

LOS ANGELES SOUTHWEST COLLEGE

CIVIC

COURSE NAME	DESCRIPTION
Customer Service Fundamentals	Become indispensable to any organization by understanding how to identify and meet customer needs.
Turning School Failure into School Success	Learn the newest and best ways to turn around negative, defiant, misbehaved, problem youth who seem unable to accept authority to function successfully in school. Learn how to stop problems as they occur or prevent the problems before they happen.
Twelve Steps to a Successful Job Search	A world-renowned author and career advisor shows you how to get the job you want quickly and easily, in any economy.
Listen to Your Heart, and Success Will Follow	Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents.
Loss, Bereavement and Grief	This class introduces techniques to “Resource Parents” to help children in out-of-home care grieve safely, and deal with separation, death, and loss of family and friends.
Maintaining Families Ties	This class focuses on Foster Care and Kinship Care, which has many facets: a loving family; adults who care; permanence and predictability; roots to strengthen one’s attachment to life; an opportunity for each child to have a fair chance at life; ties that bind; community that cares and protects; maintaining connections; and an individual’s birthright. Kinship is creating ever-expanding circles of connectedness.
Personal Rights of Foster Youth	The rights for youth in Foster Care vary by state. Learn the rights of youth in Foster Care across the country.
Strategies for Working with the Sexually Abused Child	This workshop will teach foster parents and human services workers how to deal with foster children who are victims of sexual abuse.
Substance Abuse	This course is an Informational course on alcohol and drug abuse as it affects children and parents.
Teen Pregnancy Prevention	This workshop is designed to inform youth of the dangers of unprotected sex. Participants will learn of various birth control methods, including abstinence. In addition, participants will learn of community resources that offer free and low cost contraceptives, STD, HIV/AIDS screening and pregnancy tests.
The Right To Be Angry	As a child grows up in the system, they are always told they do not have the right to be angry. This workshop will walk caregivers through the shoes of a child in pain.

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Through Their Eyes	This workshop examines foster care experience through eyes of its survivors. Participants will tell, identify and empathize many of the emotions that are prevalent throughout the foster care experiences.
Abandonment Issues	This class will assist caregivers with tools on how to lessen the feelings of pain and disconnection that a child experiences when growing up in an unstable environment.
Accessing Community Resources	Foster/Kinship Caregivers will be given information about resources that are available to assist their youth in life skills development. Caregivers will also be encouraged to access affordable and informative health care services throughout the community.
Behavior Modification: Addressing, Reducing and Eliminating Negative Behavior	This Workshop will provide caregivers with the effective tools needed for modifying negative behavior and reinforcing positive behavior with love.
Get Assertive!	Find out how you can stop others from intimidating you or treating you poorly.
Goodbye to Shy	Become more confident in social, professional, and romantic situations.
Using Discipline to Protect, Nurture and Meet Developmental Needs	This course teaches the age-appropriate, non-physical methods of disciplining children, in accordance with state policy, and the methods of teaching children appropriate behavior, while creating a supportive and accepting family environment. This course will teach how to help a child identify and build upon personal growth.

VOCATIONAL

COURSE NAME	DESCRIPTION
Real Estate Appraisal: A New Business/A New Career	Real estate sales may boom or bust, but appraisals are done every day. Here is an opportunity that can lead to a high- paying job or an independent profession, how to enter the field and advance to the higher professional level.
Marketing Your Nonprofit	Further the ideals and goals of your nonprofit by learning to compete more effectively for members, media attention, donors, clients, and volunteers.
How to Become a Certified Notary Loan Signing Agent	A Certified Loan Document Signing Agent is a Notary with expertise in signing and notarizing loan documents in the real estate/mortgage industry. If you already are a Notary, you are halfway there! The course includes the Loan Signing manual, Sample Loan Documents and Explanation sheets, job leads and Certification exam.

