



# El Camino College Community Education

AND PROFESSIONAL DEVELOPMENT

Fall 2020

SCHEDULE OF CLASSES

## Virtual Learning You'll Love



Ongoing classes offered  
from September-December 2020

REGISTER ONLINE OR BY PHONE:

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

310.660.6460



El Camino College

*Where you belong. Where you succeed.*

# Welcome to VIRTUAL Community Education!

## ABOUT COMMUNITY EDUCATION

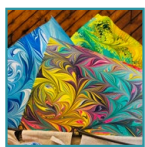
**We are live! We are remote!** We are here for our community, providing our award-winning classes and programs, virtually. Register now for a variety of classes offered in synchronous or asynchronous online formats. El Camino College's Community Education department provides short-term, not-for-credit 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 for life-long learning. College credit is not given for classes conducted by the Community Education department. There are no transcripts or grades. Community Education is a self-supporting entity of the college and is not funded by taxpayer dollars. We are here to help! If you have a special interest or particular need for a class, please send us your requests to [commed@elcamino.edu](mailto:commed@elcamino.edu).

## VIRTUAL FUN



### KID'S COLLEGE

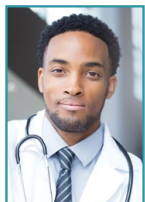
**Featuring: Coding and Digital Arts classes.....13**




### Adults

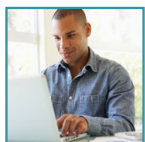
**Featuring: Virtual Excursions and Learning Adventures.....3**

## VIRTUAL JOB TRAINING



### Featuring:

**Free  Job Training Info Session Day.....29**  
**Meet our instructors from our top job training programs!**  
**Learn about career opportunities, salaries, coursework,**  
**and national certification or licensing requirements.**



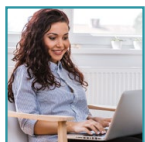
**Online Instruction Center.....14-27**  
**Hundreds of classes led by nationally-recognized expert instructors.**

## VIRTUAL PERSONAL & PROFESSIONAL DEVELOPMENT



### Featuring:

**NEW! Negotiation—The Power Of Persuasion Series.....10**  
**Imagine negotiating with confidence and clarity to**  
**communicate in ways that get you the job promotion,**  
**compensation package, car, home, or creative resolution**  
**to a conflict that is important to you.**



**How to Register for Classes.....28**

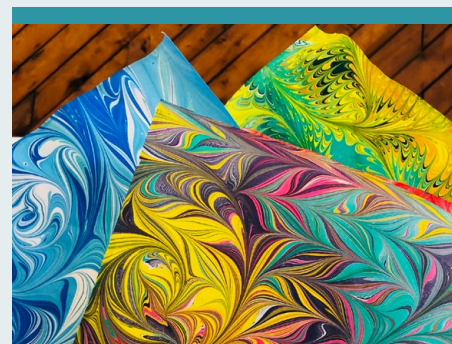
## VIRTUAL FUN

\*For complete class descriptions,  
 visit [www.ECCommunityEd.com](http://www.ECCommunityEd.com)

**Register online at [www.ECCommunityEd.com](http://www.ECCommunityEd.com)**  
**or 310-660-6460 or Text: 424-279-4430**

## VISUAL ARTS

### Introduction to Paper Marbling #119727



Discover the joy of paper marbling in this hands-on virtual workshop where you will explore color, learn basic marbling techniques and patterns, experiment with your own designs and gain the confidence you need to start marbling on your own at home! No previous art experience of any kind necessary! By the end of the class, you will have a variety of marbled pieces to use for gift wrapping, card making, scrapbooking, framing, gift tags, note cards, bookbinding, box making, envelope making, bookmarks, place cards, crafting, mixed media art... the possibilities are endless Adults and kids welcome! *\$65 materials fee covers the cost of a professional quality marbling kit that will be mailed to your home in advance of the class. A list of other supplies needed in addition to the marbling kit will be emailed.*

#### About Paper Marbling:

Paper marbling is a mesmerizing and enjoyable centuries-old art form. It involves floating paint on thickened water, making patterns and designs in the paint using special tools, and then placing paper on top of the water where the image is immediately and permanently transferred. Every piece of marbled paper is truly a unique work of art!

Thursday, Friday 5:00 PM - 6:30 PM; 2 sessions;  
 starting September 10, 2020, ending  
 September 11, 2020

Thu, Fri 5:00 PM - 6:30 PM; 2 sessions;  
 starting October 8, 2020, ending October 9, 2020

Thu, Fri 5:00 PM - 6:30 PM; 2 sessions; starting  
 November 12, 2020, ending November 13, 2020

Thu, Fri 5:00 PM - 6:30 PM; 2 sessions; starting  
 December 10, 2020, ending December 11, 2020

Tuition: **\$69**

Instructor: **Meaning-Full Art**

Location:  **Zoom Live Online**

Materials Cost: **\$65**

## Intro to Tile Art: A Virtual Studio Tour and Tile Art Package #109014



Enter the magical world of Native Tile and Ceramics studio for a unique virtual learning experience led by acclaimed master artisan, Diana Mausser. See how her incredible team of craftsmen design, hand press, glaze, and fire their award-winning tile. Immerse yourself in the artistry of tiles inspired by the historic Craftsman movement, Spanish-style movement, and other styles. The highlight of your virtual experience will be receiving in your mailbox, a Native Tile art package that includes an authentic Native Tile art piece with a unique story that will ONLY be revealed on the day of your virtual tour. Each registrant receives a different tile with a unique story. Adults and kids welcome! *\$35 materials fee covers the cost of an authentically handcrafted historically-inspired tile package that will be mailed to your home in advance of the event.*

**About Native Tile & Ceramics:** From the Four Seasons Biltmore Hotel to Shanghai Disney, Native Tile has been producing handcrafted tiles to enhance homes, public spaces, and businesses throughout the United States and beyond. Founder and master artisan, Diana Mausser, has designed more than 1,100 unique and historically inspired tile patterns ranging from earthy Craftsman style to vibrant Spanish style. Native Tile has had work featured in hotels and public spaces like The Four Seasons Biltmore in Santa Barbara, Beverly Gardens & Electric Fountain, Beverly Hills, Father of the Bride 2 Set, Party of Five Set, Los Angeles County Museum of Art, CA, Disney Hotel, Anaheim, CA, Shanghai Disney Resort, China, and Centennial Plaza in Highland Park, Texas.

**Kick off  
 your  
 Friday night  
 quarantine  
 date night!**

Friday, September 25, 2020  
 4:00PM - 5:00 PM

Wednesday, November 25, 2020  
 12:00 PM - 1:00 PM

Tuition: **\$20**

Instructor: **Native Tile & Ceramics**

Location:  **Zoom Live Online**

Materials Cost: **\$35**

**Thanksgiving  
 vacation  
 fun!**




Register online at [www.ECCommunityEd.com](http://www.ECCommunityEd.com)  
or 310-660-6460 or Text: 424-279-4430

## CRAFTS

### Bath Products (shampoo, shower gel & bubble bath) #50115

In this fun, hands-on class, students will discover simple techniques for making one-of-a-kind bath products (shampoo, shower gel, bubble bath, bath salt & exfoliate).


Saturday, October 3, 2020 9:00 AM - 12:00 PM

Tuition: **\$69**  
Instructor: **Quayum Abdul**  
Location: 

### Candle Making #50109

Have you ever wondered how beautiful candles are made? Have you ever wanted to make fragrant, multicolored candles for yourself or friends? In this dynamic workshop, you'll learn how to create unique candles to enjoy and share for far less than what they cost in stores.


Saturday, September 12, 2020 9:00 AM - 12:00 PM

Tuition: **\$69**  
Instructor: **Quayum Abdul**  
Location: 

### DIY Body Butters Workshop #50117

If your skin feels dry or uncomfortable, body butters will keep you soft, smooth and hydrated. Perfect for your roughest areas such as elbows, cracked heels, and hard-working hands. In this class, you will learn to make your own luxurious body butter lotions, with whatever scent or therapeutic ingredients you prefer.


Saturday, November 7, 2020 9:00 AM - 12:00 PM

Tuition: **\$69**  
Instructor: **Quayum Abdul**  
Location: 

### Fizzy Bath Bombs #50116

Settle in for a good soak with the ultimate fizzy bath time treat! Let your imagination go wild while experimenting with different oils, colors, flowers, and even glitter, for tons of fizzy fun.

Saturday, October 3, 2020 2:00 PM - 5:00 PM

Tuition: **\$69**  
Instructor: **Quayum Abdul**  
Location: 

### Hand Sanitizer DIY #50118


Make your own hand sanitizer at home! When it comes to preventing the spread of viruses such as COVID-19, proper hand washing is essential. If soap and water are not available, your next best friend is high-quality hand sanitizer. In this informative D.I.Y. presentation you'll learn everything you need to know about how to make your own hand sanitizer spray and wipes--

**NEW!**



including creating your own signature scent with your preferred choice of ingredients, using simple household items. Detailed presentation hand-out that includes recipes will be emailed to you.


Saturday, November 7, 2020 2:00 PM - 3:00 PM

Tuition: **\$25**  
Instructor: **Quayum Abdul**  
Location: 

### Soap Making--Cold Process Method #50111

Want to know how to use the cold process soap making method to create soap completely from scratch? This class will explain to you A to Z cold process soap making so that you can create beautiful handmade soaps right in your kitchen.

Saturday, September 12, 2020 2:00 PM - 5:00 PM

Tuition: **\$69**  
Instructor: **Quayum Abdul**  
Location: 

## DANCE

### Belly Dance (Beginning) #800031


Have you always wanted to learn to belly dance? Join us for shake and shimmy Saturdays or Wednesdays! Warning: Once you learn a few belly dance moves, you'll never want to stop. In this low-impact, high-fun dance class, you'll learn cool swanky moves such as the snake arms or I Dream of Genie-like head tilts. You'll get lost day dreaming of an exotic desert oasis while learning to glide and flutter like a butterfly with your dance veil. Plus, you'll also get to learn to play a new instrument--nothing sounds more beautiful than the sound of finger cymbals. All of this and more, while you shimmy 'til you drop! Recommended belly dance gear (as discussed at your first class) includes a veil, cymbals, and a hip scarf, all of which are optional. Some items may be purchased directly from the instructor.

Saturdays 2:00 PM - 3:00 PM; 6 sessions; starting September 12, 2020, ending October 17, 2020

Wed 6:00 PM - 7:00 PM; 6 sessions; starting September 16, 2020, ending October 21, 2020

Saturdays 2:00 PM - 3:00 PM; 6 sessions; starting October 24, 2020, ending November 28, 2020

Wed 6:00 PM - 7:00 PM; 6 sessions; starting October 28, 2020, ending December 2, 2020

Tuition: **\$89**  
Instructor: **Shirin**  
Location: 

**New Instructor!**

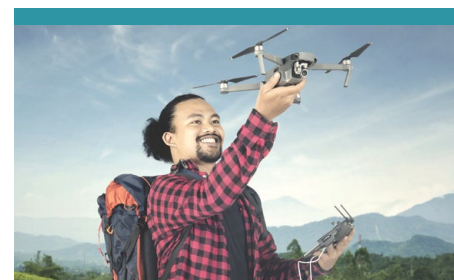
### Belly Dance (Intermediate) #140010

Continue your shake and shimmy studies! Extending the fun of Belly Dance (Beginning), this class series will take you to new levels of isolations, layered combinations, traveling steps, new varieties of hip work and of course, shimmies! Each week, you'll learn a short part of a choreography to the tune of a fun belly dance song. By the end of the class, you will be able to belly dance to the whole song!

