From Bright Idea to SMART Business

Do you have an idea that you want to turn into a profitable business venture? Learn how to scrub your idea properly BEFORE you invest time and money in a full-on business plan. Lay the groundwork by identifying the "problem" your idea solves and who's buying. Learn about small business management principles, pricing of goods and services, impacts on time, money, quality of life, and more. You'll get an electronic workbook and spreadsheets, follow-on email assistance, and will leave with a working template to create a successful business. **Class fee includes materials.**

| 10986 | Fee: $119 | Gerald Anderson | 11345 | Fee: $119 | Gerald Anderson |
| Aug 19 | 1 Sat | 9:00 AM-3:00 PM | Sep 30 | 1 Sat | 9:00 AM-3:00 PM |

How to Legally Start a Business in LA

This is a course for new and aspiring entrepreneurs to learn what is required to start a business in the City of Los Angeles and surrounding areas. The class takes a look at the legal issues that a new business owner will face, as well as a quick and easy guide through the maze and layers of regulations. Learn what you need to know about city and county tax forms, filings and fees, business licenses, reporting systems, payroll taxes, income taxes, as well as the distinction between federal, state, and local laws and regulations. This course is excellent for business ventures in the planning or start-up stage. **Class fee includes materials.**

| 10987 | Fee: $99 | Gerald Anderson | 11346 | Fee: $99 | Gerald Anderson |
| Aug 26 | 1 Sat | 9:00 AM-1:00 PM | Oct 7 | 1 Sat | 9:00 AM-1:00 PM |

Create a Successful Nonprofit/Community Service Organization

Fill a void in your community – or in society as a whole - by forming and managing a nonprofit or community service organization. This course will give you a roadmap for turning your ideas into viable and valuable programs. Explore how to define who your organization will help and craft an inspiring mission statement. Learn how to incorporate your organization, select a board of directors, and write the bylaws. You'll also get into the nuts and bolts of developing a budget, creating a marketing plan, obtaining tax-exempt status, and fundraising options. **Class fee includes materials.**

| 11347 | Fee: $119 | Gerald Anderson |
| Oct 14 | 1 Sat | 9:00 AM-3:00 PM |

Gerald Anderson, MBA, has been assisting business owners and entrepreneurs to design, build, and manage businesses for the last three decades. A Business Advisor with the Los Angeles Small Business Development Center Network, he has delivered over 15,000 hours of on-site management consultation and more than 1,500 hours of one-on-one management technical assistance to small business and entrepreneurs. Mr. Anderson is author of the e-book Look Before You Leap: How to Analyze & Plan Your Business Idea.

See Gerald's Bookkeeping and QuickBooks courses on page 8!

Auto Wholesale Business from Home

Come learn how to make extra money buying and selling wholesale cars as a home-based business. Learn six easy techniques to earn $3000 just selling 2-3 cars a month. Find out how to get your auto dealer license and how to operate a profitable used car business. Get a FREE list of 300 dealer-only auctions in the USA where vehicles sell at below wholesale prices. This class is DMV approved and you'll receive a DMV Certificate of Completion at the end of the class. With this certificate, you can take the 40 question exam with the DMV, and upon passing it you have 1 year to apply for a dealer license if you choose to do so.

11025	Fee: $115	Wayne Williams
Aug 21 & 22	Mon & Tues	6:00 PM-9:00 PM
11455	Fee: $115	Wayne Williams
Sep 18 & 19	Mon & Tues	6:00 PM-9:00 PM
11434	Fee: $115	Wayne Williams
Nov 6 & 7	Mon & Tues	6:00 PM-9:00 PM

*Denotes online class   *Denotes on-campus class
For in-person classes, LACC Extension will be following LA County Covid guidelines.

Self-register online by September 10th with code COZY23 to get $5 OFF!

