



# El Camino College Community Education

AND PROFESSIONAL DEVELOPMENT

Winter/Spring 2010

SCHEDULE OF CLASSES

## What's in Your Future?

Short-Term, not-for-credit classes, workshops, training programs and events designed for professional and personal development.



Young@Heart  
Event

FREE open house  
Saturday,  
May 22, 2010  
(pg. 44)

Never too late to register!  
Ongoing classes offered  
from January-May 2010

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

♥ Ukelele ♥ Tai Chi ♥ Belly Dance ♥



♥ Balloon Decorating ♥



♥ Computer Basics Boot Camp ♥



El Camino College Community Education  
Invites you to our  
2nd Annual Young@Heart Event

**OPEN HOUSE**

Presentations by Instructors!  
Live Entertainment!  
Light Refreshments!  
Give-Aways!

**Saturday, May 22, 2010**

11:00 AM – 2:00 PM ♥ FREE

@ Robert Haag Music Recital Hall

CALL TO RSVP: 310-660-6460

♥ Literature ♥ Travel Tours ♥ Happy Me! A Fun Workout for Seniors ♥

♥ Digital Photography ♥ One Stroke Painting ♥

**Welcome to Community Education!**

**ABOUT COMMUNITY EDUCATION**

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

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## How to Register for a Class

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

Please call for directions to our office.

### OFFICE HOURS:

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

### REGISTRATION FORM AVAILABLE ON LAST PAGE OF CATALOG, PG. 50

#### PRE-REGISTRATION IS IMPORTANT!

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

#### REGISTRATION AT FIRST CLASS

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

#### MATERIALS FEES

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

#### NO REFUNDS

Please choose your classes carefully. No refunds issued unless a class is cancelled by El Camino College. Credit vouchers in the amount of the class registration fee less a \$10 service fee per class will be issued upon request 3 full business days before the first class meeting. No exceptions. **Any requests received less than 3 full business days before the first class meeting will not**

be processed and will not receive a credit voucher. Credit Vouchers are applicable toward a future Community Education class and are valid for 3 years.

#### IF A CLASS IS CANCELLED

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

#### TRANSFERS

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

#### REGISTRATION CONFIRMATION

**NEW POLICY! Paper confirmations and receipts furnished ONLY upon request.**

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

#### CERTIFICATES OF COMPLETION

If you would like a beautifully created Certificate of Completion with the El Camino College emblem and your name indicated, after successful completion of a course, mail in or phone in your



request to the Community Education office along with \$5 per certificate.

#### PARKING ON CAMPUS

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

#### PLEASE RECYCLE

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

 Catalog is printed on recycled paper.

*What sculpture is  
to a block of marble,  
education is  
to the soul.*

–Joseph Addison

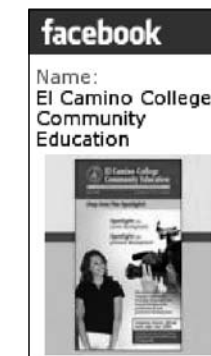
**WHAT ARE YOU DOING TONIGHT?**  
Check out our Facebook or Twitter site(s) for listings of classes being held tonight and attend a class tonight!

#### FOLLOW US ON TWITTER

FOLLOW US ON 

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

#### BECOME A FAN ON FACEBOOK

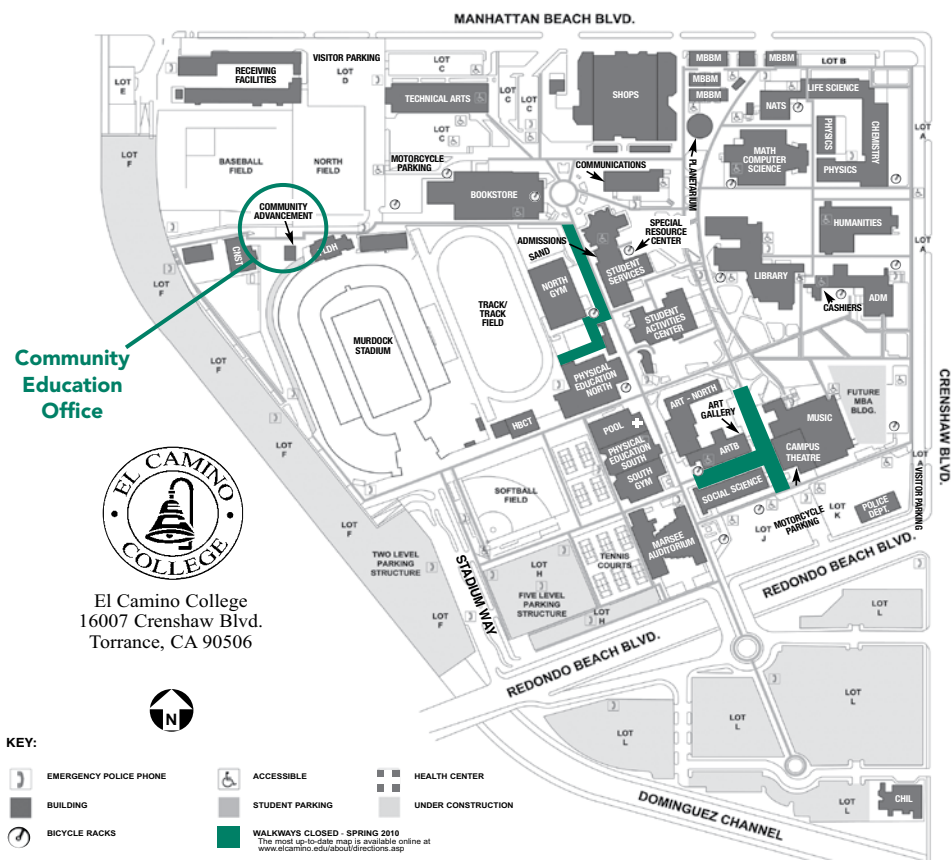


[www.facebook.com](http://www.facebook.com) | El Camino College Community Education

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

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

# El Camino Campus Map



Community Education Office



El Camino College  
16007 Crenshaw Blvd.  
Torrance, CA 90506

- KEY:**
- EMERGENCY POLICE PHONE
  - ACCESSIBLE
  - HEALTH CENTER
  - BUILDING
  - STUDENT PARKING
  - UNDER CONSTRUCTION
  - BICYCLE RACKS
  - WALKWAYS CLOSED - SPRING 2010  
The most up-to-date map is available online at [www.elcamino.edu/about/directions.asp](http://www.elcamino.edu/about/directions.asp)

## EL CAMINO COLLEGE

BUILDING / LOCATION	ABBREVIATION	BUILDING / LOCATION	ABBREVIATION
ADMINISTRATION	ADM	MURDOCK STADIUM	STAD
ART AND BEHAVIORAL SCIENCE	ARTB	MUSIC	MUSI
ART BUILDING - NORTH	ARTN	NATURAL SCIENCE	NATS
BASEBALL FIELD	BBFL	NORTH FIELD	NFLD
BOOKSTORE	BKST	NORTH GYM	NGYM
BUSINESS	BUSI	PHYSICAL EDUCATION NORTH	PE-N
POLICE DEPARTMENT	ECPD	PHYSICAL EDUCATION SOUTH	PE-S
CAMPUS THEATRE	TH	PHYSICS	PHYS
CHEMISTRY	CHEM	PLANETARIUM	PLAN
CHERRY TREE OFFICES	CTO	POOL	POOL
CHILD DEVELOPMENT CENTER	CHIL	SAND COURTS	SAND
COMMUNICATIONS	COMM	SHOPS	SHOP
COMMUNITY ADVANCEMENT OFFICE	CADV	SOFTBALL FIELD	SBFL
CONSTRUCTION TECHNOLOGY	CNST	SOCIAL SCIENCE	SOCS
FIELDHOUSE	FLDH	SOUTH GYM	SGYM
HANDBALL COURTS	HBCT	SPECIAL RESOURCE CENTER	SRC
HUMANITIES	H	STUDENT ACTIVITIES CENTER	ACTC
SCHAUERMAN LIBRARY	LIB	STUDENT SERVICES CENTER	SSVC
LIFE SCIENCE	LS	TECHNICAL ARTS	TECH
MANHATTAN BEACH BLVD. MODULES	MBBM	TENNIS COURTS	TENN
MARSEE AUDITORIUM	AUD	TRACK/TRACK FIELD	TRAK/TRFL
MATH / COMPUTER SCIENCE	MCS	YARD	YARD

## Area Map



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

## For More Information

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

## CAREERS



### An Introduction to Djing 210147

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

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

Saturday, 12:00 PM - 3:00 PM; 1 session on February 13, 2010  
 Saturday, 12:00 PM - 3:00 PM; 1 session on April 10, 2010  
 Tuition: **\$65.00**  
 Instructors: **DJ Diana & DJ Larry G.**  
 Location: **Communications Basement, Room 104**

### Become a Notary Public--Prep Class 210002

This 6-hour intensive course is designed to equip you with everything you need to know to become a safe and effective Notary. You'll learn how to pass the test (must be taken every four years), prevent lawsuits, keep a journal, fill out certificates, and solutions to challenging problems. Become a more valuable employee, make additional income, provide customer service for your business or organization, or start your own business. Class includes a practice Notary Public exam. Fingerprints required after you pass the exam.  
 For more information visit: [www.ss.ca.gov/business/notary/notary.htm](http://www.ss.ca.gov/business/notary/notary.htm)  
 Tuesday, Thursday, 5:45 PM - 9:00 PM; 2 sessions starting January 26, 2010, ending January 28, 2010  
 Tuesday, Thursday, 5:45 PM - 9:00 PM; 2 sessions starting April 20, 2010, ending April 22, 2010

Tuition: **\$99.00**  
 Instructor: **Notary Public Seminars**  
 Location: **MCS 215**  
 Materials Cost: **\$30.00**

### Become a Notary Public - Renewing Notaries ONLY 210139

As of January 2009, renewing notaries may take a three hour approved Notary refresher course. In this three hour state required seminar you will review all laws and regulations required to know to continue as a notary. You must take the exam and be fingerprinted again.  
 Thursday, 5:45 PM - 9:00 PM; 1 session on January 28, 2010  
 Thursday, 5:45 PM - 9:00 PM; 1 session on April 22, 2010  
 Tuition: **\$50.00**  
 Instructor: **Notary Public Seminars**  
 Location: **MCS 215**  
 Materials Cost: **\$30.00**

### Notary Public Exam Dates:

Jan. 30, Feb. 27, Mar. 27, Apr. 24, May 22, Jun. 26, 10:30 AM & 12:30 PM

### Become a Professional Child Visitation Monitor 210088

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

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

Saturday, 10:00 AM - 2:00 PM; 2 sessions starting February 20, 2010, ending February 27, 2010  
 Tuition: **\$169.00**  
 Instructor: **Shirley Douglass**  
 Location: **El Camino College**  
 Materials Cost: **\$50.00**

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

## Food Handler Certification

300123



Attention food-handler workers! This one day class prepares you to take the examination needed to certify or recertify you as a licensed food handler. The Certified Food Handler/Manger requirement is mandated by California State law for all retail food operations (restaurants, cafes, markets, mobile carts, etc.), and is enforced by local health departments. This program (course,

instructor, proctor, etc.) is on Los Angeles County Health Department's list of approved trainers and certification providers. The exam/certification for this course is listed and accepted by all health departments in California. **Important: Pre-registration required! Walk-in registration is not available for this class.**

Exam/Materials Cost: Students who wish to sit for the exam during the last two hours of class will be required to use their credit card to make an online payment of \$30-\$35 (TBD) to the certifying third party organization.

Saturday, 8:00 AM - 5:00 PM; 1 session on February 20, 2010

Saturday, 8:00 AM - 5:00 PM; 1 session on April 17, 2010

Tuition: **\$79.00**

Instructor: **Gevork Kazanchyan**

Location: **El Camino College**

Materials Cost: **\$35.00**

"Excellent class -- Thank You!

I had so much fun, a very captivating teacher. Amazing energy. My type of teacher, I could learn from him for hours!"

—Introduction to Voiceovers Student

## Introduction to Voiceovers

210146

Have you ever wanted to be the voice everyone hears on commercials and documentaries? This fun and interactive class covers details of the industry, the importance of marketing, and of a demo tape. You will be coached and recorded for a personal evaluation. Be warned- many who have taken this class have gone on to become real, bona-fide professional Voice Actors! This class is taught by a professional voice actor from the voice acting training company, Voices For All.

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

Monday, 7:00 PM - 9:00 PM; 1 session on February 1, 2010

Tuition: **\$54.00**

Instructor: **Voices For All**

Location: **El Camino College**

## The Business of Bartending

210126



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

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

*Instructor Kellie Nicholson (pictured above) has been working in restaurants, bars and nightclubs for 30 years in a variety of establishments all over the United States. In addition to teaching her series of bar courses, she is a bar consultant, the general manager of a popular sports bar and partner of Hollywood events, a licensed bar service.*

Monday, 7:00 PM - 10:00 PM; 3 sessions starting January 11, 2010, ending February 1, 2010  
No Class on January 18, 2010.

