Spring 2013

Office Hours
Monday-Thursday
8:30am-7:30pm
Friday
8:30am-4:00pm
Saturday
7:45am-1:15pm
Office Closed: Feb 15, 16, 18, Mar 29, 30, May 25 & 27

Spring Break
Apr 1 through 5
No Evening Classes
On LAHC Campus

Swap Meet Closed:
Mar 31

Contact
Address
1111 Figueroa Place
Wilmington CA, 90744
Technology 118
Phone
(310) 233-4450
Fax
(310) 233-4686
Email
lahc-extension@lahc.edu
Website
www.lahc.edu/ext
Twitter
@lahcextension

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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.

LAHC Extension Program is a member of THE LEARNING RESOURCES NETWORK a national organization in adult learning.
Enrolling and participating

Plan ahead, classes are filled on a “first come, first serve” basis and often fill before the day of the class.

Enroll Online or by Phone - 24 Hours a Day!
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.

Walk-in
Drop by our office located in Technology 118 on the Harbor College campus, adjacent to the “6” Parking lot (see campus map on page #3)

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.

Material Fees: Courses with material fees are indicated per class and should be paid according to the instructions listed.

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.

General Refund Policy
(This policy does not apply to some training programs or special courses. Please refer to our catalog of extension classes for full details). 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. An electronic voucher may be issued in the event of special circumstances minus processing fees (electronic vouchers expire one year after the day of issue). Processing will take approximately 2 weeks. There is a processing fee for each refund or electronic voucher requested, per person, per class, or event, unless the class is cancelled.

Refund/Electronic Voucher Processing Fees:
Class fee $1 to $99 - processing fee is $12
Class fee $100 to $199 - processing fee is $15
Class fee $199 to $299 - processing fee is $20
Class fee $299+ - processing fee is $25
Our Campus

We are located inside the Technology Building, Room T118 here at Los Angeles Harbor College: 1111 Figueroa Place, Wilmington, CA 90744

All LAHC Extension classes are held on the Los Angeles Harbor College Campus, unless otherwise noted in the class description.

Parking at Los Angeles Harbor College

Parking to register for a class: Parking lot “6” provides easy access to the Extension Program office of Community Services. 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 15 minutes to register, please get a “Daily Paid Permit” for $2 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 $2 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.
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 Feb 9-Mar 23 6 Saturdays 9:00-12noon $69
(no class meeting Feb 16)

Introduction to Digital Photography
Tired of bland, boring or just outright bad vacation and nature photographs? Whether your travels take you to exotic locales or just the local forest preserve, you can learn how to shoot like a pro. Learn powerful techniques for photographing people, landmarks, landscapes and wildlife. Discover how to utilize composition. Classroom instruction will alternate with walking trips around campus and Harbor Park for hands-on practice. To get the most benefit from this course you should have a basic understanding of digital photography and bring your digital camera to each class.

Raul Guereque is a professional photographer and has been taking pictures of stunning locales for many years.

Level 1
#210006 Mar 2-23 4 Saturdays 9:00-11:30am $69

Level 2
#210015 Apr 20-May 11 4 Saturdays 9:00-11:30am $69

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 & 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. $30 material fee payable at http://designsbyboonmee.blogspot.com

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

#230008 Feb 25-Mar 25 5 Mondays 6:30-8:30pm $69

Oil Painting for Seniors
Introduction to oil painting with a focus on simplifying subject and color. In this class we will cover the basics of materials, such as how to mix them, apply them, and clean them. We will apply the visual elements of line, shape, light, shadow, color, texture and space. Working from still life we will practice different ways of creating an image in oil. This class is perfect for beginners. A detailed material list is available online at www.lahc.edu/ext

Layla Aguilera, A.A., specializes in teaching community arts and crafts.

#220025 Apr 13-May 18 6 Saturdays 9:30-11:30am $54
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! Ages 12 and up, Learn more at www.learntosingbetterfast.com

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

#240001 Apr 9-May 28 8 Tuesdays 6:30-8:00pm $110

Grab Your Guitar!
Playing the guitar is a stimulating yet soothing, and fun, outlet for creative expression. This course is designed to give the beginner the basic guitar playing techniques including how to read music, play chords and melodies by ear, accompany, tune, and maintain your 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. Class size is limited, register early!


#240002 Feb 23-Mar 23 5 Saturdays 10:00-12noon $65
#240004 Apr 13-May 11 5 Saturdays 10:00-12noon $65

Private Guitar Lessons with Chuck Alvarez
Join guitar virtuosos Chuck Alvarez for one-on-one guitar lessons. Beginners and Advanced students will benefit from the insight and experience that an accomplished professional like Chuck can offer. Times will be arranged on a student-by-student basis.

Chuck Alvarez is an accomplished professional guitarist, singer and songwriter who has gained national notoriety for his R&B, Jazz and Blues style.

#240013 1 1/2 Hours of Instruction TBA $99
**Conversational 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. Additional information and syllabus at http://leboulmich.weebly.com/

*Course material may be purchased online at http://thinkfrench.weebly.com (click on the 'boutique’ tab)*

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.

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<thead>
<tr>
<th>Course Level</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Fee</th>
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<tr>
<td>Beginning</td>
<td>Apr 15</td>
<td>May 20</td>
<td>6</td>
<td>6:30-8:30pm</td>
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<td>Apr 17</td>
<td>May 22</td>
<td>6</td>
<td>6:30-8:30pm</td>
<td>$84</td>
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**Conversational Spanish**

These classes meet off campus at Kaiser Medical Center (Harbor City)
Address: 25825 Vermont Ave, Harbor City

Gerry Koehler, MA Linguistics, Spanish Professor

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<th>Course Level</th>
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<th>Days</th>
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<tr>
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<tr>
<td>Beginning 2</td>
<td>May 1</td>
<td>Jul 3</td>
<td>10</td>
<td>7:30-9:30pm</td>
<td>$99</td>
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<tr>
<td>Intermediate</td>
<td>Apr 4</td>
<td>Jun 6</td>
<td>10</td>
<td>5:30-7:30pm</td>
<td>$99</td>
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**Stand-Up Comedy Workshop with Comedy Club Graduation Show**
Long-time comedian, Jonathan Leigh Solomon, brings his popular stand-up teaching to Harbor College, guiding you through joke writing, finding your comic personae and best choices for connecting with the audience. Also, gain understanding of how stand-up intersects with network television. End the course with a graduation show at an LA comedy club. Visit Jonathan Leigh Solomon's Youtube: http://www.youtube.com/user/JonathanLeighSolomon

Jonathan Leigh Solomon has been performing comedy for over two decades, is a seasoned television writer, and was a past regular on the Late Show and Late Night with David Letterman.

