Jazz Up Your Education

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El Camino College
Community Education

AND PROFESSIONAL DEVELOPMENT

Winter/Spring 2015

SCHEDULE OF CLASSES

Ongoing classes offered from January - May 2015

REGISTER ONLINE OR BY PHONE:
www.ECCommunityEd.com
310.660.6460
# Welcome to Community Education!

**ABOUT COMMUNITY EDUCATION**

El Camino College’s Community Education department provides short-term, non-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.

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UCLA Extension continues its collaboration with El Camino College, bringing a wider choice of courses closer to you. Expand your prospects and career options with these courses:

- **Spacecraft Attitude Control**  
  Thu, Jan 8–Mar 12, 6–9:30pm

- **Lean Operations**  
  Wed, Jan 7–Mar 11, 6–9:30pm

- **Fundamentals of Project Management**  
  Mon, Jan 5–Mar 23, 6:30–9:30pm

- **Project Earned Value, Procurement, and Cost Management**  
  Wed, Jan 7–Mar 25, 6:30–9:30pm

- **Introduction to the U.S. Health Care System**  
  Thu, Jan 8–Mar 26, 6:30–9:30pm

- **Working with Boards and Volunteers**  
  Wed, Jan 14–Mar 18, 7–10pm

Connect with UCLA Extension’s 100-year history of excellence.

Start the New Year by accelerating your career goals and enroll today! Courses can be credited towards certificated programs. Visit uclaextension.edu/elcamino for more information.
Alcohol & Drug Counselor CAADAC-Approved Training Program

Start a Career as an Alcohol & Drug Counselor

Perhaps you’ve had personal experience with drugs and alcohol, or you may have some special abilities to help other people. Here’s your opportunity to make a difference in the lives of others and enjoy what you do for a living.

This program is approved by the California Association of Alcohol and Drug Abuse Counselors (CAADAC), and the California Foundation for Advancement of Addiction Professionals (CFAAP). It is designed to teach you the theoretical and clinical skills needed to become a CAADAC certified Alcohol and Drug Counselor, and it is the only CAADAC approved program that teaches the traditional twelve step program with alternative and complementary therapeutic modalities such as hypnotherapy and ariculotherapy.

Important Reasons You Should Choose This Program

1. Complete in six months. Most programs take years to complete; you can complete this course in about six months, excluding the clinical externship.
2. Courses are taught on the weekends to accommodate those who may have a full-time day job.
3. Learn the traditional twelve step program along with other complementary therapies such as hypnotherapy and ariculotherapy. This is the only CAADAC program that will teach you these special skills to keep you current in the alcohol & drug counselor job market.
4. Upon completing the program, you will receive:
   - Certification of Completion for CAADAC courses
   - Certification of Hypnotherapy
   - Certification of Ariculotherapy
   - Free one year renewable membership in the Indian Board of Alternative Medicines.
5. Do your research first then plug into the program that offers superior, cutting edge training and costs thousands less than other CAADAC programs.

Most programs will cost you about $8,000 to $11,000. You’ll pay only $4,900 for this course series.

Enrollment requirements:

- At least eighteen years old.
- Have a high school diploma or GED.
- Six months of sobriety recommended.

Offered by El Camino College Community Education
In partnership with:
California Mind Institute

FREE Information Session
#210158
Saturday, January 24, 2015
11:00 am - 12:00 pm
Alondra Room (Bookstore Building, 2nd Floor)
Free orientation meeting for anyone interested in enrolling in the Alcohol & Drug Counselor CAADAC-Approved Training program. Attend this orientation to learn all the specifics of the program and opportunities waiting for you as a Alcohol & Drug Counselor.
Reservation required: Call 310-660-6460

Alcohol & Drug Counselor CAADAC-Approved Training continued...

Fridays 5-10 pm; Sat/Sun 8-6 pm
STARTING FEBRUARY 20, 2015!

1. Introduction and Overview of Alcohol and Other Drugs
   (45 hours/$700)
   Feb 20, 21, 22, 28, Mar 1, 2015

2. Physiology & Pharmacology of Alcohol and Other Drugs
   (45 hours/$700)
   March 6, 7, 8, 14, 15, 2015

3. Law and Ethics
   (45 hours/$700)
   March 20, 21, 22, 28, 29, 2015

4. Case Management
   (45 hours/$700)
   Apr 3, 4, 5, 11, 12, 2015

5. Professional and Personal Growth
   (45 hours/$700)
   Apr 17, 18, 19, 25, 26, 2015

6. Individual, Group and Family Counseling
   (45 hours/$700)
   May 1, 2, 3, 16, 17, 2015

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

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

8. Hypnotherapist Certification
   (24 hours/$0/FREE)
   June 20, 21, 2015

9. Ariculotherapy
   (16 hours/$0/FREE)
   June 27, 28, 2015

No Class on:
Mother’s Day weekend-May 8-10
Memorial Day weekend-May 22-24
Location: El Camino College

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.

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

Notary Public Seminars Instructors, Notary Public experts, have conducted these seminars for over twelve years.

To register online for this seminar, please visit our website or call 310-660-6460.

Location: Technical Arts Bldg. 101-P
Materials Cost: $30

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

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

Notary Public Seminars Instructors, Notary Public experts, have conducted these seminars for over twelve years.

To register online for this seminar, please visit our website or call 310-660-6460.

Location: Technical Arts Bldg. 101-P
Materials Cost: $30
Become a Child Visitation Monitor
Part 1 & 2  #210177

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

Prerequisites: Must be 21 years of age, have post high school education, able to obtain a background check clearance and fingerprinting. $75 cash material fee payable to the instructor for your Manual

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.

2 Saturdays, February 21 & February 28, 2015 10:00 AM - 5:00 PM

Tuition: $285

Instructor: Shirley Douglass
Location: Technical Arts Bldg. 101-L
Materials Cost: $75

“Her enthusiasm made the class interesting and enjoyable.”
–Child Visitation Monitor Student

“Very knowledgeable, enthusiastic, and thorough in her approach.”
–Child Visitation Monitor Student

“Excellent! Very informative. I really enjoyed this class.”
–Child Visitation Monitor Student

Food Manager Certification
#300123

Food Handler Training Program (online)  #210178

Instructor Gevork Kazanchyan was a Los Angeles County Public Health Officer for 7 years and is a Professor of Food Safety and Sanitation at College of the Canyons where he directs their Food Handler Certification program.

