



# El Camino College Community Education

AND PROFESSIONAL DEVELOPMENT

Winter/Spring 2014

SCHEDULE OF CLASSES

## Fine-Tune Your Education

### INSIDE

Oldsmobile Event (pg. 46)

Partner Yoga Workshop (pg. 35)

Pharmacy Technician (pg. 28)

Mother-Daughter Tea (pg. 43)

Medical Billing & Coding (pg. 26)



Ongoing classes offered  
from January – May 2014

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

# Special Events & Excursions!



## **Brunch Excursion: The Magic Castle** (pg. 42)

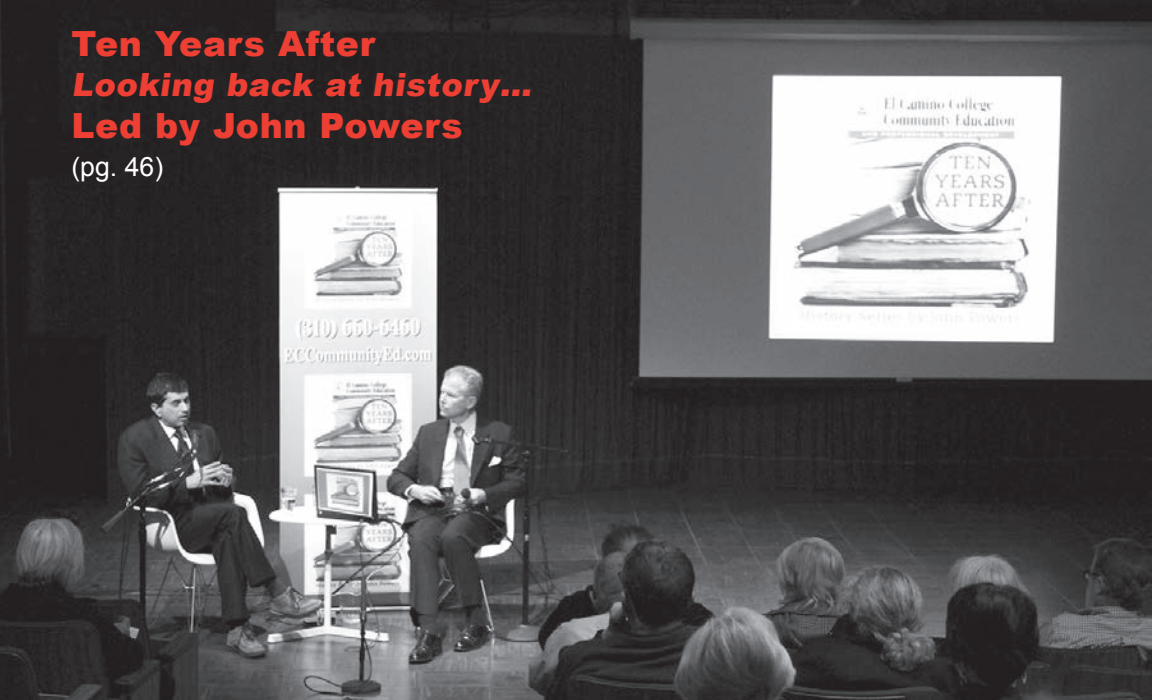
Sunday, January 26, 2014  
10:15am – 4:15pm

## **Mother-Daughter Japanese Tea** (pg. 43)

Saturday, May 10, 2014  
10:00 am - 12:30 pm

## **Ten Years After** *Looking back at history...* **Led by John Powers**

(pg. 46)



Ten Years After will examine, through text, video imagery, and discussion with specially selected guests, several major events from the year 2004.



### • **Facebook Launches**

Thursday, Feb 27, 2014 6:30pm-7:30pm



### • **Oldsmobile Ceases Production**

Thursday, April 24, 2014 6:30pm-7:30pm



### • **9/11 Commission Report Released**

Thursday, May 29, 2014 6:30pm-7:30pm

# 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).



## Table of Contents



<b>Online Classes</b> .....	4-16
Featuring: Online Instruction Center with hundreds of classes led by nationally-recognized expert instructors	



<b>Business &amp; Careers</b> .....	17-29
Featuring: <i>Pharmacy Technician Training Program</i> .....28	
Featuring: <i>Alcohol and Drug Counselor Training Program</i> .....17	



<b>Arts &amp; Hobbies</b> .....	30-33
Featuring: <i>Drums "R" Fun</i> .....33	



<b>Health &amp; Fitness</b> .....	34-36
Featuring: <i>Partner Yoga</i> .....35	



<b>Kid's College</b> .....	39-40
Featuring: <i>The Deliberate Musician—Mental Skills Training (Grades 6-12)</i> .....40	



<b>Young@Heart</b> .....	37-38
Featuring: <i>Computer Basics Boot Camp</i> .....37	



<b>Special Events &amp; Excursions</b> .....	42-46
Featuring: <i>Excursion to the The Magic Castle, Hollywood</i> .....42	
Featuring: <i>Ten Years After Oldsmobile Event</i> .....46	
Featuring: <i>Mother-Daughter Tea</i> .....43	



<b>How to Register for Classes</b> .....	47-50
Registration Form & Map.....49-50	

## ONLINE LEARNING

Discover why millions of students are making the switch to online learning. With online courses, you can study at your convenience in your preferred learning environment. Our courses and programs are highly engaging and relevant and our instructors are interactive and support you through the curriculum. Choose from our growing catalog of Instructor-Led Courses designed to teach you a new skill or refresh a current one or our Career Training Programs geared to place you into a new career in an in-demand field.

### Online Courses

- **Instructor-Facilitated**
- **24-Hour Access**
- **Online Discussion Areas**
- **6 Weeks of Instruction**

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

#### Features:

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

#### Popular Courses:

##### Accounting Fundamentals

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

##### Creating Web Pages

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

##### Medical Terminology: A Word Association Approach

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

##### Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time.

##### Introduction to Microsoft Excel

Work with numbers? You need to know Excel. Learn the secrets of this powerful application.

### Online Career Training Programs

- **One-On-One Instructor Assistance**
- **24-Hour Access**
- **All Materials and Books are Included!**

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.

#### Features:

- 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.

#### Popular Programs:

##### Medical Billing and Coding – 240 hours

Prepare for a career as a medical billing and coding professional.

##### CompTIA™ A+ Certification Training – 150 hours

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

##### Six Sigma Black Belt -200 hours

The Six Sigma Black Belt Online Career Training Program provides you with an in-depth look at the Six Sigma Black Belt problem-solving methodology, deployment, and project development approaches.

##### Building Analyst Quick Start Program (BPI BA Certification) – 60 hours

This program will teach you about the principles of green buildings—from insulation to indoor air quality—as well as how to perform comprehensive building assessments.

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

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

MORE COURSES AVAILABLE AT EACH OF OUR WEBSITES

# Welcome

Online learning anytime, anywhere ...  
just a click away!

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

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners.

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

## Start Dates:

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

## Requirements:

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



## How to Get Started:

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

ONLINE CLASSES



## Exam Proctoring Service

\$25 per hour  
(2 hours minimum)

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

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

Several new courses launch every month! Visit our website to browse the entire catalog.

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

## Instructor-Facilitated **Online Learning**

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Every course on this page includes an expert instructor.  
All can be taken from the convenience of your home or office.

### **BUSINESS COURSES**

#### **Business and Marketing Writing**

Write great marketing copy to improve your company's image and your chances of getting hired or promoted.

### **START YOUR OWN BUSINESS**

#### **Learn to Buy and Sell on eBay**

Auction pros teach you how to work from home or earn extra income by buying and selling goods online.

#### **Marketing Your Business on the Internet**

E-commerce expert helps you develop an Internet marketing plan for your business.

#### **Start Your Own eBay Drop Off Store**

Turn people's unwanted items into a lucrative source of income by starting an eBay drop off store.

#### **Secrets of the Caterer**

Learn cooking and business secrets from a professional caterer.

#### **Wow, What a Great Event!**

Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner.

#### **Growing Plants for Fun and Profit**

An industry professional teaches you everything you need to prosper in the backyard nursery business.

#### **Publish It Yourself: How to Start and Operate Your Own Publishing Business**

Convert manuscripts into income by producing and selling books like the pros.

#### **Start Your Own Consulting Practice**

Find out how you can earn income by sharing your training or knowledge with others.

#### **Start and Operate Your Own Home-Based Business**

An experienced entrepreneur teaches you how to develop the motivation, discipline, and creativity to quit your job and be your own boss.

#### **Creating a Successful Business Plan**

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

#### **Start Your Own Arts and Crafts Business**

Learn how to start your own arts and crafts business from a professional artist.

### **GRANT WRITING/NONPROFITS**

#### **Starting a Nonprofit**

Industry veteran shows you how to take a nonprofit business from vision to reality.

#### **Introduction to Nonprofit Management**

Develop the skills and strategies you need to become an integral part of one of the fastest growing service sectors.

#### **Marketing Your Nonprofit**

Further the ideals and goals of your nonprofit by learning to compete more effectively for members, media attention, donors, clients, and volunteers.

#### **Get Grants!**

Learn how to develop successful, fundable grants from experts in the field.

#### **A to Z Grantwriting**

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

#### **Writing Effective Grant Proposals**

Learn to prepare grant proposals that get solid results for your favorite organization or charity.

#### **Advanced Grant Proposal Writing**

Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected.

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Several new courses launch every month! Visit our website to browse the entire catalog.

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

# Instructor-Facilitated Online Learning

Every course on this page includes an expert instructor.  
All can be taken from the convenience of your home or office.

## ENTERTAINMENT

### Music Made Easy

Learn the fundamentals of music theory. Be able to read, write, and play simple music.

### Drawing for the Absolute Beginner

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

### Get Paid to Travel

Learn everything you need to start your new and exciting career as a professional tour director.

## FAMILY & FRIENDS

### Luscious, Low-Fat, Lightning-Quick Meals

Discover how easy it can be to prepare meals that are both delicious and nutritious!

### Genealogy Basics

Begin an exciting and fascinating exploration of your roots.

### Assisting Aging Parents

Be prepared to handle the challenges of aging while learning to cherish the transition.

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*This was a wonderful class. It was practical, but also offered moral support to those of us assisting aging parents. I am so glad I took this class.*

---

### Ready, Set, Read!

A learning specialist shows you how to raise a successful reader and writer.

### Enhancing Language Development in Childhood

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

### Understanding Adolescents

Unlock the secrets of the adolescent mind to improve relations.

## Get Paid to Travel

Learn everything you need to start your new and exciting career as a professional tour director.

## LANGUAGES

### Speed Spanish I

***II and III are now available!***

Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time.

### Instant Italian

Learn Italian from the comfort of your home in this fun and enjoyable online course.

### Beginning Braille Transcription

Prepare for a rewarding career as a transcriber by learning to write and read the language of the blind.

