Office Hours

October-March
Monday-Thursday
8:30am-7:30pm
Friday
8:30am-4:00pm
Saturday
7:30am-12:00noon

January
Limited Office Hours
Please Call

Office Closed
November 11 & 25 to 28
December 19 to January 2
January 9 & 16 & 18
February 12, 13 & 15
March 31

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1111 Figueroa Place
Wilmington CA, 90744
Bungalow 16

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Los Angeles Harbor College
EXTENSION PROGRAM
Fall 2009/Winter 2010
October through March

Arts
Fine Arts ......................................... 2
Crafts............................................... 2
Music ............................................. 4
Language ....................................... 4
Culinary ......................................... 6

Business
Business Basics ................................. 8
Investments & Finance .................. 9
Real Estate ..................................... 10
Career Training ................................. 11

Technology
Computer for Beginners ................. 20
Microsoft Windows & Office .......... 22
Graphic Design ............................... 23
Electronics ..................................... 23
Internet Solutions ......................... 24
Technologia: Cursos en Espanol .. 24

Fitness & Sports
Dance ........................................... 25
Fitness ......................................... 25
Wellness ...................................... 26
Sports ......................................... 27

Personal Enrichment
Beauty ......................................... 29
Home & Garden .............................. 29
Self Improvement ......................... 29
Safety ......................................... 30

College For Kids
Semi Private Tutoring .................... 32
Arts & Science ............................... 35

Extension Program Services
Traffic School ............................... 37
Typing Test .................................... 37

Online Classes
Ed2Go .......................................... 39
Gatlin Education ......................... 43

Catalog Guide
Refund Policy ............................... 46
Campus Map ................................. 47
How to Register ......................... 48
Drawing & Impressionistic Watercolor
Create paintings that capture the essence of this softly colored art form. Mix and blend colors, observe and capture objects on paper, use brush strokes for different effects, and create three-dimensional images with a single stroke. *Please bring to class: 1.5” hake brush (made in Japan), Strathmore 300 series watercolor paper, water container, paper towel or cloth towel, watercolor palette, tube of transparent watercolors including Alizarin Crimson, Burnt Sienna, Lemon Yellow, Paynes Grey, Prussian Blue, and Sap Green.

Hisako Asano, MFA, Fine Arts & Traditional Japanese Artist
#210001  Oct 17 thru Nov 21  6 Saturdays  LAHC  9:00-12noon  $72*
#210011  Jan 23 thru Mar 6  6 Saturdays  LAHC  9:00-12noon  $72*
(no class meeting Feb 13)

Black and White Photography and Film Developing
Do you have a 35mm SLR (single lens reflex) camera? Learn how to properly use it by capturing properly exposed negatives and prints. Students will also explore studio lighting for portraits and a variety of creative darkroom processes.

Carl Holzbauer, BS, has been a photography lab assistant for over a decade.
Marilyn Forsythe, BA, is an award winning photographer specializing in the L.A. scene.

#210002  Oct 7 thru Dec 9  8 Wednesdays  LAHC  5:30-9:30pm  $68
(no class meeting 11/11 & 11/25)

Writing Unleashed
Tap into your inner creativity with the art of creative writing. Whether you want to write fiction, humor, suspense, or your life story, learn to do it with interesting language and extra finesse. Students will share their work in a supportive environment with exercises designed to inspire new writing directions.

Adriel Cueva has been writing creatively for nearly fifteen years and has several pieces published in various e-magazines.

#210005  Nov 7 thru 21  3 Saturdays  LAHC  10:00-1:00pm  $69

Candle Making
Decorate quality candles and make a beautiful addition to any home! Fragrant, multi-colored candles also make great gifts for friends and family! Each participant will be able to create unique gifts for any occasion, maybe even start their own candle business! Topics include: how to get started, different types of candles, using molds, how to add fragrance and natural color additives, and sources for material/supplies. Participants will leave this class with several high-quality candles and the skills to continue on their own. Class is hands-on. Please dress accordingly. *$20 material fee payable in class.

Quayum M. Abdul, MS Physics, instructs the art of making candles across Southern California.

#220001  Nov 7  1 Saturday  LAHC  3:00- 6:00pm  $35*
Holiday Bath Products
Give the perfect gift this holiday season at a fraction of the price! Create beautiful bath products and learn all about where to get quality ingredients. Learn how to add fragrance, herbs, and oils. Create bath gels to entice the senses and gain the knowledge to make wonderful bundles of products from home! *$20 material fee payable in class for supplies.

Quayum Abdul, MS Physics, teaches the art of creating bath products all across Southern California.

#220008 Nov 14 1 Saturday LAHC 3:00-6:00pm $35*

Dazzling Floral Design for the Holidays
Nothing brightens up a room like a stunning display of gorgeous flowers. Learn how to select, prepare, and arrange fresh flowers. Acquire skill in design principles that will enable creative arrangements. Develop flair in exceptional color and texture to bring out your own personal style and construct beautifully striking floral pieces. *$80 material fee payable in class for flowers.

Vanessa Ward, owner of Flowered Occasions, is a professional floral designer with over fifteen years of experience.

#220003 Oct 17 thru 31 3 Saturdays LAHC 9:00-12:15am $59*
#220007 Jan 23 thru Feb 27 5 Saturdays LAHC 9:00-11:00am $59*
(no class meeting Feb 13)

Jewelry Beading Basics
Dazzle your friends with jewelry from the hottest designer – you! Learning basic stringing techniques, students will create their own bracelet and necklace in class. Course also covers how to get started, where to get supplies, and material selection. *$20 material fee payable in class.

Vicki Nuño-Cobos has been crafting for over three decades and has made thousands of extra dollars selling her designs.

#220005 Nov 14 1 Saturday LAHC 10:00-1:00pm $35*

The Art of Balloon Decorating
You’re just in time for those holiday parties! Learn how decorating with balloons can add so much more to a fun-filled or elegant event. Learn about the many different types of balloons, as well as hands-on techniques. Practice manipulating and using balloons to create extra special décor.

Carolyn Baker, owner of Total Package Balloons, is a professional party-planner and event decorator.

#220009 Nov 14 1 Saturday LAHC 10:00-1:00pm $39*

Handmade Holiday Gifts
Put your creativity to work and give a great gift that will not break the bank. With no prior skill required, participants will learn to make wonderful gifts that are perfect for children, teens and even adults.

Course includes where to get supplies and proper construction. Students will leave class with a completed project ready to give as a gift! *$20 material fee payable in class.

Lia Lara-Tellez, AA, is an event planner and creative consultant.

#220010 Nov 21 1 Saturday LAHC 11:00-2:00pm $39
Singing With Style
Learn to sing better than you ever thought you could in a few short lessons! Fun, exciting, and supportive environment for beginners or those who wish to improve their skills. Bring a tape recorder to tape your exercises for strengthening your voice, and a song you’d like to perform. Breakthroughs guaranteed from an expert with much TV, Vegas, recording and teaching experience—you won't believe how much fun we have and how fast you'll learn!

Jill Jaxx has been a vocal coach and voice instructor for over thirteen years.

#240001 Oct 27 thru Dec 1 6 Tuesdays LAHC 7:00-9:00pm $89

Grab Your Guitar!
Playing the guitar is a stimulating yet soothing, and fun, outlet for creative expression. This course is designed to give a beginner the basic guitar playing techniques including how to read music, play chords and melodies by ear, accompany, tune, and maintain the instrument. Students must bring their guitar and pencil to every class. Course is designed for acoustic guitars, electric is only acceptable if you have a very small amp. *$8 material fee payable in class. Class size is limited, register early!

Michael Batton, MM/BM Guitar Performance, studied music at USC under such exceptional virtuosos as Pepe Romero and has over ten years experience instructing guitar students.

#240002 Oct 12 thru Nov 16 6 Mondays LAHC 7:00-9:00pm $99
#240004 Oct 17 thru Nov 21 6 Saturdays LAHC 2:00-4:00pm $99
#240005 Jan 18 thru Feb 22 6 Mondays LAHC 7:00-9:00pm $99
#240006 Jan 23 thru Mar 6 6 Saturdays LAHC 2:00-4:00pm $99
(no class meeting Feb 13)

Tickle the Ivories: Piano 1
Would you like to learn how to play the piano? This hands-on workshop is designed for students who have no previous formal piano instruction. Together, we will start from the beginning and learn the basics of reading notes. We will also cover hand/eye coordination, and we’ll make our way towards playing short pieces by the end of the course. *Required text available in LAHC bookstore.

Dr. Anita Chang, Adjunct Music Faculty, has performed on both television and radio, given countless recitals, and has earned many prestigious awards in her field.

#240003 Oct 7 thru Nov 18 6 Wednesdays LAHC 4:00-6:00pm $71*
(no class meeting Nov 11)
#240007 Jan 20 thru Feb 24 6 Wednesdays LAHC 4:00-6:00pm $71*

How to Read This Catalog
Course Name
Course description. Information regarding what potential students can expect to learn. *Course material fees and/or required textbooks.

Instructor Name, Biography information
#XXX Course Dates Days Location Times Fees*
(Except Date normals)

Follow us on Twitter! www.twitter.com/lahcextension
**Speak Italian!**

Designed for beginning students, this course will introduce the rich Italian language. Learn language fundamentals and grasp basic speaking principles and pronunciation. Other topics include: the alphabet, phonetics, key phrases. Course will also familiarize participants with Italian culture. This class is perfect for anyone planning a trip to Italy or desiring to communicate with Italian speaking friends, family and acquaintances. *Text requirement discussed in class.

Jonathan Hiller, PhD Italian Literature, completed his studies at UCLA and has visited over 70 cities in Italy.

#250013 Oct 17 thru Dec 5 7 Saturdays LAHC 9:00-12noon $149* 
(no class meeting Nov 28)

**Conversational Spanish**

Learn Spanish vocabulary and grammar for everyday use. With emphasis on conversation and special vocabulary needs, this practical workshop will increase your ability to speak comfortably. *$25 fee per textbook. Optional workbook available. Book 1 for Levels 1, 2, & 3. Book 2 for Levels 4, 5, & 6.  Any student who has enrolled in a conversational Spanish class in the last year may repeat the same class and receive a 25% discount ($56.25)  
This class meets off campus. A map will be provided upon registration.

Gerry Koehler, MA Linguistics, Spanish Professor

**LEVEL 1**

#250001 Oct 14 thru Nov 18 6 Wednesdays KMC 5:30-7:30pm $75*
#250010 Nov 10 thru Dec 15 6 Tuesdays KMC 7:30-9:30pm $75*

**LEVEL 2**

#250002 Nov 25 thru Jan 20 6 Wednesdays KMC 5:30-7:30pm $75* 
(no class meeting Dec 23,30 & Jan 6)
#250011 Jan 19 thru Feb 23 6 Tuesdays KMC 7:30-9:30pm $75*

**LEVEL 3**

#250003 Oct 1 thru Nov 5 6 Thursdays KMC 7:30-9:30pm $75*
#250012 Jan 27 thru Mar 3 6 Wednesdays KMC 5:30-7:30pm $75*

**LEVEL 4**

#250004 Nov 12 thru Jan 14 6 Thursdays KMC 7:30-9:30pm $75* 
(no class meeting Nov 26, Dec 24,31 & Jan 7)

**LEVEL 5**

#250005 Jan 21 thru Feb 25 6 Thursdays KMC 7:30-9:30pm $75*

**LEVEL 6**

#250006 Sep 29 thru Nov 3 6 Tuesdays KMC 7:30-9:30pm $75*

Any student who has enrolled in a conversational Spanish class in the last year may repeat the same class and receive a 25% discount ($56.25).
Art

Conversation French
This workshop provides the opportunity to learn the vocabulary and grammar of one of the world’s most romantic languages. Skills are acquired for everyday usage, with a conversational emphasis. Increase your ability to read, write and speak with confidence. *$17 material fee payable in class for handouts.