Tuition: **\$120.00**

Instructor: **Kellie Nicholson**

Location: **Chemistry Building, Room 103**

Materials Cost: **\$40.00**

## FLORISTRY TRAINING CERTIFICATE PROGRAM

Discounted Series Cost \$425.00 / Or \$159 per class

Do you love flowers? Do people tell you have a natural creative talent? Then maybe you should consider a career in the floral industry! This intensive 3-part program will prepare you for the ever-growing, ever-exciting field of floral design. Students will learn the practices, concepts, and applications used in the floral industry by the retail designer and business/shop owner, in order to obtain the acquired knowledge and skills needed to ensure accessibility of employment within the floristry arena. Through such effective learning techniques as lecture, group discussion, role playing, demonstration, practical application (hands-on), and maintenance of a professional portfolio, students will gain necessary Floristry skills and knowledge. After completing all three courses with 90% attendance (only one missed meeting allowed per course) and successful completion/passing of a comprehensive final exam, students will earn a Certificate of Completion.\* Materials fee per week for fresh-cut flowers will vary from \$10 to \$20 based on seasonal market fluctuations.

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

### Floristry Training Certificate Program: Part 1

210148

Part 1 will include the following topics:

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

Saturday, 9:00 AM - 12:00 PM; 8 sessions starting February 20, 2010, ending April 10, 2010

Tuition: **\$159.00**

Instructor: **Roxanna Rodriguez**

Location: **Chemistry Building, Room 105**

Materials Cost: **\$20.00**

### Floristry Training Certificate Program: Part 2

210149

Part 2 areas to be covered will include:

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

4. Sympathy designs and maintaining empathy along with professionalism.

5. Construction of specialty designs using ever lasting (dried and/or "silk") flowers.

Saturday, 9:00 AM - 12:00 PM; 8 sessions starting April 17, 2010, ending June 5, 2010

Tuition: **\$159.00**

Instructor: **Roxanna Rodriguez**

Location: **Chemistry Building, Room 105**

Materials Cost: **\$20.00**

### Floristry Training Certificate Program: Part 3

210150

Part 3 areas to be covered will include:

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

Saturday, 9:00 AM - 12:00 PM; 8 sessions starting June 12, 2010, ending July 31, 2010

Tuition: **\$159.00**

Instructor: **Roxanna Rodriguez**

Location: **Chemistry Building, Room 105**

Materials Cost: **\$20.00**

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

# MEDICAL FIELD

## Clinical Medical Assistant Training Program w/Externship 210138



As a Clinical Medical Assistant, the student will be trained to help the physician carry out procedures, care for patients, perform basic lab tests and administer medications. The Clinical Medical Assistant works in a physician's office or a clinic setting. This course combines classroom instruction of 134 hours and off-site externship of 160 hours to provide students with a comprehensive learning experience. Course fee includes books, consumable supplies, externship, and course-completion certificate. Career-training loans available through SLM Financial, call 1-888-272-5543 or visit [www.slmfinancial.com](http://www.slmfinancial.com) for more information.

For detailed information including financial options, course resources and prescreening preparation visit: [www.adultedreg.com/elcamino](http://www.adultedreg.com/elcamino)

Saturday, 9:00 AM - 4:30 PM; 20 sessions starting May 8, 2010, ending October 16, 2010. Class does NOT meet May 29, 2010 - Memorial Day Weekend, July 3, 2010 - Independence Day Weekend, Aug. 14, 2010 - Annual Faculty Workshop, Sept. 4, 2010 - Labor Day Weekend.

Tuition: **\$2,625.00**  
Instructor: **Boston Reed College's Leonor Gonzalez**  
Location: **El Camino College**

### FREE Information Night! 210137

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

Thursday, 5:30 PM - 6:30 PM; 1 session on February 4, 2010

Cost: **FREE. Reservation required, call 310-660-6460 to RSVP.**  
Location: **Comm104**

## Medical Terminology: A Word Association Approach (Online class) 1070009



This course teaches medical terminology from an anatomical approach. Root terms are divided by each body system. The origin, a combined form, and an example of non-medical everyday usage is provided for each root term. Word Associations are provided as a learning tool. Unusual and interesting information is provided in regards to each term. Root terms are combined with prefixes and suffixes as your learning will culminate in the interpretation of several paragraphs of medical notes.

*Instructor Douglas Best first began working as a field medical instructor in the US Army at Fort Sam Houston, Texas in 1980. He has worked as a nurse in such medical specialty areas as Pediatrics, Newborn Intensive Care, Home Health, adult cardiac, surgical and medical intensive care units, the emergency room, heart catheterization, burn intensive care and the morgue. He has been a CPR instructor, EMT, Advanced Cardiac Life Support and Neonatal Advanced Life Support certified.*

A new class starts every month for 6 weeks (New lessons are released Wednesdays and Fridays).  
**To find out when the next class starts, visit [www.ECCommunityEd.com](http://www.ECCommunityEd.com) or call 310-660-6460.**

Tuition: **\$99.00**  
Instructor: **Doug Best**

## CPR and First Aid Certification 150005

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

Saturday, 9:00 AM - 5:00 PM; 1 session on February 6, 2010

Saturday, 9:00 AM - 5:00 PM; 1 session on April 17, 2010

Tuition: **\$45.00**  
Instructor: **Shah Mundell**  
Location: **El Camino College**  
Materials Cost: **\$28.00**

# MEDICAL FIELD

## FOR CONTINUING MEDICAL BILLING STUDENTS:

### Medical Terminology 2 230039

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.

Tuesday, Thursday, 6:30 PM - 9:00 PM; 7 sessions starting January 12, 2010, ending February 2, 2010

Tuition: **\$199.00** Instructor: **Vickie Herbert** Location: **H202**

### Medical Office Procedures (Administrative) 230036

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.

Tuesday, Thursday, 6:30 PM - 9:00 PM; 7 sessions starting February 9, 2010, ending March 2, 2010

Tuition: **\$199.00** Instructor: **Vickie Herbert** Location: **H202**

### Medical Coding ICD-9-CM 230037

This course will provide a basic introduction to diagnosis coding for the physicians office.

Tuesday, Thursday, 6:30 PM - 9:00 PM; 7 sessions starting March 9, 2010, ending March 30, 2010

Tuition: **\$199.00** Instructor: **Vickie Herbert** Location: **H202**

### Medical Coding CPT 230038

This course will provide a basic introduction to procedural coding for the physicians office.

Tuesday, Thursday, 6:30 PM - 9:00 PM; 7 sessions starting April 6, 2010, ending April 27, 2010

Tuition: **\$199.00** Instructor: **Vickie Herbert** Location: **H202**

### Medical Billing and Reimbursement 230035

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 and learn about the various health care payers such as Medicare, HMO, etc.

Tuesday, Thursday, 6:30 PM - 9:00 PM; 7 sessions starting May 4, 2010, ending May 25, 2010

Tuition: **\$199.00** Instructor: **Vickie Herbert** Location: **H202**

### Medical Information Technology 230040

You will get up-to-date knowledge about the concepts of computer technology related to health care and computer systems/data communications and compliance issues. Explore tools and techniques for collecting, storing and retrieving health-care data, presentation software and an overview of EHR (electronic health records). Computer lab time included using the MediSoft practice management software.

Tuesday, Thursday, 6:30 PM - 9:00 PM; 7 sessions starting June 1, 2010, ending June 22, 2010

Tuition: **\$199.00** Instructor: **Vickie Herbert** Location: **H202**

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

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

**New series begins July, 2010!  
\$199 per class or \$1,199 for series**

**Detailed information regarding  
new series will be presented at the  
information night on June 24, 2010.**

**"Ms. Herbert is an outstanding  
instructor! She makes learning easy."**

**-Medical Billing Student**

## FREE Information Night!

230033

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 (pictured left) has been teaching Medical Billing since 1994. She is a licensed X-Ray Technician and has over thirty years experience working in the medical industry. She is also a Certified Professional Coder of the American Academy of Professional Coders.*

Thursday, 6:30 PM - 7:30 PM; 1 session on  
June 24, 2010

Cost: **FREE. Reservation required,**  
call 310-660-6460 to RSVP.

Location: **Communications Basement 104**

## Pharmacy Technician Training Program w/ Externship

210110

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

As a pharmacy technician you will help the pharmacist package or mix a prescription, maintain client records, refer clients to the pharmacist for counseling, assist with inventory control and purchasing, as well as collect payment and coordinate billing. This course combines 180 hours of classroom instruction with a 120-hour pharmacy externship to provide you with a complete learning experience. Career-training loans available through SLM Financial call 1-888-272-5543 or visit [www.slmfinancial.com](http://www.slmfinancial.com) for more information.

**For detailed information including  
financial options, course resources  
and prescreening preparation visit:  
[www.adultedreg.com/elcamino](http://www.adultedreg.com/elcamino)**

Tuesday, Thursday, 6:00 PM - 9:30 PM; 54  
sessions starting March 2, 2010, ending  
September 2, 2010

Tuition: **\$2,625.00**  
Instructor: **Boston Reed College's  
Sanjay Gandhi**  
Location: **El Camino College**



## FREE Information Night!

210109

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

Thursday, 6:30 PM - 7:30 PM; 1 session on  
February 4, 2010

Cost: **FREE. Reservation required,**  
call 310-660-6460 to RSVP.

Location: **Communications Basement 104**

## PROFESSIONAL DEVELOPMENT



## Accounting Fundamentals (Online class)

1030048



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

A new class starts every month for 6 weeks (New lessons are released Wednesdays and Fridays). To find out when the next class starts visit [www.ECCommunityEd.com](http://www.ECCommunityEd.com) or call 310-660-6460.

Tuition: **\$99.00**  
Instructor: **Messier**

## Achieving Top Search Engine Positions (online Class)

880002



The vast majority of Web traffic comes from search engines. That means the most important thing you can do to increase your Web site's traffic is to improve its search engine ranking. To do that, you have to understand both the art and science of search engine optimization (SEO). In this course, you'll learn proven, step-by-step SEO strategies that you can implement right away. Join us for a six-week journey to achieving the highest position with the major search engines!

**Bob Viers** is an accomplished Search Engine Optimization expert, Web programmer, and online author. He has obtained multiple top-ten listings in major search engines for Web sites with widely varying topics. Mr. Viers is currently responsible for obtaining and maintaining top search engine positioning for a large corporation. His online tutorials and technical reviews have been enjoyed by thousands of Web surfers worldwide.

A new class starts every month for 6 weeks (New lessons are released Wednesdays and Fridays). To find out when the next class starts, visit [www.ECCommunityEd.com](http://www.ECCommunityEd.com) or call 310-660-6460.

Tuition: **\$99.00**  
Instructor: **Bob Viers**

## Administrative Assistant Fundamentals (online class)

1030061



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

*Instructors **Becky** and **Tony Swaim** have helped thousands of clients, colleagues, and students reach organizational and personal goals. Working in the medical, manufacturing and education fields, the Swaims manage a successful consulting firm in southern California. Starting her career as a medical administrative assistant, Becky provides assistance as a program manager to various medical practices and has managed a large staff in the medical reimbursement field. Tony Swaim has been an accomplished online instructor since 1998. His industry experience includes twenty years of medical device manufacturing management. Tony's consulting areas are project management, customer service, total quality and supply chain management. He earned an MBA from California State University, Long Beach and holds professional certifications in five disciplines.*

A new class starts every month for 6 weeks (New lessons are released Wednesdays and Fridays). To find out when the next class starts, visit [www.ECCCommunityEd.com](http://www.ECCCommunityEd.com) or call 310-660-6460.

Tuition: **\$99.00**  
Instructor: **Becky and Tony Swaim**

## Child Care Health & Safety Training: For Child-Care Workers and Foster Parents

300121

**NEW!**



This 1 day, 7 hour Emergency Medical Service Authority of California (EMSA) approved program designed for daycare providers, preschool teachers, foster parents and educators working with children will earn you the state-required certificate of completion and bloodborne pathogen card. This comprehensive interactive class will teach you everything you need to know about health and safety for children: Topics will include the latest on Sudden Infant Death Syndrome (SIDS) prevention, fall prevention, types of food to avoid for young toddlers and infants, the latest on Thimersol (mercury-base preservative placed in immunization shots), how to aid choking infants and toddlers, earthquake and disaster preparedness, recognizing childhood diseases and illness and sanitizing techniques. The \$25 materials fee (cash only) includes a Health and Safety workbook, Bloodborne Pathogen booklet, wall certificate and bloodborne pathogen card. The bloodborne pathogen card is good for one year.

*Instructor Paulette Young has been teaching child health and safety classes for 15 years. Ms. Young has been approved by the Emergency Medical Service Authority (EMSA) of California to train child-care workers in Health and Safety for the Child-care setting.*

Saturday, 9:00 AM - 5:00 PM; 1 session on January 30, 2010

Saturday, 9:00 AM - 5:00 PM; 1 session on February 27, 2010

Saturday, 9:00 AM - 5:00 PM; 1 session on March 27, 2010

Tuition: **\$45.00**  
Instructor: **Paulette Young**  
Location: **ACT Center, W. Lounge**  
Materials Cost: **\$25.00**

## Mastery of Business Fundamentals (Online class)

1030064

Are you interested in acquiring practical business experience in strategic planning, management, and finance without enrolling in an MBA program? This course is for you! You'll understand the significance of strategic planning and discover how external and internal environmental factors affect an organization. You'll learn about various organizational structures and determine how to use leadership, motivation, and control for maximum impact. You'll master the fundamentals of accounting and increase your knowledge about key financial terms, cash flow management, financial statements, and cost control. You'll also discover various financial investment models and you'll learn the basics of financial planning and budgeting methods. You'll even understand the basic principles of business law, contracts, and the principal-agency relationship.

