

## **WEST LOS ANGELES COLLEGE**

### **VOCATIONAL**

<b>COURSE NAME</b>	<b>DESCRIPTION</b>
<b>A to Z Grant Writing</b>	Learn how to research and develop relationships with potential funding sources, organize grant-writing campaigns, and prepare proposals.
<b>ACE Personal Trainer Certification Prep</b>	Prepare for the ACE Personal Trainer Certification through lecture and hands-on training techniques.
<b>Acute Care Nurse (Extended CNA)</b>	Learn the skills and techniques for being an Acute Care CNA.
<b>Administrative Assistant Fundamentals</b>	Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries.
<b>Advanced Eye Shadow Techniques</b>	Makeup artists increase their repertoire by learning advanced eye shadow techniques like the cat eye, ombre, and edgy high fashion.
<b>Advanced Grant Proposal Writing</b>	Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected.
<b>Advanced Makeup Artistry</b>	Learn additional techniques of makeup artistry.
<b>Advanced Pharmacy Technician Certificate Program</b>	Designed for registered Pharmacy Technicians, this advanced program covers inpatient pharmacy services and sterile products and prepares you to work in all pharmacy settings.
<b>Advanced Pharmacy Technician Certificate Program FREE Orientation</b>	Come to this free orientation and learn all about our Advanced Pharmacy Technician program.
<b>An Introduction to Teaching ESL/EFL</b>	Learn how to be an effective English language teacher from an expert in the field.
<b>Auto Wholesaling</b>	Make money buying, selling or exporting wholesale cars—all from home!
<b>Basic Beauty Makeup Certificate</b>	Get the training you need to become a working makeup artist.
<b>Be Heard And Not Seen: How To Do Voice Overs</b>	Learn how a career as a voice over artist can be creative and lucrative.
<b>Be Your Own CFO</b>	Entrepreneurs learn about business finances and how run a business “by the numbers.”
<b>Become A Notary Public</b>	Gain the knowledge and learn the duties of becoming a Notary Public.
<b>Become a Physical Therapy Aide</b>	Prepare for a rewarding career as a valued member of the physical therapy team.
<b>Become a Veterinary Assistant</b>	Practicing veterinarian prepares you to work in a veterinary office or hospital.

<b>COURSE NAME</b>	<b>DESCRIPTION</b>
<b>Become a Veterinary Assistant II: Canine Reproduction</b>	Practicing veterinarian teaches you to manage the entire canine breeding cycle, from assessing the health of parents to puppy care.
<b>Become a Veterinary Assistant III: Practical Skills</b>	Learn the practical skills needed to be a valuable veterinary assistant or educated pet owner.
<b>Become A Wedding and Special Event Planner</b>	Learn event planning skills and techniques for working on weddings and other special events.
<b>Become an Optical Assistant</b>	Learn what it takes to become an optical assistant and discover why it is one of today's most popular and fascinating career opportunities.
<b>Becoming a Grant Writing Consultant</b>	Increase your income while working from home by starting a grant writing consulting business.
<b>Body Systems and Terminology for Coders and Billers</b>	Knowing the terminology and the body systems is the foundation for understanding how to do medical coding and billing.
<b>Bookkeeping: Balance Sheet Preparation</b>	Learn how to use the balance sheet to determine the make-up of assets, liabilities and equities.
<b>Bookkeeping: General Ledger Posting</b>	Learn the fundamentals of bookkeeping by recording and posting information to a general ledger.
<b>Bookkeeping: Income Statement Preparation</b>	Learn to prepare income statements for a business and do analysis.
<b>C-BEST Preparation</b>	Prepare for the C-BEST exam and learn the techniques to be successful.
<b>Clinical Dental Hygiene for WLAC DH Graduates</b>	Graduates of West's Dental Hygiene program continue to get clinical experience.
<b>Computerized Medical Billing</b>	Learn how to complete medical billing information on the computer.
<b>CPR for Dental Hygiene Students and Healthcare Providers</b>	Learn critical CPR skills necessary for all healthcare workers.
<b>CPT/HCPCS Coding</b>	Get an introduction to CPT (procedural) descriptive terms and identifying codes.
<b>Creating K-12 Learning Materials</b>	Increase student performance and earn extra income by converting your ideas for instructional aides into reality.
<b>Creating the Inclusive Classroom: Strategies for Success</b>	In this professional development course for teachers, you'll get the training you need to reach the diverse mix of students you face every day--learning proven strategies that turn diversity into opportunity.
<b>Current Topics in Coding and Billing</b>	We will cover two to three of the latest topics in coding and billing.
<b>Customized Topics in Coding and Billing</b>	We will cover two to three of the coding and billing topics that are most relevant to the current cohort, including guest speakers from industry.

<b>COURSE NAME</b>	<b>DESCRIPTION</b>
<b>Dental Hygiene Local Anesthesia Workshop</b>	A workshop teaches about local anesthesia, taught by West's Dental Hygiene faculty.
<b>Differentiated Instruction in the Classroom</b>	Improve your ability to teach diverse learners with real-world examples from elementary, middle, and high school classrooms.
<b>Differentiating K-12 Assessments</b>	Learn effective strategies for differentiating your assessments and empowering every student in your class to succeed.
<b>Earn Great Money Teaching Over 50" Fitness"</b>	Find your niche in this profitable business and start working where you can earn great money, help others stay healthy, and have fun!
<b>Explore a Career in a Dental Office</b>	Discover the wide range of dental office careers open to you, master basic dental anatomy and terminology, and learn how dental professionals create healthy smiles.
<b>Explore a Career in Medical Transcription</b>	Learn how to transcribe the medical reports most often used in healthcare today.
<b>Final Exam for the Medical Coding and Billing Certificate</b>	Discover how much you learned and apply this knowledge with an assessment that mimics common employment exams and allows those who pass to earn our program certificate.
<b>FREE Basic Beauty Makeup Artistry Orientation</b>	Find out what the Westside Extension Makeup Artistry program is all about in this free orientation.
<b>FREE Medical Coding and Billing Orientation</b>	Come to this free orientation and learn all about the profession of medical coding and billing.
<b>Fundamentals of Project Management</b>	Learn the fundamentals of project management.
<b>Get Grants!</b>	Learn how to develop successful, fundable grants from experts in the field.
<b>Get Paid to Travel</b>	Learn everything you need to start your new and exciting career as a professional tour director.
<b>Growing Plants for Fun and Profit</b>	An industry professional teaches you everything you need to prosper in the backyard nursery business.
<b>Hair Braiding</b>	Learn some basic braids like the cornrow and fishtail, and practice doing them on a full-sized mannequin head.
<b>Health Insurance and Managed Care</b>	This course covers the basics of qualifying for the major public and private players in health insurance and managed care.
<b>Homeowner Association Law and Management</b>	If you are a Board member or a professional who deals with condominiums, stock co-ops, or planned developments—or own property in an HOA—you need to understand the relevant laws and procedures to manage legally and effectively.
<b>Hospital Billing</b>	Evaluate the CMS-1450 billing form and the collection process by understanding payer guidelines, federal requirements, CMS and hospital revenue.

<b>COURSE NAME</b>	<b>DESCRIPTION</b>
<b>How To Become A Professional Organizer</b>	If you like to organize, discover how to turn that into a business.
<b>How to Find a Publisher for Your Children's Book</b>	Finding a publisher for your children's book is easier if you know the best way to approach it.
<b>How to Make Money From Your Writing</b>	You really can make money with your writing. Whether you want to create your own business, add to your income, supplement your retirement, or boost what you are earning as a writer, you will find the how-to's here.
<b>ICD Coding</b>	Learn about diagnosis coding related to reimbursement.
<b>Introduction to LinkedIn Career Networking</b>	Learn how to use LinkedIn, the free and popular job search and career development tool, to expand your professional network and find the job of your dreams.
<b>Introduction to Fashion Design</b>	Learn the basics of fashion design, as well as how to enter and succeed in the industry.
<b>Introduction to Internet Writing Markets</b>	A professional writer shows you how to make money writing on the Internet.
<b>JBCN Casting Director Workshop</b>	Learn to develop your craft and art while establishing relationships with the industry's top casting directors and associates.
<b>Make Money As A Secret Shopper (also Mystery Shopper)</b>	Learn how mystery shopping works, what reporting forms are used, how to get started and more.
<b>Managing Customer Service</b>	Become indispensable to any organization by understanding how to identify and meet customer needs.
<b>Medical Billing 1</b>	Learn the medical billing techniques, and follow up to collecting on billed claims.
<b>Medical Billing 2</b>	This course covers billing forms in-depth, including entering charges, modifiers, posting payments, appealing denials, and minimizing receivables.
<b>Medical Billing 3</b>	In this hands-on computer class, apply what you've learned to exercises in electronic medical claims and become familiar with computerized billing software.
<b>Medical Coding 2</b>	Get acquainted with medical chart analysis and HIM chart abstracting.
<b>Medical Math</b>	Master the math skills you need to succeed in the medical field.
<b>Medical Terminology: A Word Association Approach</b>	Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.
<b>Payroll Taxes</b>	Learn the fundamentals of payroll accounting, including the reasons for preparation, recording and reporting transactions.
<b>PetSaver - First Aid, CPR and Care Certificate</b>	Learn pet-saving techniques, pet first aid, CPR and other important skills.

<b>COURSE NAME</b>	<b>DESCRIPTION</b>
<b>Pharmacy Technician Certificate Program</b>	This comprehensive program, prepares you to work as a Pharmacy Technician in this high-demand field.
<b>Pharmacy Technician Certificate Program FREE Orientation</b>	Come to this free orientation and learn about how our program prepares you become a Pharmacy Technician.
<b>Pharmacy Technician Certificate Program-Part 1</b>	Part 1 of the Pharmacy Technician program.
<b>Pharmacy Technician Certificate Program-Part 2</b>	Part 2 of the Pharmacy Technician program.
<b>Pharmacy Technician Certificate Program-Part 3</b>	The final part of the Pharmacy Technician program.
<b>Pharmacy Technician Certification Board (PTCB) Exam Review</b>	Prepare to take the PTCB exam in this review class.
<b>Photographic Hairstyling</b>	Discover how to create hairstyles for modeling and the beauty industry.
<b>Practical Ideas for the Adult ESL/EFL Classroom</b>	Learn ESL teaching strategies for fostering a more successful learning environment for your adult ESL/EFL students, as well as how to create activities that builds a bridge from the classroom to the real world.
<b>Professional Certificate for Bartending</b>	There's much more to being a bartender than mixing drinks—learn the critical aspects you need to succeed in this field.
<b>Secrets of the Caterer</b>	Learn cooking and business secrets from a professional caterer.
<b>Security Guard Training</b>	Get the mandatory basic skills and knowledge to work as a security guard in California.
<b>Solving Classroom Discipline Problems</b>	A step-by-step approach to effective, positive discipline, taught by a veteran teacher reveals the secrets to an orderly classroom.
<b>Solving Classroom Discipline Problems II</b>	In this professional development course, you'll get the teacher training you need to deal effectively with serious discipline problems and help even the most challenging students you're teaching make more responsible choices.
<b>Spanish for Law Enforcement</b>	Master the fundamentals of the Spanish language by practicing basic conversational skills and learning essential Spanish terminology for law enforcement situations.
<b>Spanish for Medical Professionals</b>	Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases.
<b>Spanish in the Classroom</b>	Learn the essential Spanish for teachers so you can communicate effectively with your Spanish-speaking students and parents.
<b>Start a Pet Sitting Business</b>	Discover how to translate your love of animals into a fun and profitable career.

