

Los Angeles Valley College

# Community Services Department

# FALL

2020

## Virtual Classes Guide

Registration begins  
Tuesday, September 1st

How to Register  
online at [lavalley.augusoft.net](https://lavalley.augusoft.net)

KEEP CATALOG UNTIL DECEMBER 31st, 2020

# CONTENTS

Performing & Visual Arts	.... Pg. 6
Arts & Crafts, Cosmetics	.... Pg.s 6-8
Business & Career	.... Pg.s 10-12

Cooking	.... Pg. 13
Dance & Fitness	.... Pg. 13
Health & Wellness	.... Pg. 14

Foreign Languages	.... Pg.s 15-16
Music & Enrichment	.... Pg.s 16-17
Ed2Go & Certificate Training	.... Pg.s 18-19



On-Line Fall 2020 Class  
Registration begins 9/1/20

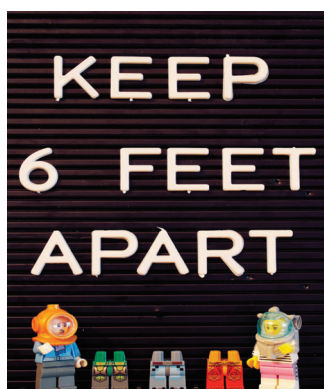
Register prior to September 16th  
and save \$5.00 per class!

## 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.

The Community Services Program is not responsible for lost or misdirected mail or email. 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.

# IMPORTANT INFO.



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. It is also available at many Los Angeles County Public Libraries as well as all City of Burbank 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](mailto:comm_serv@lavc.edu).

**This isn't forever.  
It's just right now.**

# GENERAL & REGISTRATION INFORMATION

## LOS ANGELES COMMUNITY COLLEGE

### **BOARD OF TRUSTEES**

Andra Hoffman, President  
Steven F. Veres, Vice President  
Gabriel Buelna, 2<sup>nd</sup> Vice President, Ph. D.  
Mike Fong  
Ernest H. Moreno  
Scott J. Svonkin  
David Vela  
Alfredo Gama Salmeron, Student Trustee

### **DISTRICT ADMINISTRATION**

Francisco C. Rodriguez, Chancellor, Ph. D.  
Melinda A. Nish, Interim Deputy Chancellor, Ed. D.  
Ryan M. Cornner, Vice Chancellor of Educational Programs and Institutional Effectiveness, Ed. D.  
Laurence B. Frank, Interim Vice Chancellor of Workforce and Resource Development, J.D.  
Carmen V. Lidz, Vice Chancellor/Chief Information Officer, MS  
Vice Chancellor of Finance and Business Services (Vacant)  
Albert J. Roman, Vice Chancellor for Human Resources, DPA  
Jeffrey M. Prieto, General Counsel, J.D.  
Rueben C. Smith, Chief Facilities Executive, D.C.Sc.

### **VALLEY COLLEGE ADMINISTRATION**

Barry Gribbons, 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 1<sup>st</sup> 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 4 (one per person / class) 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.



## 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.

***\*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.



### COVID-19 isn't done yet...

**Although we aren't able to be together at this time, we are still very much together and committed to providing our customers with quality online programming from Instructors you know and love as well as introducing you to new online Instructors and great new programming opportunities. This isn't forever, and we are looking forward to being together again soon. Stay healthy.**

### 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 1<sup>st</sup> class or event.**

# ACTING/PERFORMING ARTS

No in-person classes due to COVID-19 for Fall 2020

## INTRODUCTION TO VOICEOVERS ( One-on-One Instruction )



### Personalized One-on-One Instruction

Explore

the voiceover industry! Discover current trends, opportunities, and tools you need to find success. Read a real script and receive coaching from your instructor, a professional voice actor, to improve your delivery. Your Instructor will

record you as you read a real script, then offer you coaching so you can improve your delivery. Your Instructor will take notes on your performance. One-time, 90 minute, introductory class. Learn more at <http://www.voicesforall.com/ooo> 18 and over. You owe it to yourself to finally explore the possibilities of this fun and exciting field.

**Voices for All**  
# 20759

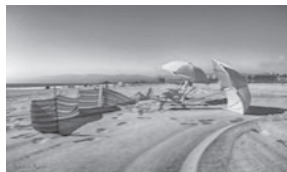
**Fee: \$49**

After registration you will receive a call to set up a time that works best for you.