Saturdays 3:00 PM - 4:00 PM; 6 sessions; starting September 12, 2020, ending October 17, 2020

## VIRTUAL JOB TRAINING

\*For complete class descriptions, visit [www.ECCommunityEd.com](http://www.ECCommunityEd.com)




### Commercial Drone Pilot: sUAS (small Unmanned Aerial Systems) RPIC (Remote Pilot in Command) Training Program 37 classroom hours + 120 Externship hours

This 3-part Commercial Drone Pilot job training course prepares you to pass the FAA part 107 Remote Pilot in Command (RPIC) exam and receive their RPIC certification. The course work covers: Regulations, National Airspace, Aircraft Performance, Operations, and Weather. Additionally, students will be given physical flight training with various types of sUAS (drones). This program is designed to optimally prepare you to perform the duties of a Commercial RPIC that are required in any commercial drone setting including public safety, cinematic, realty, construction, transportation, and surveying. Students will learn

Wed 7:00 PM - 8:00 PM; 6 sessions; starting September 16, 2020, ending October 21, 2020

Saturdays 3:00 PM - 4:00 PM; 6 sessions; starting October 24, 2020, ending November 28, 2020

Wed 7:00 PM - 8:00 PM; 6 sessions; starting October 28, 2020, ending December 2, 2020

Tuition: **\$89**  
Instructor: **Shirin**  
Location: 

to assist established Commercial sUAS operators in "real-life" situations. **Prerequisites:** 16+ years of age. Parental/Guardian Release form required for Students under 18 years of age. High school Senior/High School Diploma or GED.

Due to COVID-19 closure, at this time, only part 1 of the Drone Pilot course series will be offered (via live Zoom format). In-person/flight time parts 2 and 3 of the series will be added as soon as restrictions are lifted.

### Part 1: I FAA Part 2107 RPIC Exam Course #210184


Tuesday 6:00 PM - 9:00 PM; 7 sessions; starting October 13, 2020, ending November 24, 2020

Tuition: **\$399**

### Free Information Session #50185

Free information session for anyone enrolled in or interested in enrolling in the Commercial Drone Pilot Training program. You will have an opportunity to meet the instructor and learn about the FAA certification requirements. FREE to attend, reservation required by calling 310-660-6460.

**Saturday, September 19, 2020**  
**11:00 AM - 12:00 PM**

Instructor: **Steven Katz**  
Location: 

### Veterinary Assistant Training Program #8300001

Do you LOVE animals?! Are you addicted to cute animal videos and all the Animal Planet shows? Then why not start a career working with adorable, loving, amazing animal creatures every day of your life?! Enroll now in this purrrrtastic meow woof woof of a course to learn to become a Veterinary Assistant. As a Veterinary Assistant, you will learn how to help the Veterinarian or the Veterinarian Technician in their daily tasks. You will learn the proper way to feed, water, and examine pets for signs of illness, disease, or injury, and how to clean and disinfect cages and work areas, as well as sterilize laboratory and surgical equipment in laboratories, animal hospitals, or clinics.

Tue, Thu 6:00 PM - 9:30 PM; 10 sessions; starting October 13, 2020, ending November 12, 2020; (No class on October 31, 2020)

Tuition: **\$799**  
Materials Fee: **\$75** materials fee covers the cost of lab supplies (and shipping & handling) for your virtual at-home classroom. Everything you need for your at-home Veterinary Assistant lab will be shipped directly to your home.

### FREE Information Session #8300002

Free to attend, reservation required:  
Reserve online at [www.ECCommunityEd.com](http://www.ECCommunityEd.com) or call 310-660-6460.

**Saturday, September 19, 2020; 9:00 AM - 10:00 AM**  
Instructor: **Genia Donaldson**

Location: 

## MEDICAL/ALLIED HEALTH CAREERS

\*For complete class descriptions, visit [www.ECCommunityEd.com](http://www.ECCommunityEd.com)

Register online at

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

or 310-660-6460 or Text: 424-279-4430

### Medical Assistant Training Program

Pay per module or purchase entire 6-module series + Externship at discounted rate \$3,999!

240 total classroom hours + 160 Externship hours

Textbook and clinical supplies included!

**Upcoming Start Dates:** Saturdays 8:30am – 5pm  
Start September 26!  
Start November 14!

Call to schedule information session with instructor (310) 660-6460.

Begin enjoying a fulfilling and rewarding career caring for others! As a certified Medical Assistant, you'll have the opportunity to work in a variety of care settings assisting newborns to senior citizens. A highly qualified Medical Assistant can make or break a Doctor's office, clinic, or hospital. Set yourself a part from the rest, become the best at El Camino College. Enroll now in our top-notch Medical Assistant training program under the guidance of our highly-qualified and experience instructor, Leonor Gonzalez.

In just 30 weeks of lecture, labs, and "real-life" hands-on practice and a 160-hour externship/apprenticeship, you will be optimally prepared to perform all required tasks and duties required in an ambulatory care or outpatient care facility. Upon successful completion of the program, you will be qualified to apply for Certification with the

California Certifying Board for Medical Assistants, [www.ccbma.org](http://www.ccbma.org).

#### Course Module Descriptions

- **Medical Assistant 1: Introduction to Medical Assisting** #3560001 \$675 +\$75 PPE Fee
- **Medical Assistant 2: Anatomy & Physiology / Body Systems I** #3560002 \$575
- **Medical Assistant 3: Anatomy & Physiology / Body Systems II** #3560003 \$575
- **Medical Assistant 4: Anatomy & Physiology / Body Systems III** #3560004 \$575
- **Medical Assistant 5: Clinical Component / OSHA / Medical Asepsis** #3560005 \$575
- **Medical Assistant 6: Administrative Component** #3560006 \$575
- **Medical Assistant: Externship/ Apprenticeship** #3560008 \$799

Location:  zoom with in-person lab classes

#### FREE Information Session #3560007

**Saturday, September 19, 2020**  
10:00 AM - 11:00 AM


Location:  zoom

FREE to attend, reservation required: Call (310) 660-6460.

### Medical Billing and Coding Training Program

Pay per module or purchase the entire 7-module series at discounted rate \$1,599!

**Upcoming Start Dates:** Fridays 9:00am – 3:00pm  
Start September 18!  zoom  
Start October 30!

**Saturdays 8:30am – 2:30pm**  
Start September 19!  zoom  
Start October 31!

*According to the Bureau of Labor and Statistics, the medical billing and coding field is expected to grow by 21% between now and 2020. That's almost 40,000 job openings in the next six to seven years.*

In this intensive 100-hour job training program, you will gain the tools and knowledge necessary to become a medical billing professional. This series provides students with basic knowledge of the national diagnostic and procedural coding systems as well as introduces the process of filing claim forms. During the coming decades, demand for highly-skilled health-information professionals will continue to exceed the supply. Complete all 7 Medical Billing modules to earn a certificate of completion from El Camino College Community Education. Upon successful completion of the El Camino College Medical Billing & Coding Training series, professional certification with the National Healthcareer Association (NHA as a Certified Billing and Coding Specialist Certification (CBCS) exam is recommended. Further seek advanced professional coding certification with other national medical coding

exam organizations 'such as the American Academy of Professional Coders (AAPC) or the Certified Professional Coder (CPC) exam. Please note: Practical coding experience of 6 months to two years recommended prior to taking one of the advanced coding certification exams.

#### Course Module Descriptions:

You must complete all 7 modules to earn a Certificate of Completion.

**Medical Billing 1: Medical Terminology 1** #230034 \$345

**Medical Billing 2: Medical Terminology 2** #230039 \$345

**Medical Billing 3: Medical Office Procedures- Administrative** #6780006 \$345

**Medical Billing 4: Medical Coding ICD-10-CM** #6780003 \$199

**Medical Billing 5: Medical Coding CPT** #6780004 \$199

**Medical Billing 6: Medical Billing and Reimbursement** #6780001 \$475

**Medical Billing 7: Medical Information Technology** #6780005 \$125

#### FREE Information Session #49867

**Saturday, September 19, 2020; 9:00 AM - 10:00 AM**

Instructor: **Novella Reed-Miles**

Location:  zoom

FREE to attend, reservation required: Call (310) 660-6460.

## MEDICAL/ALLIED HEALTH CAREERS

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Register online at

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

or 310-660-6460 or Text: 424-279-4430



### Pharmacy Technician Training Program #3240001

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

**Train to become a licensed pharmacy technician in as little as 7 months!** In this 260-hour program, you will learn what it takes to become a successful pharmacy technician. Topics covered include: pharmacology for technicians, pharmacy law and regulations, sterile and non-sterile compounding, quality assurance, and medication safety. Learn what it takes to assist the pharmacist in preparing and mixing prescriptions, maintaining patient records, purchasing and inventory management, billing and reimbursement, and more. Program includes a 120-hour externship where you will receive hands-on training in a pharmacy under

the direction of a pharmacist. Upon successful completion of the Pharmacy Technician program, you will be eligible to apply for your California Pharmacy Technician License. Your tuition includes affidavit for licensure, background check/drug screen required for externship, liability insurance, and certificate of completion. This program fulfills the education requirements of the California Board of Pharmacy (Business and Professions Code Section 4202) for pharmacy technician licensure. Textbook, lab coat/scrubs, license application fee are not included in tuition. Salary Information: \$40,170 Annual Mean Wage in California (Source: <https://www.bls.gov/oes/current/oes292052.htm#st>)

Thurs/Sat starting October 10, 2020 ending March 25, 2021: Saturdays 9:00 AM - 12:30 PM / Thursdays 6:00 PM - 9:30 PM

Tuition: **\$2,499**

Instructor: **Mateo Lorico**

Location:  zoom with in-person lab classes

#### FREE Information Session #3240002

**Saturday, September 19, 2020**  
11:00 AM - 12:00 PM

Instructor: **Mateo Lorico**

Location:  zoom

FREE to attend, reservation required:  
Call (310) 660-6460.

### Certified Phlebotomy Technician Course (CPT1) #234033

*Employment of phlebotomists is projected to grow 25 percent from 2014 to 2024, much faster than the average for all occupations. In the state of CA, the average hourly mean wage for phlebotomists is \$19.89. --Bureau of Labor Statistics*

Phlebotomy Technicians are in demand as one of the fastest growing occupations in healthcare. Launch your career as a Phlebotomy Technician, collecting blood samples from patients in a hospital, clinical laboratory, medical office, or clinic. Through lectures and hands-on training, learn what you need to know about the circulatory system, venipuncture technique and specimen collection, risk factors and complications, and quality assurance. This course provides a complete learning experience—with 48-hour classroom instruction and a 40-hour hands-on externship. It also prepares you to take the National Certification exam to become a Certified Phlebotomy Technician 1 (CPT1). A certificate of completion is awarded upon successful completion of the course.

**Course fee includes books, supplies, study guides, all class materials, Exam preparation and externship.** Payment plan available; \$665.00 due at the time of Registration, no later than one-week prior to start of program, 2nd payment due by 3rd week of class and 3rd/final payment by 6th week of class.