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

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

Pre-class preparation: Students are expected to familiarize themselves with food-safety concepts prior to attending class. Numerous sources of food-handler information are available to help you prepare for the exam. Students may also purchase a study guide developed specifically for this class directly from instructor Gevork Kazanchyan. This is available for immediate printing/download (purchased for $15) via request through the instructor. Email the instructor requesting the access link at gev.kaz@gmail.com. All other matters should be directed to the Community Education office.

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

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

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Instructor Gevork Kazanchyan was a Los Angeles County Public Health Officer for 7 years and is a Professor of Food Safety and Sanitation at College of the Canyons where he directs their Food Handler Certification program. Gev lectures for both their Community Education Program and Culinary Arts Department, and is also a Professor of Environmental Health at California State University Northridge. He is a Registered Environmental Health Specialist with the California Department of Public Health and a Certified Professional in Food Safety with the National Environmental Health Association.

Saturday, February 14, 2015
8:00 AM - 5:00 PM

Saturday, April 11, 2015
8:00 AM - 5:00 PM

Tuition: $89

Instructor: Gevork Kazanchyan
Location: El Camino College
Materials Cost: $30

Food Handler Training Program (online)  #210178

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

Tuition: $12.95
Introduction to Voiceovers #210146
This fun and empowering 2 hour introductory workshop covers the different types of voiceovers and what tools are needed to find success. You’ll be coached as you read a script, and be recorded so you can receive a professional voiceover evaluation later. You’ll have the knowledge necessary to help you decide if this is something you’d like to pursue. Taught by a professional voice actor from the Voice Acting Training Company, Voices For All.
This class is taught by a professional voice actor from the voice acting training company, Voices For All.
The Voices For All Voice Coach/Producer/Instructors have many years experience in the voice over industry, and are the masters at teaching all of the information pertinent to making it in Voice Acting. These instructors not only deliver the highest quality education and coaching to their students, but their unique enthusiasm and expertise bring an element of fun and excitement to the classroom as well.
Tuesday, February 24, 2015
7:00 PM - 9:00 PM
Tuition: $25
Materials Cost: $25

Get a Certificate of Completion.* Materials fee covers products to be used during hands-on class work including brushes, shadow palette, blush, sponges and usage of the instructor’s complete kit. Note: Please bring a bottle of oil-based make-up remover (i.e. Almay), a pack of face wipes (i.e. Ponds) and one fashion or tabloid magazine.
*Please note: If you would like to receive a beautifully created Certificate of Completion with the El Camino College emblem and your name indicated, after successful completion of this course, mail in or phone in your request to the Community Education office along with $5 per certificate.
Instructor Jennessy Tyler has been a make-up artist since 1999 working with top cosmetic companies such as Dior, M.A.C., Chanel, Nars and Yves Saint Laurent. She is an experienced make-up instructor who regularly teaches at cosmetology schools throughout Southern California.
Saturday & Sunday 9:00 AM - 6:00 PM; 2 sessions; starting May 2, 2015, ending May 3, 2015
Tuition: $350
Materials Cost: $25

Personal Fitness Trainer Certification #210152
Come join this fun profession and be a part of what Fortune Magazine & ABC NEWS.com states as the 4th hottest job in the U.S. at a national average of $34 an hour. Employers like 24 Hour Fitness, LA Fitness and Gold’s Gyms are just a few of the club groups that seek out our graduates.
Whether a career move or for your own personal knowledge get all the information you need to become a Certified Personal Trainer. This challenging course is taught over a 5-week period for better retention and skill competency. The National Exam is held on the 6th week. This course is formatted as a 60-hour program and is comprised of 15 hours of lecture, 15 hours of hands on practical training and a 30-hour internship that networks many graduates right into a job. The course prepares you for success with key topics that include biomechanics, exercise physiology, fitness testing, and equipment usage and health assessment. CPR/AED is needed to receive the certificate. W.I.T.S. is the only major certifying body in the country providing comprehensive practical training and internship components. The internships help walk you into jobs in many cases.
Textbook is required and not included in course fees.* Call to order and start reading immediately 888-330-9487 (www.witseducation.com)
*Tuition: $699
Instructor: World Instructor Training Schools
Location: El Camino College

Register Online: www.ECCommunityEd.com
Register By Phone: 310-660-6460

Information Session #210151
This FREE 1-hour Personal Fitness Training Orientation is designed to provide information for anyone interested in the fitness profession or in becoming a fitness trainer. This lecture includes a brief overview of the industry and professional trends while allowing ample time for a Q&A session. Topics include personal training, group exercise, senior fitness, exercise physiology, fitness testing, and equipment usage and health assessment. CPR/AED is needed to receive the certificate. W.I.T.S. is the only major certifying body in the country providing comprehensive practical training and internship components. The internships help walk you into jobs in many cases.
Textbook is required and not included in course fees.* Call to order and start reading immediately 888-330-9487 (www.witseducation.com)
Tuition: FREE; Reservation required: Call 310-660-6460
Bartending Certificate: The Business Of Bartending #210126

Quick and easy! Learn to bartend like a rock star! This exceptional course will teach you the business side of the beverage industry, in addition to the skills to become a bartender that managers want to hire. This practical and effective method of instruction is sweeping the industry and updating old ways of thinking. Professional bartending requires so much more than knowing how to put ice in a glass and adding the proper ingredients. This class will prepare you to be a great sales person, a customer service expert and an honest and valuable employee, skills that will help you succeed in the real world of bartending and throughout life. Topics included are glassware, tools, recipes, pouring the perfect shot, bar terms, wine and champagne service, martinis, high-volume sales techniques, laws, responsible beverage service, job interviews, resumes, alternative ways to make money in the beverage industry and how to start your own bartending service.

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

Thursdays 6:00 PM - 10:00 PM; 3 sessions; starting February 26, 2015, ending March 12, 2015
Tuition: $149
Instructor: Kellie Nicholson
Location: Technical Arts Bldg. 101-L
Materials Cost: $50

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

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

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

Mon., Tue. 6:00 PM - 9:00 PM; 2 sessions; starting Feb. 9, ending Feb. 10, 2015
Tuition: $89
Instructor: Ronald Williams
Location: Technical Arts Bldg. 101-P
Materials Cost: $25

CPR & FIRST AID

Buy Two for $65!
...when purchasing CPR/AED and First Aid together.

Heartsaver--CPR and AED Course #150004

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

Course fee includes American Heart Association instructional booklet, certification card and all course instructional materials.

Saturday, February 21, 2015
9:00 AM - 12:00 PM
Saturday, April 18, 2015
9:00 AM - 12:00 PM
Tuition: $50
Location: El Camino College

BLS for the Healthcare Provider #234002

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

Register Online: www.ECCommunityEd.com
Register By Phone: 310-660-6460

Mary & Tom have been teaching for many professionals and other members of the public interested in learning lifesaving skills. School district employees, teachers, family members of patients at high risk sudden cardiac death, corporate employees, security guards, and airline personnel will find this course especially valuable.