*Instructor Tony Swaim has helped many clients, colleagues, and students reach their professional and personal goals. He has been an online instructor since 1998 and has taught at colleges and universities across the United States since 1981. His focus areas are project management, purchasing, continuous process improvement (CPI)/Six Sigma, and supply chain management. Tony manages a successful consulting firm, and his industry experience includes 20 years of supply chain management. He earned an MBA from California State University, Long Beach, and holds professional certifications in six disciplines, including the Project Management Professional (PMP) certification from the Project Management Institute (PMI).*

A new class starts every month for 6 weeks (New lessons are released Wednesdays and Fridays). To find out when the next class starts, visit [www.ECCCommunityEd.com](http://www.ECCCommunityEd.com) or call 310-660-6460.

Tuition: **\$99.00**  
Instructor: **Tony Swaim**

**"I was very impressed with how much I liked this (online/Ed2go) course! I actually enjoyed my homework and thought the visuals (as well as the content) were so handy. I also thought the instructor was more than helpful. Now I know I really do want to work in this field."**

**-Medical Terminology Online (see pg 10) Student**

## Computer Skills for the Workplace (online class)

1060023

Learn the fundamental computer skills you need to succeed in today's workplace. You'll discover practical applications for email, word processors, spreadsheets, and databases, gaining a working foundation for the critical computer skills you need to survive in the modern job market.

*Instructor Dave Paquin has been teaching computer skills in the classroom for over 15 years. He holds a Master of Science degree in Training and Learning Technology and has extensive experience as a Human Resources manager.*

A new class starts every month for 6 weeks (New lessons are released Wednesdays and Fridays). To find out when the next class starts, visit [www.ECCCommunityEd.com](http://www.ECCCommunityEd.com) or call 310-660-6460.

Tuition: **\$99.00**  
Instructor: **Dave Paquin**

## Creating a Successful Business Plan (online class)

1030050

Turn your business ideas into a solid plan for financing and long-term success. Committing your idea to paper in the form of a business plan not only increases your chances of obtaining financing, but also in keeping your business strategically focused. With the support of your instructor and a network of like-minded students, you'll work through all of the major components of a business plan and emerge with your first draft in hand. And most importantly, you will have completed the first- and most difficult--step on the path to small business success.

*Instructor Carol Parenzan Smalley is a children's writer, an editor, a library consultant, and a college instructor. Her books for children include Fats, Oils, and Sweets for Scholastic, No Hands Allowed: DaMarcus Beasley, Robbie Reader Biography: Henry Hudson, and Extreme Sports: Riding the Giant Wave with Garrett MacNamara for Mitchell Lane Publishing, A Mathematical Walk through an Amusement Park for TouchSmart, a guide to American Sign Language for Barnes and Noble, a five-book series on the U.S. government for Perfection Learning, and more. She is a frequent contributor to publications for writers, and she spends her free time conducting workshops for her many readers.*

A new class starts every month for 6 weeks (New lessons are released Wednesdays and Fridays). To find out when the next class starts, visit [www.ECCCommunityEd.com](http://www.ECCCommunityEd.com) or call 310-660-6460.

Tuition: **\$99.00**  
Instructor: **Carol Parenzan Smalley**

## Effective Business Writing (online class)

1130010

Do you have a nagging suspicion that a small improvement in your writing skills might also improve your career prospects? Don't let small gaps in your business writing skills prevent you from reaching your full potential! It doesn't matter whether you're a clerical worker, an engineer, or an executive. If you communicate with others in writing, you need this course to help you identify and eliminate problem areas. By the end of this course, you'll know the secret to developing powerful written documents that immediately draw readers in and keep them motivated to continue until your very last, well-chosen word.

*Instructor Ann Linquist is a popular continuing education instructor on college campuses, at corporations, and with non-profit organizations. She has helped thousands of adults learn to tackle their writing tasks with enthusiasm. Having written everything from novels to newsletters, articles to ad copy, and poetry to proposals, Linquist is able to address the writing needs of each individual. The breadth of her background ensures a powerful, involving learning experience that builds on the strengths of each participant.*

A new class starts every month for 6 weeks (New lessons are released Wednesdays and Fridays). To find out when the next class starts, visit [www.ECCCommunityEd.com](http://www.ECCCommunityEd.com) or call 310-660-6460.

Tuition: **\$99.00**  
Instructor: **Ann Linquist**

## Get Assertive! (online class)

1090001

Are you tired of being intimidated and treated badly by others? Discover how you lose power when you talk and how to gain it back. Find out the secrets to defusing anger and avoiding criticism. Gain the skills to be assertive with family members, friends, bosses, co-workers, professionals and clerks. It's your turn to speak out!

A new class starts every month for 6 weeks (New lessons are released Wednesdays and Fridays). To find out when the next class starts, visit [www.ECCCommunityEd.com](http://www.ECCCommunityEd.com) or call 310-660-6460.

Tuition: **\$99.00**  
Instructor: **Vivian Harte**

## QuickBooks Fundamentals 500081

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

Sunday, 9:30 AM - 3:30 PM; 1 session on January 24, 2010

Saturday, 9:30 AM - 3:30 PM; 1 session on February 27, 2010

Sunday, 9:30 AM - 3:30 PM; 1 session on March 21, 2010

Tuition: **\$89.00**

Instructor: **Kevin Farmer**

Location: **MCS 111**

Materials Cost: **\$20.00**

## QuickBooks Intermediate 500082

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.

Sunday, 9:30 AM - 3:30 PM; 1 session on April 18, 2010

Tuition: **\$89.00**

Instructor: **Kevin Farmer**

Location: **MCS 111**

Materials Cost: **\$20.00**

## QuickBooks Payroll 500084

Discover the fundamentals of processing payroll using QuickBooks. Students will learn the payroll process by reviewing the basics of tax tables, allowances, deductions, pay cycles and withholding calculation for Federal and State Taxes. Students will set up a payroll business unit using QuickBooks for both salary and hourly employees, process payroll for a quarter, produce related Quarterly reports (941) including section B, and produce W2s for employees.

Saturday, 9:00 AM - 1:00 PM; 1 session on March 6, 2010

Sunday, 9:00 AM - 1:00 PM; 1 session on May 16, 2010

Tuition: **\$89.00**

Instructor: **Kevin Farmer**

Location: **MCS 111**

Materials Cost: **\$10.00**

## Understanding Accounting and Financial Statements 300120

Discover the importance of good record keeping and how to read, interpret, and understand financial statements in this intensive all-inclusive class. Students will perform hands-on exercises as a bookkeeper, accountant, manager, and CFO to give you an understanding of how the accounting cycle works, how financial statements are prepared and how financial ratios are used in business "decision-making." You will journalize, post, and analyze business transactions prior to preparing your financial statements. You will compare and contrast financial data for sole proprietorship and a large corporation using ratio analysis. A merchandising environment will be used to demonstrate business transactions and analysis. Bring a calculator and be prepared to do some work!

Thursday, 6:00 PM - 9:00 PM; 2 sessions starting February 11, 2010, ending February 18, 2010

Saturday, 9:00 AM - 3:00 PM; 1 session on May 8, 2010

Tuition: **\$85.00**

Instructor: **Kevin Farmer**

Location: **El Camino College**

Materials Cost: **\$15.00**

## Wow, What a Great Event! (Online class) 1030084



Learn how to create and coordinate successful special events. Develop skills, find resources and gain confidence to plan and produce any size or type of event. Find out what the experts and master planners already know so that you can avoid embarrassing and costly planning errors or production mistakes. After just a few weeks, you will become a knowledgeable event planner poised to produce any type of event.

*Instructor Cynthia Grzelak has created and coordinated hundreds of events ranging from small meetings to large and highly public corporate and charity galas. Her clients include commercial businesses, nonprofit organizations and industry associations. Prior to starting her consulting business in 1986, Cynthia began creating special events while she was a marketing executive for several financial institutions and a fundraising director for a major health care system.*

A new class starts every month for 6 weeks (New lessons are released Wednesdays and Fridays).

**To find out when the next class starts, visit [www.ECCommunityEd.com](http://www.ECCommunityEd.com) or call 310-660-6460.**

Tuition: **\$99.00**

Instructor: **Cynthia Grzelak**



## 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 4 sessions will be eligible to receive a Certificate of Achievement.\*

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

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

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

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

Materials fee: **There is a ONE TIME \$40 material fee. The fee purchases a book that is used for all Negotiation classes offered.**

Tuesday, 6:30 PM - 9:30 PM; 1 session on February 9, 2010

Tuition: **\$39.00**

Instructor: **Pearl Georgen**

Location: **H206**

Materials Cost: **\$40.00**

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

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

Tuesday, 6:30 PM - 9:30 PM; 1 session on February 16, 2010

Tuition: **\$39.00**

Instructor: **Pearl Georgen**

Location: **H206**

Materials Cost: **\$40.00**

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

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

Tuesday, 6:30 PM - 9:30 PM; 1 session on February 23, 2010

Tuition: **\$39.00**

Instructor: **Pearl Georgen**

Location: **H206**

Materials Cost: **\$40.00**

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

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

Tuesday, 6:30 PM - 9:30 PM; 1 session on March 2, 2010

Tuition: **\$39.00**

Instructor: **Pearl Georgen**

Location: **H206**

Materials Cost: **\$40.00**

## ADVANCED NEGOTIATION SERIES Certificate of Achievement Series

Continue to sharpen your negotiation skills with our advanced series taught by one of our most popular instructors, Pearl Georgen. Participants who complete all 3 sessions will be eligible to receive a Certificate of Achievement.\*

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

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

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

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

Tuesday, 6:30 PM - 9:30 PM; 1 session on March 9, 2010

Tuition: **\$49.00**  
Instructor: **Pearl Georgen**  
Location: **H206**  
Materials Cost: **\$40.00**

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

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

Tuesday, 6:30 PM - 9:30 PM; 1 session on March 16, 2010

Tuition: **\$49.00**  
Instructor: **Pearl Georgen**  
Location: **H206**  
Materials Cost: **\$40.00**

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

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

Tuesday, 6:30 PM - 9:30 PM; 1 session on March 23, 2010

Tuition: **\$49.00**  
Instructor: **Pearl Georgen**  
Location: **H206**  
Materials Cost: **\$40.00**

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

"Very enjoyable...I learned new skills."  
-Negotiation Student

## NEGOTIATION EXPERT SERIES Certificate of Achievement Series



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

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

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



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

Tuesday, 6:30 PM - 9:30 PM; 1 session on March 30, 2010

Tuition: **\$49.00**  
Instructor: **Pearl Georgen**  
Location: **H206**  
Materials Cost: **\$15.00**

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



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

Tuesday, 6:30 PM - 9:30 PM; 1 session on April 6, 2010

Tuition: **\$49.00**

Instructor: **Pearl Georgen**  
Location: **H206**  
Materials Cost: **\$15.00**

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



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

Tuesday, 6:30 PM - 9:30 PM; 1 session on April 13, 2010

Tuition: **\$49.00**  
Instructor: **Pearl Georgen**  
Location: **H206**  
Materials Cost: **\$15.00**

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

"Great experience!"  
-Negotiation Student

## ARTS & HOBBIES

### CRAFTS



### Candle Making

119681

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

Saturday, 9:00 AM - 12:00 PM; 1 session on February 6, 2010

Tuition: **\$39.00**

Instructor: **Quayum Abdul**

Location: **TECH 105**

Materials Cost: **\$20.00**

### Glycerin Soap Making

112371

Do you love the sensual pleasure of beautiful, aromatic soaps but hate the high prices? Why not learn to make your own for a fraction of the retail price? Perfect for gifts, bathroom decor, and for people with sensitive skin. You will also learn to make unique cleansing gels and luxurious bubble bath soap. You'll leave with the soaps you make and the knowledge you need to make more at home. This is a hands on class, dress accordingly.

Saturday, 9:00 AM - 12:00 PM; 1 session on April 24, 2010

Tuition: **\$39.00**

Instructor: **Quayum Abdul**

Location: **El Camino College**

Materials Cost: **\$20.00**

### Community Woodturning Guild

Guest Speakers • Special Topics  
Demonstrations • Presentations

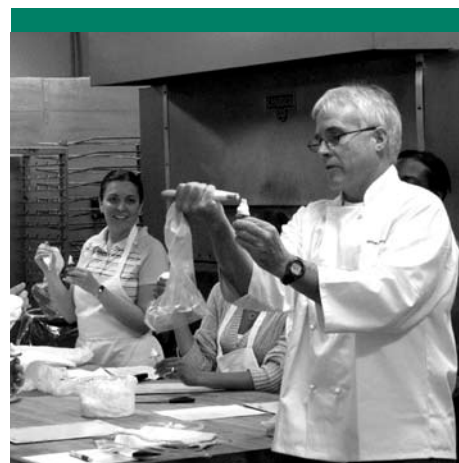
Meeting the first Sunday of each month at 1:00 pm in the Construction Technology building at El Camino College

The club leader is Jack Selph, construction technology instructor at El Camino College and experienced professional in the Woodworking Field

Membership fee is \$35

For more information, please call Jack Selph at (310) 660-6009

### CULINARY



### Cake Decorating 101

119695

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

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

Tuesday, 5:30 PM - 7:30 PM; 5 sessions starting February 9, 2010, ending March 9, 2010

Tuition: **\$150.00**

Instructor: **Kirk Rossberg**

Location: **Torrance Bakery of Gardena**

Materials Cost: **\$25.00**



Enroll Now! Class Fills up Quickly

### Beer Making: Home Brew Basics and Beer Styles

130003

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 appreciation of beer as a common or sophisticated beverage.

