

**Fun
In The
Sun**

**LAVC
COMMUNITY SERVICES**

SUMMER 2018



Face Painting



Photography



Medical Billing



**Cooking, Baking &
Knife Skills**

**Come Inside
For More Fun**

KEEP CATALOG UNTIL AUGUST 31, 2018

BE SAFE

It is
SUMMER TIME!
This means more
time in the water
and outside in
general so make
sure you are ready
and safe.



We Offer:

- Red Cross CPR / AED
 - Red Cross First Aid
 - Earthquake Preparedness
 - Home Alone
 - Babysitter Training
- See Pages 15, 16 & 29 for
schedule and fees.



HAVE FUN

We offer:

- Year round
Gymnastics &
Aquatics.
- Tennis classes
for kids & adults.



- Monarch Summer Camp (9 weeks / 21 options to fit your needs)
- Kids Baking & Adult Cooking
- Commercial Acting & Comedy Improv



- Harmonica
&
Beginning
Guitar



ENJOY SUMMER

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This catalog is published 3 times per year (fall, winter/spring and summer) by the Los Angeles Valley College Community Services Department. It is sent to residences in the nearby zip codes and is available on campus at several locations and at all City of Burbank and many Los Angeles County Public Libraries. If you'd like to be added to our mailing list please contact us at 818-947-2577 x. 4172 or send an email to comm_serv@lavc.edu.



**On-Line Summer Class Registration
Begins On Tuesday, May 29, 2018**

**Register prior to June 12th and save
\$5.00 per class!
(See page 7 for details)**

Parking Information

-You must have a current parking decal to park on campus. -Parking regulations are enforced 7 days a week 24 hours a day. -Spaces on Ethel Avenue are reserved for staff only. Parking on Ethel Avenue may result in a parking citation. -If your class meets for a total of 4 sessions or less, we will provide you with a complimentary pass good for use in any student lot. We DO NOT provide complimentary parking permits for any on-going monthly class (this includes but is not limited to karate, aquatics, gymnastics and climbing wall). -If you are coming to the Community Services Office to register for a class please use the 15 minute only spaces on the east side of Ethel Avenue in front of the Community Services Center south entrance.

REFUND POLICY

There will be a \$10 charge for each refund OR transfer requested. Refund or transfer requests may be granted ONLY if presented in **writing** on a **refund request form** at least **5 working days before the first class meeting** unless otherwise noted. **This means that if you enroll less than 5 working days before the class begins, there will be no refunds.** Please choose classes carefully, as refunds, transfers or credits **CANNOT** be granted once a class has begun. Refunds or credits **WILL NOT** be issued for absences or late registrations. **If you miss some meetings of a class you cannot make them up in another class.** Refunds are not made on the basis of not receiving a confirmation.

Aquatics classes and lessons are offered rain or shine unless: a) It is raining so hard that the bottom of the pool is not visible, b) There is lightning in the immediate vicinity, or c) It is so cold that ice forms on the pool deck. If these conditions are not present and you decide to not attend a swim class or lesson due to inclement weather, there will be no refund, make-up lesson or credit granted. See our Private Swim Lesson Make-Up Policy on Page 35.

The Community Services Program is not responsible for lost or misdirected mail. There will be a \$10 charge to change a class. If you paid by credit card, your account will be credited. If you paid by cash, check or money order, you will receive a check refund (allow 4 - 6 weeks for processing). Refunds are given when the College cancels a class or program. If you cancel your registration less than five working days before it begins, **NO REFUND** will be given.

GENERAL & REGISTRATION INFORMATION

LOS ANGELES COMMUNITY COLLEGE

BOARD OF TRUSTEES

Sydney K. Kamlager, President (Seat No. 3)
Mike Fong, Vice President (Seat No. 7)
Scott J. Svonkin (Seat No. 5)
Steven F. Veres (Seat No. 2)
Andra Hoffman (Seat No. 1)
Ernest H. Moreno (Seat No. 4)
Gabriel Buelna, Ph.D. (Seat No. 6)
Christopher Martinez, Student Trustee

DISTRICT ADMINISTRATION

Dr. Francisco Rodriguez, Chancellor
Dr. Robert B. Miller, Vice Chancellor of Finance and Resource Development
Dr. Ryan M. Cornner, Vice Chancellor of Educational Programs and Institutional Effectiveness
Dr. Albert J. Roman, Vice Chancellor for Human Resources
Jeffrey M. Prieto, General Counsel
David Salazar, Chief Facilities Executive

VALLEY COLLEGE ADMINISTRATION

Erika Endrijonas, Ph.D., President
Mike Lee, V. P. of Admin. Services
Sarah Song, Associate V. P. of Admin. Services

COMMUNITY SERVICES PROGRAM STAFF

Michael Atkin, Community Services Manager
Selvia Awad, Community Services Aide
Annette Basileo-Ivey, Community Services Aide

DISCLAIMER POLICY

The Los Angeles Community College District and Valley College have made every reasonable effort to determine that everything stated in this brochure is accurate. Courses and programs offered, together with other matters contained herein, are subject to change without notice by the administration of the Los Angeles Community College District or Valley College for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the District and the College. The District and the College further reserve the right to add, amend, or repeal any of their rules, regulations, policies and procedures. Note: Students enrolling in business and financial classes are responsible for making their own financial decisions.

COMMUNITY SERVICES PROGRAM

Classes and workshops are offered to meet community interests. These classes are not given for academic credits and are not part of any degree or certificate program offered by Los Angeles Valley College. The Community Services Program is self-supporting, and classes are not given at taxpayers' expense. Unless indicated, class instructors and workshop leaders are not members of the Los Angeles Valley College faculty. Financial aid is not available for these classes.

ATTENDING FIRST SESSION

Preregistration is required for all classes and workshops. If you register late, you must show your receipt to the teacher at the first class meeting. The teacher will verify the program number, date and the student's name. **Keep your receipt.** Only persons with an appropriate receipt will be considered.

REGISTER EARLY

Minimum enrollment is necessary to maintain each class. Unless the minimum is reached before the first meeting of the class, it will be canceled. Some classes fill rapidly and the maximum may be reached before the final registration date. A \$2 per class nonrefundable registration fee as mandated by the Board of Trustees at their Dec. 11, 1985 meeting, is included in class fees.

All information listed herein is subject to change at any time without prior notice.

REGISTRATION INFORMATION

ENROLLMENT APPLICATION FORM:

A SEPARATE FORM (OR COPY) IS REQUIRED FOR EACH CLASS AND STUDENT (PLEASE PRINT)

Today's Date: _____ Class Title: _____ Start Date: _____ Class # _____

Date of Birth: _____ E-mail address _____

Name _____

Street _____

City _____ ZIP _____

Phone: Home () _____ Business () _____

Payment Method:

Check Cash Visa Master Card Discover Card American Express

Credit/Debit Card # _____ Expiration Date _____ Auth # _____

Signature Required: _____ Clerk: _____



Office Use Only
Fee \$ _____
Parking Fee \$ _____
Parking Permit # _____

Mail or bring this form (or copy) to:
Community Services Office
5800 Fulton Ave., Valley Glen, CA 91401
OR, Fax to: 818-947-2930

Registration indicates that you (1) have read and understand the refund policy (2) understand that the Los Angeles Community College District has no insurance covering medical or hospital costs incurred by participants (3) recognize that there are risks inherent to participation in recreational activities and agree to release, indemnify and hold harmless the Los Angeles Community College District staff, employees, trustees and volunteers from and against any and all liability from bodily injury and/or property damage which may result from participation in the program. (4) fully consent to emergency medical treatment, should emergency personnel or a physician deem such attention necessary. (5) understand that photographs taken of Community Services programs may be used by the Community Services Department for promoting programs, classes, or events and agree that you will not seek compensation of any kind for use of photographic likeness. Receipt will be mailed.

Refund Requests must be presented **in writing on the appropriate refund request form** and accompanied by original receipt **at least 5 working days** before 1st class meeting unless otherwise noted. This means that if you enroll less than 5 working days before the class begins, there will be no refunds. **No Refund after class begins.** There will be a **\$10** charge for **each refund, credit or transfer.**

SUPPLY/HANDOUT/MATERIAL FEES:

Please be aware that some Community Services classes have additional supply, handout or book fees. **You MUST purchase the supplies necessary to take the class at the time you register. Supply fees are paid to the Community Services Department. You WILL NOT be able to participate in class unless you purchase the supplies. You will receive the supplies at the first class. Supply fees will only be refunded if class is canceled or the student withdraws from class at least 5 days prior to class start date.**

If you require special ADA accommodations, please inform us at least two weeks prior to the start of your class or program.

REGISTRATION INFORMATION



ONLINE ANY TIME!

Visit us at <http://lavalley.augusoft.net> 24 hours a day where you can simply search for the class you want, add it to the cart then checkout as you would for other online sites. Once completed, you will be able to print your receipt and confirmation immediately.



PHONE Monday - Friday 8:00 AM - 4:30 PM

Enrolling by phone is very simple. Just call **(818) 947-2577, X. 4172** during our office hours and be sure to have your credit / debit card handy so we can help you quickly. Receipt and confirmation will be e-mailed once transaction is completed.



BY MAIL

Complete the registration form on page 6 (one per person) and mail to:

**LAVC Community Services Department
5800 Fulton Avenue
Valley Glen, CA 91401 - 4096**

Mail at least TWO weeks prior to first day of class to ensure there is space in the class. Receipt, campus map and confirmation will be mailed. Please make checks* payable to LAVC or Los Angeles Valley College.

****Checks are processed electronically and will be presented for payment on the same business day.*** We will contact registrant(s) if classes are filled, changed, canceled or if registration form is incomplete.



WALK IN Monday - Friday 8:00 AM - 4:30 PM

Stop by our office in the south lobby of the Community Services Center Building during our office hours to register using a debit/credit card, check* or exact cash is required.



BY FAX ANY TIME!

Fax completed registration form to (818) 947-2930, and be sure to provide all the registration information, include your Visa, Master Card, Discover or American Express card number, expiration date and CVV2/CID number. Receipt, campus map and confirmation will be mailed and/or e-mailed.

**SAVE MONEY! AVOID THE DISAPPOINTMENT OF CANCELED CLASSES!
REGISTER FOR ANY CLASS PRIOR TO TUESDAY, JUNE 12th, AND
SAVE \$5.00 PER CLASS!**

(Early registration discount not valid on aquatics classes and programs, gymnastics, karate, fencing, monthly classes, private tennis, swimming and gymnastics lessons and on-line classes or open recreation programs)

AMERICAN WITH DISABILITIES ACT (ADA) INFORMATION

All classes and events are wheelchair accessible. Individuals needing sign-language interpreters, assistive listening devices, large print or other alternative format materials, or other accommodations should contact the Community Services Office at 818.947.2577 x 4172 **at least two weeks prior to the date of 1st class or event.**