<b>COURSE NAME</b>	<b>DESCRIPTION</b>
<b>Start and Operate Your Own Home-Based Business</b>	An experienced entrepreneur teaches you how to develop the motivation, discipline, and creativity to quit your job and be your own boss.
<b>Start Your Own Arts and Crafts Business</b>	Learn how to start your own arts and crafts business from a professional artist.
<b>Start Your Own Gift Basket Business</b>	Express your creativity in a fun and profitable way, by starting a home-based business as a gift basket designer.
<b>Start Your Own Mobile App Business</b>	Learn to take your idea for an application for mobile Mac devices from concept to completion and get it into the iTunes store
<b>Start Your Own Small Business</b>	Stop dreaming and learn how to start your own successful small business.
<b>Starting a Consulting Practice</b>	Find out how you can earn income by sharing your training or knowledge with others.
<b>Starting a Nonprofit</b>	Industry veteran shows you how to take a nonprofit business from vision to reality.
<b>Strategically Planning A Successful Career Change</b>	You need to take a strategic approach when considering a career change.
<b>Teaching Adult Learners</b>	Learn powerful techniques for reaching and motivating adult learners in today's student-centered classroom.
<b>Teaching ESL/EFL Grammar</b>	Learn new methods for teaching English grammar that will both engage and challenge ESL/EFL students.
<b>Teaching ESL/EFL Reading</b>	Discover practical techniques and methods for teaching reading in any ESL or EFL environment that will help you become a more confident and effective reading teacher.
<b>Teaching ESL/EFL Vocabulary</b>	Discover what makes a well-balanced vocabulary course when you're teaching ESL and how to plan one that truly meets your students' needs.
<b>Teaching Math: Grades 4-6</b>	Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives, and real-world connections into your classroom.
<b>Teaching Preschool: A Year of Inspiring Lessons</b>	In this course on teaching preschoolers, you'll learn how to come up with creative and balanced preschool lesson plans for every month of the school year.
<b>Teaching Science: Grades 4-6</b>	Increase your effectiveness as a science teacher for children in fourth through sixth grades.
<b>Teaching Smarter With SMART Boards</b>	Master the use of SMART Board and SMART Notebook technology so you can create powerful interactive lessons that capture your student's attention.
<b>Teaching Students With ADHD</b>	Learn practical strategies for helping children with attention deficit hyperactivity disorder (ADHD) succeed in school.

<b>COURSE NAME</b>	<b>DESCRIPTION</b>
<b>Teaching Students With Autism: Strategies for Success</b>	Help your students with high-functioning autism and Asperger's Syndrome unlocks their potential in the classroom.
<b>Teaching Students With Learning Disabilities</b>	Learn how to meet the diverse needs of students with learning disabilities in your classroom, successfully.
<b>Teaching Writing: Grades 4-6</b>	In this teacher-training course, you'll learn from an experienced educator how to motivate and assist developing writers.
<b>Teaching Writing: Grades K-3</b>	Learn how to nurture student writers in the early elementary classroom.
<b>The Business Entrepreneurial Stewardship Training (BEST) Accelerated Program</b>	The Business Entrepreneurial Stewardship Training (BEST) Accelerated Program helps current business owners improve their entrepreneurial skills and knowledge to improve their business operations.
<b>The Business Entrepreneurial Stewardship Training (BEST) Genesis Program</b>	The Business Entrepreneurial Stewardship Training (BEST) Genesis Program prepares motivated, visionary people with the professional skills and knowledge to start-up an enterprise and succeed in business.
<b>The Classroom Computer</b>	Learn how to use the classroom computer to increase learning and motivate students.
<b>Threading A to Z</b>	Learn how to thread to remove unwanted hair from faces, arms and the body.
<b>Twelve Steps to a Successful Job Search</b>	World-renowned author and career advisor shows you how to get the job you want quickly and easily and in any economy.
<b>Understanding the Human Resources Function</b>	Learn to handle basic human resource functions to ensure the best possible results.
<b>Wedding Floral Design</b>	Learn the basics in designing bouquets, boutonnieres, and corsages in this crash course on the most intricate aspects of wedding floral design—creating personal flowers.
<b>Wedding Floral Design II</b>	A follow-up course to Wedding Floral Design I, this class will delve further into other aspects of wedding personal flowers including pomanders, hair wreaths, and wrist corsages.
<b>Workers' Comp Guidelines for the Medical Profession</b>	Learn how to handle workers compensation claims in medical billing.
<b>Wow, What a Great Event!</b>	Learn proven techniques from a master event planner how to start a fun new career coordinating special events.
<b>Write a Grant in One Day</b>	Learn about grants and proposals and what it takes to develop applications that will get funded.
<b>Write Children's Picture Books for Fun and Profit</b>	You can write children's picture books for fun and make some money doing so.
<b>Writing Effective Grant Proposals</b>	Learn to prepare grant proposals that get solid results for your favorite organization or charity.
<b>Write Successful Grants</b>	Learn how to write and develop grants and proposals that will get funded.

## **LITERACY**

<b>COURSE NAME</b>	<b>DESCRIPTION</b>
<b>10 Ways to Improve Your Writing</b>	Discover 10 easy ways to improve your writing for work, school or personal needs.
<b>Better Grammar in Three Hours</b>	An intensive grammar workshop designed to help you avoid the most common mistakes.
<b>Business English</b>	Discover how to improve your writing so that you communicate more effectively.
<b>Easy English 1</b>	In this easy and fun course, you'll learn the basic English skills you need for real-life activities including shopping, job-hunting, and handling medical emergencies.
<b>Easy English 2</b>	In this easy and fun course, you'll review some basic English skills and build more intermediate-level English skills for real-life activities including using the bank, finding a job or a home, dealing with sicknesses, and making good shopping decisions.
<b>Easy English 3</b>	Build on the language skills you mastered in Easy English 2, as you learn to talk about real-life situations including looking for a job, making a budget, buying a home, and taking care of your health.
<b>Enhancing Language Development in Childhood</b>	Enrich the lives of your children by learning fun and natural ways to help them become proficient speakers and thinkers.
<b>Grammar for ESL</b>	If English is your second language and you're headed to college, this course will teach you the principles of grammar and structure you'll need to succeed.
<b>Merrill Ream Speed Reading</b>	Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension.
<b>More Better Grammar</b>	A follow-up intensive grammar workshop deals with more mistakes that are common.
<b>Prepare for the TOEFL</b>	Gain the skills, strategies, and confidence you need to succeed on the TOEFL test.
<b>Reading</b>	Improve your reading skills and comprehension.
<b>Ready, Set, Read!</b>	A learning specialist shows you how to raise a successful reader and writer.
<b>Response to Intervention: Reading Strategies That Work</b>	Learn response to intervention (RTI) strategies that ensure the struggling readers in your classroom get the help and education they need.
<b>Steps Of Writing A Report: Entering Grades 4-6 and Entering Grades 7-12</b>	The instructor will lead you through all the steps of writing a report through lecture and group work—from picking a topic, to doing research, to writing and presenting your report with dynamic visuals.

<b>COURSE NAME</b>	<b>DESCRIPTION</b>
<b>The Learning Foundations Project - Reading and Math</b>	Reading and math skills can be improved greatly when parents participate in their child's learning.
<b>West Language Academy</b>	Our 7-week intensive English program can help you speak and understand English more easily.
<b>Writing Essentials</b>	Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.
<b>Grammar Refresher</b>	Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

## **HEALTH**

<b>COURSE NAME</b>	<b>DESCRIPTION</b>
<b>Assisting Aging Parents</b>	Be prepared to handle the challenges you and your parents will face in the coming years, while learning to cherish the transition.
<b>BLS Healthcare Provider</b>	Provides a wide variety of healthcare professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely and effective manner.
<b>Certificate in Complementary and Alternative Medicine</b>	Enhance your professional marketability by gaining a broad understanding of alternative health care options.
<b>Certificate in End of Life Care</b>	Earn a certificate proving you understand the needs of individuals living with debilitating, chronic, or terminal illnesses.
<b>Certificate in Gerontology</b>	Earn a certificate proving you have the skills required to meet the health care needs of a rapidly aging population.
<b>Certificate in Growth and Development Through the Lifespan</b>	Gain new insights in human development and be better prepared to care for patients of all ages.
<b>Certificate in Holistic and Integrative Health</b>	Explore the exciting, growing field of holistic and integrative health in this comprehensive certificate program designed for medical providers and consumers.
<b>Certificate in Holistic and Integrative Health: Foundations 1</b>	Students will focus on foundational concepts in holistic and integrative health, including stress management, physical activity and movement, nutrition, and healing environments.
<b>Certificate in Holistic and Integrative Health: Foundations 2</b>	Students examine the healing systems of Ayurvedic and traditional Chinese medicine, explore the connection between health and the human spirit, and learn about diverse practices of meditation.

<b>COURSE NAME</b>	<b>DESCRIPTION</b>
<b>Certificate in Holistic and Integrative Health: Foundations 3</b>	Students explore the concepts of four holistic therapeutic modalities focusing on the use of humor, music and sound, energy healing, and massage and bodywork in healing.
<b>Certificate in Integrative Mental Health</b>	This groundbreaking certificate program offers a holistic, integrative approach to treating mental health problems.
<b>Certificate in Issues in Oxygenation</b>	A holistic approach to the care of patients with disorders of oxygenation.
<b>Certificate in Meditation</b>	Students explore the meditation techniques that can be used to support the mind-body connection and promote healing, health, and wellness.
<b>Certificate in Pain Assessment and Management</b>	This certificate provides an overview of the mechanisms of pain, the multidisciplinary methods of assessment, management, and treatment of pain, which include adults, children, and the elderly with cancer related and non-cancer related pain.
<b>Certificate in Perinatal Issues</b>	The Certificate in Perinatal Issues is a multidisciplinary educational experience designed to enhance the knowledge and skills of individuals who provide care and support for childbearing women, newborns, and families.
<b>Certificate in Spirituality, Health, and Healing</b>	Enhance your professional marketability by recognizing the impact spiritual values and beliefs have on health and healing.
<b>Fitness 4Life</b>	Fitness 4Life is designed to help you develop and maintain the five health-related components of fitness.
<b>Handling Medical Emergencies</b>	Every second counts during a medical emergency. Learn how to respond if someone needs your help.
<b>HIPAA Compliance</b>	Learn how to comply with the duties, rights, and responsibilities of HIPAA, ARRA and HITECH.
<b>Infant and Child CPR</b>	Be prepared to respond quickly when your child's life is in danger and learn how to prevent accidents.
<b>Lose Weight and Keep It Off</b>	Discover how to establish a healthy approach to successful weight loss and weight maintenance for a lifetime.
<b>Luscious, Low-Fat, Lightning-Quick Meals</b>	Discover the ease of preparing meals that are both delicious and nutritious!
<b>Standard First Aid and Adult CPR</b>	Covers injury and illness prevention, emergency recognition, adult CPR techniques and the three emergency action steps.

