

LOS ANGELES CITY COLLEGE**CIVIC**

COURSE NAME	DESCRIPTION
Bicycle Safety and Rules-of-the-Road	Excellent for kids and those who don't drive an automobile. Learn to safely and legally navigate the streets of Los Angeles and how to avoid accidents.
Public Speaking for Young People	The class focuses on speaking clearly, stage presence, organizing ideas, minimize speaking anxiety, and confidence building through the creation of memorable speeches.
Starting a Non-Profit	Learn how to legally form a new non-profit, create and present a clear mission and objectives, and research funding opportunities.

VOCATIONAL

COURSE NAME	DESCRIPTION
A Career in Voice Overs	Tips on studio etiquette/lingo, demo reel, seeking an agent, and marketing yourself.
Accent Reduction	Improve English language clarity, accent reduction techniques, and proper speech sounds.
Accent Reduction for Actors	Obtain a "standard American accent," through accent reduction techniques, and analysis of speaking sounds and habits.
Acting Technique - Beginning	Develop live and studio-acting skills, explore your inner self, learn script reading.
Apartment Management	The following areas will be covered: Rental lease and contracts, apartment and building manager salary/benefits; rental marketing techniques; Section 8 and Rent Control and unlawful detainer/eviction laws and procedures.
Bartending for Professionals	Topics include cocktail preparation, glassware, tools, recipes, pouring a shot, bar terms, wine and champagne service, martinis, sales, laws, responsible beverage service, employment, resumes, where to look for jobs and how to nail the interview.

COURSE NAME	DESCRIPTION
Basic Beaded Jewelry	Class will cover a variety of intricate stringing and wiring beading techniques.
Basic Screen Printing	Hands-on training in producing one color print of your own design(s).
Become a Mystery Shopper	Learn the technique of "Mystery Shopping" where businesses hire you to ensure consistent top-quality service, including proper survey writing, evaluations, customer service principles and professional development.
Become a Notary Public	Learn to become a Notary Public, including legal implications and best practices, business models and certification process.
Beginning Typing/Keyboarding	This class will cover basic finger positioning and technique, job applications, business formats, and keyboard functions.
Blow Glass Globes	Make beautiful ornaments and sun catchers that reflect the light. Blow your own glass too.
Bookkeeping/Accounting Analysis and Concepts	Fundamentals in tracking/paying taxes, reconciliation of bank accounts and navigation.
Build Your Own Business Website	Techniques, software and business strategy involved in building and maintaining your own website.
CBEST Preparation (Basic Education Skills Test)	Prepare for the California Basic Educational Skills Test examination by reviewing reading, writing and math.
Clinical Medical Assistant	Prepare to assist a physician, provide care to patients in a doctor's office or clinic, and to sit for a national medical assistant certification exam. The program combines 134 hours of instruction with 160 hours in a medical office externship.
Computed Tomography	Provide training in Computed Tomography (CT) for incumbent Nuclear Medicine and Radiologic Technologists through a course series including CT Fundamentals, cross-sectional anatomy, Imaging and more.
Computerized Medical Insurance Billing	Learn skills needed for computerized coding classification systems for medical billing services to insurance companies, maintaining patient accounts, and claim reimbursement procedures.

COURSE NAME	DESCRIPTION
CPR Certification: Cardio-Pulmonary Resuscitation for the Professional Rescuer	Hands-on skills training and certification for responding to breathing and cardiac emergencies.
Create Your Own Import/Export Business: Full-Time Or Home Based	This course will teach the fundamentals of import/export, while examining motivations and procedures for the import and exporting of goods and services in the international business strategy.
Dialect Training for Actors	Learn several of the following: French, British, German, Southern, New York, Russian, Irish, Scottish, Japanese, Arabic. Instruction drills, and improvisations will help you develop a seemingly magical array of dialects.
Electronic Health Record System Technologist	Learn the essential components of the electronic health record and health information exchange essentials; system selection and implementation; project management and fundamentals of change and human factors.
Fashion Pattern Making	This hands-on beginner's class will introduce you to the challenging world of fashion pattern making. Learn how to make your own 2 garments by using step by step pattern making techniques in class.
Glass Fusion	Learn how to work with glass, assemble and decorate it using different colors of glass on top of each other, and melted in a kiln to create magnificent artwork.
Grant Proposal Writing and Identification	Learn to identify community needs and budgeting costs to meet those needs, and other strategies/techniques for grant writing.
Green Technology Program	Training unemployed and displaced workers for entry into Energy Management Outreach and Assessment Jobs and Apprenticeships in trades related to Energy Efficiency.
Home recording class	Learn the basics of home recording, and mixing in a Digital Audio Workstation. Also, learn how to market your song online.
How to Become A Bodyguard	This course is designed to teach students the basics of executive security protection detail. This includes information of site survey, advance procedures; security posts, motorcade operations. This is not a physical-contact, self-defense or combat course.

COURSE NAME	DESCRIPTION
ICD-9/CPT Coding for Medical Insurance	Learn to use the ICD-9 and CPT-4 coding systems required by insurance companies including HMOs, commercial indemnity insurance, Medicare and Medi-Cal. Get knowledge of assigning diagnostic codes to patients' conditions and procedural codes to physicians' services.
Improv Acting for Beginners	This class will teach both actor and non-actor, alike, the basics of improvisational acting.
LA County Food Service/Food Handlers Certification Program	Certification for managers/operators and/or other responsible parties of all restaurants, markets, mobile food preparation units, commissaries and food processing establishments.
Learn to Silkscreen	Design and print your own t-shirts, posters and stickers.
Lifeguard Certification	Obtain the newest updated all-in-one lifeguard certificate (which includes first aid and C.P.R.) This certificate will enable you to work as a lifeguard with parks and recreation, private pool programs or at the beach.
Make Your Own Music Video	Learn how to plan, film, edit and market your band's music video with equipment you already own.
Makeup Artistry- 101	This 6-day workshop is designed for the makeup artist who needs to know the essential principles of makeup artistry. We will discuss some of the ins and outs of the business.
Makeup Artistry Beginner's Weekend Course	This in-depth 2-day makeup workshop will teach you how to create a professional personalized makeup application.
Make-Up Artistry: Advanced	Designed for the makeup artist who needs to know the essential principles of makeup artistry. We will discuss some of the ins and outs of the business.
Make-Up Artistry: Beginning	Designed for the makeup artist who needs to know the essential principles of makeup artistry. We will discuss some of the ins and outs of the business.
Massage Therapist	Over 500 hours of instruction to meet CA guidelines for Massage Therapist licensure, including extern lab hours and preparation for the licensing exam.

COURSE NAME	DESCRIPTION
Medical Insurance Billing	Students will get a thorough know-how of billing all 3rd party payers for physicians' charges. Claim requirements for Workman's Comp/Champus HMO's, Medicare/Medi-Cal will be covered and claim forms will be completed for each.
Medical Terminology I	Students will study combining forms, prefixes, suffixes, Greek/ Latin verbs and adjectives used to construct medical terms. Also study the skeletal system. This workshop is designed for those interested in health-science related occupations.
Medical Terminology II	Systems to be covered include: muscular endocrinology, gastrointestinal, circulatory and respiratory.
Medical Terminology III	Systems to be covered include genito-urinary, nervous system, integumentary systems, eye, ear, and nose, mouth (the senses).
Pharmacy Technician	Prepare to work in a retail pharmacy and pass a national certification exam through 182 hours of classroom instruction with a 120-hour pharmacy externship.
Pottery Making	Students will learn the basics of throwing on a potter's wheel. Simple forms such as cylinders, cups, and bowls will be emphasized.
Screenwriting Warriors	Learn to write a script quickly and well at a professional level ready to be marketed as quickly as possible.
Security Guard Certification	Start a career in Public Security by through the training regime required by the Department of Consumer Affairs Bureau of Security and Investigative Services.
Selling Your Ideas and Inventions	Make your invention intellectually safe and profitable; Protect your ideas with patents, trademarks, and copyrights; Evaluate your ideas for marketability; Find potential buyers for your invention and offer it for sale in the safest method possible.
The Business of Bartending - Learn to Become a Professional Bartender	Prepare to be a great salesperson; a customer service expert and an honest/valuable employee with skills that will help you succeed in the real world of bartending.

COURSE NAME	DESCRIPTION
Veterinary Assistant	Prepare to assist the Veterinarian or Veterinarian Technician in their daily tasks such as feeding, watering, and examining pets for signs of illness, disease or injury. This program combines 35 hours of classroom instruction with a 24 hour volunteer experience.
Wedding Floral Design	Design and prepare wedding bouquet, corsage and table arraignments.
Write for Magazines and The Web	Learn the art of commercial print and online short-form writing.
Your World Premiere at the Comedy Store Stand-Up Workshop	Learn joke writing, creating characters, improvising skills, and more, then perform your stand-up at the Comedy Store.
You've Written a Song, Now What?	Effective strategies to establish a career in professional songwriting.

LITERACY

COURSE NAME	DESCRIPTION
Cursive Handwriting	As fewer and fewer schools teach kids how to write in cursive, it is becoming a lost art. Have your child learn to create beautiful penmanship, more efficient and personal writing style.
Fun with ABC's	Reading will be promoted through an introduction of phonics thru arts and crafts. Age appropriate literature will also be introduced.
Reading and Literacy For Kids	This class will cover various levels of reading phonics, vocabulary, and composition skills.
Reading and Writing Tutoring Lab	Bring in your homework, questions and assignments and get help in Reading, Writing and Literature subjects.
Reading Readiness	Reading exercises and activities designed to prepare pre-1st grade children for school.
Weekly Writing Lab	Weekly writing lab with tutors

COURSE NAME	DESCRIPTION
Writing Improvement For Kids	Strategies and techniques to help kids improve their writing skills.

HEALTH

COURSE NAME	DESCRIPTION
Abs/Legs/Hips Workout	Exercise drills will include leg/hip movements, breathing exercise and pace running.
Ballet for Kids	This lass focuses on the physical mechanics of ballet including basic position, steps and discipline.
Ballet Slim and Trim	Combine ballet skills, and exercise workout routines.
Build Your Vocabulary and Reading Skills	Dramatic improvements can be made in vocabulary size, reading comprehension, and scores on verbal exams.
Cardio Barre Workout	Effective cardiovascular workout while reinforcing proper verbal cuing and teaching sound dance techniques.
Children's Dance and Yoga	This is a dance and yoga class that will provide children with tools to create, collaborate, reduce stress, and self regulate. Students will be able to demonstrate an understanding of the three elements of dance and yoga poses for specific purposes.
Gymnastics for Kids	Designed to teach basic gymnastic skills to children with little or no experience. Emphasis is on floor exercises and tumbling skills.
High School Yoga Class	This yoga class will provide high school students tools for physical, mental, and emotional well-being. Students will develop a deeper understanding of the mind and body connection and will learn specific yoga poses and breathing techniques.
Hip-Hop Dancing for Young People	Learn one of the most popular and requested dance styles in recent years. The instructor will teach students some of the latest dance steps and dance moves.

COURSE NAME	DESCRIPTION
Horseback Riding	Learn grooming, tacking, mounting, dismounting, horse psychology, saddling, bridling, riding etiquette, equipment and basic balance at the various gates.
Judo	Japanese martial art and sport for beginners and intermediate students alike. Basic judo skills include throwing, groundwork (grappling), escapes and arm locks.
Judo For Children	Increase cardiovascular and respiratory endurance, muscular strength, flexibility and agility through the Japanese martial art of Judo.
Kung Fu for Kids	Included will be gymnastics/warms-ups and maximizing your limits and potentials through the ancient Chinese martial art of Kung-Fu.
Lap Swimming	This section is for those who already know how to swim and want to continue improving their skills.
Learn Chi Kung relaxation	Chi Kung breathing exercises help you to relax. Learn short sequence to enhance your health.
Mommy and Me Dance and Yoga	Parents, guardians, and their children will be able to explore and deepen their connection to one another in a creative and meaningful way by collaboratively building yoga poses and dance movements.
Pilates Mat Class	Mat-based exercised that strengthen your stomach, your back and streamlines your body.
Private Swimming Lessons	Individual swimming instruction for adults or kids - one student per instructor. Learn quickly and safely avoid the crowds; overcome your fear of water.
Private/Semi-Private Swimming Lessons	Swimming instruction for up to 3 adults or kids - one student per instructor. Learn quickly and safely avoid the crowds; overcome your fear of water.
Quick and Dirty Self Defense	Learn how to defend yourself against an attacker on an airplane, in the streets.
Soccer Clinic for Kids	A soccer program for boys and girls who want to learn proper game techniques, including ball control, dribbling, passing and shooting.

COURSE NAME	DESCRIPTION
Tai Chi Chuan	The ancient Chinese discipline for health, relaxation, meditation and self-defense.
Tennis for Children and Teens	Learn the basics of tennis, including fore and back-hand techniques, volleys, ground-strokes, scoring and more.
Tennis Program	Learn the proper grips, forehand, backhand, serving, game rules and court etiquette.
Track and Field Fitness	Learn and practice proper form, drills and exercises for running, sprinting and other track disciplines.
Wellness Class for Caregivers	Provides full-time kinship caregivers simple and pain free exercises to boost the immune system and reduce stress. This class utilizes a unique combination of yoga, tai chi, qigong, and dance as a tool kit for self-healing and self-expression.
Wellness Class for Seniors	This wellness class provides seniors simple and pain free exercises to boost the immune system, reduce stress, and increase stability in the body. This class utilizes a unique combination of yoga, tai chi, qigong, and dance for self-healing.
Yoga Basics	Learn basic posturing, breathing techniques consistent with Hatha yoga practice.
Yoga for a Healthy Back	Yoga techniques designed for people with back problems.
Yoga/Stretch	Increase your flexibility, decrease your stress and watch your body respond as it slims and trims down.
Zumba®	Zumba® is an energetic Latin-based workout that combines Latin and World rhythms to create an intense, yet fun dance-fitness workout.

HOMEMAKING

COURSE NAME	DESCRIPTION
Apreda a Coser/Sewing Made Easy	Sewing basics, including proper sewing machine operation, fabric selection, personal body measurements, and introduction to patterns and garments construction with basic sewing machine techniques.
Authentic Tamale Making	Demonstration will be on ingredients, spices, tamale wrap, steaming and tasting.
Balloon Decorating and Center Pieces	Build beautiful balloon bouquets, arches, columns and sculptures.
Candle Making	Make candles from paraffin and beeswax, techniques and safety.
Crochet	Learn more combinations and other intermediate crochet stitches, projects vary with skill level
Cupcake Bakery Decorating	Topics: measuring and stenciling your ideas and designs before actual hands-on decorating. Learn the proper and cleanest way to work with cupcakes on wax paper, color contrast and color combining on your designs.
Custom Gift Baskets	Personalize an outlandish basket and adorn it with customized bow. Select from a variety of themes products
Decoracion de Pasteles-Basico/Cake Decorating - Beginning	A basic step by step instruction to fundamental cake decorating. This class will show you skills in color mixing, borders, tool description, basic rose, simple floral arrangement and figure piping.
Decoracion de Pasteles-Intermedio/Cake Decorating - Intermediate	An intermediate step by step instruction to fundamental cake decorating. This class will show you skills in color mixing, borders, tool description, basic rose, simple floral arrangement and figure piping.
Desenos Florales/Floral Design	Work with fresh flowers on various projects including wedding, holiday, and special occasion arrangements.
Design Your Own Clothes	This hands-on beginner's class will introduce you to the challenging world of fashion pattern making. Learn how to make your own 2 garments by using step by step pattern making techniques in class.

COURSE NAME	DESCRIPTION
Dipped and Molded Chocolates	Discuss where to purchase supplies and tips on packaging and transporting chocolate confectionary treats.
Embroidery/Cross Stitching	This seminar will introduce and show you different types of colorful embroidery craft styles.
Floral Design	Learn how to make sophisticated arrange beautiful fresh flower arrangements for those special occasions.
Fruit and Vegetable Carving	Learn decorative carving techniques; create dazzling centerpieces and elegant garnishes for Thanksgiving, Christmas, Easter, Birthdays and special occasions.
Gelatinas Florales/Edible Gelatin Flowers	Create beautiful floral design gelatins. Prepare individual jellies in just one class.
Glycerin Soap-making	Create many kinds of soaps while learning how to layer colors, use molds and add fragrances, herbs and toys.
Knitting	Instruction will be given on how to cast on, Knit, purl stitch and cast off or finish off.
La Cucina Italiana	Learn how to prepare step by step popular Italian dishes that you can make at home.
Mediterranean Authentic Appetizers and Garnishes	Learn how to make healthy, simple and flavorful authentic Mediterranean appetizers - Babaganoush (barbecued eggplant dip); hommus (garbanzo bean dip), working as tasty appetizers.
Mosaic Tile	Make anything from candleholders to patio tables using interesting shapes and colors.
Natural Bath and Beauty Products	Use all natural ingredients to make bath salts, fizzies, body scrub, body butter and massage oils.
Partner Yoga for Couples	Adult students will explore and deepen their connection to one another in a creative, healthy, and meaningful way through a partner yoga class. Students will work together with their partner to create and hold yoga poses safely.

COURSE NAME	DESCRIPTION
Potted Gardening	Learn how to grow beautiful flowers and nutritious fruits, vegetables and herbs on your balcony, in your window or just about anywhere.
Sewing Lab	Sewing techniques, help with projects, and instruction offered in an on-going basis.
Sewing Made Easy - Beginning	Sewing basics, including proper sewing machine operation, fabric selection, personal body measurements, and introduction to patterns and garments construction with basic sewing machine techniques.
The complete organic garden	Learn how to grow your own organic edible garden. The how to course to achieve the most productive garden and to eat the food you grow.

TECHNICAL

COURSE NAME	DESCRIPTION
Adobe Illustrator For Windows	Create vector-based graphics easily rescaled without loss of quality, plus line images and text.
Adobe Illustrator on the Mac	Learn to draw/integrate text with your designs, illustrations, line art and images.
Adobe Indesign for Windows	Students will be exposed to operating and manipulating Adobe Indesign tools and features.
Adobe Indesign for Windows	Students will be exposed to operating and manipulating Adobe Indesign tools and features.
Adobe Photoshop on the Mac	Learn graphic design, photo manipulation, collage/photo layout and restoration.
Computer Programming From Scratch	Be the creator of your own digital stories, animations, games, music and art using Scratch visual programming.
Computer Repair- Building, Configuration and Troubleshooting	Learn to install and maintain computer hardware and software, diagnose and repair typical computer problems.

COURSE NAME	DESCRIPTION
Computers for Beginners	A class for students with little or no prior experience with computers, covering terminology, hardware, basic uses of computers, email and the internet.
Digital Photography	Shoot better pictures, use email to send your photos, create stunning greeting cards, calendars and personalized posters using images from your digital camera.
Digital Video Editing	Learn just how many formats of video, audio, or graphics you can throw at it. Edit and arrange these elements easily in Premier's sequencer Timeline. You can add cinema-quality effects, filters to video and audio, and titles and credits to your video.
E-Commerce/Online Store Website Design Course	Learn how to create your own online store using a variety of online services, many being free or at little cost to you.
E-Publishing And Self-Publishing	Learn how to get a book or writing published, using copyright and trademark law, e-publishing and electronic commerce.
Final Cut Pro on the Mac	This class introduces students to the basics of film editing including organizing the workspace, architecture, workflow, settings, capturing, importing, editing, rendering, and exporting video projects viewable to multiple platforms, including web streaming using Final Cut Pro.
Introduction to Dreamweaver - Mac	Learn to work with links – rollovers – animated layers and much more. Step-by step instructions will guide you through the creation of your own web site in class.
Introduction to Dreamweaver for Windows	Learn to work with links – rollovers – animated layers and much more. Step-by step instructions will guide you through the creation of your own web site in class.
Introduction to Studio Recording	Introduce students to music and recording technology and to provide a broad based overview of the music industry.
Introduction to the Mac Computer	Basic instruction in using the Apple Macintosh computer and operating systems. Includes comparisons with PC platforms.
Look Who's Under the Hood- A Women's Car Care Class	In this "hands-on" class students will learn how to check fluids, tires, understand vehicle brakes and other common car repairs.

COURSE NAME	DESCRIPTION
Microsoft Access for Windows	Topics include: Creating, modifying and sorting data tables; creating forms and reports; finding information with queries; and a sample mailing list application.
Microsoft Excel for Windows	Topics include: Basic worksheet navigation, entry techniques, cell references, using the command groups and settings, formulas and functions, charts and graphs and simple database operations.
Microsoft PowerPoint	Make eye catching color presentations to show from a computer or 35mm slides, produce speaker notes, handouts and outlines; your documents will look professional!
Microsoft Word for Windows	This course will cover all the basics including: page layout and templates, editing and formatting, working with styles and themes. Learn about the commands, galleries, wizards and keyboard shortcuts to easily create that perfect document.
Moneymaking Using Your Computer	This course includes training on how to expertly set up and operate a legally complete home based business and surveys over 120 high-demand businesses that can be run from your home computer.
QuickBooks Fundamentals Level I	Learn the fundamentals of QuickBooks including, navigating the software, and setting up a company file, working with Lists, Bank Accounts, entering/paying bills, tracking/paying sales tax and reconciling bank accounts.
QuickBooks Fundamentals Level II	This is a hands-on a course using some of the more advanced features of QuickBooks including: Purchase Orders, Estimates, Customizing Forms and Reports, Fixed Asset Recording with Depreciation, Long Term Note amortization, Inventory tracking and adjusting, Petty Cash Accounting, Job Costing and Payroll set-up.
Social Media for Beginners	Learn the basics of setting up, updating and maintaining privacy on popular social media like Facebook and Twitter.
Video Game Design for Kids	Use Microsoft Kodu Game Lab software to learn the basics of video game creation for ages 9-15.
Web Design Workshop	Design and create your very own webpage from the ground up. Beginners welcome.

GENERAL EDUCATION

COURSE NAME	DESCRIPTION
Ballroom Dancing	Learn the latest styles of Ballroom and Latin dancing, plus meet new friends and have lots of fun.
Belly Dance	Learn this exotic and popular middle eastern dance and the various techniques.
Chinese/Mandarin Conversation and Pronunciation	Introduction to Chinese language and culture, pronunciation and character recognition.
Comics: The art of storytelling	To help new artists find their inner-storyteller through the medium of Comic-Books and Graphic-Novels. Integrating themes of technology/science/math/engineering/the arts. For the Final project students will walk away with a finished book.
Diseños Florales Para Bodas/Wedding Floral Design	Work with fresh flowers on various projects with an emphasis on weddings.
Draw Comic Book and Cartoon Characters Like the Pro's	Learn how to draw your famous action Heroes and Villains like Spiderman, Spawn, Wonder Woman, Incredible Hulk, Ironman or even the Simpson's, or you can even invent your own cartoon characters.
Drawing for Everyone	This class will get children started in basic painting acrylic/oils and watercolors brush stroke techniques with emphasis on understanding/experiencing color composition, value and design impact.
Drawing for Young People	This class will get you started in basic painting acrylic/oils and watercolors brush stroke techniques with emphasis on understanding/experiencing color composition, value and design impact.
Drums for Adults and Teens	Learn to play Rock, Pop, Funk, and Blues, accomplish these beats even by the first class! Gain effective practice techniques.
Ed2Go Online Classes	A full library of online classes, both teacher-led and self-paced that will help you acquire skills, develop your career or succeed in your other academic endeavors.

COURSE NAME	DESCRIPTION
ESL Intensive I	This class is designed to teach English communication competence through basic English language skills, such as reading, listening and speaking.
ESL Intensive III	More intensive review of E.S.L. language fundamentals with emphasis on pronunciation, conversation skills, accent reduction, vocabulary development and grammar review.
ESL Intensive II	Intensive review of E.S.L. language fundamentals with emphasis on pronunciation, conversation skills, accent reduction, vocabulary development and grammar review.
Flamenco Dance	Express your inner Gypsy with this ancient/exciting beautiful dance from Spain including rhythms/hand claps and body percussion, footwork, beautiful arm turns and more!
French Conversation and Pronunciation	Learn the fine details of French pronunciation and culture for beginning, intermediate and advanced conversations.
French for Kids	A comprehensive survey of pronunciation, writing, alphabet and culture.
G.E.D. en Español	This class is designed to prepare students for the five test areas incorporated in the General Education Development (G.E.D.) examination. Each of the five subject areas (Reading, Math, Science, Social Studies and Writing) will be reviewed and presented.
G.E.D. Preparation Workshop	This class is designed to prepare students for the five test areas incorporated in the General Education Development (G.E.D.) examination. Each of the five subject areas (Reading, Math, Science, Social Studies and Writing) will be reviewed and presented.
Grammar Improvement Workshop	This class will assist and help students improve on their writing, comprehension, grammar and vocabulary skills. This class will also concentrate on specific problem area's students are having with classroom assignments and homework.
Guitar for Young People	Proper finger coordination, how to tune your guitar and how to understand basic sheet music.
Guitar Made Easy	Learn about the guitar itself, tuning and minor maintenance and how to play single-note melodies and chords.

COURSE NAME	DESCRIPTION
Hand Drumming	Learn different instruments, techniques and styles of hand-based percussion.
Hawaiian Dance	Students will be introduced to the various dances and culture of the Pacific isles with emphasis on the basics in Hawaiian hula (dance).
Hip-Hop Dance	Prepare to do high intensity warm-ups followed by club dance techniques and choreography.
How to Legally Start a Business in LA	Everything you need to know about city and county tax forms, business licenses and reporting systems, payroll and income taxes, and federal and California requirements.
How to Start a Home-Based Medical Insurance Billing Service	Learn Marketing Strategies, how to get paid for your services; patient information sheet/charge tickets; how to obtain hardware and software; Introduction to insurance verification; how to obtain a license and write a business plan.
Ikebana - Japanese Art of Flower Arrangement	In this workshop you will learn the manipulation and the observation of materials, as they are best used to gain the objectives expressed in the Japanese view of flower arranging following the curriculum of the OHARA Japanese Art of Flower Arranging.
Income Tax Preparation	Students will concentrate on the mechanics of the interview format an easy step to produce Federal and State income tax returns. In addition general theory of taxation for individuals and small business will be covered.
Intro to Music With the Recorder	Learn the basics of sheet music, scales, intonation, rhythm and more Learn to read music using the cheap and widely-available recorder instrument.
Italian Conversation and Pronunciation	Master the fundamentals of Italian as you learn useful phrases and idioms, correct pronunciation and practical vocabulary.
Learning to Read Music	This workshop is designed to help you read the universal language of printed music and translate musical notations to the instrument of your choice.
Listening to the Movies	Class will cover basic trends in film music over the course of its history. There will be special emphasis on influences from the Romantic Period and the use of Classical music in film. Films of Kubrick, Spielberg, and Hitchcock will be covered.

