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Morning, Evening, & Weekend Classes Available

EAST LOS ANGELES COLLEGE

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¡DESCUBRA SU CAMINO!
Clases Disponibles, Mañanas, Tarde y Fines de Semana

INVIÉNNO 2021 • PRIMAVERA
Welcome, Bienvenidos, 欢迎

On behalf of our amazing staff, faculty, and administration, it is a great honor and privilege to welcome you to East Los Angeles College's Office of Continuing Education and Workforce Development (CEWD). We are dedicated to serving the community by providing quality and comprehensive programming for all students.

CEWD has developed key partnerships, programs, and education-to-career pathways in over 100 Career Education fields of study. By having real-world industry partnerships our programs are able to remain current with workforce trends and continue to develop cutting-edge curricula that meet the needs of our industry and business partners, while also satisfying the diverse interests and needs of our current and future students. Our programs include work-based learning opportunities that connect academic learning to today's workforce, allowing students to gain the technical skills needed to enter high-growth and high-wage employment opportunities while being a well-rounded team members in their desired industry.

We are committed to serving the adult-learner population by offering a myriad of free quality adult education and certificate programs, in well over 50 locations throughout our community including our South Gate Campus, Rosemead Campus, Azalea Shopping Center, neighborhood K-12 schools, churches, community centers, and many more. Furthering our commitment to connect with our community and its diverse needs. We offer courses with opportunities for individuals to gain lifelong skills for career advancement, educational growth, physical & mental well-being, and enjoyment.

Today is the perfect day for you to begin your journey with us, as our long-lived traditional saying goes “Start at ELAC… Go Anywhere!".

Dr. Armida Ornelas
Vice President, Continuing Education & Workforce Development
East Los Angeles College empowers students to achieve their educational goals, to expand their individual potential, and to successfully pursue their aspirations for a better future for themselves, their community and the world.

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**EAST LOS ANGELES COLLEGE**
1301 Avenida Cesar Chavez, Monterey Park, California 91754
(323) 415-5400

**ELAC SOUTH GATE CAMPUS**
2340 Firestone Boulevard, South Gate, CA 90280
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Design by Jorge D. Mateos - Graphic Design, East Los Angeles College
Project Management, Peter Ruvalcaba, CEWD
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ADULT & CONTINUING EDUCATION
INVIERNO 2020 PRIMAVERA

Morning, Evening, & Weekend Classes Available

Clases Disponibles, Mañanas, Tardes y Fines de Semana
WINTER 2020

NONCREDIT

Noncredit GED/Adult Basic Education
Location in E3 100, (323) 260 - 8174

Academic Preparation

ACAD PR 001CE-Language Arts: Writing Mechanics (Repeatable) - 0 Unit
11270  LEC  8:00 am - 9:35 am  MWF Dentino,J  RSMID 8*  
* Rosemead Center, 2444 Del Mar Avenue, Rosemead, CA 91770- 323 415-5400.

ACAD PR 002CE-Language Arts: Writing Sentences (Repeatable) - 0 Unit
11272  LEC  8:00 am - 10:25 am  TTh Dentino,J  RSMID 8*  
* Rosemead Center, 2444 Del Mar Avenue, Rosemead, CA 91770- 323 415-5400.

ACAD PR 003CE-Language Arts: Writing Essays (Repeatable) - 0 Unit
11273  LEC  10:00 am - 11:35 am  MWF Nicasio,N  RSMID 8*  
* Rosemead Center, 2444 Del Mar Avenue, Rosemead, CA 91770- 323 415-5400.

ACAD PR 005CE-Language Arts: Reading Non-Fiction (Repeatable) - 0 Unit
10051  LEC  6:30 pm - 8:55 pm  TTh Barnitt, LC  E3 150

ACAD PR 012CE-Mathematics: Fractions (Repeatable) - 0 Unit
10059  LEC  9:00 am - 11:50 am  MW Bernhard, G S  E3 107

ACAD PR 014CE-Mathematics: Ratio, Proportion, And Percent (Repeatable) - 0 Unit
10064  LEC  9:00 am - 11:25 am  TTh Bernhard, G S  E3 107

Citizenship

CITIZN 050CE-Citizenship For Immigrants (Repeatable) - 0 Unit
11246  LEC  8:00 am - 11:30 am  MTWThF Pillay, P S  RSMID 12*  
* Rosemead Center, 2444 Del Mar Avenue, Rosemead, CA 91770-323 415-5400.

English Second Language - NC

ESL NC 042CE-Writing/Grammar/Reading/Vocabulary/Speaking III (Repeatable) - 0 Unit
11243  LEC  8:00 am - 11:30 am  MTWThF Hodgson-DeSilva, K  RSMID 6*  
* Rosemead Center, 2444 Del Mar Avenue, Rosemead, CA 91770-323 415-5400.
10640  LEC  9:00 am - 12:25 pm  MTWTh Elgudin, L  E3 152

ESL NC 043CE-Writing/Grammar/Reading/Vocabulary/Speaking IV (Repeatable) - 0 Unit
10645  LEC  8:00 am - 11:30 am  MTWTh Hossain, U S  E3 308

ESL NC 044CE-Conversation (Repeatable) - 0 Unit
10650  LEC  4:50 pm - 7:15 pm  MTWTh Hayes, M  E3 308

ESL NC 050CE-Beginning Conversation (Repeatable) - 0 Unit
11242  LEC  8:00 am - 11:30 am  MTWTh Segovia, E  E3 150
11244  LEC  8:00 am - 11:30 am  MTWTh Sell, N  RSMID 9*  
* Rosemead Center, 2444 Del Mar Avenue, Rosemead, CA 91770-323 415-5400.

ESL NC 051CE-Intermediate Conversation (Repeatable) - 0 Unit
11245  LEC  8:00 am - 11:30 am  MTWThF Koupari, K  RSMID 10*  
* Rosemead Center, 2444 Del Mar Avenue, Rosemead, CA 91770-323 415-5400.

Vocational Education

VOC ED 101CE-Workplace Skills 1: Computer Basics (Repeatable) - 0 Unit
11598  LEC  12:00 pm - 2:25 pm  MW Hadjinian, H  RSMID 15  
* Rosemead Center, 2444 Del Mar Avenue, Rosemead, CA 91770-323 415-5400.

SPRING 2020

NONCREDIT

Academic Preparation

ACAD PR 001CE-Language Arts: Writing Mechanics (Repeatable) - 0 Unit
11934  LEC  8:00 am - 9:30 am  Sa Arroyo, E  ROOFERS  
*Please be advised that this class meets at Roofers Union, So. Ca. Roofers & Waterproofers I.A. & T.C. 1315 - Grand Ave, Pomona, CA 91766

12016  LEC  8:00 am - 9:35 am  F Koupari, K  RSMID 15  
*Please be advised that this class meets at our Rosemead Center, 2444 Del Mar Avenue, Rosemead, CA 91770-323 415-5400

11957  LEC  9:40 am - 11:10 am  Sa Arroyo, E  ROOFERS  
*Please be advised that this class meets at Roofers Union, So. Ca. Roofers & Waterproofers I.A. & T.C. 1315 - Grand Ave, Pomona, CA 91766

ACAD PR 002CE-Language Arts: Writing Sentences (Repeatable) - 0 Unit
20145  LEC  9:45 am - 11:20 am  F Koupari, K  RSMID 15  
*Please be advised that this class meets at our Rosemead Center, 2444 Del Mar Avenue, Rosemead, CA 91770-323 415-5400

ACAD PR 003CE-Language Arts: Writing Essays (Repeatable) - 0 Unit
20050  LEC  11:30 am - 1:05 pm  F Nicasio, N  RSMID 8  
*Please be advised that this class meets at our Rosemead Center, 2444 Del Mar Avenue, Rosemead, CA 91770-323 415-5400

ACAD PR 006CE-Reading And Writing I (Repeatable) - 0 Unit
19694  LEC  9:30 am - 12:05 pm  MW Foster, L E  E3 150

ACAD PR 007CE-Reading And Writing II (Repeatable) - 0 Unit
19695  LEC  9:30 am - 12:05 pm  TTh Villacorte, D A  E3 150

ACAD PR 011CE-Mathematics: Whole Numbers And Decimals (Repeatable) - 0 Unit
12304  LEC  12:30 pm - 1:10 pm  MTWThF Moraza, X  LACOE-DWNY  
*Please be advised that this class meets at LACOE Downey, 9525 Imperial Hwy, ECE 201, Downey, CA 90242  (Starts 02/10/2020, Ends 04/05/2020)

20208  LEC  12:30 pm - 1:10 pm  MTWThF Moraza, X  LACOE-DWNY  
*Please be advised that this class meets at LACOE Downey, 9525 Imperial Hwy, ECE 201, Downey, CA 90242  (Starts 04/13/2020, Ends 06/08/2020)
ACAD PR 012CE - Mathematics: Fractions (Repeatable) - 0 Unit

12341 LEC 8:00 am - 9:30 am Sa Lee, P ROOFERS
*Please be advised that this class meets at Roofers Union, So. Ca. Roofers & Waterproofers J.A. & T.C.. Grand Ave, Pomona, CA 91766

12364 LEC 9:40 am - 11:10 am Sa Lee, P ROOFERS
*Please be advised that this class meets at Roofers Union, So. Ca. Roofers & Waterproofers J.A. & T.C.. Grand Ave, Pomona, CA 91766

19697 LEC 1:20 pm - 2:00 pm MTWTH Moraza, X LACOE-DWNWY
*Please be advised that this class meets at LACOE Downey, 9525 Imperial Hwy., ECE 201, Downey, CA 90242
(Starts 02/10/2020, Ends 04/05/2020)

20209 LEC 1:20 pm - 1:55 pm MTWTH Moraza, X LACOE-DWNWY
*Please be advised that this class meets at LACOE Downey, 9525 Imperial Hwy., ECE 201, Downey, CA 90242
(Starts 02/10/2020, Ends 04/06/2020)

ACAD PR 014CE - Mathematics: Ratio, Proportion, And Percent (Repeatable) - 0 Unit

12379 LEC 2:10 pm - 2:50 pm MTWTH Moraza, X LACOE-DWNWY
*Please be advised that this class meets at LACOE Downey, 9525 Imperial Hwy., ECE 201, Downey, CA 90242
(Starts 02/10/2020, Ends 04/05/2020)

ACAD PR 018CE - Preparatory Mathematics (Repeatable) - 0 Unit

19873 LEC 8:30 am - 10:30 am Sa Lopez, A SGEC 107*
*SOUTH GATE CLASS - Please be advised that this class meets at our South Gate Educational Center, 2340 Firestone Blvd., South Gate, CA 90280 - 323 357-6200

& 19913 LAB 10:30 am - 12:40 pm Sa Lopez, A SGEC 107*
*SOUTH GATE CLASS - Please be advised that this class meets at our South Gate Educational Center, 2340 Firestone Blvd., South Gate, CA 90280 - 323 357-6200

19698 LEC 11:00 am - 11:50 am T Th Joven, M L K7 109
& 19699 LAB 11:50 am - 12:40 pm T Th Joven, M L K7 109

Basic Skills

BSICS KL 082CE - Ged Preparation: Reading Skills (Repeatable) - 0 Unit

19700 LEC 9:00 am - 10:25 am MW Dentino, J E3 308

BSICS KL 084CE - GED/HISSET PREPARATION: MATHEMATICS (Repeatable) - 0 Unit

19716 LEC 8:00 am - 12:30 pm M Escobedo, J LACOE CARS
*Please be advised that this class meets at LACOE Carson, 649 Alberntoni St., Carson, CA 90747

19717 LEC 8:00 am - 12:15 pm T Escobedo, J LACOE CARS
*Please be advised that this class meets at LACOE Carson, 649 Alberntoni St., Carson, CA 90747

19714 LEC 10:30 am - 12:35 pm MW Joven, M L K7 109

19715 LEC 6:00 pm - 8:05 pm MW Bernhard, G S E3 457

BSICS KL 085CE - GED/HISSET Preparation: Science (Repeatable) - 0 Unit

19701 LEC 12:40 pm - 2:05 pm MW Villalvazo, A K7 109

19702 LEC 8:00 pm - 9:30 pm MW Bernhard, G S E3 152

BSICS KL 086CE - GED/HISSET Preparation: Social Studies (Repeatable) - 0 Unit

19704 LEC 8:00 am - 11:20 am F Barajas, LL LACOE CARS
*Please be advised that this class meets at LACOE Carson, 649 Alberntoni St., Carson, CA 90747

19703 LEC 9:30 am - 10:55 am T Th Flores, J K7 109

BSICS KL 088CE - Ged Preparation: Language Skills (Repeatable) - 0 Unit

20480 LEC 8:00 am - 9:25 am T Th Villacorte, D A E3 150

Citizenship

CITIZN 050CE - Citizenship For Immigrants (Repeatable) - 0 Unit

10082 LEC 8:30 am - 11:50 am Sa Reynales, M SGEC 125*
*SOUTH GATE CLASS - Please be advised that this class meets at our South Gate Educational Center, 2340 Firestone Blvd., South Gate, CA 90280 - 323 357-6200

18626 LEC 9:00 am - 11:35 am MW Flores, J STROSE
*Please be advised that this class meets at St. Rose of Lima Catholic Church, 6022 Pine Ave., Maywood, CA 90270

23833 LEC 9:00 am - 12:35 pm Sa Duarte, J SALEF
And LEC 5:00 pm - 8:35 pm Th Duarte, J SALEF
*Please be advised that this class meets at SALEF, 421 S Bixel St, Los Angeles, CA 90017
(Starts 02/13/2020, Ends 06/06/2020)

10070 LEC 9:30 am - 2:50 pm Sa Sell, N E3 152

10251 LEC 10:00 am - 12:35 pm MT Cubas, A VERMONTEDC
*Please be advised that this class meets at Vermont Slauson EDC, 1130 W Slauson Ave., Los Angeles, CA 90044

23663 LEC 10:00 am - 12:30 pm W Th Barajas, LL
*Please be advised that this class meets at El Centro De Apoyo, 2677 Zoe Ave., Huntington Park, CA. 90255

20166 LEC 11:00 am - 1:50 pm MT Barajas, LL RMSD 7
*Please be advised that this class meets at our Rosemed Center, 2444 Del Mar Avenue, Rosemead, CA 91770 - 323 415-5400

18625 LEC 1:00 pm - 3:35 pm MW Cubas, A ELAOCUP
*Please be advised that this class meets at East Los Angeles Occupational Center, 2100 Marengo St., Los Angeles, CA 90033

23918 LEC 5:00 pm - 7:35 pm T Th Mendoza, R LEGACY LA
*Please be advised that this class meets at Clinica-Pico, 123 South Alvarado St., Los Angeles, CA 90057

10116 LEC 6:00 pm - 8:50 pm MW Renderos, K RMSD 12*
*Please be advised that this class meets at our Rosemed Center, 2444 Del Mar Avenue, Rosemead, CA 91770 - 323 415-5400

21629 LEC 6:00 pm - 8:50 pm MW Barajas, LL LA PROMISE
*Please be advised that this class meets at Leland R. Weaver Library, 4035 Tweedy Blvd., South Gate, CA 90280

20191 LEC 6:00 pm - 8:30 pm MW Cubas, A ALLPEOPLE
*Please be advised that this class meets at All People's Community Center, St. Cecilia Church, 822 E. 20th St., Los Angeles, CA 90011

English Second Language - NC

ESL NC 040CE - Writing/Grammar/Reading/Vocabulary/Listening/Speaking I (Repeatable) - 0 Unit

10363 LEC 8:00 am - 10:35 am MTWTh Hossain, U S K7 109

20481 LEC 8:00 am - 10:35 am MTWTh Sebag, M M KS 108

20110 LEC 8:00 am - 10:50 am MTWTh Kelley, S RMSD 10*
*Please be advised that this class meets at our Rosemed Center, 2444 Del Mar Blvd., Rosemead, CA 91770 - 323 415-5400.