*Instructor Mike Froehlich 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.*

Saturday, 10:00 AM - 2:00 PM; 1 session on March 20, 2010

Tuition: **\$75.00**

Instructor: **Mike Froehlich**

Location: **Stein Fillers**

### Vegetarian Cooking- Easy & Nutritious

130006



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

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

Saturday, 10:00 AM - 1:00 PM; 1 session on February 6, 2010

Saturday, 10:00 AM - 1:00 PM; 1 session on April 3, 2010

Tuition: **\$39.00**

Instructor: **Dr. Mark Vinick**

Location: **Joslyn Center Oasis, Manhattan Beach**

Materials Cost: **\$15.00**

## DANCE



Attend the **FREE Young@Heart Open House Event on Saturday, May 22nd** to enjoy a belly dance performance by instructor **Regine Costello** and her dance troupe and some of her El Camino College student-dancers! Call **310-660-6460** to RSVP.

### Belly Dance (Beginning)

800031

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

*Instructor Regine Costello has been a professional belly dancer for more than 15 years working in all styles of La Danse Orientale, including cabaret, fusion, tribal and folkloric, using both traditional and contemporary music. She received the 2001 Excellence in Arts Award in the dance category by the City of Torrance. She placed 3 years in a row at the 2006, 2007 & 2008 Belly Dancer of the Universe competition.*

Saturday, 3:00 PM - 4:00 PM; 8 sessions starting January 30, 2010, ending March 27, 2010 (No Class on February 13, 2010)

Saturday, 3:00 PM - 4:00 PM; 8 sessions starting April 17, 2010, ending June 19, 2010 (No Class on May 29, 2010 and June 05, 2010)

Tuition: **\$69.00**

Instructor: **Regine Costello**

Location: **PE 52**

Optional Materials Cost: **\$45.00 (for a veil and cymbals)**

*Belly Dance classes continue page 25...*

# SPECIAL CLASS SERIES:

## Celebrating the Chinese American Experience!

Presented in association with:



TorranceLive!

2010 Works in Progress presents

# Enduring Spirit

Celebrating the Chinese American experience through vibrant contemporary theater!



Wed FEB 24 7pm



**UNCLE TOISAN**  
by Charlie Chin

Enjoy this favorite uncle, as he shares stories of arriving and striving in America

**LA PREMIER**

Wed MAR 31 7pm



**AMERICAN BAMBOO**  
by Cherylene Lee

Experience how a real life family copes with loss in the midst of the Great Depression

**NEW WORK**

Wed APR 28 7pm



**ENGLISH ONLY**  
by Annette Lee

Engage with a community finding their way from one heritage into another one

**SO BAY PREMIER**

Wed MAY 26 7pm



**IN TEN YEARS**  
by Damon Chua

Erupt in laughter as newly reunited family members reach across the Pacific

**NEW WORK**

**Box Office 310-781-7171**

**NAKANO THEATRE**  
Torrance Cultural Arts Center  
3330 Civic Center Drive Torrance

Tickets (includes \$2.50 handling fee): \$25 adults, \$23 seniors/students, \$20 subscribers

Information at [www.TorranceLive.us](http://www.TorranceLive.us)

Works in Progress is a program of the Cultural Services Division, Torrance Community Services Department

## Chinese New Year in Chinatown!



700031

Celebrate Chinese New Year in Chinatown! Kick off the "Year of the Tiger" by marching in the 2010 Chinese New Year parade taking place in historic Chinatown, Los Angeles. At 12:00PM, students will meet at the Chinese Historical Society of Southern California to enjoy a talk by instructor Jenny Cho regarding the history of Chinatown and Chinese New Year customs. At 12:45PM students will assemble for a group picture and then proceed to march in processional order from Hill Street to the Dragon Gate on Broadway. Afterward, the instructor will provide a guided tour of the historic monuments in Old and New Chinatown, including the site of the first Chinese settlement in Los Angeles. Students will also visit Phoenix Bakery to ring in the New Year with some tasty Chinese pastries! \$22.00 Materials fee includes Entrance fee to the Chinese American Museum, 1 red T-shirt to march with the Chinese Historical Society and one American flag to wave as we

march. (This is standard parade gear - we have to wear matching uniforms.) Transportation and any expenses incurred during the field trip are not included. Details regarding meeting location and parking to be distributed to students prior to the event.

Instructor **Jenny Cho** is a board member of the Chinese Historical Society of Southern California and author of the book *Chinatown in Los Angeles*. She received her M.A. in Asian American Studies at UCLA and a Taiwan Ministry of Education Fellowship to study at National Chengchi University in Taiwan, where she lived and taught for two years.

Saturday, 12:00 PM - 4:30 PM; 1 session on February 20, 2010

Tuition: **\$29.00**  
Instructor: **Jenny Cho**  
Location: **Chinese Historical Society of Southern CA**  
Materials Cost: **\$23.00**

## Introduction to Mandarin Chinese



700032

Learn to speak Chinese! Are you interested in Chinese culture and food? Do you love Chinese movies? Have you ever wanted to travel to China? Then join us for a fun, beginning-level course that will teach you the fundamentals of Mandarin Chinese. You will learn the pinyin system, the four tones of Mandarin, and a solid vocabulary that will get you out and speaking Chinese in no time! In this 8-hour course, students will learn the 75 most practical Mandarin words that will help them in greeting, purchasing, travel situations, and more! The class will conclude with an opportunity to practice Mandarin in real-life situations by participating in the optional Walking Tour of Chinatown on April 3rd (see catalog description). \$22 materials fee includes a Mandarin textbook.

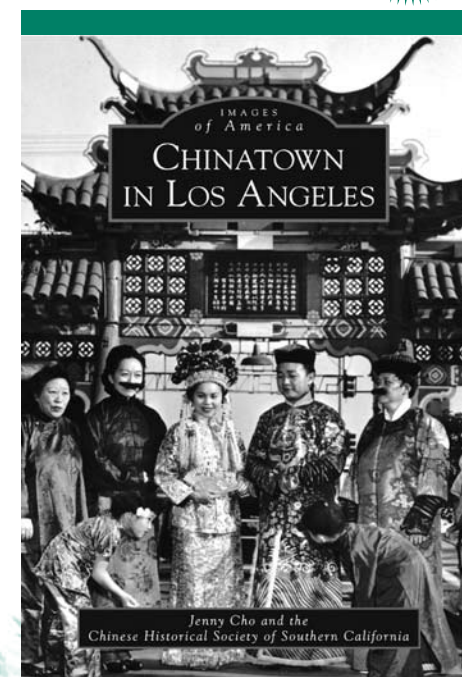
Saturday, 10:30 AM - 12:30 PM; 4 sessions starting March 6, 2010, ending March 27, 2010

Tuition: **\$59.00**  
Instructor: **Jenny Cho**  
Location: **El Camino College**  
Materials Cost: **\$22.00**

## Walking Tour of Chinatown



700033



Discover historic Chinatown in Los Angeles! Bring your walking shoes as we visit the Chinese American Museum and tour the El Pueblo de Los Angeles Monument. Next, we will head down Broadway to explore a Chinese temple that dates back to the 1890s and the Central Plaza, which held its grand opening on June 25, 1938. We will visit Chinese antique and jewelry shops that date back to the 1930s as we learn

about the artistic treasures of Bamboo Lane and Chungking Plaza. After the tour, we will head to Wonder Bakery for some Chinese pastries!

Highlights of the tour include a visit to the preserved herbal shop of the Sun Wing Wo store; a walk around the Garnier Building which leased retail space to Chinese immigrants in the 1890's; the Kong Chow Temple, which also dates back to the 1890s; Central Plaza to learn how the Chinese community built a new development after Old Chinatown was torn down to make way for Union Station; a visit to Jin Hing Jewelry and Bamboo Lane; Thien Hau Temple, which is a Taoist Chinese-Vietnamese temple that features hand-carved dragon pillars imported from China.

\$26 materials fee includes the book *Chinatown in Los Angeles* and entrance fee to the Chinese American Museum. Transportation and any expenses incurred during the field trip are not included. Details regarding meeting location and parking to be distributed to students prior to the event.

Saturday, 1:00 PM - 4:00 PM; 1 session on April 3, 2010

Tuition: **\$20.00**  
Instructor: **Jenny Cho**  
Location: **Chinese American Museum**  
Materials Cost: **\$26.00**

## Wushu Shaolin Kung Fu



800087

Do you want to have the fighting skills of Bruce Lee or the speed and power of Jet Li? This class can help you get there! In this 6-week class students will learn the basics of Shaolin Kung Fu (Shaolin Kung Fu refers to a collection of Chinese martial arts affiliated with the Shaolin Monastery, China) and Modern Wushu (Wushu is a Chinese term that literally means "martial arts"). Students will be introduced to the methodologies of Kung Fu and Wushu that not only teach basic skills to defend one self, but also strengthen the body and discipline the mind. Your life will be enriched by this valuable introduction to Shaolin Culture applicable to martial arts practice as well as daily life! Class is designed for ages 13+ (parent/guardian release & medical consent form required for students under 18 years of age). \$35 materials fee covers the cost of school T-shirt and Shaolin Cudgel (staff).

Instructor **Patricia Kusaba** has 5 years training in Shaolin Kung Fu and modern Wushu under the guidance of Shifu Sal whose martial arts background includes Karate, Tae Kwon Do, Tang Soo Do, Kung Fu and Wushu. Ms. Kusaba is a graduate of UC Berkeley and studied in China for many years.

Tuesday, 5:00 PM - 6:00 PM; 6 sessions starting January 19, 2010, ending February 23, 2010

Tuesday, 5:00 PM - 6:00 PM; 6 sessions starting March 2, 2010, ending April 6, 2010

Tuesday, 5:00 PM - 6:00 PM; 6 sessions starting April 13, 2010, ending May 18, 2010

Tuition: \$120.00

Instructor: Patricia Kusaba

Location: Wushu Shaolin Kung Fu Studio

Materials Cost: \$35.00

## Introduction to Chinese Calligraphy & Characters

119711



China is an ancient civilization well known for many beautiful art forms including silk painting, pottery, paper cutting, kite making and calligraphy. Calligraphy is language art that essentially represents words evolved from pictures. The word Calligraphy means "the art of writing beautifully" and involves several styles of writing including the seal, official or clerical, regular, running or semi-cursive, and cursive. Each style has its own characteristics and purpose. There are 7 standard strokes. Some calligraphers believe there are up to 32 strokes. Either way, there are many interpretations. Attending this 8-week hands-on workshop is a magical way to become acquainted with Chinese language, culture, and art as you also learn to cultivate patience and mental concentration toward artfully administering each stroke. The \$25 materials fee includes a practice brush pen, papers, ink and cloth pad.

*Instructor Simon Chen has been teaching Chinese Calligraphy since 1998. To his credit, several of his students are first-place winners of the annual Chinese Calligraphy contest awarded by the Southern California Chinese School Association.*

Saturday, 1:30 PM - 3:30 PM; 8 sessions starting March 27, 2010, ending May 15, 2010

Tuition: \$79.00

Instructor: Simon Chen

Location: El Camino College

Materials Cost: \$25.00

## Beijing City Stay - China Travel Tour 2340006

9 days; 15 meals Starting at \$649.00\*



**Highlights:** The Great Wall - Peking Opera - Beijing Zoo - Rickshaw Tour

Enjoy a tour of Beijing's Summer Palace, the largest and best-preserved royal garden in China. Savor typical Chinese dinners, including a Peking Duck dinner and dumplings. Experience the best of Beijing while spending each night of your tour in this fascinating city. \*Per person, land only, double occupancy. Call for airfare from your gateway.

2010 Departure Dates: May 18; September 21; October 12, 26; November 1, 7, 9, 30

### FREE Travel Tour Information Sessions:

Reservations required, please call: 310-660-6460 to RSVP.

Presenter: Vince Trotter of Collette Vacations

Wednesday, 6:00 PM - 7:00 PM; 1 session on February 3, 2010

Location: El Camino College

Saturday, 11:00 AM - 1:00 PM; 1 session on May 22, 2010 @ Young@Heart Free Open House Event.

Location: Robert Haag Recital Hall



Enroll Now!  
Only offered  
1x per year

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

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

Complete all 3 parts with 90% attendance to earn a Certificate of Completion.\* Purchase all 3 classes at the discounted rate of \$199 or purchase classes individually.

*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 have 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's Excellence in Arts Award in the dance category.*

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

This first course in the belly dance certificate-of-completion series will familiarize students with the fundamentals of American Cabaret style belly dance. Topics covered include Arabic, Egyptian and Turkish belly dance steps and combinations. Students will also learn to execute American Cabaret belly dance veil movements.

Saturday, 12:45 PM - 2:00 PM; 4 sessions starting January 30, 2010, ending March 6, 2010 (No Class on February 13, 2010)

Tuition: \$75.00

Instructor: Regine Costello

Location: PE 52

Optional Materials Cost: \$45.00 (for a veil and cymbals)

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

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

This second course in the belly dance certificate-of-completion series will expand on the knowledge gained in the first course with intermediate-level steps and combinations of American Cabaret Belly Dance. The Arabic, Egyptian and Turkish steps taught in the first course will become progressively 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 recognize different types of Middle Eastern rhythms including an understanding of interpretation as applied to belly dance.

