College for Kids

Core Skills & Fun!
- Spelling & Phonics ............... 2
- Reading ................................ 2
- Writing Skills....................... 3
- Mathematics ......................... 3
- Algebra & Pre Algebra .......... 3
- Geometry............................ 4
- Youth Orchestra..................... 4
- Puppet Improv ....................... 4
- Tiny Pros Soccer .................... 5

Music, Arts & Crafts

Create and Decorate!
- Music................................... 6
- Creative Arts .......................... 7
- Songwriting.......................... 7
- Jewelry Making....................... 8
- Teddy Bear Assembly .............. 8
- Puppet Making....................... 9
- Wedding 101 ......................... 9
- Painting .............................. 10
- Photography......................... 11

Personal Enrichment

Picture a New You!
- Business ............................. 13-15
- Income Tax.......................... 15
- Real Estate ........................... 16
- Career Training ...................... 17-28
- Extensión En Español .............. 29
- Computer Training............... 30-33
- Online Classes....................... 34-43
- Finance .............................. 44-45
- Dance & Fitness ..................... 46-48
- How to Enroll ....................... 49
- Campus Map ......................... 50

Call: (310) 233-4450 Web: www.lahc.edu/ext Email: lahc-extension@lahc.edu
Fax: (310) 233-4686 Follow: @lahcextension Like: /lahcextension
Address: 1111 Figueroa Place, Wilmington 90744 Office: Technology 118

See page 49 for office hours, campus map, policies, how to enroll and more!
Office Closed: Jan 3, 10, 17, 19 Feb 13, 14 & 16, Mar 31, Apr 3, 4, May 23 & 25
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. Enroll early, space is limited!  
**To enroll call 310-233-4450 or visit www.lahc.edu/ext.**

### 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. Offering limited to no more than 5 students.

#### Kindergarten to 3rd Grade

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### 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.

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#### 3rd Grade & Up

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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.
Feb 7-Mar 14 10:30-11:30am $89 5 Saturdays #713001
Apr 11-May 9 10:30-11:30am $89 5 Saturdays #712014

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 2nd Grade
Feb 7-Mar 14 9:30-10:30am $89 5 Saturdays #710005
Feb 7-Mar 14 10:30-11:30am $89 5 Saturdays #710004
Kindergarten to 2nd Grade
Apr 11-May 9 9:30-10:30am $89 5 Saturdays #710008
Apr 11-May 9 10:30-11:30am $89 5 Saturdays #710001
3rd Grade & up
Feb 7-Mar 14 9:30-10:30am $89 5 Saturdays #710002
Feb 7-Mar 14 10:30-11:30am $89 5 Saturdays #710003
Apr 11-May 9 9:30-10:30am $89 5 Saturdays #710009
Apr 11-May 9 10:30-11:30am $89 5 Saturdays #710010
Algebra & Pre Algebra
Does the idea of higher math scare you? Or perhaps just perplex you? Is Algebra a foreign language to you? Take heart—it is possible to conquer, grasp, and actually enjoy it. Algebra is just a logical mental procedure in attacking problems. Students should bring homework and book currently used in class. Offering limited to no more than 5 students.
Pre-Algebra
Feb 7-Mar 14 10:30-11:30am $89 5 Saturdays #710202
Apr 11-May 9 10:30-11:30am $89 5 Saturdays #710207
Algebra
Feb 7-Mar 14 11:30-12:30pm $89 5 Saturdays #710203
Apr 11-May 9 11:30-12:30pm $89 5 Saturdays #710208

College for Kids courses will not meet February 14
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 break it down into the right “shapes”. Offering limited to no more than 5 students.

Feb 7-Mar 14  11:30-12:30pm  $89  5 Saturdays  #713006
(no class meeting Feb 14)

Apr 11-May 9  11:30-12:30pm  $89  5 Saturdays  #713010

Harbor College Youth Orchestra

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. Late enrollment is permitted.

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.

Mar 7-Jun 27  9:00-12noon  $55  14 Saturdays  #720008
(no class meeting Mar 21, Apr 4 & May 23)

Puppet Improv for Kids

Puppet Improv for Kids (Ages 5-11)
Create, discover and perform. Give your child an experience they won’t forget! In five one-hour workshops, your child will learn the basics of improv and performing while being introduced to the world of puppetry. Plus, students will build their very own puppet on the first day to use for the rest of the class and then take home for a lifetime of puppet fun!

Feb 7-Mar 14  10:00-11:00am  $98  5 Saturdays  #730009
(no class meeting Feb 14)
Tiny Pros Soccer (Ages 2-7)
LOVE SOCCER? WE DO TOO. Using our highly successful age appropriate curriculum, correct technique is taught in a fun, but realistic way. You will be amazed at how quickly your tiny pro develops the basic skills that are the stepping stones for playing soccer. As technique improves, each session also includes a small sided game to put skills learned into the game situation. Our coaches are amongst the best in the business having both soccer qualifications and experience coaching young players. If any of our Tiny Pros made it to be the next ‘soccer star’ we would be delighted but our real goal is to instill our little team with a sense of confidence, coordination, friendship and a love of the game. For a more detailed description see www.tinypros.com

**Ages 2-3½**
Feb 7-Mar 14  9:00-9:45am   $80  5 Saturdays  #790001
Apr 11-May 9  9:00-9:45am   $80  5 Saturdays  #790006

**Ages 3½-5**
Feb 7-Mar 14  10:00-10:45am  $80  5 Saturdays  #790002
Apr 11-May 9  10:00-10:45am  $80  5 Saturdays  #790007

**Ages 5-7**
Feb 7-Mar 14  11:00-11:45am  $80  5 Saturdays  #790003
Apr 11-May 9  11:00-11:45am  $80  5 Saturdays  #790008

**Brit-West Coaches**
The quality and professionalism of Brit-West Soccer is directly related to the amazing coaching staff. Brit-West employs only the most qualified and experienced coaches who are carefully selected for the appropriate age groups they will be coaching.

Call 310-233-4450, or visit www.lahc.edu/ext
Music: Guitar, Piano & Singing

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.

Beginners
Apr 18-May 30 10:00-12noon $79 6 Saturdays #240002
material fee $6
(Does not meet May 23)

Grab your Guitar Level 2
Know some guitar already? Want to expand from the basics? This is the class for you. Reading notation, music theory, chords, beginning blues and improvisation will be covered.

Advanced Beginners
Apr 18-May 30 12:15-2:15pm $79 6 Saturdays #240004
(Does not meet May 23)

Piano for Beginners
Would you like to learn how to play the piano? This hands-on workshop is designed for students who have no previous formal piano instruction. Together, we will start from the beginning and learn the basics of reading notes. We will also cover hand/eye coordination, and we’ll make our way towards playing short pieces by the end of the course.
Required Text: Piano Primer Level by James Bastien
Apr 23-May 28 6:00-8:00pm $89 6 Thursdays #240022

Call 310-233-4450, or visit www.lahc.edu/
**Introduction to Singing**
If you have a passion for singing this is the class for you. Discover your vocal range, improve your tone and sing in an encouraging environment. Students will learn how to control their voice and to sing with style using the same techniques professional singers use to master their craft.

Apr 21-May 26  6:00-8:00pm $79  6 Tuesdays  #240023

**Tools For Beginning Songwriters**
Participants will learn the basics of songwriting, which apply to all styles of popular music. Weekly assignments will explore different approaches to writing and cover structure, lyrics, rhyme scheme, melody, and chord structure.