21859 LEC 8:00 am - 10:35 am MTWTh Munoz-Nebbia, M RMSD 13
*Please be advised that this class meets at our Rosemed Center, 2444 Del Mar Blvd., Rosemead, CA 91770 - 323 415-5400.

WINTER/SPRING | 2020 | ELAC CEWD | 7
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Time</th>
<th>Days</th>
<th>Instructor</th>
<th>Location</th>
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<tbody>
<tr>
<td>11425</td>
<td>LEC</td>
<td>6:00 pm - 8:50 pm</td>
<td>MW</td>
<td>Pillay, P.S.</td>
<td>E3 150</td>
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<td>Dentino, J.</td>
<td>RSM 13</td>
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<td>*Please be advised that this class meets at our Rosemead Center, 2444 Del Mar Blvd., Rosemead, CA 91770 - 323 415 5400.</td>
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<td><strong>ESL NC 044CE-Conversation (Repeatable) - 0 Unit</strong></td>
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<td>19813</td>
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<td>8:15 am - 10:50 am</td>
<td>MW</td>
<td>Cerdenio, R.E.</td>
<td>MALABAR</td>
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<td>*Please be advised that this class meets at Malabar Elementary School, 3200 East Malabar St., Los Angeles, CA 90063</td>
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<td>MW</td>
<td>Roth, K.</td>
<td>FISHBURN</td>
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<td>*Please be advised that this class meets at Fishburn Elementary, 5701 Fishburn Ave., Maywood, CA 90270</td>
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<td>19820</td>
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<td>TTh</td>
<td>Hutzell, J.</td>
<td>HPK HS</td>
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<td>*Please be advised that this class meets at Huntington Park High School, 6020 Miles Ave., Huntington Park, CA 90255</td>
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<td>19821</td>
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<td>MW</td>
<td>Shabazi, Z.</td>
<td>EVERGREEN</td>
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<td>*Please be advised that this class meets at Evergreen Elementary School, 2730 Ganahl St., Los Angeles, CA 90033</td>
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<td>22048</td>
<td>LEC</td>
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<td>TTh</td>
<td>Gardafio, N.A.</td>
<td>NORTHRUP</td>
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<td>*Please be advised that this class meets at Northrup Elementary School, 409 S. Atlantic Blvd., Alhambra, CA 91801</td>
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<td>22049</td>
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<td>MW</td>
<td>Nicolades, A.</td>
<td>PARK ELEM</td>
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<td>*Please be advised that this class meets at Park Elementary, 301 North Marengo Ave., Alhambra, CA 91801</td>
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<td>Shabazi, S.S.</td>
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<td>*Please be advised that this class meets at our Rosemead Center, 2444 Del Mar Blvd., Rosemead, CA 91770 - 323 415 5400. (Starts 02/17/2020, Ends 06/08/2020)</td>
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<td>23474</td>
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<td>MAYWOOD</td>
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<td>*Please be advised that this class meets at Maywood Academy HS, 6125 Pine Avenue, Maywood, CA 90270 (Starts 02/17/2020, Ends 06/08/2020)</td>
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<td>22056</td>
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<td>TTh</td>
<td>Takeda, N.L.</td>
<td>RSM 7</td>
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<td>*Please be advised that this class meets at our Rosemead Center, 2444 Del Mar Blvd., Rosemead, CA 91770 - 323 415 5400.</td>
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<td><strong>ESL NC 046CE-Writing (Repeatable) - 0 Unit</strong></td>
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<td>21706</td>
<td>LEC</td>
<td>12:10 pm - 1:25 pm</td>
<td>MTWTh</td>
<td>Chuaah, C</td>
<td>E3 107</td>
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<td><strong>ESL NC 050CE-Beginning Conversation (Repeatable) - 0 Unit</strong></td>
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<td>19710</td>
<td>LEC</td>
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<td>MW</td>
<td>Nicassin, N.</td>
<td>SAN MIGUEL</td>
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<td>*Please be advised that this class meets at San Miguel Elementary, 9801 San Miguel Ave., South Gate, CA 90280</td>
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<td>19825</td>
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<td>TTh</td>
<td>Elgadil, L.</td>
<td>DOLOHRTA</td>
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<td>*Please be advised that this class meets at Dolores Huerta Elementary, 260 E. 31st St., Los Angeles 90011</td>
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<td>19828</td>
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<td>TTh</td>
<td>Akarada, J.</td>
<td>MANUAL ART</td>
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<td>*Please be advised that this class meets at Manual Arts High, 4131 S Vermont Ave., Los Angeles, CA 90037</td>
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<td>19708</td>
<td>LEC</td>
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<td>MTWTh</td>
<td>Sell, N</td>
<td>E3 308</td>
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<td>19709</td>
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<td>MTWTh</td>
<td>Wong, G</td>
<td>E3 308</td>
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<td>23280</td>
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<td>MW</td>
<td>Nicassin, N.</td>
<td>SAN MIGUEL</td>
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<td>*Please be advised that this class meets at San Miguel Elementary, 9801 San Miguel Ave., South Gate, CA 90280</td>
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<td>19830</td>
<td>LEC</td>
<td>8:30 am - 1:50 pm</td>
<td>F</td>
<td>Munoz-Webb, M</td>
<td>SGEC 108*</td>
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<td>*SOUTH GATE CLASS - Please be advised that this class meets at our South Gate Educational Center, 2340 Firestone Blvd., South Gate, CA 90280 - 323 357-6200.</td>
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<td>26167</td>
<td>LEC</td>
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<td>TTh</td>
<td>Hodges-Ogle, K.</td>
<td>ANTON</td>
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<td>*Please be advised that this class meets at William R. Anton Elementary School, 831 N Bonnie Beach Pl, Los Angeles, CA 90063</td>
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</table>
ESL NC 054CE-Writing Summaries And Paragraphs: Academic Bridge (Repeatable) - 0 Unit

26170 LEC 10:45 am - 1:20 pm TTh Segovia, E RSMID 15
*Please be advised that this class meets at our Rosemead Center, 2444 Del Mar Avenue, Rosemead, CA 91770 - 323 415-5400
(Starts 04/13/2020, Ends 06/08/2020)

ESL NC 055CE-Reading And Vocabulary: Academic Bridge (Repeatable) - 0 Unit

Vocational Education

VOC ED 090CE-Career Exploration/Classroom To Real World (Repeatable) - 0 Unit

26172 LEC 1:00 pm - 1:30 pm MW Barajas, L L K5 108

&

26173 LAB 1:30 pm - 2:35 pm MW Barajas, L L K5 108

VOC ED 098CE-30 Ways To Shine As A New Employee (Repeatable) - 0 Unit

23830 LEC 7:00 am - 7:50 am Sa Raigoza, S ROOFERS
*Please be advised that this class meets at Roofers Union, So. Ca. Roofers & Waterproofers J.A. & T.C. 1315 . Grand Ave, Pomona, CA 91766
(Starts 02/29/2020, Ends 04/11/2020)

23831 LEC 9:00 am - 9:50 am Sa Raigoza, S ROOFERS
*Please be advised that this class meets at Roofers Union, So. Ca. Roofers & Waterproofers J.A. & T.C. 1315 . Grand Ave, Pomona, CA 91766
(Starts 02/29/2020, Ends 04/11/2020)

23832 LEC 11:00 am - 11:50 am Sa Raigoza, S ROOFERS
*Please be advised that this class meets at Roofers Union, So. Ca. Roofers & Waterproofers J.A. & T.C. 1315 . Grand Ave, Pomona, CA 91766
(Starts 03/07/2020, Ends 04/18/2020)

20161 LEC 6:00 pm - 7:15 pm T De La Torre, JA RSMID 6
*Please be advised that this class meets at our Rosemead Center, 2444 Del Mar Avenue, Rosemead, CA 91770 - 323 415-5400
(Starts 02/10/2020, Ends 04/05/2020)

20223 LEC 6:00 pm - 7:15 pm T De La Torre, JA RSMID 6
*Please be advised that this class meets at our Rosemead Center, 2444 Del Mar Avenue, Rosemead, CA 91770 - 323 415-5400
(Starts 03/07/2020, Ends 04/05/2020)

23973 LEC 6:00 pm - 7:15 pm T Corral-Galindo, G ROOFERS
*Please be advised that this class meets at Roofers Union, So. Ca. Roofers & Waterproofers J.A. & T.C. 1315 . Grand Ave, Pomona, CA 91766
(Starts 03/10/2020, Ends 03/31/2020)

23974 LEC 6:00 pm - 7:50 pm Th Corral-Galindo, G ROOFERS
*Please be advised that this class meets at Roofers Union, So. Ca. Roofers & Waterproofers J.A. & T.C. 1315 . Grand Ave, Pomona, CA 91766
(Starts 03/12/2020, Ends 04/02/2020)

VOC ED 101CE-Workplace Skills 1: Computer Basics (Repeatable) - 0 Unit

19834 LEC 9:00 am - 11:50 am W Navarro, M SLEC 104
*Please be advised that this class meets at our Rosemead Center, 2444 Del Mar Avenue, Rosemead, CA 91770 - 323 415-5400
(Starts 02/10/2020, Ends 04/01/2020)

19835 LEC 9:00 am - 10:15 am W Navarro, M SLEC 104
*Please be advised that this class meets at our South Gate Educational Center, 2340 Firestone Blvd., South Gate, CA 90280 - 323 357-6200.
(Starts 04/13/2020, Ends 06/08/2020)

&

23518 LEC 9:00 am - 10:30 am TTh Osio, A V MEXICAN
*Please be advised that this class meets at Mexican Consulate, 2401 W. 6th St., Los Angeles, CA 90057
(Starts 02/10/2020, Ends 04/05/2020)

&

23593 LAB 10:30 am - 11:00 am TTh Osio, A V MEXICAN
*Please be advised that this class meets at Mexican Consulate, 2401 W. 6th St., Los Angeles, CA 90057
(Starts 02/10/2020, Ends 04/05/2020)
VOC ED 356CE-Weight Management, Energy Balance, and Planning Your Diet (Repetable) - 0 Unit
21622 LEC 10:10am - 11:15 am F Bustamante, L SGC 101*
*SOUTH GATE CLASS - Please be advised that this class meets at our South Gate Educational Center, 2340 Firestone Blvd., South Gate, CA 90280 - 323 357-6200.

VOC ED 357CE-Nutrition for Exercise and Making Informed Choices About Food (Repetable) - 0 Unit
21623 LEC 11:25 am - 12:30 pm F Bustamante, L SGC 101*
*SOUTH GATE CLASS - Please be advised that this class meets at our South Gate Educational Center, 2340 Firestone Blvd., South Gate, CA 90280 - 323 357-6200.

VOC ED 360CE-Sewing Essentials (Repetable) - 0 Unit
19731 LEC 9:00 am - 10:35 am F Hansen, J L P2 119
&
19754 LAB 10:35 am - 12:10 pm F Hansen, J L P2 119

VOC ED 429CE-Technical Skills Training for Patient Transporters (Repetable) - 0 Unit
23958 LEC 6:00 pm - 6:50 pm M Lott, S A4 BUNG
(Starts 04/13/2020, Ends 05/18/2020)
&
23959 LAB 6:50 pm - 8:40 pm M Lott, S A4 BUNG
(Starts 04/13/2020, Ends 05/18/2020)

VOC ED 430CE-Basic Medical Terminology (Repetable) - 0 Unit
23948 LEC 9:00 am - 2:50 pm M Harrison, T RSMD 6
*Please be advised that this class meets at our Rosemead Center, 2444 Del Mar Blvd., Rosemead, CA 91770 - 323 415 5400.
(Starts 04/13/2020, Ends 05/18/2020)

VOC ED 431CE-Communication in Healthcare (Repetable) - 0 Unit
23949 LEC 9:00 am - 12:50 pm M Harrison, T RSMD 6
*Please be advised that this class meets at our Rosemead Center, 2444 Del Mar Blvd., Rosemead, CA 91770 - 323 415 5400.
(Starts 05/04/2020, Ends 05/19/2020)

VOC ED 432CE-Community Pharmacy (Repetable) - 0 Unit
23957 LEC 9:00 am - 11:05 am Sa, Heard, TM SGC 106*
*SOUTH GATE CLASS - Please be advised that this class meets at our South Gate Educational Center, 2340 Firestone Blvd., South Gate, CA 90280 - 323 357-6200.
(Starts 04/13/2020, Ends 06/06/2020)

VOC ED 434CE-Legal Obligations and Medical Ethics (Repetable) - 0 Unit
23950 LEC 9:00 am - 1:15 pm T Harrison, T RSMD 6
*Please be advised that this class meets at our Rosemead Center, 2444 Del Mar Blvd., Rosemead, CA 91770 - 323 415 5400.
(Starts 04/13/2020, Ends 06/08/2020)

VOC ED 435CE-Medical Records and Scheduling (Repetable) - 0 Unit
23951 LEC 9:00 am - 1:15 pm W Harrison, T RSMD 6
*Please be advised that this class meets at our Rosemead Center, 2444 Del Mar Blvd., Rosemead, CA 91770 - 323 415 5400.
(Starts 04/13/2020, Ends 06/08/2020)

23956 LEC 5:45 pm - 10:00 pm Th Hendrix, D M SGC 109*
*SOUTH GATE CLASS - Please be advised that this class meets at our South Gate Educational Center, 2340 Firestone Blvd., South Gate, CA 90280 - 323 357-6200.
(Starts 04/13/2020, Ends 06/08/2020)
winter
2020
spring
CAREER
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SHORT TERM PROGRAMS
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MEDICAL ASSISTANT PROGRAM

• FREE TEXT BOOKS PROVIDED ON LOAN FOR EACH COURSE*
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• FREE REGISTRATION FOR LICENSURE EXAM*
• OPTION TO ADVANCE TO AN ASSOCIATE OF SCIENCE DEGREE
• LEARN FROM EXPERIENCED PHARMACIST & PHARMACY TECHNICIANS
• HANDS ON EXPERIENCE
• JOB PLACEMENT ASSISTANCE

*WHILE FUNDING IS AVAILABLE

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PHARMACY TECHNOLOGY PROGRAM

FINANCIAL AID AVAILABLE
The Certificate of Achievement provides students with a solid foundation of cloud computing technologies and provides them with the understanding required to effectively evaluate and assess the business and technical benefits of cloud computing and cloud applications.

Areas of specialty lead into careers including software development, project management, system analysis, and maintenance among other areas. Cloud Computing has become an area of high demand in the labor market.

The Department of Architecture at East Los Angeles College is the most extensive in Southern California in terms of course offerings, programs, and faculty.

The department is committed to provide its students with the most relevant and highest level of professional education in the field of architecture and to prepare them to the societal, cultural, and environmental challenges that they will face in their careers.

Every year, a large number of our students transfer to a local university program such as USC, Woodbury University, Art Center, New School of Design, SCI-Arc, or Cal Poly Pomona.

An increasing number of our students also transfer to out of state schools and in particular to East Coast institutions such as Pratt, Cooper Union, Syracuse, University of Pennsylvania, and Illinois Institute of Technology to name a few.
BECOME A CERTIFIED CUSTODIAL TECHNICIAN IN JUST 11 WEEKS WITH OUR FREE NON-CREDIT PROGRAM

The Custodial Technician Training program at East Los Angeles College will provide students with the knowledge and hands-on training needed to apply for entry-level building maintenance service positions in the public and private sectors. Students will learn and practice basic safety protocols, to use of common custodial tools, and specific cleaning processes for different types of building areas.

