

## BUSINESS SKILLS

### Federal Employment : Resume

Learn how to create an outstanding federal resume. You will target a particular occupational series using proven tips and techniques to improve your federal application packet and to ensure that you provide all required information. You will learn how to identify key words and use them effectively. Federal resumes will be converted into an online (scan-able) resume. Please bring your resume and a federal vacancy announcement to class. \$70

- Sat 9am-4pm, Jan 09  
#9078 XB 319 M1407 Laurel College Center

### Marketing Your Meetings and Exhibits

Learn what to include in your marketing plan and how to understand the purpose of your meetings and exhibits. This class will show you how to analyze your target market, determine the factors that will affect your budget, how to identify and understand your competition, and how to monitor the results of your marketing plan. Plan, execute, analyze. \$25\*\*

- Thu 6:30pm-9:30pm, Mar 25  
#8935 XE 705 M1698 Laurel College Center

### Conference Planning Management

Perfect your skills in time management, delegation and client relations. Hot topics include goal setting, site selection, budgeting, planning creative functions, and managing meeting logistics. \$50

- Sat 9am-4pm, Feb 27  
#8933 XB 611 M1696 Laurel College Center

## ENTREPRENEURSHIP, SELF-EMPLOYMENT

### Business Plan: Blueprint for Success

Develop goals and objectives for your business ventures. You will examine the many elements of the business plan and the various uses and dynamic nature of the planning process. \$50

- Sat 9am-4pm, Feb 20  
#8939 XB 592 M1761 Laurel College Center

### Basic Federal Tax Information for Small Business

This course provides instruction to new or prospective business owners on their rights and obligations under our nation's tax systems. Topics include types of business entities and the advantages and disadvantages of each. Different tax forms are discussed, payroll requirements and reporting, initial filing requirements with the federal government as well as with state taxing authorities, and a myriad of other tax topics will be discussed. This course is taught by a practicing CPA who specializes in start-up business. \$50

- Sat 9am-4pm, Jan 23  
#8941 XB 584 M1763 Laurel College Center

### Separating Your Personal Credit From Your Business Credit

Learn how to establish a line of credit for your business without having to resort to using personal credit. This course will benefit you whether you are starting a business or are already running one. Learn how to analyze personal and business credit using sample credit reports. Gain an overview of the different business structures and the most-used business structure to establish corporate credit. By the end of this course, you will have a quick plan you can use to start establishing corporate credit today. \$25\*\*

- Tue 6:30pm-9:30pm, Mar 09  
#8942 XE 991 M1764 Laurel College Center

### Contract Opportunities in the State and County

This course is designed to connect businesses with actual contract opportunities in the State of Maryland and surrounding local jurisdictions. \$25\*\*

- Mon 6:30pm-9:30pm, Feb 22  
#8937 XE 495 M1759 Laurel College Center

### Legal Issues for Business Owners

Know your rights and liability under the law. What do you do if you are sued? How do you limit your liability exposure? What if your customers do not pay? What form of ownership should your business be and why? Can you legally operate your business out of your house? What if you do business in Virginia and Maryland? Any questions you may have will be addressed by an attorney who has owned and operated numerous small and large businesses. \$50

- Tue 6:30pm-9:30pm, Feb 02-Feb 09  
#8940 XB 594 M1762 Laurel College Center

### Intellectual Property (Copyrights, Trademarks, Trade Secrets) and Licensing

Everything your business develops and creates should remain an exclusive asset of the business--for example, company names, logos, slogans, products, and services. This course will cover the implications of copyright, trademark, and trade secret laws and patents for your business. Learn about licensing the intellectual property assets of your business to individuals and companies, and securing licenses from individuals and companies for use in your business. \$25\*\*

- Thu 6:30pm-9:30pm, Mar 25  
#8943 XE 203 M1765 Laurel College Center

### Accounting and Recordkeeping for Small Business

A certified public accountant will explain various methods of accounting, how they function, and the factors to consider when selecting the method for your business. A case study of an accounting system for a small business will be completed in class. Required documentation for business transactions will be discussed; how long to keep business records will be reviewed. \$50

- Sat 9am-4pm, Jan 16  
#8938 XB 593 M1760 Laurel College Center

## Crash Course in Event Planning

Come acquire the basics of event planning. Discover how to organize, plan, and execute an event in style. Please bring an event that you are currently working on such as a meeting, conference, retreat, baby shower, birthday, or reunion to class. We will work together to make your event a success! \$45

