

LOS ANGELES HARBOR COLLEGE

CIVIC

COURSE NAME	DESCRIPTION
After School Care/Before School Care	Supervised activities for students of all ages.

GENERAL EDUCATION

Course Name	Description
10 Ways to Establish Business Credit	In this seminar learn to work through a process of assessing your current situation, determine what funding you need, finding out where you can get it, and prepare for the important meeting.
Acting	Bolster your confidence, improve your communication abilities and enhance your social skills by learning and applying the techniques that actors use.
Acting for Kids	Enrich your child's life by promoting their confidence and self-esteem through the art of acting.
Action Movie Workshop "Hollywood Style"	In this exciting workshop, Movies By Kids will help students write, direct, and produce their own action sequence for the camera, featuring martial arts experts who will assist with all stunt-fight training and film choreography.
Active Goal Setting	Goal setting can accelerate your success. Learn the two different types of goal setting and which one will actually get you where you want to be.
Add Another Income From Home	Learn the basic information needed to either start a business or improve an existing one.
Anatomy of Annuities... for Your Financial Health	This course provides an important fundamental working knowledge of all aspects of annuities.
Annual Financial Forecast Seminar	Seminar detailing a dynamic and informative financial Forecast for the coming year.
Bartending	So much more is expected of bartenders these days and this is the class that will teach students what customers and managers want.
Basic Writing Skills Tutoring	Writing is an essential part of your child's middle school and high school experience. This class can help them fix the little things that might stop them from becoming a confident writer.
Become a Professional Organizer	Students will learn to launch a career as a professional organizer.

Los Angeles Harbor College Community Services Courses/Descriptions

Course Name	Description
Become a Skilled Songwriter	In a nurturing workshop environment, students of all levels will sharpen their songwriting skills by writing one song per week for seven weeks.
Book 2.0: How to Publish Books for the Kindle, iPad & other smart devices	This course summarizes the 12 steps required to set up a publishing company to create New Media and traditional books
Braiding and Weaving	Students learn basics braiding and weaving techniques. Including knowledge of tools and products needed.
Business Process Mapping	Learn how define and develop process workflow; start Business Process Management (BPM) initiatives and dramatically improve efficiency and customer satisfaction.
Buy a Profitable Business Using None of Your Money	Learn to find good businesses for sale apply negotiating skills to determine right price and deal structuring, perform due diligence, then put the financing in place and close the deal.
Candle Making	Participants will leave this hands-on class with several high-quality candles and the skills to continue on their own.
Cartooning	Children will express their creativity while exploring traditional and innovative drawing techniques, while reinforcing academic skills through storytelling and the use of geometric shapes.
Cash In with a Successful Home-Based Business	Turn your talents and hobbies into profits at home by learning how to start a home based business.
Cashing in on Your Ideas and Inventions	This class will teach you how to take your ideas off the paper and onto the shelves.
Ceramics for Everyone	This course will teach you using the age-old traditional techniques of ceramics.
Clutterology	You CAN change your environment to work for you with simple, easy and practical ideas on how to remove clutter from your life and get organized.
Community Outreach Theatre	This course is for students wishing to participate in the Community Outreach Theatre Program.
Conversational French	Learn the vocabulary and grammar of one of the world's most romantic languages. Skills are acquired for everyday usage, with a conversational emphasis.
Conversational Spanish	With emphasis on conversation and special vocabulary needs, this practical workshop will increase your ability to speak comfortably.
Crafty Beading	Children will love this imaginative art class as they create a variety of craft projects using colored beads, including wind chimes, instruments and more.