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<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
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<tr>
<td>260001</td>
<td>Feb 2</td>
<td>Mar 16</td>
<td>6</td>
<td>10:00-1:00pm</td>
<td>$119</td>
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Don’t Delay!
Enroll Today!
### How To Become A Part-Time Substitute Teacher and Make Full-Time Pay
If you've ever considered substitute teaching this course is for you. Discover the tools successful substitute teachers use to find consistent work. But that's not all, students of this seminar will learn the secrets of instant classroom control, teaching when there are no lesson plans and the networking skills to become a highly sought after substitute. If you have a degree and are looking for a source of income that allows you to pursue other goals and dreams enroll today! This class is for those who plan to substitute teach at the middle or high school level. **Fee includes $35 for materials.**

*Charles Prosper has taught at over 20 community colleges and is the author of five bestselling books.*

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<th>Course Code</th>
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<tr>
<td>#360075</td>
<td>Feb 2</td>
<td>1 Saturday 9:00-12noon</td>
<td>$74</td>
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### The 12 Great Laws of Success
Learn how to maximize your own economic and social success by implementing the 12 great laws of success. This workshop will focus on using 12 powerful principles to set goals and discovering how to chart your path towards wealth, health and happiness.

*Charles Prosper has taught at over 20 community colleges and is the author of five bestselling books.*

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<tbody>
<tr>
<td>#630011</td>
<td>Feb 9</td>
<td>1 Saturday 9:00-12noon</td>
<td>$65</td>
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### Take Your Life To The Next Level
What makes goal setting so powerful? Goal setting can accelerate your success. Learn the two different types of goal setting and which one will actually get you where you want to be. Accelerate and master this process once and for all. Turn your goal on paper into a reality. Enroll now.

*Lori Minor, MPA. is an entrepreneur and motivational specialist.*

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<th>Course Code</th>
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<th>Fee</th>
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<tbody>
<tr>
<td>#360084</td>
<td>Mar 9-Mar 23</td>
<td>3 Saturdays 9:00-11:00am</td>
<td>$49</td>
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</table>

### Become A Cosmetics Maven
Ever wonder why that lady you know is still selling cosmetics after twenty years? It's because she's still making money. Learn the tips of making money with cosmetics. Earn unlimited income and become self-employed in your spare time with cosmetics that sell themselves. Have fun, meet people, and earn money. In this workshop major brands will be discussed, start up costs and more. Find out if the opportunity you've been waiting for is right at your fingertips.

*Lori Minor, MPA. is an entrepreneur and motivational specialist.*

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<th>Course Code</th>
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<tr>
<td>#360029</td>
<td>Mar 2</td>
<td>1 Saturday 9:00-11:30am</td>
<td>$39</td>
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### Los Angeles Harbor College Swap Meet
Over 400 Vendors! No Admission Fee
Every Sunday: 8:00am-3:00pm
Call (310) 835-5351 for information
Become a Notary Public
Start your own business, become a more valuable employee, provide customer service for your business or organization, earn additional income. This intensive one-day seminar is designed to equip you with everything you need to know to become an effective Notary. You will find out about new legislation as well as how to pass the official Notary exam (must be taken every 4 years), identify document signers, keep a journal, fill out certificates and avoid lawsuits. The class includes a practice Notary Public Exam. (Must be at least 18 years old).

Please read: 1) A $40 check made payable to “Secretary of State”; 2) Proper ID - current driver's license with photo or state issued ID card 3) Two #2 pencils 4) 2 X 2 passport color photo Live Scan Fingerprints required after you pass the exam. Serious conviction may disqualify applicant! The actual exam will be from 5:00pm–6:00pm. Fee includes $30 for course material.

Notary Public Seminars and Associates
# 360003   Apr 6 1 Saturday 8:00-6:00pm $129

Renewing Notaries
Renew Your Notary commission
Renewing Notaries may take a three hour Approved Notary Refresher course. We will review all laws and regulations you are required to know to continue as a Notary. You must take the exam and be fingerprinted again. A 6 hour approved course must be taken first and there can be no lapse in your commission. Otherwise, you are required to take the 6 hour course again.
Please read: 1) A $40 check made payable to “Secretary of State”; 2) Proper ID - current driver’s license with photo or state issued ID card 3) Two #2 pencils. 4) 2 X 2 passport color photo Live Scan Fingerprints required after you pass the exam. Serious conviction may disqualify applicant! Fee includes $30 for course material.

Notary Public Seminars & Associates
# 360039   Apr 6 1 Saturday 12noon-6:00pm $80

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. Students may bring their spouse to class at no additional charge.
* Registration includes handbook.

Peter Han, BA, has over thirteen years of experience in the financial services industry and is a registered investment advisor.

#300006 Feb 23 & Mar 2 2 Saturdays 9:00-12noon $79*

#300007 Mar 5 & 12 2 Tuesdays 6:30-9:30pm $79*
Investing in Real Estate: Building Your Financial Future with Rental Property

In today’s real estate market, investors are building their future with income properties. You, too, can benefit from the growing ranks of bank owned properties, short sales, and expired listings.

- Learn how to buy or sell income property in a challenging market.
- Learn how to purchase an apartment building or rental house with FHA financing.
- Learn how to determine the true value of an income property / apartment building.
- Learn how to use the financial formulas used by sophisticated real estate investors.

Experienced investors use time tested tools and strategies to base their decisions. This course will share the common threads found among those investors who made fortunes, and those who experienced pitfalls. Students will need to bring a HP-12C financial calculator to class.

Scott Colette is the managing broker for the Harbor Real Estate Group and Harbor Property Management.

#330017    Mar 16    1 Saturday    9:00-12noon    $39
material fee $30

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

Scott Colette is the managing broker for the Harbor Real Estate Group and Harbor Property Management.

#340004    Mar 23    1 Saturday    9:00-12noon    $39
material fee $30

Smart Money Fundamentals

Learn how to invest intelligently and profitably to secure your financial future. This class will include how to select a financial advisor, annuities, bonds, gold, mutual funds, real estate, social security, stocks, tax savings ideas and also how to manage credit, debt, and increase FICO scores. In a straightforward language, this class will illustrate time-tested strategies to help you make informed investment decisions. Lastly, you will be able to figure out how much you need to put away to retire. As a bonus, an economic forecast for 2013 will be included. You are invited to bring your spouse or a guest at no extra cost.

