Los Angeles Harbor College
Extension Program

Fall 2013

Office Hours
Monday-Thursday
8:30am-7:30pm
Friday
8:30am-4:00pm
Saturday
7:45am-12:45pm
Office Closed:
Nov 9, 11, 27-30,
Dec 20-Jan 4,
Jan 18, 20, Feb 14-17

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.
For over twenty-five years, Los Angeles Harbor College Extension’s College for Kids has offered a fun and educational alternative to day-care for children in Kindergarten through 9th grade. Whether for one hour or all-day our learning plans are designed to match your schedule and budget. Students will love our wide selection of offerings. Parents will appreciate the steps we take to supervise and escort children from offering to offering once dropped off. Enroll early, space is limited!

To enroll call 310-233-4450 or visit www.lahc.edu/ext.

### Basic Mathematics
All areas of basic math will be covered in this tutoring offering. 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 offering. Offering limited to no more than five students.

**Kindergarten to 1st Grade**
- Oct 12-Nov 23 8:30-9:30am $99 6 Saturdays #710004
- Oct 12-Nov 23 10:30-11:30am $99 6 Saturdays #710001

**3rd Grade & up**
- Oct 12-Nov 23 8:30-9:30am $99 6 Saturdays #710005
- Oct 12-Nov 23 9:30-10:30am $99 6 Saturdays #710002
- Oct 12-Nov 23 10:30-11:30am $99 6 Saturdays #710003

### 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 offering.

**Pre-Algebra**
- Oct 12-Nov 23 9:30-10:30am $99 6 Saturdays #710202

**Algebra**
- Oct 12-Nov 23 10:30-11:30am $99 6 Saturdays #710203

**Pre-Algebra & Algebra**
- Oct 12-Nov 23 11:30-12:30pm $99 6 Saturdays #710204

### 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. Offering limited to no more than five students.

**Kindergarten to 2nd Grade**
- Oct 12-Nov 23 9:30-10:30am $99 6 Saturdays #712004
- Oct 12-Nov 23 11:30-12:30pm $99 6 Saturdays #712001

**3rd Grade & Up**
- Oct 12-Nov 23 9:30-10:30am $99 6 Saturdays #712002
- Oct 12-Nov 23 11:30-12:30pm $99 6 Saturdays #712005

**4th Grade & Up**
- Oct 12-Nov 23 8:30-9:30am $89 6 Saturdays #712006
Basic Writing Skills (4th-7th 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 offering can help you fix the little things that might be stopping you from becoming a confident writer. This offering is limited to no more than five students.
Oct 12-Nov 23 10:30-11:30am $99 6 Saturdays #713002

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 to 3rd Grade
Oct 12-Nov 23 8:30-9:30am $99 6 Saturdays #711001

Geometry
Practice geometry fundamentals, such as point, line, ray, segments, triangles and polygons will be introduced. Other geometric essentials covered include angle measures, interior angles, parallel and perpendicular lines, transversals, and congruent polygons. Geometry can be easy and fun if you brake it down into the right “shapes”.
Oct 12-Nov 23 11:30-12:30pm $99 6 Saturdays #713006

Sign Language for Kids
Sign onto a new future of communicating with your hands and facial expressions. Designed for anyone who wishes to take up signing in a fun and casual manner. Learn to sign the alphabet, the importance of body language, basic hand signals, helpful/emergency phrases and conceptual movements in a supportive atmosphere.
Ages 7-9
Oct 12-Nov 23 9:30-11:00am $99 6 Saturdays #713011
Ages 10 & Up
Oct 12-Nov 23 11:00-12:30pm $99 6 Saturdays #713012

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. Call LAHC for more information.
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 permitted)
Sep 7-Jan 25 9:30-10:30am $89 15 Saturdays #713002
(Does not meet Nov 9, 30, Dec 21, 28, Jan 4 & 18)
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

Oct 22-Dec 17 6:30-8:00pm $110 8 Tuesdays #240001
(Does not meet Nov 26)

Drumming with Doug (Introduction to Drumming)
Anyone can learn to play the drums with fun and skill in just a few short weeks. Participants discover a brief history of early drumming and learn basic grips and techniques. Also learn to read music and perform your favorite songs. Practice on drumming pads and real drums while learning about musical influences from all over the world. Instructor Doug Klug is an accomplished drummer that has been featured in many prominent showcases.

Oct 19-Dec 14 9:00-11:00am $99 7 Saturdays #240011
(Does not meet Nov 9 & 30)

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 offering. Course is designed for acoustic guitars, electric is only acceptable if you have a very small amp. Offering size is limited, register early!

BEGINNERS
Oct 19-Dec 7 10:00-12noon $79 6 Saturdays #240002
(Does not meet Nov 9 & 30)

INTERMEDIATE
Oct 19-Dec 7 12:15-2:15pm $79 6 Saturdays #240004
(Does not meet Nov 9 & 30)

Los Angeles Harbor College Swap Meet

Over 400 Vendors! No Admission Fee
Every Sunday: 8:00am-3:00pm
Call (310) 835-5351 for information
Oil Painting for Beginners
Introduction to oil painting with a focus on simplifying subject and color. In this offering 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 offering is perfect for beginners. A detailed material list is available online at www.lahc.edu/ext
Oct 12-Nov 23  9:30-11:30am $59  6 Saturdays #220025
(Does not meet Nov 9)

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 offering: 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.
Oct 12-Nov 23  9:00-12noon $79  6 Saturdays #210001
(Does not meet Nov 9)

Drawing & Sketching
Have you always wanted to explore your artistic side? Then join this drawing and sketching offering for beginners and learn how to draw. Instruction will include the use of various techniques and styles that are fun and impressive. This course is designed to develop new and amateur artists.
Oct 19-Dec 7  12noon-2:00pm $59  6 Saturdays #220027
(Does not meet Nov 9 & 30)

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 offering. Students must have a basic understanding of computers.

