

LOS ANGELES VALLEY COLLEGE
COMMUNITY SERVICES

FALL 2016 CLASSES & PROGRAMS

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KIDS BAKING!

ESSENTIALS OF A PERFECT HOLIDAY MEAL!

GYMNASTICS!

AQUATICS!

MONARCH WINTER CAMP!

MEDICAL BILLING & CODING & OTHER CAREERS!

SOAP & CANDLE MAKING!

BEGINNING CHINESE, SPANISH & ITALIAN!

GUITAR!

AND MUCH MORE....

**COOK THE
PICTURE PERFECT HOLIDAY MEAL
THIS SEASON!**

KEEP CATALOG UNTIL DECEMBER 31, 2016

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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.



Parking Information

-You must have a current parking decal to park on campus. -Parking regulations are enforced Monday-Friday. You DO NOT need a decal to park on campus if your class meets only on weekends. -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 and is during the week 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. -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.

HOW TO REGISTER

1. In Person:

Monday-Friday: 8:00 am - 4:30 pm

2. Online:

<http://lavalley.augusoft.net>

3. Call: (818) 947-2577, Ext. 4172 during office hours (Monday-Friday: 8:00 am - 4:30 pm) and use your Visa, Master Card, Discover, or American Express Card.

4. Fax: Complete the form in this brochure on page 5 (one per person) and fax to (818) 947-2930 using your Visa, Master Card, Discover, or American Express Card.

5. Mail: Complete the form in this catalog on page 5 (one per person) and mail to:

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

On-Line Fall Class Registration

Begins On Tuesday, September 6, 2016

Register prior to September 21st and save \$5.00 per class!

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

GENERAL & REGISTRATION INFORMATION

LOS ANGELES COMMUNITY COLLEGE

BOARD OF TRUSTEES

Scott J. Svonkin, President (Seat No. 5)
Mike Eng, Vice President (Seat No. 2)
Mike Fong (Seat No. 7)
Andra Hoffman (Seat No. 1)
Sydney K. Kamlager (Seat No. 3)
Ernest H. Moreno (Seat No. 4)
Nancy Pearlman (Seat No. 6)
Gerson Liahut-Sanchez, Interim Student Trustee

DISTRICT ADMINISTRATION

Dr. Francisco Rodriguez, Chancellor
Dr. Adriana D. Barrera, Deputy Chancellor
Dr. Ryan M. Cornner, Vice Chancellor of Educational Programs and Institutional Effectiveness
Dr. Felicito Cajayon, Vice Chancellor of Economic and Workforce Development
Dr. Kevin D. Jeter, Interim General Counsel
Dr. Robert B. Miller, Vice Chancellor of Finance and Resource Development
James D. O'Reilly, Chief Facilities Executive
Dr. Albert J. Roman, Vice Chancellor for Human Resources

COLLEGE ADMINISTRATION

Erika Endrjonas, 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

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.

PARKING

You **MUST OBTAIN A PARKING PERMIT** to park in all campus lots and roadways. **If paying with cash, exact change is required.** The Community Service Program is not responsible for lost or misdirected mail. If your class meets for 4 sessions or less, please ask us for a complimentary parking pass. **We DO NOT provide complimentary parking permits for any on-going monthly class (this includes but is not limited to karate, aquatics and gymnastics).**

Parking permit must be PROPERLY displayed by affixing to the back of the inside rear view mirror. Permit not valid in spaces marked "Faculty" or "Staff". **Parking citations are issued when regulations are not followed.**

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.

Fees listed herein are subject to change at any time without prior notice.

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.

REFUND POLICY

There will be a \$10 charge for each refund OR transfer requested. Refunds are not available for EKG Technician class. 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. 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 or credit granted.

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

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, optional _____

Name _____

Street _____

City _____ ZIP _____

Phone: Home () _____ Business () _____

Payment Method:

Check Cash Visa Master Card Discover Card American Express

Credit 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. **No Refund after class begins.** There will be a **\$10** charge for **each refund, credit or transfer.** **THERE ARE NO REFUNDS FOR EKG TECHNICIAN CLASS.** (See enrollment form for this course for refund appeal process).

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.

GENERAL & REGISTRATION INFORMATION

Fall Class Registration Begins September 6, 2016

**SAVE MONEY! AVOID THE DISAPPOINTMENT OF CANCELED CLASSES!
REGISTER FOR ANY CLASS PRIOR TO WEDNESDAY, SEPTEMBER 21st
AND SAVE \$5.00 PER CLASS!
(Some restrictions apply-see page 3.)**

Registration Options

ONLINE (ANY TIME!) WITH A CREDIT CARD AT: <http://lavalley.augusoft.net>.
You will be able to print your receipt and confirmation immediately.

WALK-IN: Visit the Community Services Office in the Community Services Center
HOURS: Monday – Friday 8:00 AM - 4:30 PM. Registration is official only when all fees are paid. (CREDIT CARDS, CHECKS* OR **EXACT CHANGE REQUIRED.**)

PHONE-IN: CALL (818) 947-2577, X. 4172 MONDAY – FRIDAY, 8:00 AM – 4:30 PM,
Have your Visa, Master Card, Discover or American Express card ready.

MAIL-IN: Mail at least TWO weeks prior to first day of class to ensure there is space in the class. Complete registration form on page 5 (one per person). Mail to: Los Angeles Valley College, Community Services Program, 5800 Fulton Avenue, Valley Glen, CA 91401. Receipt, campus map and confirmation will be mailed.

FAX-IN: For 24 hour service, you can FAX your registration form any time! FAX to (818) 947-2930, and be sure to provide all the registration information, including your Visa, Master Card, Discover or American Express card number and expiration date. Receipt, campus map and confirmation will be 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. **PLEASE KEEP YOUR RECEIPTS - ALL RECEIPTS REQUIRED FOR REFUNDS, CREDIT SLIPS OR TRANSFERS.**

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.

CAREER DESIGNATED EXTENSION CLASSES

All Classes Start April 2017

- Paralegal: 11-month course - Only \$300/month
- Paralegal + LDA: 4-week course - Only \$750
- Human Resource Assistant: 18-week course - Only \$295/month
- Human Resource Assistant + aPHR: 7-week course - Only \$350/month
- Clinical Medical Assistant: 34-week course for \$300/month
- Administrative Medical Assistant: 34-week course for \$300/month