## **TECHNICAL**

<b>COURSE NAME</b>	<b>DESCRIPTION</b>
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<b>COURSE NAME</b>	<b>DESCRIPTION</b>
<b>Achieving Top Search Engine Positions</b>	Learn proven, step-by-step strategies to achieve the highest possible position with the major search engines.
<b>Administrative Assistant Applications</b>	Gain the skills and knowledge you'll need to prepare for the Certified Administrative Professional exam and begin a rewarding career as an administrative assistant.
<b>Advanced CompTIA A+ Certification Prep</b>	Finish your CompTIA A+ Certification Prep by learning how to select, install, and service video, sound, and portable computers, and how to network, secure, and troubleshoot.
<b>Advanced Microsoft Excel</b>	Discover the advanced features and functions of Microsoft Excel and find out everything this powerful program can do for you.
<b>Advanced PC Security</b>	Use ethical hacking techniques to locate and close security holes in your own network.
<b>Advanced Web Pages</b>	Take your Web development skills to the next level as you learn how to create advanced websites using CSS, HTML5, media queries for mobile devices, interactive forms, and embedded video.
<b>Basic CompTIA® A+ Certification Prep</b>	Start preparing for CompTIA® A+ certification as you learn PC basics and troubleshoot in a real world PC environment.
<b>Beginning QuickBooks</b>	Learn how to use QuickBooks software to handle accounting and financial tasks for a business
<b>Blogging and Podcasting for Beginners</b>	Learn how to create your very own blog and add a podcast too using the tools that you already have available on your computer.
<b>CompTIA® Network+ Certification Prep</b>	Prepare to take and pass the CompTIA® Network+ Exam and begin a career as a network tech.
<b>CompTIA® Security+ Certification Prep 1</b>	Master the terms and concepts you need to pass the CompTIA® Security+ exam and earn your Security+ certificate.
<b>CompTIA® Security+ Certification Prep 2</b>	Continue to prepare for the CompTIA® Security+ exam as you review the information you need to pass the test and earn this important certification.
<b>Computer Skills for the Workplace</b>	Gain a working knowledge of the computer skills you'll need to succeed in today's job market.
<b>Create Your Own Website</b>	Learn hands-on the basics of creating your own website.
<b>Creating a Classroom Web Site</b>	Learn how to create a classroom Web site and how having one can make you a more effective and dynamic teacher.
<b>Creating jQuery Mobile Websites With Dreamweaver</b>	Learn how to build mobile-friendly websites for devices such as smartphones and tablets using Dreamweaver and jQuery Mobile.
<b>Creating Mobile Apps with HTML5</b>	Learn to use HTML5, CSS3, JavaScript, jQuery, and Web APIs to create cross-platform mobile apps and mashups.

<b>COURSE NAME</b>	<b>DESCRIPTION</b>
<b>Creating Web Pages</b>	Learn the basics of HTML so you can design, create, and post your very own site on the Web.
<b>Creating WordPress Websites</b>	Learn how to use WordPress, a free and popular Web design tool, to create attractive blogs and interactive websites.
<b>Creating WordPress Websites II</b>	Discover how to create and maintain dynamic websites and blogs without technical coding using the self-hosted WordPress.org publishing platform.
<b>Designing Effective Websites</b>	Learn powerful graphic design techniques and build Web sites that are both attractive and wickedly effective.
<b>Digital Photography Basics</b>	Discover how to take better photographs with your digital camera.
<b>Discover Digital Photography</b>	An informative introduction to the fascinating world of digital photography equipment.
<b>Distribution and Logistics Management</b>	Learn how to improve your company's distribution and logistics management activities, increase customer satisfaction, and improve operational throughput.
<b>Excel for Windows</b>	Learn hands-on how to use Excel to create spreadsheets and discover countless shortcuts, tricks, and features for creating and formatting worksheets quickly and efficiently
<b>Facebook and Social Media Marketing</b>	Find out how to use Facebook and Social Media Marketing to promote your business.
<b>Get the Most Out of Your iOS Hardware Devices</b>	Get the most out of your Apple products by learning to integrate their functions.
<b>Google Me This!</b>	Discover all the features that Google has to offer.
<b>Great Photos in a Snap</b>	Learn to take great photos in a snap.
<b>How to Sell on eBay</b>	Discover the secrets to successfully selling your products on eBay.
<b>How to Publish Your Children's Book</b>	Learn the secrets to getting your children's book published.
<b>Intermediate C# Programming</b>	Learn to write Graphical User Interface programs in the C# Programming Language.
<b>Intermediate CompTIA A+ Certification Prep</b>	Take the second step toward becoming a CompTIA A+ certified technician by going inside the PC to install and configure drives and then diving into the Windows operating system.
<b>Intermediate CSS3 and HTML5</b>	Take your CSS3 and HTML5 skills to the next level and learn how to create professional-quality websites.
<b>Intermediate Dreamweaver CS5 or CS6</b>	Take your web design skills to new heights as you master advanced Adobe Dreamweaver CS5 or CS6 techniques.
<b>Intermediate Flash CS5</b>	Master the use of more advanced Flash techniques including Movie Clip symbols, ActionScript, animation, application programming, and interactivity techniques.

<b>COURSE NAME</b>	<b>DESCRIPTION</b>
<b>Intermediate InDesign CS5 or CS6</b>	Master the advanced features of Adobe InDesign CS5 or CS6 and get hands-on practice in creating professional-quality documents.
<b>Intermediate Java Programming</b>	Deepen your understanding of the Java programming language, and start writing programs that are more sophisticated and professional.
<b>Intermediate Microsoft Access</b>	Learn how to build more intuitive and powerful Microsoft Access databases.
<b>Intermediate Microsoft Excel</b>	Master advanced features of Microsoft Excel, including charting and PivotTables, and discover how this powerful MS Office program can boost your productivity.
<b>Intermediate Microsoft Word</b>	Learn more advanced features of Microsoft Word, which enable you to create an index, a list of figures, and a table of contents, do desktop publishing, perform a mail merge, and use timesaving macros.
<b>Intermediate Networking</b>	Gain practical experience in a hot new career field. Topics include VPNs, security, and Internet connectivity.
<b>Intermediate Oracle</b>	Learn how to write powerful and flexible PL/SQL programs.
<b>Intermediate Photoshop CS4, CS5 or CS6</b>	Take your Adobe Photoshop CS skills to the next level by mastering layers, layer masks, Smart Objects, and other advanced features that let you re-edit images easily long after you create them.
<b>Intermediate PHP and MySQL</b>	Learn how to create a dynamic, interactive online store using advanced PHP techniques and a MySQL database server.
<b>Intermediate QuickBooks</b>	Learn intermediate features of the QuickBooks software program.
<b>Intermediate QuickBooks</b>	Master the advanced features of QuickBooks and learn to manage multiple company files, create customer statements, enter price levels for inventory, and much more.
<b>Intermediate QuickBooks—Reports and Bank Reconciliations</b>	Learn how to generate reports and do bank reconciliations in QuickBooks.
<b>Intermediate SQL</b>	Expand your knowledge of Structured Query Language (SQL), the industry standard database programming language.
<b>Intermediate Visual Basic</b>	Gain in-demand VB skills writing sophisticated Windows programs that access and modify business databases.
<b>Intermediate Web Page Design</b>	Continue to learn hands-on about website design.
<b>Intermediate Word and Excel for Windows</b>	Learn more intermediate features hands-on about Microsoft Word and Excel.
<b>Introduction to Adobe Acrobat 9</b>	Create PDF documents and more with Adobe Acrobat 9 Pro, and learn to use many of the software's time- and cost-saving features.

<b>COURSE NAME</b>	<b>DESCRIPTION</b>
<b>Introduction to Adobe Acrobat X</b>	Learn how to use Adobe Acrobat X to create PDF files and take advantage of its many timesaving features, communication options, and forms.
<b>Introduction to Adobe Edge Animate</b>	Learn how to use Edge Animate, Adobe's tool for creating graphics, animation, and interactive content for the Web and mobile devices.
<b>Introduction to Ajax Programming</b>	Learn Ajax programming and discover how to use the technologies that comprise Ajax (HTML, JavaScript, XML, PHP, and more) to create Web applications with desktop-like performance.
<b>Introduction to ASP.NET</b>	Learn how to create powerful, interactive, community-based Web sites with ASP.NET.
<b>Introduction to Business Analysis</b>	Learn powerful techniques to improve your decision-making skills at work.
<b>Introduction to C# Programming</b>	Learn the fundamentals of computer programming with the new C# programming language.
<b>Introduction to C++ Programming</b>	Learn to program in C++, even if you have no prior programming experience!
<b>Introduction to CorelDRAW X5</b>	Learn to draw with confidence, using CorelDRAW to design professional newsletters, greeting cards, web graphics, logos, and amazing works of art created from your own photos.
<b>Introduction to Crystal Reports</b>	Learn how to use Crystal Reports to create attractive business documents that are easy to read and understand.
<b>Introduction to Crystal Reports 10</b>	Make the points you want to make by converting raw database or accounting information into impressive and meaningful reports.
<b>Introduction to CSS3 and HTML5</b>	Learn to create state-of-the-art Web sites using modern CSS3 and HTML5 techniques.
<b>Introduction to Database Development</b>	An experienced professional guides you through a structured approach to database design and development.
<b>Introduction to Digital Scrapbooking</b>	Learn how to make the most of your scrapbooking talents and artistic ideas when you combine digital and traditional scrapbooking techniques.
<b>Introduction to Dreamweaver CS5 or CS6</b>	Learn to use Adobe Dreamweaver CS to design, create, and maintain user-friendly Web sites full of professional-quality Web pages.
<b>Introduction to Flash CS5</b>	Learn how to use Adobe Flash CS5 to create engaging Web sites, Flash movies, animation, and interactive applications.
<b>Introduction to Final Cut Pro X</b>	Learn how to make the leap from home video enthusiast to professional video editor using Apple's revolutionary Final Cut Pro X editing software.
<b>Introduction to Flash CS6</b>	Learn the fundamentals of using Adobe Flash CS6 to create engaging Web pages, mobile apps, Flash movies, animation, graphics, and interactive applications.

<b>COURSE NAME</b>	<b>DESCRIPTION</b>
<b>Introduction to Google Analytics</b>	Discover how to use Google's free, state-of-the-art Web analytics tools, Google Analytics, to track and improve traffic to your websites, create reports, and analyze data.
<b>Introduction to Illustrator CS4, CS 5 or CS6</b>	Master the fundamentals of Adobe Illustrator CS and learn to create spectacular vector images.
<b>Introduction to InDesign CS4, CS5 or CS6</b>	Learn how to use Adobe InDesign software to design and produce professional quality letterhead, brochures, newsletters, business cards, and more.
<b>Introduction to Java Programming</b>	An experienced Java programmer introduces important Java topics with clear, step-by-step instructions.
<b>Introduction to JavaScript</b>	Students will learn to use JavaScript to add interactive features such as buttons and picture carousels to their Web pages.
<b>Introduction to Lightroom 4</b>	Learn how to use the tools in Adobe Photoshop Lightroom 4 to organize and edit your images and develop an efficient image processing workflow.
<b>Introduction to Linux</b>	Learn how to use the Linux desktop operating system along with the included productivity, multimedia, and Internet software.
<b>Introduction to Microsoft Access</b>	Learn to build, edit, and maintain a database in Access 2010, using tables, reports, forms, and queries to give you fast access to all your important information.
<b>Introduction to Microsoft Excel</b>	Work with numbers? You need to know Excel. Learn the secrets of this powerful application.
<b>Introduction to Microsoft Outlook</b>	Get up to speed on the latest developments in Outlook, including how to manage email, the calendar, and contacts and how to get the most out of program tools such as Search Folders and Quick Steps.
<b>Introduction to Microsoft PowerPoint</b>	Learn how to use Microsoft PowerPoint to create exciting slide presentations that include SmartArt, multimedia, animation, sound, charts, clip art, and hyperlinks.
<b>Introduction to Microsoft Project</b>	Discover how to effectively plan, implement, and control projects using Microsoft Project, the world's most popular project management software.
<b>Introduction to Microsoft Publisher</b>	Learn how to design professional publications, including newsletters, fliers, and brochures, with Microsoft Publisher.
<b>Introduction to Microsoft Word</b>	Learn how to create and modify documents using Microsoft Word, the world's most popular word processing program.
<b>Introduction to Microsoft Word for Mac</b>	Learn to use the world's most popular word processor for creating documents and formatting text, now available on the Macintosh.
<b>Introduction to Networking</b>	Learn the fundamentals of networking and prepare for a career in a new and fast-growing field.