VISA   MasterCard   DISCOVER NETWORK   AMERICAN EXPRESS

Register Now

323.953.4000 ext 2651

lacitycollege.edu/extension

Apartment Management Series
Sign up for parts 1 & 2 for $249*
and receive a free Award of Completion
*Must purchase series, adding classes individually to your cart will not activate discount.

Apartment Management- Part I & II
Live! Rent Free!!!

Don't put off your career as an apartment manager! Join us and learn how to get the upper hand on securing a job as an apartment manager. Topics include renting and leasing, rent control, apartment repairs, security deposit, Health Department & SCEP compliance, housing discrimination laws, disability codes, and more.

Part two covers advertising techniques, promoting rental of apartment units, record keeping, rent laws, tenant manager etiquette, preparing an impressive manager's resume, and job marketing skills. Award of Completion issued upon achievement of both parts 1 & 2.

| 11355 | **PART 1** Fee: $135 | Robin Calderon | 11356 | **PART 2** Fee: $135 | Robin Calderon |
| Oct 9 & 10 | Mon & Tues | 5:00 PM-8:00 PM | Oct 16 & 17 | Mon & Tues | 5:00 PM-8:00 PM |

Electric Vehicle Charging Station Design, Installation, and Operation

One of fastest growing businesses in the USA and worldwide is electrical vehicle charging station (EVCS) installation. Millions of electric cars, SUVs, and trucks will be on the road due to a mandate that states that by 2035 all new cars and passenger trucks sold in California be zero-emission vehicles. This will require millions of charging stations to be installed at garages, parking lots, and roadside electric poles. EVCS installers and service providers will be in high demand all over US and worldwide, and this course offers A to Z instruction of EVCS design, installation, operation, and troubleshooting! Award of Completion issued upon student's achievement of the class. **Class fee includes materials.**

| 10979 | Fee: $149 | Quayum Abdul |
| Aug 22-31 | 2 Tues / Thurs | 6:30 PM-9:30 PM |

Become a Solar Panel Installer in About a Month
Crash Course in Solar Installation

The State of California now requires that all new homes built have solar panels installed. This rapid expansion and adoption of solar panel installations will result in excellent job opportunities for qualified individuals. Our crash course in solar design and installation can help make you one of those qualified individuals. Great for anyone who wants to install, maintain, inspect, or design solar panels. An Award of Completion issued upon student's achievement of the class. **Class fee includes materials.**

| 11296 | Fee: $239 | Quayum Abdul |
| Sep 26-Oct 19 | 4 Tues / Thurs | 6:30 PM-9:30 PM |

ServSafe Food Protection Manager Training & Certification

Are you the owner or manager of a food-based business? Do you oversee employees that prepare, handle and cook food for the public? This training provides the fundamentals for all aspects of food safety programs and is required by the Public Health Department to start a food business. ServSafe training and certification is endorsed by the National Restaurant Association and meets regulatory requirements for the State of California. The instructor will explain how to proactively prevent foodborne illness, proper receiving, storing, preparing and serving food, employee personal hygiene mandates and other necessary food safety regulations. Written test will be administered immediately after training. Certification is valid for 5 years and can be transferable to any food service operation.
All students must bring a valid photo ID.
August 19 class will be on campus!

Off Campus **October 16 class will be held at SoCalGas Resource Center, 9240 Firestone Blvd Downey, CA 90241**

11016	Fee: $159	Mat: $36	Aja Beard
Aug 19	1 Sat	9:00 AM-6:00 PM
11456	Fee: $159	Mat: $36	Aja Beard
Oct 16	1 Mon	9:00 AM-6:00 PM

Sunrise Meditation for the International Day of Peace

Thursday, September 21
6:30am to 7:00am
Los Angeles City College Soccer Field

Join us as we acknowledge the International Day of Peace with a 30-minute guided meditation at sunrise on the Los Angeles City College Soccer Field.

This event is free and open to the public. Please register for class #11457 so we may provide you with updates as the event approaches!

