

LTU

Learning Tree University

An Accredited
Professional Education
Organization
Course Bulletin

Orange County Campus

Learning *that* **moves** *you*

moves

moves

moves



Business & Management
Digital Media & Design
Information Technology
Environmental Design
Language & Psychology
Recreation, Health & Fitness
Screenwriting
Writing

Term Begins **November 3, 2003**

Orange County Campus
265 McCormick Ave.
Costa Mesa, CA 92626

Session Begins:
November 3

Session Ends:
January 3

Phone:
714. 427. 0588

Online Courses:
www.iuniversityonline.com

iUniversity Begins:
November 10

Next Session Begins:
January 12

Fax:
714. 427. 0587

Enrolling:
www.ltuonline.com

Learning Tree University

November 2003 | www.ltuonline.com



Mission Statement

It is our mission to provide you with continuing education, skills and knowledge to advance your career, create educational opportunity, and to encourage you to meet your life long learning objectives by offering short courses and programs in a format consistent with your busy life and expectations.

Invest in yourself, invest in your future @ LTU.



Art & Design

Digital Film & Animation	4
Digital Media & Web Design	4
Graphic Design	6
Drawing	9
Illustration	9
Painting	9
Functional Arts & Crafts	9
Scrapbooking	10
Jewelry	10
Floral Design	10
Basic Photography	10
Digital Photography	11
Digital Darkroom	11
Field Photography	11
Videography	11

Environmental Design

Home & Garden	12
Feng Shui	12
Decorative Finishes	12
Interior Design	13
Universal Design	15
Electives & Special Offerings	15



Business & Management

Accounting Professional	16
Corporate Financial Management	17
Financial Planning	17
Legal Continuing Education	19
Administrative Professional	19
Human Resource Management	20
Management	21
Management Resource Center	22
Marketing Communications	24
Medical Device Technology	24
Production & Inventory Management	25
Project Management	26
Purchasing & Supply Management	27
Contract Management	27
Real Estate Appraisal	28
Property Management	28
Mortgage Lending	28



Supervision	29
Technical Writing	30
New Business Ventures	31
Understanding Investments	31
Real Estate Investments	32
Nursing	32
Private Investigation	32

Information Technology

Introduction	33
Microsoft Windows	33
Communications	34
Office Suite	34
Visual Basic for Applications	36

Web Development	36
Computer Aided Design (CAD)	36
Oracle DBA	37
SQL Server 2000	38
Network Engineering	38
Microsoft Windows Server 2003	39
Microsoft Windows 2000	40
Cisco	41
UNIX/Linux	41
Security+	42
CISSP Security Certification	43
Systems Configuration & Support	43
Systems Analysis	44
Software Development	44
C/C#/C++ Development	44
Visual Basic Development	45
HTML	46
JavaScript	46
XML Development	46
Java2 Development	47
Perl Programming	48
Microsoft .NET Development	48

Language & Psychology

Accent Reduction	49
Foreign Languages	49
Literature, Social Studies & Culture	50
Personal Development	50
Relationships & Communication	50

Recreation, Health & Fitness

Acting	51
Vocal Performance	51
Voiceovers	51
Beauty	51
Physical Fitness	52
Self-Defense	53
Wellness	53
Themed Entertainment	53

Cuisine & Spirits	53
Dance	54
Music	55
Outdoor Recreation	55
Sports	55



Writers' Program

Screenwriting Program	56
Basics of Writing	56
Children's Writing	57
Creative Writing	57
Fiction	57
Memoirs/Personal Essays	58
Non-Fiction	58
Poetry	58
The Business of Writing	58



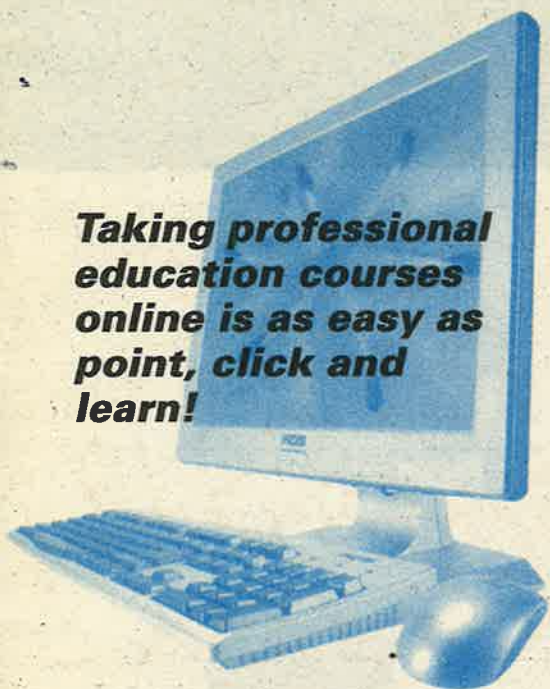
Enrollment Information

Index: Course listings	60
Registration: See inside back cover or enroll online at www.ltuonline.com	

Online Courses Begin November 10, go to: www.iuniversityonline.com

About Online Learning

Taking professional education courses online is as easy as point, click and learn!



Online learning provides the opportunity for the time-challenged working professional to obtain new knowledge, new skills, and to keep learning! LTU Online is available to you 24/7, at work, at home, on the weekends, so you can take LTU's highly sought-after accredited courses and certificate programs anywhere, anytime. All courses are instructor-led so you get the benefit of our "professionals that teach," who bring real world experience and wisdom into their class. Online classes are fun, convenient, in-depth and the outcomes are the same as you would expect from our accredited award winning campus-based courses.

For more information about Learning Tree University's online courses, how it works and all the exciting details...visit <http://www.iuniversityonline.com> and explore the endless possibilities with online learning...

How to Enroll

Enroll online at our website at www.iuniversityonline.com, or by calling, visiting, faxing, or mailing your course enrollment form to any campus. See inside back page.

Digital Media & Design

Information Design
HTML for Designers
Dreamweaver I
Web Animation with Flash
Illustrator I and Illustrator II
Photoshop I and II

Environmental Design

Elements of Interior Design
History of Decorative Arts I and II
Color Theory I
Sales and Marketing in Design Services
Managing your ID Business
w/Quickbooks Pro
Universal Space Planning

Business & Management

CTEC 20 Hour Qualifying CE **NEW!**
CTEC 60 Hour-Qualifying Hours **NEW!**
The Accounting Cycle
Balance Sheet Accounts
Accounting and Business Decisions
Partnership Accounting
Accounting with Quickbooks Pro
Principles of Corporate Finance
Financial Statement Analysis
Effective Planning, Budgeting and Control
Assessing Financial Risks
Accounting and Finance for Non-financial Managers
Effective Business Writing **NEW!**
Advanced Bus Writing: Writing for Results
A Winning Strategy for Building Your Arguments
Business Writing for Non-Native English Speaking Professionals
Communications for Maximum Business Impact
Creating High Performance Teams
Incorporating Ethics into your Business Decisions
Negotiation: Powerful Tools for a Competitive Advantage

Building Trust in the Workplace
Change Management that Works **NEW!**
Goal Setting that Works
Time Management: Techniques That Work
Managing Customer Service
Leadership Development
Fundamentals of Human Resource Management
Administering Compensation, Benefits and Reward Packages
Recruiting, Selecting, and Retaining Employees
Managing Employee Motivation and Performance
HR Training and Development
Employment Laws and Regulations in HR Management
Management: Theory and Practice
Financial Concepts
Marketing Foundations
Organizational Leadership
Strategic Management
Managing Customer Service
Production and Operations Management
Principles of Project Management
Microsoft Project 2000
Project Tracking and Cost Management
Managing Project Teams
Implementing Project Management
Mastering the Purchasing Process
Managing the Supply Environment
Value Enhancement Strategies
Managing the Purchasing Function
The Role of the Supervisor
Leadership and Motivation Skills
Employee Performance and Personnel Law
Group and Individual Communication
Foundations of Technical Writing
Document Design and Usability
Technical Editing
Business and Systems Requirements Writing
Management Skills for the Administrative Professional
Administrative Communications and

Customer Relations
Legal Environment of Business
Fundamentals of Financial Planning
Investments in Financial Planning
Insurance in Financial Planning
Retirement and Estate Planning

Education

Introduction to E-Learning
Learning to Teach Online
Online Course Design and Development
Collaborative Learning
Incorporating the Web Into Your K-12 Curriculum
Instructional Design for a Web-Linked Classroom
Building a Web Page for Your K-12 Classroom
Bullying in Schools: Prevention and Intervention
Interactive Courses and CD's **NEW!**

Entertainment & Recreation

Manufacturing the Magic:
History of American Theme Park
So You Wanna Be a Rock Star **NEW!**

Information Technology

Excel 2000 I-III
Introduction to Relational Databases and SQL
Systems Analysis I & II
Programming Concepts
Programming with C#
Programming in C: Language Basics
Object Oriented Programming with C++
Programming with Visual Basic
JavaScript Fundamentals
Java2E Programming
Advanced Java2E Programming
Javascript for Developers

Introduction to Microsoft .Net Platform
Introduction to Microsoft ASP.NET
Creating Database Driven Websites with ASP
Programming with Microsoft Visual Basic.NET
Programming with ADO.NET
Programming with ASP.NET
XML for Developers
Introduction to Web Development
Developing Web Pages with HTML
Microsoft FrontPage 2002 Creating Web Pages
Developing E-Commerce Websites
Game Programming
Crystal Reports .NET

Nursing

Nursing Case Management
Quality Management

Writers' Program

Successful Freelance Writing
Screenwriting I, II & III
Screenwriting: Works in Progress
Writing and Selling the Romantic Comedy Screenplay
Successful Screenplay Development
Elements of Grammar I
Writing Books for Children
Memory and Meaning:
Writing the Personal Essay
Intro to Creative Writing
Advanced Creative Writing
Writers Workshops
Sitcom Writing: How to Write for Television
Getting Published
How to Make Money Writing about Your Expertise

demonstrated through logical content flow. Navigation and feedback features will incorporate inner and outer links. Required: Textbook; \$5 materials fee will be payable to the instructor.

- Alan Kindred has been a professional graphic designer and illustrator for over 10 years who is currently working in Southern California.
 - Jennifer Minotti, M.S. is a website developer.
- | | | |
|----------------------|----------|--------|
| 2.5 units / 2.1 CEUs | | |
| A2E05 | 8 Tue | Nov 4 |
| A. Kindred | 6-8:45pm | \$295 |
| Online Course | | |
| A2E05I | 6 Weeks | Nov 10 |
| J. Minotti | | \$295 |

Interface Design for Web and Digital Media

Good Interface Design is a dynamic component in all areas of converged media: websites, CD-ROMs, DVDs, and Kiosks, and Web TV and Film. In this introductory design course the formats and processes for digital communication will be examined, along with the pre-production process for creating an interactive format. You will learn to identify the elements and hierarchy of a well-designed interface layout such as color, contrast, balance and scale. Photoshop and Image Ready will be used to create aesthetically pleasing interfaces that include menus, beveled buttons, and animations. Elements of compression are examined for fast loading for all digital media formats. Bring a 100MB Zip disk to class to save your work. This course assumes knowledge of Photoshop, Mac/OS (or PC/Windows) or equivalent experience. Software operation on Mac version of Photoshop is compatible with PC version. Required: Textbook; 100MB Zip Disk to save work.

Sean Glumace is a professional web and graphic designer, art director, and instructor. His clients include Audio Video Interiors and Hot Bike Magazine websites, SpiderGear.com and GR8RIDE.com.

2.5 units/2.1 CEUs		
Mac/OS Platform		
A2E07	8 Thu	Nov 6
S. Glumace	6-8:45pm	\$395

HTML for Designers Hands-On!

Learn how to effectively author and design Web pages with HTML. In this project-oriented course, participants will construct precise layouts that can be viewed with multiple browsers. Working on sample projects, students will use tags, create hyperlinks, manage download times, and use hierarchies to sequence information. You will develop Web page layouts using tables, program a frameset, organize a site's final structure, and identify and troubleshoot Web editor issues. Upon conclusion of this class, students will be able to clearly identify the elements of a well-designed Web page, and will produce multiple Web pages using HTML. In addition, you will compare and contrast award-winning websites, analyze the source code for your favorite sites, and learn the industry secrets that you need to make your website stand out! Course assumes knowledge of: Photoshop, Mac/OS (or PC/Windows) or equivalent experience. Required: Textbook; 100MB Zip Disk to save work.

1.75 Units / 1.5 CEUs		
PC/Windows Platform		
A2E15	5 Mon	Nov 3
Staff	6-9pm	\$295



Enrolling is Easy!

Enrollment questions?
Call 714. 427. 0588

Now with Dreamweaver MX Dreamweaver I: Elements of Website Design Hands-On!

Design exciting and functional websites with the industry's leading Web authoring tool! With Dreamweaver MX, you will streamline site construction with point and click editing tools that define Webbasic page elements such as background, text, links and image placement. With drag-and-drop table editing, you will create stunning Web pages with precisely placed graphics and interactive elements that are compatible with multiple browsers. As you add to your knowledge base with implementation of frames and forms, you will produce Web pages that are visually pleasing, interactive, and state of the art. Course assumes knowledge of Photoshop, HTML, and the Mac/OS or equivalent knowledge. Software operation on Mac version of Dreamweaver is compatible with PC version. Required: Textbook; 100MB Zip Disk to save work.

- Karin Conroy is the Director of Web Design for EcoVenture Thailand and has been producing publication and web designs for over 5 years: Her technical expertise includes Photoshop, Illustrator, and Dreamweaver.
- Pam Davidson is a graphic designer and consultant who specializes in small to medium size businesses and performing artists.

2.5 units / 2.1 CEUs		
Mac/OS Platform		
A2E10.a	8 Mon	Nov 3
K. Conroy	6-8:45pm	\$395
A2E10.b	8 Mon	Nov 3
Staff	9-11:45am	\$395
Online Course		
A2E10I	6 Weeks	Nov 10
P. Davidson		\$395

Now with Dreamweaver MX Dreamweaver II: Designing Interactive Websites

Design killer Web sites using the advanced functions of Dreamweaver MX and Dynamic HTML. In this information-packed course, you will create layers, libraries with reusable page elements, and cascading style sheets. With Behavior tools you will set up a rollover image and apply JavaScript actions to it without having to actually write any JavaScript. With Dreamweaver's unique timelines feature, you will arrange a Web page including an entire exciting presentation and an introduction followed by a controlled interactivity of sound, movies, or animation elements. Upon completion of this course, you will have acquired the skills to design a cutting-edge, interactive, and fully functional Web site. Course assumes knowledge in Introduction to Web Design with Dreamweaver or equivalent knowledge. Required: Textbook; 100MB Zip Disk to save work.

Karin Conroy for credits see Dreamweaver I: Elements of Website Design.

2.5 Units/2.1 CEUs		
Mac/OS Platform		
A2E15.a	8 Wed	Nov 5
K. Conroy	6-8:45pm	\$395
A2E15.b	8 Wed	Nov 5
Staff	9-11:45am	\$395

Now with Flash MX Web Animation with Flash: The Tools Hands-On!

Create powerful productions with this breakthrough tool for producing high impact animations for Web and other multimedia formats. You will learn to create and modify graphics and text with Flash's powerful vector drawing tools. In this layer-based environment, animation will be created as you move and edit static graphics and synchronize them with precision on your frame-based timeline. With the use of symbols, you can create reusable graphic elements and animations that can be saved in libraries for re-use in other scenes or movies. Your Flash movies can be exported for play to Flash projectors, CD-ROMs and DVDs or streamed from a website. Software operation on Mac version of Flash is

compatible with PC version. Textbook; 100MB Zip Disk to save work.

- Richard Herrera has created animations and interactive learning simulations for some of Orange county's leading companies, including Mitsubishi and Laguna Pacific builders.
- Aleya Chakravarty is a freelance consultant specializing in Flash and Illustrator graphics for corporate design.

1.75 Units / 1.5 CEUs		
A2E45	8 Thu	Nov 6
R. Herrera	6-7:50pm	\$395
Online Course		
A2E20I	6 Weeks	Nov 10
A. Chakravarty		\$395



3D Animation & Special Effects (FX)

Professional Development Certificate Program for Film, Broadcast, Games, and Digital Media

Overview

Advance your design career in 3D Animation and Special Effects for film, game development, web or digital media with LTU's 3D Animation and Special Effects Certificate Program.

You will:

- Apply 3D modeling techniques to create virtual sets, objects and characters with materials and textures that heighten their realism
- Add life-like animation to objects and characters with inverse kinematics and Character Studio
- Enhance scenes with special lighting techniques, atmospheric conditions and camera settings
- Generate convincing visual effects with 3D Studio Max and special effects plug-ins
- Develop a demo reel from pre-production with storyboarding through post processing

Who Should Attend?

Individuals working in the field of digital media, traditional animation or any allied profession interested in advancing their career in digital animation and special effects.

- Web designers, production artists, game developers, film/video producers, multimedia designers
- Traditional animators, artists and designers

Continuing Education Units (CEUs)

Courses are designed for Professional Continuing Education. CEUs are awarded upon completion of each course.

Eight Course Program

Foundation

- Introduction to 3D Animation for Film and Digital Media
- Materials, Lighting and Camera
- Pre-Production Workshop

Intermediate

- Inverse Kinematics and Character Design
- Digital Editing for Film, Video, Multimedia and the Web
- Advanced Modeling

Advanced

- Special Effects
- 3D Animation Production Workshop

Special Package Tuition!

Enroll for the entire 3D Animation & Special Effects (FX) Certificate Program and save! The Special Package Tuition includes all course tuitions, enrollment and filing fees for only \$3395. You may also enroll and pay for each course individually along with the \$35 certificate filing fee. You save more than \$400!

How to Enroll

Program advisement and enrollment information available by calling 714. 427. 0588.

Open House!

Learn how to advance your career!
Meet industry experts!
Attend and take the first step!
Wednesday, October 29
7:45-9pm
RSVP 714. 427. 0588

Professional Education Advisement

Let us help you choose the course or program that's right for you. Schedule a session with one of our education advisors.

To make an appointment call
714. 427. 0588 between 9am and 10pm.

Now with OSX!
Introduction to the Macintosh Hands-On!

Know your Mac! This one-day intensive course will enable you to work comfortably in the Macintosh environment whether you own a G4 Macintosh, iMac or other Power Macintosh computer. Navigate your desktop with ease, customize your operating system, identify standard hardware components, and perform simple maintenance operations on your Macintosh. You will learn how to find and save files, work with fonts, learn what the functions do in the control panel, extension folder, and understand what is the system folder. You will then apply these skills to perform basic troubleshooting functions on your own Macintosh. This course is designed for students with little or no experience with the Macintosh operating system.

Cesar Gonzalez owns a consulting business specializing in network installation, Internet security, web design, training and support.

A2H04.a	1 Mon	Nov 3
C. Gonzalez	9-4:30pm	\$99
A2H04.b	1 Sat	Nov 8
C. Gonzalez	9-4:30pm	\$99

NEW!
Color, Design and Composition

Explore the fundamental aesthetics of Graphic Design as you learn the design elements of visual form and color. Through a series of guided exercises and assigned projects, you will apply principles of design and visual organization including balance, scale and proportion, rhythm, symmetry and positive and negative space. Using traditional media methods, you will utilize the elements of line, texture, shape, and emphasis, and achieve visual harmony in your composition and layout. As you develop a working knowledge of the properties of color, you will apply appropriate color schemes that reflect the emotions and sensations of various consumer markets. A Materials list will be available upon registration. Required: Textbook.

Karin Conroy is the Director of Web Design for EcoVenture Thailand and has been producing publication and web designs for over 5 years. Her technical expertise includes Photoshop, Illustrator, and Dreamweaver.

A2H13	8 Thu	Nov 6
K. Conroy	6-8:45pm	\$365

Illustrator I: Elements of Electronic Illustration Hands-On!

Unlock the power of digital design with the latest version of Adobe Illustrator 10. You will develop electronic illustration skills as you master the use of pen and pencil tools, gradients and blends, and paint attributes. You will manage complex illustrations through the use of layers, and apply transparencies and other special effects to them. The importance of type as an integral design element will be examined, as you discover type properties such as leading and kerning, transform type along a curved path or container, and apply special effects to type, such as drop shadows and glows. Your illustration skills will result in a professional portfolio piece as you work on specific, professional level, design projects. This class assumes a good working knowledge of the Macintosh or PC. Required: Textbook; 100MB Zip Disk to save work.

• Alan Kindred has been a professional graphic designer and illustrator for over 10 years who is currently working in Southern California.
• Aleya Chakravarty is a freelance consultant specializing in Flash and Illustrator graphics for corporate design.

A2H40	8 Wed	Nov 5
A. Kindred	6-7:50pm	\$375
Online Course		
A2H40I	6 Weeks	Nov 10
A. Chakravarty		\$375

Illustrator II: Illustration and Design Techniques Hands-On!

You will produce exciting graphics as you advance your design skills with Adobe Illustrator 10. You will create illustrations with advanced object drawing tools, edit them with advanced path editing techniques, and perform exact transformations. Your illustration techniques will be further enhanced as you apply styles, borders, drop shadows and glows, painting effects, and gradient meshes and blends between objects. You will learn how to export your artwork for other digital formats as you convert vector images to raster for the Web, and export layered images to Flash for animation. Course assumes knowledge of Illustrator I: Elements of Electronic Illustration or equivalent knowledge. Software operation of Mac version of Illustrator is compatible with PC version. Required: Textbook; 100MB Zip Disk to save work.

• Alan Kindred for credits see Illustrator I: Elements of Electronic Illustration.
• Bonnie Pennell is a freelance Graphic and Web Designer and Short Film Editor.

A2H45	8 Wed	Nov 5
A. Kindred	8:30-10:20am	\$375
Online Course		
A2H45I	6 Weeks	Nov 10
B. Pennell		\$375

Photoshop I: Fundamentals of Digital Imaging Hands-On!

Produce professional-quality original artwork and enhanced digital images for print, digital media, and the Web, with the industry's leading graphic standard, Adobe Photoshop 7. With this state-of-the-art program, you will use tools, such as brushes, pens and pencils, to draw and paint original graphics. As you learn to scan images, you will understand image resolution, targeted file formats, and the basics of color correction and photo touch-up. With powerful selection tools and layer options, you will seamlessly blend graphics and images together. With layer transparencies and effects such as bevels, emboss and glows, your composite artwork will result in an original, dazzling, piece of art! This class assumes a good working knowledge of the Macintosh or PC. Software operation of Mac version of Photoshop is compatible with PC version. Required: Textbook; 100MB Zip Disk to save work.

• Valter Bagnara is a professional print, web, and multimedia Graphic Designer. He has over 15 years experience working for such companies as Bell & Howell, McDonnell Douglas and Toshiba America.
• Alan Kindred has been a professional graphic designer and illustrator for over 10 years who is currently working in Southern California.
• Bonnie Pennell, for credits see Illustrator II: Illustration and Design Techniques.

A2H16.a	8 Tue	Nov 4
A. Kindred	10-11:50am	\$375
A2H16.b	8 Thu	Nov 6
V. Bagnara	6-7:50pm	\$375
Online Course		
A2H50I	6 Weeks	Nov 10
B. Pennell		\$375

Photoshop II: Digital Design and Special Effects Hands-On!

Continue to develop your digital design skills by exploring the advanced functions of Adobe Photoshop 7. Your compositing skills will grow as you create montages through masks, clipping groups and paths. Color correction for photos and illustrations will be mastered using Levels, Curves, and Hue and Saturation. You will achieve dynamic special effects with filters that create a variety of brush strokes, textures, distortions and 3D and lighting effects. You will examine calibration and color correction for print media, and various compression techniques to save artwork



© A. Bayroff/LTU Instructor

Website Design

Professional Development Certificate Program

Overview

The Web Design Certificate Program is an essential set of courses that are designed to teach you how to create powerful, technically effective websites. Learn the essential skills of Information Design and gain proficiencies in the software tools necessary to create high-end images and animations for websites. You will construct finished websites to showcase your visual communication skills and mastery of content design.

Seven Course Program:

- Foundation**
 - Interface Design for Web and Digital Media
 - HTML for Designers
 - Information Design
- Intermediate**
 - Dreamweaver I: Elements of Website Design
 - Dreamweaver II: Designing Interactive Websites
- Advanced**
 - Web Animation with Flash: The Tools
 - Intermediate Web Animation with Flash: Production

Special Package Tuition!

Enroll for the entire Website Design Certificate Program and save! The Special Package Tuition includes all course tuitions, enrollment and filing fees for only \$1995. You may also enroll and pay for each course individually along with the \$35 certificate filing fee. You save more than \$350!

Continuing Education Units (CEUs)

Courses are designed for Professional Continuing Education. CEUs are awarded upon completion of each course.

How to Enroll

Program advisement and enrollment information available by calling 714. 427. 0588.

Open House!

Learn how to advance your career! Meet industry experts! Attend and take the first step! Wednesday, October 29 6-7:30pm RSVP 714. 427. 0588

for the web with the use of Adobe Image Ready. This course assumes knowledge Digital Imaging using Adobe Photoshop, Part I or equivalent knowledge. Software operation of Mac version of Photoshop is compatible with PC version. Required: Textbook; 100MB Zip Disk to save work.

• Valter Bagnara, for credits see Photoshop I: Fundamentals of Digital Imaging.
• Alan Kindred, for credits see Information Design.
• Bonnie Pennell, for credits see Illustrator II: Illustration and Design Techniques.

A2H25.a	8 Tue	Nov 4
V. Bagnara	6-9:30pm	\$375
A2H25.b	8 Thu	Nov 6
A. Kindred	10-11:50am	\$375
Online Course		
A2H52I	6 Weeks	Nov 10
B. Pennell		\$375

Publication Design with QuarkXPress Hands-On!

Create professional flyers, reports, newsletters, and publications using QuarkXPress. In this course, you will learn graphic design techniques for optimizing publication impact and effectiveness. You will learn how to design and create multiple page documents with columns, master pages, templates, image boxes, style sheets, and imported text and graphics. You will create "real-world" projects suitable for your portfolio as you master typography selection and control, the Pantone Matching System, spot process, and custom color options. Course assumes knowledge of Electronic Design Tools or equivalent. Textbook required.

Angela Gomez is a professional graphic designer and founder of Flourish. She has advanced working knowledge of Photoshop, QuarkXPress, and Illustrator and is also an adjunct faculty member at many other local schools in Orange County.

A2H30.a	8 Tue	Nov 4
A. Gomez	9-12:30pm	\$425
A2H30.b	8 Tue	Nov 4
A. Gomez	6-9:30pm	\$425



Enrolling is Easy!