COURSE NAME	DESCRIPTION
Math and Science Tutoring Lab	Bring in your homework, questions and assignments and get help in Math and Science subjects.
Math Success For Kids	This class will help children improve test skills, increase scores and advance in school. Multiple subjects available.
Musical Keyboarding/Piano for Young People	Children will learn the correct fundamentals in playing the piano: Topics covered: Development in finger coordination, critical sense of listening; notations in pitch and rhythm; discipline in good practice habits with an appreciation of music.
Oral Presentation Practice	This is a short but powerful interactive course that gives you a set of new skills and gets you tasting the way an expert does.
Painting and Watercolors	This class will get you started in basic painting acrylic/oils and watercolors brush stroke techniques with emphasis on understanding/experiencing color composition, value and design impact.
Painting and Watercolors for Young People	This class will get children started in basic painting acrylic/oils and watercolors brush stroke techniques with emphasis on understanding/experiencing color composition, value and design impact.
Piano/Keyboarding for Adults	Students will learn the correct fundamentals in playing the piano: Topics covered: Development in finger coordination, critical sense of listening; notations in pitch and rhythm; discipline in good practice habits with an appreciation of music.
Pitching Your Film and T.V. Project	If you want to develop a bulletproof presentation, come learn the right way to pitch your project, get people interested in you, and make a deal instead of a mess.
Professional Speaking for the Clueless	Learn to speak about what you know, how to become a trainer with seminar companies, book paid engagements, work with bureaus and agents, create profitable support products like books and audio products.
Read All Day and Get Paid for It!	Learn how to become a freelance reader and techniques for effective reading and summarizing of film and television scripts for local studios.
Rock Band School	Learn popular songs - from Beatles to Zeppelin - and play your part: choose from guitar, bass, vocals or keyboard.

COURSE NAME	DESCRIPTION
S.A.T and A.C.T. Preparation	With careful preparation, students will walk through SAT/ACT reasoning and inference practice analogies: grammar, science reasoning critical thinking, and higher mathematic applications. Students will also cover/study the new essay-writing portion of the GED test through practice preparation.
Salsa Dance	Learn the basics of Salsa dancing that will make you a "Salsero or Salsera" while having fun and getting fit.
Singer's Workshop	This workshop will help develop singing skills including working on vocal technique, breathing, performance skills and developing audience rapport.
Singing for Children	Learn proper vocal and breathing techniques to strengthen and bring out a child's full singing potential and develop confidence.
Songwriting Workshop	Student will be taught the structure, craft, and art of successful songwriting. Student will learn how to know when they have a good hook and how to write a good bridge.
Spanish Conversation and Pronunciation	Open to everyone wanting to learn the basic fundamentals of speaking Spanish.
Stained Glass for Beginners	Learn basic cutting, grinding and assembling, creating a beautiful stained glass window.
STREAM Youth Performance Academy	A series of workshops, classes and events for elementary and middle school students demonstrating the interconnectedness between "Science, Technology, Engineering and Math" (STEM) subjects, the visual and performing arts, and literacy, aimed at increasing competency and academic enthusiasm.
TOEFL Test Preparation	Prepare for the TOEFL test used to demonstrate English proficiency before international students enroll in many U.S. colleges and universities.
Typing for Young People	Learn the basics of proper keyboarding for homework, reports and letters.
Ukulele- The Easy Way	Art Nagata will teach you everything there is to know about the ukulele-- from tuning and playing chords to buying the right ukulele for you.

COURSE NAME	DESCRIPTION
Weekly Musicianship Lab	Musicianship practice for students.

EAST LOS ANGELES COLLEGE**VOCATIONAL**

COURSE NAME	DESCRIPTION
Arreglos Florales (Flower Arrangements)	In this course students learn to design flower arrangements using fresh flowers. These arrangements can be used as decoration, as a gift for special occasions, or to start a business.
Auto Wholesale Business From Home	Students in this course are given step-by-step guidance on how to get an Auto-Dealer License and operate a profitable used car business from home.
Balloon Decorating Business	In this course students learn how to start a home-based business with balloons. Through instructor demonstrations students learn to design arches, table centerpieces and other balloon sculptures. Topics include permits, licenses, marketing strategies, equipment, and supply information.
Become a Notary	This intensive one-day seminar is designed to equip students with everything needed to become an effective Notary. Students find out about new legislation as well as how to pass the official Notary Exam, identify document signers, keep a journal, fill out certificates and avoid lawsuits. This seminar has been reviewed and approved by the Secretary of State as required by California Government Code section 8201.2.
Cake Decoration	This course is a basic step-by-step instruction to fundamental cake decorating and has been designed for the first time decorator. It covers the basic skills of color mixing, different types of icing, borders, tool description, basic rose, simple floral arrangements and figure piping.
ed2go Online Courses	A selection of instructor-facilitated online courses, covering topics from Accounting to Web Design. Each course comes equipped with an instructor, lively discussions with fellow students, and plenty of practical information that students can put to immediate use.
Electric Guitar	This course is a complete introduction to the electric guitar selection and use. Students learn to successfully play amplified guitar in a group setting. They receive basic instruction on note reading, finger positioning and harmonies.
Electronic Keyboard	In this course students learn about buttons, knobs and levers that teach them to play and read both left and right hand.
Group Piano Courses (Levels I-IV)	In these courses students learn to play the piano. Courses are offered from beginning to advanced levels.
Guitar	In this course students learn to successfully play classical guitar in a group setting.

COURSE NAME	DESCRIPTION
Humor Writing for All Mediums	This class is designed for TV or screen writers, writers of essays and stories, business executives, or those who want to investigate the art of comedy and just have fun.
Illustrating Books	In this course students learn how to take a manuscript and turn it into a book by developing drawing techniques to convey their story idea.
Import Export Now	Students learn what it takes to be self-employed in the import/export business with this step-by-step nine week seminar. Students learn how to develop their product or service, find the best suppliers, best customers, work with banks, currency issues, insurance companies, government agencies and other trade entities.
Japanese Bunka Embroidery	In this class students learn and practice different stitching techniques to create detailed pictures resembling delicately shaded paintings.
Makeup Artistry	This workshop is designed for the makeup artist who needs to know the essential principles of makeup artistry. The ins and outs of the business are discussed. This intensive program gives the students a solid foundation from which to start or enhance an exciting career in makeup artistry. Beginning and advanced levels are available.
Personal Makeup	Participants learn to create a professional personalized makeup application as they apply makeup quickly, effectively, and in the correct color scheme.
Renewing Notaries	As of January 2009, Renewing Notaries may take a three hour Approved Notary Refresher course. This course reviews all laws and regulations required to continue as a Notary.
ServSafe Food Protection Manager Certification	This is a comprehensive food safety training and certification program that blends the latest FDA Food Code, food safety research and years of food sanitation training experience.
Stand-Up Comedy	This course is designed to guide students through joke writing, finding their comic personae and the best choices for connecting with the audience.
The Business of Bartending	This course prepares students to work as a bartender in all types of establishments, while also teaching them the business side of the beverage industry. No alcohol is used in class.
Violin Courses (Levels I –IV)	In these courses students explore the fascinating sounds of the violin. Courses are offered from beginning to advanced levels.

LITERACY

COURSE NAME	DESCRIPTION
A B C's AND 1 2 3's	In this course students learn to recognize shapes, colors, numbers and how to spell their own name. They also learn to share their ideas with mom and dad.
A B C's AND 1 2 3's in Spanish	In this class students will learn to recognize shapes, colors, numbers, and spell their own name in Spanish.
Accent Reduction	This is an intensive seminar designed to assist the foreign born resident to improve English language clarity through easy accent reduction techniques.
Building Vocabulary	This course introduces students to an array of vocabulary words, allowing them to proactively integrate new vocabulary into their writing and speech.
Advanced Literary Analysis	In this course students develop advanced reading comprehension and writing skills.
Creative Writing for Beginners	This course introduces students to the process and techniques of creative writing in four genres of writing: fiction, non-fiction, poetry and drama.
Essay Writing	In this course students learn to compose introductory, body, and concluding paragraphs appropriately.
Getting Ready for Kindergarten	In this course the students experience the joy of learning by developing skills required for kindergarten.
Phonics for Kids	In this course students who have difficulty reading profit from phonics.
Reading / Phonics / Spelling	This course provides interesting lessons in basic reading skills.
Reading Comprehension	Students learn to improve their reading comprehension skills while reading fun stories.
Writing and Science Fiction	In this course students develop their creativity as they examine other worlds and creatures throughout space and time.

HEALTH

COURSE NAME	DESCRIPTION
American Red Cross Adult and Pediatric First Aid / CPR	Participants are taught how to recognize and respond appropriately to cardiac, breathing and first aid emergencies.

COURSE NAME	DESCRIPTION
Aqua Aerobics Water Exercise	In this course students splash away those inches as they tone, trim, reduce stress, and improve overall health.
Auto-Hipnosis Para Superación Personal (Prosper with Self-Hypnosis)	Students will learn how to direct their subconscious minds for self-improvement and free themselves from negative self-talk and unsuccessful attitudes.
Ballet Courses	In these courses, students develop poise and grace through the classical art of ballet. Courses are offered from beginning to advanced levels (Pre-Ballet, Ballet, and Ballet Technique).
Basketball for Kids	In this course students practice the fundamentals of basketball and improve their game.
Bollywood Dance	This class introduces students to the fundamental steps, techniques and styles of Bollywood Dance.
Boost Concentration, Memory and Recall	Students in this course learn powerful techniques and information for maximum concentration, memory and recall.
Golf	In this course students learn the fundamentals of putting, chipping, pitching, and full swing.
Hip Hop and Funk Dance	In this course students dance to the hottest and most popular beats of today's Hip-Hop, Techno, and Pop music.
Hipnosis Para Superación Personal (Prosper with Hypnosis)	This course helps students increase their motivation, concentration, memory and level of energy with hypnosis so that they can prosper in their career and personal life.
Hipnosis Terapéutica para Adultos (Therapeutic Hypnosis for Adults)	This course helps improve concentration and memory while also teaching students to deal with procrastination, fear of failure and test anxiety.
Hypnosis for Teenage Students	Students will learn to improve their concentration and memory and reduce anxiety through hypnosis and guided imagery.
Jazz / Funk Dance	In this course students enrich their dance skills with a flare of Jazz / Funk techniques.
Kenpo Karate	Students learn the techniques of a fighting / self-defense system based on punching, kicking, throwing, reverse holds and ground combat.
Kenpo Karate Level II	This course is designed for students with a yellow belt or students with previous experience in three or more sessions with the instructor.
Kindergym	Games, songs, and motor skill activities help the students develop coordination, confidence, and physical fitness.

COURSE NAME	DESCRIPTION
Lap Swimming	Lap swimming is available in the 13' deep pool when swimming classes are in session on Saturdays and Sundays.
Master Self Hypnosis	Students learn self hypnosis to improve their lives, increase energy levels, overcome nervousness, bad habits, procrastination, and reduce insomnia.
Meditación y Sus Secretos Revelados (Meditation Secrets Revealed)	In this course students learn why, how, when, and where to meditate.
Middle Eastern Belly Dance	In this course the students learn to move with grace and rhythm as they enrich their life, learning the feminine art of belly dancing.
Prosper with Hypnosis	This course helps students increase their motivation, concentration, memory and level of energy with hypnosis so that they can prosper in their career and personal life.
Salsa	In this rhythmic and fascinating course students move like they have never moved before. This exotic and fluid salsa is easy to learn.
Self-Hypnosis for Self-Improvement	Students learn how to direct their subconscious mind to improve or correct unwanted behavior and free themselves from unsuccessful attitudes.
Swimming Classes for Adults	Classes are designed so that students who enter the beginning levels successfully progress into the intermediate level then into the advanced levels.
Swimming Classes for Kids	Classes are designed so that students who enter the beginning levels successfully progress into the intermediate level then into the advanced levels.
Tae-Kwon-Do	This course builds confidence and fosters self-esteem. Tae-kwon-do students learn discipline, respect, self-control, and other techniques.
Therapeutic Hypnosis for Adults	This course aids in improving concentration, memory, in dealing with procrastination, fear of failure, test or performance anxiety, insomnia, depression, shyness, in gaining more self-confidence, raising self-esteem, and in becoming more rejection proof.
Therapeutic Hypnosis for Kids	Group therapeutic hypnosis is used to help improve concentration, memory, eliminate fears, reduce shyness, and to higher self-esteem and confidence so they can feel and function better emotionally, physically and intellectually.
Therapeutic Hypnosis for Teenagers	This hypnosis class helps teenagers excel and succeed in school, feel more secure and stronger emotionally.
Weight Training	This course introduces participants to the basics of weight training and helps them develop a routine based on their personal goals and available equipment.

COURSE NAME	DESCRIPTION
Yoga	This course helps students reduce stress, increase flexibility, gain mental clarity and build a strong nervous system.
Zumba Basic Steps	This is a Latin-inspired, dance-fitness class that incorporates Latin and international music and dance movements, creating a dynamic, exciting, exhilarating and effective fitness system.

HOMEMAKING

COURSE NAME	DESCRIPTION
Beginning Landscape Design	This class covers the construction of patios, terracing, drainage and sprinklers; the essentials for starting a landscape project. Students need to bring a simple hand drawn site plan of their house.
Candle Making Basics	In this course students learn all the basics for making beautiful molded and container candles in one afternoon.
Dipped and Molded Chocolates	In this course students learn to create delicious and beautiful chocolate candies for every occasion.
Drought Tolerant Plantings	Homeowners in this course learn to replace their thirsty lawns with water wise plants, including ground covers, shrubs and trees.
Glycerin Soapmaking	In this course students create many kinds of soaps while learning how to layer colors, use molds, and add fragrances, herbs, and toys.
Natural Bath and Beauty products	In this course students learn to make skin care and cleansing products that are good for them and good for the environment.
Retirement Planning	In straightforward language, this class explains time-tested strategies that help participants make informed financial decisions. This course is educational and non-commercial. No specific financial products are discussed or sold.

TECHNICAL

COURSE NAME	DESCRIPTION
2013 BAR Update Training: OBDII Gas and OBDII Diesel	This course covers 8 hours of OBDII gasoline and 8 hours of Diesel OBDII. Students receive over 500 pages of reference material and 16 hours of BAR certified training. This training is designed to help them understand the complicated laws behind automotive emissions to better serve their customers while increasing shop profitability.

COURSE NAME	DESCRIPTION
Coding ICD-10 CM/PCS Training	Participants learn new coding skills, guidelines and regulations, and documentation to prepare for the 2014 transition from ICD-9 to ICD-10 clinical diagnostic system.
Coding: ICD-9 CM/CPT-4	In this course students learn the rules in coding diseases to meet the requirements for medical records by effectively learning ICD-9CM and CPT coding systems.
Commercial Food Equipment Repair Technician Online Training	This course provides entry-level technician candidates with the fundamental knowledge needed to be employed by a commercial food equipment service company.
Computer for Kids and Adults	In this course students look inside a computer and learn the basic why's and what's of computer, keyboard operation, and software application.
Computerized Medical Billing Insurance Service	This is a hands-on course for billing service and practice for jobs in this field.
Digital Photography Editing, Imaging, and Creativity with Photoshop	Students learn fun graphic arts using adobe Photoshop and Illustrator, and much more.
Introduction to Computer Software	Through clear, step-by-step introduction, students quickly become familiar with and confident in the use of Microsoft's Office software.
Keyboarding / Typing for Kids and Teens	This class helps students develop their ability to use a keyboard and mouse through a thorough immersion into proper keyboarding skills.
Medical Collection of Unsecured Assets	In this course students learn how to follow up on unpaid claims from private insurance, Medicare, Medical and HMP/PPO's.
Medical Insurance Billing Principles	In this course students learn the procedures of billing, how to recognize forms used by third-party carriers, how to complete each claim form for reimbursement, and the insurance terminology used for different types of coverage.
Medical Legal Issues and Risk Management	In this course students learn the importance of confidentiality of medical records in California, including subpoenas and court orders, workers' compensation records, and special requirements for psychiatric, AIDS / HIV, and substance abuse records.
Pharmacy Technician Training	This course combines 182-hours of classroom instruction with a 120-hour pharmacy externship. Upon successful completion, graduates are eligible to apply for registration as a Pharmacy Technician in California and are prepared to take the Pharmacy Technician Certification Board (PTCB) or National Health Careers Association (NHA) examinations.

COURSE NAME	DESCRIPTION
PowerPoint for Kids and Adults	This course launches the students into an understanding of PowerPoint presentations using animation, music, color schemes, timing, and many other tools.
Web Design / HTML for Kids and Adults	In this course students learn the basics of web page design using Microsoft Publisher, Microsoft Word, and Microsoft Front Page.

GENERAL EDUCATION

COURSE NAME	DESCRIPTION
Addition and Subtraction	In this course students improve their math using drills, fun games, and activities that teach and reinforce skills.
Art and Nature Adventure	In this course children explore the outdoor world of nature awareness by making crafts with their parents.
Basic Geometry	In this class students learn about points, lines, planes, segments, angles, and parallel and perpendicular lines.
Charcoal Art	Students learn skills such as contour drawing, sketching, and shading, as well as positive and negative techniques.
Chinese / Mandarin For Everyone	Students learn everyday Chinese / Mandarin through the Pinyin System - a quicker and clearer approach to grasp the Chinese language in a short period of time.
Chinese for Kids	This course gives children a head start in learning Chinese from Pinyin (alphabet), pronunciation and characters to practical conversations.
Chinese for Kids-Intermediate	In this course children who have learned the Pinyin alphabet or speak some Mandarin learn Chinese through dialogue, character recognition, and active listening.
Critical Thinking Skills	Students learn critical thinking skills necessary to succeed in school while having fun.
Drawing and Sketching Made Easy	Drawing and sketching inspire creativity. For this course, students don't have to be artists, just willing to learn.
Elementary Fractions	This course is for students that have never seen fractions, or just need a refresher. Topics include addition, subtraction, multiplication and division of fractions.
Fun with Science	Young scientists will have lots of fun working on hands-on experiments that are a great way to learn more about science.
History of Cinema	In this course students learn to critically analyze cinema in all aspects, including story elements, technology, and historical and social impact.

COURSE NAME	DESCRIPTION
How to Buy a House or a Condo	This course presents detailed “how to” information plus all of the forms and instructions necessary to buy a new or existing house or condo.
How to Invest in Real Estate with Little or No Money Down	This course provides the information necessary for participants to learn how to invest in real estate using little or no money of their own.
Kaplan SAT On-Demand	This course provides adaptive instruction based on individual learning needs to help students successfully prepare for the SAT.
Math Improvement I	This course reinforces addition and subtraction skills and introduces students to multiplication and division.
Math Improvement II	This course reinforces student skills in addition, subtraction, multiplication, division, decimals and an introduction to fractions.
Medical Terminology	Students learn Greek and Latin word roots covering basic anatomy and physiology along with rules governing how medical terms are formed and used.
Mixed Media Art	Students have fun exploring mixed media paintings, collages, drawings with ink and other fun techniques.
Multiplication and Division	In this course students reinforce math skills using games, activities and drills.
Painting Explorations	Students learn different painting techniques in easy steps as they explore color mixing and blending.
Pre-Algebra and Algebra Basics	This course teaches students basic algebraic concepts, such as working with positive and negative numbers, order of operations, and solving equations.
Pre-Algebra and Algebra Basics - Level II	This course continues teaching students basic algebraic concepts learned in Level I.
SAT Preparation	In this course students walk through the SAT questions, practice essays, grammar, critical thinking, and higher mathematic applications.
Spanish for Kids	In this course students learn the Spanish alphabet, vocabulary, pronunciation and basic sentences.

LOS ANGELES HARBOR COLLEGE**CIVIC**

COURSE NAME	DESCRIPTION
After School Care/Before School Care	Supervised activities for students of all ages.

GENERAL EDUCATION

Course Name	Description
10 Ways to Establish Business Credit	In this seminar learn to work through a process of assessing your current situation, determine what funding you need, finding out where you can get it, and prepare for the important meeting.
Acting	Bolster your confidence, improve your communication abilities and enhance your social skills by learning and applying the techniques that actors use.
Acting for Kids	Enrich your child's life by promoting their confidence and self-esteem through the art of acting.
Action Movie Workshop "Hollywood Style"	In this exciting workshop, Movies By Kids will help students write, direct, and produce their own action sequence for the camera, featuring martial arts experts who will assist with all stunt-fight training and film choreography.
Active Goal Setting	Goal setting can accelerate your success. Learn the two different types of goal setting and which one will actually get you where you want to be.
Add Another Income From Home	Learn the basic information needed to either start a business or improve an existing one.
Anatomy of Annuities... for Your Financial Health	This course provides an important fundamental working knowledge of all aspects of annuities.
Annual Financial Forecast Seminar	Seminar detailing a dynamic and informative financial Forecast for the coming year.
Bartending	So much more is expected of bartenders these days and this is the class that will teach students what customers and managers want.
Basic Writing Skills Tutoring	Writing is an essential part of your child's middle school and high school experience. This class can help them fix the little things that might stop them from becoming a confident writer.
Become a Professional Organizer	Students will learn to launch a career as a professional organizer.

Course Name	Description
Become a Skilled Songwriter	In a nurturing workshop environment, students of all levels will sharpen their songwriting skills by writing one song per week for seven weeks.
Book 2.0: How to Publish Books for the Kindle, iPad & other smart devices	This course summarizes the 12 steps required to set up a publishing company to create New Media and traditional books
Braiding and Weaving	Students learn basics braiding and weaving techniques. Including knowledge of tools and products needed.
Business Process Mapping	Learn how define and develop process workflow; start Business Process Management (BPM) initiatives and dramatically improve efficiency and customer satisfaction.
Buy a Profitable Business Using None of Your Money	Learn to find good businesses for sale apply negotiating skills to determine right price and deal structuring, perform due diligence, then put the financing in place and close the deal.
Candle Making	Participants will leave this hands-on class with several high-quality candles and the skills to continue on their own.
Cartooning	Children will express their creativity while exploring traditional and innovative drawing techniques, while reinforcing academic skills through storytelling and the use of geometric shapes.
Cash In with a Successful Home-Based Business	Turn your talents and hobbies into profits at home by learning how to start a home based business.
Cashing in on Your Ideas and Inventions	This class will teach you how to take your ideas off the paper and onto the shelves.
Ceramics for Everyone	This course will teach you using the age-old traditional techniques of ceramics.
Clutterology	You CAN change your environment to work for you with simple, easy and practical ideas on how to remove clutter from your life and get organized.
Community Outreach Theatre	This course is for students wishing to participate in the Community Outreach Theatre Program.
Conversational French	Learn the vocabulary and grammar of one of the world's most romantic languages. Skills are acquired for everyday usage, with a conversational emphasis.
Conversational Spanish	With emphasis on conversation and special vocabulary needs, this practical workshop will increase your ability to speak comfortably.
Crafty Beading	Children will love this imaginative art class as they create a variety of craft projects using colored beads, including wind chimes, instruments and more.

Course Name	Description
Create a Low Cost Business Website	You don't have to be a programmer to build professional looking and cost effective websites; all you have to know is what to put on your website and how to promote and design it.
Credit File Recovery	Learn how to stop collection harassment and recover you credit worthiness and employability using our step by step instructions.
Credit Repair	Learn how credit scores work, how to fix a poor credit score and managing your debt.
Cupcake Decorating with Finesse	Learn simple steps to take your cupcakes from ordinary to extraordinary.
Dazzling Floral Design	Learn how to select, prepare, and arrange fresh flowers.
Do-Your-Own Professional Hair Color	Uncover the secrets of hair color success and stop paying those high salon prices. Discover where to purchase supplies at the best prices and quality, and learn about color palettes, bleaching and basic application.
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.
Dream Books: Book Ideas Into A Business	Learn how to grow your business into a global enterprise.
Drought Tolerant Landscaping	Come learn how to replace thirsty lawns with drought tolerant ground covers that are more interesting than grass.
Effective Email Communication	Learn the important E-mail skills needed to get you noticed as a true professional in your place of employment.
Estate Planning	Join us for this informative, interactive class to learn how to preserve and manage your assets while you still can, and then transfer it to your loved ones after you pass away.
Everything You Ever Wanted To Know About Buying Your First Home	Take the mystery out of buying your first home: learn about the entire buying process, loan-qualifying criteria, popular creative financing tools and the differences between variable and fixed rate loans.
Extreme Couponing How to save like the pros!	Not sure where to begin when it comes to keeping and using all these coupons? Want to save money on your shopping? You will be provided with resources for saving money while shopping, dining and more.
Festive Wreaths for Any Occasion	Learn to create a festive wreath that will give your home or event that creative touch. Discover techniques and ideas that will enable you to decorate your doors and walls year round.

Course Name	Description
Financial and Strategic Planning for Small Businesses	If you own, operate, or thinking of starting your own business, you must learn how to successfully create and implement a business plan. Learn tactics to increase business visibility and formulate a strategy to take their business to the next level and increase profits.
Financial Security	Learn the four cornerstones of financial literacy including budgeting, banking, credit, and saving.
Finding Love Online - Secrets You've Never Heard	You will learn everything from how to create a captivating profile to navigating communications to meeting and entering a dating relationship.
Floral Design for Beginners	Learn the basics of floral design including design styles elements, color, flower identification, care, and handling.
Getting Started in Voice Acting	This class will teach you the basics of entering a successful career as a voice-over artist while learning the ins and outs of this huge and lucrative industry.
Grab Your Guitar	This course is designed to give beginners basic guitar playing techniques, including how to read music, play chords and melodies by ear, and tune and maintain your instrument.
Grow Organic Vegetables in Your Own Backyard	Learn essential skills and proven techniques to grow organic food in your own backyard.
Guaranteed Fast Track Memory Skills	Learn techniques used the world over to improve your memory.
Guitar	Playing guitar can be a reality with our introductory class, where students start from the basics and learn chords, notes, patterns, and reading music.
Holiday Bath Products	Create beautiful bath products and learn all about where to get quality ingredients.
Holiday Crafts with a Victorian Touch	In this fun class, students will make a different holiday project each week.
Holiday Decorating	Students will be introduced to techniques, tips and creative ideas for Thanksgiving and Christmas decor.
Home Decorating	Discover how to make a space beautiful and functional, while achieving a designer look for less.
How to Build a Website for Less than \$5 a Month	Students will learn to design professional looking and cost effective websites.
How To Go Back To College - At Any Age - And Succeed!	This class is for students of any age who have thought about returning to college.