Level 1 (DSLR/ILC/Mirrorless System Camera & Tripods are recommended)
Oct 12-Nov 2  9:00-11:30am $69  4 Saturdays #210006

Level 2 (Intro to Twilight Photography)
(DSLR/ILC/Mirrorless System Camera & Tripods are required)
Nov 16-Dec 14  2:30-5:00pm $69  4 Saturdays #210015
(Does not meet Nov 30)
Zombie Make-Up Workshop
The focus of this workshop is to teach the correct use and application of facial prosthetics, latex, and other make-up essentials necessary to create zombie facial creations. The course will cover step-by-step instructions for students to develop their own zombie designs. An emphasis on the proper way to apply and remove make-up will be part of this workshop. A short discussion on film industry zombie making will be included. *Enrollment closes on October 14th.*

Oct 19  10:00-1:00pm  $39  1 Saturday  #260031
material fee  $40

Organic Liquid Soap Making
Whether you love the smell of scented soaps, the craft of chemistry or desire the peace of mind of knowing what goes in your soap, this offering is for you! Students will learn how to make their own organic liquid soap in our campus lab under the direction of LAHC Chemistry Instructor Dr. Sanubo Toeque II. Students are required to bring safety glasses, an apron and gloves to offering. Materials are included in offering fee.

Nov 16  9:00-3:00pm  $79  1 Saturday  #620020

Refuse To Be A Victim®
Refuse To Be A Victim® is a 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
*Student handbook is included with offering fee.

Dec 7  9:00-1:00pm  $45*  1 Saturday  #640011
Natural Hair Care
Do you want great hairstyles without heat, harsh chemicals, and expensive salons? Find out about tools and techniques for the two-strand twist, the comb twist, and the roller set. All of these styles are quick and easy to do, and stylish too! Create fashion forward hairstyles while maintaining the integrity of the hair. Charisse is passionate about teaching you to keep hair healthy, shining, and growing. Detailed material and supply list for this offering is available online at www.lahc.edu/ext

Oct 17-Nov 21 6:30-8:30pm $79 6 Thursdays #610006

Braiding and Weaving
If you are one of the many women who wish to have hair extensions, it is normal to have questions and concerns about this service. It is even more important to know the difference between fact and fiction in regard to hair extensions. Once you educate yourself on the truth verses the myths of hair extensions, you will be able to better determine if they are a good choice for you. In today’s world hair loss is on the rise. Statistics show every stylist will encounter having a client who suffers hair loss or thinning. How do you service your client whom is suffering hair loss due to alopecia, chemotherapy or different medications that contribute to hair thinning and later major hair loss? This offering is perfect for students who want to capture every detail and step of training at his or her own pace with Hands on offerings. This offering setting allows for 5-15 students with as much personal one on one personal attention as needed. We believe this offering size produces an efficient and results-driven learning environment with as much one-on-one personal attention as needed. Our goal is to ensure each student leaves with a more refreshed view of his or her craft and is inspired to reach higher heights as a hair artist. Students will learn techniques focused on ensuring that as much attention to detail is given from creating the foundation of the weave to the finished look. Prerequisite: Knowledge of how to Cornroll. Detailed material and supply list for this offering is available online at lahc.edu/ext

Jan 9-Feb 13 6:30-8:30pm $99 6 Thursdays #610007

Great career ideas start on page #13
### Finding Love Online - Secrets You’ve Never Heard

If you’ve come to the conclusion that “online dating just doesn’t work for me”, you’ve had a chain of negative experiences, or you’ve never even tried online dating, this offering is for you. You will learn tricks, tips, and strategies on how to actually make valuable lasting connections. You will learn everything from how to create a captivating profile to navigating communications to meeting and entering a dating relationship. Instructor Christy Sanborn worked for eHarmony as a Dating and Relationship “Specialist” for 5 years. She is now a Coach through her own company, Love Breakthrough, educating, training and speaking to groups in Los Angeles and the Bay Area.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Price</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Jan 11</td>
<td>10:00-1:00pm</td>
<td>$49</td>
<td>1 Saturday</td>
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### Clutterology®

Are you tired of searching for items lost in piles of chaos? Do you stumble over stuff strewn throughout your house? Clutterology® will change your life by making your environment work for you. Don’t let your clutter dictate your life and discover how Clutterology’s® innovative ideas can get your clutter in order. You CAN change your environment to work for you with simple, easy and practical ideas on how to remove clutter from your life and get organized. Nancy Miller of Rounds, Miller and Associates, has been an organizer for more than 16 years, offering both personal and business consultation. Nancy’s has been a member of the National Association of Professional Organizers, the National Study Group on Chronic Disorganization and the National Speakers Association.

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<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Price</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Nov 6</td>
<td>10:00-1:00pm</td>
<td>$59</td>
<td>1 Wednesday</td>
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### 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. 