Enroll at our website!
www.ltuonline.com

Fine Art

Drawing

Drawing Fundamentals

Develop your artistic potential by learning to draw with ability and confidence. Through fundamental strategies of observation and rendering, you will learn to "see" objects in terms of line, shape, and texture. Fun and creative drawing exercises will heighten your awareness of light, scale and perspective. As you draw from still life and natural objects, you will apply essential principles of composition and balance that translate what you see, into a drawing far more accurate than you ever believed possible! Bring a 18 x 24 drawing board and pad, graphite pencils and eraser to first class. A materials list will be available upon registration.

Robert Smith is an accomplished artist who specializes in large floral painting, as well as design, typography, goldleaf and airbrush. He has been a featured artist at Henri Bendel's and currently works as a design artist for clients such as Rossignol, Gold's Gym, Ezekiel Clothing, Skateboarder Magazine, and Surfer Magazine.

1 Unit/1 CEU
A3D05 8 Thu Nov 6
R. Smith 6-7:50pm \$149

NEW!

Drawing Composition and Techniques

Advance your drawing skills as you learn to render the illusion of three-dimensional objects. With traditional media methods such as graphite and charcoal, a variety of techniques will be applied to create light, shadow, and graduated tones. You will explore linear perspective, complex shape, and detail and value nuance through blending techniques. With subjects varying from still life arrangements to a model, you will be encouraged to develop your own individual expression and style. A materials list will be available upon registration.

Patrick Gagne has been a professional illustrator since 1993. His work has been published on two continents. Patrick is currently working as a freelance illustrator.
A3D07 8 Thu Nov 6
P. Gagne 8-9:30pm \$149

Right Brain Drawing: Fundamentals

The premise of right brain drawing as originated by Dr. Betty Edwards is that drawing is not necessarily a talent, but a teachable skill. Based on that principle, as you learn to make a power shift from the left brain to the right brain, even those who feel they have no artistic ability can learn to draw. Through a combination of instruction, in class experience and review, you can learn to:

- Draw what you actually "see"
- Let go of preconceived (left brain) blocks and tune in the capacity to perceive and process information.
- Develop the skills to render shape, size, contour, shading and shadows.

Students at all levels are encouraged to explore these revealing techniques. Materials list available at registration. Optional textbook can be purchased at campus bookstore.

Robert Smith, for credits see Drawing Fundamentals.
A3D10 8 Tue Nov 4
R. Smith 6-7:50pm \$175

Drawing with Pastels

Pastels or colored chalks are an essential tools in the artist's palette. This course will introduce you to the expressive qualities of pastels, enabling you to apply a range of techniques as you create outstanding

drawings. Working from photos and personal invention, you will strengthen your drawing skills and apply principles of color to depict value and light, composition and perspective. Individualized instruction will enable you to develop renderings and observational skills as you discover new sources of inspiration. Course assumes knowledge of Principles of Drawing, Introduction to Right Brain Drawing or equivalent. Materials list available upon registration.

Robert Smith, for credits see Drawing Fundamentals.
A3D30 8 Wed Nov 5
R. Smith 6-7:50pm \$175

Illustration

Fundamentals of Illustration

This course introduces you to the role of the illustrator as artist and storyteller as it develops your conceptual skills, techniques of composition and design, and the uses of color and black and white. From initial sketches to finished art, each concept developed in class will travel through a hands-on process enabling you to produce up to three completed projects. An emphasis on individual instruction opens this course to students at all skill levels, from beginning to advanced, interested in learning valuable artistic skills. Materials list available at registration.

Patrick Gagne, for credits see Drawing Composition and Techniques.
A3H05 8 Wed Nov 5
P. Gagne 6-7:30 pm \$175

NEW!

Illustrating For Children's Picture Books

Recreate the magical world of make-believe with the art of illustrating for children's picture books in this fast past hands-on class. You will examine the visual stages of storytelling by working with existing children's stories. Weekly assignments will focus on character development, storyboarding, dummy preparation, and final camera-ready color artwork that will help you develop skills and presentations publishers look for. Freelance opportunities and the current market for children's publishing will also be discussed including, contracts, royalties, agents and portfolio presentation. Basic drawing skills are recommended. A \$5 materials fee will be payable to the instructor at the first class meeting. Additional materials will be discussed in class.

Patrick Gagne, for credits see Drawing Composition and Techniques.
A3H26 8 Tue Nov 4
P. Gagne 8-9:50pm \$175

Painting

Oil and Acrylics: Part I: Fundamentals of Painting

Build the fundamental painting skills to artistically express yourself in acrylics and oils. You will learn about essential materials and tools, examine technical methods, and understand color's intrinsic values through mixing and application. Your painting will take on form as you explore the use of line, contrast, texture and scale and their impact upon composition. As you apply techniques of underpainting, layering and glazing you will happily discover the freedom of expression as interpreted through painting. No previous painting experience is necessary. A materials list is available upon registration.

Jennifer Morreale has over 10 years experience as a watercolor artist and instructor.
A3K05 8 Tue Nov 4
J. Morreale 6-7:50pm \$175



Digital Media and Web Design Certificate Program

Gain the competitive advantage in today's design market by earning your professional development certificate in Digital Media & Web Design.

For more information see page 7 or call 714. 438. 8356.

NEW!

Oil and Acrylics Part II: Beyond the Basics

Develop your taste and sensibility as a painter in this intermediate class on oil and acrylic painting. Paint consistency and color development will be emphasized as you are further challenged in the use of composition, contrast, light and movement. With special brush strokes and unusual methods of application, you will gain practical experience with different painting techniques that will fully realize your artistic vision. Course assumes knowledge of Painting with Oil and Acrylics or experience in this medium. A materials list is available upon registration.

Robert Smith, for credits see Drawing Fundamentals.
A3K07 4 Mon Nov 3
R. Smith 6-9:45pm \$175

Hot Course!

Painting with Watercolors

Learn the fundamentals of painting with watercolors while developing the techniques that are necessary for any artist to achieve a strong foundation. Experiment with the tools and materials that are used to create beautiful paintings. Explore color theory and mixing methods specific to watercolor while learning about controlled bleeding, wet versus dry brushing, rates of absorption and painting on wet vs. dry paper. You will also experiment with the effects of overlapping colors, blending, specific formulas for masking and techniques for creating special effects. Materials list available at registration.

A3K40.a 8 Sat Nov 8
Staff 11-12:50pm \$175
A3K40.b 8 Thu Nov 6
J. Huddleston 6-7:50pm \$175

Functional Arts & Crafts

NEW!

Stained Glass Workshop

Create brilliant artwork with a touch of glass. Stained glass art has graced palaces and cathedrals for centuries and adds sparkle and elegance to today's home decor. No prior experience is necessary to design and fabricate an original stained glass window. In this course you will follow methods practiced for years by artists and craftsmen and gain skill in designing a pattern, cutting and grinding glass, soldering, and assembling your stained glass project. The simplicity or complexity of your finished product will depend on your own desire and skill. Some materials will be supplied at first class meeting to begin working that evening and further materials costing approximately \$75-\$150 will be discussed in class. Student must bring to every class, protective

eyeglasses that can be purchased at any hardware store. Class is limited.

A3F01 3 Sat Nov 15
Staff 9-12:30pm \$139

Broken China Mosaics

"Pique Assiete" (a French term meaning "stolen from the plate") is the centuries-old folk art of recycling broken china, porcelain, glass and stoneware into decorative art. In this creative hands-on workshop, you will break and assemble your broken treasures into unique designs, blending color, pattern, form and texture. On pieces such as picture frames, garden sculptures, flower pots or fountains you will cement and grout your designs resulting in a functional, beautiful art piece that will gracefully enhance any home or garden. A materials list is available at registration.

Gladys de Barcza, Ph.D., has over 20 years experience as an instructor of fine arts and design.

A3R65 3 Sat Nov 15
G. de Barcza 9-1pm \$99

Stamp Art Techniques

Explore the world of stamp art. Create beautiful works of art using various stamping techniques. In this hands-on course, you examine how to pick, create and combine different types of stamps and how to color in your designs with watercolors or chalk. You will also cover stamping wheels, backgrounds, and embossing. You will create many different projects in each class meeting such as; bags, cards, accessories, and frames. \$15 materials fee payable to instructor.

A3R60 2 Thu Nov 6
Staff 6-9pm \$69

Designing Accordion and Pop-up Books

Fashion unique books of constructed and folding panels as you discover the art of accordion and pop-up book construction. Learn how to design decorative books which can incorporate your choices of colorful rubber stamping and surface decoration, calligraphy, drawing, painting and collage perfect for personalized gifts or your own special keepsake. Demonstration and hands-on practice of techniques will enable you to hand-craft accordion books from miniature tomes of one inch to table top books. This art form is perfect for those individuals seeking to design more elaborate greeting cards, as well as those interested in applying their artistic techniques to a new and challenging format. \$5 materials fee payable to instructor.

A3R70 8 Tue Nov 4
Staff 6-7:30pm \$99

Seeing Light

Whether you are an experienced photographer or a novice, you will enjoy this study on light and vision, and its influence on your creative expression. Shadows, back lighting, highlights and contrast are elements of light that contribute to the picture you see through your viewfinder. How you use these subtleties to interpret mood, emphasis, movement and composition will enable you to create dramatic powerful images. Your workshop will consist of lecture, assignments that unlock your potential to "see light", and supportive critique. Bring your 35mm or digital camera to class.

David Linnig is a freelance photographer who currently shows his fine art photography at the How Original! Gallery in Laguna Beach. Also at Laguna's Art A-Fair Festival every summer, and at other various galleries and venues throughout California and the Southwest.

A6A25	2 Thu	Nov 6
D. Linnig	6-9pm	\$69

Seeing Creatively

Your pictures translate the world as you see it. In this insightful workshop you will learn to view the unique essence of your subject in relationship to the environment around it. As you explore basic elements of design, you will learn to aesthetically compose your elements to reflect mood, personal vision, and visual design. Your creative perception is then interpreted by setting exposure, depth of field, point of view, and framing. Your workshop will consist of lecture, photo assignments that experiment with seeing creatively, and supportive critique from your instructor and classmates. So bring your inquisitive mind, creative eye and your 35mm or digital camera to class. Students should have a good working knowledge of 35mm or digital camera.

David Linnig, for credits see Seeing Light.

A6A30	2 Thu	Nov 6
D. Linnig	6-9pm	\$69

Digital Photography

Hot Course!

Digital Camera

Adapt with ease to photography's newest technology. As you examine common features on various digital cameras, your instructor will help you establish the profile of your own digital camera. The specifics and choices in digital camera operation will be explored, such as picture resolution, conversion to picture size, compression and image storage. You will learn to upload images into a computer and optimize them for fast download speeds for use in emails, websites, and other forms of digital presentation. Bring your digital camera manual to class to begin this new hi-tech journey.

Stuart Meador is a professional portrait artist and photographer who has over 20 years experience.

A6D05	4 Mon	Nov 3
S. Meador	6-8pm	\$99

Professional Education Advisement

Let us help you choose the course or program that's right for you. Schedule a session with one of our education advisors.

To make an appointment call **714. 427. 0588** between 9am and 10pm.

NEW!

Photographic Techniques with Digital Cameras

Achieve powerful results as you learn to confidently capture pictures with your digital camera. Traditional elements of good photography will be explored, such as composition, point of view, perspective, and focus. You will experience how brightness and contrast, backlighting, point of view and perspective affect your photographic composition. With the ability to view immediate results on your digital camera monitor, you will experiment with many exciting photographic techniques that will advance your technical skills and reflect your artistic vision. Bring your automatic digital camera manual to class. A \$10 materials fee is payable to the instructor.

Stuart Meador, for credits see Digital Camera.

A6D10	4 Mon	Dec 1
S. Meador	6-8:00pm	\$89

Digital Darkroom

Hot Course! NEW!

Photoshop for Photographers

Photography enthusiasts will enjoy this entry-level workshop for using the world's most popular imaging application, Adobe Photoshop. Whether you work with a 35mm camera or a digital camera, you will be able to create your own digital darkroom in which you can crop, color-correct and perfect images for prints or for digital distribution. You will develop a strong foundation in the basics of navigation, file formats, and layering, while learning to use Photoshop's creative tools. The process of scanning and output resolutions will be covered to encompass both traditional and digital photography. As you discover techniques for selection, composition, and image enhancement, you will unlock your artistic power as Photography and digital technology combine. This class assumes a good working knowledge of the Mac or PC. Software operation on Mac version of Photoshop is compatible with PC version. Bring a 100MB Zip disk if you wish to save your work.

Váler Bagnara is a professional print, web, and multimedia Graphic Designer with over 15 years of experience with Bell & Howell, McDonnell Douglas and Toshiba America.

A6K23	1 Sat	Nov 15
V. Bagnara	9-4:30pm	\$195

Field Photography

Coastal Photography

From the fragile tide pools to spectacular ocean and mountain vistas, the captivating Southern California coastline awaits the camera's eye. With veteran outdoor photographer Mike Brock, you will capture on film the constantly interacting forms of sand, rock and sea. The class will include viewing the work of photographers who have excelled in their vision of coastal landscapes, field work, and a final critique session. Students should bring a 35mm or larger format camera. Location of field trip will be discussed at the first class meeting.

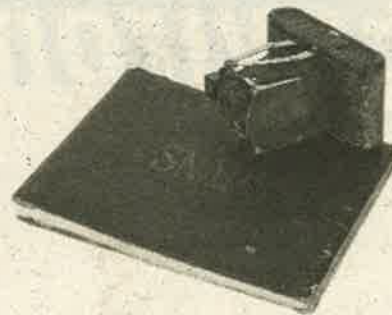
Mike Brock, for credits see Angle, Lenses and Filters.

A6F23	4 Wed	Nov 5
2 field trips		TBA
M. Brock	6-8pm	\$99

The Six Week Scrapbook

Learn to organize your cherished memories into a unique, artistic page-turner! Create fun and exciting themes to display your experiences.

See page 10.



Photography



LTU's Photography courses are designed to give you the knowledge and skills necessary to develop into a proficient photographer and to help you expand your career in photography.

See pages 10 & 11.

Travel Photography

Chronicle your travel adventures with compelling photographs that convey the essence of your experiences. In this information-packed course you will learn techniques such as:

- Creative portrait composition for capturing the local people and/or travel companions on film
- Recording minute details through close-up photography
- Tricks for catching unusual landscapes, such as fast-moving waterfalls, on film
- Employing special methods for architectural photography

Special attention will be paid to documenting your trips as they unfold so that you can display and relive your vacations in a slide presentation or photo album at home. Film and equipment issues such as lens options, choosing black and white or color film, and utilizing setting and lighting variables will also be covered, as well as special equipment needs for a photographer on the go! It is recommended that you bring a camera and, if it is convenient, past travel photographs (that you have taken) to class.

Mike Brock, for credits see Angle, Lenses and Filters.

A6T10.a	4 Wed	Nov 5
2 field trips		TBA
M. Brock	10-11:50am	\$99
A6T10.b	4 Wed	Nov 5
2 field trips		TBA
M. Brock	8-10pm	\$99

Videography

NEW!

Shooting Video Like a Pro

Lights! Action! Camera! Whether you're shooting action sports, a baby's first step, or you want to experience the thrill of making movie shorts, you can learn the basic skills to capture your favorite subject or event. Whether your camera is 8mm, VHS or Digital, you will understand your camera's functions, onboard menus for image control, and the use of accessories such as tripods, lenses and microphones. Techniques for proper

zooming speeds, subject framing, lighting, and composition are combined with field trips to give you the hands-on experience for creating great videos. Bring your camcorder to class.

Todd Summers is the owner of TCS Video, a video production company which specializes in corporate, industrial, wedding and infomercial productions.

A6V05	2 Wed	Nov 5
	6-10pm	
	1 Sat	TBD
T. Summers	9am-1pm	\$159

Hot Course!

Digital Editing Bootcamp: The Basics

Enter the exciting world of consumer-level digital video editing with this fast-paced workshop. Whether you use Adobe Premiere LE, or the full version of Premiere, you will understand basic elements such as analog or firewire capture and output, video data compression, resolution, frame size, and frame rate. As you become familiar working with the interface, video and sound tracks, and edit tools, you will perform basic edits such as trimming clips, applying transitions, and adding sound and titles. As this workshop concludes, you will have the necessary skills to begin editing and creating your own movie productions. This course is compatible for users of Premiere LE, or the full version of Adobe Premiere. Though this course is taught on a PC, software operation of Premiere works the same on both platforms. Basic knowledge of the Mac or PC is advised.

Steven Chaffey is a freelance writer, training developer and illustrator specializing in scientific and medical multi-media projects.

A6V10	1 Sat	Nov 8
S. Chaffey	9-4:30pm	\$195

The Art of Hand Painted Furniture and Accessories

Bring your ideas to class and leave with your own creative masterpiece. In this exciting twelve-hour hand painted furniture workshop, your instructor, fine artist Maryorie Harder, will teach you the techniques to finish and customize your own furniture pieces, which you then can apply to your own at home. Topics include: the tools medium and preparation involved in creating different faux's and finishes. All paint used in class is non-toxic water based acrylics. Come dressed in appropriate. A \$27 materials fee is payable to instructor for the wooden accessory and materials used in class.

Maryorie Harder has 30 years experience in her own art and design business. She has a BA in fashion design and art.

A5N16	4 Thu	Nov 6
M. Harder	6-9pm	\$195

Interior Design

Careers in the Interior Design Field

Join our panel of program advisors and accomplished designers to discuss professional advancement in the field of interior design. Learn how to advance your career in interior decoration, residential and commercial design, industrial design, and architectural firms, retail businesses, interior furnishings and other design-related professions. Program advisors and faculty will address your individual questions and interests as they survey all aspects of the design process, discuss the Interior Design Certificate Program as well as the Interior Decoration Certificate Program and showcase LTU student work. Definition of an Interior Design Professional:

- Qualified by education, experience and examinations
- Identifies, researches and creatively solves problems relating to the execution of a safe, functional, aesthetically pleasing environment
- Prepares working drawings, bids and contracts, programming space planning, furnishings, fixtures and surface materials through visual communication media

Definition of an Interior Decorator:

- Qualified by training and experience to select appropriate and aesthetically pleasing interior furnishings
- Window treatments, wall covering, surface materials, paint, floor coverings, surface mounted fixtures and loose furnishings

A5A00	1 Thu	Oct 23
Panel	6-7:30pm	Free

Introduction Courses

Elements of Interior Design

Interior designers combine color, fixtures, furnishings and accessories to create useful, attractive living and working spaces. Learn the basics of designing comfortable interiors, which are both functional and aesthetically pleasing. This course provides a practical overview to those interested in designing interiors. You will survey all aspects of the design process including drafting, design aesthetics, materials, techniques, and historical design periods that have influenced decorative arts today. You will gain experience in design concepts and

techniques through practical projects. Supply list available at first class meeting. Textbook required.

• *Jeanne Ball is an Interior Designer specializing in high-end residential architectural detailing and fine furnishings.*

• *Dee Schoonover, C.I.D., has been a professional Interior Designer for over 15 years and is experienced in Hospitality, Residential, Commercial and Contract Design. Her experience also includes school, model homes and Design Houses.*

1.75 units / 1.5 CEUs		
A5A01	8 Wed	Nov 5
J. Ball	6-7:50pm	\$275
Online Course		
A5A01I	6 Weeks	Nov 10
D. Schoonover		\$275

Fundamentals of Design

Develop your awareness of visual form and your ability to think in visual terms as you explore design elements critical to all art and design disciplines and learn the language of visual design. Through a series of guided exercises and assigned projects, you will be able to apply principles of design and visual organization including balance, texture, emphasis, rhythm, and positive and negative space. Projects applicable to graphic design, interior design and fine arts will be completed in a variety of black and white media. Supply list available at first class meeting. Textbook required.

Jennifer Hesse, Interior Designer and fine artist, works on an independent basis in Orange County.

1.75 units / 1.5 CEUs		
A5A10	8 Tue	Nov 4
J. Hesse	6-7:50pm	\$275

Surface Materials: Floors and Walls

This course provides you with current information on the design and installation of flooring, wall coverings, ceilings and fireplaces. You will learn how to select surface materials based on their quality, durability, function and style. Installation techniques, estimates and budgets that allow you to conform to clients' guidelines for cost and aesthetics will be covered. Upon completion of this course, you will have developed the knowledge to create a visual statement with your design projects. A \$5 material fee for handouts will be payable to the instructor. A text will be required.

Jennifer Hesse, for credits see Fundamentals of Design.

1.75 units 1.5 CEUs		
A5A07	8 Tue	Nov 4
J. Hesse	8-9:50pm	\$275

History of Decorative Arts I

This course covers the major political and social movements that influenced the decorative arts, architecture and interiors from antiquity through the French Renaissance and Empire periods. With the emphasis on how these elements apply to present interior design trends, you will develop an understanding of how the technology of the times and the available materials were employed to create sculptures, rugs, tapestries, porcelains and architecture. Text required.

Rebecca Catterall is a studio potter and president of the Topanga Canyon Gallery.

2.75 Units/2.4 CEUs		
Online Course		
A5A03	6 Weeks	Nov 10
R. Catterall		\$375

CEUs for Interior Designers

LTU Provides excellent opportunities to earn Continuing Education Credits. See pages 10-13 for courses.



Decorative Finishes

Professional Development Series and Elective Course of Study



Five Course Program Foundation

- Decorative Finish Techniques
- The Art of Stenciling
- Mural Techniques

Elective Courses (select two)

- Handpainted Furniture
- Color Theory 1
- Drawing Fundamentals
- The Art of Tromp l'oeil

Accreditation and Associations

LTU is an accredited institutional member of ACCET, recognized by the U.S. Department of Education. LTU is an Institutional member of NAFA (National Art Education Association).

Continuing Education Units (CEUs)

Courses are designed for Professional Continuing Education. CEUs are awarded upon completion of each course.

How to Enroll

You may enroll and pay for each course individually along with a \$35 certificate filing fee. Program advisement and enrollment information available by calling 714. 427. 0588

Overview

This certificate is a comprehensive 5-course program designed to build your creative and technical skills in decorative finishes. You will receive hands-on instruction with professionals using the various techniques and mediums used in creating special surfaces.

Who Should Enroll?

- Individuals interested in advancing their careers in painting techniques
- Painting contractors
- Fine artists
- Individuals seeking personal growth

NEW!

Garden Series

Series and Elective Course of Study



Overview

The Garden Design Series provides students with the necessary skills and knowledge to successfully design and implement garden environments. From design concept to maintenance students will become competent in phases of the garden plan. This program covers stylistic forms, graphic skills, as well as materials and techniques. The Garden Series is for those wanting to further their knowledge and gardening skills as well as practicing gardeners.

Recommended Track of Study

- From the Ground up—Garden Design
- Plant Identification
- Garden Materials and Features
- Garden Technique and Culture

Electives

- Herb Gardening
- The Rose Garden
- Pruning Techniques
- Small Space Gardening
- Perennial Gardening
- The Outdoor Room



Enrolling is Easy!

Enrollment questions? Call 714. 427. 0588

The Business of Interior Design

Acquire essential business management skills to respond to your clients and suppliers both ethically and within the parameters of accepted industry etiquette. You will learn how to bid a job and develop client proposals; establish a working budget and keep a client job book. In addition, you will learn appropriate client communication and sales techniques which will impact the results of your presentation. Learn the ins and outs of establishing a network of suppliers, purchasing techniques and formulas for determining overhead costs and commissions. You will have the knowledge to successfully manage yourself, your clients and your suppliers with assurance and reliability. \$5 materials fee payable to the instructor. Text required.

Ali Amani, CKD, is an experienced kitchen designer with over nine years experience. He has trained kitchen designers for The Home Depot and EXPO Design Centers, as well as designing kitchens for many clients in Orange County.

1.75 Units/1.5 CEUs
 A5C24 8 Tue Nov 4
 A. Amani 6-7:50pm \$275

Universal Design

Universal Space Planning

Advance your skills in this comprehensive studio workshop to create aesthetic, functional, environments that incorporate the human factors of universal barrier free design. Your instructor will provide you with individualized instruction as you learn the process of designing floor plans and furniture placement for residential and commercial projects. Develop specific knowledge in the applications of fixtures, signage, furniture and the array of required specifications in universal design. Gain the critical skills necessary to meet the design challenges of special populations. This class assumes Drafting I or equivalent knowledge. Text required.

Dee Schoonover, C.I.D., has been a professional Interior Designer for over 15 years and is experienced in Hospitality, Residential, Commercial and Contract Design. Her experience also includes school, model homes and Design Houses.

1.75 Units/1.5 CEUs
Online Course
 A5U01 6 Weeks Nov 10
 D. Schoonover \$275

Electives & Special Offerings

Table Top Design: Get Ready for the Holidays

Learn the art of hospitality and how to graciously entertain your guests. If you are having a party, special occasion or holiday a beautiful table top will help to make event truly memorable. Your instructor will help you to bring a creative eye to decorating your table tops. .4 Units/.4 CEUs

Jamie Namanny is an accomplished Interior Designer with a full service design firm. She has several award winning projects in her portfolio and is a known speaker on Interior Design.

A5N60 1 Sat Nov 22
 J. Namanny 9-1pm \$89

Home Lighting

Lighting is an integral part of decorating and should be given as much consideration as furniture and fabrics. This class will give you the skills to properly plan for your lighting needs. All areas of the home will be covered including exterior lighting. Skills in the basic principals and concepts of lighting will be gained. Discussions include the hows and whys of general, task, and accent lighting. Application of architectural and built-in lighting also will be discussed as well as personal considerations and solutions for choosing lighting fixtures and lamps.

Rob Herzberg is accomplished Lighting Specialist. He currently is working with Allied Lighting, Inc.

.3units/.3CEU
 A5N35 1 Thu Nov 6
 R. Herzberg 6-8:30pm \$59

NEW! Zen Design

In this workshop you will learn to recognize and create the soothing environments of Zen Design. Peace and tranquility are the key components. The use of balance, harmony and simplicity are the guiding principles of Zen Design. Your instructor will guide you through hands-on creation of your own distinctive color boards enabling you to visualize these serene, relaxing interior spaces.

Madeleine La Fontaine has a degree from the Fashion Institute of Design and Merchandising, with over 20 years experience in interior design.

.5 Units/.5 CEUs
 A5N75 1 Wed Nov 5
 M. La Fontaine 9-2pm \$79

NEW! Antiques for Pleasure or Profit: Woods and Upholstery

Collecting and decorating with antiques can be fascinating and lucrative for the smart investor. Develop the skills to guide your clients in purchasing, insuring appraising and selling antiques and collectibles. Through lecture, first-hand examination, filed trip and demonstration, you will:

- Recognize market values for selected furnishings
- Distinguish hallmarks, registers and what they mean.
- Protect yourself from fraud and theft.
- Learn how to be a prudent collector.
- Identify trends for collectors, investors and designers.

