speaking are two of our greatest fears. This performance-based seminar can't help you with the first one, but it will eliminate your fear of public speaking. Discover the single greatest secret of public speaking, which turns cowards into dynamos! Find out about the techniques the world's most successful speakers use to overcome the jitters and how you, too, can do the same. Learn how to make an impact in 15 seconds and immediately make your audience like you, how to guarantee you never make a boring presentation, and how to get over

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

#300115
4 Mon, Apr 13 – May 4 6:30 – 8:30 PM
\$85 + \$15 material fee paid to instructor
Room: SOCS 205

The Secret Revealed--How to Use the 12 Great Laws of Success

The buzz is out about the best-selling book, DVD and audio program that teaches you the Law of Attraction to get what you want in life. This new course teaches you the Law of Attraction and the other 11 laws of success that were left out. This class is based on 12 powerful principles that will allow you to be what you want to be, do what you want to do, and have what you want to have. Instructor **Charles Prosper** is an entrepreneur, educator, and author of the new exciting book "The Secret Revealed -- How to Use the 12 Great Laws of Success" and is the founder of The Prosper Life Enrichment Foundation.

#750052 1 Sat, Feb 7 1 – 4 PM
\$35 + \$30 material fee paid to instructor
Room: SOCS 104

Who Do You Think You Are?

Create the life you want! You will love this thought-provoking, soul-searching course. Take quizzes that will help you discover the obstacles that are preventing you from a happy life. Discover ways to clear those obstacles and connect you to the life you desire. You will learn the secrets that successful people apply in their lives. The secret to a happy life won't be a secret anymore! Don't let life happen to you! Make it happen for you! Instructor **Kellie Nicholson** is a highly sought after instructor at over 13 local community colleges.

#750051 1 Mon, Jan 26 7 – 10 PM
\$39 + \$10 material fee paid to the instructor
Room: SOCS 111



How to Register Your Child for Kid's College:

Phone registration is not available for **Kid's College** classes. However, please feel free to phone our office for assistance at 310-660-6460. We are here to help!

Release & Medical Consent required in order to register your child for Kid's College.

4 Ways to Register for Kid's College:



www.ECCommunityEd.com



Complete the Kid's Registration Form (page 50) and fax to 310-660-6470



Complete Kid's Registration Form (page 50) and mail to El Camino College Community Education, 16007 Crenshaw Blvd., Torrance, CA 90506



El Camino College Community Advancement Bungalow (Located adjacent to the Baseball field, near Manhattan Beach Bl.)

OFFICE HOURS: 8:30 am – 5 pm, Monday – Friday. Closed weekends and holidays.

- Registration must be in the name of the child.
- Students must be under 18 to attend Kid's College classes.
- Kid's College classes are not for K-12 or college credit.
- No grades are assigned.
- Children are not allowed to attend classes in which they are not officially enrolled.
- Your child is expected to abide by the rules of conduct for all El Camino College students. Failure to follow this code of conduct may result in dismissal with no refund from Kid's College classes.



Attention Class of 2008 High School Seniors!

Are you stuck in a dead-end job?
Do you hope for a better future?

El Camino College provides **FREE** workshops and seminars to help you get a better job and build a better future. Passing the **CAHSEE** and earning your High School Diploma is the first step towards a better future!

Come to college and participate in the **Work Keys** program which will prepare you to pass the **CAHSEE**.

If you have not passed one or both parts of the **CAHSEE**, El Camino College is here to help. For more information, please call: (310) 973-3162.

New

CHESS



Academic Chess (Ages 5-13)

Did you know that playing chess increases your child's IQ? Chess also teaches children to: think deeply, gain confidence, solve problems, develop patience, evaluate positions, compete well, visualize results, and strategize and plan. Sign up today! **Kid's College** instructors are experienced, caring professionals who teach in the local school districts.

#460121 9 Sat Feb 28 – Apr 25 10 – 11 AM

\$79 Room: SOCS 206

NOTE: No class on April 11

S.A.T. Boot Camp

A strong performance on the S.A.T. can sometimes 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 own future by taking the intensive El Camino College S.A.T. Boot Camp preparation course! Course includes pre and post test assessment option(s) to determine student's specific weak areas. **S.A.T. Boot Camp drill sergeant (instructor Ms. Serradell)** will customize a regiment to improve student's needed skills. *Instructor Diane Serradell is a dynamic and caring teaching professional who has been working in education since 1973. Most notably, she was the Principal at Walteria Elementary School from 2005 to 2007.*

#400023
8 Sat, Feb 21 – Apr 18 8:30 – 11:45 AM

\$359 Room: SOCS 111

NOTE: No class on April 11

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

Mock-Exam Dates:

Conquer test anxiety! You're S.A.T. Boot Camp tuition includes optional opportunity to take two full-length retired S.A.T. exams in a timed, simulated test environment. Results of the tests will determine student's weak areas.

1st S.A.T. Boot Camp Mock Exam: 1 day only!
Saturday, Feb 7

Check-in Time 7:30 AM* 8 AM – 12 PM

Room: SOCS 111

2nd S.A.T. Boot Camp Mock Exam: 1 day only!
Saturday, April 25

Check-in Time 7:30 AM* 8 AM – 12 PM

Room: SOCS 111

***IMPORTANT:** Check-in is at 7:30AM. Photo I.D. required. Students not checked in and in their seats by 8:00 AM will not be allowed to take the test. No exceptions.

Flight Academy (Grades 7-12)

This class introduces the student to the history, science and technology of flight. Through hands-on activities each student participates in math & science projects, flight demonstrations, and interacts with guest speakers including famous pilots. Students master flight simulation, conduct NASA space tracking exercises and hands-on experiments illustrating earth and physical science principles. Students who complete the course will receive a Flight Academy certificate of completion. **World of Flight Academy** classes connect classroom curricula with STEM fields-science, technology, engineering and math, using the allure of aviation as a learning portal.

#460122
10 sessions, Mon & Wed
Jan 26 – Feb 25 3:45 – 6:15 PM

10 sessions, Mon & Wed
Mar 2 – April 1 3:45 – 6:15 PM

10 sessions, Mon & Wed
April 6 – May 20 3:45 – 6:15 PM

\$139 Room: SOCS 105

DANCE

Belly Dance and Flamenco Dance (Grades 9-12)

Please refer to page 7 and 8.

[FREE] Entrepreneurial Training For Young Adults 14-27

New

Come and join other young people who want to learn the entrepreneurial way of thinking. The Youth Entrepreneurship Program (YEP) is hosting the 2009 Spring Buzz on Biz Academy from 10 a.m. -1:00 p.m. on Saturdays, February 28, 2009-April 25, 2009 at El Camino College. If you're a young aspiring entrepreneur (ages 14-27), Buzz on Biz can help you make your dreaming of owning and operating a part-time business a reality. **The 2009 Spring Buzz on Biz Academy is an action-packed program that includes entrepreneurial training, business plan development, a business plan competition, guest speakers, and more! This program is offered at NO COST but seating limited. To RSVP for the orientation and/or to receive an application, call 310.973.3177 or visit www.southbaysbdc.org**

Attend the Youth Entrepreneurship Program orientation!