■ Tue,Thu 6:30pm-9pm, Mar 16-Mar 18  
#8936 XB 980 M1699 Laurel College Center

## Starting Your Meeting Planning Company

Have you ever thought of starting your own meeting management company and didn't know where to begin? This program will provide you with the information you need to establish your own business. In addition, you will receive information on developing and reaching target markets such as associations, corporations, individuals, the government, weddings and parties. \$50

■ Sat 9am-4pm, Mar 20  
#8934 XB 595 M1697 Laurel College Center

## Such a Voice (Voice-Overs)

Voice-overs are hot today! You don't have to be an actor to get voice-over work, but it certainly doesn't hurt! With such notable talent as James Earl Jones, Linda Hunt, and Donald Sutherland lending their voices to commercials, films, and videos, one would think that it would be next to impossible to break into this field. Not so! In this class you'll learn about an exciting new way to get around the competition and actually turn voice-overs into a thriving full or part-time business! Brian Thon, successful voice-over artist (GE Healthcare, NYU, UCLA, Light Radio Network), will demonstrate voice-over technique and will introduce students to the voice-over business as a whole. He will talk about the numerous opportunities, the income potential, and the all-important demo and how to have it produced. You'll step up to the microphone to do some practice recording, and best of all, hear the results! \$49\*\*

■ Sat 1pm-3:15pm, Mar 27  
#8563 XE 100 J1683 Laurel College Center

## Floriculture: Basic Floral Design

Learn the basic principles of floral design while creating seven eye-catching arrangements. Use of tools, names of flowers and their usage, bow demonstration, color theory and effects, current trends affecting the floral industry, logistics of opening a retail shop, and sources for wholesale products will be covered. \$250 floral supplies fee payable to the instructor at the first class. Students should bring a floral knife and wire cutters to class. \$150

■ Mon 6:30pm-8:30pm, Jan 25-Mar 22  
#9178 XB 871 M1414 Laurel College Center

(No class on Feb. 15.)

## CHILDCARE

### Child Care Certification I: Growth and Development

This course covers the child development half of 90 hours coursework plus communication skills. This certification course satisfies half of the MSDE requirement of 90 hours for child care teachers and directors, and also satisfies the 9-hour Communication Skills requirement. Gain a broad overview of the social, emotional, cognitive, and physical development of the child from birth to age 13, and build communication skills to use with parents, co-workers and the public. This course and a 45-hour course in age-appropriate curriculum (preschool or school-age) are required to complete the 90-hour certification for child care. You must attend all class hours and successfully complete class assignments to receive a course certificate. Purchase textbook from HCC bookstore prior to class. (T) 5.4 CEUs. \$225 (includes \$15 materials fee\*)

■ Mon,Wed,Fri 6:30pm-9:45pm, Feb 15-Mar 26  
#8885 ZB 669 J1757 Laurel College Center

(Class will be held on February 15 even though PGCC is closed.)

### Infant/Toddler Care

Gain the skills necessary to work with infants and toddlers at home or in a child care center and build communication skills to use with parents, co-workers and the public. Topics include growth and development, curriculum planning, goal setting, selection of age-appropriate materials, and methods for infants and toddlers birth to age 3. This certification course satisfies the MSDE requirement of 45 hours of infant-toddler training for child care teachers and directors working with infants and toddlers, and also satisfies the 9-hour communication skills requirement. You must attend all class hours and successfully complete class assignments to receive a certificate. Purchase textbook from HCC bookstore before class. (T) 5.4 CEUs. \$225 (includes \$15 materials fee\*)

■ Sat 9am-3:30pm, Jan 09-Mar 06  
#8214 ZB 590 J1749 Laurel College Center

### Child Care: 90 Hours

This certificate course is approved by the Maryland State Department of Education to satisfy the requirement of 90 hours of training for directors and child care teachers to work with children birth to age six in group child care centers. In addition, the first half of our 90 hours course covers child growth and development from birth to adolescence and will satisfy the first half of the 90 hours for directors and child care teachers in school-age before/after care group centers. This course may also be used in place of the pre-service family child care modules. Text required for the first class. (T) 9.0 CEUs. \$320

■ Sat 8:30am-4:30pm, Feb 06-May 08  
#9100 ZB 457 M1769 Laurel College Center

(No class on February 13 and April 3.)