James Martin, MFA, BFA, BPS is a Certified Appraiser, member of the Int'l Society of Appraisers and the Professional Appraisers Association and a nation-wide antiques buyer.

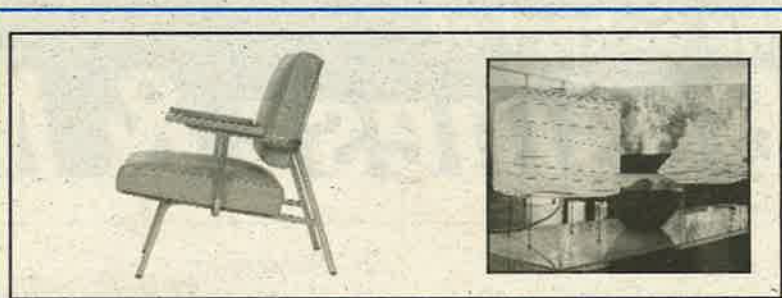
1.75 Units/1.5 CEUs
Online Course
 A5N451 4 Weeks Nov 10
 J. Martin \$195

Interior Design: Provence and Tuscan Style

Explore these picturesque Mediterranean regions to uncover the extraordinary ancient and modern treasures they hold. You will focus on the furniture, ceramics, textiles and interiors that define the region. Learn the secret attraction of the area that has drawn the greatest artists of the 19th and 20th centuries-Van Gogh, Picasso, Braque, Chagall, and Matisse- to the glorious sun-drenched Mediterranean. Learn you how to create interiors in your own home that take on the notable elements of the region. Closely related to Southern California in climate and landscape, this style can easily be used in your home's interiors to transport it to a land of white-washed houses, silvery olive trees and electric blue skies.

Geri Stanley ASID is the principal of GMS Custom Designs in Rancho Santa Margarita She specializes in commercial and residential design.

A5N24 1 Sat Nov 15
 G. Stanley 9-2pm \$79



Interior Decoration

Professional Development Certificate Program

Program Overview

The Interior Decoration certificate provides a short term program for those working the field of retail furnishings and decoration. This 13 course program focuses on the skills needed to exhibit your creativity through the use of color, furnishings, surface materials and window treatments.

Definition of an Interior Decorator

- Qualified by training and experience to select appropriate and aesthetically pleasing interior furnishings.
- Window treatments, wall covering, surface materials, paint, floor coverings, surface mounted fixtures, and loose furnishings.

Who Should Attend

- Individuals interested in advancing their careers in interior decoration
- Individuals working in the field of furnishings, decoration and other allied professions

Program Coordination

Courses taken under the Interior Decoration Program may be applied to the Interior Design Professional Designation Certificate Program.

Recommended Track of Study

Foundation	Elements of Interior Design	Color Theory I	Surface Materials: Floors & Walls
	History of Decorative Arts I	History of Decorative Arts II	Surface Materials: Textiles
Intermediate	Color, Pattern & Texture	Furniture & Fixtures	Designing with Accessories
			Designing Window Treatments
Advanced	Business of Interior Design		Sales & Marketing

Benefits

- Prepares you with a fully competitive professional portfolio
- Develops strong communication, sales and marketing skills providing you with the confidence to successfully express your aesthetic concepts
- Provides student eligibility to the Interior Design Society (I.D.S.)

Accreditation and Associations

LTU is an accredited institutional member of ACCET (Accrediting Council for Continuing Education and Training), recognized by the U.S. Department of Education. LTU is allied with IDS (Interior Design Society) and is an Institutional member of NAEA (National Art Education Association).

Continuing Education Units (CEUs)

Courses are designed for Professional Continuing Education. CEUs are awarded upon completion of each course.

Special Package Tuition!

You may enroll and pay for each course individually along with the \$55 certificate candidacy fee.

How to Enroll

Program advisement and enrollment information available by calling 714. 427. 0588.

Open House!

Learn how to advance your career! Meet industry experts!

Attend and take the first step!

Thursday, October 23
 6-7:30pm
 RSVP 714. 427. 0588

The Insiders Tour of the Pacific Design Center

Find out how you can use this invaluable resource to your advantage easily and confidently. Learn the essence of Southern California lifestyles as you tour the "Idea House" located on the PDC premises. You will find the latest and most prestigious furniture, lighting, and decorative accessories available as you are guided through this world class design center. Please wear comfortable shoes as there will be a lot of walking and for the ladies, please do not bring a heavy purse if possible. Map for off campus location and other information will be available at registration.

Janis Schachet IDS is an accomplished Interior Designer with her own design studio.

A5N40 1 Wed Nov 19
 J. Schachet 10-3pm \$79

NEW! House Beautiful

Discover your personal style with this informative course. You will find new ways of looking at color, architecture, finishes, furnishings and accessories. Learning to eliminate time-consuming indecision will allow you to work more confidently. With expert design help you will use your own photographs to find creative design solutions.

Mary Mendenhall CID IDC is a professional Designer with over 20 years in the field. Her projects range from traditional to contemporary.

A5N50 1 Thu Oct 23
 M. Mendenhall 6-9pm \$69



Enrolling is Easy!

Enroll at our website!
www.ltuonline.com

Accounting and Business Decisions

This course covers the important accounting analytical tools used by Accounting Managers, Analysts and Controllers, and analysis to make business decisions. Key subjects include Statement of Cash Flows, Financial Statement analysis including ratio analysis, horizontal and vertical financial statements. Also an introduction to Opportunity Cost and Ability to Pay Calculations as well as Capital Budgeting Models. Text required.

Stephen Whitson, EA, PFP, has an MS in both Tax and in Business, has over 20 years experience in accounting, finance, tax, and management. He has worked for as an instructor at the college and university level.

1.75 units / 1.5 CEUs.
B1A08 8 Wed Nov 5
S. Whitson 6-7:50pm \$275

Accounting with QuickBooks Pro 2002

Use the leading small business accounting package to organize your records, prepare financial reports, handle payroll, and automatically figure federal and state taxes as well as withholding and employer contributions. This hands on course starts with an introduction to basic accounting terms and concepts, and walks you through the QuickBooks set-up process. Using simulations from a variety of businesses, you will learn to perform periodic activities such as:

- Making sales, receiving inventory, writing checks, making deposits, tracking time, and making estimates
- Creating invoices and purchase orders, paying monthly bills, preparing a payroll, and reconciling checking accounts.
- Preparing sales tax and payroll tax reports as well as estimating quarterly income tax payments
- Preparing employee (W-2), non-employee (W-3) 1099 and 940 tax forms

Throughout, attention is devoted to creating easy-to-read statements including profit and loss, balance sheets, accounts receivable, accounts payable, budget, payroll, and project reports as well as graphs which give you a quick snapshot of your overall business. In addition, you will learn to customize QuickBooks Pro for a variety of businesses such as accounting, catering, consulting, and property management. Course assumes Windows 95 or equivalent knowledge. Textbook required. Textbook includes a trial version of the software for your own use.

- *Bill Oas has over 35 years experience in accounting and business systems consulting.*
- *Ruth Gates is a training manager with over 13 years of experience in staff training.*

1.75 units, / 1.5 CEUs.

B1G15 8 Wed Nov 5
B. Oas 6-7:50pm \$195

Online Course
B1G15l 6 Weeks Nov 10
R. Gates \$195

Excel 2000/2002 I: Creating, Modifying and Printing Spreadsheets Hands-On!

Learn the fundamental skills required to create and to use Excel spreadsheets. This course teaches you how to start Excel, create and print worksheets, get on-line help, and create simple charts. Topics include:

- Basic concepts and terminology
- Excel menus and dialog boxes
- Creating and modifying worksheets
- Copying, deleting, and moving cells
- Defining and replicating formulas
- Formatting worksheets and Printing worksheets
- Using multiple worksheets

This course is first module for the Microsoft Excel Expert User exam. Workbook required.

- *Sherri Sanderson, MCP, MCSE, is a Web Systems Specialist for AllTel, Inc.*
- *Michelle Smith is a MOUS Certified instructor with over 10 years of practical experience with the Microsoft Office Software package.*

D1C24.a 1 Tue Nov 4
M. Smith 9-4:30pm \$195
D1C24.b 2 Tue Nov 4
M. Smith 6-9:30pm \$195

Online Course
D1C24l 4 weeks Nov 10
S. Sanderson \$195

Corporate Financial Management

Principles of Corporate Finance

Master the fundamental principles of corporate finance. Special attention is directed to determination of firms' cash generating abilities, profitability, risk, financial leverage, and sustainable rate of growth as well as the role of financial markets and the mix of equity and debt financing. Using a value-based model, this course covers:

- Financial structure and liquidity
- Evaluation of investment proposals
- Selection of value creating projects
- Financing decisions and the cost of capital
- Business valuation and effects of international activities.

This is an important course to understanding the "Big Picture" of corporate finance. A textbook and financial calculator is required.

Jeff Wolff, M.B.A., is a Chief Financial Officer for Pacific Digital Corporation and has over 20 years of experience as the COO and CFO of many public and private companies.

2.75 units/2.4 CEUs
B1K02 8 Thu Nov 6
J. Wolff 6-9pm \$325

Financial Statement Analysis

Analyze and interpret commonly used financial statements to support managerial decisions. Incorporating financial statements from manufacturing, retailing, and service firms, this course covers balance sheets, income statements, and statements of cash flows. The principal topics include:

- Standard accounting practices
- Ratio analysis, liquidity, and typical industry ratios
- Cash flow, profitability, capital structure, and earnings per share
- Short-term and long-term debt paying ability
- Current financial reporting problems including comprehensive income reporting
- Harmonization of international accounting standards

Emphasis is placed on use of financial analysis in decision making, and special attention is devoted to interpretation of footnotes as well as the quality of earnings, segment reporting, options and the impact of mergers and acquisitions. A textbook and financial calculator are required. \$5 materials fee payable to instructor. 24 CPE Units/ 24 CE Hours

- *Gerald Borenstein, MBA, has been a senior level executive with extensive experience in financial management for Fortune 500 companies.*
- *David Uman, for credits see Principles of Corporate Finance.*

2.75 units/2.4 CEUs
B1K04 8 Tue Nov 4
G. Borenstein 6-9pm \$325

Online Course
B1K04l 6 Weeks Nov 10
D. Uman \$325



Accounting Professional

Professional Development Certificate Program

Overview

Advance your career. Continue your professional education in LTU's six-course Certificate Program providing you with the critical skills needed in the accounting field.

Curriculum:

- The Accounting Cycle
- Balance Sheet Accounts
- Corporate Accounting
- Accounting and Business Decisions
- Accounting with QuickBooks Pro
- Excel 2000/2002 I: Creating and Formatting Spreadsheets

Continuing Education Units (CEUs)

Courses are designed for Professional Continuing Education. CEUs are awarded upon completion of each course.

Who Should Attend

Individuals who want to advance their present accounting skills. Those working in the field who want to improve their skills for professional advancement. Managers desiring to expand their knowledge of accounting principles.

Special Package Tuition!

Enroll for the entire Accounting Professional Certificate Program and save! The Special Package Tuition includes all course tuitions, enrollment and filing fees for only \$1,299. You may also enroll and pay for each course individually along with the \$35 certificate filing fee.

How to Enroll

Program advisement and enrollment information available by calling 714. 427. 0588.

Effective Planning, Budgeting, and Control

This course describes the current concepts, techniques, and working practices necessary to develop and install a comprehensive system of management planning and control. Topics include: the practices and techniques of management planning; preparation of budgets; and the integration of budgets into a company's financial plan. Other topics include: managing inventories; cost and expense analysis; reporting systems; analysis of budget variances; and performance measures. A textbook and financial calculator are required. 24 CPE Units/24 CE Hours

- *Don Collins, MBA, for credits see The Accounting Cycle.*
- *Bob Lang, MBA, is currently a financial analyst at a major home loan firm in Southern California.*

2.75 units/2.4 CEUs
B1K06 8 Thu Nov 6
D. Collins 6-9pm \$325

Online Course
B1K06l 6 Weeks Nov 10
B. Lang \$325

Corporate Training

Take advantage of our corporate training department by contacting us at 714. 438. 8350.

Your company may be eligible for corporate package and special handling of invoices and purchase order requests.

Financial Planning

Fundamentals of Financial Planning

This course provides a comprehensive introduction to the important aspects of financial planning. You will learn the principal financial products and approaches required to accumulate wealth, protect against risks, minimize tax obligations, plan for retirement. You will learn to organize clients' needs, select appropriate investments and insurance vehicles, develop systematic tax plans, and develop comprehensive financial and retirement and estate plan. At the conclusion of this course, you will be able to:

- Explain core economic concepts
- Accurately describe principal
- Prepare commonly used financial planning documents
- Employ a systematic financial planning process

Special attention is devoted to the role of financial advisors and development of working relationships with other financial specialists as well as use of the Internet to communicate with clients and colleagues, research investment opportunities, and monitor economic developments. Textbook and financial calculator required.
- Department of Insurance LX 84685, 10 credit hours
- California Board of Accountancy, 24 qualifying hours; CMA/CFM, 24 CE hours

- *Ron Ellison, MA, is a Registered Investment Advisor and owner of RLE & Associates, a financial services business.*
- *Robert Watson, MBA is a financial consultant with A.G. Edwards & Sons in Laguna Hills, CA.*

2.75 units / 2.4 CEUs
B6F05 8 Mon Nov 3
R. Ellison 6-9pm \$395

Online Course
B6F05l 6 Weeks Nov 10
R. Watson \$395



Enrolling is Easy!

Enrollment questions?
Call 714. 427. 0588

financial calculator required.
-LX 85583, 8 credit hours
-California Board of Accountancy, 24
qualifying hours; CMA/CFM 24 CE hours

Chuck Long is a registered investment
advisor and Branch Manager of Thomas F.
White Securities, Inc. He has over 20 years
of experience in the financial industry.
2.4 CEUs/2.75 Units
B6F20 8 Tue Nov 4
C. Long 6-9pm \$395

Legal Continuing Education

LTU certifies that an application is
pending for approval of this activity for
MCLE credit by the State Bar of California.

Principles of Corporate Finance

See page 17 for course description.
B1K02 8 Thu Nov 6
J. Wolff 6-9pm \$325
Online Course
B1K02i 6 Weeks Nov 10
D. Uman \$325

Employment Laws and Regulations in Human Resource Management

See page 20 for course description.
B2D12 8 Wed Nov 5
M. Risner 6-9pm \$345
Online Course
B2D12i 6 Weeks Nov 10
G. Beamon \$345

Retirement & Estate Planning

See page 18 for course description.
B6F25 8 Tue Nov 4
J. Hoffski 6-9pm \$395
Online Course
B6F25i 6 Weeks Nov 10
B. Lang \$395

Administrative Professional

Management Skills for the Administrative Professional

In this knowledge-packed class you will learn
what the most important management
functions are and how to successfully
implement them in your corporate setting.
Topics include identifying trends in office
management, practicing leadership,
managing the human resources in your
office, effectively executing your support role
as liaison, managing the office environment
and systems as well as other critical office
environment issues. By the time you
complete this course you will be ready to
bring new tools and ideas to your office
environment to increase efficiency and
productivity. A text is required.

• *Stephanie Hester is a management consul-
tant and co-principal of The Hester Group, a
management and marketing consulting firm
in Orange County, CA.*
• *Janice Spangenburg, ABD Ph.D., is a
business financial manager with Naval Supply
Systems Command Acquisition Workforce.*
1.75 Units/1.5 CEUs
B3A05 8 Mon Nov 3
S. Hester 6-7:50pm \$295
Online Course
B3A05i 6 weeks Nov 10
J. Spangenburg \$295

Excel 2002 II:

Charting and Organizing Data
See page 34 for course description.
1.0 Units/.7 CEUs
D1C25.a 1 Thu Nov 13
B. Paturzo 9-4:30pm \$195
D1C25.b 1 Sat Nov 15
B. Cooke 9-4:30pm \$195
Online Course
D1C25i 4 Weeks Nov 10
S. Sanderson \$195

Powerpoint 2002: Basics

See page 35 for course description.
1.0 Units / .7 CEU's
D1C28.a 1 Fri Nov 7
G. Takesian 9-4:30pm \$195
D1C28.b 2 Mon Nov 17
G. Takesian 6-9:30pm \$195

Administrative Communications and Customer Relations

An essential component in any office
environment, this course will give you the
tools to communication effectively and
provide superior customer relations. Topics
include working in teams, communication
style and theory, communicating in meetings
and supporting your thoughts, organizing your
ideas, identifying your customers, dealing
with difficult people, resolving conflict and
public relations. By the end of this course
you will be able to use your newly-acquired
communication and customer relations
skills to effectively get your message across
to your customers and your co-workers.
Text required.

• *Stephanie Hester, for credit see
Management Skills for the Administrative
Professional.*
• *Al Bright, PhD, has over 20 years
experience as a trainer specializing in
communications, human relations and
management.*
1.75 Units/1.5 CEUs
B3A10 8 Tue Nov 4
S. Hester 8-9:50pm \$295
Online Course
B3A10i 6 Weeks Nov 10
A. Bright \$295

Advanced Business Writing: Writing for Results

Preparing concise, high-impact documents
that achieve results is essential for success
in business. This course focuses on the
elements of clear, concise and efficient
business writing. In this advanced business
writing course, students will learn about
writing reports, proposals (RFPs), abstracts,
press releases, projects and written business
communications, including E-Mail correspon-
dence, that will appeal to your specific audi-
ence. Students will cover how to effectively
use visual support, and will learn about
planning, preparing and delivering business
presentations. This course is designed for the
employee who wishes to attain a higher pro-
fessional level of communication and is per-
fect for managers and corporate personnel
who must continue to perfect their communi-
cations skills. By the end of this course you
will have moved your business writing skills
to a higher and more professional level.

• *Charles Hester, APR, is the principal and
partner of The Hester Group, Inc., a public
relations consulting firm in Yorba Linda, CA.*
• *Jackie Heintz owns and operates a
correspondence management firm.*
1.75 Units/1.5 CEUs
B2A12 8 Mon Nov 3
C. Hester 8-9:50pm \$295
Online Course
B2A12i 6 Weeks Nov 10
J. Heintz \$295



Financial Planning

Professional Development Certificate Program

Overview

The Financial Planning Certificate Program
develops the skills and knowledge you need to
advance your career as a respected financial
planning services professional.

Who Should Enroll?

The Program is designed to serve the needs of:

- Professionals employed by financial services firms
- Financial planners, securities brokers, and insurance agents
- "Second-career" professionals

What You Will Learn

The program will develop your abilities to:

- Accurately describe financial products and services
- Analyze tax returns, debt obligations, financial statements, and insurance policies
- Establish financial goals, select investment vehicles, create realistic timelines, and monitor financial performance
- Work with teams of financial professionals to create wills, estate plans, and tax strategies

Continuing Education Units (CEUs)

Courses are designated for Professional
Continuing Education. CEUs are awarded
upon completion of each course. CPA,
Insurance, MCLE, CEUs.

Six Course Program

- Fundamentals of Financial Planning
- Investments in Financial Planning
- Insurance in Financial Planning
- Taxation in Financial Planning*
- Retirement and Estate Planning*
- Implementing Financial Planning

*LTU certifies that an application is pending for approval of
this activity for MCLE credit by the State Bar of California

Completion Requirements

The Certificate is a mark of professional dis-
tinction, and completion requirements reflect
the high standards and professional rigor
demanded of financial services professionals.

- Complete the six-course core curriculum
- Pass a comprehensive examination
- Adhere to the Code of Professional Practice established by the Financial Planning Board of Governors

You may complete this program in as few
as eight months.

How to Enroll

You may enroll and pay for each course
individually along with the \$35 certificate
filing fee. Program advisement and
enrollment information available by calling
714. 427. 0588.

Legal Environment of Business

This course provides an overview of the
major areas of the law that shape the envi-
ronment in which business and individuals
operate. Areas covered include an introduc-
tion to law and the legal system, contracts,
sales of goods and commercial paper under
the UCC, property, agency and employment,
business organizations, bankruptcy, and
consumer protection. This course provides
a sound legal foundation that students can
use to understand the laws and regulations
affecting today's businesses. Textbook
is required.

• *Therese Gray, J.D., is a practicing mediator
for the Orange County Courts.*
• *Dr. Russ Mead, J.D., is a certified
Zinger-Miller facilitator and is an attorney in
North Carolina.*

2.1 Units/2.4 CEUs
B3A15 8 Tue Nov 4
T. Gray 6-9pm \$295
Online Course
B3A15 6 Weeks Nov 10
R. Mead \$295

Human Resource Management

Professional Opportunities in Human Resources Management

Resource Management Professionals join
with program advisors and working Human
Resource to learn of opportunities to advance
your career in this growing field. You will hear
of potential career paths in employee
recruiting and hiring, wage and benefit
administration, employee training and other
Human Resources Management specialty
areas. Discussion in this seminar will also
cover the preparation required to qualify for
these career opportunities. Your individual
questions and interests will be addressed
by knowledgeable faculty and staff in this
open forum.

ZB2H88 1 Wed Oct 21
Panel 6-7pm Free

with benchmarks established by the American Society for Training and Development. Textbook Required.

— PHR/SPHR, 24 recertification hours.

- Jackie Aquino, MBA, for credits see *Fundamentals of Human Resource Management*.
- Sharon Dwyer is Director of Training at Conexant.

2.75 units/ 2.4 CEUs.

B2D10	8 Tue	Nov 4
J. Aquino	6-9pm	\$345

Online Course

B2D10i	6 Weeks	Nov 10
S. Dwyer		\$345

Employment Laws and Regulations in Human Resource Management

Comply with federal and state laws and regulations governing employment relationships and create a harmonious working environment. Beginning with strategies to insure compliance, this course covers the critical laws and regulations affecting Human Resources Management. Your knowledge will equip you to develop systematic compliance policies and advise other managers and employees in their application while you:

- Explain the principal federal and state laws and regulations governing employment practices
- Develop and apply policies and procedures to insure compliance with federal and state laws and regulations
- Coach managers and other employees to apply policies and procedures to insure compliance
- Recognize instances in which legal counsel should be consulted
- Employ appropriate practices when an employee alleges violation of policies and procedures

Class by class, you will apply your knowledge to solve real-world problems submitted by Human Resources professionals from around the country with detailed attention to the most current issues including substance abuse, excessive sick time and absence, and mandatory overtime. Text Required.

— PHR/SPHR, 24 recertification hours.

Mark Risner, J.D., is in private practice specializing in labor and employment law, and a member of O.C. and L.A. Bar Association. 2.75 units/2.4 CEUs.

B2D12	8 Wed	Nov 5
M. Risner	6-9pm	\$345

NEW!

Federal Labor and Employment Laws Update

Learn about the latest changes in human resources law by enrolling in this one-day seminar. Designed to follow up to the core course Employment Laws and Regulations in Human Resource Management, this highly interactive seminar will provide a survey of significant laws changes in the area of human resource practices in California. This course is a must for all current Human Resources and benefits administration professionals, business owners, and those serious about maintaining a competitive edge as a Human Resources professional. In this one-day seminar, you will learn about recent changes to:

- Family and Medical Leave Act (FMLA)
- Americans with Disabilities Act (ADA)
- California Fair Employment and Housing Act, and Title VII

After completion, students will be able to sharpen their skills relative to spotting problems and being able to take preventive measures in the corporate and business environment, comply with reporting requirements and develop solution oriented strategies. \$5 materials fee payable to instructor.

Christopher Lopez is a Labor and Employee Relations Manager for a major southern California employer and possesses extensive background and expertise in labor law, including local, state and federal employment regulations.

B2D14	1 Thu	Nov 20
C. Lopez	9-5pm	\$109

Management

NEW!

Management: Theory and Practice

In this information-packed course, students will begin by exploring the critical management functions of planning, organizing, leading and controlling, and then move beyond the essentials to develop the key skills necessary for excellent management. Topics Include:

- Effectively motivating and coaching employees
- Managing in a Learning Environment
- Aligning goals and outcomes
- Organizational Development
- Decision making
- Change Management

Each concept in this course is discussed from the perspective of a manager's environment and responsibilities and contains a practical, hands-on guide to help you come away with tools that you can immediately make use of in your workplace. Managers at all levels will gain skills in this course that they can use to immediately improve their management results. Text Required. ISM approved for 21 CEH.

• David Reaux, MA, has over 19 years of experience in human resources management with a major aerospace company in Southern California.

• Janice Spangenburg, ABD Ph.D., is a business financial manager with Naval Supply Systems Command Acquisition Workforce. 2.75 units/2.1 CEUs

B2M10	6 Wed	Nov 5
D. Reaux	6-9:30pm	\$325

Online Course

B2M10i	6 Weeks	Nov 10
J. Spangenburg		\$325

NEW!

Financial Concepts

This course is a survey class which begins with a general overview of financial and accounting principles and also serves as part of the Certificate in Management professional development program. Key concepts covered in this course include the following critical financial concepts and techniques used in financial decision making:

- Brief overview of accounting concepts as they relate to finance
- Financial Statement and Financial Statement Analysis
- Financial planning and forecasting
- Financial markets
- Risk and rates of return and the time value of money
- Stock and bond valuation
- Cost of capital, capital budgeting and capital structure
- Working capital management
- Ratio Analysis

Completion of this course will enable the student to understand how and why businesses make specific investment and finance decisions and how they develop and execute their working capital policies. Text required. ISM approved for 21 CEH.

• Gerald Borenstein, M.B.A., has been a senior level executive with extensive experience in financial management for companies ranging from multinational Fortune 500s to small entrepreneurial startups.

• David Uman, M.B.A., is a financial consultant and former CFO. 2.75 units/2.1 CEUs

B2M15	6 Thu	Nov 6
G. Borenstein	6-9:30pm	\$325

Online Course

B2M15i	6 Weeks	Nov 10
D. Uman		\$325

New!

Professional Development Certificate in Management



Overview

The Professional Development Certificate in Management provides working professionals with an outstanding education in the critical management factors that impact business success. In today's business environment managers, more than ever, need the skills and tools necessary to drive business forward. This professional program is designed to update and develop your skills in the constantly changing field of management.

Each course in the certificate program focuses on a specific aspect of the management function including:

- Organizational Management and Leadership
- Marketing
- Finance
- Strategic Management

Students who complete this certificate program will have gained vital skills in leadership and management, teamwork, organizational development and change management, and

will have the knowledge they need to utilize corporate financial information, understand the marketing issues that impact product success, and set strategic direction for their departments or companies.

Who Should Enroll

- Managers seeking to strengthen both their ability to increase corporate profitability and their knowledge of all facets of the business process
- Professionals who need a solid management foundations to help drive their departments or companies forward

Five Course Program:

- Management: Theory and Practice
- Financial Concepts
- Marketing Foundations
- Organizational Leadership
- Strategic Management

This five-course program provides a working alternative to a traditional MBA program.