CUSTODIAL TECHNICIAN TRAINING PROGRAM CERTIFICATE OF COMPLETION

If you are interested in obtaining employment in the cleaning industry, the custodial technician training program is a great way to get started. East Los Angeles College’s Custodial Technician certificate training program will prepare you to work in the custodial field as quickly as possible. The classes are offered for FREE, and are conducted as pass/fail. No credit or grades are given. This is a 60-hour custodial training course and a 36-hour Blueprint for workplace success course. In order to receive a certificate of completion students must attend all scheduled classes.

This program is fast-paced and will provide you with the skills and knowledge to work as a custodian in healthcare environment, Schools, and many other industries. Also, you will learn the impact of the Custodian Technician in Facilities Management.

When you successfully complete the training with a "pass," you will receive a Certificate of Completion and job readiness and employment placement assistance from an experienced instructor and coaches.

Student Eligibility and Requirements: All students are eligible to participate in these FREE, noncredit classes. You will be expected to attend each class and every day, study hard and successfully learn the material.

Room: K5-108
East Los Angeles College

323.260.8174 • 323.260.8175 custodialprogram@elac.edu
CHILD DEVELOPMENT CENTER

ELAC’s Child Development Center offers its services to children 2 - 6 years of age.

We accept school-age children up to Kindergarten.

- Childhood is the most important time in one’s life, as it sets the pathway; it is not to be hurried or short changed.

- A child has rights and is to be respected.

- A child is valued as an individual, and therefore, a child’s learning pace is respected.

El Centro de Desarrollo Infantil de ELAC ofrece sus servicios a niños de 2 a 6 años de edad

Aceptaramos niños en edad escolar hasta jardín de niños

- La infancia es el momento más importante en la vida, establece el camino; no es para apresurarse o devaluar su importancia.

- Un niño tiene derechos y deben ser respetados.

- Un niño se valora como individuo y por lo tanto, se respeta el ritmo de aprendizaje de un niño.

For more information: (323) 265-8788

Marcia Cagigas, Director
E-mail: cagigam@elac.edu

Jacqueline Zavala, Vice Director
E-mail: zavalaj3@elac.edu

Location:
A1 Building
1301 Avenida Cesar Chavez
Monterey Park, CA 91754
ELAC Specialized
America's Job Center of California™

BUILDING BRIDGES TO EMPLOYMENT

K-7 • 1301 Avenida Cesar Chavez • Monterey Park, CA 91754
One-Stop
- East Los Angeles College
- Los Angeles County Resources
- Career Pathway Discovery

Learn
- Current Job Skills & New Job Skills
- Strategies for Employment
- Community Resources
- Entrepreneurship
- Career Education Programs
- Short Term Training Programs
- Adult Learner Resources
- Employers Expectations
- High Demand Jobs
- Industry Rates of Pay
- Resume Building

Access
- College Resources
- Free Non-Credit Courses
- Job Search Database
- Financial Relief
- Child Care Resources
- Summer Jobs
- Work Experience
- Career Internships
- Community Service
- Self Assessment Tools
- Adult & Continuing Education
- Student-Veteran Resources
- Undocumented Student Resources
- Application for Youth Work Permit

2340 Firestone Blvd, South Gate, CA 90280
323-568-5821
COMMUNITY SERVICES

* COMMUNITY SERVICES CLASSES ARE NOT-FOR-CREDIT, SHORT-TERM, AND FEE BASED.

INVIEMNO2020 PRIMAVERA

Office Location: K5-102
1301 Avenida Cesar Chavez,
Monterey Park, CA 91754

Phone Number: 323-265-8793
CHILDREN’S COLLEGE
EARLY CHILDHOOD EDUCATION

NUMBERS & COUNTING ACTIVITIES FOR PRESCHOOLERS
Ages: 2 ½ – 4 yrs.
The activities in this class are designed to provide fun educational ways for your child to practice counting and number recognition. $10 material fee paid at the time of registration.

#11299 5 Saturdays 10:00 AM - 10:50 AM Jan. 11 - Feb. 8 $60
Lihua Situ-Zhao

#11300 5 Saturdays 10:00 AM - 10:50 AM Feb. 29 - Mar. 28 $60
Lihua Situ-Zhao

#11301 5 Saturdays 10:00 AM - 10:50 AM Apr. 18 - May 16 $60
Lihua Situ-Zhao

LETTERS & ALPHABET ACTIVITIES FOR PRESCHOOLERS
Ages: 2 ½ – 4 yrs.
The activities in this class are designed to provide fun educational ways for your child to learn the alphabet, and identify letters and sound recognition. $10 material fee paid at the time of registration.

#11302 5 Saturdays 11:00 AM - 11:50 AM Jan. 11 - Feb. 8 $60
Lihua Situ-Zhao

#11303 5 Saturdays 11:00 AM - 11:50 AM Feb. 29 - Mar. 28 $60
Lihua Situ-Zhao

#11304 5 Saturdays 11:00 AM - 11:50 AM Apr. 18 - May 16 $60
Lihua Situ-Zhao

GETTING READY FOR KINDERGARTEN
Ages: 4 – 5 yrs.
Children will experience the joy of learning by developing skills required for kindergarten. $5 material fee paid at the time of registration.

#11305 5 Saturdays 9:00 AM - 10:50 AM Jan. 11 - Feb. 8 $80
Gabriela Garcia

#11306 5 Saturdays 9:00 AM - 10:50 AM Feb. 29 - Mar. 28 $80
Gabriela Garcia

#11307 5 Saturdays 9:00 AM - 10:50 AM Apr. 18 - May 16 $80
Gabriela Garcia

Gabriela Garcia has been a school teacher for over 18 years. She has worked for Community Services for 11 years servicing students from Pre-K to 3rd grade.

ART AND NATURE ADVENTURE FOR CHILD & PARENT
Ages: 2 ½ – 4 yrs.
Children will explore the outdoor world making nature awareness crafts with parents. They will make butterflies, birds, monkeys, snakes and bird feeders. Parent participation is required. $5 material fee paid at the time of registration.

#11308 5 Sundays 9:00 AM - 9:50 AM Jan. 12 - Feb. 9 $60
Elida Park

#11309 5 Sundays 9:00 AM - 9:50 AM Mar. 1 - Mar. 29 $60
Elida Park

#11310 5 Sundays 9:00 AM - 9:50 AM Apr. 19 - May 17 $60
Elida Park

ABC’S AND 123’S
Ages: 2 ½ – 4 yrs.
Students will learn to recognize shapes, colors, numbers and how to spell their own name. They will also learn to share their ideas with mom and dad. Parent participation is required. $5 material fee paid at the time of registration.

#11311 5 Sundays 10:00 AM - 10:50 AM Jan. 12 - Feb. 9 $60
Elida Park

#11312 5 Sundays 10:00 AM - 10:50 AM Mar. 1 - Mar. 29 $60
Elida Park

#11313 5 Sundays 10:00 AM - 10:50 AM Apr. 19 - May 17 $60
Elida Park

KINDERGYM
Ages: 2 ½ – 5 yrs.
Enjoy a time of fun and exercise. Games, songs, and motor skill activities will help your child develop coordination, confidence, and physical fitness. Parent participation is required.

#11314 5 Sundays 11:30 AM - 12:20 PM Jan. 12 - Feb. 9 $60
Elida Park

#11315 5 Sundays 11:30 AM - 12:20 PM Mar. 1 - Mar. 29 $60
Elida Park

#11316 5 Sundays 11:30 AM - 12:20 PM Apr. 19 - May 17 $60
Elida Park

SCIENCE FUN FOR PRESCHOOLERS: CURIOSITY AND SENSES
Ages: 4 – 5 yrs.
In this course science exploration will be used as a tool to facilitate the development of observation, prediction, and analytical skills of preschool children. Children will be encouraged to observe, predict, measure, test, document, and communicate. This class will foster critical thinking and the ability to ask questions. Science activities will emphasize the five human senses. Students will observe, be encouraged to make predictions, and annotate their thoughts and results in their first science journal using drawings. $10 material fee paid at the time of registration.

#11317 5 Sundays 9:00 AM - 10:20 AM Jan. 12 - Feb. 9 $70
Joshua Barreras

#11318 5 Sundays 9:00 AM - 10:20 AM Mar. 1 - Mar. 29 $70
Joshua Barreras

#11319 5 Sundays 9:00 AM - 10:20 AM Apr. 19 - May 17 $70
Joshua Barreras
PHONICS FOR KIDS
Phonics is a method of teaching reading based on the sounds of letters, groups of letters, and syllables. Children having difficulty reading may profit from phonics. Please register students by school grade level. No pre-school children. $3 material fee paid at the time of registration.

Kindergarten
#11320 5 Saturdays Jan. 11 - Feb. 8 $60
11:00 AM - 11:50 AM Gabriela Garcia

#11321 5 Saturdays Feb. 29 - Mar. 28 $60
11:00 AM - 11:50 AM Gabriela Garcia

#11322 5 Saturdays Apr. 18 - May 16 $60
11:00 AM - 11:50 AM Gabriela Garcia

Grade: 1st
#11323 5 Saturdays Jan. 11 - Feb. 8 $60
12:00 PM - 12:50 PM Gabriela Garcia

#11324 5 Saturdays Feb. 29 - Mar. 28 $60
12:00 PM - 12:50 PM Gabriela Garcia

#11325 5 Saturdays Apr. 18 - May 16 $60
12:00 PM - 12:50 PM Gabriela Garcia

Grade: 2nd or 3rd
#11326 5 Saturdays Jan. 11 - Feb. 8 $60
1:00 PM - 1:50 PM Gabriela Garcia

#11327 5 Saturdays Feb. 29 - Mar. 28 $60
1:00 PM - 1:50 PM Gabriela Garcia

#11328 5 Saturdays Apr. 18 - May 16 $60
1:00 PM - 1:50 PM Gabriela Garcia

Reading / Phonics / Spelling are welcome to sit in and assist the child in learning the basics of reading skills. Bring #2 pencils. $5 material fee paid at the time of registration.

Grade: 1st
#11329 5 Saturdays Jan. 11 - Feb. 8 $60
9:00 AM - 9:50 AM Mary L. Boglio

#11330 5 Saturdays Feb. 29 - Mar. 28 $60
9:00 AM - 9:50 AM Mary L. Boglio

#11331 5 Saturdays Apr. 18 - May 16 $60
9:00 AM - 9:50 AM Mary L. Boglio

Grade: 2nd
#11332 5 Saturdays Jan. 11 - Feb. 8 $60
10:00 AM - 10:50 AM Mary L. Boglio

#11333 5 Saturdays Feb. 29 - Mar. 28 $60
10:00 AM - 10:50 AM Mary L. Boglio

#11334 5 Saturdays Apr. 18 - May 16 $60
10:00 AM - 10:50 AM Mary L. Boglio

Grade: 3rd
#11335 5 Saturdays Jan. 11 - Feb. 8 $60
11:00 AM - 11:50 AM Mary L. Boglio

#11336 5 Saturdays Feb. 29 - Mar. 28 $60
11:00 AM - 11:50 AM Mary L. Boglio

#11337 5 Saturdays Apr. 18 - May 16 $60
11:00 AM - 11:50 AM Mary L. Boglio

Grade: 4th
#11338 5 Saturdays Jan. 11 - Feb. 8 $60
12:00 PM - 12:50 PM Mary L. Boglio

#11339 5 Saturdays Feb. 29 - Mar. 28 $60
12:00 PM - 12:50 PM Mary L. Boglio

Mary L. Boglio has a teaching degree in English as Second Language (ESL) and has been teaching a wide spectrum of students ranging from adult education to high school to elementary school for well over 30 years.

READING COMPREHENSION
This course will help students understand and remember what they read. Students will learn to improve their reading comprehension skills while reading fun stories. $5 material fee paid at the time of registration.

Grade: 1st
#11340 5 Saturdays Apr. 18 - May 16 $60
12:00 PM - 12:50 PM Mary L. Boglio

Grade: 2nd
#11341 5 Saturdays Jan. 11 - Feb. 8 $60
11:00 AM - 11:50 AM Mary L. Boglio

#11342 5 Saturdays Feb. 29 - Mar. 28 $60
11:00 AM - 11:50 AM Mary L. Boglio

#11343 5 Saturdays Apr. 18 - May 16 $60
11:00 AM - 11:50 AM Mary L. Boglio

Grade: 3rd
#11344 5 Saturdays Jan. 11 - Feb. 8 $60
9:00 AM - 9:50 AM Melody Guerrero

#11345 5 Saturdays Feb. 29 - Mar. 28 $60
9:00 AM - 9:50 AM Melody Guerrero

#11346 5 Saturdays Apr. 18 - May 16 $60
9:00 AM - 9:50 AM Melody Guerrero

Grade: 4th
#11347 5 Saturdays Jan. 11 - Feb. 8 $60
10:00 AM - 10:50 AM Melody Guerrero

#11348 5 Saturdays Feb. 29 - Mar. 28 $60
10:00 AM - 10:50 AM Melody Guerrero

#11349 5 Saturdays Apr. 18 - May 16 $60
10:00 AM - 10:50 AM Melody Guerrero

Gabriela Garcia has been a school teacher for over 18 years. She has worked for ELAC Community Services for more than 15 years servicing students from Pre-K to 3rd grade.
BUILDING VOCABULARY
This course will introduce students to an array of vocabulary words. Class exercises will enable students to proactively integrate new vocabulary into their writing and speech. This class is designed for students who wish to expand their vocabulary in a quick, fun and painless way. Also those who plan to take the SAT in the future will find this course helpful. **$5 material fee paid at the time of registration.**

Grades: 3rd or 4th

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Grades: 5th or 6th

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CREATIVE WRITING
This course will introduce students to the process and techniques of creative writing. Students will experiment with the four genres of writing: fiction, non-fiction, poetry and drama. Class reading and discussion will expose students to each genre, as well as examples of the successes and strategies of other writers. Students are required to write regularly and participate in class. **$5 material fee paid at the time of registration.**

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ESSAY WRITING
Ages: 9 – 12 yrs.
In this class students will discuss different types of essays such as argumentative, narrative, and compare and contrast. Students will be presented with appropriate ways to write an essay. Students will learn to write adequate thesis statements and will be presented with useful methods that will help them compose introductory, body, and concluding paragraphs appropriately. Please bring writing paper, pen & pencil. **$5 material fee paid at the time of registration.**

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<td>Apr. 18 - May 16</td>
<td>11:00 AM - 11:50 AM</td>
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SHAKESPEARE FOR KIDS
Ages: 8 – 12 yrs.
Students will be introduced to Shakespeare in an easy and fun format. No prior knowledge is necessary for this course. Weekly writing reflections will range from creative to formal writing. Students will perform a scene in its formal form in the final week. **$5 material fee paid at the time of registration.**

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<td>Apr. 18 - May 16</td>
<td>1:00 PM - 1:50 PM</td>
<td>Danielle Canel</td>
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PUBLIC SPEAKING & DEBATE
Ages: 9 – 12 yrs.
This class will help students be able to speak confidently about a variety of topics. It will show students how to form opinions and will show students how to be able to defend them. Using different source material such as books, news articles, or clips from the news; students will be asked to debate certain topics ranging from uniform in schools to local community issues. **$5 material fee paid at the time of registration.**

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<td>Apr. 18 - May 16</td>
<td>12:00 PM - 12:50 PM</td>
<td>Danielle Canel</td>
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Danielle Canel has a B.A. in English.
STUDY SKILLS

THERAPEUTIC HYPNOSIS FOR KIDS
Ages: 4 – 12 yrs.