Saturday, 12:45 PM - 2:00 PM; 5 sessions starting March 13, 2010, ending April 17, 2010 (No Class on April 03, 2010)

Tuition: \$75.00

Instructor: Regine Costello

Location: PE 52

Optional Materials Cost: \$45.00 (for a veil and cymbals)

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

This third and final course in the belly dance certificate-of-completion series will integrate the first and second courses and prepare students to create their own stage-worthy performance--no matter whether you are executing a tightly choreographed routine to recorded music or performing freestyle to live middle-eastern music. Students will continue to practice the steps, combinations, & choreography learned in the first and second courses. Topics also covered include developing stage presence, performance etiquette and how to avoid common pitfalls that face students on the road from amateur performer to professional performer. Finally, students will be required to demonstrate their mastery of the skills learned in all three courses.

Saturday, 12:45 PM - 2:00 PM; 5 sessions starting May 1, 2010, ending June 12, 2010 (No Class on May 22, 2010 & May 29, 2010)

Tuition: \$75.00

Instructor: Regine Costello

Location: PE 52

Optional Materials Cost: \$45.00 (for a veil and cymbals)

## LITERATURE

### Pulitzer Prize Winning Literature

710055



For nearly ninety years, the prestigious Pulitzer Prize for Fiction has been awarded annually to "an American author for distinguished fiction, preferably dealing with American life". Among the celebrated writers honored are Sinclair

Lewis, Edna Ferber, John Steinbeck, Pearl Buck, Norman Mailer, Phillip Roth and others who offer us powerful masterworks that confront dominant themes in our culture and society. Enjoy being in the company of these renowned literary greats. Reading is not required, just a love of great literature.

*Instructor Dr. Jerry Binder (pictured above) researches, writes, and teaches about the intellectual, cultural, and social currents in twentieth-century "multi America." He combines scholarship and the power of story into programs that expand our understanding of the American experience and enrich our appreciation of our multicultural-national life.*

Wednesday, 1:00 PM - 3:00 PM; 4 sessions starting May 5, 2010, ending May 26, 2010

Tuition: **\$64.00**

Instructor: **Dr. Jerry Binder**

Location: **Manhattan Beach Joslyn Center**

## MUSIC

### Drumline 101 (Ages 13 and up!)

900008

You've seen them on ESPN, in NBA games, in movies; now see how it's done. Learn the basics of what it takes to be in an exciting drumline that involves cool beats, great teamwork and loads of fun. Never played an instrument before? No problem. You will learn the basics of music and the fundamental techniques you need to play an instrument. Just started playing drums in your school drumline? No problem. You will receive the foundation you absolutely need for a fulfilling experience in your ensemble. So what are you waiting for? Bring your sticks and let's drum!!!

*Instructor Karl Arrieta has been a marching-percussion educator for over ten years and has extensive experience in the field. He has taught all over Southern CA, Hawaii & Wyoming. He has been a performing drumline member for High School & Youth bands and Drum Corps.*

Wednesday, 7:00 PM - 8:00 PM; 8 sessions starting February 3, 2010, ending March 24, 2010

Tuition: **\$99.00**

Instructor: **Karl Arrieta**

Location: **Torrance High School Band Room**



Attend  
FREE  
Ukulele  
instructor  
Performance!

Attend the **FREE Young@Heart Open House on Saturday, May 22nd** to enjoy a ukulele performance by instructor **Mitchell Chang** and his El Camino College student group! Call **310-660-6460** to RSVP.

### Learn to Play Ukulele (Beginner)

120021

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

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

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

Tuesday, 6:30 PM - 7:30 PM; 8 sessions starting January 12, 2010, ending March 2, 2010

Tuesday, 6:30 PM - 7:30 PM; 8 sessions starting April 6, 2010, ending May 25, 2010

Tuition: **\$79.00**

Instructor: **Mitchell Chang**

Location: **El Camino College**

Materials Cost: **\$3.00**

### Exploring the Ukulele (Intermediate)

120022

Know the basic chords and strumming patterns from the beginner class and want to move on? Learn more sophisticated chords and music concepts, fingerpicking technique and how to create self-contained ukulele solos to really impress your friends and family!

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

Tuesday, 7:30 PM - 8:30 PM; 8 sessions starting January 12, 2010, ending March 2, 2010

Tuesday, 7:30 PM - 8:30 PM; 8 sessions starting April 6, 2010, ending May 25, 2010

Tuition: **\$79.00**

Instructor: **Mitchell Chang**

Location: **El Camino College**

Materials Cost: **\$3.00**

NEW!

## VISUAL ARTS



### 2-Day Film School Crash Course

100012

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

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

Saturday, Sunday, 9:00 AM - 6:00 PM; 2 sessions starting February 20, 2010, ending February 21, 2010

Sunday, 9:00 AM - 6:00 PM; 2 sessions starting May 8, 2010, ending May 9, 2010

Tuition: **\$395.00**

Instructor: **Hollywood Film Institute**

Location: **Raleigh Studios/The Chaplin Theater**

### Introduction to Chinese Calligraphy & Characters

(See page 24)

"Great instructor! Every class is something new and fun! It's nice to walk away with a finished project and a new skill you can use over and over."

-Introduction to One Stroke Painting Student

### Introduction to One Stroke Painting

100036

Learn the popular painting technique that shades, highlights and blends all in 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. Her art work has been featured in several publications.*

Saturday, 10:00 AM - 12:30 PM; 1 session on February 13, 2010

Saturday, 10:00 AM - 12:30 PM; 1 session on April 10, 2010

Saturday, 10:00 AM - 12:30 PM; 1 session on May 15, 2010

Tuition: **\$35.00**

Instructor: **April Numamoto**

Location: **El Camino College**

Materials Cost: **\$10.00**

### Life Drawing Marathons

100013

Join us for a relaxing Sunday as we open our doors to the Life Drawing and Painting marathons. Two studios, one offering quick poses, the other offering one all-day pose, will be open for all artists interested in painting or drawing the nude model. Bring your own drawing and painting materials. Must be 18 years or older to attend.

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

Sunday, 10:00 AM - 5:00 PM; 1 session on January 31, 2010

Sunday, 10:00 AM - 5:00 PM; 1 session on February 28, 2010

Sunday, 10:00 AM - 5:00 PM; 1 session on March 28, 2010

Sunday, 10:00 AM - 5:00 PM; 1 session on April 25, 2010

Sunday, 10:00 AM - 5:00 PM; 1 session on May 23, 2010

Tuition: **\$18.00**

Instructor: **Michael Van Overbeck**

Location: **El Camino College**

Materials Cost: **\$5.00**

## HEALTH & WELL-BEING

### BEAUTY



#### Make-Up Artist 101 Certificate Seminar 300116

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

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

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

Saturday, Sunday, 9:00 AM - 6:00 PM; 2 sessions starting January 23, 2010, ending January 24, 2010

Saturday, Sunday, 9:00 AM - 6:00 PM; 2 sessions starting February 20, 2010, ending February 21, 2010

Saturday, Sunday, 9:00 AM - 6:00 PM; 2 sessions starting March 20, 2010, ending March 21, 2010

Saturday, Sunday, 9:00 AM - 6:00 PM; 2 sessions starting April 17, 2010, ending April 18, 2010

Saturday, Sunday, 9:00 AM - 6:00 PM; 2 sessions starting May 15, 2010, ending May 16, 2010

Tuition: **\$350.00**  
Instructor: **Jennesey Tyler**  
Location: **TECH 105**  
Materials Cost: **\$25.00**

### HEALTH & FITNESS

#### Acupressure Massage for All 800060

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 and stress can be lessened and often relieved. This allows the body to help itself heal naturally. Join this class and learn about acupressure, where it originated, how it works and how it can work for you.

Friday, 7:00 PM - 8:30 PM; 4 sessions starting January 22, 2010, ending February 19, 2010 (No Class on February 12, 2010)

Tuition: **\$69.00**  
Instructor: **Rod Krueckemeier**  
Location: **H206**

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

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

Wednesday, 7:00 PM - 9:30 PM; 2 sessions starting February 3, 2010, ending February 10, 2010

Wednesday, 7:00 PM - 9:30 PM; 2 sessions starting May 12, 2010, ending May 19, 2010

Tuition: **\$49.00**  
Instructor: **Julie Martin**  
Location: **H206**  
Materials Cost: **\$7.00**

**"It was a very informative class; I really enjoyed it. Great teacher! Very knowledgeable."**

**-Remake and Reshape Nutrition Student**

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



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

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

Tuesday, 7:00 PM - 9:30 PM; 1 session on March 16, 2010

Tuition: **\$39.00**  
Instructor: **Jethro Carter**  
Location: **ACT CTR W. Lounge**  
Materials Cost: **\$15.00**

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



In this eight week course, you will learn the proper way to stretch and increase the size of your muscles through combined weight training and stretching exercises. Students will be presented with a beginning knowledge of weight training and stretching including safety, history, proper hand and fee positioning, breathing techniques, correct posture, food-grouping/nutritional tips, and muscle anatomy. Suitable for all ages (18 to seniors).

Instructor **Jeff Henry** (pictured above) spent 6 years in the U.S. Marine Corps, 2 years teaching exercise and weight training at Brentwood High School, Hamilton High, St. Bernard High, and El Camino College. He was

also a member of the USA Veteran Wrestling Team, 2x National Champion, and 5th in the World Championship 2001-2003 Freestyle Division.

Saturday, 9:30 AM - 10:30 AM; 8 sessions starting January 9, 2010, ending February 27, 2010

Saturday, 9:30 AM - 10:30 AM; 8 sessions starting March 6, 2010, ending April 24, 2010

Tuition: **\$59.00**  
Instructor: **Jeff Henry**  
Location: **PE 3**

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

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

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

Saturday, 10:30 AM - 12:00 PM; 10 sessions starting January 9, 2010, ending March 13, 2010

Saturday, 10:30 AM - 12:00 PM; 10 sessions starting March 20, 2010, ending May 22, 2010

Tuition: **\$79.00**  
Instructor: **Ron Berman**  
Location: **PE 2**

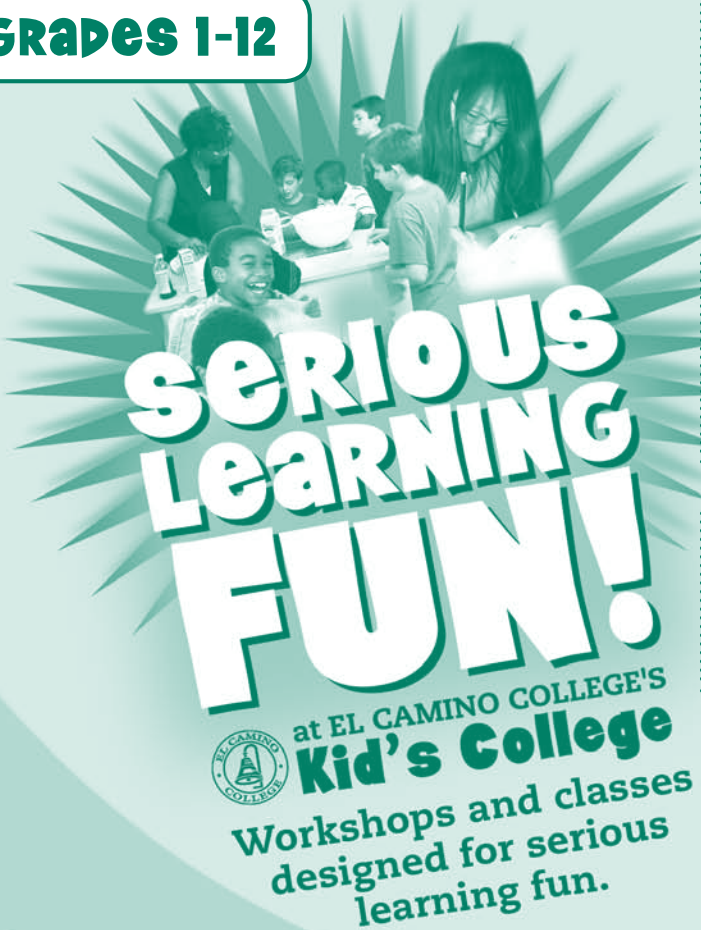
#### Yoga For Health & Relaxation--Intermediate 800004

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

Saturday, 9:00 AM - 10:15 AM; 10 sessions starting January 9, 2010, ending March 13, 2010

Saturday, 9:00 AM - 10:15 AM; 10 sessions starting March 20, 2010, ending May 22, 2010

Tuition: **\$79.00**  
Instructor: **Ron Berman**  
Location: **PE 2**



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

"I know more and I am a better test taker. It has taught me so much about writing essays and doing math problems."  
-S.A.T. Boot Camp Student

"It helped a lot with time management and that's something that I will use forever."  
-S.A.T. Boot Camp Student

at EL CAMINO COLLEGE'S  
**Kid's College**  
Workshops and classes  
designed for serious  
learning fun.

Reading \* Math \* Fun & Enrichment

Academic Strategies \* English



**Save the Date(s)!**  
2010 summer workshops, camps and classes designed for serious summer fun start July 5, 2010!  
Grades 1-12  
3 two-week sessions: July 5-August 13, 2010  
Registration begins May 1st, 2010!

Science \* Sports \* Music

**310-660-6460 \* www.ECCommunityEd.com**

To join the mailing list call (310) 660-6460

**S.A.T. Boot Camp** 400023



A strong performance on the S.A.T. can make the difference in your ability to be admitted to, and/or receive financial aid from your top college choices. Give yourself the edge you need to direct your future by taking the intensive El Camino College S.A.T. Boot Camp preparation course! Course includes pre and post "mock exam" test assessment option(s) to determine student's specific weak areas. S.A.T. Boot Camp drill sergeant (instructor) will customize a regimen to improve student's needed skills. Class Fee includes: *Cambridge S.A.T. Victory* textbook, two full-length retired S.A.T. tests/mock exams to determine student's weak areas (optional, but highly recommended) and over 24 hours of intensive classroom instruction.