Course Name	Description
Create a Low Cost Business Website	You don't have to be a programmer to build professional looking and cost effective websites; all you have to know is what to put on your website and how to promote and design it.
Credit File Recovery	Learn how to stop collection harassment and recover you credit worthiness and employability using our step by step instructions.
Credit Repair	Learn how credit scores work, how to fix a poor credit score and managing your debt.
Cupcake Decorating with Finesse	Learn simple steps to take your cupcakes from ordinary to extraordinary.
Dazzling Floral Design	Learn how to select, prepare, and arrange fresh flowers.
Do-Your-Own Professional Hair Color	Uncover the secrets of hair color success and stop paying those high salon prices. Discover where to purchase supplies at the best prices and quality, and learn about color palettes, bleaching and basic application.
Drawing & Impressionistic Watercolor	Create paintings that capture the essence of this softly colored art form. Mix and blend colors, observe and capture objects on paper, use brush strokes for different effects, and create three-dimensional images with a single stroke.
Dream Books: Book Ideas Into A Business	Learn how to grow your business into a global enterprise.
Drought Tolerant Landscaping	Come learn how to replace thirsty lawns with drought tolerant ground covers that are more interesting than grass.
Effective Email Communication	Learn the important E-mail skills needed to get you noticed as a true professional in your place of employment.
Estate Planning	Join us for this informative, interactive class to learn how to preserve and manage your assets while you still can, and then transfer it to your loved ones after you pass away.
Everything You Ever Wanted To Know About Buying Your First Home	Take the mystery out of buying your first home: learn about the entire buying process, loan-qualifying criteria, popular creative financing tools and the differences between variable and fixed rate loans.
Extreme Couponing How to save like the pros!	Not sure where to begin when it comes to keeping and using all these coupons? Want to save money on your shopping? You will be provided with resources for saving money while shopping, dining and more.
Festive Wreaths for Any Occasion	Learn to create a festive wreath that will give your home or event that creative touch. Discover techniques and ideas that will enable you to decorate your doors and walls year round.

Los Angeles Harbor College Community Services Courses/Descriptions

Course Name	Description
Financial and Strategic Planning for Small Businesses	If you own, operate, or thinking of starting your own business, you must learn how to successfully create and implement a business plan. Learn tactics to increase business visibility and formulate a strategy to take their business to the next level and increase profits.
Financial Security	Learn the four cornerstones of financial literacy including budgeting, banking, credit, and saving.
Finding Love Online - Secrets You've Never Heard	You will learn everything from how to create a captivating profile to navigating communications to meeting and entering a dating relationship.
Floral Design for Beginners	Learn the basics of floral design including design styles elements, color, flower identification, care, and handling.
Getting Started in Voice Acting	This class will teach you the basics of entering a successful career as a voice-over artist while learning the ins and outs of this huge and lucrative industry.
Grab Your Guitar	This course is designed to give beginners basic guitar playing techniques, including how to read music, play chords and melodies by ear, and tune and maintain your instrument.
Grow Organic Vegetables in Your Own Backyard	Learn essential skills and proven techniques to grow organic food in your own backyard.
Guaranteed Fast Track Memory Skills	Learn techniques used the world over to improve your memory.
Guitar	Playing guitar can be a reality with our introductory class, where students start from the basics and learn chords, notes, patterns, and reading music.
Holiday Bath Products	Create beautiful bath products and learn all about where to get quality ingredients.
Holiday Crafts with a Victorian Touch	In this fun class, students will make a different holiday project each week.
Holiday Decorating	Students will be introduced to techniques, tips and creative ideas for Thanksgiving and Christmas decor.
Home Decorating	Discover how to make a space beautiful and functional, while achieving a designer look for less.
How to Build a Website for Less than \$5 a Month	Students will learn to design professional looking and cost effective websites.
How To Go Back To College - At Any Age - And Succeed!	This class is for students of any age who have thought about returning to college.

Course Name	Description
How to Manage Rental Property	Planning to purchase rental property? Thinking about property management as a new career? This course will help students achieve these goals.
How To Parent Using Common Sense	Common Sense Parenting is a skill- based parenting program that teaches parents practical and effective ways to increase their children's positive behavior.
How To Profit from Foreclosures & Short Sales	This class will teach students how to take advantage of the rising number of mortgage delinquencies by buying and selling foreclosed homes and short-sales.
How to Properly Manage Rental Property	This course will help students achieve their goals of purchasing or managing rental property.
How to Sell Your Ideas and Inventions	Learn how to sell, protect and promote your innovative ideas.
Intro To YouTube	Learn how to create, upload, and broadcast videos on the world's largest video sharing website.
Introduction to Grant Writing	Students will learn how funding is announced, how applications are judged, and how to construct each element of a winning proposal.
Introduction to Horsemanship for Adults	Learn the basics of horse care and horseback riding while developing skills with fun and safety in mind.
Invest in Your Debt-How to Get Completely Debt Free	This course will share the common threads found among those investors who made fortunes, and those who experienced pitfalls.
Investing For Women	Find out how to select an investment advisor, and how to construct your financial plan, reduce your taxes, and plan for your child or grandchild's college education.
Investing in Real Estate: Building Your Financial Future with Rental Property	This course will share the common threads found among those investors who made fortunes, and those who experienced pitfalls.
Jewelry Beading Basics	Learning basic stringing techniques, students will create their own bracelet and necklace in class.
Jewelry Making	Students in this class will learn basic stringing with wire and elastic, and much more.
Landscape Design	In this workshop, students will learn the basic principles of hardscape design gaining the ability to beautify a yard while spending money wisely.
Learn The 12 Great Laws Of Success	This workshop is based on 12 powerful principles that will allow you to be, do, and have what you want including wealth, health, happiness and success.

