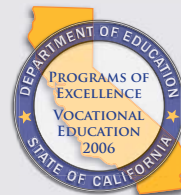




**Learn a career!
Get a better job!**



BUSINESS OFFICES CAREERS OFFERS 6 CERTIFICATE PROGRAMS

Gold Certificates (1200 hours) are awarded upon completion of requirements in each category. Blue Certificates are awarded for completion of each component of the Gold Certificate program. (Completion or experience in Intro to Computers/Windows required.)

FOUNDATION CLASSES:

- 1 **Keyboarding**
- 2 **Intro to Computers**
- 3 **Word Processing**
- 4 **Job Skills Training**
- 5 **Internet**
- 6 **Outlook**

Note: Certain required courses may be waived upon demonstration of competency. See instructor for details. All classes will enhance employment opportunities by increasing job skills.

1 **Entry Level Office Management**

Introduction to office management systems- includes practical knowledge of office protocols (computer programs, business machines, and data management).

2 **Web Page Designer**

Bring creative skills to the online world. Includes web page design, managing texts, adjusting graphics, edit and manipulate images and animation.

3 **Graphic Designer**

Gain professional publishing skills. Unleash creative potential. Harness technology to present business ideas, disseminate ideas and bring new concepts to the workforce. Includes selection tools, managing layers and adjustments and modifications to images.

4 **Administrative Assistant**

Advanced management systems- includes advanced computer programs, budget analysis, corporate communications, organize and execute policies and directives.

5 **Executive Secretary**

Bring creativity and technology together. Advanced management systems-includes advanced computer programs, emphasis on communication skills, budget analysis, in-house publishing and database management.

6 **Accounting Clerk/Bookkeeper**

Entry level accounting and bookkeeping principles. Includes computerized accounting skills incorporating spreadsheets development using different types of software and complete computerized accounting system.

Career Preparation/Applied Office Skills

Prerequisite: Intro to Computers/Microsoft Office

Use all your office skills in a real-life job environment. Increase customer service skills, develop timelines, create correspondence, proof-read documents, familiarity with office equipment i.e. scanners, fax machines, copiers, preparing job orders, creating publications. Complete your final step in a simulated office for the job that is waiting for you.

06410011	M - Th	8:00 - 10:00 am	Willow, 104	C. Barela
06410022	W	6 - 8 pm	Willow, 104	C. Barela

Session I: September 8 - December 2, 2010

Session II: December 6, 2010 - March 11, 2011

Civil Service and Postal Test Preparation

Government, business and postal civil service test preparation available to assist those preparing to enter the work force.

06802011	Call for schedule: (626) 934-2844	Willow, 102	D. Punkay
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New!



COST (PER SESSION):



\$50 FOR 1 CLASS
\$75 FOR 2 CLASSES
\$100 FOR 3 CLASSES
\$100 MACINTOSH LAB

Free!

CAREER PREPARATION ORIENTATION & ASSESSMENT

New Student Orientation & Career Planning

L.A.C. staff will assist students in career preparation and assess skills needed for success in vocational career training. Pre-register in room 118/LAC.

Required for new career and vocational students!

Policies & Procedures:

1. Students must report to the Learning & Assessment Center (L.A.C.) Room #118 on the first day of the orientation at 8 am.
2. Space is limited! First come - first served!
3. Late arrivals will not be accepted.
4. You must attend both days to complete class!
5. You must bring: two number 2 pencils **and** one pen
6. You must be 18 years of age or older to enroll in the orientation class.
7. Babysitting is not available.



Topics:

- Assessments in Reading & Math
- Review of Student Handbook
- Discussion of Academic Services Available
- Exploration of Career Choices
- Available Campus Resources
- Complete Distance Learning packets

Pre-registration Days

August 10 & 12 (T/Th) 1:30 pm
 August 18 & 19 (W/Th) 8 am & 1 pm
 August 24 & 26 (T/Th) 1:30 pm

Morning Dates T/Th 8:30 - 11 am

Only 30 students will be accepted per orientation session.
 September 8 & 9 (W/Th); 14 & 16; 21 & 23; 28 & 30;
 October 5 & 7; 12 & 14;
 November 2 & 4; December 7 & 9; January 18 & 20; 25 & 27

Evening Dates T/Th 4 - 6:30 pm

Only 15 students will be accepted per orientation session.
 September 14 & 16; 21 & 23; 28 & 30;
 October 5 & 7; 12 & 14;
 November 2 & 4; December 7 & 9; January 18 & 20; 25 & 27

For more information, call: (626) 934-2949.

