

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.

Pierce College Community Services Courses/Descriptions

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.

Pierce College Community Services Courses/Descriptions

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.

Pierce College Community Services Courses/Descriptions

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.

Pierce College Community Services Courses/Descriptions

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.

HOMEMAKING

COURSE NAME	DESCRIPTION
Cool Cupcakes with Sir Cakes-A-Lot	In this class, students learn cupcake-decorating techniques.
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.

GENERAL EDUCATION

COURSE NAME	DESCRIPTION
Calligraphy - Uncial, Carolingian and Foundational	In this class, students study calligraphy techniques of Uncial, Carolingian and Foundational Script.
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.