Tuition does not include required State License fee of \$100.00 or the National Certification exam fee of \$115.00. *Prerequisite: You must be at least 18 years old and have a high school diploma or equivalent.*

Saturdays 9am-3pm  
**October 17, 2020 – December 12, 2020**

Monday, Tuesday, Wednesday, Thursday 10am-2pm  
**September 17, 2020 – October 7, 2020**  
**October 8, 2020 – October 29, 2020**  
**November 2, 2020 – November 19, 2020**

Monday, Tuesday, Wednesday, Thursday 6pm-10pm  
**September 17, 2020 -October 7, 2020**  
**October 8, 2020 – October 29, 2020**  
**November 2, 2020 – November 19, 2020**

Tuition: **\$1,995**

Instructor: **AUMT Marissa Esparza**

Location:  zoom with in-person lab classes

#### FREE Information Session

**Saturday, September 19, 2020**  
10:00 AM - 11:00 AM

Location:  zoom

FREE to attend, reservation required:  
Call (310) 660-6460.



### Alternative Legal Service Provider AKA Legal Document Assistant Livestream #300167



Take your experience working in the legal field to the next level as a certified and bonded Legal Service Provider. Tap into a multi-billion dollar industry and help people in need of a lower-cost alternative to an attorney. This specialized position allows you to independently assist in preparing legal documents at competitive rates within this lucrative field. Work for a law firm or become an Alternative Legal Service Provider preparing legal documents for clients who want to represent themselves in court. Maybe you've discovered the type of law you'd like to work in: Corporate, Business, IP, Insurance, Family Law, Estate Planning. We'll give you the expert knowledge you need to confidently complete documents for your own clients or in a legal setting.

#### Our two-day seminar covers:

- Revocable Living Trusts
- Evictions for landlords and Eviction Defenses for tenants
- Uncontested Divorce Proceedings
- Represent claimants for SSDI claims
- Draft business contracts, and know the essential elements of a contract
- LLCs, S Corps and C Corps

#### Required!

**Prerequisite:** A high school diploma with two years of legal experience; a baccalaureate degree with one year of legal experience; or a certificate of completion from a paralegal program approved by the American Bar Association. Alternative Legal Service Provider must maintain a \$25K bond and register with the county.

Your workbook includes descriptions and documents for each Topic plus a certificate of completion to show clients and potential employers.

Monday, Tuesday, Thursday 6:00 PM - 8:00 PM;  
6 sessions; starting December 7, 2020, ending December 17, 2020

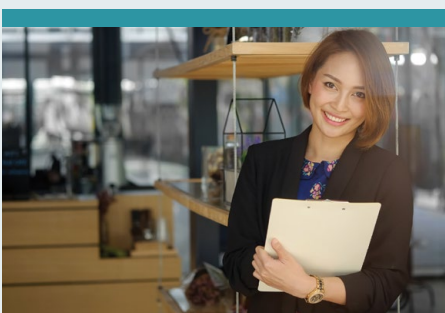
**Tuition:** \$225

**Instructor:** Notary Public Seminars

**Location:** Live Remote Online

**Materials Cost:** \$60

### Become a Notary Public Livestream #300165



Establish yourself as a Notary Public, earn additional income and provide a service to your community. Successful notaries provide a valuable service to their company, friends and private clients. Notary skills are valuable in almost any industry: real estate, legal, medical and banking to name just a few. Livestream with a notary expert for three sessions and you will be ready to take the official notary exam and practice as a safe and effective notary. Next, consider becoming a Loan Signing Agent and make \$200 to \$300 per signing. Students are eligible to access our

private Facebook page to ask questions, watch webinars and receive updates. All you need is a smartphone to join. Must be at least 18 years of age. A serious conviction may disqualify an applicant. Register for the official notary exam 15 days in advance or be a walk-in candidate. Use this link to view schedule and register: [https://www.cpsr.us/notary/exam\\_registration.php](https://www.cpsr.us/notary/exam_registration.php)

**3-Day Course:** Mon, Tue, Thu 6:00 PM - 8:15 PM; 3 sessions; starting October 5, 2020, ending October 8, 2020; (No class on October 7, 2020)

**2-Day Course:** Sat, Sun 10:00 AM - 1:30 PM; 2 sessions; starting October 10, 2020, ending October 11, 2020

**2-Day Course:** Sat, Sun 10:00 AM - 1:30 PM; 2 sessions; starting November 7, 2020, ending November 8, 2020

**3-Day Course:** Tue, Wed, Thu 6:00 PM - 8:15 PM; 3 sessions; starting December 1, 2020, ending December 3, 2020

**Tuition:** \$125

**Instructor:** Notary Public Seminars

**Location:** Live Remote Online

**Materials Cost:** \$20

### Renew Your Notary Commission - 3-Hour Seminar LIVESTREAM #210139

Need to renew your notary commission? We'll feature the new state laws passed this year and give you a brush-up on general law to make sure you haven't fallen into any bad habits. You are eligible to take our 3-hour class (First 1 & 1/2 sessions of the regular Notary class) if your commission has not expired. Note: You are welcome to join us for all 3 sessions. Renewing notaries must take the exam and submit livescan fingerprints again. Use this link to view exam schedule and register: [https://www.cpsr.us/notary/exam\\_registration.php](https://www.cpsr.us/notary/exam_registration.php)

**2-day course:** Monday, October 5, 2020  
6:00 PM - 8:15 PM and Tuesday, October 6, 2020  
6:00 PM - 7:00 PM

**1-Day Course:** Saturday, October 10, 2020  
10:00 AM - 1:30 PM

**2-day course:** Tuesday, December 1, 2020  
6:00 PM - 8:15 PM and Wednesday, December 2, 2020  
6:00 PM - 7:00 PM

**Tuition:** \$50

**Instructor:** Notary Public Seminars

**Location:** Live Remote Online

**Materials Cost:** \$20

### Become a Loan Signing Agent Livestream #300166

Make the most out of your notary commission by becoming a certified Loan Signing Agent. Our livestream seminar will teach you how to notarize loan documents and give you a simple strategy to launch your new business. Learn the information and tools you need to succeed as a Signing Agent from the comfort of your home. Our expert teachers are seasoned in the business; they'll teach you the process of completing a signing, best practices in the industry, and how to get loan signing assignments. Students are eligible to access our private Facebook page to ask questions, watch webinars and receive updates All you need is your smartphone to join. A certificate is awarded upon completion of the course.

#### Topics include:

- Notarize a loan package from any bank successfully every time
- The dos and don'ts of the profession
- What to discuss with your clients
- How to develop your own business
- Getting signed up with busy signing agencies

**Prerequisite:** You must be a Notary or have completed the 'Become a Notary Public' seminar.

Tuesday, Wednesday, Thursday 6:00 PM - 8:00 PM; 3 sessions; starting October 13, 2020, ending October 15, 2020

Tuesday, Wednesday, Thursday 6:00 PM - 8:00 PM; 3 sessions; starting November 17, 2020, ending November 19, 2020

Saturday, Sunday 10:00 AM - 1:30 PM;  
2 sessions; starting December 12, 2020, ending December 13, 2020

**Tuition:** \$125

**Instructor:** Notary Public Seminars

**Location:** Live Remote Online

**Materials Cost:** \$20

### Essential Documents in a Time of Crisis Livestream #300168



It's time to get essential documents in order. Spend six hours with an experienced attorney and you'll have a Living Will, Recoverable Trust and Power of Attorney ready to file by the end of the seminar. This epidemic has a lot of us thinking about how unprepared we are for the future. Protecting your family's finances is easy with a little expert advice. You'll learn which documents are needed, how to complete them, and where to file. We hope you are staying well and practicing physical distancing. But if medical care becomes necessary, it's important to assign an appointee to make medical decisions. Our legal expert will discuss relevant medical documents including, Durable Power of Attorney and Medical Release Forms that could make your treatment easier, quicker and less confusing.

Monday, Tuesday, Thursday 6:00 PM - 8:00 PM;  
3 sessions; starting November 2, 2020, ending November 5, 2020

**Tuition:** \$125

**Instructor:** Notary Public Seminars

**Location:** Live Remote Online

**Materials Cost:** \$20



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

**#210153**

Make \$3K-\$6K per month buying, selling or exporting wholesale cars from home. Students will learn step-by-step directions on how to obtain an auto dealer license and how to operate a profitable used-car business.

Monday, Tuesday 6:00 PM - 9:00 PM; 2 sessions; starting September 21, 2020, ending September 22, 2020

**Tuition: \$89    Instructor: Ronald Williams    Location: Live Remote Online    Materials Cost: \$25**

## BUSINESS & CAREERS

\*For complete class descriptions, visit [www.ECCommunityEd.com](http://www.ECCommunityEd.com)

Register online at [www.ECCommunityEd.com](http://www.ECCommunityEd.com) or 310-660-6460 or Text: 424-279-4430

### Introduction To Voiceovers (Getting Started In Voice Acting) #210146

"Wow, you have a great voice!" Have you heard that more times than you can count? Or maybe you listen to your favorite audiobooks, commercials, or cartoon characters and think, "I could do that!" If so, then you could have what it takes to begin working as a professional Voiceover Artist. Explore the voiceover industry with your instructor, a professional, working voice actor from Voices For All. Discover the current trends in the industry and how they make it easy and affordable for just about anyone to get involved.

Saturday, October 3, 2020 10:00 AM - 12:00 PM

Tuition: \$79

Instructor: **Voices For All**

Location: **Live Online**

### Solar Panel Installation Training 101 #3470001

Thousands of home & commercial owners are looking for "Solar Installers" to install solar panels on their roof-tops. Experienced solar installers are doing the same kind of work as independent contractors. In fact, independent contractor positions are in high demand. 65% of solar installation is done by independent solar installers. This course will prepare participants to design and install solar photovoltaics on roof-tops. Class topics include solar, electrical, and city codes as well as electrical wiring. Materials fees \$40 (Covers class instructional and study materials). Optional opportunity to receive hands-on training in a real-world installation setting is available upon request, after successful completion of the course.

Monday, Wednesday 6:30 PM - 9:30 PM; 8 sessions; starting October 19, 2020, ending November 11, 2020

Tuition: \$265

Instructor: **Quayum Abdul**

Location: **Live Remote Online**

Materials Cost: \$40

## Certificate in Negotiation

**3-Part Series: \$125 per module / \$299 for all 3 parts!** \*Successfully complete all three parts to earn a **Certificate of Completion in Negotiation**. \*Enter promo code negotiation3 at checkout for discount.

### Negotiation 1: Essential Negotiation Skills For Success Today #300041

Imagine negotiating with confidence and clarity to communicate in ways that get you the job promotion, compensation package, car, home or creative resolution to a conflict that is important to you. Discover the essential 4 phases of a successful negotiation whether you are in a virtual or in-personal setting to get more of what you want. Learn the skills to experience an increase in collaboration, adaptability and creativity with the tips, strategies and hacks the most effective negotiators use every day to increase their influence, reputation and wealth.

Wednesday 4:00 PM - 7:00 PM; 1 session; September 16, 2020

Wednesday 4:00 PM - 7:00 PM; 1 session; October 14, 2020

Wednesday 4:00 PM - 7:00 PM; 1 session; November 11, 2020

Tuition: \$125

Instructor: **Marcia Haber**

Location:  **zoom**

Materials Cost: \$35

### Negotiation 2: The Keys to Unlock Communication in a World of Differences #300026

Have you ever wondered what it would be like to successfully negotiate with someone from another race, gender, generation or ethnic group? Successful negotiation with others from different backgrounds and cultures requires effective communication skills. The skills to negotiate with

**NEW!**

a diversity of people is a valuable asset that many businesses seek in their employees.