Course Name	Description
How to Manage Rental Property	Planning to purchase rental property? Thinking about property management as a new career? This course will help students achieve these goals.
How To Parent Using Common Sense	Common Sense Parenting is a skill- based parenting program that teaches parents practical and effective ways to increase their children's positive behavior.
How To Profit from Foreclosures & Short Sales	This class will teach students how to take advantage of the rising number of mortgage delinquencies by buying and selling foreclosed homes and short-sales.
How to Properly Manage Rental Property	This course will help students achieve their goals of purchasing or managing rental property.
How to Sell Your Ideas and Inventions	Learn how to sell, protect and promote your innovative ideas.
Intro To YouTube	Learn how to create, upload, and broadcast videos on the world's largest video sharing website.
Introduction to Grant Writing	Students will learn how funding is announced, how applications are judged, and how to construct each element of a winning proposal.
Introduction to Horsemanship for Adults	Learn the basics of horse care and horseback riding while developing skills with fun and safety in mind.
Invest in Your Debt-How to Get Completely Debt Free	This course will share the common threads found among those investors who made fortunes, and those who experienced pitfalls.
Investing For Women	Find out how to select an investment advisor, and how to construct your financial plan, reduce your taxes, and plan for your child or grandchild's college education.
Investing in Real Estate: Building Your Financial Future with Rental Property	This course will share the common threads found among those investors who made fortunes, and those who experienced pitfalls.
Jewelry Beading Basics	Learning basic stringing techniques, students will create their own bracelet and necklace in class.
Jewelry Making	Students in this class will learn basic stringing with wire and elastic, and much more.
Landscape Design	In this workshop, students will learn the basic principles of hardscape design gaining the ability to beautify a yard while spending money wisely.
Learn The 12 Great Laws Of Success	This workshop is based on 12 powerful principles that will allow you to be, do, and have what you want including wealth, health, happiness and success.

Course Name	Description
Looking Terrific: Beauty Makeover on a Budget	Learn techniques to assist with personal facial anti-aging skin care and contour your makeup to your best advantage.
Make Mine Digital	Our technical expert will teach you how to convert your old media into computer files you can put on CDs, DVDs or download into an iPod or MP3 player.
Making Your Paycheck Last	Learn to avoid "Pay Day Trauma" by controlling your income and still planning for your dreams.
Master Your Money	This hands-on workshop is intended for both beginning and experienced investors to learn to evaluate investment choices.
Monster Mash: A Halloween Makeup Workshop	The focus of this workshop is to teach the proper use and application of facial prosthetics and other makeup essentials to create interesting and creative masks.
Mystery Shopper	This class will provide you with all the information needed to become a mystery shopper. Topics include how to get into the Shoppers Network, how to avoid scams and more!
Natural Hair Care	Create fashion forward hairstyles while maintaining the integrity of the hair.
Nature and Travel Photography	Students will learn powerful techniques for photographing people, landmarks, landscapes and wildlife.
Notary Education: California Notary Public Class with State Exam	This intensive one-day seminar is designed to equip you with everything you need to know to become an effective Notary.
Oil Painting For Beginners	Working from still life, beginning painters will practice different ways of creating an image in oil.
One Stroke Decorative painting	This popular painting technique is quick and easy-to-learn. Even if you've never picked up a brush, you can create beautiful designs with just a few easy strokes.
Organic Liquid Soap Making	Students will learn how to make their own organic liquid soap.
Peninsula Symphonic Winds	Peninsula Symphonic Winds is a rehearsal class for student performers.
Personal Income Tax Boot Camp	Learn tax strategies for yourself or your small business.
Personnel and Human Resource Development	Topics include recruiting and selection, compensation systems, training, orientation and motivating employees.
Plan Your Italian Vacation	Learn ways to plan your Italian vacation that will not only save you money but allow you to take in all the culture Italy has to offer.

Course Name	Description
Pottery	Students will create various pottery projects using simple tools.
Public Speaking	Learn how to outline and prepare for public speaking opportunities, whether impromptu, informational or persuasive. Students completing this course and receive a certificate in public speaking.
Renewing Notaries	This course is designed for renewing Notaries and reviews all laws and regulations required to know to continue as a Notary.
Retirement Planning	In straightforward language, this class explains time-tested strategies that help you to make informed financial decisions.
Sales & Marketing	Topics include establishing a unique market; five ways to sell anything to anybody; preempting competition and developing a personal presentation.
Salsa Dancing	Learn the basics: cross-body lead, basic right and left turns, and much more! No partner necessary.
Selling Your Stuff Online	Amazon, e-Bay, and Craigslist are three popular websites available for the public to buy and sell almost anything. Through step-by-step demonstrations, students will learn where to post what, how to create exciting ads, and other useful tips.
Seven Simple Secrets To Financial Freedom	This class is not taught by a financial guru using technical language you can't possibly understand, it is taught by a single mom, turned home business entrepreneur, turned homeowner, turned real estate investor.
Sewing	Students are guided through several fun and practical sewing projects including a wallet, a mini-pillow, a doll, and more.
Singing With Style	Students will learn to sing better than they ever thought they could in only a few short lessons.
Smart Money Fundamentals	Students will learn techniques to optimize their Social Security benefits.
Social Ballroom Dancing	If you want to have all the smooth moves, then this class is for you! Students will learn the Fox Trot, Tango, Waltz, and more.
Social Security Secrets: How to Maximize Your Benefits	Using straightforward language, students will learn time-tested strategies to help make informed investment decisions.
Speak Italian	Designed for beginning students, this course will introduce the rich Italian language
Swing and Latin Dance	Learn the East Coast Swing, Cha Cha, and Rumba. These easy to learn retro dances are popular with the young and old alike.
Thai Fruit Carving	The art of Thai fruit and vegetable carving adds beauty and value to every occasion in which it is used.

Course Name	Description
The Frugal Shopper	By following a few simple strategies, students can learn to cut their grocery bill by anywhere from 30% to 85%.
Tickle the Ivories: Piano 1	This hands-on workshop is designed for students who have no previous formal piano instruction.
Turn Crafts into Cash	Gain a fresh new successful perspective and starting putting your hobby to work for you.
Video Editing and Special Effects	If you want to learn to develop and edit a digital movie then this class is for you.
Web Crawling: Internet & Email Made Easy!	This helpful class will show you how to successfully navigate the Internet and World Wide Web, and set up your own e-mail account and start to utilize it.
Western Line Dancing	Kick up your heels and step into the latest dance craze! Learn dance moves that are easy to master and routines that will impress even wildest of westerners.
What Were You Born to Do?	You were born to make a unique contribution to humanity! Students will learn to apply their natural talents to achieve their heart's desires.
Zombie Make-up Workshop	This workshop teaches the correct application of facial prosthetics, latex, and other make-up essentials necessary to create zombie facial creations.

Health

Course Name	Description
Alternative Healing	This workshop is designed to explore mind-body medicine with a focus on the different states of consciousness as well as how various expressions of spirituality can influence health and vitality.
Athletic Training	This fitness experience is designed for any athlete to take their game to the next level by becoming physically superior in their sport. Workouts are designed to enhance the skills that are needed to excel in sports.
Ballet Fitness	The emphasis of this class is on fitness, rather than ballet. Classes can help to improve flexibility, posture, strength and core stability, and to lengthen muscles.
Ballet/Pilates Fitness at Alvas	This class focuses on advancing the student from beginning positions and steps into technical growth, musicality and artistry will be taught through combination.

Course Name	Description
Ballroom & Salsa Dancing	Students will learn various Latin and ballroom dance forms such as salsa, cha cha, bachata, waltz, and the tango.
Basic Tap Dance	This class explores rhythm and movement. It allows children to develop their imagination in a structured environment while working on motor development.
Basketball	This fun course is designed to introduce, enhance and improve basic skills in the game of basketball.
Beginning Contemporary Ballet (Teen/Adult)	This class is based in ballet and takes movement beyond the conventional structures of ballet. The movement is free, flowing and organic.
Beginning Gymnastics	Students will learn basic ideas of balance, flexibility and strength along with even specific skills on Vault, Bars, Beam, and Floor Exercise.
Beginning/ Intermediate Ballet (Teen/Adult)	This class focuses on advancing the student from beginning positions and moves on to musicality and artistry through ballet combinations.
Belly Dancing	Tone your torso, foster self-confidence, or entice your partner with this ancient art form.
Commercial Hip Hop	Learn moves from your favorite hip-hop videos and dance crews through choreography you've seen in music videos and television.
Cupcakes & Cardio	This group exercise course will get your body moving while exposing you to lifestyle strategies that will influence the way you live and eat.
Fit Play - Fit Dance- Fit Sports - Fun-time Fitness	Stay fit while playing! This class strives to increase the overall health of children in a fun, safe, positive and motivating environment.
Fitness Boot Camp	This Outdoor Boot Camp is designed to help individuals focus on functional strength and conditioning using only their body. No equipment is used or needed.
From Hiding to Shining: Understanding and Healing Shame	Students will learn about five key shame messages and how to re-frame them into messages of acceptance, resilience, and worthiness.
Gentle Yoga for Active Seniors	Learn the four cornerstones of financial literacy including budgeting, banking, credit, and saving.
Get Fit Boxing	Build your body and confidence by learning basic boxing techniques.
Hip Hop Dance	Learn the fundamentals and foundation of various hip hop street styles from popping to whacking as you develop your own unique style.
It's Just Food	Empower yourself by learning nutrition strategies, healthy recipes and ways to stay motivated to help lose weight and keep it off.
Jazz Fitness	Have fun while getting into shape with Jazz Fitness. This class will focus on building core strength and flexibility.

Course Name	Description
Kickboxing	Get in shape while learning basic kick boxing techniques.
Mat Pilates	Build your core and flexibility with mat Pilates
Me & My Tot Exercise (Tots 3-5)	Bond with your child in an active environment through simple games and routines designed to get you fit.
Parent - Child Gymnastics (Child 2 ½-3 ½)	This class will focus on basic motor development while having fun learning gymnastics, rhythm, and dance skills.
Remake and Reshape Your Body with Nutrition	Learn powerful body re-shaping tools focused on turning food into energy instead of stored fat.
Semi Private Body Conditioning and Strength Training	Workout with a personal trainer and your very own support group. This class will help build your body into a fat burning machine through exercise.
Step Aerobics/Muscle Conditioning, Stretching & Relaxing	Using steps designed in conjunction with Reebok, you will get a great cardiovascular workout, plus the added benefits of muscle conditioning, deep stretching, and relaxation.
Tabata Fitness	Tabata training alternates periods of high intensity exercise with periods of rest to produce gains in both aerobic and anaerobic systems.
Tai Chi	Learn the "Dance of Life" that combines coordination, balance, and flexibility into harmonious motion and gentle exercise.
Tai Chi & 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.
Xtreme Fitness	Challenge yourself in this military style workout and sweat, sweat, sweat your way to a healthy, strong fit body and an entirely new you.
Yoga for Kids	Students will learn basic yoga stretches and poses, while meditating and improving muscle tone, reduces stress and may even improve concentration.
Yoga for Meditation	Improve your flexibility, muscle tone, and general well-being while learning Hatha Yoga.
Zumba	Zumba uses moves throughout the class that require high control of the core muscles of the body (abs and back).

HOMEMAKING

Course Name	Description
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Course Name	Description
Cooking for Kids	Students will create a variety of quick, easy and tasty recipes geared for their age group. Nutrition information will also be discussed.
Culinary Kids	Junior chefs will learn to cook age-appropriate recipes and tasty treats

LITERACY

Course Name	Description
Adventures in Math	Conquer basic math through games, puzzles, and enrichment activities.
Algebra	This course will familiarize the student with basic concepts and terminology of algebraic logic.
All Star Academics	By teaching problem solving, study and test-taking skills, your child can have the tools to be an All-Star.
Art & Color	Students will dive into rainbows as they learn about and apply exciting color combinations. Young artists will create projects designed to
Art and Science Voyages	Students will apply both sides of their brain studying the innovations of art and the wonders of science.
Basic Math Skills Tutoring	All areas of basic math will be covered in this tutoring class.
Beginning Ballet	This class allows children to develop their imagination in a structured environment while working on motor development.
California High School Exit Exam (CAHSEE) Prep	This course is designed to help high school students pass the California High School Exit Exam (CAHSEE) Mathematics sub-section.
Computer Tutoring	Students will learn basic computer terminology, functions, and hands-on applications.
Creative Writing	Students will create a variety of quick, easy and tasty recipes geared for their age group.
Critical Thinking	Developing minds will find new ways to solve various problems and enhance thought processes by learning to decipher abstract concepts and work in teams to complete challenging tasks.
Exploring Literature	Students will learn to enrich crucial reading foundations by examining literary works, developing comprehension skills and improving critical thinking skills.

Course Name	Description
Geometry	Practice geometry fundamentals, such as point, line, ray, segments, triangles and polygons.
Perfect Paper Writing	This innovative class guides student through the writing process by introducing proper writing styles, research strategies, organization techniques, and the use of Microsoft Word.
Pre-Algebra	This course will familiarize the student with basic concepts and terminology of algebraic logic, including problem solving, both positive and negative numbers, polynomials, and common forms of factoring.
Pre-College Scholars	Topics will include modules designed to develop spelling, reading and math skills along with art projects, social and outdoor activities.
Reading Comprehension Tutoring	This tutorial program will utilize a variety of methods to sharpen basic skills in comprehension and vocabulary development, the cornerstones to success in reading.
Sign Language for Kids	Sign onto a new future of communicating with your hands and facial expressions.
Spelling & Phonics Tutoring	Improve spelling skills and build phonetic skills to improve writing, learn techniques and tips to help master vocabulary words.
Spelling All-stars	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.
Study & Test Taking Boot Camp	Gain the tools to pull key points from textbooks, determine your best time and place to study, take better notes, and create your own study aids.

TECHNICAL

COURSE NAME	DESCRIPTION
Adobe Photoshop	Learn to harness your imagination and create your own dream worlds with Adobe Photoshop.
Art of Painting	Students will explore their own creativity through basic painting assignments. Projects will include paintings of animals, structures and even self portraits.
Cloud Computing	Learn how the Cloud can free up valuable space on your home computers and safely backup all important data by providing secure digital storage for photos, artwork, writings, video recordings, music, manuscripts and so much more.

COURSE NAME	DESCRIPTION
College Readiness: Academic Research and Reports	Students will distinguish among reliable sources, develop proper citations, and compile information for different types of reports and presentations.
College Readiness: Advanced Mathematical Concepts	Students explore mathematical fundamentals of algebra I and II, geometry and trigonometry.
College Readiness: Essay Writing and Composition	Students will compose an effective essay with supporting details, enhanced vocabulary, and improved grammar.
College Readiness: Microsoft Word, PowerPoint, & Publisher	Participants will apply advanced word processing techniques, learn to create stunning presentations, and design eye-catching desktop publishing prints.
Computer & Internet Fundamentals for Seniors	This introductory computer course is especially designed for seniors who want to keep up with the technology innovations of today.
Computer Basics	This course is designed for the absolute beginner. It explains key hardware components and introduces students to Microsoft Windows and common PC functions.
Computer Keyboarding	Students will have fun while they learn proper finger positioning on computer keyboards as well as important posture tips.
Computers for Young Adults	Designed for young adults, this course introduces the fundamentals of computer technology and essential software including Microsoft Word
CyberKids	This course explores how computers and networks work, covers important programs including Microsoft Word, and teaches students about the Internet and safety.
Demystifying Digital Cameras	This helpful workshop will make participants more comfortable with their digital cameras and explain common terminology. Students will also receive an introduction to simple photo editing.
Digital Art Lab	Students will learn to create and manipulate images with this introductory course in digital design.
Digital Photography	Learn powerful techniques for photographing people, landmarks, landscapes and wildlife. Classroom instruction will alternate with walking trips around campus and Harbor Park for hands-on practice.
Ebay Made Easy	Ebay can really be put to work for you! Find out how easy it is to list items and sell your possessions. Buying and selling will be covered as well as working with PayPal.
Engineering FUNdamentals w/ LEGO	Have your child become a Play-Well engineer this summer! With over 100,000 pieces of LEGO®, take on real life engineering challenges that explore concepts in physics, mechanical/structural engineering, and architecture.

COURSE NAME	DESCRIPTION
Essential Skills in Computers & Microsoft Windows	This course is designed for the absolute beginner in personal computers, teaching the basics of components, software, and hardware.
Getting Started with iPhoto	Use iPhoto to get the most out of your digital pictures. Learn basic tips and tricks for exceptional images, ready to share using your MobileMe account or your own free Google Web Albums account.
How To Become A Part-Time Substitute Teacher and Make Full-Time Pay	This class is for those who plan to substitute teach at the middle or high school level. If you are thinking about becoming a substitute teacher or if you have just started substitute teaching-you need to take this course!
How to Setup and Start Using Your iPod	This "hands-on" workshop is designed for participants who own an iPod and have never set it up. Please charge your iPod the night before the workshop.
Introduction to Photoshop	Learn to harness your imagination and create your own dream worlds with Adobe Photoshop by turning ordinary photographs into works of art.
Introduction to Web Production (Teen Adult)	Design and build a web site of your own by learning to sketch a preliminary concept and translate the concept into a working site.
IOS 5 App Building Basics	You can learn to build Apps for your iTouch, iPhone and iPad. This course will give you the foundation to create your own Apps.
iPad, iPhone I Know!	Learn to make the most out of your Apple devices including all about applications (apps), usage and connectivity.
Jr. Ninjaneering w LEGO	Imagine and build unique and fun projects with the guidance of an experienced Play-Well instructor while exploring the fantasy world of Ninjago.
Lego Animation	Movies by Kids will provide all the LEGO's needed to build sets and operate all the equipment needed to bring a masterpiece to the big screen.
Macs Made Easy	Learn the fundamentals of using a Macintosh, including the unique Mac interface, launching programs, file saving and manipulation, web surfing and more!
Master Your Android Smart Phone	This course explores features and functionalities common to all android tablets.
Master Your Android Tablets	This course explores features and functionalities common to all android tablets.

COURSE NAME	DESCRIPTION
Microsoft Access	This beginning course is for anyone that wants to design and create new databases, tables, and relationships. Discover how to create, maintain and query records and produce database reports.
Microsoft Excel 2007	Learn the essentials of the widely used Excel spreadsheet program. Topics include creating, editing, and formatting worksheets, using formulas and functions, and printing reports and charts.
Microsoft Excel 2010	Learn the essentials of the widely used Excel spreadsheet program. Topics include creating, editing, and formatting worksheets, using formulas and functions, and printing reports and charts. Learn to manage workbooks and perform data analysis.
Microsoft PowerPoint	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.
Microsoft Windows	This course is designed for the absolute beginner in personal computers, teaching the basics of components, software, and hardware. Each session includes a beginner-paced lesson and review of key concepts.
Microsoft Word	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.
Natural "A"s	Learn how to use the brain's natural patterns to enhance grades, self-confidence, and chances for scholarships and college admissions. This makes note-taking, reading, studying, memorizing and test-taking amazingly efficient.
Ninjaneering w LEGO	Enter the world of Ninjago and become an apprentice Ninjaneer! Imagine and build unique and fun projects with the guidance of an experienced Play-Well instructor while exploring the fantasy world of Ninjago.
One on One Computer Training	Customized one-on-one computer (PC or Apple) sessions are a minimum of two hours in length and scheduled at student's convenience.
Pre-Engineering with Lego	From motorized machines to castles and catapults, this is a hands-on and minds-on camp is suitable for LEGO® building system novices as well as experienced users.
Video Game Design	Students will use simple programs to create basic, but fun, video games, focused around their specific age group.

VOCATIONAL

COURSE NAME	DESCRIPTION
ACE Personal Trainer Certification Prep	The ACE Personal Trainer Certification is designed to help prepare students for the exam to obtain the ACE Certification.
Advanced Medical Billing	This course will build on the information received in the beginning medical billing course. It will include the billing cycle, explanation of benefit forms and collections.
Advanced Terminology	Students are guided through more in-depth instruction and practice exercises to further develop the terminology used by billers and coders.
Anatomy	Students will study the structures of the human body and improve knowledge of bodily systems.
Basic CPR	Participants will learn to recognize and respond appropriately to cardiac and breathing emergencies.
Beginner's Guide to Getting Published	This comprehensive workshop will guide you how to become a published freelance writer, bypassing the editor's desk.
California Serv-Safe Food Handler Certification Course	State Law requires that all restaurant employees hold a valid California Food Handler Card, which is obtained through this 4-hour course.
California Serv-Safe Food Handler Certification Course (Spanish)	This is a Spanish-language version of the course, above.
Communication and Motivation	Success as a supervisor depends largely on the ability to be an effective communicator and motivator. This class will give you those skills.
Computerized Medical Billing	Learn hands-on instruction in computer applications including daily transaction entries and monthly/annual management reporting.
Continuing Education for Tax Preparers	This course is specially designed for CTEC registered tax return preparers to meet their 20 hours of continuing education each year.
CPT Coding	This course is designed to instruct the student in CPT 95 coding and HCPCS coding, and is valuable for both beginning and current billers.
Dealing with Difficult People & Conflict Resolution	Find out how to deal with employee complaints and difficult employee interactions.
Developing Effective Teams	More than anything else, being a supervisor means learning to work as a team player. This class teaching the fundamentals of leading an effective team.
Ethics in Leadership	Explore the top factors causing leaders to compromise their ethics and identify important ways to become a more ethical leader.

COURSE NAME	DESCRIPTION
Evaluating & Improving Employee Performance	Understanding performance management and the process of delegation will enable both supervisor and employees to increase their job results.
Facilitation Skills	Supervisors will expand their skills by learning to serve as a coach and facilitator, enabling employees to do their best work.
Hospital Billing	This one-day seminar provides students with an introduction to the hospital medical billing field.
How to Become a Notary Loan Document Signing Agent	Learn how you can easily turn being a Notary into a “flexible” part time or full-time career as a Loan Document Signing Agent.
Human Resource Issues	Students will leave with a working knowledge of the issues that could lead to legal liability for their organization.
ICD-10 Coding	Students will learn about this new system that allows health care providers to code more accurately, contributing to healthcare quality improvement initiatives.
ICD-9 Coding	Students will learn the basic procedures and diagnosis coding relating to physician reimbursement.
Introduction To Voiceovers	This fun, informative, and empowering class will teach you the basics of entering a successful career as a voice-over artist.
Lifeguard Certification Training	Earn an American Red Cross Certification in Lifeguarding, first aid and CPR/AED. All three certifications are valid for two years.
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 wholesales prices.
Makeup Artist Training Certification	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.
Medical Billing	Beginning students will learn medical billing techniques, and how to follow up and collect on billed claims.
Medical Coding Exam Preparation	Students will review their ICD9, CPT, HCPCS Coding and Medical Terminology knowledge in preparation for the Certified Professional Coder examination.
Medical Insurance Billing & Coding Orientation	Potential students will receive assistance in tailoring the Program to meet their individual goals.
Medical Terminology	Use outlines, exercises, and pronunciation guides to develop the basis for a strong medical vocabulary.
Organize, Prioritize and Manage Your Time	Getting organized and managing your time are skills that may benefit anyone at work or at home.

COURSE NAME	DESCRIPTION
Photovoltaic Design & Installation	This introductory course prepares entry-level installers to take the Entry-Level Certification of Knowledge of PV Systems exam as well as the North American Board of Certified Energy Practitioner (NABCEP) exam.
Physiology	This class provides an introduction to principles of human physiology from chemical processes and cellular levels to bodily system functions.
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.
Strengthening People Skills in the Workplace	Find out how to prevent conflict before it happens, calmly, and professionally - no matter what your job or industry.
Supervisory Overview and Leadership Styles	This module is appropriate for a newly appointed supervisor or a seasoned veteran.
The Art of Business Etiquette	This session will teach participants the art of professional etiquette and how, by being aware of their actions, they can set an example for others.
Worker's Compensation	Learn how to process worker claims, liens and provide appropriate and complete paperwork to ensure maximum reimbursement.

LOS ANGELES PIERCE COLLEGE**VOCATIONAL**

COURSE NAME	DESCRIPTION
Medical Billing	Students are trained in Medical Coding, Medical Billing Lab and Computerized Medical Billing.
Introduction to Medical Billing	Students with little or no previous experience in medical billing will gain basic knowledge about the field. This overview class is the ideal starter class for students thinking about a career in medical billing.
Medical Coding	Students study Medical Coding in a hands-on environment utilizing real world situations and examples.
Medical Insurance Billing Lab	Students experience extensive hands-on practice with medical billing procedures using real world situations and examples. Students gain a complete picture of the world of billing and reimbursement.
Computerized Medical Billing	Students learn about different computerized billing programs used in the medical office, and have the opportunity to practice using these programs.
Personal Fitness Instructor Certification	Students study the foundation for the development of a safe and effective fitness program, with focus on basic human anatomy and exercise physiology. This class is geared toward students working or seeking work in smaller gyms and fitness programs.
W.I.T.S. - Personal Trainer Free Orientation	In this orientation, students gain information about the comprehensive Personal Trainer class prior to their enrollment in the hands-on program.
W.I.T.S Personal Fitness Trainer Certification	Students are trained in the development of a safe and effective fitness program, with focus on biomechanics, exercise physiology, fitness testing, equipment usage and health assessment. Students participate in lecture discussions, hands-on practical training, an internship, and an opportunity to take the National Exam. This class is geared toward students seeking work in larger gyms and fitness centers.
The Business of Bartending - Professional Bartending Course	In this class, students learn how to work as a bartender. In addition, the business side of the beverage industry is explored.
An Introduction to Voiceovers - Getting Started in Voice Acting	Students learn the basics of entering a career as a voiceover artist. Topics covered include the entertainment industry, marketing, the importance of a voiceover demo, reading scripts and other aspects of a voiceover career.
How to Become a Mystery Shopper	Students examine the role of a mystery shopper, what types of businesses use them, and the requirements of this field.
Become a Notary in One Day and Renewing Notaries	In this class, students prepare to take the State Notary Exam.

