Los Angeles Harbor College
Community Services Program
Fall 2017

Career & Business

New Career
Commercial Drone License .............................................4
Solar/Photovoltaic Installer ..............................................5
Auto Wholesale Business ..................................................5
Notary Public Training .......................................................6
Phlebotomy Tech ...............................................................7
Medical Billing & Coding .....................................................8
Resume Writing Series .........................................................10

Life-Long Learning

New Opportunity
Computers .................................................................14
Real Estate/Property .........................................................16
Finance .......................................................................17
Wellness .................................................................19
Fitness .................................................................20
Fusion Bellydance .........................................................20
Photography ...............................................................22
Arts .................................................................23
Baking/Culinary .........................................................24
Face Painting ...............................................................26
Spanish .................................................................27
Day & Multi-Day Tours ...................................................30
Campus Map ...............................................................42

College for Kids

New Experience
Semi-Private Tutoring
  Language Arts ..........................................................33-34
  Basic Math .................................................................35
  Advanced Math ..........................................................35
  Youth Orchestra ..........................................................36
  Spanish for Kids ..........................................................36
  Video Game Design ......................................................36
  College Application ......................................................37

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 pages 41 & 42 for office hours, campus map, policies, how to enroll and more!
Office Closed: Nov 10,11,23,24,25, Dec 18 to Jan 2,13,15
Ed2Go Online Training Courses

Small Business Owners

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

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

Marketing Your Business on the Internet
E-commerce expert helps you develop an Internet marketing plan for your business.

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

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

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

Performing Payroll in QuickBooks
Learn to create paychecks, pay tax liabilities, and produce dazzling payroll reports.

Introduction to QuickBooks
Learn how to quickly and efficiently gain control over the financial aspects of your business.

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

Accounting Fundamentals
Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

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

Start Dates:
Sep 13, Oct 18, Nov 8, Dec 13, Jan 17, Feb 14
Choose any for $99*(Unless noted otherwise online)

Los Angeles Harbor College Theatre Department proudly brings you these future productions for the 2017/2018 Season

A Delightful Quarantine
Auditions: March 12 & 13
Performances: May 16-19

For more information on these upcoming productions please contact, Juan Baez at 310-233-4427 or email at baezjrj@lahc.edu

For tickets go online at www.lahc.edu/ext/theatreevents.html
Theatre Production

Los Angeles Harbor College Theatre Department proudly brings you these future productions for the 2017/2018 Season

After the Fall
Auditions: August 30th & 31st
Performances: October 5th-7th
October 12th-14th

Alice’s Adventures In Wonderland
Auditions: October 9th & 10th
Performances: November 30th-December 2nd

1984
Auditions: December 4th & 5th
Performances: February 21st-24th

The Lively Art
Auditions: February 12th
Performances: March 21st-24th

A Delightful Quarantine
Auditions: March 12th & 13th
Performances: May 16th-19th

For more information on these upcoming productions please contact, Juan Baez at 310-233-4427 or email at baezjrj@lahc.edu
For tickets go online at www.lahc.edu/ext/theatreevents.html
Get your Commercial Drone License and Start Making Money!

Aerial photography - Roofing checks - Real estate video – Weddings - GoPro stunts

Just think of all the money you could make if you flew commercially... and without spending the big bucks getting a "real" commercial pilot license. The FAA now allows you to apply for your commercial drone/UAS (Unmanned Aerial Vehicles) license, called a Remote Pilot Certificate, by passing a multiple-choice test and paying a small fee. No experience needed.

If you’re flying your drone for fun in your back yard, you do not need a license. If you wish to make money taking pictures then you must have an FAA 14 CFR part 107 Remote Pilot Certificate.

This 8 hour Community Education course will help you prepare to take the Remote Pilot/FAA Test to receive certification. This course is classroom instruction only. There will not be any drone flying.

You must be at least 16 years old and have a valid government-issued picture ID. The test center fee is $150 (FAA regulated and is not included in the price of the class.) You will need to pass a TSA background check before receiving your license.

Gerry Koehler, Commercial Instrument Rated Private Pilot and Captain with the Civil Air Patrol

Oct 21 8:00-5:00pm $149 1 Saturday #480001
Jan 20 8:00-5:00pm $149 1 Saturday #480002

With your paid enrollment all students will receive a discount voucher courtesy of Pacific Skies Aviation at Torrance Airport for a free $100 VIP upgrade discovery flight. Experience the skies from a real airplane and compare it to what your drone sees.

GET THE CAREER-FOCUSED EDUCATION YOU NEED TO SUCCEED!

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: Health Information Technology • Medical Coding and Billing • Medical Transcription and Editing • Medical Administrative Assistant with EHR • Computer Technician • Pharmacy Technician • Executive Assistant and more!

Call Today! 1-877-225-7151
Or visit www.careerstep.com/lahc
Get your Commercial Drone License and Start Making Money!

Aerial photography - Roofing checks - Real estate video – Weddings - GoPro stunts

Just think of all the money you could make if you flew commercially…. and without spending the big bucks getting a “real” commercial pilot license. The FAA now allows you to apply for your commercial drone/UAS (Unmanned Aerial Vehicles) license, called a Remote Pilot Certificate, by passing a multiple-choice test and paying a small fee. No experience needed.

If you're flying your drone for fun in your back yard, you do not need a license. If you wish to make money taking pictures then you must have an FAA 14 CFR part 107 Remote Pilot Certificate.

This 8 hour Community Education course will help you prepare to take the Remote Pilot/FAA Test to receive certification. This course is classroom instruction only. There will not be any drone flying.

You must be at least 16 years old and have a valid government-issued picture ID. The test center fee is $150 (FAA regulated and is not included in the price of the class.) You will need to pass a TSA background check before receiving your license.

Gerry Koehler, Commercial Instrument Rated Private Pilot and Captain with the Civil Air Patrol

Oct 21 8:00-5:00pm $149 1 Saturday  #480001

Jan 20 8:00-5:00pm $149 1 Saturday  #480002

With your paid enrollment all students will receive a discount voucher courtesy of Pacific Skies Aviation at Torrance Airport for a free $100 VIP upgrade discovery flight. Experience the skies from a real airplane and compare it to what your drone sees.

Make Extra Money in the Auto Wholesale Business

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

Oct 23 & 24 6:00-9:30pm $79 1 Mon & 1 Tue  #360021

Solar/Photovoltaic Installer

Be a Solar Installer in Less Than a Month

The solar industry in California is growing at a record pace with no signs of slowing in the near future, and this is your chance to start a promising career as a photovoltaic solar panel installer. This course will teach students how to design and complete a photovoltaic panel installation through in-class and hands-on instruction. Upon completion students will receive a certificate.


Quayum Abdul is a solar photovoltaic inspector and consultant who presents at conferences and writes articles for the industry journals. He is on a mission to help fill the huge need for solar employees.

Jan 4-30 6:30-9:30pm $99 4 Tues & Thurs  #360041
Careers

Be a Notary Public - Take our one day Seminar and Exam
Making more money is never a bad idea and it shows your amazing initiative. Sign-up and learn how to perform valuable services by certifying or witnessing signatures on official documents, $15 per signature in 2017. Notary skills are valuable in almost any industry: real estate, legal, medical and banking to name just a few.