Nelly C. Aguillier, BA, has taught in France’s higher education system and is currently a visiting instructor and member of the American Translator Association.

Beginning
#250007 Oct 26 thru Nov 30  6 Mondays LAHC 6:30-8:30pm $75*
#250009 Jan 21 thru Feb 25  6 Thursdays LAHC 6:30-8:30pm $75*

Intermediate
#250008 Oct 29 thru Dec 10  6 Thursdays LAHC 6:30-8:30pm $75* (no class meeting Nov 26)
#250014 Jan 25 thru Mar 8  6 Mondays LAHC 6:30-8:30pm $75* (no class meeting Feb 15)

Thai Fruit and Vegetable Carving
The art of Thai fruit and vegetable carving adds beauty and value to every occasion in which it is used. It has been in existence for over seven centuries of history and heritage. Body and mind are focused on the creation and detailed work of each piece.

Discover:
• The proper tools used
• How to pick out the best fruit and vegetables to use
• Basic carving techniques
• Creating their own Thai fruit and vegetable designs
• Set-up and arrangements

You can now learn this exquisite traditional craft and begin creating select carvings in a short period of time. Whether you are interested in learning a craft or are a professional chef, you will benefit greatly from this amazing time honored art. *$25 material fee for tools.

Boonmee Nishimoto has been instructing the art of vegetable carving for over a decade. www.designsbyboonmee.com

Fruit Carving (Beginners & Advanced Beginners)
#230008 Oct 12 thru Nov 9  5 Mondays LAHC 6:30-8:30pm $69*
#230011 Jan 27 thru Feb 24  5 Wednesdays LAHC 6:30-8:30pm $69*

Vegetable Carving (Beginners & Advanced Beginners)
#230009 Oct 14 thru Nov 18  5 Wednesdays LAHC 6:30-8:30pm $69* (No class meeting Nov 11)
#230010 Jan 25 thru Mar 1  5 Mondays LAHC 6:30-8:30pm $69* (No class meeting Feb 15)

Follow us on Twitter! www.twitter.com/lahcextension
Soul Food Cooking
Create the comforting flavors of savory soul food. Learn proper frying techniques for meat and how to prepare tantalizing side dishes to satisfy any appetite. *$15 material fee payable in class.

#230012 Oct 24 1 Saturday LAHC 11:00-2:00pm $42*

Gourmet Dinner from the 99 Cent Store
These days, every penny counts. Just because you are on a budget, does not mean you can’t enjoy a fantastic meal. Chef Tony will teach students how to create a fantastic meal at a fraction of the price, all with ingredients found at the local 99 cent store. *$10 material fee payable in class.

#230013 Nov 14 1 Saturday LAHC 11:00-2:00pm $42*

Cooking for Your Dog and Cat
Pamper your pet with tasty homemade treats! Discover how you can make delicious meals and snacks for your dog and cat with common human ingredients. Also learn about ingredient safety and what food to avoid giving your pet. Students will leave class with some take home goodies, so please bring a container. Please leave pets at home. *$10 material fee payable in class.

#230014 Nov 21 1 Saturday LAHC 11:00-2:00pm $42*

The Zen of Chinese Cooking
Anyone can create the unique style of Chinese cooking with the right guidance. Discover stir frying methods for meats and veggies and how to create those one-of-a-kind Asian flavors. Demonstration Only. *$10 material fee payable in class.

#230002 Jan 30 1 Saturday LAHC 11:00-2:00pm $42*

Mouth-Watering Mexican Cooking
Create your own traditional Mexican dishes with authentic flavors from south of the border. Students will create two main entrees and discover how to make the perfect rice, beans, and of course, guacamole! *$10 material fee payable in class.

#230003 Feb 20 1 Saturday LAHC 11:00-2:00pm $42*

Sushi Preparation Made Easy
Get your cooking skills literally on a roll with the delicacies of sushi and sashimi. Learn basic rolling techniques and how to make that sticky sushi rice. Fresh ingredient selection will also be instructed. *$10 material fee payable in class.

#230004 Dec 5 1 Saturday LAHC 11:00-2:00pm $42*

You Won’t Miss the Meat: Vegetarian Cooking
It is a common misconception that vegetarian food is bland, boring and dull. However, with the right ingredients, you can create tantalizing dishes that will please any palate. Learn how to spice up your vegetables and how to skillfully use common meat substitutes. *$10 material fee payable in class.

#230005 Feb 6 1 Saturday LAHC 11:00-2:00pm $42*

All LAHC Extension cooking classes are taught in a step-by-step demonstration style with sample tasting.
Instructor: Anthony Yuan, BA, is a graduate of renowned culinary academy, Le Cordon Bleu.

Parking Information, see page 45. Extension Policies page 46
Starting a Business
Discover the secrets to starting your own business venture! It can stem from something as simple as a hobby. Led by an actual business owner, this workshop will teach you to become a modern success. Participants will create a personal plan, brainstorm start-up, gain techniques for simple marketing, attracting potential clients, and making the right impression with attitude and style. The importance of networking will also be discussed. **$5 material fee payable in class for handouts.

Jeanette Perez, BA International Business, owner of The Higher Conscience - a successful screen printing and apparel enterprise.

#310001 Oct 17 1 Saturday LAHC 9:00-3:00pm $51*

Introduction to Grant Writing Fundamentals
An invigorating, informative, hands-on workshop created for new and experienced grant writers, executive directors, organizers, board members, community volunteers, development officers, and individuals who want to get a detailed look at the grant writing process. You will learn how funding is announced, how applications are judged, and how to construct each element of a winning proposal. *Optional $34 material fee payable in class.

John C. Drew, PhD, Managing Director of a grant writing consulting firm, has earned over $5.5 million for Southern California charities.

#310003 Nov 14 1 Saturday LAHC 10:00-1:00pm $42*

Private Investigation: How to Be Your Own P.I.
In California, no license is needed as long as you are investigating for yourself. In class, you will find out where the information is located and how you can obtain it. This class discusses public records and databases. You will learn how to do asset searches, background investigations, and skiptracing. This is an excellent class for small business owners, landlords, and potential business investors.
*Optional $25 material fee for book.

Jim Harriger, licensed Private Investigator, retired Police Detective, and currently works as an Investigator for an insurance company.

#310005 Oct 28 1 Wednesday LAHC 6:30-9:30pm $42*

Invest in Your Debt: How to Get Out of Debt Without Ruining Your Credit Score
Learn how to pay off ALL secured and unsecured debt (credit cards, mortgages, loans, medical bills, etc.) using income you already earn PLUS not go broke in the process. Also improves your credit score at the same time. LEARN SPECIFIC, POWERFUL AND PROVEN FINANCIAL TECHNIQUES THAT WORK...EACH AND EVERY TIME. No get rich schemes; just practical, honest advice and proven methodology. Learn how to develop your own customized debt elimination plan that can be implemented immediately. This class will teach you how to fight back and take control of your debt. *Materials fee of $7.00 includes a 12 page workbook. An optional textbook is available from the instructor for $35.00

Daniel de Percin, BS Business, is a Certified Financial Seminar Leader and has over thirty years experience working in sales and management.

#330001 Nov 7 1 Saturday LAHC 10:00-1:00pm $59*
How to Build a Website for Less than $5 a Month

Do you need a website for business or pleasure? Concerned about the costs? Afraid it’s too complicated to do it yourself? Now, you can create your own site in a matter of minutes for as little as $5 a month! You don’t have to be a programmer to design professional looking and cost effective websites, but you do have to decide what you want it to do, what you put on it, and how you promote it.

We GUARANTEE that you’ll learn:
• What a website is and what you can put in it to improve your business
• How to analyze your needs and select the best web design criteria
• How to make the site user friendly
• How to get a shopping cart that only costs if sales are made
• How to promote your website and link with search engines to make sure you can be found

No website development experience necessary. This program is for website beginners, experts, managers and web designers. *A $30 fee is payable in class for, Fishin’ With a Net™ #0-9629944-6-4, and How To Develop An Effective Web Site™ CD.

Mike Rounds of Rounds, Miller and Associates

Investment Boot Camp:

Investing in a Volatile Economy

This hands-on workshop is intended to be a practical way for both the beginning and experienced investor to evaluate and judge investment choices. Using real-life cases, attendees can learn the mechanics and potential returns of mutual funds, annuities, stocks, bonds, and real estate. We will include tax saving strategies that allow you keep more of what you earn. Learn the secrets and important money management principles of successful investors like Warren Buffet, Benjamin Graham and Peter Lynch. This workshop is for anyone who invests for retirement in: IRA’s, 401k’s, 403b’s, stocks, bonds, insurance or mutual funds.

Jalon O’Connell, BA, is registered broker for Brookstreet Securities.

Retirement Planning

Due to recent and ongoing tax law changes, uncertain future for Social Security and shift toward employee-directed retirement plans, the need for sound financial strategies has never been greater. In straightforward language, this class explains time-tested strategies that help you to make informed financial decisions. Whether your objective is to build a nest egg, protect your assets or preserve your lifestyle throughout retirement, this course helps you plan your future with confidence. This comprehensive class will cover the following eight modules over the course of 2 sessions: 1) Life Planning for Retirement, 2) Retirement Needs & Expenses, 3) Retirement Roadblocks & Mistakes, 4) Retirement Income Sources, 5) Retirement Plan Distributions, 6) Investments, 7) Risk Management & Asset Protection, and 8) Estate Planning. Registration includes a 230 page textbook. Students may bring their spouse to class at no additional charge.

Peter Han, BA, has over thirteen years of experience in the financial services industry and is a registered investment advisor.
Everything You Ever Wanted to Know About Buying Your First Home
Take the mystery out of buying your first home. Learn about the entire buying process, loan-qualifying criteria, popular creative financing tools, the differences between variable and fixed rate loans, and real estate terminology. *Optional $2 material fee payable first class meeting. *$4 optional fee for “Fannie Mae’s: A Guide to Homeownership.”

Dean Higuchi is a senior loan officer and published author on residential financing.

#340001  Oct 24  1 Saturday  LAHC  9:00-12noon  $42*

How to Profit from Foreclosures and Short-Sales
Did you know that there are more than 4 million homes that are in distress throughout the country? Why not take advantage of the rising delinquencies by buying and selling foreclosed homes and short-sales.