Instructor’s website: www.searchlightfinancialadvisors.com

Samuel Rad has multiple licenses in the securities, real estate, investment and insurance fields. Samuel’s firm; Searchlight Financial Advisors is the host of the “Smart Money Fundamentals” radio show on KABC which airs live every Sunday from 10-11am on 790AM.

#330021    Mar 7    1 Thursday    6:30-8:30pm    $39
#330024    Mar 9    1 Saturday    10:00-12noon    $39
Seven Simple Secrets to Financial Freedom

This class is not taught by a financial guru using technical language you can’t possibly understand. You will learn from a single Mom, turned home business entrepreneur, turned home owner, turned real estate investor. This is not a get rich quick scheme, this is a plan of action to help others learn the path to financial freedom. In this fast paced workshop, you will learn how to:  • get out of credit card debt and reduce bad credit • raise your credit limit and lower your interest rate • use more credit to raise your credit score • buy a home even if you have bad credit or are self employed • pay off your mortgage in half the time with LESS money • keep your home protected against lawsuits • become an active investor for financial freedom. *Class materials are included in the tuition fee.

#310040  Apr 8 & 15  2 Mondays  5:00-7:00pm  $59*

Beginner’s Guide to Getting Published

Did you know Stephen King was rejected 75 times before he sold his first novel? If your goal is to become a published freelance writer by selling a magazine article, short story, poem, or even a novel, this comprehensive workshop will guide you to, then past the editor’s desk. You will discover how to: become a “published” writer overnight • submit manuscripts the correct way, • find the right publisher for your work, • write irresistible query letters • 100 ways to make money as a freelance writer • obtain FREE future Q&A opportunities, If you really want to succeed, this step-by-step workshop, taught by a successful, published writer, is a must! *Class materials are included in the tuition fee.

# 310041  Apr 8 & 15  2 Mondays  7:00-9:00pm  $59*

Cash in with a Successful Home-Based Business

Are you tired of working for someone else? Do you need to make more money? Turn your talents and hobbies into profits at home by learning how to start a home based business from a Chamber of Commerce past president and successful southern California entrepreneur. During this comprehensive informative workshop, you will discover:
• more than 100 home business ideas, mandatory legal documentation, many ways to market your product/service, how to take tax deductions (this workshop included!)
• FREE future Q&A opportunities. If you really want to succeed in a home business, this step-by-step workshop is a must! *Class materials are included in the tuition fee.

# 310042  Apr 9 & 16  2 Tuesdays  5:00-7:00pm  $59*

Make Money with a Typing/WP Business

(co-requisite - participants must have attended "Cash in with a Successful Home-Based Business")
If you can type, then you can make money at home using your word processor or computer. Having already learned all about home-based business success, you will then discover the secrets to profits in the typing/word processing business, including:
• how and where to find clients • 50 ways to advertise/market your services • effective home office equipment choices • 100 ways to make money with a computer • FREE national networking information. There really is a need for your services, so why not have the freedom to be your own boss, set your own hours and have the opportunity to make more money than you ever did before by attending this workshop. *Class materials are included in the tuition fee.

# 310043  Apr 9 & 16  2 Tuesdays  7:00-8:00pm  $39*

LeeAnne Krusemark, of Krusemark, Grinnell & Associates teaches business seminars across the nation.
Bartending the Easy Way: Bartender Training Program

Quick and Easy! Why pay more? This practical and effective method of instruction is sweeping the industry and updating old ways of thinking. So much more is expected of bartenders these days and this is the class that will teach you what managers want. Tools, glassware, recipes, pouring perfect shots, wine and champagne service and martinis will of course be covered, but you’ll also learn about liquor, formulas for creating cocktails and for pricing, high-volume sales techniques, laws, what to put on a resume, where to look for the best jobs and how to nail the interview. Though liquor is not used in class, you will learn how to practice making cocktails on your own and you will be provided with information to start your own bartending service. In addition to class lectures, tests and activities, you will be given an online test and homework assignments. Mandatory $44.38 material fee, plus optional 10.88 for mixing bottles, payable online at http://www.barbizz.com/pay. 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.

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.

#360001  Feb 7 & 21  2 Thursdays  6:00-10:00pm  $99
*On Feb 14 students are scheduled to complete an online test

Child Visitation Monitor

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.

As of January 1, 2013, Child Visitation Monitors are required to have 24 hours of training according to Assembly Bill 1674.

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 24 hours required. Fee includes $60 for books and certificate.

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

#360006  May 11 & 18  2 Saturdays  9:00-4:00pm  $260
# Supervisory Leadership Academy

The Supervisory Academy consists of 10 workshops that may be taken individually or as a series. Completion Certificates will be issued. **Enroll in all 10 classes and save $100. Pay only $390 for the course series (No refunds for series).**

## Module 1 - Supervisory Overview and Leadership Styles
What does it take to be an effective supervisor? This module is appropriate for a newly appointed supervisor or a seasoned veteran. Topics explored in this class include:

- Functions and roles of a supervisor
- Assessing supervisory styles
- Elements of effective supervision
- How supervision and leadership differ
- Supervisory planning

*Brian S. Symonds, MDiv, has over five years experience administering college admission offices.*

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Date</th>
<th>Time</th>
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<tr>
<td>#371001</td>
<td>Feb 23</td>
<td>1 Saturday</td>
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## Module 2 – Communication and Motivation
Your success as a supervisor depends largely on your ability to be an effective communicator and motivator. Topics in this class include: Verbal and non-verbal communication techniques, Active speaking and listening, Overcoming barriers to communication, Creating a motivational climate, How to inspire high performance.

*Brian S. Symonds, MDiv, has over five years experience administering college admission offices.*

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<th>Module Code</th>
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<tr>
<td>#371002</td>
<td>Mar 2</td>
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## Module 3 – Developing Effective Teams
More than anything else, being a supervisor means learning to work as a team player. Topics covered in this module include: Team dynamics – stages of team development, Tools for building high productivity teams, Brainstorming techniques, Strategies for decision-making, Working with different personality types.