Los Angeles Harbor College Community Services Courses/Descriptions

Course Name	Description
Looking Terrific: Beauty Makeover on a Budget	Learn techniques to assist with personal facial anti-aging skin care and contour your makeup to your best advantage.
Make Mine Digital	Our technical expert will teach you how to convert your old media into computer files you can put on CDs, DVDs or download into an iPod or MP3 player.
Making Your Paycheck Last	Learn to avoid "Pay Day Trauma" by controlling your income and still planning for your dreams.
Master Your Money	This hands-on workshop is intended for both beginning and experienced investors to learn to evaluate investment choices.
Monster Mash: A Halloween Makeup Workshop	The focus of this workshop is to teach the proper use and application of facial prosthetics and other makeup essentials to create interesting and creative masks.
Mystery Shopper	This class will provide you with all the information needed to become a mystery shopper. Topics include how to get into the Shoppers Network, how to avoid scams and more!
Natural Hair Care	Create fashion forward hairstyles while maintaining the integrity of the hair.
Nature and Travel Photography	Students will learn powerful techniques for photographing people, landmarks, landscapes and wildlife.
Notary Education: California Notary Public Class with State Exam	This intensive one-day seminar is designed to equip you with everything you need to know to become an effective Notary.
Oil Painting For Beginners	Working from still life, beginning painters will practice different ways of creating an image in oil.
One Stroke Decorative painting	This popular painting technique is quick and easy-to-learn. Even if you've never picked up a brush, you can create beautiful designs with just a few easy strokes.
Organic Liquid Soap Making	Students will learn how to make their own organic liquid soap.
Peninsula Symphonic Winds	Peninsula Symphonic Winds is a rehearsal class for student performers.
Personal Income Tax Boot Camp	Learn tax strategies for yourself or your small business.
Personnel and Human Resource Development	Topics include recruiting and selection, compensation systems, training, orientation and motivating employees.
Plan Your Italian Vacation	Learn ways to plan your Italian vacation that will not only save you money but allow you to take in all the culture Italy has to offer.
Pottery	Students will create various pottery projects using simple tools.

Los Angeles Harbor College Community Services Courses/Descriptions

Course Name	Description
Public Speaking	Learn how to outline and prepare for public speaking opportunities, whether impromptu, informational or persuasive. Students completing this course and receive a certificate in public speaking.
Renewing Notaries	This course is designed for renewing Notaries and reviews all laws and regulations required to know to continue as a Notary.
Retirement Planning	In straightforward language, this class explains time-tested strategies that help you to make informed financial decisions.
Sales & Marketing	Topics include establishing a unique market; five ways to sell anything to anybody; preempting competition and developing a personal presentation.
Salsa Dancing	Learn the basics: cross-body lead, basic right and left turns, and much more! No partner necessary.
Selling Your Stuff Online	Amazon, e-Bay, and Craigslist are three popular websites available for the public to buy and sell almost anything. Through step-by-step demonstrations, students will learn where to post what, how to create exciting ads, and other useful tips.
Seven Simple Secrets To Financial Freedom	This class is not taught by a financial guru using technical language you can't possibly understand, it is taught by a single mom, turned home business entrepreneur, turned homeowner, turned real estate investor.
Sewing	Students are guided through several fun and practical sewing projects including a wallet, a mini-pillow, a doll, and more.
Singing With Style	Students will learn to sing better than they ever thought they could in only a few short lessons.
Smart Money Fundamentals	Students will learn techniques to optimize their Social Security benefits.
Social Ballroom Dancing	If you want to have all the smooth moves, then this class is for you! Students will learn the Fox Trot, Tango, Waltz, and more.
Social Security Secrets: How to Maximize Your Benefits	Using straightforward language, students will learn time-tested strategies to help make informed investment decisions.
Speak Italian	Designed for beginning students, this course will introduce the rich Italian language
Swing and Latin Dance	Learn the East Coast Swing, Cha Cha, and Rumba. These easy to learn retro dances are popular with the young and old alike.
Thai Fruit Carving	The art of Thai fruit and vegetable carving adds beauty and value to every occasion in which it is used.
The Frugal Shopper	By following a few simple strategies, students can learn to cut their grocery bill by anywhere from 30% to 85%.