1 Sat, Jan 24 10 – 11:30 AM \$ FREE!

Room: SOCS 109

9 Sat, Feb 28-April 25 10 AM – 1 PM \$FREE!

Room: SOCS 109

No class April 11

MATH

Pre-Algebra (Grades 6-8)

Discover the essential operations of numbers (adding, subtracting, multiplying integers and fractions, decimals and percents, graphing numbers and lines, the use of inequalities using fractions and integers, and the properties of the rational numbers). Learn to use mathematics to analyze and solve problems. Course provides the basics for the fundamentals of an Algebra class. **Instructor Russell Reece is a passionate and seasoned math aficionado with over 30 years math tutoring/teaching experience and over 31 years working in Aerospace. Mr. Reece has a special knack for inspiring enthusiasm for the subject of Math.**

#410038
6 Sat, Jan 31 – Mar 7 9 – 10:30 AM

6 Sat, April 18 – May 23 9 – 10:30 AM

\$59 + \$8 material fee paid to instructor
Room: SOCS 210

Fundamentals of Algebra (Grades 7-9)

Discover the properties of numbers on which algebra is based. The course is a "hands on" group guided discovery of the fundamental

principles of numbers and the basics of graphing lines and solving linear and quadratic equations. The use of algebraic tools to analyze and solve problems will be explored. Exponents, both as numeric property and as function, and different number representations (scientific notation) will be covered. Course builds on the pre-algebra course to provide solid basis for algebra. **Instructor Russell Reece is a passionate and seasoned math aficionado with over 30 years math tutoring/teaching experience and over 31 years working in Aerospace. Mr. Reece has a special knack for inspiring enthusiasm for the subject of Math.**

#410039
6 Sat, Jan 31 – Mar 7 10:45 AM – 12:15 PM

6 Sat, Apr 18 – May 23 10:45 AM – 12:15 PM

\$59 + \$8 material fee paid to instructor
Room: SOCS 210

MUSIC

Drum Line (Beginning Ages 8-13)

New

#900008 8 Sat, Mar 28 – May 16 10 – 11 AM

\$99 Room: TBA

Drum Line (Beginning Ages 14 & Up)

New

#900010 8 Sat, Jan 31 – Mar 21 10 – 11 AM

\$99 Room: TBA

Come join MUSICSTAR Drum Line for an amazing musical experience! With MUSICSTAR you will acquire knowledge in music theory, rhythm, drumming techniques, and much more. You do not need to own your own instrument, and no prior knowledge is required. Instruments are available to rent at a nominal fee, or purchase at a discounted price. Please call us at 1-866-793-9394 to reserve your instrument before the first class meeting. Get ready for some great drumming! **Instructor will be provided by MUSICSTAR Performing Arts part of California School of Music.**

Piano/Keyboard (Beginning Ages 8-13)

New

#900007
Sat, Jan 31 – Mar 21 11:30 AM – 12:30 PM

\$99 Room: TBA



Piano/Keyboard (Beginning Ages 14 & Up)

New

900009
8 Sat, Mar 28 – May 16 11:30 AM – 12:30 PM

\$99 Room: TBA

Come join the MUSICSTAR piano/keyboard class for an amazing musical experience! With MUSICSTAR you will learn to read music, understand the basic concepts of notation, and learn to play songs with both hands! You do not need to own your own instrument, and no prior knowledge is required. Instruments are available to rent at nominal fee, or purchase at a discounted price. Please call us at 1-866-793-9394 to reserve your instrument before the first class meeting. Get ready for some great piano playing! **Instructor will be provided by MUSICSTAR Performing Arts part of California School of Music.**

South Bay Youth Orchestra

The South Bay Youth Orchestra is generously supported by American Honda Motor Co., Inc.

HONDA

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

organization includes a staff of highly-regarded teachers, conductors, and performers who represent each family of instruments in the orchestra. Audition required.

For more information, please visit: www.sbyorchestra.com or contact Dr. Patrick Schulz @ 310-660-3703.

Instructor Dr. Patrick Schulz (DMA, Arizona State University, MM, University of Nebraska - Lincoln, BM, University of Wisconsin - Madison) is the artistic director and brass specialist with the SBYO. A full-time instructor of music theory at El Camino College, he was a visiting assistant professor at Arizona State University and an instructor at Paradise Valley Community College in Phoenix, AZ before relocating to the South Bay.

\$300
16 Wed, Feb 18 – June 3 6 PM – 9 PM

SPORTS

Kung Fu Kubs (Ages 3-5)

Your child will have a blast while he/she learns to walk like a tiger, balance like a crane and hop like a frog. Using a kung fu approach, your 3-5 year old will acquire the physical, emotional, social & mental skills that build a bright future.

#460076
8 Wed, Feb 4 – Mar 25 4 – 4:25 PM
8 Sat, Feb 7 – Mar 28 9 – 9:25 AM
8 Wed, April 1 – May 20 4 – 4:25 PM
8 Sat, April 4 – May 23 9 – 9:25 AM
\$89 OFF-SITE: Kung Fu Studio

Kung Fu for Kids (Grades 1-6)

Watch your child's confidence grow as they learn Kung Fu. Kung Fu teaches manners, focus, discipline, and non-violence. It also improves self-esteem, confidence and fitness. Kung Fu builds a healthy BODY, BRAIN and SPIRIT.

#650003 4 sessions
Sat, Sun, Feb 7 – 15 10 – 10:55 AM
Sat, Sun, Mar 7 – 15 10 – 10:55 AM
Sat, Sun, Apr 4 – 12 10 – 10:55 AM
Sat, Sun, May 2 – 10 10 – 10:55 AM

\$49 + \$30 material paid to instructor
OFF-SITE: Kung Fu Studio

TUTORING



Tailored Reading Comprehension, Writing, Spelling, Study Skills & Basic Math Tutoring: 2 to 1 (Grades 1-6)

We tailor our tutoring to fit your child's specific needs. The maximum number of students per class is 2 to 1. Your child will receive individual attention to improve his/her abilities, study skills, and confidence. Instructor **Linda Wilson** (pictured above) has been tutoring 2 to 1 and 1 to 1 classes for more than 7 years throughout the South Bay. She is known for her creative, compassionate, and committed style of tutoring.

Choose from one or more of the following sessions:

#400024	
Tues, Feb 3 – 24	3:30 – 4:30 PM
Tues, Feb 3 – 24	4:45 – 5:45 PM
Wed, Feb 4 – 25	3:30 – 4:30 PM
Wed, Feb 4 – 25	4:45 – 5:45 PM
Tues, Mar 3 – 24	3:30 – 4:30 PM
Tues, Mar 3 – 24	4:45 – 5:45 PM
Wed, Mar 4 – 25	3:30 – 4:30 PM
Wed, Mar 4 – 25	4:30 – 5:30 PM
Tues, Mar 31 – April 21	3:30 – 4:30 PM
Tues, Mar 31 – April 21	4:45 – 5:45 PM
Wed, April 1 – 22	3:30 – 4:30 PM
Wed, April 1 – 22	4:45 – 5:45 PM

\$200 per 4 week session
OFF-SITE: CrossRoad

PARENTING

New

Daughter and Dads – A Relationship Success Course

Do you have a daughter or daughters at least 7 years old or older? Do you love them like I know you do? If that is the case, then this is the perfect new course to bring you lovingly closer than you could ever dream possible! It doesn't matter if you are a single dad, a weekend dad or a full-time at-home-with-your-daughter dad. Dad, this is the course you have been waiting for!

#150013 1 Sat, Feb 28 9 AM – 12 PM

\$39 + \$30* material fee to be paid to instructor
Room: SOCS 104

*material fee per father/daughter team

PERSONAL INTEREST

New

Dream Interpretation

Ever dreamt about the future? Or want to learn how? Dreams are storehouses of information from the universe to you. They can relate to your health, future, or even past lives! Learn ways to help remember your dreams. How to keep a journal and interpret the dreams you get. Receive a free dream stone! Come with dreams to interpret! Instructor **Sifu Nadine Shozuya**.

#740053 May 22 – 23, 2 sessions
Fri, 7 – 9 PM / Sat, 11:30 AM – 1:30 PM

\$39 OFF-SITE: Torrance, Shozuya Kung Fu Studio

New Instructor

Make-up 101

Personal, basic techniques for the every day woman. Learn how to effectively apply make-up for daytime natural beauty – to evening makeup. You will learn the art of highlighting and contouring. For your best beauty photos, discover the tools and procedures and color choices available to enhance your appearance at any age. Instructor **Kathleen Toner** has over 20 years of experience. As a hair and make-up artist, Kathleen provides services to personal clients in TV, film, print, and theater, including Broadway productions.