*Instructor Diane Serradell is a dynamic and caring teaching professional who has been working in education since 1973. Most notably, she was previously the Principal at Fern and Walteria elementary schools.*

Saturday, 8:30 AM - 11:45 AM; 8 sessions starting February 6, 2010, ending April 3, 2010 (No Class on February 13, 2010)

Tuition: **\$359.00**  
Instructor: **Diane Serradell**  
Location: **MBBM 136**

**S.A.T. Intensive 1-Week "Spring Break" Boot Camp** 400023 / 18135

Are you taking the May 1, 2010 or June 5, 2010 S.A.T exam? Spring break (April 5-9th) may be your last chance to seriously prepare



for this important college-entrance exam. In this 1-week accelerated intensive S.A.T. boot camp you will maximize your odds of doing well on the S.A.T. exam. A strong performance on the S.A.T. can make the difference in your ability to be admitted to, and/or receive financial aid to your top college choices. Give yourself the edge you need to direct your future by taking the accelerated intensive El Camino College S.A.T. Boot Camp preparation course! Course includes pre and post "mock exam" test assessment option(s) to determine student's specific weak areas. S.A.T. Boot Camp drill sergeant (instructor) will customize a regimen to improve student's needed skills. Class Fee includes: *Cambridge S.A.T. Victory* textbook, two full-length retired S.A.T. tests/mock exams to determine student's weak areas (optional, but highly recommended) and over 20 hours of intensive classroom instruction.

Monday, Tuesday, Wednesday, Thursday, Friday, 8:30 AM - 12:45 PM; 5 sessions starting April 5, 2010, ending April 9, 2010

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

**Mock Exam Dates:**

Conquer test anxiety! Your S.A.T. Boot Camp or S.A.T. Intensive 1-Week "Spring Break" Boot Camp tuition includes the optional (but highly recommended) opportunity to take two full-length retired S.A.T. exams in a timed, simulated test environment. Results of the tests will determine student's weak areas. Call (310) 660-6460 to register to take the mock exams. Only students who have registered and paid for the S.A.T. boot camp are eligible to take the S.A.T. mock exam(s).

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

Saturday, 7:30 AM - 12:00 PM;  
1 session on January 16, 2010

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

Saturday, 7:30 AM - 12:00 PM;  
1 session on April 17, 2010

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



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

No online enrollments. Call to reserve your child's 1hr, 4 day tutoring session. Tuesday, Wednesday and Thursday classes (based on availability); Choose between either a 3:30PM-4:30PM or 4:30PM-5:30PM time slot (based on availability).

Instructor **Linda Wilson** (pictured above) has been tutoring 2 to 1 and 1 to 1 classes for more than 10 years throughout the South Bay. She is known for her creative, compassionate, and committed style of tutoring.

Tuition: **\$199.00**  
Instructor: **Linda Wilson**  
Location: **El Camino College**

## FUN & ENRICHMENT

### Academic Chess 460121

Checkmate! This course is designed for children ages 5-12 years and for all different levels of chess experience. Each child will receive a different lesson each week according to his or her level of chess expertise. The course will be taught in a fun, but educational manner. A chess set and worksheets are included. Join us in this dynamic class!

Saturday, 10:00 AM - 11:00 AM; 8 sessions starting February 27, 2010, ending April 24, 2010 (No Class on April 03, 2010)

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

## MUSIC

### Drumline 101 (see page 26)



### South Bay Children's Choir

Does your child love to sing? The South Bay Children's Choir is a comprehensive choral training program with 7 sequential levels of learning facilitated by an experienced and fully credentialed staff of choir teachers. The singers (ages 6 to 18) learn voice technique and sight-reading as they sing a varied repertoire from classical and folk song literature. Emphasis is on excellence, while learning to work as a team in a nurturing environment. The season lasts from September through May, with performances 4-5 times each year. Audition required. For more information visit [www.sbcc.singer.net](http://www.sbcc.singer.net)

Call manager **Susan Benson** (310-640-9818) for further information.

### South Bay Youth Orchestra

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



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](http://www.sbyorchestra.com) or contact Dr. Patrick Schulz @ 310-660-3703.

## PERSONAL INTEREST

### LANGUAGES



### Speed Spanish (online class)

1080001

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

A new class starts every month for 6 weeks (New lessons are released Wednesdays and Fridays). To find out when the next class starts visit [www.ECCommunityEd.com](http://www.ECCommunityEd.com) or call 310-660-6460.

Tuition: **\$99.00**  
Instructor: **Dan Mikels**

### Beginning Conversational French (online class)

1080005

Discover how easy it can be to learn common words and phrases for both leisure and business. This course makes pronunciation simple, with phonetic spellings for every word and phrase you need to learn. The course even includes audio, so you'll be able to hear and practice the language with little more than a click of your mouse! You'll also learn cultural tips in each lesson that will make you more comfortable in a foreign setting. After finishing this course, you'll be prepared to speak French in a wide variety of settings and situations.

A new class starts every month for 6 weeks (New lessons are released Wednesdays and Fridays). To find out when the next class starts visit [www.ECCommunityEd.com](http://www.ECCommunityEd.com) or call 310-660-6460.

Tuition: **\$99.00**  
Instructor: **Amy Page**

### Italian Beginners Continued (Italian 2)

700034

NEW!

This class is designed for continuing beginning Italian students. Focus placed on developing the four essential language skills: listening, speaking, reading and writing. Students will be introduced to new vocabulary and grammatical rules while reinforcing existing knowledge. An understanding and appreciation of Italian culture is integrated into the overall language-learning experience. *Prerequisite: Italian 1 (or knowledge of basic beginning Italian).*

Monday, 7:00 PM - 9:30 PM; 9 sessions starting January 25, 2010, ending March 29, 2010 (No Class on February 15, 2010)

Tuition: **\$199.00**  
Instructor: **Rosella Pescatori**  
Location: **El Camino College**

### Intermediate/Advanced Italian Conversation

700035

NEW!

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

Friday, 12:00 PM - 1:30 PM; 9 sessions starting January 22, 2010, ending March 26, 2010 (No Class on February 12, 2010)

Tuition: **\$135.00**  
Instructor: **Rosella Pescatori**  
Location: **El Camino College**

### Introduction to Latin 700029

You too can read Latin! Whether your goal is being able to decipher medical terminology, understand church hymns, research your family history, or read the exploits of Caesar, this course will get you off to a great start. By the end of the course, you will be able to read and understand simple proverbs and will have an excellent foundation for mastering the language. Special attention is given to the use of Latin in genealogy. As the Romans used to say, *memento audere semper - always dare to try!*

*Instructor Vincent Lloyd is an avid student of language. He has been studying Latin since the second edition of Wheelock's Latin.*

Wednesday, 7:00 PM - 8:00 PM; 5 sessions starting March 3, 2010, ending March 31, 2010

Tuition: **\$65.00**  
Instructor: **Vincent Lloyd**  
Location: **El Camino College**

### Introduction to Mandarin Chinese

(see page 23)

NEW!

## MONEY MATTERS



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

Find safe, secure investments growing 50% - 100% in value every year, and invest without using brokers. The Christensen's are not stock brokers or financial managers but investors like you who have used this method themselves for 25 years. What brokers never tell you, what the economy means to your wallet and what you can do about it. "Simply the best investment information...extremely practical." (CNBC). \$15 materials fee for book is optional.

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*".

Monday, 6:00 PM - 9:00 PM; 1 session on February 1, 2010

Tuition: **\$39.00**  
Instructor: **Bobbie Christensen**  
Location: **H206**  
Materials Fee: **\$15**

"I would highly recommend this class to all ages."

-*Building Your Financial Portfolio on \$25.00 a Month Student*

### Retirement Planning Today 810072

This class will provide timely information to help you navigate the financial uncertainties ahead during America's growing economic crisis. Learn how to avoid the 10 biggest retirement planning mistakes! Whether your objective is to build a nest egg, protect your assets, or preserve your lifestyle throughout retirement, this course helps you plan your future with confidence. Due to recent tax law changes, an uncertain future for Social Security and the shift toward employee-directed retirement plans, the need for sound financial strategies has never been greater. In this course

you'll learn how to: create a plan to retire early, manage investment risks, use new tax laws to your advantage (e.g., 2010 Roth IRA conversion), make informed decisions about your company retirement plan, and adjust your estate plan to function properly under the new laws.

Instructor **Larry Takahashi**, is a Certified Public Accountant with the Personal Financial Specialist designation (CPA/PFS), and has more than twenty-five years in the finance, accounting, and financial services fields. Mr. Takahashi holds an MBA degree in finance from the UCLA Anderson School of Management.

Saturday, 9:00 AM - 12:00 PM; 2 sessions starting January 30, 2010, ending February 6, 2010

Thursday, 6:30 PM - 9:30 PM; 2 sessions starting February 4, 2010, ending February 11, 2010

Tuition: **\$39.00**  
Instructor: **Larry Takahashi**  
Location: **TECH 105**  
Materials Cost: **\$25.00**

"Excellent overall experience!"

-*Retirement Planning Today Student*

## NIGHT @ THE PLANETARIUM



### Spring Constellations

2240001

Learn to recognize the spring stars and constellations, such as Gemini, Leo, and the Big Dipper! Find out where the planets are and how to distinguish them from stars. Locate star clusters and nebulae visible with binoculars. The class is taught in the El Camino Planetarium. After the class, we will observe the stars through the telescopes of El Camino Observatory (if weather allows).

Instructor Vincent Lloyd has been teaching astronomy for twenty years. He has been at El Camino College since 1991.

Friday, 7:00 PM - 10:00 PM; 1 session on March 19, 2010

Tuition: **\$20.00**  
Instructor: **Vincent Lloyd**  
Location: **Planetarium**

## PARENTING/CHILD CARE



### Parent Education 101: Building Better Relationships with your Children 150014

Ever wonder why your kids are the way they are? Would you like to help them with their "creative" and "social" development? Then this course is for you! Designed for parents with children twelve months to five years old, this course will show you ways of bringing out the best in your child(ren). Through discussion and participation involving subjects such as behavior, cultural awareness, play and age-appropriate activities, this course will provide you insightful information to assist you in your parent/child interactions. Parents with 90% attendance will be eligible to receive a certificate of completion.\*

Instructor **Nina Smith** received her BA in Psychology from Cal State University Dominguez Hills and her Teaching Credential in Parent Education from UCLA.

Saturday, 9:00 AM - 12:00 PM; 5 sessions starting March 6, 2010, ending April 3, 2010

Tuition: **\$39.00**  
Instructor: **Nina Smith**  
Location: **El Camino College**  
Materials Cost: **\$5.00**

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

## 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)*

### FREE Travel Tour Presentation 010028



Do you need a vacation? Would you like to travel to exciting destinations? The richest learning experience is travel. Attend our free tour information session for the details about our fantastic trips offered! Slides will be shown of actual destinations. Complete itineraries to these tours will be provided at presentation.

Wednesday, 6:00 PM - 7:00 PM; 1 session on February 3, 2010

Location: **El Camino College**

Saturday, 11:00 AM - 1:00 PM; 1 session on May 22, 2010 @ Young@Heart Free Open House

Location: **Robert Haag Recital Hall**

Cost: **FREE. Reservations required, please call: 310-660-646 to RSVP.**  
Presenter: **Vince Trotter** (pictured above) of **Collette Vacations**

## TRAVEL WEBINARS

You are invited to log on for a free online Webinar to learn about this Collette Vacations trip. Call (310) 660-6460 to reserve your webinar spot.

### Travel Webinar - Discover Tuscany & Resorts of the Rockies

2340005

Thursday, 6:00 PM - 7:00 PM; 1 session on January 7, 2010

Instructor: **Collette Vacations**  
Location: **Online**  
Cost: **Free**

## Travel Webinar - Pacific Northwest & California & Colors of New England

2340005

Thursday, 6:00 PM - 7:00 PM; 1 session on February 4, 2010

Instructor: **Collette Vacations**  
Location: **Online**  
Cost: **Free**



## Travel Webinar- South Pacific Wonders & Thailand-Ancient Capitals & Countryside

2340005

Thursday, 6:00 PM - 7:00 PM; 1 session on March 4, 2010

Instructor: **Collette Vacations**  
Location: **Online**  
Cost: **Free**



## The Music Cities - Featuring Branson, Memphis and Nashville April 12-19, 2009 8 Days - 11 Meals Starting at \$1,499.00\*

2340001



**Highlights:** Doug Gabriel, Shoji Tabuchi, Graceland, Rock n' Soul Museum, Grand Ole Opry, Historic RCA Studio B, Wildhorse Saloon Stroll world-famous Beale Street, Memphis' lively and historic entertainment district, alive with the buzz of live music, throngs of music lovers and the glow of city lights. Explore the Memphis Rock n' Soul Museum where Blues, Soul and Rock 'n' Roll are celebrated and the legends recognized in a Smithsonian-created exhibit. Enjoy reserved seats at the Grand Ole Opry, the "home of American music," and the longest continuous country radio show in the country.

Register By Phone: 310-660-6460

## Thailand- Ancient Capitals and Countryside July 14-27, 2010

14 Days - 26 Meals: 12 Breakfasts, 7 Lunches, 7 Dinners Starting at \$1,499.00\* 2340002



**Highlights:** Bangkok, Ayutthaya, Sukhothai, Chiang Rai, Laos, Hall of Opium, Chiang Mai Elephant Camp, Night Market

- Experience a dinner cruise on the Chao Phraya River in Bangkok.
- Spend one night relaxing in a river lodge located on the banks of Wang River, a hideaway for nature lovers.
- Visit the famous Bridge on the River Kwai.