Discover:
• How to find pre-foreclosure properties in your local area for instant profits.
• How to find and profit from short-sale opportunities even if the property has zero equity.
• How to develop bird-doggers in your city who will bring you pre-foreclosures.
• How to eliminate most of your competition when looking for foreclosures.
• Why the next 3 years are the best time to be a real estate investor.
• Discover hidden financing techniques that most investors do not use.
• How to use business entities to purchase distressed properties all over the country.
• How to negotiate equity disbursements at closing when purchasing foreclosures.
• How to create a monthly cash flow from buying homes at deep discounts.
• The cycles of real estate so you can time when to sell your properties.
• How to create a foreclosure wholesaling business so you can make $5K - $10K per property in less than 30 days.
• How to write letters to attract homeowners who are in trouble with their mortgages.
• How to negotiate with lenders so they will accept your short-sale offers.
• The five stages of the foreclosure process in order to make huge profits.
• The difference between pre-foreclosures and foreclosures.
• How to use hard-money sources instead of conventional lenders to expedite your offers.
• How to keep your properties profitable after the purchase so you don’t get into trouble in the future.
• Hidden techniques to sell your property quickly even in a down market.

Joe Carr is the founder of High Performance Investing, LLC, a real estate seminar and network company. He is a renowned real estate instructor, investor, developer, financier, and author, having owned an excess of $20 million in real estate and has built 2 multi-billion dollar mortgage companies. He has degrees in Real Estate, Finance, and Computer Science from the University of Southern California.

#340002  Nov 14  1 Saturday  LAHC  9:00-1:00pm  $50

For Information on Parking see, page 45.
How to Properly Manage Rental Property

Planning on purchasing rental property? Thinking about property management as a new career? This course will help students achieve these goals. Buying low cost property and renting it out is a great way to create wealth and constant cash flow, but it can be tricky and nonproductive if you do not know how to do it properly and profitably. If you want to make sure that your income property investment does not become a money pit, you need to take this class where you will learn how to:

• Keep the property profitably rented
• Collect rents, enforce penalties and evictions
• Decide whether to perform maintenance yourself or subcontract it
• Establish profitable rates for fees, rentals, and penalties

*$30 material fee payable in class for workbook and resource guide.

Scott Colette, MBA, Harbor Property Management, Inc.

#340003   Nov 14    1 Saturday    LAHC    9:00-12noon    $42*

Administrative Assistant Training Program

Gain the skills you need to succeed in the modern office industry. Learn clerical techniques, industry standards, expectations, secretarial skills, simple bookkeeping, and touch up computer skills. Successful students will receive a certificate upon completion.

Topics Include:

• Improving Professionalism
• Introduction to Windows
• Interview Techniques
• Printing Documents
• Office Procedures

• Customer and Client Relations
• Resume Writing
• Basics in Microsoft Word & Excel
• Inter-Personal Skills
• Business Communication

Instructors:
Peter A. Aguilera, MA, BA Psychology and Sociology, Certified Microsoft Office Specialist, LAHC Extension Program Coordinator, brings over a decade of experience to the classroom. Mr. Aguilera has served as a career advisor and vocational trainer.

Sergio Soto, MA Sociology, LAHC Extension Online Facilitator, is a computer application instructor and desktop publisher.

#360024   Oct 13 thru Dec 15    8 Tues & Thurs    LAHC    7:35-9:35pm    $199*
(no class meeting Nov 26)

*Text requirements discussed in class.
Students will spend approximately $40 on texts.
Customer Service Training
Gain a vital edge in job searching or enhance your existing career. Learn the invaluable skill of providing quality professional and courteous service. Topics include the necessary methods of interacting with clients, appeasing a difficult customer, the dos and don’ts of attitude and demeanor, and how to give the highest quality customer service. Successful students are awarded a certificate. *$5 material fee payable in class.

Jackie McCard has designed and implemented customer service training programs for major retail chains.

#360023  Oct 24  1 Saturday  LAHC  10:00-1:00pm  $42*

Make Extra Money in the Auto Wholesale Business
Make money buying and selling wholesale cars for your friends, family or yourself at wholesale prices! You will be given a step-by-step guide on how to get a DMV auto dealer license and operate a profitable used car business! You will learn how and where to buy at wholesale prices and sell at retail for excellent profits. A free list of all the dealer-only auctions in the USA will be given. This course is DMV approved. *$10 material fee payable in class for instructional booklet.

Wayne Williams is a licensed DMV dealer education instructor and owns and operates a California auto dealership and an insurance agency.

#360002  Nov 21  1 Saturday  LAHC  10:00-5:00pm  $59*
#360021  Jan 30  1 Saturday  LAHC  10:00-5:00pm  $59*

Add Another Income from Home!
If you’re like most people, you’re worried about rising costs, whether your employer is going to survive, or if you’re going to be downsized. What you need is a way to enhance and increase your income from your home! Owning and operating a home-based business doesn’t take a lot of money to get started but it does require street-smart, or how-to material that you can use right away. Learn the basic information needed to either start a business or improve an existing one. Topics include how to:

• Legally form a business
• Accept your customer’s credit cards
• Keep bookkeeping and tax records
• Advertise and get customers
• Calculate sales tax on product
• Use your Web site as an effective business tool

*$30 material fee payable in class for the book Mechanics of Starting a Home-Based Business (978-1-891440-52-6) and the DVD Marketing with Postcards (978-1-891440-34-2).

Nancy Miller has been a successful home-based business entrepreneur for twenty years.

#360025  Dec 2  1 Wednesday  LAHC  6:30-9:30pm  $39*

Sell your stuff, yourself online!
E-Bay Made Easy: see page 24
Make a difference in a child’s life! If you are interested in child advocacy work, consider a career as a professional Child Visitation Monitor. The courts often require scheduled monitored visits between a child and a non-custodial parent. As a Child Visitation Monitor, you will monitor the visit to provide a measure of safety to the child.

In our workshop you’ll learn the basic principles and practice of supervised visitation including: your defined and neutral role as a monitor • proper and effective parent intake and preparation of the parent and child for the visit • focusing on the child’s best interest and safety • how to observe objectively and comprehensively document child and adult contact • proper intervention to prevent physical and emotional harm • how to handle separation and termination of the visit.

You will also gain a basic understanding of the stages of child development, different forms of violence and reflective listening, and maintaining neutrality. You will also receive information on how to effectively market yourself as a Child Visitation Monitor.

Must be 21 years of age or older and able to provide a clean Live Scan background check if you decide to get into the field. A minimum of 13 hours required. *$75 material fee payable in class for books and certificate.

Notary Public Seminars, Inc, has been a leading public course provider in California for nearly two decades.

#360006  Dec 5 & 12  2 Saturdays  LAHC  9:00-4:00pm  $199*

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Getting Started in Voice Acting

Have you ever wondered whose voice you are listening to on TV and Radio Commercials? How about documentaries or audio books? You too can become a Professional Voice-over Artist! This fun, informative, and empowering class will teach you the basics of entering a successful career as a voice-over artist. We will discuss some of the many details of the voice-over industry, the importance of marketing, the importance of your voice-over demo, and much more. Your instructor will coach and produce you reading scripts, and even record you in the classroom to later evaluate. Each student will get a personal evaluation from the instructor. In this 2 hour introduction workshop you will learn many of the ins and outs of this huge and lucrative industry. Be warned, many who have taken this class have gone on to become real, bona-fide, professional Voice Actors. Come ready to laugh, learn, and be inspired.

Voices for All, LLC, trains successful voice over artists across the country.

#350001  Dec 7  1 Monday  LAHC  7:00-9:00pm  $42

To Register, call (310) 233-4450, or visit LAHC.EDU/EXT
Enter a growing career field! California needs more notaries to serve its growing population. The instructor will cover materials and strategies that will assist students in successfully passing the State exam the first time and understanding the function and duties of a California notary public. The following subjects will be covered: understanding and interpreting the California notary codes; identifying fraud and ID issues; performing Notary Public duties and responsibilities; and, correctly executing notarizations. Instruction will be from 8 am to 4 pm. State proctored examination will be administered at 4:30pm. Class ends at 5:45pm or earlier. This is a fast-paced class which requires long periods of sitting. Please bring a chair mat if you need extra comfort. **Students will need to bring a sack lunch; proper identification for the State exam: Driver’s License, State ID card, Passport, OR active military ID; one 2x2 passport photo, one check or money order (no cash) made payable to the Secretary of State in the amount of $40 for the state examination, one check or money order in the amount of $35 made payable to the Notary Academy of America (these fees are in addition to the $75 tuition), and two #2 pencils. Due to state regulations, this class must begin at the scheduled time.**

#360003 Nov 7 1 Saturday LAHC 8:00-6:00pm $75*
*(+$40 check for state examination, +$35 check for material. See above.)

**How To Become A Notary Loan Document Signing Agent**

Already a Notary? NOW WHAT? Learn how you can easily turn being a Notary into a “flexible” part time or full-time career! A Loan Document Signing Agent is a Notary with expertise in signing and notarizing of loan documents within the real estate community. Because you are a Notary, you are halfway there! You can earn $50.00-$125.00 per signing. Great News! Why? It takes about an hour or less to complete a signing. Enroll to learn how you can use your Notary skills to maximize your income. You will learn: the duties/limitations of the Loan Signing Agent, industry terms, step-by-step procedures for completing a loan signing, job expectations, what notary skills are needed and how to market yourself to secure clientele, including a bonus list of marketable companies. **$60 fee for material and certification (cash only, please) payable in class. (This fee is in addition to the $65 tuition)** It is recommended that you bring a highlighter pen and a sack lunch.

#360004 Jan 23 1 Saturday LAHC 8:30-5:30pm $65*
*(+$60 check for material & certification. See above.)

Han (Merlina) Combs, Active Notary Public and Certified Loan Document Signing Specialist and staff.
Quick and easy! Learn to bartend like a rock star! This exceptional course will prepare you to work as a bartender in all types of establishments, while also teaching you the business side of the beverage industry. This practical and effective method of instruction is sweeping the industry and updating old ways of thinking. Professional bartending requires so much more than knowing how to put ice in a glass and adding the proper ingredients. This class will prepare you to be a great salesperson, a customer service expert and an honest and valuable employee, skills that will help you succeed in the real world of bartending and throughout life.

The lessons taught are extremely beneficial to managers, waitresses and novice bartenders, also. The Business of Bartending will leave you with a thorough understanding of how the bar business works, the ethics of serving cocktails and a common sense approach to bartending. Though liquor is not used in class, you will be taught in detail how to practice making cocktails on your own. Other topics included are glassware, tools, recipes, pouring the perfect shot, bar terms, wine and champagne service, martinis, high-volume sales techniques, laws, responsible beverage service, job interviews, resumes, alternative ways to make money in the beverage industry and how to start your own bartending service.

* $30 material fee payable in class. Upon completion of the course, you will receive a Professional Certificate for Bartending. This course also includes additional testing for “Serving Alcohol Responsibly,” with certification for those who pass. Those who score 90% or above on the recipe test may test for the Master’s Certificate of Excellence.