#740054 1 Sat, Jan 31 12 – 3 PM
1 Mon, Mar 2 6:30 – 9:30 PM
1 Sat, May 2 12 – 3 PM

\$49 Room: SOCS 206

Money Matters



Making Big Profits When Investing in Fixer Properties

Millions of dollars are made each year by people buying and fixing up real estate. You could do this part or full time and make incredible profits. Fixing, then flipping or renting out properties is not complicated, if you know what you are doing. You will learn how to locate and analyze fixer properties in the best areas, how to determine your profit before you buy and avoid the critical mistakes made by amateur fixers. *Instructor **Thomas Martinson** has been investing in real estate for over 15 years. His portfolio consists of REO & VA foreclosures, fixers, commercial property as well as new homes. Over the past 5 years, Thomas has instructed more than 400 real estate seminars throughout California.*

#810071 1 Sat, Feb 21 9 AM – 4 PM
\$55 + \$20 material fee paid to instructor
Room: SOCS 104

Rescore Your Personal-Business Credit

Improve your credit score by applying benefits of federal law to delete legally defective entries in your credit files, offset other entries, settle collection claims for cents on the dollar and qualify for lower rates and better terms. Remember business and personal credit entries are usually blended. Protect yourself before business dissolution, divorce or bankruptcy. *Instructor **Gene Konstant** has over 40 years' experience owning and operating businesses, consulting with clients and presenting valuable home-based and small business workshops.*

#810063 1 Sat, Feb 15 9:30 AM – 4:30 PM
\$79 + \$25 material fee paid to instructor
Room: SOCS 110

Financial Portfolio: Building Your Financial Portfolio on \$25 a Month

Find safe, secure investments growing 50% - 100% in value every year, and invest without using brokers. The Christensen's are not stock brokers or financial managers but investors like you who have used this method themselves for 25 years. What brokers never tell you, what the economy means to your wallet and what you can do about it. "Simply the best investment information...Extremely practical." (CNBC) *Instructors **Bobbie** and **Eric Christensen**, are nationally known financial experts who have appeared on PBS' Smart Money and hundreds of other TV and radio shows. They are retired bankers and are the award-winning co-authors of the best-selling "Building Your Financial Portfolio on \$25 A Month (Or Less)" and its sequel "Top 50 Best Stock Investment".*

#810048 1 Sun, Feb 22 9 AM – 12 PM
\$39 + \$15 material fee paid to instructor (optional)
Room: SOCS 104

No Clue? No Worries! Purchasing Your First Home

Do you want to feel a sense of empowerment and confidence to make critical decisions about obtaining your first home loan? In this 1-day workshop you will discover the steps to take to find a loan officer and a real estate agent who has your best interest in mind. You will also be exposed to the different choices you have when choosing a property and a loan program. Best of all, this first-time-home-buyer's workshop contains no complicated mortgage or real estate terminology so it's very easy to understand. *Instructor **Kenya Ellis** is the owner of Skribble, a mortgage lending workshop & curriculum design company, and the author of "No Clue? No Worries! Purchasing Your First Home" (Material fee includes a copy of this book).*

#810067 1 Tues, Feb 17 6 – 9 PM
1 Tues, Mar 17 6 – 9 PM
1 Tues, April 21 6 – 9 PM
\$25 + \$15 material fee paid to instructor
Room: SOCS 108

The Dos and Don'ts When Investing in Real Estate Foreclosures

Foreclosures have increased dramatically over the past two years. This presents a great opportunity to buy property under market value. Few people have made fortunes in foreclosures while most people make very little profit. Uncover how and where the experts find the best foreclosure deals and how to negotiate to maximize your profits. Discover the economic signals triggering foreclosures and learn the safest and the most risky times to buy foreclosures. You can either flip the properties for quick profit or rent them out for cash flow and build equity. *Over the past five years, Instructor **Thomas Martinson** has instructed more than 300 real estate seminars throughout Southern California. His favorite teaching topics are: How to Build a Real Estate Business, Fixing & Flipping, Real Estate Foreclosures, and Creating a Winning Real Estate Strategy. He provides personal coaching and gives presentations on real estate investing to hundreds of California Real Estate Invertors each month.*

#810068 1 Sat, Jan 31 9 AM – 4 PM
1 Sat, Mar 21 9 AM – 4 PM
1 Sat, May 16 9 AM – 4 PM
\$55 + \$20 material fee paid to instructor
Room: SOCS 104



Investing in Commercial Real Estate

Commercial property is a great place to invest your money and a tremendous opportunity to build wealth. You will learn the pros and cons of all types of commercial real estate and how to use the proper analysis tools in selecting the best property for you. Discover why now is the best time to invest in commercial real estate and how you can start generating a passive income stream. *Instructor **Thomas Martinson** has instructed more than 300 real estate seminars throughout Southern California. His favorite teaching topics are: How to Build a Real Estate Business, Fixing & Flipping, Real Estate Foreclosures, & Creating a Winning Real Estate Strategy. He provides personal coaching and gives presentations on real estate investing to hundreds of California Real Estate Invertors each month.*

#810069 1 Sat, April 18 9 AM – 4 PM
\$55 + \$20 material fee paid to instructor
Room: SOCS 104



Retirement Planning Today

New

You've read the headlines on America's current economic crisis. This class will provide timely information to help you navigate the financial uncertainties ahead. Learn how to avoid the 10 biggest retirement planning mistakes! Whether your objective is to build a nest egg, protect your assets, or preserve your lifestyle throughout retirement, this course helps you plan your future with confidence. Due to recent tax law changes, an uncertain future for Social Security and the shift toward employee-directed retirement plans, the need for sound financial strategies has never been greater. In this course you'll learn how to: create a plan to retire early, manage investment risks, use new tax laws to your advantage, make informed decisions about your company retirement plan, and adjust your estate plan to function properly under the new laws. *Instructor **Larry Takahashi**, CPA/PFS (Personal Financial Specialist), has over twenty-five years in the finance, accounting, and financial services fields. Larry holds an MBA degree in finance from the UCLA Anderson School of Management.*

#810072 2 Sat, Feb 21 – 28 9 AM – 12 PM
2 Thur, Feb 26 – Mar 5 6:30 – 9:30 PM
\$39 + \$20 material fee paid to the instructor
Room: SOCS 106



> INSTRUCTOR FACILITATED Online Courses

Convenient,
Affordable,
and Effective



Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. It's no wonder that many long-lasting friendships have formed in our lively discussion areas.

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

How to Get Started:

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

WEB PAGE DESIGN

Creating Web Pages

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

Creating Web Pages II

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

Designing Effective Websites

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

Intro to Dreamweaver 8

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

Intro to Flash MX 2004

Learn to quickly create dynamic, entertaining, and interactive Web sites with Flash MX 2004.

Intro to Microsoft FrontPage 2003

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

Achieving Top Search Engine Positions

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

Intro to Dreamweaver MX 2004

Veteran designer helps you master the industry-standard tool for building professional Web sites.

Intro to Dreamweaver MX

Harness the broad range of capabilities Macromedia Dreamweaver MX brings to Web development.

Intro to Microsoft Word

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

Intermediate Microsoft Word

Take advantage of Word 2003's publishing capabilities to create eye-catching documents.

Advanced Microsoft Word

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

Intro to Microsoft Excel

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

Intermediate Microsoft Excel

Work faster and more productively by learning to use some of Excel 2003's most powerful tools.

Advanced Microsoft Excel

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

Intro to Microsoft Access

Learn how to store, locate, print, and automate access to all types of information.

Intermediate Microsoft Access

Learn to solve real-world business problems with Microsoft Access 2003.

Intro to Crystal Reports 10

Make the points you want to make by converting raw database or accounting information into impressive and meaningful reports.

COMPUTER APPLICATIONS

Intro to Microsoft PowerPoint

Learn to create impressive slide presentations filled with formatted text, images, video, audio, animation, charts, and links to the Web.

Intermediate Microsoft PowerPoint

PowerPoint pro shows you how to create a presentation that engages your audience and keeps them riveted to the story you need to tell.

Intro to Microsoft Project

Experienced project manager reveals how to use the world's most popular tool for planning, implementing, and controlling projects.

Intro to Microsoft Outlook

Harness the communication and information management power of Microsoft Office Outlook 2003.

