CAREER TRAINING
PROFESSIONAL PARALEGAL ACADEMY
LEGAL SECRETARY ACADEMY
HUMAN RESOURCE ASSISTANT ACADEMY
2-DAY FILM SCHOOL

NEW COURSES
APARTMENT & PROPERTY MANAGEMENT
HOW TO BECOME A MAKEUP ARTIST
HOW TO BECOME A PERSONAL FITNESS TRAINER

ONLINE LEARNING
ACCOUNTING
ADMINISTRATIVE MEDICAL SPECIALIST
AUTOCAD
CALIFORNIA DRIVER EDUCATION - DMV APPROVED
FREIGHT BROKER/FREIGHT AGENT
MEDICAL TRANSCRIPTION
MEDICAL BILLING AND CODING
NOTARY EDUCATION ONLINE - STATE APPROVED
PAYROLL PRACTICE & MANAGEMENT
SECURITY MANAGEMENT
WEB DESIGN

***COMMING SOON - ONLINE REGISTRATION***

Keep brochure through May 31, 2007
Annie G. Reed, M.A., J.D.
Associate Dean, Extension & Outreach

Spring 2007 SESSION
Session begins February 1, 2007

An expert at anything was once a beginner.
H. Jackson Brown, Jr.

The Extension & Community Education Program at Los Angeles Valley College works continuously to develop and deliver exceptional educational offerings to the community. We offer classes that enhance and improve skills, foster personal growth, and provide a recreational and wellness outlets for those interested in taking dance, gymnastics, swimming and yoga.

NEW OPEN RECREATION ACTIVITY

$2 MILLION MONDO TRACK AT VALLEY COLLEGE!
We are delighted to offer the community a new open recreational activity on our state-of-the-art track. This Open Recreation activity will be open Monday – Friday from 6:00 AM – 8:00 AM only. Ticket books will be on sale beginning January 4, 2007 and will sell for $35 per book (10 tickets in each book). Tickets are only sold in books and through the Community Education & Extension Office. See page 45 for more information.

Over 300 Online Courses – Register 24/7 –
Train for a New Career or take something fascinating!

Professional Certificate Academies
Professional Paralegal Academy
Legal Secretary Academy
Human Resource Assistant Academy

Please call our friendly registration staff today at (818) 947-2577 Ext. 4172 today!

Check out our website: www.lavc.edu for everything that Los Angeles Valley College has to offer.
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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. Camp withdrawals $20 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.

Nancy Pearlman
Georgia L. Mercer
Warren T. Furutani
Mona Field
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Michael D. Waxman, President
Sylvia Scott-Hayes, Vice President
Bill Raddatz, & Lusine Safaryan.

DELIMINATOR
Bill Raddatz, & Lusine Safaryan.
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Los Angeles Valley College
Community Education Brochure
5800 Fulton Avenue
Valley Glen, CA 91401-4096
Phone: (818) 947-2577, Ext. 4172
FAX: (818) 947-2930
Issue #12, Issued 01/02/2007
Brochures are issued three times per year in May, Aug/Sept. & January
DON'T FORGET TO PURCHASE YOUR PARKING PASS
REQUIRED FOR ALL CAMPUS LOTS - MONDAY THROUGH FRIDAY
NOW AVAILABLE WITH YOUR PHONE-IN, FAX, OR MAIL-IN REGISTRATIONS
REGISTRATION IS EASY; USE FORM ON PAGE 50, OR DOWNLOAD A COPY OF REGISTRATION FORM FROM WEBSITE (http://www.lavc.edu/) OR CALL (818) 947-2577, EXT. 4172 OR FAX (818) 947-2930 USING YOUR VISA, MASTER CARD, DISCOVER, OR AMERICAN EXPRESS. Registration begins January 3, 2007. We accept MAIL-IN, FAX-IN, PHONE-IN or IN-PERSON registrations.

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***COMMING SOON - ONLINE REGISTRATION***

PARENTS ARE RESPONSIBLE FOR ESCORTING THEIR CHILDREN TO AND FROM CLASS

5
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 30 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
Core Program meets off-campus in North Hollywood.

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NEW!
EXTERNSHIP PROGRAM (Minimum 12 hour requirement)
In this unique component, students have the option of volunteering at pre-selected legal clinics under the direct supervision of attorneys or attending outside CLE classes.

PRACTICUM LEVEL – Advanced Competency Training
Individuals who successfully complete the Core Program are required to complete the Civil Litigation track. An Attorney Adviser is assigned. Students are work on advanced level projects building upon learned skills that hone and enhance new skill sets. Practicum studies may involve extensive legal research, legal analysis, and drafting legal documents. Assignments may include hypothetical and/or real case studies.

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.

Tuition & Fees. $3950 if paid in full (includes a $100 materials fee)
**Easy Payment Plan:** $4050 Easy Payment Plan option requires a $1600 deposit. Payments will be $245.00 per month for 10 months. Tuition under this plan is also includes most materials and $100 fee for the payment plan option.

Additional Books: Approximately 2-3 additional reference books.

HUMAN RESOURCE ASSISTANT ACADEMY
– Begins March 15th

E3-925 Limited to 25 Students – Enroll Early!
Schedule: TH (6:30 PM – 9:30 PM) and SAT (9:00 AM – 2:00 PM)

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.
Become an integral part of a Human Resource Management team by enrolling in the Human Resource Assistant Academy. This Academy meets at Los Angeles Valley College.

Core Program Content (Over 100 hours)
Intro to H.R. Management  Sexual Harassment Issues
Business Communications  OSHA Safety Training
Violence in the Workplace  Recruitment & Selection
Diversity in the Workplace  Compliance for H.R. I & II
Training & Development  Employee Background Investigation
Compensation & Benefits  Career Strategies and Development
Workplace Survival Skills  New Module!

Tuition & Fees $960 if paid in full. (includes all written materials) No textbooks to buy!

Easy Payment Plan: $1025. Easy Payment Plan option requires a $250 deposit. Payments will be $155.00 per month for 5 months. There is a $65 fee for the payment plan option.

Call 818.947.2320 today for your free information and registration packet!

LEGAL SECRETARY ACADEMY
Begins April 10th

E2-930  Limited to 30 Students
Schedule:  T/TH (6:45 PM – 9:45PM)

Complete in approximately 6 months!

The job market for legal secretaries in 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 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 results.

Legal secretaries have specialized skills sets such as:

• Transcribing legal documents into court documents, correspondence, and legal pleadings.

• Telephone and personal contact with other lawyers, court personnel, clients, attorney service vendors, governmental
agencies, financial institutions, and the general public.

- A working knowledge and familiarity with court rules and procedures, including local rules and civil code sections.

- Arranging depositions, including contacting clients, witnesses, court reporters, other attorneys, and other interested parties.

- Processing attorney billing, billing clients, and collection of outstanding invoices.

Core Program (over 140 hours!)
Core Program meets off-campus in North Hollywood.

- Intro to Legal Secretary
- Court Calendar
- Document Management
- Law Office Management
- Computers for the LS
- Speed Building
- Civil Litigation Defense
- Business Communications
- Criminal Law
- Legal Terminology
- Civil Procedure 1
- Civil Procedure 2 (Computer Lab)
- Contracts & Business Entities
- Legal Research Basics
- Family Law
- Sexual Harassment & Discrimination
- Worker’s Compensation
- Investigations & Career Development

Tuition: $1255 if paid in full (includes $135 materials fee)
Easy Payment: Plan: $1315 (includes most materials and $60 payment plan fee).
A deposit of $250 enrolls you into the program. Payments are $177.50/month for 6 months.

Call 818.947.2320 today for your free information and registration packet!
ADMINISTRATIVE MEDICAL SPECIALIST
This online program teaches 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
Hours: 240
Fee: $1395

CERTIFIED NATIONAL PHARMACEUTICAL REPRESENTATIVE
The Certified National Pharmaceutical Representative (CNPR) online training program was developed in partnership with the National Association of Pharmaceutical Sales Representatives (NAPSR). This unique training program will prepare students for a new career as a Pharmaceutical Sales Representative and for national certification through NAPSR. As a registered student of the CNPR program, you will automatically become a member of NAPSR and will be eligible to sit for the CNPR national certification exam at no additional cost.

3214
Gatlin Education Services
Hours: 120
Fee: $1395

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. This online certificate program is only offered in partnership with major colleges and universities.

3210
Gatlin Education Services
Hours: 80
Fee: $1795

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 CONTINUED
www.gatlineducation.com/lavcComEd/

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
Hours: 240
Fee: $1395

VETERINARY ASSISTANT
This online program will prepare you for an exciting new career as a veterinary assistant by teaching you the essential skills of a veterinary assistant. Students will learn about the care of animals as well as how to recognize signs of illness and disease. Administrative duties, such as fee collection, banking and accounts payable will be emphasized, and the program will contain basic information about pet insurance. Textbooks included.

3205
Gatlin Education Services
Hours: 240
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
Hours: 240
Fee: $1395

BUSINESS PROGRAMS

BOOKKEEPING THE EASY WAY
This online, instructor led program introduces the concepts of bookkeeping/accounting using the theory of double entry bookkeeping. This course is designed for students who are interested in gaining knowledge of basic bookkeeping practices in planning a more profitable future or seeking a new career. Students will be prepared for entry-level bookkeeping positions upon completion of this program. Textbook and thorough tutorial for Quick Books are included.

3206
Gatlin Education Services
Hours: 140
Fee: $1495

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
Gatlin Education Services
Hours: 240
Fee: $1595

CERTIFIED BOOKKEEPER
This online course for experienced bookkeepers leads to national certification with the American Institute of Professional Bookkeepers (AIPB). The AIPB certification is a high professional standard and the only national standard for bookkeepers. This course was created by the AIPB to prepare bookkeepers for the national certification exam. All textbooks included.