### Grammar for ESL

If English is your second language, this course will teach you the principles you'll need to succeed.

### Writing for ESL

Learn how to write in English more effectively to succeed in college and at work.

### Conversational Japanese

Whether you want to learn conversational Japanese for travel or just for fun, you'll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language.

## ART, HISTORY, MATH, & MORE

### Everyday Math

Gain confidence in your basic math skills and start using math to your advantage.

### Introduction to Algebra

Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems.

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Several new courses launch every month! Visit our website to browse the entire catalog.

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

## Instructor-Facilitated Online Learning

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Every course on this page includes an expert instructor.  
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### Teaching Science: Grades 4-6

Increase your effectiveness as a science teacher for children in fourth through sixth grades.

### Teaching Math: Grades 4-6

Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives, and real-world connections into your classroom.

## LAW & LEGAL CAREERS

### Business Law for Small Business Owners

Learn how to successfully protect your small business and solve most of the legal problems that may arise.

### Introduction to Criminal Law 2 courses available!

An in-depth look at criminal law and the real world of prosecutors, defense attorneys, and paralegals.

### Evidence Law

Prepare for a career as a law clerk or legal secretary by learning how to help busy attorneys gather and evaluate evidence and prepare for trial.

### Winning Strategy for the Courtroom

Learn what it takes to win in civil court from an attorney who has won hundreds of cases.

### Constitutional Law: Bill of Rights

Understand the challenges facing the maintenance of guaranteed freedoms in the modern world.

### Legal Nurse Consulting

If you're a nurse, this course will help you prepare for a new career helping attorneys understand and resolve medical cases and claims.

### Employment Law Fundamentals

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

### Workers' Compensation

Gain essential skills and a solid understanding of one of the fastest-growing areas in law.

### Paralegal Preparation 1

Prepare for a career as a paralegal by learning terminology, processes, and other basics (course 1 of 6).

### LSAT Preparation - Course 1 of 2

Learn about law school entrance procedures and improve your test-taking skills.

### Real Estate Law

Learn the basics of real estate law, including investing, title searching, and mortgages.

## PERSONAL FINANCE

### Real Estate Investing

Build and protect your wealth by investing in real estate.

### Debt Elimination Techniques That Work

Learn specific, powerful, and proven strategies to get completely out of debt and live a stress-free lifestyle.

### Where Does All My Money Go?

Learn how to get control of your money once and for all.

### Listen to Your Heart, and Success Will Follow

Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents.

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**Convenient, Affordable,  
and Effective.**

*Take ed2go courses from the comfort of your home or office at the times that are most convenient for you.*

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



# Instructor-Facilitated Online Learning

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## BASIC COMPUTER LITERACY

### Keyboarding

Use the computer program Fastype for Windows to learn the basic skills of touchtyping.

### Navigating the Internet

Master the ins and outs of the Internet with this informative behind-the-scenes look.

### Introduction to Windows XP

Learn how Windows XP makes it easy to work with text, pictures, audio, video, and more.

### Introduction to Linux

Learn how to use the Linux desktop operating system along with the included productivity, multimedia, and Internet software.

### Computer Skills for the Workplace

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

### Introduction to PC Security

What you don't know can really hurt you. Learn what you can do to protect yourself.

## COMPUTER APPLICATIONS

### Introduction to Microsoft Word

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

### Intermediate Microsoft Word

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

### Advanced Microsoft Word

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

### Introduction to Microsoft Access (Intermediate course available)

Store, locate, print, and automate access to all types of information.

### Introduction to Microsoft Excel (Intermediate course available)

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

### Advanced Microsoft Excel

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

### Introduction to PowerPoint

Build impressive slide presentations filled with text, images, video, audio, charts, and more.

### Introduction to Microsoft Publisher

Create brochures, newsletters, and Web sites with ease.

### Introduction to Microsoft Outlook

Communicate and manage information better and faster.

### Introduction to Microsoft Project

Use the ultimate project planning and control tool to its fullest.

### Introduction to Microsoft Visio

Learn how to design professional-looking diagrams with Microsoft Visio.

### Introduction to Microsoft Office

Accounting Professional  
Learn how to use Microsoft Office Accounting Professional 2008 from a Certified Public Accountant who specializes in small-business accounting.

### Design Projects for Adobe Illustrator

Learn the basics of Adobe Illustrator with design projects that let you practice as you learn.

### Introduction to Illustrator CS3

In this class, you'll get the training you need to create infinitely resizable vector images using Adobe Illustrator CS3, one of the best illustration programs on the market.

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## Instructor-Facilitated Online Learning

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### WEB PROGRAMMING

#### Introduction to Java Programming

An experienced Java programmer introduces important Java topics with clear, step-by-step instructions.

#### Introduction to Ruby Programming

Learn how to create a dynamic Web blog using the Ruby on Rails programming environment and the Ruby programming language.

#### Introduction to CSS and XHTML

Learn to create state-of-the-art Web sites using modern CSS and XHTML techniques.

#### Introduction to Perl Programming

Learn a programming skill that will make you a more valuable Web developer or system administrator.

#### Creating User Requirements Documents

Learn to discover and document precisely what your customer wants and help ensure your success as a developer.

#### High-Speed Project Management

Discover a breakthrough model for managing truncated timelines, short-staffed project teams, skimpy budgets, and crippling risks.

#### Introduction to ASP.NET

Learn how to create powerful, interactive, community-based Web sites with ASP.NET.

#### Introduction to PHP and MySQL

Learn how to create dynamic, interactive Web sites using PHP and a MySQL database server.

### COMPUTER PROGRAMMING

#### Introduction to C++ Programming

Learn to program in C++, even if you have no prior programming experience!

#### Introduction to C# Programming (Intermediate course available)

Learn the fundamentals of computer programming with the new C# programming language.

#### Intermediate C# Programming

Learn to write Graphical User Interface programs in the C# Programming Language.

#### Introduction to Visual Basic 2008

Discover how to write VB programs that can access and modify a database.

#### Introduction to Alice 2.0 Programming

Learn the principles of object-oriented computer programming while creating rich, interactive three-dimensional worlds filled with characters, sound, and other exciting elements.

#### Introduction to SQL

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

#### Introduction to Database Development

An experienced professional guides you through a structured approach to database design and development.

#### Introduction to Perl Programming

Learn a programming skill that will make you a more valuable Web developer or system administrator.

## Online Courses from the comfort of home.

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.

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.

Visit our site to **learn more**.

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

## Learn More...

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

**New course sessions  
begin monthly.**

**Please visit our Online  
Instruction Center to see  
exact start dates for the  
courses that interest you.**



# OUTSTANDING ONLINE NON-CREDIT Career and Workforce Training Programs

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.



For more information on how you can advance your career, including financial assistance, call toll free (877) 221-5151 or visit [www.GatlinEducation.com/EICamino](http://www.GatlinEducation.com/EICamino)



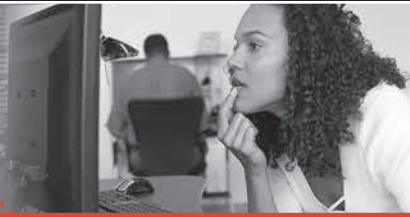
ONLINE CLASSES

## THE PROGRAMS

### HEALTHCARE AND FITNESS PROGRAMS

	Hours	Class Price
• Administrative Dental Assistant	150	\$1,795
• Administrative Medical Specialist w/ Medical Billing and Coding	300	\$1,995
• Administrative Medical Specialist w/ Medical Billing and Coding + Medical Terminology	300	\$2,495
• Advanced Coding for the Physician's Office	80	\$1,595
• Advanced Hospital Coding and CCS Prep	80	\$1,895
• Advanced Personal Fitness Trainer	240	\$2,795
• Certified National Pharmaceutical Representative	120	\$1,795
• Certified Indoor Air Quality Manager	16	\$795
• Certified Indoor Environmentalist Prep	16	\$895
• Clinical Dental Assistant	240	\$1,995
• CompTIA™ Healthcare IT Technician	80	\$1,595
• Emergency Management Training for First Responders	300	\$1,995
• Fitness Business Management	260	\$2,595
• Human Resources Professional	80	\$1,750
• ICD-10 Medical Coding	200	\$1,750
• Medical Billing and Coding	240	\$1,750
• Medical Billing and Coding + Medical Terminology	300	\$1,995
• Medical Terminology	60	\$795
• Medical Transcription	240	\$1,795
• Medical Transcription + Medical Terminology	300	\$1,995
• Nutrition for Optimal Health, Wellness, and Sport	200	\$2,595
• Optician Certification Training	150	\$1,895

# Open for Immediate Enrollment!



**NEW Courses Listed!**

• Personal Fitness Trainer	150	\$2,295
• Personal Training and Group Exercise Training for Older Adults	260	\$2,595
• Pharmacy Technician	240	\$1,995
• Veterinary Assistant	240	\$1,995

## BUSINESS & PROFESSIONAL PROGRAMS

	Hours	Class Price
• Administrative Professional with Microsoft Office 2010 Master	30	\$1,995
• Administrative Professional with Microsoft Office 2007 Master	340	\$1,995
• Administrative Professional with Microsoft Office Specialist 2007 Training	480	\$2,395
• Administrative Professional with Microsoft Office Specialist 2010	460	\$2,395
• Administrative Professional with Microsoft Office Specialist	240	\$2,395
• Building Analyst Quick Start	60	\$1,395
• Certified Bookkeeper	80	\$1,995
• Certified Global Business Professional	400	\$2,495
• Certified Green Supply Chain Professional	60	\$1,595
• Certified Indoor Air Quality Manager	16	\$795
• Certified Indoor Environmentalist Prep	32	\$895
• Certified Mediator	120	\$1,795
• Certified Protection Officer	50	\$850
• Certified Residential Interior Designer	120	\$1,995
• Certified Wedding Planner	300	\$1,395
• Chartered Tax Professional	180	\$1,895
• Chartered Tax Professional for California Residents	200	\$1,995
• Child Development Associate Training	120	\$850
• Child Development Associate Training Renewal	45	\$499
• Entrepreneurship: Start-Up and Business Owner Management	360	\$2,095
• Event Management and Design	300	\$1,995
• Freight Broker/Agent Training	150	\$1,895
• Grant Writing	300	\$2,295
• Graphic Design with Photoshop CS4	200	\$795
• Graphic Design with Photoshop CS5 Training	200	\$1,995
• Help Desk Analyst: Tier 1 Support Specialist	80	\$1,495
• Lean Mastery	60	\$1,895
• Legal Secretary	350	\$2,295
• Management for IT Professionals	390	\$2,295
• Management Training	360	\$2,295
• Microsoft Office Specialist 2007 (MOS)	120	\$1,995