## ARTS & CRAFTS/HOBBIES

### BEGINNING PHOTOGRAPHY

Master control of your camera, digital or film, and take the mystery out of all the buttons and dials. With step-by-step instruction you'll learn the fundamentals of photography to consistently get great photos. Topics include manual exposure, pointers for automatic settings, ISO, depth of field,



action photos, lenses, white balance, flash, and more. Camera practice assignments will be reviewed in class. If your thinking of purchasing a camera, helpful pointers about features to look for will be discussed at the first meeting. All others please have a camera and owner's guide at hand. *With classes via Zoom you'll have a unique opportunity to see camera details and photo examples up close. Small class size and teacher's style allows for individual attention.* **Open to teens 15 + and Adults.**

**Nancy Kaye**

**Fee: \$110**

# 20717

Mondays

10:00 AM - 12:30 PM

Sept. 21 - Oct. 26

# 20718

Thursdays

7:00 PM - 9:30 PM

Oct. 1 - Nov. 5

### INTERMEDIATE PHOTOGRAPHY (MOVING BEYOND SNAPSHOTS)

Reinforce and enhance your photo skills to make images with strong visual impact. The emphasis of the class is on photographic content and creativity. We'll cover visual composition, camera angle, filters, and photo techniques to take your photography to the next level of visual expression. We'll also explore images of master photographers of many genres to help you develop your own photo style and interests. Any camera may be used, although cameras with manual options allow more technical control. *With classes via Zoom you'll have a unique opportunity to see and share photos up close.* **Open to teens 15 + and Adults.**

**Nancy Kaye**

**Fee: \$110**

# 20719

Mondays

10:00 AM - 12:30 PM

Nov. 16 - Dec. 21

# 20720

Tuesdays

7:00 PM - 9:30 PM

Nov. 17 - Dec. 22

# ARTS & CRAFTS/HOBBIES

All classes taught online until further notice.

## BATH PRODUCTS (Shampoo, Shower Gel, and Bubble Bath)

In this fun hands-on class students will discover simple techniques for making one of a kind bath products (shampoo, shower gel, bubble bath, bath salts, exfoliates, etc.) Topics include: -Where to Obtain Supplies, -Tips For Making Bath Gels, -Adding Herbs and Extracts, -Aroma Therapeutic Effects of Oils and much more! This is a hands-on workshop and can be messy! Please dress accordingly.

**Quayum Abdul**  
# 20714

Saturday

9:00 AM - 12:00 PM

Dec. 12

**Fee: \$39**

Buy One - Get One Half Off

credit

## 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**  
# 20715

Saturday

9:00 AM - 12:00 PM

Oct. 10

**Fee: \$39**

## 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. Express your creativity and join the fun! This is a hands-on workshop and can be messy!



**Quayum Abdul**  
# 20716

Monday

6:30 PM - 9:30 PM

Oct. 5

**Fee: \$39**

## LASH APPLICATION TECHNIQUES

Faux Lash application is a hands-on class and will cover tring, half, and magnetic lashes (no individual application), lash fitting, glue application, and various techniques and lash styles application. Participants will be able to apply their own lashes correctly to enhance their look. This fun and interactive class will give you the tools to apply tour lashes correctly and in a natural manner. Students will receive the opportunity to practice and personalize their lash application.

**Raquel Fournier**  
# 20752

Saturday

11:30 AM - 2:00 PM

Oct. 24

**Fee: \$40**

## ARTS & CRAFTS/HOBBIES

### MAKEUP BY THE SEASONS: FALL

Moisturizer and sunscreen application, exfoliation, foundation, perfectors, primers, stenciled eyes, blending, brushes and more. This is a hands on workshop like no other! Raquel will teach you seasonal techniques and tips, including, contouring, stenciled eyes and silky foundation. Students can expect to learn Raquel's personal guide to a flawless application! Are you interested in updating your current look? Don't know where to start? This workshop will change the way you approach makeup!