3204
Gatlin Education Services
Hours: 80
Fee: $1595
CERTIFIED FINANCIAL PLANNER™
The College for Financial Planning’s CERTIFIED FINANCIAL PLANNER™ Certification Professional Education Program offered online through Gatlin Education provides instruction that prepares students to pass the CFP® Certification Examination to become a CFP® certificant. The College for Financial Planning prepares students in both theory and practice of personal financial planning. This education program is registered with Certified Financial Planner Board of Standards Inc. (CFP Board) and successful completion of the program fulfills the education component for obtaining CFP® certification.

Hours: 600
Fee: $3295

Gatlin Education Services

PAYROLL PRACTICE & MANAGEMENT
This new online program is designed to teach the solid skills and knowledge of payroll rules and regulations to the beginner and to increase or refresh the skills of the more experienced student.

Hours: 80
Fee: $1395

Gatlin Education Services

PRINCIPLES OF PRIVATE INVESTIGATION
This nationally recognized Private Investigation Online Training Course will facilitate a career in the investigative field. Students will learn the basic techniques of information gathering, techniques required to successfully practice as a private investigator. Upon obtaining a license to practice private investigation in the state of residence, this course will provide the student the knowledge to apply for apprenticeships with investigation agencies, or to open their own private investigation agency in the states that don’t require apprenticeships. Students must satisfy the licensing requirements in their state of residency. This program provides a Certificate of Completion. It does not give the student a license to practice private investigation.

Hours: 200
Fee: $1895

Gatlin Education Services

eBUSINESS
This web-based course provides a comprehensive introduction to eBusiness. eBusiness is increasingly important in our networked world of transactions and global competition. The primary objective of this program is to introduce concepts, tools and approaches to eBusiness. Textbook is included.

Hours: 200
Fee: $1995

Gatlin Education Services

FREIGHT BROKER/FREIGHT AGENT
Freight Broker professionals are in demand. No matter the state of the economy, goods will always need to be shipped. It is an ideal home business for a self-starter who enjoys fast-paced work. 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. Written by freight brokerage specialists, this nationally recognized Freight Broker Training Course provides students with the knowledge, resources, and skills needed to succeed in the $400 billion plus shipping industry.

Hours: 150
Fee: $1695

Gatlin Education Services
ONLINE COURSES
CAREER TRAINING PROGRAMS CONTINUED
www.gatlineducation.com/lavcComEd/

TRAVEL AGENT TRAINING
This industry-leading program will prepare students for the Institute of Certified Travel Agents TAP Certification. Students learn the basic skills needed to operate a computer reservation system. The online program consists of two modules including your choice of SABRE, WORLDSPAN, APOLLO or AMADEUS GDS systems. All materials included.
3208
Gatlin Education Services
Hours: 200
Fee: $1395

AUTO CAD 2007
This online program teaches students the skills needed to create and edit simple drawings and gradually introduces more advanced AutoCAD skills. AutoCad 2007 is used many industries including mechanical and civil engineering, architecture, and facilities planning and management. More employers using AutoCad, and need workers skilled in AutoCad, than any other CAD system. AutoCAD 2007 student software and textbook included.
3219
Gatlin Education Services
Hours: 150
Fee: $1995

FORENSIC COMPUTER EXAMINER
This nationally recognized forensic computer examiner online training course is for the aspiring forensic computer examiner. For many years, law enforcement officers have been the primary forensic computer examiners, however the need for qualified civilian forensic computer examiners is growing faster than ever. This forensic computer examiner online training course is offered only in partnership with major colleges and universities.
3221
Gatlin Education Services
Hours: 150
Fee: $2895

INTERNET, DESIGN & TECHNICAL

DIGITAL ARTS CERTIFICATE
The Digital Arts Certificate program focuses on developing technical skill and creative artistry in digital photography and imaging. Students learn professional applications for Adobe Photoshop and Illustrator or equivalent digital imaging and vector drawing tools. Course projects include digital art studies, retouching, compositing, illustration, identity design, color matching and composition studies, photorealistic imaging, color correction, and art exhibition development.
3220
Gatlin Education Services
Hours: 225
Fee: $2995

HELP DESK ANALYST: TIER 1 SUPPORT SPECIALIST
This unique program prepares support specialist to keep the customer productive by focusing on the business needs of the customer, establishing credibility and trust, and by handling the most difficult customer scenarios. Emphasis is given to problem solving and troubleshooting, team dynamics, interpersonal communication skills. It also provides a broad overview of the technologies used in providing exceptional customer support.
3215
Gatlin Education Services
Hours: 80
Fee: $1295
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 2/16 & 2/19)

3250 4 Mon & 3 Fri. 6-10 PM Feb. 5-March 5 Albert Boquiren  Fee: $97
Material 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 4/6)

3252 6 Fri. 6-10 PM March 9-Apr. 20 Joselito P. Capili  Fee: $87
Material 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 2/16)

2251 6 Fri. 6-10 PM Jan. 12-Feb. 23 Joselito P. Capili  Fee: $87
Material fee payable to instructor-cash only: $18

3251 6 Fri. 6-10 PM Apr. 27-June 1 Joselito P. Capili  Fee: $87
Material fee payable to instructor-cash only: $18

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 any additional certificates.
CAREER TRAINING PROGRAMS

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 $70 (available at the Community Education Office).** The teacher recommends that students purchase the book early and start reading.

**ENGLISH/SPANISH CLASSES:**

<table>
<thead>
<tr>
<th>Code</th>
<th>Days</th>
<th>Time</th>
<th>Dates</th>
<th>Fee</th>
<th>Instructors/Proctor</th>
</tr>
</thead>
<tbody>
<tr>
<td>2255</td>
<td>1 Tues. &amp; 1 Thurs.</td>
<td>4-8 PM</td>
<td>Jan. 16 &amp; 18</td>
<td>$91</td>
<td>Maria Reyna, ServSafe Instructor and Proctor</td>
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<tr>
<td>3253</td>
<td>1 Tues. &amp; 1 Thurs.</td>
<td>4-8 PM</td>
<td>March 6 &amp; 8</td>
<td>$91</td>
<td>Dov S-S Simens</td>
</tr>
<tr>
<td>3254</td>
<td>1 Tues. &amp; 1 Thurs.</td>
<td>4-8 PM</td>
<td>May 1 &amp; 3</td>
<td>$91</td>
<td>Dov S-S Simens</td>
</tr>
</tbody>
</table>

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.**

<table>
<thead>
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<th>Days</th>
<th>Time</th>
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<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>3255</td>
<td>1 Sat. &amp; 1 Sun.</td>
<td>9 AM-6 PM</td>
<td>Feb. 10-11</td>
<td>$389</td>
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<tr>
<td>3256</td>
<td>1 Sat. &amp; 1 Sun.</td>
<td>9 AM-6 PM</td>
<td>Apr. 7-8</td>
<td>$389</td>
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<tr>
<td>3257</td>
<td>1 Sat. &amp; 1 Sun.</td>
<td>9 AM-6 PM</td>
<td>June 2-3</td>
<td>$389</td>
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</tbody>
</table>

INDEPENDENTLY OWNED & OPERATED
NEW ONLINE CLASSES
Please visit the individual websites for more details

CERTIFICATE IN SECURITY MANAGEMENT ONLINE Fee: $169-$199
CALIFORNIA DRIVER EDUCATION ONLINE Fee: $79
NOTARY COURSE ONLINE Fee: $79
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!
Easy! Fun! Interactive!
Why sit in a classroom, when you can do this totally online?
Don’t wait! Enroll NOW!
http://lavc.driversedusa.com
**NEW CLASSES**

**PROPERTY MANAGEMENT**
Make Your Property Investment a Success

Property management is one of the most important keys to maintaining a successful property and bringing in a positive cash flow. But managing your own property can be a nightmare if you are not properly informed. Before you even think about purchasing any type of property or even if you already have property, get the truth behind what it takes to make your investment a success. You will learn about the California laws which affect you as an owner, Landlord/Tenant Laws and Fair Housing. You will learn how to bring up your property value, advertise properly and learn about your competition. You’ll also learn marketing strategies to generate revenue, increase occupancy and retain residents. 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>Time</th>
<th>Fee</th>
<th>Instructor</th>
<th>Material Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>3259</td>
<td>Mar 10 &amp; 17</td>
<td>10 AM-1 PM</td>
<td>$49</td>
<td>Christine Evans</td>
<td>$15</td>
</tr>
</tbody>
</table>

**APARTMENT & PROPERTY MANAGEMENT**
A Career in Apartment & Property Management

Did you know that 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, telephone etiquette, setting up the leasing office, curb appeal, painting the picture, 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.

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<th>Instructor</th>
<th>Material Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>3258</td>
<td>Feb 24 &amp; March 3</td>
<td>9 AM-1 PM</td>
<td>$59</td>
<td>Christine Evans</td>
<td>$15</td>
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</tbody>
</table>

**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, Day trips, Travel, Fencing, Online courses or Monthly Classes including Karate for adults and Gymnastics.
BALLET POWER BARRE & STRETCH/ADULTS
Join us for this ballet stretch exercise and fitness class. The focus will be on fitness utilizing ballet techniques at the barre and floor exercises and stretching. Please bring your mat or thick towel for your comfort.

3260 6 Wed. 6:30-7:30 PM Feb. 21-March 28
Suzanne Kunstman Fee: $45
3261 6 Wed. 6:30-7:30 PM Apr. 4-May 9
Suzanne Kunstman Fee: $45

BALLET FOR CHILDREN/8-15 YEARS
Ballet basics and creative movement for children to learn the joy of dance. Focus will be on ballet technique, musicality, posture, flexibility, fitness and fun!