*Brian S. Symonds, MDiv, has over five years experience administering college admission offices.*

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<tr>
<th>Module Code</th>
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<tr>
<td>#371003</td>
<td>Mar 9</td>
<td>1 Saturday</td>
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## Module 4 – Dealing with Difficult People & Conflict Resolution
Find out how to deal with employee complaints and difficult employee interactions. Learn how to resolve tough problems that arise in the workplace. Topics covered include:

- Using communication skills to defuse potential blow-ups
- Strategies for separating personal and organizational problems
- How to control your own emotions in conflict situations
- Basic tips for handling difficult work situations
- Conflict resolution strategies

*Brian S. Symonds, MDiv, has over five years experience administering college admission offices.*

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<th>Module Code</th>
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<tr>
<td>#371004</td>
<td>Mar 16</td>
<td>1 Saturday</td>
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## Module 5 - Human Resource Issues
It is essential for supervisors to have a working knowledge about issues that could lead to legal liability for the organization. This class will focus on prevention of discrimination and sexual harassment and will also cover hiring practices. Topics covered:

- Legal and ethical responsibilities of being a supervisor
- The basics about discrimination and sexual harassment
- Things you need to know about hiring and firing
- Professionalism in leadership roles
- Organizational policies and procedures for complaint

*Claudette McClenny, MA, Manages LAHC's Personnel and Payroll Divisions*

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<th>Module Code</th>
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<tr>
<td>#371005</td>
<td>Mar 23</td>
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</table>
Module 6 – Time/Stress Management
Your success as a manager depends on how well you manage your own time and stress and the time and stress of your employees. This module includes: • Learning to control time wasters • Techniques for prioritizing & overcoming distractions • Dealing with organizational stress • Relaxation techniques you can use on the job.

Brian S. Symonds, MDiv, has over five years experience administering college admission offices.

#371009 Apr 6 1 Saturday 9:00-12noon $49

Module 7 – Problem Solving
Successful supervisors know that good decisions are based on good data and, in order to get good data, you need to be a good problem-solver. Topics covered in this class include: • How to identify and analyze problems. • Understanding root cause and continuous improvement • How to use brainstorming techniques to solve problems • Overcoming deficit thinking with opportunity thinking • Problem solving as a team

Brian S. Symonds, MDiv, has over five years experience administering college admission offices.

#371006 Apr 13 1 Saturday 9:00-12noon $49

Module 8 – Facilitation Skills
Nowadays supervisors are assuming the roles of coach and facilitator to enable their employees to do their best work. Being a facilitator requires a unique blend of skills. Topics covered in this module include: • Facilitation as a style of leadership • How to facilitate for agreement • Designing successful action plans with employees • Coaching for better performance

Brian S. Symonds, MDiv, has over five years experience administering college admission offices.

#371007 Apr 20 1 Saturday 9:00-12noon $49

Module 9 – Evaluating & Improving Employee Performance
Understanding performance management and the process of delegation will enable both supervisor and employee to know what job results are expected. This module includes:
• Setting performance standards and objectives • Communicating high expectations to employees • Dealing with the poor performer • How to handle performance appraisals • Managing delegated activities and expectations

Brian S. Symonds, MDiv, has over five years experience administering college admission offices.

#371008 Apr 27 1 Saturday 9:00-12noon $49

Module 10 – Ethics in Leadership
As leaders, we must be able to evaluate our company our colleagues, and most importantly, our own ethical stance in order to create a culture of ethics within our own organization. In this module, we will examine ethical dilemmas facing leaders, explore the top factors causing leaders to compromise their ethics and identify important ways to become a more ethical leader.
• Identify the range of ethical and unethical behaviors
• Develop an understanding of ethical dilemmas
• Avoid major reasons for compromising ethics as a leader
• Target important ethical leadership behaviors

Claudette McClenny, MA, Manages LAHC’s Personnel and Payroll Divisions

#371010 May 4 1 Saturday 9:00-12noon $49
Medical Insurance Billing, Coding and Claims Administration

Training Program

(No academic credit awarded for these classes.)

This Medical Billing and Coding Program provides you with preparation to join one of the fastest growing industries of the 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 and complete Fourteen (14) required courses:

Required Courses

- Orientation
- Anatomy
- Physiology
- Medical Terminology: Introduction
- Medical Terminology: Advanced
- Medical Billing I
- ICD-9 Coding
- ICD-10 Coding
- CPT Coding
- Advanced Coding
- Computerized Billing
- Advanced Medical Billing
- Hospital Billing
- Worker’s Compensation

Required Texts:

3. 2013 ICD-9-CM, for Hospitals, Volumes 1, 2 and 3, Professional Edition (Spiral bound) ISBN: 978-1455707133

Enrollment Information

Companies and individuals may purchase the program for a fixed and reduced fee of $899 (includes registration, tuition, and filing fees). Fees must be paid by the first meeting of program, 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 9:00am Mar 2, 2013. Certificate participation is required to enroll in any course. For program guidelines, registration, or more information, call 310-233-4450.

Program Coordinator: Sergio Soto, MA

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.

#370001 Jan 26
1 Saturday 12:15-2:00pm No Fee

Anatomy
Students will study the structures of the human body and improve knowledge of bodily systems. No science background is required. Material is presented in an easy-to-understand delivery.

#370014 Feb 23
1 Saturday 9:00-4:00pm $250

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.

#370002 Mar 2
1 Saturday 9:00-4:00pm $250

Advanced Terminology
Program participants shall continue to expand their medical vocabulary. Students are guided through more in-depth instruction and practice exercises. Class further develops terminology for billers and coders.

#370016 Mar 9
1 Saturday 9:00-4:00pm $250

Physiology
Class provides and introduction to principles of human physiology from chemical processes and cellular levels to bodily system functions. Students will continue to expand their knowledge obtained from anatomy in preparation for medical terminology.

#370015 Mar 16
1 Saturday 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.

#370003 Mar 23
1 Saturday 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.

#370004 Apr 6
1 Saturday 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.

#370006 Apr 13
1 Saturday 9:00-4:00pm $250
## Advanced Medical Billing
You will be instructed how to prepare a “clean” HCFA-1500 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.

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<tr>
<td>#370007</td>
<td>Apr 20</td>
<td>9:00-4:00pm</td>
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## ICD-10 Coding
ICD 10 Class will learn preliminary crosswalk between ICD9CM and ICD10CM, a migration to ICD10 for morbidity and mortality coding. Learning about improving quality of our nations healthcare data and maintain clinical data comparability. Obtaining knowledge about the rationale for change precise documentation of clinical care and will potentially ensure more accuracy when users determine medical necessity for the services provided. Our healthcare system faces quality concerns that are attributed to medical errors poor documentation, lack of support of medical necessity and fragmented care. This new system affords the opportunity for health care providers to code more accurately which will contribute to healthcare quality improvement initiatives. Review the potential costs for training in the use of the international classification of diseases tenth revision clinical Modification (ICD10CM).

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<tr>
<td>#370008</td>
<td>May 18</td>
<td>9:00-4:00pm</td>
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## 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.

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<tr>
<td>#370005</td>
<td>May 11</td>
<td>9:00-4:00pm</td>
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## Worker’s Compensation
Learn how to process worker claims, liens and provide appropriate and complete paperwork to ensure maximum reimbursement.