#360001 Nov 30 thru Dec 14 3 Mondays LAHC 7:00-10:00pm $101*

#360022 Jan 13 thru Jan 27 3 Wednesdays LAHC 7:00-10:00pm $101*

Hollywood bartender Kellie Nicholson has condensed thirty years of experience into a course that will give you the confidence to step behind a bar anywhere. As a well-known bartender in Los Angeles, she has been respected for her honesty, attention to detail and high sales. Her reputation is due to her ability to make everyone feel like a friend and a guest, instead of a customer. She will teach you everything you need to become a professional.

Register Online!
WWW.LAHC.EDU/EXT
Spanish for Public Personnel
Make yourself more marketable by obtaining basic communication skills in the second most utilized language in Southern California. Anyone in the public service workforce should be able to assist his or her Spanish-speaking constituents. Class will focus on conversation, proper phrases, greetings and common phrases of assistance. Successful participants will receive a certificate. Class size is limited, Register early.

Sergio Soto, MA, teaches Spanish throughout Southern California.

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<tr>
<th>Course Code</th>
<th>Start - End</th>
<th>Days</th>
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Computer Keyboarding and Typing (Ages 12 – Adult)
Improve your typing skills with this self-paced class. Students will learn proper finger positioning and posture on computer keyboards with hands-on lab applications. Gain speed, accuracy, and most of all, confidence in type-written work. **Typing test and certificate will be administered upon completion of the course.**

Sergio Soto, MA, Computer Lab Instructor

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<th>Course Code</th>
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**Extension Program Services**

**Community Services Copy Center**

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The Community Services Copy Center is located in Bungalow 16 on the Harbor College Campus. Operating hours are 9:00am to 7:30pm Monday thru Thursday. Extension Program (310) 233-4450

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LAHC Extension is dedicated to Life-Long Learning. If you have an idea for a class let us know! E-mail extension@lahc.edu
The Program
This Medical Billing and Coding Program provides you with preparation to join one of the fastest growing industries of the new millennium. Developed by an advisory board composed of Medical Billing, Administrators, Health Care Human Resource Specialists, and Medical Office Consultants, the curriculum provides you with practical skills needed for a career change, advancement, or independent contracting.

Certificate Requirements
Certificates will be awarded to those who attend program orientation, and who complete ten (10) required courses

Required Courses (Complete ten)
- Orientation
- Medical Terminology: A Short Course
- Medical Billing I
- ICD-9 Coding
- CPT Coding
- Computerized Billing
- Advanced Coding
- Advanced Medical Billing
- Hospital Billing
- Lien Processing

Required Texts (Available in LAHC Bookstore):
1. Medical Terminology for Health Professionals by Ehrlich and Schroeder
2. CPT (Current Procedural Terminology) by American Medical Association
3. ICD-9-CM Expert for Hospitals, Vols. 1, 2, & 3 (spiral) by Ingenix
4. HCPCS by AMA
5. Taber’s Cyclopedic Medical Dictionary (indexed)

Enrollment Information
Companies and individuals may purchase the program for a fixed and reduced fee of $699 (includes registration, tuition, and filing fees). Fees must be paid by the first meeting of Medical Terminology, however, be advised that space is limited and students are accepted on a first come, first serve basis. There will be NO waiving of program requirements for courses taken at other schools. No Refunds after July 10th.
Certificate participation is required to enroll in any course. For program guidelines, registration, or more information, call 310-233-4450.

Program Coordinator: Peter A. Aguilera, LAHC Extension Program
Lead Instructor: Shoushik “Sue” Mardirosian Certified Billing Instructor

Medical Billing Orientation
Discover more about the popular Medical Billing and Claims Administration Certificate Program offered through Los Angeles Harbor College Extension Program. Find out all that the program entails, including payment methods, book fees, and background information about the instructors. Get assistance in tailoring the program for your individual goals, in addition to seeking employment assistance. The ins and outs of the program will be discussed including what is required of each student. All potential or interested participants in our program are required to attend.

Peter A. Aguilera, MA, Program Coordinator
#360007 Oct 10 1 Saturday LAHC 12:15-2:00pm No Fee
Medical Terminology
Use outlines, exercises, and pronunciation guides to develop the basis for a strong medical vocabulary, or brush up on your medical terminology skills. Students will learn to decipher, build, and understand medical terms by studying vocabulary parts. This course does not presume a background in science or biology—it is clear and easy-to-learn regardless of your level of expertise. *$25 material fee payable at first class meeting for text and hand-outs.

# 360008  Oct 24 & Oct 31  2 Saturdays  LAHC  9:00-4:00pm  $250*

ICD-9 Coding
You will learn the basic procedures and diagnosis coding relating to physician reimbursement. Understand the coding principles used to transform verbal diagnoses and surgical procedures into numerical codes, and learn which codes require the 5th digit, and the 100 most frequently used diagnosis codes. *$25 material fee payable in class. Prerequisite: Medical Terminology & Medical Billing.

#360010  Nov 7  1 Saturday  LAHC  9:00-4:00pm  $250*

Lien Processing
Learn how to process liens and provide appropriate and complete paperwork to ensure maximum reimbursement. *$25 material fee payable in class.

Kristen Perry, MBA, has over 15 years experience in the industry.

#360014  Nov 14  1 Saturday  LAHC  9:00-4:00pm  $250*

CPT Coding
This course is designed to instruct the student in CPT 95 coding and HCPCS coding. After completing ICD-9 coding (diagnosis coding) you now need to code the procedure performed. Your codes must “match” for maximum reimbursement. Learn to use the most complete codes. This course will be valuable for the beginner and the current biller. Prerequisite: Medical Terminology, Medical Billing and Coding Level I. *$25 material fee payable in class. Text(s) discussed in class.

#360011  Nov 21  1 Saturday  LAHC  9:00-4:00pm  $250*

Computerized Medical Billing
Learn hands-on instruction in computer applications. Be presented with software and superbills. Learn daily transaction entries and monthly/annual management reporting. Work with the HCFA 1500 forms. No prior computer knowledge is required. Prerequisite: Medical Billing, Medical Terminology, and Coding I. *$25 material fee payable in class. Students only need to complete one section.

Jack Chew, MS, Certified West Associate

#360015  Dec 5  1 Saturday  LAHC  9:00-4:00pm  $250*
#360018  Dec 12  1 Saturday  LAHC  9:00-4:00pm  $250*

Medical Billing
Become a valued professional in the fast growing health care field. Beginning students will learn medical billing techniques, and how to follow up and collect on billed claims. Learn to complete medical and itemized statements. Various types of insurance plans and insurance cards will also be reviewed. Prerequisite: Medical Terminology. Text(s) discussed in class. *$25 material fee payable in class.

#360009  Jan 23  1 Saturday  LAHC  9:00-4:00pm  $250*
Advanced Medical Billing
You will be instructed how to prepare a “clean” HCFA-1 500 claim form for Medicare, Med-Cal, and other private carriers. This course will build on the information received in the beginning medical billing course and will include the billing cycle, explanation of benefit forms and collections. Prerequisite: Coding Level I, Coding Level II, and Medical Billing. *$25 material fee payable in class.

#360013  Jan 30  1 Saturday  LAHC  9:00-4:00pm  $250*

Advanced Coding
Take the information presented from beginning medical coding classes, including ICD-9 coding, CPT coding, HCPC coding and modifiers, and consolidate this coding for maximum reimbursement. Prerequisite: Coding Level I, Coding Level II, and Medical Billing. *$25 material fee payable in class.

#360012  Feb 6  1 Saturday  LAHC  9:00-4:00pm  $250*

Hospital Billing
This one-day seminar will provide you with an introduction to the hospital medical field. Learn correct coding and collecting of claims. Hospital based processes will be taught along with HMO’s and IPA’S. Processing from start to finish to receive proper payment for services provided. *$25 material fee payable in class.

#360016  Feb 20  1 Saturday  LAHC  9:00-4:00pm  $250*

Coding Exam Preparation
Review your ICD9, CPT, HCPCS Coding and Medical Terminology one more time in preparation for the Certified Professional Coder examination! Practice exercises will be administered to reinforce coding knowledge. $25 material fee payable in class. This course is not included nor required for the Medical Insurance Billing & Coding Training Program.

#360019  Feb 27  1 Saturday  LAHC  9:00-4:00pm  $101*

Los Angeles Harbor College Swap Meet
- Over 400 vendors!
- Established in 1984
- No admission charge
  8:00am - 3:00pm
  Every Sunday
Call (310) 835-5351 for information

Are you following us on Twitter yet?
www.twitter.com/lahcextension
Technology
Computers for Beginners

Essential Skills in Computers and Microsoft Windows
This is where to start! This course is designed for the absolute beginner in personal computers, teaching the basics of components, software, and hardware. Learn how to cut, copy, paste, save, and format in the Windows operating system. File management and manipulation will also be introduced. Each session includes a beginner-paced lesson and review of key concepts. *$20 material fee for handouts. Bring a flash drive by the second class.

Roberto Cruz, A+ Certified Systems Engineer
#410001 Oct 12 thru Nov 4  4 Mon & Wed LAHC 6:30-9:30pm $147*
#410006 Jan 25 thru Feb 17  3 Mon & 4 Wed LAHC 6:30-9:30pm $137*
(no class meeting Feb 15)

Computer Basics
This special Saturday evening version of our Computer Basics program is designed for the absolute beginner, or as a review of key concepts. Course explains key hardware components and introduces students to Microsoft Windows and common PC functions. *$20 material fee payable first class. *Bring a flash drive by the second class.

Roberto Cruz, A+ Certified Systems Engineer
#410002 Oct 10 thru Nov 14  6 Saturdays LAHC 4:15-6:15pm $101*
#410007 Jan 23 thru Mar 6  6 Saturdays LAHC 4:15-6:15pm $101*
(no class meeting Feb 13)

Couples discount for Computer Basics -> $151 per pair.
All discounts must be mentioned at time of registration, phone orders only.

Computer and Internet Fundamentals for Seniors
This introductory computer course is especially designed for seniors who want to keep up with the technology innovations of today. We want to relieve you of that computer phobia and show you just how useful computers can be. We will explain what they do, from storing information to handling correspondence. Emphasis will be on learning the basic functions using a keyboard, and a mouse, starting some basic word processing and exploring the Internet. We’ll have plenty of hands on learning at a relaxed pace with lots of support. *$5 material fee payable first class. *Students are required to bring a flash drive to class. (Senior discounted - no other discounts apply)

Amarylles D. Hall, MA, LAHC Adjunct Computer Applications Professor
#410003 Oct 10 thru Nov 14  6 Saturdays LAHC 1:00-4:00pm $99*
#410008 Jan 23 thru Mar 6  6 Saturdays LAHC 1:00-4:00pm $99*
(no class meeting Feb 13)

Although we make every effort to avoid mistakes, our catalog is not a contract.
The Extension Program does not assume liability for errors, typographical or otherwise.
We encourage you to let us know of any errors you find so we may alert others. Thank you.