Wednesday 4:00 PM - 7:00 PM; 1 session; September 23, 2020

Wednesday 4:00 PM - 7:00 PM; 1 session; October 21, 2020

Wednesday 4:00 PM - 7:00 PM; 1 session; November 18, 2020

Tuition: \$125

Instructor: **Marcia Haber**

Location:  **zoom**

### Negotiation 3: Know Your Emotions to Neutralize Tactics & Stay on Track #300027

How do you make decisions? Have you ever made a poor decision because you felt intimidated or wanted to avoid rejection? In negotiations, often intense emotions can get triggered by a surprise tactic that confuses or manipulates to drive poor thinking and decision-making. In this module, we will explore strategies for recognizing typical negotiation tactics and experiment with interactive role plays to discover helpful approaches that will keep you focused on your key goals.


Wednesday 4:00 PM - 7:00 PM; 1 session; September 30, 2020

Wednesday 4:00 PM - 7:00 PM; 1 session; October 28, 2020

Wednesday 4:00 PM - 7:00 PM; 1 session; November 25, 2020

Tuition: \$125

Instructor: **Marcia Haber**

Location:  **zoom**

## Have you ever dreamed of being your own boss?

Let **Work for Yourself@50+** help you get started.

Join us for an interactive workshop where you can explore your self-employment options and connect with resources in your community.

Work for Yourself@50+ can also help you:

- ✓ Develop a business plan
- ✓ Create rock-solid financials
- ✓ Work closely with a coach to find an approach that meets your needs

**Work for Yourself@50+** is designed to help older adults learn the ins and outs of successful self-employment.

### Work For Yourself@50+ (FREE Workshop) #300157

Have you ever dreamed of being your own boss? Let Work for Yourself@50+ help you get started. Work for Yourself@50+ is a program specifically designed to help people 50 and older learn about what it takes to be successfully self-employed in today's economy. Join us for an interactive workshop where you'll learn to:

- Explore your options
- Find your focus

- Make a plan
- Watch out for trouble
- Connect with resources in your community

Workshop includes 72 page workbook and resource guide courtesy of the AARP Foundation.

Thursday, Sept. 24, 2020 9am-11am

Saturday, October 24, 2020 9am-11am

Tuition: **FREE**

Instructor: **Solomon Bedford**

Location:  **zoom**

For more information or to register:

**Call 310-660-6460**

For a future without senior poverty.

**AARP Foundation**

## HEALTH & WELLNESS

\*For complete class descriptions, visit [www.ECCommunityEd.com](http://www.ECCommunityEd.com)

**Reiki** visit [www.ECCommunityEd.com](http://www.ECCommunityEd.com)

### Yoga for Health & Relaxation-- Beginning #9230001

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.

Saturday 10:30 AM - 12:00 PM; 6 sessions; starting September 19, 2020, ending October 24, 2020

Saturday 10:30 AM - 12:00 PM; 6 sessions; starting October 31, 2020, ending December 5, 2020

Tuition: \$69

Instructor: **Ron Berman RYT**

Location:  **zoom**

### Yoga For Health & Relaxation-- Intermediate #9230002

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.

Saturday 9:00 AM - 10:30 AM; 6 sessions; starting September 19, 2020, ending October 24, 2020

Saturday 9:00 AM - 10:30 AM; 6 sessions; starting October 31, 2020, ending December 5, 2020

Tuition: \$69

Instructor: **Ron Berman RYT**

Location:  **zoom**

## MONEY MATTERS

\*For complete class descriptions, visit [www.ECCommunityEd.com](http://www.ECCommunityEd.com)

### Retirement Planning Today #4570001

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

Saturday 9:00 AM - 11:00 AM; 2 sessions; starting October 17, 2020, ending October 24, 2020

Tuesday 6:30 PM - 8:30 PM; 2 sessions; starting October 20, 2020, ending October 27, 2020

Tuition: \$59

Instructor: **Larry Takahashi**

Location:  **zoom**

Materials Cost: \$25





**FREE** classes for foster & kinship care resource parents focusing on skills needed for foster parents or relative caregivers to care for children in out-of-home care, as well as themselves.

**Our Mission:** The mission of the El Camino College Foster and Kinship Care Education program is to provide quality education and support opportunities to caregivers of children and youth in out-of-home care so that these providers may meet the educational, emotional, behavioral and developmental needs of children and youth in the foster care system.

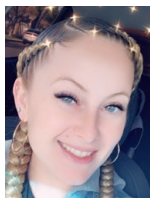
#### Why is the Foster & Kinship Care Education Program Important?

From 1989 to 1998, the number of children in California's foster care system has grown by more than 50%-- from 68,000 to 105,000. The dramatic increase in the state's foster care population has been attributed to many factors--there are a greater number of children living in poverty, increasing numbers of parents who abuse alcohol and drugs, and increasing cases of child abuse and neglect. The El Camino College Foster & Kinship Care Education program plays a vital role in providing licensed foster parents and relative caregivers with the training and education that will help them in meeting the multifaceted and often complex needs of the foster children in their care. El Camino College and other community colleges play an important role by providing over 25,000 hours of education/training to foster parents and relative caregivers.

**TO BECOME A RESOURCE FOSTER/ADOPTIVE PARENT: CALL 888-811-1121**

**TO REGISTER FOR RESOURCE PARENT (RFA) CLASSES: CALL 213-640-3082 OR 213-640-3079**

#### Our Trainers:



##### Jenna Provinse

Against her high school counselor's advice, former foster youth, **Jenna Provinse** applied to and was accepted to a CA State University. Jenna double majored in Social Work and Psychology and went on to earn a Master's Degree in Social Work from the University of Southern California. She is now accruing her hours towards her LCSW and plans on pursuing a Doctorate of Social Work. Jenna has both professional and direct service experience working in a variety of capacities with youth (individual and family therapy, behavioral interventions, group homes, ILP, and crossover youth). Coupled with her personal experience growing up in foster care and her experience as a resource relative caregiver to her niece, Jenna brings a broad spectrum of perspectives to her classes.



##### Sandra Smith

With more than twenty-eight years of experience as a Foster Care resource parent, trainer, and educator, **Sandra Smith** brings a wealth of expertise, real-world understanding, and passion to her classes. As a Resource Parent of four boys, three of whom she adopted and one whom she co-raised with his biological mom, the heart of Sandra's love for FKCE and RFA training is rooted in her dedicated sense of advocacy for other Resource parents. She also draws upon her twelve years of experience as a middle school and high school instructor. She also earned an M.A. in Business and was one of the original PS-MAPP trainers.



**Theresa Reed** is a former foster child. She is also a facilitator of learning and author who is passionate about educating those who engage with foster youth and others suffering from the effects of trauma to empathize in a way that facilitates healing. With an M.Ed in Adult Education, certifications in Mental Health First Aid and Attachment, Regulation and Competency, and 15+ years working with Foster/Kinship Care Education and foster youth support programs, she brings a wealth of knowledge.

DATE	TIME	SEPTEMBER CLASS SCHEDULE	TRAINER
Wed., Sept. 2	9:00 AM - Noon	Trauma & Reducing Its Effects on Caregivers	Jenna Provinse
Wed., Sept. 2	12:00 PM - 1:00 PM	SPECIAL MONTHLY SESSION: Q & A with DCFS--Ask Questions, Share Your Stories, Make Our Foster Care Community Stronger. Send us your questions: Email <a href="mailto:commed@elcamino.edu">commed@elcamino.edu</a> or text 424-279-4430 or complete form <a href="https://bit.ly/2Jw28N3">https://bit.ly/2Jw28N3</a>	DCFS
Thur., Sept. 10	12:30 PM - 3:30 PM	Regulating Emotions From the Inside Out	Theresa Reed
Tues., Sept. 29	9:00 AM - 12:00 PM	Does My Child Need to be Assessed for Special Education?	Sandra Smith
Wed., Sept. 30	9:00 AM - 12:00 PM	Bullying Factor	Sandra Smith
Wed., Thurs., Fri., Sept. 23-25	9 AM - 3 PM (Sept. 23) 9 AM - 2 PM (Sept. 24-25)	F-Rate (Fostering medically fragile children) 3 Part* Pre-Service	Jenna Provinse

DATE	TIME	OCTOBER CLASS SCHEDULE	TRAINER
Wed., Oct. 7	9:00AM - 12:00 PM	Turning Dreams Into Degrees (Grades 11th-12th) #50156	Jenna Provinse
Wed., Oct. 7	12:00 PM - 1:00 PM	SPECIAL MONTHLY SESSION: Q & A with DCFS--Ask Questions, Share Your Stories, Make Our Foster Care Community Stronger. Send us your questions: Email <a href="mailto:commed@elcamino.edu">commed@elcamino.edu</a> or text 424-279-4430 or complete form <a href="https://bit.ly/2Jw28N3">https://bit.ly/2Jw28N3</a>	DCFS
Thurs., Oct. 8	12:30 PM- 3:30 PM	Are You Culturally Considerate?	Theresa Reed
Wed, Oct. 14	9:00 AM - 12:00 PM	Turning Dreams Into Degrees (Grades 6th -10th) #50158	Sandra Smith
Thurs., Oct. 15	9:00 AM - 12:00 PM	Prudent Parenting	Sandra Smith
Wed., Thur., Fri., Oct. 21-23	9 AM - 3 PM (Oct. 21) 9 AM - 2 PM (Oct. 22-23)	D-Rate--(Fostering Children with emotional and behavioral issues) 3 Part* Pre-Service	Jenna Provinse
Tues., Wed., Thur., Oct. 27-29	9 AM - 3 PM (Oct. 27) 9 AM - 2 PM (Oct. 28-29)	F-Rate--(Fostering medically fragile children) 3 Part* Pre-Service	Sandra Smith

DATE	TIME	NOVEMBER CLASS SCHEDULE	TRAINER
Wed., Nov. 4	9:00AM - 12:00 PM	Allegations Are Real: What To Do If You Get An Allegation	Sandra Smith
Wed., Nov. 4	12:00 PM - 1:00 PM	SPECIAL MONTHLY SESSION: Q & A with DCFS--Ask Questions, Share Your Stories, Make Our Foster Care Community Stronger. Send us your questions: Email <a href="mailto:commed@elcamino.edu">commed@elcamino.edu</a> or text 424-279-4430 or complete form <a href="https://bit.ly/2Jw28N3">https://bit.ly/2Jw28N3</a>	DCFS
Thurs., Nov. 12	12:30 PM- 3:30 PM	The Art of Co-Parenting	Theresa Reed
Thurs., Nov. 12	3:30 PM - 6:30 PM	Managing Challenging Behaviors	Jenna Provinse
Tues., Wed., Thur., Nov. 17-19	9 AM - 3 PM (Nov. 17) 9 AM - 2 PM (Nov. 18-19)	D-Rate--(Fostering Children with emotional and behavioral issues) 3 Part* Pre-Service	Sandra Smith
Mon., Tues., Wed., Nov. 23-25	9 AM - 3 PM (Nov. 23) 9 AM - 2 PM (Nov 24-15)	F-Rate (Fostering medically fragile children) 3 Part* Pre-Service	Jenna Provinse

DATE	TIME	DECEMBER CLASS SCHEDULE	TRAINER
Wed., Dec. 2	9:00 AM - 12:00 PM	Strategies For Coping With Stress	Sandra Smith
Wed., Dec. 2	12:00 PM - 1:00 PM	SPECIAL MONTHLY SESSION: Q & A with DCFS--Ask Questions, Share Your Stories, Make Our Foster Care Community Stronger. Send us your questions: Email <a href="mailto:commed@elcamino.edu">commed@elcamino.edu</a> or text 424-279-4430 or complete form <a href="https://bit.ly/2Jw28N3">https://bit.ly/2Jw28N3</a>	DCFS
Thurs., Dec. 3	12:30 PM- 3:30 PM	It's Not Drama, It's Vicarious Trauma	Theresa Reed
Thurs., Dec. 3	4:00 PM-7:00 PM	Caring For Your LGBTQ Youth	Jenna Provinse

**WWW.ECCOMMUNITYED.COM**  
**OR CALL 310-660-6460 OR TEXT 424-279-4430**  
**MONDAY-FRIDAY 9AM-4:00PM**



# FREE ONLINE ESL CLASSES



## LEARN TO READ, WRITE & SPEAK ENGLISH

El Camino College's free ESL courses help non-native speakers learn basic English for college or the workplace — or simply to improve everyday communication — without the pressure of grades. Students advance at their own pace through four levels of classes that teach writing, reading, listening, speaking, and pronunciation.