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<tr>
<td>#370008</td>
<td>May 18</td>
<td>9:00-4:00pm</td>
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## 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.

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<tr>
<td>#370009</td>
<td>Jun 1</td>
<td>9:00-4:00pm</td>
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## 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. Students only need to complete one section.

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<th>Course Code</th>
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<tr>
<td>#370011</td>
<td>Jun 8</td>
<td>9:00-4:00pm</td>
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<tr>
<td>#370012</td>
<td>Jun 15</td>
<td>9:00-4:00pm</td>
<td>$250</td>
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Makeup Artist Training Program
Certificate Series
This series of six, one-day workshops will teach you what you need
to know to work in the exciting and creative field of makeup artistry.
The focus is on the basic beauty look. Classes consist of lecture,
demonstration and hands-on practice. You’ll learn professional
etiquette and get resources for entering the field. Students who
complete the six-class series and earn the certificate will have the
skills, knowledge, confidence and tools to go directly to work as a
professional makeup artist. **This program is designed for students
to take the entire series, a savings of $91.** Individual classes may be
taken on a space-available basis. A description of each week’s module
is listed below. **Required textbook available through online retailers, “Make-up Designory’s Beauty
Make Up by Hawker”, ISBN: 0974950017. Available through online retailers.** You must also bring a
professional makeup kit (expect to spend approx. $500) and other supplies; supply list provided with
registration. Register early as space is limited for this popular program.

Carla J. Farra is the Creative Director of Makeup & Hair Artistry.

Free Orientation

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<tr>
<td>#360050</td>
<td>Feb 6</td>
<td>1 Wednesday</td>
<td>6:00-8:00pm</td>
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<tr>
<td>#360068</td>
<td>Apr 10</td>
<td>1 Wednesday</td>
<td>6:00-8:00pm</td>
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Makeup Artist Training Course Series
Please read: PRO QUALITY MAKEUP KIT REQUIRED.
Sign-up through the course series link to register for all 6 class and save $91

<table>
<thead>
<tr>
<th>Course Series</th>
<th>Dates</th>
<th>Class Schedule</th>
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<tbody>
<tr>
<td>Course Series 1</td>
<td>Feb 20-Mar 27</td>
<td>6 Wednesdays 6:00-9:30pm</td>
<td>$299*</td>
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<tr>
<td>Course Series 2</td>
<td>Apr 24-May 29</td>
<td>6 Wednesdays 6:00-9:30pm</td>
<td>$299*</td>
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**Week 1: Laying The Foundation**
Learn station set-up, care and cleanliness. Find out about basic skin prep and corrective concealer,
color theory and base match, application and blending.
**Individual Session Non-Certificate Price: $65**

**Week 2: Contour and Blush**
Reshaping features with highlighting and contours, for correction or enhancement; blush color
choices, placement, styles, mood and blending.
**Individual Session Non-Certificate Price: $65**

**Week 3: Just Browsing**
Brows can make or break a makeup artist, so learn to create the perfect made-up brow with a little
tweezing, shaping and filling in. This is not a workshop on eyebrow waxing or threading.
**Individual Session Non-Certificate Price: $65**

**Week 4: Eye Eye, Captain!**
Eyeshadow color theory, natural and corrective placement, and blending. Enhancing different eye
shapes and neutral vs. dramatic eyes. **Individual Session Non-Certificate Price: $65**

**Week 5: Line ’Em Up**
Lip liner and eyeliner let you actually draw to enhance, correct and create difference and drama!
Find out about lip liner color choices and techniques, as well as eyeliner straight, wedge and fashion

**Week 6: Pulling It Together**
Show off all you’ve learned and practiced by completing a basic beauty look in one hour, followed by
instructor critique, questions and answers, and, if time allows, some advanced techniques.
**Individual Session Non-Certificate Price: $65**
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. *$20 material fee payable at www.robertospcservice.com.* Students are required to bring a flash drive to class. Access to a working computer for practice is necessary to receive the most benefit from this class (Senior discounted - no other discounts apply)

Roberto Cruz, AA, A+ Certified Systems Engineer

#410003 Apr 6-May 11
6 Saturdays 9:00-12noon $99

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. Access to a working computer for practice is necessary to receive the most benefit from this class. Students are welcome to bring their Macbooks if they choose to.

Ed Ramsey, BS, Computer Applications Instructor

#410011 Feb 23-Mar 16
4 Saturdays 9:00-12noon $110

Prezi-3D Presentations
Whether online, on a mobile device or in front of an audience the Prezi 3D presentation web based platform is changing the way ideas are imagined, created and presented. Learn how to use this innovative software to wow your audience with a cinematic and engaging experience anyone can learn to create.

Megan Lange, M.A., is an administrative support specialist as well as an online instructor and has experience presenting to diverse audiences.

#420012 Apr 27-May 18
4 Saturdays 9:00-11:00am $59

Powerpoint 2010
Impress your teacher or boss by using the power of the most widely used presentation software. This course covers the basics of how to add text, backrounds, and graphics, as well as how to enhance your presentation with animations and sounds. Use a predesigned template, or use your creativity to develop your own unique slides. Tips on delivering great oral presentations will be covered in this course as well.

Lori Minor, MPA, Microsoft Certified Application Specialist (MCAS)

#420008 Apr 13-27
3 Saturdays 10:00-12noon $59

Microsoft Word 2010
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: Beginners computer class, or a working knowledge of Windows. Access to a working computer for practice is necessary to receive the most benefit from this class.*Flash drive recommended.

$10 material fee payable at www.robertospcservice.com

Roberto Cruz, AA, A+ Certified Computer Technician

#420005 Mar 16 & 23
2 Saturdays 12noon-3:00pm $65
Microsoft Excel 2010
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. Students are required to bring a Flash Drive to class. Prerequisite: Beginners computer class, or a working knowledge of Windows. Access to a working computer for practice is necessary to receive the most benefit from this class.

Amarylles D. Hall, MA, LAHC Adjunct Computer Applications Professor

Level 1
#420002 Mar 2-23
4 Saturdays 9:00-12noon $110
(no class meeting Feb 16)

Level 2
#420007 Apr 13-May 4
4 Saturdays 9:00-12noon $110

Introduction to Adobe Photoshop
Learn to harness your imagination and create your own dream worlds with Adobe Photoshop. Discover how to turn ordinary photographs into works of art. Gain an understanding of the basic principles of photo management for professional use. This intensive four-week workshop on the world’s most popular computer graphic application covers all general categories of digital imaging for use in both print and on the Web. Class conducted on Apple Macs.