Register Online! Visit WWW.LAHC.EDU/EXT
Mac Made Easy

Afraid of your Apple Mac? Well, fear no more! The Mac is a very user-friendly and powerful computer that anyone can use. Learn the fundamentals of using a Macintosh, including the unique Mac interface, launching programs, file saving and manipulation, web surfing and more! Course is designed for beginners.

Daniel DiNicola, BA Communications, is a digital artist and expert on all things Apple.

#410011 Nov 7 thru Dec 5 4 Saturdays LAHC 11:00-2:00pm $96
(no class meeting Nov 28)

Web Crawling: Internet and Email Made Easy!

The Internet is a powerful tool that places the world at your fingertips. This helpful class will show you how to successfully navigate the Internet and World Wide Web, and set up your own e-mail account and start to utilize it. Students will then be able to access their e-mail through any computer connected to the Internet. File attachments and e-mail etiquette will also be introduced. High school and college students are encouraged to attend, or anyone who wants to learn how to use the Internet as a source of knowledge and communication. *$15 material fee payable in class.

Roberto Cruz, Computer Applications Instructor

#410004 Oct 10 & 17 2 Saturdays LAHC 9:00-12:00pm $65*
#410009 Jan 23 & 30 2 Saturdays LAHC 9:00-12:00pm $65*

Improving PC Performance

Speed up your PC and keep it free of spyware, virus software and old files that can slow it down. Students will learn valuable tips and techniques that can solve common computer problems and save you from long tech support calls or an upgrade that you do not need. The course will also cover the top ten things to know to keep your PC “tuned”. *$20 material fee payable in class.

Roberto Cruz, Computer Applications Instructor

#410005 Nov 9 1 Monday LAHC 6:30-9:30pm $49*
#410005 Mar 6 1 Saturday LAHC 9:00-12noon $49*

Keyboarding Proficiency Test

Take a touch-typing proficiency test and receive a Certificate of Proficiency to meet job requirements.

Testing fee is $17 Call 233-4450 to schedule an appointment.
Microsoft Windows
Open new Windows by becoming familiar with the #1 operating system. Designed for students who have little to no experience with the Windows operating system, this course will cover the desktop, accessories, control panels, file management, and multi-tasking. *$5 material fee payable in class. Flash drive recommended.

Roberto Cruz, A+ Certified Systems Engineer
#420001   Nov 2 & 4     1 Mon & Wed     LAHC  6:30-9:30pm  $65*

Microsoft Excel 2007
Learn the essentials of the widely used Excel spreadsheet program. Topics include creating, editing, and formatting worksheets, using formulas and functions, and printing reports and charts. Learn to manage workbooks and perform data analysis. *$5 material fee payable first class. Students are required to bring a 3 1/2” HD diskette to class. Prerequisite: #410001 or 410002, and a working knowledge of Windows.

Amarylles D. Hall, MA, LAHC Adjunct Computer Applications Professor
#420002   Oct 10 thru Nov 14   6 Saturdays   LAHC  9:30-12:30pm  $110*
#420003   Jan 23 thru Mar 6    6 Saturdays   LAHC  9:30-12:30pm  $110*
(no class meeting Feb 13)

Microsoft PowerPoint
Learn how to create and manage simple and complex presentations in PowerPoint. Learn how to create professional quality overhead, 35mm slides, photo-prints, or on-screen presentations. *Students are required to bring a flash drive and $20 material fee payable in class. Prerequisite: #410001 or 410002, and a working knowledge of Windows.

Roberto Cruz, A+ Certified Systems Engineer
#420004   Nov 14 & 21    2 Saturdays   LAHC  9:00-12noon  $65*

Microsoft Word
Microsoft Word is the most popular word processing program. The help system and the many intuitive features make Word easy to learn and use. Learn the basic operations for creating, editing, formatting, and printing documents, as well as setting margins, adding headers and footers, and working with simple graphics. Prerequisite: #410001 or 410002, and a working knowledge of Windows. *Flash drive recommended. $10 material fee payable in class.

Roberto Cruz, A+ Certified Computer Technician
#420005   Nov 16 & 18   1 Mon & Wed   LAHC  6:30-9:30pm  $74*

Enroll From Home!
www.lahc.edu/ext
**Macromedia Flash Fundamentals**
Gain a useful foundation of Flash to make stunning web graphics. Learn the fundamentals of the flash environment (animation or “tweening”, vector graphics, use of sound and images). Students finishing this course will have a basic understanding of the tools used in Flash as well as how layers, timelines, instances & symbols, and the ActionScript language work.

Kevin Pakdivichit is a corporate web designer with over a decade of experience.

#460001  Dec 12  1 Saturday  LAHC  10:00-5:00pm  $76*

**SmartDraw© Business Graphics**
Take your skills to the next level. Learn the new language of business communications. Business professionals and business students alike will benefit from SmartDraw©, the world’s most popular business graphics software. Enhance your job performance and advance your career by learning how to communicate visually. Turn written information or concepts into images that can easily be understood. Improve your problem identification and problem solving skills and identify ways to increase productivity. Develop flowcharts, marketing charts, swimlanes, project timelines and more that will allow you to analyze and improve business processes. This software is fully integrated with MS Word, Excel, PowerPoint and Adobe PDF for professionally designed presentations. Students’ work will accumulate into a final presentation before the class. This class prepares you for the SmartDraw© Certification Exam. Students must have basic computer skills. *$47 material fee for software payable in class.

Lori Minor, BS, MPA Candidate, owned her own graphic design firm and now designs the class schedules for Los Angeles Harbor College.

#460002  Oct 17 thru Dec 5  7 Saturdays  LAHC  9:00-11:15am  $110*  
(no class meeting Nov 28)

**Demystifying Digital Cameras**
Are you still afraid of your digital camera? It is easier to operate than you think. This helpful workshop will make participants more comfortable with their digital cameras and explain common terminology. Students will get an introduction to simple photo editing. Students should bring their digital camera to each class if they have one. Students also considering purchasing a digital camera are welcome to join. *Please make sure that your camera is charged. * $10 material fee payable in class.

Roberto Cruz, A+ Certified Systems Engineer and Consultant

#440001  Nov 30  1 Monday  LAHC  6:30-9:30pm  $49*

**Put Your Blackberry to Work**
The Blackberry is so much more than a phone. It is a powerful organizational tool that can really be very useful. Many people do not use their Blackberries to their full potential, but this workshop is designed to provide an oversight on the available features and specifications of your Blackberry. Please register early and provide your Blackberry model number. Bring your Blackberry to class. * $5 material fee payable in class

Roberto Cruz, A+ Certified Computer Technician

#440002  Dec 8  1 Tuesday  LAHC  6:30-9:30pm  $59
Ebay Made Easy
Ebay can really be put to work for you! Find out how easy it is to list items and sell your possessions. Ideal for anyone who wants to do some “spring cleaning” around their home, or for people looking to make extra money. Buying and selling will be covered as well as working with Paypal. Together, we’ll auction your first item. *Please bring your credit card and a check book to class to complete paypal registration requirements. $20 material fee payable in class. Knowledge of digital cameras is recommended.

Roberto Cruz, A+ Certified Computer Technician

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(no class meeting Feb 13)

En Español

Computación Básica
Introducción a la Computación, aprenderá de Hardware y Software. La clase le dará los conocimientos básicos para operar y perder el miedo a las computadoras. *Estudiantes deberán traer un Flash drive Para la tercera sesión. $5 de materiales.

Roberto Cruz, A+ Certificado

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(no habrá clases Feb 13)

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

We offer you hundreds of engaging online courses for adults, covering every topic from Anatomy to Web Design. Each ed2go course comes equipped with a patient and caring instructor, lively discussions with your fellow students, and plenty of practical information that you can put to immediate use.

www.ed2go.com/lahc

See Page 39
Belly Dancing
Tone your torso, foster self-confidence, or entice your partner with this ancient art form. Julie Raber teaches the classical Egyptian Belly Dance which includes basic finger-cymbal techniques. Come and enjoy this attractive and feminine expression of graceful dance. This class will conclude with a belly dance recital.

Julie Raber has instructed the art of Belly Dancing for over 20 years, and Lydia Lopez has studied extensively under Julie’s teachings.

#510001  Oct 7 thru Nov 18 6 Wednesdays LAHC 5:45-6:45pm $46 (No class meeting Nov 11)
#510002  Jan 20 thru Feb 24 6 Wednesdays LAHC 5:45-6:45pm $46

Social Ballroom Dancing
If you want to have all the smooth moves, then this class is for you! Students will learn the Fox Trot, Tango, Waltz, and more. With Barry Jost’s fun and easy to learn methods, you will meet new friends all while getting some great exercise. No partner necessary.

This class meets off campus. A map will be provided upon registration.

Barry Jost and Company

#510003  Oct 15 thru Nov 19 6 Thursdays AWC 6:30-7:30pm $42
#510007  Jan 21 thru Feb 25 6 Thursdays AWC 6:30-7:30pm $42

Swing and Latin Dancing
Learn the East Coast Swing, Cha Cha, and Rumba. These easy to learn retro dances are popular with the young and old alike. Join in the fun and let Barry Jost teach you all the right moves. No partner necessary.

This class meets off campus. A map will be provided upon registration.

Barry Jost and Company

#510004  Oct 15 thru Nov 19 6 Thursdays AWC 7:30-8:30pm $42
#510008  Jan 21 thru Feb 25 6 Thursdays AWC 7:30-8:30pm $42

Salsa
Perhaps the most popular Latin Dance, Salsa is a current hit in all of the Los Angeles Dance Clubs, and throughout the world. Learn the basic, cross-body lead, basic right and left turns, and much more! With Barry’s professional guidance, it won’t be long before you can show off your new talents. No partner necessary.

This class meets off campus. A map will be provided upon registration.

Barry Jost and Company

#510005  Oct 15 thru Nov 19 6 Thursdays AWC 8:30-9:30pm $42
#510009  Jan 21 thru Feb 25 6 Thursdays AWC 8:30-9:30pm $42

Kickboxing (Ages 13 and up)
Discover valuable safety tips while learning how to defend yourself in dangerous situations. Gain confidence through the ancient art of Muai Thai kickboxing. Class consists of warm-up activities, endurance-building aerobics and practicing self-defense moves. Bring a workout towel and be ready to sweat!

Corinna Cechi is a martial arts instructor and has won several competitions

#520003  Oct 24 thru Dec 5 6 Saturdays LAHC 10:15-12noon $62 (no class meeting Nov 28)

Did you know Senior citizens receive a 10% discount on Extended Education Course?
Step Aerobics/Muscle Conditioning, Stretching & Relaxing
Using steps designed in conjunction with Reebok, you will get a great cardiovascular workout, plus the added benefits of muscle conditioning, deep stretching, and relaxation. The class is taught in a fun and energetic atmosphere, so be prepared to sweat! Get the whole body, mind, and soul experience. Wear loose clothing and athletic shoes. Before starting any fitness program, please consult with a physician.

Diane Turner, Certified Fitness Instructor

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Sign up for both Fall sections for only $175.
Discount must be mentioned at time of registration or enroll in series.

Winter 2010

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Sign up for both Winter sections for only $175.
Discount must be mentioned at time of registration, or enroll in series.