3262 6 Wed. 5:30-6:30 PM Feb. 21-March 28 Fee: $45
Suzanne Kunstman
3263 6 Wed. 5:30-6:30 PM Apr. 4-May 9 Fee: $45
Suzanne Kunstman

HOW TO BECOME A MAKEUP ARTIST
This fun and exciting workshop is designed for students who are interested in pursuing a career as a Makeup Artist in fields such as: beauty, glamour, fashion, special effects, motion picture, music video, photography etc. You’ll learn how and where to find a career as a Makeup Artist.
Angie Ford is a certified Makeup Artist with more than 12 years experience. She also teaches makeup application training workshops.

3264 1 Thurs. 6:30-9:30 PM Feb. 22
Angie G. Ford Fee: $33

HOW TO BE A COMMUNITY ACTIVIST
This class will empower you with the necessary skills in order to work as a productive citizen activist. You will learn how to advocate on issues that affect your home, neighborhood and community, while engaging with decision-makers in local government. Instructor, Ellen Vukovich, is a known local community activist, who writes a weekly column for the Sun Community Newspapers, about land use and quality of life issues. She is also a board member of the long-standing Sherman Oaks Homeowner Association, a community-based non-profit organization. Students bring your questions and frustrations to class.

3265 1 Sat. 1-5 PM Feb. 24
Ellen Vukovich Fee: $29
HANDWRITING ANALYSIS
Learn how to analyze people’s handwriting. Many things can be seen in handwriting, like: behavior, identity, personality, generosity, character, confidence, emotions, strengths, weaknesses abilities etc. It is also possible to find out if a person in compatible.
3266  2 Sat.  3-5 PM  May 5  Fee: $21
Victor Aragon, Jr.
Material fee payable to instructor: $5

JAPANESE TEA CEREMONY
Learn about the ancient ways of the Japanese Tea Ceremony. The Japanese Tea Ceremony is an arftform through which culture, philosophy are expressed. Tea and light snack will be served. A lovely Mother’s Day treat! Material fee covers tea and sweets.
3267  1 Sat.  3-5 PM  May 5  Fee: $36
Spring Iwata
Material fee payable to instructor for workbook (cash only): $20.00

MAH JONGG FOR Beginners  8YRS - ADULT
Learn to play the ancient Chinese game of mah jongg. There are many different game layouts, but you’ll be able to play a basic round of mah jongg after the first class of instruction. You’ll learn to play by the National Mah Jongg League rules.
(No Class 5/5)
Level I
3268  5 Sat.  1-3:30 PM  Feb. 24-March 24  Fee: $69
Leslie Dinstman
Material fee payable to instructor (cash only): $7
Level II
3269  5 Sat.  1-3:30 PM  Apr. 14-May 19  Fee: $69
Leslie Dinstman
Material fee payable to instructor (cash only): $7

STARTING YOUR OWN PERSONAL FITNESS TRAINING BUSINESS
The first year of personal fitness training can either make or break you. Learn how to set yourself up to win by certifying with the right organizations, gaining and retaining a solid client base, and growing your full or part-time training business beyond your wildest dreams. Fitness expert Jack Witt shows you exactly how to setup your new training career for success.
Jack Witt, CPT is certified through the International Fitness Professionals Association and is a member of the IDEA Health and Fitness Association. Jack’s fitness business was recently awarded an annual Small Business of the Year Award through the United Chambers of the San Fernando Valley. He serves on the Board of the Universal City/North Hollywood Jaycees and Chamber of Commerce, and is a general member of the Encino Chamber of Commerce.
3270  1 Sat.  2-5 PM  May 26  Fee: $33
Jack Witt
SELECTING OUT-OF-STATE PROPERTIES FOR CASH FLOW OR MAXIMUM APPRECIATION
Seminar No-Host Lunch & Tour
Appreciation nationwide is the highest in the last 30 years. California's appreciation has dropped this past year to about 6% but there are 25 U.S. cities that are over 20%. Las Vegas was as high as 52% appreciation and Phoenix at 48%.

Some of the seminar topics:
• How to invest in the highest appreciating areas
• How to find trouble free property management at about half the regular rate
• Up to 12 areas appreciating over 20% in just one year or about $50,000 a year
• The affordable California Cities Appreciation rates keep changing. To maximize your return you need to know the best areas to buy in.

This is probably a very short window of opportunity--highest prices in 30 years and lowest interest rates in 15 years. Don't wait.

Marshall Reddick has a Ph.D. in Marketing and Management and was the head of real estate and continuing education for over 15 years at California State University Los Angeles. He has been conducting real estate seminars throughout Southern California since 1978. He has been able to predict excellent areas with consistency. Currently, all the areas he is purchasing are going up. Marshall Reddick and his seminars have helped thousands of new home buyers and investors over the years.

No-Host Lunch and Q &A with instructor 12:30-2:00 PM.
3271  1 Sun.  9 AM-5:30 PM  Feb. 11
Pat McIarney  Fee: $49
Optional material fee: $25+payable to presenter

REAL ESTATE APPRAISAL
Real Estate sales may boom or bust, but appraisals are done every day. Here’s an opportunity that can lead to a high paying job or an independent profession. Spend a fast-paced evening learning about this exciting career, how to enter the field and advance to the higher professional level. Find out about the licensing, education and experience requirements, daily activities and career opportunities.
3273  1 Wed.  7-10 PM  Feb. 7
Les Levitan
Fee: $38

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. 6-20
Robert J. Bryar, MBA, CFP, And Former IRS Agent
Fee: $45
Optional material fee payable to instructor: $10
3275  3 Tues.  6:30-9:30 PM  Apr. 24-May 8
Robert J. Bryar, MBA, CFP, And Former IRS Agent
Fee: $45
Optional material fee payable to instructor: $10

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.
3272  4 Thurs.  6:30-9:30 PM  Feb. 22-March 15
Leo R. Summerhays
Fee: $69

Note: Students enrolling in financial classes are responsible for making their own financial decisions.
TRAVEL & DAY TOURS

2007 WINTER IN YOSEMITE
CHEFS’ HOLIDAYS AT THE AHWAHNEE
Sun-Wed, January 28-31 Great Christmas Gift!

Come and experience an elegant seasonal event - Yosemite’s annual Chefs’ Holidays at the Ahwahnee. You’ll watch and learn from the country’s most celebrated chefs who bring culinary innovation and creativity home to spectacular snow-veiled Yosemite.

A Spago Reunion’ includes Meet the Chefs reception, three lively cooking demonstrations, behind-the-scenes kitchen tour and an incredible five-course Gala Dinner - outstanding specialties paired with a complement of fine wines. Culinary presentations: Guest Chef, Francois Kwaku-Dongo, Delamar, Greenwich Harbor, Ct. Demo Chef, Joseph Manzare, Zuppa, San Fran. Demo Chef, Neal Fraser, Grace Restaurant, LA

Day 1 - Escorted motor coach and Amtrak tour to Yosemite. Three night stay at Yosemite Lodge with daily activities at the Ahwahnee Hotel. Board a shuttle at the Lodge for ‘Meet the Chefs’ reception at the Ahwahnee Hotel.

Day 2 - Morning & afternoon cooking classes.

Day 3 - Mid-morning cooking class. Afternoon on your own for a behind-the-scenes kitchen tour or sightseeing. Evening Gala Banquet in the Ahwahnee Hotel dining room. Return by private motor coach to the Lodge.

Day 4 - Morning departure from Yosemite by motor coach to college campuses at Glendale or Pasadena and Orange Co.

2276 Registration Fee to LAVC: $35; Tour Fee: $650 per person double occupancy plus college registration payable to Loretta DuBois - non refundable. Includes: Escorted Amtrak and motor coach tour, three nights at the Yosemite Lodge, Culinary events as listed and Gala Banquet and transportation.

You will be required to sign a liability release waiver on the bus prior to departure. 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.

SPRING FLING TO THE SIERRAS/Yosemite’s Tenaya Lodge and Sequoia
Sun-Wed, May 13-16 A lovely Mother’s Day treat!

Depart 7:30 AM - Return approximately 6 PM

Witness the magnificence of spring in Yosemite, Sequoia and the Central Valley. This five-day tour is a wonderful combination of natural wonders, springtime treasures, and rustic elegance. You will experience the majesty of towering waterfalls and redwoods in the parks, the simplicity of the quaint towns of the Central Valley, the back roads with family farms, and elegance of the Ahwahnee Hotel.

Day 1 - Escorted motor coach tour to California’s Central Valley. Tour Exeter’s murals that depict the history and agriculture of the San Joaquin Valley. Get-acquainted dinner at The Vintage Press. Check in to Visalia’s four star Marriott Hotel for a two night stay.

Day 2 - After an included breakfast at the hotel, you’ll board our coach and spend the day exploring the Sequoia belt. Travel the Grants Highway with its towering Sequoia trees to the General Grant tree. Enjoy a picnic in the park and then, weather permitting, continue to the Lodgepole Visitor Center and the General Sherman tree.

Day 3 - Included breakfast at the hotel. Travel north to Yosemite National Park South Entrance. On the way visit Squaw Valley Herb Gardens a lavender farm with roses and 70 varieties of herbs, historic Reedley for lunch on your own, and a Mennonite Quilting Center. Then check in at the elegant four star Tenaya Lodge for a two-night stay. Included dinner at the hotel.

Day 4 - Springtime in Yosemite is spectacular when the waterfalls are at their fullest. On a narrated open tram tour you’ll thrill to the grandeur of the valley. Dine at the elegant Ahwahnee Hotel, included, then time on your own to visit the Park. Return to the Tenaya Lodge with its health spa, indoor pool, and restaurants that offer a wide range of cuisine.

Day 5 - Depart Tenaya Lodge. More sightseeing on our way home as we visit a cheese factory and be treated to an included traditional Basque luncheon in Bakersfield.

3276 Registration Fee to LAVC: $35; Tour Fee: $685 per person double, $930 single occupancy payable to Loretta DuBois - not refundable.