Raul Guereque is a professional photographer and digital imaging specialist.

#460010 Apr 20-May 11
4 Saturdays 12noon-3:00pm $110

Introduction to Web Production (Teen–Adult)
Design and build a web site of your own. Sketch a preliminary concept and translate the concept into a working site. Study HTML pages, image placement, web applications, imaging and maintaining sites for business or personal use. Access to a working computer for practice is necessary to receive the most benefit from this class.

Roberto K. Cruz, AA, A+ Certified Technician

#460008 May 4 & 11
2 Saturdays 12:15-3:15pm $65

iPad, iPhone – I Know!
Does your iPad have you stumped? Are you ready to throw your iPhone against a wall? Have no fear, our apple expert is here! Learn to make the most out of your Apple devices including all about applications (apps), usage and connectivity. The iPhone and iPad are powerful tools that can simplify your life! Put them to work for you.

Ed Ramsey, BA, is an expert on all things Apple.

#410015 Feb 9
1 Saturday 9:00-12:45pm $49

#410016 May 4
1 Saturday 9:00-12:45pm $49

One-on-One Computer Training
Learn in one-on-one environment. Our experienced and patient trainer will come to your computer at home or at work or you can use the computer lab on campus. All sessions are scheduled at your convenience and topics are based on your training need and level (absolute beginner, advanced beginner, or intermediate). Customized one-on-one computer (PC or Apple) sessions are a minimum of two hours in length. Scheduled at your convenience.

PC: Roberto Cruz, AA, A+ Certified Computer Technician
# 410101 2 hours for $150 / # 410102 5 hours for $325

MAC: Roberto Cruz, AA, A+ Certified Computer Technician
# 410103 2 hours for $150 / # 410104 5 hours for $325

To register call 310-233-4450 or register online at www.lahc.edu/ext
ACE Personal Trainer Certification Prep

If you want to work as a personal trainer, a well-respected fitness certification can be key to getting good employment. The ACE Personal Trainer Certification is highly regarded in the fitness industry. This class is designed to help you prepare for the exam to obtain the Certification. In the lecture portion, you will cover exercise physiology, biomechanics, motivation techniques, basic training principles and methods, safety and liability issues, how to teach proper form, marketing yourself and lots more. Plus each day will conclude with an hour of practical, hands-on work in our weight room or cardio lab where you’ll apply what you’ve discussed. Get a chance to demo the actual strength training and flexibility exercises a trainer would do. Required material: ACE Personal Trainer Manual 4th Edition Set (Call 800-825-3636 to order). Read the first four chapters prior to the first class. Wear exercise clothes and bring a towel and water.

Brian Pfiffner, MS exercise science, has 19 years’ experience in corporate and private fitness training. He is also an adjunct professor of health and physical education for the Los Angeles Community College District.

#360049  Mar 2-23  4 Saturdays  1:00-5:30pm  $189

Yoga and Meditation

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

Cheryl Gant is a registered yoga instructor.

#540003  Feb 1-Mar 22  7 Fridays  2:00-3:30pm  $72

(no class meeting Feb 15)
**Belly Dancing (Beginner and Advanced)**
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.*

**Beginners**
- #510001 Feb 13-Mar 27
  - 7 Wednesdays 5:30-6:30pm $55

**Advanced**
- #510002 Feb 13-Mar 27
  - 7 Wednesdays 6:45-7:45pm $55

**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*

- #540002 Feb 22-Mar 15
  - 4 Fridays 10:00-11:30am $49

**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*

- #540001 Feb 23-Apr 6
  - 6 Saturdays 10:00-11:30am $65
  - (no class meeting Mar 30)

**Fitness Boot Camp**
This Outdoor Boot Camp is designed to help individuals focus on functional strength and conditioning using only your body no equipment is used or needed. The class will not only help every individual produce positive results, but will increase your strength endurance while teaching students the importance of a balanced diet and highlighting behavior that can be implemented into your everyday life style to ensure continued results. This high intensity class will include cardio workouts, core strengthening workouts and muscle toning workouts. If you’re serious about getting into shape this summer, then this class is for you.

*Shain Rossi, Certified Fitness Instructor*

- #520013 Feb 2-Mar 16
  - 6 Saturdays 8:00-9:00am $49
  - (no class meeting Feb 16)

- #520014 Apr 13-May 18
  - 6 Saturdays 8:00-9:00am $49

**Athletic Training (Ages 12 and up)**
This fitness experience is designed for any athlete to take their game to the next level by becoming physically superior in their sport. Workouts are designed to enhance the skills that are needed to excel at your sports. Training will take place outdoors.

*Shain Rossi, Certified Fitness Instructor*

- #520008 Feb 2-Mar 16
  - 6 Saturdays 9:15-10:15am $49
  - (no class meetings Feb 16)

- #520009 Apr 13-May 18
  - 6 Saturdays 9:15-10:15am $49
Tabata Fitness

If you have been keeping up with the latest trends in conditioning research then you probably already know that interval training, Tabata Training, is the most efficient way to train. Tabata training alternates periods of high intensity exercise with periods of rest to produce gains in both aerobic and anaerobic systems. Forget about those long slow distance runs to improve aerobic fitness, Tabata is the way to go! Students must bring their own resistance bands to class.

Shain Rossi, Certified Fitness Instructor

- #520018 Feb 2-Mar 16 6 Saturdays 10:30-11:30am $49
  (no class meetings Feb 16)
- #520019 Apr 13-May 18 6 Saturdays 10:30-11:30am $49

Hip-Hop (Street Styles Dance)

Learn the foundations of the most innovated forms of freestyle hip-hop today. From popping to whacking students will explore the fundamentals of street style hip hop. This course encourages dancers to express their creativity and unique personality through a creative medium that is cool and contemporary.

Miguel Echave, Dance Instructor and performer with Culture Shock Los Angeles

- #510017 Feb 23-Apr 6 6 Saturdays 11:30-12:30pm $49
  (no class meeting Mar 30)
- #510018 Apr 13-May 18 6 Saturdays 11:30-12:30pm $49

Commercial Hip-Hop

If you’ve ever wanted to move like your favorite hip hop artist this class is for you. Dancers will learn a variety of styles used by some of the most well known choreographers in today’s popular music videos and commercials.

Miguel Echave, Dance Instructor and performer with Culture Shock Los Angeles

- #510019 Feb 23-Apr 6 6 Saturdays 12:30-1:30pm $49
  (no class meeting Mar 30)
- #510020 Apr 13-May 18 6 Saturdays 12:30-1:30pm $49
Semi-Personal Training:  
**Body Conditioning and Strength Training**

Workout with a personal trainer and your very own support group. Semi personal training is designed to have no more than 5 students at a time; get the attention of a personal trainer without the expensive fees that come with it. This class will help build your body into a fat burning machine through exercise. Training will involve exercises that you can learn to do at home.