GENERAL & REGISTRATION INFORMATION

LAVC CAMPUS MAP

For the latest campus map, visit www.lavc.edu/map



Academic Affairs (ACA)	B-8	Continuing Ed Noncredit (ACA)	B-8	Main Stage Theater (TA)	C-13	Professional Development Ctr (LARC)	C-11
Administrative Services (ACA)	B-8	Counseling (SSA)	C-5	Master Calendar Office (ACA)	B-8	Public Relations Office (ACA)	B-8
Admissions & Records (SSC)	C-5	Information Technology Office (CC)	E-10	Math Lab (LARC)	C-11	Receiving Office (M&O)	H-1
Archery Range	P-7	EOPS/CARE/Guardian Scholars (SSC)	C-5	Media Services (LARC)	C-11	Registration / Admissions (SSC)	C-5
Art Gallery & Patio (ART)	E-13	Faculty Lounge (ACA)	B-8	Monarch Hall & Patio (CC)	E-9	Reprographics / Staff Services (ACA)	B-8
Assessment Ctr (SSC)	C-5	Family Resource Center (CDFC)	G-18	Monarch Square	D-10	Sheriff's Office (M&O)	H-14
Baseball Field	O-5	Financial Aid (SSC)	C-5	Monarch Stadium	N-8	Softball Field	M-4
Bookstore (SU)	F-12	Fireside Room (CC)	E-9	Music Recital Hall (M)	B-15	South Gym	H-6
Business Office (SU)	F-12	Fitness Center (SOUTH GYM)	I-6	North Gym	I-9	Student Life Office (SU)	E-12
Cafeteria (SU)	F-12	Foundation Office (ACA)	B-8	Ombudsman Office (ACA)	B-8	Student Services Plaza (SSC)	C-6
CalWORKs (ACA)	B-8	Free Speech Area	D-9	Parking Lot A	B-3	Student Union Plaza (SU)	E-12
Career / Transfer Ctr (SSA)	C-5	Free Weights Room (MAC)	L-8	Parking Lot B	D-17	Svcs to Students w/Disabilities (SSA)	C-5
Child Development Center (CDFC)	G-17	General Tutoring (LARC)	C-11	Parking Lot D	G-16	TAP / Honors Program (ACA)	B-8
Child Development Dept (CDFC)	G-17	Gymnastics Center (CSC)	J-9	Parking Lot E	K-9	Tennis Courts	K-2
College Road North - Faculty/Staff	A-14	Historical Museum (LARC)	C-12	Parking Lot F	J-7	TRIO (SSC)	C-5
College Road South - Faculty/Staff	A-6	Horseshoe Theater (TA)	B-13	Parking Lot G	O-2	Walking Track	J-4
Community Services Office (CSC)	J-9	Institutional Effectiveness Office (ACA)	B-8	Parking Lot H - Faculty/Staff	C-2	Workforce Training (ACA)	B-8
Computer Commons (LARC)	C-11	Lion Cafe (SU)	F-12	Parking Structure	H-12	Writing Center (LARC)	C-11
Cooperative Education (ACA)	B-8	Lost & Found / Sheriff's Office (M&O)	H-14	Payroll / Personnel (ACA)	B-8	Valley Presbyterian Hospital	
Conference Center (ACA)	B-8	Mailroom / Staff Services (ACA)	B-8	President's Office (ACA)	B-8	Student Health Center (SU)	E-12

Last modified: 02/22/2017

DIRECTIONS TO LOS ANGELES VALLEY COLLEGE

Los Angeles Valley College is located at 5800 Fulton Avenue in Valley Glen, CA, 91401. The college is easily accessible from both the 170 and 101 freeways. From the 170 freeway exit at Oxnard Blvd. or Burbank Blvd. and head west. The college is located between Fulton Avenue and Ethel Avenue. From the 101 freeway, exit Coldwater Canyon Avenue and head north to Burbank Blvd. The college is at the corner of Coldwater Canyon Avenue and Burbank Blvd. (The Community Services Office is located on Ethel Avenue.)

ACTING/PERFORMING ARTS

COMEDY IMPROV

Jump into the lively world of Comedy Improvisation! You will be joining an ongoing group of new and continuing actors for a four week experience of improvisational games and tons of laughter. Class is taught by Tracy Jensen, who has over 30 years of experience in film, stage and TV work. The group meets off campus at a local casting studio. This is a no stress and relaxed way to build confidence and learn to think on your feet. Come give it a try! If you like it you can "re-up" for an additional 4 weeks directly with June Chandler studio.



Tracy Jensen
16714

4 Sun.

2:00 PM - 4:00 PM

Fee: \$67
July 8 - 29

ACTING FOR FILM AND TELEVISION (ADULTS 18+)

- Work on camera in a professional casting studio.
- Discover the actor's secrets of self-confidence, focus, and communication. In this class you will
- Learn industry level acting technique.
- Explore the fields of commercials and commercial print.
- Acquire professional auditioning skills.
- Learn how to launch an acting career.

This exciting class has something for everyone. For fun, personal development, career enhancement or to jump start an acting career. You'll be working every week on exercises, improvisations and scripts. Due to June Chandler's busy schedule some classes may be taught by a qualified substitute.



June Chandler & Staff
16713

6 Sun.

9:00 AM - 11:30 AM

Fee: \$95
July 8 - Aug. 12

COMMERCIAL ACTING (KIDS 6-12)

This is a two day seminar **on camera** at a professional casting studio in North Hollywood. You will learn how to act like a pro in a casting studio where it really happens!



Class topics include:

- Commercial acting and auditioning.
- The right way to enter the industry.
- Professional tools: photos, resumes, etc.

This is a safe, economical and professional environment for exploring the possibilities of working in the industry. Due to June Chandler's busy schedule some classes may be taught by a qualified substitute.

Tracy Jensen
16715

2 Sun.

11:45 AM - 1:45 PM

Fee: \$81
July 15 & 22

Theater Arts Camp for Kids at Monarch Camps

Available for six weeks of camp, Theater Arts Camp will introduce your child to variety of traditional acting warm-up techniques, how to identify all the different parts of the stage, and what it takes to put together a stage production both backstage and in the spotlight. Each camper will be given their time to shine! Glee and Dance Camp also offered. For more information or to register: www.monarchcamps.com

ARTS & CRAFTS/HOBBIES

PHOTOGRAPHY THE FUNDAMENTALS

Learn the fundamental concepts to better understand your camera and its creative functions in this workshop style class. This crash course is an ideal refresher or an overview for those who want to take control of their camera (or are looking to buy one). Topics include auto vs. manual settings, understanding the exposure triangle (how ISO, shutter speed, and f-stop work together), and using the camera as a creative tool to control depth of field and to capture motion. Students will have a chance to use their camera to practice the concepts and review them at class.



Nancy Kaye
16717

1 Sat.

10:00 AM - 3:00 PM

Fee: \$50
August 4

TEEN PHOTOGRAPHY (AGES 12-17)

BEGINNING

This workshop-style class is an introduction to the basic principles of photography and camera operation. Through discussion, photo examples, and hands-on camera practice, learn how to capture motion, light, and to control focus in creative ways. Find out about the key elements of exposure--shutter speed, f-stops, and ISO--and take part in a variety of activities that help you apply your new skills to photographic self-expression. No prior photo knowledge is required. Bring to class a DSLR or other camera with manual exposure options.

Nancy Kaye
16718

1 Sat.

10:00 AM - 3:00 PM

Fee: \$50
July 14

INTERMEDIATE

Would you like to take better, more creative pictures? This workshop-style class is all about the photograph and basic principles of visual composition. We'll see how light, point of view, and basic camera techniques help to make photos beyond snapshots. There will be hands-on photo activities to apply the new concepts. We'll also look at work by master photographers for inspiration and learning about visual communication.

Nancy Kaye
16719

1 Sat.

10:00 AM - 3:00 PM

Fee: \$50
July 21

Please note: All students have the option of attending this workshop with one parent (at no charge). However, **students ages 15 and under MUST be accompanied by a parent for the entire workshop.** Please bring to class: camera, user manual, something for note-taking, and a sack lunch.

CANDLE MAKING

Decorative candles may have caught your eye in pricey boutiques and gift shops. Now you can decorate quality candles and make a beautiful addition to any home! In this



workshop you will learn how to make several different kinds of candles, tips to work with paraffin wax, essential oils and candle dyes and how to incorporate dried fruits and flowers into your candles. You'll also find out where to get materials and supplies. You will leave with several high-quality candles. This is a hands-on class and can be messy!

Quayum Abdul
16721
Supply fee: \$20

1 Sat.

1:30 PM - 4:30 PM

Fee: \$42
June 23

ARTS & CRAFTS/HOBBIES

GLYCERIN SOAP MAKING

Do you love the sensual pleasure of beautiful, aromatic soaps but hate the high prices shops charge? Why not learn to make your own for a fraction of the retail cost? It's easier than you think! Custom-made soaps are perfect for gifts, bathroom decor and people with sensitive skin. You will create different kinds of soaps while learning how to layer colors, use molds, and add fragrances, herbs and toys. This is a hands-on workshop and can be messy!



Quayum Abdul

16722

1 Sat.

2:00 PM - 5:00 PM

Fee: \$42

July 28

Supply fee: \$20

COLD PROCESS SOAP MAKING

Want to know how to use the Cold Process Soap Making method to create soap completely from scratch? Well, this class will explain the A to Z of Cold Process Soap Making so that you can create beautiful handmade soaps right in your kitchen. Oh, and don't worry about your experience level, it really doesn't matter. This class ranges from beginner to advanced. So, whether you are a complete novice or a soap making pro, stick around, have fun, and maybe you will learn something new about making soap at home. Class is hands-on and can be messy, so dress accordingly.

Quayum Abdul

16723

1 Sat.

3:00 PM - 6:00 PM

Fee: \$42

August 18

Supply Fee: \$30

FACE PAINTING I



This course is an introduction to face painting. Participants will learn freehand stroke skills necessary to create swirls, teardrops, curlicues, dots, and teardrop flowers. Topics will also include tools 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 provide a valid email address at time of registration for the instructor to send you handouts prior to class. Students will be expected to print and bring handouts to each class meeting. No use of personal cameras, cell phones, or any other like device to record the lectures provided in class is allowed.

Carmen MacDonald

16724

4 Wed.

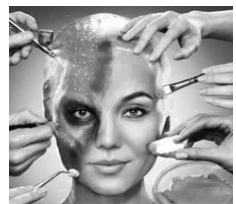
7:00 PM - 9:00 PM

Fee: \$60

July 11 - Aug. 1

SPECIAL EFFECTS 1

Create awesome & gruesome facial effects in this hands-on special effects class. In just 4 short weeks students will learn to use professional tools and techniques to accomplish looks worthy of a scare. Topics include: products and tools, burns, wounds, bruising, bullet wounds, and zombies. Please request a list of required materials for this class at the time of registration.



Carmen MacDonald

16725

4 Wed.

7:00 PM - 9:00 PM

Fee: \$80

August 8 - 29

ARTS & CRAFTS/HOBBIES

INTERPRETIVE PAINTING



The only thing between creativity and freedom is your fear. In this class we will learn to liberate fear. Over the course of six weeks, Professional Artist and Art Educator Margo Gravelle, will guide you to discovering the artist inside of you. We will not be painting to reality but taking more liberal license with our work, changing the art to reflect the artists' personality and self-expression. Draw Fee – Accept

More – Be Bold - Find freedom through art, and free yourself to express the artist within you! Open to Teens and Adults. **Materials you should bring to 1st class: 18x24 Newsprint Drawing Pad and Pentel™ Sign Pen (black or brown ink). Approx. cost \$12.00. A list of other supplies that you'll need to purchase on your own (approx. cost \$75.00) will be provided at first class.**

Margo Gravelle
16720

6 Sat.

1:30 PM - 4:30 PM

Fee: \$98
July 7 - Aug. 11

BUSINESS & CAREER TRAINING

APARTMENT & PROPERTY MANAGEMENT

A career in property management goes way beyond just free rent and apartments that are owned by mom/pop. Property Management is a career that pays well, offers great benefits and training, has many different career options and allows you the opportunity to work worldwide. You will learn what it takes to get your foot in the door. This workshop will cover topics including your resume, interview skills and everything in-between. You will learn what leasing is, closing the deal, marketing surveys, setting appointments, setting up the leasing office, taking maintenance orders, resident retention and renewals. Fair Housing and state laws will be covered as well. You will be given the tools to help you in temporary-to-permanent job placement to start you on your new path.



Christine Evans
16726

2 Sat.

9:00 AM - 1:00 PM

Fee: \$74
June 9 & 16

Supply fee: \$16

MAKE EXTRA MONEY AS A DMV AUTO WHOLESALER FROM HOME



Learn how to make extra income by buying and selling wholesale cars as a home-based business; or, simply buy cars for your friends, family and co-workers at great wholesale prices. Learn how to get your auto dealer license and how to operate a profitable used car business. Find out the how and where of buying at wholesale prices and how to sell at retail for very good profits. This class is DMV approved and students receive a DMV certificate of completion at the end of class. With the certificate, students are eligible to take the 40 question dealer license exam with the DMV.

Ronald "Wayne" Williams
16728

1 Sun.

10:00 AM - 5:00 PM

Fee: \$114
June 24

Fee includes materials and manual

BUSINESS & CAREER TRAINING

NOTARY PUBLIC SEMINAR



California needs additional professional Notaries! This class will provide new or previously commissioned Notaries with education and skills needed to pass the State proctored examination, detect fraud and become successful in a new career. This class exceeds the State qualifications for new applicants or Notaries that are renewing their commission. Class ends with the State Notary Public exam. A certificate of completion will be issued.

Brenda Pena

16727

1 Sat.

8:00 AM - 5:00 PM

Fee: \$75

July 21

Supply fee \$45

Please Note: As this class concludes with the California State Notary Public exam, there is an additional \$40.00 exam fee paid to the **Secretary of State** check or money order ONLY. You must also bring two (2) COLOR passport size photos and number 2 pencils to the exam. The exam starts at approximately 4 PM. You must be a legal resident of California (military excluded) 18+ years old to enroll.