L.A. Southwest College Community Services Courses/Descriptions

COURSE NAME	DESCRIPTION
Beginning Braille	Prepare for a rewarding career as a transcriber. Learn to write and read the language of the blind.
Become A Substitute Teacher :K-12 and Community College	Substitute teachers can earn up to \$150 per day! Learn basics for getting started as a substitute teacher and how to do this rewarding job effectively.
Resume Writing Workshop	Discover the secret to transforming your tired, boring resume into a powerful tool that will get you interviews.
Become A Veterinary Assistant	Practicing veterinarian prepares you to work in a veterinary office or hospital.
Screenwriting Warriors: Basic Training	Learn to write a script quickly and well at a professional level ready to be marketed as quickly as possible.
Pitching Your Film/TV Project	If you have chance to tell someone about your idea or script, there is only one way to do it well, but many ways to not sell. If you want to develop a bulletproof presentation (as well as elephant hide), come learn the right way to pitch your project, get people interested in you, and make a deal instead of a mess.
Marketing/Promotional/Financial Management	This very special workshop has been designed especially for professionals in the financial services sector. You will understand how marketing can be applied in the greatest of all markets, and then take that fundamental knowledge to build your career as well as professional reputation.
CBEST Preparation Workshop	If you are interested in teaching at the K-12 level, passing the California Basic Education Skills Test (CBEST) can get you in the door. This workshop will cover the same math, reading and writing skills that appear on the CBEST. A Practice Assessment, CBEST math and reading comprehension tests will be given.
Computerized Medical Insurance Billing (A Home Study Course)	Learn how to set up a medical practice using your own computer. This course must be completed within two weeks. Prerequisite— Experience as a Medical Billing or completion of previous classes.
G.E.D. Preparation Workshop	This 10-week workshop will prepare you for all five G.E.D. subject areas. Two weeks will be devoted to each subject: Language Arts, Writing Language Arts Reading, Social Studies, Science and Mathematics. Practice exams will be given. Class enrollment is ongoing.
Get Paid to Travel	Learn everything you need to start your new and exciting career as a professional tour director.
Grant Writing	Participants will be introduced to relevant information for a successful grant proposal. You will learn how funding is announced, how applications are judged, and how to construct each element of a winning proposal.

L.A. Southwest College Community Services Courses/Descriptions

COURSE NAME	DESCRIPTION
Introduction to Medical Insurance Billing	Learn medical billing techniques and how to follow up and collect on billed claims.
Legal Nurse Consulting	Begin a new career by helping attorneys understand and resolve medical cases and claims.
Medical Insurance Billing II	This workshop is for those students who have completed the Introduction to Medical Insurance Billing course or students who are already Billers and want to further their knowledge in medical billing. Prerequisite: Experience as a Medical Biller or Certificate of Attendance from Introduction to Medical Insurance Billing.
Real Estate Investing	Build and protect your wealth by investing in real estate.
Workers' Compensation and Personal Injury	Learn how to bill California Workers' Compensation and Personal Injury cases. Prerequisite: Experience as a Medical Biller or Certificate of Completion from Introduction to Medical Insurance Billing and Medical Insurance Billing II.
Writing for a Magazine	Start your writing career quickly and easily with submissions to magazines. Learn whom to approach, what they are looking for, how to approach them and the scams to avoid. Part-time writing can lead to a full-time career, artistic satisfaction and the pride of seeing your name in print.
Professional Sales Skills	Discover how to begin a successful and rewarding career in sales.
Writing Effective Grant Proposal	Learn to prepare grant proposals that get solid results for your favorite organization or charity.
Becoming a Grant Writing Consultant	Increase your income while working from home by starting a grant writing consulting business.
High Powered Communication	Master the five critical factors of highly effective communication used by all skilled communicators.
Individual Excellence: Secrets of Career Success	Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity.
Leadership	Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.
Preserving Your Family History	Learn how to plan, implement, document and preserve your family's history with written, visual, audible and documentation tools. Please note this class is not a genealogy presentation. You will learn how to make your family tree come alive for generations to come.

LITERACY

COURSE NAME	DESCRIPTION
Grammar for ESL	If English is your second language, this course will teach you the principles you will need to succeed.
Speed Spanish	Learn six easy recipes to glue Spanish words together into sentences, and you will be speaking Spanish in no time.
Homework Club: Tutoring	Could you use some extra help with your homework? Well, join our homework club. Tutoring is available four (4) hours each session, depending on students' need. Enrollment for this service is ongoing.
Merrill Ream Speed Reading	Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension.

