Los Angeles Valley College
Community Education & Extension Program

Register Online Today!

CommunityEd.lavc.edu

Winter/Spring 2008

5800 Fulton Avenue
Valley Glen, CA 91401-4096
818 947-2577, Ext. 4172
FAX: 818 947-2930

Internet: www.lavc.edu

Keep brochure through May 31, 2008
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***ONLINE REGISTRATION NOW AVAILABLE***

at - CommunityEd.lavc.edu

PARENTS ARE RESPONSIBLE FOR ESCORTING THEIR CHILDREN TO AND FROM CLASS
LOS ANGELES VALLEY COLLEGE
EXTENSION PROGRAM

WINTER/SPRING 2008 SESSION
OPEN HOUSE FOR ALL ACADEMIES
MONDAY, JANUARY 28, 2008 @ 6:30PM

PROFESSIONAL PARALEGAL ACADEMY  Classes Begin
February 20th

E3-900  Limited to 25 Students – Enroll Early!
Schedule:  M/W (6:30 PM - 9:30PM) and SAT.(various times)

The Professional Paralegal Academy is a superior training program giving graduates a marketable edge in today’s competitive workplace. Graduates of this program are prepared to handle the day-to-day tasks and responsibilities in any type of law practice. Instruction focuses on “competency-based” learning objectives, developing critical thinking and analytical skills.

The academy’s 400+ hours of training sets the Professional Paralegal Academy apart from any other paralegal school. The training you will receive in the Academy is well regarded and highly respected by law firms throughout Los Angeles. With over 20 paralegal skill-based modules, an Externship requirement and an advanced level civil litigation practicum, it is considered to be the most comprehensive program of its kind. To ensure academic integrity, a Certificate of Completion (Core Program, Externship and Practicum level) will be awarded upon successful completion of all modules and components of the Professional Paralegal Academy with a grade point average of 2.0 or above. Practicum level meets at the college. Externship requirement is accomplished through continuing legal education and/or volunteering at pre-approved legal clinics or court programs.

**CORE PROGRAM**

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Call 818.947.2320 today for your free information and registration packet!

4
OPEN HOUSE FOR ALL ACADEMIES  
MONDAY, JANUARY 28, 2008 @ 6:30PM

PARALEGAL ACADEMY
PRACTICUM LEVEL & EXTERNSHIP COMPONENTS
Practicum Level component is advanced level civil litigation training involving legal research, legal analysis, drafting pleadings and a motion for summary judgment. Externship component is a minimum of 12 hours where students have the option of volunteering at approved locations and/or participating in continuing legal education outside of the classroom.

TUITION & MATERIALS FEE
$4200 IF PAID IN FULL

EASY 8-PAYMENT PLAN CONTRACT
$4300 UNDER CONTRACT  
$1800 Deposit - $312.50 due every month beginning March 08.

Additional Books: Approximately 2-3 additional reference books.

EXIT REQUIREMENTS
Complete and pass Core, Practicum and Externship components with a 2.0 grade point average or higher. All tuition fees must be paid in full in order to graduate from the Academy.

Accreditation Statement
Los Angeles Valley College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (WASC), an institutional accrediting body recognized by the Commission on Recognition of Post-Secondary Accreditation and the U.S. Department of Education.

California Statutory Compliance Statement
The Professional Paralegal Academy, through Los Angeles Valley College Extension Program, exceeds the mandate for paralegal education requirements under California Business & Professions Code §6450. Earning a Certificate of Completion from the Professional Paralegal Academy enables individuals to work as paralegals under a licensed attorney in California.

Call 818.947.2320 today for your free information and registration packet!
OPEN HOUSE FOR ALL ACADEMIES
MONDAY, JANUARY 28, 2008 @ 6:30PM

HUMAN RESOURCE ASSISTANT ACADEMY ONLY 12 WEEKS!
Begins February 7th

E3-925 Limited to 35 Students – Enroll Early!
Schedule: TH (6:30 PM – 9:30 PM) and SAT (9:00 AM – Noon)

If you consider yourself to be a “people-person,” good listener, and detail oriented, you should seriously consider pursuing a career in Human Resource Management. Human Resource Assistants assist the management team with handling employee benefits, recruiting, interviewing, compensation and benefits, and a large list of other administrative functions associated with connecting management with employees. Today’s human resources workers juggle these tasks and, increasingly, consult top executives regarding strategic planning. Human resources, training, and labor relations managers and specialists are employed in virtually every industry. Federal, State, and local governments employ about 10% of human resources workers with the private sector accounting for about 90% of salaried jobs.

COURSE CONTENT
Introduction to Human Resource Management
Business Communications
Cultural Diversity in the Workplace
Training & Development
Compensation & Benefits
Violence in the Workplace
Compliance for Human Resource Management 1 and 2
Recruitment & Selection
Career Development

TUITION & MATERIALS FEE – NO BOOKS TO BUY!
$1200 IF PAID IN FULL

EASY 3-PAYMENT PLAN CONTRACT
$1250 UNDER CONTRACT
$550 Deposit to Enroll - $350 due in 30 days/$350 due in 30 days.

Call 818.947.2320 today for your free information and registration packet!
OPEN HOUSE FOR ALL ACADEMIES
MONDAY, JANUARY 28, 2008 @ 6:30PM

LEGAL SECRETARY ACADEMY
ONLY 8 WEEKS!
Begins February 5th!

Limited to 30 Students
Schedule: Tuesdays & Thursdays (6:45PM – 9:45PM)

E3-930

The job market for legal secretaries throughout Los Angeles County is excellent. Salaries for entry-level legal secretaries range from $35K – 50K per year! By becoming a trained professional legal secretary you’re not training for a job, you’re training for a lifetime career. In order to receive a Certificate of Completion from the Legal Secretary Academy, students must complete and pass all modules with a 2.0 grade point average and an exit keyboard speed of 70wpm or higher with verified test score. Typical tasks and responsibilities:

- Transcribing legal documents, pleadings, and letters.
- Communicating with attorneys/paralegals, judges, court personnel, clients, legal vendors, government agencies, banks and prospective clients and arranging depositions/meetings.

Core Program
Legal Terminology
Civil Procedure 1 and 2
Court Calendaring
Document Management
Keyboard Speed-building
Computers for the Legal Secretary
Personal Injury & Tort Law
Contracts & Business Entities
Family Law
Worker’s Compensation

TUITION & MATERIALS FEE – NO BOOKS TO BUY!
$1000 IF PAID IN FULL

EASY 2-PAYMENT PLAN CONTRACT
$1025 UNDER CONTRACT
$525 Deposit to Enroll - $500 due in 30 days.

Call 818.947.2320 today for your free information and registration packet!
The Community Education Program is pleased to offer these new online career training programs in partnership with Gatlin Education Services. Gatlin Education Services (GES) is the world’s largest provider of web-based, instructor supported training programs to colleges and universities nationwide. Their open-enrollment programs (students can register at any time) are designed to provide the skills necessary to acquire professional caliber positions for many in-demand occupations. GES build their programs with a team of professionals from each respective field who work with an existing textbook or base of material to provide the most effective online learning experience. Instructors are actively involved in the student’s online learning experience. They respond to any questions or concerns as well as encourage and motivate the students to succeed. Each program has a set of lessons and tests; student’s grades are calculated using a combination of computer-graded tests and the instructor’s evaluation of the student’s work. Students love the quality as well as the convenience of anytime, anywhere learning. Certificate of completion provided after successful completion of each of these training programs. Most of the entry level courses are designed to be completed in 90-180 days. 

http://www.gatlineducation.com/lavcComEd/

ONLINE COURSES 
CAREER TRAINING PROGRAMS 
http://www.gatlineducation.com/lavcComEd/ 

ADMINISTRATIVE MEDICAL SPECIALIST WITH MEDICAL BILLING & CODING
Students learn medical billing and coding from the comfort of their own homes with this online, instructor-led program. Upon successful completion of this course, students will be prepared for an entry-level position doing medical billing or coding in a medical office setting and will be prepared to sit for the Certified Coding Associate (CCA) national certification exam. All materials are included.

3207 
Gatlin Education Services 
Fee: $1995 

MEDICAL BILLING & CODING
Students can learn medical billing and coding from the comfort of their own homes with this online, instructor-facilitated program. Students are prepared for an entry-level position doing medical billing and/or coding in a medical office setting and are prepared to sit for the Certified Coding Associate (CCA) national certification exam. All materials included.

3224 
Gatlin Education Services 
Fee: $1595 

MEDICAL TRANSCRIPTION
This online, instructor-led program will prepare you to start a new career as a Medical Transcriptionist. A medical terminology course is included at no extra cost! Transcriber and all materials included.

3202 
Gatlin Education Services 
Fee: $1595 

HUMAN RESOURCES FOR HEALTHCARE PROFESSIONALS
This nationally recognized online human resources certification training course provides a comprehensive human resource management foundation, grounded in practice, for those who intend to work or are working in healthcare settings. All of the modules in this program instill a solid foundation in both human resources and healthcare administrative practices.

3210 
Gatlin Education Services 
Fee: $1995
Now available - New educational resource center that is beneficial to your company and your employees. Training can be accomplished without ever having to leave the office.
For new eLearning classes visit: http://laVC.theelearningcenter.com/

PHARMACY TECHNICIAN
This online program will teach the skills needed to gain employment as a Pharmacy Technician in either the hospital or retail setting. The objective of the Pharmacy Technician Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions in pharmacies as well as prepare for national certification. This online program pairs students with an instructor for one-on-one assistance and includes a forty-hour externship. All materials included.

3203 Hours: 240
Gatlin Education Services Fee: $1795

We also offer the following online courses. Look for full description at our website - http://www.gatlineducation.com/lavcComEd/

ADMINISTRATIVE DENTAL ASSISTANT - Hours: 240, Fee: $1595
AUTO CAD 2007 - Hours: 150, Fee: $1995
CERTIFIED NATIONAL PHARMACEUTICAL REPRESENTATIVE - Hours: 120, Fee: $1595
DIGITAL ARTS CERTIFICATE
Hours: 225, Fee: $3195
eBUSINESS CERTIFICATE - Hours: 200; Fee: $1995

FREIGHT BROKER/AGENT TRAINING
Freight broker professionals are in demand. No matter the state of the economy, goods will always need to be shipped. A motivated and disciplined freight broker or freight agent, with the proper training, can build up his/her business into a six figure earning potential. An ideal home business for a self-starter who enjoys fast-paced work. Become a part of the exciting trucking, freight logistics, and transportation industries as a licensed freight broker, or as a freight broker agent. Students will learn the “how-to’s” of building up a freight brokerage or agency. From licensing to operations, to sales and marketing, students learn the basics of how to run a freight brokerage or agency. This course arms graduates with the information needed to succeed in the freight brokerage business, and can help lead to a rewarding career in this field.

3223 Hours: 150
Gatlin Education Services Fee: $1695

PAY PER CLICK MARKETING - Hours: 150; Fee: $1395
PAYROLL PRACTICE & MANAGEMENT
Hours: 80, Fee $1595

PERSONAL FITNESS TRAINER - Hours: 150, Fee: $2095
PRINCIPLES OF PRIVATE INVESTIGATION - Hours: 200, Fee $1995
PURCHASING MANAGEMENT - Hours: 330 - Fee: $2095
SEARCH ENGINE MARKETING - Hours: 250, Fee: $1795
SEARCH ENGINE OPTIMIZATION - Hours: 150, Fee: $1395
TRAVEL AGENT TRAINING - Hours: 200, Fee: $1595
VETERINARY ASSISTANT - Hours: 240; Fee: $1795
WEDDING PLANNER - Hours: 300, Fee: $1395
CASINO BLACKJACK DEALER
Johnny Chan Academy and GES have partnered to bring you this nationally recognized Blackjack Dealer online training course. We will teach you everything you need to know in order to become a Professional Blackjack Dealer. You will learn all of the required fundamentals, including: shuffling, how to handle cheques, limits and betting procedures. After successfully completing the Casino Blackjack Dealer online training course, the advisors at the Johnny Chan Academy will assist you with job placement and support. The legendary name of 10-time World Series of Poker champion, Johnny Chan, will open many doors for you within the tight-knit casino industry. They will proactively assist you with your job search by posting your personal online profile, complete with a video "audition" necessary to showcase the valuable skills you’ve learned. This online certificate program is offered in partnership with major accredited colleges and universities.

3231
Hours: 100
Fee: $1395
Gatlin Education Services

CASINO POKER DEALER
This highly interactive online training program offered in partnership with the Johnny Chan Academy will teach you everything you need to know in order to become a Professional Poker Dealer. You will learn all the fundamentals, including: shuffling, how to handle cheques, limits, Seven Card Stud, Omaha and of course, how to deal the most popular card game today, Texas Hold 'Em. This program teaches students the appropriate methods, techniques, and mannerisms necessary to gain employment in the Casino Industries table game’s environment. Students will view online streaming instructional videos and record and submit video examinations demonstrating proper game techniques and protocols. Interactive video emails facilitate student-instructor interaction, creating the opportunity for students to have their skill progression critiqued by a professional poker dealer instructor. Students will receive a deck of cards, chips, a fold out poker felt, and a web camera.

3230
Hours: 100
Fee: $1395
Gatlin Education Services

INTERIOR DESIGN - **NEW**
This nationally recognized Interior Design online course is an exciting interactive certificate program where you will learn how to create spaces for living, working, and enjoyment. The program focuses on Design Theory, Design Process methods and Design Studio Work. The learning sequence study included are the design elements and principles, color theory, programming, space planning and the design of residential, commercial, and retail spaces.
The online learning method is "learner centered" so students can set the pace, sequencing and style of learning according to what works best for them. The environment is stimulating and interactive. Communication and design software is used extensively in design practice today. The online delivery of the Interior Design program mimics a real-world professional design experience. The modules incorporate communication and delivery of concepts via the same electronic mediums used by professionals. This program will prepare design students for entry level employment in the booming design industry.