MYSTERY SHOPPER

Mystery Shopping is a wonderful way to earn extra income and have fun while shopping, dining, and evaluating customer services at local businesses! In this one-day workshop you will learn the ins and outs of Mystery Shopping including signing up with shopping companies, how to get your first assignment, the pitfalls to avoid, and how to write great reports.



Jennifer Hayes

16729

1 Sat.

12:00 PM - 2:30 PM

Fee: \$35

August 18

Supply Fee: \$20

CAREER DESIGNATED EXTENSION CLASSES

See page 39 for class start information

- Paralegal: 7-months - Only \$375/month
- Advanced Paralegal-LDA: 5 Saturdays - Only \$750
- Human Resource Assistant: 18-weeks - Only \$295/month
- Advanced HR- aPHR Prep Test: 6-weeks - Only \$350/month
- HR Enhanced for Non-Profits: 5 Saturdays - Only \$325/month
- Clinical Medical Assistant: 34 weeks for \$325/month
- Administrative Medical Assistant: 34 weeks for \$325/month



Register at www.legalfieldcareers.com or call 818.997.0967



MEDICAL BILLING & CODING SERIES

Los Angeles Valley College Community Service Department will issue a certificate for the "Medical Insurance Billing Specialist" after the student has successfully completed **all three** classes: **Medical Terminology, Coding, and Medical Insurance Billing** classes (attendance & examination requirements must be met before each class ends). **There will be a \$5 charge for each additional or special request certificate.** After completing all 3 classes students are qualified to sit for the exams in either AHIMA or AAPC. **Classes are listed on the next page. We also offer these classes on line. See page 33.**

BUSINESS & CAREER TRAINING

MEDICAL TERMINOLOGY (CLASS 1)

This introductory course is designed for individuals who want to pursue a career in or enhance their potential for advancement in the health care field. Key topics which will be presented, analyzed and discussed include the following: The rules and structure of medical terminology, anatomy, functions of the organ/system being studied, the etiology, diagnostic procedures and management of pathological conditions. There will be weekly quizzes given to keep track of students' progress.

This course is a prerequisite for Medical Insurance Coding. Required text: "The Language of Medicine 11th Edition by Davi-Ellen Chabner ISBN: 978-0323370813. Purchase or Rent on your own. Instructor also suggests that students purchase a Medical Dictionary.

Arlyn "Glady" Tagomolila-Que

16730

5 Mon. & 5 Fri.

6:00 PM - 10:00 PM

Fee: \$210

June 25 - July 27

Supply fee: \$25

CODING FOR MEDICAL INSURANCE BILLING (CLASS 2)

Coding is required to bill insurance companies. It is also used in the medical records departments of different medical facilities. Students will learn the different rules in coding various diagnosis in ICD-10-CM format. Those same codes are used for billing insurance companies in order to get the best reimbursement. In CPT coding, the students will learn how to code the doctor's or the medical facilities reimbursement procedures/services.



This course is a prerequisite for Medical Insurance Principles.

Two Books Required:

1. ICD-10-CM Professional for Physicians 2018 ISBN: 978-1-62254-395-3

2. AMA Current Procedural Terminology 2018 ISBN: 978-1-62202-600-5

Please purchase or rent books on your own. (These books are to be used for Medical Billing so you will not need to purchase additional books if you are taking Medical Coding through LAVC Community Services).

Arlyn "Glady" Tagomolila-Que

16731

5 Mon. & 5 Fri.

6:00 PM - 10:00 PM

Fee: \$210

July 30 - Aug. 31

Supply fee : \$25

MEDICAL INSURANCE PRINCIPLES / BILLING (CLASS 3)

Students will learn the basic principles of medical billing, recognize the different forms used by third party payers, create a clean claim (1500 form) and define insurance billing terminology and types of coverage. Students will learn the responsibilities of Medical Insurance specialist, the life cycle of an insurance claim, and the various templates. Prerequisite: Medical Terminology & ICD-10-CM/CPT-HCPCS Coding. **Purchase or rent text books on your own. (These are**



the same books used for Medical Coding.) NO Class 9/10/2018

Arlyn "Glady" Tagomolila-Que

16732

4 Mon. & 6 Fri.

6:00 PM - 10:00 PM

Fee: \$210

Sep. 7 - Oct. 12

Supply fee : \$25

Each course listed above is the prerequisite for the next course. You must enroll in and successfully complete the previous course in order to take the next course in the series. After completing all 3 classes students are qualified to sit for the exams in either AHIMA or AAPC.

CLASSES FOR KIDS

CLIMBING WALL FOR KIDS (AGES 5-11)

Rock Climbing is the perfect, challenging physical activity for kids. Rock climbing encourages problem solving and boosts confidence as they strategize their way to the top! An awesome alternative to competitive sports, rock climbing is a personal journey for climbers, building coordination and strength while staying in shape. Children work with experienced instructors. Class size is limited.

Community Services Staff

Fee: \$60/mo

Tue. OR Thu. Monthly 5:30 PM - 6:30 PM

* Ask about 2nd class, multi month & sibling discount



YOUNG LEARNER'S WRITING WORKSHOP

This class is designed to help your child in his or her reading, writing skills, comprehension and vocabulary. Homework will be given, which each child is expected to complete on a weekly basis. The class will be based on the Language Arts Standards which are used in the L.A. Unified School District. Class limit: 12 students.

Brian King

Fee: \$59

Supply fee: \$13

Grades 3-4

16734 6 Fri. 4:00 PM - 5:00 PM June 29 - Aug. 3

Grades 5-6

16735 6 Fri. 5:00 PM - 6:00 PM June 29 - Aug. 3

YOUNG LEARNER'S MATH WORKSHOP

This Basic math workshop is aimed at improving your child's math skills to meet or exceed the standards for grade levels. This class covers multiplication, division, fractions, decimals and word problems, among other math subjects. Class limit: 12 students.

Brian King

Fee: \$59

Supply fee: \$13

Grades 3-4

16736 6 Sat. 10:00 AM - 11:00 AM June 30 - Aug. 4

Grades 5-6

16737 6 Sat. 11:00 AM - 12:00 PM June 30 - Aug. 4

HOME ALONE (AGES 11-15)



Develop skills to be confident and safe at home when there are no adults present.

This course provides tools, information and drills for youth who may be spending time at home alone. This class will cover topics such as:

* Answering the phone or front door * Dealing with sudden power outages * Earthquakes and other emergencies * Knowing your surroundings * How (and when) to call 911* Safety in the kitchen *

Identifying common threats.

This class is a must for any child who spends time at home alone!

Taught by Margaret Noji, who is a parent, and an experienced instructor of other youth classes such as American Red Cross Babysitters, CPR, First Aid and Emergency Preparedness.

Margaret Noji

Fee: \$45

16738

1 Sat. 10:00 AM - 1:00 PM

July 7

Supply Fee: \$5.00

CLASSES FOR KIDS

MINI-MOZART MUSIC

This fun, energetic music class for children 2-4 years old AND their parents will instill a love and appreciation of music in young children while creating a special bond between parents and their toddlers. Classes will focus on a variety of songs and activities that emphasize sing-a-long dynamics, call and repeat, movement and rhythm. This class is a great alternative to parent and me gym classes! Please note: Enroll yourself NOT your child in this class. Each child in the family must be accompanied by an adult (One child per adult). **NO Class 8/11/2018**



Carissa Rhoads
16740

4 Sat.

9:00 AM - 9:45 AM

Fee: \$40
July 28 - Aug. 25

AMERICAN RED CROSS BABYSITTER TRAINING

Learn basic care for infants, toddlers, and children in the areas of health & safety practices, first aid and emergency procedures, and how to be professional. This two-day workshop prepares students to care for themselves and children under their care when adults are not around. A must for tweens and teens wanting to babysit. For children ages 11 - 17 year old. If you pass the exam and wish to have a certificate (to be mailed later), the cost is \$15.00 payable to the instructor at class. Students should bring a snack to class.

Margaret Noji
16739
Supply Fee: \$24

2 Sat.

10:00 AM - 12:30 PM

Fee: \$60
June 23 & 30

INFANT & TODDLER PLAYGROUPS

Offered through the LA Valley College Family Resource Center and are for parents/caregivers and babies (birth through 30 months) to socialize with other families in a setting that builds skills through play and social interactions. Groups are facilitated by a child development specialist. Playgroups are held in the Family Resource Center. Make sure to dress for fun and play with sand, water and paint!



Please Note: When registering for this class please enroll YOURSELF NOT YOUR CHILDREN. You pay only one fee per household (no more than two children per family per adult allowed).

Please call the Community Services Office ONLY to register. For any questions about the playgroups, please call 818 778-5612.

Lisa Brauer
16787

Tue. & Thu.

10:30 AM - 12:00 PM

Fee: \$110
June 26 - Aug. 2

CREATIVE ACTIVITIES PLAYGROUP

These Playgroups are for parents/caregivers and their children ages 2.5 to 3.5 years old. The Creative Activities Playgroup helps build preschool readiness skills through art, music, sensory, and dramatic play. Please Note: When registering for this class please enroll YOURSELF NOT YOUR CHILD(REN). You pay only one fee per household and no more than two children per family per adult allowed. **Please call the Community Services Office ONLY to register. For any questions about the play group, please call (818) 778-5612.**

Lisa Brauer
16788

Tue. & Thu.

3:30 PM - 5:00 PM

Fee: \$110
June 26 - Aug. 2

MONARCH CAMPS

(818) 304-3016 | INFO@MONARCHCAMPS.COM

AFTER SCHOOL PROGRAM

EVERY DAY UNTIL 6:30PM PICK UP AT LAVC
Kindergarten through Fifth Grade

School Year 2017-2018

- Pick-up students from school
- Homework assistance, completion and correction.
- On-line based Math Curriculum
- Million Word Reading Challenge
- Enrichment Activities
- Swimming Every Friday
- Daily Snack
- Open as late as 6:30 PM
- Optional Gymnastics & Swim Lessons through LAVC.

**\$162/
week***

Monarch Camps After School Program has commercial passenger vans to pick up students at Burbank, Carpenter, Dixie Canyon, Kester, Maurice Sendak, Monlux, Riverside and Sherman Oaks Elementary Schools

SPRING BREAK CAMP

Monday - Friday, March 26th-30th

Field Trips to Mountasia and Tar Pits

MONARCH NIGHTS (Starts at 6:30pm till 11:00pm)

February 9th, March 23rd

Let campers have a great time with their friend at Monarch Nights.

We provide dinner and themed activities.

ADVENTURE TRAVEL CAMP 2018

Mammoth Family Camp: Wednesday, June 13th thru Sunday, June 17th, at Mammoth Lakes (Pine Glen Campground). Rates: \$225 per person age 12 and up. Campers 5-11 years are \$175 each. Campers 4 & under are \$25 each.

Yosemite Adventure Camp: Sunday, July 8th thru Friday, July 13th, at Yosemite Lakes. Entering 4th grade – 12th grade | Ages 9 – 17 Rate: \$500

Catalina Adventure Camp: Sunday, July 22nd thru Friday, July 27th, at Catalina Two Harbors. Entering 4th grade – 12th grade | Ages 9 – 17 Rate: \$550

**COME LEARN ABOUT OUR CAMP AT OUR OPEN HOUSE
FEBUARY 25 & MARCH 17th 2:00PM-4:00**

SUMMER CAMP 2018

JUNE 11TH - AUGUST 4TH, 2018 • MON-FRI 7:15AM-5:45PM

MONARCH CAMPS MISSION

Monarch Camps provides campers with a fun and enriching environment where growth is a natural outcome of participation. The sports and activities we offer facilitate the development of cooperation, creativity, motor skills and sportsmanship among campers. Camp traditions and inclusion are tools that we use to cultivate a family environment. We strive to be a positive influence on a camper's growth from childhood through their teen and adult years.

REGISTRATION OPENS FEBRUARY 25th!

REGISTER AT MONARCHCAMPS.COM

LIMITED SPACE and we fill up quickly.