## Child Care Administration for Directors

This course is designed to meet all the new MSDE administrative requirements for center directors. Topics will include program design and management, budget, daily operations, staff management, and curriculum/activities. Text required at first class. (T) 4.5 CEUs. \$175

- Sat 8:30am-4:30pm, Feb 20-Mar 27  
#9102 ZB 675 M1771 Laurel College Center

## OTHER OCCUPATIONS

### CDL Learner's Permit Prep

Prepare for the MVA, CDL Class-A or B Commercial Driver permit exam. Topics include general knowledge, air brakes, transporting passengers, and combination vehicles. We recommend you get a CDL Learners Manual at the local MVA office and read sections 1-6 before class starts. \$60

- Tue,Thu 6pm-9pm, Feb 16-Feb 18  
#9301 ZB 110 M1773 Laurel College Center

### Electrical - Level 1

This course is the first level of the National Center for Construction Education and Research (NCCER) curriculum for electrical students. You will receive an overview of the electrical trade and available career paths available. Topics include electrical safety, electrical test equipment, and electrical theory one. Textbook, calculator, and NEC2008 Code book is required. (T) Note: (1) to receive NCCER credit for completion of previous basic electricity courses, you must request and pass Electrical Theory 1 & 2. (2) Construction Math is highly recommended for those who need a math review. 2.5 CEUs. \$265

- Thu 5:45pm-9:30pm, Jan 28-Mar 11  
#8993 XM 100 M1766 Laurel College Center

### Construction Planning & Scheduling

Using computers, you will gain a comprehensive overview and systems analysis of the requirements and use of planning and scheduling as an effective management tool. We will be using Microsoft Project 2000 with special emphasis on the planning process. Text required at first class. (T) 4.2 CEUs. \$380

- Thu 6pm-9pm, Jan 28-May 06  
#9066 XB 597 M1405 Laurel College Center

(No class on April 1.)

## The Circle Process

Coming together in a circle is an ancient peacemaking practice that honors collective wisdom while respecting individual differences. Facilitation of the circle process offers limitless possibilities for resolving conflicts and building stronger communities. Learn how to effectively use circles to restore dialogue, resolve conflict, and strengthen relationships at work, home, or school. Restorative dialogue circles foster friendships and allow everyone's voice to be heard. They can be used for consensus building and decision making in the workplace, as well as at home to help family members take personal responsibility for their behavior. This is an interactive course. Instructor: Bette Hoover. .6 CEUs. \$69

- Sat 9am-4:30pm, Mar 20  
#8744 XH 141 J1754 Laurel College Center

## Real Estate: Appraisal Principles & Procedures

This course is the first in a series of four (4) courses designed to meet the education requirements of the Maryland Real Estate Appraisers Commission for the Licensed Real Estate Appraiser classification. Topics to be covered include: real property concepts and characteristics, legal considerations, influences on real estate values, types of value, economic principles, real estate markets and analysis, the valuation process, property description, and an overview of the approaches to value. The course meets for a total of 60 classroom hours. Attendance is mandatory. A final examination will be given. A calculator is required for this course. Any basic calculator will suffice. However, if the student desires to purchase a financial calculator, the Hewlett-Packard 12C is recommended (and is required for the third course in this series; Appraisal Practices and Analysis Part II). (T) 6.0 CEUs. \$640

- Mon,Wed 6pm-10pm, Mar 01-Apr 28  
#9053 ZB 640 M1768 Laurel College Center

## Real Estate Principles and Practices for Salespersons

This course is approved by the Maryland Real Estate Commission for a real estate sales license. It introduces concepts of property types, interests in real estate, property description, agency, contract law, finance, valuation, taxation, license law, and fair housing, ethics and environmental concerns. This course meets for a total of 60 classroom hours. Students must have 100 percent attendance and pass the final course exam in order to qualify for the state examination. Students are encouraged to read the first 4 textbook chapters before the first class session. Text required at first class. (T) 6.0 CEUs. \$500

- Tue,Thu 10am-1:15pm, Feb 02-Apr 15  
#9050 ZB 461 M1767 Laurel College Center

## Computers & Information Technology

## COMPUTER BASICS

### Introduction to Keyboarding

Keyboarding is needed for computer familiarity. Finger placement, basic computer parts, typing speed, and accuracy are taught. This hands-on class prepares you for the skills needed for other computer training. Text/software is available at the Bookstore (not included in course cost). (T) \$129 (includes \$40 computer fee\*)