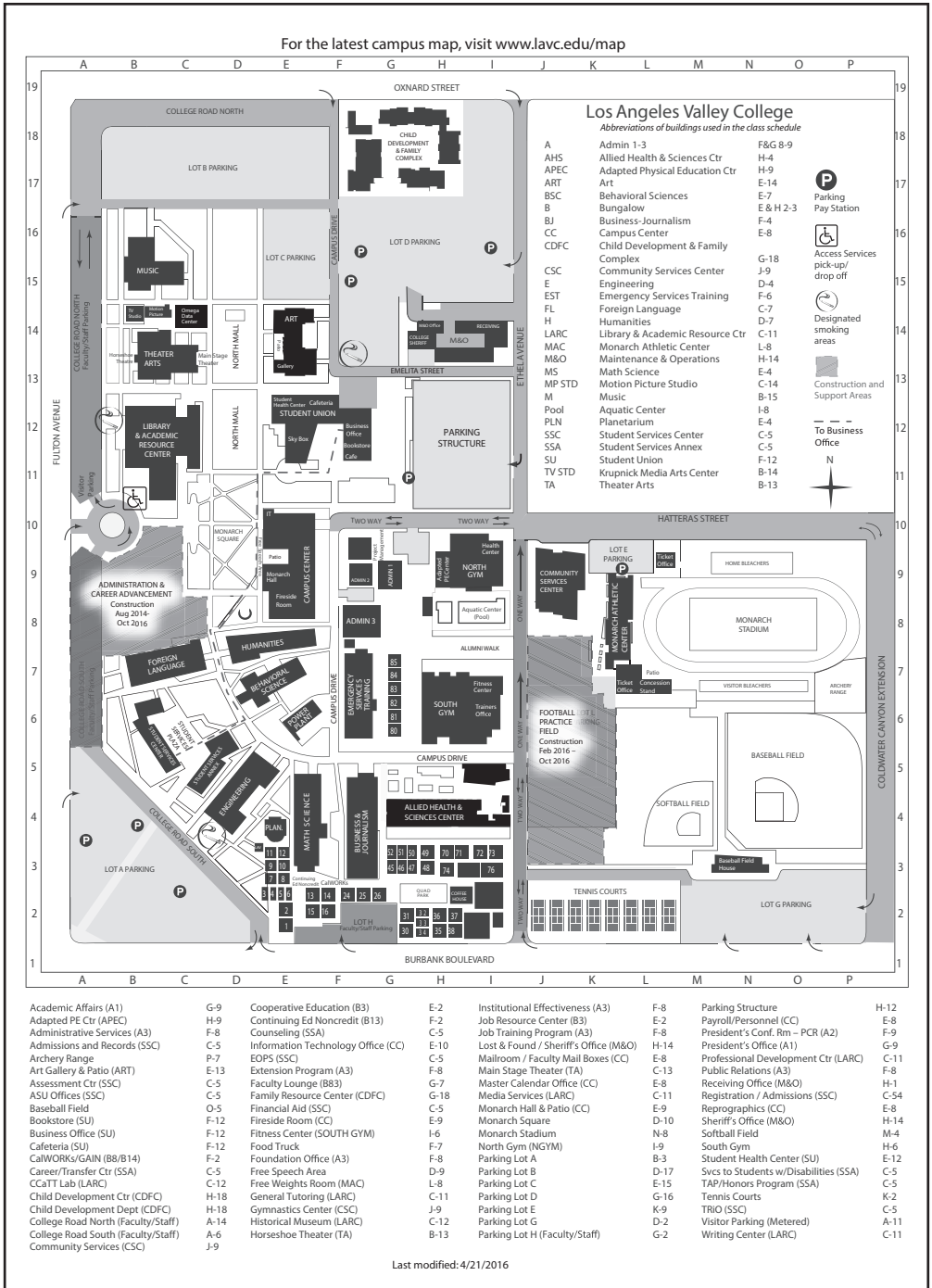
Register at www.legalfieldcareers.com or call 818.997.0967



GENERAL & REGISTRATION INFORMATION

LAVC CAMPUS MAP

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



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

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 or Staff
11617

6 Sun.

9:00 AM - 11:45 AM

Fee: \$95
Oct. 2 - Nov. 6

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 at the world famous Zydeco Casting Studios. 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
11646

4 Sun.

2:00 PM - 4:00 PM

Fee: \$67
Oct. 9 - 30

COMMERCIAL ACTING (KIDS 6-12)

This is a two day seminar **on camera** at a professional casting studio in Studio City. 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.

Hal Sweesy & June Chandler
11618

2 Sun.

2:00 PM - 4:00 PM

Fee: \$81
Sep. 25 & Oct. 2

LIVE RADIO PRODUCTION

Is talking your hobby? Have people told you that your voice should be on the radio? This class will introduce the student to concepts and techniques of live radio production. Class topics include radio careers, radio show production, voiceovers, radio commercial writing, engineering, interviewing, radio sales, hosting and job search strategies. Minimum age 18 years. *Rita Pardue, BA, MA, is the Production Manager at 89.3 KPCC Radio. She was the Mid-day LA Host for KKLA, 1998-2004.*



Rita Pardue
11619

6 Sat.

2:00 PM - 4:00 PM

Fee: \$104
Oct. 1 - Nov. 5

ACTING/PERFORMING ARTS

PITCHING YOUR FILM OR TV PROJECT



If you have a chance to tell someone about your idea or script, there is only one way to do it well, but many ways to fail. If you want to develop a bulletproof presentation (as well as elephant hide), come learn the right way to pitch your project, get people interested in you, and make a deal instead of a mess.

Having made hundreds of pitches in his career, Jack Adams is the author of screenplays, television pilots and an award-winning producer.

Jack Adams
11621

1 Sun.

1:00 PM - 4:00 PM

Fee: \$45
Oct. 30

SCREENWRITING WARRIORS

There are many ways to write a script. Some of them are convoluted, others are impossible to apply, and most take too much time. If you want to write (then rewrite) a script quickly and well, at a professional level of craft and have it ready to be marketed as quickly as possible, then come learn how not to “paint yourself into a corner”. This is the quickest, most direct method of creating, writing and selling a script you’ll find anywhere. And you don’t have to buy software or a book to do it – it’s just common sense and a practical approach.



Jack Adams
11620

1 Sun.

9:00 AM - 12:00 PM

Fee: \$45
Oct. 30

ARTS & CRAFTS/HOBBIES

EXPRESSIVE PAINTING for BEGINNERS

Beginners 14 years and older are welcome to this hands-on class. You do not need to have any previous drawing or painting experience. The focus is on creating an individual style with acrylic or oil paints. Using proven methods we will explore contour drawing, watercolor studies and a finished canvas painting.