3232
Hours: 350
Fee: $2295
Gatlin Education Services
MEDICAL TERMINOLOGY
This introductory course will provide the students with a strong foundation in the Language of Medicine applicable to most medical specialties. The course takes the students through Greek and Latin word roots covering basic Anatomy and Physiology, Pathological conditions and procedures, rules governing how medical terms are formed and used, spelling and pronunciation. This course will prepare students for employment in hospitals, clinics and private medical and dental practices. There will be weekly quizzes given to keep track of students' progress. There may be additional reference books recommended including a medical dictionary. This course is a prerequisite for Coding. Required text “Medical Terminology: A Short Course” by Davi-Ellen Chabner may be purchased from the instructor or on your own at approx. $35. Instructor also suggests that students purchase a Medical Dictionary. (No Class 2/15 & 2/18)

3250 3 Mon & 4 Fri. 6-10 PM Feb. 8-Mar. 7
Albert Boquiren  Fee: $109
Supply fee payable to instructor-cash only: $15

CODING: ICD9-CM/CPT-HCPCS (FOR MEDICAL INSURANCE BILLING)
Coding is now required to bill insurance companies. It also is used in the medical records departments of hospitals. 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. In CPT coding, one will learn how to code the doctor’s procedures/services and the new evaluation and management codes. The official Medical Fee Schedule codes are used in billing for workers’ compensation claims. This course is a prerequisite for Medical Insurance Billing and Procedures. Text: “ICD9-CM/CPT-HCPCS” approx $68 and CPT approx. $78. Purchase on your own or from the instructor. (No Class 3/21)

3252 6 Fri.  6-10 PM  Mar. 14-Apr. 25
Joselito P. Capili  Fee: $104
Supply fee payable to instructor-cash only: $15

MEDICAL INSURANCE BILLING
A major part of managing a medical office is billing patients for services rendered. In this fast-changing area, students will learn to understand the procedures of billing, recognize the different forms used by third-party carriers, complete each claim form for reimbursement and define insurance terminology and different types of coverage. 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 & ICD9-CM/CPT-HCPCS Coding. Required text same as used for coding. (No Class 5/23)

3251  6 Fri.  6-10 PM May 2-June 13
Joselito P. Capili  Fee: $104
Supply fee payable to instructor-cash only: $18

WATCH FOR - MEDICAL COLLECTION AND LEGAL ISSUES - SUMMER/FALL 2008
The Los Angeles Valley College Community Education & Extension Program will issue a certificate of Completion for the “Medical Insurance Billing Specialist” after the student has successfully completed Medical Terminology, Coding, and Medical Insurance Billing classes (attendance & examination requirements must be met before each class ends). There will be an $5 charge for each additional/or special request certificate.
NEW!
PROTECTION & SURVEILLANCE SERIES - CONVENIENT WEEKEND SCHEDULE!
Incredible careers for men and women alike!

Featured Speaker
Robert The “P.I. Guy” Juarez

Robert Juarez, a licensed Private Investigator and owner of a successful private investigation business has created 4 outstanding “how-to” workshops in the exciting field of Protection and Surveillance.

Mr. Juarez, a Los Angeles Valley College alum, holds certificates and degrees in Administration of Justice, a registered/licensed Process Server, and former consultant to many Armored Transport Companies in the subject areas of close quarter shooting, celebrity and executive protection. Robert Juarez has been teaching in the Extension & Community Education Program at Valley College since 2000.

HOW TO CATCH A CHEATING SPOUSE
Suspicion is one thing, but confirmation is the objective - isn’t it? Learn the easy-to-recognize “tell tale signs” of a cheating husband or wife in this entertaining and demonstrative 1-day workshop. This workshop covers all of the high-tech equipment used by field investigators to catch cheating spouses and the privacy laws that go along with them. Even if your spouse isn’t cheating, you will learn the “tell tale signs” of a liar that you can apply towards any personal or work-related scenario. Don’t wait any longer -- get the facts from a renowned expert!

3253 1 Sat. 9 AM-3 PM Feb. 23
Robert Juarez Fee: $51

3254 1 Sat. 9 AM-3 PM Apr. 26
Robert Juarez

HOW TO BECOME A PROCESS SERVER
Need a recession-resistant career? Learn all the “ins and outs” of this lucrative entrepreneurial enterprise! A licensed process server includes mini-surveillance, skip tracing, postal checks and most importantly, service of process (legal filings). This 1-day workshop will give you all of the pertinent information on what you will need to get started and the California statutes that surround this fast-growing job market. Whether you work for yourself or for a legal services company, this is the ideal job for anyone who enjoys adventure, puzzle solving, and interacting with a diverse population.

3255 2 Sat. 9 AM-4 PM March 8 & 15
Robert Juarez Fee: $94

3256 2 Sat. 9 AM-4 PM May 10 & 17
Robert Juarez Fee: $94

Optional supply fee (cash only): $15

HOW TO GET A GREAT PAYING JOB AS A BOUNCER
You too can become a celebrity bouncer like Vin Diesel, Mr. T, or Joseph “Joey” Buttafuoco by taking this 1-day workshop! This career can take you to exclusive night clubs, restaurants, and/or posh resorts anywhere in California where there is a need for keeping underage, intoxicated aggressive and otherwise disqualified individuals from entering the establishment. Bouncers can also be responsible for collection entry fees, checking identification and/or escorting individuals to their seats once inside the venue. “No security guard card is needed for these courses, nor do these courses assist you in any security guard card certification”.

3257 1 Sat. 10 AM-2 PM Apr. 5
Robert Juarez Fee: $39

3258 1 Sat. 10 AM-2 PM May 31
Robert Juarez Fee: $39

Optional supply fee (cash only): $15
NEW!
HOW TO BE A CELEBRITY OR EXECUTIVE BODYGUARD (CLOSE-PROTECTION OFFICER)
Are you interested in entering an exciting, physically and intellectually challenging career? Learn the fundamentals of protecting a celebrity, government official, or executive in the area of communication, operation of physical security measures, explosives and chemical detection, sniper warfare, special weapons and crowd screening and control. Information on California statutory requirements will also be covered. Ideal for individuals who have bodybuilding, military, or martial arts training!

“No security guard card is needed for these courses, nor do these courses assist you in any security guard card certification”.

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<td>Optional supply fee (cash only): $15</td>
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FOOD HANDLER PROGRAM — LA COUNTY CERTIFICATION
The California Health and Safety Code/Ordinance 97-0071 requires mandatory Food Handler Certification for Managers/Operators and/or other responsible parties of all restaurants, markets, mobile food preparation units, commissaries and food processing establishment’s (one certified food handler is required to be present during hours of operation). Exam and certification will be given. Certification is approved by American Culinary Federation and Los Angeles County Health Department. Please register early. **Enrollment is limited.** Students need to bring a #2 pencil on exam day. **Book Required approx. cost of $75 (available at the Community Education Office).** The teacher recommends that students purchase the book early and start reading. **This class is conducted in both English and Spanish; the teacher is bilingual.**

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<td>Maria Reyna, ServSafe Instructor and Proctor</td>
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2-DAY FILM SCHOOL
Anyone can Write, Produce or Direct a Feature Film or Television Series if given the basic information! This intensive weekend filmmaking crash course is credited with launching thousands of film careers to include directors like Quentin Tarantino, Baz Luhrman and Guy Ritchie and actors like Queen Latifah, Will Smith and Marcia Gay Harden. On Day-1 (Saturday) you will discover how to step-by-step produce, direct and shoot your first feature film on budgets that range from $5,000-$10,000,000. On Day-2 (Sunday) you will then learn how to market, sell and distribute that feature film by attending film festivals, securing a distributor and making your theatrical, foreign, cable, dvd and internet sales. Day-1 “Make It” and Day-2 “Sell It”…the “2-Day Film School”. All attendees receive a Filmmaker’s Workbook, a Producer’s Diploma and a Graduation Certificate. **This class meets off campus.**

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<td>3264</td>
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COSTUMING FOR FILM AND TV
How to Break into the Business of Professional Costuming
In this informative program, you’ll learn how the industry really works plus insider secrets including:
• How to Read and “Breakdown a Script” for costuming
• What Costumes? Where do I get them?
• Working with Actors, Stunts, and Special Effects
• A day on the Production Set. Industry Etiquette
• How to Locate Job Opportunities and “Ace” the Interview
• Prepare a Film and TV Industry Resume
Students will learn basic skills for performing entry level jobs in the Costume Industry and an overview of how the Costume Department functions.
Karen Hudson, is a 30-year veteran of the Costuming Industry whose credits include graduate degrees in costuming plus Film, TV, and Stage Production. Her many credits include Hill Street Blues and Motel Hell. Karen has worked with such notables as Steven Bocho, Julie Andrews, Matt LeBlanc, Jeffrey Tambor and Betty White.

LIVE RADIO PRODUCTION
Is talking your hobby? Have people told you your voice should be on radio? This class will introduce the student to concepts and techniques of live radio production. Class topics include radio careers, radio show production, voiceovers, radio commercial writing, engineering, interviewing, radio sales, hosting and job search strategies. Class field trip to the 89.3 KPCC studios in Pasadena. Minimum age 18 years. (No Class 3/22)
Rita Pardue, MA, BA Radio/TV/Broadcasting is the Production Manager at 89.3 KPCC, Southern California Public Radio. She has over 20 years experience in radio and voiceovers. She is the owner of Angel Wings Productions. She was the Mid-day LA Host for KKLA, 1998-2004.

AN INTRODUCTION TO VOICEOVERS… (Getting Started in Voice Acting)
Have you ever wanted to be the voice everyone hears on TV and radio commercials, or documentary or audiobook narrations? You too can become a Professional Voiceover Artist! This fun, informative and empowering class will teach you the basics of the voiceover industry to help you decide if it is something you would like to pursue. We will discuss the many different types of voiceovers and what it takes to get started as a voice actor. Your voice will be recorded as you read from real scripts so that you can receive a professional voice evaluation later. In this two-hour introductory workshop you will learn what it takes to become part of this fun and exciting industry. Come ready to laugh, learn and be inspired…
Voices For All Coach/Producer/Instructors are known for their fun and informative presenting methods. Our coaches have many years experience, and are masters at teaching all or the information pertinent to making it in Voice Acting. Whether it be speaking, presenting, writing, producing or announcing, Voices For All has it covered. With hundreds of Regional & National Commercials, and Public Service Announcements under their belts, our instructors not only deliver the highest quality education and coaching to their students, but their unique enthusiasm and expertise bring an element of fun and excitement to the classroom as well.

CAREER TRAINING PROGRAMS
BARTENDING TO THE MAX
This exceptional bartending class will prepare you to work as a bartender in all types of establishments. If you are serious about the bar business, this course will also expand your knowledge into the area of management, including inventory, profits and staff. This information could lead to better bartending positions or even a career in management.

Bartending requires many skills, including an excellent memory, proficiency at multi-tasking, tremendous patience and talents beyond the making of cocktails. Because there are jobs of all skill levels, anyone can become a bartender. In addition to learning the basics of tending bar, this course emphasizes customer service. The class is extremely beneficial to bar owners, managers, waitresses and novice bartenders, also. **Bartending to the Max** will leave you with a thorough understanding of how the bar business works. Though liquor is not used in class, you will be taught in detail how to practice making cocktails on your own. There is no legal requirement for any type of license or certificate to work as a bartender in the state of California. Though not mandatory, it is suggested that students purchase the bartending manuals that accompany the information taught in class for $30. Designed as an accelerated course, the manuals provide notes necessary for outside study. In order to receive a certificate for completion of the class, study of the manuals is required. Kellie Nicholson has condensed twenty-five years of experience into a course that will give you the confidence to step behind a bar anywhere. She will teach you the basics that will put you on the road to quickly become a professional. Kellie has been hired to train bar employees all over the Los Angeles area and also consults with bars and restaurants in many areas of the business.

**3269** 3 Wed.  7:00-9:30 PM  May 7-21
Kellie Nicholson  Fee: $69
Supply fee payable to the Instructor (Cash only) for bar kit: $10 - Optional supply fee of $30 for manual & certificate.

APARTMENT & PROPERTY MANAGEMENT
A Career in Apartment & Property Management
A career in property management goes way beyond just free rent and apartments that are owned by mom-pop? Property Management is a career that pays well, offers great benefits and training, has many different career options and allows you the opportunity to work worldwide. You will learn what it takes to get your foot in the door. This workshop will cover many different topics from your resume to interview skills and everything in between. You will learn what leasing is, closing the deal, 100% meet and greet, marketing surveys, setting appointments, setting up the leasing office, curb appeal, taking maintenance orders, resident retention and renewals. Fair Housing and state laws will be covered and much more! Bring in an updated resume. You will be given the tools to help you in temporary-to-permanent job placement to start you on your new path.

Christine Evans has ten years of property management experience, is a certified residential & apartment manager, has managed over a 1,000 units and has a BS in Accounting.

**3270** 2 Sat.  9 AM-1 PM  Mar. 1 & 8
Christine Evans  Fee: $66
Supply fee payable to the Instructor (Cash Only): $15
REAL ESTATE: TO BUY OR NOT TO BUY – AN INVESTOR’S PERSPECTIVE
You’ve seen the infomercials on buying real estate and you know it can’t be as simple and lucrative as promised. In this class you’ll discover the pros and cons of real estate ownership without hype of sales pitches. Learn how to decide which type of real estate (if any) is for you, how to judge property as a potential residence or income property, what’s involved in managing rental property and which investment direction is best. You’ll also calculate cash flows, crunch loan numbers and compare loan payoff returns with other types of investment. So bring your calculator, pen and paper.

3273 4 Thurs.  6:30-9:30 PM  Apr. 3-24
Leo R. Summerhays
Fee: $84

WEALTH BUILDING 101
A revised and updated course designed to give you the tools to improve your financial situation. Invest nine hours to make the most of the money you make in the 90,000 hours you will work before you retire. Learn all the secrets you never learned in school about money, taxes, insurance, investments, financial and retirement planning. Everyone needs the equivalent of Finance 101. Now is your chance to ask all the questions in a “no holds barred” class on financial matters. Make your money work as hard for you as you work for it.

3274 3 Tues.  6:30-9:30 PM  Feb. 5-19
Robert J. Bryar, MBA, CFP, And Former IRS Agent
Fee: $59
WOMEN IN INVESTING
Did you know that women often make the best investors? Whether single, widowed, married, employed or retired, you need to know how to improve your current financial picture; how to select an investment advisor; the importance of portfolio allocation; how to construct your retirement plan; how to select investments for growth, income and safety; and how to reduce taxes and minimize risk by investing wisely. The workshop also includes estate planning, retirement planning, and college education planning for your children and grandchildren.