Certified Loan Signing Agent	In this class, students learn about becoming a certified loan-signing agent, once they have passed the notary exam.
Become a Child Visitation Monitor Part 1	Students learn the requirements to become a Child Visitation Monitor and the basic principles and practices of a supervised visitation.
Become a Child Visitation Monitor Part 2	This class is a continuation of "Become a Child Visitation Monitor Part 1." Students learn about required government forms, writing reports, as well as how to set up a monitoring agency.
Nursing Client Care III	Students participate in this hands-on nursing skills class to gain practical experience. This class is limited to Pierce College nursing students.
Consulting	In this class, students are introduced to the business of consulting and training. Students discuss how to market their special skills or knowledge.
Stop Being Unemployed! Start a Home-Based Business	In this workshop, students get tips on starting a home-based business. Topics covered include legally forming a business, strategies for marketing, bookkeeping and keeping tax records.
Become a Professional Organizer	In this workshop, students learn to create a business using their organizational skills to organize others.
Become a Coach, Consultant or Trainer	In this workshop, students learn to use their unique skills and experience to start a career as a consultant. Students study low-cost marketing strategies as well as preventing legal and tax issues.
Cashing In on Your Ideas and Inventions	In this workshop, students get tips on selling their inventions. Topics covered are licensing, patents and copyrights, contracts, royalties and standard industry practices.
Build Your Own Web Site for \$5 a Month	Students examine the importance of having a website for a small business, how it reaches out to potential customers, and tips on how to design and promote a low cost website.
Screen Writing - Writing, Pitching and Selling in Hollywood	In this class, students receive tips on pitching and selling scripts, as well as navigating the industry and self-marketing.
Make-Up Artistry	Each week, students are trained in a specific area of makeup artistry to prepare them to enter the field, or to enhance their personal makeup abilities.
Red Cross Lifeguard Training (15 Yrs. and Up)	Students learn the latest updates of the American Red Cross lifeguarding course. This course includes CPR and Standard First Aid for the professional rescuer, rescue techniques, recognition of different drowning types and spinal injury.
American Red Cross Certified Babysitter Training	In this Kids on Campus class, older children and teens learn about the responsibilities and expectations of babysitting. Basic First Aid, how to identify common safety hazards and preventing injury are covered in this training.

HEALTH

COURSE NAME	DESCRIPTION
Popular Ballroom Dancing	Students learn a blend of American and Latin ballroom dances.
Cha Cha and Tango - Ballroom Dancing	Students learn Latin ballroom dances, focusing on Cha Cha and Tango.
Beginning, Beginning Ballroom	In this beginning Ballroom dance class, students learn both American and Latin ballroom dances.
'Salsa' - Red Hot	In this class, students focus on Latin Ballroom dances, including Rumba, Mambo, Cha Cha, and Merengue.
Ballet for Adults - Intermediate	In this ballet class, students focus on barre technique.
Middle Eastern Dance - Beginning	In this class, students learn beginning belly dancing.
Middle Eastern Dance Intermediate/Advanced	Intermediate/advanced-level students continue their study of belly dancing.
Ballet for Adults - Beginning	In this class, students learn beginning ballet.
Popular Ballroom Dancing- East Coast Swing	In this ballroom dance class, students focus on East Coast Swing.
Salsa	In this class, students learn beginning Latin ballroom dance.
CPR for Community Members Medical Providers	In this CPR training, students learn infant/child CPR, adult CPR, and two-person technique. Students also study mouth to mask CPR and Heimlich technique for choking. A completion card is issued at the end of the training. Medical providers may take the required written exam at the end of class.
Nutrition Basics	Students discuss the basic principles of nutrition to help encourage them to make healthier food choices and live a healthy lifestyle.
Reiki 1 (Shoden) Energy Healing Seminar	Students learn the beginning steps of Reiki, a Japanese system of spiritual growth and relaxation, as taught from a traditional perspective.
Acupressure and Holistic Healing	Students learn self-massage and Chinese acupressure techniques to relieve stress, increase energy and improve mental clarity.
Anger - Yours and Other People	Students focus on anger as an emotion and ways to deal with it in them and in others.
Inconvenient Emotions	Students examine interpersonal interaction and how to handle negative emotions.

Intro to Reiki	Students are introduced to the Japanese art of Reiki, which is a form of holistic healing.
Golf for Recreation and Fitness	Students of all levels are welcome to participate in this golf class. Beginners learn fundamentals, while more experienced players have specific problems identified and corrected.
Tennis - Beginning	Students receive basic instruction in groundstrokes, serve, return-of-serve, volley and rules. They also learn scoring and playing procedures. No previous tennis experience is necessary.
Beginning Tennis II	Students focus on refining the basic tennis strokes, and making corrections and improvements, where necessary. They also learn beginning singles and doubles tactics. Previous tennis experience or lessons are required to enroll in this course. Students must know rules, scoring, and playing procedures.
Intermediate Tennis	Students receive instruction in groundstroke placement, how to approach the net, lobs, overheads, volley drills and strategy tactics. The student must be able to rally and know the basic serve, return-of-serve, and volley.
Tennis - Advanced	Students receive instruction in groundstroke, volley, overhead, serve and return-of-serve drills. Students must have intermediate level tennis instruction or experience prior to enrolling in this class.
Coed Indoor Volleyball - Beginning/ Intermediate	In this class, students cover basic skills such as: serving, passing, setting, hitting, and using the proper mechanics of the game. Other topics discussed include offensive skills, defensive skills, court positioning, and rules and regulations from three-person to six-person games.
Coed Indoor Volleyball - Intermediate/ Advanced	Intermediate and advanced students will work on passing, setting, hitting, serving, body positioning and court coverage. Offensive and defensive strategies will also be discussed. Skills such as blocking, diving and rolling will be covered. Prerequisite: Must have volleyball experience, know basic rules and able to pass the ball with accuracy.
Kundulini Yoga	Students learn techniques of Kundulini Yoga to strengthen the body, achieve balance and flexibility, increase energy reserves, and release tension.
Hatha Yoga	Students learn techniques of Hatha Yoga to increase flexibility and energy, tone the body, and increase mobility, as well as reduce stress and tension.
Tai Chi Chuan	Students learn techniques of the Chinese style of Tai Chi Chu'an, which uses slow, sustained, yet energetic movements, to achieve balance, mental calm and clarity, and to support health and longevity.
Walking for Health - Int/Adv.	In this class, intermediate and advanced students use walking techniques to help burn fat and relieve tension.

Walking for Health - Beg/Int	In this class, beginning students learn walking techniques to help burn fat and relieve tension.
Cardio Kickboxing	Students of all fitness levels learn kickboxing techniques to attain cardio fitness.
Cardio Conditioning and Core Training	Students of all fitness levels learn conditioning techniques to strengthen their core and attain cardio fitness.
Zumba	Students learn Zumba fitness choreography for cardio wellness and to burn calories and fat.
Zumba Gold	Older adult students learn Zumba Gold choreography for cardio wellness and to burn calories and fat.
Horseback Riding - Beginning I	In this class, students with no prior riding experience learn the fundamentals of English and Western riding.
Horseback Riding - Beginning II (16 yrs. and up)	In this class, students learn basic control of the horse's quarters, posting, trot and simple lateral movements. Prerequisite: Successful completion of a Beginning Horseback riding class at Pierce College within the last three years and approval of the instructor.
Horseback Riding –Continuing (16 Yrs. and up)	Students use the skills learned in the preceding class during individual and group riding activities. Prerequisite: Successful completion of a Beginning Horseback riding class at Pierce College within the last 3 years and approval of the instructor.
Mounted Drill Team	Students with intermediate or advanced riding experience learn to ride in drill formation. Students learn the skills necessary to perform a mounted drill.
Mounted Drill Team Part II - Intermediate/Advanced	Students in this class learn and perform a drill, first by walking the drill without the horse, then by practicing with the horse. This class ends in performing the drill at the Pierce College Farm Walk. Prerequisite: Students must have completed the Mounted Drill Team class and have instructor approval.
Continuing Riding Class	In this class, students build on what was covered in the previous class. Students work on trotting, games and obstacles. Prerequisite: Rider must have completed beginning riding through either the Extension or Pierce College Program.
Beginning Riding Class	Students learn to catch, halter, lead, groom, tack and untack a horse, as well as mount, dismount, walk, steer, stop and back a horse. The fundamentals of trotting and negotiating obstacles may also be covered.
SWAM (SouthWest Aquatic Masters)	In this competitive swim fitness program, students work to increase efficiency of strokes, as well as improve strength and endurance.

Lap Fitness Swimming and Water Walking	In this swimming fitness program, students work on overall body conditioning through self-directed aerobic swimming and water walking.
CCAT Youth Swim Program	Students ages 6-17 work out in this year-round competitive youth swimming program. Students work on dry land exercises, stroke technique and conditioning in preparation for competition.
Aqua Aerobics	In this class, students participate in a fun, fat-burning fitness workout using shallow water exercise for both swimmers and non-swimmers.
Aquatic Exercise	Students at the beginner level or those in need of rehabilitation work to improve flexibility, strength, endurance, and cardiovascular fitness without putting excess strain on joints and muscles.
Adult Non-Swimmer - Level 1	In this class, adult students with no swim experience learn to swim.
Adult Swimming - Level 2	In this class, adult students with little swim experience continue to learn swim technique.
Self Defense for Kids	In this Kids on Campus class, children learn basic self-defense techniques.
Ocean Surfing (9 Yrs. - Adult)	In this class, students learn to ocean surf.
Girls Gymnastics	In this Kids on Campus class, girls are instructed in at-level gymnastics skills.
Gymnastics Practice Workout (7- 17 Yrs.)	In this Kids on Campus workout, children at intermediate and above levels can practice what they have learned in class.
Fundamentals in Gymnastics for Boys (5-9 Yrs)	In this Kids on Campus class, boys are instructed in at-level gymnastics.
Kidnastics (3-4 Yrs.)	In this Kids on Campus class, younger children improve gross motor skills and balance through gymnastic activities.
Tennis Camp (8-15 Yrs.)	In this Summer camp, children learn or improve their tennis skills. Lunch and swim time are included.
Brahma Basketball Camp (8-12 yrs)	In this Summer camp, children learn and improve their basketball skills. Lunch and swim time are included.
Volleyball Camp (8-14 yrs.)	In this Summer camp, children learn and improve their volleyball skills. Swim time is included.
Advanced Volleyball Camp (10-15 yrs.)	In this Summer camp, children with volleyball experience improve their volleyball skills. Swim time is included.
Extended Day Care - AM	Children enrolled in Volleyball, Tennis or Basketball camp may enroll in this before-camp program.
Extended Day Care - PM	Children enrolled in Tennis or Basketball camp may enroll in this after-camp program.

Fun Under the Sun Summer Day Camp	In this environmentally based Summer day camp, children will sing songs, play games, perform skits, and enjoy other camp activities. Lunch, swim time, and a weekly field trip are included.
Teen Travel Camp	In this Summer travel camp, 6th - 9th graders go on fieldtrips Tuesday - Thursday, and have age appropriate activities on Mondays and Friday. Lunch and Swim time are included on non-trip days.
Private Swim Lessons	Students receive private (one-on-one) swim lessons.

HOMEMAKING

COURSE NAME	DESCRIPTION
Social Security as an Income	In this class, students explore Social Security. Topics discussed include what it is; what the benefits are; how to become eligible; and, how certain elements can affect it such as: COLA, divorce, and widowhood.
Turn Medi-Cal Nightmares into Miracles	Students explore Medi-Cal and how to use it to care for a loved one while avoiding financial devastation.
Master Your Investments	Students learn about constructing an investment portfolio to help achieve personal financial goals.
Investment Bootcamp	Students learn about investing, money management principles and protecting their financial future.
No Days Vacant No Lost Rent	In this class, students receive tips on renting their real estate properties.
Buy and Hold Forever - How to Build Wealth for the 21st Century	In this class students receive tips on holding their investment properties.
Dog Knowledge, Care and Obedience Training	In this hands-on class, dog owners learn to obedience train their dogs. Students will learn on-leash training techniques and basic obedience commands.
The Famous Winged and Cat Tail Eye Made Easy	In this class, students learn to create the winged and cat tail eye look using various makeup tools and techniques.
What Were You Born to Do	In this class students pinpoint their natural talents and abilities as well as explore ways to use those talents to enhance their lives.
Clutterology – Eliminate Clutter in Your Life and get Organized	Students recognize the clutter in their lives, and receive tips on organizing their lives in order to change their environment.
Cool Cupcakes with Sir Cakes-A-Lot	In this class, students learn cupcake-decorating techniques.

HOMEMAKING

COURSE NAME	DESCRIPTION
Personalized Make Up Corrections and Sponge Techniques	Students learn basic makeup application and techniques to correct flaws and enhance best features.
Unleash Your Eyes with Lashes	Students are introduced to different faux eyelash looks and they learn how to apply them.

TECHNICAL

COURSE NAME	DESCRIPTION
Self-Publishing for the Clueless	In this workshop, students discuss different business opportunities surrounding e-publishing. Topics discussed are converting original works to the iPad or Kindle and PDF formats; how to create podcasts; and, how to upload a finished book to major chain sites or your own website as a pay-per-download product.
Using Your Computer to Make Money	In this workshop, students discuss types of high-demand computer-based businesses, as well as running a home-based business. Other topics include bookkeeping, sales tax, business licensure and structure.
E-Publishing for iPad and Kindle	In this workshop, students discuss different business opportunities surrounding e-publishing. Topics discussed are converting original works to the iPad or Kindle and PDF formats, how to create podcasts, and how to upload a finished book to major chain sites or your own website as a pay-per-download product.
Introduction To Microsoft Excel 2010	In this MS Excel 2010 class, students explore the features that are different from the previous version.
Introduction To Microsoft Word 2010	In this MS Word 2010 class, students explore the features that are different from the previous version.
Introduction To Microsoft PowerPoint 2010	In this MS PowerPoint 2010 class, students explore the features that are different from the previous version.
Microsoft Excel 2010, Level II	In this class, students continue working with MS Excel 2010 to learn more advanced functions and formulas.
Introduction to QuickBooks	In this class, students are introduced to the QuickBooks program.
Freshimedia Video Game Designs - Beginning (7-12 Yrs.)	In this Kids on Campus class, children learn the fundamentals of video game design.

TECHNICAL**COURSE NAME****DESCRIPTION**

Freshimedia Game Design and Filmmaking Camp (8-14 Yrs)

In this Summer camp, children learn about designing video games and filmmaking through hands-on, interactive projects.

GENERAL EDUCATION**COURSE NAME****DESCRIPTION**

Conversational Spanish - Beginning I

In this class, students learn beginning-level conversational Spanish.

Conversational Spanish - Beginning II

Students build on conversational Spanish learned in "Conversational Spanish - Beginning I"

French for Travelers - Beginning I

In this class, students learn beginning-level conversational French that will be useful in when traveling.

Conversational Italian - Beginning I

In this class, students learn beginning-level conversational Italian.

Bentornati Cari Amici!!

In this class, students build on what they learned in "Conversational Italian - Beginning I"

American Sign Language

In this class, students learn beginning-level conversational American Sign Language.

English for the Foreign Born

In this class, students focus on English conversation, pronunciation skills, grammar. This is an intermediate/advanced English communication class.

Accent Reduction - Improve Your Spoken English

In this class, students focus on American English phonetics, rhythm, and idioms. This is an advanced English communication class.

Accent Reduction - Intermediate/Advanced

In this class students focus on English diction and pronunciation. This is an intermediate/advanced spoken English class.

Chinese/Mandarin for Everyone - Beginning

In this class, students learn beginning-level Chinese.

Chinese/Mandarin for Everyone - Intermediate

In this class, students learn intermediate-level Chinese.

Artist Vocal Development - Live Performance Workshop

In this class, students receive help with their vocal performance. Topics covered include: stage presence, microphone technique, and proper rehearsal technique.

Beginning Blues Harmonica

In this class, students learn to play the harmonica in the Blues style.

GENERAL EDUCATION

COURSE NAME	DESCRIPTION
Healthy Harmonica	In this class, students learn proper harmonica technique.
Beginning Piano - Playing for Fun	In this class, students learn beginning-level piano skills while in groups.
Popular Piano	In this class, students learn the chord approach to piano.
Jazz Band	In this class, former music students learn to improve their jazz technique.
Improvisational Acting	In this class, students learn the art of improvisational acting.
Acting/Commercials and Audition Technique	In this class, students receive tips on auditioning and acting for commercials.
Acting for Film and Television Now 'On Camera'	In this class, students receive tips on acting and the entertainment industry.
The Writers Craft - Writing the Short Story	Students in this class discuss the basic elements of writing the short story. Topics covered include: action, reflection, dialogue, and description.
Adventures in Watercolor - Beginning	In this class designed for adults, students learn beginning-level watercolor skills.
Adventures in Watercolor II	In this class, students who have taken "Adventures in Watercolor - Beginning" continue covering different watercolor techniques.
Acrylic Painting - Intermediate	Students in this class learn intermediate-level acrylic skills. The class topics focus on detail, proportion and composition.
Life Drawing Workshop - Advanced	In this advanced class, students access live models and receive tips and guidance from an instructor in using various 2-D media.
Rough Sketch to Finished Drawing	In this class, students learn rough or rapid sketch techniques in order to develop a finished line drawing.
Calligraphy - Spenserian Script	In this class students study calligraphy techniques of Spenserian Script.
Calligraphy - Copperplate Script	In this class, students study calligraphy techniques of Copperplate Script.
Italic Script and Flourishing	In this class students study calligraphy techniques of Italic Script and Flourishing.
Calligraphy - Edward Johnston's Compressed Italics	In this class, students study calligraphy techniques of Edward Johnston's compressed Italic Script.
Calligraphy - Uncial, Carolingian and Foundational	In this class, students study calligraphy techniques of Uncial, Carolingian and Foundational Script.

GENERAL EDUCATION

COURSE NAME	DESCRIPTION
Raku Handbuilding Ceramics Workshop	In this class, students learn and practice Raku firing techniques.
Artist Survival Skills	In this class, students receive tips on getting their artwork shown. Topics covered include gallery contracts, magazines and publications, resume writing, press releases, and meeting publication deadlines.
How to Make Leaded Glass Windows	In this class, students are introduced to the basic steps and techniques in leaded glasswork while creating a personal design panel. Topics covered include cutting, color coordination, and assembly.
Calligraphy - Gothic Old English Textura	In this class, students study calligraphy techniques of Gothic Old English Textura Script.
Floral Art and Décor	In this class, students learn how to design floral arrangements for various occasions.
Ikebana	In this class, students learn Ikebana, the Japanese art of floral arranging.
Mosaics - Beginning	In this class, students learn the development and assembly of mosaic art using a variety of materials.
Mosaics - Intermediate	In this intermediate level class, students work on balancing the color, shape and movement of a mosaic piece. Mosaic shapes covered include curved shapes and circles.
Fused Glass Jewelry	In this class, students learn techniques of fused glass to create pendants and beads to create fused glass jewelry.
Precious Metal Clay - Beginner/Intermediate	In this beginning/intermediate class, students learn to create jewelry using precious metal clay.
Precious Metal Clay - Advanced	In this advanced class, students learn to create jewelry combining precious metal clay and various other media.
Knitting for Beginners	In this class, students learn basic knitting skills.
Digital Photography Basics I	In this class, students learn the essentials of digital camera basics.
Digital Photography Basics II - Visual Communication	In this class, students learn the essentials of visual communication through the digital photography medium.
Digital Photography Basics III - Focal Lengths to Filters	In this class, students explore the visual effects of various focal lengths and filters. Students also study how to use the various focal lengths and filters to create dramatic perspectives and enhance images.

GENERAL EDUCATION**COURSE NAME****DESCRIPTION****History Of Contemporary Photography**

In this class, students are introduced to important photographers from the early 20th century. A visit to local museums and galleries to see actual artworks is included.

Los Angeles and Film Noir

In this class, students are introduced to the celluloid of Film Noir in Los Angeles.

Cold Winter Nights: Night Photography

In this class, students are given an opportunity to shoot winter night photography.

Cool Spring Nights: Night Photography

In this class, students are given an opportunity to shoot spring night photography.

Picturing Forever: The Aesthetics of Portraiture

In this class, students are given an opportunity to shoot outdoor daytime portraits.

How to Write a Report or Term Paper

In this Kids on Campus class, children learn the steps to writing a report or term paper.

How to Write an Essay or Report

In this Kids on Campus class, children learn the steps to writing a report or essay.

Natural A's

In this Kids on Campus class, children learn to identify the type of learner they are, and apply this knowledge to studying and test taking techniques.

Reading Comprehension (Entering Grades 3-4)

In this Kids on Campus class, children learn to strengthen their comprehension and decoding skills.

Introduction to French

In this Kids on Campus class, children are introduced to the French language.

Introduction to Spanish

In this Kids on Campus class, children are introduced to the Spanish language.

American Sign Language

In this Kids on Campus class, children are introduced to American Sign Language.

Commercial Kids On Camera (6-12yrs.)

In this Kids on Campus class, children learn about the professional environment of the entertainment industry, and focus on commercial casting.

Show Kidz (4-6yrs)

In this Kids on Campus class, children learn the art of performance through singing, dancing and reciting children's stories, culminating in a last class performance for parents.

Show Stoppers

In this Kids on Campus class, children participate in individual and group vocal performance, culminating in a last class performance for parents.

GENERAL EDUCATION

COURSE NAME	DESCRIPTION
Introduction to Drum Set	In this Kids on Campus class, children and their parents learn to play the drums.
Piano For Fun (5-8 Yrs.)	In this Kids on Campus class, children are introduced to playing the piano in a group setting.
Piano Class for Teens (11-17 yrs)	In this Kids on Campus class, teens learn to play the piano in a group setting using the chord approach.
Beginning Violin	In this Kids on Campus class, children and their parents learn to play the violin.
Popular Guitar	In this Kids on Campus class, children and their parents learn to play the guitar.
Introduction to Blues Guitar	In this Kids on Campus class, children and their parents learn to play the guitar in the Blues style.
Destination Science Camp	In this Summer camp, children use critical thinking skills and science processing skills to learn science concepts through interactive projects.

LOS ANGELES SOUTHWEST COLLEGE**CIVIC**

COURSE NAME	DESCRIPTION
Customer Service Fundamentals	Become indispensable to any organization by understanding how to identify and meet customer needs.
Turning School Failure into School Success	Learn the newest and best ways to turn around negative, defiant, misbehaved, problem youth who seem unable to accept authority to function successfully in school. Learn how to stop problems as they occur or prevent the problems before they happen.
Twelve Steps to a Successful Job Search	A world-renowned author and career advisor shows you how to get the job you want quickly and easily, in any economy.
Listen to Your Heart, and Success Will Follow	Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents.
Loss, Bereavement and Grief	This class introduces techniques to "Resource Parents" to help children in out-of-home care grieve safely, and deal with separation, death, and loss of family and friends.
Maintaining Families Ties	This class focuses on Foster Care and Kinship Care, which has many facets: a loving family; adults who care; permanence and predictability; roots to strengthen one's attachment to life; an opportunity for each child to have a fair chance at life; ties that bind; community that cares and protects; maintaining connections; and an individual's birthright. Kinship is creating ever-expanding circles of connectedness.
Personal Rights of Foster Youth	The rights for youth in Foster Care vary by state. Learn the rights of youth in Foster Care across the country.
Strategies for Working with the Sexually Abused Child	This workshop will teach foster parents and human services workers how to deal with foster children who are victims of sexual abuse.
Substance Abuse	This course is an Informational course on alcohol and drug abuse as it affects children and parents.
Teen Pregnancy Prevention	This workshop is designed to inform youth of the dangers of unprotected sex. Participants will learn of various birth control methods, including abstinence. In addition, participants will learn of community resources that offer free and low cost contraceptives, STD, HIV/AIDS screening and pregnancy tests.
The Right To Be Angry	As a child grows up in the system, they are always told they do not have the right to be angry. This workshop will walk caregivers through the shoes of a child in pain.

COURSE NAME	DESCRIPTION
Through Their Eyes	This workshop examines foster care experience through eyes of its survivors. Participants will tell, identify and empathize many of the emotions that are prevalent throughout the foster care experiences.
Abandonment Issues	This class will assist caregivers with tools on how to lessen the feelings of pain and disconnection that a child experiences when growing up in an unstable environment.
Accessing Community Resources	Foster/Kinship Caregivers will be given information about resources that are available to assist their youth in life skills development. Caregivers will also be encouraged to access affordable and informative health care services throughout the community.
Behavior Modification: Addressing, Reducing and Eliminating Negative Behavior	This Workshop will provide caregivers with the effective tools needed for modifying negative behavior and reinforcing positive behavior with love.
Get Assertive!	Find out how you can stop others from intimidating you or treating you poorly.
Goodbye to Shy	Become more confident in social, professional, and romantic situations.
Using Discipline to Protect, Nurture and Meet Developmental Needs	This course teaches the age-appropriate, non-physical methods of disciplining children, in accordance with state policy, and the methods of teaching children appropriate behavior, while creating a supportive and accepting family environment. This course will teach how to help a child identify and build upon personal growth.

VOCATIONAL

COURSE NAME	DESCRIPTION
Real Estate Appraisal: A New Business/A New Career	Real estate sales may boom or bust, but appraisals are done every day. Here is an opportunity that can lead to a high- paying job or an independent profession, how to enter the field and advance to the higher professional level.
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.
How to Become a Certified Notary Loan Signing Agent	A Certified Loan Document Signing Agent is a Notary with expertise in signing and notarizing loan documents in the real estate/mortgage industry. If you already are a Notary, you are halfway there! The course includes the Loan Signing manual, Sample Loan Documents and Explanation sheets, job leads and Certification exam.

COURSE NAME	DESCRIPTION
Beginning Braille	Prepare for a rewarding career as a transcriber. Learn to write and read the language of the blind.
Become A Substitute Teacher :K-12 and Community College	Substitute teachers can earn up to \$150 per day! Learn basics for getting started as a substitute teacher and how to do this rewarding job effectively.
Resume Writing Workshop	Discover the secret to transforming your tired, boring resume into a powerful tool that will get you interviews.
Become A Veterinary Assistant	Practicing veterinarian prepares you to work in a veterinary office or hospital.
Screenwriting Warriors: Basic Training	Learn to write a script quickly and well at a professional level ready to be marketed as quickly as possible.
Pitching Your Film/TV Project	If you have chance to tell someone about your idea or script, there is only one way to do it well, but many ways to not sell. If you want to develop a bulletproof presentation (as well as elephant hide), come learn the right way to pitch your project, get people interested in you, and make a deal instead of a mess.
Marketing/Promotional/Financial Management	This very special workshop has been designed especially for professionals in the financial services sector. You will understand how marketing can be applied in the greatest of all markets, and then take that fundamental knowledge to build your career as well as professional reputation.
CBEST Preparation Workshop	If you are interested in teaching at the K-12 level, passing the California Basic Education Skills Test (CBEST) can get you in the door. This workshop will cover the same math, reading and writing skills that appear on the CBEST. A Practice Assessment, CBEST math and reading comprehension tests will be given.
Computerized Medical Insurance Billing (A Home Study Course)	Learn how to set up a medical practice using your own computer. This course must be completed within two weeks. Prerequisite— Experience as a Medical Billing or completion of previous classes.
G.E.D. Preparation Workshop	This 10-week workshop will prepare you for all five G.E.D. subject areas. Two weeks will be devoted to each subject: Language Arts, Writing Language Arts Reading, Social Studies, Science and Mathematics. Practice exams will be given. Class enrollment is ongoing.
Get Paid to Travel	Learn everything you need to start your new and exciting career as a professional tour director.
Grant Writing	Participants will be introduced to relevant information for a successful grant proposal. You will learn how funding is announced, how applications are judged, and how to construct each element of a winning proposal.