Course fee includes American Heart Association instructional booklet, certification card and all course instructional materials.

Saturday, January 15, 2015
9:00 AM - 12:00 PM
Saturday, March 21, 2015
9:00 AM - 12:00 PM
Saturday, May 16, 2015
9:00 AM - 12:00 PM
Tuition: $60
Location: EL Camino College

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

Medical Billing & Coding, plus more!

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

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

Online Career Training Programs

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

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

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

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

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

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

ICD-10 Medical Coding: Preparation and Instruction for Implementation Keep coding skills up-to-date with the recently upgraded diagnostic and procedural medical coding system course.
Contact Hours: 200

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

To learn more call: (877) 221-5151 Start Your New Career Today!
http://careertraining.ed2go.com/elcamino

Pharmacy Technician Training Program
Pay per course or purchase entire 8-part series + Externship at discounted rate of $2,599! (Includes textbooks and classroom lab materials)

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

Part 1: Introduction to pharmacy which includes pharmacy law and history $599
Part 2: Medical terminology, dosage forms and routes of administration $275
Part 3: Introduction to anatomy, physiology and biology $275
Part 4: Dosage calculations $275
Part 5: Community Pharmacy $275
Part 6: Institutional Pharmacy $275
Part 7: Screen, measure and fill prescriptions $275
Part 8: State application preparation, national certification preparation and job skills training $275

Externship: 120-hour externship at a local pharmacy setting $439

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

Prerequisite: High school diploma or equivalent

Daytime Expedited Course:
Mondays, Tuesdays, Wednesdays 9:00am – 1:30pm, February 23, 2015 – May 27, 2015 (No class Monday, April 6, 2015 & Monday, May 25, 2015)
Pharmacy Technician continued from page 15...

Series Tuition: $2,599
Instructor: Lina Vidal
Location: Technical Arts bldg, Room 101-P

Instructor Lina Vidal has been a licensed Pharmacy Technician for more than 14 years and PTCB (Pharmacy Technician Certification Board) certified since 2001. She is an experienced and extremely popular instructor at El Camino College and elsewhere with more than 7 years Pharmacy Technician teaching experience.

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

FREE Information Sessions #210109
Free orientation meeting for anyone interested in the Pharmacy Technician Training Course, Externship and Exam Prep Course. Attend this session to learn all the specifics of the program and the opportunities waiting for you as a Pharmacy Technician! Also meet our Pharmacy Technician instructor Lina Vidal.

Wednesday, February 10, 2014
2:00-3:00 pm
Instructor: Lina Vidal
Location: Alondra Room (2nd floor of Book Store Building)
FREE to attend, RSVP required, call 310-660-6460

ONLINE CLASSES

INSTRUCTOR LED ONLINE COURSES

Introduction to Stock Options
Learn how stock options can protect your portfolio and help you profit in any type of market.

Accounting Fundamentals
Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor.

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

Creating a Successful Business Plan
Turn your business ideas into a solid plan for financing and long-term success.

How to Make Money From Your Writing
Whether you want to create your own business, add to your income, supplement your retirement, or boost what you’re earning as a writer, you’ll find the how-to’s here.

Introduction to Microsoft Outlook 2010
Take control over your meetings, emails, and to-do lists by mastering the essentials of Microsoft Outlook 2010.

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

www.ed2go.com/elcamino

CAREER TRAINING PROGRAMS

Certified Personal Trainer - 62 hrs
Prepare for an in-demand career as a personal trainer as you earn a nationally-recognized W.I.T.S. certification and gain real-life experience in an internship.

Travel Agent Training – 200 hrs
Learn the basic skills needed to operate a computer reservation system for airlines, travel agencies, cruise lines, hotel, or as a home-based agent, and get started in a career in the travel industry.

Optician Certification Training - 150 hrs
Master the skills you need for a successful career as an optician and prepare yourself to take the ABO certification exam.

Medical Transcription – 240 hrs
Learn to transcribe medical reports in hospitals, offices, or from home with the most popular transcription program in the country for entry-level training.

Event Management & Design - 300 hrs
From planning to pyrotechnics, the Event Management and Design Online Training Program will teach you everything you need to know to create events that are truly special.

Principles of Green Building – 30 hrs
The Principles of Green Buildings (PGB) program explains the science that individuals in the building, remodeling, or trade industries need to know in order to make buildings perform more efficiently.

Reach us at: (877) 221-5151

ONLINE INSTRUCTION CENTER
INSTRUCTOR LED ONLINE COURSES

**Beginning Writer’s Workshop**
Get a taste of the writer’s life and improve your writing skills in this introduction to writing creatively.

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

**A to Z Grant Writing**
Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.

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

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

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

**Introduction to Final Cut Pro X**
Make the leap from home video enthusiast to professional video editor using Apple’s revolutionary Final Cut Pro X editing software.

**Introduction to Microsoft Excel**
Become proficient in Microsoft Excel and discover countless shortcuts, tricks, and features for creating and formatting worksheets quickly and efficiently.

**Intermediate Microsoft Excel**
Take your Microsoft Excel skills to the next level as you master charts, PivotTables, Slicers, Sparklines, and other advanced Excel features.

**Introduction to CSS3 and HTML5**
Learn to create state-of-the-art Web sites using modern CSS3 and HTML5 techniques.

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

**Writing Essentials**
Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

**Effective Business Writing**
Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

**Fundamentals of Supervision and Management**
Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

**Introduction to Google Analytics**
Learn how to track and generate traffic to your website, create reports, and analyze data with Google’s free, state-of-the-art Web analytics tools.

**Performing Payroll in QuickBooks**
Learn how to use QuickBooks 2013 to create paychecks, pay tax liabilities, and produce forms and reports.

**Accounting Fundamentals**
Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor.
All Health Care Continuing Education courses run for six-weeks (with a 10-day extension period available at the end). They are self-paced and consist of lessons and chapters, a discussion area and a final exam for each course within the program. Students who successfully complete the program will be awarded a certificate of completion.

Certificate in Complementary and Alternative Medicine
(22 contact hours) Enhance your professional marketability by gaining a broad understanding of alternative health care options.

Certificate in Pain Assessment and Management
(24 contact hours) Increase the accuracy of your pain assessment skills and become more effective in your pain management strategies.

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

Certificate in Healing Environments
(16 contact hours) Learn how to enhance the design of health care facilities and Optimal Healing Environments (OHEs) to positively impact health on a physical, social, psychological, and spiritual level.