*Shain Rossi is a local certified personal trainer who will work with you to develop a workout regiment specific to your needs.*

**Classes held at LAHC Fitness Center**

**Mornings**

<table>
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<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
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**Evenings**

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**Classes held at Alvas Dance Studios/San Pedro**

No onsite registration. Registration must be completed in advance with LAHC Extension

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<th>Course Code</th>
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**Enroll Today! Space is Limited.**
Beginning Gymnastics (Ages 7-12)
This class will focus on fundamental gymnastics and acrobatic skills. Children will learn basic ideas of balance, flexibility and strength along with even specific skills on Vault, Bars, Beam, and Floor Exercise.

#522000  Feb 25-Apr 1  6 Mondays  5:30-6:30pm  $49
#522001  Apr 15-May 20  6 Mondays  5:30-6:30pm  $49

Ballet/Pilates Fitness (Ages 16+)
Build a balanced and tone body through the grace of Ballet and the agility of Pilates. For decades professional dancers and fitness experts have used techniques in this fitness class to strengthen the core and promote flexibility.

#522026  Feb 23-Mar 30  6 Saturdays  12noon-1:00pm  $49
#522027  Apr 11-May 16  6 Saturdays  12noon-1:00pm  $49

Jazz/Pilates Fitness (Ages 16+)
If you are searching for a fitness program where you can achieve strength and agility without the bulge this program is for you. By combing Jazz dance and Pilates fundamentals students can achieve the tone and sleek body in a fun and supportive environment.

#522028  Feb 22-Mar 29  6 Fridays  11:00am-12noon  $49
#522029  Apr 12-May 17  6 Fridays  11:00am-12noon  $49

Basic Tap (Ages 5-7)
This class explores rhythm and movement. It allows children to develop their imagination in a structured environment while working on motor development.

#522021  Feb 20-Mar 27  6 Wednesdays  3:30-4:30pm  $49
#522022  Apr 10-May 15  6 Wednesdays  3:30-4:30pm  $49

Pilates Sculpt (Ages 18 & up)
This class will get your heart pumping while strengthening your core. You will burn calories and get stronger with every class.

#522030  Feb 21-Mar 28  6 Thursdays  6:30-7:30pm  $49
#522031  Apr 11-May 16  6 Thursdays  6:30-7:30pm  $49

Community Outreach – Theatre Unplugged
For the past 40 years Harbor College Theatre has been a huge part of the neighboring communities. In collaboration with the Community Services/Extension Program we are continuing to support that connection with our community. Through educational theatre, we will visit elementary schools, middle schools, high schools and youth groups all over the south bay.

Theatre is one of the highest form of mass communication that can receive instant feedback while cause an immediate impact. Call 310-233-4427 for more information.
Personal Enrichment

Basic Pistol Training 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. Arrangements can be made for those wishing to do, with the instructor.

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

| #640004 Mar 16 | 1 Saturday 8:00-5:00pm | $120 |
| #640007 May 11 | 1 Saturday 8:00-5:00pm | $120 |

Range fee $37-50 (depending on firearm used), payable at the range. Includes firearm rental, ammo, target, ear and eye protection.
Refuse To Be A Victim®
Refuse To Be A Victim® is NRA’s award-winning personal safety and crime prevention program. These sought-after seminars teach participants how to improve their personal safety strategies, and what techniques and tactics can be used to help avoid becoming easy victims of crime and criminals. In general, seminars heighten public awareness of what can and should be done to stay safe. Student handbook is included int the fee. The topics that are covered in a typical seminar include:

* Psychology of Criminal Predators  * Mental Preparedness
* Home Security  * Physical Security
* Workplace Security  * Parents and Children From Pre-School to College

Instructor: Gerry Koehler, MA, NRA Certified "Refuse To Be A Victim®"
#640011  May 18  1 Saturday  9:00-1:00pm  $45*

Introduction to Horsemanship
Learn the basics of horse care and horseback riding. Throughout this intimate course, we will develop your riding skills with fun and safety in mind. Jeans and boots recommended. All helmets, horses and equipment provided. Class limited to 5 students.
Class meets at the Portuguese Bend Riding Club.
Callie Bell has been teaching horseback riding to all ages for over 20 years.
Youth Classes
#650003  Feb 8-Mar 15  6 Fridays  5:00-6:30pm  $350

Adults Classes
#650001  Feb 9-Mar 16  6 Saturdays  2:30-4:00pm  $350

Portuguese Bend Riding Club is located at 40 Narcissa Drive, Rancho Palos Verdes

Lifeguard Certification Training
Earn an American Red Cross Certificate in Lifeguarding, first aid and CPR/AED. All three certifications are valid for 2 years. Spend three days learning these life saving skills. To obtain certification all students must:
- Be 15 years of age by the last day of training.
- Be able to swim 300 yards continuously demonstrating breath control and rhythmic breathing. Candidates may swim using the front crawl, breaststroke or a combination of both methods. Backstroke or sidestroke swimming is not allowed. Swim goggles may be used.
- Be able to tread water for two minutes using only legs with hands under armpits.
- Be able to swim 20 yards, surface dive down to 10 feet, retrieve a 10 pound object, return to the surface and swim back to the starting point, exiting the water within 1 minute and 40 seconds. Goggles may NOT be used for this task.
Class will run a total of four days. 8-10 hours will be spent learning First Aid and CPR/AED. 12-15 hours will be spent in a pool to learn water skills.
Ali Fiorini is a certified lifeguard and certified lifeguard instructor by the American Red Cross for 15+ years
#640016  $199  Schedule
Apr 6 & 13  2 Saturdays  9:00-2:30pm  @LAHC
Apr 7, 14 & 31  3 Sundays  9:00-5:00pm  @SPYMCA
This class meets at Los Angeles Harbor College and the San Pedro YMCA.
Student required to attend all class meetings. All of the materials, (participant manual, pocket mask, CPR mannequin rental & certificates) are included in the fee. Students will need to bring swim attire and towel.
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.

<table>
<thead>
<tr>
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Algebra & Pre Algebra
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.

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Don’t Wait! Space is limited & class fill quickly.
Call 310-233-4450 to enroll or visit us www.lahc.edu/ext
Semi-Private Tutoring

For over 25 years, Los Angeles Harbor’s College for Kids program has offered affordable learning opportunities parents can trust.