DAILY RATE	WEEKLY RATE
\$77	\$330
Minimum 3 Days	Full Week

Camps We Offer	For Grades	Ages
Classic Day Camp	Kinder- Third	5-8
eXcursions Camp	Fourth - Eighth	8-13
All-Sports Camp	Third - Seventh	8-12
Fine Art Camp	Second - Seventh	7-12
Nature Camp	Second - Seventh	7-12
Glee Camp	Second - Seventh	7-12
Dance Camp	Second - Seventh	7-12
Theatre Arts Camp	Second - Seventh	7-12
Basketball Camp	Third - Seventh	8-12
Gymnastics Camp	Second - Seventh	7-12
Tumbling Camp	Kinder - Second	5-7
BaseBall Camp	Third - Seventh	8-12
Soccer Camp	Second - Seventh	7-12
Tennis Camp	Third - Seventh	8-12
Counselor in Training	Eighth-Ninth	13-14

ABOUT OUR MOST POPULAR PROGRAM - CLASSIC DAY CAMP

This is where it all begins, with our longest running and most popular camp. Campers participate in arts & crafts, special projects and play in a variety of sports (such as gymnastics, basketball, tennis, soccer and archery). We build a strong sense of camp tradition and community through singing, dancing, special dress-up and theme days with unique events. Groups for this camp are divided by grade level.

COMPUTERS, SOFTWARE & INTERNET

BIRTHDAYS ARE A BLAST AT LAVC!



Birthday Parties through Los Angeles Valley College Community Services and Monarch Camps are tons of fun and hassle-free! We offer parties for kids ages 5-14 and will custom-tailor a memorable and exciting party for your child and their guests! We come to you (with qualified activity leaders and inflatable attractions (moon bounce, water slides, etc.) Or have your party in our state-of-the-art Community Services Center. Facilities include a fully equipped gymnastics center, 28 foot high indoor rock climbing wall, and a teaching kitchen. Choose from a wide variety of parties including, but not limited to Gymnastics, Rock Climbing, Laser Tag, Arts & Crafts or Cooking. All parties are two hours long and include an hour and fifteen minutes of exciting activities and games supervised and run by qualified staff/instructors and forty-five minutes in a party room for cake and refreshments. We'll decorate the party room with helium balloons (one per child) and a happy birthday banner.

Please visit party@monarchcamps.com to request a brochure, get fees, or book your party.

COMPUTERS, SOFTWARE & INTERNET

INTRODUCTION TO PERSONAL COMPUTERS (15 YRS - ADULTS)

Designed for the novice computer user. You'll receive practical advice and answers to many common questions and hands-on practice. This course includes an overview of computer software and hardware; and will help you find your way around the operating system and running applications. Learn how to access the Internet, how to send and receive e-mail, and how to manage your files. **Prerequisite: Working knowledge of keyboard.**



Jackie Heintz

16741

2 Thu.

6:00 PM - 9:30 PM

June 21 & 28

Fee: \$97

Handout fee: \$14

MICROSOFT OFFICE 2010 (15 YRS - ADULTS)



This workshop will introduce you to Microsoft Word, Excel, Access and PowerPoint. In Word, you'll create, edit, save, and print documents. In the Excel portion you will learn to create workbooks, enter data, perform calculations using formulas and functions, learn navigation techniques, insert columns and rows, move and copy data. In PowerPoint, we explore the different PowerPoint views, create slides, create graphical objects, insert pictures

from clipart, use the WordArt feature, and prepare the slide for running the show. In Access you'll create a table, define the fields that make a table, enter and edit data on the table. You will create a basic query to extract data and generate a report from the table. **Prerequisite: Working knowledge of Windows XP or 7 and keyboarding skills.**

Jackie Heintz

16742

4 Thu.

6:00 PM - 9:30 PM

July 5 - 26

Fee: \$141

Handout fee: \$14

COMPUTERS, SOFTWARE & INTERNET

MICROSOFT EXCEL 2010 (15 YRS - ADULTS)

This course covers the basic spreadsheet skills. Students will learn how to start Excel, create worksheets for a working business environment, get help, manipulate worksheets and files, and work with charts.



Prerequisite: Working knowledge of Windows and keyboarding skills.

Jackie Heintz
16743
Handout fee: \$14

4 Thu.

6:00 PM - 9:30 PM

Fee: \$141
August 2 - 23

COOKING & BAKING

KIDS BAKING ESSENTIALS (10 - 18 YRS)



Kids will get a practical working knowledge of the core essentials of baking and will have the opportunity to incorporate their own flavor preferences into the items we create. Lemon cake or chocolate cake? Oatmeal cookies or chocolate chip cookies? Bread pudding with sauce or without? Kids will be engaged to think about the science behind baking and begin to learn how to create their own recipes from scratch. We will also use some “alternative” flours to expose the kids to gluten-free baking and

the thought process behind ingredient substitution.

In the class we will make cakes, pies, cookies, frosting, breads and bread puddings. This class is suitable for upper level beginners to intermediate bakers from ages 10-18. Bakers will get to eat the results of their work, or take home a small care package at each session. **PLEASE ALERT US TO ANY FOOD ALLERGIES WHEN REGISTERING. NO Class 7/21/2018**

Alegre Ramos
16746
Supply fee: \$20

3 Sat.

10:00 AM - 1:00 PM

Fee: \$80
July 7 - 28

WANT MORE CLASSES FOR KIDS?

- ACTING ON PAGE 9
- AQUATICS ON PAGES 37-38
- GYMNASTICS ON PAGES 26-27
- TENNIS ON PAGE 24

MEXICAN-INSPIRED BRUNCH:

POTATO-CORN CAKES, RED RICE & POACHED EGGS A LA ALEGRE

If you love the flavors of Mexico, then you will love this class, which will give you the skills to create a beautiful brunch table. We'll start with potato-corn cakes—think latkes but with a Latin flavor—and you'll learn how to make one of the instructor's favorite dishes: Spanish rice (aka “red rice.”) Then you'll learn a fun way to serve eggs that is as decadent as eggs benedict, but easier and healthier.



Alegre Ramos
16745
Supply Fee: \$7

1 Sat.

10:00 AM - 1:00 PM

Fee: \$40
August 18

COOKING

HEALTHY COOKING 101

People who cook for themselves are less likely to become obese and suffer from diabetes or heart disease. In this six week course taught by certified nutrition consultant and culinary instructor, Carrie Bonfitto, students will learn how to make healthy food choices and prepare meals that will increase energy, improve health, and help with weight management. Teaching methods will include lecture, cooking demonstrations and hands-on cooking/participation and tasting.



Carrie Bonfitto
16747
Supply fee: \$50

6 Tue.

7:00 PM - 9:30 PM

Fee: \$175
June 19 - July 24

KNIFE SKILLS

Increase your enjoyment of cooking and speed in the kitchen by learning how to use a chef's knife properly. This class focuses on the needs of the non-professional cook helping them to feel comfortable with this often intimidating tool. You will learn about knife selection, sharpening, and safety as well as techniques for slicing, dicing, chopping, mincing, and various specialty cuts. Knives will be provided for in class use.

Carrie Bonfitto
16748
Supply Fee: \$5

1 Mon.

7:00 PM - 9:00 PM

Fee: \$25
June 25

MEDITERRANEAN FEAST: NO FRY FALAFEL AND THE FIXINGS

Light, refreshing, and vegetarian. If you are looking for new, easy-to-prepare meal ideas for summer, than learning some Mediterranean dishes is perfect. In this class we will learn a light no-fry version of falafel—a garbanzo bean based pattie—and its wonderful companion dishes: tzatziki and taboule. This is a great class for all levels of cooking experience.

Alegre Ramos
16744
Supply Fee: \$7

1 Sat.

10:00 AM - 1:00 PM

Fee: \$40
August 11

DANCE

LINE DANCE

If you want to learn Line Dancing or improve your technique, this is the class for you. Simple, slow to moderately paced line dances will be taught in a relaxed, pleasant atmosphere. Come have fun with us and get a great workout!. **Two levels: Beginner & Intermediate. No partners required. Cowboy boots or good dancing shoes suggested - no sandals allowed.**



Sara Lopez
Beginner

16750
16751

5 Sun.
5 Sun.

10:00 AM - 11:00 AM
10:00 AM - 11:00 AM

Fee: \$70
June 17 - July 15
July 29 - Aug. 26

Intermediate

16752
16753

5 Sun.
5 Sun.

11:00 AM - 12:00 PM
11:00 AM - 12:00 PM

June 17 - July 15
July 29 - Aug. 26

We Also Offer Open Recreation (Drop-In)
Scottish Dance. See Page 34

DANCE

MIDDLE EASTERN DANCE - BEGINNING / INTERMEDIATE

No dance has ever exerted a more powerful fascination than Middle Eastern Belly Dancing. You will develop grace, poise, and confidence while learning the most exotic and eloquent of all dances. Basic technique and choreography, rhythms, veil, and finger cymbals are all part of this exciting class. Getting in shape was never so much fun!



Jacqueline Eusanio
16755

6 Sat.

3:00 PM - 4:00 PM

Fee: \$70
July 7 - Aug. 11

BALLROOM DANCE - BEGINNING / INTERMEDIATE



Imagine being the image of confidence, grace and style on the dance floor! You will learn the latest styles and techniques of modern ballroom and Latin dancing, including The Foxtrot, Waltz, Tango, Swing, Cha-Cha, Rumba and more. Come and enjoy the most artistic of social pastimes--you'll have fun, make new friends, and never have to refuse an invitation to dance again! Please wear soft-soled, low-heeled shoes. Jacqueline Eusanio holds an M.S. in Kinesiology/Dance. She has performed professionally with several world renowned dance companies and has more than 30 years experience as a performer, teacher and choreographer. **Singles and couples welcome.**

Jacqueline Eusanio
16754

6 Sat.

4:00 PM - 5:30 PM

Fee: \$70
July 7 - Aug. 11

SALSA, MERENGUE, BACHATA (15 YRS - ADULTS)

Salsa is a popular social dance throughout Latin America as well as in North America, Europe, Australia, and some countries in Asia and the Middle East.

This fun class is a great opportunity to learn basic steps in the exciting Latin rhythms of Merengue, Bachata and Salsa allowing you to experience and enjoy the tantalizing and seductive world of Salsa dance! **Partner not required.**



Linda Lees
16749

5 Sun.

1:30 PM - 3:00 PM

Fee: \$60
July 15 - Aug. 12

EXERCISE SPORTS & FITNESS

ESSENTIAL YOGA



Everyone can benefit from yoga! This practice is truly a personal program as you exercise your mind and body. This class is geared for individuals who wish to learn proper alignment of yoga postures. Use of props such as blankets, chairs, blocks, and straps are welcomed as they encourage correct alignment. Open to all levels, so you will have the option to use any of the props or none. We will work on posture, balance, and breathing techniques while we build flexible strength. Yoga will soften the tight spots and strengthen the weak areas. Come and bring your body, mind, and spirit into harmony. Be sure to bring a mat or towel.

Michelle Fong
16756

5 Sat.

9:00 AM - 10:00 AM

Fee: \$55
July 28 - Aug. 25

EXERCISE SPORTS & FITNESS

TAI CHI CHUAN

Tai Chi Chuan can have a transformative effect for many types of people. All levels are welcome, from the casual exerciser to the serious practitioner. The class will focus on the introduction to fluid movement while breathing. The style and sequencing of these movements will enable everyone to learn the exercise and principles. The class philosophy will refer to the forces of balance within. The slow deliberate postures are incorporated together to impart a low-impact martial art with amazing results. You will feel refreshed and energized while recovering health and balance.

Michelle Fong

16760

5 Sat.

10:00 AM - 11:00 AM

July 28 - Aug. 25

16759

5 Wed.

5:30 PM - 6:30 PM

July 25 - Aug. 22

Fee: \$55

FIT 4 LIFE (FOR SENIORS)

This course is designed to improve the quality of life for mature individuals as well as providing an exercise venue for seniors who are still active in sports and recreation through a wide variety of exercises. The exercises have been specifically chosen for to add muscle, strength and enhance activities for daily living. The goal of the class is to have mature people maintain and independent, active lifestyle.

Michelle Fong

16761

5 Sat.

11:00 AM - 12:00 PM

July 28 - Aug. 25

Fee: \$55

TONE & STRETCH (WITH RESISTANCE BANDS)

Increase lean muscle mass while burning calories! This intense class focuses on upper and lower body using resistance bands for muscle definition. Attention is given to proper alignment, increased flexibility and strengthening of connective tissue. Includes abdominal work and a stretch/breathing cool down. An all-encompassing body workout! May Fong ACE-PT BS has additional credentials in Ashtanga Yoga and Classical NY Pilates. Be sure to bring a towel or mat to each class.