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



**El Camino College**  
*Where you belong. Where you succeed.*



## Grades 1-12

Register online at [www.ECCommunityEd.com](http://www.ECCommunityEd.com)  
or 310-660-6460 or Text: 424-279-4430



### Math Tutoring Grades 6-12: Pre-Algebra, Algebra, Geometry or Trigonometry #410056

Customized Math instruction to provide your child with the optimal support he/she needs to excel in Math. Choose the specific area of math you wish to study: Algebra, Geometry or Trigonometry. The maximum number of students per class is 3 to 1 (instructor). This allows the instructor to provide individual attention to improve your child's abilities, skills and confidence.

Saturdays 10:15 AM - 11:15 AM; 5 sessions;  
starting September 12, 2020, ending  
October 10, 2020

Saturdays 10:15 AM - 11:15 AM; 5 sessions;  
starting October 17, 2020, ending  
November 14, 2020

Tuition: **\$179**

Instructor: **Geanie Kim**

Location: zoom

### Coding Academy (Ages 8-14)

Calling all future coders, programmers, & designers! Explore a series of coding languages like HTML, CSS, JavaScript, and Python through introductory projects and design challenges. Get started on your coding journey and become the next coding prodigy! Projects will be available on a Black Rocket website to share with friends and family.

\*Compatible with MAC, Windows, and Chromebook  
\*\$10 license fee per student with this class

September 26th through October 31st  
Saturdays 9:00AM-11:00AM

November 7th through December 19th  
(No class Thanksgiving weekend)  
Saturdays 9:00AM-11:00AM

Tuition: **\$169**

To register: <http://blackrocket.com/online/elc>  
**Registration opens September 1st!**

### YouTube® Content Creators (Ages 8-11 and 11-14)

Find your voice and leave your mark on the world! Whether you are six or sixty, it's time to start a career as the next YouTube star. Explore the variety of content and personalities that exist on YouTube and how to find your own niche. Learn the Dos and Don'ts of the platform and how to practice good digital citizenship. Develop your on-camera presence, your own channel branding, and professional editing skills. Take home a plan for launching your own channel with the content created in class! Student projects will be available on a password protected Black Rocket website to share with friends and family.

\*A webcam is required for this course.

\*Compatible with MAC and Windows OS only.

September 26th through October 31st  
Saturdays 9:00AM-11:00AM

Tuition: **\$159**

To register: <http://blackrocket.com/online/elc>  
**Registration opens September 1st!**

### ROBLOX® Makers (Ages: 8-11 and 11-14)

Unlock the power of ROBLOX® Studio, the world creation tool used by real-world ROBLOX® developers! Learn how to build 3D models and create an adventure in your ROBLOX® world. Bring characters to life with unique animations you design. Student-created projects will be available on a password protected Black Rocket website to share with friends and family.

\*Compatible with MAC and Windows OS only.

November 7th through December 19th  
(No class Thanksgiving weekend)  
Saturdays 9:00AM-11:00AM

Tuition: **\$159**

To register: <http://blackrocket.com/online/elc>  
**Registration opens September 1st!**



## ONLINE INSTRUCTION CENTER

Online classes for Job Seekers, Professionals, Business Owners, Teachers & Enrichment Seekers



**Something for everyone!** Choose from a variety of online, synchronous, or hybrid distance education classes and programs that offer flexibility during our current COVID-19 pandemic "stay-at-home" reality. You choose when and where to participate; day or evening, weekdays or weekends. Sign up today with one of our online industry leader partners to gain the job skills you need for the 21st century!



UGotClass classes are designed for today's busy professionals interested in advancing their career. For complete UGotClass classes and descriptions, visit [www.ECCommunityEd.com](http://www.ECCommunityEd.com)



## UGotClass Top 10 Selling Certificates

### Hot! Certificate in Data Analysis

Introduction to Data Analysis  
Intermediate Data Analysis  
Advanced Data Analysis

### Social Media for Business Certificate

Introduction to Social Media  
Marketing Using Social Media  
Integrating Social Media in Your Organization  
Digital Marketing Certificate  
Improving Email Promotions  
Boosting Your Web Site Traffic  
Online Advertising

### Spanish for Medical Professionals

### Certificate in Presentation Media

Infographics  
Photoshop for Presentations  
Graphic Design for Visual Presentations

### Programming for Non-Programmers Certificate

How Programming Works  
Basic Programming Concepts  
Communicating with Programmers

### New! Hot! Coding Certificate

Introduction to Coding  
HTML Fundamentals  
CSS Fundamentals

### Mastering Video Marketing

Video Marketing  
YouTube for Business

### New for 2020!

### Certificate in SQL (Structured Query Language)

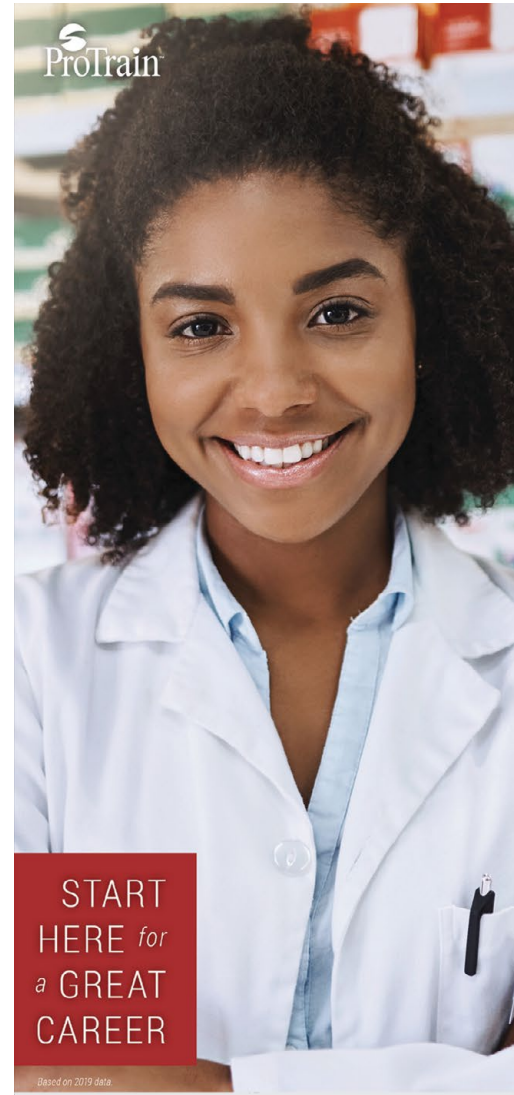
Introduction to SQL  
Intermediate SQL  
Advanced SQL

### New! Hot! Graphic Design Software Essentials

Certificate Starts  
Adobe InDesign Essentials  
Adobe Illustrator Essentials  
Adobe Photoshop Essentials

## ONLINE INSTRUCTION CENTER

Online classes for Job Seekers, Professionals, Business Owners, Teachers & Enrichment Seekers



**For complete list of ProTrain classes and to register: <https://elcamino.theknowledgebase.org/>**  
**Registration opens September 9th!**



ProTrain's offerings are designed to provide individuals with comprehensive training in new and emerging fields.

Payment plans available!

## HIGH DEMAND JOB TRAINING Self-Paced Courses

Cybersecurity Awareness - Building Your Cybersecurity Vocabulary  
Cybersecurity Awareness - Electronic Commerce Security  
Cybersecurity Awareness - The Internet of Things  
Cybersecurity Awareness - Locking Down Our Public Information  
Cybersecurity Awareness - Malware Explained  
Cybersecurity Awareness - Portable Data Protection and Destruction  
Cybersecurity Awareness - Social Networking at Work  
AutoCAD Fundamentals Certificate  
Certified Information Systems Security Professional (CISSP) 2018  
Cisco Certified Network Professional (CCNP)  
Certified Information Security Manager (CISM)  
Google Analytics  
CompTIA IT Fundamentals+ (ITF+) FC0-U61  
CompTIA Cybersecurity Analyst (CySA+) CS0-001  
Certified Cloud Security Professional (CCSP) 2018  
Substance Abuse Counseling Career Prep  
Home Health Aide Career Prep Professional  
Certified Electronic Health Records Specialist Career Prep  
Medical Transcriptionist Career Prep  
Mental Health Care Career Prep  
Patient Care Technician Career Prep  
Certified Microbial Investigator (CMI)  
CIW Social Media Strategist  
Associate Professional in Human Resources (aPHR) Exam Prep

ONLINE CLASSES

## HIGH DEMAND JOB TRAINING LIVE Online Courses

### Business and Leadership Courses

**Human Resources Professional Exam Prep (PHR and SPHR):** This HR management course weaves together solid human resource principles, timely research and recent events. Upon completion of this course, students will have the skills necessary to serve as Human Resource Managers as well as the preparation needed to successfully sit for the PHR® exam.  
**July 13 – Aug. 19, 2020 | Oct. 5 – Nov. 18, 2020**  
**Mondays & Wednesdays: 4 – 7 pm PST**

### Healthcare and Allied Health

**EKG Technician Career Prep:** Students will learn about anatomy and physiology of the cardiovascular system, appropriate patient care, the legal and medical aspects of patient care, and the role of the EKG in diagnosing and managing cardiovascular problems.  
**Sept. 2 – Oct. 14, 2020**  
**Wednesdays & Fridays: 4 – 7 pm PST**

### Information Technology and Computer Programs

**CompTIA A+:** This course covers expanded content on the CompTIA A+ IT support role including expanded baseline security topics. Students will learn a different approach to define competency in operational procedures including basic disaster prevention, recovery, and scripting basics and a greater dependency on networking and device connectivity. This course prepares students to take the CompTIA A+ 1001 and 1002 certification exams.

**Sept. 15 – Oct. 27, 2020**

**Tuesdays & Thursdays: 4 – 7 pm PST**

**CompTIA Network+:** CompTIA Network+ training measures the necessary competencies for an IT professional with approximately nine months experience in network support or administration. Students will learn the knowledge and skills needed to install, manage and troubleshoot a variety of networks on any platform. Students will be prepared to take the CompTIA Network+ N10-007 exam which covers critical security concepts, cloud computing, hardware and virtualization, and network resiliency.

**July 1 – Aug. 3, 2020 | Oct. 14 – Nov. 18, 2020**

**Mondays & Wednesdays: 4 – 7 pm PST**



## Use Your Time to Learn Online



## Learn from the Comfort of Home.

Our **Fundamentals** online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners.