Kids will learn how their mind records information since birth, and how it controls pain and their emotions. Group therapeutic hypnosis will be used to help improve concentration, memory, eliminate fears, reduce shyness, and to boost self-esteem and confidence so they can feel and function better emotionally, physically and intellectually. $22 material fee paid at the time of registration.

#11377 5 Sundays Jan. 12 - Feb. 9
$70 12:00 PM - 1:30 PM Jethro Carter

#11378 5 Sundays Mar. 1 - Mar. 29
$70 12:00 PM - 1:30 PM Jethro Carter

#11379 5 Sundays Apr. 19 - May 17
$70 12:00 PM - 1:30 PM Jethro Carter

Jethro Carter, C.C. Ht., is a Certified Clinical Hypnotherapist and Certified Master Hypnotist.

HYPNOSIS FOR TEENAGERS
Ages: 11 – 17 yrs.

Through hypnosis (a natural state of relaxation) positive suggestions in combination with guided imagery will be given to help students improve concentration and memory, increase motivation, boost their self-esteem and confidence, reduce shyness, reduce social and test anxiety, overcome procrastination, and more. $15 material fee paid at the time of registration (hypnosis CD included).

#11380 5 Saturdays Apr. 18 - May 16
$70 12:00 PM - 1:30 PM Víctor Aragón

Víctor Aragón Jr. is a Certified Hypnotherapist with expertise in Therapeutic Hypnosis, Human Behavior, Metaphysics and is the Published Author of the book: Philosophy of Life.

TEST PREPARATION

Making the decision to attend college is probably one of the most important decisions you’ll ever make, and your performance on college entrance exams is instrumental in determining your college choice. Universities and colleges throughout the U.S. require applicants to take the SAT or ACT as part of their evaluation package. These course will prepare you for both tests.

SAT / ACT PREPARATION - VERBAL QUESTIONS

SAT/ACT Preparation Part I will give you all the information you need to do well on the verbal questions of the ACT and the new SAT. The ACT verbal sections are called the Reading Test, the English Test, and the Science Test. The Reading Test and the English Test assess your knowledge of English usage, grammar, and reading comprehension. This course will provide you with a grammar and usage review specifically geared to the rules that you’ll be tested on in the ACT. You’ll also learn how to maximize your time on reading comprehension passages and the passages in the science test. The Reading section consists of Information & Ideas, Rhetoric, and Synthesis questions based on reading passages and quantitative information. You’ll learn how to answer the question types in the most time-efficient manner. The SAT also contains a Writing and Language section, which includes multiple-choice questions about rhetoric, grammar, and English usage. The essay on the SAT is now optional and administered in its own section. This course will prepare you to write the type of essays that grading officials are looking for and will provide you with a grammar and usage review that’s specific to the rules you’ll be tested on in the new SAT.

In addition to preparing you for specific question types on both exams, this course will give you pointers in time management, anxiety relief, scoring, and general standardized test-taking. Weekly assignments will encourage you to work with your fellow classmates and your instructor to maximize your performance on all aspects of the verbal questions of the ACT and SAT.

Continuous Enrollment 6 weeks $100 Online www.ed2go.com/elac

SAT / ACT PREPARATION - MATH QUESTIONS

SAT/ACT Preparation Part 2 will give you all the information you need to do well on the math questions of the ACT and the new SAT. The ACT math tests your knowledge of arithmetic, algebra, geometry, trigonometry, and basic statistics. This course provides you with a complete math review of all these subjects. We’ll also show you how to use your time wisely so that you finish as many math questions as possible in the 60 minutes the ACT gives you for the math test.

Beginning with the March 2016 exam, the SAT math questions have changed a bit. They eliminated the quantitative comparison questions and added questions on functions and graphing functions. The lessons in this course are designed to prepare you for those changes. In addition to reviewing arithmetic, algebra, geometry, trigonometry, and basic statistics, we’ll cover functions and other algebra II subjects now tested on the SAT.

In addition to preparing you for specific question types on both exams, this course will give you pointers on time management, anxiety relief, scoring, and general standardized test-taking. Weekly assignments encourage you to work with your fellow classmates and your instructor to maximize your performance on all aspects of the math questions of the ACT and SAT.

Continuous Enrollment 6 weeks $100 Online www.ed2go.com/elac

cce.elac.edu
# M A T H E M A T I C S

## MATH TUTORING
Grades: K – 12th
This course offers guided assistance and study skills instruction for K-12 students in any level of mathematics. Students must bring textbook and specific questions relating to homework assignments or test preparation materials.

| #11381 | 5 Saturdays | Jan. 11 - Feb. 8 | $60 |
| #11382 | 5 Saturdays | Feb. 29 - Mar. 28 | $60 |
| #11383 | 5 Saturdays | Apr. 18 - May 16 | $60 |

## ADDITION & SUBTRACTION
Grades: 1st or 2nd
Improve math using drills, fun games, and activities that teach and reinforce skills. Bring notebook and pencil. **$5 material fee paid at the time of registration.**

| #11384 | 5 Saturdays | Jan. 11 - Feb. 8 | $60 |
| #11385 | 5 Saturdays | Jan. 11 - Feb. 8 | $60 |
| #11386 | 5 Saturdays | Feb. 29 - Mar. 28 | $60 |

## MULTIPLICATION & DIVISION
Grades: 3rd or 4th
Reinforce skills with games, activities and drills. Bring notebook and pencil. **$5 material fee paid at the time of registration.**

| #11390 | 5 Saturdays | Jan. 11 - Feb. 8 | $60 |
| #11391 | 5 Saturdays | Jan. 11 - Feb. 8 | $60 |
| #11392 | 5 Saturdays | Feb. 29 - Mar. 28 | $60 |

### HIGH SCHOOL ALGEBRA
Grades: 9th or 10th
This course helps students master the essentials of Algebra I. **$5 material fee paid at the time of registration.**

- **#11387** 5 Saturdays | Jan. 11 - Feb. 8 | $60 |
- **#11388** 5 Saturdays | Jan. 11 - Feb. 8 | $60 |
- **#11389** 5 Saturdays | Feb. 29 - Mar. 28 | $60 |

### HIGH SCHOOL GEOMETRY
Grades: 9th or 10th
This course covers the essentials of Geometry. **$5 material fee paid at the time of registration.**

- **#11393** 5 Sundays | Mar. 1 - Mar. 29 | $60 |
- **#11394** 5 Sundays | Apr. 19 - May 17 | $60 |

### HIGH SCHOOL ALGEBRA II
With Introduction to Trigonometry
This course helps students master the essentials of Algebra II. **$5 material fee paid at the time of registration.**

- **#11395** 5 Saturdays | Jan. 11 - Feb. 8 | $60 |
- **#11396** 5 Saturdays | Feb. 29 - Mar. 28 | $60 |

### PRE-ALGEBRA
Grades: 7th or 8th
This is a transitional course between basic arithmetic and algebra. **$5 material fee paid at the time of registration.**

- **#11397** 5 Saturdays | Jan. 11 - Feb. 8 | $60 |
- **#11398** 5 Saturdays | Feb. 29 - Mar. 28 | $60 |

### MATH IMPROVEMENT
This course is designed to help students understand basic mathematical concepts to gain the skills and confidence to do more challenging grade-level exercises. Grade: 5th
Topics include: Writing and interpreting numerical expressions, operations with fractions and mixed numbers, and measurement systems and data interpretation. **$5 material fee paid at the time of registration.**

- **#11399** 5 Saturdays | Jan. 11 - Feb. 8 | $60 |
- **#11400** 5 Saturdays | Feb. 29 - Mar. 28 | $60 |

### HIGH SCHOOL ALGEBRA BASICS
This course covers the basics of Algebra. **$5 material fee paid at the time of registration.**

- **#11401** 5 Saturdays | Jan. 11 - Feb. 8 | $60 |
- **#11402** 5 Saturdays | Feb. 29 - Mar. 28 | $60 |

### TRIGONOMETRY
Grade: 11th
This course introduces students to the building blocks of Geometry. **$5 material fee paid at the time of registration.**

- **#11403** 5 Saturdays | Jan. 11 - Feb. 8 | $60 |
- **#11404** 5 Saturdays | Feb. 29 - Mar. 28 | $60 |

### INTRODUCTION TO HIGH SCHOOL GEOMETRY
This class introduces students to the building blocks of Geometry. Students will learn the basics and properties associated with Geometry and will learn to develop a logical structure where mathematical relationships are proven and applied. **$5 material fee paid at the time of registration.**

- **#11405** 5 Saturdays | Jan. 11 - Feb. 8 | $60 |
- **#11406** 5 Saturdays | Feb. 29 - Mar. 28 | $60 |

### VERONICA CUEVAS-VILLASENOR
Veronica Cuevas-Villasenor has a Bachelor of Science in Mathematics from UCLA.
MODERN LANGUAGES

SPANISH FOR KIDS
Ages: 9 – 12 yrs.
Learn the Spanish alphabet, vocabulary, pronunciation and basic sentences.
$5 material fee paid at the time of registration.

#11434 5 Saturdays Jan. 11 - Feb. 8 $60 10:00 AM - 10:50 AM Staff
#11435 5 Saturdays Jan. 11 - Feb. 8 $60 12:00 PM - 12:50 PM Staff
#11436 5 Saturdays Feb. 29 - Mar. 28 $60 10:00 AM - 10:50 AM Staff
#11437 5 Saturdays Feb. 29 - Mar. 28 $60 12:00 PM - 12:50 PM Staff
#11438 5 Saturdays Apr. 18 - May 16 $60 10:00 AM - 10:50 AM Staff
#11439 5 Saturdays Apr. 18 - May 16 $60 12:00 PM - 12:50 PM Staff

PAINTING WITH WATERCOLORS
Ages: 7 – 14 yrs.
Develop your natural artistic talents as you learn basic watercolor theory and techniques.
This class covers color mixing, color application, and composition through fun and exciting exercises. Bring a basic watercolor set, brushes, watercolor sketchpad, pencil, and eraser.

#11449 5 Saturdays Jan. 11 - Feb. 8 $70 9:00 AM - 10:30 AM Israel Lopez
#11450 5 Saturdays Feb. 29 - Mar. 28 $70 9:00 AM - 10:30 AM Israel Lopez
#11451 5 Saturdays Apr. 18 - May 16 $70 9:00 AM - 10:30 AM Israel Lopez

DRAW COMIC BOOK & CARTOON CHARACTERS FOR KIDS
Ages: 8 – 15 yrs.
Have fun learning various drawing techniques to create the many cartoon characters we see on TV, movies, and graphic novels. This class will provide step-by-step instructions on how to draw comic book and cartoon characters. Bring pencils, eraser, sketchpad, and color pencils.

#11452 5 Saturdays Jan. 11 - Feb. 8 $70 10:30 AM - 12:00 PM Israel Lopez
#11453 5 Saturdays Feb. 29 - Mar. 28 $70 10:30 AM - 12:00 PM Israel Lopez
#11454 5 Saturdays Apr. 18 - May 16 $70 10:30 AM - 12:00 PM Israel Lopez

DRAWING / SKETCHING MADE EASY
Ages: 7 – 12 yrs.
Drawing and sketching will inspire creativity. You don’t have to be an artist, just be willing to learn. Bring two #2 pencils & an inexpensive 9” X 12” drawing pad.

#11440 5 Saturdays Jan. 11 - Feb. 8 $60 11:00 AM - 11:50 AM G. Covarrubias
#11441 5 Saturdays Jan. 11 - Feb. 8 $60 12:00 PM - 12:50 PM G. Covarrubias
#11442 5 Saturdays Jan. 12 - Feb. 9 $60 11:00 AM - 11:50 AM G. Covarrubias
#11443 5 Saturdays Feb. 29 - Mar. 28 $60 11:00 AM - 11:50 AM G. Covarrubias
#11444 5 Saturdays Feb. 29 - Mar. 28 $60 12:00 PM - 12:50 PM G. Covarrubias
#11445 5 Saturdays Mar. 1 - Mar. 29 $60 11:00 AM - 11:50 AM G. Covarrubias
#11446 5 Saturdays Apr. 18 - May 16 $60 11:00 AM - 11:50 AM G. Covarrubias
#11447 5 Saturdays Apr. 18 - May 16 $60 12:00 PM - 12:50 PM G. Covarrubias
#11448 5 Sundays Apr. 19 - May 17 $60 11:00 AM - 11:50 AM G. Covarrubias
### VIDEO GAME DESIGN
**Ages:** 7-10 yrs.

Our Video Game Design course provides the basics of game design in a hands-on environment. Students will discover the process of designing and building games using the Code.org or Scratch platforms. Students will learn how to be a game designer, design narratives, learn to apply art and animation, programming roles, project teamwork, and how to make a game from beginning to end. During and at the end of the session, students will be in possession of their game projects to share with friends and families. Students should bring paper, pencil, and a flash drive to each class.

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<tr>
<th>Course Code</th>
<th>Days</th>
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<th>Instructor</th>
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Terry Jones has a Master of Fine Arts Education from UCLA.

### KEYBOARDING / TYPING FOR KIDS AND TEENS
**Ages:** 8–16 yrs.

The key to a successful future is computer literacy and it all begins with the ability to use a keyboard and mouse. This class will help the students acquire these skills through a thorough immersion into proper keyboarding skills. There will be a combination of drills and typing games to help in the learning process.

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### POWERPOINT FOR KIDS AND ADULT
**Ages:** 8 yrs. and up

In elementary, intermediate, or high school a student may be presented with the task of creating a presentation. Adult professionals need them in the office. This class will launch the students into an understanding of this powerful tool. Animations, music, color schemes, timing, and many more tools will be covered.

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### COMPUTER FOR KIDS AND ADULTS
**Ages:** 8 yrs. and up

Learn the basics of computer / keyboard operation. Use Windows, menus, software applications, Internet basics, and E-mail. Create documents, insert pictures, and much more.

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### DIGITAL PHOTOGRAPHY EDITING, IMAGING, AND CREATIVITY WITH PHOTOSHOP
**Ages:** 8 yrs. and up

Everyone is using digital cameras. In this course students will learn to repair pictures, adjust colors, lighten or darken photographs, fix scratches / damages and colorized old pictures. The course will also cover fun graphic arts and much more.

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### WEB DESIGN / HTML, AND DREAMWEAVER FOR KIDS AND ADULTS
**Ages:** 8 yrs. and up

Learn the basics of web page design using HTML and DREAMWEAVER. Learn FTP and build your choice of different types of sites: commercial, personal, or informational. You will have your own website by the end of class.

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### ELECTRIC BASS
**Ages:** 8 yrs. and up

This course is an introduction to the electric bass. Students will learn to successfully play amplified bass guitar in a group setting. They will receive basic instruction on note reading, finger positioning and harmonies. Students need to provide their own electric bass, bass cable, and picks. A portable bass amplifier is recommended but not required.

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### CLASSICAL GUITAR
**Ages:** 8 yrs. and up

Explore the full musical possibilities of the most eloquent of instruments. Learn to play the guitar as a solo instrument, while learning to read music. Students provide a nylon string guitar.

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### PHOTOSHOP: CREATING A COMIC BOOK
**Ages:** 8 yrs. and up

This course is catered for artists who want to be efficiently and effectively introduced to the art of creating comics and telling a story through sequential art. Students will learn how to develop a style and how it should correlate to their story, the dynamics of panel layout, using space effectively, font selection, color palettes, negative and positive space, as well as pacing and comedic timing. This is an introductory course that can either kick off a student’s creative process or aid in one already started. Students should bring a flash drive to each class.