You will learn how to:
• Increase the value of your portfolio and your income
• Benefit from being a member of an investment club
• Read the financial pages and understand the language of investing
• Better understand stocks, bonds, mutual funds and annuities
• Invest for your kids’ college education
• Plus a forecast of the economy, interest rates and the stock market.

A light meal will be provided by presenter for participants in class.

INVESTMENT BOOTCAMP
This hands-on workshop is a practical way for beginning and experienced investors alike to evaluate and judge investment choices. Using real-life cases, attendees will learn the mechanics and potential return of mutual funds, annuities, stocks, bonds and real estate. We will include tax saving strategies that will allow you to keep more of what you earn. Learn the secrets and the most important money management principles of successful investors such as Warren Buffet, Benjamin Graham and Peter Lynch. This workshop is for anyone who has a retirement account such as a 401k, 403b or IRA.

Jeff Plyamm is a Financial Advisor with Legacy Financial of CA, whose advisors have managed over one billion dollars, has wide range of experience at a variety of So CA schools with an array of adult education courses, workshops and seminars. A light meal will be provided by presenter for participants in class.

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See Page 41
FOR ONLINE NOTARY COURSE

WARNING! – Parking on Ethel Ave. is not permitted and may result in a parking ticket. Parking in Campus Lots requires a parking permit Monday – Friday. Parking permits are not required Saturday & Sunday. (Permits available at Community Education & Extension Program Office or can be purchased by phone with a credit card (818) 947-2577, Ext. 4172) for $7.50. Also No Parking allowed in Faculty Lot H.
NEW!
PHYSICAL THERAPY AIDE
If you enjoy helping others and want to join a booming field, this is it. Physical therapy is one of today’s fastest growing health care careers. Physical Therapy Aides assist the physical therapist in providing services that help improve mobility, relieve pain, and prevent or limit permanent physical disabilities of patients suffering from injuries or disease. This Physical Therapy Aide course will teach the basic skills and knowledge needed to gain employment as Physical Therapy Aides: medical terminology, gait training, transfer training, wheelchair mobility and more. 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 such as hospitals, sports clinics, gyms, convalescent centers and more.

Katrice Mubiru has 15 years experience working and teaching in physical therapy. She is also a Kinesiotherapist and Fitness Specialist. Upon successful completion of this class, students will receive a “certificate of completion”. Book required - instructor will give information at first meeting. Bring something to take notes. (No class 3/22)

NEW!
C-BEST PREPARATION
This course will prepare you for the California Basic Education Skills Test. Passing this test is required for all teachers and teaching assistants in the local school districts. This course will include math, reading and writing skills and assessment tests and practice tests. You’ll learn how to organize and write effective essays. You’ll also learn how to apply for teaching jobs with the LAUSD, other districts and private schools. Optional fee of $20 per additional essay analysis. (No Class 3/22)

Sandra Russell has been teaching people how to pass the C-BEST since 1986.

NEW!
WHAT TO DO WHEN DISASTER STRIKES
Personal Disaster and Emergency Preparedness
Students will be introduced to the most prevalent disaster threats facing Southern California residents today, including terrorism, hazardous materials incidents, pandemic disease and earthquakes. Material will include realistic and rational estimates of potential. Students will then be provided guidance on realistic measures they can take to prepare their families and homes, creating response plans, what to do during and immediately following an incident, and how to react to safeguard their families in the possible absence of emergency and public services following a disaster.

Shannon K. Paulson is the Officer-in-Charge of the Emergency Preparedness Unit with the Los Angeles Police Department.
LEARN TO WRITE RESUMES THAT GET YOU NOTICED

Tired of sending out resumes without landing “the interview?” Are you confused by how many kinds of resumes there really are and baffled by which one to use? Are you currently in a “career transition” and simply don’t know what to put on your resume? If so, this 3-hour workshop is for you. You will learn how to emphasize your hard, soft, and transferable skills in an easy-to-understand method that works well for everyone, regardless of prior work/educational experiences. Don’t keep making the same mistakes! Take charge of your career and learn how to “speak” to the reader – the one who actually makes the decision to call you in for the interview.

3281  1 Sat.  9:30 AM - 12:30 PM  March 8
Annie G. Reed, M.A., J.D.
Fee: $34

HOW TO WRITE A REALLY GOOD COMPLAINT LETTER

Remember when “good” customer service was the norm in banks, restaurants, and department stores? I do, and I want it back! For every written communication, by mail or electronically, is said to capture 20% or higher of how people really feel about an issue. Businesses respond to well-written complaints that are reasonable, unemotional, and factual. By taking this interactive workshop, you will learn how to write a really good complaint letter “like a pro” and hopefully, bring back the great customer service you remember.

3282  1 Sat.  9:30 AM - 12:30 PM  April 5
Annie G. Reed, M.A., J.D.
Fee: $34

DISCOUNT FOR SECOND CLASS

Students enrolling in two classes will receive a $5 discount for the second class as long as the full amount has been paid for the first class, (Same quarter only.) No Discounts allowed on Summer Camp, Adventure Camps, Day trips, Travel, Fencing, Online courses or Monthly Classes including Karate for adults and Gymnastics.
ONLINE VIDEO GAME & CHILDREN’S CLASSES

VIDEO GAME MAKING CLASS - ONLINE/ For 10 Years - Adults
This instructor facilitated On-Line class will teach how to design and modify your own exciting arcade style video games. You’ll learn how to control characters, objects and outcomes in your game, then increase the difficulty level and add more features. Learn how to design your own version of PacMan and several other games. Students will participate in this class at home using their own computer. Work at your own pace, access 24/7 for 7 weeks.

Robert Mayo has taught Video Game Making for All About Learning, Inc. since we first offered Video Game Making a number of years ago. Rob serves as All About Learning’s lead instructor and curriculum developer. Rob is college educated holding a bachelor degree in Arts and Sciences from Western Michigan University. Prior to college, Rob served in the Army as a Helicopter crew chief and mechanic. As an instructor, he continues to teach all seven different Lego Engineering and Lego Robotics courses which All About Learning offers, as well as the Video Game Making, and Crazy Science classes.

System Requirements for Video Game Making On-Line Class:
· High Speed Internet (128K minimum connection speed)
· Intel® Pentium® II 450MHz or faster processor (or equivalent)
· Windows Platform (NO Mac)
· Windows 98, SE, Me, 2000, XP (and later)
· DirectX 8 or higher compatible graphics graphics card with at least 16MB of video memory (preferably 32 MB or more). Also a DirectX 8 or higher compatible sound card is required. DirectX version 8.0 or later is required (not included; you’ll be able to download it.
· 128 MB of RAM
· Flash Player 7 or above.

March 1-April 19
Instructor/Facilitator: Robert Mayo or Staff
Fee: $109

ELEMENTARY ENGINEERING USING LEGO - ONLINE/ 8 Years and older
This class is an online Elementary Engineering using LEGO’s. This class is held online. Once registered for this course, you will be sent a LEGO kit with over 1,000 very advanced technic LEGO pieces. When you receive the kit in the mail, then you are ready to take the class. Yes, you keep the kit when the class is over! The class consists of engineering theory and instruction plus 6 very complex building exercises. This class is for the serious builder! Deadline for Sign up: February 22, 2007 (1 week needed to ship Lego Kit)

Online Instructions
3290
March 1-April 19
Instructor/Facilitator: Robert Mayo or Staff
Fee: $134

BOOST CONCENTRATION, MEMORY & RECALL FOR 8-17 YEARS OLD
With the right techniques anyone can boost their concentration, memory and recall in no time. Students will learn several techniques & important information, that if put into practice will accelerate their learning and understanding in an easy, effortless and quick way, reducing their study time. This class will help to improve in all academic subjects including performing arts and sports. If parents wish to attend class with their son or daughter, they can do so for an additional $29 fee.

3286 1 Sat. 10:30 AM-1 PM May 17
Victor Aragon, Jr.
Fee: $35
Supply fee payable to instructor (cash only): $5.00

PARENTS ARE RESPONSIBLE FOR ESCORTING THEIR CHILDREN TO AND FROM CLASS

See Page 29
For ACTING FOR KIDS 6-17 YEARS

TENNIS LESSONS/7-14 YEARS
(No Class 3/15, 3/22 & 4/19)
9 Sat.– Feb. 23-May 10
3285 Beginning 12-1 PM Fee: $79
Please bring two unopened cans of Tennis balls & your racquet.
Raymond Finks, Tennis Pro
SCIENCE ADVENTURE CAMP 2008 - K-6th GRADES
Information will be available in our Summer 2008 brochure. If you would like to be added to the mailing list, please call 818 947-2577, Ext. 4172
For four weeks in July-August 2008. If you’d like more information on Science Adventure Camp for Summer 2008, please call: 888 458-1812

SUMMER READING PROGRAM
Information will be available in our Summer 2008 brochure. If you would like to be added to the mailing list, please call 818 947-2577, Ext. 4172
Tentative dates: June 15-August 23, 2008
If you’d like more information on the Summer Reading Program, please call: 800 978-3532

MONARCH SUMMER CAMPS 2008
Please check our website for any updates:
http://lavc.edu/monarchdaycamp/index.htm
Community Education & Extension Office - (818) 947-2577, Ext. 4172.
The Community Education & Extension Program at L.A. Valley College offers a variety of gymnastics programs for all ages and abilities. Classes are held on Saturdays and weekday afternoons, Monday through Thursday. Classes include those emphasizing motor development and kinesthetic awareness for our youngest students through competitive gymnastics skills for our advanced team members who represent our club program at the state, national and international levels. We also offer an open recreational workout program on Tuesday and Friday evenings for our students and the gymnastic community, so that they can pursue their own individualized gymnastics program.

REGISTER IN PERSON AT THE COMMUNITY EDUCATION & EXTENSION PROGRAM OFFICE

Classes are for children 2 years of age through the teens. Children 2 years of age must show proof of age and be toilet trained. Classes for 2- and 3-year olds are 40 minutes in length, 5 children in a group. Classes for 4- and 5-year olds are 55 minutes in length, 6 children in a group. Classes for 6-year olds through teens are 85 minutes in length, 8 children in a group. Students wishing to take lessons more than once a week can register in any combination of days which best meet their needs. Students are restricted to one class per day. Back to back classes are not permitted. Parents (of 2 & 3 year olds only) may stay (sit) with their child during first lesson. Students will be evaluated by our staff and placed in group according to skill level and age. Students who enroll after the beginning of a session will be placed in groups as space permits. No one is permitted to use equipment or mats at any time, except during their assigned class period. Parents and/or spectators are not permitted to use equipment. Individual participants may be limited by the staff to specific activities and/or skills because of safety considerations (i.e., muscle strength, coordination level, attention span, body weight, etc.) If your name is not on our attendance sheet, you must show your receipt to enter class. You cannot try out a class before enrolling. Requests for refunds must be made at least five working days before the first class meeting. Refunds and transfers to different classes or time periods are subject to a $5 processing fee. There are no make-up lessons. Parking on Campus requires a parking permit Monday through Friday (Permit may be purchased in Community Education & Extension Program Office during weekday business hours). Parking on Ethel Ave. is not permitted and will result in a citation. (NO ZIPPERS OR BUTTONS ALLOWED ON CLOTHING – FOR CHILDREN’S SAFETY)

GYMNASTICS FOR YOUTH

WINTER 2008 - GYMNASTICS
Priority enrollment for students enrolled in Fall Session 2007 begins Monday Dec. 10, 2007 at 10 am. Open enrollment begins Wednesday, Jan. 2, 2008 at 10:00 am and will continue until classes are filled.

7 Monday afternoons – Jan. 14 - Mar. 10
(No Class 1/21 & 2/18)
3090 2 & 3-year olds - 3:30 pm Fee: $60
3095 4&5-year olds- 4:15&5:15pm Fee: $74
3100 6-yrOlds&up:3:30G&5pm Fee: $74
9 Wednesday afternoons – Jan. 16- Mar. 12
3120 2 & 3-year olds - 3:30 pm Fee: $78
3125 4&5-year olds-4:15&5:15pm Fee: $96
31306-yrOlds&up3:30G&5pm Fee: $96
8 Saturdays - Jan. 19 - Mar. 15
(No Class 2/16)
3150 2 & 3-year olds – 10:30am Fee: $70
3155 4 & 5-year olds-9:30&11:15am Fee: $86
3160 6-yearOlds&up9:30&11am Fee: $86

SPRING 2008 - GYMNASTICS
Priority enrollment for students enrolled in Winter Session 2008 begins Monday, March 3, 2008 at 10 am. Open enrollment begins Wednesday, March 19, 2008 at 10:00 am and will continue until classes are filled.

7 Monday afternoons – Apr. 7-May 19
4090 2 & 3-year olds - 3:30 pm Fee: $65
4095 4&5-year olds- 4:15&5:15pm Fee: $79
4106-yrOlds&up3:30G&5pm Fee: $79
9 Wednesday afternoons– Mar. 26-May 21
4120 2 & 3-year olds - 3:30 pm Fee: $83
4125 4&5-year olds-4:15&5:15pm Fee: $101
4306-yr Olds&up3:30G&5pm Fee: $101
7 Saturdays - Mar. 29 - May 17
(No Class 4/19)
4150 2 & 3-year olds – 10:30am Fee: $65
4155 4 & 5-year olds-9:30&11:15am Fee: $79
4160 6-yearOlds&up9:30&11am Fee: $79

CLASS DAYS, TIMES AND FEES ARE TENTATIVE AND SUBJECT TO CHANGE
TUMBLING FOR CHEERLEADING
No experience required. For Teens.
Fees Due 1st of month
3060 Sat 4:30-6:00 PM Fees: $50 per Mo.
Coach: Bambi Olesiuk & Staff

GYMNASTICS – GIRLS’ ADVANCED & TEAM
Knowledge of gymnastics basics in all four events is required: Floor, Vault, Balance Beam, and Uneven Bars. Will be asked to audition for instructor prior to acceptance. This is a competitive program.
Team Program:
3080 MTTh 5:30-6:30 PM & Hrs. TBA
Coach:Bambi Olesiuk & Staff Fees: $85 per Mo. (Fees Due 1st of month)

GYMNASTICS – ADVANCED TODDLER
Knowledge of gymnastics basics is required. Will be asked to audition for instructor prior to acceptance. This is a developmental program.
3083 T/Th 3-4 PM
Coach: Bambi Olesiuk & Staff
Fees:$56 per month Fees Due 1st of month

ADVANCED GYMNASTICS CO-ED – ADULTS & TEENS
Knowledge of gymnastics basics is desirable. Will be asked to audition for coach prior to acceptance. This program is popular with stuntmen/women, actors & former competitive gymnasts.
Adults & Teens Program:
3075 Mon. &/or Thurs 7-9 PM
Mike Washlакe Fees: 1 lesson = $13
2 or more lessons = $12 each

HIT (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) (Fees due 1st of the Month).
Girls 6-16 YRS:
3063 Fridays 6:00-7:00 PM
Shawn Marsh Fees: $40/Mo.
Teen Girls – Basic knowledge for cheer tumbling (11-14 Yrs)
3062 Saturdays 5-6:30 PM
Shawn Marsh Fees: $50/Mo.