- Tue 6:30pm-9:30pm, Feb 09-Mar 16  
#8560 XA 355 J1681 Laurel College Center

### Working With Windows

Learn the basic operating system concepts and features of this operating system, including the desktop, online Help, My Computer, Windows Explorer, Internet Explorer, accessories and Web integration features. Gain the skills needed to create a document, organize files, work with Windows Messenger, create an efficient work environment, work with media, clean up system, and find information on the Internet. .9 CEUs. \$150 (includes \$55 computer fee\*)

- Mon,Wed,Fri 6:30pm-9:30pm, Feb 01-Feb 05  
#8884 XA 713 J1833 Laurel College Center

## OFFICE APPLICATIONS

### Microsoft Word Level 1 (2007)

Learn to create, edit, and print a document. Become familiar with basic Microsoft Word features. Prerequisite: Microsoft Windows. 1.2 CEUs. \$205 (includes \$80 computer fee\*)

- Tue,Thu 6:30pm-9:30pm, Feb 16-Feb 25  
#8883 XA 869 J1832 Laurel College Center

### Microsoft Excel Level 1

Learn to create, modify, print, and format worksheets, use templates, styles and AutoFormats, and find and replace data. Prerequisite: Working with Windows or equivalent. 1.2 CEUs. \$205 (includes \$80 computer fee\*)

- Tue,Thu 6:30pm-9:30pm, Mar 02-Mar 11  
#8881 XA 872 J1830 Laurel College Center

### Microsoft Excel Level 2 (2007)

Learn how to create 3-dimensional formulas, display multiple workbooks, filter lists using autofilter and outline data. You will also learn how to create charts, import data from other Office applications, create comments and publish worksheets to the Web. Prerequisite: Microsoft Excel Level 1 or equivalent. 1.2 CEUs. \$205 (includes \$80 computer fee\*)

- Mon,Wed 9am-4pm, Mar 08-Mar 10  
#8882 XA 873 J1831 Laurel College Center

### PowerPoint Presentations

Create and modify presentation slides that combine text, clip art drawings, tables, charts, and graphs. Learn to run a basic PowerPoint presentation. Prerequisites: Microsoft Windows experience and basic knowledge of Microsoft Word. .6 CEUs. \$129 (includes \$40 computer fee\*)

- Fri 9am-4pm, Dec 11  
#6578 XA 786 J1810 Laurel College Center

## DATABASES

### Introduction to Database Design

Learn the logical and comprehensive approaches to problem solving you will need to design the database that is right for the information you need to access. The planning skills discussed and demonstrated in this class can be used over and over again whenever you need to develop a database designed to solve a well-defined need. Prerequisite: General knowledge of the PC and MS Access or permission of the instructor. You should bring a USB-compatible memory stick or drive to all class sessions. (T) \$75 (includes \$25 computer fee\*)

- Mon 6:30pm-9:30pm, Feb 08-Feb 22  
#8989 XA 106 M1840 Laurel College Center  
(No class on February 15.)

### Introduction to MS-SQL

It's difficult to know where to start when designing a relational database and easy to make the mistake of assuming that the functionality of a database will take shape over time or fall into the database is built. This course covers the steps to effectively plan and design functional, efficient databases. Topics will include: an introduction to SQL and relational database management systems, the fundamentals of SQL concepts and principles, and creating and altering RDBMS objects. Prerequisites: General understanding of operating systems and some familiarity with data tables and how to create queries. \$145 (includes \$45 computer fee\*)

- Mon 6:30pm-9:30pm, Mar 01-Mar 22  
#8990 XA 933 M1841 Laurel College Center

## DESKTOP/WEB/VIDEO GRAPHICS

### Introduction to Microsoft Publisher: Version 2007

This instructor-led 12-hour class provides an introduction to MS-Publisher for both print media and Web publishing. (T) 1.2 CEUs. \$155 (includes \$45 computer fee\*)

- Sat 9am-4pm, Feb 06-Feb 20  
#8992 XA 101 M1843 Laurel College Center  
(No class on February 13.)

### Advanced Microsoft Publisher: Version 2007

Learn about page and trim sizes and other standard printing concepts and how to use Publisher to make your documents printer ready. (T) 1.2 CEUs. \$155 (includes \$45 computer fee\*)

- Sat 9am-4pm, Dec 05-Dec 12  
#6899 XA 102 M1824 Laurel College Center

### Introduction to Illustrator CS3

In this 12-hour course you will learn the basic features of Illustrator CS3. Topics include Free Form Drawing, Graphs, Text Manipulation, and Document Creation. (T) 1.2 CEUs. \$135 (includes \$45 computer fee\*)

- Wed 6:30pm-9:30pm, Mar 03-Mar 24  
#8991 XA 301 M1842 Laurel College Center

## Toolbar in Photoshop

Study the toolbar features basic to all Photoshop versions from 6.0 to CS3. This class will show and explain in detail the varieties of expression of each tool's capability. This course will inform and enlighten everyone from the novice to the experienced Photoshop user. .9 CEUs. \$90 (includes \$20 computer fee\*)

- Mon 6:30pm-9:30pm, Feb 08-Mar 01  
#8931 XA 928 M1835 Laurel College Center  
(No class February 15.)