Introduction to QuickBooks

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

QuickBooks for Contractors

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

Performing Payroll in QuickBooks

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

DIGITAL PHOTOGRAPHY AND DIGITAL VIDEO

Making Movies w/Windows XP

Turn your home videos into entertaining movies that you can share with others by e-mail, the Web, CD, and DVD.

Discover Digital Photography

An informative introduction to the fascinating world of digital photography equipment.

Secrets of Better Photography

Explore strategies and learn a variety of tricks to create excellent photographs in all types of situations.

Photoshop Elements 5.0 for the Digital Photographer

Master the secrets of correcting digital photos and bring out the best in all your photographs!

Photoshop Elements 4.0 for the Digital Photographer

Learn to edit and correct digital images to repair deficiencies and bring out the best in all your photographs.

Photoshop Elements 4.0 for the Digital Photographer II

Master the most advanced features of Photoshop Elements 4.0 for Windows and take your photo editing skills to the next level!

Photoshop CS2 for the Digital Photographer

Unleash the full potential of Photoshop CS2 to edit and enhance your digital photographs.

Photographing People with your Digital Camera

Learn to take beautiful pictures of adults, children, and babies.

Intro to Photoshop CS2

Learn how to use Photoshop to fix and process photos and create original images.

Intermediate Photoshop CS2

Learn the secrets of professional image editing from a 2006 nominee to the Photoshop Hall of Fame.

Photoshop Elements 3.0 for the Digital Photographer

Learn to edit and correct digital images to repair deficiencies and bring out the best in all your photographs.

Photoshop Elements Projects

Take your Photoshop Elements skills to the next level by working through 12 hands-on projects.

Intro to Macromedia Director MX 2004

Director skills are in high demand. Learn to create learning applications, demos, games, interactive Web sites, and more.

TEST PREPARATION

GED Test Preparation

Want to pass the GED? This course will help you develop the skills you'll need to succeed.

Prepare for the GED Language Arts, Writing Test

Obtain the skills and knowledge to successfully prepare for the GED Language Arts, Writing test.

Prepare for the GED Math Test

Master the skills you'll need to successfully pass Test 5 in the GED test series.

SAT/ACT Preparation – Part 1

Master the reading, writing, English, and science questions on the ACT and new SAT.

SAT/ACT Preparation – Part 2

Master the math questions on the ACT and new SAT.

GRE Preparation – Part 1

Discover powerful strategies for success in the verbal and analytical sections of the GRE (course 1 of 2).

GRE Preparation – Part 2

Learn a variety of useful techniques for tackling the math section of the GRE (course 2 of 2).

GMAT Preparation

Discover powerful test-taking techniques and methods for improving your score on the GMAT.

Grammar for ESL

If English is your second language and you're headed to college, this course will teach you the principles of grammar and structure you'll need to succeed.

LSAT Preparation – Part 1

Learn about law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills (course 1 of 2).

LSAT Preparation – Part 2

Improve your reading comprehension and logical reasoning skills, and discover proven approaches for selecting correct exam answers (course 2 of 2).

Learn More...

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

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

Enroll Now!

Visit our Online Instruction Center today!

www.ed2go.com/elcamino

or call:
310.660.6460

Courses Start as Low as:

\$89.00

Requirements:

Internet access, e-mail, the Netscape Navigator, or the Microsoft Internet Explorer web browsers. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

MORE COURSES AVAILABLE AT OUR ONLINE INSTRUCTION CENTER



> INSTRUCTOR FACILITATED Online Courses

More than 250 online courses available

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Affordable,
and Effective



Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. It's no wonder that many long-lasting friendships have formed in our lively discussion areas.

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

How to Get Started:

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

FOR THE ENTERTAINMENT INDUSTRY

Intro to the Game Industry

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

Marketing Tools for Actors

You've taken acting classes, but do you know how to get a job? Learn from a working casting director how to market yourself locally for film and television work. Course covers training, headshots, resumes, agents, scams, getting on-camera experience, questions to ask (and never ask) a casting director, and more.

Theme Park Engineering

This course will reveal all the secrets behind your favorite attractions. As an armchair theme park engineer, you'll learn how to design your own park and its attractions, with plenty of feedback from your fellow students and the instructor. This is a class about engineering – not an engineering class. That means you don't need to be a mathematician, physicist, or computer programmer to participate. All it takes is a creative imagination, a sense of adventure, and a willingness to have a lot of fun.

Get Funny!

Humor enhances everything you do, no matter whether you're looking to deliver better presentations, increase your marketability as a writer, deliver more hits to a Web site, or simply become friendlier and more outgoing. Whether you're naturally funny or want to be, this hilarious course will help you sharpen your wit.

Your Screenwriting Career

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

Music Made Easy

Gain a complete understanding of rhythm, melody, and harmony, and you'll be able to recognize pitches on the musical staff and on the keyboard. You'll also be able to build intervals, major scales, and chords. By the time you complete this comprehensive and full-featured course, you'll be able to read, write, and even play simple musical pieces on a keyboard.

Get Paid to Travel

Do you love to travel and enjoy working with individuals? Learn everything you need to start your new and exciting career in travel as a Tour director. We will cover group tour procedures, documentation, and handling emergencies. Gain information on full and part-time career opportunities, as well as prospective employers and much, much more. Don't wait any longer – start today!



FOR TEACHERS

Ready, Set, Read!

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

Solving Classroom Discipline Problems

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

Big Ideas in Little Books

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

Survival Kit for New Teachers

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

The Classroom Computer

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

Using the Internet in the Classroom

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

The Creative Classroom

Enrich your teaching talents and encourage your students' creative thinking as you learn to turn your classroom into a creative classroom.

Integrating Technology in the K-5 Classroom

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

Understanding Adolescents

Unlock the secrets of the adolescent mind to improve relations.

Microsoft PowerPoint in the Classroom

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

Microsoft Word in the Classroom

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

Microsoft Excel in the Classroom

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

Get Assertive!

Find out how you can stop others from intimidating you or treating you poorly.

Leadership

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

Creating Web Pages

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

Speed Spanish I

II and III are now available! Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time.

Enhancing Language

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

Differentiated Instruction in the Classroom

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

Learn More...

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

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

Enroll Now!

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www.ed2go.com/elcamino

or call:
310.660.6460

Courses Start as Low as:

\$89.00

Requirements:

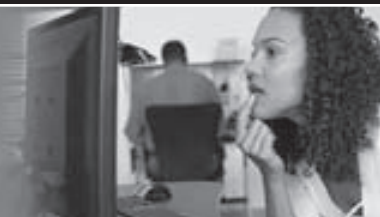
Internet access, e-mail, the Netscape Navigator, or the Microsoft Internet Explorer web browsers. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

MORE COURSES AVAILABLE AT OUR ONLINE INSTRUCTION CENTER



OUTSTANDING ONLINE NON-CREDIT Career and Workforce Training Programs

Open for Immediate Enrollment!



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



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

TO REGISTER VISIT: www.GatlinEducation.com/ElCamino

THE PROGRAMS

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

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

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

MANAGEMENT & CORPORATE PROGRAMS	Hours	Class Price
Certified National Pharmaceutical Representative	120	\$1,595
Corporate Governance and Ethics	15	\$895
English as a Second Language - Global English	Unlimited	\$595
Entrepreneurship: Start-Up and Business Owner Management	360	\$2,095
Human Resources for Healthcare Professionals	80	\$1,995
Lean Mastery	60	\$1,695
Management for IT Professionals	390	\$2,095
Management Training	360	\$2,095
Mediation and Dispute Resolution	180	\$4,195
Non-Profit Management Training	300	\$2,095
Payroll Practice and Management	80	\$1,595
Project Management	40	\$1,495
Purchasing Management	300	\$2,095
Records Management	80	\$1,395

Revenue Cycle Management for Healthcare Providers	12	\$795
Seven Steps to Leading High Achieving Teams	70	\$1,395
Six Sigma Black Belt	200	\$2,695
Six Sigma Green Belt	100	\$1,895
Supply Chain Management	240	\$2,795
Technical Writing	80	\$1,595

MEDIA & DESIGN PROGRAMS	Hours	Class Price
3ds max	650	\$4,095
Business Marketing Design	240	\$3,295
Digital Arts Certificate	225	\$3,195
English as a Second Language - Global English	Unlimited	\$595
Fine Arts Training	200	\$1,395
Graphic Design	80	\$1,495
Interior Design	350	\$2,295
Multimedia Design Certificate	225	\$3,195
Video Game Art	300	\$1,995
Video Game Design and Development	500	\$1,995
Web Database Developer	200	\$2,195
Webmaster	150	\$1,795
Website Design	225	\$3,295

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

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

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Travel

The Richest Learning Experience is Travel

"I had the most enjoyable experience! I went by myself and felt completely safe, plus I met new and wonderful people. I can't wait to take another trip very soon!

