

## **EAST LOS ANGELES COLLEGE**

### **VOCATIONAL**

<b>COURSE NAME</b>	<b>DESCRIPTION</b>
<b>Arreglos Florales (Flower Arrangements)</b>	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.
<b>Auto Wholesale Business From Home</b>	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.
<b>Balloon Decorating Business</b>	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.
<b>Become a Notary</b>	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.
<b>Cake Decoration</b>	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.
<b>ed2go Online Courses</b>	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.
<b>Electric Guitar</b>	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.
<b>Electronic Keyboard</b>	In this course students learn about buttons, knobs and levers that teach them to play and read both left and right hand.
<b>Group Piano Courses (Levels I-IV)</b>	In these courses students learn to play the piano. Courses are offered from beginning to advanced levels.
<b>Guitar</b>	In this course students learn to successfully play classical guitar in a group setting.

<b>COURSE NAME</b>	<b>DESCRIPTION</b>
<b>Humor Writing for All Mediums</b>	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.
<b>Illustrating Books</b>	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.
<b>Import Export Now</b>	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.
<b>Japanese Bunka Embroidery</b>	In this class students learn and practice different stitching techniques to create detailed pictures resembling delicately shaded paintings.
<b>Makeup Artistry</b>	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.
<b>Personal Makeup</b>	Participants learn to create a professional personalized makeup application as they apply makeup quickly, effectively, and in the correct color scheme.
<b>Renewing Notaries</b>	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.
<b>ServSafe Food Protection Manager Certification</b>	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.
<b>Stand-Up Comedy</b>	This course is designed to guide students through joke writing, finding their comic personae and the best choices for connecting with the audience.
<b>The Business of Bartending</b>	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.
<b>Violin Courses (Levels I –IV)</b>	In these courses students explore the fascinating sounds of the violin. Courses are offered from beginning to advanced levels.

## **LITERACY**

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

## **HEALTH**

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

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

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

<b>COURSE NAME</b>	<b>DESCRIPTION</b>
<b>Yoga</b>	This course helps students reduce stress, increase flexibility, gain mental clarity and build a strong nervous system.
<b>Zumba Basic Steps</b>	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**

<b>COURSE NAME</b>	<b>DESCRIPTION</b>
<b>Beginning Landscape Design</b>	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.
<b>Candle Making Basics</b>	In this course students learn all the basics for making beautiful molded and container candles in one afternoon.
<b>Dipped and Molded Chocolates</b>	In this course students learn to create delicious and beautiful chocolate candies for every occasion.
<b>Drought Tolerant Plantings</b>	Homeowners in this course learn to replace their thirsty lawns with water wise plants, including ground covers, shrubs and trees.
<b>Glycerin Soapmaking</b>	In this course students create many kinds of soaps while learning how to layer colors, use molds, and add fragrances, herbs, and toys.
<b>Natural Bath and Beauty products</b>	In this course students learn to make skin care and cleansing products that are good for them and good for the environment.
<b>Retirement Planning</b>	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**

<b>COURSE NAME</b>	<b>DESCRIPTION</b>
<b>2013 BAR Update Training: OBDII Gas and OBDII Diesel</b>	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.

<b>COURSE NAME</b>	<b>DESCRIPTION</b>
<b>Coding ICD-10 CM/PCS Training</b>	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.
<b>Coding: ICD-9 CM/CPT-4</b>	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.
<b>Commercial Food Equipment Repair Technician Online Training</b>	This course provides entry-level technician candidates with the fundamental knowledge needed to be employed by a commercial food equipment service company.
<b>Computer for Kids and Adults</b>	In this course students look inside a computer and learn the basic why's and what's of computer, keyboard operation, and software application.
<b>Computerized Medical Billing Insurance Service</b>	This is a hands-on course for billing service and practice for jobs in this field.
<b>Digital Photography Editing, Imaging, and Creativity with Photoshop</b>	Students learn fun graphic arts using adobe Photoshop and Illustrator, and much more.
<b>Introduction to Computer Software</b>	Through clear, step-by-step introduction, students quickly become familiar with and confident in the use of Microsoft's Office software.
<b>Keyboarding / Typing for Kids and Teens</b>	This class helps students develop their ability to use a keyboard and mouse through a thorough immersion into proper keyboarding skills.
<b>Medical Collection of Unsecured Assets</b>	In this course students learn how to follow up on unpaid claims from private insurance, Medicare, Medical and HMP/PPO's.
<b>Medical Insurance Billing Principles</b>	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.
<b>Medical Legal Issues and Risk Management</b>	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.
<b>Pharmacy Technician Training</b>	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.

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

### **GENERAL EDUCATION**

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

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