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

11624

6 Sat.

1:30 PM - 4:30 PM

Fee: \$98
Oct. 8 - Nov. 19

NO CLASS ON 10/29/2016

BEGINNING PHOTOGRAPHY

In this class you will learn skills needed to master control of your 35mm single lens reflex (SLR) camera, film or digital, and get predictable, consistent results. With step-by-step instruction, students will learn the fundamentals of photography, including how to operate their cameras on manual setting, how to best use automatic settings, how to stop or blur motion, focusing, controlling depth of field, white balance, using flash, and more. Shooting assignments will be given and photos will be reviewed in class. **YOU MUST HAVE A SINGLE LENS REFLEX CAMERA (either digital or film).** No cameras with only automatic options. For 15 Yrs – Adults

Nancy Kaye

11622

5 Tue.

7:00 PM - 9:30 PM & 1 Sat. (date/time TBD)

Fee: \$110
Sep. 27 - Nov. 1

NO CLASS ON 10/11/2016

ARTS & CRAFTS/HOBBIES

INTERMEDIATE PHOTOGRAPHY: MOVING BEYOND SNAPSHOTS

In this class you will fine tune fundamental photography skills and learn how to use them to make photos with strong visual impact. The emphasis of the intermediate level photography class is photographic content and creativity. You'll study photo composition and explore how camera angle, lens choice, filters, and basic photo techniques can improve your photographs. No cameras with only automatic options. For 15 Yrs – Adults



Nancy Kaye
11623

5 Tue. 7:00 PM - 9:30 PM & 1 Sat. (date/ time TBD)

Fee: \$110
Nov. 15 - Dec. 13

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
11625
Supply fee: \$20

1 Sat.

1:30 PM - 4:30 PM

Fee: \$42
Sep. 24

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
11626
Supply fee: \$20

1 Sat.

1:30 PM - 4:30 PM

Fee: \$42
Oct. 29

BATH PRODUCTS AND LIQUID SOAP MAKING WORKSHOP

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
11627
Supply fee: \$25

1 Sat.

1:30 PM - 4:30 PM

Fee: \$42
Dec. 10

BE AN EARLY BIRD!

REGISTER EARLY AND AVOID DISAPPOINTMENT OF NOT HAVING SPACE IN CLASSES OR CANCELED CLASSES. PLUS YOU WILL SAVE \$5 ON EACH CLASS YOU ENROLL IN BEFORE SEPTEMBER 21, 2016! SEE PAGE 3 FOR DETAILS



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
11632

2 Sat.

9:00 AM - 1:00 PM

Fee: \$74

October 15 & 22

Supply fee: \$15

MAKE EXTRA MONEY AS A DMV AUTO WHOLESALE 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
11637

1 Sat.

10:00 AM - 5:00 PM

Fee: \$114

November 19

Fee includes materials and manual

BECOME A MYSTERY SHOPPER AND OTHER FUN WAYS TO MAKE MONEY

Mystery shopping is a splendid way to earn extra money and have fun at the same time! Shoppers receive assignments from companies that do business evaluations. This 2.5 hour class will provide you with all the information you need to know so that you can become a mystery shopper including how to get into the Shoppers Network, how to avoid scams and more!



Elaine/Herb Moran

11638

1 Sun.

1:30 PM - 4:00 PM

Fee: \$39

November 6

Supply Fee: \$20

READ ALL DAY AND GET PAID FOR IT!

Do you like to read? If so, why not earn some money by doing what you enjoy! Studios, producers, agencies and management companies need readers to analyze material for possible production. This workshop prepares you to find part-time and full-time work as a story analyst reading screenplays, stage plays and articles for possible production.

Jack Adams
11643

1 Sun.

9:00 AM - 12:00 PM

Fee: \$45

October 9

BUSINESS & CAREER TRAINING

WRITING FOR MAGAZINES AND WEBSITES

Many articles are written by free-lance writers – the contents of magazines are not written completely by staffers. In addition, you can sell the same article more than once without any rewriting whatsoever. Learn what kinds of material are needed and how to professionally approach editors. Part-time and full-time income can be achieved with the techniques presented in this 3 hour workshop.

Jack Adams
11644

1 Sun.

1:00 PM - 4:00 PM

Fee: \$45
October 9

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
11635

1 Sat.

8:00 AM - 5:00 PM

Fee: \$75
November 5

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.

LOAN SIGNING SPECIALIST

This class is designed for notaries who want to become Loan Signing Specialists. Participants will learn how to contact borrower(s) and set appointments; the proper handling of all real estate forms, as well as initialing, signing, and/or notarizing the documents; how to return the loan package to title and escrow; the required materials and tools; the duties and responsibilities of the Notary, and how to market your services to the real estate community. There will be an optional exam (for a fee of \$30 check or money order only) at the conclusion of the class. Participants that pass the exam will receive a certificate. **Prerequisite:** Must have or be in the process of obtaining a California State Notary Public License.

Brenda Jeter
11636

1 Sat.

8:00 AM - 2:00 PM

Fee: \$75
November 19

Supply fee: \$45

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

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 next page. We also offer these classes on line. See page 32.**

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.

This course is a prerequisite for Coding. Required text: "The Language of Medicine 10th Edition by Davi-Ellen Chabner

ISBN: 9781455728466. Instructor also suggests that students purchase a Medical Dictionary.

Arlyn "Glady" Tagomolila-Que

11639

6 Mon. & 4 Fri.

6:00 PM - 10:00 PM

Fee: \$210

Oct. 17 - Nov. 21

Supply fee: \$20

NO CLASS ON 11/11/2016

CODING FOR MEDICAL INSURANCE BILLING (CLASS 2)

ICD-9-CM coding is required by Third party payers when submitting/processing insurance claims. Students will learn to interpret accurately and describe diagnoses, procedures and supplies used in physician offices, medical records departments, emergency rooms, urgent care and hospice care facilities. IN CPT-4 coding, the students will learn how to effectively use evaluation and management codes in compliance with CMS regulations. The correct use of modifiers will best describe inpatient procedures, services rendered in compliance with CMS. Hands on coding diagnoses, problem solving of case studies using ICD-10-CM in class. The latest HIPAA compliance will be discussed in class.



Two Books Required: 1. ICD-10-CM Professional for Physicians 2017 ISBN: 978-1622542321 or the ICD-10-CM Expert for Physicians ISBN: 978-1622542246 2. AMA Current Procedural Terminology 2017 ISBN: 978-1-62202-400-1

Arlyn "Glady" Tagomolila-Que

11640

6 Mon. & 4 Fri.

6:00 PM - 10:00 PM

Fee: \$210

Nov. 28 - Jan 9

Supply fee : \$20

NO CLASS ON December 23, 26 & 30

MEDICAL INSURANCE PRINCIPLES (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 & Coding For Medical Insurance Billing. Required text same as used for Coding.



Arlyn "Glady" Tagomolila-Que

11641

4 Mon & 6 Fri.

6:00 PM - 10:00 PM

Fee: \$210

Jan. 13 - Feb. 17

Supply fee : \$20

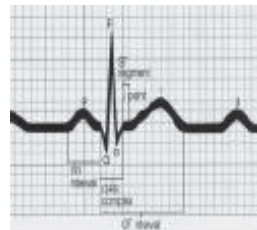
NO CLASS ON 1/16/2017

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.

BUSINESS & CAREER TRAINING

EKG TECHNICIAN CERTIFICATION PROGRAM

This comprehensive 50 hour EKG Technician Certification Program prepares students to function as EKG Technicians and to take the American Society of Phlebotomy Technician (ASPT) – Electrocardiograph (EKG) Technician exam in addition to other National Certification Exams. **(Please note: This course DOES NOT prepare you to work as a Phlebotomist.)** This course will include important practice and background information on anatomy of the heart and physiology, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, the Holter monitor, electrocardiography and echocardiography. Additionally, students will practice with equipment and perform hands-on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices.