*These offerings meet off campus at Kaiser Medical Center (Harbor City)*

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<thead>
<tr>
<th>Level</th>
<th>Dates</th>
<th>Time</th>
<th>Price</th>
<th>Notes</th>
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<tr>
<td><strong>Beginning</strong></td>
<td>Oct 16-Dec 18</td>
<td>7:30-9:30pm</td>
<td>$125</td>
<td>10 Wednesdays</td>
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<tr>
<td><strong>Intermediate</strong></td>
<td>Dec 3-Feb 25</td>
<td>7:30-9:30pm</td>
<td>$125</td>
<td>10 Tuesdays</td>
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*(Does not meet Dec 24, 31 & Jan 7)*
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.
Feb 22-May 31  10:00-1:45pm  No Fee*  14 Saturdays  #800001
   (Does not meet Apr 12)
Feb 10-Jun 9  6:00-10:25pm  No Fee*  14 Mondays  #800008
   (Does not meet  Feb 17, Mar 31, May 26 & Apr 7)

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
Feb 21-May 30  1:00-3:55pm  No Fee  14 Fridays  #800002
   (Does not meet Apr 11)
Feb 22-May 31  12:05-3:00pm  No Fee  14 Saturdays  #800003
   (Does not meet  Apr 12)

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.
Feb 10-Jun 9  7:30-10:00pm  No Fee*  14 Mon & 16 Wed  #800004
   (Does not meet  Feb 17, Mar 31, Apr 7, 9 & May 26)
Belly Dancing
Tone your torso, foster self-confidence, or entice your partner with this ancient art form. Lydia Lopez teaches the classical Egyptian Belly Dance which includes basic finger-cymbal techniques. Come and enjoy this attractive and feminine expression of graceful dance. This offering will conclude with a belly dance recital.

Beginners
Oct 16-Dec 4 5:30-6:30pm $55 7 Wednesdays #510001
(Does not meet on Nov 27)

Step Aerobics/Muscle Conditioning, Stretching & Relaxation
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 offerings 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.

Nov 12-Feb 20 5:30-6:30pm $132 12 Tues & 12 Thurs #520001
(Does not meet Nov 26, 28, Dec 24, 26, 31 & Jan 1)
Nov 16-Feb 8 9:00-10:00am $66 8 Saturdays #520002
(Does not meet Nov 30, Dec 21, 28, Jan 4 & 18)

Sign-up for the course series (both #520001 & #520002) and pay $175

Computer & Technology Skills
See page 30
Fitness Boot Camp
This Boot Camp is designed to help individuals focus on functional strength and conditioning using only your body—no equipment is used or needed. The offering 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 lifestyle to ensure continued results. This high-intensity offering will include cardio workouts, core strengthening workouts, and muscle toning workouts. If you’re serious about getting into shape, then this offering is for you.

Oct 26-Dec 14 8:00-9:00am $49 6 Saturdays #520013
(Does not meet Nov 9 & 30)

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 offering will help build your body into a fat-burning machine through exercise. Training will involve exercises that you can learn to do at home.

Mornings
Oct 22-Dec 10 6:00-7:00am $145 6 Tues & Thurs #521010
Oct 22-Dec 10 7:00-8:00am $145 6 Tues & Thurs #521011
Jan 7-Feb 13 6:00-7:00am $145 6 Tues & Thurs #521005
Jan 7-Feb 13 7:00-8:00am $145 6 Tues & Thurs #521004

Evenings
Oct 22-Dec 10 5:00-6:00pm $145 6 Tues & Thurs #521000
Oct 22-Dec 10 6:00-7:00pm $145 6 Tues & Thurs #521012
Oct 22-Dec 10 7:00-8:00pm $145 6 Tues & Thurs #521013
Jan 7-Feb 13 5:00-6:00pm $145 6 Tues & Thurs #521006
Jan 7-Feb 13 6:00-7:00pm $145 6 Tues & Thurs #521014
Jan 7-Feb 13 7:00-8:00pm $145 6 Tues & Thurs #521017

Saturdays
Oct 26-Dec 14 9:00-10:00am $72 6 Saturdays #521016

If there is demand Monday & Wednesday offerings will be offered. Please call 310-233-4450 with your name, time preference, phone number or email address.

Please consult your physician before undertaking any physical activity program.
Please consult your physician before undertaking any physical activity program.
World Instructor Training Schools
Personal Trainer National Certification

Experience a group exercise course like no other! Nine weeks of intensive training will help you to develop skills for leading a group of exercisers. The program will include lecture that encompasses learning key aspects of the human body and the effects of exercise. The live hands-on practical lab demonstrations will bring to life the qualities of a good safe group exercise leader. All aspects of leading a group exercise course are highlighted with interactive participation. Passing this group exercise course will provide students with a national group exercise certification and skill set for employment in private & public fitness centers. The written and practical exams are included in this course on the 9th week. A required internship will help you network into one of the biggest growing departments of the fitness industry.

This 62-hour certification program includes the following; 16 hours of lecture, 16 hours of practical hands on group activity training, A 30-hour internship in the field will bring to life the experience. The course is taught in a 9 week LIVE format. Lecture materials will cover the essentials of group exercise history, music, choreography, safety techniques, as well as basic applied science specifically relating to group exercise cardiovascular, muscular, and flexibility health. Practical labs will expand into skill development for functional training, sports conditioning, circuit, boot camp, dance, step, kickboxing, hi-low, aqua, indoor cycling, and equipment-based offering techniques. A mind body offering overview in yoga & Pilates will cap it off so you can incorporate this knowledge into sections of your traditional offering formats.

Pre-Requisite: This is a beginner course for active fitness enthusiasts with little or no experience in the fitness field.
Completion Requirements: Students must earn a score of 70% or higher on the written and practical exams. Attendance is required and students are only allowed one excused absence. Students with an excused absence must schedule a meeting to discuss or make-up any work assigned. Adult CPR/AED is required.

Additional Resources: Registered students receive discounts for online study tools and practice exams. Students who do not pass the course the first time can retake the course and re-test for a reduced fee of $75 for the written or practical exam. Two required textbooks are not included and additional fees may be needed. Textbooks may be purchased via the W.I.T.S. Store Front

Saturdays, October 5 – December 14, 9:00-2:00pm
Cost: $699 (required textbook $93.97, not included in cost)
Personal Fitness Trainer Certification Course #360031
(Does not meet Nov 9 & 30)
No refunds after Sept 30th

Free Information Session
Saturday, September 28
Time: 10:00am - 11:00am

Personal Trainer National Certification
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 modules and save $100. Pay only $450 for the course series (No refunds for series).