HEALTH

COURSE NAME	DESCRIPTION
Exercise and Movement through Dance for Seniors	This safe, enjoyable and easy-to-do fitness program is designed specifically for seniors. You move at your own pace, to beautiful music, as you participate in the "More Than Stretch" class. It is fitness for the whole body.
First Aid	Upon completion of this one-day workshop, you will be certified for three (3) years in standard first aid by the American Red Cross. First aid covers sudden illness, fractures, bleeding, shock, stroke, and others.
Ballroom Dance	Bring romance into your life and learn to dance. Ballroom dancing for all ages. Learn the latest styles and techniques of modern ballroom and Latin dancing of today, and meet new friends at the same time. You will have lots of fun learning such dances, as the fox trot, waltz, tango, swing/jive, cha-cha, and more.
Belly Dancing	The art of Belly Dance has been passed from mother to daughter and woman to woman for a thousand generations, and is the ultimate activity for developing fitness, grace, timing and self-esteem. Expand your creative freedom in a safe, supportive and Fun way.
CPR	Upon completion of this one-day workshop, you will be Certified for one (1) year in community CPR by the American Red Cross, Community CPR covers adult, child and infant in CPR rescue breathing, obstructed airway and more.
Hip-Hop and Jazzercise	This class is structured around hip-hop and jazz styled. Choreography with combination of club and pop style dancing.

COURSE NAME	DESCRIPTION
Holistic Health Seminar: The 10 Common Health Questions Answered A - Z	Holistic Approaches to the following: AIDS, Blood Pressure, Cancer, Diabetes, Fibroids, Gallstones, Kidney Ailments, Liver Ailments, Prostate Health, Weight Loss.
Introduction to Diving	Learning to dive can be straightforward and after just a few days of training, you will be able to dive in the open water.
Lap Swim	Get into shape physically and aerobically through lap swimming. Must be able to swim 25-yards non-stop.
Salsa and Cha Cha	Let us take you to the rhythmic and tropical dances of South America, and introduce you to the styles and techniques of the salsa, cha-cha, mambo, etc. You will feel that you are part of the jovial spirit of the Latinos, who savor the love of their music. You do not have to have a partner to attend the workshop.
Senior Swim Day	A beginner swimming program for the elderly is designed to help them improve flexibility, cardiovascular efficiency, and psychological well-being and to minimize the effects of biological aging.
Swimming for Fun	Being able to swim is a highly valuable skill to have. In addition, it is a fun and enjoyable sport, a great form of gentle exercise.
Tai Chi	Tai Chi is an ancient Chinese discipline for health, relaxation, meditation, and self-defense. Its circular movements are based on a profound, practical philosophy useful in daily life. It creates a sense of well-being and reduces stress, while improving balance, coordination and flexibility. Wear loose comfortable clothes and flat shoes.
Yoga	Release all of the tension in your body and mind. Increase your flexibility, decrease your stress and watch your body respond as it slims and trims down. Give yourself an hour vacation once a week. You deserve it, you certainly do! You will be refreshed, rejuvenated and recharged.

HOMEMAKING

COURSE NAME	DESCRIPTION
Candles Arrangements	An easy-to-do project that will turn out so fabulous you will get rave reviews and all of your friends and family will want one! This project takes "Birthday Candles" to a whole new meaning! Kids and adults will love them!
Floral Art Decoration	Learn how to make sophisticated beautiful, fresh flower arrangements for those special occasions. This hands-on workshop allows you to make your own masterpieces and express your own artistic abilities.
Gift Basket Making	Learn how to assemble the perfect gift basket every time.

COURSE NAME	DESCRIPTION
Scrap Booking	Whether you like traditional scrap booking with albums, photos, papers, stickers and cutting tools; speedy albums with slip pockets and pre-cut, printed papers; digital photo books created with a computer and a mouse, or custom framing your favorite works of art, we help you celebrate your memories.
Holiday Wreath and Ornaments	This class puts you in the holiday spirit. Learn to create gorgeous wreath brimming with pinecones, ribbons, and ornaments as gifts or as special gift toppers.