How to Enroll

Enroll for the entire Professional Development Certificate in Management and save! The Special Package Tuition includes all course tuitions, enrollment and filing fees for only \$1495. You save more than \$100! You may also enroll and pay for each course individually along with the \$35 certificate filing fee. Program advisement and enrollment information available by calling 714. 427. 0588.

NEW!

Marketing Foundations

Developed for professionals in fields other than marketing, this course covers both fundamental marketing principles and contemporary applications. Beginning with the unique role of marketing in creating customer focused organizations, this course provides the foundation you need to:

- Understand the marketing perspective and the critical elements of marketing programs
 - Evaluate market performance of products or services and respond to competitor initiatives
 - Analyze market situations and create opportunities to secure competitive advantage
 - Enhance organizational performance by aligning technical, operational and financial activities with marketing initiatives.
- Special attention is devoted to techniques of measuring and expanding market presence and creating innovative marketing strategies. A textbook is required.

• Rick Dennehey is a sales and marketing executive with extensive experience in corporate consultative sales and marketing services.

• Larry Flegle, M.P.A., D.B.A., for credits see *Transforming Your Organization through Knowledge Networking*. 1.75 units/1.5 CEUs.

B2M20	6 Wed	Nov 5
R. Dennehey	6-8:30pm	\$295

Online Course

B2M20i	6 Weeks	Nov 10
L. Flegle		\$295

NEW!

Organizational Leadership

Learn how to lead in a dynamic global economy where innovation, team work and the ability to manage change are critical to the success of any company. This course introduces a new model of leadership that will show you how to develop collaborative leadership skills to achieve extraordinary results by leading at any level within your organization. In this cutting edge course you will learn the skills, tools and techniques needed to cultivate and successfully practice five spheres of influence: Personal leadership, knowledge leadership, interpersonal leadership, team leadership and organizational leadership. You will understand the dynamic interplay of your spheres of influence and learn how to alter your leadership strategy and style to suit different situations and people. By the end of this course you will have learned the techniques you need to stand out and make an impact in your organization, and to develop partnerships that result in the success of both you and your organization. A text is required.

• Mary Ann Kilgore, MA, is a human resources trainer and consultant and has worked with Boeing and Tyco Healthcare. • Nidhi Misra, MS, is a member of OPM3 team of the Project Management Institute and former lead project manager at Cablevision System Corporation. 2.75 units/2.1 CEUs

B2M25	6 Thu	Nov 6
M. Kilgore	6-9:30pm	\$325

Online Course

B2M25i	6 Weeks	Nov 10
N. Misra		\$325



Enrolling is Easy!

Enrollment questions?
Call 714. 427. 0588

Communications for Maximum Business Impact

This course is packed with communication information that you can immediately bring to your workplace to improve your efficiency. Topics include working with your unique communications style, non-verbal communication, how to show a positive and powerful presence in business, developing a style that makes people want to work for you, communications tools that work, running effective meetings, dealing with difficult people, and working with emotional intelligence. By the end of this course you will be prepared to take these tools and make a positive impact in your working environment.

Al Bright, PhD., has over 20 years experience as a trainer specializing in communications, human relations and management.

1.5 CEU's
Online Course
 B2A24i 4 Weeks Dec 8
 A. Bright \$195

NEW! Creating High Performance Teams

Learn how to create team-based management and develop self-directed teams to improve morale, productivity and profits. In this highly interactive course, you will develop the managerial skill set frequently required by companies to work in teams and manage teams for maximum productivity and goal achievement. As we navigate through different models, case studies and exercises, you will identify the major components of collective decision making such as motivation, learning, perception and communication. Through analysis of various work settings and management practices, you will be able to diagnose problem areas that affect work productivity and make recommendations on how to transform a group into a team. By the end of this highly interactive workshop, you will be able to:

- Understand the difference between groups and teams
- Diagnose obstacles to effective group work
- Utilize current personnel strengths to build a team
- Develop strategies for intervention and evaluation to improve performance

Conflict resolution skills will also be addressed as you engage in roleplays and exercises. You will also be presented with a variety of assessment tools to establish an evaluation baseline for your own team/group. \$10 material fee payable to instructor.

• *Bill Dutting, MBA, is the CEO of Continuous Improvement, a management consulting firm.*
 • *Stephen Tremp is a project manager with a consumer finance industry.*
 B2D16 1 Wed/Thu Nov 12
 B. Dutting 9-5pm \$295
Online Course
 B2A30i 4 Weeks Nov 10
 S. Tremp \$295

Incorporating Ethics in Your Business Decisions

Immerse yourself in robust discussion and philosophical debate as you learn how to construct an ethical context to guide your decision-making and leadership style. In this highly interactive class, you will involve yourself in the ethical process of "choice" and learn how to apply ethical approaches to your decision-making process that support the mission and goals of your company and create consistency in your interactions with staff. You will learn how to create an ethical plum line to incorporate in problem-solving, deciphering and determining your decisions. Each week you will be immersed in ethical application and exercises in critical thinking as you examine corporate ethics and values and the role of moral leadership in business. Your instructor will guide you through selected topics in business and professional ethics which you will then have the opportunity to apply to examples of your own decisions and ethical dilemmas for classroom discussion and critique. Upon completion of this course you will have the framework for applying

ethics to your business decision making and your corporate environment. ISM approved for 24 CEH.

Dr. Tim Drake, Ph.D. in Organizational Management, Masters in Divinity, is President of The Drake Group, an educational consulting firm.

2.4 CEUs
Online Course
 B2A40i 6 Weeks Nov 10
 T. Drake \$195

Mediation: Conflict Resolution

Mediation is a positive pro-active approach to resolving conflicts in the workplace. Learn how to use mediation as an effective risk management device where conflict is resolved through the mutual agreement of the parties involved. In this interactive workshop you will be involved in a variety of exercises, demonstration of disputes and dispute resolution techniques. Through role-playing exercises you will practice these techniques under simulated real-life conditions and conduct mock mediations under the watchful eye of the instructor. At the conclusion of this course, you will be able to develop an effective framework for implementing a mediation program as a part of your organization's problem solving process. \$10 materials fee payable to instructor.

Jay Rhein is an exporter who does business around the world. An expert in negotiation, he received appointment by the Marshall Islands government to serve as their Trade Ambassador to the United States. He brings a wealth of real world international experiences to his classes

B2A50i 8 Thu Nov 6
 J. Rhein 8-10pm \$245

Negotiation: Powerful Tools for a Competitive Advantage

Effective negotiators make better agreements and win a greater share of the orders and profits. In this course you will learn a wide spectrum of flexible and varied strategies that you can call upon to conduct successful negotiations; overcome deadlocks and ultimatums and create a win-win situation and long term business relationships. Through role-playing you will have the opportunity to practice these strategies where you will fine tune your techniques and garner the confidence needed to successfully negotiate during critical interactions which can make or break the outcome. Most importantly, for continued success, you will learn how to carry out the negotiating process in a facilitative and enabling manner so that all parties involved look forward to doing business again. \$10 materials fee payable to instructor.

Jay Rhein, for credits see Mediation: Conflict Resolution.
 B2A52 1 Tuè/Wed Nov 18
 J. Rhein 9-5pm \$245

Building Trust in the Workplace

In an era where skeptical has turned cynical about everyone from corporate leaders to neighborhood priests, does it surprise you that more people trust infomercials and used car salesman than corporate leaders? No wonder people are disengaging from the workplace, keeping their ideas quiet and their discretionary efforts tamed. While we can buy peoples presence on the job, we cannot crowbar ideas from their heads, or engage their passions for their work. These are earned. "The three-year total return to shareholders is almost three times lower at companies with low trust levels than companies with high trust levels." What it takes to be a trusted company, boss or co-worker, is different than what it took even

Marketing Communications

Professional Development Certificate Program

Overview

Advance your career as a marketing communications professional and learn to use contemporary approaches to reach your target market and generate healthy rates of return. This five-course program will provide you with a solid foundation in marketing with a concentration in communications and how it is applied to branding and positioning, marketing messages, and diversifying your promotional campaign.

Program Advisors

Gloria Switzer, MBA, Director of Credit Marketing Services, Experian
Robert Kielhorn, President, Strategic Edge
Tom Palmer, Learning Manager, Xerox Corp.
Karen Bergh, President, RainMaker Pro Training and Consulting
Michael Kent, General Manager, GES Exposition Services.

Five Course Program

- Principles of Marketing Communications
- Fulfilling the Brand Promise
- Promotion, Advertising and Communications

- Understanding Consumer Behavior and Your Target Market
- Creating a Marketing Communications Plan

Special Package Tuition!

Enroll for the entire Marketing Communications Certificate Program and save! The Special Package Tuition includes all course tuitions, enrollment and filing fees for only \$1,395. You may also enroll and pay for each course individually along with the \$35 certificate filing fee.

How to Enroll

Program advisement and enrollment information available by calling 714. 427. 0588.

Open House!

Learn how to advance your career!

Meet industry experts!

Attend and take the first step!

Tuesday, October 21

6-7pm

RSVP 714. 427. 0588

two years ago. This thought provoking and interactive course will discuss what trust is today, how you get it, and why building trust is critical to revitalizing the workplace. Whether you are interested in becoming a more trusted leader or contributor, this course will help you learn how to increase creativity and productivity in your workgroup.

Nan Russell, MA, is the former Vice President of QVC and head of the QVC Subsidiary QVC. She is now the managing partner of Mountainworks, DNR.

1.5 CEU's 15 hours
Online Course
 B2A54i 4 Weeks Nov 10
 N. Russell \$245

Change Management That Works

Perhaps the only thing you can be sure of in business today is change. This 4 week comprehensive course in Change Management will include organizational and individual change management at various stages and levels. An understanding of how change affects organizations and people will be gained from this course through practical application using respective work experiences and observations. Knowledge on how to effect and cope with change will be attained by every individual. A wealth of knowledge is provided in this 4 week course ranging from an introduction of change and its outcomes and ways to reduce the impact the change and transform it into a positive reality. By the end of this course you will be able to effectively deal with the changes occurring in your individual workplace.

Janice Spangenburg, ABD Ph.D., is a business financial manager with Naval Supply Systems Command Acquisition Workforce and is both a consultant and trainer as well as the former president of Quest Professional Services and former Branch Head for Navy Supply Branch, Logistics Department.

1.5 CEUs/15 hours
Online Course
 B2A60i 4 Weeks Nov 10
 J. Spangenburg \$245

NEW!

Global Management

This course in global management is focused training on how to most effectively accomplish business interactions in a multinational and international environment. There is nothing in this training that is extraneous. Only those subjects that directly relate to your understanding and subsequent accomplishment of effective multinational business interactions at every level are included. This powerful training has been developed by Joe Barnett, author of the book Future Global Management, and will have a profound influence on your approach to business in a global environment.

Joe Barnett, MA has over twenty years of management consultation experience in world-class corporations such as Mazda, Samsung, and Tandem and lived abroad for 14 years. Joe is a expert in multinational management and author of several books, including Future Global Management.

Online Course
 B2A61i 6 Weeks Nov 10
 J. Barnett \$245

Goal Setting that Works

The course provides students with critical and effective goal setting techniques for achieving business objectives. Key elements of goal setting will be examined and taught as a practical methodology for successfully achieving goals including:

- Formulating measurable, concrete and specific goals
- Motivational factors built into the goal
- Realistic analysis of how attainable the goal is
- Goal deadlines, time standards and tracking methods

By the end of this class, students will be able to effectively identify and set long and short range goals, and problem solve goals that are not being met to get them back on track.

Dr. Travis Meeks is the author of several articles on Goal Setting and now works for the state of Florida as a Coordinator/Operations Analyst.

Online Course
 B2A62i 4 weeks Nov 10
 T. Meeks \$199

Hot Course! NEW!
Medical Device Quality Control in Lean Manufacturing Environment

Learn the process of quality control to improve the manufacturing capabilities in the medical device production environment. In this course, you will identify current FDA's Quality System Regulations (QSR's) and its involvement in the design and development, manufacturing, product certification or regulatory approvals of medical products intended for North American and European markets. As you develop an understanding of the global requirements, you will have the opportunity to examine your own quality control processes and utilize your new knowledge to design an improved quality control plan utilizing the lean principles. The topic of communication of manufacturing issues will also be covered to help improve efficiency across functions. Our experienced instructor will show you how to implement Statistical Process Control (SPC) and Statistical Quality Control and other useful techniques to further support your quality control efforts. Upon completion of this class, you will be able to:

- Describe the role of the FDA in the oversight of medical device, and identify the classes of products and their applicable regulations
- Apply the quality control procedures in a lean manufacturing environment
- Improve communications channels regarding manufacturing issues
- Implement SPC (Statistical Process Control) and SQC (Statistical Quality Control) in an assembly line
- Minimize the inspection time by implementing the Doc-to-Stock System

Students will have the opportunity to incorporate lean principles to formulate an improved quality control plan to present to their management as part of the course project. Text required.

2.25 units/2.0 CEUs
 B2E04 6 Wed Nov 5
 Staff 6-9:30pm \$325

NEW!
Marketing Medical Device
 Learn to navigate successfully in the world of medical product marketing in this highly informative class. You will begin with a concise understanding of the marketing landscape in medical device technology. The course will take you through the process of new product development with a special marketing emphasis on medical device products. As you learn about market definition and entry strategy, you will gain an understanding of the unique product life cycle pertaining to medical device products. Through analysis of strategic benefits and customer needs, you will identify special sales and marketing efforts to break through to customers in this highly specialized market. By the end of this course, you will be able to:

- Understand the process of new product development
- Define market and select an entry strategy
- Position your medical device product based on customer needs and preferences
- Integrate a service development program using a multi-disciplinary approach
- Identify and emulate current best practices in product development in medical device industry

Texts required.

Lisa Swango, M.B.A., M.S., is a Marketing and Product Manager with a major medical device company in Orange County, California.
 2.25 units/2.0 CEUs
 B2E06 6 Thu Nov 6
 L. Swango 6-9:30pm \$325



Enrolling is Easy!
 Enroll at our Web Site!
www.ltuonline.com

NEW!
Medical Device Product Design and Development

This class will introduce professionals in medical devices, drugs and diagnostics to the process of taking a product from inception through FDA approval to commercialization. It will introduce students to the special measures associated with developing safe and effective medical device products. Lectures will concentrate on defining a product for commercialization through research and development, small scale and large scale manufacturing processes, optimization, validation and verification processes. As you navigate through the complex and structured maze of process and regulations, you will identify the applicable rules and regulations that govern the design, fabrication and maintenance of medical products. By the end of this class, you will be able to:

- Identify and evaluate customer needs
- Utilize the integrated function of marketing, design, and manufacturing functions of the company to design planning
- Establish product specifications
- Understand the process of generating and selecting design concept
- Evaluate manufacturing capabilities to roll out prototyping
- Assess intellectual property rules and regulations in relation to product design
- Document processes to implement a standard operating procedure manual

This class is the culmination of the Medical Device Technology Professional Development Program. It will help you manage your product design project more effectively while continuing to push for process improvement. Text required.

2.25 Units/2.0 CEUs
 B2E08 6 Mon Nov 3
 Staff 6-9:30pm \$325

Production & Inventory Management

Production and Operations Management
 This course is designed to give detailed knowledge of the basic methods and models of production and operations management. Traditional topics, such as inventory control, demand forecasting, supply-chain management, MRP, and project management are covered; however the emphasis is on analytical techniques of POM and modern topics such as lean production involving just-in-time systems, computer-integrated manufacturing, and more. By the end of this course you will be able to use these tools to improve both your companies production and operation management.

David Uman, MBA, is a financial consultant and former CFO and VP of Finance for high tech companies including EHobbies.com, Digital Insight Corporation, Yellowwave Corp. and DSI Technology, Inc.
 2.75 Units/2.4 CEUs
Online Course
 B2H01 6 Weeks Nov 10
 D. Uman \$295

Corporate Training

Take advantage of our corporate training department by contacting us at **714. 438. 8350.** Your company may be eligible for corporate package and special handling of invoices and purchase order requests.

Production & Inventory Management

Professional Development Certificate Program

Program Overview
Competely revised to incorporate current APICS specifications
 This program will provide you with the most current techniques and strategies to meet the professional standards of Production and Inventory Management as established by APICS. Students will gain a thorough knowledge of manufacturing practices and develop the techniques necessary for management excellence. Course are presented with a highly interactive hands-on approach in which you will learn how help your company perform faster, more effectively, and more efficiently. All courses use APICS materials and are taught by APICS certified professionals.

Who Should Enroll
 This program will benefit those involved in production, scheduling, and supply chain management:

- Inventory, Production, and Supply Chain Managers
- Planners and Schedulers
- Buyers and Purchasing Agents
- Factory and Plant Managers
- Distribution and Logistics Specialists

- Anyone preparing to sit for the CPIM examinations

Five Course Program
 Earn your certificate in Production and Inventory Management by completing the five courses:

- Basics of Supply Chain Management
- Master Planning of Resources
- Detailed Scheduling and Planning
- Execution and Control of Operations
- Strategic Management of Resources

Special Package Tuition!
 Enroll for the entire Production & Inventory Management Certificate Program and save! The Special Package Tuition includes all course tuitions, enrollment and filing fees for only \$1,895. You may also enroll and pay for each course individually along with the \$35 certificate filing fee. You save more than \$100!

How to Enroll
 Program advisement and enrollment information available by calling 714. 427. 0588.

Mortgage Lending

With the continuing growth of the Real Estate market, there has been more demand for qualified lenders and mortgage bankers than available. Find out what it takes to advance your career in this lucrative field.



See page 28

Basics of Supply Chain Management
 Designed as an introduction to the APICS/CPIM Production and Inventory Management system, this class covers management of the entire supply chain from suppliers to customers. Detailed units integrate markets and customer expectations; demand planning; design of products, processes, and information systems; and controls and performance measures as well as inventory, purchasing, and physical distribution issues. The principal topics include:

- Business-wide concepts and the production environment
- Elements of the supply chain including suppliers, producers, and distributors
- Demand planning and management including marketplace activities and customer relationships

- Management, and control of production processes
 - Supply management including inventory, purchasing, and physical distribution
- Particular attention is devoted to basic definitions and concepts as well as three common management approaches (MRP II, JIT, and TQM) and their interrelationships. This course is the foundation of the APICS/CPIM system, and may be used as a convenient one-course introduction or a springboard for the entire Certificate Program. An APICS workbook is required. NAPM, 3.4 C.P.M. points

Joe Forman, MBA, APICS, is the principal of Supply Management Services.
 2.75 units/2.4 CEUs
 B2H02 8 Tue Nov 4
 J. Forman 6-9pm \$399

- Incorporate time, quality, and resource constraints into achievable project schedules
- Throughout, special attention is devoted to application of state of the art as well as tried and true techniques including CPM, PERT, and GANTT charts; SWOT; cost performance indices; team development strategies; and best practices decision-making and problem-solving strategies. \$15 materials fee payable to instructor. Approved for 24 PDUs.

Frank Principe, MS, for credits see Principles of Project Management.
 B2L12 Tue/Wed/Thu Dec 2
 F. Principe 9-5pm \$795

Purchasing & Supply Management

Mastering the Purchasing Process

Beginning with the role of purchasing in contemporary organizations, this course covers the four key elements of the purchasing process: identifying requirements, preparing solicitations, analyzing suppliers, and execution, implementation, and administration of contracts. You will:

- Establish procurement plans and make decisions necessary to purchase products or services consistent with organizational objectives and sourcing strategies
- Review purchase requisitions to determine appropriate methods of procurement
- Solicit competitive bids, quotations, and proposals with pertinent specifications, terms, and conditions
- Evaluate competitive offerings to determine the overall best offer for a product/service
- Prepare, issue, and administer contracts and purchase orders.

Special attention is devoted to performance of cost/benefit analysis, specifications and acceptance criteria, and locating potential sources of materials and services. A textbook is required. \$10 material fee payable to instructor. Note: Class will not meet Monday, Nov 10 due to the Memorial Day Holiday. Class will meet Tuesday, May 27.

• Doug Elder, C.P.M., MBA, is the Materials Manager for Wahlco, Inc. and has over 25 years of experience in Purchasing and Materials Management.
 • Jill Alvarez, C.P.M., A.P.P., past president for NAPM-Orange County, Lifetime Certification.
 1.75 units/1.5 CEUs.
 B2N02 8 Mon Nov 3
 D. Elder 6-7:50pm \$295
Online Course
 B2N02I 6 Weeks Nov 10
 J. Alvarez \$295

Managing the Purchasing Function

Support your organization's goals through effective management of the purchasing function. In addition to supervising and leading the purchasing staff and developing strategic plans and objectives, you will

- Develop and implement operating policies, procedures and guidelines
- Apply criteria for evaluating departmental performance
- Prepare and administer the departmental budget
- Prepare periodic reports on departmental activities for senior management and other functional areas
- Evaluate staff performance and resolve performance issues

Staff development and training as well as personnel decisions, management of operational forms, resolution of issues raised in audit reports, and development of short and long-term departmental objectives are covered in detail. A textbook is required.

\$10 material fee payable to instructor. ISM approved for 15 CEH.

• Doug Elder, C.P.M., M.B.A., is the Materials Manager for Wahlco, Inc. and has over 25 years of experience in Purchasing and Materials Management.
 • Jill Alvarez, C.P.M., A.P.P., past president for NAPM-Orange County, Lifetime Certification.
 1.75 units/1.5CEUs
 B2N08 8 Mon Nov 3
 D. Elder 8-9:50pm \$295
Online Course
 B2N08I 6 Weeks Nov 10
 J. Alvarez \$295

A.P.P./C.P.M. Certification Review Workshops

These workshops are designed for Purchasing and Supply Management Professionals who are preparing to take the ISM (Institute of Supply Management) A.P.P. and/or the C.P.M. certification examinations. Each intensive module is a "practicum" which will provide a review of the subject matter, knowledge and skill level required as well as strategies for completing the appropriate exam. Upon completion of these workshops students will be able to assess their readiness for taking the ISM certification exams. Textbooks required. ISM approved for up to 28 CEH.

Module 2: The Supply Environment

This module will address the specific knowledge and skills required to successfully complete the Supply Environment Module of the A.P.P./C.P.M. exam. Topics for review will include:

- Negotiations
- Information systems technology and applications
- Supplier quality systems and improvement programs
- Interdepartmental relations
- Cross-functional teams
- Purchasing policy management and change
- Effective supplier management
- Developing and implementing small/disadvantaged business programs

B2N22 1 Sat Nov 8
 Staff 9-5pm \$160
 ISM Members \$120

Module 4: Value Enhancement Strategies

This module will address the specific knowledge and skills required to successfully complete the Value Enhancement Strategies Module of the C.P.M. exam. Topics for review will include:

- Make vs buy, lease vs buy decisions
- Privatization and outsourcing
- Financing and leveraging decisions
- Materials handling and storage
- Inventory Management
- Handling obsolescence, surplus and scrap
- Standardization and simplification programs
- Value analysis and value engineering
- Economics and forecasting

B2N24 1 Sat Dec 6
 Staff 9-5 pm \$160
 ISM Member \$120

Contract Management

NEW! Contract Negotiation

Successful contracting requires agreement and collaboration with other people. Learn to leverage and expand on your contract negotiation skills and experience in this highly interactive class. This course uses negotiation concepts, tools and techniques to create real world cases into which specific negotiation strategies and tactics are introduced. As

Purchasing & Supply Management



Professional Development Certificate Program

Overview

Master the skills and knowledge expected of purchasing professionals and prepare for certification by the Institute for Supply Management (ISM). Fully revised to reflect current practices, as well as ISM's current job analysis study and recommended curriculum, the program develops skills that insure timely delivery of goods and services that meet your organization's price and performance goals.

These key tasks reflect the expanded strategic role of purchasing professionals in manufacturing, retail, and service environments as well as demands of governmental, institutional, and hospitality organizations.

Participants who successfully complete this program will receive 60 hours of continuing education. They may be applied toward ISM C.P.M. recertification and/or A.P.P. reaccreditation program requirements. ISM's consent to provide a program number for this educational event is not an endorsement of this program or its content by ISM.

Program Advisors

Albert Bright, Ph.D., materiel manager, retired, Delco General Motors
Edward Kichi, MBA, C.P.M., Procurement, Materials Manager, and Contracts Administrator, Metropolitan Transportation Agency
Richard Norse, Program Manager, NSSN Program, VACCO Industries
Cameron Toyne, C.P.M., CPIM, Procurement Manager, Hydro-Aire
Elaine Whittington, C.P.M., CPCPM, A.P.P., former president of the National Association of Purchasing Managers
Jill Alvarez, C.P.M., A.P.P., former president of the Orange County Chapter of the National Association of Purchasing Managers.

Who Should Attend

This program will benefit everyone involved in purchasing and sourcing, especially:

- Purchasing managers, agents, coordinators, associates, and their assistants
- Buyers, planners, and their assistants
- Material and commodity managers
- Procurement, supply chain, and other executives overseeing purchasing functions
- Anyone preparing to take the Institute for Supply Management A.P.P. or C.P.M. Examinations

Four Course Program

- Mastering the Purchasing Process
- Managing the Supply Environment
- Value Enhancement Strategies
- Managing the Purchasing Function

Approved CEH Additional Courses

- Accounting and Finance for Non-financial Managers
- Financial Concepts
- Management: Theory and Practice
- Incorporating Ethics into Your Business Decisions
- International Business Development
- Legal Aspects of Purchasing

Special Package Tuition!

Enroll for the entire Purchasing & Supply Management Certificate Program and save! The Special Package Tuition includes all course tuitions, enrollment and filing fees for only \$1095. You may also enroll and pay for each course individually along with the \$35 certificate filing fee.

How to Enroll

Program advisement and enrollment information available by calling 714. 427. 0588.

you conduct simulated negotiations based on realistic cases, you will:

- Gain your understanding of negotiation and an awareness of your negotiating style
 - Identify the various negotiation skills and techniques
 - Develop your own strategy and tactics of negotiating contracts with an eye to the needs of your own firm
 - Prepare for negotiations in a thorough, systematic way
 - Maintain and nurture sound business relationships with suppliers, vendors, and customers using proven and ethical strategies and tactics
 - Assess costing offers, demands, settlements and drafting contract language
- Students will be exposed to selected case studies and will engage in frequent role-plays. A panel of contract negotiation experts will be present to offer feedback. \$15 materials fee payable to instructor. Please inquire about recommended textbook for additional reading.

Barry Cosgrove, J.D., has 20 years of contract negotiations experience including mergers, acquisitions, and joint venture agreements. He is also a graduate of the Harvard Business School Advanced Management Program and the Harvard Negotiation Project.