Module 1 - Supervisory Overview and Leadership Styles
What does it takes to be an effective supervisor? This module is appropriate for a newly appointed supervisor or a seasoned veteran. Topics explored in this offering include: • Functions and roles of a supervisor • Assessing supervisory styles • Elements of effective supervision • How supervision and leadership differ • Supervisory planning.

#371001 Oct 19 1 Saturday 12:30-3:30pm $55

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 offering include: Verbal and non-verbal communication techniques • Active speaking and listening • Overcoming barriers to communication • Creating a motivational climate • How to inspire high performance.

#371002 Oct 26 1 Saturday 12:30-3:30pm $55

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.

#371003 Nov 2 1 Saturday 12:30-3:30pm $55
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

#371004 Nov 16 1 Saturday 12:30-3:30pm $55

Module 5 – 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 offering 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

#371006 Nov 23 1 Saturday 12:30-3:30pm $55

Module 6 – 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

#371007 Dec 7 1 Saturday 12:30-3:30pm $55

Module 7 – 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

#371008 Dec 14 1 Saturday 12:30-3:30pm $55

Module 8 - 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 offering 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

#371005 Jan 11 1 Saturday 9:00-12noon $55
Module 9 – 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

Module 10 – 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.

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 offering 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 offering, 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 offering 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

Module 9 – Ethics in Leadership
#371010 Jan 25 1 Saturday 9:00-12noon $55

Module 10 – Time/Stress Management
#371009 Feb 1 1 Saturday 12:30-3:30pm $55

Bartending the Easy Way: Bartender Training Program
Nov 23 & Dec 7 2:00-6:00pm $99 2 Saturdays #360001
*On Nov 30 students are scheduled to complete an online test
Continuing Education for Tax Preparers

20 Hour Continuing Income Tax Education
This course is specially designed for CTEC registered tax return preparers to meet their 20 hours of continuing education each year. Tax preparers who are registered with the California Tax Education Council are required to complete at least 20 hours of continuing Tax Education each year. The course includes 10 hours of Federal Tax Law, 5 hours of California Tax Law, 3 hours of Federal Tax Law updates, and 2 hours of Ethics. Upon successful completion of the offering, students will receive a competition certificate which includes approved providers course number and the total number of hours completed. This information is also sent to the CTEC by the provider identifying the student.

Areas of focus include:
- American Taxpayer Relief Act of 2012
- Self-employed taxpayer income
- State of California Tax Laws and Differences with Federal Tax Law
- Federal Tax Law Ethics and Circular 230

Oct 5-26 9:00am-2:00pm $149 4 Saturdays #360086

Personal Income Tax Bootcamp
Get ready to file your tax return and learn important strategies that could save you money and time! This course is designed for individual who are planning to prepare their own returns, or who want to know whether they need a professional.

Areas of focus include:
- Major Tax Law Changes from previous years, itemized deductions, child qualifying rules and eligible exemption rules.
- Proper W-2, 1099, retirement income, miscellaneous income and non-taxable income. Dependent income reporting, how not to lose the dependent deduction.
- Capital Gains, dividend, interest and other investment reporting. K-1’s and the self employment tax payments required by income received through them.
- California tax updates and federal differences.
- Self-employed business income. Office in the home deductions. Self employed social security tax payment requirements. How to properly report losses.
- W-4 proper withholding of income taxes.
- How and when to select a professional tax preparer.

Jan 18 9:00am-12noon $39 1 Saturdays #360087
Paralegal Certificate Course© -$1189 + Books & Westlaw
This intensive, nationally acclaimed program is designed for beginning as well as advanced legal workers. Students will be trained to interview witnesses, investigate complex fact patterns, research the law, prepare legal documents, and assist in preparing cases for courtroom litigation. The instruction is practice-oriented and relates to those areas of law in which paralegals are in most demand. There are no prerequisites to take the course, but students will be expected to complete a significant amount of homework for each session. This program will help students increase their office’s efficiency, productivity, and billable hours as well as learn new marketable job skills.

Advanced Paralegal Certificate Course $1650
+ Books & Westlaw
This dynamic course is designed for legal professionals interested in improving their skills and knowledge of commonly used computer technology and programs within the law office. Course topics include: computer operating systems and peripheral devices; time tracking and billing software; database, case management and docket control software; litigation support software; electronic discovery, and trial presentation and graphics software. Hands on exercises will prepare students to work with popular programs such as MS PowerPoint, Practice Master’s Tabs 3, AbacusLaw, DiscoveryFY, Trial Director and LexisNexis CaseMap & TimeMap, as well as understand the common functions and purposes of similar programs. Common billing procedures and payment agreements, accurate time tracking, proper calendar and docketing procedures as well as the processes involved in electronic discovery will be addressed through a variety of exercises. In addition, students will be presented with real-life scenarios and asked to identify and examine ethical issues raised by the use of technology in a legal practice.

Legal Secretary Certificate Course $575 + Books
This intensive program is designed for both beginning and experienced secretaries who are interested in improving their skills and working more efficiently within the law office. Students will study such topics as: legal terminology; legal process; jurisdiction and venue; ethics; written communications including letters, pleadings, discovery, notices and motions; filing procedures, billing and accounting; time management; records management; overview of commonly used word and data processing programs; legal research; memoranda preparation, and citation format. During this session students will receive an introduction to the theory of law, the legal process, and the nature of the practice of law. Discussion will include the process of law as well as the specific legal terminology. Ethics are also covered. This session addresses the particulars of law office management. Also, this session studies technology in the law office. Students will be exposed to actual court documents and will prepare some of these documents as part of their homework. This session will be spent examining the intricacies of the law office, including office procedure manuals, billing techniques, and overall management techniques of the law office. Students will also be introduced to the basics of legal research and proper citation format. Job search strategies and placement possibilities will also be discussed.