TECHNICAL

COURSE NAME	DESCRIPTION
Theme Park Engineering	Get a behind-the-scenes look at your favorite parks from the person who engineers their top attractions.
101 Tips and Tricks for the iMac and Macintosh	An experienced instructor shows you how to become a more productive Mac user.
A to Z Grant Writing	Learn how to research and develop relationships with potential funding sources, organize grant-writing campaigns, and prepare proposals.
Accounting Fundamentals	Gain a marketable new skill by learning the basics of double entry bookkeeping, financial reporting and more.
Administrative Assistant Fundamentals	Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries.
Advanced Grant Proposal Writing	Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected.
Advanced Microsoft Word	Learn how to create and use macros, shortcuts, form letters, mailing labels, queries, and more.
Digital Photography	Develop skills and techniques for creating basic digital illustration for a variety of design applications.
Fundamentals of Technical Writing	Learn the skills you need to succeed in the well-paying field of technical writing.
Get Grants!	Learn how to develop successful, fundable grants from experts in the field.
Intermediate Microsoft Access	Learn to solve real-world business problems with Access.
Intermediate Microsoft Excel	Work faster and more productively with Excel's most powerful tools.
Intermediate Microsoft Word	Take advantage of Word's publishing capabilities to create eye-catching documents.
Introduction to Microsoft Access	Store, locate, print, and automate access to all types of information

COURSE NAME	DESCRIPTION
Introduction to Microsoft Excel	Discover the secrets to setting up fully formatted worksheets quickly and efficiently.
Introduction to Microsoft Outlook	Communicate and manage information better and faster.
Introduction to Microsoft Publisher	Create brochures, newsletters, and Web sites with ease.
Introduction to Microsoft Word	Learn how to create and modify documents with the world's most popular word processor.
Introduction to Nonprofit Management	Develop the skills and strategies you need to become an integral part of one of the fastest growing service sectors.
Introduction to Outlook Express	Learn to create, send, receive, and organize e-mail and newsgroup messages using the popular Outlook Express e-mail program.
Introduction to Windows XP	Learn how Windows XP makes it easy to work with text, pictures, audio, video, and more.
Introduction to PC Security	What you do not know can really hurt you. Learn what you can do to protect yourself.
Introduction to PowerPoint	Build impressive slide presentations filled with text, images, video, audio, charts, and more.
Introduction to the Game Industry	Leading game designer prepares you for a career in game development, design, and production.
Introduction to the Internet	Master the ins and outs of the Internet with this informative behind-the-scenes look.
Keyboarding	Use the computer program Fast Type for Windows to learn the basic skills of touch-typing.
Life Skills Development	Participants will learn of programs that can assist them in preparing their youth in becoming healthy, productive citizens. By the end of this session, caregivers will have a better understanding of successful strategies to improve the quality of life for the youth in their care.
Videography	Refers to the process of capturing moving images on electronic media (e.g., videotape, hard disk, or solid-state storage, streaming media). The term includes methods of electronic production and post-production. It is the equivalent of cinematography, but with images recorded on electronic media instead of film stock. The videography market has grown to include distribution as well as production. With this growth has come market segmentation, based on the application: event video, corporate video, broadcast video, etc.

COURSE NAME	DESCRIPTION
Notary Public Seminar	Learn how to earn extra income and build a small business of your own by considering becoming a Loan Document Signing Agent, or a Notary Public. Renew your Commission. The Training Seminar is designed to equip the participant with the knowledge to be a “proficient” Notary and “Pass the State Exam”!
Paralegal Certificate Program 1	Prepare for a career as a paralegal by learning terminology, processes, and other basics (course 1 of 6).
Research Methods for Writers	Learn the most efficient and effective methods to conduct research for any writing project.
Teamwork	Learn how to partner with birth parents, social workers, therapist, teachers, and others. To maximize your child’s academic, as well as social and personal development.
Working With Your Macintosh	Your Macintosh comes out of the box with everything you could ever need in a computer. This course will show you how to use it all.

GENERAL EDUCATION

COURSE NAME	DESCRIPTION
GRE Preparation - Part 1	Discover powerful strategies for success in the verbal and analytical sections of the GRE.
GRE Preparation - Part 2	Learn a variety of useful techniques for tackling the math section of the GRE.
LSAT Preparation - Part 1	Learn about law school entrance procedures, develop analytical reasoning skills, and improve your test-taking skills.
LSAT Preparation - Part 2	Improve your logical reasoning and reading comprehension skills; discover proven approaches for selecting correct exam answers.
SAT Preparation	Tutorial classes are offered here at Southwest College. SAT preparation services will continue throughout the time that students are enrolled in the program.
Beginning Conversational French	Discover how easy it can be to learn common words and phrases for both leisure and business.