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### MUSIC
**Winter/Spring 2020**

### COMPUTERS AND TECHNOLOGY
**SINGING - INTRODUCTION TO VOICE INSTRUCTION**

Learn how to sing or improve your technique in a supportive and friendly environment. This class will teach you proper singing and breathing techniques to improve your singing style. Students are recommended to bring a voice recorder (cell phones OK), paper, and pen/pencil to class.

**LEVEL I**

| Ages: 6 – 9 yrs. | #11489 5 Saturdays Jan. 11 - Feb. 8 | $70 | 10:00 AM - 11:30 AM | Eugene Lopez |
| #11490 5 Saturdays Feb. 29 – Mar. 28 | $70 | 10:00 AM - 11:30 AM | Eugene Lopez |
| #11491 5 Saturdays Apr. 18 – May 16 | $70 | 10:00 AM - 11:30 AM | Eugene Lopez |

**LEVEL II**

| Ages: 10 – 15 yrs. | #11495 5 Saturdays Jan. 11 - Feb. 8 | $70 | 12:00 PM - 1:30 PM | Eugene Lopez |
| #11496 5 Saturdays Feb. 29 – Mar. 28 | $70 | 12:00 PM - 1:30 PM | Eugene Lopez |
| #11497 5 Saturdays Apr. 18 – May 16 | $70 | 12:00 PM - 1:30 PM | Eugene Lopez |

**GROUP PIANO**

Ages: 6 yrs. and up

Learn piano with us in a positive and motivating environment. Individual learning will take place within a group setting. Students will progress at their own pace while they learn to practice, play and perform a wide variety of piano music. These classes fill up fast. Enroll early.

**LEVEL I (BEGINNERS)**

| #11483 4 Saturdays Jan. 18 - Feb. 8 | $52 | 8:00 AM - 9:00 AM | Michael Kopitman |
| #11489 4 Saturdays Jan. 18 - Feb. 8 | $52 | 9:00 AM - 9:50 AM | Michael Kopitman |
| #11500 5 Saturdays Jan. 11 - Feb. 8 | $70 | 12:00 PM - 1:50 PM | Alfred Reganyan |
| #11501 5 Saturdays Jan. 11 - Feb. 8 | $70 | 12:00 PM - 1:50 PM | Alfred Reganyan |
| #11502 5 Sundays Jan. 12 - Feb. 9 | $70 | 10:00 AM - 10:50 AM | N. Ayrapetova |
| #11503 5 Sundays Jan. 12 - Feb. 9 | $70 | 10:00 AM - 10:50 AM | N. Ayrapetova |

**LEVEL II** (Some playing experience)

| #11516 4 Saturdays Jan. 18 - Feb. 8 | $52 | 10:00 AM - 11:50 AM | Michael Kopitman |
| #11517 5 Saturdays Jan. 11 - Feb. 8 | $70 | 2:00 PM - 2:50 PM | Alfred Reganyan |
| #11518 5 Sundays Jan. 12 - Feb. 9 | $70 | 11:00 AM - 11:50 AM | N. Ayrapetova |

**LEVEL III (AT LEAST ONE YEAR PLAYING OR COMPLETION OF LEVEL II)**

| #11525 5 Sundays Jan. 12 - Feb. 9 | $70 | 12:00 PM - 1:50 PM | N. Ayrapetova |
| #11526 5 Sundays Mar. 1 - Mar. 29 | $70 | 12:00 PM - 1:50 PM | N. Ayrapetova |
| #11527 5 Sundays Apr. 19 - May 17 | $70 | 12:00 PM - 1:50 PM | N. Ayrapetova |

**ELECTRONIC KEYBOARD**

Ages: 7 yrs. and up

Learn about buttons, knobs, and levers that teach you to play and read both left and right hand. Students provide their own keyboard.

| #11528 5 Sundays Jan. 12 - Feb. 9 | $70 | 9:00 AM - 9:50 AM | N. Ayrapetova |
| #11529 5 Sundays Mar. 1 - Mar. 29 | $70 | 9:00 AM - 9:50 AM | N. Ayrapetova |
| #11530 5 Sundays Apr. 19 - May 17 | $70 | 9:00 AM - 9:50 AM | N. Ayrapetova |

**VIOLIN**

Ages: 8 yrs. and up

In these classes students will explore the fascinating sounds of music and emphasis will be placed on ensemble, inspiration, polishing, and performance. Violins can be rented by the month at most music stores. Students provide their own violin.

**LEVEL I — BEGINNERS**

| #11531 5 Sundays Jan. 12 - Feb. 9 | $60 | 9:00 AM - 9:50 AM | Anna Antonian |
| #11532 5 Sundays Mar. 1 - Mar. 29 | $60 | 9:00 AM - 9:50 AM | Anna Antonian |
| #11533 5 Sundays Apr. 19 - May 17 | $60 | 9:00 AM - 9:50 AM | Anna Antonian |

**LEVEL II**

| #11534 5 Sundays Jan. 12 - Feb. 9 | $60 | 10:00 AM - 10:50 AM | Anna Antonian |
| #11535 5 Sundays Mar. 1 - Mar. 29 | $60 | 10:00 AM - 10:50 AM | Anna Antonian |
| #11536 5 Sundays Apr. 19 - May 17 | $60 | 10:00 AM - 10:50 AM | Anna Antonian |

**LEVEL III**

| #11537 5 Sundays Jan. 12 - Feb. 9 | $60 | 11:00 AM - 11:50 AM | Anna Antonian |
| #11538 5 Sundays Mar. 1 - Mar. 29 | $60 | 11:00 AM - 11:50 AM | Anna Antonian |
| #11539 5 Sundays Apr. 19 - May 17 | $60 | 11:00 AM - 11:50 AM | Anna Antonian |

**LEVEL IV**

| #11540 5 Sundays Jan. 12 - Feb. 9 | $60 | 12:00 PM - 12:50 PM | Anna Antonian |
| #11541 5 Sundays Mar. 1 - Mar. 29 | $60 | 12:00 PM - 12:50 PM | Anna Antonian |
| #11542 5 Sundays Apr. 19 - May 17 | $60 | 12:00 PM - 12:50 PM | Anna Antonian |

Anna Antonian completed graduate studies in music at the Institute of Fine Arts in Russia. She played in the National Chamber Orchestra and has been teaching stringed instruments for more than 20 years.

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Michael “Mischa” Kopitman has a doctorate in music and 25 years of professional piano teaching experience. He has been a judge of many movie competitions and is an ABRSM test specialist.

Nonna Ayrapetova, piano instructor, judicator, piano accompanist, and member of MTAC for 24 years, has a Masters in piano performance.
Children’s & Adult Recreation

In an effort to maintain our dance and exercise facilities, a number of rules and practices should be followed by those who are using the dance rooms. Every effort must be made to keep dirt off the dance room floors. Therefore, a separate pair of shoes should be set aside to be worn only in the dance rooms. Please bring a pair of clean and dry non-marking shoes with you to protect the dance floors. Dance shoes are highly recommended. All parents, guardians of children and other spectators must take their shoes off before entering the dance rooms.

The following is prohibited inside the dance rooms at all times:

• Food  • Beverages (other than water in a sealed container)  • Smoking  • Pets  • Bikes or Scooters

**DANCE & FITNESS**

Ballet and Pre-Ballet students are expected to have their hair tied back and dress in leotard, tights, and ballet slippers. Tutu skirts in pink (pre-ballet) and black (ballet) are usually worn for the dance showcase. Dance attire and jazz shoes required for Jazz classes. Photography and videotaping are not allowed during class instruction.

**PRE-BALLET**

**Ages: 4 – 6 yrs.**

Pre-ballet introduces basic movements that will help your child to understand the development of ballet and dance. Must enroll child in correct age group.

Open to all students, experienced and new.

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Days</th>
<th>Times</th>
<th>Instructors</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>#11543</td>
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<td>$60</td>
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For students with previous experience in 2 or more sessions with instructor Bell.

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Days</th>
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<td>Yvonne Bell</td>
<td>$60</td>
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</tbody>
</table>

**BALLET**

**Ages: 7 – 12 yrs.**

Children develop poise and grace through the classical art of ballet.

Open to all students, experienced and new.

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Days</th>
<th>Times</th>
<th>Instructors</th>
<th>Fees</th>
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<td>Yvonne Bell</td>
<td>$60</td>
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</tbody>
</table>

**HIP HOP AND FUNK DANCE**

Dance to the hottest and most popular beats of today’s Hip-Hop, Techno, and Pop music. This is a great opportunity to work out, learn dance steps, and have fun! Please wear comfortable clothes and tennis shoes.

**Ages: 7 – 12 yrs.**

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Days</th>
<th>Times</th>
<th>Instructors</th>
<th>Fees</th>
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<td>$60</td>
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</table>

**JAZZ / FUNK DANCE**

Ages: Teenagers and adults

Enrich your dance skills with a flare of Jazz / Funk techniques! Explore up to date movements that strengthen balance, improve posture, and increase flexibility. Learn basic turns and jumps to incorporate into dance combinations, gain a sense of style, and have fun! Please wear jazz shoes and comfortable dance attire.

**Ages: Teenagers and adults**

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Days</th>
<th>Times</th>
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<td>$60</td>
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**BELLY DANCING FOR ABSOLUTE BEGINNERS**

Ages: Teenagers and adults

Belly dancing is a fun way to work out, burn calories, stimulate the brain, and strengthen core muscle groups. Whether you are senior or think that you have two left feet, Belly Dancing is an activity that everybody can do regardless of fitness level. Bodyweight exercises to improve balance, flexibility, and strength will also be included in this class. Please wear loose fitting comfortable clothes.

<table>
<thead>
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<th>Class Code</th>
<th>Days</th>
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<tr>
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<td>5 Sundays</td>
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<td>Yvonne Bell</td>
<td>$60</td>
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**GENTLE YOGA & BREATHING EXERCISES**

Ages: Teenagers and adults

Yoga can help you reduce stress, build strength, and increase flexibility. This class is designed for anyone that wants to learn the basics of yoga and meditation, regardless of age and flexibility level. Students will also learn Qi-Gong (Chinese energy exercises) and breathing exercises. Please wear loose fitting clothes, come in with an empty stomach, and bring a yoga mat. No prior experience is required.

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Days</th>
<th>Times</th>
<th>Instructors</th>
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<td>5 Sundays</td>
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<td>China</td>
<td>$60</td>
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**MACHIKO “CHIMA” YOSHIDA**

Machiko “Chima” Yoshida has a Master degree in Psychology, a Doctorate degree in Metaphysics, and has been teaching Yoga and Belly Dancing for more than 30 years.
KENPO KARATE
Ages: 5 yrs. and up
Students will learn the techniques of a fighting / self-defense system based on punching, kicking, throwing, reverse holds and ground combat. This class also develops, strengthens and builds character.

LEVEL I:
This is a beginning instruction course in martial arts. Basic fighting skills (punching, kicking, blocking, footwork, and self-defense) will be taught in great detail.

#11573 5 Saturdays Jan. 11 - Feb. 8    $60 8:00 AM - 8:50 AM Hugo Carrillo
#11574 5 Saturdays Feb. 29 - Mar. 28 $60 8:00 AM - 8:50 AM Hugo Carrillo
#11575 5 Saturdays Apr. 18 - May 16 $60 8:00 AM - 8:50 AM Hugo Carrillo

LEVEL II:
This class is designed for students with a yellow belt, or students with previous experience in three or more sessions with the instructor. Intermediate fighting skills, self-defense and sparing techniques will be taught.

#11576 5 Saturdays Jan. 11 - Feb. 8 $60 9:00 AM - 9:50 AM Hugo Carrillo
#11577 5 Saturdays Feb. 29 - Mar. 28 $60 9:00 AM - 9:50 AM Hugo Carrillo
#11578 5 Saturdays Apr. 18 - May 16 $60 9:00 AM - 9:50 AM Hugo Carrillo

BRAZILIAN JIU JITSU
Brazilian Jiu Jitsu is one of the most effective forms of self-defense. It utilizes leverage, timing, and economy of movement, to allow a smaller person to defend themselves against a larger attacker. This course will focus on the foundational techniques of modern Brazilian Jiu Jitsu, as well as its application to different life settings. Students should wear tight fitting clothes, similar to yoga attire, and remove their shoes upon entering the room for this class.

Ages: 6 – 12 yrs.

#11579 5 Saturdays Jan. 11 - Feb. 8 $70 10:30 AM - 12:00 PM Roberto Rios
#11580 5 Saturdays Feb. 29 - Mar. 28 $70 10:30 AM - 12:00 PM Roberto Rios
#11581 5 Saturdays Apr. 18 - May 16 $70 10:30 AM - 12:00 PM Roberto Rios

#11579 5 Saturdays Jan. 11 - Feb. 8 $70 9:00 AM - 10:30 AM Roberto Rios
#11580 5 Saturdays Feb. 29 - Mar. 28 $70 9:00 AM - 10:30 AM Roberto Rios
#11581 5 Saturdays Apr. 18 - May 16 $70 9:00 AM - 10:30 AM Roberto Rios

Roberto Rios is a BJJ avid competitor who trained under the tutelage of Rubens Charles “Cobrinha”, one of the greatest and most decorated BJJ practitioners of all time.

BASKETBALL FOR KIDS
Practice the fundamentals of basketball and improve your game.

Ages: 6 – 10 yrs.

#11585 5 Saturdays Jan. 11 - Feb. 8 $60 9:00 AM - 9:50 AM Sarai Trinidad
#11586 5 Saturdays Feb. 29 - Mar. 28 $60 9:00 AM - 9:50 AM Sarai Trinidad
#11587 5 Saturdays Apr. 18 - May 16 $60 9:00 AM - 9:50 AM Sarai Trinidad

Ages: 10 – 15 yrs.

#11588 5 Saturdays Jan. 11 - Feb. 8 $60 10:00 AM - 10:50 AM Sarai Trinidad
#11589 5 Saturdays Feb. 29 - Mar. 28 $60 10:00 AM - 10:50 AM Sarai Trinidad
#11590 5 Saturdays Apr. 18 - May 16 $60 10:00 AM - 10:50 AM Sarai Trinidad

Sarai Trinidad is currently an Assistant Coach to the women’s basketball team at East Los Angeles College.

GOLF
Ages: 5 yrs. and up
This class is designed for children and adults to learn the fundamentals of putting, chipping, pitching, and full swing. Experienced golfers will improve their skills as well. Instructor is a P.G.A. member. Instructor provides golf clubs but students need to pay for range balls at golf course.

Class Location: Monterey Park Golf Course, 3600 W Ramona Blvd., Monterey Park, CA 91754.

#11591 4 Sundays Jan. 19 - Feb. 9    $50 9:00 AM - 9:50 AM Kevin Norwall
#11592 4 Sundays Jan. 19 - Feb. 9    $50 10:00 AM - 10:50 AM Kevin Norwall

#11593 4 Sundays Mar. 1 - Mar. 22 $50 9:00 AM - 9:50 AM Kevin Norwall
#11594 4 Sundays Mar. 1 - Mar. 22 $50 10:00 AM - 10:50 AM Kevin Norwall

#11595 4 Sundays Apr. 19 - May 10 $50 9:00 AM - 9:50 AM Kevin Norwall
#11596 4 Sundays Apr. 19 - May 10 $50 10:00 AM - 10:50 AM Kevin Norwall

Kevin Norwall has played Junior Golf, Amateur Golf, College Golf and Professional Golf. He has been a Head Professional at both a private and public golf course and has been a member of the P.G.A. since 1994.
SWIMMING

All swim classes are taught in our safe, comfortable swim stadium indoor pool. Pool water temperature generally ranges from 78 degrees Fahrenheit to 82 degrees Fahrenheit. Our swim program is staffed by experienced certified swim instructors and lifeguards. Classes are designed so that students who enter the beginning levels will successfully progress into the more advanced levels. All students are expected to follow basic "public pool" etiquette and wear proper swim attire. Preschoolers may not wear disposable diapers. All swimmers must shower before entering the pool. Boys 6 years or older are not allowed inside the girls locker room.