<b>COURSE NAME</b>	<b>DESCRIPTION</b>
<b>Introduction to Oracle</b>	Learn how to use the Oracle database management system to plan, organize, and manage your data.
<b>Introduction to PC Security</b>	Security expert teaches the fundamentals of PC and network security.
<b>Introduction to PC Troubleshooting</b>	Learn to decipher and solve almost any problem with your PC.
<b>Introduction to PCs for Absolute Beginners</b>	It's not too late to discover how computers can be useful.
<b>Introduction to Peachtree Accounting</b>	Learn how to perform everyday accounting tasks quickly and easily using Peachtree Accounting.
<b>Introduction to Perl Programming</b>	Learn a programming skill that will make you a more valuable Web developer or system administrator.
<b>Introduction to Photoshop CS4, CS5 or CS6</b>	Learn how to use Photoshop, the world's best graphics program for photographers, to edit photos and create original images.
<b>Introduction to PHP and MySQL</b>	Learn how to create dynamic, interactive Web sites using PHP and a MySQL database server.
<b>Introduction to Programming</b>	Take your first steps toward a career as a computer programmer as you master basic programming concepts and get hands-on practice in writing applications containing GUIs, sound, and graphics.
<b>Introduction to Python Programming</b>	Learn the fundamentals of computer programming in Python with topics that include basic decisions and loops, advanced data structures, object-oriented programming, and graphical user interfaces.
<b>Introduction to QuickBooks</b>	Learn how to quickly and efficiently gain control of the financial aspects of your business with this powerful accounting software program.
<b>Introduction to Ruby Programming</b>	Learn how to create a dynamic Web blog using the Ruby on Rails programming environment and the Ruby programming language.
<b>Introduction to SQL</b>	Gain a solid working knowledge of the most powerful and widely used database programming language.
<b>Introduction to Visual Basic</b>	Learn how to write code for Windows applications using the Visual Basic programming language and development environment.
<b>Introduction to Windows 7</b>	Get up to speed quickly on Microsoft Windows 7 with this fun and easy hands-on course for beginners.
<b>Introduction to Windows 8</b>	Learn how get the most from the Microsoft Windows 8 operating system.
<b>iPhones, iPads, and I'm Lost</b>	If you have an iPhone or iPad and are not sure how to use it, this is the place for you.
<b>Learn to Buy and Sell on eBay</b>	Auction pros teach you how to work from home or earn extra income by buying and selling goods online.
<b>Mac, iPhone, and iPad Programming</b>	Learn to create Mac, iPhone, and iPad apps and programs using Objective-C and the Xcode compiler.

<b>COURSE NAME</b>	<b>DESCRIPTION</b>
<b>MacBook Workshop-Unleash the Power and Potential</b>	Unleash the power and potential of your MacBook.
<b>Manufacturing Applications</b>	Increase efficiencies and productivity by learning to apply the principles and concepts of manufacturing.
<b>Manufacturing Fundamentals</b>	Learn the basic skills required to work in the manufacturing field.
<b>Marketing Your Business on the Internet</b>	Develop an Internet marketing plan for your business that incorporates SEO, advertising, email, social media, and more.
<b>Microsoft Excel in the Classroom</b>	Learn the basics of Microsoft Excel in this professional development course for teachers, and get the training every teacher needs for using and teaching this powerful program effectively in the classroom.
<b>Microsoft Office Specialist Excel Test Prep</b>	Enrollees prepare for the Microsoft Office Specialist (MOS) exam for Word.
<b>Microsoft Office Specialist Word Test Prep</b>	Enrollees prepare for the Microsoft Office Specialist (MOS) exam for Excel.
<b>Microsoft PowerPoint in the Classroom</b>	Learn how to motivate students and enrich your lessons by bringing Microsoft PowerPoint into your classroom.
<b>Microsoft Word in the Classroom</b>	Harness the power of the most popular word processing program on the market and become a more productive and creative teacher.
<b>Performing Payroll in QuickBooks</b>	Learn how to use QuickBooks to create paychecks, pay tax liabilities, and produce forms and reports.
<b>Photographing Nature with Your Digital Camera</b>	Learn how to use your digital camera to take stunning nature photos, including landscapes, flowers, animals, and even macro shots.
<b>Photographing People With Your Digital Camera</b>	Learn to take beautiful pictures of adults, children, and babies.
<b>Photoshop CS5 or CS6 for the Digital Photographer</b>	Learn how to use the tools and techniques of Adobe's Photoshop CS to edit and enhance your photographic images.
<b>Photoshop CS5 or CS6 for the Digital Photographer II</b>	If you already know the basics of Photoshop CS, take your photo-editing skills to the next level by mastering its advanced features and techniques.
<b>Photoshop Elements for the Digital Photographer</b>	Learn how to use Adobe Photoshop Elements to successfully edit and fix your photos and images.
<b>Photoshop Elements for the Digital Photographer II</b>	Master the advanced features of Adobe's Photoshop Elements, and learn to edit and enhance digital images, restore old photos, and merge images.
<b>PMP® Certification Prep 1</b>	Begin a well-paying career as a project manager by preparing to take--and pass--the PMP certification exam.
<b>PMP® Certification Prep 2</b>	Prepare to take--and pass--the Project Management Institute's PMP certification exam.

<b>COURSE NAME</b>	<b>DESCRIPTION</b>
<b>PowerPoint for Windows</b>	Learn hands-on to make computer slide show presentation using PowerPoint.
<b>Praxis I Preparation</b>	Develop the knowledge and skills you need to pass the Praxis I Exam as you review and prepare for everything the test includes.
<b>Project Management Applications</b>	Experienced project manager teaches you tricks of the project management trade.
<b>Project Management Fundamentals</b>	Gain the skills you'll need to succeed in the fast-growing field of project management.
<b>Purchasing Fundamentals</b>	Improve your company's bottom line by mastering the fundamentals of purchasing.
<b>QuickBooks 2013 for Contractors</b>	Learn how to use the Premier Contractor Edition of QuickBooks for your construction business to create contract estimates, perform time tracking and job costing, bill your clients, and much more.
<b>QuickBooks Payroll</b>	Use QuickBooks to do payroll for a company
<b>Secrets of Better Photography</b>	Learn how to take better pictures by understanding your camera and how to use it in a variety of situations.
<b>Six Sigma: Total Quality Applications</b>	Learn to apply the elements and methods of Six Sigma to achieve the highest possible quality.
<b>Social Networking: An Introduction to Facebook, Twitter and Beyond</b>	Find out what Facebook, Twitter and other social media programs are all about.
<b>Start a Blog or Podcast</b>	Get your voice heard online by starting a blog or podcast.
<b>Supply Chain Management Fundamentals</b>	Master the fundamentals of supply chain management and prepare for internationally recognized certification examinations.
<b>Total Quality Fundamentals</b>	Learn the basics of total quality management.
<b>Travel Photography for the Digital Photographer</b>	Learn the tricks and techniques digital photographers need to capture scenes from around the world and bring them home.
<b>Using the Internet in the Classroom</b>	Discover how you can use the Internet to make teaching easier for you and more relevant to your students.
<b>Using Social Media in Business</b>	Learn how to use the five most popular social media platforms—Facebook, Twitter, LinkedIn, Pinterest, and Google+—to grow and promote your business.
<b>What's New in Microsoft Office</b>	Get up to speed on MS Office and learn how to use the new features of Word, Excel, PowerPoint, and Access.
<b>Wireless Networking</b>	Industry expert shows you how wireless networking works, as well as how to plan, deploy, and connect to wireless networks.
<b>Word for Windows</b>	Learn basic word processing tools using Microsoft Word.

<b>COURSE NAME</b>	<b>DESCRIPTION</b>
<b>Working with Photos the Digital Way</b>	Discover how to use software programs to edit and improve your digital photos.

### **GENERAL EDUCATION**

<b>COURSE NAME</b>	<b>DESCRIPTION</b>
<b>A Writer's Guide to Descriptive Settings</b>	Develop your eye for detail and improve your writing with vivid descriptions, memorable settings, and believable characters.
<b>Achieving Success with Difficult People</b>	Learn how to have relationships that are more successful with difficult bosses, co-workers, students, neighbors, or relatives.
<b>Adult Swimming: Level 1</b>	This beginning class for adults will cover basic swimming techniques, like breathing, kicking and arm strokes.
<b>Adult Swimming: Level 2</b>	Beginning swimmers will learn additional strokes, including the backstroke and sidestroke, and improve your coordination, breathing and endurance.
<b>Adult Tennis 1</b>	Beginning students will learn the five basic shots: forehand, backhand, volley, overhead and serve.
<b>Adult Tennis 2</b>	Continue to refine your shotmaking skills and improve your tennis game.
<b>Adult Tennis 3</b>	Intermediate and advanced tennis players will continue to refine their game and shot making skills.
<b>Advanced Soccer</b>	The focus will be on player skill development through tactical, small-sided games.
<b>Advanced Fiction Writing</b>	Explore advanced fiction writing techniques with a published novelist.
<b>Advanced Men's Basketball</b>	The focus will be on developing skills and technique, conditioning, and drills.
<b>Advanced Women's Basketball</b>	The focus will be on developing skills and technique, conditioning, and drills.
<b>Adventures in Art (Ages 6-13)</b>	Kids will use their imagination and paint or draw images in creative ways using different media as they develop their artistic skills.
<b>Algebra 1 Tutoring: Entering 8th Grade and Above</b>	Learn or review variables in algebra, order of operations, equations and inequations, graphing linear equations and linear inequalities.
<b>Algebra 2 Tutoring: Entering 8th Grade and Above</b>	Learn or review linear systems, quadratic equations and factoring. Graph linear systems and exponential and quadratic functions.
<b>American Sign Language</b>	Learn the language and customs of the deaf community in this class designed for beginners but open to all levels.
<b>Anger Management and Conflict Resolution</b>	Learn strategies and techniques needed to de-escalate conflict and improve effective communication.

<b>COURSE NAME</b>	<b>DESCRIPTION</b>
<b>Animal Massage</b>	In this workshop, Jan will teach you how to massage your pet, demonstrating sequences, touch and hand positions.
<b>Aqua Aerobics</b>	Low-impact water exercises provide increased resistance and can improve cardiovascular health and muscle tone, even help you lose weight.
<b>Aqua Zumba</b>	Known as the Zumba "pool party," Aqua Zumba gives new meaning to the idea of an invigorating workout.
<b>Argentine Tango</b>	Learn the dance steps for the exotic Argentine Tango.
<b>Arthritis Foundation Aquatics Program</b>	This aquatics program, approved by the National Arthritis Foundation, is specifically designed to increase your range of motion, improve balance and strength, while reducing your pain.
<b>Art-tastic Camp (Ages 6-13)</b>	Students will work hands-on with charcoal, watercolors, pastels, and more in this weeklong summer camp.
<b>Ballet and Barre</b>	Tone-up, improve posture, develop muscle strength and gain coordination through ballet!
<b>Ballet/Tap at Creation Station</b>	Kids will develop strength, balance, coordination and flexibility—plus start learning proper body alignment, barre and center floor exercises.
<b>Barre Blast</b>	Learn the latest trend in working out; the barre can be used to stretch, strengthen, tone, burn calories, and improve posture.
<b>Basic Bead Knotting</b>	Knotting between beads on a necklace creates interesting designs and keeps you from losing them all if the strand breaks.
<b>Basic Beading</b>	Rather than spend a lot of money on someone else's designs, why not create your own beaded jewelry for a fraction of the cost?
<b>Basic Inking for Comics and Cartoons</b>	This hands-on course demystifies the process, teaching the basic inking techniques most commonly used for cartoons and comic books.
<b>Basketball Camp</b>	Boys and girls will work on ball handling, footwork, shooting, passing, rebounding and defense in this sports camp.
<b>Basketball Scrimmage</b>	The focus will be on learning the finer points of basketball—offensive plays, defensive sets, game strategy.
<b>Basketball Workout</b>	Hone your basketball skills and participate in fun, but competitive games.
<b>Beach Babies on Ice (Ice Skating Age 3)</b>	Toddlers accompanied by parents will learn to ice skate at the Toyota Sports Center.
<b>Beaded Leather-Wrap Bracelets</b>	Learn the techniques for making trendy beaded leather-wrap bracelets.
<b>Beauty And The Bath</b>	In this fun, hands-on class, discover simple techniques for making one-of-a-kind bath products that will relax and delight you.
<b>Beginner's Guide to Getting Published</b>	Published writer shows you how to give yourself the credibility you need to get your books and articles published.