Legal Nurse Consultant Training Course $849 + Books
This exciting program prepares Registered Nurses and Physician’s Assistants for a career in the legal field as legal nurse consultants. Building on the medical education and clinical experience of RNs and PAs, this course provides the RN and PA with fundamental skills necessary to advise law firms, health care providers, insurance companies and governmental agencies regarding medically related issues and to appear in court as expert witnesses. The course presents legal concepts related to the health care industry, as well as the role a legal nurse consultant might play in litigation areas such as medical malpractice, toxic torts, products liability, wrongful death, criminal law, and workers’ compensation. Any RN or PA interested in entering the legal field can benefit from the education provided by this course. The curriculum of this course is based on the text, Legal Nurse Consulting: Principles and Practice, 3rd Edition, published by the American Association of Legal Nurse Consultants. Students will receive 42-hours of instruction and will be required to pass weekly quizzes on the information presented.

Offerings start: Oct 21 & Jan 13
Call 1-800-522-7737 for information or to enroll today
Medical Insurance Billing, Coding and Claims Administration Training

Program
(No academic credit awarded for these offerings.)
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
• Hospital Billing
• Worker’s Compensation
• Medical Billing I
• ICD-9 Coding
• ICD-10 Coding
• CPT Coding
• Advanced Coding
• Computerized Billing
• Advanced Medical Billing

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 Nov 2, 2013. Certificate participation is required to enroll in any course. For program guidelines, registration, or more information, call 310-233-4450.

Lead Instructor: Shoushik “Sue” Mardirosian, Certified Billing Instructor
Program Coordinator: Sergio Soto, MA
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.

Oct 19 12:15-2:00pm No Fee
1 Saturday #370001

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.

Oct 26 9:00-4:00pm $250
1 Saturday #370014

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.

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

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

Nov 16 9:00-4:00pm $250
1 Saturday #370016

Physiology
Offering 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.

Nov 23 9:00-4:00pm $250
1 Saturday #370015

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.

Dec 7 9:00-4:00pm $250
1 Saturday #370003

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.

Dec 14 9:00-4:00pm $250
1 Saturday #370004

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 offering.

Jan 11 9:00-4:00pm $250
1 Saturday #370006
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.

Jan 25 9:00-4:00pm $250
1 Saturday #370007

ICD-10 Coding
Students will learn preliminary crosswalk between ICD-9-CM and ICD-10-CM, a migration to ICD-10 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 diseased tenth revision clinical Modification (ICD-10-CM). Understand the need to identify business processes. Understand the impact on loss of productivity during transition. Understand the importance of reviewing health plan contracts. Review the impact of increased time for documentation. Review the impact on information technology systems. Understand the potential impact on reimbursement. Review the studies and reports on the impact of ICD-10-CM.

Feb 1 9:00-4:00pm $250
1 Saturday #370018

ICD-10 Coding in Practice
Designed to complement our ICD-10 module, this course expands students’ knowledge of ICD-10 coding theory through practical application scenarios.

Feb 8 9:00-4:00pm $250
1 Saturday #370013

Advanced Coding
Take the information presented from beginning medical coding offerings, 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.

Feb 22 9:00-4:00pm $250
1 Saturday #370005

Worker’s Compensation
Learn how to process worker claims, liens and provide appropriate and complete paperwork to ensure maximum reimbursement.

Mar 1 9:00-4:00pm $250
1 Saturday #370008

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.

Mar 8 9:00-4:00pm $250
1 Saturday #370009

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.

Mar 15 9:00-4:00pm $250
1 Saturday #370011

Mar 22 9:00-4:00pm $250
1 Saturday #370012
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. Offerings 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-offering 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 offerings 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
Oct 24 6:00-8:00pm No Fee* 1 Thursday #360050

Makeup Artist Training Course Series
Please read: PRO QUALITY MAKEUP KIT REQUIRED.
Sign-up through the course series link to register for all 6 offering and save $91
Course Series Nov 7- Dec 19 6:00-9:30pm $299* 6 Thursdays *(Does not meet Nov 28)*

**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 placement. Individual Session Non-Certificate Price: $65

**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
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 offering 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.

Nov 2 8:00-6:00pm $129 1 Saturday #360003

Renewing Notaries
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.

Nov 2 12noon-6:00pm $80 1 Saturday #360039

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 for material and certification included in offering fee. It is recommended that you bring a highlighter pen and a sack lunch.

Dec 7 8:30-5:30pm $125 1 Saturday #360004
Become a Transaction Escrow Coordinator

Start your own business or learn new skills for your existing job in a real estate office. Busy agents usually don’t have time for the detail work involved in coordinating an escrow. If you have proven organizational skills and are detail minded, this is the right career for you.

Become the Transaction Coordinator for your real estate office or coordinate escrows right from your home. In the Transaction Coordinator training course, you’ll learn how to schedule, track and coordinate all events in a real estate transaction, including foreclosures; and to understand your role as liaison between the agent, buyer, seller and multiple vendors. You’ll learn how to fill out all necessary escrow paperwork, easy ways to keep track of tasks, appointments and vendors, the best software to use or options for creating your own.

We’ll also discuss how to coordinate from your home office plus you’ll receive a list of recommended tools.

Special Note to Real Estate Agents: First time Real Estate Agents can make costly mistakes if they don’t understand how to coordinate escrows which could result in losing a sale. Learn how to keep yourself on track or work effectively with your coordinator.