<b>IT &amp; SOFTWARE DEVELOPMENT PROGRAMS</b>	<b>Hours</b>	<b>Class Price</b>
• 3ds max	650	\$1,695
• Android Application Developer	120	\$1,695
• Administrative Professional with Microsoft Office Specialist 2007, 2010	240	\$2,395
• AutoCAD 3D	80	\$1,695
• AutoCAD 2011	150	\$2,595
• AutoCAD 2011 with 3D	150	\$3,295
• Comp TIA™ A+ Certification Training	320	\$1,695
• Comp TIA™ Healthcare IT Technician	80	\$1,595
• Comp TIA™ Network+ Certification Training	80	\$1,495
• Comp TIA™ Security+ Certification Training	80	\$1,495
• Forensic Computer Examiner	150	\$3,095
• Help Desk Analyst: Tier 1 Support Specialist	80	\$1,495
• iPhone/ iPad (iOS) Application Developer	200	\$1,995
• Management for IT Professionals	390	\$2,295
• Microsoft Access 2007	35	\$595
• Microsoft Certified Solutions Associate (MCSA): Server 2008	275	\$2,195
• Microsoft Certified Solutions Associate (MCSA): SQL Server 2008	220	\$1,995
• Microsoft Certified Solutions Associate (MCSA): Windows 7	200	\$1,995
• Microsoft Excel 2007	35	\$595
• Microsoft Office Specialist 2007 (MOS)	120	\$1,995
• Microsoft Outlook 2007	35	\$595
• Microsoft PowerPoint 2007	35	\$595
• Microsoft Word 2007	35	\$595
• Mobile and Desktop Web Developer	460	\$2,295
• Mobile Web Developer	280	\$2,295
• Pay Per Click Marketing	150	\$1,495
• Search Engine Marketing	250	\$1,895
• Search Engine Optimization	150	\$1,495
• Systems Security Certified Practitioner (SSCP) Training	75	\$1,595
• Webmaster	150	\$1,995

<b>MANAGEMENT &amp; CORPORATE PROGRAMS</b>	<b>Hours</b>	<b>Class Price</b>
• Chartered Tax Professional	180	\$1,895
• Chartered Tax Professional for California Residents	200	\$1,995
• Lean Mastery	60	\$1,895
• Certified National Pharmaceutical Representative	120	\$1,795
• Entrepreneurship: Start-Up and Business Owner Management	360	\$2,095
• High School Diploma with Office Management Training	750	\$1,295
• Lean Mastery	60	\$1,895

• Management for IT Professionals	390	\$2,295
• Management Training	360	\$2,295
• Non-Profit Management Training	300	\$2,295
• Payroll Practice and Management	80	\$1,795
• Project Management	40	\$1,695
• Project Management with Microsoft Project 2007	160	\$1,995
• Project Management with Microsoft Project 2010	160	\$1,995
• Records Management Certificate	80	\$1,595
• Senior Certified Sustainability Professional	110	\$2,495
• Six Sigma Black Belt	200	\$2,695
• Six Sigma Green Belt	100	\$1,895
• Solar Power Professional	120	\$1,895
• Purchasing and Supply Chain Management	240	\$2,295
• Technical Writing	80	\$1,795
• Wind Energy Professional	240	\$2,395



### MEDIA & DESIGN PROGRAMS

	Hours	Class Price
• 3ds max	650	\$1,695
• Digital Arts Certificate	225	\$5,995
• Interior Design	350	\$2,295
• Marketing Design Certificate	360	\$5,995
• Multimedia Arts Certificate	360	\$5,995
• Multimedia Design Certificate	225	\$5,995
• Video Game Design and Development	500	\$1,995
• Webmaster	150	\$1,795

### HOSPITALITY & GAMING PROGRAMS

	Hours	Class Price
• 3ds max	650	\$1,695
• Advanced Personal Fitness Trainer	240	\$2,795
• Casino Blackjack Dealer	100	\$1,595
• Casino Poker Dealer	100	\$1,595
• Certified Global Business Professional	400	\$2,495
• Certified Wedding Planner	300	\$1,395
• Food and Customer Service Skills Training	120	\$850
• High School Diploma with Retail Customer Service Skills Training	???	\$1,295
• Retail Customer Service Skills Training	120	\$850
• Travel Agent Training	200	\$1,795
• Video Game Design and Development	500	\$1,995

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



# Online Courses For Teachers

Learn from  
the comfort  
of home!

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.

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

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

## Enroll Now!

Visit our **Online Instruction Center** today!

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

**(310) 660-6460**

**Courses start as low as:**

**\$120**

**Why pay more?  
We offer the same  
online Teacher  
professional  
development  
courses as our  
competitors, for less.**

### Ready, Set, Read!

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

### Solving Classroom Discipline Problems

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

### Creating K-12 Learning Materials

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

### Survival Kit for New Teachers

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

### Working Successfully with Learning Disabled Students

Successfully meet the diverse needs of the learning disabled students in your classroom.

### Integrating Technology in the K-5 Classroom

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

### Understanding Adolescents

Unlock the secrets of the adolescent mind to improve relations.

### Enhancing Language Development in Childhood

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

### Differentiated Instruction in the Classroom

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

### Teaching Math Grades 4-6

Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives, and real-world connections into your classroom.

### Teaching Science Grades 4-6

Increase your effectiveness as a science teacher for children in fourth through sixth grades.

**Professional Development Certificates Available**--Students who complete a 6-week (24hour) online course and earn a grade percentage of 76% or above are eligible to receive a free El Camino College Professional Development Certificate of Completion. Upon successful course completion, contact the Community Education office to order your certificate: 310-660-6460.

**MORE COURSES AVAILABLE**  
AT OUR ONLINE INSTRUCTION CENTER  
**[www.ed2go.com/elcamino](http://www.ed2go.com/elcamino)**

Comprehensive  
online courses  
with assignments  
and final exams

Earn Continuing  
Education Units  
Online

Certificate of  
Completion awarded  
with a passing score

Monthly  
classes that  
run for six weeks

**Enroll Today!**

## Health Care Continuing Education Online Courses

# Programs for Health Care Professionals

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.

### **Certificate in Complementary and Alternative Medicine**

(28 contact hours) Enhance your professional marketability by gaining a broad understanding of alternative health care options.

### **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 Issues in Oxygenation**

(15 contact hours) A holistic approach to the care of patients with disorders of oxygenation.

### **Certificate in End of Life Care**

(26 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**

(14 contact hours) Stay current with emerging trends affecting childbearing women, newborns, and families.

### **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 Growth and Development Through the Lifespan**

(15 contact hours) Gain new insights in human development and be better prepared to care for patients of all ages.

### **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 Integrative Health**

(67 contact hours) Explore the exciting, growing field of integrative health in this comprehensive certificate program designed for medical providers and consumers.

Courses  
start as low as  
**\$120**

New course sessions  
begin each month.

To learn more call:

**(310) 660-6460**

Visit our Online Instruction Center to **ENROLL TODAY!**

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



## 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 fulltime 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 and  
Riverside Community College**

### FREE Information Session

#210158

**Saturday, January 11, 2014**

**11:00am – 12:00pm**

**Decathlon 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 21, 2014!**

### **1. Introduction and Overview of Alcohol and Other Drugs**

(45 hours/\$700)

Feb 21, 22, 23, Mar 1, 2, 2014

### **2. Physiology & Pharmacology of Alcohol and Other Drugs**

(45 hours/\$700)

Mar 7, 8, 9, 15, 16, 2014

### **3. Law and Ethics**

(45 hours/\$700)

Mar 21, 22, 23, 29, 30, 2014

### **4. Case Management**

(45 hours/\$700)

Apr 4, 5, 6, 12, 13, 2014

### **5. Professional and Personal Growth** (45 hours/\$700)

Apr 25, 26, 27, May 3, 4, 2014

### **6. Individual, Group and Family Counseling**

(45 hours/\$700)

May 16, 17, 18, 31, June 1, 2014

### **7. Supervised Practicum**

(45 hours/\$700)

Jun 6, 7, 8, 14, 15, 2014

### **7a. Supervised Field Work Practicum**

(255 hours to be arranged/No  
Course Fee)

### **8. Hypnotherapist Certification**

(24 hours/\$0/FREE)

Jun 21, 22, 2014

### **10. Ariculotherapy**

(16 hours/\$0/FREE)

Jun 28, 29, 2014

Location: **El Camino College**

## **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)

Friday, 8:00 am - 4:00 pm; 1 session  
on February 28, 2014

Friday, 8:00 am - 4:00 pm; 1 session  
on June 13, 2014

Tuition: **\$99.00**

Instructor: **Notary Public Seminars**

Location: **Technical Arts Room 101-P**

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.

Friday, 12:45 pm - 4:00 pm; 1 session  
on February 28, 2014

Friday, 12:45 pm - 4:00 pm; 1 session  
on June 13, 2014

Tuition: **\$50.00**

Instructor: **Notary Public Seminars**

Location: **Technical Arts Room 101-P**

Materials Cost: **\$30.00**



## Become a Professional Child Visitation Monitor

#210088



Are you looking to make extra money, and be a service for children in need? Consider being a Professional Child Visitation Monitor. The role of the Professional Child Visitation Monitor is to be a neutral party who observes behavior. In this required 8 hour training, you will be thoroughly trained to be an independent Professional Child Visitation Monitor or register with a Monitoring Agency. Your training will include dynamics of monitoring, Child abuse reporting, child development, codes and standards, observation techniques and conflict resolution. The court orders a Professional Child Visitation Monitor to accompany a minor child and their non-custodial parent, for various reasons. Your service will allow the custodial parent

reassurance that the child's physical and emotional safety is being provided for. You will receive a Certificate of Completion from the Instructor.

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

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

Saturday 10:00 am - 2:30 pm;  
2 sessions starting February 1, 2014, ending February 8, 2014

Tuition: **\$185.00**

Instructor: **Shirley Douglass**

Location: **TBA**

Materials Cost: **\$50.00**

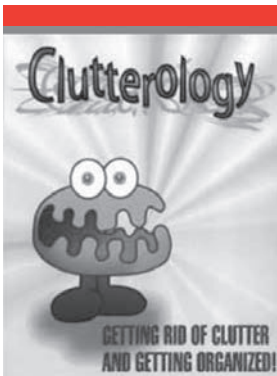
**“Her enthusiasm made the class interesting and enjoyable.”**

–Child Visitation Monitor Student

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

–Child Visitation Monitor Student

## Become a Professional Organizer #210167



Turn your organizing skills into a money-making career! If you have a knack for neatness and are interested in starting your own

business, this class will help you launch a career as a professional organizer. Learn insider secrets from a professional organizer and industry secrets that could only be acquired

through hands-on experience (until now!). The materials fee includes the book, *How to Become a Clutterologist*.