After becoming a Notary, train to become a Loan Signing Agent and make $200 to $400 per signing. You’ll be a part of a rewarding and lasting career.

This six-hour state-approved seminar gives you the knowledge to pass the exam and practice as an effective Notary. Participants receive 2 practice tests and take the official Notary exam directly following the seminar. (Fee includes $35 for course materials)

Please read: New and Renewing Notaries need to bring the following: 1) A $40 check made payable to “Secretary of State”; 2) Proper ID-current driver license or state issued ID card; 3) Two #2 pencils; 4) 2” X 2” passport color photo. Live Scan fingerprints will be required after you pass the exam. Serious convictions may disqualify applicants. Must be 18+ years of age.

Nov 18 8:00-6:00pm $139 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 convictions may disqualify applicant! Fee includes $35 for course material.

Nov 18 12noon-6:00pm $90 1 Saturday #360039
How to Become a Notary Loan Document Signing Agent
Discover fail-proof methods to complete the notarization of each loan package. A Loan Signing Agent notarizes loan packages for clients who are purchasing or refinancing homes. In our seminar, you’ll learn simple steps to ensure success with each client. We’ll cover document preparation and effective communication before, during, and after the signing. We’ll also teach you how to usher clients through the process with the awareness of which issues you are allowed to address or which ones you must refer to the lender. Unlike most online loan signing classes that only teach you to recognize documents, our seminar also gives you hands-on, practical experience that is invaluable to new agents. You not only learn how to recognize each document in a loan package, but how to handle tricky situations, how to interact with clients and signers, and how to find business! (Once you’ve completed your Notary training, you may take the Loan Signing Agent class.)

Dec 2 9:00-4:00pm $139 1 Saturday #360004
Phlebotomy Technician Training

Phlebotomists are primarily responsible for the collection of blood specimens using standard phlebotomy techniques. Other duties include record checks, record keeping, verification of patient identification, specimen processing, and instructing patients on the collection of other specimens such as urine, stool, and sputum. The phlebotomist must have the skills to perform routine, non-routine, and the most difficult blood draws. They must be able to determine the appropriate collection supplies and equipment specific laboratory tests and alter collection techniques for different laboratory tests. They must understand how the laboratory works and the important role of collection technique in laboratory testing results. The phlebotomists are the primary conduit between the patients and the laboratory and in many cases, they are the only laboratory representatives that the patient will see. Therefore, phlebotomists are required to have extensive knowledge in the patient’s Bill of Rights, HIPPA compliance, patient based service care, and communication skills.

Program Objectives: Upon successful completion of the program, including the completion of an approved national written examination which is given at our local campuses, the students will have met all of California’s requirements to become a Certified Phlebotomy Technician I.

Program Length: Our California approved “Basic” Phlebotomy programs includes 48 hours of lecture at our local campuses and 40 hours of practical experience at nearby externship sites. You can also expect longer times during your externship, depending on how quickly you’re placed in an externship and the number of days it takes to complete the required 50 draws, 10 capillary punctures, and observation of two arterial punctures. The Program length for the “Advanced” students is three weeks of lecture without an externship.

Basic Phlebotomy: This section covers the laboratory environment, anatomy, safety and infection control, phlebotomy equipment, and the phlebotomy procedure.

Advanced Phlebotomy: This section covers variations influencing the collection of blood, complications requiring alternative procedures, sources of preanalytical errors, communication concepts, and legal issues.

Externship: This section allows the student to apply the concepts and skills they learned in class on real patients and to become familiar with the paperwork and record keeping adopted by the facility they are working in.

Free Orientation & Registration Day  Oct 7, 10:00-12noon

Class Schedule
Oct 14-Dec 9 8:00am - 5:00pm 7 Saturdays
Tuition: $2500
To learn more or to enroll call: 424-278-9442
(No Class Meeting Nov 11 & 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.
- Orientation
- Anatomy
- Physiology
- Medical Terminology
- Advanced Terminology
- Medical Billing
- ICD-10 CM
- Advanced Coding
- Computerized Billing
- CPT Coding
- ICD-10 PCS
- Hospital Billing
- Worker’s Compensation
- Advanced Medical Billing
- Hospital Billing

List of Required Texts Available Online. Please attend orientation to verify.

Lead Instructor: Shoushik “Sue” Mardirosian, Certified Billing Instructor

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

If You Missed Us This Fall, Join Us This Coming Spring 2018

Enroll in our free orientation
February 24, 2018 at 2:00pm
Call 310-233-4450 or
Enroll at www.lahc.edu/ext
Your 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 individuals who are planning to prepare their own returns, or who want to know whether they need a professional.

Areas of focus include:
- Major Tax Law Changes from previous years, itemized deductions, child qualifying rules and eligible exemption rules.
- Proper W-2, 1099, retirement income, miscellaneous income and non-taxable income.

Dependent income reporting, how not to lose the dependent deduction.
- Capital Gains, dividend, interest and other investment reporting. K-1’s and the self employment tax payments required by income received through them.
- California tax updates and federal differences.
- Self-employed business income. Office in the home deductions. Self employed social security tax payment requirements. How to properly report losses.

• W-4 proper withholding of income taxes.
• How and when to select a professional tax preparer.

Dec 2 & 9  9:00-1:00pm  $99  2 Saturdays  #360087
Feb 3 & 10  9:00-1:00pm  $99  2 Saturdays  #360088

Continuing Education for Tax Preparers

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

Sep 16-Oct 21  9:00-1:00pm  $149  6 Saturdays  #360086
Learn cutting edge techniques successfully being used to reduce or even eliminate anxiety problems! Many anti-anxiety methods are clever, quick, easy, and even pleasurable, often leading to a significant reduction in the intensity, frequency, and duration of anxiety episodes. Even the elimination of anxiety problems has been reported by some. And these techniques do not have to be done perfectly! This is a class. There will be NO individual or group psychotherapy. There will be NO doctor-patient relationship. Just sit back, relax, listen and watch Dr. Brody’s presentations and demonstrations of techniques that he has successfully used in his practice with people who (1) were “worry warts” (excessively worrying over way too many things), (2) were afraid to do things that most people do with little or no hesitation (phobic), and with people who (3) had sudden attacks of overwhelming anxiety that seemed to come out of nowhere (panic attacks). Learn about the causes of these anxiety problems. Learn how Dr. Brody overcame his own anxiety problems!

Dr. Brody was trained by some of the most well respected anxiety researchers in the world. Not a medical doctor, he will touch on some pros and cons of medications used to treat anxiety disorders. With decades of experience, and a specialization in the treatment of these three anxiety disorders, Dr. Brody’s goal is to make this class educational as well as enjoyable. The focus of the class will not include other anxiety related disorders. Jeffrey Brody earned his Ph.D from the California School of Professional Psychology, his areas of specialty have included hypnosis, neuropsychological assessment, and cognitive behavior therapy, with his primary specialty being the treatment of anxiety disorders. Materials will include paper and pen for optional note taking, and a thumb drive in which there will be the course outline, course notes, and a relaxation recording.