*Students must understand the basics of how to play the guitar or piano and will present their songs each week. Students are encouraged to bring in a finished or unfinished song to the first session with 4 copies of lyrics. Class size is limited.*

Feb 5-Mar 12  7:00-9:00pm $99  6 Thursdays  #240025

**Creative Writing for Beginners**
Students will learn about the foundation needed to write compelling creative nonfiction, short fiction, and poetry. Over this 6 week course, students will practice various exercises that move them from a thinking-space into a more imaginative-space. Classes cover topics such as creating conflict, believable characters, writing effective dialogue, and vivid description, among other things. Students will focus on the importance of becoming aware of the world around them and on the importance of trusting in the wildness of their imaginations—all done through the practice of writing their own work as well as reading and critiquing the work of others.

Feb 21-Apr 11  12:30-2:30pm $99  6 Saturdays  #250020

(Does not meet Mar 21 & Apr 4)

**Blogging Basics (Ages 16 & Up)**
Starting a Blog is easier than you think! Business and individuals have found that creating and maintaining a blog can expand their spheres of influence and open new opportunities in a way that are much more accessible and affordable than the traditional webpage. This class will introduce students to affordable and practical uses for blogs as avenue for self-expression and opportunity.

Mar 11 & 18  6:00-9:00pm $65  2 Wednesdays  #430007

**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.

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

Mar 12  6:00-8:00pm $49  1 Thursday  #350001
Jewelry Making

Jewelry Making: Introduction
You too can make beautiful jewelry your friends will love. This course will introduce you to basic techniques in a supportive group learning environment. Lessons will include use of material, such as memory wire and elastic cords and proper knots techniques. Make three fantastic jewelry projects: a basic bead necklace, beaded wire bracelet and an additional necklace or bracelet (Student will choose). Students must purchase their own materials. A detailed list and advice is available online.
Feb 7-28 10:00-1:00pm $69
3 Saturdays #220005
(Does not meet Feb 14)

Jewelry Making: Beginning Wire Wrap and Earrings
This course will introduce students to wire wrap techniques used to craft wonderful pieces of jewelry. Students will practice how to set and arrange beads and wire into bracelets and earrings using simple and complex fastening techniques. This class will also introduce correct cord knots, such as a sliding knot using a leather cord, to make leather wrap bracelets. Students will work on projects in a small group setting. Students must purchase their own materials. A detailed list and advice is available online.
Mar 7-28 10:00-1:00pm $69 3 Saturdays #220006
(Does not meet Mar 21)

Introduction to Beaded Leather Bracelets
Tie together your love of jewelry and your creativity with Macrame. This simple but classic style is easy to learn and a lot of fun. Students will learn various knots and proper techniques used to craft beautiful Macrame Jewelry. Students will create three projects, including a spiral bracelet and a beaded leather bracelet.
Mar 12-26 6:30-9:30pm $69 3 Thursdays #220028

Teddy Bear Assembly

Teddy Bear Assembly
Make your own teddy bear from scratch! This 5 week course will take you step by step through the process. From cutting it out, to finishing the hand details you create it all! Students will need to bring their sewing machine to 2nd class meeting. At your first class meeting your instructor will help you select a pattern and will discuss fabric plus needed essentials.
Apr 14-May 19 6:30-8:30pm $79
6 Tuesdays #220026
**Puppet Making**

Make your own monster style puppet! In two 3 hour classes, you will cut, glue, and sew your own version of our simple and easy to follow design that allows for nearly unlimited customization. Assistance using a sewing machine is available, but it helps if you’re a crafty person. Tuition includes material fee. Students must be at least 16 years of age.

Feb 21 & 22 10:00-1:00pm  $215  1 Sat & 1 Sun  #270002

**Wedding 101**

Are you a DIY soon-to-be bride, or anyone who wants to take a special event the next level? This class is for you! Learn to make your own bridal bouquet, table centerpieces, veil, and church pew adornments. You will be amazed at your talents once you see how easy and affordable it is. Materials will be discussed in class and participants will be given several options to match their budgets and style!

Feb 3-Mar 10 6:30-8:30pm  $79  6 Tuesdays  #220031
Painting & Drawing

**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.**

Feb 21-Apr 11  9:00-12noon  $79  6 Saturdays  #210001
(Does not meet Mar 21 & Apr 4)

Apr 18-May 30  9:00-12noon  $79  6 Saturdays  #210004
(Does not meet May 23)

**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.

Feb 7-Mar 28  12noon-2:00pm  $59  6 Saturdays  #220027
(Does not meet Feb 14 & Mar 21)

**Introduction to Acrylics Painting**
Discover the artist within you through painting. Develop a personal vision and understand how that pertains to the greater human community, while learning how to paint expressively and discovering how to use art tools and material. *Students can view course material list at www.lahc.edu/ext, estimated costs for material $65. Students are encouraged to shop around for the best prices.*

Apr 18-May 30  10:00-11:30am  $69  6 Saturdays  #220029
(Does not meet May 23)

Call 310-233-4450, or visit www.lahc.edu/ext
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. DSLR/ILC/Mirrorless System Camera & Tripods are recommended

Level 1
Feb 21-Mar 14  1:00-3:30pm  $89  4 Saturdays  #210006

Night Photography
A beginner friendly class, night photography focuses on bringing out the brilliance and beauty only the night can bring to your photography. Students will learn general photography techniques along with a focus on the use of exposure, shutter speed and ISO. An instructor-led off-campus lesson will be arranged after the first class meeting. Past classes have held their instructor led experienced at places like the Port of LA, Downtown LA and the Santa Monica Pier. (DSLR/ILC/Mirrorless System Camera & Tripods are required)

Mar 19-Apr 16  6:30-9:00pm  $89  4 Thursdays  #210015

(Does not meet Apr 9)

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.

Feb 17-Mar 10  6:00-9:00pm  $110  4 Tuesdays  #460006
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. Textbook will be discussed at first class meeting.

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

**Beginning 1**  
Feb 18-Apr 29 5:30-7:30pm $125 10 Wednesdays #250005  
*(Does not meet Apr 8)*

**Beginning 2**  
Jan 29-Apr 2 5:30-7:30pm $125 10 Thursdays #250001

**Intermediate 1**  
Apr 16-Jun 25 5:30-7:30pm $125 10 Thursdays #250002  
*(Does not meet May 21)*

**Intermediate 2**  
Feb 24-May 5 7:30-9:30pm $125 10 Tuesdays #250006  
*(Does not meet Apr 7)*

**Beginning Italian for Travelers**  
This course is designed to give you the basic language skills (phrase, vocabulary, grammar) necessary to get you through the majority of situations you will encounter while traveling in Italy. You will also become familiar with the food, wine and culture in modern day Italy.  
Jan 27-Feb 26 7:00-8:30pm $99 5 Tue & Thu #250013

**Advanced Beginners Italian for Travelers**  
Expand what you’ve learned in beginning Italian! Course will introduce a deeper understanding of the Italian language and culture.  
Jan 26-Mar 2 7:00-8:30pm $99 5 Mon & Wed #250021  
*(Does not meet Feb 16)*

**Plan Your Trip to Europe**  
Want to plan a trip to Europe but don’t like expensive tours? This course is designed to help you plan a budget friendly trip by yourself: Find the best airfares, where to go, places to stay, and what to see, both the major tourist attractions and those little places “off the beaten track” that make the trip memorable.  
Jan 24-Feb 28 10:00-12noon $69 5 Saturdays #660001  
*(Does not meet Feb 14)*
Entrepreneurship & Sales

Start your own Business!
Everyone has what it takes to be a successful entrepreneur, but without guidance and encouragement the process can be intimidating. Join us and take your first steps to success! This informative class will put you on the right track. Students will learn to: outline their business concepts and identify its strengths and weakness, develop a business plan and evaluate your needs moving forward.