Course Name	Description
Tickle the Ivories: Piano 1	This hands-on workshop is designed for students who have no previous formal piano instruction.
Turn Crafts into Cash	Gain a fresh new successful perspective and starting putting your hobby to work for you.
Video Editing and Special Effects	If you want to learn to develop and edit a digital movie then this class is for you.
Web Crawling: Internet & Email Made Easy!	This helpful class will show you how to successfully navigate the Internet and World Wide Web, and set up your own e-mail account and start to utilize it.
Western Line Dancing	Kick up your heels and step into the latest dance craze! Learn dance moves that are easy to master and routines that will impress even wildest of westerners.
What Were You Born to Do?	You were born to make a unique contribution to humanity! Students will learn to apply their natural talents to achieve their heart's desires.
Zombie Make-up Workshop	This workshop teaches the correct application of facial prosthetics, latex, and other make-up essentials necessary to create zombie facial creations.

Health

Course Name	Description
Alternative Healing	This workshop is designed to explore mind-body medicine with a focus on the different states of consciousness as well as how various expressions of spirituality can influence health and vitality.
Athletic Training	This fitness experience is designed for any athlete to take their game to the next level by becoming physically superior in their sport. Workouts are designed to enhance the skills that are needed to excel in sports.
Ballet Fitness	The emphasis of this class is on fitness, rather than ballet. Classes can help to improve flexibility, posture, strength and core stability, and to lengthen muscles.
Ballet/Pilates Fitness at Alvas	This class focuses on advancing the student from beginning positions and steps into technical growth, musicality and artistry will be taught through combination.
Ballroom & Salsa Dancing	Students will learn various Latin and ballroom dance forms such as salsa, cha cha, bachata, waltz, and the tango.

Los Angeles Harbor College Community Services Courses/Descriptions

Course Name	Description
Basic Tap Dance	This class explores rhythm and movement. It allows children to develop their imagination in a structured environment while working on motor development.
Basketball	This fun course is designed to introduce, enhance and improve basic skills in the game of basketball.
Beginning Contemporary Ballet (Teen/Adult)	This class is based in ballet and takes movement beyond the conventional structures of ballet. The movement is free, flowing and organic.
Beginning Gymnastics	Students will learn basic ideas of balance, flexibility and strength along with even specific skills on Vault, Bars, Beam, and Floor Exercise.
Beginning/ Intermediate Ballet (Teen/Adult)	This class focuses on advancing the student from beginning positions and moves on to musicality and artistry through ballet combinations.
Belly Dancing	Tone your torso, foster self-confidence, or entice your partner with this ancient art form.
Commercial Hip Hop	Learn moves from your favorite hip-hop videos and dance crews through choreography you've seen in music videos and television.
Cupcakes & Cardio	This group exercise course will get your body moving while exposing you to lifestyle strategies that will influence the way you live and eat.
Fit Play - Fit Dance- Fit Sports - Fun-time Fitness	Stay fit while playing! This class strives to increase the overall health of children in a fun, safe, positive and motivating environment.
Fitness Boot Camp	This Outdoor Boot Camp is designed to help individuals focus on functional strength and conditioning using only their body. No equipment is used or needed.
From Hiding to Shining: Understanding and Healing Shame	Students will learn about five key shame messages and how to re-frame them into messages of acceptance, resilience, and worthiness.
Gentle Yoga for Active Seniors	Learn the four cornerstones of financial literacy including budgeting, banking, credit, and saving.
Get Fit Boxing	Build your body and confidence by learning basic boxing techniques.
Hip Hop Dance	Learn the fundamentals and foundation of various hip hop street styles from popping to whacking as you develop your own unique style.
It's Just Food	Empower yourself by learning nutrition strategies, healthy recipes and ways to stay motivated to help lose weight and keep it off.
Jazz Fitness	Have fun while getting into shape with Jazz Fitness. This class will focus on building core strength and flexibility.
Kickboxing	Get in shape while learning basic kick boxing techniques.
Mat Pilates	Build your core and flexibility with mat Pilates