Certificate in End of Life Care
(18 contact hours) Earn a certificate proving you understand the needs of individuals living with debilitating, chronic, or terminal illnesses.

Certificate in Spirituality, Health, and Healing
(25 contact hours) Enhance your professional marketability by recognizing the impact spiritual values and beliefs have on health and healing.

Certificate in Perinatal Issues
(20 contact hours) Stay current with emerging trends affecting childbearing women, newborns, and families.

Certificate in Integrative Mental Health
(19 contact hours) This groundbreaking certificate program offers a holistic, integrative approach to treating mental health problems.

Certificate in Legal and Ethical Issues in Nursing
(23 contact hours) Examine key legal and ethical issues to improve your practice and provide better patient care.

Certificate in Complementary and Alternative Medicine
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ONLINE CLASSES

Attention Business Owners!
Sharpen your skills, or learn new ones with our instructor facilitated online courses. Online Continuing Education courses run for six-weeks (with a 10-day extension period available at the end). Courses are project-oriented and include lessons, quizzes, handson 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.

Understanding the Human Resources Function
Learn to handle basic human resource functions to ensure the best possible results.

Employment Law Fundamentals
Learn the basics of employment law so you can legally hire, evaluate, and manage employees.

Marketing Your Business on the Internet
E-commerce expert helps you develop an Internet marketing plan for your business.

Creating a Successful Business Plan
Turn your business ideas into a solid plan for financing and long-term success.

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

Introduction to Business Analysis
Learn powerful techniques to improve your decision-making skills at work.

Performing Payroll in QuickBooks
Learn to create paychecks, pay tax liabilities, and produce dazzling payroll reports.

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

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

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

Effective Selling
Learn the secret to converting a potential customer into a long-term asset. Find out how to lay the groundwork for repeat business and your future success.
Grant Writing Online Courses

Instructor Led Online Courses

All courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include 12 lessons. Lessons are supplemented with 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.

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.

A to Z Grant Writing
This 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.

Become a Grant Writing Consultant
Good grant writing consultants are always in demand. Learn how you can use a basic knowledge of grant or proposal writing to become an expert in the red-hot grant consulting field. This is one field where your creative writing skills can touch thousands of people and literally make a difference in their quality of life!

Advanced Grant Proposal Writing
Do you know the best way to present information in a grant proposal? In this course, an experienced grant writer will show you how to research and write winning proposals that get funded. You’ll learn what to do—and, more importantly, what not to do—on every part of your proposal. You’ll gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected. You’ll become expert at ferreting out corporate, foundation, and government grantmakers, and you’ll find out how to tailor your responses to information found in the peer review criteria. You’ll also discover a number of significant finishing touches that can give your project the edge over others. You’ll also learn the best type of paper to use, which buzzwords to include, which fonts work best, and which types of graphics and formatting techniques will make your proposal more competitive.

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

New course sessions begin each month.

To learn more call: (310) 660-6460

www.ed2go.com/elcamino

Register By Phone: 310-660-6460

ONLINE INSTRUCTION CENTER

GRANT WRITING ONLINE COURSES

Get Grants
Do you know how to develop successful, fundable grants from experts whose proposals have garnered millions in funded projects? This course will give you the skills you’ll need to prepare professional, competitive, and compelling grant proposals. You’ll understand what funding agencies are looking for and how best to approach them. Your proposals will help you and your organization successfully Get Grants!

Writing Effective Grant Proposals
Learn to prepare grant proposals that get solid results for your favorite organization or charity. Over $200 billion annually is available for worthy causes, and most people don’t know how to prepare the application that will deliver needed funding. Avoid the mistakes that get applications for wonderful projects tossed into the wastebasket! Learn how to write professional proposals that actually succeed.

Introduction to Nonprofit Management
Develop the skills and strategies you need to become an integral part of one of America’s fastest growing service sectors. In this course, a seasoned veteran in the nonprofit management field will show you how to transform your good intentions into a professional plan of action. You’ll understand the unique characteristics of nonprofit organizations while mastering the core knowledge necessary to become an effective leader in the nonprofit arena!

Creating Your Own Nonprofit
Do you dream of starting and running your very own nonprofit? This unique course carefully details the many aspects of taking a nonprofit start-up from vision to reality. Filled with savvy advice and plenty of assistance from an industry veteran, this is the perfect how-to course for anyone interested in building a thriving nonprofit organization up from the grassroots.

Marketing Your Nonprofit
Discover marketing practices that will help you further the ideals and goals of your nonprofit. In the face of stiff competition, an increase in the number of worthwhile causes, new regulations, more oversight, and fewer funding opportunities, you need to work smarter—not longer. This course, packed with practical strategies that you can put to immediate use, will help you compete more effectively for members, media attention, donors, clients, and volunteers.

Wow, What a Great Event
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.

Accounting Fundamentals
Learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, creating custom charts, creating 3-dimensional workbooks, building links, and creating macros and custom toolbar buttons.

Research Methods for Writers
Attention all writers! Learn how to efficiently and effectively conduct research for any writing project. Research has progressed far beyond a visit to the library. Today, myriad sources provide almost anything a writer might need to know on any subject. Learn how to identify and access every information source imaginable.

Requirements:
All courses require Internet access, e-mail, and a Web browser. Some courses may have additional requirements.

www.ed2go.com/elcamino

ONLINE INSTRUCTION CENTER

Register Online: www.ECCommunityEd.com
Exam Proctoring Service

$50 for up to two hours of proctoring.*

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

*$25 for each additional hour thereafter.

CALL: 310-660-6460 or email us your request to commed@elcamino.edu

OUTSTANDING ONLINE NON-CREDIT

Career and Workforce Training Programs

Our on-line career-training certificate programs’ content and materials are provided by ed2go—the leader in online certification programs. These programs prepare students for developing expertise in their desired career fields and/or prepare them for industry certification exams. Although each course is self-study, each online course has an instructor assigned to answer student questions and help solve problems. Each program has specific learning outcomes related to industry standards. For more information or to enroll call (877) 221-5151.

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

THE PROGRAMS

Business and Professional

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<th>Program</th>
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<th>Class Price</th>
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Updated List!
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<td>Graphic Design With Photoshop CS5 Training</td>
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<td>Help Desk Analyst: Tier 1 Support Specialist</td>
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<td>Lean Mastery</td>
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**CAREER ONLINE HIGH SCHOOL**

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<th>Program Description</th>
<th>Hours</th>
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<tr>
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Register By Phone: 310-660-6460
Register Online: www.ECCcommunityEd.com
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**MANAGEMENT AND CORPORATE**

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**LEGAL AND SECRETARY**

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**MEDIA AND DESIGN**

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<td>Digital Arts Certificate</td>
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**TO REGISTER VISIT:** http://careertraining.ed2go.com/ElCamino
**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.