Michelle Fong

16757

5 Wed.

6:30 PM - 7:30 PM

July 25 - Aug. 22

Fee: \$55

TOTAL BODY WORKOUT AND STRETCH

This is a no-nonsense class designed to correctly flatten and strengthen the abdominal area plus other problem areas. A combination of dance, Yoga stretches and Pilates mat work are included to streamline the entire body. New innovative movements for both men and women create an enjoyable exercise session. The use of wrist and ankle weights is an additional option. (Bring a mat.)

Beginning:

April Tatro

16768

8 Sat.

10:00 AM - 11:00 AM

June 30 - Aug. 18

Fee: \$88

Intermediate/Advanced:

April Tatro

16769

8 Sat.

9:00 AM - 10:00 AM

June 30 - Aug. 18

Fee: \$88

FENCING



Fencing taught at all levels from beginning through advanced. All three weapons taught: foil, epee, and saber. Please wear loose comfortable clothing and soft-soled shoes.

Ongoing, Tuesdays 8:00 PM - 9:00 PM (we also offer Open Recreation

Fencing-see page 34 for more information)

Carl Oberg

Fee: \$50 for 4 lesson punch card

EXERCISE SPORTS & FITNESS

KARATE



Challenge yourself to the purest form of karate- traditional Okinawan Shorin-Ryu Matsubayashi. Achieve excellence in physical and mental conditioning, improve self-confidence and self-discipline. Learn to defend yourself by mastering self-defense techniques. **Men and women 17 and up welcome.** Class days and times are tentative and subject to change depending on availability of facilities. **SPECIAL OFFER: 1/2 OFF FIRST MONTH FEE AND FREE UNIFORM FOR ALL NEW STUDENTS!**

(Please note: Special offer is NOT available on-line.) You must register by phone or in person to receive the offer.

Mark Weber

Tue. & Thu.

8:00 PM - 9:00 PM

Fee: \$60 / Month
Payable 1st of month

TENNIS LESSONS

Learn tennis or improve your current game with our long-term teaching pro, **Ray Finks**. Ray is a member of the National Tennis Academy Professional Tennis Registry. He has played competitive and professional tennis for over 10 years. He has won several local tournaments.

Levels:

BEGINNER: Very little to no previous experience in playing or lessons.

ADVANCED BEGINNER: Have had at least one or two sessions of lessons.

INTERMEDIATE: Dependable and accurate service placement and has some understanding of strategy in singles and doubles.

ADVANCED: Has high level of consistency and endurance.



Pre-register at the Community Services Office. EACH student must bring 2 unopened cans of tennis balls & racket.

CHILDREN (AGES 6 - 14) SATURDAY CLASSES

# 16770	Begin/Int.	8 Sat.	12:00 PM - 1:00 PM	June 16 - Aug. 4	Fee: \$74
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ADULTS SATURDAY CLASSES

# 16771	Adv. Beg.	8 Sat.	11:00 AM - 12:00 PM	June 16 - Aug. 4	Fee: \$74
# 16772	Intermed.	8 Sat.	9:00 AM - 11:00 AM	June 16 - Aug. 4	Fee: \$148

ADULTS SUNDAY CLASSES

# 16773	Beg.	8 Sun.	9:00 AM - 11:00 AM	June 17 - Aug. 5	Fee: \$148
# 16774	Adv.	8 Sun.	11:00 AM - 1:00 PM	June 17 - Aug. 5	Fee: \$148

PRIVATE TENNIS LESSONS

Dates and times for private tennis lessons **MUST be arranged with the Community Services Office. Call 818-947-2577 x.4172 to book your private tennis lesson.** Minimum of 4 hours required. Can be eight 1/2 hour lessons or four 1 hour lessons. Make all checks payable to L.A. Valley College.

Raymond Finks, Tennis Pro

Fee is \$64/hour per person

***We also offer private gymnastic lessons and private swimming lessons. See pages 28 & 36 for more information.**

GYMNASTICS

The Community Services Department at L.A. Valley College offers a variety of gymnastics programs for all ages and abilities. Classes emphasize physical fitness, motor development and kinesthetic awareness for our youngest students through competitive gymnastics skills for our advanced team members who represent our club program. Children 2 years of age must show proof of age and be toilet trained. Students wishing to take lessons more than once a week can register in any combination of days which best meet their needs. Students are restricted to one class per day. Back-to-back classes are not permitted. **Parents of two-year olds must stay with their children during lesson.**



-Registration for all classes MUST BE COMPLETED by the last day of the previous month. We DO NOT have the capability to auto debit your account. To insure registration for the next month, you must register using one of the methods listed on page 7. PLEASE NOTE: OUR CLASSES FILL UP VERY QUICKLY. WE STRONGLY ENCOURAGE YOU TO NOT WAIT UNTIL THE LAST DAY OF THE MONTH TO REGISTER FOR THE NEXT MONTH. ALSO, PLEASE CONSIDER ENROLLING IN MULTIPLE MONTHS AT THE SAME TIME. YOU CAN RECEIVE UP TO AN 11% DISCOUNT IF YOU ENROLL FOR MORE THAN 1 MONTH AT A TIME.

-Same day registrations are not permitted. If you register for a class the same day it takes place, your child will not be allowed to participate in class until the following week. Registering early also guarantees your child a spot in the class. Once a class is full, registration for the class will be closed.

-FIRST TIME REGISTRATIONS MUST BE DONE IN PERSON. RENEWAL REGISTRATIONS (WITH A CREDIT CARD) MAY BE COMPLETED IN ANY OF THE WAYS LISTED IN THIS CATALOG ON PAGE 7.

-We do not allow free "trial" classes; however, you may observe any class (no participation) before making your decision to enroll.

-There are no make-up lessons or credits for missed classes. Please see our refund policy on P. 4

-If we do not have the minimum enrollment in any particular class by the first of the month, that class will be canceled for that month.

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Gymnastics Discounts

Sibling Discount=\$10 off for second and each additional child enrolling at the same time.

2nd Class Discount=\$15 off for second class enrolled in during same month. (Must be the same student enrolling in both classes at the same time for the same month). Only 1 discount per person per registration is allowed (we will apply only the greater of the two discounts).

If you wish to take advantage of a discount you must register in person or by phone. Discounts are not available for on-line registrations.

Ask about our multi-month discounts.

Discounts not available on Private Lessons.



Gymnastics Office
Charlie Nash, Coordinator
818-947-2513
palingca@lavc.edu

Office Hours:M-F: 3-7 pm & Sat 9 am - 1:00 pm; Closed Sunday

GYMNASTICS

CHILDREN'S CLASSES

PARENT AND ME GYM

Parent and Me classes promote early development and provide a strong foundation for your child's critical first three years within the sport of gymnastics. Weekly classes will help your child achieve new milestones and prepare for more advanced challenges during each stage of growth.

*Parents are required to remain in class to participate with their child.

Parent and Me (2 - 3 yrs)	3:30-4:15 PM	M or T or W or Th	\$50/Mo
Parent and Me (2 - 3 yrs)	9:30-10:15 AM	Sat.	\$50/Mo
Parent and Me (2 - 3 yrs)	10:30-11:15 AM	Sat.	\$50/Mo

BEGINNING GYMNASTICS

Kids will learn basic gymnastics skills which help develop body awareness while working on strength and flexibility. From warming up their muscles to going upside down around the uneven bars, they will experience it all! We focus first on knowledge of the equipment and their comfort level with each event they visit.

*No previous gymnastics experience required.

Beginning Girls (3 - 4 yrs)	3:30-4:15 PM	M or T or W or Th	\$50/Mo
Beginning Girls (3 - 4 yrs)	4:30-5:15 PM	M or T or W or Th	\$50/Mo
Beginning Girls (3 - 4 yrs)	9:30-10:15 AM	Sat.	\$50/Mo
Beginning Girls (3 - 4 yrs)	10:30-11:15 AM	Sat.	\$50/Mo

Beginning Girls (5 - 6 yrs)	3:30-4:30 PM	M or T or W or Th	\$60/Mo
Beginning Girls (5 - 6 yrs)	4:30-5:30 PM	M or T or W or Th	\$60/Mo
Beginning Girls (5 - 6 yrs)	9:30-10:30 AM	Sat.	\$60/Mo
Beginning Girls (5 - 6 yrs)	10:30-11:30 AM	Sat.	\$60/Mo

Beginning Girls (7 - 8 yrs)	3:30-4:30 PM	M or T or W or Th	\$60/Mo
Beginning Girls (7 - 8 yrs)	4:30-5:30 PM	M or T or W or Th	\$60/Mo
Beginning Girls (7 - 8 yrs)	9:30-10:30 AM	Sat.	\$60/Mo
Beginning Girls (7 - 8 yrs)	10:30-11:30 AM	Sat.	\$60/Mo

Beginning Girls (9+ yrs)	4:30-5:30 PM	M or T or W or Th	\$60/Mo
Beginning Girls (9+ yrs)	5:30-6:30 PM	M or T or W or Th	\$60/Mo
Beginning Girls (9+ yrs)	9:30-10:30 AM	Sat.	\$60/Mo
Beginning Girls (9+ yrs)	10:30-11:30 AM	Sat.	\$60/Mo

Beginning Boys (4 - 6 yrs)	3:30-4:30 PM	M or T or W or Th	\$60/Mo
Beginning Boys (4 - 6 yrs)	9:30-10:30 AM	Sat.	\$60/Mo
Beginning Boys (7 - 9 yrs)	4:30-5:30 PM	M or W	\$60/Mo
Beginning Boys (9+ yrs)	4:30-5:30 PM	T or Th	\$60/Mo
Beginning Boys (7 - 9 yrs)	10:30-11:30 AM	Sat.	\$60/Mo
Teen Boys (10+ yrs)	11:30 AM - 1 PM	Sat.	\$75/Mo

INTERMEDIATE GYMNASTICS (BY INVITE/AUDITION ONLY*)

This class is designed to continue to build on the foundation that was laid during Beginning Gymnastics. While the basics are always reviewed and applied, gymnasts refine their skills and develop more advanced techniques of execution. Their understanding of terminology, body placement and conditioning will increase as they face new drills for skill maturity. In an ever evolving sport, they will be exposed to more practice time, new stretches, skills and coaching styles! *Specific skill set required.

Intermediate Girls (7-9 yrs)	5:30-7:00 PM	T or Th	\$75/Mo
Intermediate Girls (7-9 yrs)	11:30-1:00PM	Sat.	\$75/Mo
Intermediate Girls (10+ yrs)	5:30-7:00 PM	T or Th	\$75/Mo
Intermediate Girls (10+ yrs)	11:30-1:00PM	Sat.	\$75/Mo
Intermediate Girls (7+ yrs)	5:30-7:00PM	M or W	\$75/Mo
Intermediate Girls (7+ yrs)	5:30-7:00PM	M & W Or T & Th	\$130/Mo

Call 818-947-2577 X.4172 to register.

GYMNASTICS

ADVANCED GYMNASTICS-GIRLS (BY INVITE/AUDITION ONLY*)

As gymnasts develop their skill set, strength increases, focus lengthens, and awareness has peaked. Conditioning and flexibility play a huge role as the difficulty level has been amplified exponentially! The fun is now found in the weekly challenges and the thirst to finally land that flip, do the tumbling passes without being spotted or do a full 180° split! This class offers strength, intensified skill development and perfection, more gym time and more equipment exposure all adding up to an ideal class for a girl wanting to be known as a gymnast.



*Specific skill set required-These classes are based on skill set/level NOT age.

Advanced Girls (all ages)	5:30 PM - 7:00 PM	M or T or W or Th	\$75/Mo
Advanced Girls (all ages)	5:30 PM - 7:00 PM	M & W Or T & Th	\$130/Mo
Advanced Girls (all ages)	11:30 AM - 1:00 PM	Sat.	\$75/Mo

TEEN TUMBLING CO-ED

Designed to teach the fundamental skill set of beginning to advanced skills of Tumbling. Teen tumbling classes are modified to fit the needs of each student enrolled regardless as to whether they have never tumbled before in their lives or have had years of experience in the tumbling world.

Teen Tumbling (10+yrs)	11:30 AM-1:00 PM	Sat.	\$75/Mo
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GYMNASTICS TEAM

Join our Girls Gymnastic Team! (By recruitment) Knowledge of gymnastics basics in all four events is required: Floor, Vault, Balance Beam, and Uneven Bars. Participants will be required to audition prior to acceptance. This is a competitive team program. There is travel (to competitions) involved in this program.