Nov 23 9:00-4:00pm $139 1 Saturday #360017

Anatomy of Annuities... for Your Financial Health

This course provides an important fundamental working knowledge of all aspects of annuities. The materials cover varied aspects of the ever growing need for annuities in financial planning, such as how to lower portfolio risk with annuities, how to plan for income that lasts a lifetime, changes in planning paradigms through annuities, history of annuities, aspects of financial decisions regarding annuity planning, and more. Students will increase their awareness of the overall risk reduction as well as possible asset allocation models to help manage exposure to risk. This is not a financial seminar; this is a financial course of study where you will leave with the knowledge and confidence to make better financial decisions utilizing annuities, better decisions suited to your level of risk and in-line with the goals and objectives you establish. Fee includes Text and Workbook

Thomas Penland has been helping people safely manage their overall risk utilizing annuities and insurance related strategies for more than 30 years. He will discuss the Wall Street disconnect, the Wall Street Myths and open your eyes to new and different consideration to safely plan your future.

Nov 7-21 6:30-9:00pm $69 3 Thursdays #330029

Annual Financial Forecast Seminar

Join us for a dynamic and informative Forecast given by Samuel Rad of KFWB's "Smart Money Fundamentals" radio show. This workshop is a MUST in order to make the best decisions about your real estate, retirement accounts, your investment portfolio, and finances. We promise this will be a great event with practical, down-to-earth insights designed to help you make the best choices in 2014!

Samuel Rad has multiple licenses in the securities, real estate, investment, and insurance fields.

Jan 16 6:30-9:00pm $39 1 Thursday #330030
Smart Money Fundamentals
Learn how to invest intelligently and profitably to secure your financial future. This offering 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 offering 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. You are invited to bring your spouse or a guest at no extra cost.

Nov 12 6:00-9:30pm $39 1 Tuesday #330024

Estate Planning for Everyone
Did you know that your ‘Estate’ consists of everything of value - cash, clothes, cars, real estate, investment and retirement accounts, pensions, etc.—accumulated throughout your lifetime? Join us for this informative, interactive offering to learn how to preserve and manage your assets while you still can, and then transfer it to your loved ones after you pass away. This process involves weighing various personal and financial decisions and creating legal arrangements to carry out those decisions. We will discuss how to properly receive an inheritance as well as how to give one, strategies to avoid expensive delays and legal challenges and intelligent distribution of assets, charitable giving. Wills, trusts, asset protection, probate and family businesses will also be discussed. You are invited to bring your spouse or a guest at no extra cost.

Nov 14 6:00-9:30pm $39 1 Thursday #330026

Social Security Secrets: How to Maximize Your Benefits
Filing for your Social Security benefits can be stressful. Did you know there are 201 different ways that a married couple can claim their benefits? The average retiree leaves tens of thousands of dollars 'on the table' simply because they don’t understand how to optimize their Social Security benefits. Don’t be one of them! Failing to use the right strategy can cost you literally hundreds of thousands of dollars in unclaimed Social Security income over your lifetime and potentially put your surviving spouse at serious financial risk. Join us for this informative and easy to understand offering where we explore the ways in which you can maximize your social security income benefit. The seminar is designed to assist those who have not but will soon begin receiving their Social Security retirement benefits or those who have begun their payments within the last year. Students will receive a free social security personal assessment. Instructor hosted lunch included!

Jan 11 10:00-1:00pm $39 1 Saturday #330028

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 KFWB which airs live every Sunday from 10AM-12PM on 980AM. Learn more about Samuel at www.searchlightfinancialadvisors.com
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 may want to bring a calculator.

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**Make Extra Money in the Auto Wholesale Business**
Come learn to make some extra money buying and selling wholesale cars as a home-based business; or, simply buy cars for your friends, family and co-workers at great wholesale prices. You can earn $3000 just selling 3-4 cars a month. Learn how to get your auto dealer license and how to operate a profitable used car business. Find out the how and where of buying at wholesale prices and how to sell at retail for very good profits. You’ll get a FREE list of all the dealer-only auctions in the USA. This offering is DMV approved and you’ll receive a DMV certificate of completion at the end of offering. With the certificate, you can take the 40 question exam with the DMV, and upon passing it, you have 1 year to apply for a dealer license if you choose to do so. Materials included in tuition.

Oct 21 & 22 6:00-9:30pm $79 1 Mon & Tue #360021

**Introduction to Voice-overs**
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 offering 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 room 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 offering have gone on to become real, bona-fide, professional Voice Actors. Come ready to laugh, learn, and be inspired.

Nov 4 7:00-9:00pm $42 1 Monday #350001

**How to Sell Your Ideas and Inventions**
Want to learn the proven ways to cash in on your inventions? If your idea works, it’s a GREAT idea but now you need to know-how to make money with it. If you want to secure the rights to your ideas and learn the proven way to CASH IN on your inventions, this program will show you how to: • Make your invention intellectually safe and profitable • Protect your ideas with patents, trademarks, and copyrights • Evaluate your ideas for marketability • Find potential buyers for your invention • Offer it for sale in the safest method possible. This is NOT one of the invention marketing hypes. This program delivers the most accurate and relevant information available for inventors to cash in on their expertise. How to Sell Your Inventions for Cash (1-891440-27-6) is included with tuition.