Tour Price Includes: Escorted motor coach tour and sightseeing, four nights hotel accommodations, luggage handling, seven meals (2 breakfasts, three lunches & 2 dinners), Naturalist/historian tour in Sequoia and Yosemite Valley tram tour.
FRENCH ART & CALIFORNIA WINE
Saturday, March 17 - Depart 7:30 AM - Return 4:30 PM
We’ll head south to Escondido to visit QUEEN CALIFIA’S MAGICAL CIRCLE, the only American sculpture garden and the last major project created by the French Artist Niki de Saint Phalle before her death in 2002. The garden, like the state, itself takes its name from the legendary black Amazon Queen Califia, who was believed to rule a terrestrial island paradise of gold and riches. The imposing sculpture of Califia herself (11feet tall), and archetype of feminine power and strength, commands the center of the garden. There are nine more huge sculptures in the garden. Niki leaves the world a rich artistic legacy still pulsing with pure energy and dazzling colors. Be ready to experience the magic of her extraordinary works in the Garden. Come ready to play.
Next it’s off to downtown Escondido to see the Mingei International Museum. Lunch on your own in the Historic District of downtown Escondido. Time to browse a few antique shops. We’ll stop at a winery on the way home for a tasting.

3277 Registration Fee to LAVC: $14; Tour Fee: $53 per person (checks only) payable to Regina Rocha - non refundable.
You will be required to sign a liability release waver on the bus prior to departure. 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.

SPRINGTIME AT THE GETTY CENTER
Saturday, April 7 - Depart 9:15 AM - Return 4:45 PM
The gardens have had time to mature. They will be glorious in full bloom. Purple blossoms on the Jacaranda trees set the stage for what’s to come. It will also be a wonderful time to take the Architecture tour. Richard Meier was chosen to design the Getty Center. He wedded his signature Modernism style to more classical materials in order to express the Getty’s roots in the past and belief in the future. No smog in the spring should allow for fabulous ocean views and perhaps a peak at Catalina Island. Lunch on your own at the Getty.
We’ll have a mystery stop in Westwood on the way home.

3278 Registration Fee to LAVC: $14; Tour Fee: $25 per person (checks only) payable to Regina Rocha - non refundable.
You will be required to sign a liability release waver on the bus prior to departure. 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.

ROMANTIC, FRAGRANT, BEAUTIFUL ROSES EVERYWHERE & CAMARILLO PREMIUM OUTLETS
Saturday, May 5 - Depart 9:15 AM - Return 4:45 PM
Travel with us to Rose Story Farm located in south Santa Barbara County. The fifteen acre family owned farm features 18,000 stunning rose plants in 150 varieties in their fields located at the base of the Carpinteria Valley foothills. These are fragrant, romantic roses in exquisite shapes and colors. Our walking tour lasts about an hour, followed by an (included) catered gourmet picnic lunch complete with farm made dessert and ice tea blended with rose petals served in a garden setting. On our way home we will stop at Camarillo Premium Outlets. Find impressive savings at Banana Republic Factory Store, Barneys New York Outlet, Calvin Klein, Coach, Kenneth Cole and at least one hundred more stores.

3279 Registration Fee to LAVC: $14; Tour Fee: $70 per person (checks only) payable to Regina Rocha - non refundable.
You will be required to sign a liability release waver on the bus prior to departure. 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.
The Big Apple
5 days for $1329

DAY 1: The U.S. glides by under your aircraft as you fly to “The Big Apple.” Meet your passports representative upon arrival. As you make your way through these man-made canyons, surrounded by unnatural mountains of steel, glass and concrete, try to remember that this once-pristine island was purchased from the Manhattan Indians for about $24 dollars worth of costume jewelry and sea shells. Overnight in the world’s “most famous” city.

DAY 2: EMPIRE STATE BUILDING. Today spend time amidst the wealth of masterpieces exhibited in the Museum of Modern Art. See works by Monet, van Gogh, Picasso, Matisse, and the wonderful Sculpture Garden. Later, take a look at the city from the observatory on the 102nd floor of the Empire State Building. Look to the south, and see where the twin towers of the World Trade Center used to stand. Evening on your own.

DAY 3: ROCKEFELLER CENTER. Tour Rockefeller Center — a capital of the communications industry. The Associated Press, several publishing companies, and a TV network have their headquarters here. Visit the NBC studios, home of such famous programs as the Today Show and Saturday Night Live. Afterwards, take the elevator to the 65th-floor Rainbow Room for a spectacular city panorama, or stroll along the shop-lined galleries tunneling deep beneath this mammoth building. This afternoon, take the subway to the Solomon R. Guggenheim Museum, on Fifth Avenue. View this famous collection of modern art in one of the most architecturally interesting buildings in the city. Many of the paintings appear to float in midair, but actually sit on concealed metal arms. Free time tonight for independent activities.

DAY 4: ELLIS ISLAND, STATUE OF LIBERTY. This morning embark on a ferry ride to Ellis Island, where twelve million Europeans first experienced the U.S. through the island’s chaotic processing facilities. Continue on to Liberty Island to visit the Statue of Liberty. Built by the French, “Lady Liberty” was recently renovated to restore her former splendor. This afternoon, enjoy a tour of the New York Stock Exchange. A Broadway show will enliven your evening. See “The Great White Way.”

DAY 5: DEPARTURE. This morning, if time permits, do some last minute shopping for that special souvenir. Board your flight for your return home. Write down what you remember best — eager to share your experiences with family and friends.

3280 Registration Fee to LAVC: $35. The Fee of $1329 per person double occupancy - includes airfare, 4 nights hotel, all breakfasts and dinners, broadway show, all transportsations, all tours, museums. Departure date: Aug. 27, 2007. Call 818 947-2577, Ext. 4072 for copy of itinerary. Payment due 90 days prior to departure.
Summer in Paris
with Los Angeles Valley College

July 2007

ACCENT International Consortium for Academic Programs Abroad works with Los Angeles Valley College to provide a challenging academic program with extensive overseas support. On the Summer in Paris program, students live at the Cité Universitaire international residence campus or in Parisian homes while attending French language classes at the Sorbonne, as well as French civilization and conversation classes with visiting and local faculty. In addition to the academic program, the ACCENT Paris Center staff organizes a series of cultural and social activities as well as providing support and guidance to students studying abroad.

Please call ACCENT at 800.869.9291 or program leader June Miyasaki of Los Angeles Valley College at 818.947.2382.

870 Market Street, Suite 1026 • San Francisco, CA 94102
800.869.9292 • info@accentintl.com • www.accentintl.com

SUMMER READING PROGRAM

Information will be available in our Summer 2007 brochure. If you would like to be added to the mailing list, please call 818 947-2577, Ext. 4172

If you’d like more information on the Summer Reading Program, please call: 800 978-3532
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.
3281 6 Thurs. 7-9 PM Feb. 22-March 29
Staff Fee: $73
Material fee payable to instructor (cash only): $8

***NEW CLASS***
BEADED PENS
This workshop is fun, fun, fun! Beaded pens make great, economical gifts. Come learn how to make three different styles: beaded inside, outside or covering artwork/decorative papers. Every student makes three pens in class.
3283 1 Thurs. 6:30-9:30 PM March 1
Holly D. Hughes Fee: $33
Material fee payable to instructor (cash only): $17

BEGINNING JEWELRY DESIGN - PEARL/KNOTTING
Learn the traditional technique for knotting pearl and gems. “Floating” necklace designs are timeless; as seen in Style magazine. Making your own jewelry is fun, creative and a money-saver. Create your own unique design that will harmonize any look. Leave the class with a bracelet and necklace, list of wholesale jewelry suppliers and inspiration! Bring flat chain nose pliers, scissors and egg carton, ice tray or container to separate your beads and a small towel to work on. Class size is limited to 18 students.
Doria Ragland has been designing & making jewelry for over ten years. Her work has been sold in many boutiques throughout the country. She loves and believes in wearing handmade jewelry.
3282 1 Wed. 6:30-9:30 PM Apr. 18
Doria Ragland Fee: $34
Material fee payable to instructor (cash only): $25

CROCHETING/BEGINNING
Come and learn how to make the "Martha Stewart Going Home Poncho". Learn the basics of crocheting. The course will take you through casting on, single, double and triple crochet to finishing with edging. We will start by reading a simple pattern and finish the course with a completed project. Learn to make a hat, scarf, purse or “Granny” square blanket or vest.
Janice Cole learned to crochet from her grandmother as a young child. She is currently a member of Stitches from the Heart, a non-profit organization that crochets baby blankets, hats and booties for newborn infants across the country. She also made blankets for the homeless. Janice has been crocheting and teaching this craft to individuals and groups for over 20 years.
3284 5 Thurs. 7-9 PM Feb. 22-March 22
Janice Cole Fee: $69
Material fee payable to instructor (cash only) for all materials needed for this class: $20
PHOTOGRAPHY/BEGINNING
(13 YRS - ADULTS)
Learn skills needed to master control of your 35mm single lens reflex (SLR) camera, film or digital with step-by-step instruction. Students will learn the fundamentals of photography, including how to operate their cameras on manual setting, changing shutter speeds to stop or blur motion, how to best use automatic settings, controlling focus, exposure, and using flash. Shooting assignments will be given and photos will be reviewed in class. Students receive informative handouts and individual attention. (This class does not include darkroom work.) Students will need an SLR camera with manual settings (no fully automatic cameras) but 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.

One Saturday class, for hands-on help from the instructor, to be arranged after class begins.

3289  5 Tues. 7-9:30 PM      Feb. 6-March 13
1 Sat         TBA
Nancy Kaye
Fee: $85

INTERMEDIATE PHOTOGRAPHY
(13 YRS - ADULTS)
This class offers 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 will be on creativity, composition, and the aesthetics of photography. We'll explore how basic photo techniques, camera angle, lens choice, lighting, and filters enhance composition and give our photographs greater impact. We'll also study the images of master photographers and develop your own photographic interests. 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.