*Instructor **Nancy Miller** has been an organizer for more than 15 years, offering both personal and business consultation. Nancy's credentials include membership in the National Association of Professional Organizers and the National Study Group on Chronic Disorganization.*

Tuesday, 6:30 pm - 9:30 pm;  
1 session on January 21, 2014

Tuition: **\$39.00**

Instructor: **Nancy Millerh**

Location: **Technical Arts Bldg., Room 101-P**

Materials Cost: **\$30.00**



## Food Manager Certification

#300123



COUNTY OF LOS ANGELES

Public Health

*El Camino College  
Community*

*Education is proud*

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

Attention food-handler workers! This one day class prepares you to take the examination needed to certify or recertify you as a licensed food handler. The Certified Food Handler/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 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](mailto:gev.kaz@gmail.com). All other matters should be directed to the Community Education office.

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

Saturday, 8:00 am - 5:00 pm; 1 session on February 8, 2014

Saturday, 8:00 am - 5:00 pm; 1 session on May 10, 2014

Tuition: **\$89.00**

Instructor: **Gevork Kazanchyan**

Location: **El Camino College**

Materials Cost: **\$30.00**



## Make-Up Artist 101 Certificate Seminar

#300116

Are you a cosmetologist who wants to offer more to your customers? Or do you just love make-up and want to know everything there is to know about applying beautiful make-up? Then, this class is for you! Jenesie will teach you the step-by-step stages of make-up application: 1) Skin care and prep --why and how it affects your make-up applications. 2) Foundations--how to pick out the correct color and coverage for each application. 3) Brushes--the functions for each shape and style. 4) Eye shadows--color techniques. 5) Basic everyday looks and the smokey looks. 6) Wedding application including prep for lighting and camera work. 7) Music-video applications 8) How to apply false lashes. This class will teach you the most valuable and essential make-up artist skills. Upon completion, students will be eligible to receive a Certificate of Completion.\* Materials fee covers products to be used during hands-on class work including brushes, shadow palette, blush, sponges and usage of the instructor's complete kit. **Note:** Please bring a bottle of oil-based make-up remover (i.e. Almay), a pack of face wipes (i.e. Ponds) and one fashion or tabloid magazine.

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

*Instructor Jenesie 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 March 29, 2014,  
ending March 30, 2014

Saturday, Sunday 9:00 am - 6:00 pm;  
2 sessions starting May 17, 2014,  
ending May 18, 2014

Tuition: **\$350.00**  
Instructor: **Jenesie Tyler**  
Location: **El Camino College**  
Materials Cost: **\$25.00**

## 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.

### Learning Outcomes

After successfully completing this course, you will be able to:

1. Understand and describe basic anatomy, kinesiology and exercise physiology.

2. Assess an individual's level of fitness using ACSM guidelines.
3. Design and customize exercise programs.
4. Demonstrate proper execution of resistance, cardio respiratory and flexibility exercises.
5. Identify and demonstrate at least one strength exercise for every major muscle group.
6. Explain ACSM and AHA recommendations for cardiovascular exercise.

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

Saturday 9:00 am - 4:00 pm; 6 sessions starting April 5, 2014, ending May 17, 2014 (No class on Apr 19)

Tuition: **\$599.00**

Instructor: **World Instructor Training Schools**

Location: **TBA**

Materials Cost: **\$25.00 (For textbook)**

Textbook is required and not included in course fees. \*Call to order and start reading immediately 888-330-9487 {[www.witseducation.com](http://www.witseducation.com)}

### Free Online Information

**Sessions:** Register by visiting one of the links below and then log in and join the webinar from anywhere!

Please register for Personal Training as a SUPER Career on Feb 6, 2014 5:00 PM EDT at: <http://tinyurl.com/n4qlx8z>

Please register for Personal Training as a SUPER Career on Mar 6, 2014 12:00 PM EDT at: <http://tinyurl.com/lugceof>

## Introduction to Voiceovers #210146



This fun and empowering 2 hour introductory workshop covers the different types of voiceovers and what tools are needed to find success. You'll be coached as you read a script, and be recorded so you can receive a professional voiceover evaluation later. You'll have the knowledge necessary to help you decide if this is something you'd like to pursue. Taught by a professional voice actor from the Voice Acting Training Company, Voices For All. **Please read:** Ages 18 and over

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

Wednesday, 6:00 pm - 8:00 pm;  
1 session on February 5, 2014

Thursday, 6:00 pm - 8:00 pm;  
1 session on May 15, 2014

Tuition: **\$54.00**  
Instructor: **Voices For All**  
Location: **Technical Arts Room 101-L**  
#210126

## Bartending Certificate #210126



Quick and easy! Learn to bartend like a rock star! This exceptional course will teach you the business side of the beverage industry, in addition to the basics of bartending. This practical and effective method of instruction is sweeping the industry and updating old ways of thinking. Professional bartending requires so much more than knowing how to put ice in a glass and adding the proper ingredients. This class will prepare you to be a great salesperson, a customer service expert and an honest and valuable employee, skills that will help you succeed in the real world of bartending and throughout life. Topics 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 spent the past 30 years working in bars, restaurants and nightclubs all over the United States. In addition to teaching her series of bar courses, she is also a bar and restaurant consultant hired to advise in many areas of the business, such as hiring and training of staff, price structures, menus, management, inventory, policies and procedures.*

Monday 6:00 pm - 10:00 pm;  
3 sessions starting February 24, 2014,  
ending March 10, 2014

Tuition: **\$149.00**  
Instructor: **Kellie Nicholson**  
Location: **TBA**  
Materials Cost: **\$55.00**



## **BLS for the Healthcare Provider #234002**

This BLS (Basic Life Support) for the Healthcare Provider course is designed to provide a wide variety of healthcare professionals the ability to recognize several life threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely and effective manner. The course is intended for certified or noncertified, licensed or non licensed and future healthcare professionals.

Saturday, 9:00 am - 12:00 pm;  
1 session on February 8, 2014

Saturday, 9:00 am - 12:00 pm;  
1 session on April 12, 2014

Tuition: **\$59.00**

Instructor: **Rescue Medical Services**

Location: **El Camino College**

Materials Cost: **\$30.00**

## **ECG (Electrocardiogram) Recognition and Basic Pharmacology #234007**



The ECG and Pharmacology course is designed for current, past or future healthcare professionals who participate in cardiopulmonary arrests or other cardiovascular emergencies. Topics include basic electrophysiology, ecg measurements, srrhythmias, and the administration of ACLS drugs

according to the American Heart Association 2010 ECG Guidelines. Participants will receive a certificate of completion from the American Heart Association.

Upon successful completion of this course EMS Personnel will qualify to receive 7 hours of instructor based Continuing Education hours from an approved California EMS CE Provider - Rescue Medical Services, LLC

Saturday, 8:00 am - 4:00 pm; 1 session on May 17, 2014

Tuition: **\$139.00**

Instructor: **Rescue Medical Services**

Location: **TBA**

Materials Cost: **\$35.00**

## **Heartsaver--First Aid Course #150005**



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





Instructors provided by **Rescue Medical Services** managed by two State of California Licensed Paramedics trained by UCLA school of Medicine as American Heart Association Instructors and whose combined Emergency Medical Services experience totals nearly 25 years. Additionally, Jeffrey Peters, the Program Director, is certified by the State of California Fire Marshals office as an Emergency Services Training Instructor and was appointed in 2011 to serve as Training Center Faculty for the American Heart Association training center.

Saturday, 8:00 am - 12:00 pm;  
1 session on February 8, 2014

Saturday, 8:00 am - 12:00 pm;  
1 session on April 12, 2014

Tuition: **\$35.00**  
Instructor: **Rescue Medical Services**  
Location: **El Camino College**  
Materials Cost: **\$30.00**

victim. The course meets the requirements for many professionals and other members of the public interested in learning life saving skills. School district employees, teachers, family members of patients at high risk sudden cardiac death, corporate employees, security guards, and airline personnel will find this course especially valuable.

Saturday, 1:00 pm - 4:00 pm; 1 session  
on February 8, 2014

Saturday, 1:00 pm - 4:00 pm; 1 session  
on April 12, 2014

Tuition: **\$35.00**  
Instructor: **Rescue Medical Services**  
Location: **TBA**  
Materials Cost: **\$30.00**

*Use of American Heart Association materials in an educational course does not represent course sponsorship by the American Heart Association. Any fees charged for such a course, except for a portion of fees needed for AHA course materials, do not represent income to the Association.*

## **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

# MEDICAL CAREERS

Medical Billing & Coding Class (Instructor Joanne Moore)



**2 Series options:  
Starting in  
Jan and  
Feb!**

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

Pay per class or purchase series at discounted rate of \$1,299.00!

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

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

1. #230034 Medical Terminology 1 \$279
2. #230039 Medical Terminology 2 \$279
3. #230036 Medical Office Procedures-Administrative \$389
4. #230037 Medical Coding ICD-9-CM \$110

5. #230038 Medical Coding CPT \$110
6. #230035 Medical Billing and Reimbursement \$389
7. #230040 Medical Information Technology \$110

Saturdays 8:30am-12:00pm starting January 18, 2014, ending September 6, 2014

Instructor: **Dagmar Nelson**

Mondays & Wednesdays 8:30am-1:30pm starting February 5, 2014, ending April 30, 2014

Instructor: **Joanne Moore**

## FREE Information Sessions #230033

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

Saturday, January 11, 2014  
10:00am - 11:00am

Instructor: **Dagmar Nelson**

Wednesday, January 22, 2014  
10:00am - 11:00 am

Instructor: **Joanne Moore**

**Free to attend, RSVP required.**

**Call: 310-660-6460**

# MEDICAL CAREERS



## **Medical Coding Certification Prep Course: AAPC Certified Professional Coder (CPC)**

**Exam #234003**

Prepare to become a Certified Professional Coder (CPC) through this American Academy of Professional Coders (AAPC) 12 week/42 hour course taught by contracted AAPC instructor Dagmar Nelson. Now more than ever, there is a greater demand for coders because of the increase of medical services and the need to accurately code procedures (CPT) and diagnose (ICD9) for reimbursement. As such, an increasing number of employers require their employees to be certified coders. Additionally, certified coders earn more and have better job security. Would you like to have the CPC credential letters next to your name?

Course fee includes AAPC CPC Medical Coding textbook and workbook. Additional fees: Students will be provided instruction on how to access and apply for AAPC student

membership (\$70.00) and will then be required to order the AAPC coding manuals ICD-9,CPT, HCPCS (\$169.95) from the membership website.

**Pre-requisite:** Successful completion of the **Medical Billing & Coding Health Information Management 7-Class (see page 32)** series or proof of equal educational or work experience.