Mar 5-19 6:00-9:00pm $99
3 Thursdays #310001

How to Succeed at Sales: The Low Profile Selling Approach
Consumers today are weary of high pressure sales pitches. But this obstacle can be an opportunity for a salesperson with the right approach. Students in this innovative class will learn how to sell in a very relaxed, helpful, and effective way. Discover the art of asking questions and listening to get your ideas, products, or services sold.

Apr 21 6:00-9:00pm $39 1 Tuesday #360034

Making a Living as an Artist
Don’t miss this workshop designed for new or experienced artists who wish to earn a living with their talents. Class topics will open your eyes to the massive variety of art fields available; what steps are needed to prepare for them; successful business and marketing tips that can be immediately applied to generate income; and the one single best-practice which can guarantee you continued work in the arts on a full or part time basis. Tuition includes materials fee.

Apr 11 12noon-4:00pm $75 1 Saturday #360091

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.

Mar 25 & 26 6:00-9:30pm $79 1 Wed & Thu #360021
Business Communication

Business English for Professionals
In this month-long course, students will review foundational English and composition practices to develop stronger skills as business writers. Students will study common grammatical errors, including the misuse of punctuation marks and the overuse of the passive voice. They’ll practice composition using standard business communication formats such as, emails, memos, business letters, and proposals. They’ll also learn about the benefits of drafting a piece of writing, approaches they can take to write more concisely, methods for organizing their thoughts, and they’ll learn how to review their own work for errors. There will be in-class critiques and many opportunities for discussion.
Feb 21-Mar 14 9:30-11:30am $89 4 Saturdays #310045

Public Speaking
Do you have a fear of speaking in front of people, or just want to improve your public speaking skills? Learn how to outline, and prepare for public speaking opportunities, be them impromptu, informational or persuasive. Through practice, facing your fear and three different styles of speeches you will gather tools necessary to become an effective communicator. This three day course will give you the opportunity to practice and go over some embarrassing habits. Bring paper and pen because you will definitely want to take notes! Complete this course and receive a certificate in public speaking.
Apr 11-25 12:30-3:30pm $99 3 Saturdays #360023
Bartending the Easy Way: Bartender Training Program

Quick and easy! Learn to bartend like a rock star! This exceptional course will prepare you to work as a bartender in all types of establishments, while also teaching you the business side of the beverage industry. This class will prepare you to be a great salesperson, a customer service expert and an honest and valuable employee, skills that will help you succeed in the real world of bartending and throughout life. The lessons taught are extremely beneficial to managers, waitresses and novice bartenders, also. The Business of Bartending will leave you with a thorough understanding of how the bar business works, the ethics of serving cocktails and a common sense approach to bartending.

Though liquor is not used in class, you will be taught in detail how to practice making cocktails on your own. Other topics included are glassware, tools, recipes, pouring the perfect shot, bar terms, wine and champagne service, martinis, high-volume sales techniques, laws, responsible beverage service, job interviews, resumes, alternative ways to make money in the beverage industry and how to start your own bartending service.

* 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.

On students are scheduled to complete an online test by Feb 14.

*Feb 7 & 21 1:00-6:00pm $99 2 Saturdays #360001
$50 material fee

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 thier 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 24 & 31 9:00-1:00pm $99 2 Saturdays #360087
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.

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

Feb 7 9:00-12noon $39 1 Saturday #330017
material fee $30

How to Properly Manage Rental Property

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

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

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

Feb 28 9:00-12noon $59 1 Saturday #340004
material fee $30

Call 310-233-4450, or visit www.lahc.edu/ext
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.

Apr 18 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.

Apr 18 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-$500.00 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.

Apr 25 9:00-4:00pm $129 1 Saturday #360004
Prepare for the California State Cosmetologist License Written Exam

Every year a high percentage of aspiring cosmetologists fail the written exam, many giving up on their dream and investment. Don’t give up! This innovative course offers aspiring cosmetologists an intensive and complete preparation for the California state cosmetologist license exam. Our licensed instructor will coach students in a fun and creative environment, while drilling core concepts and theory. We strongly encourage students who failed to pass, or who are waiting to take their exam to enroll today. Note: Hours accumulated in this exceptional course are not eligible to stand for required hours.

Feb 21-Apr 11 10:00-2:00pm $460 6 Sat & 6 Sun #360094
(Does not meet Mar 21, Apr 4 & 5)

Computer & Digital Forensics Investigation

If you, are or want to pursue a career in law this course is for you. Students will be introduced to the process of acquiring, authenticating and analyzing digital evidence. Technical and managerial topics will be explored, providing students with both theoretical and practical hands-on experience using forensic equipment and software. Additional topics of E-Discovery, Internal Investigations, Regulatory Compliance and Incident Response will be discussed within the context of Digital Forensics. Students will have an opportunity to work with Access Data FTK and other open source forensic software programs. Upon successful completion students will receive a certificate of completion. Required Material: Guide to Computer Forensics and Investigation. Nelson, Phillips, Enfinger, Steuart. 2008 (Available at major bookstores or online retailers e.g. amazon.com, half.com)

Apr 15-May 20 6:00-10:00pm $239 6 Wednesdays #470004
Security Guard-Basic (8 Hours)
Begin a career serving and protecting communities as a security guard. Each course will familiarize and instruct each student on the training topics delineated at Business and Professional Code section 7583.7, including legal aspects, liability, and company requirements relating to the arrest of an individual. The training will utilize the Department of Consumer Affairs’ Power to Arrest Training manual and may include lecture, discussion, exercises and role-playing. In addition, students become familiarized on the subject matter and observation skills required to identify and report precursor activities to a terrorist event, react appropriately, report the occurrence of a terrorist event and remain safe while helping control the scene after a terrorist event. The training will utilize the Department of Consumer Affairs’ Weapons of Mass Destruction and Terrorism Awareness for Security Professionals Course. Upon successful completion students will be eligible to obtain a guard’s registration card “guard card”. This is ideal for those who wish to obtain a position as unarmed security personnel.

Upon registration students must bring a check or money order for $170 payable to C.A.S. & Sons Protective Group. This fee is for the California BSIS Security Guard Application, background check and Live Scan Fee. This check will be deposited after the first class meeting. Students must be at least eighteen (18) years of age and will undergo a criminal history background check through the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI).

Feb 21 & 28 9:00am-1:00pm $60* 2 Saturdays #360095
*Additional fees please read description

Security Guard-Complete (40 Hours)
The field of security and protection is growing and this great course will cover all you need for any level of service as a security guard. Students will be instructed in basic skills relating to the performance of guard duties. The course shall include information and subject matter pertaining to the outline provided by B.S.I.S. Additionally, the course shall include written material, lecture, or exercises to assure that the individual comprehends the subject matter presented. Courses include, Report Writing, Substance Abuse, and Ethics, and Patrol Techniques, Effective Communications, the Roles of First Responders and much more. Completion of this course and students are eligible to apply for security guard card, firearm permit and baton permit, as well as awarded O.C. Pepper Spray Completion Certificate and First Aid/CPR Certificates.

*Upon registration students must bring a check or money order for $500 payable to C.A.S. & Sons Protective Group. This fee is for the California BSIS Security Guard Application, SB1626 Certification,Live Scan and Baton permit Fee. This check will be deposited after the first class meeting. Students must be at least eighteen (18) years of age and will undergo a criminal history background check through the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI).

Apr 11-May 9 9:00am-5:00pm $100* 5 Saturdays #360096
*Additional fees please read description
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. 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.