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

Saturday, January 24, 2015
9:00 AM - 12:00 PM

Saturday, April 11, 2015
9:00 AM - 12:00 PM

Tuition: $39

Instructor: Quayum Abdul

Location: Chemistry Bldg. Room 103

Materials Cost: $20

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**Glycerin Soap Making #112371**

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

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

Saturday, February 14, 2015
9:00 AM - 12:00 PM

Saturday, May 9, 2015
9:00 AM - 12:00 PM

Tuition: $39

Instructor: Quayum Abdul

Location: Chemistry Bldg. Room 103

Materials Cost: $20

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**DANCE**

**Belly Dance (Beginning) #800031**

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

*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. Regine is a 3-time Belly Dancer of the Universe Competition Trophy winner as well as the recipient of the City of Torrance Excellence in Arts Awards in the dance category.*

Saturdays 3:00 PM - 4:00 PM; 8 sessions; starting January 24, 2015, ending March 21, 2015 (No class on February 14, 2015)

Saturdays 3:00 PM - 4:00 PM; 8 sessions; starting March 28, 2015, ending May 23, 2015 (No class on 4/4/2015)

Tuition: $75

Instructor: Regine Costello

Location: El Camino College

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**MUSIC**

**Drums “R” Fun #120024**

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

*Instructor Lenny “Gee” Giachello has been playing drums professionally for 38 years and teaching for 29 years.*

Continues on next page...
**Drums “R” Fun continued from page 33...**

He has studied with six of the greatest drummers/teachers in the country. For more information on Lenny “Gee” visit lennygdrumville.com.

Sundays 2:00 PM - 3:00 PM; 8 sessions; starting January 25, 2015, ending March 15, 2015

Tuition: $99
Instructor: Lenny Giachello
Location: El Camino College
Materials Cost: $5

**VISUAL ARTS**

**Life Drawing Marathons #100013**

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

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

Sunday, January 25, 2015
10:00 AM - 5:00 PM
Sunday, February 22, 2015
10:00 AM - 5:00 PM
Sunday, March 29, 2015
10:00 AM - 5:00 PM
Sunday, April 26, 2015
10:00 AM - 5:00 PM
Sunday, May 31, 2015
10:00 AM - 5:00 PM

Tuition: $20
Instructor: Michael Van Overbeck
Location: Art & Behavioral Sciences Room 205, 209
Materials Cost: $5

**Secrets Of Digital Photography #109007**

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

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

Saturday, January 17, 2015
9:00 AM - 12:00 PM
Saturday, April 4, 2015
9:00 AM - 12:00 PM

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

**HEALTH & FITNESS**

**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.

Saturdays 9:00 AM - 10:30 AM; 8 sessions; starting January 10, 2015, ending February 28, 2015
Saturdays 9:00 AM - 10:30 AM; 8 sessions; starting March 7, 2015, ending April 25, 2015
Saturdays 9:00 AM - 10:30 AM; 8 sessions; starting May 2, 2015, ending June 20, 2015

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

**Makeup Artist Tips & Tricks #100013**

Even the hottest A-listers have flaws: not-so-small noses, blemishes, thin lips, you name it. Who makes it all less noticeable? Their makeup artists, of course. Learn from an industry makeup artist on how to fake your own perfection. She will demonstrate two different looks with step-by-step instructions on how to achieve the looks on your own. The first demonstration will be a bridal or pin-up girl Marilyn look and the second demonstration will be an evening or Smokey look. Individual and band lashes will be applied to the model. You’ll have plenty of opportunity to ask your dying-to-know makeup questions.

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

Saturday, March 7, 2015
11:00 AM - 4:00 PM

Tuition: $150
Instructor: Jennessy Tyler
Location: El Camino College

**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.

Saturdays 10:30 AM - 12:00 PM; 8 sessions; starting January 10, 2015, ending February 28, 2015
Saturdays 10:30 AM - 12:00 PM; 8 sessions; starting March 7, 2015, ending April 25, 2015
Saturdays 10:30 AM - 12:00 PM; 8 sessions; starting May 2, 2015, ending June 20, 2015

Tuition: $88
Instructor: Ron Berman RYT
Location: El Camino College
Learn how to avoid the 10 biggest retirement planning mistakes! Discover how to save money on taxes, manage investment risk in your portfolio and protect your assets from long-term health-care expenses. Above all, this course shows you how to assess your financial situation and develop a personalized plan to achieve your retirement goals. Whether or not you plan to retire 10 years from now, or have just recently retired, the valuable information you’ll learn in this class can deliver rewards throughout your lifetime.

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

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

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

Saturday, March 7, 2015 9:30 AM - 12:00 PM
Saturday, May 16, 2015 9:30 AM - 12:00 PM
Tuition: $59
Instructor: Samuel Rad
Location: El Camino College

“Excellent! I totally enjoyed the class. The instructor was very personable and fun. Great topics and examples.”

– Social Security Secrets Student

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

As part of the AACC’s Plus 50 Encore program, El Camino College is proud to announce free Computer Basics Boot Camp classes for adults age 50 and over who enroll in the Alcohol & Drug Counselor (see page 6), Medical Billing and Coding (see page 14) or Pharmacy Technician (see page 15) training program(s) in order to maximize career success rates by eliminating technological barriers that might hinder adults age 50 and over from continued participation in the labor market. Students must be 50 years of age or older to enroll and must be concurrently enrolled in either the Medical Billing and Coding or Pharmacy Technician training program. Free information sessions for the respective training programs will take place in September; Pre-registration is required for the Computer classes and the information sessions by calling the Community Education office at 310-660-6460.

Computer Basics for Technophobes! (a slower, simpler version of Boot Camp) #8890009

Here’s a Computer Basics class DESIGNED for those who never used a computer, or who found there was “too much information!” in their last attempt. We cover the fundamentals (Internet, email, Facebook, and more) in a new way, with the pace set by YOUR questions, so we match YOUR learning style, or even your ESL background. Most importantly, you learn only what you NEED to know to get on the Internet! Want more info?—call the instructor! 10 students max.