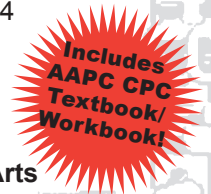
*Instructor **Dagmar Nelson** is CPC and CPC-I certified by the American Academy of Professional Coders and brings to the classroom more than 8 years of experience working both the front and back office of a doctor's office.*

Thursday 6:00 pm - 9:30 pm; 12 sessions starting January 9, 2014, ending March 27, 2014

Tuition: **\$799.00**

Instructor:  
**Dagmar Nelson**

Location: **Technical Arts  
Bldg., Room 101-P**



# MEDICAL CAREERS



## Pharmacy Technician Training Program

**Pay per course or purchase entire 8-part series + Internship 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

**Internship:** 120-hour internship 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:**  
February 26, 2014 – June 2, 2014  
Mondays, Tuesdays, Wednesdays  
9:00am – 1:30pm

# MEDICAL CAREERS

**Tuition:** \$2,599 discounted rate for the whole 8-part series + Internship

**Instructor:** Linda Hidar

*Instructor **Lina Hidar** 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.*

**Location:** El Camino College  
Tech Arts 101-P

## Pharmacy Technician Internship

120-hour internship at a pharmacy setting: Pharmacy Technician internship placement service to fulfill the 120 hour training requirements outlined by the California State Board of Pharmacy. Upon successful completion of our Pharmacy Technician Training Program, students enrolled in this service will be assisted with internship placement.

**Tuition:** \$439

Placement Manager: **Alice Wertz**

***Alice Wertz** is a specialist in workforce training and educational partnerships. She has 12 years experience in assisting employers and students in workforce preparation, training and career pathway guidance.*

## Pharmacy Technician Certification Board (PTCB) Exam Prep #234017

You've received your El Camino College Community Education Pharmacy Technician Training course Certificate of Completion?! You've completed your 120 internship hours?! What's next? While not necessarily required for job placement, if you

choose to, you may now take the PTCB (Pharmacy Technician Certification Board) exam! PTCB certification allows Pharmacy Technicians to work nationwide. In this 5-hour prep class, you will be guided and provided with top tips and tools necessary to help you pass the exam.

Saturday, 9:00 am - 3:00 pm;  
1 session on March 1, 2014

Saturday, 9:00 am - 3:00 pm;  
1 session on June 7, 2014

**Tuition:** \$399.00

**Instructor:** Lina Vidal

**Location:** Technical Arts Room 101-N

## FREE Information Session #210109

Free orientation meeting for anyone interested in the Pharmacy Technician Training Course, Internship and/or 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 program team including instructor Lina Hidar and internship placement manager Alice Wertz.

Wednesday, February 5, 2014  
6:30 pm - 7:30 pm

**Location:** El Camino College,  
Alondra Room, Bookstore Building,  
2nd Floor

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

## 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.

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

Saturday, 9:00 am - 12:00 pm;  
1 session on February 15, 2014

Saturday, 9:00 am - 12:00 pm;  
1 session on April 19, 2014

Tuition: **\$39.00**

Instructor: **Quayum Abdul**

Location: **TBA**

Materials Cost: **\$20.00**

**“Very Helpful. The instructor had many great suggestions.”**

**–Candle Making Student**

**“Knowledgeable and very friendly!”**

**–Candle Making Student**

## Glycerin Soap Making

#112371



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

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

Saturday, 9:00 am - 12:00 pm;  
1 session on March 29, 2014

Saturday, 9:00 am - 12:00 pm;  
1 session on May 17, 2014

Tuition: **\$39.00**

Instructor: **Quayum Abdul**

Location: **TBA**

Materials Cost: **\$20.00**

## 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 over 15 years working in all styles of La Danse Orientale, including Cabaret, Fusion, Tribal and Folkloric, using both traditional and contemporary music. Regine has been instructing American Cabaret Belly Dance (fusion of various Middle Eastern Dance styles) for more than 10 years. Regine has been studying Flamenco since she was 7 years old and teaching and performing Flamenco along with her dance company for over 15 years. Regine has studied both classical and modern-Bollywood-style dances of India from some of the great dance masters of India and has been teaching Bollywood dance for over 5 years. 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.*

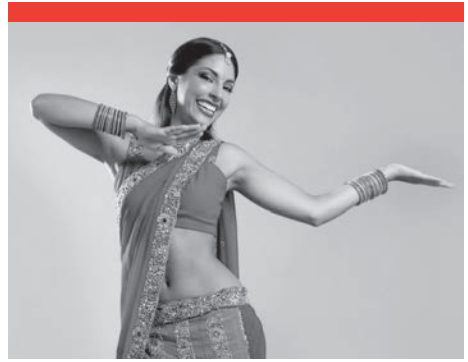
Saturday 3:00 pm - 4:00 pm;  
8 sessions starting January 25, 2014,  
ending March 22, 2014 (No class  
on Feb 15)

Saturday 3:00 pm - 4:00 pm;  
8 sessions starting April 5, 2014,  
ending May 24, 2014

Tuition: **\$75.00**  
Instructor: **Regine Costello**  
Location: **TBA**  
Materials Cost: **\$45.00**

### Bollywood Dance Fitness

#140006



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

Saturday 1:30 pm - 2:30 pm;  
8 sessions starting January 25, 2014,  
ending March 22, 2014 (No class  
on Feb 15)

Saturday 1:30 pm - 2:30 pm;  
8 sessions starting April 5, 2014,  
ending May 24, 2014

Tuition: **\$75.00**  
Instructor: **Regine Costello**  
Location: **TBA**

### Dance of the Seven Veils: A Romantic Belly Dance Workshop #140007

Make this Valentine's Day memorable! Present your special someone with the gift of a stunningly romantic belly dance veil performance. In this 2-day fun and flirty workshop, students will l



*Continues on page 32...*

***Dance of the Seven Veils continued from page 31...***



earn how to mesmerize their partner with tantalizing body movements and tempting poses using seven veils specially wrapped and tucked on the body and then gracefully removed and fluttered one by one. No previous dance experience required--appropriate for beginning to intermediate students. Students will learn techniques for developing dance movements that are flattering for all body types. Tips for costuming ideas also provided. Please bring seven pieces of sheer fabric in various sizes or students may purchase the seven pieces directly from the instructor for \$45—Please call 310-660-6460 to pre-order your seven veils.

Sunday 10:00 am - 12:00 pm;  
2 sessions starting February 2, 2014,  
ending February 9, 2014

Tuition: **\$69.00**  
Instructor: **Regine Costello**  
Location: **TBA**  
Materials Cost: **\$45.00**

## **Tap Dance for Beginners** #140008



Anybody can learn how to tap dance! Let's slap, cramp roll, and shuffle off to Buffalo. Tap dancing will give

you better rhythm, balance, and coordination. Educate your feet by mastering the Irish, Waltz, Clog and the Shim Sham Shimmy. Tap rhythms to different styles of music, jazz, r&b, rock and more.

*Instructor **Hiroshi Hamanishi** has taught for colleges, universities, art institutes and festivals all over the country. He has toured internationally and performed with many tap dance legends.*

Thursday 6:00 pm - 7:00 pm; 7 sessions starting January 16, 2014, ending February 27, 2014

Thursday 6:00 pm - 7:00 pm; 7 sessions starting March 20, 2014, ending May 1, 2014

Tuition: **\$139.00**  
Instructor: **Hiroshi Hamanishi**  
Location: **TBA**  
Materials Cost: **\$20.00**

## **Intermediate Tap Dance** #140009

Intermediate tap dancers are ready for fancy steps like the time steps, pull backs, and wing. The tap dance routine of this course will be in the style of buck and wing called the B.S. Chorus. We will also introduce the paddle and roll, foundation to explore the art of rhythm tap. Let's make some noise!

*Instructor **Hiroshi Hamanishi** has taught for colleges, universities, art institutes and festivals all over the country. He has toured internationally and performed with many tap dance legends.*

Thursday 7:00 pm - 8:00 pm;  
7 sessions starting January 16, 2014,  
ending February 27, 2014

Thursday 7:00 pm - 8:00 pm;  
7 sessions starting March 20, 2014,  
ending May 1, 2014

Tuition: **\$139.00**  
Instructor: **Hiroshi Hamanishi**  
Location: **TBA**  
Materials Cost: **\$20.00**



## MUSIC

### Drums “R” Fun #120024



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

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

Sunday 2:00 pm - 3:00 pm; 8 sessions starting January 12, 2014, ending March 2, 2014

Sunday 2:00 pm - 3:00 pm; 8 sessions starting March 23, 2014, ending May 18, 2014 (No class on Apr 20)

Tuition: **\$99.00**

Instructor: **Lenny “G”Giachello**

Location: **El Camino College**

Materials Cost: **\$5.00**

### 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 26, 2014

Sunday, 10:00 am - 5:00 pm;  
1 session on February 23, 2014

Sunday, 10:00 am - 5:00 pm;  
1 session on March 23, 2014

Sunday, 10:00 am - 5:00 pm;  
1 session on April 27, 2014

Sunday, 10:00 am - 5:00 pm;  
1 session on May 18, 2014

Tuition: **\$20.00**

Instructor: **Michael Van Overbeck**

Location: **Art & Behavioral Sciences Room 205, 209**

Materials Cost: **\$5.00**

### Secrets of Digital Photography #109007

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

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

Saturday, 9:00 am - 12:00 pm;  
1 session on February 1, 2014

Saturday, 9:00 am - 12:00 pm;  
1 session on April 5, 2014

Tuition: **\$35.00**

Instructor: **Douglas Morrison**

Location: **El Camino College**

## PERSONAL INTEREST

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



Start NOW! Get slim and fit with self-hypnosis. Using the power of your subconscious mind, you can gain control of your eating habits and cravings, lose extra pounds comfortably, and maintain the type of body you desire. This is the most relaxing, effortless and safe way to lose weight—no diets, no calories to count, no struggle, eat whatever you enjoy.

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

Tuesday, 7:00 pm - 9:30 pm;  
1 session on February 11, 2014

Tuition: **\$45.00**  
Instructor: **Jethro Carter**  
Location: **El Camino College**  
Materials Cost: **\$15.00**

### Stress Reduction & Relaxation Techniques through Self-Hypnosis #800069

Don't let STRESS rob you of your health! Chronic stress can cause anxiety, panic, chronic pain, anger,

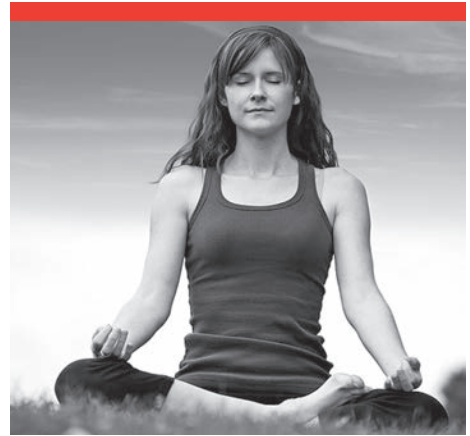
sleep disturbance, fatigue, high blood pressure, headaches, eating disorders and even hair loss. In this workshop you will learn self-hypnosis and other relaxation techniques for managing daily stressful situations. The techniques you will learn will enhance your relationships and improve your health physically, mentally, and spiritually.

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

Tuesday, 7:00 pm - 9:30 pm;  
1 session on April 8, 2014

Tuition: **\$45.00**  
Instructor: **Jethro Carter**  
Location: **El Camino College**  
Materials Cost: **\$15.00**

### 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.

*Continues on page 36...*



NEW!