Mon. - Fri. 4:00 PM - 7:00 PM

Fees: (5 days per week): \$160/ Mo. Gymnast must participate in a minimum of three days each week with one day being mandatory Friday practice.

(Fee does not include cost of uniform and cost associated with competing in meets.)

ADULT CLASSES

ADULT BEGINNING GYMNASTICS & TUMBLING

This class caters to all levels of gymnastics, from beginner to advanced level gymnasts. No prior gymnastics experience is required. The class begins with a group warm-up and stretch followed by basic tumbling skills on the floor and the tumble track. Students learn handstands, rolls, cartwheels, round-offs, handsprings and front and back tucks.

Sun. 9:30 AM - 11:30 AM

Coach: Dennis Ruelas

Fee: \$58 for 4 lesson punch card

Purchase punch card at the Community Services Office or at the Gymnastic Center during class time.

ADVANCED GYMNASTICS CO-ED – ADULTS & TEENS (16 and Up)

Knowledge of gymnastics basics is required. **Will be asked to audition for instructor prior to acceptance.**

Adults & Teens Program:

Mon. & Thur. 7:00 PM - 9:00 PM

Coach: Mike Washlake, Cassie Minick, Josh Fried

Fee: \$58 for 4 lesson punch card

Purchase punch card at the Community Services Office or at the Gymnastic Center during class time.

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PLEASE NOTE:

**PUNCH CARDS DO NOT EXPIRE. THEY ARE NOT REFUNDABLE
AND NOT REPLACED IF LOST OR STOLEN**

GYMNASTICS

PRIVATE GYMNASTIC LESSONS

Most of our gymnastic coaches are available for private or semi-private (1:1 or 1:2) gymnastic lessons. Rates range from \$50 to \$100 per hour depending on instructor/coach selected. Please call 818-947-2577 x. 4172 or 818-947-2513 for days times and rates. We also offer private tennis and swim lessons. See pages 24 and 36 for more information.

SPOTLIGHT ON STAFF: CHARLIE NASH

Charlie has been doing gymnastics since he was 5 years old. He instantly fell in love with the sport and competed as a level 9 gymnast throughout high school and into college. While attending college on the East Coast, he trained and competed in adult meets throughout the New York City area and placed 3rd in vault at his final competition at the World Odyssey Gymnastics Cup. He has coached every type of class imaginable from rec all the way up to team and is proud to call LAVC Gymnastics his new home.



GYMNASTIC CENTER RULES

- Payments at the Gymnastic Center must be made by check or credit card only. **NO CASH ACCEPTED AT THE GYM.** (Except at Open Workout). All cash payments other than Open Workout must be made at the Community Services Office.
- Please ask for a receipt.
- No shoes allowed on floor.
- Long hair must be secured in a “pony tail” or by other means.
- No zippers or buttons allowed on clothing.
- Parents (except those of 2 year olds) **ARE NOT** allowed on the floor/equipment under any circumstances. Please remain in the seating area at all times.
- Anyone on the floor/equipment **MUST** be enrolled in a class that is occurring during the time they are on the floor. **NO EXCEPTIONS.**
- **NO FOOD OR DRINK (EXCEPT WATER IN A SEALABLE CONTAINER) IS ALLOWED ANYWHERE IN THE GYMNASTIC CENTER-**There are picnic tables located outside the center on the east side of the building. Please enjoy your food or drinks outside.
- Open Workout is for ages 16 and up only.
- No coaching or teaching is allowed during open workout.
- Participants must follow direction of staff/coaches at all times.
- Please be on time for your class. For safety reasons, as it is extremely important to stretch before class; participants who arrive more than 10 minutes late to a class will not be allowed to participate in the class for that day.
- All children must be picked up within 10 minutes after a class ends. Parents who pick up their children later than 10 minutes after the end of a class will be charged one dollar per minute for any time over 10 minutes.

GYMNASTICS DISCOUNTS AND PRO-RATING POLICY

Sibling Discount= \$10 off second and each additional child living in the same household.

2nd Class Discount=\$15 off if you register one person for **two separate classes during the same month.** (You must register for both classes at the same time). No 2nd class discount on private lessons.

Ask us about our multi-month discounts.

We do not pro-rate classes.

There are no credits or make-ups for missed classes (unless the Community Services Department cancels a class). Fees for all classes and team are due the last day of the current month for the next months class. Sorry, due to safety considerations & staffing issues we cannot allow day of the class registrations.

HEALTH, WELLNESS & FIRST AID

AMERICAN RED CROSS CPR/AED

This class covers CPR and AED for the lay person to administer to adults, infants, (no AED on infants) and children. Course concludes with an exam. **For ages 18 and above.**

Margaret Noji

Fee: \$45

16777

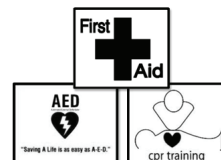
1 Sat.

10:00 AM - 2:00 PM

July 28

Supply fee: \$5.00

If you pass the exam for either class and wish to have a certificate (to be mailed later), the cost is \$20.00 per certificate payable to the instructor at class.



AMERICAN RED CROSS FIRST AID

Emergency First Aid training for the lay person to administer to adults, infants and children as recommended by the American Red Cross. Course concludes with an exam. **For ages 18 and above.**

Margaret Noji

Fee: \$40

16778

1 Sat.

10:00 AM - 1:00 PM

August 4

Supply fee: \$5.00

If you pass the exam for either class and wish to have a certificate (to be mailed later), the cost is \$20.00 per certificate payable to the instructor at class.

EARTHQUAKE PREPAREDNESS



We live in the "earthquake capital" of the world! Be prepared for the next earthquake and most other emergency situations. This class will show you how to get your home and family ready for natural disasters including earthquakes and wildfires as well as other emergency situations.

Margaret Noji

Fee: \$35

16779

1 Sat.

10:00 AM - 12:00 PM

August 11

ACUPRESSURE TO REDUCE PAIN & STRESS

Learn the basics of Chinese healing as it relates to acupressure massage. This class will focus on self and couple acupressure massage and specific points to use for common problems such as: lack of energy and mental clarity, low back pain, neck and shoulder pain, etc. You will learn approximately 16 acupressure points you can perform on yourself and others. You will also learn basic head and neck massage techniques. (No partner necessary for class but we will be practicing the neck release on each other in class.) Please bring a small hand mirror and water-soluble marker to class.



Dr. Randy Martin, Ph. D, O.M.D.

Fee: \$35

16776

1 Tue.

8:00 PM - 10:00 PM

June 19

Supply fee: \$3.00

TEACH WITH US!

Does teaching come naturally to you? Do you constantly get asked to tell other people how you do the things that you do? Teaching for LAVC Community Services may be just what you are looking for. A way to promote your craft, educate others, or bring lost arts back into the mainstream. Almost any topic is fair game, so share it with us. For more information on how to submit a course proposal give us a call at (818) 947-2577 x4172

HEALTH, WELLNESS & FIRST AID

NATURAL HORMONE BALANCING

Learn the signs and symptoms of a hormonal imbalance and natural ways to restore your metabolism, libido, mood, sleep, and more. We'll discuss food therapies, natural hormones, supplements, and lifestyle modifications that have been clinically proven to provide symptom relief for PMS and menopause, and beyond.

Carrie Bonfitto

Fee: \$35

16780

1 Mon.

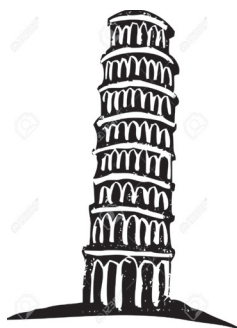
7:00 PM - 9:00 PM

July 23

**HEALTHY HEART HEALTHY YOU,
CHECKOUT OUR HEALTHY COOKING CLASS ON PAGE 21**

LANGUAGES

CIAO BELLA - BEGINNING ITALIAN



Learn Italian, the fourth most studied language in the world! "Ciao bella " is a program designed for the complete beginner, with simple idiomatic phrases you'll be able to speak ITALIANO in no time. Divided into ten subject areas, Gio Lombardi will guide you through the different phases of learning the language: building your vocabulary, correct grammar and pronunciation. The program will cover ten subjects: 1) Greetings & Introductions 2) People and family 3) Numbers and plural 4) Around home 5) Describing things 6) Around town 7) At the restaurant 8) Every day life 9) At work 10) Socializing.

Giovanni Lombardi

Fee: \$96

16781

6 Sat.

10:00 AM - 12:00 PM

June 23 - July 28

SPANISH FOR THE TRAVELER TO PERU

Geared to travelers, who are planning to visit Peru, and would like to have a basic Spanish language skill, to be able to communicate effectively with locals. Along with the language skill, students will be exposed to the culture by learning about places they will visit, important festivities and typical ethnic food.



For beginners to intermediate levels, and there is no minimum requirement on language proficiency. Most of the cultural lessons will be given in English with lots of vocabulary exposure to the Spanish language, since the idea is for the student to get an overall view of what to expect while visiting Peru.

The instructor of this class is also a professional travel agent and will be offering a tour to Peru at very favorable rates for all students after the class ends. Going on the tour is NOT a requirement for enrolling in the class.

Teresa Hito

Fee: \$130

16782

8 Sat.

9:30 AM - 11:30 AM

June 23 - Aug. 11

ON-LINE CLASSES

INSTRUCTOR LED NON-CREDIT ONLINE COURSES



**LEARN FROM THE
COMFORT
OF YOUR HOME!**

24-Hour Access

Discussion Areas

8 Week Format

Our instructor-led on-line courses are informative, fun, convenient and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. Visit our web site (<http://ed2go.com/lavc>) to view the start dates for the courses that interest you.

Complete any of these courses entirely from the comfort of your home or office at any time of the day or night!

Prices start
as low as: **\$99**

Learn it On-line!

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.

Performing Payroll in QuickBooks

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

Accounting Fundamentals

Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor.

Beginning Writer's Workshop

Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively.

Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

A to Z Grant Writing

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

Grammar Refresher

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

Digital Photography

Gain a solid overview of the basics of digital photography, including equipment, software, and practical uses.

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.

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.

Leadership

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

Writing Essentials

Master the essentials of writing so you can excel at business communications, express yourself clearly on-line, and take your creative literary talents to a new level.

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.

Introduction to SQL

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

100's more listings on-line at
<http://www.ed2go.com/lavc>

<http://www.ed2go.com/lavc/>
818-947-2577 X. 4172



CAREER TRAINING

ONLINE PROGRAMS



JUMP START YOUR CAREER OR START A NEW ONE!

Prepare for employment in some of today's hottest careers with an affordable and comprehensive self-paced on-line Career Training Program

One-On-One Instructor Assistance

24-Hour Access

All Materials and Books are Included!

Certificate Upon Successful Completion

Course Start Any Time

3-6 Months Of Instruction

Complete any of these Career On-line Programs entirely from your home or office and at any time of the day or night!

For detailed objectives, outlines, demos, frequently asked questions, pricing and program ratings visit our website.

Learn it On-line!

Medical Billing and Coding

With the Medical Billing and Coding (MBC) program, you'll gain the skills you need to enter one of the fastest-growing fields in allied health as a medical billing specialist, medical coder, or medical office manager. 240 hrs

Pharmacy Technician

Pharmacy technicians support licensed pharmacists in providing health care to patients. Train to enter this rapidly growing field with this respected on-line program. 330 hrs

Certified Personal Trainer

Prepare for an in-demand career as a personal trainer as you earn a nationally-recognized W.I.T.S. certification and gain real-life experience in an internship. 62 hrs

Travel Agent Training

Learn the basic skills needed to operate a computer reservation system for airlines, travel agencies, cruise lines, hotel, or as a home-based agent, and get started in a career in the travel industry. 250 hrs

Principles of Green Building

The Principles of Green Buildings (PGB) program explains the science that individuals in the building, remodeling, or trade industries need to know in order to make buildings perform more efficiently. 30 hrs

View more Career Training listings on-line at

<http://careertraining.ed2go.com/lavcComEd/>

AutoCAD 3D 2015

Once you successfully complete the Training Program you will have learned AutoCAD's 3D tools and will be able to design three-dimensional models using AutoCAD 2015 software. 80 hrs

Human Resources Professional

Master the skills you need to gain an entry-level position in human resources and prepare to take the PHR (Professional in Human Resources) certification exam. 120 hrs

Non-Profit Management

Examine the fundamental principles of nonprofit management, explore the roles and responsibilities of a nonprofit board of directors and the management team, discover the essential aspects of fundraising, and become acquainted with the fundamentals of the budgeting process. 300 hrs

Optician Certification Training

Master the skills you need for a successful career as an optician and prepare yourself to take the ABO certification exam. 150 hrs

Certified Wedding Planner

This comprehensive program covers everything an aspiring wedding planner needs to know to get started in the business. Whether you plan on working part-time or full-time, this program will provide all the knowledge you need to work as a professional wedding planner or start your wedding planning business. 340 hrs

<http://careertraining.ed2go.com/lavcComEd/>
818-947-2577 X. 4172

OPEN RECREATION ACTIVITIES

Open Recreation (drop-in) activities are open to adults ages 18 and up in the community (minimum age for gymnastics open workout is 16). Days and times are **subject to change due to location availability.** There is no instruction for Open Recreation activities. **Coaching/teaching at any open recreation activity is prohibited.** We currently offer the following activities: Badminton, Basketball, Fencing, Gymnastics, Juggling, Rock Climbing Wall, Royal Scottish Dance, Bulgarian Dance and Track. **All Open Recreation activities fees are \$8.00 per visit. SAVE MONEY-BUY A PASS! 10 visits to any Open Recreation activity for \$50.00!** Passes are available at the Community Services Office (818) 947-2577, Ext. 4172 by phone with a credit card, by mail or on-line at: <http://lavalley.augusoft.net>. No refunds on Open Recreation passes will be issued. Lost or stolen cards will not be replaced.