Nov 1-15 6:00-9:30pm $199 3 Wednesdays #640021

Resume Writing Workshop
Participants in this workshop will learn how to write or revise their resumes. Students will learn research-based strategies to make their resumes stand out. Students should come prepared to the first session with a printed job description that they would be qualified for and interested in applying to. Participants should bring a credit card to purchase a $24 virtual membership.

Nov 4 9:00-11:30am $79 1 Saturday #311000
Nov 9 6:30-9:00pm $79 1 Thursday #311004

College Application Essay Writing Seminar
Students in this seminar will review the best practices for writing outstanding college application essays. The seminar leader will teach students how to pick the perfect topic. Students will learn the formulas for effective storytelling and how to draft and develop strong paragraphs by reviewing model “essays that worked.” Students will leave this seminar with a new way to tackle their application essays.

Oct 3 7:00-9:00pm $79 1 Tuesday #311001
Oct 7 10:00-12noon $79 1 Saturday #311006
Supervisory/Leadership

The Supervisory Academy consists of 8 workshops that may be taken individually or as a series. Completion Certificates will be issued. Enroll in all 8 modules and pay only $399 for the course series. (No refunds for series).

Module 1 - 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.
Oct 7 9:00-12noon $59 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.
Oct 7 1:00-4:00pm $59 1 Saturday #371002

Module 3 – Talent Planning and Selection
Leaders are often tasked with selecting talent for an organization, a duty that will influence the success or failure of a team. Understanding the key competencies needed for new talent selection becomes paramount in reducing cost and turnover. Topics covered: Job analysis, understanding the key components of selecting talent, understand use of assessment tools, and conducting effective interviews.
Oct 14 9:00-12noon $59 1 Saturday #371009

Module 4– 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.
Oct 14 1:00-4:00pm $59 1 Saturday #371003
Supervisory/Leadership

Module 5 – 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.
Oct 21 9:00-12noon $59 1 Saturday #371004

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.
Oct 21 1:00-4:00pm $59 1 Saturday #371007

Module 7 – Problem Solving
Successful supervisors know that good decisions are based on good data and, in order to get good data, you need to be a good problem-solver. Topics covered in this 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.
Nov 4 9:00-12noon $59 1 Saturday #371006

Module 8 – 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.
Nov 4 1:00-4:00pm $59 1 Saturday #371008
Smartphone & Tablet Video Editing

Smart Phone Film School-Video Editing and Sharing Using A Smart-Phone or Tablet
Learn to take, upload and post your videos from anywhere using your smart-phone or tablet. This class will introduce students to basic videography techniques, best practices when taking video on a mobile device, apps and other tools you can use to share, edit, add effects to, and correct your videos. Device recommendations: iPhone 5 or newer, Ipad 3 or newer. Android phone or tablet within 2 years or newer.
Dec 16 9:30-12:30pm $69 1 Saturday #430011

Home Monitoring and Surveillance

DO It Yourself: Home Monitoring and Surveillance
Modern tech advancements in home monitoring offer the household a range of options for convenience and security. Before spending hundreds of dollars of committing to a long term contract, take this class and learn how to do it yourself! Our instructor will teach you about the options, equipment and features available to fit your needs and budget. Including expandable smart home systems, video monitoring and intelligent alerts.
Dec 16 12:30-3:30pm $69 1 Saturday #430009

Registering is EASY!
Call 310-233-4450, or visit www.lahc.edu/ext
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.

Oct 7-Nov 4 9:00-12:30pm $129 5 Saturdays #410003

Introduction to Microsoft Excel 2016
Introduces the basic features of Microsoft Excel and spreadsheet concepts to design and create accurate professional worksheets for use in business and industry, and academic environments. Includes entering data; creating formulas; professional formatting; creating charts; creating, sorting, and filtering lists; creating and using templates; and working with functions. Instructor: Mario Diaz, accountant and consultant.

Oct 14-Nov 4 9:00am-12noon $99 4 Saturdays #420002

Excel Pivot Table Workshop
Take advantage of Microsoft Excel’s most powerful tool, the Pivot Table. This class will introduce participants to Pivot Table which will help you to reorganize and summarize your data to create the most visual desired report. This class is perfect for those who use pivot tables, but need additional knowledge, and those who use excel but have yet to explore the pivot table feature. *Students must have a basic ability to use excel.

Nov 18-Dec 16 9:00am-12noon $99 4 Saturdays #420015
(No class meeting Nov 25)

Introduction to Windows 10
Whether you are new to Windows or transitioning from Windows 7 or XP, this class is for you. Students will learn how to navigate their new PCs or Tablets running Windows 10 with confidence as they discover how to use the many new and favorite functions of the new Windows platform.

Oct 28-Nov 4 10:00-12noon $79 2 Saturdays #420020
One-on-One Computer Training

Learn in an 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 for either Mac or PC). Customized one-on-one computer sessions are a minimum of two hours in length scheduled at your convenience.

# 410101  2 hours for $150
# 410102  5 hours for $325

Save $$Money$$ with Extreme Couponing!
Learn how to save $$$ every day with extreme couponing. Coupons are NOT just for groceries. The savings can add up to HUNDREDS or even THOUSANDS of dollars every year. This comprehensive workshop will teach you: where to find all different types of coupons, even for high ticket items • how to find the best coupon apps and websites • how to match coupons with sales for maximum savings • the best way to sort and store coupons • how to find other people to trade coupons and merchandise with. Feel free to bring your coupons to class for a trading session. This workshop is taught by someone who has used many couponing secrets to save thousands. All materials are included in class tuition.

Oct 2  5:30-7:00pm  $49    1 Monday  #330018

How to Earn Extra $$Money$$ with Mystery Shopping
Have you ever wanted to become a secret Mystery Shopper? Have you seen ads telling you how to become a mystery shopper, but only if you send them a lot of money? You do not have to pay money to make money in this exciting field. You will learn how to: sign up with many legitimate mystery shopping companies WITHOUT FEES! • avoid the pitfalls and scams • create a required mystery shopping resume and profile • take care of legalities and taxes regarding this income • become a Merchandiser too for extra money. With a few simple steps, you can start Mystery Shopping today! All materials are included in class tuition.

Oct 2  7:00-9:00pm  $69    1 Monday  #360042

Registering is EASY!
Call 310-233-4450, or visit www.lahc.edu/ext
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.

Jan 6 9:00-12noon $49 1 Saturday #340004
$30 material fee

Learn About the Home Buying Process from A Professional
The process of buying a home is both a thrilling and exhausting experience, but with the right help and resources, you can own a beautiful — and affordable — piece of the American dream. In this class, we will talk about: 1) the key contacts involved in your home purchase 2) DOs and DON’Ts during the home loan process 3) an introduction to the homebuyer’s process: mortgage pre-qualification, providing documentation, shopping for a home, making an offer, negotiating final sale, beginning the financial process, the home inspection, the home appraisal, getting homeowner’s insurance, underwriting and risk assessment, loan conditions, final approval of your loan, getting closing in order, the final walk-through, signing day, getting the keys, and moving day.

Karen Anderson, Real Estate Agent

Oct 7 9:00-12noon $20 1 Saturday #340024
Maximizing Social Security
Social Security is possibly the most valuable yet most misunderstood and undervalued source of retirement income that people have. When advanced 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 to claim the spousal benefit while earning delayed retirement credits, and how the file and suspend, do-over, and/or start-stop-restart strategies can possibly increase your benefit. If you are retiring in the next 5 years, this class is a must. One guest or spouse is included in the cost of the course.