Become a Notary Public or Renew Your Commission

All prospective notaries must complete a course approved by the California Secretary of State. Our approved course will give you the most updated notary information and the knowledge you need to pass the state exam and perform your duties correctly. Becoming a notary and notary loan signing agent can be a great way to earn extra money, start your own business, or enhance your current career.

Class fee includes a valuable 70-page manual, the ability to take the State Exam after the class (in-person classes only) notary public handbook, certificate of completion, notary public application and sample forms notaries use every day.

State examination is conducted on the same day immediately after class starting at 4:30PM. Bring an official photo ID, two #2 pencils, a 2"x2" passport-sized color photo and a separate $40 check made payable to the "Secretary of State."

**You must register with a valid email address. Before signing up for this class, check to see that you meet eligibility requirements for becoming a notary: visit https://www.sos.ca.gov/ notary/qualifications/
Note: Due to strict State regulations, no one is admitted after class begins. Check-in begins at 7:30AM. Have your current, official photo ID ready.**

11427	Fee: $109	Rosie Reed
Oct 21	1 Sat	7:30 AM-6:00 PM

Bookkeeping/Accounting- Analysis & Concepts

A class on how to operate a business using basic record keeping, accounting, reporting, and modes of analysis. Students will learn how to set-up a Chart of Accounts, how business transactions are processed, and how to prepare a Profit & Loss Statement, a Balance Sheet, and a Statement of Cash Flows. Financial operations and reporting for all forms of business are covered, however the sole proprietor form of business will be demonstrated. Students will learn how to prepare and file a Schedule C from their generated reports. This is a hands-on class where students learn the importance of timely reporting of business transaction by performing financial analysis, using graphs and ratios. **Class fee includes materials.**

11348	Fee: $149	Gerald Anderson
Sep 16	1 Sat	9:00 AM-3:00 PM

Notary Loan Signing Seminar

A Notary Signing Agent is a notary public who has specialized expertise in the handling of mortgage loan documents. With the housing market on the rebound, this will be an in-demand service for notary publics! Currently, Notary Signing Agents can make anywhere from $90-$180 and more per loan package.

Class fee includes valuable 60-page manual (a list of potential sources for your business is included in your manual) a practice loan package, practice journal page, notary forms and the certificate of class completion.

In this six-hour seminar, receive hands-on instruction in the main documents a Notary Signing Agent will notarize. You'll assemble a practice loan package and will practice how to complete the journal, the acknowledgement and the jurat forms. Get familiar with escrow procedures, explore the types of real estate sales and loans currently on the market. Examine the ethical and administrative role of the notary and finally, learn about marketing and customer service, with practical information on how to start your new business. **Prerequisite: current notary public commission or successful completion of six hours of notary education.**

11057	Fee: $89	Rosie Reed
Aug 12	1 Sat	9:30 AM-3:30 PM

11320	Fee: $89	Rosie Reed
Nov 18	1 Sat	9:30 AM-3:30 PM

QuickBooks Fundamentals

QuickBooks is a vital tool for managing the financial side of a business or for someone's personal finances. Join Gerald Anderson as he walks you through the fundamentals of QuickBooks, including navigating the software, setting up a company file, entering/paying bills, tracking/paying sales tax, reconciling bank accounts, and much more. This is an 8-hour class with a half-hour break. Advanced topics covered in Level II.
QuickBooks Online Simple Start required to participate in class. Get free 30-day trial at: https://quickbooks.intuit.com/oa/get-quickbooks/ .

11352	LEVEL I Fee: $149	Gerald Anderson
Sep 23	1 Sat	9:00 AM-5:00 PM

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Register Now

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lacitycollege.edu/extension

Computer for Beginners Series

This series will take you from little to no prior experience with computers to being able to use your own devices, and communicate with your friends and family.
Enroll in Parts 1-4 for just $249!*
*Must purchase series, adding classes individually to your cart will not activate discount.