BEGINNING GYMNASTICS CO-ED – ADULTS
Beginning gymnastics and acrobatics.
3064 Sun 11 AM-1 PM
Shawn Marsh Fees: $65/Mo.
Fees Due 1st of month

BEGINNING GYMNASTICS 6-16 YEAR OLD - BOYS
Beginning gymnastics and acrobatics.
3065 Sun 2:15-3:45 PM
Shawn Marsh Fees: $50
Fees Due 1st of month

POWER GYM – POLE VAULTING
Have fun with Gymnastics for Pole Vaulters
Beginning gymnastics to medium, to advanced. Slowly taught on: low parallel bars, high parallel bars, high bar, still rings, floor (front rolls, back rolls, back rolls to shot, hand stand & 20' rope). Also: High jump, S.P., discus, javelin, long jump, triple jump and hurdles. Payable in advance.
3084 Fri-Mon. (1 or 2 days) 4-10 PM
Coach: Tim Knappen Fees: $5/Lesson or $30/Four Lessons

OPEN GYMNASTICS CENTER WORKOUTS
The Gymnastics Center is open to the public for recreational Gymnastics-related activities every Tuesday & Friday Night. A parent or guardian must supervise children under the age of 16. Spectators are permitted in the bleacher area only.
Mike Washlакe, Supervisor 7-10 PM
Gymnastics Center Fee: $6 per night at the door or purchase a discount booklet that will allow you to attend 10 sessions for $35 at the Community Education Office (818) 947-2577, Ext. 4172. Booklets can by purchased by phone with a credit card, by mail or in person.
DAY TOURS

A DAY IN POMPEII at the SAN DIEGO NATURAL HISTORY MUSEUM or ANCIENT POMPEII HISTORIC SAN DIEGO
Saturday, March 8, 2007 - Depart 7:15AM - RETURN 6:00PM
Travel back in time and experience the legend and human drama of Pompeii. Buried in 79 CE by a catastrophic eruption of Mount Vesuvius, Pompeii remained hidden and forgotten until 1748 when archeologists began to excavate the site. What they discovered were exquisitely preserved objects that offer a glimpse into the day-to-day life of this ancient city. This compelling exhibition, full of discovery and human drama, features more than 250 authentic artifacts. Most poignant and dramatic are the body casts of the volcano's victims, frozen in their last moments. Beautiful frescoes, jewelry, statues, and household items take you back in time to experience life and death in ancient Rome's favorite vacation resort. The San Diego Natural History Museum is one of only four museums that will host this exclusive exhibition. See Greece: Secrets of the Past in the Museum's giant screen theater. A Day in Pompeii is a collaboration of the Soprintendenza Archeologica di Pompei and the host American institutions.
Then lunch on your own at one of the many and varied eateries in Balboa Park. With time to wander and enjoy the splendor and history that is Balboa Park. Maps and restaurant locations will be provided.
Two grand "World's Fairs" have largely defined Balboa Park. The California Building and Quadrangle, the Administration Building, the Botanical Building, the Spreckels Organ Pavilion and the New Mexico Building remain from the first exposition, as do four temporary buildings that have already been rebuilt.
3287 Registration Fee to LAVC: $15; Tour Fee: $77 per person (checks only) payable to Regina Rocha - non refundable. Includes transportation.

CHINA’S TERRA COTTA WARRIORS
Sunday, May 25
120 objects—including 20 complete life-sized figures, the most ever to have left China, tour Bowers Museum in California. "The upcoming United States tour of the first emperor's Terra Cotta Army is of historic proportions," says Bowers Museum President Peter Keller. "To put the importance of this exhibit in perspective, no previous exhibit from China has ever been allowed to include more than 20 'level one' objects. We are bringing 51 'level one' objects." It will feature the largest and most noteworthy collection of objects ever to travel from what many believe is the most significant archaeological discovery of the 20th century. The exhibition will include 20 complete life-sized terra cotta figures and feature new discoveries of court officials, acrobats and generals. Equally exciting and probably most dramatic are the inclusion of two recently discovered, half-sized bronze chariots and life-sized bronze animals that were found in what would have been gardens within the tomb complex belonging to China's first emperor, Qin Shi Huang (259 – 210 B.C.). Emperor Qin is one of the most important men in history. He is also well known for initiating construction of the 30-foot-high, 3,000-mile-long Great Wall of China to protect his empire from invaders from the north. It is thought that his tomb, in addition to being heavily guarded by thousands of Terra Cotta Warriors, replicated an underground city which included a bronze tomb with 500 tons of mercury flowing as rivers and a jeweled ceiling representing the heavens. The tomb itself remains unexplored today.
3288 Registration Fee to LAVC: $15; Tour Fee: Not available at time of printing. (checks only) payable to Regina Rocha - non refundable. Includes transportation.

You will be required to sign a liability release waver on the bus prior to departure. Los Angeles Community College District requires that all day tour participants have their own medical accident insurance coverage should the need arise. The District will not provide this coverage for you.
TOURS & TRAVEL
Please call to request a flyer: 818 947-2577, Ext. 4172.

SOUTHERN CHARM - May 4 - 10, 2008
7 Days - 10 Meals; 6 Breakfasts - 4 Dinners
Highlights...Historic Charleston - Boone Hall Plantation Beaufort - Savannah - Factors Walk - Jekyll Island - St. Simons Island
Per Person Rates: Double $1949; single $2,549; triple $1919
Orientation: To answer all your questions on - Tuesday, February 12, 6:30-7:30 PM at LAVC
Included in Price: Round Trip Air from Los Angeles Intl Airport, Air Taxes and Fees/Surcharges of $50 (subject to increase until paid in full), Hotel Transfers. Not included in price: Cancellation Waiver and Insurance of $140 per person.

ISLANDS OF NEW ENGLAND - July 11-18, 2008
8 Days - 11 Meals; 7 Breakfasts - 4 Dinners
Highlights...Providence - Boston - Newport - Cape Cod - Cranberry Bog - Plymouth Rock - Plimoth Plantation - Martha’s Vineyard - Lobster Feast - Nantucket - Hyannis - Provincetown
A comprehensive tour of Boston includes the U.S.S. Constitution. Visit Plimoth Plantation and journey back in time to 1620 when the Mayflower had just landed in Plymouth, Massachussetts. Spend a day exploring Nantucket, known for its beautiful cottages and cobblestone streets. Enjoy a guided tour of a working New England cranberry bog that specializes in dry harvests. Indulge in a traditional New England lobster feast.
Per Person Rates: Double $1,999; Single $2,549; Triple $1,969
Orientation: To answer all your questions on - Tuesday, February 12, 6:30-7:30 PM at LAVC
Included in Price: Round Trip Air from Los Angeles Intl Airport, Air Taxes and Fees/Surcharges of $50 (subject to increase until paid in full), Hotel Transfers. Not included in price: Cancellation Waiver and Insurance of $140 per person.

CANADIAN ROCKIES BY RAIL - September 6-15, 2008
10 Days - 15 Meals; 8 Breakfasts - 2 Lunches - 5 Dinners
Highlights...British Columbia - Vancouver - Victoria - Rocky Mountaineer® Train - Kamloops - Jasper - Columbia Icefields - Lake Louise - Banff - Calgary
Spend two days on the Rocky Mountaineer® Train viewing coastal forests, roaring river canyons and lofty mountain peaks.
See the glaciers of the Alberda Icefields and view Mt. Robson, the highest peak in the Canadian Rockies
Stand on the amazing 1,000-foot thick Athabasca Glacier during an exciting Glacier Experience excursion at the Columbia Icefields.
Overnight at the magnificent Fairmont Banff Springs Hotel, nicknamed the "Castle in the Mountains". Call: 818 947-2577, Ext. 4172 to request a flyer.
Per Person Rates: Double $3699; single $4,849; triple $3649
Orientation: To answer all your questions on - Tuesday, February 12, 6:30-7:30 PM at LAVC
Included in Price: Round Trip Air from Los Angeles Intl Airport, Air Taxes and Fees/Surcharges of $75 (subject to increase until paid in full), Hotel Transfers. Not included in price: Cancellation Waiver and Insurance of $235 per person.

You will be required to sign a liability release waiver. Los Angeles Community College District requires that all travel participants have their own medical accident insurance coverage should the need arise. The District will not provide this coverage for you.
ARTS, CRAFTS AND HOBBIES

INTRODUCTION TO OIL PAINTING
Beginners and continuing - 14 years old to adults, 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 as you develop spontaneity, luminosity and creativity. 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. Acrylic paints are acceptable. **Materials to bring to 1st class:** Newsprint Drawing Pad. Pentel pen will be available for purchase at first class. (No Class 3/22)

FLORAL DESIGN
Learn to arrange fresh cut and seasonal flowers. Each week you will complete a different floral creation as you apply hands-on techniques for preparing and designing flowers, greens, ribbons and other accessories for color, balance and harmony. Weekly floral projects include: one-side oblong, round, and vase arrangements to suit different holiday and special occasions of the year. **Students are required to pay the supply fee at the first class meeting. Space is limited.** Bring your own scissors or flower cutters or purchase from instructor for approximately $2. Optional supply fee for book approximately $11.

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>Time</th>
<th>Instructor</th>
<th>Fee</th>
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<tr>
<td>3291</td>
<td>3 Fri</td>
<td>6:30-9:30 PM</td>
<td>Feb. 29-Mar. 14</td>
<td>$69</td>
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<tr>
<td>3292</td>
<td>3 Fri</td>
<td>6:30-9:30 PM</td>
<td>Apr. 4-18</td>
<td>$69</td>
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<tr>
<td>Susie Kim</td>
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<td>Supply fee payable to instructor for flowers and container (cash only): $40</td>
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TOURS & TRAVEL
Please call to request a flyer: 818 947-2577, Ext. 4172.

BEIJING CITY STAY - October 28 - November 5, 2008
9 Days - 15 Meals: 7 Breakfasts - 4 Lunches - 4 Dinners
Highlights...The Great Wall - Peking Opera - Beijing Zoo - Rickshaw Tour
Experience the best of Beijing while spending each night of your tour in this fascinating city.
Orientation: To answer all your questions on - **Tuesday, February 12, 6:30-7:30 PM at LAVC**
Per Person Rates: Double $1869; single $2,199; triple $1,859
Included in Price: Round Trip Air from Los Angeles Intl Airport, Air Taxes and Fees/Surcharges of $330 (subject to increase until paid in full), Hotel Transfers. **Not included in price:** Cancellation Waiver and Insurance of $150 per person.

You will be required to sign a liability release waver. Los Angeles Community College District requires that all travel participants have their own medical accident insurance coverage should the need arise. The District will not provide this coverage for you.
BASIC DRAWING/ADULTS
This class will offer basic instruction in drawing skills using pencil and paper. Learn the fundamentals necessary to successful drawing techniques while uncovering your creativity. Supplies required: 14” X 17” newsprint pad, #4B pencil & #6B charcoal pencil and Masonite Board 14” X 17” found at any art supply store.
3293 6 Thurs. 7-9 PM Feb. 28-Apr. 3
John Alcantara Fee: $84
Supply fee payable to instructor (cash only): $3

DECORATING FENG SHUI STYLE - 14 YRS-ADULT
Do you desire success in business, relations, romance and attainment of your goals and dreams? Are you confused about what color to use in your home or office or what type of material is best for your furniture? Let the 4000 year old ancient Chinese art of Feng Shui help you attain this information and your goals. Find out how the physical environment of where you live and work can impact your health, relationships and income. Be prepared to have fun while learning to apply the basic principles and wisdom of this ancient art to your home and/or office. You will also learn about how your home address can reflect your experiences in the home and much more. No previous knowledge or classes in Feng Shui are needed. Come join us for a fun enlightening class!!! This class is ideal for interior decorators.
Kathy Zimmerman is a certified advanced graduate and instructor at the American Feng Shui Institute. She holds a California State Teaching credential as well as a certificate to teach from the American Feng Shui Institute. Kathy continues her advanced studies with master Larry Sang and consults for various clients on both residential and commercial properties. Optional books available for purchase at class.
3294 1 Mon. 6:30-9:30 PM Feb. 25
Kathy Zimmerman Fee: $35
Supply fee payable to instructor (cash only): $3

PHOTOGRAPHY/BEGINNING
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 instruction students will learn the fundamentals of photography, including how to operate their cameras on manual setting, how to best use automatic settings, how to stop or blur motion, focusing, controlling depth of field, white balance, using flash, and more. Shooting assignments will be given and photos will be reviewed in class. (This class will not include darkroom work.) If you’re thinking of purchasing a camera, it does not need to be brought to first class. Helpful pointers about features to look for will be discussed. This class will meet on 5 Tuesdays and one Saturday (for hands-on help from instructor) to be arranged after class begins. (No cameras with only automatic options) (For 13 YRS – Adults)
3295 5 Tues. 7-9:30 PM Feb. 26-Apr. 1
1 Sat TBA
Nancy Kaye Fee: $89

PHOTOGRAPHY/INTERMEDIATE
This class is an opportunity to fine tune fundamental photo skills and learn how to use them to make photos with strong visual impact. The emphasis of the intermediate level photography class is photographic content and creativity. We’ll study photo composition and explore how camera angle, lens choice, filters, and basic photo techniques can improve your photographs. We’ll also study the images of master photographers to help develop an individual photo style or interest. For most versatility, students are encouraged to shoot with a 35mm (film or digital) single lens reflex (SLR) camera, but all are welcome! No darkroom work is involved. One Saturday Class, for hands-on help from the instructor, to be arranged after class begins. (For 13 YRS – Adults)
3296 5 Tues. 7-9:30 PM Apr. 15-May 20
1 Sat TBA
Nancy Kaye Fee: $89
INTRODUCTION TO PCs and WINDOWS XP (15 YRS - ADULTS)
If you are one of those people who feel you “don’t know anything about computers,” then this class is for you! We will talk about computer jargon, so you’ll know what words like “reboot, burn, word processing, spreadsheet, Windows, hard drive, hardware, software, BCC, CD, DVD, etc.” mean. You will also learn how to use a mouse and how to use various keys on your keyboard, in addition to how to access the Internet, how to send and receive e-mail, how to work with different programs, how to search for files, e-mail messages, and how to play some computer games! In case you want to jog your memory, sometime in the future, as to what you learned in this class—materials will be available to purchase (cash only) for $15.00, payable to the instructor.