<b>COURSE NAME</b>	<b>DESCRIPTION</b>
<b>Beginning Blues Harmonica</b>	The emphasis will be on playing and having fun as you are introduced to the tricks of making the harmonica cry, laugh, wail and scream.
<b>Beginning Conversational French</b>	Discover how easy it can be to learn common words and phrases for both leisure and business.
<b>Beginning Digital Scrapbooking with Photoshop Elements</b>	Learn to make scrapbook pages, cards, announcements, various craft projects, and work projects like brochures easily and inexpensively.
<b>Beginning Guitar: Ages 10-16</b>	Learn the basics of playing a guitar, including basic strumming and chords.
<b>Beginning Tennis for Kids: Ages 8-14</b>	Beginning students will learn the five basic shots: forehand, backhand, volley, overhead and serve.
<b>Beginning Writer's Workshop</b>	Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively.
<b>Belly Dancing</b>	Learn how to do body isolations, undulations, all kinds of shimmies and more as you increase your movement vocabulary and coordination level with the most exotic dance form in the world.
<b>Blow Your Own Glass Globes</b>	Learn to blow your own glass globes, adding different colors of flit and stringers to create varying designs and shapes.
<b>Body Moves for Brain Power</b>	These research-based activities incorporate rhythmic patterns and sequences designed to stimulate brain cell activity, boost focus, enhance blood flow to the brain, and improve mental responses.
<b>Body Works</b>	With this energetic, fat-burning, muscle-toning workout, you will engage in a variety of cardio exercises.
<b>Bollywood Dance</b>	Bollywood dance mixes classical Eastern dance traditions with modern Western ones like hip-hop, creating a form of dance that's totally unique, and familiar and exotic at the same time.
<b>Boxercise</b>	This aerobic workout combines basic boxing techniques and conditioning with aerobics.
<b>Breaking Into Sitcom Writing</b>	Learn from a veteran TV comedy writer how to write professional sitcom scripts and how to break into show business.
<b>Bridge, Beginning</b>	Learn a fast and easy way to play bridge, including rules, bidding and basic strategy.
<b>Bridge, Intermediate</b>	Continue to develop strategies for bridge and refine your playing skills.
<b>Brit-West Soccer Camp</b>	Young soccer players will focus on speed and agility, scoring goals/finishing, confidence in possession, dribbling/how to go past opposing players, passing and receiving, and defense in this weeklong summer camp.
<b>Broadway Dance</b>	Come and dance like a Broadway star in this fabulous energetic class.

<b>COURSE NAME</b>	<b>DESCRIPTION</b>
<b>Building Teams That Work</b>	Explore secret communication techniques and problem-solving skills that will help you get your team in the workplace on track in no time.
<b>Business and Marketing Writing</b>	Write great marketing copy to improve your company's image and your chances of getting hired or promoted.
<b>Business Finance for Non-Finance Personnel</b>	This course will help you understand business environments, financial statements, and strategy so you can make more profitable business and personal financial decisions.
<b>Cake Decorating With Fondant</b>	Learn how to roll fondant into a sheet and cover round and square cakes with it, as well as how to make fondant flowers, leaves, bows, garlands, lace, ruffled borders, and more.
<b>Candle Making</b>	Learn to make your own decorative, scented candles at a fraction of the price you pay in stores.
<b>Capoeira</b>	This Afro-Brazilian martial art dates back centuries and combines self-defense, acrobatics and dance.
<b>Cardio and Core Body Sculpture</b>	Come improve your cardio and muscle fitness, while reducing fat and achieving maximum muscle strength in this refreshing workout that will give you energy for the weekend and work week ahead.
<b>Cartooning for Fun and Profit</b>	Introduce yourself to every facet of the cartoon art process, from concept to finished product.
<b>Colored Pencil Drawing Techniques</b>	Learn the tools and techniques for creating art with colored pencils.
<b>Comics 101</b>	Learn how to create and design characters, work on a story line, do mock-ups and finish with an 11x17" comic book page.
<b>Container Gardening</b>	Learn the basics of designing with containers, including the best plants, how to arrange them and what does and doesn't work.
<b>Contemporary Figure Painting</b>	The emphasis will be on personal vision and individual expression, as well as use of values, shapes, edges and color temperature.
<b>Contemporary Floral Design Basics</b>	Come explore your passion for flowers in this hands-on course covering the "must know" topics of contemporary floral design.
<b>Contemporary Floral Design II: Seasonal Arrangements</b>	Further, explore different centerpiece shapes that best complement the beautiful array of in-season flowers.
<b>Conversational Japanese</b>	Whether you want to learn conversational Japanese for travel or just for fun, you'll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language.
<b>Creating a Business Plan</b>	Learn how to develop a sound business plan, which is crucial for business success.
<b>Creating a Successful Business</b>	Learn what is required to develop and create a successful business.

<b>COURSE NAME</b>	<b>DESCRIPTION</b>
<b>Creating a Business Budget</b>	Turn your business ideas into a solid plan for financing and long-term success.
<b>Creating Classroom Centers</b>	Learn how to create engaging, easy-to-maintain classroom center activities that boost independent learning while increasing small-group instruction time.
<b>Creating Comics Books and Graphic Novels</b>	Learn the basics of creating a comic book or graphic novel.
<b>Dance Away Those Pounds and Feel Like a Star</b>	You'll tone muscles and learn a variety of basic dance steps—all at the same time in this low-impact exercise class.
<b>Dance, Dance, Dance Camp (Ages 6-13)</b>	In this one-week camp, students will gain an appreciation of the art form by learning a little hip-hop, a little salsa, a little bit of modern dance, and a little jazz.
<b>Dances With Hoops</b>	This new form of dance, fitness, and creative expression can relieve stress, tone the entire body, expand cardiovascular capability, build core strength, promote spinal flexibility, and burn 400-600 calories per hour – but mainly, it's just FUN and it feels good!
<b>Dealing with Difficult People</b>	Learn to handle people who make you feel guilty, crazy, weak or inadequate.
<b>Decorate Cookies with Style</b>	Beautiful, delicious cookies are always in season because they can be customized for any occasion and when you make your own, you are limited only by your imagination.
<b>Disco Hustle and Freestyle Nightclub Dancing</b>	Schedule a night out and enjoy the nostalgia of both disco music and disco dance.
<b>Do-It-Yourself Home Repair</b>	Learn the basics of simple household repairs for plumbing, electrical and structural (doors, windows, walls, etc.) problems through instruction and hands-on practice.
<b>Draw the Line Here!</b>	In this basic drawing class, you'll be introduced to composing with line, shape, tone, and color.
<b>Drawing and Painting A-Z</b>	Get a quick overview of both drawing and painting basics, touching on principles like form, color harmony, layering, texture and color mixing.
<b>Drawing for the Absolute Beginner</b>	Gain a solid foundation in drawing and become the artist you've always dreamed you could be!
<b>Drought-Tolerant Landscape</b>	Find out how to replace your thirsty lawn with interesting groundcovers that do not have to be mowed and can reduce your water bill.
<b>Effective Business Writing</b>	Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

<b>COURSE NAME</b>	<b>DESCRIPTION</b>
<b>Effective Selling</b>	Learn the secret to converting a potential customer into a long-term asset. Find out how to lay the groundwork for repeat business and your future success.
<b>Empowering Students With Disabilities</b>	Explore common disabilities you'll encounter in the classroom and master techniques for promoting academic, behavioral, and social skills in students with special needs.
<b>Estate Planning</b>	Learn how to preserve and manage your assets while you still can, and then transfer them to your loved ones after you pass away.
<b>Etiquette: Manners Matter</b>	Introduce your child to the basics of answering phones, other greetings (including handshakes), table manners, posture, personal grooming and developing an appropriate fashion sense.
<b>Fast Macramé Jewelry and More</b>	Learn one fast-macramé knot that you can use in a variety of ways to create jewelry or household items.
<b>Fatburner Fitness</b>	The primary training activity will be the aerobic super circuit – weight machines and cardio machines like treadmills, bikes and ellipticals – to help you achieve a higher level of fitness and overall health.
<b>Fencing</b>	Learn the fundamentals of the sport, including body position, use of the saber, footwork, attack, defense and rules of the fencing strip.
<b>Fencing for Kids (Ages 8-12)</b>	Kids will learn the fundamentals of the sport, including body position, use of the saber, footwork, attack, defense and rules of the fencing strip.
<b>Figure Drawing from Life</b>	Designed especially for students with little or no drawing experience, you will learn how to draw the human form.
<b>Flamenco Dance</b>	You'll be introduced to fiery footwork, graceful arm and hand movements and the gypsy art of handclapping called "palmas."
<b>Floral Design for Special Occasions</b>	Through demonstration and hands-on practice, you will learn the techniques and design elements to create beautiful floral pieces to make your special occasion one to remember.
<b>Football Skills and Development</b>	Improve your football skills and continue to develop your talents on the gridiron as you increase your quickness, strength and endurance by training in the weight room and on the football field.
<b>Fractions Workshop</b>	This workshop will focus on adding, subtracting, multiplying, and dividing fractions.
<b>Fractions, Decimals and Percents Review</b>	Designed for entering 5th and 6th graders who are struggling with fractions, decimals and percents. Students will add, subtract, multiply and divide fractions, decimals, percents and negative numbers.
<b>French For Travelers</b>	Learn basic French vocabulary and useful phrases dealing with travel, time, shopping, eating, emergencies and more.
<b>Fresh Floral Holiday Wreath</b>	Create a gorgeous rustic and elegant floral wreath and a floral arrangement using Fall flowers, ferns and ivy.

<b>COURSE NAME</b>	<b>DESCRIPTION</b>
<b>Fundamentals of Supervision and Management</b>	Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.
<b>Fundamentals of Supervision and Management II</b>	Learn how to be an effective manager or supervisor. Master the basics of communicating effectively, and learn tools for developing your own interpersonal skills.
<b>Fundamentals of Technical Writing</b>	Learn the skills you need to succeed in the well-paying field of technical writing.
<b>Genealogy Basics</b>	Learn where to look, who to contact, and how to use research tools to begin an exciting and fascinating exploration of your roots.
<b>Geometry: Entering 9th Grade and Above</b>	A brief introduction to geometry, covering area, volume, triangles, circles, angles, parallel lines and regular polygons.
<b>Get Assertive!</b>	Find out how you can stop others from intimidating you or treating you poorly.
<b>Get Funny!</b>	Learn how to use humor to speak more effectively, write better, and increase your popularity.
<b>Get Wired—Make Your Own Jewelry</b>	Learn tips and tools of the trade of basic wire wrapping techniques, and learn how to incorporate wire wrapping into many kinds of jewelry.
<b>Getting Over Your Fear of Selling</b>	Conquer your fears and become a better salesperson.
<b>Gift Baskets For All Occasions</b>	Dazzle friends, family and clients with a wonderful custom gift basket that you create in this hands-on class.
<b>Glow Girl Poetry and Dramatic Movement Camp Ages 6 -12</b>	This performing arts program is an innovative approach to enriching the lives of young girls, fusing poetry presentation with creative movement.
<b>Glow Girl Poetry and Dramatic Movement: Ages 4-12</b>	This performing arts program is an innovative approach to enriching the lives of young girls, fusing poetry presentation with creative movement.
<b>Glycerin Soap Making</b>	In this fun and simple class, you will learn how to make several types of soap.
<b>GMAT Preparation</b>	Discover powerful test-taking techniques and methods for improving your score on the GMAT.
<b>GRE Preparation - Part 1 (Verbal and Analytical)</b>	Discover powerful strategies for success in the verbal reasoning and analytical writing sections of the GRE® revised General Test (course 1 of 2).
<b>GRE Preparation - Part 2 (Quantitative)</b>	Learn a variety of useful techniques for tackling the quantitative reasoning sections of the computerized GRE® revised General Test (Course 2 of 2).