Part 1: Basic Essentials
The first step for students with little or no prior experience with computers, covering terminology, hardware/software, basic uses of computers, keyboarding and overcoming your fears of technology.

11458	Fee: $69	Gregory Frank
Sep 23	1 Sat	10:00 AM-4:00 PM

Part 2: Windows & File Management
Take your newfound knowledge from Part 1 and gain a fundamental understanding on how your computer operates and how to manage an electronic filing system.

11459	Fee: $69	Gregory Frank
Sep 30	1 Sat	10:00 AM-4:00 PM

Part 3: Internet for the Novice
Learn how much fun surfing the Internet can be. Understand Internet terminology; discover techniques to search and find information you're looking for; visit many interesting websites safely and securely; access free services and much more!

11460	Fee: $69	Gregory Frank
Oct 7	1 Sat	10:00 AM-4:00 PM

Part 4: The Ins and Outs of Email
Learn to understand free Internet services like Gmail, Yahoo Mail!, and Microsoft's Outlook email service. Understand how free email services work, how to send a message, how to search for friends'/family messages and how to stay safe from scammers and spammers.

11461	Fee: $69	Gregory Frank
Oct 14	1 Sat	10:00 AM-4:00 PM

Microsoft Excel for Windows

The leader in creating spreadsheets and data presentation. Topics include basic worksheet navigation, entry techniques, cell references, using the command groups and settings, formulas and functions, charts and graphs, and simple database operations. Continuing classes include an overview of Excel's vast collection of formulas and functions, as well as an introduction to PivotTables.

Take the Excel 1 & 2 Series for only $169!*
*Must purchase using series link; purchasing classes individually will not activate discount.

11462	LEVEL 1 Fee: $99	Gregory Frank	11463	LEVEL 2 Fee: $99	Gregory Frank
Dec 9	1 Sat	10:00 AM-4:00 PM	Dec 16	1 Sat	10:00 AM-4:00 PM

Adobe Photoshop Training for Everyone

If you're new to Adobe Photoshop, you'll learn the fundamental concepts and features you'll need to master the program. If you've been using Photoshop for a while, you'll find our training programs teach many advanced features and concepts. Students will create their own movie poster and pop art, and will be able to take their work with them for printing. Learn graphic design, photo manipulation, layout, and restoration. Photoshop is a very detailed program that can help business owners as well as individuals really stand out in a crowd in design and imaging. **Class will be held in a PC computer lab on campus.**

11191	Fee: $99	Gregory Frank	11364	Fee: $99	Gregory Frank
Aug 15 & 17	Tues/Thurs	6:30 PM-9:30 PM	Oct 24 & 26	Tues/Thurs	6:30 PM-9:30 PM

Photography Fundamentals: Intro to Camera Operation
NEW!
Learn the fundamental concepts to better understand your camera and its creative functions. This one day course is an ideal refresher or an overview for those who want to take control of their camera (or are looking to buy one). Topics include an explanation of the camera's main buttons and dials, understanding ISO, shutter speed, and f-stop, and using the camera as a creative tool to control depth of field and to capture motion. Students will have a chance to use their camera to practice the concepts and review photos at class.

11464	Fee: $69	Nancy Kaye
Nov 18	1 Sat	10:00 AM-4:00 PM

Adobe Illustrator Training for Everyone
Create vector-based graphics that can be easily rescaled without loss of quality. Learn basic tools and fundamentals, features for creating distinct designs include painterly/fluid brushes, shape-building tools, and path controls. There are also different transparency and gradients tools available for a variety of illustrations and mediums. Plus, create a personalized logo and business card. **Class will be held in a PC computer lab on campus.**

11192	Fee: $99	Gregory Frank
Sep 5 & 7	Tues/Thurs	6:30 PM-9:30 PM

11365	Fee: $99	Gregory Frank
Nov 14 & 16	Tues/Thurs	6:30 PM-9:30 PM