**Raquel Fournier**

**# 20753**

5 Saturdays

9:00 AM - 11:30 AM

**Fee: \$75**

Sept. 26 - Oct. 24



### Personalized Make-Up Techniques (In Spanish) Taller De Técnicas De Maquillaje Personalizadas

¿Estás interesado en actualizar tu aspecto actual? ¿No sabes por dónde empezar? ¡Este taller práctico es como ningún otro! Raquel le enseñará técnicas y consejos de temporada, incluidos contornos, ojos estarcidos y bases sedosas. ¡Los estudiantes pueden esperar aprender la guía personal de Raquel para una aplicación perfecta! Esta será una oportunidad divertida para practicar tu español como segunda lengua o simplemente para tomar una clase en tu lengua materna. Este taller de aplicación de maquillaje personalizado se llena rápidamente ya que los cupos son limitados. ¡Inscríbete ya!

**Raquel Fournier**

**# 20754**

5 Wednesdays

6:00 PM - 8:30 PM

**Fee: \$75**

Sept. 30 - Oct. 28

## BUSINESS & CAREER TRAINING

### BLOGGING

A blog is your best bet for a website for almost any online activity and helps with SEO and social media promotion. Learn what a Blog is, where to find them, and how to get one for free. Find out how you can share your ideas, pictures, video with family, friends, organizations, and customers. Make money with your Blog with Google™



ads, affiliates, and other ways to profit if you have something to show or say to the world! For business owners, learn how to use Blogs to get and keep customers! This course is taught by Bob Cohen, a successful Internet Entrepreneur, who owned and operated his own Internet Company and has worked in the high-tech industry for over 35 years.

**Bob Cohen**

**# 20728**

Wednesday

9:00 AM - 12:00 PM

**Fee: \$69**

Oct. 14

# BUSINESS & CAREER TRAINING

## BUSINESS ETIQUETTE IN THE NEW NORMAL

Are you looking for a new job? Are you changing career paths? This seminar will provide the knowledge needed to improve your social skills and feel confident and in control in any business environment. Social skills are extremely important to on-going success; the way you interact with others, little things like interacting with small talk, greetings, listening and networking will make stronger relationships. Professional image and introductions will be covered among other topics. Seminar fills up fast. Register now! The manual to be used for the Business Etiquette seminar is digital and can be purchased only on Amazon.com. The name is "Business Etiquette: Reference Manual by Raquel Fournier" \$12.

**Raquel Fournier**

**Fee: \$35**

**# 20721**

Saturday

9:00 AM - 11:30 AM

November 7

## DMV AUTO WHOLESALER

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**

**Fee: \$114**

**# 20722**

Monday, Tuesday

6:00 PM - 9:00 PM

Sept. 21 & 22

**# 20763**

Saturday

10:00 AM - 5:00 PM

Nov. 14

**Fee includes materials and manual**

## INTRODUCTION TO THE LAW

This class will give students and introduction to the law through lectures and practical application. Students will get a feeling for the law and how it applies to various situations.



Some topics covered include: 1) The Constitutional Foundations 2) Courts & Alternative Dispute Resolution 3) Torts & Cyber Tort 4) Employment Law 5) Personal Property Course Text Book - Miller: Business Law today- Essentials 11th Edition (rent book from Pierce College) ISBN 978-1305574793 Supplementary Source Material: Google Scholar Case Law & Articles, Class Handouts,

FindLaw, American Law Sources, Legal BroadcastNetwork, and Nexis-Lexis.

**Mel Kosasky**

**Fee: \$135**

**# 20724**

8 Saturdays

9:00 AM - 12:00 PM

Oct. 3 - Nov. 21

At the present time we do not anticipate offering any in person classes or activities until further notice. When we are able open, we will update our webpage and send email notifications to all students and parents.

You can also check the Community Services web site home page at lavalley.augusoft.net for up to date information about reopening. We look forward to being together again, hopefully soon.

# BUSINESS & CAREER TRAINING

Medical Series has gone on-line!