* NO SCOTTISH DANCE IN JULY AND AUGUST

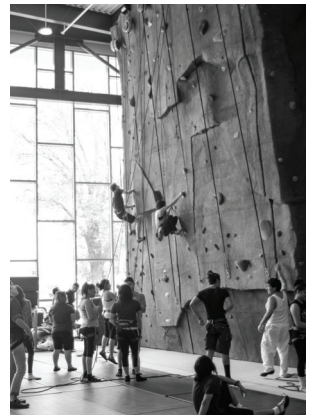
DAY	TIME	PROGRAM	LOCATION
Monday	7:30-10:30 PM	Scottish Dance	N. Gym Exercise Room
Tuesday	7-10 PM	Gymnastics	Gymnastic Ctr.
Tuesday	7-10 PM	Open Climb	CSC 101
Tuesday	9-10 PM	Fencing	CSC 102
Thursday	7-10 PM	Open Climb	CSC 101
Thursday	9-11 PM	Juggling	Gymnastic Ctr.
Friday	7-10 PM	Gymnastics	Gymnastic Ctr.
Friday	7-11 PM	Badminton	North Gym
Saturday	6-9 AM	Track	Stadium Track
Saturday	6-9 PM	Basketball	North Gym
Sunday	2-5 PM	Adv. Badminton	North Gym

CLIMBING WALL

The Community Services Department is pleased to offer Open Rock Wall Climbing (see schedule above) In order to climb participants must either pass a belay certification test or attend an orientation class. Orientation classes are held once a month (call 818-947-2577 x. 4172 for schedule of orientation classes). Once you have completed the orientation class you may climb at any open climb time.

Did you know....

We also offer kids climbing wall birthday parties! See page 19 or call 818-304-3016 EXT. 6 for more information.



SWIMMING & AQUATICS

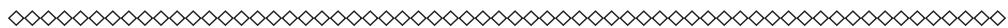
SPOTLIGHT ON STAFF: Belarmino “Bel” Quigao Jr.



Bel began his love for swimming at the age of 8, when he took his first beginner swim class at a community center in Los Angeles. At age 14, he began swimming competitively when he joined the swim team at Echo Park Indoor Pool. This led to a successful “run” at Miguel Contreras High School and Bravo Medical Magnet where he competed in breaststroke and the I.M. Relay at the LA City Finals. After high school, Bel became a certified LA City lifeguard and obtained his BS in Kinesiology from Cal State, Northridge. Along the way, he has obtained over 10 years of coaching/teaching swim lessons, synchronized swimming and aquatic fitness classes.



“What I enjoy most about teaching swimming are the results and seeing the progress of my students, along with the contentment and happiness they feel that is absolutely indescribable. Seeing them progress from beginning to advanced level proves that with hard work and dedication, anything is possible,” says Bel. When he’s away from pools, Bel enjoys venturing downtown to take pictures of historic architecture as well as hiking up to the Hollywood Sign with close friends, along with traveling and exploring the Pacific Northwest (Seattle, Portland).



Swim Lesson Policies and Registration Procedure

Classes

- Swim classes are not confirmed until payment is received.
- If you miss a group lesson, there will be no make-up scheduled.** If the Community Services Office cancels a class due to inclement weather*, instructor’s schedule, etc. we will provide a make-up class at a mutually agreeable date and time. OR we will provide a class credit or refund.
- Please read our refund policy on Page 4.
- Please ask about our multiple-months, 2nd class and sibling discounts.

Private Lessons

- Swim lessons are not confirmed until payment is received.
- We will do our best to honor requests for instructors but cannot guarantee this.
- If the Community Services Office cancels a class due to inclement weather*, instructor’s schedule, etc. we will provide a make-up class at a mutually agreeable date and time.
- Make-Up Policy is as Follows:
 1. If you cannot attend a private swim lesson for any reason we will allow one make up lesson each month at no cost.
 2. Make up lessons are offered only on Fridays and will not necessarily be with the instructor who you enrolled for.
 3. Only one make-up lesson may be scheduled in a month. Any lessons missed other than one will not be allowed a makeup or a refund
 4. If a make-up lesson is scheduled and missed it may not be rescheduled
- Participants in current month private swim lessons have priority registration over all others.
- Private Lesson Priority registration for the next month begins on the 1st day of the current month and continues until the Monday immediately after the 3rd Sunday of the month.
- Please read our refund policy on Page 4.

*All classes will be held rain or shine; except in case of thunderstorms, ice on the pool deck or it is raining so hard that lifeguards cannot see the bottom of the pool. Call 818-778-5644 or visit us on facebook (www.Facebook.com/lavcaquaticscenter) approximately 30 minutes prior to class to see if a class has been canceled.

SWIMMING & AQUATICS

PRIVATE SWIM LESSONS (YOUTH & ADULT)

25 minutes of one-on-one instruction once a week. \$120-\$150 per month based on number of weeks in the month. *Children must be at least 4 years old and toilet trained.* Call Community Services (818.947.2577 extension 4172) for times or to schedule a lesson. Lessons are available every half hour, Monday through Friday from 3:30 PM - 6:30 PM and Saturday & Sunday from 10:00 AM - 12:30 PM. Please read the registration information/refund policy on page 35.

ADULT CLASSES (18 years old and up)

Class size range 12 - 20 students based on class

SHALLOW WATER AEROBICS

This class is for anyone who wants to improve strength, flexibility, and cardiovascular endurance with minimal impact and stress on joints. For beginner to intermediate level.

M/W/F	10:00 AM - 10:55 AM	\$85/month
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AQUA FIT STRETCH & TONE

A class dedicated to easy and relaxed stretches to help loosen and tone the body, as well as isometric exercises designed to strengthen the muscles. A great way to improve blood flow and ease tension in the joints.

Sat.	10:00 AM - 10:55 AM	\$55/month
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AQUA FIT

A combination of water aerobics, swimming, and more for a varied, challenging, and fun workout! If you want to get back into shape, keep yourself in shape, or are just looking for something different, then this is the class for you!

T/TH	6:00 PM - 6:55 PM	\$75/month
Sat.	11:00 AM - 11:55 AM	\$55/month

MASTERS SWIM TEAM

LAVC TriMasters offers adult swimmers (18 years old and up) a safe, clean, and friendly environment which promotes an enjoyable swimming experience for all levels: novice through collegiate level swimmers and triathletes. Includes participation in local and regional competitions through United States Masters Swimming.

M/W/F	7:30 PM - 8:55 PM
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Fee: \$55/month + \$48 annual registration fee with USA Masters.

Participants may attend any or all days each week.

BEGINNING ADULT SWIM INSTRUCTION

Learn to swim! If you have never learned to swim and want to learn how, this is the class for you. Become comfortable in the water and learn the basics of swimming.

T/TH	5:00 PM - 5:55 PM	\$75/month
Sun.	11:00 AM - 11:55 AM	\$55/month

INTERMEDIATE ADULT SWIM INSTRUCTION



Know how to swim, but want to get better? Want to get a great workout? In this class you will learn to be a better, stronger swimmer, learn better technique, gain endurance and work on your overall strength.

T/TH	7:00 PM - 7:55 PM	\$75/month
W/F	7:00 PM - 7:55 PM	\$75/month
Sat.	12:00 PM - 12:55 PM	\$55/month
Sun.	12:00 PM - 12:55 PM	\$55/month

SWIMMING & AQUATICS

ADULT CLASSES (18 years old and up), Continued

AQUA TABATA

Join us for our newest aquatics class. Enjoy the benefits of a HIIT workout without the impact! Tabata training was developed in Japan and is a 20-second high-intensity work interval followed by a 10-second rest, repeated eight times in a row. High Intensity Interval Training is proven to help reduce fat better than “regular” cardiovascular training. Tabata which combines this high intensity interval training with the properties of water, results in a fun, yet effective workout to blast the calories and get you in terrific shape. Please note: **All participants must be comfortable and water safe in deep water.**

M/W:	7:00 PM - 7:45 PM	\$60/month
Sun.	10:00 AM - 10:55 AM	\$35/month



CHILDREN'S CLASSES

PARENT & ME LEVEL I

A fun water class for both young children and parents! Work with your child to make sure that they are comfortable in the water. Child must be toilet-trained and/or wear swim diaper. Children must be between 1½ and 2½ years old. Please note: One child per parent. Parent must be in the water with child at all times.

M/W:	4:00 PM - 4:25 PM	\$65/month
T/TH:	4:00 PM - 4:25 PM	\$65/month

PARENT & ME LEVEL II

A class for parents to work with their children on the fundamentals of swimming. Child must be toilet-trained and/or wear swim diaper. Children must be between 2 ½ and 4 years old. Please note: One child per parent. Parent must be in the water with child at all times.

M/W:	4:30 PM - 4:55 PM	\$65/month
T/TH:	4:30 PM - 4:55 PM	\$65/month

SMALL GROUP LESSONS

Our smaller group lessons offer flexible scheduling and are for children of all swimming abilities. Learn to swim or get better with your strokes! For ages 4 through 16½. Group sizes are 6-8 students and are 45 minutes long. **Tryout required for Levels 2-4.**

Tryouts are at the pool on Tuesday, Thursdays and Fridays between 5-7 PM and Saturday 10:30 AM-12:30 PM. No appointment needed.

M/W or T/TH: Levels 1-4:	4:00 PM - 4:45 PM	\$85/month
M/W or T/TH: Levels 1-4:	5:00 PM - 5:45 PM	\$85/month
M/W or T/TH: Levels 1-4:	6:00 PM - 6:45 PM	\$85/month
Saturday: Levels 1-3:	*10:00 AM - 12:00 PM	\$55/month
Sunday: Levels 1-3:	*10:00 AM - 12:00 PM	\$55/month

*Level 1-3 classes are also available on Saturdays and Sundays. Classes are 45 minutes long and start time of class varies bases on day and level. For more information please contact the Community Services office at (818) 947-2577 Ext. 4172 or the Pool at (818) 778-5644 (See page 40 for pool office hours)

Do you like to swim?

Interested in teaching or know someone who is?

Contact the Community Services office at (818) 947-2577 Ext. 4172

EXTENSION & WORKFORCE TRAINING

EXTENSION PROGRAM

EARN GREAT \$\$\$ - Join our PROFESSIONAL CAREER ACADEMIES

✓ Professional Paralegal Academy

Approximately 7 Months to a New Career!

Our program **exceeds** CA Code requirement. Convenient schedule: Monday, Wednesday, Thursday evenings, and Saturday mornings. Learn from attorneys, paralegals, and legal educators. Over 28 legal topics. This is the best program anywhere!

Payment plan only \$375 per month • Class starts July & October 2018

✓ Advanced Paralegal-LDA (Legal Document Assistant)

Start your own business as a paralegal in a few short weeks. Join the growing field of legal professionals creating a marketable edge in today's highly competitive workplace. Graduates are fully prepared to register with the State of California. Only 5 Saturdays!



Course fee: \$750 • Ask about our discounts! • Classes start July 2018

✓ Human Resource Assistant Academy

Outstanding collection of HR management topics offered in convenient Thursday evening and Saturday morning schedule. Learn from experts and experienced HR professionals and become employable in virtually every industry.