Nov 13 6:30-9:30pm $59 1 Wednesday #640019
Seven Simple Secrets to Financial Freedom
This offering 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. *Offering materials are included in the tuition fee.
Oct 22 5:00-7:00pm $59* 1 Tuesday #310040

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! *Offering materials are included in the tuition fee.
Oct 22 7:00-9:00pm $59* 1 Tuesday #310041

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! *Offering materials are included in the tuition fee.
Oct 23 5:00-7:00pm $59* 1 Wednesday #310042

Make Money with a Typing/WP 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. *Offering materials are included in the tuition fee.
Oct 23 7:00-8:00pm $39* 1 Wednesday #310043
Become a Professional Organizer
Do label makers and putting things into 3-ring notebooks make you smile? Do you enjoy watching organizing TV shows? You can turn your organizing skills into a moneymaking career! If you have a knack for neatness and are interested in starting your own business, this offering will help you launch a career as a professional organizer. Discover insider secrets that could only be acquired through hands-on experience (until now!). Some of the secrets revealed include: • Organizing specialties and finding your niche • Understanding and using the Clutter-Hoarding Scale • Structuring your business for SUCCESS • Business licensing and insurance to cover all the bases • How to get experience before your first stranger client • Preparing to impress your first client. How to Become a Clutterologist (978-1-891440-56-4) included with tuition.

Nov 13 6:30-9:30pm $59 1 Wednesday #310028

Build Your Own Business Web Site for a $5 Month
You can have your own Web site for as little as $5 a month. You don’t have to be a programmer to design professional looking and cost effective Web sites, but you do have to decide what you want the Web site to do, what you put on it, and how you promote it.

Don’t be deceived by Web site designers that insist that creating a Web site will take thousands of your dollars, weeks to complete and insist that they be paid ongoing charges for changes that only they can make.

This workshop requires no prior Web site development experience and is suitable for:
• Web site beginners • Web experts • Managers • Web designers

We GUARANTEE that you’ll learn how to:
• Improve your business with a Web site • Analyze your needs and select the best Web design criteria • Make the site user friendly • Get a FREE shopping cart that only costs if sales are made • Promote your Web site and link with search engines to make sure you can be found. When you complete this seminar, you’ll have the confidence and tools to create your own Web site or hire someone to do it . . . with solutions that don’t cost more than $5 a month. Fishin’ With A Net (978-1-891440-55-7) is included with tuition.

Nov 6 6:30-9:30pm $59 1 Wednesday #310007

Gatlin Education Online Career Training

www.gatlineducation.com/lahc
Computer Basics
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. Access to a working computer for practice is necessary to receive the most benefit from this offering (Senior discounted - no other discounts apply)

Oct 26-Dec 14 9:00-12noon $99 6 Saturdays #410003
(Does not meet Nov 9 & 30)

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 offering. Students are welcome to bring their Macbooks if they choose to.

Oct 19-Nov 16 9:00-12noon $110 4 Saturdays #410011
(Does not meet Nov 9)

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. Prerequisite: Beginners computer offering, or a working knowledge of Windows. Access to a working computer for practice is necessary to receive the most benefit from this offering.

Oct 26-Dec 14 9:00-12noon $189 6 Saturdays #420002
(Does not meet Nov 9 & 30)

Microsoft 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, backgrounds, and graphics, as well as how to enhance your presentation with animations and sounds. Use a pre-designed 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.

Oct 26-Nov 23 1:30-3:30pm $95 4 Saturdays #420008
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 offering, or a working knowledge of Windows. Access to a working computer for practice is necessary to receive the most benefit from this offering.*Flash drive recommended.
$10 material fee payable at www.robertospcservicenew.com
Oct 12-19 9:00-12noon $65 2 Saturdays #420005

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 offering.
Oct 30-Nov 6 4:00-7:00pm $65 2 Wednesdays #460008

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.
# 410101 2 hours for $150 / # 410102 5 hours for $325
# 410103 2 hours for $150 / # 410104 5 hours for $325
To register call 310-233-4450 or register online at www.lahc.edu/ext
**Master Your Android Tablets**

Is your android tablet more frustration than fun? Are you ready to start using the features you long to use? Then this offering is for you! Bring your own tablet and follow along as this offering explores features and functionalities common to all android tablets. Learn to read and send emails, discover great apps and how to manage it all.

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**Master Your Android Smart Phone**

Android smart phones are everywhere today, but difficult to use. If you feel like this then this offering is for you. Whether for professional or personal use, gear your smart phone to do more than merely talk to someone. Learn to manage contacts, choose and install apps and write emails on your smart phone running android.

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**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. Offering conducted on Apple Macs.

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*(Does not meet Nov 30)*

**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.

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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 offering listings & descriptions & pricing available online at www.gatlineducation.com/lahc

Learn an exciting new profession online!
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:

Sep 18, Oct 16, Nov 13, Dec 11, Jan 15 & Feb 19
Choose any for $95*(Unless noted otherwise online)
Accounting Fundamentals
Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Introduction to Crystal Reports
Learn how to use Crystal Reports to create attractive business documents that are easy to read and understand.

Introduction to Peachtree Accounting 2012
Learn how to perform everyday accounting tasks quickly and easily using Peachtree Accounting 2012.

Introduction to QuickBooks 2013
Learn how to quickly and efficiently gain control of the financial aspects of your business with this powerful accounting software program.

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

Keys to Successful Money Management
Certified financial planner shows you how most wealthy people build their fortunes.

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

Personal Finance
Protect your assets and discover how best to achieve all your financial goals.

Protect Your Money, Credit, and Identity
Learn how to guard against scam artists, identity thieves, predatory lenders, and abusive debt collectors.

QuickBooks 2013 for Contractors
Learn how to use the Premier Contractor Edition of QuickBooks 2013 for your construction business to create contract estimates, perform time tracking and job costing, bill your clients, and much more.

Real Estate Investing
Build and protect your wealth by investing in real estate.

Stocks, Bonds, and Investing: Oh, My!
Learn how to make wise investment decisions so that you have enough money to live comfortably through your retirement.

The Analysis and Valuation of Stocks
Discover valuable techniques that show you step-by-step how to research and value stocks.

Where Does All My Money Go?
Learn how to get control of your money once and for all.

Business

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

Achieving Success with Difficult People
Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives.

Achieving Top Search Engine Positions
Learn proven, step-by-step strategies to achieve the highest possible position with the major search engines.