For safety reasons all parents, guardians of children and other spectators must be seated in the swim stadium bleachers to observe the lessons. No one other than registered students will be allowed on the pool deck.

THERE ARE NO REFUNDS OR MAKE UPS FOR ABSENCES.
All classes are limited to 10 students with one instructor.

PARENT AND PRESCHOOLER
(Ages: 2 - 5 yrs.)
Each child must be accompanied by an adult in the water.

| #11173 | 5 Saturdays Apr. 18 - May 16 10:15 AM - 10:50 AM | $60 Staff |
| #11174 | 5 Saturdays Apr. 18 - May 16 12:15 PM - 12:50 PM | $60 Staff |
| #11175 | 5 Sundays Apr. 19 - May 17 10:15 AM - 10:50 AM | $60 Staff |
| #11176 | 5 Sundays Apr. 19 - May 17 12:15 PM - 12:50 PM | $60 Staff |

CHILD SWIM LEVEL I
(Ages: 6 yrs. and up)
No swimming skills needed.

| #11197 | 5 Saturdays Apr. 18 - May 16 9:00 AM - 9:50 AM | $60 Staff |
| #11198 | 5 Saturdays Apr. 18 - May 16 11:00 AM - 11:50 AM | $60 Staff |
| #11199 | 5 Saturdays Apr. 18 - May 16 1:00 PM - 1:50 PM | $60 Staff |
| #11200 | 5 Sundays Apr. 19 - May 17 9:00 AM - 9:50 AM | $60 Staff |
| #11201 | 5 Sundays Apr. 19 - May 17 11:00 AM - 11:50 AM | $60 Staff |
| #11202 | 5 Sundays Apr. 19 - May 17 1:00 PM - 1:50 PM | $60 Staff |

CHILD SWIM LEVEL II
(Ages: 6 yrs. and up)
Students must be able to put face into water, float on stomach & back, and be able to swim 10 feet.

| #11203 | 5 Saturdays Jan. 11 - Feb. 8 9:00 AM - 9:50 AM | $60 Staff |
| #11204 | 5 Saturdays Jan. 11 - Feb. 8 11:00 AM - 11:50 AM | $60 Staff |
| #11205 | 5 Saturdays Jan. 11 - Feb. 8 1:00 PM - 1:50 PM | $60 Staff |
| #11206 | 5 Sundays Jan. 12 - Feb. 9 9:00 AM - 9:50 AM | $60 Staff |
| #11207 | 5 Sundays Jan. 12 - Feb. 9 11:00 AM - 11:50 AM | $60 Staff |
| #11208 | 5 Sundays Jan. 12 - Feb. 9 1:00 PM - 1:50 PM | $60 Staff |
| #11209 | 5 Saturdays Feb. 29 - Mar. 28 9:00 AM - 9:50 AM | $60 Staff |
| #11210 | 5 Saturdays Feb. 29 - Mar. 28 11:00 AM - 11:50 AM | $60 Staff |
| #11211 | 5 Saturdays Feb. 29 - Mar. 28 1:00 PM - 1:50 PM | $60 Staff |

CHILD SWIM LEVEL III
(Ages: 6 yrs. and up)
Students must be able to float on their back and stomach and swim front crawl and back crawl (small pool - deep pool). Must be able to swim 20 feet without help.

| #11212 | 5 Sundays Mar. 1 - Mar. 29 9:00 AM - 9:50 AM | $60 Staff |
| #11213 | 5 Sundays Mar. 1 - Mar. 29 11:00 AM - 11:50 AM | $60 Staff |
| #11214 | 5 Sundays Mar. 1 - Mar. 29 1:00 PM - 1:50 PM | $60 Staff |
| #11215 | 5 Saturdays Apr. 18 - May 16 9:00 AM - 9:50 AM | $60 Staff |
| #11216 | 5 Saturdays Apr. 18 - May 16 11:00 AM - 11:50 AM | $60 Staff |

CHILD SWIM LEVEL IV
(Ages: 6 yrs. and up)
Students must be able to swim 20 feet and perform a proper tread with the ability to swim 30 feet.

| #11217 | 5 Saturdays Apr. 18 - May 16 1:00 PM - 1:50 PM | $60 Staff |
| #11218 | 5 Sundays Apr. 19 - May 17 9:00 AM - 9:50 AM | $60 Staff |
| #11219 | 5 Sundays Apr. 19 - May 17 11:00 AM - 11:50 AM | $60 Staff |
| #11220 | 5 Sundays Apr. 19 - May 17 1:00 PM - 1:50 PM | $60 Staff |
CHILD SWIM LEVEL IV
(Ages: 6 yrs. and up)
This class is in the deep pool (13’). The students must know the 4 basic strokes: front, back, breast, and side stroke.

#11245 5 Saturdays Jan. 11 - Feb. 8 $60 9:00 AM - 9:50 AM Staff
#11246 5 Saturdays Jan. 11 - Feb. 8 $60 10:00 AM - 10:50 AM Staff
#11247 5 Saturdays Jan. 11 - Feb. 8 11:00 AM - 11:50 AM Staff
#11248 5 Saturdays Jan. 11 - Feb. 8 1:00 PM - 1:50 PM Staff

ADULT SWIM LEVEL I (Ages: 14 yrs. and up)
This class combines new students (no swimming skills needed) with beginning students (able to put face into water, float on stomach and back, and able to swim 10 feet).

#11269 5 Saturdays Jan. 11 - Feb. 8 $60 9:00 AM - 9:50 AM Staff
#11270 5 Saturdays Jan. 11 - Feb. 8 $60 12:00 PM - 12:50 PM Staff
#11271 5 Sundays Jan. 12 - Feb. 9 $60 9:00 AM - 9:50 AM Staff
#11272 5 Sundays Jan. 12 - Feb. 9 $60 12:00 PM - 12:50 PM Staff

ADULT SWIM LEVEL II (Ages: 14 yrs. and up)
This class is in the deep pool (13’). The students must know the 4 basic strokes: front, back, breast, and side stroke.

#11281 5 Saturdays Feb. 29 - Mar. 28 $60 12:00 PM - 12:50 PM Staff
#11282 5 Sundays Mar. 1 - Mar. 29 $60 12:00 PM - 12:50 PM Staff
#11283 5 Saturdays Apr. 18 - May 16 $60 12:00 PM - 12:50 PM Staff
#11284 5 Sundays Apr. 19 - May 17 $60 12:00 PM - 12:50 PM Staff

AQUA AEROBICS WATER EXERCISE
Splash away those inches as you tone, trim, reduce stress, and improve overall health. This is an exercise/aerobic course and no swimming is required.

#11287 5 Saturdays Jan. 11 - Feb. 8 $60 10:00 AM - 10:50 AM Staff
#11288 5 Sundays Jan. 12 - Feb. 9 $60 10:00 AM - 10:50 AM Staff
#11289 5 Saturdays Feb. 29 - Mar. 28 $60 10:00 AM - 10:50 AM Staff
#11290 5 Sundays Mar. 1 - Mar. 29 $60 10:00 AM - 10:50 AM Staff
#11291 5 Saturdays Apr. 18 - May 16 $60 10:00 AM - 10:50 AM Staff
#11292 5 Sundays Apr. 19 - May 17 $60 10:00 AM - 10:50 AM Staff
Programs of General Interest for Adults

Personal finance & career opportunities

**SOCIAL SECURITY SECRETS**

**HOW TO MAXIMIZE YOUR BENEFITS**

Filing for your Social Security benefits can be stressful. Did you know there are 201 different ways that a married couple can claim their benefits? The average retiree leaves tens of thousands of dollars ‘on the table’ simply because they don’t understand how to optimize their Social Security benefits. Don’t be one of them! Failing to use the right strategy can cost you literally hundreds of thousands of dollars in unclaimed Social Security income over your lifetime and potentially put your surviving spouse at serious financial risk.

Join us for this informative and easy to understand class where we explore the ways in which you can maximize your social security income benefit. The seminar is designed to assist those who have not but will soon begin receiving their Social Security retirement benefits or those who have begun their payments within the last year.

#11597 1 Saturday Jan. 11 FREE 10:30 AM - 12:00 PM Adam Strauss  
#11598 1 Saturday Mar. 14 FREE 10:30 AM - 12:00 PM Adam Strauss  
#11599 1 Saturday May 16 FREE 10:30 AM - 12:00 PM Adam Strauss

Note: Please RSVP in advance to participate in one of these seminars.

**TAXES IN RETIREMENT**

Taxes take the biggest bite out of your retirement income. This class will give you easy steps to maximize your retirement income using the most overlooked tax tips. We will cover everything tax and retirement related which your accountant and financial advisor often overlook. Including 401k, IRA, RMD, Social Security, estate, real estate, and investment tax secrets the IRS wishes you didn’t know! Remember, it’s not what you make, it’s what you keep when it comes to money!

This seminar will help you:

- Discover strategies that reduce taxes in retirement.  
- Learn how you can benefit from the new tax changes.  
- Find out the changes that will affect you and your family.  
- Have a plan for which accounts to draw from and when (IRA, 401, Brokerage).  
- Calculate the amount of your Required Minimum Distribution (RMD) so you can plan ahead.  
- Keep the most money in your pocket from tax savings.

#11600 1 Saturday Jan. 25 FREE 10:30 AM - 12:00 PM Adam Strauss  
#11601 1 Saturday Mar. 28 FREE 10:30 AM - 12:00 PM Adam Strauss

Note: Please RSVP in advance to participate in one of these seminars.

**ESTATE PLANNING FOR EVERYONE**

Did you know that your ‘Estate’ consists of everything of value - cash, clothes, cars, real estate, investment and retirement accounts, pensions, etc. - accumulated throughout your lifetime?

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. This process involves weighing various personal and financial decisions and creating legal arrangements to carry out those decisions. We will discuss how to properly receive an inheritance as well as how to give one, strategies to avoid expensive delays and legal challenges and intelligent distribution of assets, and charitable giving. Wills, trusts, asset protection, probate and family businesses will also be discussed.

#11602 1 Saturday Feb. 8 FREE 10:30 AM - 12:00 PM Adam Strauss  
#11603 1 Saturday Apr. 25 FREE 10:30 AM - 12:00 PM Adam Strauss

Note: Please RSVP in advance to participate in one of these seminars.  
Adam Strauss is co-founder and Financial Advisor with WinGroup Financial.

**RETIREMENT PLANNING TODAY**

Due to recent and ongoing tax law changes, an uncertain future for Social Security and the shift toward employee-directed retirement plans, the need for sound financial strategies has never been greater. In straightforward language, this class explains time-tested strategies that help you to make informed financial decisions. Whether your objective is to build a nest egg, protect your assets or preserve your lifestyle throughout retirement, this course helps you plan your future with confidence. This comprehensive class will cover the following eight modules over the course of two sessions:

- Life Planning for Retirement  
- Retirement Needs & Expenses  
- Retirement Roadblocks & Mistakes  
- Retirement Income Sources  
- Retirement Plan Distributions  
- Investments  
- Risk Management & Asset Protection  
- Estate Planning

Your registration fee covers both you and your spouse and includes a 230-page textbook with examples and illustrations, which is yours to keep at no extra charge (one per couple).

#11604 2 Saturdays Feb. 1 - Feb. 8 $69 9:00 AM - 11:30 AM Edward Yoon

Edward Yoon is a graduate of UC Santa Barbara, with a degree in Law and Society. He has served in the financial services industry since 1994, most recently as Vice President of Investments at UBS and holds a FINRA Series & General Securities and Series 63 and 65 designations with First Allied Securities, Inc.
**SOLAR INSTALLATION**
Award of Completion
Solar panels installations are becoming more and more popular since 2010. Thousands of home and commercial owners are looking for independent solar installers, and solar companies are hiring solar installers due to their rapid growth of work load. By 2020, all new construction must have solar as an alternate power supply. This course will offer basic education to work in the solar industry. For the motivated participants, free hands-on, rooftop solar training through a volunteer organization will be offered after the completion of this course.

Great for students, engineers, home and business owners, contractors, electricians, Info-tech personnel, and those who want to change carrier to renewable energy. $40 material fee paid at the time of registration.

- **#11610** 5 Sundays Jan. 12 - Feb. 9 $175 9:00 AM - 1:00 PM  Quayum Abdul
- **#11611** 5 Sundays Mar. 1 - Mar. 29 $175 9:00 AM - 1:00 PM Quayum Abdul

Quayum Abdul has a Bachelor's and a Master's degree in Physics from University of Dhaka, Bangladesh.

**MAKE $3K-$6K PER MONTH IN THE AUTO WHOLESALE BUSINESS FROM HOME!**
Make money buying and selling wholesale cars from home, or simply buy cars from your friends, family or yourself and pass the lower price to them. You will be given a "Step-By-Step Guide on How to Get an Auto-Dealer License and Operate a Profitable Used Car Business from Home". You will learn how and where to buy at wholesale price and sell at retail and play the bank for huge profits. In addition, you will be able to supplement your 9 - 5 with $3,000 - $6,000 income per month part time.

You will be given a FREE list of all Dealer Auctions in the USA and will receive a DMV Certificate of Completion at the end of instruction. $25 material fee paid at the time of registration.

- **#11613** 1 Sunday Jan. 19 $75 10:00 AM - 5:00 PM R.W. Williams
- **#11614** 1 Sunday Mar. 29 $75 10:00 AM - 5:00 PM R.W. Williams

Ronald W. Williams maintains a California Insurance Broker License as well as a DMV Dealer Education Instructor License.

**BECOME A NOTARY PUBLIC IN ONE DAY**
Sign-up and learn how to perform valuable services by certifying or witnessing signatures on official documents, $15 per signature in 2017. Notary skills are valuable in almost any industry: real estate, legal, medical and banking to name just a few. After becoming a notary, train to become a Loan Sign Agent and make $200 to $400 per signing. You’ll be a part of a rewarding and lasting career.

This six-hour state-approved seminar gives you the knowledge to pass the exam and practice as an effective notary. Participants receive two practice tests and take the official Notary exam directly following the seminar.

**First Time Notaries: $35 material fee paid at the time of registration for California Notary Law Workbook.**

- **#11605** 1 Saturday Feb. 1 $100 8:00 AM - 6:00 PM NPS Inc.
- **#11606** 1 Saturday Apr. 25 $100 8:00 AM - 6:00 PM NPS Inc.

**RENEW YOUR NOTARY COMMISSION**
Need to renew your notary commission? A 3-hour refresher course is required. You must be livescanned and pass the official Notary exam again. This seminar will feature the new state laws passed this year and give you a brush-up on general law to make sure you haven’t fallen into any bad habits. Your commission must be current to be eligible for a renewing seminar.

**Renewing Notaries: $35 material fee paid at the time of registration for California Notary Law Workbook.**

- **#11607** 1 Saturday Feb. 1 $50 12:45 PM - 6:00 PM NPS Inc.
- **#11608** 1 Saturday Apr. 25 $50 12:45 PM - 6:00 PM NPS Inc.

**New and Renewing Notaries need to bring the following:**
1. A $40 check or money order made payable to “Secretary of State”
2. Proper ID: current driver license with photo, state issued ID card, passport, or US military ID card
3. Two #2 pencils
4. Passport-size (2”x2”) color photo

Live Scan fingerprints will be required after you pass the exam. Serious Convictions may disqualify applicants. Must be 18+ years of age.