Los Angeles Harbor College Community Services Courses/Descriptions

Course Name	Description
Me & My Tot Exercise (Tots 3-5)	Bond with your child in an active environment through simple games and routines designed to get you fit.
Parent - Child Gymnastics (Child 2 ½-3 ½)	This class will focus on basic motor development while having fun learning gymnastics, rhythm, and dance skills.
Remake and Reshape Your Body with Nutrition	Learn powerful body re-shaping tools focused on turning food into energy instead of stored fat.
Semi Private Body Conditioning and Strength Training	Workout with a personal trainer and your very own support group. This class will help build your body into a fat burning machine through exercise.
Step Aerobics/Muscle Conditioning, Stretching & Relaxing	Using steps designed in conjunction with Reebok, you will get a great cardiovascular workout, plus the added benefits of muscle conditioning, deep stretching, and relaxation.
Tabata Fitness	Tabata training alternates periods of high intensity exercise with periods of rest to produce gains in both aerobic and anaerobic systems.
Tai Chi	Learn the "Dance of Life" that combines coordination, balance, and flexibility into harmonious motion and gentle exercise.
Tai Chi & Stretching for Arthritis	Tai Chi for arthritis is easy to learn, effective and safe. It increases flexibility, muscle strength, and increases heart/lung activity, aligns posture, improves balance, and integrates the mind and body.
Xtreme Fitness	Challenge yourself in this military style workout and sweat, sweat, sweat your way to a healthy, strong fit body and an entirely new you.
Yoga for Kids	Students will learn basic yoga stretches and poses, while meditating and improving muscle tone, reduces stress and may even improve concentration.
Yoga for Meditation	Improve your flexibility, muscle tone, and general well-being while learning Hatha Yoga.
Zumba	Zumba uses moves throughout the class that require high control of the core muscles of the body (abs and back).

HOMEMAKING

Course Name	Description
Cooking for Kids	Students will create a variety of quick, easy and tasty recipes geared for their age group. Nutrition information will also be discussed.
Culinary Kids	Junior chefs will learn to cook age-appropriate recipes and tasty treats

LITERACY

Course Name	Description
Adventures in Math	Conquer basic math through games, puzzles, and enrichment activities.
Algebra	This course will familiarize the student with basic concepts and terminology of algebraic logic.
All Star Academics	By teaching problem solving, study and test-taking skills, your child can have the tools to be an All-Star.
Art & Color	Students will dive into rainbows as they learn about and apply exciting color combinations. Young artists will create projects designed to
Art and Science Voyages	Students will apply both sides of their brain studying the innovations of art and the wonders of science.
Basic Math Skills Tutoring	All areas of basic math will be covered in this tutoring class.
Beginning Ballet	This class allows children to develop their imagination in a structured environment while working on motor development.
California High School Exit Exam (CAHSEE) Prep	This course is designed to help high school students pass the California High School Exit Exam (CAHSEE) Mathematics sub-section.
Computer Tutoring	Students will learn basic computer terminology, functions, and hands-on applications.
Creative Writing	Students will create a variety of quick, easy and tasty recipes geared for their age group.
Critical Thinking	Developing minds will find new ways to solve various problems and enhance thought processes by learning to decipher abstract concepts and work in teams to complete challenging tasks.
Exploring Literature	Students will learn to enrich crucial reading foundations by examining literary works, developing comprehension skills and improving critical thinking skills.
Geometry	Practice geometry fundamentals, such as point, line, ray, segments, triangles and polygons.
Perfect Paper Writing	This innovative class guides student through the writing process by introducing proper writing styles, research strategies, organization techniques, and the use of Microsoft Word.