## Partner Yoga Workshop

#800100

Expand your yoga practice from “me” to “we” with this fun and invigorating Partner Yoga workshop. It’s not just for romantic couples! Sharing yoga with another person who may be your life partner, parent, yoga buddy, girl friend, or total stranger can be a life-changing experience. Yoga encourages you to listen to your body’s messages and as your practice evolves so does your sensitivity and awareness of these signals. Adding the dimension of practicing with another person allows you to deepen your practice further. You’ll be amazed by the twists, bends, folds, and balancing poses that are only possible in union with another person. Feel their support and let go! You’ll be having so much fun in this workshop that you won’t realize until the next day just what an incredible physical and mental workout you received.

**Please note:** Differences in flexibility, height, weight or yoga experience may require some adjustments so it is preferable to have a partner who is similar in size and experience.

*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 9:00am-12:00pm;  
1 session on March 1, 2014

Tuition: **\$39**

Instructor: **Ron Berman RYT**

Location: **PE-2 North Gym**

**Yoga for Health & Relaxation--  
Beginning** continued from page 34...

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

Saturday 10:30 am - 12:00 pm;  
8 sessions starting January 4, 2014,  
ending February 22, 2014

Saturday 10:30 am - 12:00 pm;  
8 sessions starting March 8, 2014,  
ending April 26, 2014

Saturday 10:30 am - 12:00 pm;  
8 sessions starting May 3, 2014,  
ending June 21, 2014

Tuition: **\$88.00**  
Instructor: **Ron Berman RYT**  
Location: **TBA**

**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.

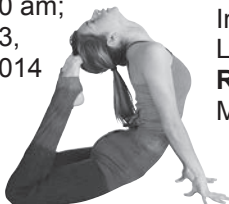
*Instructor **Ron Berman** received his training certification from Cloud Nine Yoga School in the Hatha yoga style. He has been teaching yoga in the South Bay for eight years.*

Saturday 9:00 am - 10:30 am;  
8 sessions starting January 4, 2014,  
ending February 22, 2014

Saturday 9:00 am - 10:30 am;  
8 sessions starting March 8, 2014,  
ending April 26, 2014

Saturday 9:00 am - 10:30 am;  
8 sessions starting May 3,  
2014, ending June 21, 2014

Tuition: **\$88.00**  
Instructor: **Berman RYT**  
Location: **TBA**



**Do-It-Yourself Solar For  
Homeowners** #620007



Do-it-yourself solar panels are becoming more popular each year. If you are attempting to capitalize on alternative energy sources for your home, then you may have already come across important information about using solar panels for multiple purposes, such as solar attic fans, solar water heaters, solar heated swimming pools, solar fountains, solar gardening, and solar irrigation. There are innumerable benefits derived from using solar power; and this course is a must for anyone interested in designing a solar system to convert the power of the sun into electricity. Also discussed will be how to save on installation. Convert to solar and start saving money on your electric bill! \$40 materials fee covers cost of informational booklet.

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

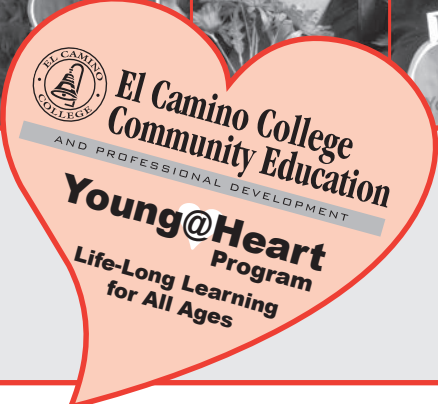
Tuesday, Thursday 6:00 pm - 10:00 pm; 4 sessions starting January 28, 2014, ending February 6, 2014

Tuesday, Thursday 6:00 pm - 10:00 pm; 4 sessions starting April 8, 2014, ending April 17, 2014

Tuition: **\$89.00**  
Instructor: **Quayum Abdul**  
Location: **Technical Arts Bldg.,  
Room 101-N**  
Materials Cost: **\$40.00**



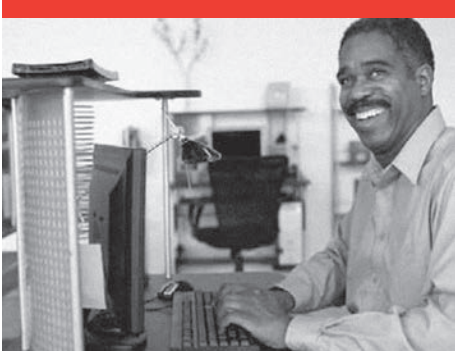
In its commitment to lifelong learning, the El Camino College Community Education Department offers classes that target the needs and interests of adults of all ages. The following selection of classes highlight some of the classes designed expressly for plus 50 adults.



## Other recommended classes include:

- Tap Dance pg. 32
- Soap Making pg. 30
- Estate Excursion pg. 45
- Train Excursion pg. 44
- Secrets of Digital Photography pg. 33

## 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 25, 2014, ending February 8, 2014  
Saturday 9:00 am - 12:00 pm; 3 sessions starting March 22, 2014, ending April 5, 2014

Tuition: **\$49.00**  
Instructor: **Dale Fedderson**  
Location: **TBA**  
Materials Cost: **\$4.00**

## Computer Basics Boot Camp for Older Adults #8890001

In just three meetings you will absorb ALL the basics, including using Microsoft Windows and Word, saving files, sending email, surfing the Internet, downloading, and more! Come join the fun with an instructor known for his plain explanations and patience. Receive a Certificate of Completion to show your doubting relatives (100% attendance required). We assume you have used the Internet a little bit . . . if not, call the instructor, or take our **Computer Basics for Technophobes** class first. \$3.00 materials fee includes Certificate of Completion and a 58-page handbook.

*Continues on page 38...*

# YOUNG @ HEART

## Computer Basics Boot Camp

continued from page 37...



*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 February 22, 2014, ending March 8, 2014

Saturday 9:00 am - 12:00 pm; 3 sessions starting April 26, 2014, ending May 10, 2014

Tuition: **\$49.00**

Instructor: **Dale Fedderson**

Location: **TBA**

Materials Cost: **\$4.00**

## 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.

*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 1:00 pm - 4:00 pm; 3 sessions starting January 25, 2014, ending February 8, 2014

Saturday 1:00 pm - 4:00 pm; 3 sessions starting March 22, 2014, ending April 5, 2014

Tuition: **\$49.00**

Instructor: **Dale Fedderson**

Location: **TBA**

Materials Cost: **\$4.00**

## 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.

*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 1:00 pm - 4:00 pm; 3 sessions starting February 22, 2014, ending March 8, 2014

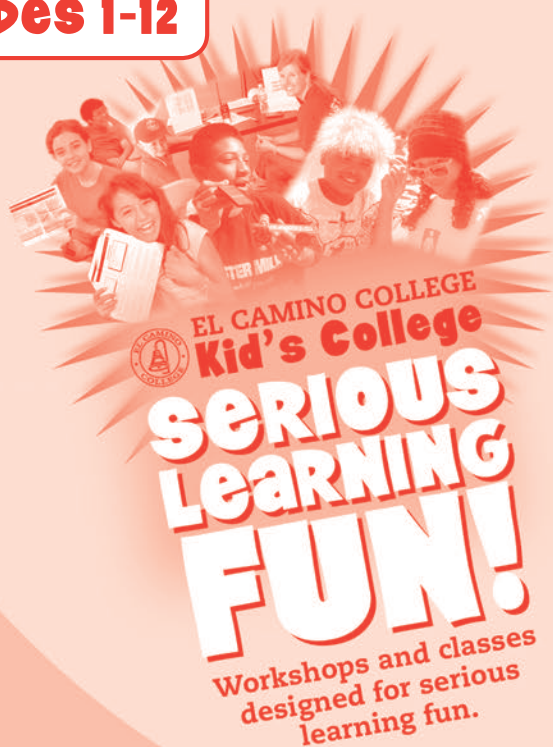
Saturday 1:00 pm - 4:00 pm; 3 sessions starting April 26, 2014, ending May 10, 2014

Tuition: **\$49.00**

Instructor: **Dale Fedderson**

Location: **TBA**

Materials Cost: **\$4.00**



### AP Italian Language and Culture (AP level 1 & 2) Preparation Course #400033



This course is designed to be an Introduction to AP Italian Language and culture following the College Board standards required for AP level 1 and 2. Students will practice Italian and develop reading, listening and communication skills. Students will learn about Italian culture through a study of geography, social institutions, literature, art, architecture, music, cuisine, sports and other cultural

aspects of Italian life. Students will participate in this class via the online platform ETUDES. During designated time periods online conferences will be held to allow students to practice the language.

*Instructor **Rossella Pescatori** from Venice, Italy received her Ph.D. in Italian at UCLA and two laurea degrees from the University of Venezia (Ca' Foscari) in Philosophy (with a dissertation in Social Psychology) and in Lettere (with a dissertation in Art History). She has published numerous publications that focus on Medieval and Renaissance studies and is actively involved in exploring and discovering new teaching methodologies and pedagogies regarding the instruction of foreign languages to different age groups.*

5 week course beginning February 3, 2014, ending March 9, 2014

5 week course beginning April 7, 2014, ending May 11, 2014

Tuition: **\$199.00**

Instructor: **Rossella Pescatori**

Location: **Online**

## **The Deliberate Musician--Mental Skills Training (Grades 6-12)**

#900032



In this course students learn why confidence, listening skills, self talk, focus, and communication is important to success in school and life. Through lecture, discussion, special guests, review of case studies and group & individual exercises, students will learn practical mental skills and strategies to dramatically improve their lives. Topics include proper management of self talk and dealing with setbacks or mistakes. This course teaches simple, powerful techniques for removing personal mental roadblocks in order to unlock your child's true potential! No knowledge of music or playing an instrument necessary.

*Instructor **Les Wise** is a world-renowned musician with more than thirty years of professional experience touring and recording. Les is also a world-class music educator and author. He was one of the first guitar instructors at the prestigious Musicians Institute in Hollywood, California, where he taught thousands of students the art and science of becoming better musicians.*

Saturday 12:00 pm - 3:00 pm; 4 sessions starting February 1, 2014, ending February 22, 2014

Tuition: **\$149.00**  
Instructor: **Les Wise**  
Location: **Technical Arts Room 101-K**  
Materials Cost: **\$15.00**

## **Academic Chess: All Levels #460121**



Did you know that playing chess increases your child's IQ? Chess also teaches children to: think deeply, gain confidence, solve problems, develop patience, evaluate positions, compete well, visualize results, and strategize and plan. Sign up today!