The EKG Technician Certification Program includes a graded final exam to help prepare students for the ASPT – EKG Technician Exam.

Condensed Curriculum International

11642

15 Wed.

6:00 PM - 9:30 PM

Fee: \$999

Oct. 19 - Feb. 15

Fee INCLUDES all textbooks workbooks and materials

NO CLASS ON 11/23/2016, 12/21/2016 & 12/28/2016

-ENROLLMENT DEADLINE FOR EKG CLASS IS October 5, 2016

-PAYMENT PLAN AVAILABLE FOR THIS CLASS; Once enrolled there is NO Refund for this class.

CLASSES FOR KIDS

AMERICAN RED CROSS BABYSITTER'S TRAINING (AGES 11-17)

Learn basic care for infants, toddlers and children, health & safety practices, first aid and emergency procedures, and how to be professional. This workshop prepares students to care for themselves and children under their care when adults are not around. **For 11-17 year olds. If you pass the exam and wish to have a certificate (to be mailed later), the cost is \$12.00** payable to the instructor at class. Students should bring a snack to class.

Margaret Noji

11645

2 Sat.

10:00 AM - 12:30 PM

Fee: \$60

Oct. 22 & 29

Supply fee: \$24

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).

Carissa Rhoads

11650

4 Sat.

9:00 AM - 9:45 AM

Fee: \$40

Sep. 24 - Oct. 15

CLASSES FOR KIDS

BIRTHDAYS ARE A BLAST AT LAVC!

Birthday Parties through Los Angeles Valley College Community Services 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! Our parties are run 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 one of the following types of parties: Gymnastics, Rock Climbing, 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 call 818-947-2577 X. 4172 to request a brochure, get fees or book your party.

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

11647

1 Sat.

10:00 AM - 1:00 PM

Nov. 12

Fee: \$45

Supply Fee: \$5.00

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

11649

Tue. & Thu.

10:30 AM - 12:00 PM

Sep. 6 - Dec. 8

Fee: \$150

NO CLASS ON 11/24/2016

CLASSES FOR KIDS

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. Price of class includes all materials fees.

Lisa Brauer

11648

Tue. & Thu.

3:30 PM - 5:00 PM

Fee: \$150

Sep. 6 - Dec. 8

NO CLASS ON 11/24/2016

Have a young baker in the family?

A child who likes to experiment with ingredients?

See page 19 for our NEW Kids Baking Class

MONARCH CAMPS

REGISTER AT MONARCHCAMPS.COM

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

AFTER SCHOOL PROGRAM

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

School Year 2016-2017

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

**\$155/
week**

Monarch Camps After School Program has commercial passenger vans to pick up students at Balboa, Burbank, Colfax, Dixie Canyon, Kester, Maurice Sendak, Monlux, Riverside, Sherman Oaks Elementary Schools and Milikan & Walter Reed Middle Schools

MONARCH CAMPS

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

WINTER CAMP 2016-2017

DECEMBER 19TH - JANUARY 6TH, 2017

FIVE DAYS EACH WEEK | 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 OCTOBER 1ST!

REGISTER AT MONARCHCAMPS.COM

Registration closes when camp is full.

LIMITED SPACE and we fill up quickly.

WINTER RATES

DAILY	WEEKLY
\$75	\$315
Minimum 3 Days	Full Week

Camps We Offer	For Grades	Ages
Classic Day Camp	Kinder- Seventh	5-12
Fine Art Camp	Third - Seventh	8-12
Theatre Arts Camp	First - Seventh	6-12
Gymnastics Camp	Kinder - Seventh	5-12
Soccer Camp	First - Seventh	6-12
Tennis Camp	Third - Seventh	8-12
Counselor in Training	Eighth	13-14

Special Events

Wednesday, December 28th, 2016 - Ice Skating and Bowling

Friday, December 30th, 2016 - Discovery Cube New Years Party

Wednesday, January 4th, 2017 - Wild Life Learning Center & Snow on Campus

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.

BLOGGING FOR FUN AND PROFIT

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 and video with family, friends, organizations, and customers. Make money with your blog by selling Google™ ads and other ways to profit if you have something to show or say to the world! Learn how to set up private blogs for family and friends. 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

11633

1 Thu.

6:30 PM - 9:30 PM

Sep. 29

Fee: \$69

Fee includes a comprehensive manual with guidelines, procedures and resources valued at \$30.

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

11652

2 Thu.

6:00 PM - 9:30 PM

Sep. 22 & 29

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

11653

4 Thu.

6:00 PM - 9:30 PM

Oct. 6 - 27

Fee: \$141

Handout fee: \$14

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

11654

4 Thur.

6:00 PM - 9:30 PM

Nov. 3 - Dec. 1

Fee: \$141

Handout fee: \$14

NO CLASS ON 11/24/2016

COMPUTERS, SOFTWARE & INTERNET

HOW TO 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 Website
- *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.



Bob Cohen

11651

1 Thu.

6:30 PM - 9:30 PM

Sep. 15

Fee: \$69

Fee includes a comprehensive manual with guidelines, procedures and resources and a CD with useful software tools for developing your web promotion valued at \$30.

COOKING



ESSENTIALS OF A PERFECT HOLIDAY MEAL

Learn the essentials of holiday cooking and baking from a chef and caterer. You will gain knowledge, confidence, and skills to prepare your best holiday dinner from turkey to desserts. Learn how to brine a turkey and learn a shortcut for getting the turkey to table in a fraction of the time! Desserts include pumpkin-chocolate swirl cheesecake and home-made pecan pie with cane syrup (no high fructose corn syrup here!). Students will get to eat the end result of their work or take home a small care package.



Danielle Hewitt

11629

2 Tue.

7:00 PM - 9:00 PM

Oct. 25 & Nov. 1

Fee: \$35

11630

2 Thu.

7:00 PM - 9:00 PM

Dec. 1 & 8

Supply fee: \$30

KIDS BAKING ESSENTIALS (10 - 18 YRS)



Kids will gain a practical working knowledge of the core essentials of baking. Lessons are easy to follow, yet packed with information and hands-on practice in the preparation and baking of cakes, pies, cookies, cupcakes, frosting, barookies, and pastry dough. 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.

Danielle Hewitt

11631

3 Sat.

10:00 AM - 1:00 PM

Nov. 5 - 19

Fee: \$60

Supply fee: \$30

WANT MORE CLASSES FOR KIDS?