Free Orientation
Feb 12 6:00-8:00pm No Fee*
1 Thursday #360050

Makeup Artist Training Course Series

Please read: PRO QUALITY MAKEUP KIT REQUIRED.

Feb 26-Apr 2 6:00-9:30pm $299* 6 Thursdays Enroll in the course series link at the foot of the course title for discounted rate.

Week 1: Laying The Foundation (Feb 26)
Learn station set-up, care and cleanliness. Find out about basic skin prep and corrective concealer, color theory and base match, application and blending.

Week 2: Contour and Blush (Mar 5)
Reshaping features with highlighting and contours, for correction or enhancement; blush color choices, placement, styles, mood and blending.

Week 3: Just Browsing (Mar 12)
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.

Week 4: Eye Eye, Captain! (Mar 19)
Eyeshadow color theory, natural and corrective placement, and blending. Enhancing different eye shapes and neutral vs. dramatic eyes.

Week 5: Line ‘Em Up (Mar 26)
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.

Week 6: Pulling It Together (Apr 2)
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.
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.

Susan Ramirez, BA Certified Language Instructor
Feb 21-Jun 6 10:00-1:00pm No Fee* 14 Saturdays #800001
(No class meeting Apr 4)

Gerry Koehler, MA Linguistics, Spanish Professor
Feb 9-Jun 1 7:00-9:45pm No Fee* 15 Mondays #800013
(No class meeting April 6 & May 25)

Computer Keyboarding and Typing
Improve your typing skills with this self-paced class. Students will learn proper finger positioning and posture on computer keyboards with hands-on lab applications. Gain speed, accuracy, and most of all, confidence in type-written work. Typing test and certificate will be administered upon completion of the course. Students can enroll in either or both sections

Peter A. Aguilera, MA, Certified Microsoft Office Specialist
Feb 20-Jun 12 12:30-3:30pm No Fee 14 Fridays #800002
(No class meeting Apr 3, 10 & May 22)
Feb 21-Jun 13 9:30-12:30pm No Fee 14 Saturdays #800003
(No class meeting Apr 4, 11 & May 23)

Administrative Assistant Training
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 • Business Communication.

Documents • Office Procedures • Customer and Client Relations • Resume Writing • Basics in Microsoft Word & Excel • Inter-Personal Skills • Text requirements discussed in class. *Students will spend approximately $40 on texts.

Eddie Afana, MBA, BS Accountancy, Bookkeeping, Computer Applications, and Office Administration Instructor, managed a family owned printing business for over 7 years.
Feb 9-Jun 3 7:30-10:10pm No Fee* 15 Mon & 16 Wed #800004
(No class meeting Feb 16, Apr 6, 8 & May 25)
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
- Advanced Terminology
- Medical Billing I
- ICD-9 Coding
- Billing and Coding in Practice
- CPT Coding
- Advanced Coding
- Computerized Billing
- Advanced Medical Billing
- Hospital Billing
- Worker’s Compensation

Required Texts, may be subject to change. Please attend orientation to verify.


Lead Instructor: Shoushik “Sue” Mardirosian, Certified Billing Instructor
Program Coordinator: Sergio Soto, MA
Medical Insurance Billing & Coding

Enrollment Information
Companies and individuals may purchase the program for a fixed and reduced fee of $1299 (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 classes taken at other schools. Refunds may be requested prior to April 12 and are subject to a $25 fee. Certificate participation is required to enroll in any class. For program guidelines, registration, or more information, call 310-233-4450.

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.

Mar 28 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.

Apr 11 9:00-4:00pm $350 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.

Apr 18 9:00-4:00pm $350 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.

Apr 25 9:00-4:00pm $350 1 Saturday #370016
Physiology
Offering provides an 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.
May 2 9:00-4:00pm $350 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.
May 9 9:00-4:00pm $500 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
May 16 9:00-4:00pm $500 1 Saturday #370019

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.
May 30 9:00-4:00pm $500 1 Saturday #370020

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.
Jun 6 9:00-4:00pm $350 1 Saturday #370007

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.
Jun 13 9:00-4:00pm $350 1 Saturday #370005
Worker’s Compensation
Learn how to process worker claims, liens and provide appropriate and complete paperwork to ensure maximum reimbursement.

Jun 20 9:00-4:00pm $350
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.

Jun 27 9:00-4:00pm $350 1 Saturday #370009

Billing and Coding in Practice
Students will bring together their new skills and apply them to practical billing and coding scenarios. Lectures will seek to fortify billing and coding principles and raise the competency and experience of those enrolled.

Jul 11-25 9:00-4:00pm $550 3 Saturdays #370050

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.

Aug 1 9:00-4:00pm $350 1 Saturday #370011
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 take 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.

Feb 21 8:30-11:30am $55 1 Saturday #371001

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.

Feb 21 12:30-3:30pm $55 1 Saturday #371002

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.

Feb 28 8:30-11:30am $55 1 Saturday #371003

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.

Feb 28 12:30-3:30pm $55 1 Saturday #371004

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.

Mar 7 8:30-11:30am $55 1 Saturday #371006
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.
Mar 7 12:30-3:30pm $55 1 Saturday #371007

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.
Mar 14 8:30-11:30am $55 1 Saturday #371008

Module 8 – 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.
Mar 14 12:30-3:30pm $55 1 Saturday #371009

Module 9 - 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.
Mar 28 8:30-11:30am $55 1 Saturday #371005

Module 10 – Ethics in Leadership
As leaders, we must be able to evaluate our company our colleagues, and most importantly, our own ethical stance in order to create a culture of ethics within our own organization. In this module, we will examine ethical dilemmas facing leaders, explore the top factors causing leaders to compromise their ethics and identify important ways to become a more ethical leader. • Identify the range of ethical and unethical behaviors • Develop an understanding of ethical dilemmas • Avoid major reasons for compromising ethics as a leader • Target important ethical leadership behaviors
Mar 28 12:30-3:30pm $55 1 Saturday #371010
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.
Mar 9 7:00-9:00pm $59* 1 Monday #310042

Make Money with a Typing/WP Business
(co-requisite - participants must have attended "Cash in with a Successful Home-Based Business")
If you can type, then you can make money at home using your word processor or computer. Having already learned all about home-based business success, you will then discover the secrets to profits in the typing/word processing business, including:
• how and where to find clients • 50 ways to advertise/market your services • effective home office equipment choices • 100 ways to make money with a computer • FREE national networking information. There really is a need for your services, so why not have the freedom to be your own boss, set your own hours and have the opportunity to make more money than you ever did before by attending this workshop. *Offering materials are included in the tuition fee.
Mar 9 9:00-10:00pm $39* 1 Monday #310043

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.
Mar 10 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.
Mar 10 7:00-9:00pm $59* 1 Tuesday #310041
Extensión En Español

**Introducción a la Computación**
No se frustre con su computadora, usted puede conquistar la computadora, internet y programas de computación, como Microsoft Word. Estudiantes de este curso aprenderán las funciones básicas que se ocupan en el trabajo, la casa, y la escuela. Además les enseñamos como utilizar el internet y los servicios digitales, como e-mail al máximo. Para sacar el máximo beneficio de esta clase se recomienda que estudiantes tengan acceso a una computadora para practicar fuera de clase.