## 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. **Additional online Medical classes are offered on pages 19 -20.**

### 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 11<sup>th</sup> 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

# 20725

Mondays, Fridays

6:00 PM - 10:00 PM

Fee: \$220

Oct. 2 - Nov. 2

### 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 for Physicians 2020 (Professional or Expert) any publisher**

**2. AMA Current Procedural Terminology Professional**

**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

# 20726

Mondays, Fridays

6:00 PM - 10:00 PM

Fee: \$220

Nov. 6 - Dec. 11

**NO Class 11/27/20**

### 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.)**

Arlyn “Glady” Tagomolila-Que

# 20727

Mondays, Fridays

6:00 PM - 10:00 PM

Fee: \$220

Dec. 14 - Jan. 25

**NO Class 12/25/20, 1/1/21, 1/18/21**

# BUSINESS & CAREER TRAINING

## MYSTERY SHOPPER

Mystery Shopping is a wonderful way to earn extra income and have fun while shopping, dining, and evaluating customer service at local businesses! In this one day workshop you will learn the ins and outs of Mystery Shopping including signing up with shopping companies, getting your first assignment, pitfalls to avoid, and writing great reports. Jennifer Hayes fell into Mystery Shopping in 2005 as a way to supplement her income with two toddlers at home. It has enabled her to not only have extra income but to travel and enjoy the finer things in life while staying on a budget.



**Jennifer Hayes**

**# 20723**

Tuesday

6:00 PM - 8:30 PM

**Fee: \$49**

Oct. 6

**Supply fee: \$10 (eBook)**

## NOTARY PUBLIC & LOAN SIGNING SEMINARS NOW AVAILABLE ONLINE

**Before signing up for this class, check to see that you meet eligibility requirements for becoming a notary: visit [www.sos.ca.gov/notary](http://www.sos.ca.gov/notary) and click "qualifications." Note: Due to strict State regulations, no one is admitted after class begins. Check-in begins at 7:30 and class must begin promptly at 8:00AM. So have your current, official photo ID ready. Registration closes the day before class meets.**

## NOTARY PUBLIC SEMINAR

REMOTE THROUGH LIVE VIDEO CONFERENCING from the comfort of your home. Government institutions, banks, real estate and other companies are seeking notaries. All prospective notaries must complete a course approved by the California Secretary of State. Our approved course will give you the most updated notary information and the knowledge you need to perform the duties correctly and to pass the state exam. Class fee includes certificate of completion, and sample forms notaries use every day. The instructor will provide information about testing during the class. **PREREQUISITES:** 18 years of Age – Proper Government ID (For example: Driver License – DMV Identification Card – Current Passport) Class ends with the State Notary Public exam. A certificate of completion will be issued.



**Rosie Reed**

**# 20756**

Friday

8:00 AM - 5:00 PM

**Fee: \$99**

Oct. 16

## NOTARY LOAN SIGNING AGENT

NOW REMOTE THROUGH LIVE VIDEOCONFERENCING from the comfort of your home. A Notary Signing Agent is a notary public who has specialized expertise in the handling of mortgage loan documents. With the housing market on the rebound, this will be an in-demand service for notary publics! This class covers: A) In depth information about the main documents that the Notary Loan Signing Agent will notarize, with a loan package hands-on approach; by having each student assemble a loan package. B) A Real Estate (R.E.) Section with a recap of the new types of R.E. sales & loans currently on the market. C) A Marketing and Customer Service Section with a list of potential Sources and practical information on how to start their new business.

**Rosie Reed**

**# 20757**

Saturday

9:30 AM - 3:30 PM

**Fee: \$79**

Oct. 31

# BUSINESS & CAREER TRAINING

## PROMOTE YOUR BUSINESS ON THE WEB

Generate more business, keep your customers coming back, and build a brand name for your small or home based business. Learn the tricks and techniques to successfully promote your business on the Web in this exciting course. Using the tools and techniques of successful Web marketers you'll learn how to:

- \* Use Google® AdWords to drive traffic to your Web site
- \* Build an effective "landing page" for promotions and offers
- \* Make a successful email newsletter and how to build one for pennies
- \* Make the most of social networking tools like Facebook, MySpace, twitter, and blogging that can increase your sales

Course is taught by Bob Cohen, a successful Internet Entrepreneur, who owned and operated his own Internet Company for over 35 years.