Spelling & Phonics
Improve spelling skills and build phonetic skills to improve writing. Learn techniques and tips to help master vocabulary words, and get on the road to spelling success.

Kindergarten & 3rd Grade
#711001 Feb 23-Mar 23 5 Saturdays 8:00-9:00am $89
#711002 Apr 13-May 11 5 Saturdays 8:00-9:00am $89

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.

Kindergarten & 1st Grade
#712001 Feb 23-Mar 23 5 Saturdays 10:00-11:00am $89
#712004 Feb 23-Mar 23 5 Saturdays 12noon-1:00pm $89
#712007 Apr 13-May 11 5 Saturdays 10:00-11:00am $89
#712010 Apr 13-May 11 5 Saturdays 12noon-1:00pm $89

2nd & 3rd Grade
#712002 Feb 23-Mar 23 5 Saturdays 10:00-11:00am $89
#712005 Feb 23-Mar 23 5 Saturdays 12noon-1:00pm $89
#712008 Apr 13-May 11 5 Saturdays 10:00-11:00am $89
#712011 Apr 13-May 11 5 Saturdays 12noon-1:00pm $89

4th Grade & up
#712003 Feb 23-Mar 23 5 Saturdays 10:00-11:00am $89
#712006 Feb 23-Mar 23 5 Saturdays 12noon-1:00pm $89
#712009 Apr 13-May 11 5 Saturdays 10:00-11:00am $89
#712012 Apr 13-May 11 5 Saturdays 12noon-1:00pm $89

Basic Writing Skills (6th-9th Grade)
Writing is an essential part of your child’s middle school and high school experience. Many students struggle with the basics of writing, such as structuring a sentence or how to develop multiple paragraphs, what does “essay form” mean? Why does my teacher keep writing “run on” on my paper? This class can help you fix the little things that might be stopping you from becoming a confident writer. This class is limited to no more than five students.

#713002 Feb 23-Mar 23 5 Saturdays 10:00-11:00am $89
#713003 Apr 13-May 11 5 Saturdays 10:00-11:00am $89
Computer Keyboarding for Kids (Ages 7-12)
Term papers and reports are time consuming enough for students, but when they are able to type them out quickly and properly a great deal of stress and worry is avoided. Give your child an academic advantage through the gift of typing. In this special course designed for children and young adults, students will learn proper form while developing their speed and accuracy in a fun and supportive environment. Let fundamentals of typing become the foundation for future success!

#730006  Apr 13-May 11  5 Saturdays  10:00-11:30am  $69

Acting for Kids (Ages 5-7)
Enrich your child’s life by promoting their confidence and self-esteem through the art of acting. Young actors will learn the basic skills in the actor’s toolbox by participating in games and scene work in a fun and supportive environment. Students’ effort will be celebrated with a performance on the final day of class.

#730007  Feb 23-Mar 23  5 Saturdays  10:00-11:30am  $69
#730008  Apr 13-May 11  5 Saturdays  10:00-11:30am  $69

Musical Theatre Workshop (ages 10-17)
Experience the joy of musical theatre by doing it. Young actors will discover and develop talents in a welcoming professional setting. Instruction will include acting and vocal techniques that will complement choreographed dance numbers students will rehearse over the course of the workshop. Don’t miss out on this special opportunity for young actors of all levels of experience.

#720012  Feb 23-Mar 23  5 Saturdays  1:30-3:30pm  $79

Harbor College Youth Orchestra
The Harbor College Youth Orchestra announces the opportunity for young musicians to play in a high-caliber ensemble! Under the direction of Richard Babcock, the group will rehearse and perform a generous assortment of musical material. Students will be challenged to master diverse styles from classical to jazz to the bold and the new. Music students age 18 and under who play any orchestra instrument with reasonable proficiency are invited. Auditions will be held at the first meeting. Prepare a short solo; be prepared to sight read and play major scales at the audition.

Richard Babcock; Director of Orchestras for Chadwick School in Palos Verdes, Music Director for the Peninsula Symphonic Winds of Los Angeles Harbor College since its inception in 1986. Late enrollment is permitted.

#720008  Feb 2-May 18  14 Saturdays  9:00-12noon  $69
(no class meeting Feb 16 & Mar 30)

Why go to summer camp when you can go to...

Join us this summer for a great and affordable alternative to day camp and summer school. For more information call 310-233-4450, or visit www.lahc.edu/ext
There’s not a bad seat in the class with Gatlin Education Services online career-training 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 class listings & descriptions & pricing available online at www.gatlineducation.com/lahc
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/lahc
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:

Jan 16, Feb 21, Mar 21, Apr 18, May 16, & Jun 20
Choose any for $95*(Unless noted otherwise online)
## 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. *Text requirements discussed in class.

**Gerry Koehler, MA Linguistics, Spanish Professor**

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<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
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<td>#800007</td>
<td>Feb 4-Jun 3</td>
<td>13 Mondays</td>
<td>6:30-9:40pm</td>
<td>No Fee*</td>
</tr>
</tbody>
</table>

*(no class meeting Feb 18 & Apr 1)*

**Susan Ramirez, BA Certified Language Instructor**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>#800008</td>
<td>Feb 9-Jun 1</td>
<td>13 Saturdays</td>
<td>10:30-3:30pm</td>
<td>No Fee*</td>
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</tbody>
</table>

## Computer Keyboarding and Typing

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. Students can enroll in either or both sections.

**Peter A. Aguilera, MA, Certified Microsoft Office Specialist**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>#800009</td>
<td>Feb 8 to Jun 1</td>
<td>12 Fridays</td>
<td>12:05-3:05pm</td>
<td>No Fee</td>
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</tbody>
</table>

*(no class meeting Feb 15 and Apr 5)*

<table>
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<th>Days</th>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>#800011</td>
<td>Feb 9 to Jun 2</td>
<td>12 Saturdays</td>
<td>12:05-2:50pm</td>
<td>No Fee</td>
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</table>

*(no class meeting TBA)*

## 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.

Text requirements discussed in class. Students will spend approximately $40 on texts.

**Eddie Afana, MBA, BS Accountancy, Bookkeeping, Computer Applications, and Office Administration Instructor, managed a family owned printing business for over 7 years.**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>#800012</td>
<td>Feb 4-Jun 5</td>
<td>14 Mons &amp; 15 Weds</td>
<td>7:30-10:10pm</td>
<td>No Fee*</td>
</tr>
</tbody>
</table>

*(no class meeting Feb 18 & Apr 1)*

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**Enroll in these classes or any of our other classes from home by visiting www.lahc.edu/ext**