BUSINESS FINANCIAL MANAGEMENT / TYPIST / COMPUTER KEYBOARDING

Computer keyboarding with emphasis on basic word processing skills.

06405011	M, W	8 - 10:30 am	Dibble, A2	Staff
06405021	M, W	10 am - 12:30 pm	Willow, 98	Staff

Session I: September 8 - December 1, 2010

Session II: January 3 - March 22, 2011

ACCOUNTING SERVICES / ACCOUNTING CLERK / BOOKKEEPER (Computerized Accounting using Excel)



Register for any part or all of this course.

- **Accounting Principles and Procedures**
Acquire entry-level knowledge and skills for accounting clerk and/or bookkeeper positions.
- **Computerized Accounting**
Learn computerized accounting using QuickBooks Pro 2007.
- **Microsoft Excel Application**
Learn to use worksheet fundamentals, commands, menus, dialogue box and create formulas and much more.

06400011	T, W	8 am - 12 pm	Dibble, A1	Staff
06400023	T	5 - 9 pm	Dibble, A1	Staff

Session I: September 9 - December 2, 2010

Session II: January 4 - March 23, 2011

INFORMATION SUPPORT & SERVICES/ COMPUTER SOFTWARE APPLICATIONS:

IBM Compatible - Windows Applications

Prerequisite: Keyboarding & basic computer knowledge
 Training in word processing, database, spreadsheets, graphics, web pages, and internet using Microsoft and Adobe softwares. Class can be taken as a hands-on/lecture or individualized. See instructor for details and lecture time.

06430011	T, Th	10 am - 1 pm	Willow, 103	Staff
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Session I: September 9 - December 2, 2010

Session II: January 4 - March 24, 2011

INFORMATION SUPPORT & SERVICES/COMPUTER SOFTWARE APPLICATIONS /



Great instructors!

Macintosh Applications Center

Learn introduction to Macintosh, Mac OS X, iLife programs, AppleWorks, Microsoft Office with emphasis on Word, Excel, and Access. Open entry class.

For information regarding Mac class call: (626) 934-2844

06440011 M - F 8 am - 12 pm Willow, 102 D. Punkay

Session I: September 8 - December 3, 2010

Session II: December 6, 2010 - March 9, 2011

Intro to Computers

(Utilizing Microsoft Professional)

Classes are designed for **BEGINNERS** - Basic skills and in-depth practice operating the IBM computer. Includes introduction to the operating system, paint, draw, email, word processing, spreadsheet and other Microsoft products.

06435011 M - Th 10 am - 12 pm Willow, 100 C. Barela

Session I: September 8 - December 2, 2010

Session II: December 6, 2010 - March 9, 2011

06435023 T, Th 6 - 8:30 pm Willow, 100 D. Punkay

Session I: September 9 - December 2, 2010

Session II: December 7, 2010 - March 10, 2011

IBM COMPATIBLE / WINDOWS APPLICATIONS /

Microsoft Office - Word

Prerequisite: Intro to Computers

Create letters, reports, tables and more. Learn the techniques of editing, moving, formatting, and merging text.

06470011 M, W 10:30 am - 1 pm Willow, 101 Staff

Session I: September 8 - December 1, 2010

Session II: January 3 - March 23, 2011

06470021 T, Th 10:30 am - 1 pm Dibble, B3 A. Yoshioka

Session I: September 9 - December 2, 2010

Session II: December 7, 2010 - March 10, 2011

Microsoft Office - Access

Prerequisite: Intro to Computers or equivalent

Create tables, queries, reports, and more. Learn techniques of editing, moving, formatting, and merging text.