-Therese Prieto, El Camino College, Community Education Travel Student (December 2007)



Free Information Presentation!

Do you need a vacation? Would you like to travel to exciting destinations? Traveling can provide rich learning experiences and enhance your life. Attend our free tour information presentation for the details about our fantastic trips! Slides will be shown of actual destinations. The highlights will include: Northern National Parks, Eastern Rail Odyssey, Imperial Cities, and Reflections of Italy. **For the complete itineraries to these tours, call: 310-660-6460.**

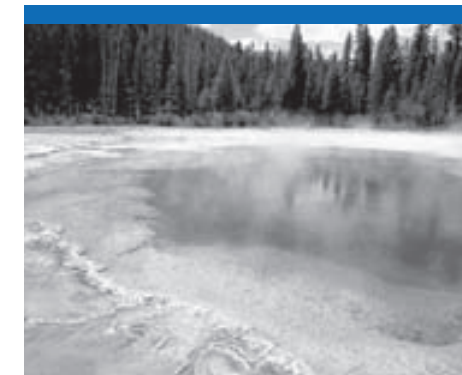
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1 Tues, Feb 10
5:30 – 6:30 PM

Room: SOCS 105

1 Sat, Apr 4 at Young@Heart Open House
11 AM – 2 PM Room: MUSIC 1

Free: Call 310-660-6460 to RSVP



Northern National Parks Departure: Aug 14, 2009

Tour Features: Yellowstone, Grand Tetons and Craters of the Moon National Parks.
Tour Highlights:

- Salt Lake City, Idaho Falls, Craters of the Moon, Grand Teton National Park, Jackson Hole, Yellowstone National Park, Old Faithful
- Experience a leisure stay program with 2 nights in Salt Lake City and 5 nights in Idaho Falls, Idaho featuring some of our most beautiful National Parks.
- Visit 3 of our nation's outstanding national parks on this great tour: Craters of the Moon, Grand Tetons and Yellowstone National Park.
- Marvel at the unspoiled beauty of Yellowstone National Park and see the world-famous Old Faithful Geyser erupt.
- Pass through Grand Teton National Park's towering range studded with mountain glaciers.
- Enjoy an evening of cowboy entertainment and a traditional dinner at Bar J Chuckwagon.
- An opportunity to feed black bear and other magnificent animals awaits you at Yellowstone Bear World.

- Hear about the story of the Oregon trail with a guided tour through Fort Hall replica and see how the people of the time lived and faced numerous hardships.
- Enjoy a locally guided tour of Salt Lake City, featuring the dramatic Salt Lake and the Kennecott Copper Mine.
- Visit Craters of the Moon National Park where moon like landscapes are truly out of this world.
- Tour the Museum of Idaho to learn about the history of Idaho Falls and atomic power as well as other nationally recognized traveling exhibits.
- Visit the Idaho Potato Expo to learn the story behind the potato.
- Toast off to a great journey with a Barn Style Dutch Oven Dinner.

Cost: Double: \$ 1,999 pp with air from LAX
Includes: land tour, round-trip airfare, air taxes and fees, fuel surcharges (subject to change until paid in full).



Eastern Rail Odyssey Departure: Sept 27, 2009

Tour Features: Boston, Faneuil Hall Marketplace, New York City, JFK Library, Top of the Rock, Mary Poppins Broadway Show, Washington, D.C., Arlington National Cemetery, Newseum

Tour Highlights:

- Riding the rails from Boston to New York and then on to Washington, DC provides the freedom to walk around, meet new friends or simply relax and take in scenery of the East Coast of United States of America.
- Be our guest at the fantastic Disney™ Broadway show!
- Take time to see Washington DC's newest museum, the Newseum that blends five centuries of news history with up-to-the-second technology and hands on experience.
- Zip up to the Top of the Rock for a bird's eye view from the city's deck on the 67th, 69th and 70th floors of 30 Rockefeller Plaza. The 360 degree panoramic view includes the city's most prominent landmarks such as the Chrysler Building, the Brooklyn Bridge and Central Park.
- Go behind the scenes at NBC studios for a glimpse into the exciting world of television. The secrets of running a television network will be revealed when you see the studios and control rooms!
- Spend the morning at Arlington National Cemetery which is the final resting place for many national heroes, including the gravesite of our 34th President of the United States, John F. Kennedy.
- Visit the world-famous Smithsonian Institution and explore its many exhibits.
- Visit the moving World War II Memorial, Vietnam Veterans Memorial, and the Korean War Memorial.
- Enjoy a welcome dinner at one of Boston's oldest restaurants, the Union Oyster House.
- Visit the U.S.S. Constitution - the oldest commissioned warship afloat in the world
- Join a local guide for a fascinating tour of the "Big Apple" which highlights the Empire State Building, United Nations and Little Italy.

- Enjoy a comprehensive, locally guided tour of Washington, DC with wonderful views of the Capitol Building, the White House and the monuments.
- A visit to Ground Zero is sure to be an unforgettable moment.

Cost: Double: \$ 2,999 pp with air from LAX Includes: land tour, round-trip airfare, air taxes and fees, fuel surcharges (subject to change until paid in full).



Imperial Cities Departure: Oct 12, 2009

Tour Features: Prague, Hradcany Castle, Jewish Quarter, Vienna, Schoenbrunn Palace, Grinzing Evening, Danube River Cruise, Budapest, Hungarian Horse Show, Mathias Church, Fishermen's Bastion, Renaissance Dinner

Tour Highlights:

- Relaxing stays in Prague, Vienna and Budapest allow you to delve into the magic of each city.
- Visit a typical Puszta horse farm for a spectacular Hungarian Lipizzaner horse show.
- Travel back in time at an outstanding Renaissance dinner in a 14th century castle.
- Walk the famous Golden Lane with its delightful miniature houses, including one that was the residence of Franz Kafka. View St. Vitus Cathedral as well as the lovely statue-lined Charles Bridge.
- Enjoy a locally-guided walking tour of Prague's historic Old Town.
- Be awestruck by the beautiful scenery while you travel through the Wachau Valley during your Danube River cruise.
- Enjoy a Hungarian feast in a traditional setting.
- Explore Prague's Old Jewish Quarter.
- Tour Budapest, "Queen of the Danube" with a local guide.
- Spend a day exploring the picturesque Hungarian countryside, including Danube Bend.

- Visit the beautiful Baroque town of Szentendre.
- Savor dinner with entertainment in the quaint winemaking village of Grinzing.
- A locally guided tour of Vienna features the incredible Schoenbrunn Palace.

Cost: Double: \$3,799 pp with air from LAX Includes: land tour, round-trip airfare, air taxes and fees, fuel surcharges (subject to change until paid in full).



Reflections of Italy Departure: Nov 9, 2009

Tour Features: Rome, Colosseum, Assisi, Perugia, Siena, Florence, Chianti Winery, Venice, Murano Island, Lugano, Switzerland, Como

Tour Highlights:

- Enjoy a visit to one of Chianti's treasured wineries complete with a visit to its medieval castle and a special lunch.
- A tour of Florence showcases the cultural treasures of the "Cradle of the Italian Renaissance."