Oct 26 6:30-9:00pm $29 1 Thursday #330046

Financial ABCs
The objective of this course is 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 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; know the critical questions to ask a potential advisor; determine your own personal risk tolerance; and develop your own retirement budget. See more about the course at: http://adultfinancialad.org/course.

Nov 2-16 6:30-9:00pm $39 3 Thursdays #330997
Dec 2-16 9:30-12noon $39 3 Saturdays #330014
Financial & Life Planning

**Retirement Planning**
Due to recent and ongoing tax law changes, uncertain future for Social Security and shift toward employee-directed retirement plans, the need for sound financial strategies has never been greater. In straightforward language, this 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.

Oct 14 & 21  9:00-12noon  $69*  2 Saturdays  #300007

**Wills, Trusts, and Estates**
Planning a Will, Trust or Estate can be intimidating and costly. What most don’t realize there’s a lot one can do for themselves, potentially saving them dollars and a headache. This seminar is designed to teach students how to draft a will, estate plan, and living trust pursuant to California law.

Dec 2  9:00-4:00pm  $89  1 Saturday  #373001
Reiki and Meditation

Free Reiki Information Talk
Have you heard of Reiki? Have you wondered what it is and how it works? At this Reiki talk, Reiki Master Teacher Patty Tahara Rassouli will discuss exactly what this Japanese relaxation technique is, how it can help you cope with physical problems, mental issues and emotional stress. Reiki energy can help you become more peaceful and calm; thus, a more effective and joyful life is possible. Please call 310-233-4450 to reserve your space.

Oct 5 6:45-7:45pm No Fee 1 Thursday #540026

Reiki I: Energy Healing
Reiki, healing energy, is a helpful and simple technique that creates calmness and a sense of well-being, something which is so missing in our hectic and stress-ridden lives. Reiki energy helps a person get centered physically, mentally and emotionally. In addition, students will learn how to develop healthy daily routines, understand the mind/body connection to diseases, and create their best possible lives. Try Reiki with Reiki Master Teacher Patty Tahara Rassouli.

$15 material fee for book payable at ptreikihealing.com

Oct 21-Nov 18 1:00-3:00pm $139 4 Saturdays #540027
(No class meeting Nov 11)

Holiday Meditation Workshop
It’s the stressful holiday season again, but this year make it calmer and more relaxed. How? By practicing meditation, you can create a quiet mind, better focus and sense of well being during all the chaos. In this workshop, meditation is not only made easy, but there will be simple breathing, guided mantra, and mindful meditations to explore. Dress comfortably and prepare to de-stress

Dec 9 1:30-3:00pm $15 1 Saturday #540032
Fitness

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.

Sep 29-Nov 3  10:30-12:00am  $69  6 Fridays  #540009

Yoga Basics
Yoga is a simple and welcoming way of improving your quality of life. In this introductory workshop, students will learn how to do basic yoga asanas with information about body, hand/foot placement, and how to make adjustments. Meditation is at the end of each class. Please bring your yoga mat.

Oct 3-Nov 28  6:30-7:30pm  $79  8 Tuesdays  #540028
(No class meeting Oct 31)

Fusion Bellydance
Unleash your confidence and tap into your sacred feminine. In this 7 week course we will combine elements of world dances such as Salsa, Polynesian and Bollywood/Indian styles of dance with the graceful movements of Bellydance. Learn and perform with empowering professional dancer Preena who has traveled the world to bring you the treasures of ethnic dance to your footsteps. This class will tone your body and will conclude with a recital.

Sep 27-Nov 8  7:00-8:30pm  $99  7 Wednesdays  #520035

Fitness Over 40
It is a common fact that people of all ages benefit substantially from exercise. However, as we age it becomes a vital necessity to facilitate peak physical fitness. This class is composed of specific exercise routines to promote good cardiovascular and muscular health as well as performance.

Oct 7-Nov 4  9:00-10:00am  $49  5 Saturdays  #520042

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 offerings are 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.

8 Tuesdays & Thursdays
Sep 12-Nov 7  5:30-6:30pm  $99  #520003
(No class meeting Oct 31)
Nov 9-Jan 18  5:30-6:30pm  $99  #520005
(No class meeting Nov 23, Dec 19, 21, 26, 28)

8 Saturdays
Sep 16-Nov 4  9:00-10:00am  $49  #520004
Nov 18-Feb 3  9:00-10:00am  $49  #520006
(No class meeting Nov 25, Dec 23, 30, Jan 13)

Enroll in 2 or more classes and receive a 5% discount. Must call office to enroll

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 jump rope, 1 pair of hand wraps, 1 pair of boxing gloves. (or any type of weighted gloves).

Oct 7-Nov 4  10:15-11:15am  $49  5 Saturdays  #520030

Please consult your physician before undertaking any physical activity program.
Photography

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.

Beginners (Level 1)
Oct 14-Nov 4 10:00-1:00pm $120 4 Saturdays #210006

Digital Tools for Photographers
Take your photography to the next level! Students in this course will be introduced to essential digital tools popular with photographer. Topics will include, editing, digital filters, sharing and storage. Programs like Adobe lightroom, photoshop and much more will be introduced.

Oct 14-Nov 4 1:00-2:30pm $69 4 Saturdays #210010

Destination Photography
Students in this class will explore the city and practice their photography skills on site. The emphasis will focus on styles and techniques that capture the brilliance of a landmark, especially at night. The first class will meet at Los Angeles Harbor College, where students will have a lesson on camera work and will discuss meeting locations off-campus. Each student will be responsible for arranging transportation to off-campus location.

Oct 17-26 6:30-8:30pm $89 2 Tues & Thurs #210009
Introduction to Painting/Painter’s Workshop
Learn to paint and express yourself! Students in this course will learn techniques used to make wonderful works of art. Beginners are encouraged to attend this class as Acrylic paint is friendly, forgiving and works well on a variety of surfaces. Continuing students are welcomed to join this class as a workshop experience where our instructor will guide your growth as a painter. A complete list of recommended material is available online.

Oct 14-Dec 16  9:00-12noon  $149  8 Saturdays  #220050
(No class meeting Nov 11 & 25)

Drawing & Sketching
Have you always wanted to explore your artistic side? Then join this drawing and sketching offering for beginners and learn how to draw. Instruction will include the use of various techniques and styles that are fun and impressive. This course is designed to develop new and amateur artists.