Prerequisite: Working knowledge of keyboard.

MICROSOFT OFFICE 2003
(15 YRS - ADULTS)
This workshop is designed to introduce you to Microsoft Word, EXCEL, Access and PowerPoint. In Word you will learn to create, edit, save, and print documents. You will also learn to move around your document with the mouse and keyboard. In the EXCEL portion of the class, you will learn to create workbooks, enter and correct data, do calculations using formulas and functions, learn navigation and movement techniques, insert columns and rows, move and copy data. In PowerPoint we explore the different PowerPoint views, create slides with bullets, create graphical objects and insert pictures from clipart, use the WordArt feature, and prepare the slide for running the show. In Access you will learn to create a table, define the fields that make a table, enter and edit data on the table. You will create a basic query to extract data from the table and generate a report from the table.

Prerequisite: Windows 98, 2000, ME, or XP and keyboard skills.

MICROSOFT EXCEL 2003
(15 YRS - ADULTS)
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 & Windows.
COMMERCIAL ACTING FOR KIDS & TEENS (AGES 6-17 YRS)
Two day seminar on location at the famous Zydeco Casting Studio
Learn how to act like a pro in a casting studio where it really happens. Fun, challenging, informative classes where you will learn all about:
• Commercial Acting and auditioning
• The right way to enter the Industry
• Professional tools, photos, resumes
• Optional color headshot $65.00
All work is ON CAMERA, plus a tape to keep.
June Chandler heads up the well known Young Actors Workshop which is regarded as a top source for well prepared new talent. Over 90% of the professional students get representation and work in the industry.
3301 2 Sat. 10 AM-12 PM Apr. 26-May 3
June Chandler or Staff Fee: $69
Supply fee payable to instructor (for tape): $3

ACTING FOR TV COMMERCIALS/ADULTS - LIGHTS! CAMERA!! ACTION!!!
Two day seminar on location at the famous Zydeco Casting Studio
This is the real thing. Industry level training in the professional environment where it happens. Authentic in every detail.
• Commercial acting, audition, and camera techniques
• All work on camera plus a tape to keep
• Industry overview
• Informative, challenging, practical, and fun
• Optional color headshot $65.00
June Chandler has established a lifelong career in film and television. She also heads up an exceptional team of successful actors and industry professionals who teach at her highly acclaimed Actors' Workshop at Zydeco Casting Studio. Over the last 20 years she has helped to launch many careers. (Minimum age 18 years)
3300 2 Sat. 10 AM-12:30 PM May 10 & 17
June Chandler or Staff Fee: $74
Supply fee payable to instructor (for tape): $3

ACTING FOR FILM & TELEVISION
Will meet at Zydeco Casting Studio
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 and will experience remarkable gains. This class has been a launching pad for many successful careers.
June Chandler has established a lifelong career in film and television. She also heads up an exceptional team of successful actors and industry professionals who teach at her highly acclaimed Actors' Workshop at Zydeco Casting Studio. Over the last 20 years she has helped to launch many careers.
• Discover the actor's secrets of self-confidence, focus, and communication
• Learn industry level acting technique
• Explore the fields of commercials and commercial print
• Acquire professional auditioning skills
• Gain a reality on how to launch an acting career
• Get an optional discounted color headshot
June Chandler has established a life-long career in film and television and is acclaimed as one of the top teachers in the field of acting. Due to June Chandler's busy schedule some classes may be taught by a qualified substitute. (Minimum age 18 years) (No Class 3/22)
3302 6 Sat. 10 am-12:30 pm Mar. 1-Apr. 12
June Chandler or Staff Fee: $99

Supply fee payable to instructor (for tape): $3
BARTENDING AT HOME

Picture yourself making fabulous martinis and delicious cocktails for your party guests during the holidays or any time during the year. You could be the host of the year with the scrumptious recipes taught in this introduction to bartending. Take a 2 ½ hour vacation into the world of mixology! You will leave this class with a new appreciation for the art of bartending, great tips and take home materials, such as flash cards and recipe sheets. This abbreviated bartending course is taught by Kellie Nicholson, instructor of “Bartending the Easy Way,” a popular class offered at 13 local colleges. Kellie’s 25 years of experience as a bartender is unparalleled. Don’t miss out on your chance to be the next bar star! No alcohol is allowed on campus - lecture and demo only.

ENTERTAINING WITH CONFIDENCE & FLAIR

You don’t need great-grandma’s silver, Aunt Tilly’s china and crystal, or to be a culinary school graduate to entertain with style and grace. Learn to be a confident, successful host/hostess, at home or anywhere. What to serve; how to present it; types of events and guests and more will be covered. No need to make excuses when it’s your turn to have people over. Develop confidence and style and personalize your entertaining without spending a fortune. (Note - Third meeting is a guided shopping trip off campus. Students must provide their own transportation).

SPANISH/CONVERSATIONAL

Students will learn basic conversational Spanish. Are you interested in learning another language or are you planning to travel to a Spanish speaking Country? This is a fun and relaxed way to learn. Emphasis is on the basic pronunciation, expressions and grammar needed for conversation abroad or in the U.S. Don Grigware has 20 years experience teaching Spanish. No book required.

CONCENTRATION, MEMORY & STUDY SKILLS STRENGTHENING FOR ADULTS

Are you on your way to College or a University? Or are you simply tired of your old job and want to return to school for a new profession? Do you want to boost your concentration and memory so that you can be better prepared to absorb any information quickly, easily and effortlessly? Are you studying a foreign language and want to learn it quickly? You can learn anything 3-5 times quicker with the secrets and techniques that you will learn in this class.

Bienvenido
HOW TO BE YOUR OWN PRIVATE INVESTIGATOR
In California, no license is needed as long as you are investigating for yourself. This class will show you how and where professional investigators obtain their information. You will learn where the public records are and how to search them. You will also learn about databases and how to use database to do your searches. You will learn how to do Asset Searches, Background Investigations and Skip tracing. You will learn almost all sources of information, which are used by private investigators.
Jim Harriger is a licensed Private investigator. He is a retired Detective from the Bungo-Forgery Division of the Los Angeles Police Department and is an expert in the area of fraud and forgery. He currently works as an investigator for an insurance company researching public records.

3310  1 Wed. 7-10 PM  Feb. 27  Jim Harriger
Optional supply fee payable to instructor (cash only): $25

MASSAGE TECHNIQUES
Learn how to give and receive a soothing massage in this hands-on workshop. There’s nothing like a wonderful massage to relieve stress, and tension. Learn techniques to diminish aches and pains while you improve strength and flexibility. Bring a towel and/or exercise mat, wear shorts and tank top.

3311  2 Wed. 7-9:30 PM  Feb. 20 & 27
Glenda Lockard  Fee: $48
Supply fee payable to instructor: $5

DOG OBEDIENCE
Training method is gentle, using praise and collar for corrections. Dogs accepted 4 months of age and older. “Come,” “Sit,” “Stay,” “Down,” – the basics of canine obedience; the trained dog can be expected to follow these commands and others on and off a leash. Learn to communicate a request to your dog. Only the registered student may participate in the class. Taught by the owners of San Mar Dog Obedience School. First meeting is lecture; do not bring your dog. TRAINER MUST BE AT LEAST 12 YEARS OLD
(No Class 3/22)

3308  8 Sat 12-1:30 PM  Feb. 23-Apr. 19
Bill Maze, San Mar Dog Obedience  Fee: $79
Supply fee payable to instructor (cash only): $7

JAPANESE TEA CEREMONY
Learn about the ancient ways of the Japanese Tea Ceremony. The Japanese Tea Ceremony is an art form through which culture, philosophy are expressed. Tea and light snack will be served. Supply fee covers tea and sweets.

3309  1 Sat. 3-5 PM  Apr. 5
Spring Iwata  Fee: $29
Supply fee payable to instructor: $5

LOOK WHO’S UNDER THE HOOD
Can you tell a Master Cylinder from a Power Steering Pump? What is anti freeze anyway? Want to know how to add brake fluid? The workshop will be conducted by Karen Valenti at her Auto Repair shop in North Hollywood. You’ll learn to change a tire, have a hands-on session under the hood and learn basic vocabulary in order to communicate clearly with your mechanic. **Space is limited. Students should bring drinking water and a hat to block the sun. Classes are held outdoors at an off campus site.**

3312  1 Sun. 9 AM-12 PM  Mar. 16
Karen Valenti  Fee: $35

3313  1 Sun. 9 AM-12 PM  May 18
Karen Valenti  Fee: $35

HOW TO BE YOUR OWN PRIVATE INVESTIGATOR
Learn how to give and receive a soothing massage in this hands-on workshop. There’s nothing like a wonderful massage to relieve stress, and tension. Learn techniques to diminish aches and pains while you improve strength and flexibility. Bring a towel and/or exercise mat, wear shorts and tank top.

3311  2 Wed. 7-9:30 PM  Feb. 20 & 27
Glenda Lockard  Fee: $48
Supply fee payable to instructor: $5

Supply fee payable to instructor (cash only): $5
WRITE STUFF - WRITERS WORKSHOP

Mark Twain once said, “If you show me someone who believes you can not change history, I will show you someone who has never tried to write their memoirs.” In his humor is this truth: All memoirs induce sympathy, good memoirs evoke empathy. A good memoir is born from that uniquely important place in your personal history. And your mission as the writer is to recreate engaging characters in a compelling backdrop. Within the safety of this exciting workshop, participants will discover their internal voice -- and learn how to skillfully transform personal confession into a life affirming, attention-grabbing memoir. Strategies of dialogue construction, imagery, perspective, character rendition, and sensory development will be shared. Scott Sonders won applause for his presentation before California Writers. He has previously taught classes in film, poetry and fiction for Valley and Pierce Colleges, CSUN, and UCLA. Instead of buying a Porsche to celebrate mid-life crisis like most sane men, he garnered two graduate degrees in Writing and Media Studies. He further honed his craft by teaching in Moscow and Montreal, and has found publication for many dozens of his essays, poetry and fiction works. (No Class 4/8)

3315  7  Tues.  7-9:30 PM  Feb. 26-Apr. 15
Scott Sonders
Fee: $114

INSIDE HOLLYWOOD SCREENWRITING

This is a fun, interactive workshop designed to help you develop story ideas into saleable screenplays. Learn and apply the vital aspects of successful Hollywood storytelling - while being coached in class and on-line too (in between sessions). The workshop also focuses on dramatic structure, writing effective log lines and query letters as well as pitching. You’ll be given the opportunity to read “hot spec scripts” and meet a panel of industry experts who will answer your questions. Navigate the business and master the craft with an “insider,” a full-time Hollywood creative executive and decision-maker who advises some of the biggest names in the entertainment industry. Students should bring several story ideas to class.

Christopher Lockhart recently moved to the famous William Morris Agency after a nine year run at ICM where he served as the Executive Story Editor. At WMA, he works with legendary talent agent Ed Limato and finds potential film projects for a small roster of “A” list clients including Denzel Washington, Steve Martin, Richard Gere and Mel Gibson. In his spare time, he works with “Collateral” producer Julie Richardson in the acquisition and development of screenplays, several of which have been set-up including “A Rhinestone Alibi” (Paramount) and “The Midnight Man” (Dimension). He also lectures around the country and has written several magazine articles. His televised writing workshop “The Inside Pitch” earned him a Los Angeles area Emmy nomination. Chris holds an MFA in dramatic writing from NYU’s Tisch School of the arts. (No Class 3/22)

3314  6  Sat.  10 AM-1 PM  March 1-Apr. 12
Christopher Lockhart
Fee: $139
**GUITAR/BEGINNING (14 YRS-ADULTS)**

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. We will also cover the ABC’s of strumming techniques and music notation. **Tape recorders are welcome. Class size limited.** Students must bring their own Guitar and small amplifier if bringing an electric guitar. (No Class 3/22 & 4/19)

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<thead>
<tr>
<th>ID</th>
<th>Date</th>
<th>Time</th>
<th>Instructor</th>
<th>Fee</th>
<th>Supply Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>3316</td>
<td>6 Sat.</td>
<td>11-12 PM</td>
<td>Giovanni Lombardi</td>
<td>$51</td>
<td>$5</td>
</tr>
<tr>
<td>3317</td>
<td>5 Sat.</td>
<td>11 AM -12 PM</td>
<td>Giovanni Lombardi</td>
<td>$47</td>
<td>$5</td>
</tr>
</tbody>
</table>

**GUITAR/INTERMEDIATE (14 YRS-ADULTS)**

This class is for students that have already taken the beginning class or that have a certain understanding of the guitar chord system, basic strumming patterns and music notation. We will master the five Major Pentatonic and Blues patterns and expand our knowledge of the Guitar fret board and then shift our focus on the seventh chord patterns. The application of the above material will enable us to learn and perform some popular tunes. **Prerequisite - Beginning Guitar. Tape recorders are welcomed. Class size limited.** Students must bring their own Guitar and small amplifier if bringing an electric guitar. (No Class 4/19)

<table>
<thead>
<tr>
<th>ID</th>
<th>Date</th>
<th>Time</th>
<th>Instructor</th>
<th>Fee</th>
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<tbody>
<tr>
<td>3319</td>
<td>5 Sat.</td>
<td>12-1 PM</td>
<td>Giovanni Lombardi</td>
<td>$47</td>
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</tbody>
</table>

**LEARN TO PLAY GUITAR -- OVERNIGHT**

Have you ever sat around fantasizing you could play the guitar like Jimi Hendrix or Eddie Van Halen? Or maybe Joni Mitchell or Django Reinhardt is more your style? Whatever your musical tastes, it’s easier than you think -- even if you’ve never played before! Composer of over 1000 songs and guitarist Richard Rossi will have you playing by the end of this two-day class with his revolutionary learning system, “From Zero to Playing overnight”. Whether you’re a beginner or need to dramatically improve your technique, Richard will let you in on the easy-to-learn secrets used by guitar legends. You’ll master: scale patterns, chords, sight reading, arpeggios, composition, songwriting licks and phrases of the greats. **Please bring your own guitar to class;** if you have an electric guitar, please bring a small amplifier. Also bring pen/pencil & notebook.