Feb 21-Mar 14 9:30-12:00pm $89
4 Sabados #450001

**Mas Computación Básica (Nivel Dos)**
Este nivel explora las aplicaciones más usadas en casa y el trabajo. Fuertemente se recomienda que estudiantes tengan una capacidad básica con el sistema de operación Windows, o han participado en la clase Introducción a la Computación

Feb 19-Mar 12 6:30-9:00pm $89
4 Jueves #450003

**Cómo vender a través del Internet con eBay**
Abre nuevas oportunidades través el internet. No importa si tiene o quiere empezar un negocio propio, esta clase es el primer paso. Estudiantes de esta clase aprenderán como vender, comparar los peligros y los beneficios de mercados digitales como eBay. Se recomienda que estudiantes sepan usar la computadora, internet y correo electrónico.

May 9 y 16 1:15-4:15pm $65 2 Sabados #450006

**Mi iPad**
Si eres dueño de un iPad y quieres aprender usarlo al máximo, ¡esta clase es para ti! Estudiantes aprenderán como utilizar iOS y aplicaciones populares con confianza. Es recomendado que estudiantes lleven su propio iPad para seguir lecciones con la clase.

Mar 17 6:00-10:00pm $65 1 Martes #450004

**Mi iPhone**
El iPhone es más que un teléfono, y puede ser complicado y intimidante. Con esta clase aprenderás como navegar iOS, mantener contactos, utilizar apps como correo electrónico, fotos y mucho más.

Mar 24 6:00-10:00pm $65 1 Martes #450005
Computer Basics
This introductory computer course is especially designed for absolute beginners 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. *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)

Feb 7-Mar 28 1:00-4:00pm $99 6 Saturdays #410003
(Does not meet Feb 14 & Mar 7)

Beyond Computer Basics
If you are familiar with your computer, but still feel intimidated by it, this class is for you. Expand your knowledge of Windows and become introduced to programs, like Microsoft Word, that are commonly associated with using the computer use at work, home and school. Students will also learn how to manage their files, use web-based services including e-mail and get introduced to the principles of personal computer security in this course. Although this course welcomes everyone, this class is recommended for beginners with a basic understanding of the Windows operating system, or students who have completed computer basics.*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.

Apr 11-May 16 1:00-4:00pm $99 6 Saturdays #410007

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.

Feb 21-Mar 14 9:00-12noon $110 4 Saturdays #410011
Microsoft Office Training

Microsoft Excel
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.
Feb 21-Mar 14 9:00-12noon $129 4 Saturdays #420002

Microsoft Powerpoint
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.
Apr 25-May 16 10:00-12noon $95 4 Saturdays #420008

Microsoft Word
Microsoft Word is the most popular word processing program. The help system and the many intuitive features make Word easy to learn and use. Learn the basic operations for creating, editing, formatting, and printing documents, as well as setting margins, adding headers and footers, and working with simple graphics. Prerequisite: 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.
Apr 25-May 2 1:00-4:00pm $65 2 Saturdays #420005

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
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.

Feb 7 9:00-12:45pm $59  1 Saturday #410015

iWork

iWork for iPad and your Computer (iCloud Account)
If you have an iPad or an iCloud account you too can learn how to work from anywhere with all the functionality of a desktop. This class will introduce students to workplace production programs: pages, numbers and keynote. Students are encouraged to bring their iPads and must have an active iCloud account.

Apr 18-May 2 9:00-1:00pm $99  3 Saturdays #460018

How to Sell on E-bay

Learn to Sell on Online with eBay and Similar Sites
Earn extra cash or work from home selling the things you make or find. This course will teach you the ins and out of selling online. Special focus will be given to ebay and major sites that cater to individual sellers. Knowledge of Computers, the Internet & digital cameras is strongly recommended.

Mar 5 & 12 6:00-9:00pm $65
2 Thursdays #430003

Call 310-233-4450, or visit www.lahc.edu/ext
Java Programming: An Introduction to Java Coding
Learn to code with confidence. This course teaches students the basics of Java coding and programing. Students will receive a certificate upon successful completion. Topics include: Promise of Java, Demystifying programming, Common Programming metaphors, Introduction to OOPs, Memory Management in Java, Stack and Heap, What is a memory leak, Java connecting to external world, Exception Handling, Threads in Java, Java in Production, Talking between JVMs.

Feb 21-Apr 11 9:00-12noon $336 6 Saturdays #470001
(No class meeting Mar 21 & Apr 4)

Android Apps Development: Your First Step to Mobile App Development
This program is designed for individuals interested in the design, development, or use of mobile device applications, games, or utilities. It will benefit those who wish to distinguish themselves across a wide range of employment and technical disciplines within the rapidly expanding field of mobile application development, and for students who wish to demonstrate their projects and creations in a fashionable way.

Prerequisite: Basic knowledge of computer programming.
Recommended: Student are encouraged to have a Smartphone with Android operating system {Version: Gingerbread (2.3) or above}

Feb 19-Mar 26 6:30-9:30pm $336 6 Thursdays #470002

Computer Programming and Application Design Course using C#
Whether you are interested in a career or a hobbyist this class is for you. Students will be introduced and taught the principles of computer programs and application design in a workshop environment. Students will code and have fun while doing it. A technical background is not required for this course, only a passion to code. Students will be taught using Microsoft Visual Studio.

Apr 18-Jun 27 10:00-1:00pm $559 10 Saturdays #470003
(No class meeting May 23)
Paralegal Certificate Course© - $1289 + 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
$1800 + Books & Westlaw
These advanced topics build upon the nationally acclaimed Paralegal Certificate Course© offered by over 100 colleges and universities nationwide. These classes are available to students who wish to extensively build upon their knowledge of law and paralegal studies with classes in specialized facets of contemporary law. Your study and concentration on substantively specific materials will enable you to gain a strong competitive edge over other paralegals. The additional training gained through participation in these advanced classes will embellish your legal knowledge and skills, which in turn should increase your salary and marketability. Those who successfully complete at least six advanced topics will be awarded a Certificate of Completion.

Completing both the Core Requirements and the Advanced Requirements of the Paralegal Certificate Program provides comprehensive training and skills that should enable graduates to work in the quickly-growing paralegal profession. The two parts in combination have been designed to meet the requirements of the California Business and Professional Code §6450, legislation that took effect in California on 1/1/01.

Offerings start: Call 1-800-522-7737 for information or to enroll today

*Tuition fees listed on this page are valid as of 1/1/15.
Legal Secretary Certificate Course $645 + 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 $895+ 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: Call 1-800-522-7737 for information or to enroll today

*Tuition fees listed on this page are valid as of 1/1/15.
There’s not a bad seat in the room with Gatlin Education Services online career-training programs!

Gatlin Education Services (GES) is the world’s largest provider of Web-based, instructor-supported training programs to colleges and universities nationwide. Our open-enrollment programs are designed to provide the skills necessary to acquire professional-caliber personnel for many in-demand occupations. GES currently offers online certificate programs in the following subject areas:

Healthcare, Business, Construction/Automotive Technology, Internet, Design, and Technical, Networking and CompTIA™ Certification Prep, Microsoft Certification Prep, Video Game Design and Development, Casino Gaming, Heavy Industry

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

Full offering listings & descriptions & pricing available online at www.gatlineducation.com/lahc
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Business and Professional
Certified Bookkeeper
Certified Global Business Professional
Certified Mediator and Arbitrator
Certified Mediator
and Conflict Resolution Specialist
Certified Residential Interior Designer
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Event Management and Design
Fitness Business Management
Freight Broker/Agent Training
Pay Per Click Marketing
Payroll Practice and Management
Performing Comprehensive
Building Assessments
Six Sigma Green Belt Social Media
and Mobile Marketing Professional
with OMCP® Certification