06445011 T, Th 11 am - 1:30 pm Dibble, B3 A. Yoshioka

Session I: September 9 - December 2, 2010



Hands-on training!

Microsoft Office - Excel

Prerequisite: Intro to Computers or equivalent

Work with numbers? You need to learn Excel! Discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. Excel includes: worksheet fundamentals, commands and menus, dialogue box options, creating formulas, etc. Lecture/hands-on class.

06450021 T, Th 8 - 10:30 am Willow, 101 Staff

Session I: September 9 - December 2, 2010

Session II: January 4 - March 24, 2011

06450031 M, W 10:30 am - 1 pm Dibble, B3 A. Yoshioka

Session I: September 8 - December 1, 2010

Session II: December 6, 2010 - March 9, 2011



Hands-on training!

Microsoft Office - Powerpoint/Outlook

Prerequisite: Intro to Computers or equivalent

Want to create a great presentation? Learn how PowerPoint can help you make any presentation look professionally done. The class will also provide an overview of how to use the Outlook program effectively to organize your time.

06460011 T & Th 11 am - 1:30 pm Dibble, B3 A. Yoshioka

Session II: December 7, 2010 - March 10, 2011

COST (PER SESSION):

\$50 FOR 1 CLASS

\$75 FOR 2 CLASSES

\$100 FOR 3 CLASSES

\$100 MACINTOSH LAB



**IBM COMPATIBLE /
WINDOWS APPLICATIONS /**

Computer Graphics (Adobe Photoshop)

Prerequisite: PC computer knowledge

Learn to create graphics and enhance photos utilizing Adobe PhotoShop. See instructor for information.

Lecture/hands-on class.

06420011 M, W 8 - 10:30 am Willow, 99 R. Manriquez

Session I: September 8 - December 1, 2010

Session II: December 6, 2010 - March 9, 2011

06420021 T, Th 8 - 10:30 am Dibble, B3 R. Manriquez

Session I: September 9 - December 2, 2010

06420043 W 6 - 9 pm Willow, 99 R. Manriquez

Session I: September 8 - December 1, 2010



Web Page Design

Prerequisite: Intro to Computers

Create web sites without knowing HTML (Hypertext Markup Language) using Microsoft FrontPage and/or Dreamweaver and Flash. Learn how to create hyperlink, bookmarks, build tables, forms, hotspots, add graphics, and animation.

A lecture/hands-on class.

06420031 M, W 10:30 am - 1 pm Willow, 99 R. Manriquez

Session I: September 8 - December 1, 2010

Session II: December 8, 2010 - March 9, 2011

W 6 - 9 pm Willow, 99 R. Manriquez

Session II: December 8, 2010 - March 9, 2011

Computer Center

Prerequisite: Concurrent

enrollment in a computer class: must be computer literate with keyboarding skills. Review class work and practice skills.

Contact instructor for details.

06415012 M, W 12:30 - 3 pm Willow, 100 D. Punkay

Session I: September 8 - December 1, 2010

Session II: December 6, 2010 - March 9, 2011

Check it out!



COST (PER SESSION):

\$50 FOR 1 CLASS

\$75 FOR 2 CLASSES

\$100 FOR 3 CLASSES

\$100 MACINTOSH LAB

Want to start your health care career training without costly loans?

Consider the benefits of enrolling at HLPAC:

✓ **QUALITY**

Credentialed, experienced licensed instructors provide relevant classroom theory and practical hands-on bed lab experience.

✓ **RELEVANT**

All health care training programs provide maximum hours of low teacher to student clinical experiences at local hospitals and clinical settings. Students work directly with patients in as little as six weeks. Many clinical sites hire our graduates.

✓ **BOARD CERTIFIED**

Our LVN/PT program are recognized approved training providers accredited by the California Board of Vocational Nurses and Psychiatric Technicians. Our pass rates speak for themselves! Our Certified Nursing Assistant program and Continuing Education courses are approved by the California Board of Public Health. Our pass rates are consistently in the 90%. The Dental Assistant program is the only adult school in California with national accreditation.

✓ **COST**

Check out other medical training programs and compare!