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

Saturday 9:00 AM - 12:00 PM; 3 sessions; starting January 10, 2015, ending January 24, 2015
Tuesdays, Thursdays 5:30 PM - 7:00 PM; 6 sessions; starting February 10, 2015, ending February 26, 2015
Saturdays 9:00 AM - 12:00 PM; 3 sessions; starting March 14, 2015, ending March 28, 2015
Tuesdays, Thursdays 5:30 PM - 7:00 PM; 6 sessions; starting April 7, 2015, ending April 23, 2015
Saturdays 9:00 AM - 12:00 PM; 3 sessions; starting May 2, 2015, ending May 16, 2015
Tuition: $75
Instructor: Dale Fedderson
Location: El Camino College
Materials Cost: $4
**Computer Basics Boot Camp for Plus-50 Adults**
#8890001

In just three meetings you will absorb ALL the basics, including using Microsoft Windows and Word, saving files, sending email, surfing the Internet, downloading, and more! Come join the fun with an instructor known for his simple explanations and patience. Receive a Certificate of Completion to show your doubting relatives (100% attendance required). We assume you have used the Internet a little bit... if not, take our *Computer Basics for Technophobes* class first. $4.00 materials fee includes Certificate of Completion and a 58-page handbook.

- Tuesdays, Thursdays 5:30 PM - 7:00 PM; 6 sessions; starting January 13, 2015, ending January 29, 2015
- Saturdays 9:00 AM - 12:00 PM; 4 sessions; starting February 7, 2015, ending February 28, 2015
- Tuesdays, Thursdays 5:30 PM - 7:00 PM; 6 sessions; starting March 10, 2015, ending March 26, 2015
- Saturdays 9:00 AM - 12:00 PM; 3 sessions; starting April 11, 2015, ending April 25, 2015
- Tuition: $49
  - Instructor: Dale Fedderson
  - Location: El Camino College
  - Materials Cost: $4

**Best of the Internet**
#8890007

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

- Saturdays 1:00 PM - 4:00 PM; 3 sessions; starting January 10, 2015, ending January 24, 2015
- Saturdays 1:00 PM - 4:00 PM; 3 sessions; starting March 14, 2015, ending March 28, 2015
- Saturdays 1:00 PM - 4:00 PM; 3 sessions; starting May 2, 2015, ending May 16, 2015
- Tuition: $49
  - Instructor: Dale Fedderson
  - Location: El Camino College
  - Materials Cost: $4

**Microsoft Word and Excel**
#8890010

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

- Saturdays 1:00 PM - 4:00 PM; 4 sessions; starting February 7, 2015, ending February 28, 2015
- Saturdays 1:00 PM - 4:00 PM; 3 sessions; starting April 11, 2015, ending April 25, 2015
- Tuition: $49
  - Instructor: Dale Fedderson
  - Location: El Camino College
  - Materials Cost: $4
MOTHER-DAUGHTER MARDI GRAS TEA
In honor of the special bond that exists between Moms and Daughters...
Join us for our 5th annual Mother-Daughter Tea with a Mardi Gras themed presentation.
Saturday, May 9, 2015
10:00am – 12:00pm
El Camino College East Dining Room
$35 per person
Ages 5 & up!

INCLUDES:
• Cajun Brunch: Cajun Scrambled Eggs, Cheese Grits, Shrimp Étouffée, Beignet Doughnuts, King Cake, Southern Iced Sweet Tea, New Orleans Chicory Coffee
• Photo Booth by Douglas Morrison. A printed photo for each guest!
• Mardi Gras Music by the New Orleans Traditional Jazz Band
• Mardi Gras Dancers by Laissez Les Bon Temps Rouler “Let the Good Times Roll” second line dancers
• Mardi Gras Beads and Carnival Mask for each guest!

Limited Seating!
Pre-registration required: Call 310-660-6460

South Bay Children’s Choir
The South Bay Children’s Choir is a highly regarded choral organization guided by artistic director Diane Simons and taught by an excellent experienced staff of conductors who are effective at awakening the artistry within each child. The program offers comprehensive music education beginning with a First Steps program for ages 6-7, followed by a sequential series of choir classes and culminating in Concert Choir and Bel Canto at the high school level. The singers perform widely throughout the Los Angeles area, and there are additional optional travel opportunities to travel as a performing choir. They have performed at El Camino College, Royce Hall at UCLA, the Los Angeles Music Center, the Armstrong Theater, as well as Carnegie Hall in New York and the Canterbury Cathedral in England. Partial scholarships may be available for singers who have been in the choir for at least one semester.

For more information see website www.sbcc.singer.net, email sbcc@singer.net, or call choir manager at 310-640-9818

Small Class Size!

Beginning Piano (All ages)
#400023
Learn to play piano keyboard in a “hands-on” music studio environment! Come learn fingering, hand positioning, essential music reading skills, basic songs, and chords. Students must bring their own keyboard. Students under 18 years of age must have a parent or guardian submit a completed Kid’s College Release & Medical Consent form.

Instructor Charles David Wright has been a Music Teacher at Torrance High School for 11 years, and a church music director for 9 years. He has experience in many types of music, including musical theatre, jazz, classical, and opera.
Thu 3:45 PM – 5:15 PM; 6 Sessions; starting January 15, ending February 19, 2015
Thu 3:45 PM – 5:15 PM; 6 Sessions; starting February 26, ending April 2, 2015
Thu 3:45 PM – 5:15 PM; 6 Sessions; starting April 9 – May 14, 2015
Tuition: $125
Instructor: Charles David Wright
Location: Technical Arts Room 101-J
Materials Cost: $5

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

Academic Chess: All Levels #460121
Checkmate! This course is designed for children ages 5-13 years and for all different levels of chess experience. Each child will receive a different lesson each week according to his or her level of chess expertise. The course will be taught in a fun, but educational manner. A chess set and worksheets are included. Join us in this dynamic class!

Instructor: Academic Chess
Location: Technical Arts Bldg. Room 101-K
Tuition: $79

Limited Seating!
Pre-registration required: Call 310-660-6460
TEN YEARS AFTER
Special event led by John Powers

Thursday, March 12, 2015
6:30 pm – 8:00 pm
Doors open at 6:00 pm.
Location: Alondra Room
(above the Bookstore building)
$25 • Limited seats, pre-registration required.

El Camino College Community Education invites you to participate in a special event designed to provide insight into today’s headline-grabbing events by looking back to our recent past.

Looking back at major history events of 2005...

You Tube Launches
The video-sharing website with the slogan “Broadcast yourself” would become one of the most visited websites worldwide, forever changing our access to news and information.

Deep Throat Revealed
The long-standing secret identity of the infamous “Deep Throat” was revealed in Vanity Fair magazine to be former FBI Associate Director Mark Felt.

Hurricane Katrina
The most devastating storm in modern American history. More than 1,800 people were killed and the Gulf Coast was decimated.