<b>COURSE NAME</b>	<b>DESCRIPTION</b>
<b>Guided Reading and Writing: Strategies for Maximum Student Achievement</b>	Get the professional development training you need to improve student literacy as an accomplished teacher shares the secrets of turning guided reading strategies into opportunities for teaching writing.
<b>Guided Reading: Strategies for the Differentiated Classroom</b>	Learn creative ways to bring differentiated instruction and guided reading to life in your classroom.
<b>Guitar 1</b>	Learn how to read music, where the notes are on the guitar, basic strumming and chords.
<b>Guitar 2</b>	Learn more advanced bar chords and some basic scales, which will be applied toward playing simple songs you've heard on the radio.
<b>Gymnastics (1st Grade and Up) Girls</b>	This 6-week gymnastics training at the Josephson Academy of Gymnastics is geared for girls in the 1st grade and up.
<b>Gymnastics (3rd-7th Grade) Girls</b>	This 6-week gymnastics training at the Josephson Academy of Gymnastics is geared for girls in the 3rd to 7th grades.
<b>Gymnastics (Age 3) Camels</b>	This 6-week gymnastics training at the Josephson Academy of Gymnastics is geared for young pre-scholars.
<b>Gymnastics (Ages 10 and Up) Tween/Teen</b>	This 6-week gymnastics training at the Josephson Academy of Gymnastics is geared for tweens and teens.
<b>Gymnastics (Ages 1-2) Foxes and Pups</b>	This 6-week gymnastics training at the Josephson Academy of Gymnastics is geared for parents and toddlers.
<b>Gymnastics (Ages 2-3) Kangaroos and Joeys</b>	This 6-week gymnastics training at the Josephson Academy of Gymnastics is geared for parents and toddlers.
<b>Gymnastics (Ages 3-4) Zebras</b>	This 6-week gymnastics training at the Josephson Academy of Gymnastics is geared for close-aged siblings and friends, age 3-4.
<b>Gymnastics (Kindergarteners, boys only) Lions</b>	This 6-week gymnastics training at the Josephson Academy of Gymnastics is geared for boys in kindergarten.
<b>Gymnastics (Kindergarteners, girls only) Tigers</b>	This 6-week gymnastics training at the Josephson Academy of Gymnastics is geared for girls in kindergarten.
<b>Gymnastics (1st Grade and Up) Boys</b>	This 6-week gymnastics training at the Josephson Academy of Gymnastics is geared for boys in the 1st grade and up.
<b>Gymnastics (Ages 4-5) Elephants</b>	This 6-week gymnastics training at the Josephson Academy of Gymnastics is geared for older pre-schoolers.
<b>Half-Day Camp: Math Can be Fun! (Entering Grades 3-9)</b>	Learn to turn challenging problems into fun and interesting projects in this weeklong summer camp.
<b>Hand Painted Silk</b>	Learn to make beautiful silk scarves and other items at a fraction of the cost.
<b>Hands-On Home Decorating</b>	See how a professional designer thinks without paying the high price of one-on-one consultation.

<b>COURSE NAME</b>	<b>DESCRIPTION</b>
<b>Handwriting Analysis</b>	Learn to analyze a few sentences of your own writing to learn what personality traits are revealed through the slant, spacing, shape, and formation of letters.
<b>Hawaiian Hula, Beginning</b>	Discover the beautiful, graceful moves of the Hawaiian hula and the hip-shaking allure of the Tahitian hula.
<b>Healthy Harmonica</b>	Learn simple pop, folk and blues melodies, and make them deeply expressive using techniques that are simple, but powerful.
<b>High Impact Presentations</b>	Learn effective techniques to give high impact to your presentations.
<b>High Speed Project Management</b>	Learn to deal with the realities of managing projects at supersonic speeds despite truncated timelines, inadequate staffing, and skimpy budgets.
<b>Hip Hop at Creation Station</b>	Hip Hop is an explosive, funky dance style that combines memory, coordination, rhythm games, and loads of energetic fun!
<b>Hip-Hop Dance</b>	Hip-hop dancing is more popular than ever, and even if you've never danced before, you'll catch on quickly.
<b>Hip-Hop Dance for Ages 9-15</b>	Kids will have a great time learning Hip-Hop dance steps to age appropriate music.
<b>Hockey 1 (Adult)</b>	Adults can learn to play hockey at the Toyota Sports Center.
<b>Holiday Floral Design</b>	It's time to get into the holiday spirit by making beautiful holiday-themed floral designs.
<b>Homeschool With Success</b>	Discover how to homeschool your children in a way that ensures they get what they need both academically and socially.
<b>Hooray For Crochet</b>	With just a hook and a few dollars' worth of yarn, you can embellish inexpensive t-shirts and jeans to make items that sell for big bucks in stores.
<b>Hot Hair Styling</b>	Learn to create basic hairstyles that use heat to shape and texturize the hair.
<b>How to Buy Tax Lien and Tax Deed Properties for Sale</b>	Learn how to buy tax lien and tax deed properties for sale.
<b>How to Buy the Home of Your Dreams</b>	Learn how to buy the home of your dreams in this one-day seminar.
<b>How to Fix Being Broke</b>	Identify what kind of spender you are and what changes you can make now that can turn around your situation.
<b>How to Market Your Business Using the Internet</b>	Take advantage of all the Internet can offer when marketing your business.
<b>How To Play Blues And Boogie-Woogie Piano</b>	Learn the six-note scale unique to the blues, it's universal chord progression, blues form, shuffle rhythms, bass lines and improvising techniques.

<b>COURSE NAME</b>	<b>DESCRIPTION</b>
<b>How to Reduce Your Living Expenses by 10% or More</b>	Learn to manage your personal finances with confidence and how to eliminate unnecessary expenses by tracking your income and spending patterns.
<b>How To Use Your IRA To Build Wealth with Real Estate</b>	Learn about a unique and under-utilized tool for creating tax-free real estate wealth via “self-directed” IRAs.
<b>Human Anatomy and Physiology</b>	Gain a greater appreciation and understanding of the marvelous complexity of the human body.
<b>Human Anatomy and Physiology II</b>	Learn the basic characteristics of the four main types of tissues, the general and special senses, cellular metabolism, body chemistry, and significant events in the life span, from fertilization through old age.
<b>Hypnosis For Weight Management</b>	Hypnosis has proven to be a safe and effective means for managing your weight. Learn how to direct your subconscious mind to correct and improve faulty behavior, and free yourself from unsuccessful attitudes.
<b>Ice Hockey for Tots (Ages 4-5)</b>	Children will learn to play ice hockey at the Toyota Sports Center.
<b>Ice Hockey for Youth (Ages 6-14)</b>	Youngsters will learn to play ice hockey at the Toyota Sports Center.
<b>Ice Skating (Adult)</b>	Adults can learn to ice skate at the Toyota Sports Center.
<b>Ice Skating for Tots (Ages 4-5)</b>	Children will learn to ice skate at the Toyota Sports Center.
<b>Ice Skating for Youth (Ages 6-14)</b>	Youngsters will learn to ice skate at the Toyota Sports Center.
<b>Individual Excellence</b>	Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity.
<b>Instant Italian</b>	Learn Italian from the comfort of your home in this fun and enjoyable online course.
<b>Intermediate Ballet</b>	Build on the basics you already know—feet/arm positions, relevé balance, basic barre combinations and basic center work.
<b>Intermediate Pilates</b>	Learn many new exercises that challenge your core and peripheral strength, flexibility, balance and coordination.
<b>Interpersonal Communication</b>	Become aware of the conscious and unconscious codes of meaning we send when communicating with others.
<b>Intro to Property Management</b>	Discover the benefits of a career in property management.
<b>Introduction to Algebra</b>	Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems.
<b>Introduction to Biology</b>	Learn how cells and DNA determine the structure and function of the human body and get a foundation for a career in the healthcare or medical professions.

<b>COURSE NAME</b>	<b>DESCRIPTION</b>
<b>Introduction to Boot Camp</b>	If you ever wanted to take one of those extreme boot camp classes but resisted because you thought you wouldn't make it past the first day, then this is the workout for you.
<b>Introduction to Chemistry</b>	Gain a solid foundation in the basics of chemistry and see how everything that goes on in your body depends on a chemical reaction.
<b>Introduction to Fly Fishing</b>	Learn all about fly-fishing and develop the skills needed to successfully angle for trout.
<b>Introduction to Guitar</b>	Master basic guitar skills and become the musician you have always wanted to be.
<b>Introduction to Interior Design</b>	Explore a career in interior design as you learn how to transform any room into a beautiful and functional space.
<b>Introduction to Journaling</b>	Discover how journaling can help you learn more about yourself, explore your dreams, values, and beliefs, improve your health, survive unwanted change, succeed in your career, and express your creativity.
<b>Introduction to Natural Health and Healing</b>	Learn how to promote wellness, balance, and health in all aspects of your daily life.
<b>Introduction to Nonprofit Management</b>	Develop the skills and strategies you need to become an integral part of one of America's fastest growing service sectors.
<b>Introduction to Screenwriting</b>	Learn everything you need to know to write a great script, from structure, character creation, and dialogue to marketing and selling your screenplay.
<b>Introduction to Stock Options</b>	Learn how stock options can protect your portfolio and help you profit in any type of market.
<b>Introduction to Tai Chi Ch'uan</b>	Tai Chi Ch'uan is a gentle, moving meditation that conditions the body and mind, leading to a heightened sense of well-being.
<b>Investment Planning Part 1: Financial Planning</b>	Learn the purpose of investing, how to start a savings plan, planning for emergencies, managing debt and why people fail to achieve financial independence.
<b>Investment Planning Part 2: Investing in Stocks</b>	Learn what a stock is and how it works and discuss dividends, stock yields, the three rules of stock investing, price/earnings ratios, what diversification really means, and more.
<b>Investment Planning Part 3: Mutual Fund Investing</b>	Learn about mutual funds, basic investment terminology, load versus no-load funds, fund families, indexed funds and more.
<b>Investment Planning Part 4: How to Analyze Mutual Funds</b>	Learn how to analyze mutual funds to best fit your investment goals, how to research your 401(k) and 403(b) investment options and exchange traded funds (ETFs).
<b>Investment Planning Part 5: Stock Research</b>	Learn how to read Value Line and Standard and Poor's reports, and why the Internet may or may not be your friend when it comes to doing stock research.