3290  5 Tues. 7-9:30 PM      Apr. 17-May 22
1 Sat.         TBA
Nancy Kaye
Fee: $85

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. (No class 2/17 & 5/5)

3287  6 Sat. 1:30-4:30 PM   Feb. 23-March 9
Margo Gravelle
Fee: $83

3288  5 Sat. 1:30-4:30 PM   Apr. 20-May 4
Margo Gravelle
Fee: $69

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 material fee at the first class meeting. Space is limited. Bring your own scissors or flower cutters or purchase from instructor for approximately $2. Optional material fee for book approximately $10.

3285  3 Fri. 6:30-9:30 PM   Feb. 23-March 9
Susie Kim
Fee: $59
Material fee payable to instructor for flowers and container (cash only): $36

3286  3 Fri. 6:30-9:30 PM   Apr. 20-May 4
Susie Kim
Fee: $59
Material fee payable to instructor for flowers and container (cash only): $36
ARTS, CRAFTS AND HOBBIES

**PRECIOUS METAL CLAY PENDANT**
Learn the basics of PMC: working with 99% silver clay, texturizing, sanding bone dry pieces, work hardening and firing. We will work with rubber stamps and brass plates to add texture interest to the pendant. Students make one silver pendant in class with the option of adding a fire in place stone to their finished piece. Materials fee: $17 or $19 for pendant with a stone.

3291  1 Thurs.  6:30-9:30 PM  March 15
Holly D. Hughes  Fee: $33
Material fee payable to instructor (cash only): $19

**TILE CARDS**
Background tiles can add a real punch to card making. Come learn how to hand color these amazing paper tiles, stamp them and add a shiny finish for an incredible background. **Each student will complete 2 greeting cards** in class and make 144 - one inch background tiles. Some of these tiles will be used in the cards and the rest may be taken home for use with other projects.

3292  1 Thurs.  6:30-9:30 PM  Feb. 22
Holly D. Hughes  Fee: $33
Material fee payable to instructor (cash only): $15

**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.**

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**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, Day trips, Travel, Fencing, Online courses or Monthly Classes including Karate for adults and Gymnastics.

**PLEASE KEEP YOUR RECEIPTS - ALL RECEIPTS REQUIRED FOR REFUNDS, CREDIT SLIPS OR TRANSFERS- SEE REFUND POLICY ON PAGE 3**
INTRODUCTION TO 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.
3296  2 Wed.       6-9:30 PM       Apr. 11 & 18
Albert Gonzalez  & Staff       Fee: $91
Material fee payable to instructor (cash only): $6

INTRODUCTION TO PERSONAL COMPUTERS (15 YRS - ADULTS)
Designed for the novice computer user. You’ll get practical advice and answers to many common questions. Includes an overview of computer hardware and software concepts, finding your way around an operating system, running applications, and buying a new or upgraded personal computer. Practice is with Windows XP Professional operating system, Microsoft Word Processing Software and Microsoft Excel spreadsheets. Prerequisite: Working knowledge of keyboard.
3293  2 Wed.       6-9:30 PM       Feb. 21 & 28
Albert Gonzalez  & Staff       Fee: $91
Material fee payable to instructor (cash only): $6

WINDOWS XP PROFESSIONAL/BEGINNING (15 YRS - ADULTS)
Learn the fundamentals of your PC, concepts and terminology such as hardware and software plus networking. Identify components of the Windows screen; learn mouse techniques. Work with multiple programs using the taskbar. Share data between programs by copying and pasting. Display contents of disks by using the windows Explorer, create folders and copy files between folders. Format disk for usage on your computer. Prerequisite: Working knowledge of keyboard & Intro to PC.
3294  2 Wed.       6-9:30 PM       March 7 & 14
Albert Gonzalez  & Staff       Fee: $91
Material fee payable to instructor (cash only): $6

MICROSOFT EXCEL 2003-BEGINNING (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.
3296  2 Wed.       6-9:30 PM       Apr. 11 & 18
Albert Gonzalez  & Staff       Fee: $91
Material fee payable to instructor (cash only): $6
PERSONAL ENRICHMENT

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. This is a safe, economical and professional environment to explore the possibilities of working in the industry.
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.
3297 2 Sat. 3:30-5 PM Feb. 24 & March 3
June Chandler or Staff Fee: $67
Material 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.
(No Class 2/17)
3299 6 Sat. 10 am-12 pm Feb. 10-March 24
June Chandler Fee: $84
3300 6 Sat. 10 am-12 pm Apr. 14-May 19
June Chandler Fee: $84

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 lifelong 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)
3298 2 Sat. 12:30-2:30 PM Feb 10 & 17
June Chandler or Staff Fee: $67
Material fee payable to instructor (for tape): $3
PERSONAL ENRICHMENT

ACCENT REDUCTION
Join us for an intensive seminar designed to assist the foreign born resident to improve English language clarity through easy accent reduction techniques. Develop the rhythm and proper speech sounds that will assist your career and in winning new friends. (No Class 2/19)
3301 6 Mon. 7:00-9:30 PM Feb. 5-March 19
Michael Golden
Fee: $77
Material fee payable to instructor (cash only): $15

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.
3302 1 Sat. 11-1 PM March 10
Victor Aragon, Jr.
Fee: $25
Material fee payable to instructor (cash only): $5.00

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.
3304 1 Thurs. 7-10 PM March 22
Jim Harriger
Fee: $34
Optional material fee payable to instructor (cash only): $25

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 4/7)
3303 8 Sat 12:30 PM Feb. 24-Apr. 21
Bill Maze, San Mar Dog Obedience
Fee: $69
Material fee payable to instructor (cash only): $7

ACCENT REDUCTION
Join us for an intensive seminar designed to assist the foreign born resident to improve English language clarity through easy accent reduction techniques. Develop the rhythm and proper speech sounds that will assist your career and in winning new friends. (No Class 2/19)
3301 6 Mon. 7:00-9:30 PM Feb. 5-March 19
Michael Golden
Fee: $77
Material fee payable to instructor (cash only): $15

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.
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3304 1 Thurs. 7-10 PM March 22
Jim Harriger
Fee: $34
Optional material fee payable to instructor (cash only): $25

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 4/7)
3303 8 Sat 12:30 PM Feb. 24-Apr. 21
Bill Maze, San Mar Dog Obedience
Fee: $69
Material fee payable to instructor (cash only): $7
MEMORY POWER & STUDY SKILLS FOR 8-17 YEARS OLD
Imagine a student increasing his/her memory 10 times, improving concentration, reading and understanding material in seconds, reducing study time and quickly improving grades. Students will learn simple techniques and important information, that will help them in school as well as other areas of their lives such as in performing arts and sports.

3307  1 Sat.  10:30 AM-12:30 PM  Feb 10  Fee: $25  Material fee payable to instructor (cash only): $5.00
Karen Valenti

3308  1 Sat.  10 AM-12 PM  Apr. 21  Fee: $25  Material fee payable to instructor (cash only): $5.00
Karen Valenti

SCIENCE ADVENTURE CAMP 2007 - K-6th GRADES
Information will be available in our Summer 2007 brochure. If you would like to be added to the mailing list, please call 818 947-2577, Ext. 4172
Tentative camp dates - July 23 - August 17, 2007. If you’d like more information on Science Adventure Camp for Summer 2007, please call: 888 458-1812
FRENCH/CONVERSATIONAL
Students will learn basic conversational French and work on individual pronunciation, vocabulary, idiomatic expressions, and colloquialisms. Students will also gain insight into the French culture, and valuable tips for travelers. Book and CD required. You can purchase on your own or from the teacher.
LEVEL I:
3309 7 Mon. 7-9 PM Feb. 5-March 26
L. Lespinasse Fee: $72
Material fee payable to instructor(cash only): $5
LEVEL II:
3310 7 Mon. 7-9 PM Apr. 9-May 21
L. Lespinasse Fee: $72
Material fee payable to instructor(cash only): $5

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. (No Class 2/19 & 4/2)
LEVEL I
3312 5 Mon. 6:30-8:30 PM Feb. 5-March 12
Don Grigware Fee: $50
Material fee payable to instructor(cash only): $10
LEVEL II
3313 5 Mon. 6:30-8:30 PM March 19-Apr. 23
Don Grigware Fee: $50
Material fee payable to instructor(cash only): $10
LEVEL III
3314 4 Mon. 6:30-8:30 PM Apr. 30-May 21
Don Grigware Fee: $40
Material fee payable to instructor(cash only): $10

CONVERSATIONAL JAPANESE FOR TOURISTS
This class is designed for students who are planning to visit Japan. Students will master basic conversational Japanese and good-to-know cultural conventions that will ensure an enjoyable trip. Emphasis will be on vocabulary and pronunciation to improve good conversational skill. Open a gate to see a beautiful garden. This is a workshop style class - no book is required. Children and Adults welcomed!
Koshi Kuwahara, is an instructor with experience teaching Japanese at various levels. He is a dedicated community educator who possesses knowledge of Japanese philosophy and art that provides students with a fuller understanding of Japan.
3311 6 Wed. 7-9 PM Feb. 21-March 28
Koshi Kuwahara Fee: $69
Material fee payable to instructor (cash only): $3.00
GUITAR/BEGINNING (14 YRS-ADULTS)
Introduction to the guitar for the complete beginner. Focus on the practical approach to modern guitar, hand position 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.

3315  6 Sat.  11 AM-12 PM  Feb. 24-March 31
Giovanni Lombardi  Fee: $51
Material fee payable to instructor (cash only): $5

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 welcome. Class size limited.