John Powers will examine, through text, video imagery, and discussion, three connective 2005 news and information.

El Camino College Community Education is delighted to offer enriching and adventurous single day tours operated by Good Times Travel. Good Times Travel, a family-owned and operated tour business that began from the ground up more than 20 years ago, specializes in unique and quality destination tours. Limited seats, pre-registration required: Call 310-660-6460

• Transportation via chartered deluxe air-conditioned coach
• Guided by Professional Tour Director
• Unless otherwise noted, each tour will depart from and return to the El Camino College parking lot D just off of Manhattan Beach Blvd (near the electronic sign). Please arrive 20 minutes prior to departure time.

L.A. DAY EXCURSION:
MURDER, MYSTERY & SCANDAL With
Step-On Guide Curt Tucker
#2340024
Saturday, February 21, 2015

San Diego Excursion:
BALBOA PARK & NATURAL HISTORY MUSEUM #2340011
Featuring The Discovery of King Tut Exhibit
Sunday, January 18, 2015

Get away for the day to San Diego’s beautiful Balboa Park, with a visit to its San Diego Natural History Museum to explore the special exhibit, The Discovery of King Tut! The discovery of King Tutankhamun’s tomb in 1922 is considered the most famous discovery in the history of archaeology. This exhibit allows you to experience the same rush of excitement that was experienced when they first uncovered the tomb. Through stunning and scientifically produced replicas, the exhibition invites you to enjoy the magnificent splendor of these priceless Egyptian treasures. Also, time to enjoy Balboa Park’s lovely gardens and other museums (while some are free, others have differing admission fees), and perhaps attend the free Spreckles Organ Concert! Lunch on your own at one of the Balboa Park eateries, or bring a sack lunch. Price: $79

Depart: El Camino College lot D @ 8:20 a.m. Return: 7:30 p.m.

SPECIAL EVENTS & EXCURSIONS

“...We'll explore almost 100 dangerous place, a so-called urban ‘wild west’. We’ll explore almost 100 years of Manhattan Beach’s history, from the founding of the city through the 1940s, downtown L.A. was a lively and sometimes dangerous place, a so-called urban ‘wild west’. We’ll explore almost 100...”

“...Step-on guide Curt Tucker, who is a history buff with an expertise on the evolution of L.A., and is especially loved for his charismatic personality and fun stories. On this fascinating guided L.A. tour, the old ghosts and memories that cling to the streets and structures of Los Angeles will come to life. From the founding of the city through the 1940s, downtown L.A. was a lively and sometimes dangerous place, a so-called urban ‘wild west’. We’ll explore almost 100...”

Continues on next page...

Register By Phone: 310-660-6460 42
Register Online: www.ECCCommunityEd.com 43
years of murder, mystery and scandal and the influence that organized crime had on this city. With our guide, we’ll visit fascinating neighborhoods and learn about the grim memories they hold, including Hollywood, Olvera Street, Chinatown, Beverly Hills and Lincoln Heights. You’ll be entertained by sordid tales of intrigue and tragedy that include: The Los Angeles Times Bombing, the Chinese Massacre, the rise of Police Chief Parker, chasing Al Capone out of town, the assassination of Bugsy Siegel, Sal Mineo, and the Black Dahlia. See the Biltmore Hotel, Bradbury Building, City Hall, Angel’s Flight, Paramount Studios, Roosevelt Hotel and the Hollywood Forever Cemetery. Visit the haunts of L.A.’s favorite gangster – and preeminent underworld boss, Mickey Cohen. Visit the final resting place of Marilyn Monroe, Billy Wilders and “Bugsy” Siegel, Mickey Cohen’s boss and undoubtedly the most “infamous and feared gangster of his day.” Also featured will be sites that figured into L.A. Noir, the genre of films and books that were spawned by these infamous events. Enjoy lunch on your own at Philippe’s, famous as the originator of the French dip. All visits subject to availability. Price: $75  Depart: El Camino College lot D @ 9:00 a.m. Return: 5:45 p.m.

**L.A. Day Excursion: Murder, Mystery & Scandal continued from page 43...**

**SMALL TOWN CHARM & BIG CITY IDEAS Day Excursion With Step-On Guide “Hoffy”**  
#2340016  
Saturday, March 21, 2015

Today we are joined by local professional step-on guide and former professor of urban studies, Bill “Hoffy” Hoffman. You’ll love Bill’s fun personality and you’ll be impressed with his vast knowledge – he once helped to designate L.A.’s first residential historic district. His passion is showing others the fascinating features of towns and cities that they would otherwise not notice. This tour first takes you on a self-guided tour of BAPS Shri Swaminarayan Mandir, a Hindu temple of worship that is a hidden gem tucked away in Chino Hills. Right away you will notice the magnificent architecture and the stunning intricately detailed exterior, handcarved with pinkstone. You won’t see any steel or metal insight as everything from the archways to the pillars, every single piece of the Mandir is hand-carved out of pinkstone and Italian marble. Then we will tour nearby Scripps College – rated the 4th most beautiful campus in the U.S. – to view its gardens and incomparable murals. With our local guide, stroll the Claremont Village – within its 1920s craftsman ambience and tree-lined streets, are over 150 boutiques and restaurants. Here, enjoy lunch on your own. This afternoon we’ll visit the Rancho Santa Ana Botanical Gardens for a self-guided visit. Note: no tank tops, shorts or short skirts. Suggested: walking shoes. Price: $79  Depart: El Camino College lot D 9:00 a.m. Return: 5:45 p.m.

**COWBOY FESTIVAL at William S. Hart Park Excursion**  
#2340016  
Saturday, April 18, 2015

Giddy up ya’ll, it’s time to put on our cowboy boots, hat and saddle up to the 22nd annual Cowboy Festival – a fun way to experience and honor the authentic Old West. Marvel at the professionals trick roping, blacksmithing, quilting and cowboy cooking, as well as wonderful entertainment that takes place throughout the day on multiple stages. This year the festival is being held at William S. Hart Park in Santa Clarita, home to the beautiful Spanish Colonial Revival Style Mansion of the famed silent film actor and director who produced a series of hit Western movies in the early 1900’s. The Mansion now houses the William S. Hart Museum which displays an impressive collection of Western artwork by noted artists Charles M. Russell, Frederic Remington, and Joe deYong, as well as mementos from early Hollywood, personal furnishings and effects. The Museum also includes an historic 1910 Ranch House that exhibits Hart’s tack and saddle collection, personal furnishings, and additional Hollywood mementos. Enjoy ample time at leisure to enjoy the festival and lunch on your own – there are a number of food options including an authentic chuck-wagon barbecue! Suggested: walking shoes. Price: $79  Depart: El Camino College lot D 8:30 a.m. Return: 4:45 p.m.