Tai Chi
Moving meditation best describes the beauty of Tai Chi. Learn the “Dance of Life” that combines coordination, balance, and flexibility into harmonious motion and gentle exercise. Excellent for all ages. Tai Chi includes slow concentrated isometric movements and elements of self-defense to release tension, and increase energy and well-being. Wear comfortable clothing.

Jing Hong Zhang, Master of Tai Chi, dance, and star of the Peking Opera

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Tai Chi and Stretching for Arthritis
Tai Chi for arthritis is easy to learn, effective and safe. It increases flexibility, muscle strength, and increases heart/lung activity, aligns posture, improves balance, and integrates the mind and body. The simple increasing range of motion exercises of Tai Chi interrupt the cycle of arthritis.

Jing Hong Zhang, Master of Tai Chi, dance, and star of the Peking Opera

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Yoga for Meditation
Release the day’s stress with the gentle art of yoga. Discover several meditation techniques while applying yoga movements and gentle stretching. Ease tense muscles with soothing movements and visualizations. Wear comfortable clothing and bring a mat to class.

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Hatha Yoga
Improve your flexibility, muscle tone, and general well-being with this popular form of yoga. Practice deep breathing and relaxation techniques to reduce stress and diminish tension. Wear comfortable clothing and bring a mat to class.

#540010 Oct 15 thru Dec 3 7 Thursdays LAHC 8:05-9:35pm $86
(No class meeting Nov 26)

#540011 Oct 24 thru Dec 5 6 Saturdays LAHC 12:30-2:00pm $78
(No class meeting Nov 28)

Body Massage
This hands-on workshop teaches the basic Swedish/American massage techniques that soothe and relax the body as well as relieve muscle tension. Learn simple muscle anatomy, correct posture when giving a massage, basic range of motion, and stretching techniques. Singles welcome. Men wear short shorts. Women should wear bikini style bathing suits under sweats. *Please bring natural oil, 2 beach towels, 2 bath towels, and a mat to class.

Michael Jondreau, Certified Massage Therapist

#540004 Nov 16 & 23 2 Mondays LAHC 7:00-10:00pm $42*
Golf with Marilyn Cohn

Golf is more than a game. It is a “life altering” experience. This class is unique in that you will learn about the game, while you are playing golf.

All students will have two sessions at Dominguez Driving Range. The third session will be a playing lesson. Beginners will be given a playing lesson at Dominguez. Safety, etiquette, course management, and the rules will be emphasized while maneuvering your golf ball around the course.

Only $110* for Quality Instruction

3 Saturdays –Nov 7, 14 & 21 at Dominguez Driving Range
#550001 8:30-10:20am Beginner and Advanced Beginner

3 Sundays –Nov 8, 15 & 22 at Dominguez Driving Range
#550002 8:30-10:20am Beginner and Advanced Beginner

This class meets off campus. A map will be provided upon registration. *Additional material fees: driving range balls, playing fees, golf booklets, video. All students will need to purchase a $20 golf card. Beginners do not need to own golf clubs to learn. Students who already own clubs may bring the following: Putter, Pitching Iron, an Iron of any size, and a 5 or 7 Wood.

Marilyn Cohn, PhD, Professor Emeritus, has lead popular golf classes for decades.

Do you have a great idea for a class?
Let us know!
LAHC Extension is always looking to add new and exciting classes!

Email us at extension@lahc.edu
Do-Your-Own Professional Hair Color
Uncover the secrets of hair color success and stop paying those high salon prices. Discover where to purchase supplies at the best prices and quality. Learn about color palettes, bleaching and basic application. Demonstration included. *$10 material fee payable in class for supplies.

#610001 Oct 17 1 Saturday LAHC 10:00-2:00pm $39*
#610003 Feb 27 1 Saturday LAHC 10:00-2:00pm $39*

Makeup: Enhancing the Real You
Makeup should not be a mask, but simply a way to augment your own natural beauty. In addition, wearing the wrong kind of makeup can hinder your appearance instead of help it. Discover color combinations that work specifically for you and your unique facial tones. Learn how to apply and still feel comfortable while wearing makeup. Bring your current makeup to class but do not wear any makeup. *$10 material fee payable in class for supplies.

#610002 Nov 7 1 Saturday LAHC 10:00-1:00pm $32*
#610004 Jan 23 1 Saturday LAHC 10:00-1:00pm $29*

Grow Organic Vegetables in Your Own Backyard
Learn to grow organic vegetables and fruits in your own backyard! Gardening is a great way to keep fit, eat healthy, and save money. In this hands-on interactive class, you will learn to create your own garden plan, build a raised bed, test soil, start seed, and much more. Learn all the essential skills and proven techniques to grow food in your own backyard.

Kali Playter, BS, has been teaching for over a decade and has been designated as a Master Gardener.

#620002 Oct 17 thru Nov 7 4 Saturdays LAHC 9:00-12noon $52
#620003 Jan 23 thru Feb 20 4 Saturdays LAHC 9:00-12noon $52
(No class meeting Feb 20)

How to Charm and Talk to Anyone
In social settings, do you find yourself clinging to the wall? Well break those chains and learn easy communication techniques perfect for social or business settings. Discover fun and simple secrets to captivate your audience and break the ice with anyone. Give your life a boost by learning how to win people over with confidence and charm.

Adriel Cueva is a corporate event planner and human resources specialist.

#630003 Oct 24 1 Saturday LAHC 10:00-1:00pm $39

Hundreds of classes available Online!
Visit www.ed2go.com/lahc or see page 39 for details
Personal Enrichment

**Self Improvement**

**Overcoming Anxiety**

Does self-induced pressure stop you right in your tracks? Anxiety can be debilitating, but it does not have to be. Discover proven techniques to combat anxiety and the accompanying symptoms. Gain new strategies and coping methods that are simple yet effective.

Manuel Miranda, MA Clinical Psychology, is an experienced social worker and crisis counselor.

#630004  Dec 5  1 Saturday  LAHC  10:00-1:00pm  $49*

**Turning Learning Disabilities into Success: A Workshop for Parents**

Students with learning disabilities can feel like their school work is an impossible task. But with the right coaching, students with mild to moderate learning disabilities can greatly improve their chances for academic success. Gain strategies on not just coping, but working with your child’s learning disabilities and several proven methods of improving the quality of their education.

Betty Soto, MA Special Education Instructor

#630005  Nov 7  1 Saturday  LAHC  10:00-1:00pm  $59

**Safety**

**Basic CPR**

Prepare yourself with the life-saving skills to respond to respiratory and cardiac arrest emergencies involving adults. This one-day seminar will provide you with hands-on training in CPR, resuscitation techniques, and the Heimlich Maneuver. The CPR card will be mailed to students upon successful completion of the course. Enrollment is limited. In order to fulfill the school teacher requirement, students must complete both Basic CPR and Infant & Tot CPR. *$8 material fee for certification card payable in class and bring a self-addressed stamped envelope.

#640001  Oct 24  1 Saturday  LAHC  9:00-1:00pm  $31*
#640005  Jan 30  1 Saturday  LAHC  9:00-1:00pm  $31*

**Infant & Tot CPR and Safety**

Be prepared to respond quickly when your child’s life is in danger. Strongly recommended for parents, family members, sitters, and child care professionals. This course will give specific CPR skills to aid infants and children. Includes information on what to do when an infant or child is choking, has stopped breathing, or is poisoned, and how to prevent accidents. The CPR card will be mailed to students upon successful completion of the course. Enrollment limited. In order to fulfill the school teacher requirement, students must complete both Basic CPR and Infant & Tot CPR. *$8 material fee for certification card payable in class and bring a self-addressed stamped envelope.

#640002  Nov 14  1 Saturday  LAHC  9:00-4:00pm  $46*
#640006  Feb 20  1 Saturday  LAHC  9:00-4:00pm  $46*

Sally Uglesich, Red Cross Certified CPR, First Aid, & Safety Instructor

To Register, call (310) 233-4450 or go online www.lahc.edu/ext
NRA Basic Pistol Course

The NRA Basic Pistol Course is designed to give students the basic skills, knowledge, and attitudes necessary for owning and using a handgun safely. Through this course, students learn pistol parts and operation, ammunition, gun safety, and shooting fundamentals.

This is an ten (10) hour course. At the end of the course, students receive a Certificate of Completion suitable for framing. Students must be 21 years or older to attend this course.

The NRA Basic Pistol Course covers:
1) Safe Firearm Handling
2) Firearm parts and operation (both Revolvers and Semi-Autos)
3) Ammunition and it’s function
4) Fundamentals of Pistol Marksmanship
5) How to select, clean, and store your handgun and ammunition
6) Review of various shooting activities to help you continue to hone your shooting skills.
7) A LIVE FIRE portion to review and hone Safety and Marksmanship skills

**Do NOT bring any firearms or ammunition to the class. No Exceptions.**

Firearms, ammunition, ear and eye protection, and targets will be provided for you at the range.

The classroom portion of the class will be conducted at L.A. Harbor College and the live fire portion will be held at a nearby firing range.

**RECOMMENDED ATTIRE:**
- Don’t wear an open-neck or cowl-neck shirt
- Don’t wear / be ready to remove earrings (posts are uncomfortable under earmuffs!)
- Don’t wear open-toed shoes

**COURSE RULES:**
By signing up for a firearms course with L.A. Harbor College, you must abide by the following rules:
1) If at any time you do not understand a safety instruction, you will request clarification before potentially creating a dangerous situation.
2) Firearms and/or live ammunition are not allowed on the college campus.
3) If you observe an unsafe condition or practice in the classroom or on the range, it is your responsibility to immediately call a "cease fire" and bring that condition to the attention of the Instructor and/or Range Safety Officer.
4) Students must be 21 years old or older to attend this course.
5) Any student who behaves in an unsafe manner either in the classroom or at the range will be removed from the course.

HSC Certificate: Effective January 2003, the California Dept. of Justice requires that anyone purchasing a handgun must first obtain an HSC certificate, obtained by passing a written test on basic handgun safety. Harbor College’s NRA class meets the standards for the training and our instructor is DOJ certified to issue the test and the certificate. For those interested in this option, there will be an additional $25 fee for the test and certificate, payable in class.

**Instructor:** Gerry Koehler, NRA Certified Instructor & Utah (Multi-state) Concealed Weapons permit Instructor

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*Range fee $37-50 (depending on firearm used), payable at the range. Includes firearm rental, ammo, target, ear and eye protection.*
Semi-Private Tutoring: Basic Mathematics
All areas of basic math will be covered in this tutoring class. According to level assessed, students will be given help in the skills of adding, subtracting, multiplying, dividing whole numbers, and word problems. Students should bring homework and book currently used in class. Class limited to no more than five students.

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2nd & 3rd Grade

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4th Grade & Up

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Semi-Private Tutoring: Algebra & Pre Algebra (6th Grade & Up)
Does the idea of higher math scare you? Or perhaps just perplex you? Is Algebra a foreign language to you? Take heart—it is possible to conquer, grasp, and actually enjoy it. Algebra is just a logical mental procedure in attacking problems. Students should bring homework and book currently used in class. Class limited to no more than five students.

