

LOS ANGELES VALLEY COLLEGE

VOCATIONAL

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

COURSE NAME

DESCRIPTION

Physical Therapy Aide

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

HEALTH

COURSE NAME

DESCRIPTION

CPR

American Red Cross training and certification in CPR.

Earthquake Preparedness

In this class, we will discuss what to do during and after an earthquake; preparation of your evacuation and communication plans; and how to assemble an emergency supply kit.

First Aid

Emergency first aid training for the layperson to administer to adults, infants and children as recommended by the American Red Cross. Prepares individuals to help themselves and others in a health emergency. Course concludes with an exam. If you pass the exam and wish to have a certificate (to be mailed later), the cost is \$15.00 payable to the instructor at class. For ages 18 and above.

Holistic Health and Acupressure

This class will focus on self and couple acupressure massage and specific points to use for common problems such as: lack of energy and mental clarity, low back pain, neck and shoulder pain, etc. (No partner necessary for class but we will be practicing the neck release on each other in class) Please bring a small hand mirror and water soluble marker to class.

GENERAL EDUCATION

COURSE NAME

DESCRIPTION

2 Day Film School

This intensive weekend filmmaking crash course will give step-by-step instructions on directing and shooting a film, and marketing your finished project on a budget.

Accent Reduction For Actors

This class is designed to assist actors whose first language/accents is not American English in "pulling off" a standard American Accent. The class will help actors to master the clear, neutral speech that is required for most roles. This class is also helpful for American actors looking to reduce their regional accent

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

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

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

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

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

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

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