COURSE NAME	DESCRIPTION
Introduction to Medical Insurance Billing	Learn medical billing techniques and how to follow up and collect on billed claims.
Legal Nurse Consulting	Begin a new career by helping attorneys understand and resolve medical cases and claims.
Medical Insurance Billing II	This workshop is for those students who have completed the Introduction to Medical Insurance Billing course or students who are already Billers and want to further their knowledge in medical billing. Prerequisite: Experience as a Medical Biller or Certificate of Attendance from Introduction to Medical Insurance Billing.
Real Estate Investing	Build and protect your wealth by investing in real estate.
Workers' Compensation and Personal Injury	Learn how to bill California Workers' Compensation and Personal Injury cases. Prerequisite: Experience as a Medical Biller or Certificate of Completion from Introduction to Medical Insurance Billing and Medical Insurance Billing II.
Writing for a Magazine	Start your writing career quickly and easily with submissions to magazines. Learn whom to approach, what they are looking for, how to approach them and the scams to avoid. Part-time writing can lead to a full-time career, artistic satisfaction and the pride of seeing your name in print.
Professional Sales Skills	Discover how to begin a successful and rewarding career in sales.
Writing Effective Grant Proposal	Learn to prepare grant proposals that get solid results for your favorite organization or charity.
Becoming a Grant Writing Consultant	Increase your income while working from home by starting a grant writing consulting business.
High Powered Communication	Master the five critical factors of highly effective communication used by all skilled communicators.
Individual Excellence: Secrets of Career Success	Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity.
Leadership	Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.
Preserving Your Family History	Learn how to plan, implement, document and preserve your family's history with written, visual, audible and documentation tools. Please note this class is not a genealogy presentation. You will learn how to make your family tree come alive for generations to come.

LITERACY

COURSE NAME	DESCRIPTION
Grammar for ESL	If English is your second language, this course will teach you the principles you will need to succeed.
Speed Spanish	Learn six easy recipes to glue Spanish words together into sentences, and you will be speaking Spanish in no time.
Homework Club: Tutoring	Could you use some extra help with your homework? Well, join our homework club. Tutoring is available four (4) hours each session, depending on students' need. Enrollment for this service is ongoing.
Merrill Ream Speed Reading	Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension.

HEALTH

COURSE NAME	DESCRIPTION
Exercise and Movement through Dance for Seniors	This safe, enjoyable and easy-to-do fitness program is designed specifically for seniors. You move at your own pace, to beautiful music, as you participate in the "More Than Stretch" class. It is fitness for the whole body.
First Aid	Upon completion of this one-day workshop, you will be certified for three (3) years in standard first aid by the American Red Cross. First aid covers sudden illness, fractures, bleeding, shock, stroke, and others.
Ballroom Dance	Bring romance into your life and learn to dance. Ballroom dancing for all ages. Learn the latest styles and techniques of modern ballroom and Latin dancing of today, and meet new friends at the same time. You will have lots of fun learning such dances, as the fox trot, waltz, tango, swing/jive, cha-cha, and more.
Belly Dancing	The art of Belly Dance has been passed from mother to daughter and woman to woman for a thousand generations, and is the ultimate activity for developing fitness, grace, timing and self-esteem. Expand your creative freedom in a safe, supportive and Fun way.
CPR	Upon completion of this one-day workshop, you will be Certified for one (1) year in community CPR by the American Red Cross, Community CPR covers adult, child and infant in CPR rescue breathing, obstructed airway and more.
Hip-Hop and Jazzercise	This class is structured around hip-hop and jazz styled. Choreography with combination of club and pop style dancing.

COURSE NAME	DESCRIPTION
Holistic Health Seminar: The 10 Common Health Questions Answered A - Z	Holistic Approaches to the following: AIDS, Blood Pressure, Cancer, Diabetes, Fibroids, Gallstones, Kidney Ailments, Liver Ailments, Prostate Health, Weight Loss.
Introduction to Diving	Learning to dive can be straightforward and after just a few days of training, you will be able to dive in the open water.
Lap Swim	Get into shape physically and aerobically through lap swimming. Must be able to swim 25-yards non-stop.
Salsa and Cha Cha	Let us take you to the rhythmic and tropical dances of South America, and introduce you to the styles and techniques of the salsa, cha-cha, mambo, etc. You will feel that you are part of the jovial spirit of the Latinos, who savor the love of their music. You do not have to have a partner to attend the workshop.
Senior Swim Day	A beginner swimming program for the elderly is designed to help them improve flexibility, cardiovascular efficiency, and psychological well-being and to minimize the effects of biological aging.
Swimming for Fun	Being able to swim is a highly valuable skill to have. In addition, it is a fun and enjoyable sport, a great form of gentle exercise.
Tai Chi	Tai Chi is an ancient Chinese discipline for health, relaxation, meditation, and self-defense. Its circular movements are based on a profound, practical philosophy useful in daily life. It creates a sense of well-being and reduces stress, while improving balance, coordination and flexibility. Wear loose comfortable clothes and flat shoes.
Yoga	Release all of the tension in your body and mind. Increase your flexibility, decrease your stress and watch your body respond as it slims and trims down. Give yourself an hour vacation once a week. You deserve it, you certainly do! You will be refreshed, rejuvenated and recharged.

HOMEMAKING

COURSE NAME	DESCRIPTION
Candles Arrangements	An easy-to-do project that will turn out so fabulous you will get rave reviews and all of your friends and family will want one! This project takes "Birthday Candles" to a whole new meaning! Kids and adults will love them!
Floral Art Decoration	Learn how to make sophisticated beautiful, fresh flower arrangements for those special occasions. This hands-on workshop allows you to make your own masterpieces and express your own artistic abilities.
Gift Basket Making	Learn how to assemble the perfect gift basket every time.

COURSE NAME	DESCRIPTION
Scrap Booking	Whether you like traditional scrap booking with albums, photos, papers, stickers and cutting tools; speedy albums with slip pockets and pre-cut, printed papers; digital photo books created with a computer and a mouse, or custom framing your favorite works of art, we help you celebrate your memories.
Holiday Wreath and Ornaments	This class puts you in the holiday spirit. Learn to create gorgeous wreath brimming with pinecones, ribbons, and ornaments as gifts or as special gift toppers.

TECHNICAL

COURSE NAME	DESCRIPTION
Theme Park Engineering	Get a behind-the-scenes look at your favorite parks from the person who engineers their top attractions.
101 Tips and Tricks for the iMac and Macintosh	An experienced instructor shows you how to become a more productive Mac user.
A to Z Grant Writing	Learn how to research and develop relationships with potential funding sources, organize grant-writing campaigns, and prepare proposals.
Accounting Fundamentals	Gain a marketable new skill by learning the basics of double entry bookkeeping, financial reporting and more.
Administrative Assistant Fundamentals	Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries.
Advanced Grant Proposal Writing	Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected.
Advanced Microsoft Word	Learn how to create and use macros, shortcuts, form letters, mailing labels, queries, and more.
Digital Photography	Develop skills and techniques for creating basic digital illustration for a variety of design applications.
Fundamentals of Technical Writing	Learn the skills you need to succeed in the well-paying field of technical writing.
Get Grants!	Learn how to develop successful, fundable grants from experts in the field.
Intermediate Microsoft Access	Learn to solve real-world business problems with Access.
Intermediate Microsoft Excel	Work faster and more productively with Excel's most powerful tools.
Intermediate Microsoft Word	Take advantage of Word's publishing capabilities to create eye-catching documents.

COURSE NAME	DESCRIPTION
Introduction to Microsoft Access	Store, locate, print, and automate access to all types of information
Introduction to Microsoft Excel	Discover the secrets to setting up fully formatted worksheets quickly and efficiently.
Introduction to Microsoft Outlook	Communicate and manage information better and faster.
Introduction to Microsoft Publisher	Create brochures, newsletters, and Web sites with ease.
Introduction to Microsoft Word	Learn how to create and modify documents with the world's most popular word processor.
Introduction to Nonprofit Management	Develop the skills and strategies you need to become an integral part of one of the fastest growing service sectors.
Introduction to Outlook Express	Learn to create, send, receive, and organize e-mail and newsgroup messages using the popular Outlook Express e-mail program.
Introduction to Windows XP	Learn how Windows XP makes it easy to work with text, pictures, audio, video, and more.
Introduction to PC Security	What you do not know can really hurt you. Learn what you can do to protect yourself.
Introduction to PowerPoint	Build impressive slide presentations filled with text, images, video, audio, charts, and more.
Introduction to the Game Industry	Leading game designer prepares you for a career in game development, design, and production.
Introduction to the Internet	Master the ins and outs of the Internet with this informative behind-the-scenes look.
Keyboarding	Use the computer program Fast Type for Windows to learn the basic skills of touch-typing.
Life Skills Development	Participants will learn of programs that can assist them in preparing their youth in becoming healthy, productive citizens. By the end of this session, caregivers will have a better understanding of successful strategies to improve the quality of life for the youth in their care.
Videography	Refers to the process of capturing moving images on electronic media (e.g., videotape, hard disk, or solid-state storage, streaming media). The term includes methods of electronic production and post-production. It is the equivalent of cinematography, but with images recorded on electronic media instead of film stock. The videography market has grown to include distribution as well as production. With this growth has come market segmentation, based on the application: event video, corporate video, broadcast video, etc.

COURSE NAME	DESCRIPTION
Notary Public Seminar	Learn how to earn extra income and build a small business of your own by considering becoming a Loan Document Signing Agent, or a Notary Public. Renew your Commission. The Training Seminar is designed to equip the participant with the knowledge to be a "proficient" Notary and "Pass the State Exam"!
Paralegal Certificate Program 1	Prepare for a career as a paralegal by learning terminology, processes, and other basics (course 1 of 6).
Research Methods for Writers	Learn the most efficient and effective methods to conduct research for any writing project.
Teamwork	Learn how to partner with birth parents, social workers, therapist, teachers, and others. To maximize your child's academic, as well as social and personal development.
Working With Your Macintosh	Your Macintosh comes out of the box with everything you could ever need in a computer. This course will show you how to use it all.

GENERAL EDUCATION

COURSE NAME	DESCRIPTION
GRE Preparation - Part 1	Discover powerful strategies for success in the verbal and analytical sections of the GRE.
GRE Preparation - Part 2	Learn a variety of useful techniques for tackling the math section of the GRE.
LSAT Preparation - Part 1	Learn about law school entrance procedures, develop analytical reasoning skills, and improve your test-taking skills.
LSAT Preparation - Part 2	Improve your logical reasoning and reading comprehension skills; discover proven approaches for selecting correct exam answers.
SAT Preparation	Tutorial classes are offered here at Southwest College. SAT preparation services will continue throughout the time that students are enrolled in the program.
Beginning Conversational French	Discover how easy it can be to learn common words and phrases for both leisure and business.

LOS ANGELES VALLEY COLLEGE**VOCATIONAL**

COURSE NAME	DESCRIPTION
Business of Bartending	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. Additionally, this course will teach you how to start your own bartending service and alternative ways to make money in the beverage industry.
Become A California State Notary Public	This class will provide new or previously commissioned Notaries with education and skills needed to pass the state proctored examination, detect fraud and become successful in a new career. Class ends with the State Notary Public Exam. A certificate of completion will be issued.
EKG Technician Certification Program	This comprehensive 50 hour EKG Technician Certification Program prepares students to function as EKG Technicians and to take the American Society of Phlebotomy Technician (ASPT) - Electrocardiograph (EKG) Technician exam in addition to other National Certification Exams.
How to Become a Mystery Shopper and Other Fun Ways To Make Dollars	Mystery shopping is a splendid way to earn extra money and have fun at the same time! Shoppers receive assignments from companies that do business evaluations. This class will provide you with all the information you need to know so that you can become a mystery shopper including how to get into the Shoppers Network, how to avoid scams and more!
How To Promote Your Business On The Internet	Learn how to generate more business, keep your customers coming back, and build a brand name for your small or home based business on the Internet. Learn the tricks and techniques to successfully promote your business on the Web in this exciting course.
How To Start Your Own App Business	In this class, you will learn step-by-step how to take your app idea from concept to the store/marketplace and turn it into income!
Medical Insurance Billing	Learn the responsibilities of a medical insurance specialist, the life cycle of an insurance claim, and the various templates for billing commercial insurance. Prerequisite: Medical Terminology and ICD9-CM/CPT-HCPCS Coding
Medical Insurance Coding	Students will learn the different rules in coding diseases in order to meet the requirements for hospital medical records coding by effectively learning to use the updated codes. Those same codes are used for billing insurance companies in order to get the best reimbursement. This course is a prerequisite for Medical Insurance Billing and Procedures.

COURSE NAME	DESCRIPTION
Physical Therapy Aide	This Physical Therapy Aide course will teach the basic skills and knowledge needed to gain employment as Physical Therapy Aides. Upon completion of this program, students will be able to qualify to work as entry-level Physical Therapy Aides in a variety of rehabilitative settings. Upon successful completion of this class, students will receive a "certificate".

HEALTH

COURSE NAME	DESCRIPTION
CPR	American Red Cross training and certification in CPR.
Earthquake Preparedness	In this class, we will discuss what to do during and after an earthquake; preparation of your evacuation and communication plans; and how to assemble an emergency supply kit.
First Aid	Emergency first aid training for the layperson to administer to adults, infants and children as recommended by the American Red Cross. Prepares individuals to help themselves and others in a health emergency. Course concludes with an exam. If you pass the exam and wish to have a certificate (to be mailed later), the cost is \$15.00 payable to the instructor at class. For ages 18 and above.
Holistic Health and Acupressure	This class will focus on self and couple acupressure massage and specific points to use for common problems such as: lack of energy and mental clarity, low back pain, neck and shoulder pain, etc. (No partner necessary for class but we will be practicing the neck release on each other in class) Please bring a small hand mirror and water soluble marker to class.

GENERAL EDUCATION

COURSE NAME	DESCRIPTION
2 Day Film School	This intensive weekend filmmaking crash course will give step-by-step instructions on directing and shooting a film, and marketing your finished project on a budget.
Accent Reduction For Actors	This class is designed to assist actors whose first language/accents is not American English in "pulling off" a standard American Accent. The class will help actors to master the clear, neutral speech that is required for most roles. This class is also helpful for American actors looking to reduce their regional accent

COURSE NAME	DESCRIPTION
Acting For Film and TV	A detailed overview of acting and the industry. This exciting class has something for everyone. For fun, personal development, career enhancement or to jump-start an acting career. You'll be working every week on exercises, improvisations and scripts. This class has been a launching pad for many successful careers.
Adult Gymnastics (Beginners)	Beginner gymnastics and tumbling with emphasis on Flexibility, Balance, Conditioning, and Strength. Athletes will learn to tumble and more. Fun, fun, fun. Open to age 16 and up. Fees Due the 1st of the month.
Adult Lap Swim Instruction- (Beginner -Advanced)	Instructed lap swim for beginner - advanced level adults. Tryout required.
Advanced Gymnastics (Adults, Teens)	Advanced gymnastics training. Skills covered include all Olympic Events. Tryout required. Call Coach Johnson at 661-268-2666 to arrange for a tryout.
All Abs and Healthy Stretch Combo Class	If you're looking for a combination of a true abdominals workout and some health stretching this is it! You will learn the safe way to utilize "passive" stretching techniques as a replacement for "assisted" stretching.
Aqua Fit	A combination of water aerobics, swimming, and more for a varied, challenging, and fun workout. If you want to get back into shape, keep yourself in shape, or are just looking for something different, then this is the class for you.
Aquatics Pre Team	Intermediate to advanced swimmer looking to improve technique, endurance, and efficiency in the water. Participants will learn all skills necessary for competitive swimming. Ages 6 and older. Tryout Required.
Ballet/Jazz	We are offering a new exciting concept by combining our Ballet and Jazz dance classes. Half of the session will be devoted to classical ballet and the other half of the class will focus on jazz dances. This course opens up a whole new world of graceful movements and self-expression, which will enhance your self-image, and provide you with excellent low-impact exercise.
Ballroom Dance (Beginner)	Imagine being the image of confidence, grace and style on the dance floor! You will learn the latest styles and techniques of modern ballroom and Latin dancing, including the foxtrot, waltz, tango, swing, cha-cha, rumba and more.
Beginning Guitar	An introduction to the guitar for the complete beginner. Focus on the practical approach to modern guitar, hand positions and posture along with the guitar chord system, the basic chord progressions, and the first major scale pattern.

COURSE NAME	DESCRIPTION
Blogging For Fun and Profit	Learn what a Blog is, where to find them, and how to get one free. Find out how you can share your ideas, pictures, video with family, friends, organizations, and customers. Make money with your Blog by selling Google ads and other ways to profit if you have something to show or say to the world! Find out how to set up private Blogs for family and friends. For business owners, learn how to use Blogs to get and keep customers!
Bollywood Dance	Inspired by the Indian cinema, Bollywood dance is a fusion of classical and folk Indian dance. This class will introduce you to the fundamental steps, techniques and styles of Bollywood dance.
Chinese Mandarin for Everyone	Learn everyday Chinese/Mandarin through speaking, reading and writing with simple sentences. Class will focus on commonly used expressions needed in business, travel and everyday life. Guidance on developing reading and writing skills will be made available. This class is open to complete beginners. Students that enroll in and complete both beginning and intermediate levels of this class will receive a certificate of completion.
Comedy Improv	Jump into the lively world of Comedy Improvisation! You will be joining an ongoing group of new and continuing actors for a four-week experience of improvisational games and tons of laughter. This is a no stress and relaxed way to build confidence and learn to think on your feet. Come give it a try! If you like it, you can "re-up" for an additional 4 weeks.
Conditioning Thru Gymnastics	This class for boys and girls ages 5-14 is geared towards increasing body strength, stamina and self-confidence.
Conversational Russian	This class focuses on speaking Russian. However, you will also develop some basic reading and writing skills in this highly interactive class that will help you to speak, read, and write in completed sentences, have face-to-face conversations, and conduct business in Russian.
Conversational Spanish	Emphasis is on the basic pronunciation, expressions and grammar needed for conversation abroad or in the U.S.
Dialect Training For Actors	All actors are looking to expand their range. Nothing does that better than learning a new accent! In this course, students will learn several of the following accents: French, British, German, American Southern, New York, Russian, Irish, Scottish, Japanese, and Arabic. Instruction drills and improvisations will help you develop a seemingly magical array of dialects.
Drum Set and Percussion (Beginner)	This course will cover all of the basics of drumming including grip and stroke, rhythm reading, beats, fills, rudiments and more! After this class, you will be able to play drums in a band or continue your studies to become a professional drummer.

COURSE NAME	DESCRIPTION
Effortless Freestyle for Triathletes	This is an off-season swimming program for tri athletes using the Total Immersion teaching methods. This class will focus on freestyle swimming techniques and long-distance swimming.
Estate Planning for Everyone	This class will show students how to preserve and manage their assets and then transfer to loved ones after they pass away. Topics will include how to properly receive an inheritance as well as how to properly give an inheritance, strategies to avoid expensive delays and more
Excel 2010	This course covers the basic spreadsheet skills. Students will learn how to start Excel, create worksheets for a working business environment, get help, manipulate worksheet and files, and work with charts. Prerequisite: Working knowledge of keyboard and Windows.
Fencing Lessons	Learn how to fence! All types of swords (epee, foil and saber) are used in this class.
Getting A Publisher To Say Yes	In this class, you will learn all you need to know about creating a solid book proposal (which includes writing a synopsis) and writing an effective query letter. Lots of handouts provide you with the tools to take home and keep for future reference.
Golf	Instruction in the following: 1. Basic rules of golf and etiquette 2. Grip, stance, set-up and posture 3. Techniques on short game, chipping, pitching and putting.
Golf Intermediate	All Three classes will meet at The Van Nuys Golf Center.
Gothic Textura (Calligraphy)	Gothic lettering (also known as "blackletter" or "Olde English") is one of the most beautiful styles of the medieval period. This class will teach how to choose and use the correct calligraphy tools, the structure and spacing of the alphabet, both upper- and lower-case letters.
Group Tennis Lessons (Beginner – Advanced)	Tennis lessons for adults. Four (4) levels: Beginner, Advanced Beginner, Intermediate, and Advanced.
Group Tennis Lessons Children	Tennis lessons for kids ages 6-16. No previous experience in playing or lessons.
Gymnastics Clinics	The Community Services Department at L.A. Valley College offers a variety of gymnastics programs for all ages and abilities. Classes emphasize motor development and kinesthetic awareness.
Gymnastics (Intermediate)	Intermediate gymnastics, ages 4 and up.
Gymnastics Pre Team	Knowledge of gymnastics basics in all four events (Floor, Vault, Balance Beam, and Uneven Bars) is required. Participants will be asked to audition for instructor prior to acceptance. This is a competitive program. Please call 818.406.7144 to arrange for an audition.

COURSE NAME	DESCRIPTION
Hebrew Calligraphy	This course will explore the beauty of the Hebrew Alef-bet and emphasize the calligraphic aspects of Hebrew. Participants will learn the basic alphabet, and techniques to create a font that is uniquely their own.
H.I.T. (High Intense Training)	Knowledge of gymnastics basics is required. Will be asked to audition for coach prior to acceptance. This is a developmental program involving limited exhibitions. (Non-Competitive)
Harmonica (Blues)	This class will get you "jamming" the blues immediately! Emphasis will be on playing and having fun as you are introduced to many of the tricks and techniques that will enable you to make the harmonica cry, laugh, wail or scream.
Hatha Yoga	Learn to let go of stress through yoga.
Healthy Harmonica	Breathing is our foundation when playing the harmonica. We will take the simplest of pop, folk, and blues melodies and invigorate them with simple, but powerful techniques to make any song deeply expressive.
Hot Shots Gymnastics	Gymnastic classes for girls ages 5-10. By audition only. Please call 818-947-2513 to arrange an audition.
Improving Your PC's Performance	This class teaches PC owners and users in easy to understand language for non-technical users how to: Clean out unneeded software. Keep your PC free of infection. Organize your PC so it finds data faster. Customize your PC to save you unnecessary and wasted steps. Determine if it's time to upgrade hardware
Interior Design	This course will introduce you to specialized field where you will learn real skills from a design professional. This six-week course provides an initial study and overview of the process of designing and decorating your home or office.
i-Phones, i-Pads, and I'm Lost!	In this entertaining class, you will learn how to set up your iPhone® and/or iPad® for email, texting, Wi-Fi networks, and Bluetooth and how to best sync with your computer using iTunes®. You also will discover how to take terrific photos and send them to friends, install apps, etc.
Karate	Achieve excellence in physical and mental conditioning, improve self-confidence and self-discipline. Learn to defend yourself by mastering self-defense techniques. Men and women, age 17 and up welcome.
Line Dance	If you want to learn Country Western Line Dancing, this is the class for you. Simple, slow to moderately paced line dances will be taught in a relaxed, pleasant atmosphere. Come have fun with us. No partners required. Previous CW dance experience required for Level II.
Look Who's Under The Hood	You will learn how to change a tire, have a hands-on session under the hood and learn basic vocabulary in order to communicate clearly with your mechanic.

COURSE NAME	DESCRIPTION
Master Your Investments	Learn how to invest intelligently and profitably so that you may secure your financial future through this entertaining and informative workshop. Focus will be on investment strategies and products that can maximize your investment returns, lower your taxes, and minimize your risk. This workshop is a must if you invest, or are thinking of investing in an IRA, insurance, stocks, bonds, or mutual funds.
Microsoft Office 2010	This workshop is designed to introduce you to Microsoft Word, Excel, Access and PowerPoint. Prerequisite: Windows 98, 2000, ME, or XP and keyboard skills.
Middle Eastern Dance	No dance has ever exerted a more powerful fascination than Middle Eastern Belly Dancing. You will develop grace, poise, and confidence while learning the most exotic and eloquent of all dances. Basic technique and choreography, rhythms, veil, and finger cymbals are all part of this exciting class. Getting in shape was never so much fun!
Mighty Boys	All mighty Boys gymnastics classes consist of learning techniques on the rings, bars, floor, vault and tumbling track. Class will be taught with discipline and integrity to show the progress of each student.
Oil Painting	Beginners and continuing - 14 years old to adult, are welcome to this hands-on class. Especially helpful to those who have been discouraged in their artistic efforts and even those who feel that they have "no talent". Discover a new spirituality through drawing and color. Whether this is your first opportunity to explore the world of art, or you are already into it and want some guidance and new direction, this class is for you.
Photography	In this class you will learn skills needed to master control of your 35mm single lens reflex (SLR) camera, film or digital, and get predictable, consistent results, with step-by-step instructions.
Professional On Camera Hosting	This class will teach you what you need to know to get a job as an on-camera host; how to audition, injecting your personality into the work and more.
Parent and Me	This is a class for parents to work with their children on water safety and the fundamentals of swimming. Parent must be in the water; child must be toilet trained and wear a swim diaper.
Pitching Your Film and TV Projects	If you have a chance to tell someone about your idea or script, there is only one way to do it well, but many ways to not sell. If you want to develop a bulletproof presentation (as well as elephant hide), come learn the right way to pitch your project, get people interested in you, and make a deal instead of a mess.
Polynesian Dance	Learn the exotic and eloquent dances of the Pacific Islands. You will develop poise and confidence, while getting in shape for those summer luaus.

COURSE NAME	DESCRIPTION
Private Swim Lessons	These 25-minute, once a week lessons offer one-on-one instruction to the beginning adult swimmer.
Retirement Planning Today	In straightforward language, this class will explain time-tested strategies that help you 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.
Salsa, Merengue and Bachata - Beginning	Here's a chance to learn beginning levels and basic steps in the exciting Latin rhythms of merengue and salsa bringing you the tantalizing world of salsa dance. No age limit. Partner not required.
Screenwriting Warriors	Learn to write a script quickly and well at a professional level ready to be marketed as quickly as possible.
Self-Discovery with Art and Creativity: I Am a French Fold Book	Explore personal strengths and values with shared storytelling exercises and creative art techniques! You will learn simple and fun art techniques, while discovering your core strengths and values to create a fantastic, yet simple 3-dimensional French fold book.
Self-Discovery with Art and Creativity: Personal Values Mail Art	Explore personal values of meaning with self-discovery exercises and creative art techniques! You will learn simple and fun art techniques, while discovering your personal values to create colorful and meaningful mixed media mail art postcard.
Shallow Water Aerobics	This class is for anyone that wants to improve strength, flexibility and cardiovascular endurance with minimal impact and stress on joints and bones. Beginner to intermediate levels.
Small Group Swim Lessons	These flexibly scheduled, 45-minute, twice a week, small group swim lessons, are for children of all swimming ability. Learn to swim or get better at swimming with friends. Children must be at least 5 years old and toilet trained. For ages 5 to 15.
Soap Making Workshop	Learn to create different kinds of soaps while learning how to layer colors, use molds, and add fragrances, herbs and toys. Express your creativity and join the fun!
Speak Like a Pro	In this class, you will learn to compose and deliver your speech, and be able to do so without a script—and without having to memorize! This class will teach you techniques that will make you feel relaxed and prepared. Excellent for anyone called upon to speak in public: writers, managers, volunteers
Splash Club	A great class for children who know the fundamentals of swimming and want to learn all of the competitive strokes, increase their endurance, and have fun. Children must be water safe and be able to swim one length of pool. Ages 6 - 14.