3316  6 Sat.  11 AM-12 PM  Apr. 14-May 19
Giovanni Lombardi  Fee: $51
Material fee payable to instructor (cash only): $5

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 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, compostion, 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.

3317  1 Sat.  2-5 PM  March 24
David Broida  Fee: $34
Material fee payable to instructor for CD & handouts (cash only): $14
Optional material fee (for harmonica): $11

3318  6 Sat.  12-1 PM  Apr. 14-May 19
Giovanni Lombardi  Fee: $51
Material fee payable to instructor (cash only): $5

BLUE HARMONICA
Have you always wanted to be able to play the harmonica? This class will get you “jammin” the blues immediately! Emphasis will be on playing and having fun as you are introduced to many of the tricks and techniques that will enable you to make the harmonica cry, laugh, wail or scream. No previous musical experience or harmonica training is required—only a love of the blues and a desire to play the harmonica! Students will need a C-major diatonic harmonica. Instructor will have them available to purchase at class for $11 or you may purchase your own elsewhere.

3317  1 Sat.  2-5 PM  March 24
David Broida  Fee: $34
Material fee payable to instructor for CD & handouts (cash only): $14
Optional material fee (for harmonica): $11

3319  2 Tues.  6:30-9:30 PM  Feb. 6 & 13
Richard Rossi  Fee: $46
WRITING WORKSHOP: MEMOIRS AND MORE

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.

Scot 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.

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 is the Executive Story Editor at ICM, a leading talent and literary agency. Working with co-president and uber-agent Ed Limato, Christopher looks for potential projects for a small list of clients that includes Mel Gibson, Denzel Washington, Richard Gere, Steve Martin, Liam Neeson and Jennifer Lopez. He also develops screenplays with “Collateral” producer Julie Richardson. Christopher regularly contributes to the online screenwriting co-op www.twoadverbs.com. In the summer of ’04, his popular pitch workshop aired on TV’s LA36 as “The Inside Pitch” and was nominated for a 2005 L.A. Area Emmy Award. He holds an MFA in dramatic writing from NYU’s Tisch School of the Arts. (No Class 4/7)

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3321 7 Wed. 7-9 PM March 7-Apr. 18
Scott Sonders Fee: $79

3320 6 Sat. 10 AM-1 PM March 10-Apr. 21
Christopher Lockhart Fee: $92
DANCE INSTRUCTION WORKSHOPS
$5 DISCOUNT ALLOWED FOR PARTNER IN ALL DANCE CLASSES
No street shoes allowed in the Dance Studio

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. (No Class 2/17 & 3/10)

Beginning:
3322 7 Sat. 4-5:30 PM Jacqueline Eusanio
Gold Card $64
Feb. 3-March 31 Fee: $69/person

Beginning:
3323 6 Sat. 4-5:30 PM Jacqueline Eusanio
Gold Card $54
Apr. 14-May 19 Fee: $59/person

Intermediate:
3324 7 Sat. 5:30-7 PM Jacqueline Eusanio
Gold Card $64
Feb. 3-March 31 Fee: $69/person

Intermediate:
3325 6 Sat. 5:30-7 PM Jacqueline Eusanio
Gold Card $54
Apr. 14-May 19 Fee: $59/person

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 7 Tues. 7-8 PM Jacqueline Eusanio
Feb. 6-March 20 Fee: $59

Beginning:
3327 7 Tues. 6-7 PM Jacqueline Eusanio
Apr. 10-May 22 Fee: $59

LEVEL II:
3328 7 Tues. 7-8 PM Jacqueline Eusanio
Apr. 10-May 22 Fee: $59

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.

3329 7 Tues. 6-7 PM Jacqueline Eusanio
Feb. 6-March 20 Fee: $59
Ballet 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 2/17)

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>Time</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>3330</td>
<td>7 Sat</td>
<td>10-11 AM</td>
<td>Susan White</td>
<td>$58</td>
</tr>
<tr>
<td>3331</td>
<td>6 Sat</td>
<td>10-11 AM</td>
<td>Susan White</td>
<td>$49</td>
</tr>
</tbody>
</table>

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 2/17)

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>Time</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>3334</td>
<td>7 Sat</td>
<td>1 PM-2 PM</td>
<td>Susan White</td>
<td>$58</td>
</tr>
<tr>
<td>3335</td>
<td>6 Sat</td>
<td>1 PM-2 PM</td>
<td>Susan White</td>
<td>$49</td>
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</table>

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 2/17)

<table>
<thead>
<tr>
<th>Course</th>
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<th>Instructor</th>
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<tbody>
<tr>
<td>3332</td>
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<td>11 AM-12 PM</td>
<td>Susan White</td>
<td>$58</td>
</tr>
<tr>
<td>3333</td>
<td>6 Sat</td>
<td>11 AM-12 PM</td>
<td>Susan White</td>
<td>$49</td>
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</table>

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 & can be purchased by phone with a credit card (818) 947-2577, Ext. 4172)
DANCE INSTRUCTION WORKSHOPS
$5 DISCOUNT ALLOWED FOR PARTNER IN ALL DANCE CLASSES
No street shoes allowed in the Dance Studio

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 required - no tennis shoes.**

(No Class 2/17, 2/18 & 5/5)

<table>
<thead>
<tr>
<th>Level I:</th>
<th>Day</th>
<th>Time</th>
<th>Date</th>
<th>Fee</th>
</tr>
</thead>
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<td>Level I:</td>
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<tr>
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<td>$43</td>
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<tr>
<td>Level I:</td>
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<td>11:30-1 PM</td>
<td>Apr. 15-May 20</td>
<td>$51</td>
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<td>Level II:</td>
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<tr>
<td>Level II:</td>
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<td>$43</td>
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<th>Day</th>
<th>Time</th>
<th>Date</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level I:</td>
<td>3338</td>
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<td>$64</td>
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<tr>
<td>Level I:</td>
<td>3345</td>
<td>6 Sun.</td>
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<td>$55</td>
</tr>
<tr>
<td>Level I:</td>
<td>3346</td>
<td>7 Fri.</td>
<td>Feb. 9-March 30</td>
<td>$64</td>
</tr>
<tr>
<td>Level I:</td>
<td>3347</td>
<td>7 Fri.</td>
<td>Apr. 13-May 25</td>
<td>$64</td>
</tr>
</tbody>
</table>

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 2/16 & 2/18)

<table>
<thead>
<tr>
<th>Class</th>
<th>Day</th>
<th>Time</th>
<th>Date</th>
<th>Fee</th>
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<tbody>
<tr>
<td>3344</td>
<td>7</td>
<td>Sun. 2-3:30 PM</td>
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<td>$64</td>
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<tr>
<td>3345</td>
<td>6</td>
<td>Sun. 2-3:30 PM</td>
<td>Apr. 15-May 20</td>
<td>$55</td>
</tr>
<tr>
<td>3346</td>
<td>7</td>
<td>Fri. 7-8:30 PM</td>
<td>Feb. 9-March 30</td>
<td>$64</td>
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<tr>
<td>3347</td>
<td>7</td>
<td>Fri. 7-8:30 PM</td>
<td>Apr. 13-May 25</td>
<td>$64</td>
</tr>
</tbody>
</table>

MIDDLE EASTERN DANCE/BEGINNING
Belly dancing will tone your entire musculature, resulting in a shapelier contour and improved posture. This class will focus on Middle Eastern rhythms, dances and basic finger cymbal techniques. No previous dance experience necessary. Students are encouraged to wear comfortable clothes. Will need veil & finger cymbals – can purchase from instructor for approximately $15 each.

(No Class 2/16 & 2/18)

<table>
<thead>
<tr>
<th>Class</th>
<th>Day</th>
<th>Time</th>
<th>Date</th>
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<tbody>
<tr>
<td>3348</td>
<td>7</td>
<td>Wed. 7:30-9:30 PM</td>
<td>Feb. 21-Apr. 4</td>
<td>$67</td>
</tr>
<tr>
<td>3349</td>
<td>7</td>
<td>Wed. 7:30-9:30 PM</td>
<td>Apr. 11-May 23</td>
<td>$67</td>
</tr>
</tbody>
</table>

LOW IMPACT SALSA DANCE (15 YRS – ADULTS)
Join us for a fun way to exercise, to lose weight or as a low impact way to ease you back to fitness. Salsa aerobics done with basic steps and movements. Continuous aerobic basic moves will include a variety of styles i.e. merengue, cha cha cha, samba etc. Recommended that students wear loose/comfortable clothing or leotards/tight with sneakers or jazz shoes.

(No Class 2/17)

<table>
<thead>
<tr>
<th>Class</th>
<th>Day</th>
<th>Time</th>
<th>Date</th>
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<tbody>
<tr>
<td>3350</td>
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<td>Sat. 9-10 AM</td>
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<td>3351</td>
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<td>$49</td>
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</table>

***NEW CLASS***

BALLET FOR CHILDREN/8-15 YEARS
Ballet basics and creative movement for children to learn the joy of dance. Focus will be on ballet technique, musicality, posture, flexibility, fitness and fun!