<b>COURSE NAME</b>	<b>DESCRIPTION</b>
<b>Investment Planning Part 6: Bond Investing and Proper Asset Allocation</b>	Learn about government, tax-free municipal and corporate bonds, ratings, how to buy them and how to make the proper investment allocation between stocks, bonds and other assets to reduce portfolio risk.
<b>Investment Planning Part 7: Planning for Your Retirement</b>	Learn how easy and wise it is to take advantage of tax-deferred savings accounts, Traditional and Roth IRAs, IRA rollovers and 401k and 403b plans.
<b>Irish Dancing</b>	Come join the fun and learn the traditional Irish jig and reel.
<b>Italian For Travelers</b>	Learn basic Italian vocabulary and useful phrases dealing with travel, time, shopping, eating, emergencies and more.
<b>It's Nice To Be Kneaded—Massage</b>	Learn simple techniques for massaging the back, neck, arms, legs and feet.
<b>It's Swing Time!</b>	Learn Single-time Swing and Triple-time Swing and dance the night away!
<b>Jazz Dance</b>	Learn contemporary, funky, hip-hop and theatrical jazz dance techniques and develop performance skills.
<b>Jin Shin Jyutsu: Health and Beauty At Your Fingertips</b>	Jin Shin Jyutsu, an ancient Japanese art of self-healing, uses simple and subtle finger pressure to tone muscles and modify the body's energy flow.
<b>Kettlebell Fitness</b>	Kettlebell exercises are unique in providing strength, endurance and flexibility training all in each one-hour session.
<b>Keyboard Kamp (Grades 5 and Up)</b>	Become more familiar with proper touch-typing technique, ultimately resulting in faster and more accurate typing.
<b>Keyboarding</b>	Knowing how to use a computer keyboard well is an absolute necessity. This class helps develop accuracy, speed and comfort with the location of the keys.
<b>Keys to Effective Communication</b>	Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation.
<b>Keys to Successful Money Management</b>	Certified financial planner shows you how most wealthy people build their fortunes.
<b>Kids Can Cook</b>	Learn how to make simple and delicious snacks that may require use of a microwave, but not a stove or oven.
<b>Kids' Swimming Level 1 (Ages 5-14)</b>	This beginning class for kids age 5-14 will cover basic swimming techniques, like breathing, kicking and arm strokes.
<b>Kids' Swimming Level 2 (Ages 5-14)</b>	Beginning swimmers age 5-14 will learn additional strokes, including the backstroke and sidestroke, and improve your coordination, breathing and endurance.
<b>Knot It! Beyond Friendship Bracelets (Ages 11 and up)-Macramé</b>	Learn the time-honored craft of knotting—or macramé—by making friendship bracelets and more.

<b>COURSE NAME</b>	<b>DESCRIPTION</b>
<b>Landscape Design</b>	Learn the basic principles of landscape design that you can use to beautify your yard and save lots money in the process.
<b>Leadership</b>	Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.
<b>Learn To Play Piano By Ear</b>	Learn to play any song by ear, from simple folk tunes to difficult standards.
<b>Let's Dance</b>	Learn current dances like the Cha-Cha, East Coast Swing, Nite Club 2-step, the Waltz and Foxtrot.
<b>Listen to Your Heart, and Success Will Follow</b>	Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents.
<b>Long Pose Life Painting</b>	Learn how to use shapes values, edges, and color temperature to build volume and create color transitions in figure painting.
<b>LSAT Preparation - Part 1</b>	Learn about the law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills (course 1 of 2).
<b>LSAT Preparation - Part 2</b>	Improve your reading comprehension and logical reasoning skills, and discover proven approaches for selecting correct exam answers (course 2 of 2).
<b>Make Your Own Sushi</b>	Learn to make sushi, have fun and do it for about one-fifth of what it costs to eat at a sushi bar.
<b>Managing Life as a Single Parent</b>	Get the insights, resources, strategies, and support every single mom and dad needs for doing the toughest job on earth; parenting children on your own.
<b>Marketing Your Nonprofit</b>	Further the ideals and goals of your nonprofit by learning to compete more effectively for members, media attention, donors, clients, and volunteers.
<b>Mas Salsa–Salsa 2</b>	If you’ve taken Salsa dance, then come for Mas Salsa and learn more styling and patterns to enhance your enjoyment of the dance.
<b>Mastering Public Speaking</b>	Learn the secrets of effective public speaking and small group communication.
<b>Mastery of Business Fundamentals</b>	Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program.
<b>Mat Pilates</b>	Mat Pilates is a harmonious mind-body workout that helps you activate the “powerhouse” muscles and strengthen, lengthen and tone the abdomen, pelvic cavity, lower back, glutes, hips and thighs.
<b>Math Can Be Fun: Grades 3 and 4</b>	Math doesn't have to be a struggle-it can be fun if you take the right approach.
<b>Math Facts: Entering 1st and 2nd Grade</b>	Topics to be learned and reviewed are borrowing; carry over, money, and time.

<b>COURSE NAME</b>	<b>DESCRIPTION</b>
<b>Math Facts: Entering 3rd and 4th Graders</b>	Times tables are the foundation for success in division, advanced multiplication, fractions, decimals and other math functions.
<b>Math Facts: Entering 5th and 6th Graders</b>	Topics include carrying, borrowing and basic division with remainders.
<b>Math Improvement: Grades 5 and 6</b>	Fun examples and techniques will be used to teach students how to add, subtract, multiply and divide fractions, decimals, percents and mixed and negative numbers.
<b>Math Refresher</b>	Gain confidence in your basic math skills and start using math to your advantage.
<b>Modeling for Ages 11-18</b>	Modeling is a dream job for many kids and young adults, but there's lots that you need to know to succeed.
<b>Music Made Easy</b>	Learn the fundamentals of music theory. Be able to read, write, and play simple music.
<b>Mystery Writing</b>	Using vivid examples from bestselling mystery novels, this course will teach you the techniques you need to become a successful author.
<b>Natural A's / A's the Easy Way (Ages 10 and Up)</b>	Learn the secrets to getting A's by improving note-taking and memorization skills, reducing test anxiety and being alert and focused.
<b>Natural Hair Care</b>	Find out how to create great hairstyles without heat, this preserving the integrity of the hair.
<b>Navigating Divorce</b>	Learn how to navigate the legal, financial, emotional, and interpersonal waters of the divorce process and emerge grounded and healthy.
<b>No Days Vacant—Rent your House Out in One Day</b>	Learn how to rent your vacation property every day of the year.
<b>Nonprofit Fundraising Essentials</b>	Learn the basics of fundraising for nonprofit organizations, from annual and special fund drives to more advanced projects involving corporate and foundation relations, major gifts, and planned giving.
<b>One-Stroke In 3-D</b>	Learn the simple and beautiful 3-D one-stroke painting techniques, just like you've seen on TV.
<b>One-Stroke Painting</b>	Learn the simple and beautiful one-stroke painting techniques, just like you've seen on TV.
<b>One-Stroke Painting: Fast-Drying Oils</b>	Learn the simple and beautiful one-stroke painting techniques using fast-drying oils.
<b>Organizing for the Unorganized</b>	Learn your specific clutter pitfalls, costs of your clutter, and common mistakes we all make.
<b>Painting A-Z</b>	Get a quick overview of both drawing and painting basics, touching on principles like form, color harmony, layering, texture and color mixing.
<b>Painting Flowers and Plants in Watercolor</b>	Learn basic watercolor techniques from washes and glazes to more saturated pigmentation as you paint beautiful flowers and plants.

<b>COURSE NAME</b>	<b>DESCRIPTION</b>
<b>Parent and Me Pre Swim Water Basics Ages 3-5 (Toddler)</b>	Basic swimming techniques, like breathing, kicking and arm strokes will be covered in this toddler swim class.
<b>Parent and Me Pre Swim Water Fun (ages 6 mos. to 36 mos.)</b>	Here's a great opportunity to get your child comfortable in water, have fun and bond.
<b>Pastels and More</b>	Learn the tools and techniques of pastel artistry.
<b>Personal Finance</b>	Protect your assets and discover how best to achieve all your financial goals.
<b>Piano Your Teachers Never Taught You</b>	Find out how to play any popular song in any key and learn 72 chords, 156 hand positions, how to read music from a lead sheet and fake books.
<b>Picture This! Photography and Art (Ages 8-14)</b>	Kids will learn the basics of taking a good picture, then work with printing and painting techniques to enhance their photo.
<b>Pip Hop at Creation Station</b>	Pip Hop is hip-hop for the younger set—lots of rhythm, body awareness, simple choreography and high energy, all set to cool funky music!
<b>Play Winning Poker</b>	Learn poker strategies from an expert, including basic rules, hand analysis and assessing your opponents.
<b>Pleasures of Poetry</b>	This course will help you create your best possible work, whether you're looking to be published or simply wish to craft beautiful poems for friends.
<b>Plein Air Painting with Watercolors</b>	Explore painting trees, skies, and other landscape features as we meet outdoors for location watercolor painting.
<b>Poker Lab</b>	Learn the importance of table and seat position, the best strategies for playing made hands and drawing hands, how to bluff successfully, figuring the odds, value betting, reasons for raising, and more.
<b>Portrait Painting</b>	Explore the fundamentals of composition, color mixing, and different approaches to painting portraits.
<b>Practical Mandarin Chinese</b>	Learn to conduct simple conversations in Mandarin and understand key Chinese cultural concepts and traditions.
<b>Practical Spanish</b>	Learn to understand and speak Spanish for almost any situation. Vocabulary, verbs and useful practical phrases are covered.
<b>Practical Spanish II (More Practical Spanish)</b>	Continue building Spanish vocabulary, learn verb tenses, commands, pronouns and useful practical phrases.
<b>Practical Spanish III (Even More Practical Spanish)</b>	Continue expanding your Spanish vocabulary and begin conjugating verbs in past imperfect and several future tenses.
<b>Practical Tarot: Major Arcana</b>	Get a brief introduction to the Major Arcana and the Minor Arcana.
<b>Practical Tarot: Minor Arcana</b>	Learn about the various ways to interpret the 56 cards of the Minor Arcana.

<b>COURSE NAME</b>	<b>DESCRIPTION</b>
<b>Pre Algebra Review: Entering 7th and 8th Graders</b>	Learn or review order of operations, variables, and linear equations.
<b>Prepare for the GED Language Arts, Writing Test</b>	Obtain the skills and knowledge to successfully prepare for the GED Language Arts, Writing test.
<b>Prepare for the GED Math Test</b>	Master the skills you'll need to successfully pass Test 5 in the GED test series.
<b>Prepare for the GED Test</b>	Want to pass the GED test? This course will help you develop the skills you'll need to succeed.
<b>Presenting Without Anxiety in Any Situation</b>	You can present without anxiety in any situation if you learn these techniques.
<b>Princess Series Ballet with Tap at Creation Station</b>	Kids will explore elements of creative movement, ballet, tap, and jazz and learn to "tell a story with their body" in this delightful trip to enchanted kingdoms.
<b>Princess Series Dance</b>	Come stretch your imagination, as well as your toes, in the storybook dance class based on dances from your favorite fairy tales and ballet stories.
<b>Professional Sales Skills</b>	Discover how to begin a successful and rewarding career in sales.
<b>Project Management For Absolute Beginners</b>	Learn basic project management skills and approaches.
<b>Protect Your Money, Credit, and Identity</b>	Learn how to guard against scam artists, identity thieves, predatory lenders, and abusive debt collectors.
<b>Public Speaking for Kids (Ages 8 and Over)</b>	Public speaking is a skill and an art form that needs to be nurtured, so start now to strengthen your child's public speaking skills.
<b>Publish and Sell Your E-Books</b>	Learn how to use free tools to publish an e-book, and then list and sell your e-books in the world's largest online bookstores.
<b>Real Estate Investing</b>	Build and protect your wealth by investing in real estate.
<b>Real Estate Investing II: Financing Your Property</b>	Discover the tools professional investors use to crunch numbers and analyze potential deals, and learn how to make better decisions with sophisticated, yet easy-to-use worksheets for doing your own financial analysis.
<b>Real Estate: To Buy or Not to Buy—an Investor's Perspective</b>	Find out the sound approach as to whether or not to buy real estate as an investment.
<b>Research Methods for Writers</b>	Learn the most efficient and effective methods to conduct research for any writing project.
<b>Resolve Fears, Phobias and Grief Thru Self-Hypnosis</b>	Learn to overcome fears or phobias of public speaking, flying, success, sex and other life-diminishing situations through hypnosis.
<b>Resume Writing Workshop</b>	Discover the secret to transforming your tired, boring resume into a powerful tool that will get you interviews.