**PLEASE NOTE: Arrive early. Due to State regulations, no one will be admitted to the classroom after 8:30 AM. You must be on time when returning to the classroom from a break. Refunds will not be issued!**

Questions: info@notarypublicseminars.com

**HOW TO BECOME AN IMMIGRATION CONSULTANT**
Start a new career helping people from all over the world complete immigration documents. This information-packed seminar will start your career by covering all the basics you need to know. You’ll learn how the immigration process works for family based and employment-based immigration, the preference system and the requirements for refugees and asylums.

The seminar will be heavily focused on permanent visas, temporary visas, and diversity visas. The role, duties, and responsibilities of the immigration consultant are thoroughly explained to maximize your knowledge. Additionally, you’ll gain practical experience by completing the most common immigration documents used including practice visa applications, travel documents, waivers, applications for employment, petitions, permanent residency applications, and green card issues. The instructor will also discuss updates to the Differed Action for Childhood Arrivals program aka D.A.C.A.

Our extensive guidebook contains immigration forms with explanations and definitions to confidently steer you through the process. $150 guidebook fee paid at the time of registration.

- **#11609** 1 Saturday Mar. 21 $199 9:00 AM - 4:00 PM NPS Inc.

**CERTIFIED LOAN SIGNING AGENT**
Pre-requisite: Must be a Notary Public or have taken a notary class. It’s time to use your new skills to earn more money. We’ll teach you how to notarize loan documents and give you a simple strategy to launch your new business. Loan Signing Agencies are hiring and some do require a certificate to land the job. Our expert teachers are in the business, they'll teach you how to negotiate your fee, get called back, and brand yourself as a professional in the market. $60 material fee paid at the time of registration.

**Topics include:**
- Notarization of a loan package
- The dos and don'ts of the profession
- What not to discuss with clients
- How to develop your own business in five easy steps
- Signing up with busy signing agencies.

**Notary Public Seminars (NPS) Inc. is a leading provider in notary education in college throughout California.**
**MEDICAL TRAINING**

**AMERICAN RED CROSS ADULT AND PEDIATRIC FIRST AID / CPR**

American Red Cross Certified

Participants will be taught how to recognize and respond appropriately to cardiac, breathing and first aid emergencies. They will learn the skills necessary to give immediate care to a suddenly injured or ill person until more advanced medical personnel arrives and takes over the situation.

Participants need to wear comfortable clothing. Kneeling pad is suggested.

$35.00 material fee paid at the time of registration for certification and CPR training kit.

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<tbody>
<tr>
<td>#11615</td>
<td>Jan. 12</td>
<td>9:00 AM - 3:00 PM</td>
<td>Yvette Fimbrres</td>
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<tr>
<td>#11616</td>
<td>Mar. 1</td>
<td>9:00 AM - 3:00 PM</td>
<td>Yvette Fimbrres</td>
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<tr>
<td>#11617</td>
<td>Apr. 26</td>
<td>9:00 AM - 3:00 PM</td>
<td>Yvette Fimbrres</td>
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Yvette Fimbrres is an American Red Cross First Aid, CPR, and AED Certified Instructor.

**EKG TECHNICIAN**

Pre-requisites: Minimum 18 years of age and high school completion or its equivalent.

EKG Technicians are responsible for performing electrocardiogram tests in order to monitor and record electrical impulses transmitted by the heart. These tests include basic EKGs, Holter Monitoring (portable EKG which records activity for 24-48 hrs.), 12 lead placement and Stress Tests (treadmill). They assist a physician in diagnosing and treating cardiac and blood vessel irregularities.

This course will include important practice and background information on anatomy of the heart and physiology, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, the Holter monitor, electrocardiography and echocardiography.

Additionally, students will practice with equipment and perform hands-on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices. EKG Technicians also analyze printed readings of EKG tests, measuring various “cardiac intervals and complexes” and determining normal vs. abnormal EKG.

EKG Technicians work in physician offices, hospitals, clinics, and other health care facilities and organizations. EKG Technicians also work for insurance companies to establish health and life insurance policies. Similar to other growing healthcare professions, the demand for EKG Technicians is expected to continue to grow substantially. The median wage in 2019 for EKG Technicians in California was $33.51 hourly.

Certification: This comprehensive 50 hour EKG Technician Certification Program prepares students to function as EKG Technicians and to take the American Society of Phlebotomy Technician (ASPT)—Electrocardiograph (EKG) Technician exam in addition to other National Certification Exams.

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<tr>
<td>#11618</td>
<td>Feb. 22 - May 2</td>
<td>8:00 AM - 1:00 PM</td>
<td>Teri Weller</td>
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*Textbooks and materials included.*

**COMPUTER & TECHNOLOGY**

**INTRODUCTION TO COMPUTER SOFTWARE**

This course is designed to provide new personal computer users a plain and simple introduction to Microsoft’s software products: Word, Excel, Access, and PowerPoint. Through clear, step-by-step instructions, students will quickly become familiar with and confident in the use of Microsoft’s Office software. There will also be a “behind the scenes” tour of Windows, including recent documents, my computer, control panel, etc. Please bring a flash drive to save the work done in class.

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<td>#11624</td>
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<td>12:00 PM - 2:00 PM</td>
<td>G. Covarrubias</td>
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<td>#11625</td>
<td>Mar. 1 - Mar. 29</td>
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<td>#11626</td>
<td>Apr. 19 - May 17</td>
<td>12:00 PM - 2:00 PM</td>
<td>G. Covarrubias</td>
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PROSPER WITH HYPNOSIS

Do you procrastinate? Do you suffer from anxiety, insomnia, depression, stress, high cholesterol, fear of failure or shyness? Do you want to increase your motivation, concentration, memory & level of energy? With hypnosis you can achieve this & more so you can prosper in your career & your personal life. Teenagers are also welcome to register for the class.

$20 material fee paid at the time of registration.

#11619 5 Saturdays Jan. 11 - Feb. 8 $70
1:30 PM - 3:00 PM Victor Aragón

#11620 5 Saturdays Apr. 18 - May 16 $70
1:30 PM - 3:00 PM Victor Aragón

MASTER SELF-HYPNOSIS

Learn how to hypnotize yourself to make improvements such as: increasing energy levels, motivation, inspiration, tolerance, overcoming nervousness, bad habits, procrastination, and insomnia. You can also learn to create hypnotherapy to prevent and lessen physical pain. Self-Hypnosis has been practiced since ancient times and is still practiced in our present time.

$20 material fee paid at the time of registration.

#11621 5 Sundays Mar. 1 - Mar. 29 $70
1:30 PM - 3:00 PM Victor Aragón

Victor Aragón Jr. is a Certified Hypnotherapist with expertise in Therapeutic Hypnosis, Human Behavior, Metaphysics and is the Published Author of the book: Philosophy of Life.

PAINTING WITH ACRYLICS FOR ADULTS

This course helps students create and express themselves through acrylic painting. Students will receive step-by-step instruction to learn acrylic painting techniques covering concepts such as, basic color theory, composition, brush strokes, blending, and much more. Please bring acrylic paints (primary colors are a must), a brush set for acrylic paints, 2 small cups or tin cans, pencil, eraser, and canvases or canvas paper. The instructor will discuss optional materials within the course.

#11628 5 Saturdays Jan. 11 - Feb. 8 $80
1:30 PM - 4:00 PM Israel Lopez

#11629 5 Saturdays Apr. 18 - May 16 $80
1:30 PM - 4:00 PM Israel Lopez

SKETCHING THE OUTDOORS

Within this class students will learn techniques that will assist them in sketching the urban landscape. The instructor will guide the learner’s through exercises that implement elements of linear perspective, composition, modeling, color theory, and a variety of other methods. The class will be divided into 2 parts; classroom instruction and outdoor sketching around the ELAC campus. Class exercise mediums include color pencils, graphite pencils, ink pens, and a water color travel set. Required materials for the first meeting are 9 x 12 or larger mixed media sketch pad, vinyl eraser, HB or 2hb pencil, additional materials discussed at first meeting. No previous experience needed.

#11630 5 Saturdays Jan. 11 - Feb. 8 $70
12:00 PM - 1:30 PM Israel Lopez

#11631 5 Saturdays Feb. 29 - Mar. 28 $70
12:00 PM - 1:30 PM Israel Lopez

#11632 5 Saturdays Apr. 18 - May 16 $70
12:00 PM - 1:30 PM Israel Lopez

PAINTING WITH WATERCOLORS FOR ADULTS

This course offers students instruction on basic watercolor techniques in order to bring out their artistic expression. Topics covered in class include: color mixing, color application, brush stroke techniques, plus much more. No experience needed, all are welcome to join. Please bring a basic set of watercolor paints, a watercolor pad (9"x12" preferably), 2 cups or tin cans, a rag or towel, watercolor brushes, pencil, eraser, and ruler. Other materials will be suggested by the instructor on first class meeting.

$15 material fee paid at the time of registration, includes all supplies and two molds to take home.

#11634 1 Sunday Jan. 26 $35
1:00 PM - 4:00 PM Jeannette Bovard

DIPPED & MOLDED CHOCOLATES

Learn to create delicious and beautiful chocolate candies for every occasion. Chocolate dipped strawberries and pretzels, almond bark, nut cups, and molded chocolates in every shape are easy, fast, and fun to make. They are great for holidays, birthdays, weddings, showers, and other special occasions. We will make a variety of candies in this hands-on class and discuss where to purchase supplies, how to package your creations, and the best ways to store your chocolates. $15 material fee paid at the time of registration, includes all supplies and two molds to take home.

$15 material fee paid at the time of registration, includes all supplies and two molds to take home.

#11635 1 Sunday Mar. 15 $35
1:00 PM - 4:00 PM Jeannette Bovard

NATURAL BATH & BEAUTY PRODUCTS

Learn to make skin care and cleansing products that are good for you and good for the environment. Bath salts, fizzies, body scrubs, lotions, and massage oils will be created in class using all natural ingredients, fragrances, and dyes. Tips on storing, packaging, and shopping will be covered, plus you will take home samples of everything you make in this hands-on workshop. $20 material fee paid at the time of registration.
GLYCERIN SOAPMAKING

Custom made soaps are perfect for gifts, bathroom decor, and people with sensitive skin. You will create many kinds of soaps while learning how to layer colors, use molds, and add fragrances, herbs, and toys. Express your creativity and join the fun! Covers everything you’ll need. **$18 material fee paid at the time of registration.**

#11636 1 Sunday Apr. 26 $35 1:00 PM - 4:00 PM Jeannette Bovard

CANDLE MAKING BASICS

Learn all the basics for making beautiful molded and container candles in one afternoon. This workshop focuses on techniques, materials, safety, and troubleshooting. Each participant will make and take home three different candles plus a handout with full instructions. No prior experience necessary. Please wear old clothes and closed-toe shoes. (No sandals.) **$15 material fee paid at the time of registration.**

#11637 1 Sunday May 17 $35 1:00 PM - 4:00 PM Jeannette Bovard

Jeannette Bovard has been teaching decorative arts classes since 1998, including at ELAC, LACC, LA Mission College, Michael’s Stores, Beverly Hills Adult School, and at the Brand Library, Glendale. She is a graduate of USC, where she earned degrees in History/Art History, and Journalism.

JEWELRY MAKING: BEGINNING WIRE WRAPPING

Learn step-by-step techniques to make beautiful jewelry designs with wires over “semi-precious” beads. Participants will learn to attach beads with solderless wire linking techniques to make earrings, bracelets and necklaces. Class will also cover how to make your jump rings, spacers, charms and clasps with a particular design. Wire wrapping is a hobby that can easily be used for profit. Please bring round nose pliers, flat nose pliers & wire cutters. **$18 material fee paid at the time of registration.**

#11623 1 Saturday Feb. 29 $35 10:00 AM - 1:00 PM Rosy Espinoza
#11622 1 Sunday May 17 $35 2:30 PM - 5:30 PM Rosy Espinoza

JEWELRY MAKING - INTERMEDIATE WIRE WRAPPING

Prerequisite: some practice with wire wrapping. Discover how to use wires to frame and wrap semi-precious stones with no holes, how to group beads with no jump rings to create a heart or other shapes. These techniques can be used to make pendants, bracelets and necklaces. Please bring pliers from previous class (roundnose, chainnose and flush wire cutters), a marker -“sharpie”, and pliers: Flatnose, nylon-jaw and bail-making pliers (optional). **$18 material fee paid at the time of registration.**

#11627 1 Saturday Feb. 29 $35 2:00 PM - 5:00 PM Rosy Espinoza
FACE PAINTING
Award of Completion

This course is an introduction to face painting. Participants will learn the freehand stroke skills necessary to create swirls, teardrops, curlicues, dots and spots, stroke leaves, and teardrop flowers. Topics will also include tool and makeup selection, loading your brush with multiple colors, using split cakes, and proper hygiene. The skills learned in this class can be used for children’s parties, family gatherings, school events, or to make extra money as a face painter. Please request a list of required materials for this class at the time of registration. Students will be expected to print handouts and bring them to each class meeting. Please provide a valid email address at the time of registration for the instructor to send you these documents.

Students may not use personal cameras, cell phones, or any other like devices to record the lectures provided in this class.

#11638 4 Sundays Jan. 19 - Feb. 9 $80 10:00 AM - 12:00 PM C. MacDonald
#11639 4 Sundays Mar. 8 - Mar. 29 $80 10:00 AM - 12:00 PM C. MacDonald
#11640 4 Sundays Apr. 19 - May 17 $80 10:00 AM - 12:00 PM C. MacDonald (No class on 5/10)

SPECIAL EFFECTS MAKEUP - BEGINNING LEVEL
Award of Completion

Learn to create awesome and gruesome facial effects in this horrific hands-on special effects class. Topics include: burn effects, zombie makeup, bullet holes, fresh scabs, bruising, and realistic blood. Please request a list of required materials for this class at the time of registration. Students will be expected to print handouts and bring them to each class meeting. Please provide a valid email address at the time of registration for the instructor to send you these documents. Students are expected to bring a small stand-alone mirror to class.

Students may not use personal cameras, cell phones, or any other like devices to record the lectures provided in this class.

#11641 4 Sundays Jan. 19 - Feb. 9 $120 1:00 PM - 4:00 PM C. MacDonald

SPECIAL EFFECTS MAKEUP - INTERMEDIATE LEVEL
Award of Completion

Pre-requisite: Special effects Makeup - Beginning Level
This class is designed to teach you the application and coloration of makeup prosthetics. You will learn to work with latex and silicone prosthetic pieces, and will be given the opportunity to design multi-piece molds, and learn about advanced special effects lab techniques. At the end of the class you should be able to put together a full face character look of your own design. Please request a list of required materials for this class at the time of registration. Students will be expected to print handouts and bring them to each class meeting. Please provide a valid email address at the time of registration for the instructor to send you these documents. Students are expected to bring a small stand-alone mirror to class.

Students may not use personal cameras, cell phones, or any other like devices to record the lectures provided in this class.

#11642 4 Sundays Mar. 8 - Mar. 29 $120 1:00 PM - 4:00 PM C. MacDonald
AIRBRUSH SPECIAL EFFECTS MAKEUP
Award of Completion
Pre-requisite: Special effects Makeup - Beginning Level
Expand your special effects makeup skills by learning the fundamental of airbrush makeup. This class will cover basic airbrush techniques to create veins, and add texture and shade to special effects designs of aliens, creatures, zombies, and animals. Students need to bring their materials from their Special Effects Makeup class, an airbrush compressor, and stencils. Please request a list of required materials for this class at the time of registration. Students will be expected to print handouts and bring them to teach class meeting. Please provide a valid email address at the time of registration for the instructor to send these documents.

Students may not use personal cameras, cell phones, or any other like devices to record the lectures provided in this class.