- ACTING ON PAGE 8

- GYMNASTICS ON PAGES 25-26

- AQUATICS ON PAGES 37-38

- TENNIS ON PAGE 22

NEW

COOKING

HEALTHY COOKING 101



People who cook for themselves are less likely to become obese and suffer from diabetes or heart disease. A seven 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

11628

Supply fee: \$55

7 Sun.

5:00 PM - 8:00 PM

Fee: \$175

Oct. 9 - Nov. 20

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.**

NO CLASS ON 11/27/2016



Sara Lopez

Beginner

11656

6 Sun.

11:00 AM - 12:00 PM

Sep. 25 - Oct. 30

11657

6 Sun.

11:00 AM - 12:00 PM

Nov. 6 - Dec. 18

Intermediate

11658

6 Sun.

10:00 AM - 11:00 AM

Sep. 25 - Oct. 30

11659

6 Sun.

10:00 AM - 11:00 AM

Nov. 6 - Dec. 18

Fee: \$84

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

11655

5 Sun.

1:30 PM - 3:00 PM

Fee: \$60

Oct. 2 - 30

BEGINNING BALLET FOR ADULTS

There is no better way to develop poise, grace, strength, and flexibility than the fundamental technique of the beautiful art of ballet. An excellent foundation for all dance, this beginning level course will focus on basic ballet technique and simple combinations. You will enhance self-esteem and build self-confidence while getting in shape! Students should wear leotards and tights or leggings. Ballet slippers are required.

Jacqueline Eusanio

11661

6 Sat.

3:00 PM - 4:00 PM

Fee: \$50

Oct. 8 - Nov. 12

DANCE

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
11660

6 Sat.

4:00 PM - 5:30 PM

Fee: \$70

Oct. 8 - Nov. 12

We Also Offer Open Recreation (Drop-In)
Scottish and Bulgarian Dance. See Page 33

EXERCISE SPORTS & FITNESS

HATHA YOGA:

BEGINNING & CONTINUING STRETCH-RELAX-MEDITATE

Learn how to let go of stress through yoga. You'll work on posture, purification procedures, gestures, breathing, and meditation. Some benefits of yoga include stress reduction, greater flexibility, increased strength and better balance. Come join us! Be sure to bring a mat or towel.

NO CLASS ON 11/26/2016



Michelle Fong

11662

4 Sat.

11:00 AM - 12:30 PM

Fee: \$60

Sep. 24 - Oct. 15

11663

4 Sat.

11:00 AM - 12:30 PM

Nov. 5 - Dec. 3

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

Payable 1st of month

Fee: \$60 / Month

Tue. & Thu.

8:00 PM - 9:00 PM

11698

September

11700

November

11699

October

11701

December

EXERCISE SPORTS & FITNESS

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

# 11664	Begin/Int.	8 Sat.	11:00 AM - 12:00 PM	Sep. 17 - Nov. 5	Fee: \$74
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ADULTS SATURDAY CLASSES

# 11666	Adv. Beg.	8 Sat.	10:00 AM - 11:00 AM	Sep. 17 - Nov. 5	Fee: \$74
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# 11665	Intermed.	8 Sat.	8:00 AM - 10:00 AM	Sep. 17 - Nov. 5	Fee: \$148
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ADULTS SUNDAY CLASSES

# 11667	Beg.	8 Sun.	9:00 AM - 11:00 AM	Sep. 18 - Nov. 6	Fee: \$148
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# 11668	Adv.	8 Sun.	11:00 AM - 1:00 PM	Sep. 18 - Nov. 6	Fee: \$148
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PRIVATE TENNIS LESSONS

Dates and times for private tennis lessons can be arranged with the Community Services Office.

Make check payable to L.A. Valley College. Minimum of 4 hours required. Can be eight 1/2 hour lessons or four 1 hour lessons.

Fee is \$64/hour per person

Raymond Finks, Tennis Pro

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

If private lessons are desired, arrangements MUST be made with the Community Services Office. Call 818-947-2577 x.4172 to book your private tennis lesson.

***We also offer private gymnastic lessons and private swimming lessons. See pages 27 & 36 for more information.**

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 33 for more information)

Carl Oberg

Fee: \$50 for 4 lesson punch card



EXERCISE SPORTS & FITNESS

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. SPRI resistance bands-green or yellow, are required for this class. Order from Amazon.

com or ask instructor for places to purchase. Be sure to bring a towel or mat.
NO CLASS ON 10/3/2016 & 11/21/2016



Michelle Fong

11669 (\$55)

11670 (\$44)

5 Mon.

4 Mon.

6:30 PM - 7:30 PM

6:30 PM - 7:30 PM

Fee: \$55 or \$44

Sep. 19 - Oct. 24 **OR**

Nov. 14 - Dec. 12

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.)

NO CLASS ON 11/26/2016

Beginnig:

April Tatro

11672

11674

6 Sat.

6 Sat.

10:00 AM - 11:00 AM

10:00 AM - 11:00 AM

Fee: \$66

Sep. 24 - Oct. 29

Nov. 5 - Dec. 17

Intermediate/Advanced:

April Tatro

11671

11673

6 Sat.

6 Sat.

9:00 AM - 10:00 AM

9:00 AM - 10:00 AM

Fee: \$66

Sep. 24 - Oct. 29

Nov. 5 - Dec. 17

TRYING TO GET IN SHAPE AND EAT HEALTHY?

CHECKOUT OUR NEW HEALTHY COOKING CLASS ON PAGE 20

Don't Wait!

BE AN EARLY BIRD!

Register Today!



REGISTER EARLY AND AVOID DISAPPOINTMENT OF NOT GETTING A SPACE IN CLASSES OR CANCELED CLASSES! PLUS YOU WILL SAVE \$5 ON EACH CLASS YOU ENROLL IN BEFORE September 21, 2016! SEE PAGE 3 FOR DETAILS

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.**



Students who enroll after the beginning of a session will be placed in groups as space permits. No one is permitted to use equipment or mats at any time, except during their assigned class period. Parents and/or spectators are not permitted to use equipment. NO FOOD OR DRINK (except water in sealable containers) is allowed in the Gymnastics Center. Individual participants may be limited by the staff to specific activities and/or skills because of safety considerations. **FOR CHILDREN'S SAFETY NO ZIPPERS OR BUTTONS ALLOWED ON CLOTHING**

-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 **Fees are due by the last day of the previous month. 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.**

FIRST TIME REGISTRATIONS MUST BE DONE IN PERSON. RENEWAL REGISTRATIONS (WITH A CREDIT CARD) MAY BE COMPLETED IN ANY OF THE FOLLOWING WAYS:-BY PHONE: CALL 818.947.2577 X. 4172 (M-F 8:00 AM- 4:30 PM)-BY FAX: Complete the registration card and fax to 818.947.2930 (24/7)-ON-LINE AT: [HTTP://LAVALLEY.AUGUSOFT.NET](http://LAVALLEY.AUGUSOFT.NET) (24/7).

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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.

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

Office Hours:M-F: 3-7 pm & Sat 9 am - 1:30 pm; Closed Sunday

GYMNASTICS

Please note: December rates are pro-rated. Please inquire.

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 assist the needs of their child.