Saturday 10:00 am - 11:00 am;  
8 sessions starting February 22, 2014, ending April 12, 2014

Tuition: **\$79.00**  
Instructor: **Academic Chess**  
Location: **Technical Arts Bldg., Room 101-K**



## LANGUAGES

### Spanish For Beginners

#703002



Bienvenidos to Spanish for Beginners! Learning Spanish in this class is as easy as knowing the answers before you are asked the questions! Being able to read, write and speak Spanish are essential, but it is being able to understand Spanish that will help you communicate properly. This conversational class will help you understand structure, usage and grammar of the Spanish language.

*Instructor Maria Victoria has been teaching Spanish for more than 10 years to a diverse group of men and women from stay-at-home parents to scientists. She is the author of the Spanish-language course booklet EL ESPAÑOL ES FACIL (SPANISH IS EASY)®.*

Tuesday 6:30 pm - 8:30 pm; 10 sessions starting January 7, 2014, ending March 11, 2014

Tuesday 6:30 pm - 8:30 pm; 10 sessions starting March 18, 2014, ending May 20, 2014

Tuition: **\$159.00**

Instructor: **Maria Barrera**

Location: **Technical Arts Bldg., Room 101-L**

Materials Cost: **\$35.00**

### Intermediate Spanish

#703003

Bienvenidos to Intermediate Spanish! Looking for a place to continue learning and improving your Spanish skills? Understanding and applying present, past and future tenses will help you communicate more clearly.

This conversational class will help you continue your understanding of Spanish, its structure, usage and grammar.

*Instructor Maria Victoria has been teaching Spanish for more than 10 years to a diverse group of men and women from stay-at-home parents to scientists. She is the author of the Spanish-language course booklet EL ESPAÑOL ES FACIL (SPANISH IS EASY)®.*

Wednesday 6:30 pm - 8:30 pm; 10 sessions starting January 8, 2014, ending March 12, 2014

Wednesday 6:30 pm - 8:30 pm; 10 sessions starting March 19, 2014, ending May 21, 2014

Tuition: **\$159.00**

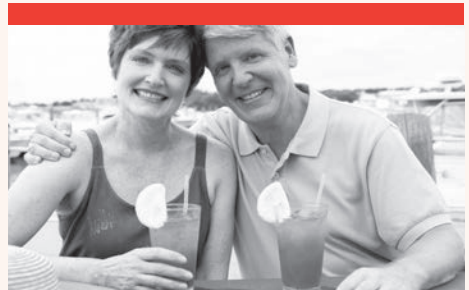
Instructor: **Maria Barrera**

Location: **Technical Arts Bldg., Room 101-L**

Materials Cost: **\$35.00**

## MONEY MATTERS

### Retirement Planning Today #810072



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

*Continues on page 42...*

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

**Retirement Planning Today**  
continued from page 41...

Instructor **Larry Takahashi, CFP®**, is a **CERTIFIED FINANCIAL PLANNERTM** 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.**

Saturday 9:00 am - 12:00 pm;  
2 sessions starting February 1, 2014,  
ending February 8, 2014

Thursday 6:30 pm - 9:30 pm;  
2 sessions starting February 6, 2014,  
ending February 13, 2014

Tuition: **\$39.00**

Instructor: **Larry Takahashi**  
Location: **Technical Arts Bldg.,  
Room 101-N**  
Materials Cost: **\$20.00**

**Used Vehicle Dealer Certification—Start an Auto Wholesale Business! #210153**

Make \$3K-\$6K per month buying, selling or exporting wholesale cars from home. Students will learn step-by-step directions on how to obtain an auto dealer license and how to operate a profitable used-car business. By the end of this one-day course, students will know how to and where to buy vehicles at wholesale prices and sell at retail prices. Tips on how to supplement your 9-5 with \$3,000 - \$6,000 income per month on a part-time basis will also be provided. Students will receive a DMV Certificate of Completion at the end of the class. Instructor Ronald Wayne Williams is an authorized DMV occupational licensing education instructor. He also maintains a lucrative auto dealer business and a California insurance agency.

Monday, Tuesday 6:00 pm - 9:00 pm; 2 sessions starting January 13, 2014,  
ending January 14, 2014

Tuition: **\$89.00**  
Instructor: **Ronald Williams**

Location: **Technical Arts Bldg.,  
Room 101-N**  
Materials Cost: **\$20.00**

## SPECIAL EVENTS & EXCURSIONS

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

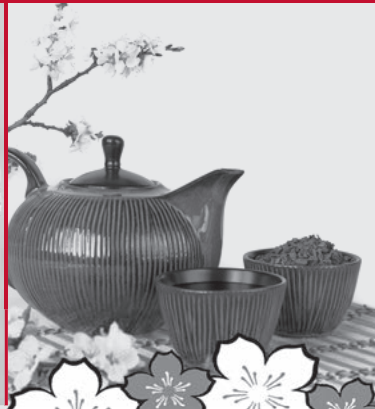
- Transportation via chartered deluxe air-conditioned coach
- Guided by Professional Tour Director
- Unless otherwise noted, each tour will depart from and return to the El Camino College parking lot D just off of Manhattan Beach Blvd (near the electronic sign). Please arrive 20 minutes prior to departure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

**ACADEMY OF MAGICAL  
ARTS EXCURSION:  
THE MAGIC CASTLE  
With Included  
Champagne Brunch  
Sunday, January 26, 2014**



A unique opportunity to access this private club which is generally not available to the public! Enjoy an

*Continues on page 44...*



# MOTHER-DAUGHTER JAPANESE TEA

In honor of the special bond that exists  
between Moms and Daughters...

Join us for our 4th annual Mother-Daughter Tea  
with a Japanese-themed presentation.

**Saturday, May 10, 2014**

10:00am-12:30pm

El Camino College East Dining Room

\$25 per person

Limited seating. Pre-registration required. Call 310-660-6460.  
Ages 5 & up

## INCLUDES:

- **Food:** Buffet-style light luncheon/tea service
- **Photo Booth:** A printed photo for each guest. Japanese costumes provided.
- **Dance Performance** by Fujima Seiyumi Kai (pictured above)
- **Japanese Tea Ceremony Presentation**
- **Kimono Dressing Presentation**
- **Japanese Market Place:** Find the perfect Mother's day gift! Japanese-inspired shopping treasures by local artisans.

**SPECIAL EVENTS & EXCURSIONS**

# SPECIAL EVENTS & EXCURSIONS

## ***The Magic Castle Excursion***

*continued from page 42...*

all-you-can-eat champagne brunch and live magical performances at The Magic Castle – the world’s most famous club for magicians and magic enthusiasts alike. The Magic Castle opened its doors on January 2, 1963 and more than four decades later, the Castle has become the world-famous “home” to the Academy of Magical Arts and their invited guests. The magnificent building that houses The Magic Castle is a sight in itself – built in 1908, this storied Victorian mansion has watched Hollywood grow and change for almost 100 years while never losing its original charm. See what magicians all over the world consider as the premier magic venue and the virtual ‘center’ of the magician’s universe. **Required dress code:** “country club” attire (no jeans, shorts or sandals). You must be able to walk up a steep driveway and stairs to enter the Castle. **Price: \$119; Depart: El Camino College lot D 10:15 a.m. Return: 4:15 p.m.**

## **LOS ANGELES HISTORY EXCURSION: THE PAPER CHASE Federal Reserve Bank & L.A. Times**

**Friday, February 21, 2014**



On a fascinating, 90-minute behind-the-scenes walking tour of the Federal Reserve Bank’s Los Angeles branch, you’ll see how cash is counted, stored, re-circulated and destroyed by high speed machines and robotics. During this high-security exclusive tour you’ll visit the currency processing area, see millions of dollars in cash and coins in the vault, view historic currency, see

a short film, and explore interactive displays. Next, we will take a guided behind-the-scenes tour of the *Los Angeles Times* printing plant to see the massive printing presses and learn how the *L.A. Times* is printed each day. Then, a visit to the historic *Los Angeles Times* building, an architectural gem which at the time of its opening in 1935, was the largest building in the western U.S. The lobby is spectacular and features 10-foot-high murals – some of the finest murals produced in Los Angeles during the 1930s. See the historical exhibit showcasing the first 100 years of the Times! Lunch on your own at Philippe’s or Olvera Street. **Required:** provide legal names with reservation and bring valid government-issued photo identification on day of tour. **Suggested:** walking shoes as there is considerable walking on this tour. **Price: \$59; Depart: El Camino College lot D 8:45 a.m. Return: 5:30 p.m.**

## **TRAIN EXCURSION: Fillmore & Western Railway MURDER MYSTERY TRAIN with Included Train Lunch Saturday, March 15, 2014**



All aboard the mystery train for hearty laughs and some less-than-serious sleuthing. As we sit back and enjoy the scenic ride through Ventura County’s beautiful Heritage Valley roundtrip from Fillmore, a murder will take place and the crime will need to be solved. Jump right in and help determine the culprit, or simply sit back and be entertained by the spectacular actors. You’ll travel in style aboard the vintage 1930s passenger cars of the Fillmore & Western

# SPECIAL EVENTS & EXCURSIONS

Railway – known as the Hollywood Movie Train ever since it was owned by three major studios and featured in over 400 films. This unique experience includes a three-course waiter-served meal on the train that features a green salad, orange-glazed chicken breast, rice pilaf, vegetables and dessert! A truly wonderful way to spend your Saturday! **Price: \$107; Depart: El Camino College lot D 10:05 a.m. Return: 6:00 p.m.**

## **THEATRE EXCURSION: Palm Springs Follies FINAL FAREWELL! With Optional Buffet Lunch Saturday, March 29, 2014**



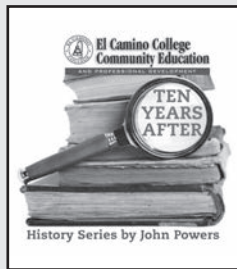
After 23 years and worldwide fame, the Fabulous Follies are saying goodbye and closing the curtain for good in May, 2014. Don't miss this opportunity to see the Follies' final season, "The Last Hurrah!" The closing production will be a "greatest hits" version of the show with the best dance numbers and variety acts of past years! Whether you love the Follies or just love to have fun, this will be the show of a lifetime! Making her Follies debut, Darlene Love will be guest starring in April. A Rock N' Roll Hall of Fame member, Darlene will dazzle you with her smash hit "He's a Rebel" and much more! Join us on this musical and dance-filled extravaganza. . . all performed by a cast definitely old enough to remember the way it really was – every member of the cast is 56-86 years young! Their legendary line of 'long-legged lovelies' is a Follies trademark. Riff Markowitz, known as

the *Follies Man* is a phenomenon and audience favorite. Before the show, enjoy an optional lunch (additional \$20) at the Spa Casino buffet or lunch on your own in downtown Palm Springs. Stage-floor seating at the Plaza Theatre. We'll make a stop at Hadley's, famous for their breads, nuts and date shakes. **Price: \$109; Depart: El Camino College lot D 8:15 a.m. Return: 8:00 p.m.**

## **ESTATE EXCURSION: ROBINSON GARDENS & ESTATE #2340014 Friday, April 18, 2014**



A unique opportunity to take a docent-guided tour of Virginia Robinson's home and gardens, one of only a few Beverly Hills mansions open to the public. Representative of an early 20th-century estate, it was designed by Virginia's father (of Robinsons department store) in 1911. The five distinct gardens cover six sloping acres and are especially beautiful this time of year. Walk along the brick paths, view the fountains and ponds and enjoy the large magnolia trees, a variety of camellias, gardenias and azaleas. The house is furnished with artifacts collected by the family from around the world. Lunch on your own at L.A.'s Original Farmer's Market or The Grove. **Suggested:** walking shoes as there are hilly, uneven walkways and stairs in the gardens. This is an exclusive tour that involves the coordination of our motor coach and large vans to access the gardens. **Price: \$79; Depart: El Camino College lot D 10:15 a.m. Return: 5:30 p.m.**



## TEN YEARS AFTER Major Events of 2004 Special Event Series Led by John Powers

El Camino College Community Education invites you to participate in a special event series designed to provide insight into today's headline-grabbing events by looking back to our recent past. Ten Years After will examine, through text, video imagery, and discussion with specially selected guests, several major events from the year 2004. Whether you think you know everything about these subjects or are still trying to figure them out, this course will shed light on what was known at the time and what we since have learned. The aim of the series is to benefit from an objective distance to help us make sound judgments about current major events in science, politics, world affairs and popular culture.