Los Angeles Harbor College Community Services Courses/Descriptions

Course Name	Description
Pre-Algebra	This course will familiarize the student with basic concepts and terminology of algebraic logic, including problem solving, both positive and negative numbers, polynomials, and common forms of factoring.
Pre-College Scholars	Topics will include modules designed to develop spelling, reading and math skills along with art projects, social and outdoor activities.
Reading Comprehension Tutoring	This tutorial program will utilize a variety of methods to sharpen basic skills in comprehension and vocabulary development, the cornerstones to success in reading.
Sign Language for Kids	Sign onto a new future of communicating with your hands and facial expressions.
Spelling & Phonics Tutoring	Improve spelling skills and build phonetic skills to improve writing, learn techniques and tips to help master vocabulary words.
Spelling All-stars	Improve spelling skills and build phonetic skills to improve writing. Learn techniques and tips to help master vocabulary words, and get on the road to spelling success.
Study & Test Taking Boot Camp	Gain the tools to pull key points from textbooks, determine your best time and place to study, take better notes, and create your own study aids.

TECHNICAL

COURSE NAME	DESCRIPTION
Adobe Photoshop	Learn to harness your imagination and create your own dream worlds with Adobe Photoshop.
Art of Painting	Students will explore their own creativity through basic painting assignments. Projects will include paintings of animals, structures and even self portraits.
Cloud Computing	Learn how the Cloud can free up valuable space on your home computers and safely backup all important data by providing secure digital storage for photos, artwork, writings, video recordings, music, manuscripts and so much more.
College Readiness: Academic Research and Reports	Students will distinguish among reliable sources, develop proper citations, and compile information for different types of reports and presentations.
College Readiness: Advanced Mathematical Concepts	Students explore mathematical fundamentals of algebra I and II, geometry and trigonometry.

Los Angeles Harbor College Community Services Courses/Descriptions

COURSE NAME	DESCRIPTION
College Readiness: Essay Writing and Composition	Students will compose an effective essay with supporting details, enhanced vocabulary, and improved grammar.
College Readiness: Microsoft Word, PowerPoint, & Publisher	Participants will apply advanced word processing techniques, learn to create stunning presentations, and design eye-catching desktop publishing prints.
Computer & Internet Fundamentals for Seniors	This introductory computer course is especially designed for seniors who want to keep up with the technology innovations of today.
Computer Basics	This course is designed for the absolute beginner. It explains key hardware components and introduces students to Microsoft Windows and common PC functions.
Computer Keyboarding	Students will have fun while they learn proper finger positioning on computer keyboards as well as important posture tips.
Computers for Young Adults	Designed for young adults, this course introduces the fundamentals of computer technology and essential software including Microsoft Word
CyberKids	This course explores how computers and networks work, covers important programs including Microsoft Word, and teaches students about the Internet and safety.
Demystifying Digital Cameras	This helpful workshop will make participants more comfortable with their digital cameras and explain common terminology. Students will also receive an introduction to simple photo editing.
Digital Art Lab	Students will learn to create and manipulate images with this introductory course in digital design.
Digital Photography	Learn powerful techniques for photographing people, landmarks, landscapes and wildlife. Classroom instruction will alternate with walking trips around campus and Harbor Park for hands-on practice.
Ebay Made Easy	Ebay can really be put to work for you! Find out how easy it is to list items and sell your possessions. Buying and selling will be covered as well as working with PayPal.
Engineering FUNdamentals w/ LEGO	Have your child become a Play-Well engineer this summer! With over 100,000 pieces of LEGO®, take on real life engineering challenges that explore concepts in physics, mechanical/structural engineering, and architecture.
Essential Skills in Computers & Microsoft Windows	This course is designed for the absolute beginner in personal computers, teaching the basics of components, software, and hardware.