Parent and Me (2-3yrs)	3:30-4:15 PM	M or T or W or Th	\$50/Mo
Parent and Me (2-3yrs)	9:30-10:15 AM	Sat	\$50/Mo
Parent and Me (2-3yrs)	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 (3-4yrs)	3:30-4:15 PM	M or T or W or Th	\$50/Mo
Beginning Girls (3-4yrs)	4:30-5:15 PM	M or T or W or Th	\$50/Mo
Beginning Girls (3-4yrs)	9:30-10:15 AM	Sat.	\$50/Mo
Beginning Girls (3-4yrs)	10:30-11:15 AM	Sat.	\$50/Mo

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

Beginning Girls (7-8yrs)	3:30-4:30 PM	M or T or W or Th	\$60/Mo
Beginning Girls (7-8yrs)	4:30-5:30 PM	M or T or W or Th	\$60/Mo
Beginning Girls (7-8yrs)	9:30-10:30 AM	Sat.	\$60/Mo
Beginning Girls (7-8yrs)	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 (4-6yrs)	3:30-4:30 PM	M or T or W or Th	\$60/Mo
Beginning Boys (4-6yrs)	9:30-10:30 AM	Sat	\$60/Mo
Beginning Boys (7+yrs)	4:30-5:30 PM	T or W or Th	\$60/Mo
Beginning Boys (7+yrs)	10:30-11:30 AM	Sat.	\$60/Mo
Beginning Teen Boys (10+yrs)	4:30-5:30 PM	Mon.	\$60/Mo
Beginning/Int. Boys (10+yrs)	11:30am-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	\$105/Mo

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

GYMNASTICS

Please note: December rates are pro-rated. Please inquire.

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	\$105/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 Audition/Invitation Only) 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

Coaches: Janelle Smith, Eve Manukyan, Mariah Henninger

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: Brad Menyheart/Dennis Ruelas
punch card

Fee: \$58 for 4 lesson

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
punch card

Fee: \$58 for 4 lesson

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 AND ARE 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 \$45 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 22 and 36 for more information.



SPOTLIGHT ON STAFF: DESTINEE LANEY

Destinee started dancing when she was very young and later joined the LA Sparks Kids Dance Team when she was only 10 years old. She continued to dance throughout high school specializing in tap dance and discovered her love for sports when she joined the high school track team. Her love for gymnastics began here at LAVC when she transitioned from the sport and into the coaching position. She takes great pleasure in passing off her knowledge she teaches the kids and has found no better reward than working with her students.



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.
- Parents (except those of 2 year olds) **ARE NOT** allowed on the floor/equipment under any circumstances. Please remain in the bleacher and 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

11677

1 Sat.

10:00 AM - 2:00 PM

October 1

Supply fee: \$5 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

11678

1 Sat.

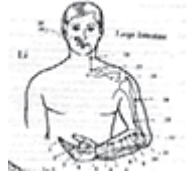
10:00 AM - 1:00 PM

October 8

Supply fee: \$5 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.

HOLISTIC HEALTH AND ACUPRESSURE

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

11676

1 Thu.

8:00 PM - 10:00 PM

October 27

Supply fee: \$3.00

CERTIFICATE IN FOOD NUTRITION AND HEALTH (ON-LINE CLASS)

Food and nutrition have a profound impact on our health and well-being, yet many of us are not aware of what foods to eat, which diets are healthy, and where our food originates. The goal of this certificate program is to provide a holistic overview of current food and nutrition issues and their impact on physical, social, emotional, and spiritual health.

Throughout this certificate, you'll become more conscious of what we eat, why we eat it, how it is prepared, and what consequences our food choices have on our health as well as the health of our planet. You'll also learn how we can change our eating habits for more healthful outcomes, including swapping processed sugar for other sweeteners, adding probiotics to the diet, and harnessing the healing effect of herbs. Ultimately, you'll gain insight into how food interacts with our bodies on multiple levels—physical, mental-emotional, and spiritual—as well as the impact it has globally. This certificate is designed for individuals who are working in the health care field and those who are interested in the topic.

Ed2Go

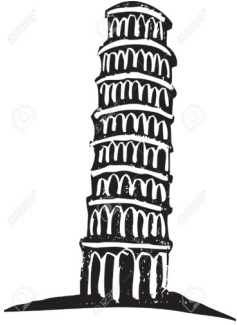
Fee: \$96

visit www.ed2go.com/lavc to register or for more information

Care about your health?
Want to learn a healthier way of cooking?
See our new **HEALTHY COOKING** class on page 20

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 in to ten subject areas, Gio Lombardi will guide you through the different phases of learning the language: building your vocabulary, the 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.

NO CLASS ON 11/26/2016

Giovanni Lombardi

11685

6 Sat.

10:00 AM - 12:00 PM

Fee: \$95

Sep. 17 - Oct. 22 **OR**

11686

6 Sat.

10:00 AM - 12:00 PM

Oct. 29 - Dec. 10

BEGINNING CHINESE/MANDARIN FOR EVERYONE!

Learn everyday Chinese/Mandarin by having fun conversations. Both beginning and intermediate classes use the Pinyin System- a quicker and clearer approach to grasp the Chinese language in a short period of time. Class will focus on commonly used expressions needed in business, travel and everyday life. Guidance on developing reading and writing skills will be made available.



Janie Chien Golden

11688

6 Sat.

9:30 AM - 11:30 AM

Fee: \$95

Sep. 24 - Oct. 29

Please note: Purchase *Golden Chinese (ISBN 9780615711713)* prior to first class and bring the book with you to class. Available at Amazon.com.

CONVERSATIONAL SPANISH (BEGINNER)



Students will learn basic conversational Spanish. Are you interested in learning another language or are you planning to travel to a Spanish speaking country? This is a fun and relaxed way to learn. Emphasis is on the basic pronunciation, expressions and grammar needed for conversation abroad or in the U.S. Don Grigware has 20 years experience teaching Spanish. No book required. (Your fee includes a workbook valued at \$25.)

Don Grigware

11687

6 Tue.

6:30 PM - 8:30 PM

Fee: \$115

Oct. 18 - Nov. 22

Learn it Online!

In addition to these on-campus language classes you can always learn a foreign language class from the comfort of your own home! Visit www.ed2go.com/lavc to find out more about the following classes:

- * Speed Spanish
 - * Spanish For Medical Professionals
 - * Spanish for Law Enforcement
 - * Beginning Conversational French
 - * Instant Italian
 - * Conversational Japanese
- And Much More!**



Learn More

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. **Tape recorders are welcome. Class size limited.**

Students **must bring their own Guitar** and small amplifier if bringing an electric guitar. Students are encouraged to bring a notebook and pen to take notes. There are no handouts or materials associated with this class. **NO CLASS ON 11/26/2016**

Giovanni Lombardi

Fee: \$65

11689 6 Sat. 12:30 PM - 1:30 PM

Sep. 17 - Oct. 22

11690 6 Sat. 12:30 PM - 1:30 PM

Oct. 29 - Dec. 10

LEARN TO PLAY GUITAR OVERNIGHT

Have you ever sat around fantasizing you could play the guitar like Jimi Hendrix or Eddie Van Halen? Or maybe Joni Mitchell or Django Reinhardt is more your style? Whatever your musical tastes, it's easier than you think---even if you've never played before! Guitarist Richard Rossi, composer of over 1000 songs will have you playing by the end of this two-day class with his revolutionary learning system, "From Zero to Playing Overnight". Whether you're a beginner or need to dramatically improve your technique, Richard will let you in on the easy to learn secrets used by guitar legends. You'll master: scale patterns, chords, sight reading, arpeggios, composition, song writing licks and phrases of the greats. Please bring your own guitar to class; if you have an electric guitar, please bring a small amplifier. Also bring pen/pencil & notebook.