## Photoshop Skills - Working With Layers

Practice the intricacies of working with layers. This skill is needed by all Photoshop users from version 6.0 through CS3. This class will show and explain in detail the varieties of expression capable by the manipulation of a photograph in layered form. This course will inform and enlighten everyone from the novice to the experienced Photoshop user. .9 CEUs. \$90 (includes \$20 computer fee\*)

- Mon 6:30pm-9:30pm, Mar 08-Mar 22  
#8932 XA 929 M1836 Laurel College Center

## PROGRAMMING

### Help Desk Technology, Part 1

In this 6-hour class you will be introduced to the basic concepts of Help Desk tools and technology. Topics include support environments and processes, problem management software, and common performance and reporting software tools. This class also includes an overview of MS-Windows XP. Prerequisite: Basic computer and Internet skills, Introduction to MS-Windows, Introduction to MS-Word and Introduction to MS-Excel or equivalent experience. (T) \$95 (includes \$45 computer fee\*)

- Wed 6:30pm-9:30pm, Feb 03-Feb 10  
#8944 XA 888 M1837 Laurel College Center

### Help Desk Technology, Part 2

In this six hour course, you will be introduced to call management and problem resolution software; the concept of asset management and its application to Help Desk Technology; how to utilize alerts and notification tools for support; using telephone based technology; utilizing various support level tools and career concepts and trends. Prerequisite: Help Desk Technology, Part 1. (T) \$95 (includes \$45 computer fee\*)

- Wed 6:30pm-9:30pm, Feb 17-Feb 24  
#8945 XA 889 M1838 Laurel College Center

### Troubleshooting MS-Word for Help Desk

In this class students will explore typical Windows Platform MS-Word error messages and how to resolve the problems. (T) \$125 (includes \$35 computer fee\*)

- Sat 9am-12pm, Mar 06-Mar 20  
#8988 XA 894 M1839 Laurel College Center

## Healthcare

## PATIENT CARE

### Certified Nursing Assistant: Theory

Prepare to function as a nursing assistant in healthcare settings. This course, approved by the Maryland Board of Nursing, provides training in life span development, vital signs, basic patient care skills, and more. Theory and Clinical must be successfully completed to receive a certificate. You will be eligible to take the State Geriatric Examination. Students are responsible for meeting all deadlines and these requirements: Criminal background pre-check essential, cost of \$48.50, paid by students--information provided @ first class; Immunization--Negative TB skin test in the last 12 months or chest X-ray; (Varicella Titer/Booster required for LCC students only). Literacy screening completed at first class; Uniform, white shoes, watch with second hand, BP cuff and stethoscope; \$95 fee\* for GNA testing at course completion; \$20 Registry fee\* and fee for criminal background check (in addition to the pre-check required the first week of class) for the Maryland Board of Nursing

- Mon,Wed 9am-1:45pm, Jan 06-Mar 29  
#8212 XH 177 J1747 Laurel College Center  
(You must register for (#8213), XH 652 J17148 Certified Nursing Assistant: Clinical. Clinical dates:Feb 12, 18, 19. March 4, 5, 18 and 19. No class on Jan 18 or Feb 15.)

### Certified Nursing Assistant: Clinical

Supervised clinical at local nursing homes. Refund policy does not apply to this course. 4.5 CEUs. \$280

- Thu,Fri 7am-3pm, Feb 12-Mar 19  
#8213 XH 652 J1748 Laurel College Center
- Fri 8am-11am, Feb 12-Mar 19  
#8213 XH 652 J1748 Laurel College Center  
(You must register for Certified Nursing Assistant: Theory, (#8212 XH 177 J1747 - Clinical meets on:Feb 12,18,19. Mar 4,5,18,19.)