<table>
<thead>
<tr>
<th>Class</th>
<th>Day</th>
<th>Time</th>
<th>Date</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Level I:</td>
<td>3262</td>
<td>6 Wed. 5:30-6:30 PM</td>
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<td>Level I:</td>
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<td>Apr. 4-May 9</td>
<td>$45</td>
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<tr>
<td>Level I:</td>
<td>3348</td>
<td>7 Sun. 2-3:30 PM</td>
<td>Feb. 4-Mar. 25</td>
<td>$64</td>
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<tr>
<td>Level I:</td>
<td>3345</td>
<td>6 Sun. 2-3:30 PM</td>
<td>Apr. 15-May 20</td>
<td>$55</td>
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<tr>
<td>Level I:</td>
<td>3346</td>
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<td>Feb. 9-March 30</td>
<td>$64</td>
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<tr>
<td>Level I:</td>
<td>3347</td>
<td>7 Fri. 7-8:30 PM</td>
<td>Apr. 13-May 25</td>
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## DANCE & EXERCISE INSTRUCTION WORKSHOPS

$5 DISCOUNT ALLOWED FOR PARTNER IN ALL DANCE CLASSES
No street shoes allowed in the Dance Studio

### 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 2/18)

<table>
<thead>
<tr>
<th>Class No.</th>
<th>Day</th>
<th>Time</th>
<th>Date</th>
<th>Instructor</th>
<th>Fee</th>
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<tbody>
<tr>
<td>3352</td>
<td>Sun</td>
<td>3:30-5 PM</td>
<td>Feb. 4-March 25</td>
<td>Linda Lees</td>
<td>$64</td>
</tr>
<tr>
<td>3353</td>
<td>Sun</td>
<td>3:30-5 PM</td>
<td>Apr. 15-May 20</td>
<td>Linda Lees</td>
<td>$55</td>
</tr>
</tbody>
</table>

### HATHA YOGA: BEGINNING & CONTINUING STRETCH-RELAX-MEDITATE
Letting go of stress through yoga. **Be sure to bring a mat or towel.**

(No class 2/17 & 4/7)

<table>
<thead>
<tr>
<th>Class No.</th>
<th>Day</th>
<th>Time</th>
<th>Date</th>
<th>Instructor</th>
<th>Fee</th>
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<tbody>
<tr>
<td>3387</td>
<td>Sat</td>
<td>11 AM-12:30 PM</td>
<td>Feb. 3-March 24</td>
<td>Joyce Billot</td>
<td>$50 Gold Card: $50 Fee: $55</td>
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<tr>
<td>3388</td>
<td>Sat</td>
<td>11 AM-12:30 PM</td>
<td>March 31-May 19</td>
<td>Joyce Billot</td>
<td>$50 Gold Card: $50 Fee: $55</td>
</tr>
</tbody>
</table>

### TONE & 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 2/19)

<table>
<thead>
<tr>
<th>Class No.</th>
<th>Day</th>
<th>Time</th>
<th>Date</th>
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<td>3354</td>
<td>Mon</td>
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<td>May Fong</td>
<td>$69</td>
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<tr>
<td>3355</td>
<td>Mon</td>
<td>6:30-7:30 PM</td>
<td>Apr. 9-May 21</td>
<td>May Fong</td>
<td>$69</td>
</tr>
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</table>

Optional material fee payable to instructor for resistance bands (cash only): $11

### ***NEW***

#### BALLET POWER BARRE & STRETCH EXERCISE/ADULTS
Join us for this ballet stretch exercise and fitness class. The focus will be on fitness utilizing ballet techniques at the barre and floor exercises and stretching. Please bring your mat or thick towel for your comfort.

<table>
<thead>
<tr>
<th>Class No.</th>
<th>Day</th>
<th>Time</th>
<th>Date</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>3260</td>
<td>Wed</td>
<td>6:30-7:30 PM</td>
<td>Feb. 21-March 28</td>
<td>Suzanne Kunstman</td>
<td>$45</td>
</tr>
<tr>
<td>3261</td>
<td>Wed</td>
<td>6:30-7:30 PM</td>
<td>Apr. 4-May 9</td>
<td>Suzanne Kunstman</td>
<td>$45</td>
</tr>
</tbody>
</table>

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38
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

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. All ages’ welcome (children minimum 6 Yrs - adults).
3356 any Tuesday: 8-11 PM Adults
Or any Saturday: 12 PM. 2 PM adults, Oberg/Fuertes 2-4 PM Children
Fee: $31 any 4 consecutive Tuesdays, or any 4 consecutive Saturdays
Material fee payable to instructor (cash only): $1

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. Classes will begin first Tues. or Thurs. of each month.
2351 Tues. & Thurs. 7:30-8:30 PM Jan.
3359 Tues. & Thurs. 7:30-8:30 PM Feb.
3360 Tues. & Thurs. 7:30-8:30 PM Mar.
3361 Tues. & Thurs. 7:30-8:30 PM Apr.
3362 Tues. & Thurs. 7:30-8:30 PM May
Douglas Riffenburgh Fee: $49/month Payable 1st of month

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.
Beginning:
3357 6 Sat. 9-10 AM Feb. 24-March 31
Robert O’Connor, PGA Rated Instructor Fee: $52
Driving range fee payable to instructor (cash only): $7.00
Intermediate: (Meets at Local Driving Range)
3358 2 Sat. 8:30-10 AM Apr. 21 & 28
& 1 Sat. 8 – 11 AM May 5
Robert O’Connor, PGA Rated Instructor Fee: $52
Driving range fee payable to instructor (cash only): $25

KARATE – CHILDREN (6 & UP)
Enter the world of martial arts taught in the traditional Japanese style. Learn self-discipline, manners and respect for yourself and others. Also learn how to train your body and mind to create balance, coordination and power. This highly respected form of self-defense promotes the confidence to meet any physical or emotional challenge that you may encounter. Note: Before testing, there will be a fee payable to instructor for belt & ranking certificate to next level (Approx. $10-$20 cash only). (No Class 2/16 & 4/6)
Beginning
3363 14 Fri. 6-7 PM Feb. 2-May 18
Marco Pacheco Fee: $99
Intermediate
3364 14 Fri. 7-8 PM Feb. 2-May 18
Marco Pacheco Fee: $99

39
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

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. Therabands 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 2/16)

<table>
<thead>
<tr>
<th>Class</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>3365</td>
<td>Fri</td>
<td>10:30-11:30 AM</td>
<td>April Tatro</td>
<td>$57</td>
</tr>
<tr>
<td>3366</td>
<td>Fri</td>
<td>10:30-11:30 AM</td>
<td>April Tatro</td>
<td>$57</td>
</tr>
</tbody>
</table>

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 Class 2/17 & 4/7)

<table>
<thead>
<tr>
<th>Class</th>
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<th>Instructor</th>
<th>Fee</th>
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<tbody>
<tr>
<td>3371</td>
<td>Sat</td>
<td>7 AM</td>
<td>April Tatro</td>
<td>$59</td>
</tr>
<tr>
<td>3372</td>
<td>Sat</td>
<td>7 AM</td>
<td>April Tatro</td>
<td>$59</td>
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<tr>
<td>3373</td>
<td>Sat</td>
<td>7 AM</td>
<td>April Tatro</td>
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<tr>
<td>3374</td>
<td>Sat</td>
<td>7 AM</td>
<td>April Tatro</td>
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<tr>
<td>3375</td>
<td>Sat</td>
<td>7 AM</td>
<td>April Tatro</td>
<td>$59</td>
</tr>
<tr>
<td>3376</td>
<td>Sat</td>
<td>7 AM</td>
<td>April Tatro</td>
<td>$59</td>
</tr>
</tbody>
</table>

T’AI CHI
T’ai Chi Chuan is an ancient system of stress management and exercise that both relaxes and energizes, calms the mind and tones the body. Slow dynamic movements improve balance and flexibility. Includes elements of dance, meditation, and self-defense. Beginning level 9-11 a.m., experienced students 10 a.m. – 12 noon. Each level will have one hour of instruction and 1 hour of supervised practice. No street shoes allowed in the Dance Studio.
(No Class 2/17 & 4/7)

<table>
<thead>
<tr>
<th>Class</th>
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<th>Time</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>3367</td>
<td>Sat</td>
<td>9-11 AM</td>
<td>Braulio Montesino</td>
<td>$59</td>
</tr>
<tr>
<td>3368</td>
<td>Sat</td>
<td>9-11 AM</td>
<td>Braulio Montesino</td>
<td>$59</td>
</tr>
<tr>
<td>3369</td>
<td>Sat</td>
<td>10 AM-12 PM</td>
<td>Braulio Montesino</td>
<td>$59</td>
</tr>
<tr>
<td>3370</td>
<td>Sat</td>
<td>10 AM-12 PM</td>
<td>Braulio Montesino</td>
<td>$59</td>
</tr>
</tbody>
</table>
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.

GROUP TENNIS LESSONS
(No Class 4/7)
9 Sat. – ADULT Feb. 24-Apr. 28
3377 Intermediate 9-10 AM Fee: $69
3378 Adv. Beginning 10-11 AM Fee: $69
3379 Beginning 11 AM – 12 PM Fee: $69
9 Sat.–Children (7-14yrs) Feb. 24-Apr. 28
(No Class 4/7)
3380 Beginning 12-1 PM Fee: $69
9 Sun. – Adult Feb. 25-Apr. 29
(No Class 4/8)
3381 Advanced 9-10 AM Fee: $69
3382 Advanced 10-11AM Fee: $69
3383 Adv. Beginning 11AM-12 PM Fee: $69
3384 Beginning 12-1 PM Fee: $69

Please bring two unopened cans of Tennis balls & your racquet
Raymond Finks

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.
3385 Fee is $49/hour per person Raymond Finks
3386 Fee is $49/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.

MONARCH SUMMER ADVENTURE CAMPS 2007
Catalina Adventure - Tentative Dates:
Yosemite /Sequoia Adventure - Tentative Dates:
August 5-August 11, 2007
For Ages 9-14
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 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)

WINTER 2007 - GYMNASTICS

Priority enrollment for students enrolled in Fall Session 2006 begins Wednesday, Nov. 15, 2006 at 10 am. Open enrollment begins Wednesday, Nov. 29, 2006, at 10:00 am and will continue until classes are filled.