## South Pacific Wonders Aug. 23-Sep. 6, 2010

15 Days - 20 Meals: 12 Breakfasts, 2 Lunches, 6 Dinners Starting at \$2,199.00\* 2340004



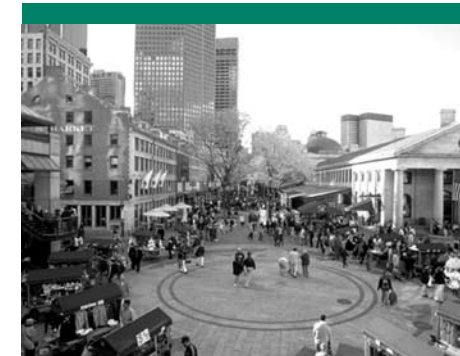
**Highlights:** Cairns, Great Barrier Reef, Sydney, Christchurch, Mount Cook National Park Queenstown, Milford Sound

- Take in the sights during a delightful dinner cruise of Sydney Harbour.
- Capture the amazing scenery of the fjords of New Zealand on a cruise of Milford Sound.
- Visit a Canterbury farmyard to see a sheep shearing demonstration.

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## Colors of New England October 7-14, 2010 8 Days - 10 Meals: 7 Breakfasts, 7 Dinners Starting at \$1,749.00\*

2340003



**Highlights:** Boston, Bar Harbor, Abbe Museum, Pineland Farm, North Conway, Quechee Gorge, Bennington Battle Monument and Museum, Lincoln Family Home

- Enjoy a locally guided tour of historic Boston and a visit to its famed Faneuil Hall marketplace.
- Enjoy a quintessential New England Lobster Clambake in Maine.
- Visit a 5,000 acre working farm—complete with a tour of the farm, creamery and equestrian center.

\*Per person, land only, double occupancy. Call for airfare from your gateway.

## WRITING

### A to Z Grant Writing (online class) 1130029



A to Z Grant Writing is an invigorating and informative course that will equip you with the skills and tools you need to enter the exciting field of grant writing! You'll learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. You'll also learn how to network and develop true partnerships with a variety of funders, how to organize a successful grant writing campaign, and how to put together a complete proposal package.

Instructor **Linda Vallejo** is a practicing professional development officer and grant writer with twenty years experience and has taught the A to Z Grantwriting System for over seven years. She has developed and implemented successful grantwriting campaigns for multiple non-profit organizations including proposals for education, arts, environment, mental health, medical and community concerns.

A new class starts every month for 6 weeks (New lessons are released Wednesdays and Fridays). To find out when the next class starts, visit [www.ECCommunityEd.com](http://www.ECCommunityEd.com) or call 310-660-6460.

Tuition: **\$99.00**  
Instructor: **Linda Vallejo**

### Beginning Writer's Workshop (online class) 1130001



If you've dreamed of writing creatively, this course is a great place to start. Get a taste of the writing life, improve your writing skills, and discover new ways to stretch your creative muscles. This isn't school as you know it. It's an in-depth writing experience filled with challenging hands-on exercises, expert advice, and plenty of direct support and encouragement.

A new class starts every month for 6 weeks (New lessons are released Wednesdays and Fridays). To find out when the next class starts, visit [www.ECCommunityEd.com](http://www.ECCommunityEd.com) or call 310-660-6460.

Tuition: **\$99.00**  
Instructor: **Ann Linquist**

### Grammar Refresher (online class) 1130007



Whatever your goals, a grasp of English grammar is important if you want to improve your speaking and writing skills. This course will help you gain confidence in your ability to produce clean, grammatically correct work. You'll explore the basics of English grammar, like sentence structure and punctuation as well as more sophisticated concepts like logic and clarity. A patient instructor, memorable lessons, vivid examples, and interactive exercises will give you ample opportunity to put what you learn into practice. Reacquaint yourself with old, forgotten rules, meet some new ones, and discover your own grammatical strengths.

Instructor **Ellen Feld** holds a Master of Arts degree in Writing from The Johns Hopkins University and has been teaching college writing courses during the past 20 years. She has taught developmental and creative writing, as well as composition, in the classroom and online. Ellen has also worked as a newspaper reporter and copy chief, personal essayist, Web site reviewer, and writer of computer-based training courseware.

A new class starts every month for 6 weeks (New lessons are released Wednesdays and Fridays). To find out when the next class starts, visit [www.ECCommunityEd.com](http://www.ECCommunityEd.com) or call 310-660-6460.

Tuition: **\$99.00**  
Instructor: **Ellen Feld**

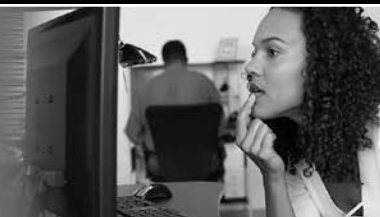
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Register Online: [www.ECCommunityEd.com](http://www.ECCommunityEd.com)



# OUTSTANDING ONLINE NON-CREDIT Career and Workforce Training Programs

## Open for Immediate Enrollment!



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



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

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

## THE PROGRAMS

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

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

ONLINE CLASSES

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

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

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

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

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

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

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



## > 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 website:  
[www.ECCommunityEd.com](http://www.ECCommunityEd.com)
2. If you are new to our website, click **Sign in** on the left-hand side and create a new student profile.
3. Sign in with your **Username** and **Password**, select a class by clicking on the **Courses** link, choose a subject in the **Online Classes** section and select the course title you are interested in. Click **Add To Cart** and follow instructions to pay for your course.
4. When your course starts, return to [www.ECCommunityEd.com](http://www.ECCommunityEd.com), simply log in with your username and password and click the **Classroom** link to begin your studies.

### 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.

#### Introduction to Dreamweaver 8

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

#### Introduction to Flash MX 2004

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

#### Introduction 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.

#### Introduction to Dreamweaver MX 2004

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

#### Introduction to Dreamweaver MX

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

### COMPUTER APPLICATIONS

#### Introduction to Microsoft Word

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

#### Intermediate Microsoft Word

Take advantage of Word 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.

#### Introduction 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.

#### Introduction 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.

#### Introduction to Crystal Reports 10

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

#### Introduction 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.

#### Introduction to Microsoft Project

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

#### Introduction 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 with 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.

#### Introduction to Photoshop CS2

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

### TEST PREP

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

or call:  
310.660.6460

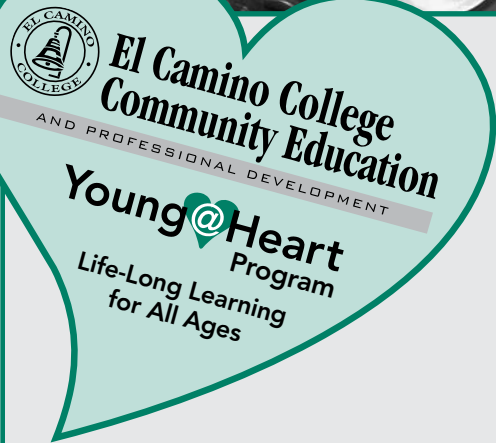
Courses Start as Low as:

**\$99.00**

### 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 ON OUR WEBSITE:  
[www.ECCommunityEd.com](http://www.ECCommunityEd.com)



El Camino College Community Education  
Invites you to our  
**2nd Annual Young@Heart Event**

## OPEN HOUSE

**Presentations by Instructors!  
Live Entertainment!  
Light Refreshments!  
Give-Aways!**

**Saturday, May 22, 2010  
11:00 AM – 2:00 PM ♥ FREE  
@ Robert Haag Music Recital Hall  
CALL TO RSVP: 310-660-6460**

## Happy Me! A Fun Workout for Seniors

8880007



Get healthy and strong with this fun senior-fitness workout designed for the young at heart! This class incorporates a combination of different types of exercises including cardiovascular, resistance, stretching, strength and balance to help prevent falls. Each class will start with a warm up of stretching exercises before moving into cardiovascular, resistance, and balance exercises. A "cool down" stretching regimen to help prevent soreness and in order to provide flexibility to the large muscle groups will conclude each class.

*Instructor Ana Dulanto Teichmann has been working in the geriatric field for more than 10 years conducting quality physical and mental fitness classes at various rehabilitation & convalescent hospitals and senior programs throughout Los Angeles. Her enthusiasm coupled with her experience is evident in her passionate teaching style.*

Tuesday, Thursday, 8:00 AM - 9:00 AM;  
8 sessions starting January 5, 2010, ending  
January 28, 2010

Tuesday, Thursday, 8:00 AM - 9:00 AM;  
8 sessions starting February 2, 2010, ending  
February 25, 2010

Tuesday, Thursday, 8:00 AM - 9:00 AM;  
8 sessions starting March 2, 2010, ending  
March 25, 2010

Thursday, Tuesday, 8:00 AM - 9:00 AM;  
8 sessions starting April 1, 2010, ending  
April 27, 2010

Tuesday, Thursday, 8:00 AM - 9:00 AM;  
8 sessions starting May 4, 2010, ending  
May 27, 2010

Tuition: **\$35.00**  
Instructor: **Ana Dulanto Teichmann**  
Location: **PE 52**



## Tai Chi for Older Adults

8880001

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.*

Tuesday, 12:30 PM - 1:30 PM; 8 sessions  
starting March 2, 2010, ending April 20, 2010

Tuesday, 2:00 PM - 3:00 PM; 8 sessions starting  
March 2, 2010, ending April 20, 2010

Tuition: **\$39.00**  
Instructor: **Irene Oon**  
Location: **Torrance YMCA**

## Digital Photography-- Basics Boot Camp

8870002

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

Saturday, 9:00 AM - 12:00 PM; 1 session on  
January 16, 2010

Saturday, 9:00 AM - 12:00 PM; 1 session on  
March 13, 2010

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

## Computer Basics Boot Camp for Older Adults

8890001

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

Saturday, 9:00 AM - 12:00 PM; 3 sessions  
starting January 9, 2010, ending  
January 23, 2010  
Location: **MCS 111**

Saturday, 9:00 AM - 12:00 PM; 3 sessions  
starting March 6, 2010, ending March 20, 2010  
Location: **MCS 111**

Saturday, 9:00 AM - 12:00 PM; 3 sessions  
starting May 1, 2010, ending May 15, 2010  
Location: **PHYS 113**

Tuition: **\$45.00**  
Instructor: **Dale Fedderson**  
Materials Cost: **\$4.00**

## Best of the Internet & Microsoft Word

8890007

Take your computer skills to the next level! If you have used a computer and been on the Internet, this class is for you! You will use social networking websites (Facebook, Twitter, etc.), send email attachments, photos, URLs, manage your contacts, learn to download safely, and try out the TOP websites for entertainment, information, and more! Plus, use word-processing (MS Word) to copy, paste, add clip art, photos, etc. Oh, yes. . .and a brief demo of MS Excel! Recommended prerequisite: Computer Basic Boot Camp for Older Adults. Optional materials fee includes 20-page handbook.

Saturday, 9:00 AM - 12:00 PM; 3 sessions  
starting February 6, 2010, ending  
February 20, 2010

Saturday, 9:00 AM - 12:00 PM; 3 sessions  
starting April 3, 2010, ending April 17, 2010

Tuition: **\$45.00**  
Instructor: **Dale Fedderson**  
Location: **MCS 111**  
Materials Cost: **\$3.00**

## How to Survive Retirement

8890005

Are you retired and having difficulty making ends meet? Are you concerned about outliving your savings? Do you worry about the safety of your investments? In this class we will explain solutions to these problems and learn strategies for increasing income, reducing taxes, and keeping up with inflation. We will explore common concerns among retirees including long-term care and providing for a spouse.

Saturday, 9:00 AM - 11:00 AM; 6 sessions  
starting February 20, 2010, ending  
March 27, 2010

Saturday, 9:00 AM - 11:00 AM; 6 sessions  
starting April 17, 2010, ending May 22, 2010

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

## The Craft of Magazine Writing (online class) 1130012



Have you ever thought about writing for magazines? Turn your dreams into bylines and help yourself to a bright future as a magazine writer. It's fun, it's easy, and a great source of extra income. If you're a determined new writer, or if you haven't written for magazines in years, this class will jump start your career. You'll learn plenty of powerful brainstorming techniques designed to practically write every article for you.

**Eva Shaw, Ph.D.** is a full-time working writer of 1000 articles, essays and short stories. She's the ghost or author of 70 books including: Ghostwriting for Fun & Profit, Writeriffic: Creativity Training for Writer and Write Your Book in 20 Minutes (a DVD).

A new class starts every month for 6 weeks (New lessons are released Wednesdays and Fridays). To find out when the next class starts, visit [www.ECCCommunityEd.com](http://www.ECCCommunityEd.com) or call 310-660-6460.

Tuition: **\$99.00**  
Instructor: **Eva Shaw**

## Writeriffic: Creativity Training for Writers (online class) 1130008



Who doesn't know the fear of the blank page? How can we transform our visions into the written word? Is it really possible to become a terrific writer? You'll find the answer to these and more of your questions in Writeriffic. In this high-energy class you'll learn lots of tricks from the published writer's toolbox. Whether you're at work now or hoping to write a novel, a nonfiction book, a memoir, short stories or articles, Writeriffic liberates the imaginative, inventive bolts of genius that are inside everyone. If you've ever dreamed of hearing your writer's voice and writing what's in your heart and head, this class will make it happen.