**Bob Cohen**

**# 20729**

Wednesday

9:00 AM - 12:00 PM

Oct. 7

**Fee: \$69**

## COOKING/BAKING

### 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. **List of groceries/supplies needed will be provided upon registration.**

**Carrie Bonfitto**

**# 20730**

6 Wednesdays

7:00 PM - 9:00 PM

Sept. 16 - Oct. 21

**Fee: \$175**

### 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. **List of groceries/supplies needed will be provided upon registration.**



**Carrie Bonfitto**

**# 20731**

Monday

7:00 PM - 9:00 PM

Sept. 14

**Fee: \$30**

# DANCE

## BALLET FOR ADULTS (ADVANCED BEG. - INTERMEDIATE)

Designed for dancers with some basic ballet experience or higher, this course will develop graceful technique, musicality, strength, and flexibility as well as increase stamina. You will enjoy barre and center exercises and combinations including warm-up, adagio, waltz, basic turns, warm-up jumps, petit allegro, and medium jumps. It's a great moderate aerobic workout and the foundation for all dance. NO Class on 11/29/20



**Claudine Mason-Marx**  
# 20732

11 Sundays

10:00 AM - 11:15 AM

**Fee: \$120**  
Sept. 27 - Dec. 13

# FITNESS

## FIT FOR LIFE

Have fun in a safe, heart-healthy class suitable for all fitness levels. A variety of exercises were chosen and combined to increase range of movement, add muscle strength, and enhance activities for daily living. We start with low-impact movements with or without the chair for standing support. To energize your active lifestyle, we use low weights for load bearing and resistance. The focus is specifically on gently building body strength, range of motion (ROM), improving balance, and general physical endurance. Please note, this class is taught on line. To participate you will need a smart phone, tablet or computer with high speed internet access and a camera and audio capabilities. NO Class on 10/30/20

**Michelle Fong**  
# 20733

6 Fridays

11:00 AM - 12:00 PM

**Fee: \$45**  
Oct. 9 - Nov. 20

## FLEXI-CORE WORKOUT

If you're serious about core training, add this challenging class to your existing workout regimen! You will feel the burn right away with the combined sequences of aerobics, pilates, and resistance training. We use loaded and resistant exercises in a progressive core series, while blending balance conditioning all together. A good combination of functional training and power core movements, this will challenge your Glutes and Abdominals in a steady-paced workout. NO Class on 10/27/20

**Michelle Fong**  
# 20734

6 Tuesdays

6:00 PM - 7:00 PM

**Fee: \$45**  
Oct. 6 - Nov. 17

### Please Note:

If you were hoping to register for Gymnastics, Rock Wall Climbing, Aquatics, or Tennis Classes, please be aware that we are unable to register these classes at this time due to the continuing campus closure from the ongoing COVID-19 pandemic.

However, as this situation is very fluid, please check our website at <https://lavalley.augusoft.net> or voice mail announcement for up to date information. Once we are all clear to re-open in person classes, we will email customers and place a notice on our website and voice mail.

We are looking forward to seeing everyone again when it is healthy to do so.

# HEALTH & WELLNESS

## 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. Please have available a small hand mirror

and water-soluble marker for class.

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

**Fee: \$35**

**# 20735**

Thursday

8:00 PM - 10:00 PM

Oct. 8

**Supply fee: \$3.00**

## EMOTIONAL FREEDOM TECHNIQUE

Do you sometimes feel as though you are blocked from experiencing the best of life: higher income, better romance, improved health, less weight, more sleep? Are there negative things you'd like to be rid of once and for all so that you can enjoy your life more? If so, or even if you'd just like to improve your life further, come and learn this easy, all-natural technique. It's based on an ancient Easter healing system that's thousands of years old, and it's remarkably effective and fast-acting.

**Frances M. O'Brien**

**Fee: \$45**

**# 20736**

Saturday

1:00 PM - 3:00 PM

Sept. 26

## FASTING FOR LONGEVITY



This 3-week course is designed to help you safely increase fat burning, lose weight, and promote longevity with intermittent fasting. This is not a starvation diet. You will be eating your regular food daily. You will learn how to shift meal timing and use your body's natural circadian rhythms to heal your cells, reduce risk of disease, and live longer.

**Carrie Bonfitto**

**Fee: \$75**

**# 20737**

3 Mondays

7:00 PM - 8:30 PM

Oct. 19 - Nov. 2

## STRESS AND ANXIETY RELIEF TECHNIQUES

We've all experienced stress, and these days it seems to be worse than ever! In this class, we'll learn what stress actually is (this, by itself, can be very helpful in dealing with it); we'll learn a few surprising facts about stress; we'll delve into why, specifically, it isn't good for us; and, finally, we'll experience several all-natural, very effective ways to reduce, eliminate or avoid it altogether. Many of these techniques are so quick and easy to do that you can use them anywhere you happen to be: home, work, or sitting in your car waiting for the light to change. Improve your life today! (Please dress comfortably, and bring a notebook and pen or pencil with you.) Taught by Frances M. O'Brien, Certified in Advanced Emotional Freedom Technique.