1.75 units/1.5 CEUs
 B2N10 8 Wed Nov 5
 B. Cosgrove 6-7:50pm \$295

NEW!

Contract Administration

Placing contracts in the broader context of procurement management, this course provides an overview of the entire process. Special attention is devoted to contract types and requirements, divisions of contract responsibilities, contract pricing, procurement schedules and budgets, subcontracting and assignment, and ethical standards of behavior. Major segments of the course include:

- Procurement planning
- Developing technical standards and specifications as well as quality, schedule, and cost requirements
- RFP preparation and bidder selection
- Bid evaluation and contract formation
- Control of quality, schedule and cost performance
- Contract close out and litigation

Case studies from various industries insure a "real-world" focus while detailed review questions and in-class exercises facilitate immediate applications on the job. Text required.

Doug Elder, C.P.M., MBA, is the Materials Manager for Wahlco, Inc. and has over 25 years of experience in Purchasing and Materials Management.
 1.75 Units/1.5 CEUs
 B2N12 8 Thu Nov 6
 D. Elder 6-7:50pm \$295

NEW!**Loan Origination**

In this course you will learn the fundamentals of how and why loans are made. Beginning with the loan application and qualification process you will learn about the different types of loans and products available, as well as, the relationships of the parties, and companies or agencies involved in the loan transaction. Topics will include qualification of borrowers, understanding loan documentation and their legal requirements, completing the loan package. Text required.

Frank Angulo has been in the mortgage industry for over 10 years. He is the co-principal of a mortgage lending company and is in charge of sales and training.

1.5 CEUs/1.75 Units
B9G04 8 Thu Nov 6
F. Angulo 6-7:50pm \$245

Loan Processing and Servicing

Loan processing is a vital piece of the mortgage process. Beginning with prequalification and completing of the loan application this course will examine the various steps required along with their legal requirements. You will review a sample loan application and rate the creditworthiness of the borrower using the FICO scoring system, and examine the steps required in the verification of employment and income. Other topics will include appraisal and title report review, an overview of FHA, VA and other loan underwriting, as well as a comprehensive review of loan servicing including escrow analysis, taxes, arm adjustments, collections, foreclosures and bankruptcy's. Text required.

Frank Angulo, for credits see Loan Origination.

1.5 CEUs/1.75 Units
B9G06 8 Tue Nov 4
F. Angulo 6-7:50pm \$245

Sales and Marketing of Mortgage Lending

Obtaining new business is vital to the success of the mortgage broker. This course will examine the sales and marketing of mortgage banking. Loan pricing, loan sales and the requirements of different loan products are the primary products in the sales and marketing campaign. Through lecture and discussion you will explore various marketing approaches, formulate a business plan and identify your target market. Other topics will include rules, regulations and terminology of the Federal Trade Commission (FTC), California Department of Real Estate, Federal Truth-in-Lending Act for the use in sales and advertising of mortgage products. Text required.

Frank Angulo, for credits see Loan Origination.

1.5 CEUs/1.75 Units
B9G08 8 Tue Nov 4
F. Angulo 8-9:50pm \$245

NEW!**Fundamentals of Conventional Loan Underwriting**

Designed for students who have the knowledge of mortgage lending and/or industry experience as a loan officer or processor, and for those who plan to pursue underwriting as a career goal, this class provides an overview of the mortgage loan underwriting process. Beginning with the role of the underwriter, students will identify the qualifications and responsibilities associated with this risk-assessment function in the loan process. In class discussions and case studies will focus on the role of government regulations in mortgage underwriting. Students will be able to:

- Review the terminology associated with originating, processing and underwriting conventional loans
- Identify the eligibility criteria for conventional loans and the required documentation and disclosures

- Differentiate between conforming and non-conforming lending guidelines
 - Apply knowledge of the role of private mortgage insurance and the appraisal principles
 - Identify basic guidelines of approving loans for the secondary markets for conventional loans including Fannie.Mae and Freddie Mac
- A textbook is required.

1.5 CEUs/1.75 Units
B9G10 8 Thu Nov 6
Staff 6-7:50pm \$245

Sales**Selling Skills for the New or Prospective Sales Person**

The ability to sell consistently is derived from a few important fundamentals; identifying the customer's needs, building positive client perceptions, and closing with confidence. This course will help you perfect these critical important selling skills in a non-confrontational learning environment. This course is a must for anyone wanting to learn and understand the intricacies of sales and customers. \$15 materials fee payable to instructor.

Scott Miller, MBA, 20 years of sales and management experience with start up companies to Fortune 500 companies like Xerox, MCI Telecommunications, and Gateway Computers. His first sales job was selling books door-to-door in Oklahoma and Kansas. He has received many awards and recognition for his sales successes, training, public speaking, and business acumen.

B2P05 8 Tue Nov 4
S. Miller 6-7:50pm \$195

Professional Sales: The Sales Process

Learn to qualify prospects, build rapport, identify needs, gain agreement, propose a unique solution, handle objections, and close with confidence. Learn the importance of questioning and listening skills. Understand your own behavioral style as well as your customer's true motivation to buy. This interactive course is a must for anyone in sales from novice to experienced salespeople and sales managers who want to sell more effectively and consistently. \$15 materials fee payable to instructor.

Scott Miller, MBA, for credits see Selling Skills for the New or Prospective Sales Professional.

1.75 units/1.5 CEUs
B2P10 8 Tue Nov 4
S. Miller 8-9:50pm \$195

NEW!**Marketing Skills for Sales Professionals**

It has been said that successful selling is ninety percent preparation and ten percent presentation. Increase your sales volume and enhance your customer relations efforts by enrolling in this highly participative marketing class specifically designed for sales professionals. You will learn the power of one-to-one marketing and customer relationship management to improve customer loyalty, reduce defection, and develop lifelong customers to your company's products and services. As you gain a working understanding of the distribution and sales function as part of the broader marketing function, you will learn how to be part of the solution for your customers by collaborating with your customers to increase profits, improve long term loyalty, and protect brands from outside competition. In this class, you will learn to:

- Develop a relationship strategy
- Identify salient features and benefits of your product and services
- Develop a product strategy

New!**Mortgage Lending****Professional Development Certificate Program****Overview**

The Professional Designation in Mortgage Lending provides a comprehensive foundation in mortgage lending, loan origination, processing, servicing, sales and marketing of mortgage lending. This 4-course program will provide you with the specific principles and applications of the core concepts for mortgage loan packaging and compliance with all applicable laws from application through servicing.

Who Should Enroll?

The program is designed for individuals already working within the field who wish to upgrade their knowledge, advance their careers, and/or obtain education in mortgage banking in order to enhance job performance in a related profession.

Four Course Program

- Mortgage Lending
- Loan Origination
- Loan Processing and Servicing
- Sales and Marketing of Mortgage Lending

How to Enroll

Courses may be purchased individually. There is a \$35 certificate filing fee. For Program advisement and enrollment information call 714. 427. 0588.



- Increase your competitive sales edge by understanding of the interrelationship between your sales strategy and environmental constraints and opportunities for your products and service
- Create a marketing plan for your sales presentation to overcome obstacles and rejections

Rick Dennehey is a sales and marketing executive with extensive experience in corporate consultative sales and marketing services.

1.75 Units/1.5 CEUs
B2P15 8 Thu Nov 6
R. Dennehey 6-7:50pm \$195

Leadership and Motivation Skills

Improve staff and team performance through proven motivation and leadership techniques in this highly interactive course. You will learn how to create a work environment that encourages achievement, recognition, responsibility, and advancement leading to high levels of morale, productivity and employee retention. Become a motivational leader by discovering the factors that encourage company loyalty and high productivity. Through classroom projects and exercises, you will learn how to assess different situations and apply appropriate leadership techniques to achieve desired results. Additionally, you will learn how to bring out the best in those you lead or supervise, develop trust between yourself and your staff or team, and assess your leadership strengths and weaknesses. Each week you will learn new techniques to apply on the job with the opportunity to share your results with the instructor and class. Text and case-book required (read chapter 8). \$5 materials fee payable to instructor.

• Therese Gray, J.D., has over twenty years teaching experience. Her expertise is in the area of Mediation and Leadership Training. She is also a practicing mediator for the OC Courts

• Nidhi Misra, MS, is a member of OPM3 team of the Project Management Institute and former lead project manager at Cablevision System Corporation.

1.75 Units/1.5 CEUs
B2R04 8 Thu Nov 6
T. Gray 6-7:50pm \$225
Online Course
B2R04I 6 Weeks Nov 10
N. Misra \$225

Supervision**The Role of the Supervisor**

Prepare to make the transition to or build success as a supervisor with ease and command in this skill-building course. Designed to give you practical, usable skills and knowledge, you will learn the key elements involved in directing others to achieve staff and team goals, delegating and assigning tasks for efficient operations, improving productivity and controlling costs, and making the right decisions based on the strengths of those you supervise. Upon completion of this course you will be able to manage your time effectively, prioritize job tasks, solve problems creatively, perform basic planning strategies, and interact upward with your manager. Textbook required (read chapter 1). \$5 materials fee payable to instructor.

• Claudia Mino, Ph.D., is an organizational development consultant for a major mortgage lending company in Orange County, CA.
• Robin Mullin has an MA in organizational leadership and has been in corporate leadership for 15 years specializing in support services and training.

1.75 Units/1.5 CEUs
B2R02 6 Tue Nov 4
C. Mino 6-8pm \$225
Online Course
B2R02I 6 Weeks Nov 10
R. Mullin \$225

Corporate Training

Take advantage of our corporate training department by contacting us at **714. 438. 8350.**

Your company may be eligible for corporate package and special handling of invoices and purchase order requests.

New Business Management

New Business Ventures

How to Start Your Own Business

Prepare for entrepreneurial success by equipping yourself with tools to navigate through a business start-up. This course will provide you with the "long, hard look" at the proper criteria, decisions and planning process to follow when starting your own business.

You will build a strong foundation for your business in this course led by an instructor who has helped others start successful enterprises by covering:

- Start, buy or franchise decisions
- How to target your product/service, location and competition
- Laws, regulations, permits and taxes
- Legal decisions and issues
- How to prepare a formal business plan

Upon completion of this course you will have gained valuable insights into the key challenges facing the new business owners and better equipped to make it a success. Text required.

Ellsworth Vines J.D., MBA, LL.M., CFP, CPA, 25 years experience in assisting entrepreneurs to start and run successful business, owns a law firm in Irvine, included in Marquis' Who's Who in the World.

B5A10	3 Sat	Nov 8
E. Vines	9-12noon	\$99

NEW!

Accounting for Contractors with QuickBooks Pro

Learn how to get the most out of QuickBooks Pro accounting software in a program designed for contractors, designers, remodelers, subcontractors, and real estate developers. You will perform fundamental activities used in creating accounts receivables, account payable, and payroll. In this hands on course, you will also learn QuickBooks capabilities that are unique to contractors such as:

- Customizing and setting up QuickBooks Pro for instructors
- Creating estimates and change orders
- Handling retainage, customer down payments, and draws
- Tracking job costs and work-in-progress
- Reporting owner's time for job costing and reporting committed cost on job reports
- Tracking phases of jobs, as well as open and closed jobs

Instruction is given in the preparation of management reports including profits and loss, balanced sheets, budget, and project reports. In addition, you will learn to estimate quarterly income tax payments and to prepare payroll tax reports and year end payroll forms. Course assumes Windows 95 or equivalent knowledge. Textbook required. Textbook includes a Trial Version of QuickBooks Pro and a preconfigured Construction Company file to save you hours of setup time.

Bill Oas is a certified QuickBooks Advisor and a member of the Customer Advisory Council for Intuit Inc., the maker of QuickBooks Pro software.

B5A20	1 Wed/Thu	Dec 3
B. Oas	9-5pm	\$195



Enrolling is Easy!

Enroll at our Web Site!
www.ltuonline.com

Personal Financial Management

Understanding Investments

Get Smart Value Package!

Enroll in both Investment Boot Camp, Part 1 and Part 2 at the special tuition of \$129.

Hot Course!

Investment Boot Camp, Part 1

In this low-risk investment workshop, students will learn about the benefits and risks associated with owning stocks and bonds. This class will identify and discuss the characteristics of short-term investments including Treasury Bills and money markets. The class will also identify and discuss the different types of income producing investments, including bonds and preferred stocks. Other topics include the difference between growth and income stocks. The class will also highlight the relevant market indices and examine current market conditions. \$5 materials fee payable to instructor.

Ron Ellison, M.A., is a Registered Investment Advisor and owner of RLE & Associates, a financial services business.

B7D10	2 Wed	Nov 12
R. Ellison	6-9pm	\$79

Investment Boot Camp, Part 2

Further your knowledge and understanding of investments with this course which continues where Part 1 left off. Get hands-on direction from a professional financial advisor. Learn to maximize returns while reducing risk. The class will also address the hows of international investing and its correlation to reducing your overall risk in your portfolio. \$5 materials fee payable to instructor.

Ron Ellison, M.A., for credits see Investment Boot Camp, Part 1.

B7D15	2 Wed	Dec 3
R. Ellison	6-9pm	\$79

Women's Investment Workshop

Gain financial control and confidence for your present and future with a working strategy of how to invest in today's markets. Identify the myths and realities of mutual funds, stocks, mortgage notes, utilities and bond markets and other financial investment vehicles with this comprehensive course designed to make investing user friendly. Each week will focus on the essentials of making sound and informed investment decisions including:

- How to read investment journals, stock and bond tables and financial pages
- Choose equities: Growth vs. Income
- Choose Mutual Funds and how they operate
- Select Income investment between municipals, utilities, T-Bills, and mortgage notes and Plan for retirement: IRA, 401K, SEPS and Annuities.

Garry Galindo is employed with Prudential Securities, Inc. with over 20 years experience in investments.

B7D20	6 Mon	Nov 3
G. Galindo	6-8pm	\$99

Technical Writing

Professional Development Certificate Program

Overview

Enhance your ability to design, compose, and edit reports, manuals, feasibility studies, proposals, and other technical documents with professional development courses. This certificate program focuses on the needs of technical professionals and others who must communicate technical information through conventional documents as well as electronic media. You will polish your writing skills; increase your command of typical formats including letters, memos, reports, manuals, proposals, and other technical formats; and prepare yourself to capitalize on the growing demand for skilled technical writers.

Upon completion of this program, students will have a professional portfolio suitable for presentation to potential clients or employers.

Four Course Program

- Foundations of Technical Writing
- Document Design and Usability
- Technical Editing
- Business and Systems Requirements Writing

Special Package Tuition!

Enroll for the entire Technical Writing Certificate Program and save! The Special Package Tuition includes all course tuitions, enrollment and filing fees for only \$995. You may also enroll and pay for each course individually along with the \$35 certificate filing fee.

How to Enroll

You may enroll and pay for each course individually along with a \$35 certificate filing fee. Program advisement and enrollment information is available by calling 714. 427. 0588.



Using Stock Options to Prosper in Bull and Bear Markets

Manage stock market risk and increase overall performance through the use of put and call options. This course is designed to provide the stock investor with strategies and practical applications utilizing options to protect and enhance portfolio performance. Stressing both technical and fundamental analysis, you will learn to:

- Reduce the risk of loss when holding stocks "for the long term"
- Significantly increase income from a stock portfolio - even for stocks that pay no dividends.
- Improve performance through timing both individual stocks and the overall market.
- Profit on the "long" side when stocks go up and on the "short" side when stocks go down, with limited risk.
- Use "exchange traded portfolios" to invest in a variety of indexes and market segments.

Today's markets can be treacherous places to put your hard-earned money. Learn strategies long used by the pros to hedge their risk!

Ron Ellison, MA, is a Registered Investment Advisor and owner of RLE & Associates, a financial services business.

B7D25	2 Tue	Dec 2
R. Ellison	6-9pm	\$79

Mutual Funds: Professional Management and Diversification for Dangerous Times

In this informative class, you will learn how various types of mutual funds can help insulate you from substantial losses in the most volatile and dangerous markets in years. We will discuss criteria for selecting the best funds, why and how to use "closed end," "open end," "load" and "no load" funds, how to evaluate funds based on past performance and fundamental and technical analysis, and many other related topics. You will discover why mutual funds are the best way to hire world-class portfolio managers at nominal cost.

Ron Ellison, M.A., for credits see Using Stock Options to Prosper in Bull and Bear Markets.

B7D50	1 Tue	Dec 16
R. Ellison	6-9pm	\$59

Turn \$100 into \$8 Billion the Warren Buffet Way

Warren Buffett, one of the world's wealthiest individuals, started with a \$100 investment in the stock market and turned it into \$25 million in just 13 years. Since then, his net worth has risen to over \$8 billion. Learn how he applied the Graham-Dodd value investing principles in this class which will also teach you to apply analytical methods to financial information to find stocks which meet the value-based criteria. You will study both US and emerging global stock markets to find the right stock. There is a recommended text.

Travis Allen is an Investment Broker and President of Wealth Strategies Group, an investment firm in Costa Mesa, California.

B7D35	4 Wed	Nov 5
T. Allen	6-9pm	\$99

Professional Education Advisement

Let us help you choose the course or program that's right for you. Schedule a session with one of our education advisors.

To make an appointment call
714. 427. 0588 between 9am and 10pm.

The School of Information Technology

IN THIS SECTION

33 Introduction	43 Systems Configuration & Support	47 Web Programming
37 Database Technologies	43 Systems Analysis	47 Microsoft .NET Development
38 Network Engineering	44 Software Development	
42 Security		

Hot Courses in November

Microsoft Windows Server 2003

- Microsoft Windows Server 2003 Network Management
- Microsoft Windows Server 2003 Network Maintenance
- Designing and Managing Microsoft Windows 2003 Network Infrastructures
- Implementing Microsoft Windows 2003 Network Infrastructures

Security

- Security+ Certification
- CISSP Certificaton
- UNIX/Linux Security Mechanisms

Database Technologies

- System Administration for SQL Server 2000
- Implementing a Database Design with SQL Server 2000

Microsoft .NET Platform

- Programming with C# .NET
- Programming with Microsoft Visual Basic .NET
- Introduction to Microsoft ASP.NET
- Programming with ADO.NET
- XML and the .Net Platform
- Distributed Services in the .NET Environment



Join the LTU IT Training Club!

Get unlimited courses by joining for one year at one low price - only **\$6,995**. The more cutting edge classes you attend, the more knowledge you gain while saving!

Call 714. 427. 0588 to enroll!

Information Technology | November/December 2003

Introduction

Get Smart Package!

Take Introduction to the PC and Introduction to the Internet for \$168.

Introduction to the PC Hands-On!

Become comfortable and confident in using a computer in this course designed for those with little or no previous experience who want to:

- Operate a computer confidently
- Start a computer and open files
- Recognize hardware from software
- Format and work with floppy disks
- Copy, move, rename, delete and undelete files
- Use word processing, database and spreadsheet programs

An instructor, experienced in helping novice users, will guide you in your first step toward computer literacy. All other courses in our computer certificate program assume the knowledge acquired in this course. Workbook required.

David Cooke is a professional software developer with over 18 years in the industry. He specializes in C, C++, Java, and JSP programming.

D1A11.a	1 Mon	Nov 3
D. Cooke	9-4:30pm	\$99
D1A11.b	2 Mon	Nov 3
D. Cooke	6-9:30pm	\$99

On-Site Training

LTU will bring the training directly to your location! Call **714. 438. 8350**.

NEW! Building a Home Office Network

Build your own home network with ease! In this course you will discover all the components needed to network anywhere from 2-10 PC's including necessary equipment and configuration of each system. Topics include:

- LAN/WAN concepts.
- Network component identification and usage
- Network design basics and wiring
- TCP/IP basics
- PC network card installation
- PC network configuration protocols
- Sharing information between PCs
- Network printing
- Wireless networking concepts
- Network troubleshooting

Upon completion of this course, you will be able to design a basic network for home or small office use, configure PCs to work as a part of a network, print from multiple PCs to a single printer, and connect your network to the Internet. A materials fee of \$15 will be collected by the instructor for a CD with the class exercises.

Jim Cowden is a MCSE with 12 years experience in PC maintenance, network administration, and training.

D1A15	1 Sat	Nov 8
J. Cowden	9-4:30pm	\$195

Introduction to the Internet Hands-On!

This hands on course will give you an overview of the internet and explain the tools and techniques needed to search the Web, use E-mail and chat, and download information and software. Topics include:

- The history and future of WWW
- Using Web Browsers and Search Engines
- Adding and managing Bookmarks
- Interacting with Newsgroups
- File Compression
- Finding Shareware and Freeware on the Internet, Using Telnet

- Configuring Netscape Mail and News
- By the end of the class you will be able to use your home PC to access a host of resources and products from all over the world.

David Cooke, for credits see Introduction to the PC.

D1A31	1 Sat	Nov 15
D. Cooke	9-4:30pm	\$99

Microsoft Windows

Introduction to Windows XP Hands-On!

Learn to get the most out of your PC with the Windows XP operating system. In this hands-on course, you will learn how to create an efficient work environment by using the Control Panel and Accessibility programs. Other topics will include:

- Working with Windows Messenger
- Windows Media Player
- Organize files
- Cleaning up your system
- Finding information on the Internet

Upon completion of this course, you will be able to manage and customize your workspace. Knowledge of basic computer concepts is assumed. Workbook required.

David Cooke, for credits see Introduction to the PC.

D1A53.a	1 Tue	Nov 4
D. Cooke	9-4:30pm	\$195
D1A53.b	2 Mon	Nov 17
D. Cooke	6-9:30pm	\$195



Enrolling is Easy!

Enrollment questions?
Call 714. 427. 0588

Introduction to Windows 2000 Hands-On!

Learn the fundamental features of Windows 2000. In this hands-on course you will receive a thorough introduction to the domain environment. You will learn Windows 2000 techniques and become acquainted with applications. Topics include:

- Logging on to your Workstation
- Windows 2000 Hierarchy
- Copying and Moving Objects
- Using the Network and the Active Directory
- Managing and Administering the Workstation

Upon completion of this course, you will be able to manage and administer the workstation by using the Microsoft Management Console, the Control Panel, and the NTFS used in Windows 2000. Workbook required.

David Cooke is a professional software developer with over 18 years in the industry. He specializes in C, C++, Java, and JSP programming.

D1A55.a	1 Tue	Nov 4
D. Cooke	9-4:30pm	\$195
D1A55.b	2 Mon	Nov 17
D. Cooke	6-9:30pm	\$195

Professional Education Advisement

Let us help you choose the course or program that's right for you. Schedule a session with one of our education advisors. To make an appointment call **714. 427. 0588** between 9am and 10pm.

This course is the final module Microsoft Excel Expert User Exam. A workbook is required.

• David Cooke, for credits see Excel 2002 I: Creating, Modifying and Printing Spreadsheets.

• Sherri Sanderson, for credits see Excel 2002 I: Creating, Modifying and Printing Spreadsheets.

D1C26.a	1 Thu	Nov 20
D. Cooke	9-4:30pm	\$195
D1C26.b	1 Sat	Nov 22
D. Cooke	9-4:30pm	\$195

Online Course

D1C261	4 Weeks	Nov 10
S. Sanderson		\$195

Microsoft Visio 2002 Hands-On!

This software enables you to design org charts, work flowcharts, project schedules, as well as room layouts, maps, and multi-layered technical schematics. Topics covered in this hands-on workshop include:

- Basic design tricks and traps
- Create multi-page and multi-layered drawings
- Design your own stencils
- Insert clipart, sounds, and multimedia animation
- Convert screen objects to hyperlinks
- Printing oversized drawings

Upon completion of this class, you will be able to make your own style sheets, stencils, and templates, plus link Visio drawings into Word, Excel, and Powerpoint documents. Bring a 3.5-in disk to class. Text required.

Michelle Smith is a MOUS Certified instructor with over 10 years of practical experience with the Microsoft Office Software package.

D1C27	1 Mon	Nov 10
M. Smith	9-4:30pm	\$195

Get Smart Package!

Take both PowerPoint 2002 courses for only \$295! Save \$95.

PowerPoint 2002: Basics Hands-On!

Learn how to create eye-catching graphs, charts and illustrations for both printed documents and for slide shows. As the graphics module of the award-winning Microsoft Office Suite, PowerPoint has rapidly gained recognition for its ease of use and ease of integration with the other Office applications. Topics include:

- Getting started and creating graphs
- Creating and presenting slide shows
- Adding and modifying text elements
- Creating organization charts
- Working with drawings and clip art
- Working with colors
- Using special effects in slide shows

This course is the first module in the PowerPoint section of the Microsoft Word and PowerPoint Expert User Exams. Workbook required.

Gary Takesian is the owner of Fractional Arts, a graphic and web design company in Orange County. He has over 10 years experience.

D1C28.a	1 Fri	Nov 7
G. Takesian	9-4:30pm	\$195
D1C28.b	2 Mon	Nov 17
G. Takesian	6-9:30pm	\$195

PowerPoint 2002: Advanced Techniques Hands-On!

Build attention-getting presentations using the full capabilities of PowerPoint and Microsoft Windows 2002 in this course that will develop your expertise in:

- Creating, modifying and selecting graph types, styles and content
- Enhancing slides through changing background and text colors
- Customizing slides through animation, branching and other effects
- Printing handouts, creating notes pages and annotating slides

This course is the final module in preparation for the PowerPoint section of the Microsoft Word and PowerPoint Expert Exams. Textbook required.

Gary Takesian, for credits see PowerPoint 2002: Basics.

D1C29.a	1 Fri	Nov 14
G. Takesian	9-4:30pm	\$195
D1C29.b	2 Mon	Dec 1
G. Takesian	6-9:30pm	\$195

Access 2002 I: Database Concepts and Techniques Hands-On!

Effectively create and manage relational databases using Microsoft Access' powerful table, query, form and report generation features. In this hands-on course, you will effectively design a relational database; create tables to store data and establish table relationships; modify and manipulate table design; create and modify queries and forms; and create and modify reports to select, organize and print data. Topics include:

- Microsoft Access Objects
- Datasheet and Design Views
- Primary and Foreign Keys
- Table Relationships and Referential Integrity
- Subdatasheets
- Data Queries
- Form and Report Generation

Upon completion of this course, you will be able to create an Access database and create queries, forms and reports to retrieve structured data. This course is the first module in preparation for the corresponding Microsoft Office Specialist Expert exam. Course assumes Windows 98/2000 or Windows XP knowledge. A workbook is required.

Ben Paturzo is a professional application developer, trainer and consultant with over 16 years of experience.

D1C31.a	1 Fri	Nov 7
B. Paturzo	9-4:30pm	\$195
D1C31.b	2 Wed	Nov 5
B. Paturzo	6-9:30pm	\$195

Access 2002 II: Developing Forms and Reports Hands-On!