- Explore Florence's Academy Gallery and witness Michelangelo's monumental figure of David.
- A 2-night stay in Venice places you in the heart of its charm, enveloping you with its canals and architecture.
- Discover Siena's narrow Gothic streets, magnificent palaces and historic Piazza del Campo on a walking tour.
- Travel by boat from Venice to the Island of Murano for a glass-making demonstration
- A locally guided tour of Classical Rome features the Piazza Venezia, the Colosseum and the famous Trevi Fountain.
- Explore historic Perugia's Piazza IV Novembre, medieval palaces and main thoroughfare.
- Travel to Assisi and see the famous Basilica of St. Francis.
- Visit the beautiful resort town of Como in the Italian Lake District.
- Spend some time in Switzerland, as you visit the beautiful resort town of Lugano.
- A local expert will guide you on a walking tour of Venice featuring St. Mark's Basilica, the Doge's Palace, the Bridge of Sighs, and the Clock Tower with its famous Moors.

Cost: Double: \$3,479 pp with air from LAX Includes: land tour, round-trip airfare, air taxes and fees, fuel surcharges (subject to change until paid in full).

Travel Writing (online)



Develop travel writing skills while learning how to translate what you see, hear, taste, touch, smell, and feel into publishable articles and books. You'll understand the writing styles and methods needed to sell material in today's competitive market, including the how-to's of technical aspects, lead paragraphs, descriptive passages and the uses of interviews, quotes and facts. If you have a desire to write and a yen to travel, you're a perfect candidate to become a travel writer.

#1130019

Starting January 21, 2009 for 6 weeks (New lessons are released Wed and Fri at noon.)

Starting February 18, 2009 for 6 weeks (New lessons are released Wed and Fri at noon.)

Starting March 18, 2009 for 6 weeks (New lessons are released Wed and Fri at noon.)

Starting April 15, 2009 for 6 weeks (New lessons are released Wed and Fri at noon.)

Starting May 20, 2009 for 6 weeks (New lessons are released Wed and Fri at noon.)

\$89.00

NEW



Introducing
Young@Heart
program!
Life-long learning
classes for
older adults

El Camino College Community Education is proud to announce the launch of the **Young@Heart** program: A Collection of Classes Expressly for Older Adults

- We believe that learning is a life-long pursuit. Beginning April, 2009 we will offer low-cost classes designed expressly for older adults.
- Classes will be available on campus as well as at senior centers and other locations throughout the community.
- If you value an opportunity to spend time with like-minded adults, you'll enjoy these classes.

SAVE THE DATE: **Young@Heart** OPEN HOUSE @ El Camino College

Sat, April 4th 11 AM – 2 PM FREE

- Presentations by Young@Heart instructors
- Live Entertainment
- Light Refreshments

Staying Mentally Sharp for Older Adults

This course provides adults with the tools to reach their optimum levels of brainpower through skill-building with memory techniques. Also covered are decision-making, problem-solving, planning, and determining opportunities for cognitive growth.

Mon & Wed, Apr 20 – Jun 22 10:15 – 11:45 AM

\$19 No Class May 25th.
OFF-SITE: Anderson Park Senior Center, Redondo Beach

Tue & Thur, Apr 21 – Jun 18 6:30 – 8 PM

\$19
OFF-SITE: Veterans park Senior Center, Redondo Beach

Invigorate
Your
Brain!

A Matter of Balance: Managing Concerns About Falls of Older Adults

Award-winning
program
developed by
Boston
University

This course is designed to reduce the fear of falling and increase appropriate activity levels to empower students. Participants learn to set realistic goals, increase activity, change their environment to reduce fall risk factors, and learn simple exercises to increase strength and balance.

Tue & Thur, Apr 21 – May 28 1:30 – 3 PM

\$14
OFF-SITE: Perry Park Senior Center, Redondo Beach

Thur, Apr 23 – Jun 11 10 AM – 12 PM

\$14
OFF-SITE: Hawthorne Senior Center, Hawthorne

April-May TBA

\$14 OFF-SITE: YMCA, Torrance

Write Your Life Story for Older Adults

This course teaches both beginning and experienced older adult writers how to write a life story in the form of memoirs—short stories that tell of life events, people, places, and major turning points, expressed in vivid ways to delight readers, offer important insights, and to provide a written legacy for family and friends.

April – May TBA

\$29 Location: El Camino College

ABCs of Financial Planning for Older Adults

This course is designed for older adult students from all walks of life who would like to create or improve their financial plan. This course covers typical questions older adults have regarding financial security, assessing weaknesses in financial planning, and the difference between IRS's, 401K's, 457's, 403B's and more. Class includes information about common mistakes older adults make in personal financial planning, reasons for poor financial success, long term care options, taxation related to aging and preparing for the death of a spouse.

Sat, Apr 25 – Jun 13 9 AM – 12 PM

\$29
OFF-SITE: Veterans Park Senior Center @ Esplanade, Redondo Beach

Computer Basics Boot Camp for Older Adults

Is your fear of computer technology keeping you from getting promoted or from being able to respond to your grand kid's e-mails? This class is for you! You will learn the basics of turning on and operating the software and

hardware of a Microsoft Windows-formatted computer. Hands-on training includes cutting, copying, pasting, saving information and introduction to accessing the internet.

April – May TBA

\$39 Location: Crossroad

Healthier Living: Managing Ongoing Health Conditions for the Older Adult

Award-winning
program
developed by
Stanford
University

This course provides older adults with effective strategies and skills to practice good nutrition, and a regular fitness program to assist in managing personal health conditions and to maintain an active and fulfilling life.

Wed, Apr 15 – July 1 1:30 – 3 PM

\$14
OFF-SITE: Perry Park Senior Center, Redondo Beach

Tai Chi for Older Adults

This course introduces older adults to Chinese health exercise which is neither vigorous nor strenuous. It is suitable for older adults who want to exercise to gain or maintain good health. It will strengthen the muscles and organs, relax the mind and body, improve blood circulation, and increase memory and concentration. Instructor **Irene Oon** teaches the Singapore 18-step Tai Chi format as taught to her by Tai Chi Masters in her native land of Singapore. Irene will invigorate your body and soul.

Tue, Apr 28 – June 16 2 – 3 PM

\$24 Location: TBA

Other classes recommended for older adults:

- Yoga pg 21
- Floral Design pg 6
- One Stroke Painting pg 8
- Ukulele pg 8
- Travel Tours pg 41
- Belly Dancing pg 7
- Cooking Classes pg 5
- Weight Training & Stretching (Beginning) pg 21

* Classes subject to change. Please join our mailing list in order to receive the complete class schedule including date, location and pricing information.

REQUEST TO BE ADDED TO THE Young@Heart MAILING LIST:
Call 310-660-6460



YOUNG@HEART

MAIL IN THIS FORM

For more information about Young@Heart, please complete this form and mail to:
El Camino College Community Education: Young@Heart Program
16007 Crenshaw Blvd., Torrance, CA 90506

Name: _____

Address _____

City _____ State _____ Zip _____

Phone _____ E-mail _____

Which type of classes are you most interested in? Check and circle specific classes:

- 1) ☐ **Creative Expression:** Writing, Theatre/Drama, Chorus, Music etc,
- 2) ☐ **Health:** Tai Chi, Yoga, Nutrition, Fall Prevention, Staying Mentally Sharp, Arthritis Foundation Exercises etc.
- 3) ☐ **Consumer Resources, Self-Management & Entitlement:** Computer classes, Financial Planning, Estate and Will preparation, Avoiding Fraud etc.

What other types of classes would you be interested in that are not listed above?