Oct 7-Nov 4  11:45-1:45pm  $62  5 Saturdays  #220034

Don’t Miss Out!
Registering is EASY!
Call 310-233-4450, or visit www.lahc.edu/ext
Vegan Baking
Students in this exciting class will learn to make a variety of desserts that are delicious and free of animal products. Students will create treats from scratch, learn to identify Vegan baking products and how to make delicious treats constantly.
Oct 7 9:00-12noon $49 1 Saturday #273102
$20 materials fee

Vegan Cooking
Whether its for health or ethical reasons, vegan cooking is great fun. Students in this class will learn to make a basic vegan meal and practice cooking techniques applicable to other excellent recipes.
Oct 7 1:00-4:00pm $49 1 Saturday #275011
$20 materials fee

Perfect Pies
Perfect Pies and Fillings
There’s a pie for every season and event. In this fun course learn the basics of pie making, including classic pies from scratch. Topics include, perfect pie crust techniques, pie filling from scratch, introduction to lattice tops and how to bake a pie properly. At the end of this course students will take home their own pie.
Oct 21 9:00-12noon $49 1 Saturday #273001
$10 material fee

Magnificent French Macarons
Learn to make this trending treat in a day! Students will learn everything they need to make Macarons from scratch. Topics include; how to make the perfect meringue, flavoring, fillings and coloring, piping techniques and shapes, how to bake macarons properly and know when they are ready. At the end of this class students will take home a box of macarons. Planned menu includes: Macaron Classic Almond Macaron with Lavender Macaron with honey buttercream, Chocolate Macaron with Coffee filling.
Dec 2 1:00-4:00pm $49 1 Saturday #273002
$15 materials fee
**Spooky Cooking for Kids**
Scare up a delicious meal in this holiday themed class. Students will learn to create frightful dishes that are terrifyingly delicious. This is a hands-on class with a “from scratch” approach. Recipes are kid friendly and minimize adult assistance.

- **Oct 21** 1:00-4:00pm
- **$49**
- **1 Saturday** #273013
- **$15 materials fee**

---

**Yule Log**
A traditional decorative dessert, yule logs are festive and delicious. This class will teach students to make and decorate a yule log dessert from scratch. Techniques taught in this class can be used to make a number of desserts after the holidays. Don’t miss out on this opportunity to wow your friends and family with a holiday classic.

- **Dec 9** 9:00-12noon
- **$49**
- **1 Saturday** #273007
- **$10 material fee**

---

**Holiday Desserts**
What holiday would be complete without the desserts and sweets that go along with them. In this hands-on course, students will learn to make a variety of holiday desserts from scratch, and decorate them with professional techniques.

- **Dec 2** 9:00-12:00pm
- **$49**
- **1 Saturday** #273010
- **$10 material fee**

---

**Holiday Cupcakes for Kids**
Celebrate the holidays with cupcakes! Children enrolled in this class will learn to make 3 cupcake batters, bake them in class and decorate them with seasonal flair.

- **Dec 9** 1:00-4:00pm
- **$49**
- **1 Saturday** #796002
- **$10 material fee**

---

**Class Size is Limited!**

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

Mosaic Art
Introduction to Mosaic Art
Learn to make beautiful mosaic art pieces in a matter of hours. Students will be introduced to a brief history of the art form and will learn how to create mosaic art. Each student will make an 8”x10” basic mosaic of their own design or instructor provided pattern of their choosing. Instruction will include: introduction to basic tools and material: tile (different types), hardibacker, hammer, nippers, sandpaper, adhesive, grout etc. Students should dress in clothes they will not mind getting messy. Materials are included in the cost.

*This class meets off-campus at: Sirens  356 W. 7th Street, San Pedro 90731. Please register through LAHC Community Services before first class-meeting.

Oct 8 & 15 9:00-11:00am $100 2 Sundays #220020
Dec 6 & 13 11:00-1:00pm  $100 2 Wednesdays #220021

Calavera/Sugar Skull Face Painting
Rooted in the folklore of central and southern Mexico, Día de los Muertos Calavera face painting is a celebration of life rather than the macabre. This class concludes a week before the festivities giving students plenty of time for participants to impress those around them with the intricacy and beauty of Calavera face paint. Students will learn style, floral patterns and designs that turn heads, garners admiration and celebrates this vibrant cultural expression. Full material list available online at www.lahc.edu/ext - See online course description for details.

Oct 7 & 14 6:30-9:30pm $59 2 Saturdays #270001

Introduction to Special FX Makeup –Zombie and Trauma Effects
Just in time for the Halloween season you can learn to transform faces into frightening sights. In 4 short weeks students will learn to use professional tools and techniques to accomplish looks worthy of a scare. Topics effects include: products and tools, burns, wounds, bruising, bullet wounds and zombie. Full material list available online at www.lahc.edu/ext - See online course description for details.

Nov 6-Nov 27 6:30-9:30pm $99 4 Mondays #270003

Introduction Face Painting
Join us for this fun hands-on and comprehensive course on the art and business of face painting. Students will learn a wide variety of designs that can be used to accent exotic, create a stunning fantasy look or help a child transform into a favorite character. Topics include: an introduction to paints, tools, brushes, designs, application techniques, freehand stroke and starting a face painting business. Full material list available online at www.lahc.edu/ext - See online course description for details.

Nov 21-Dec 12 6:30-9:30pm $99 4 Tuesdays #270005

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

Introduction to Mosaic Art
Learn to make beautiful mosaic art pieces in a matter of hours. Students will be introduced to a brief history of the art form and will learn how to create mosaic art. Each student will make an 8”x10” basic mosaic of their own design or instructor provided pattern of their choosing. Instruction will include: introduction to basic tools and material: tile (different types), hardibacker, hammer, nippers, sandpaper, adhesive, grout etc. Students should dress in clothes they will not mind getting messy. Materials are included in the cost.

*This class meets off-campus at: Sirens 356 W. 7th Street, San Pedro 90731. Please register through LAHC Community Services before first class-meeting.

- Oct 8 & 15 9:00-11:00am $100 2 Sundays #220020
- Dec 6 & 13 11:00-1:00pm $100 2 Wednesdays #220021

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

Gerry Koehler MA Spanish Linguistic

- Beginning 1
  Oct 4-Dec 6 7:30-9:30pm $125 10 Wednesdays #250005
- Beginning 2
  Oct 12-Dec 21 7:30-9:30pm $125 10 Thursdays #250011

(No class meeting Nov 23)
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 beginners 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.

Oct 14-Dec 16  10:00-12noon  $110  8 Saturdays  #240002
(No class meeting Nov 11 & 25)

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. Recommended Text: "Piano Primer" Level by James Bastien

Oct 14-Dec 16  12:15-2:15pm  $110  8 Saturday  #240022
(No class meeting Nov 11 & 25)

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.

Oct 10-Dec 5  6:00-8:00pm  $110  8 Tuesdays  #240023
(No class meeting Oct 31)

Voice-overs

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 your 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.

Nov 8  6:00-8:00pm  $49  1 Wednesday  #350004
Crafts

New Beginning Sewing Workshop
New and beginning students are invited to join us for this instructional workshop. Students in this class will learn the basics of sewing and how to make clothes that fit from a pattern. Students have the option of bringing their unfinished projects or selecting a pattern provided by our instructor. First class meeting will introduce students to measurements, the basics of operating a sewing machine, how to use a variety of tools and skills like how to read and understand a pattern. Students will then work on their projects, under the guidance of our instructor, over the next four meetings. Students have an option of bringing their own sewing machine, or requesting the use of one (please notify our program upon paid enrollment). Students are responsible for material (e.g. fabric) used to produce their projects.