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<tr>
<th>ID</th>
<th>Date</th>
<th>Time</th>
<th>Instructor</th>
<th>Fee</th>
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<tbody>
<tr>
<td>3318</td>
<td>1 Sat.</td>
<td>3-6 PM</td>
<td>David Broida</td>
<td>$34</td>
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<tr>
<td>3320</td>
<td>2 Tues.</td>
<td>6:30-9:30 PM</td>
<td>Richard Rossi</td>
<td>$49</td>
</tr>
</tbody>
</table>
## DANCE INSTRUCTION WORKSHOPS

$5 DISCOUNT ALLOWED FOR PARTNER IN ALL DANCE CLASSES

No street shoes allowed in the Dance Studio

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### BALLROOM DANCE

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. Come and enjoy the most artistic of social pastimes-you’ll have fun, make new friends, and never have to refuse an invitation to dance again! Please wear soft-soled, low-heeled shoes. **Singles and couples welcome.**

**Beginning:**
- **3321** 6 Sat. 4-5:30 PM  Feb. 23-Apr. 5
  Jacqueline Eusanio  Gold Card $59  Fee: $64/person

**Beginning:**
- **3322** 5 Sat. 4-5:30 PM  Apr. 12-May 17
  Jacqueline Eusanio  Gold Card $50  Fee: $55/person

**Intermediate:**
- **3323** 6 Sat. 5:30-7 PM  Feb. 23-Apr. 5
  Jacqueline Eusanio  Gold Card $59  Fee: $64/person

**Intermediate:**
- **3324** 5 Sat. 5:30-7 PM  Apr. 12-May 17
  Jacqueline Eusanio  Gold Card $50  Fee: $55/person

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### FLAMENCO DANCE

Ole, viva Espana! Express your gypsy soul in this beautiful and captivating Flamenco dance from Spain.** Beginning technique will introduce you to the exciting rhythms, footwork, graceful arm and hand movements, and the art of hand-clapping called "palmas". You will develop beautiful posture, poise, and confidence while you shape and tone your entire body. Ladies should wear a full or flared skirt and closed-toe shoes with a sturdy, low heel. Come and release that fiery spirit within you!

**Beginning:**
- **3326** 6 Tues. 7-8 PM  Feb. 26-Apr. 1
  Jacqueline Eusanio  Fee: $54

**Beginning:**
- **3327** 6 Tues. 6-7 PM  Apr. 8-May 13
  Jacqueline Eusanio  Fee: $54

**LEVEL II:**
- **3328** 6 Tues. 7-8 PM  Apr. 8-May 13
  Jacqueline Eusanio  Fee: $54

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### MIDDLE EASTERN BELLY DANCE/BEGINNING & INTERMEDIATE

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!

**Beginning:**
- **3329** 6 Sat. 2-3:30 PM  Feb. 23-Apr. 5
  Jacqueline Eusanio  Fee: $64
  Optional supply fee of $17.00 for finger cymbals (cash only) payable to the instructor

**Intermediate:**
- **3330** 5 Sat. 2-3:30 PM  Apr. 12-May 17
  Jacqueline Eusanio  Fee: $55
  Optional supply fee of $17.00 for finger cymbals (cash only) payable to the instructor

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### HAWAIIAN DANCE/BEGINNING

Learn the exotic and eloquent dances of the Pacific Islands. You will sway to the beautiful music of the Hawaiian hula; dance to the captivating drums of Tahiti and exciting rhythms of New Zealand and Samoa. You will develop poise and confidence while getting in shape for those summer luaus. It’s the next best thing to a trip to Hawaii! Jacqueline Eusanio is a professional dancer and teacher with over 20 years of performing and teaching experience and extensive theatrical background.

- **3325** 6 Tues. 6-7 PM  Feb. 26-Apr. 1
  Jacqueline Eusanio  Fee: $54
ARGENTINE TANGO
Argentine Tango is a cultural dance over a hundred years old yet it is always growing and evolving with each new person who decides to learn it. Once you learn the basics of the tango you’ll be ready to create and express your own unique, sexy style at social occasions and clubs.
Julie and Angel are professional dance performers, producers of international events, and long-time tango teachers. Partner not required.
3331 7 Wed. 7:30-9 PM Apr. 2-May 14 Fee: $75
Julie Friedgen/Angel Echeverria

COUNTRY WESTERN LINE DANCING
If you want to learn Line Dancing, this is the class for you. Simple, slow to moderate 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. Cowboy boots or good dancing shoes suggested - no sandals allowed. (No Class 3/22)
Level I:
3333 7 Sat. 3:30-4:30 PM Feb. 23-Apr. 12 Fee: $63
Sara Lopez
Level I:
3334 4 Sat 3:30-4:30 PM Apr. 26-May 17 Fee: $36
Sara Lopez
Level II:
3335 7 Sat. 2-3:30 PM Feb. 23-Apr. 12 Fee: $75
Sara Lopez
Level II:
3336 4 Sat 2-3:30 PM Apr. 26-May 17 Fee: $54
Sara Lopez

ART OF EXOTIC DANCING FOR EVERYDAY WOMEN
This introductory class is about finding you. Exotic Dancing is much more than dancing sexy; it’s learning how to reach deep within yourself to find your inner beauty and grace and combine these qualities into sensual movements that only you can express. You will reconnect to your creative self through movement. This self-empowered class is an experience you’ll not soon forget. The non-intimidating style of the class helps to foster your confidence and self-expression.
Art of Exotic Dancing has been featured on The View, CNN, Entertainment Weekly and Shape Magazine. Please bring high heels and an oversized long sleeved button shirt to class.
3337 1 Thurs. 6-7:30 PM Mar. 13 Fee: $29
Rosalynn Romero

DISCO HUSTLE & NIGHTCLUB DANCING
Feel the exciting rhythm of the music as you learn the hustle, a fast-paced thrilling, flash dance with it’s dramatic turns, impressive wraps, loops, spins and footwork. Also, learn freestyle nightclub steps that will have you moving gracefully with your own unique style. (No Class 3/23)
3332 6 Sun. 11-12 PM Feb. 24-Apr. 6 Fee: $54
Kathy Levyn

SCOTTISH COUNTRY DANCE
Learn to dance the reels, jigs and strathspeys, all part of the traditional social dancing of Scotland. No partner required. Bring soft-soles shoes. Location: Field House (No Class 1/21, 2/18, & 5/26)
Mondays - Open Rec 7:30-10:30 PM Fee: $5 at the event.
Aase Hansen
BALLETT LEVEL I & II (16 – ADULTS)
Many people have discovered the benefits that classical dance can bring to the mind and body. Professional dancer Susan White 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. Whatever your age or physical condition, fundamental ballet will enable you to develop poise, strength, stamina, and flexibility. **Tights, leotards and ballet shoes are required.**
Susan White was a professional dancer and choreographer in England and in Europe. She was also the director of her own academy (for 18 years), teaching ballet, tap and jazz. (No class 3/22 & 4/19)

<table>
<thead>
<tr>
<th>Class</th>
<th>Date/Time</th>
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<tr>
<td>3338</td>
<td>6 Sat. 10-11 AM</td>
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<tr>
<td>3339</td>
<td>5 Sat. 10-11 AM</td>
<td>Apr. 12-May 17</td>
<td>$45</td>
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TAP DANCE (16YRS – ADULTS)
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 (Maxie Ford, Buffalo, Waltz Clog, time steps) and ball changes as you learn the control of tap sounds, and interpret simple combinations to music. Develop confidence, coordination and poise. Please wear comfortable clothing and dance shoes.
**Bring your tap shoes.** (No class 3/22 & 4/19)

<table>
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<tr>
<th>Class</th>
<th>Date/Time</th>
<th>Instructor</th>
<th>Fee</th>
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<tbody>
<tr>
<td>3342</td>
<td>6 Sat. 1 PM-2 PM</td>
<td>Feb. 23-Apr. 5</td>
<td>$54</td>
</tr>
<tr>
<td>3343</td>
<td>5 Sat. 1 PM-2 PM</td>
<td>Apr. 12-May 17</td>
<td>$45</td>
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ALL THAT JAZZ (16YRS – ADULTS)
This is the dance that does just about everything from toning your muscles to building graceful and rhythmic coordination skills. Jazz dance style combines different dance-step techniques of the Lindy, jazz walks, and Chasse squares. You will learn proper warm-up exercises, walks, turns, kicks and push turns. By the end of this course you will develop basic jazz dance technique, strength, poise, stamina and agility. Wear comfortable clothing & dance shoes. (No class 3/22 & 4/19)

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<tr>
<th>Class</th>
<th>Date/Time</th>
<th>Instructor</th>
<th>Fee</th>
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<tr>
<td>3340</td>
<td>6 Sat. 11 AM-12 PM</td>
<td>Feb. 23-Apr. 5</td>
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</tr>
<tr>
<td>3341</td>
<td>5 Sat. 11 AM-12 PM</td>
<td>Apr. 12-May 17</td>
<td>$45</td>
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PARKING DECAL/PASS REQUIRED FOR ALL CAMPUS PARKING LOTS
You MUST OBTAIN A PARKING PERMIT to park in campus lots. Parking permits are $7.50. (Exact change required) from the Community Education & Extension Program unless the activity in which you are registered is to be held for less than 5 sessions or on weekends. It is the student’s responsibility to inform the Community Education & Extension Program at the time of registration if entitled to a short term (4 sessions or less) parking permit. A parking permit is available by phone or mail.
**WARNING!** - No driving or parking on Ethel Avenue between Burbank Blvd. and Hatteras Street. Violators will be cited.
1. Parking Violation - $30.00
2. Driving on closed street, around barricades, and past posted signs - $125

Separate payment needed for Parking.
DANCE INSTRUCTION & EXERCISE WORKSHOPS
$5 DISCOUNT ALLOWED FOR PARTNER IN ALL DANCE CLASSES
No street shoes allowed in the Dance Studio

HOT SALSA DANCE/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.
(No Class 3/21, 3/23 & 4/20)

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
<th>Fee</th>
<th>Dates</th>
<th>Notes</th>
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<tbody>
<tr>
<td>3346</td>
<td>6 Fri.</td>
<td>7-8:30 PM</td>
<td>Linda Lees</td>
<td>$64</td>
<td>Feb. 22-Apr. 4</td>
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<tr>
<td>3347</td>
<td>6 Fri.</td>
<td>7-8:30 PM</td>
<td>Linda Lees</td>
<td>$64</td>
<td>Apr. 11-May 16</td>
<td></td>
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<tr>
<td>3348</td>
<td>6 Sun.</td>
<td>2-3:30 PM</td>
<td>Linda Lees</td>
<td>$64</td>
<td>Feb. 24-Apr. 6</td>
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<tr>
<td>3349</td>
<td>5 Sun.</td>
<td>2-3:30 PM</td>
<td>Linda Lees</td>
<td>$55</td>
<td>Apr. 13-May 18</td>
<td></td>
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WEST COAST SWING
Learn basic steps, using triple rhythm; simple throw-out and under arm turn; variations of whip steps, with outside and inside turns; basic sugar push; and lindy turns. Also learn basic East Coast Swing. Come prepared to have a good time. Wear soft-soled shoes. No partner required.
(No Class 3/23 & 4/20)

<table>
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<tr>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
<th>Fee</th>
<th>Dates</th>
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<tbody>
<tr>
<td>3351</td>
<td>6 Sun.</td>
<td>3:30-5 PM</td>
<td>Linda Lees</td>
<td>$64</td>
<td>Feb. 24-Apr. 6</td>
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<tr>
<td>3352</td>
<td>5 Sun.</td>
<td>3:30-5 PM</td>
<td>Linda Lees</td>
<td>$55</td>
<td>Apr. 13-May 18</td>
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TONES & STRETCH (WITH RESISTANT BANDS)
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. You will increase lean body mass and develop compact muscle definition. This class is nonstop, non-impact, with special attention given to proper skeletal alignment, increasing flexibility and strengthening body connective tissue. Includes abdominal exercise, cool-down stretch and is a good all-encompassing body workout. May Fong currently has a thriving fitness profession as a nationally certified personal trainer with additional credentials in Yoga and Pilates. In addition holistic practitioners, as restorative therapy for recovering patients have utilized her skills. Resistance bands are needed, bring your own or purchase from instructor at the first class. Also bring an exercise mat or large towel & drinking water.
(No Class 3/31)

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
<th>Fee</th>
<th>Dates</th>
<th>Notes</th>
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<tbody>
<tr>
<td>3350</td>
<td>8 Mon.</td>
<td>6:30-7:30 PM</td>
<td>May Fong</td>
<td>$59</td>
<td>Feb. 25-Apr. 21</td>
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Optional supply fee payable to instructor for resistance bands (cash only): $11

PLEASE KEEP YOUR RECEIPTS - ALL RECEIPTS REQUIRED FOR REFUNDS, CREDIT SLIPS OR TRANSFERS - SEE REFUND POLICY ON PAGE 47.
HATHA YOGA: BEGINNING & CONTINUING STRETCH-RELAX-MEDITATE
Letting go of stress through yoga. Be sure to bring a mat or towel.
(No Class 3/22)
3353  7 Sat.  11 AM-12:30 PM  Feb. 23-Apr. 12
Joyce Billot  Gold Card: $63  Fee: $68
3354  4 Sat.  11 AM-12:30 PM  Apr. 26-May 17
Joyce Billot  Gold Card: $36  Fee: $41