Richard Rossi

Fee: \$60

11691 2 Sat. 1:00 PM - 4:00 PM

Oct. 15 & 22

HEALTHY HARMONICA

Breathing is our foundation when playing harmonica and for healthy, vibrant living. We will take the simplest of pop, folk and blues rhythms and melodies and invigorate them with simple but powerful breathing techniques to make any song deeply expressive! No previous musical ability is required ---only a desire to have fun and feel more healthy and alive! You **MUST** bring a 10-hole C-major diatonic harmonica to class. The instructor will have this kind of harmonica available for you. If you bring the wrong harmonica or do not bring a harmonica you will be provided with the harmonica and billed by us for the cost (approximately \$12.00). **Fee includes all handouts.**

Dave Broida

Fee: \$44

11692 1 Tue. 6:00 PM - 7:30 PM

Nov. 8

BEGINNING BLUES HARMONICA



Beginning Blues Harmonica will get you jammin the blues immediately! Our emphasis will be on playing and having fun as you are introduced to tricks and techniques to play the blues. No harmonica training is required. You only need a love of the blues and the desire to play the harmonical! You must bring a 10-hole C-major diatonic harmonica to class. (See note in Healthy Harmonica listing above for more information.)

Dave Broida

Fee: \$44

11693 1 Tue. 7:45 PM - 9:15 PM

Nov. 8

CHECK OUT OUR MINI-MOZART CLASS FOR KIDS AND THEIR PARENTS ON PAGE 14!

INSTRUCTOR LED NON-CREDIT ONLINE COURSES



Learn More



**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



Learn More

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 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.



DAY	TIME	PROGRAM	LOCATION
Monday	7:30-10:30 PM	Scottish Dance	North Gym Exercise Room
Tuesday	7-10 PM	Gymnastics	Gymnastic Ctr.
Tuesday	7-10 PM	Open Climb	CSC MPR 1
Tuesday	9-10 PM	Fencing	CSC MPR 2
Thursday	7-10 PM	Open Climb	CSC MPR 1
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	1:30-2:30 PM	Bulgarian Dance	CSC MPR 2
Sunday	2-5 PM	Adv. Badminton	North Gym

CLIMBING WALL

The Community Services Department is pleased to offer Open Rock Wall Climbing on Tuesday and Thursday evenings from 7-10 PM. Fee is \$8 per visit. Or, you can buy a punch card of 10 visits for \$50. (There is an additional fee if you need to rent shoes or other equipment). 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 15 or call 818-947-2577 X.4172 for more information.



EXTENSION PROGRAM ADVERTISEMENT

EXTENSION PROGRAM

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

New financial assistance programs available to **EVERYONE!**

✓ Professional Paralegal Academy

Less than 6 Months to a New Career!

Our program exceeds CA Business and Professions Code §6450 for paralegal education. Convenient schedule: Monday, Wednesday, Thursday evenings and Saturday mornings. Learn from attorneys, practicing paralegals, and legal educators. Over 28 legal topics. This is the best program anywhere!

Course fee: \$4,750 (Payment plan only \$375/month)

Class starts April 2017



✓ Paralegal + LDA (Legal Document Assistant)

4 Saturdays to a New Career!

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.

Course fee: \$750 • Class starts April 2017

✓ Human Resource Assistant Academy

18 weeks to a New Career!

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.

Course fee: \$1,550 (Payment plan: \$295/month) • Class starts: April 2017

✓ Human Resource + aPHR Certification (Associate Professional in Human Resources)

7 Weeks to a New Career!

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

Course fee: \$1150 (Payment plan only: \$350/month) • Class starts April 2017

Medical Training Classes

Clinical Medical Assistant or Administrative Medical Assistant

Courses available on the LAVC campus. Classes begin April 2017.

Saturdays only • Course fee: \$3,725 (Payment plan only: \$325/month)

Easy Payment Plans Available • For information, call

(818) 997-0967

or visit our website

www.legalfieldcareers.com

PERSONAL ENRICHMENT / PERSONAL FINANCE

LOOK WHO'S UNDER THE HOOD

Can you tell a master cylinder from a power steering pump? What is antifreeze anyway? Want to know how to add brake fluid? This workshop is conducted by Karen Valenti at her Auto Repair shop in North Hollywood. You'll learn to change a tire, have a hands-on session under the hood and learn basic vocabulary in order to communicate clearly with your mechanic. **Space is limited. Students should bring drinking water and a hat to block the sun. Classes are held outdoors at an off campus site.**

Karen Valenti

			Fee: \$40
# 11679	1 Sun.	9:00 AM - 12:00 PM	Sep. 18 OR
# 11680	1 Sun.	9:00 AM - 12:00 PM	Oct. 16 OR
# 11681	1 Sun.	9:00 AM - 12:00 PM	Nov. 20 OR
# 11682	1 Sun.	9:00 AM - 12:00 PM	Dec. 18

DOG OBEDIENCE

Training method is gentle, using praise and collar for corrections. Dogs 4 months of age and older are welcome. "Come," "Sit," "Stay," "Down," – the basics of canine obedience; the trained dog can be expected to follow these commands and others on and off a leash. Learn to communicate a request to your dog. Only the registered student may participate in the class. Taught by the owners of San Mar Dog Obedience School. **First meeting is lecture; do not bring your dog. TRAINER MUST BE AT LEAST 12 YEARS OLD.**



Bill Maze, San Mar Dog Obedience

# 11684	8 Sat.	12:00 PM - 1:30 PM	Fee \$86
			Oct. 8 - Dec. 3

NO CLASS ON 11/26/2016

RETIREMENT PLANNING TODAY

Due to recent and ongoing tax law changes, an uncertain future for Social Security and the shift toward employee-directed retirement plans, the need for sound financial strategies has never been greater. In 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.**

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

Peter Han

(Spouse/Guest registers at no cost!)

# 11675	2 Tue.	6:30 PM - 9:30 PM	Fee: \$69
			Sep. 27 & Oct. 4

YOUR RETIRED - NOW WHAT?