**MAKING THE GRADE Tehachapi Train Loop & Alpaca Ranch Day Excursion: With Included Country-Style Lunch**  
#2340016  
Saturday, May 9, 2015

The beautiful Tehachapi Valley is an oasis located in the mountains (elevation 3,970 ft.) between the San Joaquin Valley and the Mojave Desert, offering a cool haven from the arid desert heat and picturesque valley views. It is now a quiet little town, but was once an old stage depot and cowboy town. Upon our arrival into town, enjoy an included lunch with dessert at a country-style restaurant known for their turkey pot pies and apple products. After, a local step-on guide will join us as we view the famous Tehachapi Train Loop, an engineering marvel that has been named one of the railroad wonders of the world, and is one of the busiest single-track train lines in the world! At the Tehachapi Depot Railroad Museum, explore innovative exhibits and memorabilia which provide a look at life in the area, and the history of the railroad and its impact on life in the area. Continues on next page...
SPECIAL EVENTS & EXCURSIONS

Making the Grade Tehachapi Excursion continued from page 43...

the region’s growth. Next, we visit an alpaca ranch to meet adorable alpacas. Walk among these cute, yet odd, critters as you learn how the family got started in the business, what a day on an alpaca ranch is like, and how to spin fiber into yarn. Price: $89 Depart: El Camino College lot D 8:00 a.m. Return: 8:00 p.m.

MULTI-DAY EXCURSIONS

Blossom Trail & Wonder Valley MULTI-DAY EXCURSION #2340018 Sunday, February 22, 2015 – 4 Days

Join us as we celebrate spring and the spring blossoms – the best of the seasons in California’s San Joaquin Valley. Per Person Price: Double $699 / Single $839 / Deposit $100

Yosemite Spring Fling MULTI-DAY EXCURSION #2340018 Sunday, April 26, 2015 – 3 Days

Yosemite is magnificent in the Spring! Renowned for its magnificent valley, great granite domes and peaks, waterfalls and giant trees, Yosemite National Park is a national treasure. Per Person Price: Double $569 / Single $719 / Deposit $100

California Mansions, Gardens & Rail MULTI-DAY EXCURSION #2340018 Thursday, April 16, 2015 – 7 Days

On this new rail journey across California we’ll be in search of the largest and most unique mansions as well as the most beautiful gardens at a perfect time of year. Per Person Price: Double $1399 / Single $1849 / Deposit $250

How to Register for a Class

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

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

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

AT THE TECHNICAL ARTS BLDG. Bring your completed registration form & payment to the Community Education Office in Tech Arts Bldg. 101A (see map pg. 49).

ONLINE: Visit: ECCCommunityEd.com & pay by credit card

OFFICE HOURS: Monday-Friday 8:30am – 5:00pm

Closed weekends and holidays: December 15, 2014 – January 1, 2015 (Winter Holidays), Monday, January 19, 2015 (Martin Luther King Holiday), Friday, February 6, 2015 (President Lincoln Holiday), February 16, 2015 (President’s Day/President Washington Holiday), May 25, 2015 (Memorial Day)

REGISTRATION FORM AVAILABLE ON PAGE 50

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

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

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

CANCELLATION POLICY
Please choose your classes carefully. No refunds issued unless a class is cancelled by El Camino College. Credit vouchers in the amount of the class registration fee less a $10 service fee per class will be issued upon request 3 full business days before the first class meeting. Credit Vouchers are applicable toward a future Community Education class and are valid for 3 years.

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

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

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

Register By Phone: 310-660-6460

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

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

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

Catalog is printed on recycled paper.

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

FOLLOW US ON TWITTER

www.twitter.com/eccommunityed

LIKE US ON FACEBOOK

www.facebook.com | El Camino College Community Education

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

“Jazz is the big brother of the blues. If a guy’s playing blues like we play, he’s in high school. When he starts playing jazz it’s like going on to college, to a school of higher learning.” – B. B. King

“The beautiful thing about learning is nobody can take it away from you.” – B. B. King

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

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

The El Camino Community College District is located in the Technical Arts Building, Room 101A. For Complete Map of Campus:

For More Information

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Start Date/Time</th>
<th>Title of Course</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>alcohol &amp; drug counselor</td>
<td>February 20, 2015</td>
<td>CAADAC-approved training program designed to teach theoretical and clinical skills needed to become a certified Alcohol and Drug counselor.</td>
<td></td>
</tr>
<tr>
<td>medical billing &amp; coding</td>
<td>February 21, 2015</td>
<td>Self-paced online courses! You begin at any time and learn at your own pace. Open for immediate enrollment!</td>
<td></td>
</tr>
<tr>
<td>personal fitness trainer certification</td>
<td>February 21, 2015</td>
<td>A 60-hour program and internship that networks many graduates right into a job.</td>
<td></td>
</tr>
<tr>
<td>pharmacy technician training program</td>
<td>February 3, 2015</td>
<td>This course combines 180 hours of classroom instruction with a 120-hour pharmacy externship.</td>
<td></td>
</tr>
<tr>
<td>bartending certificate</td>
<td>February 6, 2015</td>
<td>Quick and Easy! Why pay more? Everything you need to know to become a Bartender.</td>
<td></td>
</tr>
</tbody>
</table>

### Cancellation Policy:
Please choose your classes carefully. No refunds issued unless a class is cancelled by El Camino College. Credit Vouchers in the amount of the class registration fee less a $10 service fee per class will be issued upon request 3 full business days before the first class meeting. Credit Vouchers are applicable toward 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 ________________________________

<table>
<thead>
<tr>
<th>Age</th>
<th>Grade Level</th>
<th>Date of Birth</th>
</tr>
</thead>
</table>

I understand Community Education does not provide health or medical insurance for participants. The undersigned agrees to defend, indemnify and hold harmless 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 as a result of participation in the El Camino Community 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 cases of emergency. My child's photograph and name may appear in print ads or the college's publications for El Camino Community Education and participate in campus activities and classes.

- No credit or grades given for these courses.
- Community Education does not provide escort services for children.
- Request your child to speak and 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: ________________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Parent's Name (print):</th>
<th>Phone:</th>
</tr>
</thead>
</table>

Contact Information of additional person who may be contacted in case of emergency: 

Name: ________________________________

Phone: ________________________________
JAZZ UP YOUR CAREER

For more information or to register:
Call (310) 660-6460

LOOK INSIDE!
Hundreds of job training courses available in-person or online!
Pages 4-31

POSTAL CUSTOMER