Oct 7-Nov 4  9:00-12noon  $99  5 Saturdays  #210040

New Inicio Taller de Costura
Nuevos estudiantes y principiantes son invitados a unirnos para nuestro taller de instrucción de costura. Los estudiantes en esta clase aprenderán lo básico de coser y como hacer ropa que encaje de un patron. Estudiantes tienen la opción de traer sus propios proyectos empezados o de elegir un patron proporcionado por nuestro instructor(a). La primer clase va introducir a los estudiantes a como medir, lo básico de operar una maquina de coser, como usar la variedad de herramientas y las habilidades, por ejemplo: como leer y entender un patron. Los estudiantes trabajaran en sus propios proyectos, bajo la dirrecion de nuestro instructor(a) durante las proximas cuatro reuniones de clase. Los estudiantes tienen la opcion de traer su propia maquina de coser o de solicitar el uso de una (por favor notifique nuestro programa sobre la inscripcion pagada). Los estudiantes son responsables por el material (ejemplo: la tela) que se usara para producir sus proyectos.

Oct 7-Nov 4  9:00-12noon  $99  5 Saturdays  #210040

Learn Online Now!
Ed2Go classes fit any schedule and are affordable. Visit: ed2go.com/lahec and explore hundreds of online programs and classes.

Sewing Workshop in English and Spanish
Day Tours and Outings

Single-Day Tour Policy
Our single-day tours include passage aboard a deluxe, air-conditioned motor coach and a professional tour director. Tours will depart from and return to Los Angeles Harbor College (1111 Figueroa Place, Wilmington, CA) Parking Lot 6 (on the west end of the Technology Building). Please plan to arrive 20-30 minutes prior to departure to purchase your parking permit at the kiosk (dollars and quarters only). “Customary gratuities to tour director, driver, and step-on guides for a job well done are not included in tour prices.” Our single day tours are operated by Good Times Travel, a family-owned and operated tour company. Minimum travel age is 8 years and up (minors must be accompanied by an adult).

Sorry, no refunds for participant cancellations. You may send someone in your place with the permission of LAHC Community Services. No discounts or coupons will be honored for these events.

BIG BEAR LAKE ESCAPE Lake Cruise & Included Lunch (SOLD OUT)
Escape the heat and take in the fresh air when we travel to Big Bear, the charming mountain community nestled in the beautiful pine forests atop the San Bernardino Mountains (elevation 6,700 feet). All aboard the Big Bear Queen, a paddlewheel boat for a narrated cruise on Big Bear Lake. Your boat captain is a Big Bear native and life-long resident and will convey Big Bear Valley’s history and folklore, including the solar observatory, Garstin Island, celebrity homes, the story of the Four Dams and more. Then, enjoy an included three-course lunch with choice of entrée at a lovely restaurant that offers spectacular lake views. This afternoon, enjoy time at your leisure to browse the shops in the Bavarian-style Big Bear Village. Suggested: rubber-soled walking shoes and a sweater or jacket as it can be cool on the water. The boat has shaded and unshaded areas for your comfort.

Sep 23 8:20-7:00pm  SOLD OUT  1 Saturday  #670007

Call 310-233-4450, or visit www.lahc.edu/ext
Day Tours and Outings

CATALINA ISLAND With Optional Dale Chihuly Exhibit
Take pleasure in the flavor and the romance of a Mediterranean-style island for the day. The smooth boat ride aboard a high speed catamaran from Long Beach takes only one hour each way. We’ll arrive in the charming island village of Avalon featuring a myriad of quaint shops and outstanding eateries for lunch on your own. Enjoy almost 5 hours at leisure to explore Avalon or join a variety of optional tours offered by a third-party vendor (additional fees apply). You may decide to join your tour director for an optional excursion to see the limited-time Chihuly exhibit at the Catalina Island Museum. Only the second major museum exhibition of Dale Chihuly’s work to visit southern California, Catalina will be this special exhibition’s only stop. On a self-guided tour you’ll witness up-close some of Chihuly’s most iconic glass sculptors including a breathtaking 18-foot chandelier installation. The museum’s outdoor atrium, landscaped gardens and views of Catalina’s canyons and clear waters are the ideal setting for Chihuly’s sculptures, many of which reference or are inspired by natural elements. The catamaran going to Catalina has shaded and unshaded areas, and a restroom onboard, for your comfort. Dale Chihuly exhibit tour is $15 per person and payable with cash on the day of the tour.

Oct 7 8:40-5:45pm $109 1 Saturday #670008

MALIBU WINE SAFARI With Malibu Country Mart
Join us on this adventure that provides a great way to experience a completely different side of Los Angeles! Today we explore the 1,000 acre Saddlerock Ranch and Vineyard that is nestled in the scenic hills of Malibu. Board custom-built open-air Safari vehicles with a trusty guide and driver team aboard for a 90-minute animal and wine-tasting safari. We’ll make stops along our journey to take in the scenery, taste local wines and get up close and personal with animals you never knew were Angelinos too! Many of these exotic animals, who all welcome you with open “hooves,” came to the Ranch to retire after successful careers in Hollywood: zebras, camels, alpacas, bison and more. All the wines that you will be tasting are sourced from local vineyards, featuring the tastes and flavors of the casual wine-making culture alive in the Santa Monica Mountains. You may wander about the grounds enjoying the scenic surroundings as you sip and savor each wine and enjoy tasty accompaniments. For those who do not drink wine, water and lemonade can be provided if notice is given with your reservation. Preceding the safari, enjoy time at leisure for lunch on your own at the Malibu Country Mart – a pleasantly informal, yet trendy, outdoor shopping and dining complex where the celebrities often dine. Suggested: flat, closed-toe shoes.

Nov 11 10:30-5:45pm $115 1 Saturday #670009
Single Day and Multi-Day Tours

REAGAN LIBRARY Christmas Trees and Titanic Exhibits With Included Buffet Lunch
You are cordially invited to a memorable day at the state-of-the-art, Ronald Reagan Presidential Library and Museum. This is always an especially wonderful time to visit the museum because of the special exhibit which features more than 25 exquisitely decorated Christmas trees. Upon arrival, enjoy a delicious barbecue buffet lunch of beef sirloin, apricot glazed chicken and all the fixins’ beneath the wing of Air Force One. The Air Force One Pavilion features a presidential limousine and secret service suburban, a Marine One helicopter and the Air Force One airplane that served seven U.S. Presidents. An included docent-guided tour of the museum will highlight artifacts within the 18 galleries that pay tribute to America’s 40th president. Visit a full-scale replica of his Oval Office, see a piece of the Berlin Wall, explore interactive exhibits, read letters that provide a glimpse into Ronald and Nancy’s devoted marriage and pay your respects at their final resting place with spectacular views of the Conejo Valley. Enjoy time at leisure to explore a special limited-time Titanic exhibit that provides a fascinating look at the ill-fated ship, combining real artifacts with the real stories of the people onboard. Artifacts from passengers, dispersed over time, will be reunited in this exhibit for the first time in over 100 years – in a way no museum has done before. See a deck chair (one of only eight known to exist), the only known complete set of boarding documents and tickets, a pocket watch from a third class victim, wreck wood from the ship, the insurance claim form of the “Unsinkable” Molly Brown and other passengers for loss of life and property, and props and costumes from the 1997 movie, Titanic.