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Semi-Private Tutoring: Spelling & Phonics
“Sound it out!” How many times have we heard that? But what if you don’t know the sound? Sounds put together form words, words put together form a language—language is communication and requires reading these “sounds” in written form. Bring in homework for specialized help. Class limited to no more than five students.

**Kindergarten & 1st Grade**

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**2nd Grade & Up**

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Semi-Private Tutoring: Vocabulary & Grammar
Students will learn how to increase their vocabulary and content use, grammar rules will be reviewed, and specialized help will be given. Students are required to bring a dictionary to class. Class limited to no more than five students.

**4th & 5th Grade**

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**6th & 7th Grade**

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Don’t take a chance on your class being filled or cancelled. Enroll Today

Please submit the release form on page 38 with registration.
Semi-Private Tutoring: Ready for Reading! (Kindergarten)

Students will get a leg up on reading fundamentals and sounds of letters. Several reading-based activities will get young learners excited about reading and gain a vital foundation that will help them succeed. Class is limited to five students.

#712000 Oct 17 thru Nov 21 6 Saturdays LAHC 8:00-9:00am $89
#712011 Jan 23 thru Mar 6 6 Saturdays LAHC 8:00-9:00am $89

Semi-Private Tutoring: Reading Comprehension

This tutorial program will utilize a variety of methods to sharpen basic skills in comprehension and vocabulary development, the cornerstones to success in reading. Class limited to no more than five students.

1st & 2nd Grade

#712001 Oct 17 thru Nov 21 6 Saturdays LAHC 10:00-11:00am $89
#712002 Oct 17 thru Nov 21 6 Saturdays LAHC 11:00-12:00pm $89
#712003 Oct 17 thru Nov 21 6 Saturdays LAHC 12noon-1:00pm $89
#712012 Jan 23 thru Mar 6 6 Saturdays LAHC 10:00-11:00am $89
#712013 Jan 23 thru Mar 6 6 Saturdays LAHC 11:00-12:00pm $89
#712014 Jan 23 thru Mar 6 6 Saturdays LAHC 12noon-1:00pm $89

3rd & 4th Grade

#712004 Oct 17 thru Nov 21 6 Saturdays LAHC 8:00-9:00am $89
#712005 Oct 17 thru Nov 21 6 Saturdays LAHC 9:00-10:00am $89
#712006 Oct 17 thru Nov 21 6 Saturdays LAHC 10:00-11:00am $89
#712007 Oct 17 thru Nov 21 6 Saturdays LAHC 12noon-1:00pm $89
#712015 Jan 23 thru Mar 6 6 Saturdays LAHC 8:00-9:00am $89
#712016 Jan 23 thru Mar 6 6 Saturdays LAHC 9:00-10:00am $89
#712017 Jan 23 thru Mar 6 6 Saturdays LAHC 10:00-11:00am $89
#712018 Jan 23 thru Mar 6 6 Saturdays LAHC 12noon-1:00pm $89

5th Grade and Up

#712008 Oct 17 thru Nov 21 6 Saturdays LAHC 9:00-10:00am $89
#712009 Oct 17 thru Nov 21 6 Saturdays LAHC 12noon-1:00pm $89
#712019 Jan 23 thru Mar 6 6 Saturdays LAHC 9:00-10:00am $89
#712020 Jan 23 thru Mar 6 6 Saturdays LAHC 12noon-1:00pm $89

Register Online!
WWW.LAHC.EDU/EXT

Please submit the release form on page 38 with registration.
Exploratory Art (Ages 5 – 8)
Young artists will use several techniques to explore their creative side. Students will learn about color, drawing, painting, and other artistic mediums. Projects are designed to encourage imagination. *$15 material fee payable in class.

#720001 Oct 17 thru Nov 21 6 Saturdays LAHC 9:00-11:00am $79*

Hike through Harbor Park (Ages 6 - 11)
Young explorers will walk through our neighboring park with our popular science instructor. Students observe the many sights and wonders of nature, learn about various plant and animal life, and discover ecosystems. Students may get dirty, please dress appropriately.

#720004 Dec 5 1 Saturday LAHC 10:00-12:30pm $29*
#720005 Jan 30 1 Saturday LAHC 10:00-12:30pm $29*

Guitar for Teens (Ages 12 & Up)
Dream of playing the guitar? It can be a reality with our introductory class. We’ll start from the basics and learn chords, notes, patterns, and read music in a variety of styles. Students must bring their guitar to every class. *$8 material fee payable in class.

#720006 Oct 12 thru Nov 16 6 Mondays LAHC 5:30-7:00pm $69*
#720007 Jan 23 thru Mar 8 6 Mondays LAHC 5:30-7:00pm $69*
(no class meeting Feb 15)

Summer 2010
Don’t Be Left Out!
Register in March.
Classes will be listed in our Spring 2010 Catalog

Please submit the release form on page 38 with registration.
I acknowledge and understand that my child’s Participation in this Community Services class is voluntary.

I understand that if my child is injured in connection with his/her participation in a Community Service course, there may not be any liability on the part of the Los Angeles Community College District or Los Angeles Harbor College. In addition, I will be required to file a claim with the Los Angeles Community College District within six months of the injury in order to request any reimbursement from the District.

In the event of any illness or injury, you may have my authorization to administer emergency treatment and transportation, x-ray, examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care from a licensed physician and/or surgeon as deemed necessary for the safety and welfare of my child.

**Does your child have any physical impairments, medical conditions, or medication allergies that we should be aware of? If yes, please explain:**

The Los Angeles Community College District and The Los Angeles Harbor College Extension Program are responsible for minor students only during the actual instructional time period. Parents are responsible for the student’s safe arrival to and departure from class. If you would like your child to be released at the end of class to meet you or to walk home, sign the permission waiver below.

**My child has my permission to arrive and leave class on his/her own:**

**Parent/Guardian Signature:**

I fully understand that my child is to abide by all rules and regulations governing conduct during this activity. My signature on this document acknowledges that I have read and understand the provisions stated here and agree to abide by each provision.

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<td>Parent/Guardian Signature</td>
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<td>Address</td>
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<tr>
<td>Home Phone</td>
<td>Business Phone</td>
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In the event of illness, accident or other emergencies, please notify:

| Name | Phone number |
Traffic Violator School
Classes offered in English and Spanish
Saturdays 8:00am - 4:00pm
Please call for exact dates
Fee: $35 includes certificate
$40 Same Day Registration
Duplicate Certificates: $15
(no discounts apply to traffic school)

For Traffic School information or registration call
(310) 233-4450

*Per DMV regulations, commercial drivers are prohibited from attending *

---

**Extension Program Services**

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$40 Same Day Registration
Duplicate Certificates: $15
(no discounts apply to traffic school)

For Traffic School information or registration call
(310) 233-4450

*Per DMV regulations, commercial drivers are prohibited from attending *

---

**California Driver Education ONLINE! DMV-Approved!**

Easy! Fun! Interactive!
Why sit in a classroom, when you can do this totally online!?
Don't wait! Enroll NOW!
www.driversedamerica.com/lahec

---

To Register, call (310) 233-4450. Parking Information, see page 29.
The LAHC Extension Program has offered quality workshops for over 30 years!

But did you know we also provide these outstanding community services?

- Traffic School in English and Spanish
- Typing Tests
- Giant Swap Meet Every Sunday
- Certificates of Course Completion or Verification of Course Attendance
- Resume Assistance for Certificate Program Participants
- Senior Citizen Discounts
- 5 Week “College for Kids” Every Summer!
- Transitional Support for students interested in college courses

If you are interested in any of the above, please call us at (310) 233-4450, or email: Extension@lahc.edu

www.lahc.edu/ext

Community Services Copy Center

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The Community Services Copy Center is located in Bungalow 16 on the Harbor College Campus
Operating hours are 9:00am to 7:30pm
Monday thru Thursday
Extension Program (310) 233-4450

To Register, call (310) 233-4450. Parking Information, see page 41.
Online Classes...

To Register, call (310) 233-4450. Parking Information, see page 29.

Education To Go®
Instructor-Facilitated Online Learning

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. It’s no wonder that many long-lasting friendships have formed in our lively and intelligent discussion areas. All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

How to Get Started:

1. Visit our Online Instruction Center:
   www.ed2go.com/alahc

2. Click the Orientation link and follow the instructions to enroll and pay for your course. During orientation, you will learn important information about your course. You will also be provided an opportunity to choose the name and password you will use to access your course.

3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the name and password you selected during orientation.

Start Dates:
A new section of every course begins on the 3rd Wednesday of every month:

Upcoming Start Dates

October 21, November 11, December 9,
January 20, February 17 & March 17

Choose any for $87*
(Unless noted otherwise online)

Requirements:
All courses require Internet access, e-mail, the Netscape Navigator, or the Microsoft Internet Explorer. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.
BUSINESS
Accounting Fundamentals
Administrative Assistant Fundamentals
Managing Customer Service
Professional Sales Skills
Principles of Sales Management
Successful Construction
Business Management
Introduction to QuickBooks 2007
Distribution and Logistics Management
Introduction to Business Analysis
Real Estate Law
Mastery of Business Fundamentals
Project Management Fundamentals
PMP Certification Prep
Understanding the Human Resources Function
Employment Law Fundamentals
Total Quality Fundamentals
Fundamentals of Supervision and Management
Learn to Buy and Sell on eBay
Marketing Your Business on the Internet
Secrets of the Caterer
Wow, What a Great Event!
Growing Plants for Fun and Profit
Publish It Yourself: How to Start and Operate Your Own Publishing Business
Starting a Consulting Practice
Start and Operate Your Own Home-Based Business
Creating a Successful Business Plan
Business and Marketing Writing

GRANT WRITING /NONPROFITS
Creating Your Own Nonprofit
Introduction: Nonprofit Management
Marketing Your Nonprofit
Get Grants!

A to Z Grantwriting
Writing Effective Grant Proposals
Advanced Grant Proposal Writing
Becoming a Grant Writing Consultant

CAREER IDEAS
Become a Veterinary Assistant
Real Estate Investing
Get Paid to Travel
Fundamentals of Technical Writing
Introduction to Criminal Law
Legal Nurse Consulting
Introduction to the Game Industry
Theme Park Engineering
Publish It Yourself
How to Start and Operate Your Own Publishing Business

CAREER DEVELOPMENT
Grammar Refresher
Twelve Steps to a Successful Job Search
Individual Excellence: Secrets of Career Success
Leadership
Computer Skills for the Workplace
Merrill Ream Speed Reading

PERSONAL ENRICHMENT
Get Assertive!
Goodbye to Shy
Get Funny!
Achieving Success with Difficult People
The Magic of Hypnosis
Keys to Effective Communication
Handling Medical Emergencies
Outdoor Survival Techniques

TEST PREP
GED Preparation
SAT/ACT Preparation
GMAT Preparation
GRE Preparation
LSAT Preparation

Didn't find what you were looking for? Many more classes available at www.ed2go.com/lahc
DIGITAL PHOTOGRAPHY
Discover Digital Photography
Photoshop Elements 5.0
Making Movies with Windows XP
Photographing People With Your Digital Camera

ENTERTAINMENT
Marketing Tools for Actors
Music Made Easy
Drawing for the Absolute Beginner

FAMILY & FRIENDS
Luscious, Low-Fat, Lightning-Quick Meals
Wine Appreciation for Beginners
Genealogy Basics
Assisting Aging Parents
Ready, Set, Read!
Enhancing Language Development in Childhood
Understanding Adolescents

LANGUAGES
Speed Spanish I, II and III
Instant Italian
Beginning Conversational French
Beginning Braille
Transcription
Grammar for ESL
Writing for ESL

ART, HISTORY, MATH, & MORE
Enjoying European Art Online
Everyday Math
Introduction to Algebra
Teaching Science: Grades 4-6

LAW & LEGAL CAREERS
Introduction to Criminal Law
Evidence Law
Winning Strategy for the Courtroom
Constitutional Law: Bill of Rights
Legal Nurse Consulting
Employment Law
Fundamentals
Workers’ Compensation
Paralegal Preparation
LSAT Preparation.