Sustainable Energy and Going Green
Biofuel Production Operations
Building Analyst Quick Start
Certified Green Supply
Chain Professional
Certified Indoor Air Quality Manager
Certified Indoor Environmentalist Prep
Natural Gas Plant Operations
Performing Comprehensive
Building Assessments
Principles of Green Buildings
Senior Certified Sustainability Professional
Solar Power Professional
Wind Energy Professional

Skilled Trades and Industrial
Carpentry Certified
Certified Protection Officer
Chemical Plant Operations
Freight Broker/Agent Training
Home Inspection Certificate
HVAC Technician
Natural Gas Plant Operations
Oil Refinery Operations
Paper Mill Operations
Power Plant Operations
Pulp Mill Operations

Healthcare and Fitness
Administrative Dental Assistant
Certified National Pharmaceutical Representative
Certified Personal Trainer
Clinical Dental Assistant
CompTIA™ Healthcare IT Technician
Fitness Business Management
Optician Certification Training
Personal Training and Group Exercise Training for Older Adults
Physical Therapy Aide
Veterinary Assistant

Hospitality and Service Industry
Casino Poker Dealer
Food and Customer Service Skills
Preston Bailey’s Intermediate Floral Design
Preston Bailey’s Signature Wedding & Event Design

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

How to Get Started:
1. Visit our Online Instruction Center: www.ed2go.com/lahc
2. Click the Orientation link and follow the instructions to enroll and pay for your course. During orientation, you will learn important information about your course. You will also be provided an opportunity to choose the name and password you will use to access your course.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the name and password you selected during orientation.

Start Dates:
Jan 21, Feb 18, Mar 18, Apr 15, May 13 & Jun 17
Choose any for $99*(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.
Ed2Go Online Training Courses

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.

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Los Angeles Harbor College has partnered with Career Step to help students like you train for a rewarding new career. Programs available through this partnership include:

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- Medical Administrative Assistant with EHR
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- Pharmacy Technician
- Executive Assistant
- Medical Billing
- ICD-10 FastTrack
- Microsoft Office 2010

Call Today! 1-877-225-7151
Or visit www.careerstep.com/lahc
Online Career Training

Pharmacy Technician
With over 70,700 new pharmacy technician jobs* expected nationwide by 2022, you’ll be in demand and a valuable member of the healthcare team. Choose our training for: Online flexibility and comprehensive training – Enjoy the flexibility of studying on your own schedule with the confidence of knowing you’re gaining all of the skills you need to succeed. National certification preparation – Graduate with the skills you need to pass the Pharmacy Technician Certification Board Exam (PTCE) and prove you have the skills employers need. Our students have the opportunity to gain hands-on experience through an externship in a Walgreens or CVS Pharmacy store in their local area.

Health Information Technology
With Los Angeles Harbor College you can gain the specialized skills you need to start a rewarding technology career in the rapidly growing healthcare industry. You’ll be prepared for numerous industry certifications, and with employment growth in the healthcare and the technology industries as well as average annual salaries of $50,000*, this is an excellent career choice. Industry certification prep – Graduate with the skills you need to earn CompTIA A+ certification as well as the CMAA and CEHRS certifications from the National Healthcareer Association; exam vouchers are even included with the program (a $570 value)!
Quick timelines and focused training – Choose real-world training designed by experienced industry experts that can have you career ready in a year or less.
One-on-one instructor support – With one-on-one access to dedicated instructors with years of professional experience, you’ll have the help you need to succeed.

Medical Administrative Assistant with EHR Training
Prepare for a successful career as a medical administrative assistant with EHR expertise. Average salaries are $32,000/yr, and there are over 189,000 new jobs* expected nationwide by 2022 for medical administrative assistants—start training today to take advantage of these opportunities!
Hands-on experience – The course includes hands-on training with ezEMRx software, an industry-standard, government-certified EHR software platform to ensure you have the experience employers need. National certification preparation – Graduate ready to earn the Certified Medical Administrative Assistant (CMAA) and Certified Electronic Health Record Specialist (CEHRS) credentials—you’ll even receive 2 exam vouchers to earn these credentials upon graduation (a $210 value)!
One-on-one instructor support – Train with the confidence of knowing that experienced instructors are available by phone, email, or chat all along the way.
With our online Medical Administrative Assistant with EHR training you’ll have the specialized training you need to excel in your new field in as little as 3 months.

Not sure which is the career for you?
Take our Career Finder Quiz to find out! Request free information today to learn more about the Career Step online training programs offered through Los Angeles Harbor College. By requesting free information, you’ll receive additional details by email. You can contact us about the Los Angeles Harbor College program directly at 1-877-225-7151 or apinfo@careerstep.com.
Maximizing Social Security
Social Security is possibly the most valuable yet most misunderstood and undervalued source of retirement income that people have. When advance planning is done properly and the right decisions are made at the right time, benefits can be increased as much as 25%. This informative workshop will provide you with much needed information to help you understand the system, properly coordinate spousal and survivor benefits, minimize taxes and maximize spendable retirement income.

You will learn how claiming spousal benefit while earning delayed retirement credits, how to ‘file and suspend’, ‘do over’, start – stop – restart strategies can really increase your benefit. If you are retiring in the next 5 years this class is a must. One guest or spouse included.

Feb 7 9:30-12noon $39 1 Saturday #330042
Feb 19 6:30-9:00pm $39 1 Thursday #330034
Mar 19 6:30-9:00pm $39 1 Thursday #330046
Mar 28 9:30-12noon $39 1 Saturday #330043
Apr 1 6:30-9:00pm $39 1 Wednesday #330047
Apr 11 9:30-12noon $39 1 Saturday #330044
Apr 16 6:30-9:00pm $39 1 Thursday #330045

Wall Street is Broken
This course provides a fundamental working knowledge of the principles of conservative retirement planning and why Wall Street doesn’t work the way they tell you it will. Learn from a recovering stock broker what he was taught to do and say and how their model of investing can hurt you. The materials cover varied aspects of conservative retirement planning, such as changes in planning paradigms, history of markets, impact of bear markets, retirement budgeting, aspects of financial decisions, and more, while highlighting the ABC Planning Model. Students will increase their awareness of the overall risk in the markets as well as possible asset allocation models to help manage exposure to risk. This course also covers conservative retirement planning, income planning, asset allocation, and appropriate financial decisions. It is not designed to give specific solutions to individual needs. This is not a financial seminar; this is a financial workshop where you will leave with the knowledge and confidence to make financial decisions suited to your level of risk and in-line with the goals and objectives you establish.

May 7 6:30-9:00pm $39 1 Thursday #330041
Financial ABCs
The objectives of this course are to provide you with the tools, insight, and proven strategies that will allow you to build a retirement plan that you are confident will achieve the goals you set for your retirement. This course will teach you easy-to-understand strategies on how to save money on taxes, manage investment risks and create the income stream for the retirement that you want. By the end of this course, you should be able to: Understand the development of risk in the markets. Strategically allocate your assets in a conservative manner. Develop an income plan for your retirement. Know the difference between fixed principal and fixed income assets and how to use them. Develop your own financial profile, and know what questions to ask a potential advisor. Determine your own personal risk tolerance. Develop your own retirement budget - See more at: http://www.adultfinancialed.org/course

Feb 26-Mar 12 6:30-9:00pm $69 3 Thursdays #330037
Feb 28-Mar 14 9:30-12noon $69 3 Saturdays #330038

You Haven’t Lost Until You Sell and 5 Other Wall Street Myths
Yes, 6 investment myths that can destroy your golden years. Webster’s dictionary defines a myth by describing it as a popular belief that has come about by “an unfounded or false notion.” Do you sometimes feel like you are not getting the whole story when it comes to your nest egg, the money you have worked hard for? Do you have an unsettling feeling that something just isn’t right? This eye opening course is taught by a former stock broker. He will show you what you are likely doing wrong based on myths and half-truths that most all of us believe. What you will uncover in this interesting class can mean the difference a successful last third of your life and one filled with worry and fear. You will learn the 3 major reasons people run out of money in later years. If you have not already made some provision for the high cost of nursing home care, you cannot afford to miss this class. You will learn the simplest and low-cost way to eliminate that concern. With the knowledge of an ‘insider’, with insight, compassion and humor the instructor will shed some ‘new’ and bright light on what is possible. Tuition includes any materials. One guest or spouse included.