### Medicine Aide

This course is for Certified Geriatric Nursing Assistants with one year's experience currently employed in a Maryland nursing home and on the Maryland Board of Nursing registry. Employment through an agency does not meet course requirement. (You must bring documentation to first class.) Learn about the recognition, safe preparation, and administration of medications. The course consists of theory and supervised clinical experience at area nursing homes. Refund policy does not apply to this course. 7.2 CEUs. \$750 (includes \$165 lab fee\*)

- Tue,Thu 9am-12:15pm, Feb 04-Mar 23  
#8573 XH 460 J1750 Laurel College Center
- Fri 7am-3:30pm, Feb 04-Mar 23  
#8573 XH 460 J1750 Laurel College Center  
(AND Clinical on Friday 7 am - 3:30 pm on February 26, March 5,12,19.)

## Lifestyle & Leisure

## CRAFTS & HOBBIES

### Drawing I

Learn how to draw what you see. In-class and homework assignments consist of practice with geometric objects, still-life subjects, composition, and shadow. You will work in pencil and charcoal. The instructor will provide charcoal and paper for the first class session and hand out a supply list needed for subsequent classes. Approximate materials cost is \$20 (independent purchase). \$110

■ Tue 6:30pm-9:30pm, Mar 02-Apr 13  
#9054 XI 768 M1401 Laurel College Center  
(No class on March 30 and April 6.)

### Oil Painting Landscapes

Practice the basics of one of the most popular and rewarding of all art media. Investigate color mixing and brush techniques. Assignments will consist of several quick studies and one sustained project. Beginners and continuing students welcome. NOTE: A choice between oil and acrylic painting will be offered. A supply list will be provided at the first class. Materials needed for the first class session will be provided. Cost of materials approximately \$50 (Independent Purchase.) Please bring the materials you have at home to the first class session for review by instructor. \$110

■ Sat 10am-1pm, Mar 20-May 01  
#9056 XI 879 M1403 Laurel College Center  
(No class on March 27.)

### History and Practice of Watercolor I

This class introduces you to the basic watercolor techniques needed to control the medium, balance composition, and manipulate color. Composition will be taught through still life and landscape studies. A supply list will be provided at the first class session. Materials for the first class session will be provided. Materials cost of approximately \$60 (independent purchase(s)) NOTE: There will be a materials review during the first class session. Please bring the materials you have on hand at home to the first class for review by instructor. \$110

■ Sat 10am-1pm, Feb 06-Mar 13  
#9055 XI 859 M1402 Laurel College Center  
(No class on February 13.)

## FINANCE & INVESTMENT

### Fundamentals of Investing

This course, designed for beginning and seasoned investors, covers the details of the vast investment options available today such as stocks, mutual funds, bonds, CDs, etc. You will discuss how to achieve your financial goals, how to evaluate investments, ways to purchase investments, issues involved in investing, and other considerations. \$75

■ Thu 6:30pm-9pm, Feb 18-Mar 04  
#9189 XI 657 M1423 Laurel College Center

## Alternative Solutions to Avoid Foreclosure

Are you currently at risk of foreclosure and seeking an alternative solution to avoid it? Learn why a Short Sale is a win-win solution for lenders and borrowers and how you can successfully negotiate a short sale in your favor by getting your lender to accept less than what you owe. Today, millions of Americans are successfully negotiating liquidation work-out plans by getting their servicer to accept less than what they owe on the mortgage. Gain the necessary tools to develop and negotiate a strategic liquidation plan that offers you a real opportunity to make a fresh start and minimize damage to credit. \$59\*\*

■ Thu 6:30pm-9:30pm, Mar 04-Mar 11  
#8587 XE 148 J1693 Laurel College Center

## Learn How to Protect Your Home Investment From Foreclosure

Home ownership is a privilege, but sometimes life happens! Learn how to protect and preserve your home by identifying what could put you at risk of losing your home and how to identify early intervention programs that can help you save it. Discover how to be proactive by identifying risk factors and financial scams, and what you should do if you are having trouble paying your mortgage. Early intervention is the best strategy: come and find out how to do it! \$59\*\*

■ Sat 9am-4pm, Feb 20  
#8572 XE 149 J1687 Laurel College Center

## HISTORY & CULTURE

### Genealogy: An Advanced Course

This class is for the experienced genealogist who needs help in climbing over those "brick walls," i.e.; deciphering old handwriting, locating and evaluating those hard-to-find records, defining all those terms, what to share "ethically," preserving documents and photos, and writing the "Great American Novel" (your family history). A trip to a research facility will be scheduled. (Students provide own transportation and entrance fee, if required.) A \$5 materials fee\* is due to the instructor at the first class. (T) \$99\*\*