COURSE NAME	DESCRIPTION
Tap Dance	Tap your way into new dance style, and give your lower body a great workout. You will learn to perform all the basic steps including shuffles, flaps and ball changes as you learn the control of tap sounds, and interpret simple combinations to music. Develop confidence, coordination and poise.
Tone and Stretch	This is an intense class focusing on toning the upper and lower body. Resistant bands and your own body weight are used to sculpt the shoulders, arms, chest, hips and legs. This class is nonstop, non-impact, with special attention given to proper skeletal alignment, increasing flexibility and strengthening body connective tissue.
Total Body Workout and Stretch	This is a no-nonsense class designed to correctly flatten and strengthen the abdominal area plus other problem areas. A combination of dance and Yoga stretches and Pilates mat work are included to streamline the entire body. New innovative movements for both men and women create an enjoyable exercise session.

WEST LOS ANGELES COLLEGE**VOCATIONAL**

COURSE NAME	DESCRIPTION
A to Z Grant Writing	Learn how to research and develop relationships with potential funding sources, organize grant-writing campaigns, and prepare proposals.
ACE Personal Trainer Certification Prep	Prepare for the ACE Personal Trainer Certification through lecture and hands-on training techniques.
Acute Care Nurse (Extended CNA)	Learn the skills and techniques for being an Acute Care CNA.
Administrative Assistant Fundamentals	Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries.
Advanced Eye Shadow Techniques	Makeup artists increase their repertoire by learning advanced eye shadow techniques like the cat eye, ombre, and edgy high fashion.
Advanced Grant Proposal Writing	Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected.
Advanced Makeup Artistry	Learn additional techniques of makeup artistry.
Advanced Pharmacy Technician Certificate Program	Designed for registered Pharmacy Technicians, this advanced program covers inpatient pharmacy services and sterile products and prepares you to work in all pharmacy settings.
Advanced Pharmacy Technician Certificate Program FREE Orientation	Come to this free orientation and learn all about our Advanced Pharmacy Technician program.
An Introduction to Teaching ESL/EFL	Learn how to be an effective English language teacher from an expert in the field.
Auto Wholesaling	Make money buying, selling or exporting wholesale cars—all from home!
Basic Beauty Makeup Certificate	Get the training you need to become a working makeup artist.
Be Heard And Not Seen: How To Do Voice Overs	Learn how a career as a voice over artist can be creative and lucrative.
Be Your Own CFO	Entrepreneurs learn about business finances and how run a business “by the numbers.”
Become A Notary Public	Gain the knowledge and learn the duties of becoming a Notary Public.
Become a Physical Therapy Aide	Prepare for a rewarding career as a valued member of the physical therapy team.
Become a Veterinary Assistant	Practicing veterinarian prepares you to work in a veterinary office or hospital.

COURSE NAME	DESCRIPTION
Become a Veterinary Assistant II: Canine Reproduction	Practicing veterinarian teaches you to manage the entire canine breeding cycle, from assessing the health of parents to puppy care.
Become a Veterinary Assistant III: Practical Skills	Learn the practical skills needed to be a valuable veterinary assistant or educated pet owner.
Become A Wedding and Special Event Planner	Learn event planning skills and techniques for working on weddings and other special events.
Become an Optical Assistant	Learn what it takes to become an optical assistant and discover why it is one of today's most popular and fascinating career opportunities.
Becoming a Grant Writing Consultant	Increase your income while working from home by starting a grant writing consulting business.
Body Systems and Terminology for Coders and Billers	Knowing the terminology and the body systems is the foundation for understanding how to do medical coding and billing.
Bookkeeping: Balance Sheet Preparation	Learn how to use the balance sheet to determine the make-up of assets, liabilities and equities.
Bookkeeping: General Ledger Posting	Learn the fundamentals of bookkeeping by recording and posting information to a general ledger.
Bookkeeping: Income Statement Preparation	Learn to prepare income statements for a business and do analysis.
C-BEST Preparation	Prepare for the C-BEST exam and learn the techniques to be successful.
Clinical Dental Hygiene for WLAC DH Graduates	Graduates of West's Dental Hygiene program continue to get clinical experience.
Computerized Medical Billing	Learn how to complete medical billing information on the computer.
CPR for Dental Hygiene Students and Healthcare Providers	Learn critical CPR skills necessary for all healthcare workers.
CPT/HCPCS Coding	Get an introduction to CPT (procedural) descriptive terms and identifying codes.
Creating K-12 Learning Materials	Increase student performance and earn extra income by converting your ideas for instructional aides into reality.
Creating the Inclusive Classroom: Strategies for Success	In this professional development course for teachers, you'll get the training you need to reach the diverse mix of students you face every day--learning proven strategies that turn diversity into opportunity.
Current Topics in Coding and Billing	We will cover two to three of the latest topics in coding and billing.

COURSE NAME	DESCRIPTION
Customized Topics in Coding and Billing	We will cover two to three of the coding and billing topics that are most relevant to the current cohort, including guest speakers from industry.
Dental Hygiene Local Anesthesia Workshop	A workshop teaches about local anesthesia, taught by West's Dental Hygiene faculty.
Differentiated Instruction in the Classroom	Improve your ability to teach diverse learners with real-world examples from elementary, middle, and high school classrooms.
Differentiating K-12 Assessments	Learn effective strategies for differentiating your assessments and empowering every student in your class to succeed.
Earn Great Money Teaching Over 50" Fitness"	Find your niche in this profitable business and start working where you can earn great money, help others stay healthy, and have fun!
Explore a Career in a Dental Office	Discover the wide range of dental office careers open to you, master basic dental anatomy and terminology, and learn how dental professionals create healthy smiles.
Explore a Career in Medical Transcription	Learn how to transcribe the medical reports most often used in healthcare today.
Final Exam for the Medical Coding and Billing Certificate	Discover how much you learned and apply this knowledge with an assessment that mimics common employment exams and allows those who pass to earn our program certificate.
FREE Basic Beauty Makeup Artistry Orientation	Find out what the Westside Extension Makeup Artistry program is all about in this free orientation.
FREE Medical Coding and Billing Orientation	Come to this free orientation and learn all about the profession of medical coding and billing.
Fundamentals of Project Management	Learn the fundamentals of project management.
Get Grants!	Learn how to develop successful, fundable grants from experts in the field.
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.
Hair Braiding	Learn some basic braids like the cornrow and fishtail, and practice doing them on a full-sized mannequin head.
Health Insurance and Managed Care	This course covers the basics of qualifying for the major public and private players in health insurance and managed care.
Homeowner Association Law and Management	If you are a Board member or a professional who deals with condominiums, stock co-ops, or planned developments—or own property in an HOA—you need to understand the relevant laws and procedures to manage legally and effectively.

COURSE NAME	DESCRIPTION
Hospital Billing	Evaluate the CMS-1450 billing form and the collection process by understanding payer guidelines, federal requirements, CMS and hospital revenue.
How To Become A Professional Organizer	If you like to organize, discover how to turn that into a business.
How to Find a Publisher for Your Children's Book	Finding a publisher for your children's book is easier if you know the best way to approach it.
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 are earning as a writer, you will find the how-to's here.
ICD Coding	Learn about diagnosis coding related to reimbursement.
Introduction to LinkedIn Career Networking	Learn how to use LinkedIn, the free and popular job search and career development tool, to expand your professional network and find the job of your dreams.
Introduction to Fashion Design	Learn the basics of fashion design, as well as how to enter and succeed in the industry.
Introduction to Internet Writing Markets	A professional writer shows you how to make money writing on the Internet.
JBCN Casting Director Workshop	Learn to develop your craft and art while establishing relationships with the industry's top casting directors and associates.
Make Money As A Secret Shopper (also Mystery Shopper)	Learn how mystery shopping works, what reporting forms are used, how to get started and more.
Managing Customer Service	Become indispensable to any organization by understanding how to identify and meet customer needs.
Medical Billing 1	Learn the medical billing techniques, and follow up to collecting on billed claims.
Medical Billing 2	This course covers billing forms in-depth, including entering charges, modifiers, posting payments, appealing denials, and minimizing receivables.
Medical Billing 3	In this hands-on computer class, apply what you've learned to exercises in electronic medical claims and become familiar with computerized billing software.
Medical Coding 2	Get acquainted with medical chart analysis and HIM chart abstracting.
Medical Math	Master the math skills you need to succeed in the medical field.
Medical Terminology: A Word Association Approach	Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

COURSE NAME	DESCRIPTION
Payroll Taxes	Learn the fundamentals of payroll accounting, including the reasons for preparation, recording and reporting transactions.
PetSaver - First Aid, CPR and Care Certificate	Learn pet-saving techniques, pet first aid, CPR and other important skills.
Pharmacy Technician Certificate Program	This comprehensive program, prepares you to work as a Pharmacy Technician in this high-demand field.
Pharmacy Technician Certificate Program FREE Orientation	Come to this free orientation and learn about how our program prepares you become a Pharmacy Technician.
Pharmacy Technician Certificate Program-Part 1	Part 1 of the Pharmacy Technician program.
Pharmacy Technician Certificate Program-Part 2	Part 2 of the Pharmacy Technician program.
Pharmacy Technician Certificate Program-Part 3	The final part of the Pharmacy Technician program.
Pharmacy Technician Certification Board (PTCB) Exam Review	Prepare to take the PTCB exam in this review class.
Photographic Hairstyling	Discover how to create hairstyles for modeling and the beauty industry.
Practical Ideas for the Adult ESL/EFL Classroom	Learn ESL teaching strategies for fostering a more successful learning environment for your adult ESL/EFL students, as well as how to create activities that builds a bridge from the classroom to the real world.
Professional Certificate for Bartending	There's much more to being a bartender than mixing drinks—learn the critical aspects you need to succeed in this field.
Secrets of the Caterer	Learn cooking and business secrets from a professional caterer.
Security Guard Training	Get the mandatory basic skills and knowledge to work as a security guard in California.
Solving Classroom Discipline Problems	A step-by-step approach to effective, positive discipline, taught by a veteran teacher reveals the secrets to an orderly classroom.
Solving Classroom Discipline Problems II	In this professional development course, you'll get the teacher training you need to deal effectively with serious discipline problems and help even the most challenging students you're teaching make more responsible choices.
Spanish for Law Enforcement	Master the fundamentals of the Spanish language by practicing basic conversational skills and learning essential Spanish terminology for law enforcement situations.

COURSE NAME	DESCRIPTION
Spanish for Medical Professionals	Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases.
Spanish in the Classroom	Learn the essential Spanish for teachers so you can communicate effectively with your Spanish-speaking students and parents.
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.
Start Your Own Mobile App Business	Learn to take your idea for an application for mobile Mac devices from concept to completion and get it into the iTunes store
Start Your Own Small Business	Stop dreaming and learn how to start your own successful small business.
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.
Strategically Planning A Successful Career Change	You need to take a strategic approach when considering a career change.
Teaching Adult Learners	Learn powerful techniques for reaching and motivating adult learners in today's student-centered classroom.
Teaching ESL/EFL Grammar	Learn new methods for teaching English grammar that will both engage and challenge ESL/EFL students.
Teaching ESL/EFL Reading	Discover practical techniques and methods for teaching reading in any ESL or EFL environment that will help you become a more confident and effective reading teacher.
Teaching ESL/EFL Vocabulary	Discover what makes a well-balanced vocabulary course when you're teaching ESL and how to plan one that truly meets your students' needs.
Teaching Math: Grades 4-6	Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives, and real-world connections into your classroom.
Teaching Preschool: A Year of Inspiring Lessons	In this course on teaching preschoolers, you'll learn how to come up with creative and balanced preschool lesson plans for every month of the school year.

COURSE NAME	DESCRIPTION
Teaching Science: Grades 4-6	Increase your effectiveness as a science teacher for children in fourth through sixth grades.
Teaching Smarter With SMART Boards	Master the use of SMART Board and SMART Notebook technology so you can create powerful interactive lessons that capture your student's attention.
Teaching Students With ADHD	Learn practical strategies for helping children with attention deficit hyperactivity disorder (ADHD) succeed in school.
Teaching Students With Autism: Strategies for Success	Help your students with high-functioning autism and Asperger's Syndrome unlock their potential in the classroom.
Teaching Students With Learning Disabilities	Learn how to meet the diverse needs of students with learning disabilities in your classroom, successfully.
Teaching Writing: Grades 4-6	In this teacher-training course, you'll learn from an experienced educator how to motivate and assist developing writers.
Teaching Writing: Grades K-3	Learn how to nurture student writers in the early elementary classroom.
The Business Entrepreneurial Stewardship Training (BEST) Accelerated Program	The Business Entrepreneurial Stewardship Training (BEST) Accelerated Program helps current business owners improve their entrepreneurial skills and knowledge to improve their business operations.
The Business Entrepreneurial Stewardship Training (BEST) Genesis Program	The Business Entrepreneurial Stewardship Training (BEST) Genesis Program prepares motivated, visionary people with the professional skills and knowledge to start-up an enterprise and succeed in business.
The Classroom Computer	Learn how to use the classroom computer to increase learning and motivate students.
Threading A to Z	Learn how to thread to remove unwanted hair from faces, arms and the body.
Twelve Steps to a Successful Job Search	World-renowned author and career advisor shows you how to get the job you want quickly and easily and in any economy.
Understanding the Human Resources Function	Learn to handle basic human resource functions to ensure the best possible results.
Wedding Floral Design	Learn the basics in designing bouquets, boutonnieres, and corsages in this crash course on the most intricate aspects of wedding floral design—creating personal flowers.
Wedding Floral Design II	A follow-up course to Wedding Floral Design I, this class will delve further into other aspects of wedding personal flowers including pomanders, hair wreaths, and wrist corsages.

COURSE NAME	DESCRIPTION
Workers' Comp Guidelines for the Medical Profession	Learn how to handle workers compensation claims in medical billing.
Wow, What a Great Event!	Learn proven techniques from a master event planner how to start a fun new career coordinating special events.
Write a Grant in One Day	Learn about grants and proposals and what it takes to develop applications that will get funded.
Write Children's Picture Books for Fun and Profit	You can write children's picture books for fun and make some money doing so.
Writing Effective Grant Proposals	Learn to prepare grant proposals that get solid results for your favorite organization or charity.
Write Successful Grants	Learn how to write and develop grants and proposals that will get funded.

LITERACY

COURSE NAME	DESCRIPTION
10 Ways to Improve Your Writing	Discover 10 easy ways to improve your writing for work, school or personal needs.
Better Grammar in Three Hours	An intensive grammar workshop designed to help you avoid the most common mistakes.
Business English	Discover how to improve your writing so that you communicate more effectively.
Easy English 1	In this easy and fun course, you'll learn the basic English skills you need for real-life activities including shopping, job-hunting, and handling medical emergencies.
Easy English 2	In this easy and fun course, you'll review some basic English skills and build more intermediate-level English skills for real-life activities including using the bank, finding a job or a home, dealing with sicknesses, and making good shopping decisions.
Easy English 3	Build on the language skills you mastered in Easy English 2, as you learn to talk about real-life situations including looking for a job, making a budget, buying a home, and taking care of your health.
Enhancing Language Development in Childhood	Enrich the lives of your children by learning fun and natural ways to help them become proficient speakers and thinkers.
Grammar for ESL	If English is your second language and you're headed to college, this course will teach you the principles of grammar and structure you'll need to succeed.

COURSE NAME	DESCRIPTION
Merrill Ream Speed Reading	Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension.
More Better Grammar	A follow-up intensive grammar workshop deals with more mistakes that are common.
Prepare for the TOEFL Reading	Gain the skills, strategies, and confidence you need to succeed on the TOEFL test.
Ready, Set, Read!	Improve your reading skills and comprehension.
Response to Intervention: Reading Strategies That Work	A learning specialist shows you how to raise a successful reader and writer.
Steps Of Writing A Report: Entering Grades 4-6 and Entering Grades 7-12	Learn response to intervention (RTI) strategies that ensure the struggling readers in your classroom get the help and education they need.
The Learning Foundations Project - Reading and Math	The instructor will lead you through all the steps of writing a report through lecture and group work—from picking a topic, to doing research, to writing and presenting your report with dynamic visuals.
West Language Academy	Reading and math skills can be improved greatly when parents participate in their child's learning.
Writing Essentials	Our 7-week intensive English program can help you speak and understand English more easily.
Grammar Refresher	Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.
	Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

HEALTH

COURSE NAME	DESCRIPTION
Assisting Aging Parents	Be prepared to handle the challenges you and your parents will face in the coming years, while learning to cherish the transition.
BLS Healthcare Provider	Provides a wide variety of healthcare professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely and effective manner.
Certificate in Complementary and Alternative Medicine	Enhance your professional marketability by gaining a broad understanding of alternative health care options.

COURSE NAME	DESCRIPTION
Certificate in End of Life Care	Earn a certificate proving you understand the needs of individuals living with debilitating, chronic, or terminal illnesses.
Certificate in Gerontology	Earn a certificate proving you have the skills required to meet the health care needs of a rapidly aging population.
Certificate in Growth and Development Through the Lifespan	Gain new insights in human development and be better prepared to care for patients of all ages.
Certificate in Holistic and Integrative Health	Explore the exciting, growing field of holistic and integrative health in this comprehensive certificate program designed for medical providers and consumers.
Certificate in Holistic and Integrative Health: Foundations 1	Students will focus on foundational concepts in holistic and integrative health, including stress management, physical activity and movement, nutrition, and healing environments.
Certificate in Holistic and Integrative Health: Foundations 2	Students examine the healing systems of Ayurvedic and traditional Chinese medicine, explore the connection between health and the human spirit, and learn about diverse practices of meditation.
Certificate in Holistic and Integrative Health: Foundations 3	Students explore the concepts of four holistic therapeutic modalities focusing on the use of humor, music and sound, energy healing, and massage and bodywork in healing.
Certificate in Integrative Mental Health	This groundbreaking certificate program offers a holistic, integrative approach to treating mental health problems.
Certificate in Issues in Oxygenation	A holistic approach to the care of patients with disorders of oxygenation.
Certificate in Meditation	Students explore the meditation techniques that can be used to support the mind-body connection and promote healing, health, and wellness.
Certificate in Pain Assessment and Management	This certificate provides an overview of the mechanisms of pain, the multidisciplinary methods of assessment, management, and treatment of pain, which include adults, children, and the elderly with cancer related and non-cancer related pain.
Certificate in Perinatal Issues	The Certificate in Perinatal Issues is a multidisciplinary educational experience designed to enhance the knowledge and skills of individuals who provide care and support for childbearing women, newborns, and families.
Certificate in Spirituality, Health, and Healing	Enhance your professional marketability by recognizing the impact spiritual values and beliefs have on health and healing.
Fitness 4Life	Fitness 4Life is designed to help you develop and maintain the five health-related components of fitness.
Handling Medical Emergencies	Every second counts during a medical emergency. Learn how to respond if someone needs your help.

COURSE NAME	DESCRIPTION
HIPAA Compliance	Learn how to comply with the duties, rights, and responsibilities of HIPAA, ARRA and HITECH.
Infant and Child CPR	Be prepared to respond quickly when your child's life is in danger and learn how to prevent accidents.
Lose Weight and Keep It Off	Discover how to establish a healthy approach to successful weight loss and weight maintenance for a lifetime.
Luscious, Low-Fat, Lightning-Quick Meals	Discover the ease of preparing meals that are both delicious and nutritious!
Standard First Aid and Adult CPR	Covers injury and illness prevention, emergency recognition, adult CPR techniques and the three emergency action steps.

TECHNICAL

COURSE NAME	DESCRIPTION
Achieving Top Search Engine Positions	Learn proven, step-by-step strategies to achieve the highest possible position with the major search engines.
Administrative Assistant Applications	Gain the skills and knowledge you'll need to prepare for the Certified Administrative Professional exam and begin a rewarding career as an administrative assistant.
Advanced CompTIA A+ Certification Prep	Finish your CompTIA A+ Certification Prep by learning how to select, install, and service video, sound, and portable computers, and how to network, secure, and troubleshoot.
Advanced Microsoft Excel	Discover the advanced features and functions of Microsoft Excel and find out everything this powerful program can do for you.
Advanced PC Security	Use ethical hacking techniques to locate and close security holes in your own network.
Advanced Web Pages	Take your Web development skills to the next level as you learn how to create advanced websites using CSS, HTML5, media queries for mobile devices, interactive forms, and embedded video.
Basic CompTIA® A+ Certification Prep	Start preparing for CompTIA® A+ certification as you learn PC basics and troubleshoot in a real world PC environment.
Beginning QuickBooks	Learn how to use QuickBooks software to handle accounting and financial tasks for a business
Blogging and Podcasting for Beginners	Learn how to create your very own blog and add a podcast too using the tools that you already have available on your computer.
CompTIA® Network+ Certification Prep	Prepare to take and pass the CompTIA® Network+ Exam and begin a career as a network tech.

COURSE NAME	DESCRIPTION
CompTIA® Security+ Certification Prep 1	Master the terms and concepts you need to pass the CompTIA® Security+ exam and earn your Security+ certificate.
CompTIA® Security+ Certification Prep 2	Continue to prepare for the CompTIA® Security+ exam as you review the information you need to pass the test and earn this important certification.
Computer Skills for the Workplace	Gain a working knowledge of the computer skills you'll need to succeed in today's job market.
Create Your Own Website	Learn hands-on the basics of creating your own website.
Creating a Classroom Web Site	Learn how to create a classroom Web site and how having one can make you a more effective and dynamic teacher.
Creating jQuery Mobile Websites With Dreamweaver	Learn how to build mobile-friendly websites for devices such as smartphones and tablets using Dreamweaver and jQuery Mobile.
Creating Mobile Apps with HTML5	Learn to use HTML5, CSS3, JavaScript, jQuery, and Web APIs to create cross-platform mobile apps and mashups.
Creating Web Pages	Learn the basics of HTML so you can design, create, and post your very own site on the Web.
Creating WordPress Websites	Learn how to use WordPress, a free and popular Web design tool, to create attractive blogs and interactive websites.
Creating WordPress Websites II	Discover how to create and maintain dynamic websites and blogs without technical coding using the self-hosted WordPress.org publishing platform.
Designing Effective Websites	Learn powerful graphic design techniques and build Web sites that are both attractive and wickedly effective.
Digital Photography Basics	Discover how to take better photographs with your digital camera.
Discover Digital Photography	An informative introduction to the fascinating world of digital photography equipment.
Distribution and Logistics Management	Learn how to improve your company's distribution and logistics management activities, increase customer satisfaction, and improve operational throughput.
Excel for Windows	Learn hands-on how to use Excel to create spreadsheets and discover countless shortcuts, tricks, and features for creating and formatting worksheets quickly and efficiently
Facebook and Social Media Marketing	Find out how to use Facebook and Social Media Marketing to promote your business.
Get the Most Out of Your iOS Hardware Devices	Get the most out of your Apple products by learning to integrate their functions.
Google Me This!	Discover all the features that Google has to offer.
Great Photos in a Snap	Learn to take great photos in a snap.

COURSE NAME	DESCRIPTION
How to Sell on eBay	Discover the secrets to successfully selling your products on eBay.
How to Publish Your Children's Book	Learn the secrets to getting your children's book published.
Intermediate C# Programming	Learn to write Graphical User Interface programs in the C# Programming Language.
Intermediate CompTIA A+ Certification Prep	Take the second step toward becoming a CompTIA A+ certified technician by going inside the PC to install and configure drives and then diving into the Windows operating system.
Intermediate CSS3 and HTML5	Take your CSS3 and HTML5 skills to the next level and learn how to create professional-quality websites.
Intermediate Dreamweaver CS5 or CS6	Take your web design skills to new heights as you master advanced Adobe Dreamweaver CS5 or CS6 techniques.
Intermediate Flash CS5	Master the use of more advanced Flash techniques including Movie Clip symbols, ActionScript, animation, application programming, and interactivity techniques.
Intermediate InDesign CS5 or CS6	Master the advanced features of Adobe InDesign CS5 or CS6 and get hands-on practice in creating professional-quality documents.
Intermediate Java Programming	Deepen your understanding of the Java programming language, and start writing programs that are more sophisticated and professional.
Intermediate Microsoft Access	Learn how to build more intuitive and powerful Microsoft Access databases.
Intermediate Microsoft Excel	Master advanced features of Microsoft Excel, including charting and PivotTables, and discover how this powerful MS Office program can boost your productivity.
Intermediate Microsoft Word	Learn more advanced features of Microsoft Word, which enable you to create an index, a list of figures, and a table of contents, do desktop publishing, perform a mail merge, and use timesaving macros.
Intermediate Networking	Gain practical experience in a hot new career field. Topics include VPNs, security, and Internet connectivity.
Intermediate Oracle	Learn how to write powerful and flexible PL/SQL programs.
Intermediate Photoshop CS4, CS5 or CS6	Take your Adobe Photoshop CS skills to the next level by mastering layers, layer masks, Smart Objects, and other advanced features that let you re-edit images easily long after you create them.
Intermediate PHP and MySQL	Learn how to create a dynamic, interactive online store using advanced PHP techniques and a MySQL database server.
Intermediate QuickBooks	Learn intermediate features of the QuickBooks software program.