Apr 23 6:30-9:00pm $39 1 Thursday #330040

Life Settlement Investing Is Not Only for the Rich Anymore
Come and learn about a little known, truly diversified investment that is not linked to the market. A great defensive strategy with competitive returns that are not affected by; stock market volatility, fluctuation of interest rates, national and global events, or the ups and downs of real estate. It may surprise you to know that Berkshire Hathaway invests $600 million annually in life settlements and even owns a private company that sells life settlements.

Feb 24 6:30-9:00pm $39 3 Thursdays #330050
Mar 7 9:30-12noon $39 3 Saturdays #330051
Due to recent and ongoing tax law changes, uncertain future for Social Security and shift toward employee-directed retirement plans, the need for sound financial strategies has never been greater. In straightforward language, this offering explains time-tested strategies that help you to make informed financial decisions. Whether your objective is to build a nest egg, protect your assets or preserve your lifestyle throughout retirement, this course helps you plan your future with confidence. This comprehensive offering will cover the following eight modules over the course of 2 sessions: 1) Life Planning for Retirement, 2) Retirement Needs & Expenses, 3) Retirement Roadblocks & Mistakes, 4) Retirement Income Sources, 5) Retirement Plan Distributions, 6) Investments, 7) Risk Management & Asset Protection, and 8) Estate Planning. Students may bring their spouse to offering at no additional charge. Handbook is included in fee.

Mar 7 & 14  9:00-12noon  $69*  2 Saturdays  #300006

Dance & Zumba

Zumba
The latest exercise phenomenon sweeping the nation has arrived at LAHC! Zumba is a fantastic and dynamic core workout. Zumba uses moves throughout the class that require high control of the core muscles of the body (abs and back). This has the potential to translate into a tighter more defined mid-section. Featuring a fun fusion of Latin and International music – the course creates a dynamic, exciting, and effective fitness system! The routines feature aerobic/fitness interval training with a combination of fast and slow rhythms that tone and sculpt the body.

Feb 7-Mar 14  8:00-9:00am  $59  5 Saturdays  #520032
   (Does not meet Feb 14)

Apr 11-May 9  8:00-9:00am  $59  5 Saturdays  #520033

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

Feb 7-Mar 14  11:00-1:00pm  $89  5 Saturdays  #510005
   (Does not meet Feb 14)

Please consult your physician before undertaking any physical activity program.
Step Aerobics/Muscle Conditioning and Yoga Inspired Stretching
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 offering 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.

Mar 10-Jun 9  5:30-6:30pm  $132
12 Tue & 12 Thur  #520001
(Does not meet Mar 31, Apr 7 & 9)

Mar 14-May 16  9:00-10:00am  $45  8 Saturdays  #520002
(Does not meet Mar 21 & Apr 4)

Sign-up for the course series (both #520001 & #520002) and pay $160

Hip Hop in Heelz
This is a full body workout that includes exercises that target calf, quad (thigh), glute and ab muscles. Participants will tone legs, build posture, and improve coordination. Please bring heels or high tops to class, sweat towel and water bottle. Knee pads optional.

Jan 24-Mar 7  2:00-3:00pm  $56  6 Saturdays  #520023
(Does not meet Feb 14)

Abs After C-Section
Experience a complete core workout that will tighten up your post pregnancy mid-section. The workouts are carefully tailored for new moms who have had a c-section birth and are ready to slim down. Students will learn specialized ab techniques that will focus on mid and lower ab toning that minimizes discomfort to the caesarian scar region. This is a low impact cardio workout that includes exercises and movements to target lower and mid section abs. Participants will also spend time on proper stretch technique to minimize soreness, stiffness, and discomfort. Participants bring yoga mat, sweat towel, and water bottle.

Jan 24-Mar 7  3:30-4:30pm  $56  6 Saturdays  #520025
(Does not meet Feb 14)

Booty Burn
This one hour workout specifically targets the glute area and secondary muscle groups, thighs and abs. Students will experience a medium pace workout that will sustain a healthy heart rate and consistent cardio to burn fat and shape muscle. Students should bring a floor mat and towel. Participants should wear gym shoes and and bring a yoga mat, sweat towel and water. Knee pads optional.

Jan 24-Mar 7  4:45-5:45pm  $56  6 Saturdays  #520027
(Does not meet Feb 14)

Please consult your physician before undertaking any physical activity program.
Belly Dancing
Tone your torso, foster self-confidence, or entice your partner with this ancient art form. Julie Raber teaches the classical Egyptian Belly Dance which includes basic finger-cymbal techniques. Come and enjoy this attractive and feminine expression of graceful dance. This offering will conclude with a belly dance recital.

Beginners
Mar 18-May 13 5:30-6:30pm $64
8 Wednesdays #510001
(Does not meet Apr 8)

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

Feb 7-Mar 14 10:15-11:45am $59 5 Saturdays #540001
(Does not meet Feb 14)

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

Feb 6-Mar 13 10:15-11:45am $59 5 Fridays #540002
(Does not meet Feb 13)

Get Fit Boxing
Are you looking for a great way to get in shape or to challenge yourself to a different kind of workout? This boxing class is designed to give you the intense workout of a boxer. The techniques and exercises used in this class will push you to the limits as if you were being trained for a boxing match. You will learn proper foot work, jump rope techniques and all the necessary skills for a complete boxers workout. Students will not only be introduced to great physical conditioning but the class will also promote self confidence and self defense. Class materials: 1 pair of hand wraps, 1 pair of boxing gloves (or any type of weighted gloves)

Feb 7-Mar 28 10:30-11:30am $59 6 Saturdays #520030
(Does not meet Feb 14 & Mar 21)

Please consult your physician before undertaking any physical activity program.
Enrolling and Participating

Enroll Online or by Phone - 24 Hours a Day!
Enrolling in a 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 #50)

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

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.

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

Returned 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 obligation for an offering. PLEASE FOLLOW REFUND POLICY PROCEDURES to avoid additional charges.

Class Cancellation Policy: If a class is cancelled by the Office of Community Education and Services (LAHC Extension) students enrolled will receive a refund of their tuition and material fees collected for that class.

Student Requested Cancellation/Refund: Requests for refunds on tuition and material fees must be made five (5) working days prior to the first class meeting and are subject to a fifteen dollar ($15) processing fee. Students may have the processing fee waived if they elect to receive an electronic voucher provided the request is made five (5) working days prior to the first class meeting. Requests made less than five (5) working days prior to the first class meeting may be eligible for an electronic voucher and are subject to a twenty-five dollar ($25) processing fee. Refunds are not available for any requests made after a class’s first class meeting. Most courses listed in this catalog are subject to the policy above, however certain course and certificate series are subject to special restrictions, please read all course descriptions thoroughly for these restrictions. Refunds for tuition paid for by credit card will be credited to account of record for the transaction. Refunds for check or cash transactions will have a check drafted payable to the student or household account holder of record. Electronic vouchers are non-transferable, non-refundable and expire one year after their date of issue. Please allow four to six weeks for requests to be fulfilled.