■ Wed 7pm-9:30pm, Feb 03-Mar 24  
#8558 XE 511 J1679 Laurel College Center  
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## HOME & GARDEN

### Interior Decorating Basics

Have you ever wanted to redecorate but did not know how to begin? This class is for you. Learn basic decorating principals, and how to get started on your room make-over. Gain confidence by learning basic color, lighting, furniture arrangement, and accessorizing techniques. \$25\*\*

■ Thu 6:30pm-9:30pm, Feb 11  
#9080 XE 498 M1409 Laurel College Center

## Colorful Home Environments

Gain the confidence to bring beautiful color into your surroundings. Learn about the psychology of color and how it affects our moods. Get helpful tips on how to select a color scheme and paint hues that beautify and enhance your living space. \$25\*\*

- Thu 7pm-10pm, Feb 25  
#9081 XE 314 M1410 Laurel College Center

## The Art of Furniture Arrangement

Do you ever think that your home and furniture are conspiring against you? Learn guidelines to help you create enjoyable spaces and functional arrangements that make guests and family feel comfortable and at ease. Then, apply principals in your own living space and bring examples to share and review with the instructor. \$35\*\*

- Thu 7pm-9pm, Mar 11-Mar 18  
#9082 XE 138 M1411 Laurel College Center

## Ms. Fix-It: Secrets of Home Repair/Women

Do you feel helpless when confronted with a home repair? This limited hands-on class teaches you how to fix common household problems, easily and safely. Enjoy the savings and satisfaction of learning tips, tools, and skills for simple jobs around the house. Topics include power tools, carpentry, plumbing, and electricity. Class size limited, so sign up now. \$99\*\*

- Wed 6:30pm-9pm, Feb 24-Mar 17  
#8562 XE 815 J1682 Laurel College Center

## COOKING

### Introduction to Wine

Do you enjoy wine but don't feel confident in your knowledge of the subject? Join this class and overcome your insecurities. Discuss wine production, different types of wines, wine terminology, and other useful information. Examine different aromas and decipher wine labels to determine how various wines will taste. Discover varieties of California wines, as well as regional wines from France, Italy, and Germany. The class includes comprehensive tasting. Participants must be 21 or older. IDs will be checked. Do not wear perfume or cologne. Bring 4 glasses (not plastic), bottled water, salt-free crackers and napkins to class. \$99\*\* (includes \$20 materials fee\*)

- Wed 6:30pm-9:30pm, Mar 03-Mar 10  
#8570 XE 746 J1685 Laurel College Center

## LANGUAGES

### Sign Language II

This course is designed to continue lessons in finger spelling, sending and receiving signs, and interaction with the deaf community. Prerequisite: Sign Language I or 24 hours of instruction. NOTE: Laurel College Center classes use different texts and class formats. (T) 2.4 CEUs. \$150

- Wed 6:30pm-9:30pm, Feb 03-Mar 24  
#9051 XI 795 M1400 Laurel College Center

## Beginning French

Parlez francais! Acquire the grammar and conversational skills needed to speak French at a beginning level. Learn to use vocabulary necessary in daily conversation, answer simple questions, and write simple sentences in the present tense.(T) \$129

- Thu 7pm-9:30pm, Feb 04-Mar 25  
#8559 XI 331 J1680 Laurel College Center

## Beginning German

Become acquainted with the German people through their native tongue. Learn the German phonetic system, alphabet and pronunciation, and basic everyday vocabulary. The present tense of verbs and how to form questions, statements and imperatives are also taught.(T) \$125

- Tue 7pm-9:30pm, Feb 02-Mar 23  
#8571 XI 471 J1686 Laurel College Center

## Introduction to Spanish, Part II

In this continuation course, students will focus on increasing their vocabulary and comprehension through dialogue and role-play. As an incentive to continue in this 3-course series, special rates are offered for advanced levels of Spanish. Prerequisite: XI 651. NOTE: Classes at Laurel use different texts and formats from those at HCC main campus. (T) 2.0 CEUs. \$110

- Thu 6:30pm-9pm, Feb 04-Mar 25  
#9084 XI 734 M1413 Laurel College Center

## Introduction to Spanish, Part I

This short introductory course covers the basics of Spanish for work and leisure. Topics will include: pronunciation, vocabulary, and various dialogues through role-playing. As an incentive to continue in this 3-course series, special rates are offered for advanced levels of Spanish. NOTE: Classes at Laurel use different texts and formats from those at HCC main campus. (T) 2.0 CEUs. \$130