Dec 5 9:45-6:30pm $109 1 Tuesday #670010

LAUGHLIN GETAWAY (3 Day Tour)
A two-night leisure stay at the Aquarius Casino Resort located along the Riverwalk in the heart of Laughlin, Nevada with an included concert to see Cash, The Killer and The King at Don Laughlin’s Riverside Resort Hotel & Casino. This entertaining tribute to Johnny Cash, Jerry Lee Lewis and Elvis Presley will have you tapping your feet to the music of these iconic musicians known for their 1956 jam session “The Million Dollar Quartet.”

Multi-Day Tours: Tour deposits are due in full at the time of booking (Good Times Travel will contact you for the balance of the tour price). For refunds for the full trip amount, please contact Good Times Travel. It is highly recommended that you consider purchasing travel protection.

Per Person Price: Double $299 / Single $359 / Deposit $75
Nov 15-17 9:30am-6:30pm Wed, Thur, Fri #670011
About Semi-Private Tutoring
With class size limited to no more than 5 students, our instructors provide individualized attention to participants at an affordable price of $79.

Session 1: 4 Weeks $79, Saturdays Oct 14-Nov 4
Session 2: 4 Weeks $79, Saturdays Nov 18-Dec 16
(No class meeting Nov 25)

Spelling & Phonics-Kindergarten & 1st Grade
Instruction focuses on phonics, syllabication, alphabetic principle, word parts, and grade level words. A key to building fluency and reading skill, we recommend that this course be paired with semi-private tutoring Kindergarten and 1st grade reading comprehension.

Oct 14-Nov 4  8:30-9:30am  $79  4 Saturdays  #711001
Nov 18-Dec 16 8:30-9:30am  $79  4 Saturdays  #711002

Spelling and Vocabulary-2nd & 3rd Grade
Instruction focuses on recognition of spelling patterns, syllabication rules, pluralization, antonyms, synonyms, homophones, and homographs and grade appropriate vocabulary. A key to building fluency and reading skill, we recommend that this course be paired with semi-private tutoring 2nd & 3rd reading comprehension.

Oct 14-Nov 4  8:30-9:30am  $79  4 Saturdays  #711003
Nov 18-Dec 16 8:30-9:30am  $79  4 Saturdays  #711005

Reading Comprehension Kindergarten & 1st Grade
Instruction focuses on comprehension strategies (e.g., generating and responding to questions, comparing new information to what is already known and making predictions), achieving fluent oral and silent reading. A key to building fluency and reading skill, we recommend that this course be paired with semi-private tutoring Kindergarten and 1st grade Spelling and Phonics.

Oct 14-Nov 4  9:30-10:30am  $79  4 Saturdays  #712001
Nov 18-Dec 16 9:30-10:30am  $79  4 Saturdays  #712003
Semi-Private Tutoring Program

Reading Comprehension 2nd & 3rd Grade
Instruction focuses on comprehension strategies (e.g., generating and responding to essential questions, making predictions, comparing information from several sources), and information comprehension. A key to building fluency and reading skill, we recommend that this course be paired with semi-private tutoring Spelling and Vocabulary-2nd & 3rd grade.

Oct 14-Nov 4 9:30-10:30am $79 4 Saturdays #712002
Nov 18-Dec 16 9:30-10:30am $79 4 Saturdays #712004

Reading Comprehension 4th Grade & Up
Instruction focuses on comprehension strategies: e.g. making and confirming predictions using prior knowledge and ideas presented in the text itself, including topic sentences, important words, foreshadowing clues, comparing and contrast information, and distinguish between cause and effect and between fact and opinion in expository text.

Oct 14-Nov 4 9:30-10:30am $79 4 Saturdays #712009
Nov 18-Dec 16 9:30-10:30am $79 4 Saturdays #712010

Grammar Drills 3rd Grade & Up
Instruction focuses on: Identifying and using regular and irregular verbs, adverbs, prepositions, and coordinating conjunctions in writing and speaking, punctuation, and simple and compound sentence structure.

Oct 14-Nov 4 11:30-12:30pm $79 4 Saturdays #711301
Nov 18-Dec 16 11:30-12:30pm $79 4 Saturdays #711302

Basic Writing Skills
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.

Grades 4th & 5th
Oct 14-Nov 4 11:30-12:30pm $79 4 Saturdays #713001
Nov 18-Dec 16 11:30-12:30pm $79 4 Saturdays #713003

Grades 6th & Up
Oct 14-Nov 4 11:30-12:30pm $79 4 Saturdays #713002
Nov 18-Dec 16 11:30-12:30pm $79 4 Saturdays #713004
Semi-Private Tutoring Program

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.

Kindergarten & 1st Grade
Oct 14-Nov 4 8:30-9:30am $79 4 Saturdays #710001
Oct 14-Nov 4 10:30-11:30am $79 4 Saturdays #710004
Nov 18-Dec 16 8:30-9:30am $79 4 Saturdays #710002
Nov 18-Dec 16 10:30-11:30am $79 4 Saturdays #710003

2nd & 3rd Grade
Oct 14-Nov 4 8:30-9:30am $79 4 Saturdays #710005
Nov 18-Dec 16 8:30-9:30am $79 4 Saturdays #710007
Oct 14-Nov 4 10:30-11:30am $79 4 Saturdays #710006
Nov 18-Dec 16 10:30-11:30am $79 4 Saturdays #710008

4th Grade & Up
Oct 14-Nov 4 10:30-11:30am $79 4 Saturdays #710009
Nov 18-Dec 16 10:30-11:30am $79 4 Saturdays #710010

Pre-Algebra & 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.

Pre-Algebra
Oct 14-Nov 4 9:30-10:30am $79 4 Saturdays #710202
Nov 18-Dec 16 9:30-10:30am $79 4 Saturdays #710204

Algebra
Oct 14-Nov 4 10:30-11:30am $79 4 Saturdays #710205
Nov 18-Dec 16 10:30-11:30am $79 4 Saturdays #710206

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”.

Oct 14-Nov 4 12:30-1:30pm $79 4 Saturdays #713005
Nov 18-Dec 16 12:30-1:30pm $79 4 Saturdays #713006
Spanish for Kids (Ages 6-9)
Introduce your child to the Spanish language and the cultures that speak them. In this introductory course children will learn to speak and write in a fun and positive environment. Students will practice common conversational phrases and Spanish grammar, including formal and informal tenses. Vocabulary will focus on everyday situations kids can relate to. Don't miss out on this fun and innovative class.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Time</th>
<th>Fee</th>
<th>周六数</th>
<th>Course Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 14-Nov 4</td>
<td>11:30-12:30pm</td>
<td>$79</td>
<td>4</td>
<td>#730011</td>
</tr>
<tr>
<td>Nov 18-Dec 16</td>
<td>11:30-12:30pm</td>
<td>$79</td>
<td>4</td>
<td>#730012</td>
</tr>
</tbody>
</table>

(no class meeting Nov 25)

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, Music Director for Peninsula Symphonic Winds.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Time</th>
<th>Fee</th>
<th>周六数</th>
<th>Course Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep 9-Jan 20</td>
<td>9:00-12noon</td>
<td>$99</td>
<td>15</td>
<td>#720008</td>
</tr>
</tbody>
</table>

(no class meeting Nov 11, 25, Dec 23, 30, Jan 13)

Video Game Design (2nd-5th Grade)
Our Video Game Design course provides the basics of game design in a hands-on environment. Students will discover the process of designing and building games using the Code.org or Scratch platforms. Students will learn how to be a game designer, design narratives, learn to apply art and animation, programming roles, project teamwork, and how to make a game from beginning to end. During and at the end of the session, students will be in possession of their game projects to share with friends and families. Bring a flash drive.