It's time to rethink getting old. You don't have to jump out of an airplane or join an expedition to discover ancient civilizations (unless you want to). This is YOUR unique time to create inspired moments for yourself and those you love. Join this fun and informative workshop and make your own discoveries, erase those moments of boredom. You'll network with others and come away feeling refreshed with new ideas and goals. During this class you'll also hear about the special opportunities available for seniors, what steps you can take to implement them, and how they can impact your life.



Elaine Moran

# 11683	1 Sun.	10:00 AM - 12:00 PM	Fee: \$35
			Nov. 6

Supply Fee: \$15.00

SWIMMING & AQUATICS

Please note: December rates are pro-rated. Please inquire.

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 below.

Swim Lesson Policies and Registration Procedure

- Swim lessons are not confirmed until payment is received.
- We will do our best to honor requests for instructors but cannot guarantee this.
- If you miss a class, 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.
- 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 3rd Friday 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.
- Please ask about our multiple-months, 2nd class and sibling discounts.



ADULT CLASSES (18 years old and up)

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
Sun.	10:00 AM - 10:55 AM	\$55/month

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
W/F	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

SWIMMING & AQUATICS

Please note: December rates are pro-rated. Please inquire.

ADULT CLASSES (18 years old and up) Continued

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



CHILDREN'S CLASSES



INTRODUCTION TO WATER POLO **NEW!**

Learn the basic rules of this fun and exciting game while improving passing and scoring skills, strokes and treading. Have fun and get a great workout. Please note: **All participants must be comfortable and water safe in deep water.**

Level I (Ages 8 - 11)	Tuesday	6:00 PM - 6:55 PM	\$55/month
Level II (Ages 12 - 15)	Thursday	6:00 PM - 6:55 PM	\$55/month

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. Level 1-3 classes are also available on Saturdays and Sundays. Call us at 818-778-5644 for dates, times and rates.**

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

SWIMMING & AQUATICS

Please note: December rates are pro-rated. Please inquire.

CHILDREN'S CLASSES, Continued

SPLASH CLUB

A group lesson for intermediate to advanced swimmers who are looking to learn/improve all their strokes, proper lap techniques, and have fun while increasing their strength and endurance. **Tryout is required.** Ages 6 – 16.

M/W: 5:00 PM - 5:55 PM	\$75/month
M/W: 6:00 PM - 6:55 PM	\$75/month
T/TH: 5:00 PM - 5:55 PM	\$75/month
T/TH: 6:00 PM - 6:55 PM	\$75/month



PRE-TEAM

A group lesson for advanced swimmers who want to refine stroke mechanics, stroke efficiency, and endurance. Pre-team is a recreational program, but trains like a competitive team. **Tryout is required.** Ages 6 through 17.

M/W/F: 6:00 PM - 6:55 PM	\$85/month
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SPOTLIGHT ON STAFF



This issue's spotlight from the aquatics center shines on Sara Moreno! Sara is spending her first summer with us here at Community Services teaching swim lessons on both weekdays and on Sunday's.

Sara first learned basic swimming during her childhood from her two best friends, then refined her strokes by taking formal swim lessons at the YMCA. In regards to the art of swimming, Sara says, "I feel it's important to be comfortable with the water and being able to swim is a valuable skill that one can use their whole lifetime! Teaching kids new swim techniques and strokes is rewarding because I can see the joy they experience when learning something new." During her free time, Sara enjoys going to the movies, hiking and spending time with her friends and family.



FAMILY (RECREATIONAL) SWIM

Fun for the whole family! Use our pool for a day of fun in the sun. Children under 4 years old must be toilet-trained and/or wear a swim diaper. Children under 18 years old must be accompanied by an adult. *No lap swimming is allowed in Family Swim area during Family Swim times. No inflatable toys or water guns are allowed.*

Saturday & Sunday 10:00 AM - 1:00 PM
Fee: \$3/person or \$25 for 10 entries (**EXACT CHANGE OR CREDIT/DEBIT CARD REQUIRED-NO CHECKS**)

ADULT LAP SWIM (18 and over)

Open to all adults for lap swimming. Lap passes have 10 uses. Purchase one pass for \$45, 2 passes for \$70, 3 passes for \$100. No refunds will be given for lap swim passes. Lost or stolen passes will not be replaced.

Monday-Friday: 6:00 PM - 9:00 PM AND
Saturday/Sunday: 10:00 AM - 1:00 PM
(**EXACT CHANGE OR CREDIT/DEBIT CARD REQUIRED-NO CHECKS**)



Pool Office Phone Number: 818-778-5644

Stewart O'Dell, Coordinator
odellsa@lavc.edu

Follow us on Twitter: @LAVCPool

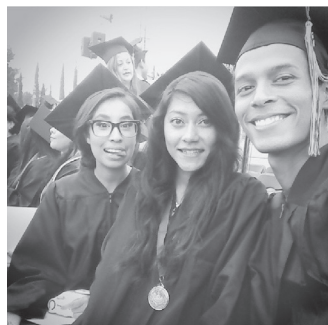
Like us on Facebook: www.facebook.com/lavcaaquaticscenter

Pool Office Hours: M – F 3:00 PM – 9:00 PM; Sat./Sun: 10:00 AM – 1:00 PM

PAYMENT FOR ALL MONTHLY CLASSES IS DUE BY THE LAST DAY OF THE PREVIOUS MONTH

LAVC FOUNDATION

YOU CAN HELP CHANGE LIVES!



Support Los Angeles Valley College and its Students!

What Your Dollars Provide

- \$100 A grant toward textbooks for a new student.
- \$250 An award to allow a student to purchase a tablet.
- \$300 A stipend to allow a Puente student to visit university campuses and attend a motivational conference.
- \$500 Two textbooks for a science or technology student.
- \$1,000 Provides an emergency loan to a student encountering an unexpected major expense.
- \$2,500 A year's worth of fees, books and supplies for a veteran who is a full-time student.
- \$5,000 Cost to educate and place a much needed nurse in California's healthcare system.
- \$10,000 Establishes an endowment to provide an annual scholarship in perpetuity.

Primarily serving residents of the San Fernando Valley, LA Valley College's student populations is among the most diverse in the nation. Of the college's more than 18,000 students, 54% are immigrants to the United States and 50% are first generation college students. The population also consists of students from "working poor" backgrounds. Annual median income of LAVC students is \$16,233, and one quarter of students earn less than \$5,544 per year.

Please make your check out to and send your contribution to:
LA Valley College Foundation, 5800 Fulton Ave., Valley Glen, CA 91401
or go on-line to www.lavcfoundation.org and click Give On-line Now.

For more information, please call (818) 947-2619
The LA Valley College Foundation is a 501(c)(3) as designated by the IRS.
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Los Angeles Valley College
FOUNDATION

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Registration For Fall Classes Begins on September 6, 2016!

For more information, please call

PHONE: (818) 947-2577, Ext. 4172

FAX: (818) 947-2930

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

Catalog available in alternative medias

FALL 2016

September - December 31, 2016