WRITING



From First Draft to Final Draft Screenplay

Do you have a screenplay that you want to write or have a screenplay that you have tried to write but got lost in the process? In the first Draft to Final Draft you will acquire the skills needed to complete your final draft or Screenplay? *Instructor Claudette Charles completed her MFA in producing at the American Film Institute where she received the Sloan and Women in Film Scholarship. Her script, 'Summerpoint' whose first draft was completed in seven weeks, went on to become a finalist at the Sundance Film Institute Feature Film Program.*

#710051		
5 Mon, Mar 2 – 30		6 – 7 PM
5 Mon, April 16 – May 11		6 – 7 PM
\$69		Room: SOCS 104

Writing Your 1st Book (or 7th)

California writer Bobbie Christensen, author of eight published books including award-winners and best-sellers, will use her own 10 step method to teach you how to complete your book, either fiction or non-fiction, in just 6 weeks. 'I have been asked by so many writers how I can travel 5 months of the year doing seminars and still keep writing and publishing more books. This is how I do it.' *Instructor Bobbie Christensen is the author of 10 highly successful books including best-sellers and award winners. She does over 100 media interviews and over 100 seminars on her books nationwide every year. You may contact her at ELPBooks@aol.com.*

#710034	1 Sun, Feb 22	1 – 2:45 PM
\$29 + \$15 material fee paid to instructor		Room: SOCS 104

Publishing Your 1st Book (or 7th)

California writer Bobbie Christensen, author of eight published books including award-winners and best-sellers, will use her own 10 step method to teach you how to complete your book, either fiction or non-fiction, in just 6 weeks. 'I have been asked by so many writers how I can travel 5 months of the year doing seminars and still keep writing and publishing more books. This is how I do it.' *Instructor Bobbie Christensen is the author of 10 highly successful books including best-sellers and award winners. She does over 100 media interviews and over 100 seminars on her books nationwide every year. You may contact her at ELPBooks@aol.com.*

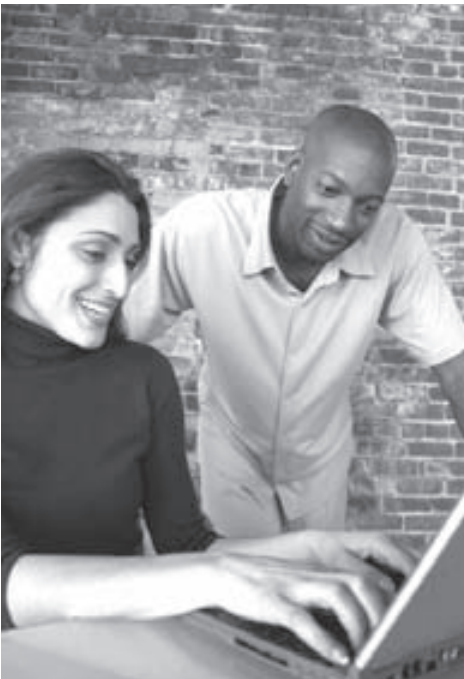
#710042	1 Sun, Feb 22	3 – 4:45 PM
\$29 + \$15 material fee paid to instructor		Room: SOCS 104

Marketing Your 1st Book (or 7th)

California writer Bobbie Christensen, author of eight published books including award-winners and best-sellers, will use her own 10 step method to teach you how to complete your book, either fiction or non-fiction, in just 6 weeks. 'I have been asked by so many writers how I can travel 5 months of the year doing seminars and still keep writing and publishing more books. This is how I do it.' *Instructor Bobbie Christensen is the author of 10 highly successful books including best-sellers and award winners. She does over 100 media interviews and over 100 seminars on her books nationwide every year. You may contact her at ELPBooks@aol.com.*

#710053	1 Sun, Feb 22	5 – 7 PM
\$29 + \$15 material fee paid to instructor		Room: SOCS 104

Frequently Asked Questions



WHAT FORM OF CREDIT CARD PAYMENT DO YOU ACCEPT?
Visa, MasterCard and Discover only.

MAY I REGISTER ON THE DAY OF CLASS?
Please register early. Classes fill quickly. Also, we cancel classes with low enrollment, so your early registration may assure that the class you choose will remain available. 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 cash, check or credit card to enroll.

WHAT IF I CAN'T ATTEND A CLASS FOR WHICH I AM REGISTERED?
Please choose your classes carefully. No refunds issued unless a class is cancelled by El Camino College. Credit vouchers in the amount of the class registration fee less a \$10 service fee per class will be issued upon receipt of a completed "Cancellation Request" form. "Cancellation Request" forms must be submitted 3 full business days before the first class meeting. No exceptions. **Any requests received less than 3 full business days before the first class meeting will not be processed and will not receive a credit voucher.** Visit our website, call, or stop by our office to obtain a "Cancellation Request" form. Credit Vouchers are applicable toward a future Community Education class and are valid for 3 years.

WHO MAY ATTEND COMMUNITY EDUCATION CLASSES?
Community Education classes are open to anyone in the community-inside or outside of our district. In general, you must be 18 years old to attend adult classes. *Kid's College* classes are offered for children and teenagers under the age of 18 with parent/guardian consent.

HOW DO I REGISTER FOR COMMUNITY EDUCATION CLASSES?
Online: www.eccommunityed.com
By Mail: Mail your completed registration form & payment to: Community Education-El Camino College 16007 Crenshaw Blvd. Torrance, CA 90506

By Phone: Call 310-660-6460
By Fax: Fax your completed registration form & payment information to: 310-660-6470
In Person: Bring your completed registration form to the Community Education office

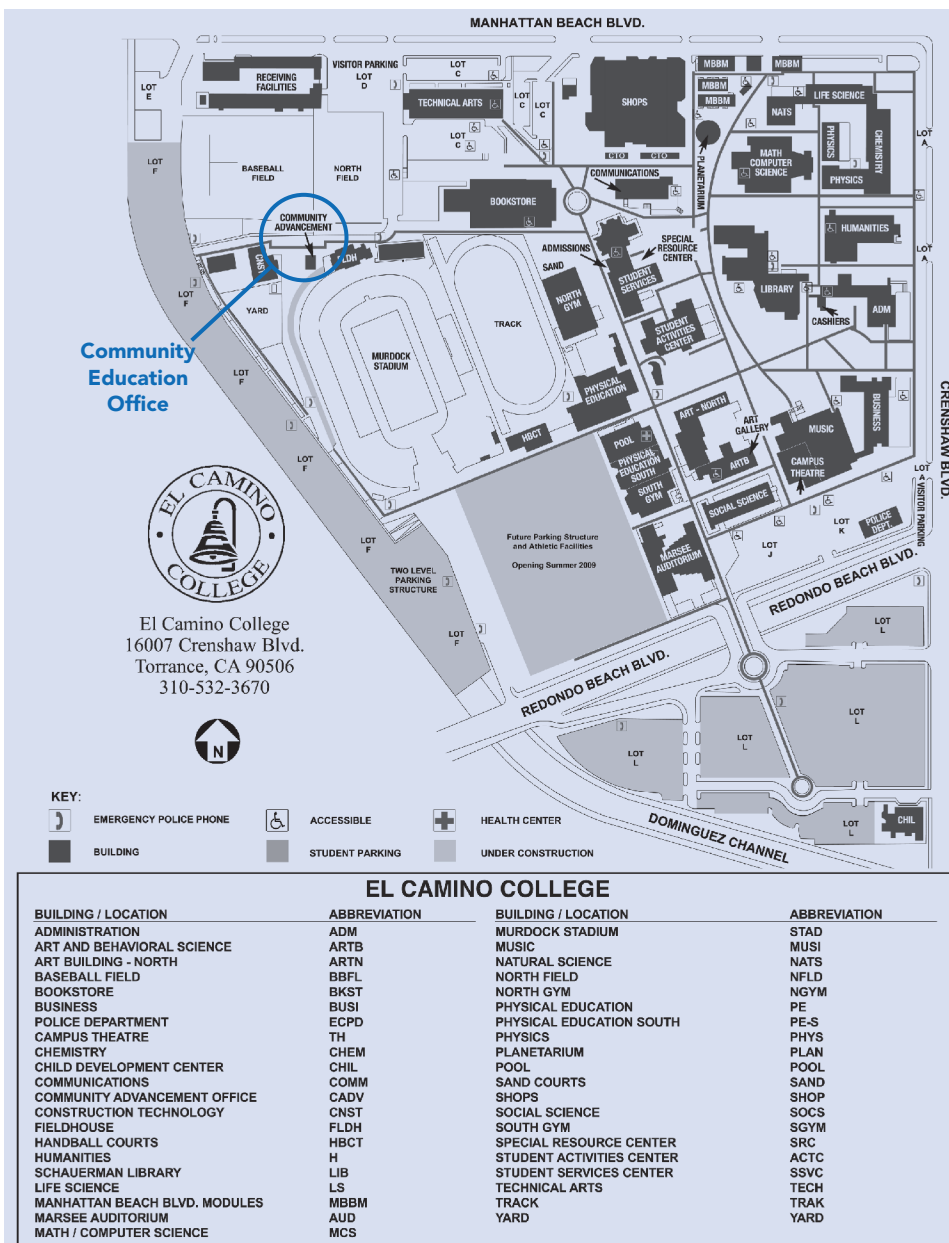
WHAT ARE YOUR OFFICE HOURS?
Monday-Friday, 8:30 am – 5:00 pm
Closed weekends and holidays.