**Complete any of these courses entirely from your home or office and at any time of the day or night.**

Prices start as low as: **\$120**

## INSTRUCTOR LED AND SELF-PACED COURSES ONLINE COURSES

### Personal Finance

Protect your assets and discover how best to achieve all your financial goals. **ILC SPT**

### Using the Internet in the Classroom

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

### Keys to Effective Communication

Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation. **ILC**

### Creating a Classroom Website

Learn how to create a classroom website and how having one can make you a more effective and dynamic teacher. **ILC**

### Individual Excellence

Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity. **ILC SPT**

### Creating Web Pages

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

### Creating WordPress Websites

Learn how to create websites with WordPress, the world's most popular website building platform. **ILC SPT**

**ILC** Instructor-Led Courses - Monthly sessions

**SPT** Self-Paced Tutorials - Start today and study on your own schedule

### Interpersonal Communication

Become aware of the conscious and unconscious codes of meaning people send when communicating with others. **ILC SPT**

### Homeschool With Success

Discover how to homeschool your children in a way that ensures they get what they need both academically and socially. **ILC**

### Integrating Technology in the Classroom

In this professional development course for teachers, you will learn about technology integration in the classroom and gain the skills needed to use tools like apps, assistive technology, and blogs effectively. **ILC SPT**

### Building Teams That Work

What are the secrets to managing successful teams in the workplace? Explore communication techniques and problem-solving skills that will help you get your team on track in no time. **ILC SPT**

### Leadership

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

**ed2go** offers six-week classes for exploring new careers, honing skills, or preparing for formal exams. For complete list of classes and descriptions, visit [www.ed2go.com/elcamino](http://www.ed2go.com/elcamino)



# Jump Start Your Career in INFORMATION TECHNOLOGIES!

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

## ONLINE CAREER TRAINING COURSES

**ed2go** also offers dynamic programs for career training, many of which culminate in Program Certificates. **Financial Assistance available!** For complete list of classes and descriptions, visit: <http://careertraining.ed2go.com/elcamino>

### Certified Ethical Hacker

This online Certified Ethical Hacker (CEH) course will teach you the valuable details that every information security professional needs to know. **(Voucher Included)**

### Cisco CCNA Certification Training

You'll master certification-based topics for networking essentials, so you can implement and administer Cisco solutions.

### Certified Information Security Manager (CISM)

CISM is one of the most valued certifications in the IT security industry. This online course will prepare you to sit for the CISM certification exam, and the exam cost is included. **(Voucher Included)**

### CompTIA Advanced Security Practitioner (CASP)

The CASP certification is one of the most valuable vendor neutral certification in the security field, allowing students to become proficient in a variety of areas of technology, all while allowing them to stay vendor neutral and not tied to any one particular infrastructure. **(Voucher Included)**

### CompTIA Linux+

Learn the necessary skill-sets to perform maintenance tasks with the command line, install and configure a workstation, and be able to configure a basic network in Linux. **(Voucher Included)**

### Certified Information Systems Auditor (CISA)

This online CISA training course will prepare you for the five key domains: auditing, governance, implementation, management, and protection.

### AWS System Operations Certification Bundle

You will be introduced to Amazon Web Services (AWS) and how to create automatable and repeatable deployments of networks and systems on the AWS platform. You will also be prepared to sit for the AWS Certified SysOps Administrator Associate exam.

### Help Desk Analyst: Tier 1 Support Specialist

This course will teach you to focus on the business needs of the customer, establish credibility, and provide excellent customer service and support!

### Information Security Training

This training course includes 3 of the most valuable certifications in IT Security. These credentials command some of the most lucrative salaries available in the IT field. **(Voucher Included)**

### IT Foundations Bundle

This course teaches the basics of IT Service Management (ITSM) and project management, while incorporating ITIL, SIAM, and DevOps framework, concepts and processes. You will also be prepared to pass the globally recognized ITIL Foundation, SIAM Foundation, and DevOps Foundation certification exams.

### ITIL Foundation

Learn about DevOps, ITIL and PRINCE2 and their benefits for organizations. You will learn the basics of IT service management and project management, as well as about how approaches to IT are evolving. **(Voucher Included)**

### Microsoft Certified Solutions Associate (MCSA): Server 2012

This online Microsoft Certified Solutions Associate (MCSA): Server 2012 course will prepare you to install, configure, and manage a Server 2012 network.

### SSCP Systems Security Certified Practitioner

This course is an ideal course for individuals interested in advancing their knowledge of information and systems security. **(Voucher Included)**

### Courses Features:

- 6-18 month self-paced, start anytime
- Textbook and materials included
- Prepare for industry certification
- Certification exam vouchers included
- Financial assistance available
- Student advisors available throughout training

Prepare for employment in some of today's hottest careers in the IT industry with a comprehensive, affordable, and self-paced online Career Training Course.

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Instructor-Led **ONLINE**

# Youth Courses



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### Drawing for the Absolute

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



### Introduction to Microsoft Word

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



### Introduction to Microsoft PowerPoint

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



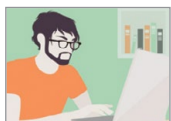
### Introduction to Microsoft Publisher

Find out how to use this software to design, develop, and publish newsletters, Web sites, and brochures.



### Creating Web Pages

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



### Blogging and Podcasting for Beginners

Learn how to create your very own blog and add a podcast too using the tools you already have on your computer.



### Introduction to Photoshop

Learn how to use Photoshop, the world's best graphics program, to edit and process photos and create original images.



### Photoshop Elements for the Digital Photographer

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



### Secrets of Better Photography

Discover strategies and tricks for taking excellent pictures no matter what or where you're shooting.



### Discover Digital Photography

Explore the fascinating world of digital photography equipment.



### 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.

## FUNDAMENTALS ONLINE COURSES

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**ENRICHMENT**



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## POPULAR ONLINE COURSES

### Accounting Fundamentals

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

### Introduction to SQL

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

### Project Management Fundamentals

Gain the skills you'll need to succeed in the fast-growing field of project management.

### Speed Spanish

Learn shortcuts to help you engage in conversational Spanish, as you build your language skills and develop fluency.

### Grammar Refresher

Whatever your goals, a grasp of English grammar is important if you want to improve your speaking and writing skills.

### Beginning Writer's Workshop

Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively.

### Effective Business Writing

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

### A to Z Grant Writing

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

### Introduction to Microsoft Excel

Become proficient in using Microsoft Excel and discover how to create worksheets, workbooks, charts, and graphs quickly and efficiently.

### Computer Skills for the Workplace

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

### Intermediate Microsoft Excel

Take your Microsoft Excel skills to the next level as you master charts, graphs, PivotTables, Slicers, Sparklines, AutoFilter, macros, and other advanced Excel functions.

### Creating WordPress Websites

Discover how to easily create blogs and websites with WordPress, the world's most popular Web publisher.

### Human Anatomy and Physiology

Learn the basic characteristics of the four main types of tissues, the general and special senses, cellular metabolism, body chemistry, and significant events in the life span, from fertilization through old age.

### Explore a Career in Medical Coding

Learn how to use the CPT manual and the ICD-10-CM to find medical codes for any disease, condition, treatment, or surgical procedure.

### 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.

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the comfort  
of home!**

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## ARTS AND DESIGN

Creating WordPress Websites  
Designing Effective Websites  
Discover Digital Photography  
Drawing for the Absolute Beginner  
How to Get Started in Game Development  
Intermediate Dreamweaver CS6  
Intermediate InDesign CC  
Intermediate Photoshop CC  
Intermediate Photoshop CS5  
Intermediate Photoshop CS6  
Intermediate WordPress Websites  
Introduction to Digital Scrapbooking  
Introduction to Dreamweaver CS6  
Introduction to Guitar  
Introduction to Illustrator CS6  
Introduction to InDesign CC  
Introduction to InDesign CS6

Introduction to Interior Design  
Introduction to Lightroom 5  
Introduction to Lightroom CC  
Introduction to Photoshop CC  
Introduction to Photoshop CS5  
Introduction to Photoshop CS6  
Mastering Your Digital SLR Camera  
Music Made Easy  
Photographing Nature with Your Digital Camera  
Photographing People With Your Digital Camera  
Photoshop CC for the Digital Photographer  
Photoshop CC for the Digital Photographer II  
Photoshop Elements 12 for the Digital Photographer  
Photoshop Elements 12 for the Digital Photographer II

Photoshop Elements 13 for the Digital Photographer  
Photoshop Elements 13 for the Digital Photographer II  
Secrets of Better Photography  
Travel Photography for the Digital Photographer

## BUSINESS

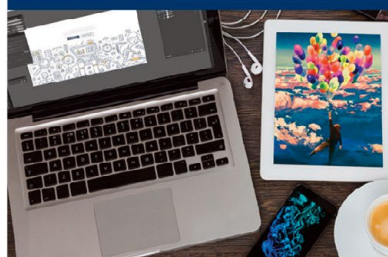
A to Z Grant Writing  
A to Z Grant Writing II-Beyond the Basics  
Accounting Fundamentals  
Accounting Fundamentals II  
Achieving Success with Difficult People  
Achieving Top Search Engine Positions  
Administrative Assistant Applications  
Administrative Assistant Fundamentals  
Advanced Grant Proposal Writing  
Becoming a Grant Writing Consultant  
Building Teams That Work  
Business and Marketing Writing  
Business Finance for Non-Finance Personnel  
Computer Skills for the Workplace  
Creating a Successful Business Plan  
Distribution and Logistics Management  
Effective Business Writing  
Effective Selling  
Fundamentals of Supervision and Management

Fundamentals of Supervision and Management II  
Get Assertive!  
Get Grants!  
Growing Plants for Fun and Profit  
High Performance Organization  
High Speed Project Management  
Individual Excellence  
Interpersonal Communication  
Introduction to Business Analysis  
Introduction to Google Analytics  
Introduction to Nonprofit Management  
Introduction to Stock Options  
Keys to Effective Communication  
Keys to Successful Money Management  
Leadership  
Learn to Buy and Sell on eBay  
Listen to Your Heart, and Success Will Follow  
Managing Customer Service  
Marketing Your Business on the Internet  
Marketing Your Nonprofit  
Mastering Public Speaking  
Mastery of Business Fundamentals  
Nonprofit Fundraising Essentials  
Personal Finance

Professional Sales Skills  
Project Management Applications  
Project Management Fundamentals  
Project Management Fundamentals II  
Purchasing Fundamentals  
Pursuing Professional Development  
Real Estate Investing  
Resume Writing Workshop  
Six Sigma: Total Quality Applications  
Skills for Making Great Decisions  
Small Business Marketing on a Shoestring  
Start and Operate Your Own Home-Based Business  
Start Your Own Arts and Crafts Business  
Start Your Own Edible Garden  
Start Your Own Gift Basket Business  
Start Your Own Online Business  
Start Your Own Small Business  
Starting a Consulting Practice  
Starting a Nonprofit  
Stocks, Bonds, and Investing: Oh, My!  
Supply Chain Management Fundamentals  
Talent and Performance Management  
The Analysis and Valuation of Stocks  
Total Quality Fundamentals  
Twelve Steps to a Successful Job Search  
Understanding the Human Resources Function  
Using Social Media in Business  
Where Does All My Money Go?  
Writing Effective Grant Proposals  
Advanced Microsoft Excel 2007  
Advanced Microsoft Excel 2010

ONLINE CLASSES

## Adobe Online Course Value Suite



**3** ONLINE COURSES  
—for—  
**1** DISCOUNTED PRICE

Each course within the Value Suite will introduce you to the features and functionality of Adobe's latest creative software.