PERSONAL FINANCE
Real Estate Investing
Debt Elimination Techniques
Listen to Your Heart, and Success Will Follow
Personal Finance
Stocks, Bonds, and Investing: Introduction to Stock Options
Building Wealth

HEALTH CARE
Medical Terminology: A Word Association Approach
Human Anatomy and Physiology
Become a Veterinary Assistant
Become a Veterinary Assistant II: Canine Reproduction
Become a Veterinary Assistant III: Practical Skills
Handling Medical Emergencies
Legal Nurse Consulting

TEACHING
Survival Kit for New Teachers
Solving Classroom Discipline Problems
Differentiated Instruction in the Classroom
Big Ideas in Little Books
The Classroom Computer
Using the Internet in the Classroom
Microsoft PowerPoint in the Classroom
The Creative Classroom
Integrating Technology in the K-5 Classroom
Microsoft Word in the Classroom
Ready, Set, Read!
Microsoft Excel in the Classroom

WRITING
Writeriffic: Creativity Training for Writers
Real Estate Law
Grammar Refresher
The Keys to Effective Editing
Introduction to Journaling
Pleasures of Poetry
Beginner’s Guide to Getting Published
WRITING
Romance Writing Secrets
Write Your Life Story
Write Fiction Like a Pro
Advanced Fiction Writing
The Craft of Magazine Writing
Research Methods for Writers
Fundamentals of Technical Writing
Creating a Sense of Place
Demystifying Forensic Science: A Writer’s Guide
Effective Business Writing
Mystery Writing
Writing for Children
Travel Writing
Beginning Writer’s Workshop

BASIC COMPUTER LITERACY
Introduction to
Windows Vista
Keyboarding
Introduction to the Internet
Introduction to Windows XP
Introduction to Linux
101 Tips and Tricks for the iMac and Macintosh
Computer Skills for the Workplace
Introduction to PC Security

COMPUTER APPLICATIONS
Microsoft Word
Microsoft Access
Microsoft Excel
Microsoft PowerPoint
Microsoft Publisher
Microsoft Outlook
Microsoft Project
Microsoft Visio 2003
Introduction to Oracle
Introduction to QuickBooks
Performing Payroll in QuickBooks
QuickBooks for Contractors
Introduction to Photoshop
Design Projects for Illustrator
Introduction to CorelDraw
Introduction to Dreamweaver

WEB PROGRAMMING
Introduction to CSS and XHTML
Java for the Absolute Beginner
Introduction to JSP Programming
Introduction to Perl Programming
Creating User Requirements Documents
High-Speed Project Management
Introduction to ASP.NET

WEB DESIGN
Creating Web Pages
Dreamweaver
Microsoft FrontPage
Designing Effective Websites
Imaging for the Web Using Fireworks
Achieving Top Search Engine Positions
Introduction to FreeHand MX
Introduction to Flash

COMPUTER PROGRAMMING
Introduction to C++
Introduction to C#
Visual Basic 2005
Visual Basic .NET
Alice 2.0 Programming
Introduction to SQL
Introduction to Database Development
Perl Programming

NETWORKING/TROUBLESHOOTING
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Introduction to Networking
Wireless Networking
Introduction to PC Security
Online Certificate Programs...

Gatlin Education Services (GES) is the world’s largest provider of Web-based, instructor-supported training programs to colleges and universities nationwide. Our open-enrollment programs are designed to provide the skills necessary to acquire professional-caliber personnel for many in-demand occupations. GES currently offers online certificate programs in the following subject areas: Healthcare, Business, Construction/Automotive Technology, Internet, Design, and Technical, Networking and CompTIA™ Certification Prep, Microsoft Certification Prep, Video Game Design and Development, Casino Gaming, Heavy Industry

We build our programs with a team of professionals from each respective field who works with an existing textbook or base of material to provide the most effective online learning experience. Instructors are actively involved in the student’s online learning experience. They respond to any questions or concerns as well as encourage and motivate the students to succeed. Each program has a set of lessons and tests; student’s grades are calculated using a combination of computer-graded tests and the instructor’s evaluation of the student’s work. Students love the quality as well as the convenience of anytime, anywhere learning. *Hours and Fee subject to change. Please check online for updates.

Full descriptions available online at www.gatlineducation.com/lahc

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<td>Power Plant Operations</td>
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Parking Can’t Be This Easy!
Parking to register for a class -(see map page) The “6” and “8” lots provide easiest access to the Community Services/Extension Program Building. Be careful to only park at the green “temporary parking” curbs located in the “6” lot when you come into the office to register. Cars parked in regular spaces without a parking permit will be ticketed. If you need longer than 20 minutes to register, please get a “Daily Paid Permit” for $1 in lots “3” “6” or “8” - then drive through to park in lot “6” in any space marked “Student Parking” with the permit posted on your dash.

Long Term Parking -Daily parking permits may be purchased for $1 in lots “3” “6” or “8”. Parking stickers are $5 each and are valid for one semester. These are available in the extension office only and cannot be purchased online or sent by mail.

Save 10%* on your next class!

Students age of 60+ eligible for 10% discount. *Some exclusions apply. All discounts must be mentioned at time of registration.
Return Check
A $10 returned check charge is assessed for each check returned to the LAHC Business Office unpaid by the bank for any reason. A STOP PAYMENT ORDER on a check DOES NOT constitute an official withdrawal nor does it relieve the student’s financial obligations for a class. PLEASE FOLLOW REFUND POLICY PROCEDURES to avoid additional charges.

Certificates
One certificate of completion will be provided to a student, who has completed all required hours of a class and submits a written request. Replacement certificate are $5 per certificates, $20 for Medical Billing.

Refund Policy
Refunds are given when: A program is cancelled by the Office of Community Services and Continuing Education OR a request for refund may be made either in writing accompanied by a receipt, or by contacting the Office of Community Services by telephone at least 5 working days prior to the first class meeting. If you enroll in a class less than 5 working days prior to the first class meeting, NO refunds will be given. We will issue you a letter of credit up to the day of the class, minus $10 for processing. Telephone requests must be followed by the submission of your original class receipt to the Community Services Refunds Department, 1111 Figueroa Place, Wilmington, CA 90744. No requested refunds are processed without original receipt. Processing takes four to six weeks. There will be an $10 charge for each refund or letter of credit requested, per person, per class, or event, unless the class is cancelled. (Save your receipt.) It must accompany any request for refund. Visitor parking in lot '6' near bungalows. Look for green curbs indicating 20 minute visitor parking. Refund policy may vary per course. Please review course details carefully.

Instructor’s Authority in the Classroom
Attendance in a classroom shall be limited to duly enrolled students of that class, such employees of the District who are authorized to enter the classroom, visit the class. The instructor is authorized to order any person not meeting any one of the above requirements from the classroom. Failure of such person or persons to obey this order constitutes a misdemeanor. EC 87707, 87708, 87709. Penal Code 415.5, 602.10

Disclaimer
Community Services classes are offered in addition to the Los Angeles Harbor College (LAHC) instructional program and are not academic equivalents of regular credit classes or prerequisites for the traditional college program.

The Los Angeles Community College District (LACCD) and LAHC employ individuals from a wide spectrum of the community to teach community services classes. Neither the LACCD or LAHC recommends, endorses or sponsors any services these individuals offer or provide outside the classroom environment. LACCD and LAHC assume no responsibility for any consequences that may arise from a students decision to enter into a business or professional arrangement with an instructor outside of the Colleges schedule activity.

LACCD and LAHC have made every reasonable effort to determine that everything stated in this catalog is accurate. Courses and programs are offered together with other matters contained herein, are subject to change without notice by the administration of the LACCD or LAHC for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the District and the College. The District and the College further reserve the right to add, amend, or repeal any of their rules, regulations, policies and procedures.

Nondiscrimination Policy
All programs and activities of the LACCD shall be operated in a matter which is free of discrimination on the basis of race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, medical condition (cancer-related), sexual orientation, age, disability, or veterans status (Reference: Board Rule 1202).

Equal Opportunity Policy Compliance Procedure
In order to ensure Equal Opportunity Policy Compliance at LAHC, please direct inquiries to the Affirmative Action Officer, Nina Malone at (310)233-4651. Title IX/Gender-Equity (as provided for the Carl Perkins Vocational Education Act, Public Law 98-5240). Inquiries may also be directed to the District Office of Affirmative Action at (213)891-2000, ext. 2315
Los Angeles Harbor College
1111 Figueroa Place, Wilmington
(310) 233-4450
OFF-CAMPUS LOCATIONS

**DDR: Dominguez Driving Range**
19800 South Main Street, Carson

**KMC: Kaiser Medical Center**
25825 Vermont Ave, Harbor City

**AWC: Awakenings**
24100 Narbonne Avenue, Lomita

Have a question? Ask us! Call 310-233-4450 or write us at extension@lahc.
Enrolling in a class is at your fingertips, 24 hours a day. Register online at www.lahc.edu/ext or give us a call at (310) 233-4450 - don’t forget to have your MasterCard, Visa or Discover card ready so we can quickly help you.

By Mail
Just fill out the quick and easy registration form. Please print clearly and provide all of the information requested on the form to insure quick processing of your registration. Be sure to include your credit card number, check, or money order payable to: LAHC Community Services. Checks will not be accepted without your name and address imprinted on them. Checks are processed electronically.

Mail to: LAHC Extension, 1111 Figueroa Place, Wilmington, CA 90744. Please include a self-addressed, stamped envelope.

By Fax
Fax anytime to (310) 233-4686, and be sure to provide all the registration information. Include parking permit payment if class meets more than three times. Fax registration will not be processed without a credit card number.

Walk-in
Drop by our office located in Bungalow 16 on the Harbor College campus, adjacent to the "6" Parking lot (see campus map page)

General Refund Policy On page 46. Refund policy may vary per class, please review course descriptions carefully.

Although we make every effort to avoid mistakes, our catalog is not a contract. The Extension Program does not assume liability for errors, typographical or otherwise. We encourage you to let us know of any errors you find so we may alert others. Thank you, LAHC Extension.