TO WHOM DO I PAY THE MATERIAL FEE?
Pay material fees in cash directly to the instructor at the first class. *Do not include the material fee with your registration fee payment.*

WHAT ABOUT PARKING?
Campus parking is \$2 per day, 24 hours a day, seven days a week. You may purchase a daily parking pass at any of the kiosks located in each parking area.

DO WE GET CREDIT OR GRADES FOR THESE CLASSES?
No, Community Education classes (including *Kid's College* classes) are not-for-credit. There are no official grades given.

El Camino Campus Map



Area Map



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

For More Information

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

How to Register for a Class

E-Z Guide to Registration

Please register early. Classes fill quickly. Also, we cancel classes with low enrollment, so your early registration may assure that the class you choose will remain available.



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 and class information.*



BY FAX

Fax your completed registration form along with credit card information to the Community Education Office at 310-660-6470.



IN PERSON

Bring your completed registration form & payment to the Community Education Office in the Community Advancement Bldg. (see map).**



ONLINE

(the easiest way!)
Visit:
eccommunityed.com
& pay by credit card

*Please note: For **Kid's College** Classes (Grades 1-12), a parent or guardian must submit a completed "Release & Medical Consent" form along with payment for each child enrolled.

**Please call for directions to our office.

OFFICE HOURS:

Monday – Friday, 8:30 am – 5:00 pm
Closed weekends and holidays.

AT THE FIRST CLASS MEETING

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 cash, a check or credit card to enroll.

*Note: **Classes fill quickly.** Also, we cancel classes with low enrollment, so your early registration may assure that the class you choose will remain available.*

TRANSFERS

To transfer to another class, requests must be received in writing (call or stop by the office to request a "Transfer Request" form) at least **three full business days** before the original class meets. A \$10 transfer fee will apply.

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.

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 receipt of a completed "Cancellation Request" form.

"Cancellation Request" forms must be submitted 3 full business days before the first class meeting. No exceptions. **Any requests received less than 3 full business days before the first class meeting will not be processed and will not receive a credit voucher.** Visit our website, call, or stop by our office to obtain a "Cancellation Request" form. Credit Vouchers are applicable toward a future Community Education class and are valid for 3 years.

PARKING ON CAMPUS

A parking permit is required to park in any lot 24 hours a day, seven days a week. One-day permits are available for \$2 at vending machines located throughout the campus (Lots D, H, K, L). Arrive early to park! Please do not park in "staff" or "reserved" spaces unless otherwise posted. **Please note:** Be aware of posted signs. Due to construction on campus, parking restrictions may change.



El Camino College
Community Education

REGISTRATION FORM

(310) 660-6460 • www.ECCommunityEd.com
Winter/Spring 2009

(OK to duplicate)

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

(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:

卷一

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

Cancellation Policy: Please choose your classes carefully. No refunds issued unless a class is cancelled by El Camino College. Credit vouchers in the amount of the class registration fee less a \$10 service fee per class will be issued upon receipt of a completed "Cancellation Request" form. Cancellation Request forms must be submitted in writing 3 full business days before the first class meeting. No exceptions. Any requests received less than 3 full business days before the first class meeting will not be processed and will not receive a credit voucher. Visit our website, call, or stop by our office to obtain a "Cancellation Request" form. Credit Vouchers are applicable toward a future Community Education class and are valid for 2 years.

Ud's College Release & Medical Consent Form

This portion of the form must be completed by a parent or guardian of students under 18 years of age.

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

The undersigned agrees to defend, indemnify and hold harmless the El Cerritos 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 fault or however caused, brought or recommended 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 Cerritos College Community Education and Professional Development Program. Consent is hereby given to the Community Education instructors or supervisors to give or seek medical aid required in the case of emergency. My child's photograph and name may appear in print ads in the college's publications. El Cerritos Community Education while engaged in various 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 lockings. There are other classes in session.
- Young children should not be dropped off in the parking lot.

Understand that each unit class is designed to a specific grade level. Ideally, for ease of understanding, the units should be arranged in this manner:

David C. Goffman, *University of Wisconsin*

Peer's Name	Initial
Peer 1	
Peer 2	
Peer 3	
Peer 4	
Peer 5	
Peer 6	
Peer 7	
Peer 8	
Peer 9	
Peer 10	
Peer 11	
Peer 12	
Peer 13	
Peer 14	
Peer 15	
Peer 16	
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Peer 99	
Peer 100	

Phone () _____

Name _____

Contact information of additional person who may be contacted in case of Emergency: _____

Phone: ()

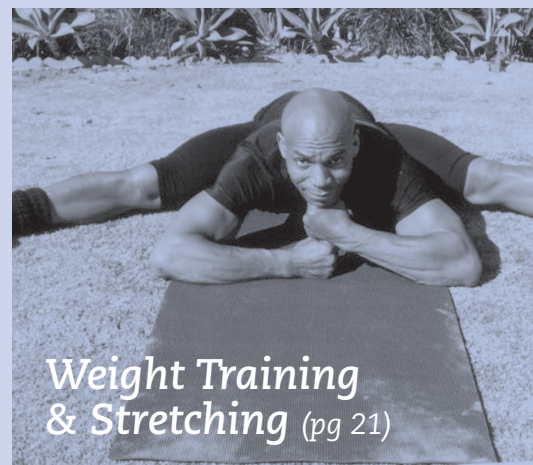


Yoga & Silent Yoga

(pg 21)



Acupressure Massage (pg 20)



Weight Training & Stretching (pg 21)



Public Speaking for Cowards (pg 23)



Cooking: New Orleans Style (pg 5)



Flamenco Dance (pg 8)



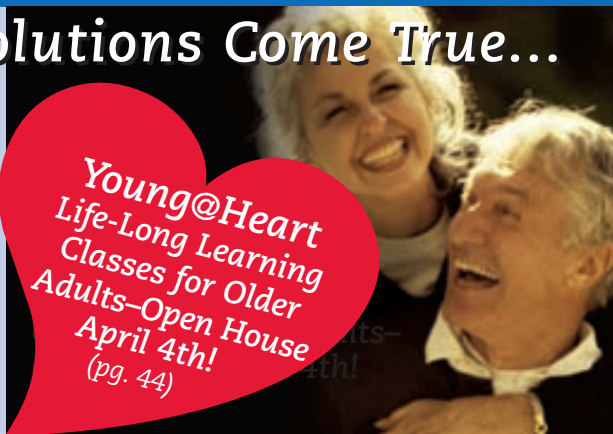
Solution!
Enroll in a personal development class.

Solutions!

New Year's Resolutions Come True...



Modeling Career Series (pg. 13)



Young@Heart
Life-Long Learning
Classes for Older
Adults—Open House
April 4th!
(pg. 44)



Pharmacy Technician Training Program
(pg. 15)



Kid's College
Workshops and
classes designed
for kids
grades 1-12

S.A.T. Boot Camp—
A Must for High School
Juniors and Seniors
(pg. 25)

REGISTER ONLINE AT WWW.ECCOMMUNITYED.COM



**El Camino College
Community Education**

AND PROFESSIONAL DEVELOPMENT

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Torrance, CA
Permit 478
CAR. RT. PRESORT

POSTAL PATRON

AUDITED RESPONSE