### Introduction to InDesign CS6

Learn how to use Adobe InDesign CS6 to design professional-quality letterheads, brochures, eBooks, and more.

### Introduction to Illustrator CS6

Learn to design and draw vector art, work with shape gradients, and manipulate color images.

### Introduction to Photoshop CS6

Learn how to use Photoshop CS6 to edit photos and create original images.

## PROJECT MANAGEMENT COURSES

PMI approved courses for professional development in project management!



### PMP Certification Prep 1

Begin a well-paying career as a project manager by preparing to take—and pass—the PMP® certification exam.

### PMP Certification Prep 2

Prepare to take—and pass—the Project Management Institute's PMP® certification exam.

### High Speed Project Management

Learn to deal with the realities of managing projects at supersonic speeds despite truncated timelines, inadequate staffing, and skimpy budgets.

### Leadership

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

### Project Management Fundamentals

Gain the skills you'll need to succeed in the fast-growing field of project management.

### Project Management Applications

Experienced project manager teaches you tricks of the project management trade.

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## COMPUTER APPLICATIONS

Advanced Microsoft Excel 2013  
Advanced Microsoft Excel 2016  
Intermediate Microsoft Access 2010  
Intermediate Microsoft Access 2013  
Intermediate Microsoft Access 2016  
Intermediate Microsoft Excel 2007  
Intermediate Microsoft Excel 2010  
Intermediate Microsoft Excel 2013  
Intermediate Microsoft Excel 2016  
Intermediate Microsoft Word 2007  
Intermediate Microsoft Word 2010  
Intermediate Microsoft Word 2013  
Intermediate Microsoft Word 2016  
Intermediate Oracle  
Intermediate QuickBooks 2013  
Intermediate QuickBooks 2014  
Intermediate QuickBooks 2015  
Intermediate QuickBooks 2016  
Intermediate QuickBooks 2017  
Introduction to Adobe Acrobat X  
Introduction to Crystal Reports  
Introduction to Microsoft Access 2010  
Introduction to Microsoft Access 2013  
Introduction to Microsoft Access 2016  
Introduction to Microsoft Excel 2007  
Introduction to Microsoft Excel 2010  
Introduction to Microsoft Excel 2013  
Introduction to Microsoft Excel 2016  
Introduction to Microsoft Outlook 2010  
Introduction to Microsoft Outlook 2013  
Introduction to Microsoft PowerPoint 2010  
Introduction to Microsoft PowerPoint 2013  
Introduction to Microsoft PowerPoint 2016  
Introduction to Microsoft Project 2010  
Introduction to Microsoft Project 2013  
Introduction to Microsoft Project 2016  
Introduction to Microsoft Publisher 2010  
Introduction to Microsoft Publisher 2013  
Introduction to Microsoft Word 2007  
Introduction to Microsoft Word 2010  
Introduction to Microsoft Word 2013  
Introduction to Microsoft Word 2016  
Introduction to Oracle  
Introduction to PC Troubleshooting  
Introduction to QuickBooks 2013  
Introduction to QuickBooks 2014  
Introduction to QuickBooks 2015  
Introduction to QuickBooks 2016  
Introduction to QuickBooks 2017  
Introduction to QuickBooks Online  
Introduction to Windows 10  
Introduction to Windows 8  
Keyboarding  
Microsoft Excel - Pivot Tables  
Performing Payroll in QuickBooks 2013  
Performing Payroll in QuickBooks 2014  
Performing Payroll in QuickBooks 2015  
QuickBooks 2013 for Contractors  
QuickBooks 2015 for Contractors  
QuickBooks for Contractors 2014  
What's New in Microsoft Office 2013

## Microsoft Office Online Courses



### Learn Microsoft Office in Six Weeks From Home!

#### Intro to Microsoft Word 2016

Learn to use the basic features of Word 2016 (now available through Office 365) to type, edit, format, spell check, and print professional-looking documents, letters, and reports.

#### Intro to Microsoft Excel 2016

Learn to use basic, intermediate, and advanced features of Microsoft Excel.

#### Intro to Microsoft PowerPoint 2016

Learn how to use Microsoft PowerPoint 2016 (now available through Office 365) to create professional-looking presentations using slide and layout masters that make global changes in a snap.

#### Intro to Microsoft Access 2016

Learn to build, edit, and maintain a database in Microsoft Access 2016, complete with tables, reports, forms, macros, and queries to give you fast access to all your important information.

#### Intro to Microsoft Outlook 2016

Learn how to organize, edit, manage, and report data using Microsoft Access 2016.

#### Intro to Windows 10

Learn to use this powerful new operating system, including how to customize your desktop, manage files and folders, and navigate the Web with the new Microsoft Edge browser.

Visit our Website to find more courses!

## Keyboarding



Learn how to touch-type or improve your existing typing skills using Keyboarding Pro 5.

## COMPUTER PROGRAMMING

### Blogging and Podcasting for Beginners



Learn how to create your very own blog and add a podcast too using the tools that you already have available on your computer.

Advanced CSS3 and HTML5

Advanced Web Pages

Blogging and Podcasting for Beginners

Creating Mobile Apps with HTML5

Creating Web Pages

Intermediate C# Programming

Intermediate CSS3 and HTML5

Intermediate Java Programming

Intermediate PHP and MySQL

Intermediate SQL

Intermediate Visual Basic

Introduction to ASP.NET

Introduction to C# Programming

Introduction to C++ Programming

Introduction to CSS3 and HTML5

Introduction to Database Development

Introduction to Java Programming

Introduction to JavaScript

Introduction to PHP and MySQL

Introduction to Programming

Introduction to Python 2.5 Programming

Introduction to Python 3 Programming

Introduction to SQL

Introduction to Visual Basic

Introduction to XML

Mac, iPhone, and iPad Programming

Responsive Web Design

## Web Design Value Suite

This series of courses take you through the art of building web pages to coding in JavaScript, CSS3 and HTML5. You'll learn to plan content and structure including formatting text, building links, adding color, including graphics and tables, and developing areas of interactivity.

### Creating Web Pages

If you've always wanted to learn how to create your own website, this course is for you! Create and post your very own Web site on the Internet using HTML in this extensive, hands-on, six week workshop. Learn about the capabilities of the web and the fundamentals of web design.

### Introduction to CSS3 and HTML5

In this course, you will learn how to create state-of-the-art websites using modern CSS3 and HTML5 techniques! Take your existing HTML skills to the next level and start building sites like the pros.

### Introduction to JavaScript

This programming language lets you add interactivity to your pages by creating features such as buttons, picture carousels, and collapsible panels to your Web pages. The course begins with the basics of JavaScript code and then moves on to more advanced topics.

24/7 Access • All classes start new every month • Certificate of completion • 6-week format • Average 24 work hours • Discussion boards • Mobile accessible



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# HEALTH AND FITNESS

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Become an Optical Assistant

Certificate in Brain Health

Certificate in Complementary and Integrative Health

Certificate in End of Life Care

Certificate in Energy Medicine

Certificate in Food, Nutrition, and Health

Certificate in Gerontology

Certificate in Global Healing Systems

Certificate in Healing Environments for Body, Mind, and Spirit

Certificate in Healthy Aging

Certificate in Holistic and Integrative Health

Certificate in Holistic and Integrative Health: Foundations 1

Certificate in Holistic and Integrative Health: Foundations 2

Certificate in Holistic and Integrative Health: Foundations 3

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Certificate in Integrative Mental Health
- Certificate in Legal and Ethical Issues in Healthcare

Certificate in Meditation

Certificate in Mindfulness

Certificate in Music Therapy and Sound Healing

Certificate in Nutrition, Chronic Disease, and Health Promotion

Certificate in Pain Assessment and Management

Certificate in Perinatal Issues

Certificate in Spirituality, Health, and Healing

Certificate in Starting Your Own Business in Health and Healing

Certificate in Stress Management

Certificate in Violence Prevention and Awareness

Certificate in Womens Health Issues

Explore a Career as a Pharmacy Technician

Explore a Career as an Administrative Medical Assistant

Explore a Career in Medical Coding

Explore a Career in Medical Transcription
- Explore a Career in Medical Writing

Explore a Career in Nursing

Genealogy Basics

Handling Medical Emergencies

Happy and Healthy Pregnancy

Helping Elderly Parents

HIPAA Compliance

Introduction to Natural Health and Healing

Lose Weight and Keep It Off

Luscious, Low-Fat, Lightning-Quick Meals

Marriage and Relationships: Keys to Success

Medical Math

Medical Terminology II: A Focus on Human Disease

Medical Terminology: A Word Association Approach

Spanish for Medical Professionals

Spanish for Medical Professionals II

SAVE!

Explore a Career in Healthcare

ONLINE COURSE SUITE



If you're considering a career in healthcare, this group of online courses will introduce you to three different opportunities within the industry.

### Explore a Career in Medical Coding

Learn how to use the CPT manual and the ICD-10-CM to find medical codes for any disease, condition, treatment, or surgical procedure.

### Explore a Career as an Administrative Medical Assistant

Learn all about the in-demand career of medical information management as you explore the job of an administrative medical assistant (AMA) in a doctor's office—from appointment scheduling and chart creation to medical billing and coding.

### Explore a Career in Medical Transcription

Learn how to transcribe the medical reports most often used in healthcare today, and discover how to get started and advance as a medical transcriptionist.

3 ONLINE COURSES

for

1 DISCOUNTED PRICE

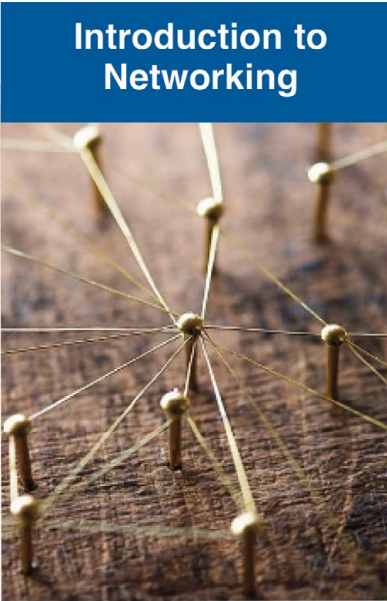
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# HOSPITALITY LANGUAGE

- Secrets of the Caterer
- Start a Pet Sitting Business
- Wow, What a Great Event!

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- Advanced PC Security
- CompTIA Security+ Certification Prep 1
- CompTIA Security+ Certification Prep 2
- Intermediate Networking
- Introduction to Networking
- Introduction to PC Security
- Understanding the Cloud
- Wireless Networking



Learn the fundamentals of networking and prepare for a career in a new and fast-growing field.

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## Introduction to Statistics



Improve your understanding of data and learn how to develop graphs and charts so you can use this information to make better decisions.

- Beginning Conversational French
- Content-Based Instruction for Language Learners
- Conversational Japanese
- Discover Sign Language
- Easy English 1
- Easy English 2
- Easy English 3
- Get Funny!
- Grammar for ESL
- Instant Italian
- Making the Most of Learner Dictionaries (American Edition)
- Making the Most of Learner Dictionaries (British Edition)
- Spanish for Law Enforcement
- Spanish for Medical Professionals
- Spanish in the Classroom
- Speed Spanish
- Speed Spanish II
- Speed Spanish III

## LEGAL

- Employment Law Fundamentals
- Introduction to Criminal Law
- Legal Nurse Consulting
- Workers' Compensation

Speed Spanish

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

## MATH AND SCIENCE

- Human Anatomy and Physiology
- Human Anatomy and Physiology II
- Introduction to Algebra
- Introduction to Biology
- Introduction to Chemistry
- Introduction to Statistics
- Math Refresher



# Suites and Series Bundles

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- 6 Week Format
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- Monthly start sessions
- Expert Instructor

These bundles allow you to take multiple courses at a discounted price while gaining an in-depth understanding of the subject area. Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners and offer new.