Create customized forms and reports that share Access data across the Internet. In this hands-on course, you will share data with other applications and enforce referential integrity; use user-defined filters to display records in a datasheet or form; create parameter and action queries; create sophisticated forms and reports that feature enhanced usability and appearance; and build data access pages that enable Web access. Topics include:

- Data Imports and Exports
- Input Masks and Lookup List Fields
- Filters, Query Joins and Bridges
- Control Wizards and Command Buttons
- Enhanced Report Design and Pagination
- Data Access Pages for Web Access
- Form and Report Generation

Upon completion of this course, you will be able to create complex forms and reports that enable the user-defined data retrieval and data collaboration via the Internet. This course is the second module in preparation for the corresponding Microsoft Office Specialist Expert exam. Course assumes knowledge of the topics covered in Access 2002, Part I. A workbook is required.

Ben Paturzo, for credits see Access 2002, Part I: Database Concepts and Techniques.

D1C32.a	1 Fri	Nov 14
B. Paturzo	9-4:30pm	\$195
D1C32.b	2 Wed	Nov 19
B. Paturzo	6-9:30pm	\$195

On-Site Training

LTU will bring the training directly to your location! Call 714. 438. 8350.

XML and the .NET Platform



Design and develop high-performance distributed XML applications using web services and native XML databases rendered in XHTML and WML browsers.

See Page 46.

Access 2002 III: Advanced Queries and Macros Hands-On!

Create macros to streamline database operations and use Microsoft Access' advanced features to create advanced forms and reports. In this hands-on course, you will summarize data; create and revise macros; use ActiveX controls to add calendars and tab pages to forms; use advanced features to distribute customized reports to non-Access users; and merge Access data with a Word document or Excel spreadsheet. Topics include:

- Junction Tables and Database Compacting
- Crosstab Queries and PivotTable and PivotChart Components
- Interaction and Automation with Macros
- Conditional Formatting and Tab Pages
- Advanced Form Controls
- Snapshot Reports
- Merging

Upon completion of this course, you will be able to create macros to work more efficiently and professional forms and reports. This course is the third module in preparation for the corresponding Microsoft Office Specialist Expert exam. Course assumes knowledge of the topics covered in Access 2002, Part II. A workbook is required.

Ben Paturzo, for credits see Access 2002, Part I: Database Concepts and Techniques.

D1C33.a	1 Fri	Nov 21
B. Paturzo	9-4:30pm	\$195
D1C33.b	2 Wed	Dec 3
B. Paturzo	6-9:30pm	\$195

Access 2002 IV: Web Enabled Databases and Security Hands-On!

Advance your Access skills as you create and implement switchboard forms; develop data access page that include advanced controls; protect your information using security protocols and make your data more accessible and portable via XML. In this hands-on course, you will create database switchboards and set and modify your startup options; develop a data access page that includes PivotTables and PivotCharts; import and export XML data; automate your business process using Visual Basic for Applications (VBA); and secure your database. Topics include:

Distributed Services in the .NET Environment

Develop and deploy n-tier applications using Microsoft's Enterprise Services.

See Page 46.



- Database Switchboards and Startup Options
- ComboBox Controls in Data Access Pages
- Database Splitter Wizard
- Database Security
- MDE File Format Conversation
- XML Data Imports and Exports
- VBA Procedures

Upon completion of this course, you will be able to distribute databases that feature PivotTables and PivotCharts; import and export XML data and automate database functionality using Visual Basic for Applications. This course is the fourth module in preparation for the corresponding Microsoft Office Specialist Expert exam. Course assumes knowledge of the topics covered in Access 2002, Part III. A workbook is required.

Ben Paturzo, for credits see Access 2002, Part I: Database Concepts and Techniques.

D1C36	1 Fri	Dec 5
B. Paturzo	9-4:30pm	\$195

Microsoft Publisher 2002 Hands-On!

Learn to create appealing cards, flyers, newsletters, brochures, catalogs, and Web pages with Publisher 2002. This hands-on class introduces you to the tools needed to lay out your documents, add margins, frames, border styles, and word art. You will then create or import text and add pictures, and multimedia effects to create a polished document or Web presentation. Topics include:

- Working with Menus, margin and column guides, toolbars and rulers
- Using PageWizards
- Creating publications from templates
- Framing publications
- Adding text to publications
- Adding pictures
- Proofing and Printing

By the end of this course you will be able to create polished, professional looking brochures, catalogs, and newsletters with Publisher 2002. Student must bring 3 1/2" formatted diskette to class. A workbook is required.

Michelle Smith is a MOUS Certified instructor with over 10 years of practical experience with the Microsoft Office Software package.

D1C34	2 Tue	Nov 18
M. Smith	6-9:30pm	\$195

AutoCAD 2002: Advanced Customization and Visual LISP Hands-On!

Manage and customize AutoCAD using macros, scripts and the Visual LISP programming language. In this hands-on course, you will define command aliases and menu macros, write script files, program dialog boxes, and customize hatch patterns, shapes and Text fonts. You will also use DIESEL to customize the status line and write Visual LISP applications that feature elementary, list handling, input, and conditional and logical functions. In addition, you will use AutoCAD's Internet utilities to Web-enable two-dimensional drawings.

- Topics include:
- MENCURVES and HELPSTRINGS
 - Toolbar Customization
 - Accelerator Keys / Linetype Customization
 - Custom Shapes and Texts Fonts
 - Entity Data Functions
 - Drawing Web Format (DWF) Files

Upon completion of this course, you will be able to use AutoCAD's powerful customization and Internet tools to increase productivity and exchange data over the Internet. Course assumes knowledge of intermediate editing and dimensioning commands. Textbook required.

Ben Mansouri, for credits see AutoCAD 2002: Creating and Modifying Drawings.

D1D17.a	4 Wed	Dec 3
B. Mansouri	9-4:30pm	\$445
D1D17.b	1 Mon/Tue	Dec 15
B. Mansouri	6-9:30pm	\$445
D1D17	4 Mon	Feb 9
B. Mansouri	6-9:30pm	\$445

Database Technologies

Introduction

Introduction to Relational Databases and SQL Hands-On!

This course introduces you to the principles of relational database design, programming and implementation. You will learn to design a database, express queries and database operations and build a relational database management system using query processing, transaction processing and storage organization for efficient access. Topics include:

- Database Modeling
- Data Normalization / Relational Operations
- Data Manipulation (queries & modifications)
- Data Definition (attribute names, data types, constraints)
- Constraints and Triggers in SQL

Upon completion of this course, you will be able to effectively use high-powered relational database management systems and SQL to create, modify, manipulate and manage data. Course assumes knowledge of basic computer operations. Textbook required.

Gabriella Fernandez MBA, MSCS and BSEE, is the principle owner of Que1, a provider of consulting services in software development of both online and offline applications. She has over 10 years of database development and training experience in the IT industry.

D1E15.a	1 Mon/Tue	Nov 3
G. Fernandez	9-4:30pm	\$395
D1E15.b	2 Sat	Nov 8
G. Fernandez	9-4:30pm	\$395
D1E15.a	1 Mon/Tue	Jan 12
G. Fernandez	9-4:30pm	\$395
D1E15.b	2 Sat	Jan 17
G. Fernandez	9-4:30pm	\$395

Oracle DBA— Associate Level

NEW! Introduction to Oracle9i: SQL Hands-On!

Harness the power of this complex database management system as you prepare for professional certification. In this informative course, you will create and modify tables, sequences, views, and indexes. In addition, you will learn about controlling user access to database objects. Topics include:

- Selecting rows, limiting the selection and single-row functions
- Displaying data from multiple tables
- Using subqueries and runtime variables
- Oracle data dictionary

Upon completion of this course, you will be able to apply the technical skills required to implement a database solution using the Oracle relational database management system. Oracle Certified Database Administrator and the Oracle Certified Application Developer Exam #1Z0-007. Textbook/Kit required.

• Gabriella Fernandez, for credits see in Introduction to Relational Databases and SQL.

• Randall Roberts is an Oracle Certified Professional Database Administrator with over 10 years experience.

D1E18.a	3 Fri	Nov 7
G. Fernandez	9-5pm	\$595
D1E18.b	3 Sat	Nov 22
R. Roberts	9-5pm	\$595
D1E18.a	3 Thu	Jan 15
G. Fernandez	9-5pm	\$595
D1E18.b	3 Sat	Jan 31
G. Fernandez	9-5pm	\$595

NEW! Oracle9i Database: Fundamentals I Hands-On!

Build upon your knowledge of Oracle as you gain the skills required to effectively manage the day-to-day operations of an Oracle enterprise level database. In this informative course, you will create and start an Oracle database, manage storage allocation, grant access to users, monitor system usage and implement basic security and data integrity measures. Topics include:

- Startup and Shutdown Options
- Granting access and privileges to users
- Managing Tablespaces
- Creating and managing Rollback Segments
- Managing system resources

Upon completion of this course, you will be able to create and setup an Oracle database and effectively allocate and manage the resources required to operate the database. Oracle Certified Database Administrator Exam #1Z0-031. Course assumes knowledge of relational databases and PL/SQL. Textbook/Kit required.

• Randall Roberts is an Oracle Certified Professional Database Administrator with over 10 years experience.

• Gabriella Fernandez, for credits see in Introduction to Relational Databases and SQL.

D1E23.a	3 Fri	Dec 5
G. Fernandez	9-5pm	\$595
D1E23.b	3 Sat	Jan 17
R. Roberts	9-5pm	\$595
D1E23.a	3 Thu	Feb 5
R. Roberts	9-5pm	\$595
D1E23.b	3 Sat	Feb 21
G. Fernandez	9-5pm	\$595

Professional Education Advisement

Let us help you choose the course or program that's right for you. Schedule a session with one of our education advisors. To make an appointment call **714. 427. 0588** between 9am and 10pm.

Oracle9i

ORACLE

Certified Professional (OCP) Database Administrator Professional Development Series

Overview

Gain the skills you need to successfully implement database solutions using Oracle9i. To earn your OCP certification you must pass five exams for the Oracle Certified Database Administrator. Exams are administered by Prometric/Thompson Learning.

Database Administrator Track:

IT professionals needing to acquire the skills required to create and setup an Oracle9i database and effectively allocate and manage the resources required to optimize system performance.

Required Courses

- Introduction to Oracle9i: SQL
- Oracle9i Database: Fundamentals I
- Oracle9i Database: Fundamentals II
- Oracle9i Database: Performance Tuning

Workforce Development Program

Benefits:

- Free discount vouchers (52%) on Oracle certification exams.
- Free access to the Oracle Technology Network
- Get certified! Certification gives you the education and visibility you need to advance your career in the IT industry.

Professional Certification

Exams are administered by Prometric/Thompson Learning. Courses are taught by Oracle certified instructors with "real world" experience using Oracle curriculum and software.

Guaranteed Courses

If you do not pass and OCP exam exam after taking the corresponding course at LTU, you may retake the course for free.

Special Package Tuition!

Enroll for the entire Oracle 9i Certified Professional and save! The Special Package Tuition includes all course tuitions, enrollment and filing fees for only \$2295 for the Oracle Certified Database Administrator track. You save nearly \$300! You may also enroll and pay for each course individually.

How to Enroll

Advisement and enrollment information available by calling 714. 427. 0588.



Oracle DBA— Professional Level

NEW! Oracle9i Database: Fundamentals II Hands-On!

Plan and implement backup and recovery strategies using Oracle's sophisticated tools and "real-world" techniques and solutions. In this hands-on course, you will gain in-depth knowledge of Oracle's new backup and recovery features, diagnostic tools and debugging techniques. Topics include:

- Oracle Net Architecture and Configuration.
- Configuring Oracle Shared Server
- Instance and Media Recover Structures
- Archive Log Mode
- User Managed Backup and Recovery
- Recovery Manger (RMAN) Backup and Recovery

You will be able to successfully configure Oracle Net and plan and implement appropriate backup and recovery methods. Oracle Certified Database Administrator Exam #1Z0-032. Course assumes knowledge of Oracle Database Administration. Textbook/Kit required.

Randall Roberts, see Oracle9i Database: Fundamentals I.

D1E25.a	4 Fri	Nov 7
R. Roberts	9-5pm	\$795
D1E25.b	4 Sat	Nov 8
G. Fernandez	9-5pm	\$795
D1E25.a	4 Fri	Jan 16
R. Roberts	9-5pm	\$795
D1E25.b	4 Sat	Feb 7
G. Fernandez	9-5pm	\$795

NEW! Oracle9i Database: Performance Tuning Hands-On!

Build on your knowledge of the Oracle database environment as you learn to tune and customize the Oracle Server environment for optimum performance. In this hands-on course, you will use Oracle's newest features to tune I/O, memory, CPU power, security for maximum performance. Topics include:

- Performance Tuning Methodology
- Diagnostic and Tuning Tools
- Sizing Memory Structures
- Optimizing Sort Operations
- Rollback or Undo Segment Tuning
- Application Tuning

Upon completion of this course, you will be able to use Oracle Stats Pack and other Oracle tools to tune your database for optimum performance. Oracle9i Certified Database Administrator Exam #1Z0-033. Course assumes knowledge of Oracle Database Administration Procedures. Textbook/Kit required.

• Gabriella Fernandez, for credits see Introduction to Relational Databases and SQL.

• Randall Roberts is an Oracle Certified Professional Database Administrator with over 10 years experience.

D1E26.a	3 Sat	Nov 22
G. Fernandez	9-5pm	\$595
D1E26.b	3 Fri	Dec 5
R. Roberts	9-5pm	\$595
D1E26.a	3 Fri	Feb 13
R. Roberts	9-5pm	\$595
D1E26.b	3 Sat	Mar 13
G. Fernandez	9-5pm	\$595

On-Site Training

LTU will bring the training directly to your location! Call **714. 438. 8350**.

Network+, Part II: Internetworking with TCP/IP Hands-On!

Advance your networking skills as you configure TCP/IP on a Windows NT network and use TCP/IP utilities to test IP connectivity. In this hands-on course, you will install and configure TCP/IP; install and configure a Network Interface Card (NIC); set up a network for remote access; and implement network security. Topics include:

- The TCP/IP protocol (gateways and routing) IP addressing
- TCP/IP utilities (ARP, netstat, sntstat, FTP, Ping, winipcfg)
- Network components (hub, bridge, router, brouter, NIC, print server) and network connectors (D-type, BNC, RJ, IBM Data)
- Remote access connection methods (POTS, ISDN, DSL, T-1) and protocols (SLIP, PPP, PPTP) Firewall technologies

Upon completion of this course, you will be able to use TCP/IP to seamlessly connect a network to the Internet or another operating system. CompTIA Network+ certification (Exam code: NK-N10-001). Course assumes knowledge of Data Communications. Textbook and lab manual required.

Suki Reed, for credits see *Fundamentals of Data Communications*.

D1G15.a	2 Mon	Nov 17
S. Reed	9-4:30pm	\$395
D1G15.b	4 Mon	Dec 1
S. Reed	6-9:30pm	\$395
D1G15.a	2 Mon	Feb 2
S. Reed	9-4:30pm	\$395
D1G15.b	4 Mon	Feb 10
S. Reed	6-9:30pm	\$395

Microsoft Windows Server 2003

Hot Course! NEW!

Microsoft Windows Server 2003 Network Management Hands-On

Master the new file and printer sharing, secure Internet connectivity, centralized desktop application deployment and collaboration features of Microsoft's newest and most robust operating system. In this hands-on course, you will manage users, groups and organizational units; manage file sharing and file security; manage printer and fax access; control multiple workstations with group policies and security templates; manage group policies on various platforms; manage remote access and Internet routing; and provide effective network services. Topics include:

- User and Computer Account Management
- Group Management
- Folder, File and Print Device Access Control using Permissions
- Organizational Unit Object Access Control
- Group Policy Implementation and Management
- Security Log Management

Upon completion of this course, you will be able to configure and manage a multi-platform network that seamlessly exchanges information through Web services. This course provides preparation for Exam #70-290 Managing and Maintaining a Microsoft Windows Server 2003 Environment. Course assumes knowledge of data communications and TCP/IP. A course kit is required.

Charles Howard, CCNA, MCNE, NCIP, MCT and MCSE, is president of NETTECH, Inc.

D1G21.a	4 Sat	Nov 8
C. Howard	9-5pm	\$795
D1G21.b	2 Tue/Thu	Nov 11
C. Howard	9-5pm	\$795

Hot Course! NEW!

Microsoft Windows Server 2003 Network Maintenance Hands-On

Effectively monitor, maintain and troubleshoot network performance using the new advanced system maintenance and security features of Microsoft Windows Server 2003. In this hands-on course, you will manage disks, files and file systems; maintain server resources; manage advanced network services; monitor and optimize network performance; manage hardware; perform disaster recovery operations; implement security; and manage the Software Update Services environment. Topics include:

- Remote Desktop for Administration Configuration
- Real-time and Logged Monitoring
- Server Performance Monitoring
- Device Driver Maintenance
- Disk and Data Storage Management
- Disaster Recovery Operations
- Microsoft Software Update Services

Upon completion of this course, you will be able to successfully setup, maintain and optimize reliable and secure servers for maximum performance. This course provides preparation for Exam #70-290 Managing and Maintaining a Microsoft Windows Server 2003 Environment. Course assumes knowledge of the concepts covered in *Microsoft Windows Server 2003 Management*. A course kit is required.

Charles Howard, CCNA, MCNE, NCIP, MCT and MCSE, is president of NETTECH, Inc.

D1G23.a	1 T/W/Th	Dec 2
C. Howard	9-5pm	\$595
D1G23.b	3 Sat	Dec 13
C. Howard	9-5pm	\$595

Hot Course! NEW!

Designing and Managing Microsoft Windows Server 2003 Network Infrastructures Hands-On

Master the powerful advanced features of the new robust Microsoft Windows Server 2003 operating system. In this hands-on course you will plan a sophisticated TCP/IP logical and physical network; implement and troubleshoot routing strategy; and plan, implement, optimize and troubleshoot advanced DHCP, advanced DNS stragem, and advanced IPSec network access. Topics include:

- Planning and Implementing IP subnet scheme
- Enterprise security requirements and strategy
- Configuring NAT for Network Security
- NetBIOS name resolution strategy
- Security with IPSec
- Identifying Advanced System/Network bottlenecks
- Backup and Recovery Strategy (ASR)

Upon completion of this course, you will be able to successfully deploy security and name resolution strategies on servers that are assigned as domain controllers, web servers, database servers, and mail servers on your planned IP network scheme, both remotely and locally. This course provides preparation for Exam #70-293 Implementing Microsoft Windows Server 2003 Network Infrastructures. Course assumes knowledge of the concepts covered in *Microsoft Windows 2003 Implementing Microsoft Windows Server 2003 Network Infrastructures*. A course kit is required.

Charles Howard, CCNA, MCNE, NCIP, MCT and MCSE, is president of NETTECH, Inc.

D1G25	1 M/TW/Th	Dec 2
C. Howard	9-5pm	\$795

Corporate Training

Take advantage of our corporate training department by contacting us at **714. 438. 8350**.

Your company may be eligible for corporate package and special handling of invoices and purchase order requests.

Network+ Certification

Professional Development Certificate Program

Overview

This short-term professional certificate program gives you the skills required to install, configure, administer and troubleshoot enterprise-level, multi-platform networks as you prepare for professional certification. Upon completion of this vendor-independent certificate program, you will be able to install and configure Network Interface Cards (NIC) cards; create and manage user accounts in Windows NT and Unix; map network drives; install and configure TCP/IP; use TCP/IP utilities to troubleshoot IP connectivity issues; configure networks for remote access; and use firewalls.

Who Should Enroll?

Network technicians and administrators; PC service technicians; and IT professionals interested in establishing proficiency in the installation and administration of multi-platform networks.

Required Courses

- Fundamentals of Data Communications
- Internetworking with TCP/IP

Professional Certification

Network+ Certification (Exam code: NK-N10-001). The exam is administered by Prometric/Thompson Learning. Courses are taught by Network+ Certified Instructors with "real world" experience. Course kits include exam preparation software.

Special Package Tuition!

Enroll for the entire Network + Certificate Program and save! The Special Package Tuition includes all course tuitions, enrollment and filing fees for only \$695. You save nearly \$100! You may also enroll and pay for each course individually.

How to Enroll

Program advisement and enrollment information available by calling 714. 427. 0588



Microsoft Certified Systems Administrator

MCSA Professional Development Series



Overview

Gain the skills required to effectively implement, manage and troubleshoot Microsoft Windows Server 2003 network environments as you prepare for professional certification. To earn your MCSA certification for Windows Server 2003, you must pass three core exams plus one elective exam.

Core Courses (three courses required)

- Microsoft Windows Server 2003 Network Management (Exam #70-290)
- Microsoft Windows Server 2003 Network Maintenance (Exam #70-290)
- Implementing Microsoft Windows Server 2003 Network Infrastructures (Exam #70-291)

Additional Core Courses (one course)

- Administering Microsoft Windows XP Professional (Exam #70-270)
- Administering Microsoft Windows 2000 Professional (Exam #70-210)

Elective Course (one course)*

- System Administration for Microsoft SQL Server 2000 (Exam #70-228)
- Installing, Configuring and Administering Microsoft Internet Security and Acceleration (ISA) Server 2000 (Exam #70-227)

*MCSA candidates may substitute the A+ and Network+ certifications for the MCSA elective.

Professional Certification

Exams are administered by Prometric/Thompson Learning. Courses are taught by Microsoft certified instructors with "real world" experience using Microsoft curriculum and software. Course kits include evaluation software.

Guaranteed Courses

If you do not pass a MCSA exam after taking the corresponding course at LTU, you may retake the course for free!

Special Package Tuition

You have two convenient options for enrollment. You may enroll in each course individually or you may enroll for the entire professional series for a reduced tuition of \$2,995. You save nearly \$600!

How to Enroll

Advisement and enrollment information available by calling 714. 427. 0588. For corporate enrollment information, please call Rita Clark at 714. 438. 8350.

• Scripting with Active Directory
Upon completion of this course, you will be able to effectively organize and manage Windows 2000 components using Active Directory Services. Exam #70-217 Implementing and Administering a Microsoft Windows 2000 Directory Services Infrastructure. Course assumes knowledge of Windows 2000 Professional and Server and TCP/IP. Textbook required.

William Jarvis Earl, for credits see Administering Microsoft Windows 2000 Professional.
D1G37 2 Thu/Fri Dec 11
W. Earl 9-5pm \$595

Designing Microsoft Windows 2000 Network Security Hands-On!

Analyze, design and optimize enterprise-level security for Windows 2000 networks that feature proxy servers, firewalls, routing and remote access, IPSec and L2TP, Web Servers and mail servers. In this informative course, you will design network management and implementation strategies for both private and public networks that provide secure access for local and remote users. Topics include:

- Analyzing Technical, Business and Administrative Requirements
- Authentication and Encrypting File System Strategies
- Designing SMB-signing and IPSec Solutions
- Protecting LAN and WAN Resources
- Designing Virtual Private Networks (VPNs)
- Planning Multi-Site Operation Security

You will be able to analyze and design security for a Windows 2000 network. This course provides preparation for Exam #70-220 Designing Security for a Microsoft Windows 2000 Network. Course assumes knowledge of Windows 2000 network configuration and administration. Textbook required.

Johnson Kuy is a MCSE, CCNA network technician and system administrator with over 6 years experience in the IT industry.
D1G39 1 M/T/W Nov 3
J. Kuy 9-5pm \$445

Administering Microsoft Exchange 2000 Server Hands-On!

Build on your Microsoft Windows 2000 skills as you install, administer and troubleshoot Microsoft's powerful enterprise messaging and collaboration system. In this hands-on course, you will install and configure Exchange 2000; integrate Exchange Server with Active Directory; implement load balancing procedures; configure virtual servers; configure messaging profiles and MAPI information services; and create and manage electronic forms. In addition, you will manage resources and implement backup, recovery and advanced security strategies. Topics include:

- Active/Active Clustering and Failover Procedures
 - Outlook 2000 Installation and Configuration
 - Internet Messaging Protocols
 - Management Console (MMC) Snap-ins
 - SMTP Configuration
 - Public Folder Management and Replication
 - Exchange 2000 Conferencing Server
- Upon completion of this course, you will be able to plan, implement, administer and troubleshoot enterprise-level Microsoft Exchange 2000 Server solutions. Exam #70-224 Installing, Configuring, and Administering Microsoft Exchange 2000 Server. Course assumes TCP/IP, Windows 2000 Server and Active Directory experience. Course kit required (includes Exchange 2000 Server and Outlook 2000 evaluation software).

William Jarvis Earl, for credits see Administering Microsoft Windows 2000 Professional.
D1G42 1 M/T/W/T/F Nov 17
W. Earl 9-5pm \$795

System Administration for Microsoft SQL Server 2000 Hands-On!

See page 37 for course description.
D1E42.a 4 Mon Nov 10
A. Chapman 9-5pm \$795
D1E42.b 4 Sat Dec 6
R Dhani 9-5pm \$795
D1E42.a 4 Mon Jan 26
A. Chapman 9-5pm \$795
D1E42.b 4 Sat Feb 21
R. Dhani 9-5pm \$795

Cisco

Hot Course! CCNA: Configuring Cisco Network Devices Hands-On!

Install, configure and troubleshoot fully operational Cisco routers as you build a multi-protocol network and prepare for professional certification. In this informative hands-on course, you will gain in-depth knowledge of LAN/WAN concepts and learn the skills required to configure the Cisco IOS software to perform basic router operations. Topics include:

- IP Routing Protocols
 - Novell IPX Configuration
 - Configuring Catalyst 1900 Switches
 - VLAN Configuration
 - Internetworking with TCP/IP
 - Basic Traffic Management using Access Lists
 - Configuring Serial Point-to-Point Connections
 - ISDN and Frame Relay Configuration
- Upon completion of this course, you will be able to configure and manage multi-protocol networks that use Cisco routers. Course assumes LAN/WAN and TCP/IP knowledge. This course is recommended for individuals pursuing CCNA 2.0 Certification (exam #640-801). Course kit required.

Jerry Roy, MCSE, MCT, CCNA, CWNA, is a senior systems engineer with Axcelent, Inc. who deploys Cisco VPN's for Fortune 500 companies.

D1G52.a 1 M/T/W/Th/F Nov 3
J. Roy 9-5pm \$995
D1G52.b 5 Tue/Thu Nov 4
J. Roy 6-9:30pm \$995
D1G52 1 M-F Jan 12
J. Roy 9-5pm \$995

UNIX/Linux

UNIX/Linux Part I: Fundamentals Hands-On!