- Tue 6:30pm-9pm, Feb 09-Mar 30  
#9083 XI 651 M1412 Laurel College Center

## SPECIAL INTEREST

### Family Celebrations: How to Plan Your Family Reunion

Connect with generations of your family by planning the special event called "family reunion." This course will help you plan a simple or large family reunion that encourages sharing of family information. Find out how to develop a reunion budget, plan long- and short-range fund-raising activities, choose a site, create a family newsletter, and plan reunion meals, activities, and entertainment. \$25\*\*

- Tue 6:30pm-9:30pm, Feb 23  
#9184 XE 568 M1418 Laurel College Center

## Family Communications - the Family Newsletter

Family newsletters can be used to share family information, update reunion news, share family history or genealogical information, or keep the lines of communication open between generations. Participants will learn how to correspond with family members via the Internet or in written format. \$25\*\*

- Tue 6:30pm-9:30pm, Mar 16  
#9185 XE 492 M1419 Laurel College Center

## WELLNESS: BODY, MIND, & SPIRIT

### Fit and Fabulous in 15 Minutes

Are you stressed out? Overworked? Would you like to be Fit and Fabulous in 15 Minutes? Come learn the secrets, get the theories, and even try several exercises that will change your routine forever in this interactive combination lecture and workout class. Learn secrets from the international modeling industry to be slim and trim and have fabulous skin. You can learn to sneak in exercise at the gym or at the office so you NEVER have to diet. Learn the benefits of these amazing secrets and how they can battle stubborn health issues like Diabetes, High Cholesterol and Osteoporosis; relieve joint aches and arthritis; even balance hormones and brain activity so you can think more clearly and get more done at work. All these topics plus an extended question and answer. \$25\*\*

- Mon 6:30pm-9:30pm, Mar 15  
#9188 XE 481 M1422 Laurel College Center

### Introduction to Reiki Energy Healing

Come and experience Reiki and learn about the history and methods used for spiritual healing. Tap your own sacred healing abilities. \$20\*\*

- Thu 7pm-9pm, Dec 03  
#7095 XE 166 M1674 Laurel College Center

### Anger Management

Don't let anger get the best of you! Discover ways to deal with the natural emotion of anger. Learn to develop communication, empathy, problem solving, and conflict resolution skills. By using non-violent alternatives, you can foster a "win-win" environment that channels your anger productively. .6 CEUs. \$69

- Tue 6:30pm-9:45pm, Feb 16-Feb 23  
#8762 XH 545 J1755 Laurel College Center

### Past Life Regression/Future Life Progression

Experience firsthand a review of your past lives or a peek into your soul's future lives. Deepen your understanding of your current life. Discussion following regression/progression. \$20\*\*

- Wed 7pm-9pm, Mar 10  
#9187 XE 713 M1421 Laurel College Center

## Feng Shui Basics

You've heard the term, so come for an evening of fun to get acquainted with the 3,000-year-old Chinese practice of art and placement. Through the Tibetan Black Sect Tradition of Feng Shui, learn the history, Basic Principles, the four Cardinal Rules, and how to navigate the Ba-gua map, and apply your knowledge to bring harmony and balance into your life. \$25\*\*

- Tue 6:30pm-9:30pm, Mar 16  
#9079 XE 407 M1408 Laurel College Center

### Develop Your Psychic Ability

Psychic development--or could it be called "intuitive development?" Come to this class and discover your intuitive gifts. Learn how messages are received, as well as the meaning of divination tools and their uses. Get connected to the universal energy stream through guided meditation and energy work. Feel free to bring your cards or other divination tools to class for demonstration and practice. \$20\*\*

- Wed 7pm-9pm, Feb 24  
#9186 XE 411 M1420 Laurel College Center

## WRITERS & READERS

### Last Comic Standing: the Art of Writing Comedy

Join veteran broadcaster and writer Jerry Chiappetta for this in-depth look at writing comedy. The history of modern comedy will be explored, and you will have a chance to practice what you are taught with in-class and homework assignments. Learn how to make fun of yourself and make yourself fun! \$175

- Wed 6:30pm-9:30pm, Mar 10-Apr 21  
#9077 XI 120 M1406 Laurel College Center

### Improve Your Writing

This course is designed to show the student how to organize thoughts and convey them to others through a clear writing style. \$200

- Mon 6:30pm-8:30pm, Mar 01-May 17  
#9057 XI 100 M1404 Laurel College Center

(No class on March 29.)