#11643  4 Sundays  Apr. 19 - May 17  $120  1:00 PM - 4:00 PM  C. MacDonald
(No class on 5/10)

Carmen MacDonald is a freelance makeup artist, specialized in face and body painting and special effects makeup for film, television, theater, fashion, and beauty.

MAKEUP ARTISTRY 101
Award of Completion
This 6-day workshop is designed for the makeup artist who needs to know the essential principles of makeup artistry. We will discuss some of the ins and outs of the business. This intensive program will give you a solid foundation from which to start or enhance an exciting career in makeup artistry!

Topics include:

- Brushes & tools
- Color theory
- Preparing the skin
- Color correction
- Foundation matching & application
- Conceal & camouflage
- Eye shape and size
- Eye - shadow application
- Eye lining - powder, creams, liquid
- Eyebrow shape & application
- Blush & bronzers
- Lips - shape & color
- Lashes - curling, mascara, false lashes (individual & strip)

Day 1: Career options, interacting with the client, sanitation and disinfection, brushes and tools, interacting with the client, and the procedure
Day 2: Skin coloring and undertones, color correction, foundation levels, conceal and camouflage, shading and highlighting, color theory, eye shapes and size, eye shadow application
Day 3-4: Eyeshadow techniques - natural, smokey, and cut crease, eye lining methods, false lashes, blush and bronzer, shading and highlighting, lips technique
Day 5: Learn how to build a “Look” (day to night) / Lab Day
Day 6: Exit exam

$3 material fee paid at the time of registration for class handouts.

Optional $20 material fee paid at the time of registration for fake eyelashes, fake eyelash tool, fake eyelash glue, contouring brush, & eyebrow stencil. Students can bring their own materials or pay the $20 material fee to receive the materials from the instructor.

#11644  Sat. & Sun.  (6 classes)  Feb. 22 - Mar. 8  $325  12:00 PM - 3:00 PM  Jason Sanchez

#11645  Sat. & Sun.  (6 classes)  Apr. 18 - May 3  $325  12:00 PM - 3:00 PM  Jason Sanchez

2-DAY PERSONAL MAKEUP LESSON
This in-depth 2-day makeup workshop will teach you how to create a professional personalized makeup application. Create ways to apply your makeup quickly, effectively, and in the correct color scheme. Transform your makeup application from day to night! It’s a perfect workshop for someone looking to perfect their own “personal” makeup application.

#11646  Sat. & Sun.  Mar. 14 - Mar. 15  $150  12:00 PM - 3:00 PM  Jason Sanchez

Jason Sanchez has been a professional and celebrity makeup artist for over a decade.
CONOCIMIENTOS BÁSICOS DE COMPUTACIÓN
Este curso está diseñado para personas con poca experiencia en el uso de las computadoras. Se cubrirá el uso del ratón (mouse) y el teclado, como escribir un documento, incluyendo un resume de trabajo, el internet y sus principales servicios, y el uso de correo electrónico (e-mail).

NIVEL I
#11647 5 sábados  11 de ene. - 8 de feb.  $60  10:00 AM - 10:50 AM G. Covarrubias
#11648 5 sábados  29 de feb. - 28 de mar.  $60  10:00 AM - 10:50 AM G. Covarrubias
#11649 5 sábados  18 de abr. - 16 de mayo  $60  10:00 AM - 10:50 AM G. Covarrubias

NIVEL II
#11650 5 sábados  11 de ene. - 8 de feb.  $60  9:00 AM - 9:50 AM G. Covarrubias
#11651 5 sábados  29 de feb. - 28 de mar.  $60  9:00 AM - 9:50 AM G. Covarrubias
#11652 5 sábados  18 de abr. - 16 de mayo  $60  9:00 AM - 9:50 AM G. Covarrubias

HIPNOSIS PARA SUPERACIÓN PERSONAL
¿Hace desidia? ¿Sufre de ansiedad, insomnio, depresión, estrés, alto colesterol, timidez, temor al fracaso? ¿Le gustaría aumentar la motivación, concentración, memoria, el nivel de energía, y el auto-estima? Con la hipnosis se puede lograr esto, y mucho más, para que prospere en su vida profesional y personal. Adolescentes pueden tomar esta clase con el consentimiento de sus padres. $20 para materiales deben ser pagados al momento de su registración.

#11653 5 sábados  11 de ene. - 8 de feb.  $70  12:00 PM - 1:30 PM Victor Aragón

AUTO-HIPNOSIS PARA SALIR ADELANTE
El practicar auto-hipnosis puede ayudarle a aumentar la motivación, concentración, memoria, y los niveles de energía. También puede ayudarle a disminuir o superar la ansiedad social y en los exámenes, la desidia, el insomnio y mucho más para que pueda disfrutar la vida profesional y personal. $20 para materiales deben ser pagados al momento de su registración.

#11654 5 domingos  1 de mar. - 29 de mar.  $70  12:00 PM - 1:20 PM Victor Aragón

DECORACIÓN EN FIETRO (FELT) PARA FIESTAS INFANTILES
Este taller le ayudará a decorar sus fiestas infantiles creando hermosas bolsas para recordatorios, porta dulces, y porta vasos usando su creatividad y colores fieltros (felt). $15 para materiales deben ser pagados al momento de su registración.

#11663 1 sábado  25 de enero  $35  9:00 AM - 12:00 PM Sandra Lindo
#11664 1 sábado  21 de marzo  $35  9:00 AM - 12:00 PM Sandra Lindo

CENTROS DE MESA
Este taller le ayudará a crear hermosos centros de mesa con flores, peluches, y dulces para cualquier tipo de celebración: bodas, cumpleaños, y bautizos. $15 para materiales deben ser pagados al momento de su registración.

#11665 1 sábado  1 de febrero  $35  9:00 AM - 12:00 PM Sandra Lindo
#11666 1 sábado  14 de marzo  $35  9:00 AM - 12:00 PM Sandra Lindo

DECORACIÓN CON GLOBOS Y PAPEL
Este taller le enseñará a crear sencillos arreglos utilizando globos y papel. $15 para materiales deben ser pagados al momento de su registración.

#11667 1 sábado  8 de febrero  $35  9:00 AM - 12:00 PM Sandra Lindo

JOYERIA DE ALAMBRE
Aprenda paso a paso a hacer hermosos diseños de joyería de alambre usando piedras o cuentas. Los participantes en esta clase aprenderán a hacer diseños de piedras envueltas en alambre para crear aretes, brazaletes y collares. El curso también cubrirá como hacer cierres y divisores con diseños especiales. La joyería con alambre es un pasatiempo que puede fácilmente generarle ganancias. Favor de traer pinzas de punta redonda, pinzas de punta plana, y pinzas para cortar alambre. $18 para materiales deben ser pagados al momento de su registración.

#11655 1 domingo  29 de febrero  $35  2:30 PM - 5:30 PM Rosy Espinoza
COMMUNITY SERVICES

As part of the ongoing efforts of Adult & Continuing Education to continuously open the doors of education for our communities. We invite you to engage with us and enjoy our offerings via our Community Service affordable fee based classes.

Our year round Community Service offerings reflect the communities we service. With our holistic and all-inclusive approach, we are able to meet the various demands of our community members. As a civic commitment we strive to continuously offer relevant classes by acknowledging local needs, adapting, and growing accordingly.

We proudly recognize our accomplished and wonderful faculty members, that teach with professionalism, passion, and a keen desire to elevate our communities and its members reach their ultimate goals.

Please join us today as we embark on your educational journey. Discovering your hidden talents, refining your abilities, obtaining new skills, or simply enjoying our classes. Whether you are a grandchild or grandparent, an elementary school student or a professional, we hope that you take advantage of the vast number of learning opportunities extended to you as a member of our communities. Come “Start at ELAC… Go Anywhere!“.

Refund & Transfer Policy for Fee Base Courses
Community Services

CANCELLED CLASSES:
The Community Services Department reserves the right to cancel any class that has insufficient enrollment before the starting date. Every attempt will be made to contact the students enrolled by phone. The students will then be given the option to receive a full refund, transfer to another class, or receive account credit (valid for a year, toward future registrations). There is no service charge for classes that are cancelled by the department.

DROPS / TRANSFERS:
There are no refunds or transfers after a class begins. Requests to withdraw from a class or transfer to another Community Services class must be done 3 OR MORE DAYS prior to the first class meeting. You may notify ELAC Community Services of cancellation by phone, in person, by mail, or by e-mail. Unfortunately, you are not able to cancel a registration yourself online.
There is a $5 service charge per class for each refund or transfer requested. If you enrolled in a class less than 3 days prior to the first class meeting, NO refunds will be given. There are no refunds or credits for absences and late registrations are not pro-rated. Missed class meetings may not be made up in another class.

REFUNDS:
Credit card transactions will be refunded to the same credit card account used at the time of registration. Cash and check transactions will be refunded with a check in the mail. Please allow 2 - 4 weeks for processing. Students can also request account credit, valid for a year toward future registrations, in lieu of a refund.

RETURNED CHECKS:
A $10 RETURNED CHECK CHARGE is assessed for EACH CHECK returned to East Los Angeles College unpaid by the bank for any reason. A STOP PAYMENT ORDER on a check DOES NOT constitute an official withdrawal nor does it relieve the student’s financial obligation for a class. PLEASE FOLLOW REFUND POLICY PROCEDURES TO

Student Parking

STUDENT PARKING
All vehicles parked in a campus parking lot must display a valid permit at all times. Overnight parking is prohibited. C.V.C. Section 21113.(A). Permits must be properly displayed either hanging from the rear view mirror, facing out or facing up on the driver’s side of the dashboard. Improperly displayed permits will result in a citation. A permit does not exempt you from receiving a citation. It is your responsibility to properly display your permit.

Community Services Parking Permits are only valid during the weekends (Sat. & Sun.).

WINTER & SUMMER SESSIONS
A free parking permit may be requested at the time of registration.

SPRING & FALL SEMESTERS
Students may purchase a daily parking permit for $2 (from the permit dispensing machines or the Sheriff’s station) or purchase a semester permit for $10 from the Community Services Office. If the parking permit is lost or stolen a replacement permit can be purchased at full price value. Community Services semester permits are only valid on weekends.
Please print - use one form per person - phone: (323)265-8793 fax: (323)265-8687

Last name

First name

If student is a minor please provide student's birthdate and parent's name:

birthdate

Parent's/guardian's - last name, first name

Address: ____________________________________________

City: __________________________________________ State: ____________ Zip code: __________________

Home phone: (____) ____________________________ Cell phone: (____) ____________________________

E-mail address: __________________________________________________________

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Spring parking permit: $10

[ ] No  [ ] Yes

Fee total $____

Please check method of payment:

[ ] Visa  [ ] Mastercard  [ ] Discover  [ ] American express

Card # ___________________________ EXP. date __________________

Cardholder's signature ________________________________ (last 3 digits on back of card)

[ ] Check: check # ___________________________  [ ] Cash

Semester: winter/spring 2020

Acknowledgement statement - youth policy
I acknowledge and understand that my child's participation in a Community Services class is voluntary. I further acknowledge and understand that certain injuries and/or illness may result from his/her participation in a Community Services class. These risks include but are not limited to emotional, physical, and or mental injuries. I understand that if my child is injured in connection with his/her participation in a Community Service course, there may not be any liability on the part of the Los Angeles Community College District in accordance with the California Government Code in order for the District to consider any request for reimbursement.

Refund and transfer policy
By my signature, I acknowledge that I have read, understand, and agree to the Refund & Transfer Policy. I understand that a request to withdraw from a class or transfer to another class must be done 3 or more days prior to the first class meeting and there will be a $5 service charge per class for each refund or transfer requested.

Signature: ___________________________ Date: ___________________________
ONLINE CAREER TRAINING PROGRAMS

Learn in-demand skills around your schedule. This online, self-paced training is designed to prepare you for entry or advancement in career opportunities.

FEATURES INCLUDE:

• Self-paced, Start anytime
• 24/7 Access
• Books and materials included
• Certificate of Completion
• Certification Exam Voucher may be included
• Financial assistance available
• Student Advisors Included
• Industry Recognized Certifications
• Counselors help match your interests

CPC CERTIFIED MEDICAL ADMINISTRATIVE ASSISTANT WITH MEDICAL BILLING AND CODING (Vouchers Included)
Learn to handle the increasing complexities of healthcare management and medical billing and coding for a competitive edge in the healthcare field.

CPC MEDICAL BILLING AND CODING (Voucher Included)
Get a foundation of medical vocabulary, to help you better understand doctors’ notes and medical record contents and learn essential medical office.

PHARMACY TECHNICIAN (Voucher Included)
Train to enter this rapidly growing field as a Pharmacy technician, supporting licensed pharmacists in providing health care to patients.

PARALEGAL (Voucher Included)
In this program you will prepare you to become a legal secretary or paralegal and to take the Certified Paralegal certification exam.

COMPTIA CERTIFICATION TRAINING: A+, NETWORK+, SECURITY+ (Vouchers Included)
Get a comprehensive foundation for IT professionals, incorporating CompTIA A+, CompTIA Network+, and CompTIA Security+ specific training, and preparing you for the corresponding industry certification exams.

HVACR CERTIFIED TECHNICIAN
A comprehensive online training program that encompasses heating, ventilation, air conditioning, and refrigeration.

LEAN SIX SIGMA GREEN BELT AND BLACK BELT (Exam Cost Included)
Learn the principles of both Lean Six Sigma Green Belt and Lean Six Sigma Black Belt, before sitting for the certification exams.

THE COMPLETE PROJECT MANAGER WITH CAPM AND PMP PREP
Expand your knowledge and application of project management concepts with this online program and get prepared for either the CAPM or PMP certifications.

PROFESSIONAL BOOKKEEPING WITH QUICKBOOKS 2017 (Software Included)
Prepare for a career in the high-demand field of bookkeeping and accounting, as you master QuickBooks 2017, the leading financial software tool for small businesses.

HUMAN RESOURCES PROFESSIONAL
Master the skills you need to gain an entry-level position in human resources and prepare to take the PHR certification exam.

MOBILE AND DESKTOP WEB DEVELOPER
Develop a solid background in the latest web development technologies for desktop and mobile environments, and at the very end of the program, you’ll be able to build traditional and mobile websites.

CERTIFIED WEDDING PLANNER
This program will provide all the knowledge you need to work as a professional wedding planner or start your wedding planning business.

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ONLINE COURSES

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Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.

Accounting Fundamentals
Give yourself skills that are in high demand by exploring corporate

Computer Skills for the Workplace
Gain a working knowledge of the computer skills you’ll need to succeed in today’s job market.

Creating Web Pages
Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Effective Business Writing
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.

Fundamentals of Supervision and Management
Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

Grammar Refresher
Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Intermediate Microsoft Excel
Take your Microsoft Excel skills to the next level as you master charts, PivotTables, Slicers, Sparklines, and other advanced Excel features.

Introduction to CSS3 and HTML5
Learn to create state-of-the-art Web sites using modern CSS3 and HTML5 techniques.

Introduction to Final Cut Pro X
Make the leap from home video enthusiast to professional video editor using Apple’s revolutionary Final Cut Pro X editing software.

Introduction to Google Analytics
Learn how to track and generate traffic to your website, create reports, and analyze data with Google’s free, state-of-the-art Web analytics tools.

Introduction to Microsoft Excel
Become proficient in Microsoft Excel and discover countless shortcuts, tricks, and features for creating and formatting worksheets quickly and efficiently.

Introduction to SQL
Gain a solid working knowledge of the most powerful and widely used database programming language.

Leadership
Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

Performing Payroll in QuickBooks
Learn how to use QuickBooks 2013 to create paychecks, pay tax liabilities, and produce forms and reports.

Writing Essentials
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.

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Prices start as low as: $100

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