Contact us!
Call: (310) 233-4450  Web: www.lahc.edu/ext  Email: lahc-extension@lahc.edu
Fax: (310) 233-4686  Follow: @lahcextension  Like: /lahcextension
Address: 1111 Figueroa Place, Wilmington 90744  Office: Technology 118
Office Hours: Mon & Fri 8:30am-4:00pm • Tues-Thur 8:30am-7:00pm • Sat 7:45am-3:00pm
Office Closed:  Jan 3, 10, 17, 19 Feb 13, 14 & 16, Mar 31, Apr 3, 4, May 23 & 25
Our Campus

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

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.

All LAHC Extension offerings are held on the Los Angeles Harbor College Campus, unless otherwise noted in the offering’s description.
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 an offering, or more information. You can also visit our website at: www.lahc.edu/ext Join us on the road to lifelong learning.
<table>
<thead>
<tr>
<th>Extension Classes at a Glance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>College for Kids</strong></td>
</tr>
<tr>
<td>Spelling &amp; Phonics</td>
</tr>
<tr>
<td>Reading Comprehension</td>
</tr>
<tr>
<td>Basic Writing Skills</td>
</tr>
<tr>
<td>Basic Mathematics</td>
</tr>
<tr>
<td>Algebra &amp; Pre-Algebra</td>
</tr>
<tr>
<td>Geometry</td>
</tr>
<tr>
<td>Youth Orchestra</td>
</tr>
<tr>
<td>Puppet Improv</td>
</tr>
<tr>
<td>Tiny Pros Soccer</td>
</tr>
<tr>
<td><strong>Music</strong></td>
</tr>
<tr>
<td>Grab Your Guitar!</td>
</tr>
<tr>
<td>Piano for Beginners</td>
</tr>
<tr>
<td>Introduction to Singing</td>
</tr>
<tr>
<td>Tools for Beginning Songwriters</td>
</tr>
<tr>
<td><strong>Writing</strong></td>
</tr>
<tr>
<td>Blogging Basics</td>
</tr>
<tr>
<td>Creative Writing for Beginners</td>
</tr>
<tr>
<td><strong>Introduction to Voice-overs</strong></td>
</tr>
<tr>
<td><strong>Crafting</strong></td>
</tr>
<tr>
<td>Jewelry Making</td>
</tr>
<tr>
<td>Teddy Bear Assembly</td>
</tr>
<tr>
<td>Puppet Making</td>
</tr>
<tr>
<td>Wedding 101</td>
</tr>
<tr>
<td>Drawing &amp; Impressionistic Watercolor</td>
</tr>
<tr>
<td>Drawing &amp; Sketching</td>
</tr>
<tr>
<td>Introduction to Acrylics Painting</td>
</tr>
<tr>
<td>Photography</td>
</tr>
<tr>
<td>Adobe Photoshop</td>
</tr>
<tr>
<td>Conversational Spanish</td>
</tr>
<tr>
<td>Beginning Italian</td>
</tr>
<tr>
<td>Plan Your Trip to Europe</td>
</tr>
<tr>
<td><strong>Business</strong></td>
</tr>
<tr>
<td>Start your own Business!</td>
</tr>
<tr>
<td>How to Succeed at Sales</td>
</tr>
<tr>
<td>Making a Living as an Artist</td>
</tr>
<tr>
<td>Make Extra Money in the Auto Wholesale Business</td>
</tr>
<tr>
<td>Business English for Professionals</td>
</tr>
<tr>
<td>Public Speaking</td>
</tr>
<tr>
<td>Bartending the Easy Way</td>
</tr>
<tr>
<td>Income Tax Training</td>
</tr>
<tr>
<td>Investing &amp; Managing Real Estate</td>
</tr>
<tr>
<td>Notary Public</td>
</tr>
<tr>
<td>Prepare for the California State Cosmetologist License Written Exam</td>
</tr>
<tr>
<td>Computer and Digital Forensics Investigation</td>
</tr>
<tr>
<td>Security Guard Training</td>
</tr>
<tr>
<td>Makeup Artist Training</td>
</tr>
<tr>
<td>Spanish for Public Personnel</td>
</tr>
<tr>
<td>Computer Keyboarding and Typing</td>
</tr>
<tr>
<td>Administrative Assistant Training</td>
</tr>
<tr>
<td>Medical Insurance Billing, Coding and Claims Administration Training</td>
</tr>
<tr>
<td>Supervisory Leadership Academy</td>
</tr>
<tr>
<td>Seven Simple Secrets to Financial Freedom</td>
</tr>
<tr>
<td>Beginner’s Guide to Getting Published</td>
</tr>
<tr>
<td>Cash in with a Successful Home-Based Business Make Money with a Typing/WP Business</td>
</tr>
<tr>
<td><strong>Extension En Español</strong></td>
</tr>
<tr>
<td><strong>Computers &amp; Technology</strong></td>
</tr>
<tr>
<td>Computer Basics</td>
</tr>
<tr>
<td>Beyond Computer Basics</td>
</tr>
<tr>
<td>Mac Made Easy</td>
</tr>
<tr>
<td>Microsoft Excel</td>
</tr>
<tr>
<td>Microsoft Powerpoint</td>
</tr>
<tr>
<td>Microsoft Word</td>
</tr>
<tr>
<td>One-on-One Computer Training</td>
</tr>
<tr>
<td>iPad, iPhone – I Know!</td>
</tr>
<tr>
<td>iWork for iPad</td>
</tr>
<tr>
<td>Learn to Sell on Online with eBay</td>
</tr>
<tr>
<td>Java Programming</td>
</tr>
<tr>
<td>Android Apps Development</td>
</tr>
<tr>
<td>Computer Programming and Application Design Course using C#</td>
</tr>
<tr>
<td><strong>Online Course &amp; Training</strong></td>
</tr>
<tr>
<td>Center for Legal Studies (Online Legal Training)</td>
</tr>
<tr>
<td>Gatlin Education Online</td>
</tr>
<tr>
<td>Ed2Go Online</td>
</tr>
<tr>
<td>CareerStep</td>
</tr>
<tr>
<td><strong>Financial Planning</strong></td>
</tr>
<tr>
<td>Maximizing Social Security</td>
</tr>
<tr>
<td>Wall Street is Broken</td>
</tr>
<tr>
<td>Financial ABCs</td>
</tr>
<tr>
<td>You Haven’t Lost Until You Sell and 5 Other Wall Street Myths</td>
</tr>
<tr>
<td><strong>Retirement &amp; Healthy Aging</strong></td>
</tr>
<tr>
<td>Retirement Planning</td>
</tr>
<tr>
<td><strong>Dance &amp; Fitness</strong></td>
</tr>
<tr>
<td>Zumba</td>
</tr>
<tr>
<td>Salsa</td>
</tr>
<tr>
<td>Semi-Personal Training:Body Conditioning and Strength Training</td>
</tr>
<tr>
<td>Step Aerobics</td>
</tr>
<tr>
<td>Booty Burn</td>
</tr>
<tr>
<td>Hip Hop in Heelz</td>
</tr>
<tr>
<td>Abs After C-Section</td>
</tr>
<tr>
<td>Belly Dancing</td>
</tr>
<tr>
<td>Get Fit Boxing</td>
</tr>
<tr>
<td>Tai Chi</td>
</tr>
<tr>
<td><strong>General Information</strong></td>
</tr>
<tr>
<td>How to Enroll</td>
</tr>
<tr>
<td>Refund Policies</td>
</tr>
<tr>
<td>Campus Map</td>
</tr>
<tr>
<td>Program Information</td>
</tr>
</tbody>
</table>