Payment plan only \$295 for 4 months • 18 Weeks to a New Career!
Class starts October 2018

✓ Advanced HR-aPHR Certification (Prep Course for National Test)

Get certified and fast-track your career! Prepare for this nationally recognized test that demonstrates a commitment to your profession.

Payment plan only \$350 for 2 months • Only 5 Saturdays to a new career!
Class starts June 2018

✓ HR-Enhanced for Non-Profits

Hands-on intense 5-week bootcamp for beginners & experienced professionals. Learn to find funders and successfully package proposals from start to finish.

Payment plan only \$325 for 3 months • Only 5 Saturdays to a new career!
Class starts soon, Call for Details!

Medical Training Classes

Clinical Medical Assistant or Administrative Medical Assistant

Courses available on the LAVC campus.

Saturdays only • Payment plan only \$325 for 10 months • Call for details!

For information, call

(818) 997-0967

or visit our website

www.legalfieldcareers.com

Workforce Training/Adult Education

English as a Second Language (ESL)

All classes are **FREE** and are Open-Entry/Open-Exit

English as a Second Language

Students learn speaking, listening, reading, and writing skills

- ESL 001CE, English as a Second Language - Beginning I (Late Start Class)
- ESL 002CE, English as a Second Language - Beginning II (Late Start Class)
- ESL 006CE, English as a Second Language - 0: Literacy Level
- ESL 007CE, English as a Second Language - 1: Beginning Low
- ESL 008CE, English as a Second Language - 2: Beginning
- ESL 009CE, English as a Second Language - 3: Beginning High
- ESL 015CE, English as a Second Language - 4: Intermediate Low
- ESL 016CE, English as a Second Language - 5: Intermediate
- ESL 017CE, English as a Second Language - 6: Intermediate High*

*Prerequisite to "credit" ESL

English as a Second Language Speech

Students focus on speaking and listening skills

- ESL 023CE, English as a Second Language - Speech I
- ESL 024CE, English as a Second Language - Speech II

English as a Second Language and Civics

Students learn English along with U.S. History and Government for Citizenship

- ESLCVCS 010CE, ESL and Civics - 1: Beginning Low
- ESLCVCS 011CE, ESL and Civics - 1: Beginning
- ESLCVCS 012CE, ESL and Civics - 1: Beginning High
- ESLCVCS 013CE, ESL and Civics - 1: Intermediate Low
- ESLCVCS 014CE, ESL and Civics - 1: Intermediate
- ESLCVCS 015CE, ESL and Civics - 1: Intermediate High

NOTE: Students will be given a mark of "P" (pass) or "SP" (satisfactory progress).

How to Register

You pay no tuition and begin most classes at any time during the semester. If you never attended LAVC or if you stopped attending for two or more semesters, you will need to complete an admissions application. You can complete it online at www.lavc.edu/New-SIS/New-SIS.aspx. After completing the admissions process, you may enroll in classes.

Easy Enrollment

1. New students may enroll online at www.lavc.edu/New-SIS/New-SIS.aspx
2. Returning students receive a registration appointment date and then may enroll in the Continuing Education office (ACA 1401), by phone (818.778.5594), or at <http://www.lavc.edu>.

Before Enrolling in ESL Classes

ESL students take the noncredit ESL placement test. To find out more about course placement, go to ACA 1401 or call 818.778.5594.

Books

Books may be purchased for about \$40; some students may be eligible for financial assistance.

Naturalization Preparation Services

Assistance is provided during office hours (Monday - Friday, 8:00 a.m. - 3:00 p.m.) For more information, contact Lily Gevorkian at (818) 778-5614.

On-Campus Contact Information

For more information call **818-778-5594**. We are open Monday through Friday from 8:00 a.m. to 3:00 p.m., with evening hours Thursday from 4:00 - 7:00.

If interested, please contact the number above and not Community Services

Workforce Training/Adult Education

No-Cost Programs Offered by LAVC



High School Equivalency Test An affordable alternative to the GED®

Whether you're in pursuit of a career or attending college, earning a high school equivalency credential is vital!

Test Information:

- Paper-based testing formats are available
- Subject areas: language art (reading & writing, science, social studies, and mathematics)
- \$150 non-refundable, non-transferable fee. Additional fees for retakes (\$25 for retakes; \$10 for rescheduling)
- Must be 18 years or older with valid government issued identification.
- Must be a California resident.

Testing Dates (Paper-based - Must attend both days):

- July 27 & 28 (Friday and Saturday)
- August 10 & 11 (Friday and Saturday)
- September 21 & 22 (Friday and Saturday)
- October 19 & 20 (Friday and Saturday)
- November 16 & 17 (Friday and Saturday)
- December 7 & 8 (Friday and Saturday)

*Schedule subject to change without notice

*Schedule subject to change without notice

Additional testing times are available based upon need.

Call to schedule!

Practice testing and workshops also available!

Visit us in the Administration & Career Advancement Building (room 1101) or contact Ovsana Kazanchyan (kazanco@lavc.edu), for more information call (818) 947-4042

www.lavc.edu/hiset.html

If interested, please contact the number above and not Community Services

Workforce Training/Adult Education

NO-COST PROGRAMS **A Quick Path to a Professional Career** ***FIND AND KEEP THE JOB YOU WANT!***

*Two **free** courses offered by
Los Angeles Valley College Workforce Training*

Students who complete both courses receive a certificate recognized by the City of L.A. and the L.A. Chamber of Commerce - - Looks great on your resume!

✓ **30 Ways to Shine as a New Employee** (14381)

- Calming new employee jitters
- Understanding workplace culture
- Learning from a mentor
- Developing the ability to listen
- Controlling your anger
- Learning from mistakes

✓ **Blueprint for Workplace Success** (18015)

- Write your best resume and cover letters
- Speak more confidently at job interviews, networking events, and job fairs
- Polish your networking skills
- Use social media & online job sites to find work
- Develop answers to common interview questions
- Develop and perfect your 30-second “elevator” pitch

Classes begin at LAVC:
August 31, 2018 - 8:30 a.m. - 1:00 p.m. | Room: TBA

To register, visit lavc.edu and click the “Register” tab at the upper right:

- 1) On the LACCD page, choose Fall 2018
- 2) Log in or create your SIS account
- 3) Enter the class numbers in the box (14381 & 18015)
- 4) Click “next” and then “Proceed to Step 2 of 3”
- 5) Review your classes to confirm they are correct
- 6) Click “Finish Enrolling”

Enrollment questions? Contact Michael at **818.778.5572**.



If interested, please contact the number above and not Community Services

Workforce Training/Adult Education

Family Resource Center

Support Services for Student-Parents & Young Children

The Los Angeles Valley College Family Resource Center (FRC) is committed to supporting student-parents, reducing barriers to higher education for under-served populations, and advancing social and economic mobility to all families through a holistic 2-generation framework. The FRC provides a comprehensive menu of support services to LAVC student-parents, staff, and community families with young children.

For Student and Community Parents:

- Infant and Toddler Playgroups (0 - 3 years)
- Creative Activities Playgroups (2 ½ - 4 years)
- Community Education Parenting Classes
- Parenting Workshops
- Free Baby Clothing Exchange (Newborn - 4T)
- Lactation Room and Refrigerator

For Students:*

- Textbook Lending Library
- Computer and Print Lab
- Kid-Friendly Study Lounge
- Academic Counselor
- Advisor/Mentor
- Tutoring
- School Supplies
- Volunteer and Internship Opportunities



*Must be enrolled in 3 units at LAVC

**For more information, contact Amber Angel at
the Family Resource Center:**

Phone: (818) 778-5612

Website: www.lavcfamilyresourcecenter.org

Hours: Monday - Thursday: 9:00 a.m. - 4:00 p.m.



If interested, please contact the number above and not Community Services

Workforce Training/Adult Education

NO-COST Training Academies for Eligible Individuals Offered Through the Office of Workforce Training

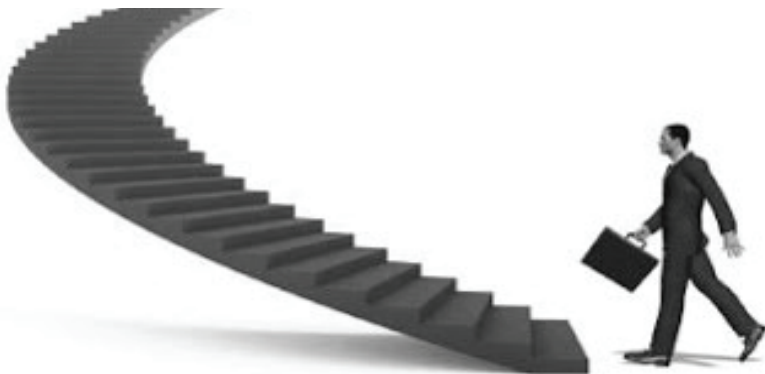
- ✓ Manufacturing
- ✓ Biotech Manufacturing
- ✓ Metro Bridge Academy

Manufacturing Academy - Begin your career in the growing manufacturing industry. This six-week course includes lathe and mill operations, blueprint reading, inspection procedures, and more. For information and orientation schedule, call Roberto at 818.778.5610 or visit www.lavcjobtraining.org.

Biotech Manufacturing Academy - Be a part of this six-week pre-employment training and jumpstart your career into the growing field of biomanufacturing. Learn the skills necessary to be hired as a biomanufacturing technician Level I. Areas of instruction include workplace science (basic biology, chemistry math, and lean manufacturing) and workforce readiness skills (what hiring managers want you to know). For information, call Kristi at 818.778.5832, or visit lavcjobtraining.org.

Metro Bridge Academy - The Los Angeles County Metropolitan Transportation Authority (Metro) is continuing to look for qualified bus operators. Learn the fundamentals needed to get behind the wheel and restart your career in this comprehensive two-week course. Instruction covers air brakes, DMV regulations, customer service, and more. For information, call Michael at 818.778.5572 or visit lavcjobtraining.org.

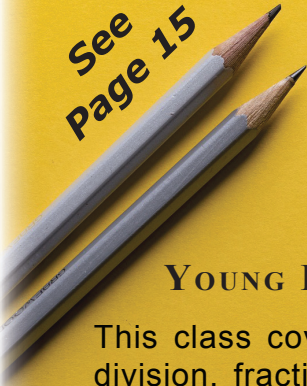
For more information, visit
www.lavcjobtraining.org or
call **818.947.2941**



If interested, please contact the number above and not Community Services

HELP YOUR CHILD STAY AHEAD

See
Page 15



YOUNG LEARNER'S WRITING WORKSHOP
Designed to help your child in his or her reading, writing skills, comprehension and vocabulary.

Grades 3 - 4
#16734

Grades 5 - 6
#16735



YOUNG LEARNER'S MATH WORKSHOP

This class covers multiplication, division, fractions, decimals and word problems, among other math subjects.

Grades 3 - 4
#16734

Grades 5 - 6
#16735



LEARN SOMETHING NEW

- A NEW LANGUAGE

CIAO BELLA - BEGINNING ITALIAN

"Ciao bella" is a program designed for the complete beginner, with simple idiomatic phrases you'll be able to speak ITALIANO in no time. Gio Lombardi will guide you through building your vocabulary, correct grammar and pronunciation.

SPANISH FOR BEGINNERS

This course will address selected concepts of the TL (Target Language) in order to be able to have a flowing conversation with someone. This is a 7 week course with new topics each session.

See page 30

See page 31

- A NEW CULTURE

SPANISH FOR THE TRAVELER TO PERU

Geared to travelers, who are planning to visit Peru, and would like to have a basic Spanish language skill, to be able to communicate effectively with locals. Along with

the language skill, students will be exposed to the culture by learning about places they will visit, important festivities and typical ethnic food.



Optional tour to Peru can be arranged with instructor at end of class

See page 30 for details

**LOS ANGELES VALLEY COLLEGE
COMMUNITY SERVICES DEPARTMENT
5800 Fulton Avenue
Valley Glen, CA 91401-4096**

**Non-Profit
Organization
US Postage
PAID
Van Nuys, CA
Permit No. 29
ECRWSS**

Residential Customer

Register on-line at <http://lavalley.augusoft.net>

Registration for Summer Classes Begins on May 29, 2018

For more information, please call

PHONE: (818) 947-2577, x4172

FAX: (818) 947-2930

WEB: <http://lavalley.augusoft.net>

Catalog available in alternative medias

SUMMER 2018

June - August 31, 2018