<b>COURSE NAME</b>	<b>DESCRIPTION</b>
<b>Rowing 1 (Introduction to Sculling)</b>	Learn basic rowing techniques, theory and equipment handling.
<b>Sailing 1 (Introduction)</b>	Learn everything you need to start sailing right away in this class geared for students with little or no sailing experience.
<b>Salsa Blast Workout</b>	Come have a blast exercising to the hot Latin rhythms of Salsa music.
<b>Salsa Dance</b>	Learn the basics of Salsa and easy patterns to get you out on the dance floor.
<b>Samba</b>	Come experience the history, culture and music of this dance that makes Carnival a must.
<b>SAT Prep</b>	Learn skills and test-taking techniques to succeed when taking the SAT.
<b>SAT/ACT Preparation - Part 1</b>	Master the reading, writing, English, and science questions on the ACT and new SAT.
<b>SAT/ACT Preparation - Part 2</b>	Master the math questions on the ACT and new SAT.
<b>Sea Kayaking 1</b>	Discover for yourself the exhilaration of kayaking as you glide across the surface of the ocean, communing with birds, dolphins and harbor seals.
<b>Self-Hypnosis For a Better Life</b>	Use self-hypnosis to alleviate stress, pain, fears and phobias.
<b>Shibori (Tie-Dyeing)</b>	Learn the Japanese art of Shibori Tie-Dyeing as you create three beautiful scarves.
<b>Sign Language For Kids: 7-14</b>	Introductory sign language skills will be taught in a fun, unique way.
<b>Silver Clay Jewelry</b>	Learn how to work with this revolutionary craft material using only your hands and simple tools to create beautiful, handmade silver jewelry.
<b>Singapore Math Strategies: Advanced Model Drawing for Grades 6-9</b>	Master model drawing is a revolutionary technique for teaching middle school math students how to triumph over word problems and learn to love math.
<b>Singapore Math Strategies: Model Drawing for Grades 1-6</b>	Teachers will receive training needed to starting using the powerful Singapore Math strategy, which gives word problems a visual context.
<b>Singapore Math: Number Sense and Computational Strategies</b>	In this teacher-training course, you'll learn Singapore's innovative and practical strategies for solving addition, subtraction, multiplication, and division problems.
<b>Skills for Making Great Decisions</b>	Learn how to make excellent everyday decisions from an experienced counselor and life coach.
<b>Small Business Marketing on a Shoestring</b>	Discover small business marketing strategies that can help you attract attention, woo your target audience, grow your customer base, and expand your profits all for little or no money.
<b>Soccer</b>	Players will focus on strength and conditioning exercises, safety and injury prevention, and rules of the game.

## West L.A. College Community Services Courses/Descriptions

<b>COURSE NAME</b>	<b>DESCRIPTION</b>
<b>Social Security Secrets</b>	Explore ways to maximize your social security benefit. Not designed for those who have been collecting social security benefits for more than a year.
<b>Spanish for Kids</b>	Fun exercises expose kids to the Spanish alphabet, basic words, phrases and sentences so they will be able to understand and speak Spanish.
<b>Speed Spanish</b>	Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time.
<b>Speed Spanish II</b>	Follow-up to our popular Speed Spanish course. Several new recipes help you continue building fluency.
<b>Speed Spanish III</b>	Master your ability to speak, understand, and read Spanish by taking the final installment in our unique three-part Speed Spanish learning series.
<b>Sports and Fitness Camp</b>	In the 2 weeks allotted, campers will delve into the following sports: basketball, baseball, flag football, ultimate Frisbee, and soccer.
<b>Stand Up Comedy</b>	Learn the fundamentals of stand-up comedy including technique and nuances, joke construction, comedic theory, how to market your comedy and how to produce your own comedy show.
<b>Start Your Own Edible Garden</b>	Learn how to grow delicious, nutritious fruit and vegetables in your own backyard.
<b>Start Your Own Home-Based Business</b>	Discover the secrets of starting and running a successful home-based business.
<b>Stocks, Bonds, and Investing: Oh, My!</b>	Learn how to make wise investment decisions so that you have enough money to live comfortably through your retirement.
<b>Stretch and Tone</b>	Increase your flexibility and strengthen your abs; stretch and tone your body, with an emphasis on flattening your core abdominal muscles.
<b>Study Skills and Report Writing: Grades 3-5 and 6-12</b>	Review techniques to stop procrastinating, manage time more effectively, improve listening and note-taking skills and discuss the steps of writing a report.
<b>Study Skills: Entering Grades 4-6</b>	Children will learn how to pull out important information, start thinking about concepts, look up words in the dictionary, and even take notes.
<b>Study Skills: Entering Grades 7-12</b>	Review techniques to stop procrastinating, manage time more effectively, improve listening and note-taking skills, as well as concentration and memorization of material.
<b>Summer Sunsets and Twilight Painting</b>	Work both indoors and outdoors, using your imagination to personalize your painting of a summer sunset
<b>Sunset/Full Moon Paddle</b>	As the sun sets and the moon rises, paddle away in a kayak from the hustle and bustle of the city.
<b>Surfing 1 (Introduction)</b>	Come hang 10 and ride those waves with style and confidence as you learn balance, timing, technique and ocean and wave mechanics.

<b>COURSE NAME</b>	<b>DESCRIPTION</b>
<b>Survival Kit for New Teachers</b>	Veteran instructor shares the secrets for success in your first years of teaching.
<b>Swim Camp</b>	Come beat the summer heat and fill your afternoons with fun and fitness in this week-long camp where you'll learn how to swim.
<b>Take More Cake—Cake Decorating Level 2</b>	Enhance your basic cake decorating skills and learn more in-depth techniques.
<b>Take the Cake—Cake Decorating Level 1</b>	Discover how easy it is to create beautiful cakes for many occasions.
<b>Tap Dancing</b>	Learn basic tap dance beats and rhythms, riffs, locomotor steps, and center floor combinations.
<b>Teen Swimming (ages 10-14)</b>	This beginning class for kids age 10-14 will cover basic swimming techniques, like breathing, kicking and arm strokes.
<b>Test Taking Secrets For Jobs and School</b>	Learn to reduce text anxiety, increase focus and concentration and improve your results, whether it be for work or school.
<b>Thai Fruit and Vegetable Carving</b>	The centuries-old Thai art of fruit and vegetable carving adds beauty and elegance to any table or dish and is creative and relaxing.
<b>The Analysis and Valuation of Stocks</b>	Discover valuable techniques that show you step-by-step how to research and value stocks.
<b>The Brain Class—A Blueprint for Brain Fitness</b>	Learn how to protect and enhance your brain to help alleviate forgetfulness and boost focus and concentration.
<b>The Craft of Magazine Writing</b>	If you're a determined new writer, this class will provide you with the skills you need to get published.
<b>The Creative Classroom</b>	Enrich your teaching talents and encourage your students' creative thinking as you learn to turn your classroom into a creative classroom.
<b>The Differentiated Instruction and Response to Intervention Connection</b>	Learn how to combine two powerful educational approaches; Differentiated Instruction and Response to Intervention; so you can enable every student in your classroom to succeed.
<b>The Keys to Effective Editing</b>	If you aspire to be an editor, this course will teach you the fundamentals of top-notch editing for both fiction and nonfiction.
<b>Tiny Pros Soccer Ages 2-7</b>	Children develop basic soccer skills to learn confidence and coordination.
<b>Top 10 Remodeling Pitfalls and How to Avoid Them!</b>	Learn to avoid the top 10 remodeling pitfalls and obtain a better outcome with fewer surprises and headaches.
<b>Tots and Tutus at Creation Station</b>	Kids will begin to learn basic dance while using puppets, musical instruments, props, bubbles, body movement and gross motor skill development games.
<b>Travel Writing</b>	Profit from your experiences in exotic lands (or your own backyard) by learning how to write and sell travel articles and books.

<b>COURSE NAME</b>	<b>DESCRIPTION</b>
<b>Triple Feature in Dynamic Communication</b>	Discover how to communicate effectively in business and interpersonally.
<b>Tumbling and Trampoline Gymnastics (1st Grade and Up) Blue/Yellow</b>	This 6-week tumbling and trampoline training at the Josephson Academy of Gymnastics is geared for 1st grades and up.
<b>Tune In, Sing Out!</b>	Anyone can learn carry a tune with these almost fool-proof techniques.
<b>Understanding Adolescents</b>	Uncover the secrets of the adolescent mind. Gain valuable information on how they feel, how their identities develop, and how you can, best meet their needs.
<b>Volleyball Skills and Conditioning: Ages 16-25</b>	Improve your volleyball skills and increase your strength, flexibility, and endurance through comprehensive conditioning workouts on the track and on the volleyball court.
<b>Water Pilates</b>	Elongate your entire body with unique conditioning Pilates exercises in the water.
<b>Wearable Art: Micro Macramé Bracelets</b>	Learn to make a unique knotted spiral bracelet of fine, lustrous colored cord, studded with beautiful Czech glass leaf and tear drop or dagger beads.
<b>What Were You Born To Do?</b>	Discover your Natural Talent, the steps for getting started and some new career ideas.
<b>What's Your Number: Understanding and Improving Your Credit Score</b>	Find out what factors are likely to raise (or lower) your own credit score so you can make financial decisions that contribute to a higher credit rating.
<b>Where Does All My Money Go?</b>	Learn how to get control of your money once and for all.
<b>Women Engaged in Getting Healthy - W.E.I.G.H. To Go</b>	Get your slimming schedule started with a fun five weeks of being active, toning, and burning calories . . . WEIGH To Go!
<b>Women's Volleyball Skills</b>	Covers all the basics of indoor volleyball including: passing, setting, digging, and attacking.
<b>Worth Your Weight</b>	Learn proper body mechanics with several methods of resistance training (body weight, free weights, and circuit training) while toning and sculpting the body that's right for you.
<b>Write and Publish Your Nonfiction Book</b>	Become a professional author or advance your career by learning to write, edit, and nonfiction books of all types.
<b>Write Fiction Like a Pro</b>	A Hollywood writer and author teaches you how professional writers use story outlines to structure any type of story.
<b>Write Your Life Story</b>	Learn how to create and distribute an inspirational and professional autobiography for family, friends, and others.
<b>Writeriffic: Creativity Training for Writers</b>	Banish writer's block forever with these tricks from the published writer's toolbox.

West L.A. College Community Services Courses/Descriptions

<b>COURSE NAME</b>	<b>DESCRIPTION</b>
<b>Writing and Selling Self-Help Books</b>	Learn how to position your self-help book for success, write a persuasive proposal for agents and publishers, and use storytelling techniques to make your message compelling.
<b>Writing for Children</b>	Published children's author shows you how to touch the hearts of children by creating books for them.
<b>Writing for ESL</b>	Learn how to write in English more effectively to succeed in college and at work.
<b>Writing Young Adult Fiction</b>	Develop your own young adult novel and learn how to break into one of today's hottest publishing markets.
<b>Yoga</b>	Learn various breathing techniques and yoga poses and you'll leave feeling calm and refreshed.
<b>Yogi-Barre</b>	Combines the best of yoga stretching with unbeatable barre work for a relaxing and refreshing workout.
<b>Zumba</b>	Zumba is a Latin-inspired, calorie-burning, dance-fitness experience that's geared toward health and happiness.
<b>Zumbatomic</b>	More than just a great way to stay active and healthy, Zumbatomic classes offer a welcoming and upbeat atmosphere for kids.