WEDNESDAY YOGA
YOGA: BEGINNING & CONTINUING
Mind and body connection through Yoga.
Improve flexibility, relaxation and strength.
Be sure to bring a hand towel, floor mat & bottle of water
3355  6 Wed.  7:30-9 PM  Feb. 20-Mar. 26
Karen Kadens  Gold Card: $54  Fee: $59

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. The use of wrist and ankle weights is an additional option. (Bring Mat)
April Tatro is a certified personal trainer. Her background as a professional dancer and contortionist enhances her expertise in this field. She has been teaching for 35 years. No street shoes will be allowed in the gym. (No class 3/15 & 3/22)
Beginning:
3358  6 Sat.  10-11 AM  Feb. 23-Apr. 12
April Tatro  Fee: $54
3359  4 Sat.  10-11 AM  Apr. 26-May 17
April Tatro  Fee: $36
Intermediate:
3360  6 Sat.  9-10 AM  Feb. 23-Apr. 12
April Tatro  Fee: $54
3361  4 Sat.  9-10 AM  Apr. 26-May 17
April Tatro  Fee: $36
Advanced:
3362  6 Sat.  8-9 AM  Feb. 23-Apr. 12
April Tatro  Fee: $54
3363  4 Sat.  8-9 AM  Apr. 26-May 17
April Tatro  Fee: $36

CHAIR-ER-CIZE
These are exercises that are safe for those adults who are having balance problems, who have not exercised in a long time and want to start back to health in a safe and relaxed atmosphere. All exercises are done sitting or using the chair for stabilization. There will be a combination of stretches, stamina and muscle building exercises. Arm, torso and leg movements are utilized to involve all muscle groups. This is a good way to start building confidence so that one can move forward into a more advanced class in the future if desired. Routines are accomplished in an enjoyable way with music. Thera-bands will provide resistance and will be for your use during the class session. One can eventually use light weights for improving bone density. (No Class 3/21 & 3/28)
3356  6 Fri.   10-11 AM  Feb. 22-Apr. 11
April Tatro  Fee: $51
3357  5 Fri.   10-11 AM  Apr. 18-May 16
April Tatro  Fee: $43
EXERCISE & FITNESS
TO HELP YOU LOOK BETTER & LIVE LONGER

Please bring a mat or large towel, comfortable clothes and tennis shoes. All classes open to men and women of all ages unless otherwise stated. Classes geared to your own pace. No street shoes allowed in the Dance Studio.

GOLF/BEGINNING
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

First class is lecture only (do not bring clubs).
Golf equipment needed: pitching wedge, 7 Iron, 5 iron, 5 wood and putter, two dozen whiffle or plastic balls and tees. The first five lessons of the Beginning Level Class will be held on campus; the last lesson will meet at a scheduled time at local driving range. Intermediate level - all three classes will meet at The Van Nuys Golf Center. (No Class 3/22)

**Beginning:**
- 3364 Tue. & Thurs. 8-9 PM
- 3366 Tue. & Thurs. 8-9 PM
- 3367 Tue. & Thurs. 8-9 PM
- 3368 Tue. & Thurs. 8-9 PM

Robert O’Connor, PGA Rated Instructor Fee: $54
Driving range fee payable to instructor (cash only): $7.00

**Intermediate:** (Meets at Local Driving Range)
- 3365 Sat. 8:30-10 AM
- 3365 Sun. 8-11 AM

Robert O’Connor, PGA Rated Instructor Fee: $54
Driving range fee payable to instructor (cash only): $25

KARATE/ADULTS
Challenge yourself to the purest form of karate- Traditional Okinawan Shorin-Ryu Matsubayashi. 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 17 and up welcome. Class days and times are tentative and subject to change depending on availability of facilities.

- 2380 Tues & Thurs. 8-9 PM
- 3366 Tues & Thurs. 8-9 PM
- 3367 Tues & Thurs. 8-9 PM
- 3368 Tues & Thurs. 8-9 PM
- 3369 Tues & Thurs. 8-9 PM

Douglas Riffenburgh
Fee: $54/month
Payable 1st of month

OPEN RECREATION ACTIVITIES
Open recreation activities are open to the community. Days and times are subject to change due to location availability. There is no instruction. Effective January 2, 2008. Gym Center Open Workout—Fee: $6 per night. There will be no instruction. Booklets for Gymnastics or Fencing are available at the Community Education & Extension Office (818) 947-2577, Ext. 4172 by phone with a credit card or by mail.

- Royal Scottish Dance: Monday 7:30-10:30 PM, Field House, $5-per night
- Gymnastics: Tuesday 7 to 10 PM Gym. Center $6 per night
- Fencing: Tuesday 9 to 10 PM Field House $20 for booklet for 5 sessions
- Volleyball: Thursday 7 to 11 PM North Gym $5 per night
- Juggling: Thursday 9 to 11 PM Gym. Center $3 per night
- Gymnastics: Friday 7 to 10 PM Gym. Center $6 per night
- Badminton: Friday 7 to 11 PM North Gym - $5 per night
- Basketball: Saturday 9 AM to 12 PM North Gym $4 per day
- Basketball: Saturday 6 PM to 9 PM North Gym $4 per night
- Advanced Badminton: Sunday 12-5 PM North Gym - $5 per day
- Volleyball: Sunday 6 to 10 PM North Gym $5 per night
FENCING
REGISTER AT COMMUNITY EDUCATION OFFICE
Fencing taught at all levels from beginning through advanced. All three weapons taught: foil, epee, and saber. Please wear loose comfortable clothing and soft-soled shoes. **Booklets available at the Community Education & Extension Office or by phone (818) 947-2577, Ext. 4172.**

Lessons – Tuesdays 8-9 PM Fee: $50 for booklet for 5 lessons
Open Recreation – Tuesdays 9-10 PM Fee: $20 for booklet for 5 sessions

BEGINNER: Very little or no previous experience in playing or lessons.
ADVANCED BEGINNER: have had at least one or two sessions of lessons.
INTERMEDIATE: Dependable and accurate service placement: has some understanding of strategy in singles and doubles.
ADVANCED: has high level of consistency and endurance.

PRIVATE TENNIS LESSONS
Dates and times for private tennis lessons can be arranged with the Community Education & Extension Program. Make check payable to L.A. Valley College. Minimum of 4 hours required: can be for half-hour lessons.
3370 Fee is $64/hour per person Raymond Finks
3371 Fee is $64/hour per person Valentin Davtyan
Pre-register at the Community Education & Extension Program classes for one-hour lessons. EACH student must bring 2 unopened cans of tennis balls & racquet. List second-class choice, in case first choice is full. If private lessons are desired, arrangements MUST be made in the Community Education & Extension Office.

GROUP TENNIS LESSONS
(No Class 3/15, 3/22 & 4/19)
9 Sat. – ADULT Feb. 23-May 10
3372 Intermediate 9-10 AM Fee: $79
3373 Adv. Beginning 10-11 AM Fee: $79
3374 Beginning 11 AM – 12 PM Fee: $79
9 Sat. --Children (7-14Yrs) Feb. 23-May 10
(No Class 3/15, 3/22 & 4/19)
3285 Beginning 12-1 PM Fee: $79
9 Sun. – Adult Feb. 24-May 11
(No Class 3/16, 3/23 & 4/20)
3376 Advanced 10-11 AM Fee: $79
Please bring two unopened cans of Tennis balls & your racquet
Raymond Finks, Tennis Pro

TENNIS LEAGUE/ADULTS
9 Sun. Feb. 24-May 11
(No Class 3/16, 3/23 & 4/20) Fee: $99
The tennis league class is offered for advanced and intermediate players. the class will consist of 15 minutes of warm up, drill and strategy and 45 minutes of play. Each week players will be pared by ability and arranged into round robin type play by the instructor. Designed for players who wish to have matches arranged against equal level opponents in an organized setting but don’t know who to call.
3377 9 Sun. 11 AM-12:30 PM Feb. 24-May 11
Each player must bring two unopened cans of Tennis balls & your racquet
Raymond Finks, Tennis Pro

PRIVATE TENNIS LESSONS
Dates and times for private tennis lessons can be arranged with the Community Education & Extension Program. Make check payable to L.A. Valley College. Minimum of 4 hours required: can be for half-hour lessons.
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<table>
<thead>
<tr>
<th>Course</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate in Security Management Online</td>
<td>$169-$199</td>
</tr>
<tr>
<td>California Driver Education Online</td>
<td>$79</td>
</tr>
<tr>
<td>Notary Course Online</td>
<td>$79</td>
</tr>
</tbody>
</table>

Please visit the individual websites for more details.

**Mandatory**

Notary Education Online

*State-approved!*

This course satisfies the educational requirements for both new and renewing notary commissions.

Easy! Fun! Interactive!

Why sit in a classroom, when you can do this totally online?!

Don’t wait! Enroll NOW!

http://www.notaryusa.net/lavc/

**Certificate in Security Management Online Course**

Security professionals are in demand!

If you've ever considered entering or advancing in the exciting world of industrial security, then this course is for you! Over 50 lessons, each a rich multi-media experience complete with colorful graphics, animations, audio narration, and interactive quizzes. Complete the course at your own pace, and in the comfort of your home or office!

Enroll Today!

http://www.gilmorereview.com/lavc/

**California Driver Education ONLINE!**

*DMV-Approved!*

DriversEdUSA

Easy! Fun! Interactive!

Why sit in a classroom, when you can do this totally online?!

Don’t wait! Enroll NOW!

http://lavc.driversedusa.com
Accounting Career Certificate Program $998
As the number of business establishments increases, so does the need for accounting professionals. This program will provide you with the knowledge and skills to succeed in this dynamic and fast-growing field. A Career Certificate in Accounting will show future employers that you’re well trained in financial, managerial, and cost accounting; mathematics for business and finance; and financial management. (540 contact hours)

Medical Office Assistant – Comprehensive Program $798
Assist in managing a medical office, schedule appointments, and update patient records. Learn medical terminology, anatomy and physiology, and more. Prepare to work in a doctor’s office or clinic, a hospital, an insurance company, or for a Public Health Organization. This 16-course, comprehensive Medical Office Assistant program is designed for students who have no prior experience in the field and who want to learn the skills they will need to enter it (620 contact hours).

Courses:

Medical Office Assistant — Accelerated Program $698
This program consists of the core courses in the Medical Office Assistant program. It is designed for practicing professionals who are already working in this field and are looking to expand their skills to upgrade their careers. This curriculum assumes proficiency in the following subject areas (which are not included): Interpersonal Communication, Computer Literacy, Business and Technical Writing, Mathematics for Business and Finance, Anatomy and Physiology 1, Anatomy and Physiology 2, and Clinical Procedures (346 contact hours).

PC Repair Career Certificate Program $738
Job growth in PC repair reflects the increasing dependence of business and residential customers on computers and other sophisticated office machines. A Career Certificate in PC Repair will show future employers that you are well trained and ready to work as PC assemblers or testers, upgrade technicians, or field service PC repair technicians. You’ll learn to repair and add peripherals, troubleshoot, install, and maintain the system, remove and replace CPUs, motherboards, and memory. After earning your certificate, you will be ready to start your own repair business, work for an existing repair business, or gain employment in any business, government agency, or other organization that relies on computers. (225 contact hours)

Home Inspector Career Certificate Program $588
Homes are being refurbished and placed on the market with great regularity. And every day, buyers turn to qualified home inspectors to evaluate the condition of the home they’re about to purchase. A Career Certificate as a Home Inspector will show future employers (buyers and sellers alike) that you have been trained to evaluate structural quality, plumbing, roofing, heating and air conditioning systems, electrical wiring, and more. This exciting and timely new certificate program could be exactly what you need to begin a new career as a home inspector or establish a home inspection business. (140 contact hours)

Bookkeeper Career Certificate Program $698
Bookkeepers are an organization’s financial record keeper, and virtually every business must have one. In this program, you’ll gain the wide range of skills and knowledge needed to succeed in this challenging and rewarding field. Upon completion, you’ll be able to accurately keep accounting records both manually and electronically. You’ll understand cash management, business checking, and payroll and inventory systems. And you’ll have completed a comprehensive bookkeeping project that includes generating a complete set of reports for a fictional company. You’ll also be proficient with Microsoft Excel, as every modern bookkeeper must be. A certificate in bookkeeping will show employers that you’re well trained and qualified to be a professional bookkeeper.
ONLINE LEARNING

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. All can be taken from the convenience of your home or office. Several new courses launch every month! Most courses run for six weeks (with a two-week grace period at the end. Courses include lessons, quizzes, hands-on assignments, discussion areas and more. Visit http://www.ed2go.com/lavc to learn more.

Fee for online classes begin at $92.

Start Dates:
A new section of every course in this catalog will begin on the following dates:
Jan, 16  Feb. 20, Mar. 19, Apr. 16  and May. 21, 2008
courses may have additional requirements. Please visit our Online Instruction Center for more information. http://www.ed2go.com/lavc

Requirements:
All courses require Internet access, e-mail, the Netscape Navigator, or the Microsoft Internet Explorer. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

BUSINESS CLASSES
Accounting
Administrative Assistant Fundamentals
Customer Service Fundamentals
Professional Sales Skills
Principles of Sales Management
Successful Construction
Business Management Fundamentals of Supervision and Management
Business Writing

TEST PREP
GED Preparation
Prepare for the GED Language Arts, Writing Test
Prepare for the GED Math Test
SAT/ACT Preparation
GMAT Preparation
GRE Preparation
LSAT Preparation

MORE BUSINESS CLASSES
Project Management Fundamentals
Business Planning for the Retired
Total Quality Fundamentals
Introduction to Business Analysis
Making the Connection: Managing Nonprofits and Technology
Understanding the Human Resources Function

*This is a great course for any Human Resource professional.
Employment Law Fundamentals
Learn to Buy and Sell on eBay
Stocks Bonds, and Investing: Oh My!
Develop recruiting techniques that will help you hire the best people.