Beginners: Introduction to Code.org

<table>
<thead>
<tr>
<th>Dates</th>
<th>Time</th>
<th>Fee</th>
<th>周六数</th>
<th>Course Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 14-Nov 4</td>
<td>2:00-4:00pm</td>
<td>$89</td>
<td>4</td>
<td>#770014</td>
</tr>
<tr>
<td>Nov 18-Dec 16</td>
<td>2:00-4:00pm</td>
<td>$89</td>
<td>4</td>
<td>#770015</td>
</tr>
</tbody>
</table>

(no class meeting Nov 25)
College Application Essay Writing

Students in this seminar will review the best practices for writing outstanding college application essays. The seminar leader will teach students how to pick the perfect topic. Students will learn the formulas for effective storytelling and how to draft and develop strong paragraphs by reviewing model “essays that worked.” Students will leave this seminar with a new way to tackle their application essays.

Oct 3 7:00-9:00pm $79
1 Tuesday #311001

Oct 7 10:00-12noon $79
1 Saturday #311006

Cooking and Baking for Kids

Spooky Cooking for Kids
Scare up a delicious meal in this holiday themed class. Students will learn to create frightful dishes that are terrifyingly delicious. This is a hands-on class with a “from scratch” approach. Recipes are kid friendly and minimize adult assistance.
Oct 21 1:00-4:00pm $49
1 Saturday #273013
$15 materials fee

Holiday Cupcakes for Kids
Celebrate the holidays with cupcakes! Children enrolled in this class will learn to make 3 cupcake batters, bake them in class and decorate them with seasonal flair.
Dec 9 1:00-4:00pm $49
1 Saturday #796002
$10 material fee
No Admission Fee to Shop & Browse

Free Parking on LAHC Campus.
Open Every Sunday
8:00am-3:00pm

For more information visit www.lahc.edu/ext/swapmeet.html or call 310-835-5351
Typing Tests

Schedule your next Typing Test with LAHC Extension!
$20 per Test
Receive a Certificate
Verifying Net/Gross WPM
“Five Minute” Typing Test
Call: 310-233-4450 to schedule on today!

Online Classes with Ed2Go

Learn Online Now!
Ed2Go classes fit any schedule and are affordable. With most classes starting at $99 for a 6 week course, you can save time and money.

ed2go.com/lahc
Paralegal Certificate Course©
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
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.

Call 1-800-522-7737 for information or to enroll today
Enrolling and Participating

Enroll Online or by Phone - 24 Hours a Day!
Enrolling in an offering is at your fingertips, 24 hours a day. Register online at www.lahc.edu/ext or give us a call at (310) 233-4450 - don’t forget to have your MasterCard, Visa or Discover card ready so we can quickly help you.

Walk-in
Drop by our office located in Technology 118 on the Harbor College campus, adjacent to the “6” Parking lot (see campus map on page #46)

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 the first meeting of a class. 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-transferrable, 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 8:00am-2:00pm
Office Closed: Nov 10,11,23,24,25, Dec 18 to Jan 2, 13, 15
All LAHC Extension offerings are held on the Los Angeles Harbor College Campus, unless otherwise noted in the offering’s description.

Parking at Los Angeles Harbor College
Parking to register for an offering: Parking lot “6” provides easy access to the Extension Program office of Community Services. Be careful to only park at the green “temporary parking” curbs located in the “6” lot when you come into the office to register. Cars parked in regular spaces without a parking permit will be ticketed. If you need longer than 15 minutes to register, please get a “Daily Paid Permit” for $2 in lots “3” “6” or “8”- then drive through to park in lot “6” in any space marked “Student Parking” with the permit posted on your dash.

Long Term Parking - Daily parking permits may be purchased for $2 in lots “6” or “8”. Parking permits 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. Only 1 permit per student per semester. No Refunds.
The Los Angeles Harbor College Community 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. These educational offerings and 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 Community 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 for information. You can also visit our website at: www.lahc.edu/ext

Join us on the road to lifelong learning.

Los Angeles Harbor College Administration

Dr. Otto W. K. Lee
President

Bob Suppelsa
Vice President, Administrative Services

Dr. Bobbi Villalobos
Vice President, Academic Affairs

Dr. Luis Dorado
Vice President, Student Services

Extension Program
Office of Community Services and Continuing Education

Carla Mussa-Muldoon
Director
muldoonc@lahc.edu

Sergio Soto
Community Services Coordinator
sotos@lahc.edu

Espie Robledo
Community Services Aide
robledo@lahc.edu

Los Angeles Community College District Administration

Board of Trustees
Sydney K. Kamlager, President
Mike Fong, Vice President
Gabriel Buelna, Ph.D
Andra Hoffman
Ernest H. Moreno
Scott J. Svonkin
Steven F. Veres
Christopher Martinez, Student Trustee

Dr. Francisco C. Rodriguez
Chancellor
Deputy Chancellor (Vacant)

Dr. Robert B. Miller
Vice Chancellor of Finance and Resource Development

Dr. Ryan M. Cornner
Vice Chancellor for Educational Programs and Institutional Effectiveness

Dr. Albert J. Roman
Vice Chancellor for Human Resources

Jeffrey M. Prieto
General Counsel

David Salazar
Chief Facilities Executive
Spanish for the Workplace
Make yourself more marketable by obtaining basic communication skills in the second most utilized language in Southern California. Anyone in the 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
Sep 23-Dec 16 9:00-1:00pm No Fee* Saturdays
(No class meeting Nov 11 & 26)
Gerry Koehler BA Certified Language Instructor
Sep 25-Dec 11 6:00-10:00pm No Fee* Mondays

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.

Peter A. Aguilera, MA, Certified Microsoft Office Specialist
Sep 28-Dec 14 5:30-10:15pm No Fee* Thursdays
(No class meeting Nov 23)

Layla Aguilera, BA, has been training & coaching students in the LACCD district for over a decade
Sep 30-Dec 16 8:30-1:40pm No Fee* Saturdays
(No class meeting Nov 11, 25, Dec 25, 30)

Administrative Assistant Training
Gain the skills you need to succeed in the modern office industry. Learn clerical techniques, industry standards, expectations, secretarial skills, and computer skills. Successful students will receive a certificate upon completion. Topics Include: • Improving Professionalism • Interview Techniques • Printing Documents • Office Procedures • Customer and Client Relations • Resume Writing • Basics in Microsoft Word & Excel • Inter-Personal Skills • Business Communication. Text requirements discussed in class. *Students will spend approximately $10 on texts. Students are encouraged to enroll in Typing for computer access and lab assignments.

Eddie Afana, MBA, BS Accountancy, Bookkeeping, Computer Applications
Layla Aguilera, BA, has been training & coaching students in the LACCD district for over a decade
Sep 25-Dec 13 5:50-10:00pm No Fee* Mon & Wed

Enrollment is easy!
Call 310-233-4450 or visit our on-campus office in the Technology Building Room 118
This class fills quickly! Secure your seat in class today!