Using Red Hat Linux 9.0, you will learn how to log on to a system, both as an administrator and as a regular user. In this introductory, hands on course you will learn how to navigate the system both on the command line and using a Graphical User Interface. You will customize your environment, configure networking and set up printing. You will install software from a local CDROM and locate, download and compile free programs from the Internet. You will master basic Linux/Unix commands, and learn how to create a user account and shutdown the system. Other topics include:

- Variations of Linux and Unix flavors
- How free is Free Software?
- What Does Open Source Mean?
- Navigating the File System
- Changing File Ownership and Permissions
- Using Text Editors
- Handling Processes

Upon completion, you will be able to navigate a system, implement the most crucial commands to control your environment, upgrade your software program and initiate the process of administering your own home system. This course provides preparation for the Red Hat Certified Engineer exam #RH033. Course assumes familiarity with

personal computer operating systems. A textbook is required.

John Laven is a MCSE/RHCE with over 20 years networking experience specializing in both the UNIX and Microsoft Windows 2000 platforms.

D1G72 2 Thu Nov 6
J. Laven 9-4:30pm \$495
D1G72 2 Thu Jan 15
J. Laven 9-4:30pm \$495

UNIX/Linux Part II: Shell Scripting Hands-On!

In this practical course you will take control of your environment and customize it to your own specifications. You will learn how to automate tasks and run them hourly, daily, weekly or monthly. You will master the shell and write comprehensive program scripts that feature multiple lines of code. While you work in the bash shell, you will also learn the syntax of the Korn and C shells. And, you will be introduced to the power of the Perl programming language. Topics include:

- Variables and Functions
- Arrays
- Positional parameters
- Comparison of Expressions

Cisco Certification



CCDA, CCNA & CCNP Professional Development Series

Overview

This course sequence offers three tracks of instruction that provide you with the skills required to design, configure and manage enterprise-level Cisco campus networks while preparing for professional Cisco certification.

Who Should Enroll?

Network administrators, LAN/WAN managers, systems and network engineers, Web administrators and IT professionals interested in establishing proficiency in the installation and configuration of Cisco products.

CCNA Certification

Configure, optimize and troubleshoot multiprotocol Cisco networks. You will develop the specialized skills required to configure the Cisco IOS software, use access lists to manage traffic, configure IP and IPX, and configure and troubleshoot WAN connections (PPP, ISDN and Frame Relay). In addition, you will implement LAN segmentation using bridges, switches and routers and configure VLANs. This track provides preparation for the CCNA exam.

Required Course

- Configuring Cisco Network Devices Exam #640-801

CCDA Certification

Design and implement high-speed networks that use the latest internetworking protocols and technologies. You will learn to analyze customer requirements for performance, security and scalability and design complex Cisco campus networks that feature multilayer switching and DDR connections. In addition, you will gain a comprehensive understanding of commonly used network optimization and traffic management techniques.

Required Course

- Cisco Network Design / Exam #640-441 Hands-on labs feature Cisco routers, Catalyst switches and a T1 connection.

CCNP Certification

Install, configure, optimize, manage and troubleshoot complex campus networks that utilize switching technologies and dial access services. In addition, you will learn advanced network optimization and traffic management techniques, network access control and fault-tolerance techniques, and advanced troubleshooting technologies. This track provides preparation for the CCNP 2.0 exams.

Required Courses

- Configuring Scalable Cisco Networks
- Configuring Switched Cisco Networks
- Configuring Remote Access Cisco Networks
- Troubleshooting Cisco Networks

Special Package Tuition!

Enroll and save! The Special Package Tuition includes all course tuitions, enrollment and filing fees for only \$595 for the CCDA certification, \$995 for the CCNA certification or \$3795 for the CCNP certification. You may also enroll and pay for each course individually.

How to Enroll

Program advisement and enrollment information available by calling 714. 427. 0588.



Professional Education Advisement

Let us help you choose the course or program that's right for you. Schedule a session with one of our education advisors. To make an appointment call 714. 427. 0588 between 9am and 10pm.

Upon completion of this course, you will be able to control access via authentication; configure secure VPNs and remote access; and establish a DMZ between your network and the public Internet. This course, in conjunction with Security+, Part II: Application, Operational and Organizational Security, provides preparation for the CompTIA Security+ certification (Exam code: SYO-101). Course assumes knowledge of TCP/IP. Textbook required.

Charles Howard, CCNA, MCNE, NCIP, MCT and MCSE, is president of NETTECH, Inc.

D1H21.a	4 Tue	Nov 4
C. Howard	6-9:30pm	\$495
D1H21.b	2 Wed	Nov 5
C. Howard	9-5pm	\$495
C. D1H21.a	4 Tue	Jan 13
C. Howard	6-9:30pm	\$495
D1H21.b	2 Wed	Jan 14
C. Howard	9-5pm	\$495

Hot Course! NEW! Security+, Part II: Application, Operational and Organizational Security Hands-On!

Build on your network security skills as you effectively secure applications and physical network systems. In this hands-on course, you will encrypt, decrypt and digitally sign computer data and E-Mail; secure Web/application servers, DNS, E-Mail and file/print servers; harden internal systems and services; design access, accountability, authentication and password policies; implement network scanning methods to identify security threats; and design effective incident detection and response strategies.

Topics include:

- Web Vulnerabilities (Active Content, Buffer Overflows, Cookies, CGI and Instant Messaging)
- File Sharing Protocol (Secure/Kerberized FTP, SMB, NFS) Vulnerabilities
- Intrusion and Vulnerability Detection Tools
- DOS and DDOS Attack Prevention Tools
- HIDS, Application-Based IDS and NIDS
- Chain of Custody

Upon completion of this course, you will be able to design enterprise network security policies for maximum security; monitor networks for unauthorized activity; calculate network security risk and assess vulnerabilities; and implement intrusion detection and response systems. This course, in conjunction with Security+, Part I: Network Infrastructure and Communications Security, provides preparation for the CompTIA Security+ certification (Exam code: SYO-101). Course assumes knowledge of TCP/IP and network infrastructure and communications security techniques and tools. Textbook required.

Mike Carter, for credits see Security+ Part I.

D1H23.a	2 Wed	Nov 19
M. Carter	9-5pm	\$495
D1H23.b	4 Tue	Dec 2
M. Carter	9-5pm	\$495
D1H23.a	2 Wed	Jan 28
M. Carter	9-5pm	\$495
D1H23.b	4 Tue	Feb 10
M. Carter	6-9:30pm	\$495

CISSP Security Certification

Hot Course! NEW! Designing Security Architecture Infrastructures

Effectively design and manage the multi-level security mechanisms that enable fully secured network infrastructures. In this informative course, you will select appropriate technical, physical and administrative access control models, technologies, techniques, practices and monitoring methods; identify and troubleshoot weaknesses and vulnerabilities caused by interoperability issues between devices, protocols, authentication mechanisms, and services; design countermeasures to protect network objects and resources against

unauthorized access; evaluate encryption methods; and identify physical and application security risks/threats and implement effective countermeasures.

Topics include:

- Access Control Models and Administration
- Network and Protocol Security Mechanisms
- Common Network Attacks and Countermeasures
- Malicious Code and Application Attacks
- Cryptography and Private Key Algorithms
- Cryptographic Applications and Common Attacks
- Physical Security Threats and Access Controls

You will be able to design effective enterprise-level security architecture infrastructures. This course, in conjunction with Designing Information Security Management Infrastructures, provides preparation for the CISSP certification exam. Course assumes intermediate knowledge of networking and the security practices covered in Security+, Part II: Application, Operational and Organizational Security. Textbook required.

Boni Bruno, CISSP, IAM, is a Chief Technology and Security Officer with over 8 years information security management experience and 15 years IT experience.

D1H25.a	3 Fri	Nov 7
B. Bruno	9-5pm	\$595
D1H25.b	3 Sat	Nov 8
B. Bruno	9-5pm	\$595
D1H25.a	3 Fri	Jan 16
B. Bruno	9-5pm	\$595
D1H25.b	3 Sat	Jan 17
B. Bruno	9-5pm	\$595

Hot Course! NEW! Designing Security Management Infrastructures

As the rate of corporate security attacks continue to rise, computer and information security managers face increasing pressure to practice due diligence and due care to protect their organizations against economic and intellectual property theft. In this informative course, you will decipher security laws, regulations and liability issues; establish effective auditing, investigatory and evidence handling processes; conduct a risk analysis to identify and prioritize security risks; design enterprise-wide security policies, standards and procedures; conduct a business impact analysis to determine organizational and economic impacts of security threats; and develop operational controls to maintain security levels.

Topics include:

- Automated Risk Analysis Methods
- Security Policies, Procedures, Standards, Baselines and Guidelines
- Information Classification Methods
- Business Continuity Planning Documentation
- Checklist, Simulation, Parallel and Full-Interruption Tests
- Incident Handling
- Operations Security

Upon completion of this course, you will be able to design and implement effective security management solutions and business continuity/disaster recover plans. This course, in conjunction with Designing Security Architecture Infrastructures, provides preparation for the CISSP certification exam. Course assumes intermediate knowledge of networking and the security practices covered in Security+, Part II: Application, Operational and Organizational Security. Textbook required.

Boni Bruno, CISSP, IAM, for credits see Designing Security Management Infrastructures.

D1H27.a	3 Fri	Dec 5
B. Bruno	9-5pm	\$595
D1H27.b	3 Sat	Dec 6
B. Bruno	9-5pm	\$595
D1H27.a	3 Fri	Feb 20
B. Bruno	9-5pm	\$595
D1H27.b	3 Sat	Feb 21
B. Bruno	9-5pm	\$595



Enrolling is Easy!

Enroll at our website!
www.ltuonline.com

CISSP Certification

Professional Development Series

Program Overview:

Effectively design, deploy and manage enterprise-level security architecture and management infrastructures as you prepare for the Certified Information Systems Security Professional (CISSP) certification. Upon completion of this professional series, you will be able to leverage the knowledge gained from the ten domains of the Common Body of Knowledge (CBK) to select appropriate access control methods; identify physical and application security threats and implement effective countermeasures; design enterprise-wide security policies and procedures; and design and implement effective security management solutions and business continuity/disaster recovery plans. To earn your CISSP certification, you must pass one exam.*

Core Courses (two courses required)

- Designing Security Architecture Infrastructures
- Designing Security Management Infrastructures

*(ISC)2 requires CISSP exam candidates to have a college degree and a minimum of 3 years security experience. The degree requirement will be waived for candidates with four years security experience.

Professional Certification

Exams are administered by (ISC)2. Courses are taught by CISSP certified instructors with "real world" security experience.

Guaranteed Courses

If you do not pass the CISSP exam after taking the corresponding courses at LTU, you may retake the courses for free!

Special Package Tuition

You have two convenient options for enrollment. You may enroll in each course individually or you may enroll for the entire professional series for a reduced tuition of \$995. You save nearly \$200!

How to Enroll

Please call 714. 427. 0588 for advisement and enrollment information. For corporate enrollment information, please call Rita Clark at 714. 438. 8350.

Systems Configuration & Support

- PC Bus architectures
 - Memory types (conventional, upper, expanded, flash, etc)
 - Memory optimization and troubleshooting disk system architecture
- You will be able to identify and troubleshoot the most common computer components and install new components or replacement modules. A+ Core Module Exam. Textbook required.

Johnson Kuy, for credits see A+ Certification, Part I: Operating Systems Technologies.

D1J34	1 Sat	Nov 15
J. Kuy	9-5pm	\$225
D1J34	1 Sat	Feb 7
J. Kuy	9-5pm	\$225

A+ Certification, Part I: Operating Systems Technologies

Hands-On!

Master operating system techniques that allow you to utilize the power of all Windows versions. In this hands-on course you will use advanced tools and commands to communicate with hardware and manage memory.

Topics include:

- Operating system fundamentals, installation, configuration, and upgrading
- File structure and management
- Client side networking

You will be able to successfully install, configure, manage and troubleshoot Windows operating systems. A+ Operating Systems Technologies exam. Course assumes knowledge of basic computer operations. Textbook required.

Johnson Kuy is a network technician and administrator with over 6 years experience in the IT industry.

D1J32	2 Sat	Nov 8
J. Kuy	9-5pm	\$325
D1J32	2 Sat	Jan 24
J. Kuy	9-5pm	\$325

A+ Certification, Part II: System Troubleshooting and Memory Optimization

Hands-On!

Learn to install, configure and troubleshoot your PC components using professional step-by-step diagnostic and repair techniques designed to reduce repair time and save money. Topics include:

- Identification of system components, configurations and architecture

A+ Certification, Part III: Printers, Networks and Advanced Troubleshooting Techniques

Hands-On!

Build on your existing hardware and software-troubleshooting skills as you diagnose and repair networked PCs and printers. In this informative hands-on course, you will use Post Routines, the Hayes Command Set and other tools to diagnose and troubleshoot advanced motherboard, hard disk, video and peripheral problems.

Topics include:

- Electrophotographic (EP) print process
- Impact, Bubble-jet and Laser printer operation
- Printer interfaces and supplies
- Network and media types
- Connectivity devices / Diagnostic software

Upon completion of this course, you will be able to use the techniques and tools used by professional technicians to diagnose and repair networked PCs and peripherals. A+ Core Module Exam. Textbook required.

Johnson Kuy, for credits see A+ Certification, Part III: System Troubleshooting and Memory Optimization.

D1J36	1 Sat	Nov 22
J. Kuy	9-5pm	\$225
D1J36	1 Sat	Feb 21
J. Kuy	9-5pm	\$225

Programming in C: Advanced Techniques

Hands-On!

This class teaches you advanced C coding for multi-dimensional arrays, external file access, scope and storage classes and conditional compilation. Error-trapping, debugging techniques and other advanced functions will also be covered. Topics include:

- Multi-dimensional arrays
- Recursion, advanced pre-processors
- File handling
- Dynamic memory allocation
- Bit fields and unions
- Linked lists
- Scope and storage classes
- Error checking

Hands-on projects will be performed in lab. Homework assignments to be discussed and debugged in class. Borland-compatible compiler required. Bring a 3.5" high density diskette to class. Textbook required.

David Cooke, for credits see Programming in C: Language Basics.

D1L23	8 Wed	Nov 5
D. Cooke	8-9:50pm	\$325

Object Oriented Programming with C++

Hands-On!

This course presents the fundamentals of Object Oriented Programming (OOP). Learn how to define classes, write constructors and destructors, overload operators and use essential OOP techniques such as inheritance and polymorphism. Topics include:

- Migrating from C to C++
- Fundamental OOP concepts
- Constructing classes
- Writing constructors, destructors and member functions
- The THIS pointer and friend functions
- Operator overloading
- Simple inheritance / Polymorphism

At the end of class, you will be able to create simple C++ projects with reusable code and objects. Course assumes knowledge of Programming in C: Advanced Techniques. Textbook and C++ compiler required.

- Anurag Dixit is currently an Information Analyst for Electronic Data Systems in India.
- John Oliveri is a software developer specializing in C, C++, and C#. He has over 5 years industry experience.

D1L24	8 Mon	Nov 3
J. Oliveri	6-7:50pm	\$325

Online Course		
D1L24I	6 Weeks	Nov 10
A. Dixit		\$325

Advanced Object Oriented Programming with C++

Hands-On!

Advance your C++ programming code through inheritance, advanced functions, overloading, and polymorphism. In this hands-on course, you will create constructors and destructors, input and output streams, bit fields, and virtual functions. You will also allocate dynamic memory, handle exceptions, and overload operators, functions, and constructors. Topics include:

- Simple and multiple inheritance
- Virtual functions and Polymorphism
- C++ stream I/O system
- Templates/Exception handling

At course completion, you will be able to apply advanced object oriented programming techniques to customize and improve your applications and interfaces. Textbook and C++ compiler required.

John Oliveri, for credits see Object Oriented Programming with C++.

D1L25	8 Mon	Nov 3
J. Oliveri	8-9:50pm	\$325

Introduction to Game Programming

This course is designed for learners who would like to design games for their PC. The course will introduce the learner to basic coding, testing, animation, and graphics so they can create working games. The learner will also create two games that they will code, test and implement. This course is designed for anyone with a basic understanding of programming who would like to create and play games.

Diane Stottlemeyer is a Certified Software Test Engineer.

2.1 CEUs/21 hours		
Online Course		
D1L32I	6 Weeks	Nov 10
D. Stottlemeyer		\$295

Visual Basic Development

Hot Course! NEW! Programming with Microsoft Visual Basic .NET

Hands-On!

See page 48 for course description.

D1P42.a	8 Wed	Nov 5
B. Webb	6-9:30pm	\$595
D1P42.b	4 Wed	Nov 10
B. Webb	9-5pm	\$595

Online Course		
D1P42I	6 Weeks	Nov 10
D. Bridgham		\$395

Programming with Visual Basic 6.0, Part 1

Hands-On!

This course demonstrates how to quickly and easily create professional Windows oriented Visual Basic programs from your very first project. You will learn about the powerful COM object model that makes possible scalable, manageable desktop-to e-commerce solutions that adapt to changing business conditions. You will begin with forms, and ActiveX controls and learn about object-oriented programming using their properties, methods and events. As your skills progress, you will begin to share code between forms, Visual Basic modules and components using sub-procedures and functions. The Windows-based event driven, user-oriented structure will be the model for this course.

- Topics include:
- COM/DCOM
 - Language syntax and structure
 - Application menus and dialog boxes
 - If/Then, Do/While/Loop and Select Case statements
 - Logical Operators
 - Sub Procedures, Functions and Arrays
- This course provides a solid, hands-on introduction to the design, implementation, operation and maintenance of enterprise-level Visual Basic applications. Course assumes programming experience. Textbook required.

- Anson Chapman has over 18 years enterprise-level software development and quality assurance experience. He currently specializes in Visual Basic, XML and SQL Server development.
- Diane Stottlemeyer is a Certified Software Test Engineer.

D1L51	8 Tue	Nov 4
A. Chapman	6-7:50pm	\$325

Online Course		
D1L51I	6 Weeks	Nov 10
D. Stottlemeyer		\$325

Programming with Visual Basic 6.0, Part 2

Hands-On!

Advance your Visual Basic programming skills as you create graphical user interfaces that incorporate text boxes for user input, list boxes for listed options, message boxes for information display, pop-up menus and slider controls. You will then debug and manage

Object-Oriented Programming with C

Professional Development Series

Overview

This certificate program is designed to advance you within the ranks of the programming profession. To succeed as a programmer in DOS, Windows, or UNIX environments, you need a solid knowledge of object-oriented programming techniques, as well as, strong C and C++ programming skills.

Who Should Enroll

Programming professionals needing to acquire C or C++ language skills; recent graduates of Computer Science programs who need an in-depth coverage of object-oriented programming; software engineers.

Four Course Program

- Programming in C: Language Basics
- Programming in C: Advanced Techniques
- Object-Oriented Programming with C++
- Advanced Object-Oriented Programming with C++

Special Package Tuition!

Enroll for the entire Object-Oriented Programming with C Certificate Program and save! The Special Package Tuition includes all course tuitions, enrollment and filing fees for only \$1099. You save more than \$200!

How to Enroll

Program advisement and enrollment information available by calling 714. 427. 0588



Visual Basic 6.0

Professional Development Series

Overview

This program is designed to take you completely through the Visual Basic programming environment. You will begin with simple programs and will advance your programming skills as you create sophisticated applications using Visual Basic 6.0. Upon completion of this certificate program, you will be able to create database-driven three-tier applications for network or Web-based deployment using Microsoft's latest tools and technologies.

Who Should Enroll

Programming professionals needing to acquire Visual Basic language skills or anyone interested in establishing proficiency in Visual Basic 6.0.

Professional Certification

Microsoft Certified Solution Developer (MCSD) Exams #70-176: Designing and Implementing Desktop Applications with Visual Basic 6.0 and #70-175: Designing and Implementing Distributed Applications with Visual Basic 6.0. Exams are administered by Prometric/Thompson Learning.

Four Required Courses

- Programming with Visual Basic, Part 1
- Programming with Visual Basic, Part 2
- Creating Desktop Applications Using Visual Basic 6.0
- Creating Distributed Applications Using Visual Basic 6.0

Special Package Tuition!

Enroll for the entire Visual Basic 6.0 Certificate Program and save! The Special Package Tuition includes all course tuitions, enrollment and filing fees for only \$1295. You save over \$200!

How to Enroll

Program advisement and enrollment information available by calling 714. 427. 0588.



your applications using Visual Basic error-handling code. In addition, you will create classes and add properties, methods and events to those classes. Topics include:

- Strings, dates and times
- Graphical User Interface (GUI) concepts
- Handling mouse and keyboard events
- Error handling and debugging
- Classes and objects
- Inheritance and polymorphism

Upon completion of this course, you will be able to design and develop complex applications using the Visual Basic programming environment. Course assumes Visual Basic

programming experience. Students should bring a 3.5" high-density diskette to class. Access to Visual Basic 6.0 software recommended. Textbook required.

Anson Chapman, for credits see Programming with Visual Basic 6.0, Part 1.

D1L52	8 Tue	Nov 4
A. Chapman	8-9:50pm	\$325



Enrolling is Easy!

Enroll at our website!
www.ltuonline.com

- Linking XML documents and the use of XLL
 - Applying styles to XML documents using XSL and CSS
- Upon completion of this course, you will understand how XML documents are linked and how stylesheets are applied. Course assumes HTML coding experience. Textbook required.

Ranga Nathan, developer of the Any2XML conversion tool, is a senior software engineer with extensive Linux, Perl, Apache, MySQL and XML/XSL development experience.

D1N52	4 Wed	Nov 5
R. Nathan	6-9:45pm	\$395
D1N52	4 Wed	Jan 14
R. Nathan	6-9:45pm	\$395

Advanced XML Programming Techniques Hands-On!

Build XML applications for data communication and business-to-business electronic commerce. In this hands-on course, you will use your XML skills to develop examples relating to Internet communication, database connectivity, and HTTP messaging. Topics include:

- Language for transforming XML documents (XSLT)
- XML vocabulary for specifying formatting semantics (XSL:FO)
- Namespaces in XML Recommendation
- Expression language defined by XPath
- Programming using the DOM

Upon completion of this course, you will be able to use XSL style sheets to specify the presentation of XML documents; transform a source tree into a result tree; and use the expression language defined by XPath for selecting elements for processing, conditional processing, and generating text. In addition, you will be able to use the Document Object Model (DOM) to dynamically access and update the content, structure and style of documents. Course assumes fundamental knowledge of XML. A textbook is required.

Ragna Nathan, for credits see XML for Developers.

D1N54	4 Wed	Dec 3
R. Nathan	6-9:30pm	\$395
D1N54	4 Wed	Feb 11
R. Nathan	6-9:30pm	\$395

Hot Course! NEW! XML and the .NET Platform Hands-On!

Deploy state-of-the-art XML solutions using Microsoft's .NET platform. You will read, write and manipulate XML data using the Document Object Model (DOM); parse XML documents using SAX and pull parsers; search XML documents using XPath and XQuery; transform XML documents using XSL; validate XML data using Document Type Definitions (DTD) and XML Schema (XSD); build Web Services using XML-RPC and SOAP; and query and store data in native XML databases. Topics include:

- Comparative Analysis of the XML Infoset, Java Object Model and XML Data Model
- DOM, SAX and Pull Parsers
- XPath and XQuery
- XSL
- XML-RPC and SOAP
- Native XML Databases
- XHTML and WML

You will be able to design and develop high-performance distributed XML applications using Web Services and native XML databases rendered in XHTML and WML browsers. This course, in conjunction with Distributed Services in the .NET Environment provides preparation for Exam #70-310 Developing XML Web Services and Server Components with Microsoft Visual Basic .NET and the Microsoft .NET Framework. Course assumes familiarity with a .NET programming lan-

guage, HTML and database technologies. A text is required.

Zaid Al-Timimi, President of the SoCal XML User Group, is an object technology consultant with 14 years experience implementing advanced object solutions. He specializes in commercial software using Java, .NET and XML technologies.

D1P46.a	6 Thu	Nov 6
Z. Al-Timimi	6-9:30pm	\$595
D1P46.b	1 T/W/Th	Dec 9
Z. Al-Timimi	9-5pm	\$595

New! Hot Course! XML and Databases Hands-On!

Master the latest database technologies by integrating XML technology into your database architecture. In this hands-on course, you will build XML documents using the Document Object Model (DOM); parse XML documents using SAX and pull parsers; search XML documents using XPath and XQuery; and query and index and query data in native XML databases. Additional topics include:

- XML Database Architectures
- Client Server Database Systems vs. Application Libraries for Persistent XML Stores
- Language Bindings and XML Mapping Support in Java and .NET
- DBXML API
- Meta-Data in XML Databases
- Transactions in XML Databases

Upon completion of this course, you will be able to build XML database applications using Berkeley DBXML, Tiger Logic and Microsoft SQL Server. Course assumes general knowledge of databases and Java, VB .NET or C# programming experience. Additionally, basic knowledge of HTML or XML is assumed. Textbook required.

Zaid Al-Timimi, for credits see XML and the .NET Platform.

D1N56	6 Wed	Nov 5
Z. Al-Timimi	6-9:30pm	\$595

Web Programming

Java2 Development

Java2 Programming Hands-On!

This intensive course provides a solid introduction to the Java2 programming language and development environment. In this fast-paced, hands-on course, programmers acquire the skills they need to write stand-alone, client/server, and intranet applications in Java. While development managers, software support staff, and documentation personnel can benefit significantly from this course, it is aimed primarily at programmers: it staff whose primary responsibility is the implementation of system designs in program source code. This is the first course in our J2EE series. Students who want to learn advanced features can take Advanced Java2 Programming. Topics include:

- Introduction to the J2EE Environment
- Swing, GUI, JavaBeans, and graphics
- Distributed computing: Servlets, and RMI
- Database (JDBC), data structures, and files
- Multimedia, animation, audio
- Multithreading, exceptions

Upon completion of this course, you will be able to design and create object-oriented code for Internet or Intranet-based applets and applications and be well prepared for the next course in the series covering advanced topics in Java Programming. Course assumes

Java Technology

J2EE Professional Development Series



Overview
The Java programming environment is a key enabling technology of the Internet economy. Sun Microsystems most recent edition of Java, Java 2 Enterprise Edition (J2EE) plays a significant role in enterprise-wide systems development. Gain the competitive edge—master J2EE and join the team of “in high-demand” programmers and software engineers trained in these latest technologies.

Who Should Enroll?
Programming professionals needing to acquire J2EE skills; database developers and administrators; Internet database administrators; and Java programmers.

Professional Certification
Sun Certified Programmer for Java2 Platform; Sun Certified Developer for Java2 Platform. You must pass the Java Programming exam before you are eligible to take the Java Developer exam. Exams are administered by Sylvan Prometric.