COURSE NAME	DESCRIPTION
Intermediate QuickBooks	Master the advanced features of QuickBooks and learn to manage multiple company files, create customer statements, enter price levels for inventory, and much more.
Intermediate QuickBooks– Reports and Bank Reconciliations	Learn how to generate reports and do bank reconciliations in QuickBooks.
Intermediate SQL	Expand your knowledge of Structured Query Language (SQL), the industry standard database programming language.
Intermediate Visual Basic	Gain in-demand VB skills writing sophisticated Windows programs that access and modify business databases.
Intermediate Web Page Design	Continue to learn hands-on about website design.
Intermediate Word and Excel for Windows	Learn more intermediate features hands-on about Microsoft Word and Excel.
Introduction to Adobe Acrobat 9	Create PDF documents and more with Adobe Acrobat 9 Pro, and learn to use many of the software's time- and cost-saving features.
Introduction to Adobe Acrobat X	Learn how to use Adobe Acrobat X to create PDF files and take advantage of its many timesaving features, communication options, and forms.
Introduction to Adobe Edge Animate	Learn how to use Edge Animate, Adobe's tool for creating graphics, animation, and interactive content for the Web and mobile devices.
Introduction to Ajax Programming	Learn Ajax programming and discover how to use the technologies that comprise Ajax (HTML, JavaScript, XML, PHP, and more) to create Web applications with desktop-like performance.
Introduction to ASP.NET	Learn how to create powerful, interactive, community-based Web sites with ASP.NET.
Introduction to Business Analysis	Learn powerful techniques to improve your decision-making skills at work.
Introduction to C# Programming	Learn the fundamentals of computer programming with the new C# programming language.
Introduction to C++ Programming	Learn to program in C++, even if you have no prior programming experience!
Introduction to CorelDRAW X5	Learn to draw with confidence, using CorelDRAW to design professional newsletters, greeting cards, web graphics, logos, and amazing works of art created from your own photos.
Introduction to Crystal Reports	Learn how to use Crystal Reports to create attractive business documents that are easy to read and understand.
Introduction to Crystal Reports 10	Make the points you want to make by converting raw database or accounting information into impressive and meaningful reports.

COURSE NAME	DESCRIPTION
Introduction to CSS3 and HTML5	Learn to create state-of-the-art Web sites using modern CSS3 and HTML5 techniques.
Introduction to Database Development	An experienced professional guides you through a structured approach to database design and development.
Introduction to Digital Scrapbooking	Learn how to make the most of your scrapbooking talents and artistic ideas when you combine digital and traditional scrapbooking techniques.
Introduction to Dreamweaver CS5 or CS6	Learn to use Adobe Dreamweaver CS to design, create, and maintain user-friendly Web sites full of professional-quality Web pages.
Introduction to Flash CS5	Learn how to use Adobe Flash CS5 to create engaging Web sites, Flash movies, animation, and interactive applications.
Introduction to Final Cut Pro X	Learn how to make the leap from home video enthusiast to professional video editor using Apple's revolutionary Final Cut Pro X editing software.
Introduction to Flash CS6	Learn the fundamentals of using Adobe Flash CS6 to create engaging Web pages, mobile apps, Flash movies, animation, graphics, and interactive applications.
Introduction to Google Analytics	Discover how to use Google's free, state-of-the-art Web analytics tools, Google Analytics, to track and improve traffic to your websites, create reports, and analyze data.
Introduction to Illustrator CS4, CS 5 or CS6	Master the fundamentals of Adobe Illustrator CS and learn to create spectacular vector images.
Introduction to InDesign CS4, CS5 or CS6	Learn how to use Adobe InDesign software to design and produce professional quality letterhead, brochures, newsletters, business cards, and more.
Introduction to Java Programming	An experienced Java programmer introduces important Java topics with clear, step-by-step instructions.
Introduction to JavaScript	Students will learn to use JavaScript to add interactive features such as buttons and picture carousels to their Web pages.
Introduction to Lightroom 4	Learn how to use the tools in Adobe Photoshop Lightroom 4 to organize and edit your images and develop an efficient image processing workflow.
Introduction to Linux	Learn how to use the Linux desktop operating system along with the included productivity, multimedia, and Internet software.
Introduction to Microsoft Access	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 Excel	Work with numbers? You need to know Excel. Learn the secrets of this powerful application.

COURSE NAME	DESCRIPTION
Introduction to Microsoft Outlook	Get up to speed on the latest developments in Outlook, including how to manage email, the calendar, and contacts and how to get the most out of program tools such as Search Folders and Quick Steps.
Introduction to Microsoft PowerPoint	Learn how to use Microsoft PowerPoint to create exciting slide presentations that include SmartArt, multimedia, animation, sound, charts, clip art, and hyperlinks.
Introduction to Microsoft Project	Discover how to effectively plan, implement, and control projects using Microsoft Project, the world's most popular project management software.
Introduction to Microsoft Publisher	Learn how to design professional publications, including newsletters, fliers, and brochures, with Microsoft Publisher.
Introduction to Microsoft Word	Learn how to create and modify documents using Microsoft Word, the world's most popular word processing program.
Introduction to Microsoft Word 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 Networking	Learn the fundamentals of networking and prepare for a career in a new and fast-growing field.
Introduction to Oracle	Learn how to use the Oracle database management system to plan, organize, and manage your data.
Introduction to PC Security	Security expert teaches the fundamentals of PC and network security.
Introduction to PC Troubleshooting	Learn to decipher and solve almost any problem with your PC.
Introduction to PCs for Absolute Beginners	It's not too late to discover how computers can be useful.
Introduction to Peachtree Accounting	Learn how to perform everyday accounting tasks quickly and easily using Peachtree Accounting.
Introduction to Perl Programming	Learn a programming skill that will make you a more valuable Web developer or system administrator.
Introduction to Photoshop CS4, CS5 or CS6	Learn how to use Photoshop, the world's best graphics program for photographers, to edit photos and create original images.
Introduction to PHP and MySQL	Learn how to create dynamic, interactive Web sites using PHP and a MySQL database server.
Introduction to Programming	Take your first steps toward a career as a computer programmer as you master basic programming concepts and get hands-on practice in writing applications containing GUIs, sound, and graphics.
Introduction to Python Programming	Learn the fundamentals of computer programming in Python with topics that include basic decisions and loops, advanced data structures, object-oriented programming, and graphical user interfaces.

COURSE NAME	DESCRIPTION
Introduction to QuickBooks	Learn how to quickly and efficiently gain control of the financial aspects of your business with this powerful accounting software program.
Introduction to Ruby Programming	Learn how to create a dynamic Web blog using the Ruby on Rails programming environment and the Ruby programming language.
Introduction to SQL	Gain a solid working knowledge of the most powerful and widely used database programming language.
Introduction to Visual Basic	Learn how to write code for Windows applications using the Visual Basic programming language and development environment.
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 get the most from the Microsoft Windows 8 operating system.
iPhones, iPads, and I'm Lost	If you have an iPhone or iPad and are not sure how to use it, this is the place for you.
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.
Mac, iPhone, and iPad Programming	Learn to create Mac, iPhone, and iPad apps and programs using Objective-C and the Xcode compiler.
MacBook Workshop-Unleash the Power and Potential	Unleash the power and potential of your MacBook.
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.
Microsoft Excel in the Classroom	Learn the basics of Microsoft Excel in this professional development course for teachers, and get the training every teacher needs for using and teaching this powerful program effectively in the classroom.
Microsoft Office Specialist Excel Test Prep	Enrollees prepare for the Microsoft Office Specialist (MOS) exam for Word.
Microsoft Office Specialist Word Test Prep	Enrollees prepare for the Microsoft Office Specialist (MOS) exam for Excel.
Microsoft PowerPoint in the Classroom	Learn how to motivate students and enrich your lessons by bringing Microsoft PowerPoint into your classroom.
Microsoft Word in the Classroom	Harness the power of the most popular word processing program on the market and become a more productive and creative teacher.

COURSE NAME	DESCRIPTION
Performing Payroll in QuickBooks	Learn how to use QuickBooks to create paychecks, pay tax liabilities, and produce forms and reports.
Photographing Nature with Your Digital Camera	Learn how to use your digital camera to take stunning nature photos, including landscapes, flowers, animals, and even macro shots.
Photographing People With Your Digital Camera	Learn to take beautiful pictures of adults, children, and babies.
Photoshop CS5 or CS6 for the Digital Photographer	Learn how to use the tools and techniques of Adobe's Photoshop CS to edit and enhance your photographic images.
Photoshop CS5 or CS6 for the Digital Photographer II	If you already know the basics of Photoshop CS, take your photo-editing skills to the next level by mastering its advanced features and techniques.
Photoshop Elements for the Digital Photographer	Learn how to use Adobe Photoshop Elements to successfully edit and fix your photos and images.
Photoshop Elements for the Digital Photographer II	Master the advanced features of Adobe's Photoshop Elements, and learn to edit and enhance digital images, restore old photos, and merge images.
PMP® Certification Prep 1	Begin a well-paying career as a project manager by preparing to take--and pass--the PMP certification exam.
PMP® Certification Prep 2	Prepare to take--and pass--the Project Management Institute's PMP certification exam.
PowerPoint for Windows	Learn hands-on to make computer slide show presentation using PowerPoint.
Praxis I Preparation	Develop the knowledge and skills you need to pass the Praxis I Exam as you review and prepare for everything the test includes.
Project Management Applications	Experienced project manager teaches you tricks of the project management trade.
Project Management Fundamentals	Gain the skills you'll need to succeed in the fast-growing field of project management.
Purchasing Fundamentals	Improve your company's bottom line by mastering the fundamentals of purchasing.
QuickBooks 2013 for Contractors	Learn how to use the Premier Contractor Edition of QuickBooks for your construction business to create contract estimates, perform time tracking and job costing, bill your clients, and much more.
QuickBooks Payroll	Use QuickBooks to do payroll for a company
Secrets of Better Photography	Learn how to take better pictures by understanding your camera and how to use it in a variety of situations.
Six Sigma: Total Quality Applications	Learn to apply the elements and methods of Six Sigma to achieve the highest possible quality.

COURSE NAME	DESCRIPTION
Social Networking: An Introduction to Facebook, Twitter and Beyond	Find out what Facebook, Twitter and other social media programs are all about.
Start a Blog or Podcast	Get your voice heard online by starting a blog or podcast.
Supply Chain Management Fundamentals	Master the fundamentals of supply chain management and prepare for internationally recognized certification examinations.
Total Quality Fundamentals	Learn the basics of total quality management.
Travel Photography for the Digital Photographer	Learn the tricks and techniques digital photographers need to capture scenes from around the world and bring them home.
Using the Internet in the Classroom	Discover how you can use the Internet to make teaching easier for you and more relevant to your students.
Using Social Media in Business	Learn how to use the five most popular social media platforms—Facebook, Twitter, LinkedIn, Pinterest, and Google+—to grow and promote your business.
What's New in Microsoft Office	Get up to speed on MS Office and learn how to use the new features of Word, Excel, PowerPoint, and Access.
Wireless Networking	Industry expert shows you how wireless networking works, as well as how to plan, deploy, and connect to wireless networks.
Word for Windows	Learn basic word processing tools using Microsoft Word.
Working with Photos the Digital Way	Discover how to use software programs to edit and improve your digital photos.

GENERAL EDUCATION

COURSE NAME	DESCRIPTION
A Writer's Guide to Descriptive Settings	Develop your eye for detail and improve your writing with vivid descriptions, memorable settings, and believable characters.
Achieving Success with Difficult People	Learn how to have relationships that are more successful with difficult bosses, co-workers, students, neighbors, or relatives.
Adult Swimming: Level 1	This beginning class for adults will cover basic swimming techniques, like breathing, kicking and arm strokes.
Adult Swimming: Level 2	Beginning swimmers will learn additional strokes, including the backstroke and sidestroke, and improve your coordination, breathing and endurance.
Adult Tennis 1	Beginning students will learn the five basic shots: forehand, backhand, volley, overhead and serve.

COURSE NAME	DESCRIPTION
Adult Tennis 2	Continue to refine your shotmaking skills and improve your tennis game.
Adult Tennis 3	Intermediate and advanced tennis players will continue to refine their game and shot making skills.
Advanced Soccer	The focus will be on player skill development through tactical, small-sided games.
Advanced Fiction Writing	Explore advanced fiction writing techniques with a published novelist.
Advanced Men's Basketball	The focus will be on developing skills and technique, conditioning, and drills.
Advanced Women's Basketball	The focus will be on developing skills and technique, conditioning, and drills.
Adventures in Art (Ages 6-13)	Kids will use their imagination and paint or draw images in creative ways using different media as they develop their artistic skills.
Algebra 1 Tutoring: Entering 8th Grade and Above	Learn or review variables in algebra, order of operations, equations and inequations, graphing linear equations and linear inequalities.
Algebra 2 Tutoring: Entering 8th Grade and Above	Learn or review linear systems, quadratic equations and factoring. Graph linear systems and exponential and quadratic functions.
American Sign Language	Learn the language and customs of the deaf community in this class designed for beginners but open to all levels.
Anger Management and Conflict Resolution	Learn strategies and techniques needed to de-escalate conflict and improve effective communication.
Animal Massage	In this workshop, Jan will teach you how to massage your pet, demonstrating sequences, touch and hand positions.
Aqua Aerobics	Low-impact water exercises provide increased resistance and can improve cardiovascular health and muscle tone, even help you lose weight.
Aqua Zumba	Known as the Zumba "pool party," Aqua Zumba gives new meaning to the idea of an invigorating workout.
Argentine Tango	Learn the dance steps for the exotic Argentine Tango.
Arthritis Foundation Aquatics Program	This aquatics program, approved by the National Arthritis Foundation, is specifically designed to increase your range of motion, improve balance and strength, while reducing your pain.
Art-tastic Camp (Ages 6-13)	Students will work hands-on with charcoal, watercolors, pastels, and more in this weeklong summer camp.
Ballet and Barre	Tone-up, improve posture, develop muscle strength and gain coordination through ballet!

COURSE NAME	DESCRIPTION
Ballet/Tap at Creation Station	Kids will develop strength, balance, coordination and flexibility—plus start learning proper body alignment, barre and center floor exercises.
Barre Blast	Learn the latest trend in working out; the barre can be used to stretch, strengthen, tone, burn calories, and improve posture.
Basic Bead Knotting	Knotting between beads on a necklace creates interesting designs and keeps you from losing them all if the strand breaks.
Basic Beading	Rather than spend a lot of money on someone else's designs, why not create your own beaded jewelry for a fraction of the cost?
Basic Inking for Comics and Cartoons	This hands-on course demystifies the process, teaching the basic inking techniques most commonly used for cartoons and comic books.
Basketball Camp	Boys and girls will work on ball handling, footwork, shooting, passing, rebounding and defense in this sports camp.
Basketball Scrimmage	The focus will be on learning the finer points of basketball—offensive plays, defensive sets, game strategy.
Basketball Workout	Hone your basketball skills and participate in fun, but competitive games.
Beach Babies on Ice (Ice Skating Age 3)	Toddlers accompanied by parents will learn to ice skate at the Toyota Sports Center.
Beaded Leather-Wrap Bracelets	Learn the techniques for making trendy beaded leather-wrap bracelets.
Beauty And The Bath	In this fun, hands-on class, discover simple techniques for making one-of-a-kind bath products that will relax and delight you.
Beginner's Guide to Getting Published	Published writer shows you how to give yourself the credibility you need to get your books and articles published.
Beginning Blues Harmonica	The emphasis will be on playing and having fun as you are introduced to the tricks of making the harmonica cry, laugh, wail and scream.
Beginning Conversational French	Discover how easy it can be to learn common words and phrases for both leisure and business.
Beginning Digital Scrapbooking with Photoshop Elements	Learn to make scrapbook pages, cards, announcements, various craft projects, and work projects like brochures easily and inexpensively.
Beginning Guitar: Ages 10-16	Learn the basics of playing a guitar, including basic strumming and chords.
Beginning Tennis for Kids: Ages 8-14	Beginning students will learn the five basic shots: forehand, backhand, volley, overhead and serve.
Beginning Writer's Workshop	Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively.

COURSE NAME	DESCRIPTION
Belly Dancing	Learn how to do body isolations, undulations, all kinds of shimmies and more as you increase your movement vocabulary and coordination level with the most exotic dance form in the world.
Blow Your Own Glass Globes	Learn to blow your own glass globes, adding different colors of flit and stringers to create varying designs and shapes.
Body Moves for Brain Power	These research-based activities incorporate rhythmic patterns and sequences designed to stimulate brain cell activity, boost focus, enhance blood flow to the brain, and improve mental responses.
Body Works	With this energetic, fat-burning, muscle-toning workout, you will engage in a variety of cardio exercises.
Bollywood Dance	Bollywood dance mixes classical Eastern dance traditions with modern Western ones like hip-hop, creating a form of dance that's totally unique, and familiar and exotic at the same time.
Boxercise	This aerobic workout combines basic boxing techniques and conditioning with aerobics.
Breaking Into Sitcom Writing	Learn from a veteran TV comedy writer how to write professional sitcom scripts and how to break into show business.
Bridge, Beginning	Learn a fast and easy way to play bridge, including rules, bidding and basic strategy.
Bridge, Intermediate	Continue to develop strategies for bridge and refine your playing skills.
Brit-West Soccer Camp	Young soccer players will focus on speed and agility, scoring goals/finishing, confidence in possession, dribbling/how to go past opposing players, passing and receiving, and defense in this weeklong summer camp.
Broadway Dance	Come and dance like a Broadway star in this fabulous energetic class.
Building Teams That Work	Explore secret communication techniques and problem-solving skills that will help you get your team in the workplace 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.
Cake Decorating With Fondant	Learn how to roll fondant into a sheet and cover round and square cakes with it, as well as how to make fondant flowers, leaves, bows, garlands, lace, ruffled borders, and more.
Candle Making	Learn to make your own decorative, scented candles at a fraction of the price you pay in stores.
Capoeira	This Afro-Brazilian martial art dates back centuries and combines self-defense, acrobatics and dance.

COURSE NAME	DESCRIPTION
Cardio and Core Body Sculpture	Come improve your cardio and muscle fitness, while reducing fat and achieving maximum muscle strength in this refreshing workout that will give you energy for the weekend and work week ahead.
Cartooning for Fun and Profit	Introduce yourself to every facet of the cartoon art process, from concept to finished product.
Colored Pencil Drawing Techniques	Learn the tools and techniques for creating art with colored pencils.
Comics 101	Learn how to create and design characters, work on a story line, do mock-ups and finish with an 11x17" comic book page.
Container Gardening	Learn the basics of designing with containers, including the best plants, how to arrange them and what does and doesn't work.
Contemporary Figure Painting	The emphasis will be on personal vision and individual expression, as well as use of values, shapes, edges and color temperature.
Contemporary Floral Design Basics	Come explore your passion for flowers in this hands-on course covering the "must know" topics of contemporary floral design.
Contemporary Floral Design II: Seasonal Arrangements	Further, explore different centerpiece shapes that best complement the beautiful array of in-season flowers.
Conversational Japanese	Whether you want to learn conversational Japanese for travel or just for fun, you'll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language.
Creating a Business Plan	Learn how to develop a sound business plan, which is crucial for business success.
Creating a Successful Business	Learn what is required to develop and create a successful business.
Creating a Business Budget	Turn your business ideas into a solid plan for financing and long-term success.
Creating Classroom Centers	Learn how to create engaging, easy-to-maintain classroom center activities that boost independent learning while increasing small-group instruction time.
Creating Comics Books and Graphic Novels	Learn the basics of creating a comic book or graphic novel.
Dance Away Those Pounds and Feel Like a Star	You'll tone muscles and learn a variety of basic dance steps—all at the same time in this low-impact exercise class.
Dance, Dance, Dance Camp (Ages 6-13)	In this one-week camp, students will gain an appreciation of the art form by learning a little hip-hop, a little salsa, a little bit of modern dance, and a little jazz.

COURSE NAME	DESCRIPTION
Dances With Hoops	This new form of dance, fitness, and creative expression can relieve stress, tone the entire body, expand cardiovascular capability, build core strength, promote spinal flexibility, and burn 400-600 calories per hour – but mainly, it’s just FUN and it feels good!
Dealing with Difficult People	Learn to handle people who make you feel guilty, crazy, weak or inadequate.
Decorate Cookies with Style	Beautiful, delicious cookies are always in season because they can be customized for any occasion and when you make your own, you are limited only by your imagination.
Disco Hustle and Freestyle Nightclub Dancing	Schedule a night out and enjoy the nostalgia of both disco music and disco dance.
Do-It-Yourself Home Repair	Learn the basics of simple household repairs for plumbing, electrical and structural (doors, windows, walls, etc.) problems through instruction and hands-on practice.
Draw the Line Here!	In this basic drawing class, you’ll be introduced to composing with line, shape, tone, and color.
Drawing and Painting A-Z	Get a quick overview of both drawing and painting basics, touching on principles like form, color harmony, layering, texture and color mixing.
Drawing for the Absolute Beginner	Gain a solid foundation in drawing and become the artist you’ve always dreamed you could be!
Drought-Tolerant Landscape	Find out how to replace your thirsty lawn with interesting groundcovers that do not have to be mowed and can reduce your water bill.
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.
Empowering Students With Disabilities	Explore common disabilities you’ll encounter in the classroom and master techniques for promoting academic, behavioral, and social skills in students with special needs.
Estate Planning	Learn how to preserve and manage your assets while you still can, and then transfer them to your loved ones after you pass away.
Etiquette: Manners Matter	Introduce your child to the basics of answering phones, other greetings (including handshakes), table manners, posture, personal grooming and developing an appropriate fashion sense.
Fast Macramé Jewelry and More	Learn one fast-macramé knot that you can use in a variety of ways to create jewelry or household items.

COURSE NAME	DESCRIPTION
Fatburner Fitness	The primary training activity will be the aerobic super circuit – weight machines and cardio machines like treadmills, bikes and ellipticals – to help you achieve a higher level of fitness and overall health.
Fencing	Learn the fundamentals of the sport, including body position, use of the saber, footwork, attack, defense and rules of the fencing strip.
Fencing for Kids (Ages 8-12)	Kids will learn the fundamentals of the sport, including body position, use of the saber, footwork, attack, defense and rules of the fencing strip.
Figure Drawing from Life	Designed especially for students with little or no drawing experience, you will learn how to draw the human form.
Flamenco Dance	You'll be introduced to fiery footwork, graceful arm and hand movements and the gypsy art of handclapping called "palmas."
Floral Design for Special Occasions	Through demonstration and hands-on practice, you will learn the techniques and design elements to create beautiful floral pieces to make your special occasion one to remember.
Football Skills and Development	Improve your football skills and continue to develop your talents on the gridiron as you increase your quickness, strength and endurance by training in the weight room and on the football field.
Fractions Workshop	This workshop will focus on adding, subtracting, multiplying, and dividing fractions.
Fractions, Decimals and Percents Review	Designed for entering 5th and 6th graders who are struggling with fractions, decimals and percents. Students will add, subtract, multiply and divide fractions, decimals, percents and negative numbers.
French For Travelers	Learn basic French vocabulary and useful phrases dealing with travel, time, shopping, eating, emergencies and more.
Fresh Floral Holiday Wreath	Create a gorgeous rustic and elegant floral wreath and a floral arrangement using Fall flowers, ferns and ivy.
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 Supervision and Management II	Learn how to be an effective manager or supervisor. Master the basics of communicating effectively, and learn tools for developing your own interpersonal skills.
Fundamentals of Technical Writing	Learn the skills you need to succeed in the well-paying field of technical writing.
Genealogy Basics	Learn where to look, who to contact, and how to use research tools to begin an exciting and fascinating exploration of your roots.
Geometry: Entering 9th Grade and Above	A brief introduction to geometry, covering area, volume, triangles, circles, angles, parallel lines and regular polygons.

COURSE NAME	DESCRIPTION
Get Assertive!	Find out how you can stop others from intimidating you or treating you poorly.
Get Funny!	Learn how to use humor to speak more effectively, write better, and increase your popularity.
Get Wired—Make Your Own Jewelry	Learn tips and tools of the trade of basic wire wrapping techniques, and learn how to incorporate wire wrapping into many kinds of jewelry.
Getting Over Your Fear of Selling	Conquer your fears and become a better salesperson.
Gift Baskets For All Occasions	Dazzle friends, family and clients with a wonderful custom gift basket that you create in this hands-on class.
Glow Girl Poetry and Dramatic Movement Camp Ages 6 -12	This performing arts program is an innovative approach to enriching the lives of young girls, fusing poetry presentation with creative movement.
Glow Girl Poetry and Dramatic Movement: Ages 4-12	This performing arts program is an innovative approach to enriching the lives of young girls, fusing poetry presentation with creative movement.
Glycerin Soap Making	In this fun and simple class, you will learn how to make several types of soap.
GMAT Preparation	Discover powerful test-taking techniques and methods for improving your score on the GMAT.
GRE Preparation - Part 1 (Verbal and Analytical)	Discover powerful strategies for success in the verbal reasoning and analytical writing sections of the GRE® revised General Test (course 1 of 2).
GRE Preparation - Part 2 (Quantitative)	Learn a variety of useful techniques for tackling the quantitative reasoning sections of the computerized GRE® revised General Test (Course 2 of 2).
Guided Reading and Writing: Strategies for Maximum Student Achievement	Get the professional development training you need to improve student literacy as an accomplished teacher shares the secrets of turning guided reading strategies into opportunities for teaching writing.
Guided Reading: Strategies for the Differentiated Classroom	Learn creative ways to bring differentiated instruction and guided reading to life in your classroom.
Guitar 1	Learn how to read music, where the notes are on the guitar, basic strumming and chords.
Guitar 2	Learn more advanced bar chords and some basic scales, which will be applied toward playing simple songs you've heard on the radio.

COURSE NAME	DESCRIPTION
Gymnastics (1st Grade and Up) Girls	This 6-week gymnastics training at the Josephson Academy of Gymnastics is geared for girls in the 1st grade and up.
Gymnastics (3rd-7th Grade) Girls	This 6-week gymnastics training at the Josephson Academy of Gymnastics is geared for girls in the 3rd to 7th grades.
Gymnastics (Age 3) Camels	This 6-week gymnastics training at the Josephson Academy of Gymnastics is geared for young pre-scholars.
Gymnastics (Ages 10 and Up) Tween/Teen	This 6-week gymnastics training at the Josephson Academy of Gymnastics is geared for tweens and teens.
Gymnastics (Ages 1-2) Foxes and Pups	This 6-week gymnastics training at the Josephson Academy of Gymnastics is geared for parents and toddlers.
Gymnastics (Ages 2-3) Kangaroos and Joeys	This 6-week gymnastics training at the Josephson Academy of Gymnastics is geared for parents and toddlers.
Gymnastics (Ages 3-4) Zebras	This 6-week gymnastics training at the Josephson Academy of Gymnastics is geared for close-aged siblings and friends, age 3-4.
Gymnastics (Kindergarteners, boys only) Lions	This 6-week gymnastics training at the Josephson Academy of Gymnastics is geared for boys in kindergarten.
Gymnastics (Kindergarteners, girls only) Tigers	This 6-week gymnastics training at the Josephson Academy of Gymnastics is geared for girls in kindergarten.
Gymnastics (1st Grade and Up) Boys	This 6-week gymnastics training at the Josephson Academy of Gymnastics is geared for boys in the 1st grade and up.
Gymnastics (Ages 4-5) Elephants	This 6-week gymnastics training at the Josephson Academy of Gymnastics is geared for older pre-schoolers.
Half-Day Camp: Math Can be Fun! (Entering Grades 3-9)	Learn to turn challenging problems into fun and interesting projects in this weeklong summer camp.
Hand Painted Silk	Learn to make beautiful silk scarves and other items at a fraction of the cost.
Hands-On Home Decorating	See how a professional designer thinks without paying the high price of one-on-one consultation.
Handwriting Analysis	Learn to analyze a few sentences of your own writing to learn what personality traits are revealed through the slant, spacing, shape, and formation of letters.
Hawaiian Hula, Beginning	Discover the beautiful, graceful moves of the Hawaiian hula and the hip-shaking allure of the Tahitian hula.
Healthy Harmonica	Learn simple pop, folk and blues melodies, and make them deeply expressive using techniques that are simple, but powerful.
High Impact Presentations	Learn effective techniques to give high impact to your presentations.