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Administrative Assistant Suite	Health and Well-Being Bundle	Presentation Skills Suite
Adobe Value Suite	Health Care Entrepreneurship Bundle	Project Management Suite
Aging and Health Bundle	Healthy Living Suite	Reading Strategies Suite
Animal Lover Suite	Healthy Relationships Suite	Real Estate Suite
Basic Computer Skills Suite	Leadership Suite	Sales Training Suite
Computer Networking Suite	Medical Office Basics Suite	Self-Improvement Suite
Creative Writing Value Suite	Microsoft Office 2016 Value Suite	Small Business Suite
Digital Marketing Suite	Mind-Body Therapies Bundle	Soft Skills Suite
Easy English Bundle	New Career Suite	Stock Trading Suite
Entrepreneurship Suite	New Manager Suite	Supply Chain Suite
Event Planning Suite	Nonprofit Management and Grant Writing Suite	Web Design Value Suite
Explore a Career in Healthcare Suite	Nonprofit Suite	Women's Health Bundle
Financial Analyst Suite	Nutrition and Health Bundle	Workplace Law Essentials Value Suite
Global Health and Healing Bundle	Pain Management and End of Life Bundle	Writing and Editing Value Suite

## SERIES BUNDLE

A to Z Grant Writing Series	Medical Spanish Series	QuickBooks 2016 Series
Accounting Fundamentals Series	Medical Terminology Series	QuickBooks 2017 Series
C# Programming Series	Microsoft Access 2016 Series	Speed Spanish Series
Creating WordPress Websites Series	Microsoft Excel 2016 Series	SQL Series
Educator's Fundamentals Series	Microsoft Word 2016 Series	Supervision and Management Series
Grammar Refresher Series	Oracle Series	Teaching ESL Series
GRE Prep Series	PHP and MySQL Series	Visual Basic Series
HTML and CSS Series	Project Management Fundamentals Series	
Human Physiology Series	Project Management Professional (PMP) Prep Series	
Java Programming Series		

# TEACHER PROFESSIONAL DEVELOPMENT

An Introduction to Corpora in English Language Teaching  
An Introduction to Language Assessment in the K-12 Classroom  
An Introduction to Task-based Teaching  
An Introduction to Teaching English to Young Learners  
An Introduction to Teaching ESL/EFL  
Assessing Language Ability in Young Adults and Adults  
Common Core Standards for English Language Arts K-5  
Communicative Teaching for the ESL/EFL Classroom  
Content Literacy: Grades 6-12  
Creating a Classroom Website  
Creating Classroom Centers  
Creating the Inclusive Classroom: Strategies for Success  
Developing ESL/EFL Listening Comprehension  
Differentiated Instruction in the Classroom  
Differentiating K-12 Assessments  
Empowering Students With Disabilities

Enhancing Language Development in Childhood  
Guided Reading and Writing: Strategies for Maximum Student Achievement  
Guided Reading: Strategies for the Differentiated Classroom  
Homeschool With Success  
Integrating Technology in the Classroom  
Language Learning Technologies for K-12 Teachers  
Merrill Ream Speed Reading  
Microsoft PowerPoint 2013 in the Classroom  
Practical Ideas for the Adult ESL/EFL Classroom  
Ready, Set, Read!  
Response to Intervention: Reading Strategies That Work  
Singapore Math Strategies: Advanced Model Drawing for Grades 6-9  
Singapore Math Strategies: Model Drawing for Grades 1-6  
Singapore Math: Number Sense and Computational Strategies  
Solving Classroom Discipline Problems

Solving Classroom Discipline Problems II  
Spanish in the Classroom  
Survival Kit for New Teachers  
Teaching Adult Learners  
Teaching High School Students  
Teaching Lexically  
Teaching Math: Grades 4-6  
Teaching Preschool: A Year of Inspiring Lessons  
Teaching Science: Grades 4-6  
Teaching Smarter With SMART Boards  
Teaching Students With ADHD  
Teaching Students With Autism: Strategies for Success  
Teaching Students With Learning Disabilities  
Teaching Writing: Grades 4-6  
Teaching Writing: Grades K-3  
The Creative Classroom  
The Differentiated Instruction and Response to Intervention Connection  
Understanding Adolescents  
Using the Internet in the Classroom

## TEST PREP

Advanced CompTIA A+ Certification Prep  
Basic CompTIA A+ Certification Prep  
CompTIA Network+ Certification Prep  
GMAT Preparation  
GRE Preparation - Part 1 (Verbal and Analytical)  
GRE Preparation - Part 2 (Quantitative)  
Intermediate CompTIA A+ Certification Prep  
LPI Linux Essentials Exam Prep  
LSAT Preparation - Part 1  
LSAT Preparation - Part 2  
Praxis Core Preparation  
Prepare for the GED Math Test  
Prepare for the GED Test

Project Management Professional (PMP) Prep I  
Project Management Professional (PMP) Prep II

Introduction to Screenwriting  
Mystery Writing  
Publish and Sell Your E-Books  
Research Methods for Writers  
Romance Writing  
The Craft of Magazine Writing  
The Keys to Effective Editing  
Travel Writing  
Write and Publish Your Nonfiction Book  
Write Effective Web Content  
Write Fiction Like a Pro  
Write Your Life Story  
Writerific: Creativity Training for Writers  
Writing Essentials  
Writing for Children  
Writing for ESL  
Writing the Fantasy Novel  
Writing Young Adult Fiction

## WRITING

Advanced Fiction Writing  
Beginner's Guide to Getting Published  
Beginning Writer's Workshop  
Fundamentals of Technical Writing  
Grammar Refresher  
Grammar Refresher II  
How to Make Money From Your Writing  
Introduction to Internet Writing Markets  
Introduction to Journaling

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# How to Register for a Class

**Our FALL 2020 virtual classes will be held on Zoom or similar platforms.**

- **LIVE ONLINE CLASS MEETINGS**  Your instructor will present dynamic content, lead discussions, answer questions and share material as if you are in the same room
- **HEAR, SEE, CONNECT** with your instructor and fellow students in real time from your computer or smart phone by clicking on a simple live online meeting application
- **SELF-PACED** online learning job training programs also available to learn at your own pace

## REGISTER TODAY FOR FALL 2020!



### ONLINE

**24 hours a day**  
Register at our secure website with a Visa or MasterCard. Go to [www.ECCommunityEd.com](http://www.ECCommunityEd.com)



### OFFICE INFO

El Camino College Community Education  
**Virtual Office Hours: We are working remotely!**  
**Monday - Friday 9:00am – 4:00pm**  
Closed weekends and holidays, September 7, 2020 (Labor Day), November 11, 2020 (Veteran's Day), November 26 & 27 (Thanksgiving), December 21, 2020-January 8, 2021 (Winter Closure).  
**CALL: 310-660-6460 TEXT: 424-279-4430**

### ✓ Confirmation

An auto-generated confirmation and reminder email will be sent to you. We will contact you by phone and email if the class is canceled or if there are any changes to your registration.

### \$ Class Withdrawal


If you request to withdraw from a class and the request is received by the Community Ed office three (3) business days prior to class start date, a credit voucher valid for three(3) years will be granted, less a \$15 processing fee.

### ✗ Cancellation

If the College cancels a class for any reason, those pre-registered will be notified by phone and email and payment will be refunded. We also reserve the right to substitute instructors or reschedule class times if necessary.

### OFFICE OF COMMUNITY EDUCATION

The Community Education catalog is produced by the El Camino College Community Education Department: Betty L. Sedor, Director; Veronica Mendoza, Program Assistant;

 Graphic design by Soap Studio Inc. at [soapstudioinc.com](http://soapstudioinc.com).

***"Education is the most powerful weapon which you can use to change the world."***  
**–Nelson Mandela**

## FREE **JOB TRAINING INFO SESSION DAY:**

**Saturday, September 19th 9am-12noon**

Attend one or more of our FREE virtual 1-hour job training course information sessions. Meet our dynamic instructors and learn about career opportunities, salaries, national certifications, classroom and homework requirements for our top Job Training Courses: Medical Billing & Coding, Medical Assistant, Pharmacy Technician, Phlebotomy Technician, Veterinary Assistant and Drone Pilot. **RSVP Required. Please call 310-660-6460 to make your reservation to join the Zoom info session day. Saturday, September 19, 2020**

**9:00-10:00AM**  
**Medical Billing & Coding**  
(pg. 6)



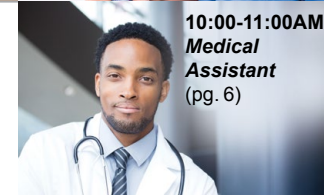
**9:00-10:00AM**  
**Veterinary Assistant**  
(pg. 5)



**10:00-11:00AM**  
**Phlebotomy Technician** (pg. 7)



**10:00-11:00AM**  
**Medical Assistant**  
(pg. 6)



**11:00AM-12:00PM**  
**Pharmacy Technician** (pg. 7)



**11:00AM-12:00PM**  
**Drone Pilot**  
(pg. 5)



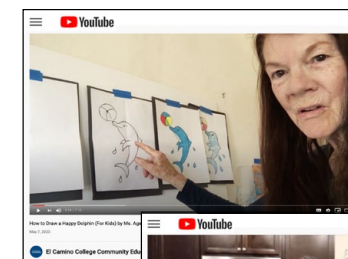
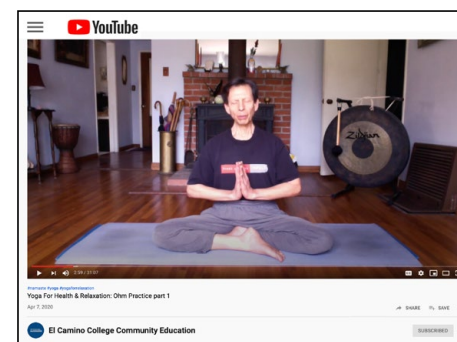
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The El Camino Community College District and the Office of Community Education have made every reasonable effort to determine that everything stated in this brochure is accurate. Courses, programs, instructors, class locations, together with other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





# El Camino College Community Education

AND PROFESSIONAL DEVELOPMENT

16007 Crenshaw Blvd., Torrance, CA 90506

PHONE: (310) 660-6460 TEXT: (424) 279-4430 EMAIL: [commed@elcamino.edu](mailto:commed@elcamino.edu)

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

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

## **VIRTUAL FUN** (pgs. 3-5)

**Introduction to  
Paper Marbling** (pg. 3)



**Intro to Tile Art: A Virtual  
Studio Tour and Tile Art  
Package**

(pg. 3)



## **VIRTUAL JOB TRAINING** (pgs. 5 & 14-17)

**Medical Billing  
and Coding** (pg. 6)



**Pharmacy Technician** (pg. 7)



**FOR MORE INFORMATION OR TO REGISTER: CALL 310-660-6460  
TEXT: (424) 279-4430 • [commed@elcamino.edu](mailto:commed@elcamino.edu)  
[www.ECCommunityEd.com](http://www.ECCommunityEd.com)**