- **Facebook Launches w/ special guest, Gary Metzker**  
Thursday, Feb 27, 2014  
6:30pm-7:30pm (Doors open at 6:00pm)

El Camino College and Cal State Long Beach Journalism and Mass Communications instructor Gary Metzker is a four-time Pulitzer Prize-winning journalist whose vast media experience includes more than twenty-five years at the Los Angeles Times and other daily newspapers across the county.

**Location:** Alondra Room. **Fee:** \$20 per event /or \$45 for 3-pt series. Limited seats, pre-registration required.

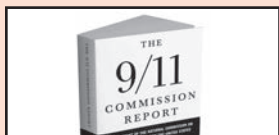


- **Oldsmobile Ceases Production w/ special guest, Michael Anderson**  
Thursday, April 24, 2014  
6:30pm-7:30pm (Doors open at 5:30pm)

El Camino College and UEI College Automotive Technology instructor Michael Anderson has twenty-one years experience working in the automotive-repair industry with expertise in all areas of automotive system(s) diagnosis and repair.

Vintage Oldsmobile cars will be displayed at ECC campus.

**Location:** Alondra Room. **Fee:** \$20 per event /or \$45 for 3-pt series. Limited seats, pre-registration required.



- **9/11 Commission Report Released**  
Thurs, May 29, 2014, 6:30pm-7:30pm (Doors open at 6:00pm)  
9/11 memorial display; please provide photos of friends or loved ones lost because of 9/11 attacks for display.

**Location:** Alondra Room **Fee:** \$20 per event /or \$45 for 3-pt series. Limited seats, pre-registration required.



Photo by Deborah Green

**John Powers** is a writer and director known to the community through the Works in Progress theater series. In 2011, he adapted the *Pentagon Papers* on the 40th anniversary of its publication in the New York Times. In celebration of the City of Torrance's Centennial, he adapted and directed works by prominent Americans for whom the year 1912 was significant in their professional lives, and they included Jared Sidney Torrance, Mother Jones, Zane Grey, Amy Lowell, and L. Frank Baum.

# 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.



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

Please call for directions to our office.

### OFFICE HOURS:

Monday - Friday 8:30 am - 5:00 pm.

Holidays: December 16, 2013-January 1, 2014 (Winter Holidays),  
January 20, 2014 (Martin Luther King), February 7, 2014 (President Holiday),  
February 17, 2014 (President Holiday), May 26, 2014 (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.

### NO REFUNDS

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

upon request 3 full business days before the first class meeting. No exceptions. Any requests received less than 3 full business days before the first class meeting will not be processed and will not receive a credit voucher. Credit Vouchers are applicable toward a future Community Education class and are valid for 3 years.

### IF A CLASS IS CANCELLED

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

### TRANSFERS

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

### REGISTRATION CONFIRMATION

Paper confirmations and receipts furnished ONLY upon request.

If you register online or over the phone, you will be asked to provide your email address to receive an email confirmation indicating your registration-confirmation information. It is your responsibility to ensure the accuracy of all registration and contact information you provide. If you would prefer to receive a paper confirmation

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

### **CERTIFICATES OF COMPLETION \$5**

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

### **PARKING ON CAMPUS**

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

### **PLEASE RECYCLE**

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

 Catalog is printed on recycled paper.

### **WHAT ARE YOU DOING TONIGHT?**

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

### **FOLLOW US ON TWITTER**



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

### **LIKE US 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.

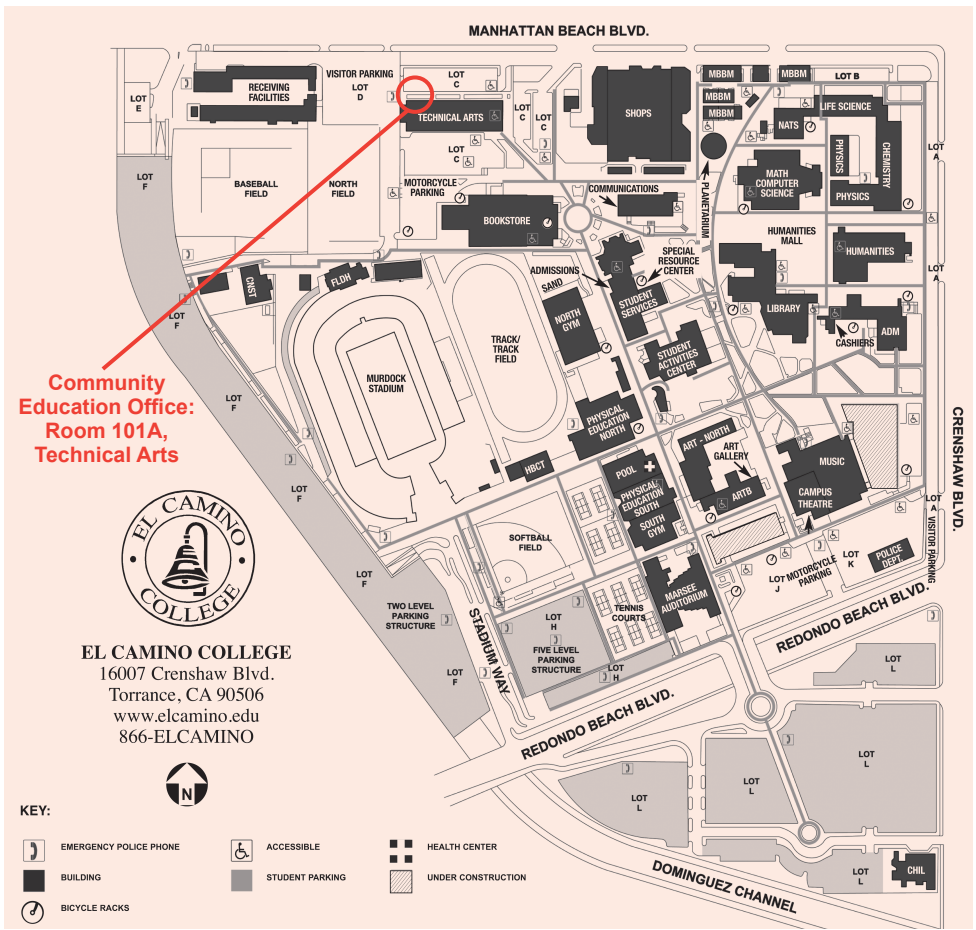
The El Camino Community College District and the Office of Community Education have made every reasonable effort to determine that everything stated in this brochure is accurate. Courses, programs, instructors, class locations, together with other matters contained herein, are subject to change without 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.


The Community Education catalog is produced by the El Camino College Community Education department: Betty L. Sedor and Veronica Mendoza; Graphic design by Soap Design Co. at [soapdesign.com](http://soapdesign.com). Contributing photographers: Veronica Mendoza, Betty L. Sedor, Jim Towns and Douglas Morrison at [morrisonphotography.com](http://morrisonphotography.com). Cover and back cover photos of 1970 Oldsmobile 442 by Sam Murtaugh, courtesy of Mecum Auctions.

*The more that you learn,  
the more places you'll go.*  
—Dr. Seuss



# El Camino Campus Map



  
**EL CAMINO COLLEGE**  
 16007 Crenshaw Blvd.  
 Torrance, CA 90506  
 www.elcamino.edu  
 866-ELCAMINO

- KEY:**
- EMERGENCY POLICE PHONE
  - ACCESSIBLE
  - HEALTH CENTER
  - BUILDING
  - STUDENT PARKING
  - UNDER CONSTRUCTION
  - BICYCLE RACKS

The Community Education Office is located in the Technical Arts Building, Room 101A.  
**For Complete Map of Campus:**



## Area Map



## For More Information

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

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



**El Camino College**  
Community Education  
AND PROFESSIONAL DEVELOPMENT

# REGISTRATION FORM

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

Winter/Spring 2014

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

# CAREER OPPORTUNITIES

## *Job Training Programs*



### ***Bartending Certificate*** (pg. 23)

Quick and Easy! Why pay more?  
Everything you need to know to  
become a Bartender.

**Starts February 24, 2014!**



### ***Pharmacy Technician Training Program***

(pg. 28)

This course combines 180  
hours of classroom instruction  
with a 120-hour pharmacy  
externship.

**Daytime course starts  
February 26, 2014!"**



### ***Medical Billing & Coding***

(pg. 26)

Intensive 100-hour training program to  
learn how to code health care services  
for third party reimbursement.

**Daytime or Weekend Classes start  
January 18, 2014 or February 5, 2014!**



### ***Become a Notary Public***

(pg. 18)

A 6-hour intensive course to  
become a safe and effective  
Notary. **February 28, 2014 and  
June 13, 2014**



### ***Alcohol & Drug Counselor***

(pg. 17)

CAADAC-Approved training program  
designed to teach theoretical and  
clinical skills needed to become a  
certified Alcohol and Drug counselor.

**Starts February 21, 2014!**

Non Profit  
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Torrance, CA  
Permit 478



 **El Camino College**  
**Community Education**  
AND PROFESSIONAL DEVELOPMENT  
16007 Crenshaw Blvd., Torrance, CA 90506  
PHONE: (310) 660-6460

**POSTAL CUSTOMER**

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

# **FINE-TUNE YOUR CAREER**



**LOOK  
INSIDE!**  
Hundreds of job  
training courses  
available in-person  
or online!  
Pages 11-29

Visit our online instruction website at  
**[www.ed2go.com/elcamino](http://www.ed2go.com/elcamino)**