COURSE NAME	DESCRIPTION
High Speed Project Management	Learn to deal with the realities of managing projects at supersonic speeds despite truncated timelines, inadequate staffing, and skimpy budgets.
Hip Hop at Creation Station	Hip Hop is an explosive, funky dance style that combines memory, coordination, rhythm games, and loads of energetic fun!
Hip-Hop Dance	Hip-hop dancing is more popular than ever, and even if you've never danced before, you'll catch on quickly.
Hip-Hop Dance for Ages 9-15	Kids will have a great time learning Hip-Hop dance steps to age appropriate music.
Hockey 1 (Adult)	Adults can learn to play hockey at the Toyota Sports Center.
Holiday Floral Design	It's time to get into the holiday spirit by making beautiful holiday-themed floral designs.
Homeschool With Success	Discover how to homeschool your children in a way that ensures they get what they need both academically and socially.
Hooray For Crochet	With just a hook and a few dollars' worth of yarn, you can embellish inexpensive t-shirts and jeans to make items that sell for big bucks in stores.
Hot Hair Styling	Learn to create basic hairstyles that use heat to shape and texturize the hair.
How to Buy Tax Lien and Tax Deed Properties for Sale	Learn how to buy tax lien and tax deed properties for sale.
How to Buy the Home of Your Dreams	Learn how to buy the home of your dreams in this one-day seminar.
How to Fix Being Broke	Identify what kind of spender you are and what changes you can make now that can turn around your situation.
How to Market Your Business Using the Internet	Take advantage of all the Internet can offer when marketing your business.
How To Play Blues And Boogie-Woogie Piano	Learn the six-not scale unique to the blues, it's universal chord progression, blues form, shuffle rhythms, bass lines and improvising techniques.
How to Reduce Your Living Expenses by 10% or More	Learn to manage your personal finances with confidence and how to eliminate unnecessary expenses by tracking your income and spending patterns.
How To Use Your IRA To Build Wealth with Real Estate	Learn about a unique and under-utilized tool for creating tax-free real estate wealth via "self-directed" IRAs.
Human Anatomy and Physiology	Gain a greater appreciation and understanding of the marvelous complexity of the human body.

COURSE NAME	DESCRIPTION
Human Anatomy and Physiology II	Learn the basic characteristics of the four main types of tissues, the general and special senses, cellular metabolism, body chemistry, and significant events in the life span, from fertilization through old age.
Hypnosis For Weight Management	Hypnosis has proven to be a safe and effective means for managing your weight. Learn how to direct your subconscious mind to correct and improve faulty behavior, and free yourself from unsuccessful attitudes.
Ice Hockey for Tots (Ages 4-5)	Children will learn to play ice hockey at the Toyota Sports Center.
Ice Hockey for Youth (Ages 6-14)	Youngsters will learn to play ice hockey at the Toyota Sports Center.
Ice Skating (Adult)	Adults can learn to ice skate at the Toyota Sports Center.
Ice Skating for Tots (Ages 4-5)	Children will learn to ice skate at the Toyota Sports Center.
Ice Skating for Youth (Ages 6-14)	Youngsters will learn to ice skate at the Toyota Sports Center.
Individual Excellence	Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity.
Instant Italian	Learn Italian from the comfort of your home in this fun and enjoyable online course.
Intermediate Ballet	Build on the basics you already know—feet/arm positions, relevé balance, basic barre combinations and basic center work.
Intermediate Pilates	Learn many new exercises that challenge your core and peripheral strength, flexibility, balance and coordination.
Interpersonal Communication	Become aware of the conscious and unconscious codes of meaning we send when communicating with others.
Intro to Property Management	Discover the benefits of a career in property management.
Introduction to Algebra	Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems.
Introduction to Biology	Learn how cells and DNA determine the structure and function of the human body and get a foundation for a career in the healthcare or medical professions.
Introduction to Boot Camp	If you ever wanted to take one of those extreme boot camp classes but resisted because you thought you wouldn't make it past the first day, then this is the workout for you.
Introduction to Chemistry	Gain a solid foundation in the basics of chemistry and see how everything that goes on in your body depends on a chemical reaction.

COURSE NAME	DESCRIPTION
Introduction to Fly Fishing	Learn all about fly-fishing and develop the skills needed to successfully angle for trout.
Introduction to Guitar	Master basic guitar skills and become the musician you have always wanted to be.
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 Journaling	Discover how journaling can help you learn more about yourself, explore your dreams, values, and beliefs, improve your health, survive unwanted change, succeed in your career, and express your creativity.
Introduction to Natural Health and Healing	Learn how to promote wellness, balance, and health in all aspects of your daily life.
Introduction to Nonprofit Management	Develop the skills and strategies you need to become an integral part of one of America's fastest growing service sectors.
Introduction to Screenwriting	Learn everything you need to know to write a great script, from structure, character creation, and dialogue to marketing and selling your screenplay.
Introduction to Stock Options	Learn how stock options can protect your portfolio and help you profit in any type of market.
Introduction to Tai Chi Ch'uan	Tai Chi Ch'uan is a gentle, moving meditation that conditions the body and mind, leading to a heightened sense of well-being.
Investment Planning Part 1: Financial Planning	Learn the purpose of investing, how to start a savings plan, planning for emergencies, managing debt and why people fail to achieve financial independence.
Investment Planning Part 2: Investing in Stocks	Learn what a stock is and how it works and discuss dividends, stock yields, the three rules of stock investing, price/earnings ratios, what diversification really means, and more.
Investment Planning Part 3: Mutual Fund Investing	Learn about mutual funds, basic investment terminology, load versus no-load funds, fund families, indexed funds and more.
Investment Planning Part 4: How to Analyze Mutual Funds	Learn how to analyze mutual funds to best fit your investment goals, how to research your 401(k) and 403(b) investment options and exchange traded funds (ETFs).
Investment Planning Part 5: Stock Research	Learn how to read Value Line and Standard and Poor's reports, and why the Internet may or may not be your friend when it comes to doing stock research.
Investment Planning Part 6: Bond Investing and Proper Asset Allocation	Learn about government, tax-free municipal and corporate bonds, ratings, how to buy them and how to make the proper investment allocation between stocks, bonds and other assets to reduce portfolio risk.

COURSE NAME	DESCRIPTION
Investment Planning Part 7: Planning for Your Retirement	Learn how easy and wise it is to take advantage of tax-deferred savings accounts, Traditional and Roth IRAs, IRA rollovers and 401k and 403b plans.
Irish Dancing	Come join the fun and learn the traditional Irish jig and reel.
Italian For Travelers	Learn basic Italian vocabulary and useful phrases dealing with travel, time, shopping, eating, emergencies and more.
It's Nice To Be Kneaded—Massage	Learn simple techniques for massaging the back, neck, arms, legs and feet.
It's Swing Time!	Learn Single-time Swing and Triple-time Swing and dance the night away!
Jazz Dance	Learn contemporary, funky, hip-hop and theatrical jazz dance techniques and develop performance skills.
Jin Shin Jyutsu: Health and Beauty At Your Fingertips	Jin Shin Jyutsu, an ancient Japanese art of self-healing, uses simple and subtle finger pressure to tone muscles and modify the body's energy flow.
Kettlebell Fitness	Kettlebell exercises are unique in providing strength, endurance and flexibility training all in each one-hour session.
Keyboard Kamp (Grades 5 and Up)	Become more familiar with proper touch-typing technique, ultimately resulting in faster and more accurate typing.
Keyboarding	Knowing how to use a computer keyboard well is an absolute necessity. This class helps develop accuracy, speed and comfort with the location of the keys.
Keys to Effective Communication	Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation.
Keys to Successful Money Management	Certified financial planner shows you how most wealthy people build their fortunes.
Kids Can Cook	Learn how to make simple and delicious snacks that may require use of a microwave, but not a stove or oven.
Kids' Swimming Level 1 (Ages 5-14)	This beginning class for kids age 5-14 will cover basic swimming techniques, like breathing, kicking and arm strokes.
Kids' Swimming Level 2 (Ages 5-14)	Beginning swimmers age 5-14 will learn additional strokes, including the backstroke and sidestroke, and improve your coordination, breathing and endurance.
Knot It! Beyond Friendship Bracelets (Ages 11 and up)-Macramé	Learn the time-honored craft of knotting—or macramé—by making friendship bracelets and more.
Landscape Design	Learn the basic principles of landscape design that you can use to beautify your yard and save lots money in the process.

COURSE NAME	DESCRIPTION
Leadership	Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.
Learn To Play Piano By Ear	Learn to play any song by ear, from simple folk tunes to difficult standards.
Let's Dance	Learn current dances like the Cha-Cha, East Coast Swing, Nite Club 2-step, the Waltz and Foxtrot.
Listen to Your Heart, and Success Will Follow	Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents.
Long Pose Life Painting	Learn how to use shapes values, edges, and color temperature to build volume and create color transitions in figure painting.
LSAT Preparation - Part 1	Learn about the law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills (course 1 of 2).
LSAT Preparation - Part 2	Improve your reading comprehension and logical reasoning skills, and discover proven approaches for selecting correct exam answers (course 2 of 2).
Make Your Own Sushi	Learn to make sushi, have fun and do it for about one-fifth of what it costs to eat at a sushi bar.
Managing Life as a Single Parent	Get the insights, resources, strategies, and support every single mom and dad needs for doing the toughest job on earth; parenting children on your own.
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.
Mas Salsa–Salsa 2	If you've taken Salsa dance, then come for Mas Salsa and learn more styling and patterns to enhance your enjoyment of the dance.
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.
Mat Pilates	Mat Pilates is a harmonious mind-body workout that helps you activate the "powerhouse" muscles and strengthen, lengthen and tone the abdomen, pelvic cavity, lower back, glutes, hips and thighs.
Math Can Be Fun: Grades 3 and 4	Math doesn't have to be a struggle-it can be fun if you take the right approach.
Math Facts: Entering 1st and 2nd Grade	Topics to be learned and reviewed are borrowing; carry over, money, and time.
Math Facts: Entering 3rd and 4th Graders	Times tables are the foundation for success in division, advanced multiplication, fractions, decimals and other math functions.

COURSE NAME	DESCRIPTION
Math Facts: Entering 5th and 6th Graders	Topics include carrying, borrowing and basic division with remainders.
Math Improvement: Grades 5 and 6	Fun examples and techniques will be used to teach students how to add, subtract, multiply and divide fractions, decimals, percents and mixed and negative numbers.
Math Refresher	Gain confidence in your basic math skills and start using math to your advantage.
Modeling for Ages 11-18	Modeling is a dream job for many kids and young adults, but there's lots that you need to know to succeed.
Music Made Easy	Learn the fundamentals of music theory. Be able to read, write, and play simple music.
Mystery Writing	Using vivid examples from bestselling mystery novels, this course will teach you the techniques you need to become a successful author.
Natural A's / A's the Easy Way (Ages 10 and Up)	Learn the secrets to getting A's by improving note-taking and memorization skills, reducing test anxiety and being alert and focused.
Natural Hair Care	Find out how to create great hairstyles without heat, this preserving the integrity of the hair.
Navigating Divorce	Learn how to navigate the legal, financial, emotional, and interpersonal waters of the divorce process and emerge grounded and healthy.
No Days Vacant—Rent your House Out in One Day	Learn how to rent your vacation property every day of the year.
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.
One-Stroke In 3-D	Learn the simple and beautiful 3-D one-stroke painting techniques, just like you've seen on TV.
One-Stroke Painting	Learn the simple and beautiful one-stroke painting techniques, just like you've seen on TV.
One-Stroke Painting: Fast-Drying Oils	Learn the simple and beautiful one-stroke painting techniques using fast-drying oils.
Organizing for the Unorganized	Learn your specific clutter pitfalls, costs of your clutter, and common mistakes we all make.
Painting A-Z	Get a quick overview of both drawing and painting basics, touching on principles like form, color harmony, layering, texture and color mixing.
Painting Flowers and Plants in Watercolor	Learn basic watercolor techniques from washes and glazes to more saturated pigmentation as you paint beautiful flowers and plants.

COURSE NAME	DESCRIPTION
Parent and Me Pre Swim Water Basics Ages 3-5 (Toddler)	Basic swimming techniques, like breathing, kicking and arm strokes will be covered in this toddler swim class.
Parent and Me Pre Swim Water Fun (ages 6 mos. to 36 mos.)	Here's a great opportunity to get your child comfortable in water, have fun and bond.
Pastels and More	Learn the tools and techniques of pastel artistry.
Personal Finance	Protect your assets and discover how best to achieve all your financial goals.
Piano Your Teachers Never Taught You	Find out how to play any popular song in any key and learn 72 chords, 156 hand positions, how to read music from a lead sheet and fake books.
Picture This! Photography and Art (Ages 8-14)	Kids will learn the basics of taking a good picture, then work with printing and painting techniques to enhance their photo.
Pip Hop at Creation Station	Pip Hop is hip-hop for the younger set—lots of rhythm, body awareness, simple choreography and high energy, all set to cool funky music!
Play Winning Poker	Learn poker strategies from an expert, including basic rules, hand analysis and assessing your opponents.
Pleasures of Poetry	This course will help you create your best possible work, whether you're looking to be published or simply wish to craft beautiful poems for friends.
Plein Air Painting with Watercolors	Explore painting trees, skies, and other landscape features as we meet outdoors for location watercolor painting.
Poker Lab	Learn the importance of table and seat position, the best strategies for playing made hands and drawing hands, how to bluff successfully, figuring the odds, value betting, reasons for raising, and more.
Portrait Painting	Explore the fundamentals of composition, color mixing, and different approaches to painting portraits.
Practical Mandarin Chinese	Learn to conduct simple conversations in Mandarin and understand key Chinese cultural concepts and traditions.
Practical Spanish	Learn to understand and speak Spanish for almost any situation. Vocabulary, verbs and useful practical phrases are covered.
Practical Spanish II (More Practical Spanish)	Continue building Spanish vocabulary, learn verb tenses, commands, pronouns and useful practical phrases.
Practical Spanish III (Even More Practical Spanish)	Continue expanding your Spanish vocabulary and begin conjugating verbs in past imperfect and several future tenses.
Practical Tarot: Major Arcana	Get a brief introduction to the Major Arcana and the Minor Arcana.

COURSE NAME	DESCRIPTION
Practical Tarot: Minor Arcana	Learn about the various ways to interpret the 56 cards of the Minor Arcana.
Pre Algebra Review: Entering 7th and 8th Graders	Learn or review order of operations, variables, and linear equations.
Prepare for the GED Language Arts, Writing Test	Obtain the skills and knowledge to successfully prepare for the GED Language Arts, Writing test.
Prepare for the GED Math Test	Master the skills you'll need to successfully pass Test 5 in the GED test series.
Prepare for the GED Test	Want to pass the GED test? This course will help you develop the skills you'll need to succeed.
Presenting Without Anxiety in Any Situation	You can present without anxiety in any situation if you learn these techniques.
Princess Series Ballet with Tap at Creation Station	Kids will explore elements of creative movement, ballet, tap, and jazz and learn to "tell a story with their body" in this delightful trip to enchanted kingdoms.
Princess Series Dance	Come stretch your imagination, as well as your toes, in the storybook dance class based on dances from your favorite fairy tales and ballet stories.
Professional Sales Skills	Discover how to begin a successful and rewarding career in sales.
Project Management For Absolute Beginners	Learn basic project management skills and approaches.
Protect Your Money, Credit, and Identity	Learn how to guard against scam artists, identity thieves, predatory lenders, and abusive debt collectors.
Public Speaking for Kids (Ages 8 and Over)	Public speaking is a skill and an art form that needs to be nurtured, so start now to strengthen your child's public speaking skills.
Publish and Sell Your E-Books	Learn how to use free tools to publish an e-book, and then list and sell your e-books in the world's largest online bookstores.
Real Estate Investing	Build and protect your wealth by investing in real estate.
Real Estate Investing II: Financing Your Property	Discover the tools professional investors use to crunch numbers and analyze potential deals, and learn how to make better decisions with sophisticated, yet easy-to-use worksheets for doing your own financial analysis.
Real Estate: To Buy or Not to Buy—an Investor's Perspective	Find out the sound approach as to whether or not to buy real estate as an investment.
Research Methods for Writers	Learn the most efficient and effective methods to conduct research for any writing project.

COURSE NAME	DESCRIPTION
Resolve Fears, Phobias and Grief Thru Self-Hypnosis	Learn to overcome fears or phobias of public speaking, flying, success, sex and other life-diminishing situations through hypnosis.
Resume Writing Workshop	Discover the secret to transforming your tired, boring resume into a powerful tool that will get you interviews.
Rowing 1 (Introduction to Sculling)	Learn basic rowing techniques, theory and equipment handling.
Sailing 1 (Introduction)	Learn everything you need to start sailing right away in this class geared for students with little or no sailing experience.
Salsa Blast Workout	Come have a blast exercising to the hot Latin rhythms of Salsa music.
Salsa Dance	Learn the basics of Salsa and easy patterns to get you out on the dance floor.
Samba	Come experience the history, culture and music of this dance that makes Carnival a must.
SAT Prep	Learn skills and test-taking techniques to succeed when taking the SAT.
SAT/ACT Preparation - Part 1	Master the reading, writing, English, and science questions on the ACT and new SAT.
SAT/ACT Preparation - Part 2	Master the math questions on the ACT and new SAT.
Sea Kayaking 1	Discover for yourself the exhilaration of kayaking as you glide across the surface of the ocean, communing with birds, dolphins and harbor seals.
Self-Hypnosis For a Better Life	Use self-hypnosis to alleviate stress, pain, fears and phobias.
Shibori (Tie-Dyeing)	Learn the Japanese art of Shibori Tie-Dyeing as you create three beautiful scarves.
Sign Language For Kids: 7-14	Introductory sign language skills will be taught in a fun, unique way.
Silver Clay Jewelry	Learn how to work with this revolutionary craft material using only your hands and simple tools to create beautiful, handmade silver jewelry.
Singapore Math Strategies: Advanced Model Drawing for Grades 6-9	Master model drawing is a revolutionary technique for teaching middle school math students how to triumph over word problems and learn to love math.
Singapore Math Strategies: Model Drawing for Grades 1-6	Teachers will receive training needed to starting using the powerful Singapore Math strategy, which gives word problems a visual context.
Singapore Math: Number Sense and Computational Strategies	In this teacher-training course, you'll learn Singapore's innovative and practical strategies for solving addition, subtraction, multiplication, and division problems.

COURSE NAME	DESCRIPTION
Skills for Making Great Decisions	Learn how to make excellent everyday decisions from an experienced counselor and life coach.
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.
Soccer	Players will focus on strength and conditioning exercises, safety and injury prevention, and rules of the game.
Social Security Secrets	Explore ways to maximize your social security benefit. Not designed for those who have been collecting social security benefits for more than a year.
Spanish for Kids	Fun exercises expose kids to the Spanish alphabet, basic words, phrases and sentences so they will be able to understand and speak Spanish.
Speed Spanish	Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time.
Speed Spanish II	Follow-up to our popular Speed Spanish course. Several new recipes help you continue building fluency.
Speed Spanish III	Master your ability to speak, understand, and read Spanish by taking the final installment in our unique three-part Speed Spanish learning series.
Sports and Fitness Camp	In the 2 weeks allotted, campers will delve into the following sports: basketball, baseball, flag football, ultimate Frisbee, and soccer.
Stand Up Comedy	Learn the fundamentals of stand-up comedy including technique and nuances, joke construction, comedic theory, how to market your comedy and how to produce your own comedy show.
Start Your Own Edible Garden	Learn how to grow delicious, nutritious fruit and vegetables in your own backyard.
Start Your Own Home-Based Business	Discover the secrets of starting and running a successful home-based business.
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.
Stretch and Tone	Increase your flexibility and strengthen your abs; stretch and tone your body, with an emphasis on flattening your core abdominal muscles.
Study Skills and Report Writing: Grades 3-5 and 6-12	Review techniques to stop procrastinating, manage time more effectively, improve listening and note-taking skills and discuss the steps of writing a report.

COURSE NAME	DESCRIPTION
Study Skills: Entering Grades 4-6	Children will learn how to pull out important information, start thinking about concepts, look up words in the dictionary, and even take notes.
Study Skills: Entering Grades 7-12	Review techniques to stop procrastinating, manage time more effectively, improve listening and note-taking skills, as well as concentration and memorization of material.
Summer Sunsets and Twilight Painting	Work both indoors and outdoors, using your imagination to personalize your painting of a summer sunset
Sunset/Full Moon Paddle	As the sun sets and the moon rises, paddle away in a kayak from the hustle and bustle of the city.
Surfing 1 (Introduction)	Come hang 10 and ride those waves with style and confidence as you learn balance, timing, technique and ocean and wave mechanics.
Survival Kit for New Teachers	Veteran instructor shares the secrets for success in your first years of teaching.
Swim Camp	Come beat the summer heat and fill your afternoons with fun and fitness in this week-long camp where you'll learn how to swim.
Take More Cake—Cake Decorating Level 2	Enhance your basic cake decorating skills and learn more in-depth techniques.
Take the Cake—Cake Decorating Level 1	Discover how easy it is to create beautiful cakes for many occasions.
Tap Dancing	Learn basic tap dance beats and rhythms, riffs, locomotor steps, and center floor combinations.
Teen Swimming (ages 10-14)	This beginning class for kids age 10-14 will cover basic swimming techniques, like breathing, kicking and arm strokes.
Test Taking Secrets For Jobs and School	Learn to reduce text anxiety, increase focus and concentration and improve your results, whether it be for work or school.
Thai Fruit and Vegetable Carving	The centuries-old Thai art of fruit and vegetable carving adds beauty and elegance to any table or dish and is creative and relaxing.
The Analysis and Valuation of Stocks	Discover valuable techniques that show you step-by-step how to research and value stocks.
The Brain Class—A Blueprint for Brain Fitness	Learn how to protect and enhance your brain to help alleviate forgetfulness and boost focus and concentration.
The Craft of Magazine Writing	If you're a determined new writer, this class will provide you with the skills you need to get published.
The Creative Classroom	Enrich your teaching talents and encourage your students' creative thinking as you learn to turn your classroom into a creative classroom.

COURSE NAME	DESCRIPTION
The Differentiated Instruction and Response to Intervention Connection	Learn how to combine two powerful educational approaches; Differentiated Instruction and Response to Intervention; so you can enable every student in your classroom to succeed.
The Keys to Effective Editing	If you aspire to be an editor, this course will teach you the fundamentals of top-notch editing for both fiction and nonfiction.
Tiny Pros Soccer Ages 2-7	Children develop basic soccer skills to learn confidence and coordination.
Top 10 Remodeling Pitfalls and How to Avoid Them!	Learn to avoid the top 10 remodeling pitfalls and obtain a better outcome with fewer surprises and headaches.
Tots and Tutus at Creation Station	Kids will begin to learn basic dance while using puppets, musical instruments, props, bubbles, body movement and gross motor skill development games.
Travel Writing	Profit from your experiences in exotic lands (or your own backyard) by learning how to write and sell travel articles and books.
Triple Feature in Dynamic Communication	Discover how to communicate effectively in business and interpersonally.
Tumbling and Trampoline Gymnastics (1st Grade and Up) Blue/Yellow	This 6-week tumbling and trampoline training at the Josephson Academy of Gymnastics is geared for 1st grades and up.
Tune In, Sing Out!	Anyone can learn carry a tune with these almost fool-proof techniques.
Understanding Adolescents	Uncover the secrets of the adolescent mind. Gain valuable information on how they feel, how their identities develop, and how you can, best meet their needs.
Volleyball Skills and Conditioning: Ages 16-25	Improve your volleyball skills and increase your strength, flexibility, and endurance through comprehensive conditioning workouts on the track and on the volleyball court.
Water Pilates	Elongate your entire body with unique conditioning Pilates exercises in the water.
Wearable Art: Micro Macramé Bracelets	Learn to make a unique knotted spiral bracelet of fine, lustrous colored cord, studded with beautiful Czech glass leaf and tear drop or dagger beads.
What Were You Born To Do?	Discover your Natural Talent, the steps for getting started and some new career ideas.
What's Your Number: Understanding and Improving Your Credit Score	Find out what factors are likely to raise (or lower) your own credit score so you can make financial decisions that contribute to a higher credit rating.
Where Does All My Money Go?	Learn how to get control of your money once and for all.

COURSE NAME	DESCRIPTION
Women Engaged in Getting Healthy - W.E.I.G.H. To Go	Get your slimming schedule started with a fun five weeks of being active, toning, and burning calories . . . WEIGH To Go!
Women's Volleyball Skills	Covers all the basics of indoor volleyball including: passing, setting, digging, and attacking.
Worth Your Weight	Learn proper body mechanics with several methods of resistance training (body weight, free weights, and circuit training) while toning and sculpting the body that's right for you.
Write and Publish Your Nonfiction Book	Become a professional author or advance your career by learning to write, edit, and nonfiction books of all types.
Write Fiction Like a Pro	A Hollywood writer and author teaches you how professional writers use story outlines to structure any type of story.
Write Your Life Story	Learn how to create and distribute an inspirational and professional autobiography for family, friends, and others.
Writeriffic: Creativity Training for Writers	Banish writer's block forever with these tricks from the published writer's toolbox.
Writing and Selling Self-Help Books	Learn how to position your self-help book for success, write a persuasive proposal for agents and publishers, and use storytelling techniques to make your message compelling.
Writing for Children	Published children's author shows you how to touch the hearts of children by creating books for them.
Writing for ESL	Learn how to write in English more effectively to succeed in college and at work.
Writing Young Adult Fiction	Develop your own young adult novel and learn how to break into one of today's hottest publishing markets.
Yoga	Learn various breathing techniques and yoga poses and you'll leave feeling calm and refreshed.
Yogi-Barre	Combines the best of yoga stretching with unbeatable barre work for a relaxing and refreshing workout.
Zumba	Zumba is a Latin-inspired, calorie-burning, dance-fitness experience that's geared toward health and happiness.
Zumbatomic	More than just a great way to stay active and healthy, Zumbatomic classes offer a welcoming and upbeat atmosphere for kids.