**Frances M. O'Brien**

**Fee: \$45**

**# 20738**

Saturday

1:00 PM - 3:00 PM

Oct. 24

# LANGUAGES

**ASK US HOW: Register for BEG & INT Spanish together and get INT for ½ off!**

## SPANISH

### SPANISH FOR KIDS (Ages 7 - 12)

Introduce your child to the Spanish language and Latin American culture. We will begin with the Alphabet and the basics of Present Tense. Next, we will concentrate on the basics of Present and Future Tense. In each class your child will learn how to interact in Spanish through in-class exercises, role playing, games, videos, and fun activities. No class 11/28/20.

**Teresa Hito**

**Fee: \$100**

**# 20745**

8 Saturdays

9:00 AM - 10:30 AM

Oct. 10 - Dec. 5

### BEGINNING SPANISH

This course will address selected concepts of the TL (Target Language) in order to be able to have a flowing conversation with someone. **First**, I will introduce you to the basics of the Spanish language beginning with the Alphabet to Present Tense. **Second**, we will address writing, speaking, listening, and comprehension with an introduction to the Latino American culture. Be ready to practice a lot in class !!. No Class on 11/28/20.

*Bienvenido*

**Teresa Hito**

**Fee: \$100**

**# 20742**

8 Saturdays

10:45 AM - 12:15 PM

Oct. 10 - Dec. 5

### INTERMEDIATE SPANISH

Intermediate Spanish is for those who have completed the Beginners Spanish class. First, we will practice most of present tense and introduction to the past tense? The concentration will be in the Present Tense, review of the Future and introduction to the Past Tense. Students will have a better understanding of the language and Latin American culture while improving their proficiency in Spanish. Each week will consist of a small review in addition to learning new material. We will address writing, speaking, listening and comprehension with an introduction to the Latino American culture. Be ready to practice a lot in class. Class fee includes handouts. No Class on 11/28/20.

**Teresa Hito**

**Fee: \$100**

**# 20743**

8 Saturdays

12:30 PM - 2:00 PM

Oct. 10 - Dec. 5

### ADVANCED SPANISH

Advance Spanish is for those who have completed the Intermediate Spanish class. First, we will practice most the past tense and Future? The concentration will be in the Past Tense and introduction to the Future Tense. Students will have a better understanding of the language and Latin American culture while improving their proficiency in Spanish. Each week will consist of a small review in addition to learning new material. We will address writing, speaking, listening and comprehension with an introduction to the Latino American culture. Be ready to practice a lot in class. Class fee includes handouts. No Class on 11/28/20.

**Teresa Hito**

**Fee: \$100**

**# 20744**

8 Saturdays

2:15 PM - 3:45 PM

Oct. 10 - Dec. 5

# 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. Dvidided 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 Plurals 4) Around the Home 5) Describing Things 6) Around the Town 7) At the Restaurant 8) Every Day Life 9) At Work 10) Socializing



**Giovanni Lombardi**

**Fee: \$72/\$60**

# 20740	6 Saturdays	10:30 AM - 12:00 PM	Sept. 26 - Oct. 31
# 20741	5 Saturdays	10:30 AM - 12:00 PM	Nov. 7 - Dec. 12



Register for Beginning & Intermediate Spanish at the same time and we'll give you Intermediate for ½ price!

# MUSIC

## BEGINNING GUITAR (14 yrs - Adults)

Introduction to the guitar for the complete beginner. Focus on the practical approach to modern guitar, hand positions and posture along with the guitar chord system, the basic chord progressions and the first major scale pattern. We will also cover the ABC's of strumming techniques and music notation. Students need to have their own guitar and are encouraged to have a notebook and pen to take notes.

**Giovanni Lombardi**

**Fee: \$66/\$55**

# 20746	6 Saturdays	12:30 PM - 1:30 PM	Sept. 26 - Oct. 31
# 20747	5 Saturdays	12:30 PM - 1:30 PM	Nov. 7 - Dec. 12

## THE BASICS OF HARMONY SINGING

In this fun class, you will discover and hone your own vocal sound, learn breath control, experiment working with different ranges, train your ear to better understand pitch, and enhance your singing diction. We'll start with simple popular songs and learn to sing the correct melodies and then the harmonies that go with them in a very easy low pressure environment. Each week you will be given reading and listening material to prepare for and discuss at the next class meeting. This class will help you find your voice.