Becoming a Grant Writing Consultant
Increase your income while working from home by starting a grant writing consulting business.

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

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

Business Finance for Non-Finance Personnel
This course will help you understand business environments, financial statements, and strategy so you can make more profitable business and personal financial decisions.

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

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

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

Distribution and Logistics Management
Learn how to improve your company's distribution and logistics management activities, increase customer satisfaction, and improve operational throughput.
Effective Business Writing
Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

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

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

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

Fundamentals of Technical Writing
Learn the skills you need to succeed in the well-paying field of technical writing.

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

Growing Plants for Fun and Profit
An industry professional teaches you everything you need to prosper in the backyard nursery business.

How to Make Money From Your Writing
You really can make money with your writing. Whether you want to create your own business, add to your income, supplement your retirement, or boost what you're earning as a writer, you'll find the how-to's here.

Individual Excellence
Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity.

Interpersonal Communication
Become aware of the conscious and unconscious codes of meaning we send when communicating with others.

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

Introduction to Interior Design
Explore a career in interior design as you learn how to transform any room into a beautiful and functional space.

Introduction to Internet Writing Markets
A professional writer shows you how to make money writing on the Internet.

Introduction to Microsoft Access 2010
Learn to build, edit, and maintain a database in Access 2010, using tables, reports, forms, and queries to give you fast access to all your important information.

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

Introduction to Microsoft PowerPoint 2010
Learn how to use Microsoft PowerPoint 2010 to create exciting slide presentations that include SmartArt, multimedia, animation, sound, charts, clip art, and hyperlinks.

Introduction to Microsoft Project 2010
Discover how to effectively plan, implement, and control projects using Microsoft Project 2010, the world's most popular project management software.

Introduction to Microsoft Publisher 2010
Learn how to design professional publications, including newsletters, fliers, and brochures, with Microsoft Publisher 2010.

Introduction to Microsoft Word 2011 for Mac
Learn to use the world's most popular word processor for creating documents and formatting text, now available on the Macintosh.

Introduction to Nonprofit Management
Develop the skills and strategies you need to become an integral part of one of America's fastest growing service sectors.

Introduction to Windows 7
Get up to speed quickly on Microsoft Windows 7 with this fun and easy hands-on course for beginners.

Introduction to Windows 8
Learn how to get the most from the Microsoft Windows 8 operating system, including managing apps, programs, photos, files, and folders.

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

Managing Customer Service
Become indispensable to any organization by understanding how to identify and meet customer needs.
Manufacturing Applications
Increase efficiencies and productivity by learning to apply the principles and concepts of manufacturing.

Manufacturing Fundamentals
Learn the basic skills required to work in the manufacturing field.

Marketing Your Business on the Internet
Develop an Internet marketing plan for your business that incorporates SEO, advertising, email, social media, and more.

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

Mastering Public Speaking
Learn the secrets of effective public speaking and small group communication.

Mastery of Business Fundamentals
Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program.

Nonprofit Fundraising Essentials
Learn the basics of fundraising for nonprofit organizations, from annual and special fund drives to more advanced projects involving corporate and foundation relations, major gifts, and planned giving.

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

Professional Sales Skills
Discover how to begin a successful and rewarding career in sales.

Purchasing Fundamentals
Improve your company's bottom line by mastering the fundamentals of purchasing.

Secrets of the Caterer
Learn cooking and business secrets from a professional caterer.

Six Sigma: Total Quality Applications
Learn to apply the elements and methods of Six Sigma to achieve the highest possible quality.

Small Business Marketing on a Shoestring
Discover small business marketing strategies that can help you attract attention, woo your target audience, grow your customer base, and expand your profits all for little or no money.

Start a Pet Sitting Business
Discover how to translate your love of animals into a fun and profitable career.

Start and Operate Your Own Home-Based Business
An experienced entrepreneur teaches you how to develop the motivation, discipline, and creativity to quit your job and be your own boss.

Start Your Own Arts and Crafts Business
Learn how to start your own arts and crafts business from a professional artist.

Start Your Own Gift Basket Business
Express your creativity in a fun and profitable way, by starting a home-based business as a gift basket designer.

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

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

Supply Chain Management Fundamentals
Master the fundamentals of supply chain management and prepare for internationally recognized certification examinations.

Total Quality Fundamentals
Learn the basics of total quality management.

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

Wow, What a Great Event!
Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner.

and much much more.

To see more visit: www.ed2go.com/lahc
Enrolling and Participating

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

Enroll Online or by Phone - 24 Hours a Day!
Enrolling in an offering 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 offering 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 an offering. 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 offerings 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 meeting. If you enroll in an offering less than 5 working days prior to the first 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 offering, or event, unless the offering is cancelled.

Refund/Electronic Voucher Processing Fees:
Offering fee $1 to $99 - processing fee is $12
Offering fee $100 to $199 - processing fee is $15
Offering fee $199 to $299 - processing fee is $20
Offering 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 offerings are held on the Los Angeles Harbor College Campus, unless otherwise noted in the offering’s description.

Parking at Los Angeles Harbor College

Parking to register for an offering: 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 “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.
The Los Angeles Harbor College Extended Education program offers a wide variety of affordable educational opportunities for personal or professional development, designed to meet the needs of our community. Taught by experts in their field, Extension courses are offered in addition to LAHC College’s instructional program. In addition to our educational offerings, community events are coordinated through the extension program including our large open air market held every Sunday 8am to 3pm at Los Angeles Harbor College. LAHC Extended Education is a self-sustaining, user-fee supported program which welcomes everyone in the community to participate. Call us at (310)233-4450 to enroll in a offering, or more information. You can also visit our website at: www.lahc.edu/ext Join us on the road to lifelong learning.