COURSE NAME	DESCRIPTION
Getting Started with iPhoto	Use iPhoto to get the most out of your digital pictures. Learn basic tips and tricks for exceptional images, ready to share using your MobileMe account or your own free Google Web Albums account.
How To Become A Part-Time Substitute Teacher and Make Full-Time Pay	This class is for those who plan to substitute teach at the middle or high school level. If you are thinking about becoming a substitute teacher or if you have just started substitute teaching-you need to take this course!
How to Setup and Start Using Your iPod	This "hands-on" workshop is designed for participants who own an iPod and have never set it up. Please charge your iPod the night before the workshop.
Introduction to Photoshop	Learn to harness your imagination and create your own dream worlds with Adobe Photoshop by turning ordinary photographs into works of art.
Introduction to Web Production (Teen Adult)	Design and build a web site of your own by learning to sketch a preliminary concept and translate the concept into a working site.
IOS 5 App Building Basics	You can learn to build Apps for your iTouch, iPhone and iPad. This course will give you the foundation to create your own Apps.
iPad, iPhone I Know!	Learn to make the most out of your Apple devices including all about applications (apps), usage and connectivity.
Jr. Ninjaneering w LEGO	Imagine and build unique and fun projects with the guidance of an experienced Play-Well instructor while exploring the fantasy world of Ninjago.
Lego Animation	Movies by Kids will provide all the LEGO's needed to build sets and operate all the equipment needed to bring a masterpiece to the big screen.
Macs Made Easy	Learn the fundamentals of using a Macintosh, including the unique Mac interface, launching programs, file saving and manipulation, web surfing and more!
Master Your Android Smart Phone	This course explores features and functionalities common to all android tablets.
Master Your Android Tablets	This course explores features and functionalities common to all android tablets.
Microsoft Access	This beginning course is for anyone that wants to design and create new databases, tables, and relationships. Discover how to create, maintain and query records and produce database reports.

COURSE NAME	DESCRIPTION
Microsoft Excel 2007	Learn the essentials of the widely used Excel spreadsheet program. Topics include creating, editing, and formatting worksheets, using formulas and functions, and printing reports and charts.
Microsoft Excel 2010	Learn the essentials of the widely used Excel spreadsheet program. Topics include creating, editing, and formatting worksheets, using formulas and functions, and printing reports and charts. Learn to manage workbooks and perform data analysis.
Microsoft PowerPoint	This course covers the basics of how to add text, backgrounds, and graphics, as well as how to enhance your presentation with animations and sounds.
Microsoft Windows	This course is designed for the absolute beginner in personal computers, teaching the basics of components, software, and hardware. Each session includes a beginner-paced lesson and review of key concepts.
Microsoft Word	Learn the basic operations for creating, editing, formatting, and printing documents, as well as setting margins, adding headers and footers, and working with simple graphics.
Natural "A"s	Learn how to use the brain's natural patterns to enhance grades, self-confidence, and chances for scholarships and college admissions. This makes note-taking, reading, studying, memorizing and test-taking amazingly efficient.
Ninjaneering w LEGO	Enter the world of Ninjago and become an apprentice Ninjaneer! Imagine and build unique and fun projects with the guidance of an experienced Play-Well instructor while exploring the fantasy world of Ninjago.
One on One Computer Training	Customized one-on-one computer (PC or Apple) sessions are a minimum of two hours in length and scheduled at student's convenience.
Pre-Engineering with Lego	From motorized machines to castles and catapults, this is a hands-on and minds-on camp is suitable for LEGO® building system novices as well as experienced users.
Video Game Design	Students will use simple programs to create basic, but fun, video games, focused around their specific age group.