MARKETING YOUR BUSINESS ON THE INTERNET
E-commerce
Secrets of the Caterer

Real Estate Investing
Wow, What a Great Event!
Publish It Yourself: How to Start and Operate Your Own Publishing Business
Hire Smart
Start Your Own Consulting Practice

Start and Operate Your Own Home-Based Business
Creating a Successful Business Plan

Workers’ Compensation - New

CAREER IDEAS
Real Estate Investing
Get Paid to Travel
Become a Veterinary Assistant
Caring for Children
Catering
Fundamentals of Technical Writing
Introduction to Criminal Law
Legal Nurse Consulting
Introduction to the Game Industry
Start Your Own Business Theme Park Engineering

NEW - CAREER DEVELOPMENT - $189
Confidentiality of Health Information
English Composition
Intro to Biology
Intro to Business
Managerial Accounting
Math for Business and Finance
Medical Information
Management and Office Practice
Medical Mathematics
Principles of Marketing

PERSONAL ENRICHMENT
Get Assertive!
Good-bye to Shy
Get Funny!
Achieving Success with Difficult People
The Magic of Hypnosis
Keys to Effective Communication
Handling Medical Emergencies
Outdoor Survival Techniques
DIGITAL PHOTOGRAPHY
Discover Digital Photography
Photoshop Elements for the Digital Photographer
PHOTOSHOP ELEMENTS FOR THE DIGITAL PHOTOGRAPHER II
Making Movies with Windows XP
Photographing People With Your Digital Camera

ENTERTAINMENT
Marketing Tools for Actors
Your Screenwriting Career
Music Made Easy

LANGUAGES
Speed Spanish
French
Italian
Beginning Braille
Transcription
Grammar for ESL
Writing for ESL

HISTORY, ART, MATH & MORE
Drawing for the Absolute Beginner
Enjoying European Art
Great Themes in Philosophy
Everyday Math
Introduction to Algebra
Speed Reading

FAMILY & FRIENDS
Luscious, Low-Fat, Lightning-Quick Meals
Wine Appreciation
Genealogy Basics
Assisting Aging Parents
Enhancing Language Development in Childhood
Parenting: The First Five Years

LAW & LEGAL
Introduction to Criminal Law
Evidence Law
Winning Strategy for the Courtroom
Constitutional Law: Bill of Rights
Legal Nurse Consulting
Employment Law
Fundamentals
Workers’ Compensation
LSAT Preparation
Learn about Law School
Improve Your Test Taking Skills

PERSONAL FINANCE
Real Estate Investing
Debt Elimination Techniques That Work
Where Does All My Money Go?
Listen to Your Heart, and Success Will Follow
Personal Finance
Stocks, Bonds, and Investing
The Analysis and Valuation of Stocks
Introduction to Stock Options
Building Wealth

HEALTH CARE
Medical Terminology
Human Anatomy and Physiology
Become a Veterinary Assistant
Become a Veterinary Assistant II: Canine Reproduction
Handling Medical Emergencies

TEACHING
Ready, Set, Read!
Solving Classroom Discipline Problems
Big Ideas in Little Books
Correcting Oral and Written Errors
The Classroom Computer

WRITING
Writeriffic: Creativity Training for Writers
Grammar Refresher
Mystery Writing
The Keys to Effective Editing
Beginner’s Guide to Getting Published
Your Screenwriting Career
Write Fiction Like a Pro
Research Methods for Writers
Grant Writing

COMPUTER APPLICATIONS
Keyboarding
101 Tips and Tricks for the iMac and Macintosh
Working with Your Macintosh
Introduction to PrintShop Deluxe
Introduction to the Internet
Microsoft Word
Microsoft Access
Microsoft Excel
PowerPoint
Microsoft Publisher
Introduction to QuickBooks
Performing Payroll in QuickBooks
Introduction to Photoshop
Introduction to Microsoft Project
Introduction to Linux - New
Introduction to Oracle

WEB PROGRAMING
Introduction to Macromedia Director
Introduction to PHP and MySQL
Java for the Absolute Beginner
Introduction to JSP Programming
Creating User Requirements Documents
High-Speed Project Management

WEB DESIGN
Introduction to FreeHand MX
Creating Web Pages
Creating Web Pages II
Introduction to Dreamweaver
Designing Effective Websites
Achieving Top Search Engine Positions

Visit [http://www.ed2go.com/lavc](http://www.ed2go.com/lavc) to learn more.
Fee for online classes begin at $92.
ONLINE REGISTRATION at -  
CommunityEd.lavc.edu

ENROLLMENT APPLICATION FORM:
A SEPARATE FORM (OR COPY) IS REQUIRED FOR EACH CLASS AND STUDENT (PLEASE PRINT)

Today’s  Class  Start  Date  Title  Date  Class # __________

Gold Card/Seniors # ___________ Age ___________ E-mail address, optional  ___________

Name ____________________________________________________________________________

Office Use Only  Tally # __________

Street ____________________________________________________________________________

Reg/G.C.Fee$ __________

City_____________________________ZIP__________________

Process/Mat.Fee$ __________

Phone: Home( ) __________ Business:( ) ____________________________ Parking Permit __________

Payment Method: Visa ___________ Master Card ___________ Credit Card # ___________ Clerk: ___________

*Check ___________ Cash ___________ Master Card ___________ Credit Card # ___________ Clerk: ___________

Discover Card ___________ Exp. Date ___________ Mail or bring this form (or copy) to:

American Express ___________ Auth.# ___________ Community Education & Extension

Signature Required: _____________________________________ 5800 Fulton Ave., Valley Glen, CA 91401

Registration indicates you have read and understand the refund policy. Receipt will be mailed.

Refund Requests must be presented in writing and accompanied by receipt at least 5 working days before 1st class meeting unless otherwise noted.

No Refund after class begins. There will be a $5 charge for each refund or transfer.

SAVE YOUR RECEIPTS  (818) 947-2577, Ext. 4172

Parking Permits required for all parking lots. Separate payment required for parking.

No Parking allowed in Faculty Lot H  *Checks are being processed electronically and will be presented for payment on the same business day.

PLEASE KEEP YOUR RECEIPTS

LOS ANGELES VALLEY COLLEGE  
COMMUNITY EDUCATION & EXTENSION PROGRAM  
5800 Fulton Avenue  
Valley Glen, CA 91401-4096

For more information, please call:  
818-947-2577, Ext. 4172  
FAX 818-947-2930

The Community Education and Extension Program reserves the right to assign any and all uncollected monies resulting from an insufficient check, rejected credit card purchase, or any other failure to pay fees to a collection agency.

SUPPLY FEES:
Some Community Education classes have supply fees attached. These fees are for written handouts and/or other supplies required by the instructor. All Supply Fees are paid directly to the teacher - CASH ONLY - and not to LAVC.

LAVC is held harmless for any disputes arising out of any transaction between the instructor and the student.

DISCOUNT FOR SECOND CLASS
Students enrolling in two classes will receive a $5 discount for the second class as long as the full amount has been paid for the first class. *(Same quarter only.) No Discounts allowed on Summer Camp, Adventure Camps, Day trips, Travel, Fencing, Online courses, Monthly Classes including Karate for adults and Gymnastics or courses listed on pages 4-10.

PLEASE KEEP YOUR RECEIPTS - ALL RECEIPTS REQUIRED FOR REFUNDS, CREDIT SLIPS OR TRANSFERS - SEE REFUND POLICY ON PAGE 47.
**NOW ACCEPTING REGISTRATIONS**

ONLINE AT: CommunityEd.lavc.edu

WALK-IN: Visit the Community Education & Extension Program Office in the Field House
HOURS: Monday – Thursday 8AM-7PM, FRIDAY 8AM-4PM. Registration is official only when all fees are paid. 
(CREDIT CARDS, *CHECKS OR EXACT CHANGE REQUIRED). REGISTRATION ON FRIDAYS 8AM -4PM. *Checks are being processed electronically and will be presented for payment on the same business day.

PHONE-IN: CALL (818) 947-2577, X4172 MONDAY – THURSDAY, 8 AM – 7 PM, FRIDAY 8 AM – 4 PM. Have your Visa/MasterCard/Discover Card or American Express card ready. There is a $1.00 non-refundable processing fee, per student, for enrollment by credit card*.

MAIL-IN: Mail at least TWO weeks prior to first day of class to ensure there is space in the class. Complete registration form (one per person). Mail to: Los Angeles Valley College, Community Education & Extension Program, 5800 Fulton Avenue, Valley Glen, CA 91401. Separate payment needed for Parking.

FAX-IN: For 24 hour service, you can FAX your registration form any time! FAX to (818) 947-2930, and be sure to provide all the registration information, including your Visa, Master Card, Discover or American Express card number and expiration date.

*Processing fees are non-refundable; receipt, campus map & parking location will be mailed. We will contact registrant(s) if classes are filled, changed, cancelled or if registration form is incomplete.

PLEASE KEEP YOUR RECEIPTS - ALL RECEIPTS REQUIRED FOR REFUNDS, CREDIT SLIPS OR TRANSFERS.
LOS ANGELES COMMUNITY COLLEGE BOARD OF TRUSTEES
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Kelly G. Candaele, Vice President
Mona Field
Warren T. Furutani
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Eva Jackson, Student Trustee

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Camille A. Goulet, General Counsel
Jeanette Gordon, Chief Financial Officer/Treasurer

COLLEGE ADMINISTRATION
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Dr. Sandra Mayo, V. P. of Academic Affairs
Dr. Yasmin Delahoussaye, V. P. of Student Services
Thomas V. Jacobsmeier, V. P. of Adm. Services

COMMUNITY EDUCATION & EXTENSION PROGRAM STAFF
Annie G. Reed, M.A., J.D., Associate Dean, Community Education & Extension Program
Production, Layout & Cover: Dot Nadeau Abeyta, Community Education Assistant & Program Coordinator with assistance from the following staff members: Kristine Ayvazyan, Eulalia Hernandez, Bill Raddatz, & Lusine Safaryan.

Community Education & Extension Program classes and workshops are offered to meet community interests. These classes are not given for academic credits and are not part of any degree or certificate program offered by Los Angeles Valley College. The Community Education & Extension Program is self-supporting, and classes are not given at taxpayers’ expense. Unless indicated, class instructors and workshop leaders are not members of the Los Angeles Valley College faculty.

A CALENDAR OF EVENTS PUBLISHED AND DISTRIBUTED BY THE OFFICE OF COMMUNITY EDUCATION & EXTENSION, LOS ANGELES VALLEY COLLEGE

PARKING
You MUST OBTAIN A PARKING PERMIT to park in all campus lots. Parking permits are $7.50 (Summer parking permits are $5.00). No parking allowed in Faculty Lot H. If paying by check, a separate check is required for parking fees. (Exact change required) The Community Education & Extension Program is not responsible for lost or misdirected mail. Parking permit must be PROPERLY displayed on vehicles parked on all Valley College parking lots and roadways. In order to be seen through the front windshield, parking permits must be affixed to the back of the inside rear view mirror. Parking citations are issued when regulations are not followed. Permit not valid in spaces marked “Faculty” or “Staff”.

ATTENDING FIRST SESSION
Pre-registration is required for all classes and workshops. If you register late, show the white receipt to the teacher at the first class meeting. The teacher will verify the program number, date and the student’s name. Keep your receipt. Only persons with an appropriate receipt will be considered registered. Students may be required to sign in at each session.

REGISTER EARLY
Minimum enrollment is necessary to maintain each class. Unless the minimum is reached before the first meeting of the class, it will be cancelled. Some classes fill rapidly and the maximum may be reached before the final registration date. A $2 per class non-refundable registration fee as mandated by the Board of Trustees at their Dec. 11, 1985 meeting, is included in class fees. The District and Valley College are not responsible for minors. The parent is responsible for behavior and attendance in classes.

DISCLAIMER POLICY
The Los Angeles Community College District and Valley College have made every reasonable effort to determine that everything stated in this brochure is accurate. Courses and programs offered, together with other matters contained herein, are subject to change without notice by the administration of the Los Angeles Community College District or Valley College for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the District and the College. The District and the College further reserve the right to add, amend, or repeal any of their rules, regulations, policies and procedures. Note: Students enrolling in business and financial classes are responsible for making their own financial decisions.

INSTRUCTORS WANTED
Do you see the need for an adult or children’s program that has not yet been offered by the Community Education & Extension Program? Do you know someone (perhaps yourself) who can teach an interesting or unusual class or craft? We’re always looking for new ideas, new workshops, new seminars and new qualified instructors. If you have some professional and/or teaching experience in a field you would like us to consider offering, please call for a class proposal: (818) 947-2577, Ext. 4172

PLEASE KEEP YOUR RECEIPTS – ALL RECEIPTS REQUIRED FOR REFUNDS, CREDIT SLIPS OR TRANSFERS

REFUND POLICY
There will be a $5 charge for each refund OR transfer requested. Adventure Camp withdrawals $35 each. Refund or transfer requests may be granted ONLY if presented in writing and accompanied by all receipts at least 5 working days before the first class meeting unless otherwise noted. Please choose classes carefully, as refunds, transfers or credits CANNOT be granted once a class has begun. Refunds or credits WILL NOT be issued for absences or late registrations. If you miss some meetings of a class you cannot make them up in another class. Refunds are not made on the basis of not receiving a confirmation. Community Education & Extension Program is not responsible for lost or misdirected mail. There will be a $5 charge to change a class. If you paid by credit card, your account will be credited. If you paid by cash, check or money order, you will receive a check refund (allow 4-6 weeks for processing). Refunds are given when the College cancels a class or program. If you cancel your registration less than five working days before it begins, NO REFUND will be given.
NEW!
PROTECTION & SURVEILLANCE SERIES - CONVENIENT WEEKEND SCHEDULE!
Incredible careers for men and women alike!
Featured Speaker
Robert The “P.I. Guy” Juarez
Robert Juarez, a licensed Private Investigator and owner of a successful private investigation business has created 4 outstanding “how-to” workshops in the exciting field of Protection and Surveillance.

See Page 13-14 for full description:

HOW TO CATCH A CHEATING SPOUSE
HOW TO BECOME A PROCESS SERVER
HOW TO GET A GREAT PAYING JOB AS A BOUNCER
HOW TO BE A CELEBRITY OR EXECUTIVE BODYGUARD (CLOSE-PROTECTION OFFICER)