8 Monday afternoons – Jan. 8 - March 12
(No Class 1/15(Martin Luther King Day & 2/19 (President’s Holiday)
3090 2 & 3-year olds - 3:30 pm Fee: $69
3095 4&5-year olds- 4:15&5:15pm Fee: $85
3100 6-yrOlds&up3:30G&5pm(G&B)Fee:$85
10 Wednesday afternoons–Jan 10-March 14
3120 2 & 3-year olds - 3:30 pm Fee: $85
3125 4&5-year olds-4:15&5:15pm Fee: $105
3130-yrOlds&up3:30G&5pm(G&B)Fee:$105
8 Saturdays Jan. 20 – March 17th
(No Class 2/17)
3150 2 & 3-year olds – 10:30am Fee: $69
3155 4 & 5-year olds:9-30&11:15amFee: $85
3160 6-yearOlds&up:9-30&11am (G&B) Fee: $85

SPRING 2007 - GYMNASTICS

Priority enrollment for students enrolled in Fall Session 2006 begins Wednesday, Nov. 15, 2006 at 10 am. Open enrollment begins Wednesday, Nov. 29, 2006, at 10:00 am and will continue until classes are filled.

9 Monday afternoons  – March 19-May 21
(No Class 4/2)
4090 2 & 3-year olds - 3:30 pm Fee: $78
4095 4&5-year olds- 4:15&5:15pm Fee: $96
4100 6-yrOlds&up:3:30G&5pm(G&B)Fee:$96
9 Wednesday afternoons–March 21-May 23
(No Class 4/4)
4120 2 & 3-year olds - 3:30 pm Fee: $78
4125 4&5-year olds-4:15&5:15pm Fee: $96
4130-yrOlds&up3:30G&5pm(G&B)Fee:$96
8 Saturdays March 24-May 19
(No Class 4/7)
4150 2 & 3-year olds – 10:30am Fee: $69
4155 4 & 5-year olds:9-30&11:15amFee: $85
4160 6-yearOlds&up:9-30&11am (G&B) Fee: $85

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 5-6:30 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 GYMNASICS 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 Washlake 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 GYMNASICS CO-ED – ADULTS
Beginning gymnastics and acrobatics.
3064 Sun 11 AM-1 PM
Shawn Marsh Fees: $65/Mo.
(Fees Due 1st of month)

BEGINNING GYMNASICS 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 Fee: $5/Lesson
or $20/Four Lessons

OPEN GYMNASICS 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 Washlake, 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.
The above open recreation activities are open to the community. There is no instruction; no registration is required and the above days and times are effective February 1, 2007. Gym Center Open Workout—Fee: $6 per night at the door or purchase discount booklet that will allow you to attend 10 sessions for $35 at the Community Education & Extension Office (818) 947-2577, Ext. 4172 by phone with a credit card or by mail). Days and times are subject to change due to location availability.
Los Angeles Valley College has the only 10-lane Mondo track in California! And you now have the incredible opportunity to run or walk on this incredible surface.

Monarch Stadium, originally built in 1958, has been renovated with funds from Propositions A and AA. Mondo has been the sports surface of choice for seven consecutive Olympics with hundreds of world records being inscribed in the annals of athletics on Mondo surfaces. As a result of Mondo’s natural rubber materials and its molded vulcanized manufacturing process, Mondo tracks are the world’s leader in comfort, speed, durability and value.

The Community Education and Extension Program is delighted to offer the community a new open recreational walk/run activity on our state-of-the-art track.

Hours of Operation
Monday – Friday: 6AM – 8AM only

Fees
Ticket books will be sold only through the Community Education & Extension Office. Price per book is $35. Each book holds 10 tickets. Patrons cannot pay at the track for this activity and can only use the facility by purchasing a ticket book. The tickets do not expire and there are no refunds or partial refunds for non-usage of tickets.

Easy Registration
Patrons may purchase ticket books by phone, mail, fax, or in person.

Stadium Rules – No Exceptions
All individuals who purchase ticket books will be given a copy of the Stadium Rules and will be required to sign a general release of liability for personal injury. Only water will be permitted inside the stadium. Soft-soled athletic shoes only – no street shoes no matter how soft the sole is. No animals, bicycles, roller blades, or baby strollers permitted in the facility. No running on stadium benches – tickets are for walking and/or running on track only. Facility is subject to closure during inclement weather and/or legal holidays. No smoking allowed.

Community Education & Extension Office (818) 947-2577, Ext. 4172, located in the Field House. FAX (818) 947-2930; mailing address LAVC, Community Education & Extension, 5800 Fulton Avenue, Valley Glen, CA 91401
New - 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 Coding and Billing -- Comprehensive Program $998
Seven of the ten fastest growing occupations are currently in the health care industry, and the outlook for billing continues to be good. A Career Certificate in Medical Coding and Billing will show future employers that you’re well-trained in billing, medical codes, creating paper records, generating billing statements, researching and auditing claims, and more. This Career Certificate program can provide you with the experience you need to find new opportunities in a fast growing field. (586 contact hours)

Medical Coding and Billing -- Accelerated Program $898
This condensed program consists of the core courses in the Medical Coding and Billing 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, and Business and Technical Writing (421 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).

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).

Prepare for employment in some of today’s hottest careers with our online Career Certificate programs!
These programs are exceptionally affordable and provide a great value. They are also comprehensive and self-contained. That means you can learn everything you need to know to start your new career (or advance your existing one), right in the comfort of your own home. The support of a knowledgeable and caring instructor is just a click or call away. Cutting edge technology delivering rich multimedia lectures supported by audio, video, animation, and interactive charts and graphs provide a broad and powerful learning experience. You will have ample study time, allowing you to study when and where it’s convenient, and to advance from course-to-course at your own pace. Built-in message boards make it easy to form relationships and share knowledge with other students. And best of all, you can earn your Career Certificate in one of today’s fastest growing professions in a matter of months.

ENROLL TODAY!
You can enroll and begin these programs anytime. The cost of tuition includes all required textbooks and learning materials. All programs provide unlimited instructor support, available by e-mail or phone (toll-free 800#). Upon completion of your program, you will be awarded a Certificate of Completion.

Call (818) 947-2577, Ext. 4172 or visit http://www.ed2go.com/lavc for more information.

Requirements: Microsoft Windows XP or 2000, Microsoft Office 2003 (Student and Teacher Edition, Standard Edition, Small Business Edition, or Professional Edition are all acceptable), Internet access, e-mail, and the Windows Explorer, Netscape, or Firefox Web browser. You should be comfortable with basic computer activities such as sending and receiving e-mail, downloading, and using the Internet. Other than these basics, no special skills are required.
Start Dates:
A new section of every course in this catalog will begin on the following dates:
Jan. 17, Feb. 21, March 21, April 18, & May 16, 2007
courses may have additional requirements. Please visit our
Online Instruction Center for more information. http://
www.ed2go.com/lavc

Welcome!
Our instructor-facilitated online courses are
informative, fun, convenient, and highly interactive. Our
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learners. It's no wonder that
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intelligent discussion areas.
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weeks (with a two-week grace
period at the end). Courses
are project-oriented and
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your home or office and at any
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and Management
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Logistics Management
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professional. It walks you
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Start and Operate Your Own
Publishing Business
Start Your Own Consulting
Practice
Start and Operate Your Own
Home-Based Business
Creating a Successful
Business Plan

GRANT WRITING/
NONPROFITS
Creating Your Own Nonprofit
Introduction to Nonprofit
Management
Marketing Your Nonprofit
Get Grants!
A to Z Grantwriting
Writing Effective Grant
Proposals
Advanced Grant Proposal
Writing

CAREER IDEAS
Real Estate Investing
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Caring for Children
Fundamentals of Technical
Writing
Introduction to Criminal Law
Legal Nurse Consulting
Introduction to the Game
Industry
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Listen to Your Heart, and
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Grammar Refresher
Twelve Steps to a
Successful
Job Search
Individual Excellence:
Secrets of Career Success
Leadership
Computer Skills for the
Workplace
Merrill Ream Speed
Reading

PERSONAL ENRICHMENT
Get Assertive!
Goodbye to Shy
Get Funny!
Achieving Success with
Difficult People
The Magic of Hypnosis
Keys to Effective
Communication
Handling Medical
Emergencies
Outdoor Survival
Techniques

TEST PREP
GED Preparation
Prepare for the GED
Language Arts, Writing Test
Prepare for the GED Math
Test
SAT/ACT Preparation- Part 1
SAT/ACT Preparation -Part 2
GMAT Preparation
GRE Preparation - Part 1
GRE Preparation - Part 2
LSAT Preparation - Part 1
LSAT Preparation - Part 2

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Photographing People With Your Digital Camera

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Your Screenwriting Career
Music Made Easy
Drawing for the Absolute Beginner

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Beginning Conversational French
Beginning Braille Transcription
Grammar for ESL Writing for ESL

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Online
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Introduction to Algebra

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Film Literacy
Genealogy Basics
Assisting Aging Parents
Ready, Set, Read!
Enhancing Language Development in Childhood
Parenting: The First Five Years
Understanding Adolescents

LAW & LEGAL
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Evidence Law
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You MUST OBTAIN A PARKING PERMIT to park in campus lots. Parking permits are $7.50 (Summer & Winter Intersession passes are $5). (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.

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Today’s Class Start
Date_________________________Date_________________________Class ___________

Gold Card/Seniors # ___________Age _______ E-mail address, optional ______

(If under 18) Office Use Only

Name___________________________________________________Tally #________

Street___________________________________________________Reg/G.C.Fee$________

City_________________________ZIP_________________________Process/Mat.Fee$________

Phone: Home( )_________________Business:( )_________________Parking Permit________

Check____________Cash_______Master Card Credit Card #____________________Clerk: ______

Discover Card________Exp. Date________________Mail or bring this form (or copy) to:

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Signature Required: __________________________5800 Fulton Ave., Valley Glen, CA 91401

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

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PLEASE KEEP YOUR RECEIPTS - ALL RECEIPTS REQUIRED FOR REFUNDS,
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REGISTRATION BEGINS: JANUARY 3, 2007

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.

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.

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