**Dale LaDuke**

**Fee: \$89**

# 20748	5 Saturdays	11:00 PM - 12:00 PM	Sept. 26 - Oct. 24
---------	-------------	---------------------	--------------------

# MUSIC

## SONGWRITING



This songwriting workshop is taught in a supportive environment where students learn how song is crafted and the tools they can use to express their ideas effectively. The student will learn how to draw stories from daily life, song structure, the importance of song premise and title, use of vivid imagery, rhyme and meter, use of devices (metaphor, alliteration, repetition, contrast, etc.) melodic arc, harmonic structure and an understanding of basic music theory. Students will complete one song over the course of the class, each week building the song with the assigned steps. Playing an instrument is not a pre-requisite.

**Anna Montgomery**  
# 20750

6 Wednesdays

7:30 PM - 9:00 PM

**Fee: \$79**  
Sept. 23 - Oct. 28

## UKULELE

Learn fundamental skills to get you playing ukulele in this entertaining hands-on class. We will work on rhythm, strumming, patterns, and some finger picking. With a few basic chords you can play along with others and accompany yourself on a multitude of songs. Learn to find the right key for your voice and where the notes are on the keyboard. No previous experience needed. Bring your own ukulele.



**Dale LaDuke**  
# 20749

5 Saturdays

10:00 AM - 11:00 AM

**Fee: \$89**  
Sept. 26 - Oct. 24

NEW!

New Live Remote Learning Acting Class...

NEW!

Introduction to Voiceovers, page 6

## PERSONAL ENRICHMENT

### RETIREMENT PLANNING

Due to recent and ongoing tax changes, an uncertain future for Social Security and the shift toward employee-directed retirement plans, the need for sound financial strategies has never been greater. In straight forward language, this class will explain time-tested strategies that help you make informed financial decisions.



Whether your objective is to build a nest egg, protect your assets or preserve your life-style throughout retirement this course helps you plan your future with confidence. **Peter Han is a Registered Representative and Investment Advisor Representative with First Allied SECurities, Inc. Member FINRA/SIPC.** (Spouse/Guest registers at no cost)

**Peter Han**  
# 20758  
# 20755

2 Wednesdays

6:30 PM - 9:30 PM

2 Saturdays

9:00 AM - 12:00 PM

**Fee: \$69**  
Sept. 30 & Oct. 7  
Oct. 3 & Oct. 10

**Note: Students enrolling in financial classes are responsible for making their own financial decisions.**

# SELF-PACED ON-LINE CLASSES

## 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 2018

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 2018 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

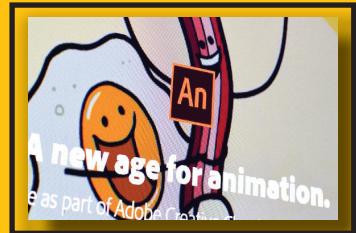
<http://careertraining.ed2go.com/lavcComEd/>

818-947-2577 X. 4172

Master a new subject with our online courses.



We offer a wide range of highly interactive courses that you can take entirely over the internet. All of our courses are led by expert instructors, many of whom are nationally known authors. Our online classes are affordable, fun, fast, convenient, and geared just for you.



**Start Your Own Small Business**

**Copmuter Skills for the Workplace**

**Accounting Fundamentals**

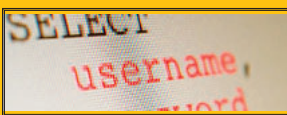
**Achieve Top Search Engine Postions**

**SQL Series**

**Spanish for the Medical Professional**

**Drawing and Animation**

**and More!**



[ed2go.com/lavc](http://ed2go.com/lavc)

Learn new skills online - and change your life for the better.

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  
EDDM  
EGRWSS

# TOGETHER

Residential Customer

Registration for FALL Classes  
Begin on September 1, 2020  
For more information, please call  
PHONE: (818) 947-2577, x4172

FAX: (818) 947-2930

WEB: <https://lavalley.augustsoft.net>

Catalog available in alternative medias

FALL 2020

September - December, 2020