VOCATIONAL

COURSE NAME	DESCRIPTION
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COURSE NAME	DESCRIPTION
ACE Personal Trainer Certification Prep	The ACE Personal Trainer Certification is designed to help prepare students for the exam to obtain the ACE Certification.
Advanced Medical Billing	This course will build on the information received in the beginning medical billing course. It will include the billing cycle, explanation of benefit forms and collections.
Advanced Terminology	Students are guided through more in-depth instruction and practice exercises to further develop the terminology used by billers and coders.
Anatomy	Students will study the structures of the human body and improve knowledge of bodily systems.
Basic CPR	Participants will learn to recognize and respond appropriately to cardiac and breathing emergencies.
Beginner's Guide to Getting Published	This comprehensive workshop will guide you how to become a published freelance writer, bypassing the editor's desk.
California Serv-Safe Food Handler Certification Course	State Law requires that all restaurant employees hold a valid California Food Handler Card, which is obtained through this 4-hour course.
California Serv-Safe Food Handler Certification Course (Spanish)	This is a Spanish-language version of the course, above.
Communication and Motivation	Success as a supervisor depends largely on the ability to be an effective communicator and motivator. This class will give you those skills.
Computerized Medical Billing	Learn hands-on instruction in computer applications including daily transaction entries and monthly/annual management reporting.
Continuing Education for Tax Preparers	This course is specially designed for CTEC registered tax return preparers to meet their 20 hours of continuing education each year.
CPT Coding	This course is designed to instruct the student in CPT 95 coding and HCPCS coding, and is valuable for both beginning and current billers.
Dealing with Difficult People & Conflict Resolution	Find out how to deal with employee complaints and difficult employee interactions.
Developing Effective Teams	More than anything else, being a supervisor means learning to work as a team player. This class teaching the fundamentals of leading an effective team.
Ethics in Leadership	Explore the top factors causing leaders to compromise their ethics and identify important ways to become a more ethical leader.

COURSE NAME	DESCRIPTION
Evaluating & Improving Employee Performance	Understanding performance management and the process of delegation will enable both supervisor and employees to increase their job results.
Facilitation Skills	Supervisors will expand their skills by learning to serve as a coach and facilitator, enabling employees to do their best work.
Hospital Billing	This one-day seminar provides students with an introduction to the hospital medical billing field.
How to Become a Notary Loan Document Signing Agent	Learn how you can easily turn being a Notary into a “flexible” part time or full-time career as a Loan Document Signing Agent.
Human Resource Issues	Students will leave with a working knowledge of the issues that could lead to legal liability for their organization.
ICD-10 Coding	Students will learn about this new system that allows health care providers to code more accurately, contributing to healthcare quality improvement initiatives.
ICD-9 Coding	Students will learn the basic procedures and diagnosis coding relating to physician reimbursement.
Introduction To Voiceovers	This fun, informative, and empowering class will teach you the basics of entering a successful career as a voice-over artist.
Lifeguard Certification Training	Earn an American Red Cross Certification in Lifeguarding, first aid and CPR/AED. All three certifications are valid for two years.
Make Extra Money in the Auto Wholesale Business	Come learn to make some extra money buying and selling wholesale cars as a home-based business, or simply buy cars for your friends, family and co-workers at great wholesales prices.
Makeup Artist Training Certification	This series of six, one-day workshops will teach you what you need to know to work in the exciting and creative field of makeup artistry.
Medical Billing	Beginning students will learn medical billing techniques, and how to follow up and collect on billed claims.
Medical Coding Exam Preparation	Students will review their ICD9, CPT, HCPCS Coding and Medical Terminology knowledge in preparation for the Certified Professional Coder examination.
Medical Insurance Billing & Coding Orientation	Potential students will receive assistance in tailoring the Program to meet their individual goals.
Medical Terminology	Use outlines, exercises, and pronunciation guides to develop the basis for a strong medical vocabulary.
Organize, Prioritize and Manage Your Time	Getting organized and managing your time are skills that may benefit anyone at work or at home.

COURSE NAME	DESCRIPTION
Photovoltaic Design & Installation	This introductory course prepares entry-level installers to take the Entry-Level Certification of Knowledge of PV Systems exam as well as the North American Board of Certified Energy Practitioner (NABCEP) exam.
Physiology	This class provides an introduction to principles of human physiology from chemical processes and cellular levels to bodily system functions.
Problem Solving	Successful supervisors know that good decisions are based on good data and, in order to get good data, you need to be a good problem-solver.
Strengthening People Skills in the Workplace	Find out how to prevent conflict before it happens, calmly, and professionally - no matter what your job or industry.
Supervisory Overview and Leadership Styles	This module is appropriate for a newly appointed supervisor or a seasoned veteran.
The Art of Business Etiquette	This session will teach participants the art of professional etiquette and how, by being aware of their actions, they can set an example for others.
Worker's Compensation	Learn how to process worker claims, liens and provide appropriate and complete paperwork to ensure maximum reimbursement.