A new class starts every month for 6 weeks (New lessons are released Wednesdays and Fridays). To find out when the next class starts, visit [www.ECCCommunityEd.com](http://www.ECCCommunityEd.com) or call 310-660-6460.

Tuition: **\$99.00**  
Instructor: **Eva Shaw**

## COMPUTERS



### Computer Basics Boot Camp for Older Adults

8890001  
(Please refer to page 45)

### Best of the Internet & Microsoft Word

8890007  
(Please refer to page 45)

### QuickBooks Fundamentals

500081  
(Please refer to page 16)

### QuickBooks Intermediate

500082  
(Please refer to page 16)

### Basic CompTIA A+ Certification Prep (online class) 1020051



Time to roll up those sleeves and dive inside the personal computer! The Basic CompTIA A+ Certification Prep course teaches you about the hardware common to virtually every personal computer, including microprocessors, RAM, power supplies, motherboards, BIOS, CMOS, the expansion bus, and input/output devices. You'll learn how things work, how to configure everything, and how to troubleshoot in real world environments. This course gives you the knowledge upon which you'll base the rest of your CompTIA A+ certification studies for the exams that debuted in late 2006. Plus it helps you take that first step to becoming an excellent PC technician. So what are you waiting for???

A new class starts every month for 6 weeks (New lessons are released Wednesdays and Fridays). To find out when the next class starts, visit [www.ECCCommunityEd.com](http://www.ECCCommunityEd.com) or call 310-660-6460.

Tuition: **\$99.00**  
Instructor: **Scott Jernigan**

### Creating Web Pages (Online Class) 1050024



Create and post your very own Web site on the Internet in this extensive, hands-on, six week workshop. First, you'll learn about the capabilities of the World Wide Web and the fundamentals of web design. Then, with your instructor's patient guidance, you'll plan the content, structure and layout of your Web site, create pages full of neatly formatted text, build links between the pages and to the outside world, and add color, backgrounds, graphics, tables, hot buttons, and animation. You'll also learn critical and timely information on securing the best possible location in search engine listings, and powerful no-cost or low-cost web marketing strategies.

**Craig Power** has worked in adult continuing education for more than 18 years. A UCLA graduate, he created custom accounting software for state and local governments; developed an online course delivery and marketing platform currently used by more than 1,500 colleges and universities in the US, Canada, and Australia; developed an interactive cellular biology video for the Los Angeles Unified School District; taught college-level information technology courses; started and grew a thriving small business; and served as an executive with a large academic publishing corporation.

A new class starts every month for 6 weeks (New lessons are released Wednesdays and Fridays). To find out when the next class starts, visit [www.ECCCommunityEd.com](http://www.ECCCommunityEd.com) or call 310-660-6460.

Tuition: **\$99.00**  
Instructor: **Craig Power**

### Introduction to CSS and XHTML (online class) 1050026



Learn how to create state-of-the-art Web sites using modern CSS and XHTML techniques. Take your existing HTML skills to the next level and start building sites like the pros.

Instructor **Alan Simpson** is widely regarded as a PC and Internet guru. His books have been published throughout the world in over a dozen languages. As a seasoned veteran of the computer industry, Alan's books and online courses cover virtually all aspects of the computer industry, including Web development, operating systems, word processing, spreadsheets, databases, programming, networking, and security.

A new class starts every month for 6 weeks (New lessons are released Wednesdays and Fridays). To find out when the next class starts, visit [www.ECCCommunityEd.com](http://www.ECCCommunityEd.com) or call 310-660-6460.

Tuition: **\$99.00**  
Instructor: **Alan Simpson**

### Introduction to PC Troubleshooting (online class) 1060028



Don't spend your hard-earned cash on expensive PC repairs! The vast majority of the problems people experience with their computers are completely avoidable, and most can be solved with nothing more than a few minutes of your time. Intro to PC Troubleshooting takes you step by step through the typical hardware and operating system problems encountered by technicians, teaching troubleshooting techniques to decipher any problem, and giving you the skills you need to solve them. Once you've mastered the basics, the course launches into some of the more advanced and nasty problems that crop up in the PC, teaching you how to diagnose and fix those problems as well! Finally, Intro to PC Troubleshooting shows you how to maintain and optimize a Windows PC. So what are you waiting for? Let's troubleshoot - and fix - some PCs!

A new class starts every month for 6 weeks (New lessons are released Wednesdays and Fridays). To find out when the next class starts, visit [www.ECCCommunityEd.com](http://www.ECCCommunityEd.com) or call 310-660-6460.

Tuition: **\$99.00**  
Instructor: **Scott Jernigan**

### Introduction to PHP and MySQL (online class) 1060047



Learn how to create an interactive Web site, allowing visitors to post and retrieve information provided by you or your site's visitors. In this six-week online course, you'll see how to create dynamic Web pages using the PHP programming language and the MySQL database server.

During the course, you'll walk through the development of a complete content management system Web application. You'll receive clear, step-by-step, instructions demonstrating how to create a complete Web site capable of dynamically displaying data from a MySQL database.

You'll discover how you can allow your site's visitors to add new information to an online database, search through posted data, and create meaningful printed reports. By the end of this course, you'll have plenty of useful code templates that will help you create your very own dynamic, Web-based, content management system.

Instructor **Richard Blum** has been an IT industry professional for over 18 years, working mainly as a network and systems administrator. During this time, he has worked with Microsoft, Novell, Unix, and Linux servers, and has created Web sites using a variety of different programming languages. Blum is the author of several programming and systems administration

books, including *Professional Assembly Language*, *C# Network Programming*, *PostgreSQL 8 for Windows*, *Sendmail for Linux*, *Postfix*, and *Network Performance Open Source Toolkit*.

A new class starts every month for 6 weeks (New lessons are released Wednesdays and Fridays). To find out when the next class starts, visit [www.ECCommunityEd.com](http://www.ECCommunityEd.com) or call 310-660-6460.

Tuition: **\$99.00**  
Instructor: **Richard Blum**

## Introduction to SQL (online class) 1060025



Learn the key concepts of Structured Query Language (SQL) and gain a solid working knowledge of this powerful and universal database programming language. You'll learn the basic structure of relational databases, how to read and write simple and complex SQL statements, and advanced data manipulation techniques.

Instructor **Cecelia Allison** is an experienced software tester and technical support specialist with many years of hands-on experience using and teaching SQL. She is also a freelance Web master, published author, and a university instructor. Mrs. Allison holds a Bachelor of Science in Finance and a Master of Science in Computer Information Systems.

A new class starts every month for 6 weeks (New lessons are released Wednesdays and Fridays). To find out when the next class starts, visit [www.ECCommunityEd.com](http://www.ECCommunityEd.com) or call 310-660-6460.

Tuition: **\$99.00**  
Instructor: **Cecelia Allison**

## Introduction to Windows Vista (online class) 1060022



Windows Vista is a radical departure from the Windows versions of yesteryear. Whether you're a beginner or an experienced Windows user, you won't want to miss out on everything this powerful new version has to offer. In this course, specifically designed for beginners and casual users, you'll learn to use Vista's best and most important features.

You'll discover techniques for personalizing Vista to your own needs and preferences, set up user accounts and enforce parental controls, keep your computer secure from Internet threats, browse the World Wide Web, manage your e-mail, and keep your names and addresses organized in the new Contacts folder.

You'll also learn to take full advantage of the new Calendar feature, manage and edit your digital photos with the new Windows Photo Gallery, and add fonts, color, and style to your written text.

A new class starts every month for 6 weeks (New lessons are released Wednesdays and Fridays). To find out when the next class starts, visit [www.ECCommunityEd.com](http://www.ECCommunityEd.com) or call 310-660-6460.

Tuition: **\$99.00**  
Instructor: **Alan Simpson**

## Traffic School Online



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

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

- Easy Access
- Start Anytime
- Rush Delivery Available
- En Español para California

Fee: **\$39**

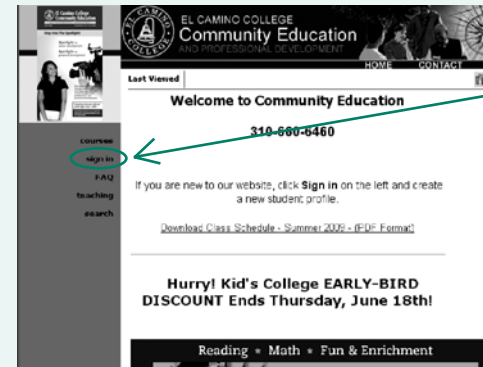
## Every Dollar Counts!

Enroll online at [www.ECCommunityEd.com](http://www.ECCommunityEd.com) and save \$1 per class.

Enter Code **EDC** at check out to obtain \$1 discount

## EZ Directions to Enroll Online

### Step 1: Go to [www.ECCommunityEd.com](http://www.ECCommunityEd.com)

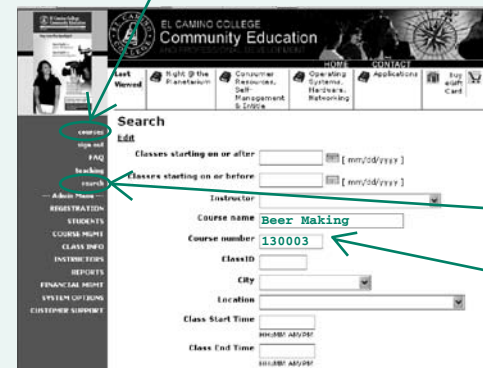


If you are new to our website, click **Sign in** on the left-hand side and create a new student profile.

**Next**, sign in with your new **Username and Password**



### Step 2: Select Your Classes

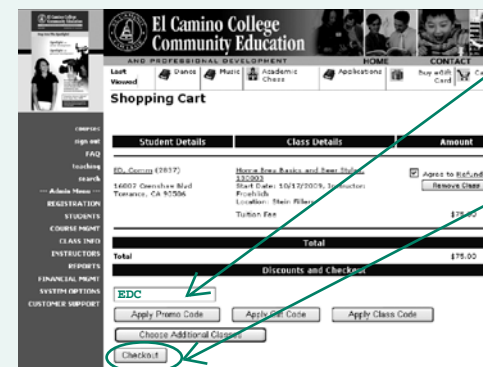


**Next**, click on **Courses** to the left and find a class by exploring the category links that offer lists of classes in each subject area.

**Or**, search for your class by clicking on **Search** to the left, scrolling down the page and either entering the **Course Name OR Course Number** as indicated in the course catalog and then clicking **Go**

Click **Add to Cart**

### Step 3: Check Out



Enter the **code EDC** in the blank box and click **Apply Promo Code**

Click **Check Out** button

**\$1 discount offer only available for students who enroll online.**  
**Note: Hurry! Offer ends May 2010.**



# REGISTRATION FORM

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

(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
<b>TOTAL</b>			

(PAY MATERIAL FEES DIRECTLY TO INSTRUCTOR)

Payment Options:  
 Cash  Check  Credit Card

Make checks payable to: El Camino College

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

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

(\$20 charge for all returned checks)

Visa  MasterCard  Discover Expires \_\_\_\_\_

Card # \_\_\_\_\_ (must be 16 numbers)

Cardholder Name \_\_\_\_\_

Authorized Signature \_\_\_\_\_

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

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

## Kid's College Release & Medical Consent Form

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

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

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

- No credit or grades given for these courses
  - Community Education does not provide escort service for children.
  - Remind your children to speak & behave quietly in the hallways. There are other classes in session.
  - Young children should not be dropped off in the parking lot.
- I understand that each youth class is designed for a specific grade level. I certify that I have enrolled my child in the appropriate grade level.

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

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

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

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

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



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

### Medical Transcription 1020010

Learn to transcribe medical reports in hospitals, offices, or from home with the most popular transcription program in the country for entry-level training.  
240 hours \$1,595

### Medical Terminology 1020021

Learn to apply proper terminology and spelling for major pathological conditions.  
60 hours \$595

### Administrative Medical Specialist with Medical Billing and Coding 1020015

This nationally recognized Administrative Medical Specialist (AMS) online training course with Medical Billing and Coding will give you the skills you need to find the job you are looking for as an Administrative Medical Specialist (AMS), Medical Billing Specialist, and/or Medical Coder.  
300 hours \$1,995

### Certified National Pharmaceutical Representative 1030013

Learn the skills necessary to become a certified Pharmaceutical Sales Representative including knowledge in pharmacology, medical terminology, physiology, and regulations for selling pharmaceuticals.  
120 hours \$1,595

### Administrative Dental Assistant 1020002

Learn how to perform the administrative tasks essential for managing the business aspects of a dental practice.  
150 hours \$1,595

### Clinical Dental Assistant 1020123

This nationally recognized Clinical Dental Assisting online course prepares the student to become a productive member of a dental team as a Certified Dental Assistant.  
240 hours \$1,995

Financial assistance available! Students can apply for the  
Gatlin Education Services loan program.

Go to [www.gatlineducation.com/elcamino](http://www.gatlineducation.com/elcamino) to see  
the complete list of careers. Start training today!

# What's In Your Future?



**Vegetarian Cooking Class** (pg. 21)



**Floristry Training Certificate Program** (pg. 9)



**Chinese New Year in China Town!** (pg. 22)



**S.A.T. Boot Camp** (pg. 31)

**REGISTER ONLINE AT [WWW.ECCOMMUNITYED.COM](http://WWW.ECCOMMUNITYED.COM)**



Programs by Community Education include:

**El Camino College**  
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