Required Courses
Java2 Programmer Platform

- Java2 Programming
- Advanced Java2 Programming / Exam 310-025

Java2 Developer Platform

- Java2 Programming
- Advanced Java2 Programming / Exam 310-025
- Java Programming Language Workshop / Exams CS-310-252A and 310-027

Special Package Tuition!
Enroll and save! The Java2 Programmer Platform Special Package Tuition includes all course and filing fees for only \$795. You save nearly \$100! The Java2 Developer Platform Special Package Tuition includes all course and filing fees for only \$1295. You save nearly \$200! You may also enroll and pay for each course individually.

How to Enroll
Advisement and enrollment information available by calling 714. 427. 0588.



object-oriented concepts and programming experience. Textbook required.

- Tarek Ahmed is a Java programmer with over 8 years industry experience.
- Clifford Ketterborough is a Project Manager and Systems Software and IT Architect for NASA.

D1P23.a	6 Thu	Nov 6
T. Ahmed	6-8:30pm	\$395
D1P23.b	2 Mon	Nov 10
T. Ahmed	9-5pm	\$395
D1P23.b	2 Tue	Jan 13
T. Ahmed	9-5pm	\$395
D1P23.a	6 Thu	Jan 15
T. Ahmed	6-8:30pm	\$395
Online Course		
D1P23.c	6 Weeks	Nov 10
C. Ketterborough		\$395

Advanced Java2 Programming Hands-On!

This hands-on course offers advanced topics and real-world code for experienced developers, a thorough coverage of multithreading, networking, JDBC API, remote objects, and fully updated and tested code for the Java 2 platform. Topics include:

- Advanced APIs
- Multithreading and synchronization
- Java 2 collections
- RMI and remote objects
- Swing user interface classes
- Printing, tables and trees
- JNI and native methods

Sun Certified Java Programmer Exam #310-025. Course assumes Java2 programming experience. Textbook required.

Tarek Ahmed, for credits see Java2 Programming.

D1P24.a	6 Wed	Nov 5
T. Ahmed	6-9:30pm	\$495
D1P24.b	3 Wed	Nov 26
T. Ahmed	9-5pm	\$495
D1P24.a	6 Wed	Jan 14
T. Ahmed	6-9:30pm	\$495
D1P24.b	3 Wed	Jan 28
T. Ahmed	9-5pm	\$495

Java Programming Language Workshop Hands-On!

The Java Programming Language Workshop provides students with intensive hands-on experience in designing a vertical solution for a document server application. Students will employ graphical interface design principles and network communications capabilities to code a functional Java application that interacts with a networked database server. Topics include:

- Java Application Design
- JDBC (Java database connectivity) API
- Building GUIs
- Networking Connections
- Multiple-Tier Database Design
- Porting Considerations

Upon completion of this course, you will be able to analyze, design, implement, and test a “from-the-ground-up” program that could be used in a commercial Intranet application. You will also understand the essential core aspects of the JDBC (Java database connectivity) API and develop classes to connect programs to SQL (Structured Query Language) database systems. This course provides preparation for the Sun Certified Java Programmer exam #310-027. Course assumes advanced knowledge of Java programming. Textbook required.

Zaid Al-Timimi, President of the SoCal XML User Group, is an object technology consultant with 14 years experience implementing advanced object solutions. He specializes in commercial software using Java, .NET and XML technologies.

D1P26	8 Tue	Nov 4
Z. Al-Timimi	6-9:30pm	\$595
D1P26	8 Tue	Jan 13
Z. Al-Timimi	6-9:30pm	\$595



Enrolling is Easy!

Enroll at our website!
www.ltuonline.com

Language & Psychology

IN THIS SECTION

49 Languages	50 Literature, Social Studies & Culture	50 Relationships and Communication
49 Accent Reduction		
49 Conversational Foreign Languages	50 Personal Development	

New Courses in November

Languages

- Pronunciation and Speech Improvement for Business Professionals
- Conversational Spanish II & III
- Conversational French II

Literature, Social Studies & Culture

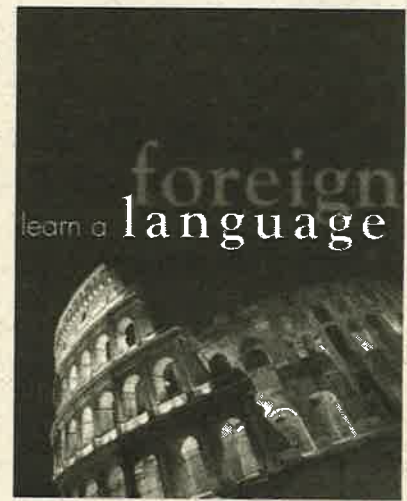
- Mythology & Folklore

Personal Development

- Keys to Charisma and Confidence
- How to Manage Aging Parents

Relationships and Communication

- Interpersonal and Non Verbal Communication Workshop
- Improving Public Speaking Skills
- Learn to Talk to Practically Anybody



Languages

Accent Reduction

NEW!

Pronunciation and Speech Improvement for Business Professionals

Learn to communicate effectively in this hands-on class. Designed to give you practical and usable skills to improve your pronunciation, you will engage in a variety of in class exercises which focus on articulation, stress and intonation patterns. As you listen to and participate in a variety of communicative activities, you will develop competence and self-confidence. Exercises centered on work settings will enable participants to focus and prioritize in areas that are most critical to their professional needs. Textbook required. \$7 materials fee payable to instructor. Please bring blank audiocassette to the first class.

Susan Stebbins is a communication consultant, a published writer, and proofreader for several Orange County publications. 1.5 CEUs/1.75 Units

B2A20	8 Mon	Nov 3
S. Stebbins	6-8:45pm	\$195

Russia to facilitate understanding and better communication. Textbook required.

Native Russian speaker Lina Lehecka holds a Master's Degree in Linguistics and International Communication from Adygh State University, Maykop, Russia. She teaches from an understanding hands on perspective, making her courses easy, fast and interesting.

H1A01	5 Sat	Nov 8
L. Lehecka	9-12 am	\$175

Conversational Mandarin Chinese I

Designed for the student with no prior knowledge or understanding of the Chinese language, this course will enable you to build a modest, practical vocabulary for use in daily life, business or travel. The fundamentals of pronunciation will be emphasized and you will learn how to write simple phrases and words. You will also become acquainted with the culture and customs of people from China to facilitate understanding and better communication. A \$15 materials fee is payable to instructor.

Grace Chou is a native of China. She has spent her entire professional career teaching Mandarin Chinese.

H1A02	8 Mon	Nov 3
G. Chou	6-7:50pm	\$175

Conversational French I

This is a first-level course designed for those with little or no previous knowledge of French. Learn to speak at a fundamental level of conversational ability in this beautiful, flowing language. With an emphasis on the unique pronunciation of letter combinations, French grammatical rules and by building your vocabulary, you will begin to enjoy your new ability to understand and appreciate this timeless language. Through individual, paired and group exercises, you will develop speaking, listening and interpreting skills as you learn to express yourself in simple sentences and paragraphs. Textbook required.

Zeina Nehme is a native French speaker who also speaks many other foreign languages fluently. She has taught a variety of students the art of French conversation for years in the orange county area.

H1A03	8 Tues	Nov 4
Z. Nehme	7:30-9:20pm	\$175

NEW!

Conversational French II

This class is a continuation of our beginning level of French coursework, and is designed for students who have completed French I or its equivalent. You will strengthen your conversational and interpretive language skills, by focusing on command of verb tenses, vocabulary building, and mastery of conversational idioms. You will not only increase your speaking fluency, but the all important ear for listening to and comprehending another language. You will also feel more at ease in conversation and command of everyday spoken French. Text required, purchase before first class meeting.

Zeina Nehme is a native French speaker who also speaks many other foreign languages fluently. She has taught a variety of students the art of French conversation for years in the orange county area.

H1A05	8 Tues	Nov 4
Z. Nehme	8:00 - 9:50 pm	\$175

Conversational Italian I

Emphasis is on conversation, making this course ideal for those planning a trip to Italy. You will learn a modest, useful vocabulary with special attention given to grammar and phonetics. Pronunciation and vocabulary will be stressed as indispensable tools. Through individual, paired and group exercises, you will acquire a fundamental level of competency in understanding and speaking Italian. A \$5 materials fee is payable to the instructor. Textbook required.

Livio Ceppi is a native Italian speaker with many years of international business experience. He taught Italian as a foreign language to groups of foreign students visiting Italy for tourism and study purposes.

H1A12	8 Tue	Nov 4
L. Ceppi	6-7:50pm	\$175

Conversational Italian II

This class is a continuation of our beginning level Italian coursework designed for those who have completed Italian I or its equivalent. This course will emphasize conversational and interpretive language skills focusing on command of verbs, tenses, vocabulary building, and mastery of conversational idioms. Gain fluency and ease in conversation, and command of everyday spoken

Italian. A \$5 materials fee is payable to instructor. Text required.

Livio Ceppi, for credits see Conversational Italian I.

H1A45	8 Thu	Nov 6
L. Ceppi	6-7:50pm	\$175

Conversational Japanese I

This is a beginning Japanese language class designed to teach basic conversation and an introduction to hiragana (a form of phonetic alphabet) for students with no previous knowledge of the language. Each lesson focuses on verb conjugations, which will enable you to formulate short sentences immediately. Learn to speak simple sentences as you build a practical vocabulary of Japanese words and phrases. A \$5 materials fee is payable to the instructor. Text required.

Shoko Brathwaite is a Native Japanese speaker with years of experience teaching the Japanese language & culture.

H1A15	8 Wed	Nov 5
S. Brathwaite	6-7:50pm	\$175

Conversational Spanish I

A willingness to communicate in a non-native language opens up whole new worlds and relationships that will improve customer relations and service or enhance your travels abroad. This first level course will introduce you to the basic principles of Spanish, focusing on conversational skills, vocabulary building and reducing the communication barriers. Through individual and group work you will begin your language practice to acquire a fundamental level of competency for comprehension in reading and speaking Spanish. Textbook required.

Guillermo M. Gurrea has been involved in the educational field for several years. As an assistant professor in Argentina and as a trainer for employees in the residential care and contracts fields. He has developed good feedback with students and sponsor organizations as well. He has taught language and psychology related courses for Private and National universities in Argentina, institutions in the medical field and government contract organizations in the USA.

H1A22	8 Wed	Nov 5
G. Guerrea	6-7:50pm	\$175

Foreign Languages

Conversational Russian

Russian is one of the most widely used languages today and its writers, such as Pushkin, Dostoevsky, and Tolstoy, have produced some of the world's greatest literature. This introductory course is designed for the student with no prior knowledge or understanding of the Russian language and will enable you to build a modest, practical vocabulary for everyday conversational situations. The fundamentals of the Cyrillic alphabet and pronunciation will be emphasized and you will learn how to write simple phrases and words. You will also become acquainted with the culture and customs of people from

Recreation, Health & Fitness

IN THIS SECTION

51 Performing Arts	51 Health	53 Wellness	54 Dance
51 Acting	51 Beauty	53 Recreation & Leisure	55 Music
51 Vocal Performance	52 Physical Fitness	53 Themed Entertainment	55 Outdoor Recreation
51 Voiceovers	53 Self-Defense	53 Cuisine & Spirits	55 Sports

New Courses in November

- Beauty, Health & Wellness**
- Bridal Party Makeup
 - Nutrition
 - Pilates Method of Body Conditioning Part II
 - Intermediate Tai Chi Chuan

- Recreation & Leisure**
- The Six Week Scrapbook
- Cuisine & Spirits**
- Great Wines Under \$10
 - Cake Decorating

- Outdoor Recreation**
- Astronomy for Normal Folks
 - Moonlight Hiking and Stargazing

- Sports**
- Golf Instruction and Brush Up
 - Golfer's Ed
 - Fencing II: Saber Fighting

Performing Arts

Acting

The Actor's Toolkit Package

Enroll in Fundamentals of Acting, Improv, and Improve your Voice for Speaking or Acting for only \$249

Acting I: Fundamentals of Acting

Learn the fundamentals of acting with exercises that will help you develop the body and mind as instruments for dramatic presentation. Your training will focus on a variety of techniques, which will strengthen your concentration and memory, expand your imagination, improve awareness and physical and vocal coordination, introduce techniques of scene and character analysis, and explore basic elements of dramatic action and human relationships. Using scene and monologue materials provided by your instructor, you will begin to make emotional connections to the character. By the end of this class, you will have developed the creative discipline necessary to present a dynamic monologue performance before your class, instructor and invited guests.

Kathie Patterson has a B.A. in Theater Arts from Ohio Wesleyan University. She has directed and produced many productions.

E1A02	8 Thu	Nov 6
K. Patterson	6-7:50pm	\$169

Improve Your Voice for Speaking or Acting

This class is for the student who wants to improve his or her voice skills for the camera, stage or public speaking. Class work includes exercises to free your voice, develop the diaphragm, as well as breathing and relaxation techniques. By the end of this class you will have improved your diction, clarity of speech, and pacing and confidence in front of

others. Bring a hand-held cassette recorder and blank tape to class.

Debra Wade is a performing member of Just Us, Debra has Instructed, directed, and performed with stage and screen actors of all ages in NY and CA for over 10 years.

E1A10	1 Thu	Dec 4
D. Wade	6:30-9:30pm	\$59

Improv

Overcome shyness and stage fright while participating in group and individual games and exercises that will develop your self-confidence and spontaneity in a non-threatening environment. This class is a great start for anyone who has ever wanted to act on stage, before a camera or do stand-up comedy. Topics include: "Letting Go," "Secret Acting Practice in Public Places," "On Stage and Camera Techniques," "In the Brain and Right Out of the Mouth," "Character Development," "Identifying the Physical vs. Emotional Actor" (and learning which one to use). Have lots of fun while learning improvisation from a pro.

Lou Franson is a talented comic and one of the founding members of Just Us, an improvisational comedy troupe. He has worked in television, film, radio and theater.

E1A50	8 Tue	Nov 4
L. Franson	6-7:50pm	\$159

Vocal Performance

Singing I: Free Your Singing Voice

Under the guidance of a professional vocal instructor, you will free your singing voice as you master the basics of breath control, articulation, voice placement and warm-up exercises. Learn to relax and overcome your fear of singing in public, while unleashing your vocal talents with confidence and style. You will also develop individualized singing techniques for your favorite songs, show tunes, and the classics. There is a \$10 CD fee payable to the instructor. Course is Repeatable.

Beverly Bremers is an actress and singer with over 25 years experience. Her record "Don't Say You Don't Remember" sold over a million copies in the '70s. She has starred on Broadway in "Hair" and "The Me Nobody Knows" and "The Rocky Horror Show."

E1H01	6 Sat	Nov 8
B. Bremers	10-12noon	\$99

Voiceovers

Voiceover Actor's Toolkit

Enroll in all three Voiceover classes and prepare yourself for entering the world of professional voiceover acting. All three classes can be purchased for the flat fee discount price of \$249!!!

Breaking Into Voiceovers

Learn what talents you will need and the opportunities that are available in this fun and lucrative profession. Find out what agents, directors, advertising executives and casting directors are looking for, how to prepare for a demo, and helpful tips on how to get started in the business from a working, professional voiceover actor. A \$10 materials fee is payable to instructor.

Beverly Bremers, for credits see Singing I: Free Your Singing Voice.

E1K01	1 Wed	Nov 5
B. Bremers	6-9pm	\$49

Radio and TV Voiceover Workshop

You don't have to trek to Los Angeles to learn all the basics needed to develop into a professional voiceover actor. Learn microphone technique, voice-technique and placement, copy interpretation and timing required for this fascinating career. You will work with an experienced, professional voice actor who will also give you tips to help you with marketing, auditioning, and preparing to have a demo made. Commercial, industrial, and animation styles are covered. By the end of the class, you will have identified the overall potential of your voice acting abilities and their application to the industry. Exercises, scripts and equipment are provided. Bring a pen, water and a blank cassette to all classes. A \$10 materials fee is payable to the instructor.

Beverly Bremers, for credits see Singing I: Free Your Singing Voice.

E1K02	6 Wed	Nov 12
B. Bremers	6-8pm	\$129



Enrolling is Easy!

Enroll at our Web Site!
www.ltuonline.com

Animation Voiceover Workshop

Do you love to create wild and crazy characters or have a unique speaking voice? Would you like to learn how cartoon characters are created? Then this workshop is for you. Learn how professional voiceover actors develop and sustain characters for cartoons, CD-ROM games, and commercials, taught by an experienced voiceover actor. This area of voiceover is bigger than ever and producers are always looking for fresh talent, but you must know voice placement, timing, script interpretation, dialects, microphone technique, improvisation, and how to utilize your full vocal range and creativity in order to compete in this profession. By the end of this class, you will have the beginnings of a catalog of original characters to draw upon for auditions and that all-important demo tape. Exercises, scripts and equipment are provided. Bring a pen, water and a blank CD and Cassette to all classes. A \$10 materials fee is payable to the instructor.

Beverly Bremers, for credits see Singing I: Free Your Singing Voice.

E1K03	6 Wed	Nov 12
B. Bremers	8-10pm	\$129

Master Magician's Package

Enroll your Child in Magic and Sleight of Hand for Free with any Adult who enrolls in Both Magic and Sleight of Hand, and Beginning Magic for adults for the discounted package price of \$149

NEW! Magic and Sleight-of-Hand (Ages 8 and up)

Whether you want to be the life of the party, impress your clients, friends and family or you want to make Magic your full-time career, you will learn the basics of sleight-of-hand magic with coins, playing cards, rope and 'everyday' items found around the home or office. Increase your self-confidence and assurance in "Break the Ice" situations. Each student receives their own booklet outlining the magic to be taught in class. The environment is safe and fun. A \$10 materials fee is payable to instructor.

James Dunn has been performing sleight of hand and close up magic for over 7 years for audiences of all ages. He currently works as a private magician doing private parties and events throughout Southern California.

E1H20	1 Sat	Dec 13
J. Dunn	11-2pm	\$49

available for purchase from instructor, or you may bring your own. You must have completed PILATES® I or have Instructor Approved, Intermediate Knowledge of the basics of Pilates® before enrollment.

• *Dr. Mary Pham, D.C., has been a holistic health practitioner for over nine years. As founder of the Irvine Alternative Health Center, Dr. Pham has been a featured expert in magazine articles, on radio programs, and at health conventions.*

• *Russell Morita is a certified Pilates® instructor for the alternative health center and will be teaching the course alongside Dr. Mary Pham.*

F1E02.a	4 Mon/Wed	Nov 3
F1E02.b	4 Mon/Wed	Dec 1
M. Pham	7-8pm	\$89

T'ai Chi—Beginning Level

Sometimes referred to as "meditation in movement," T'ai Chi is based on a 3000-year-old Chinese system for health and well being. Consisting of a flowing sequence of movements done repetitively to circulate energy (chi) throughout the body, the focus is on relaxation and ease of movements. T'ai Chi is easy for anyone to learn and apply, including those with physical limitations. Your benefits and rewards come in the form of increased energy, reduced stress, improved concentration, and the ability to relax on a deeper level. Wear loose comfortable clothing. A \$10 materials fee is payable to instructor.

Bing Luh has studied and practiced T'ai-Chi Chuan for many years, with an emphasis and specialization in the Yang style. Over the past 10 years he has continued to perfect use of the spirit of Zen and Taoism merging with T'ai-Chi Chuan which has enabled him to develop a new level of practicing standard and achieve a higher level of spiritual discipline in physical movement.

F1E05	8 Mon	Nov 3
B. Luh	6-7:30pm	\$99

New!

Intermediate T'ai Chi Chuan

This class focuses on the instruction, development and practice of each form as well as the flowing sequence of movements. This level of practice emphasizes the mind meditation and harmony, movement balance and revitalizes Your Life Energy (Chi). Previous T'ai Chi experience required.

Bing Luh, for credits see T'ai Chi—Beginning Level.

F1E06	8 Mon	Nov 3
B. Luh	7:45-9:15pm	\$99

Introduction to Power Yoga

Increase your strength, flexibility and endurance while toning and sculpting your body with Power Yoga. Focus the mind, learn proper breathing techniques and alignment, and let this flowing and dynamic style of Yoga integrate your body, mind and spirit. This is a vigorous class that is suitable for healthy beginners to Yoga and current practitioners who want to deepen their practice. Students will learn to move in unison with the breath as we practice invigorating Sun Salutations and beginner to intermediate Yoga postures. Power Yoga is a complete strength and flexibility workout. Students should wear comfortable workout clothing and bring a Yoga sticky mat and a towel. Be prepared to sweat!

Jeffrey Levin, certified by White Lotus Foundation Teacher Training and Yoga Fit Teacher Training, practicing for over 10 years, and has studied various forms of Hatha yoga such as Kundalini, Ashtanga and Iyengar methods. He is very active and continues to study with many instructors of all styles.

F1E08	8 Thu	Nov 6
J. Levin	6:30-8pm	\$99

Self-Defense

Self-Defense

Learn extremely effective & proven methods of personal self defense using Aikido, Judo, Jujitsu and Karate. Students will learn: how to use an attacker's strength and energy against them to overcome and stop a larger or stronger attacker, how to use their own hands and feet to defend against various attacks from chokes, wrist grabs and other attacks. Also covered are California laws of self defense. Students should wear comfortable work-out clothing. Off campus location. Map provided with registration.

Instruction by Shuyokan Staff - Chief Instructor, David Dye, has 34 years experience as a law enforcement officer in Orange County and has been actively involved in the practice and teaching of the martial arts since 1962, holding black belt ranks in Aikido, Judo, Jujitsu and Karate Jutsu.

F1G01	6 Tue	Nov 4
D. Dye	7:30-9:20 pm	\$99

Wellness

Ayurveda: The Holistic Wellness

Ayurveda therapy, which originated in India, has an impressive track record of 5000 years. It is a science of not only healing but also of achieving and maintaining health. It reduces stress, gently removes toxins, corrects lifestyle mistakes and rejuvenates the body and the mind. You would learn about the basics of Ayurveda, know your own body Constitution (Prakriti) and thereby tailor the diet and lifestyle according to it. Expand the knowledge of the healing therapies of Ayurveda and thus enliven the body's own ability to repair and return to health. Lectures will also include info on Ayurvedic Cooking.

Rucha Kelkar, BAMS is a graduate of the prestigious University of Pune, India. She is an educator and lecturer and has conducted seminars and workshops on Ayurveda, the holistic science of health and longevity. She does mind body, diet and lifestyle analysis with appropriate suggestions of herbs, to promote a healthier and fuller life.

F1H01	6 Tues	Nov 4
R. Kelkar	6:30-7:30pm	\$99

Massage

Whether you're active or sedentary, massaging away body tightness alleviates pain, reduces stress, and enhances overall health. Improve circulation, ease muscular tension and promote relaxation while learning basic massage techniques. In this course you will learn to give and receive a full-body massage. Additional information will be discussed relating to the benefits of massage, the specific effects of massage on the body, anatomy and the do's and don'ts of basic massage. Participants should wear a T-shirt and shorts. Students must bring a large towel to class. Off-campus location. Map provided with registration. For those looking to improve massage skills, you may repeat the course as it changes each session.

Dr. Mary Pham, D.C., has been a holistic health practitioner for over nine years. As founder of the Irvine Alternative Health Center, Dr. Pham has been a featured expert in magazine articles, on radio programs, and at health conventions.

F1H05.a	4 Tue	Nov 4
M. Pham	6:30-9:30 pm	\$99
Special Couple Tuition		\$169



Enrolling is Easy!

Enroll at our Web Site!
www.ltuonline.com

The Six Week Scrapbook



Learn to organize your cherished memories into a unique, artistic page-turner! Create fun and exciting themes to display your experiences.

See this page.

Recreation & Leisure

Themed Entertainment

Special Holiday Edition! Manufacturing the Magic: The History and Tour of Disneyland and Growth of the American Theme Park

Come Help Walt Celebrate the Happiest 102nd Birthday On Earth! Follow Michelle Smith into the wonderful world that is Theme Parks. In this information-packed class you will explore the origins of the theme park and compare it to the classic Amusement Park. Walter Knott didn't envision a full-fledged theme park when he set up a Ghost Town next to his wife's Chicken Dinner Restaurant. Walt Disney first envisioned Disneyland as Mickey Mouse Park, a small community park with a live steam engine across from his studio in Burbank, CA. You will be shown how these ideas grew into the multi-billion dollar industry that is a powerhouse in Orange County's economy today. Embark upon a magical journey through the first Amusement parks, such as Coney Island and Tivoli Gardens all the way through to the opening of Disneyland and its sister parks 'Freedomland' and 'Pleasure Island'. You will learn about the Golden Age of Theme Parks from the early sixties until the mid-eighties and how the New York World's Fair changed the face of theme parks forever. The Grand Finale for this course is a guided tour at Disneyland, with a special emphasis on the Holidays at Disneyland! From the Decorations to the Parades, nobody celebrates the holidays better, and you'll be right in the center of the action! Students are responsible for their own admission to the park. Student is responsible for their own admission to the park. Tickets may be purchased before or on day of tour at Disneyland or at Disney Store.

Michelle Smith is the fabulous 'Disney Babe' online, writes for LaughingPlace.com and a few other Disney fan sites. She runs JimHillMedia.com, a theme park and film website.

F5B01	2 Sat	Dec 6
	9-4pm	\$129
	1 Sat Tour	Dec 20
	9-12noon	

Online Course	6 Weeks	Nov 10
F5B01I		
M. Smith		
without Tour at Disneyland		\$99

NEW!

The Six Week Scrapbook

Whether you are an experienced scrapper looking for extravagant page ideas and scrapbook themes, or the beginning memory saver trying to learn the basics, this is the course for you! Scrapbooking professional Shari Dunn will guide you through the fundamentals of scrapbooking as a fun and exciting art form. In this hands-on course, you will learn all the basics of picture placement, color blocking coordination, and creative lettering. There will also be a class on incorporating the computer to assist in making high tech pages and creative themes. At the end of the course all attendees will walk out with 5 sets of beautifully completed scrapbook pages. Materials will be discussed on the first day of class, there is a \$20 materials fee which includes all supplies needed to create the pages. No additional supplies are required, however there is a list of recommended supplies such as scissors that will be available at registration. Sample pages may be viewed at the OC campus, and photocopies can be requested anytime. Beginners as well as advanced scrappers are welcome to attend.

Shari Dunn has been making memories last in Orange County for years. Her creative repertoire includes themed memory albums for all occasions including baseball, children's birthdays, vacations, and elegant weddings, and through the years memories. She is the creator of Shari's Shenanigans, and has sold her crafts throughout Southern California.

F3R07	6 Thu	Nov 13
S. Dunn	6-7:50 pm	\$99

Cuisine & Spirits

Power Entertainer's Package

Enroll in Any 3 \$49 cuisine courses, or one \$99 cuisine course and one \$49 Course for only \$129!!

Professional Education Advisement

Let us help you choose the course or program that's right for you. Schedule a session with one of our education advisors. To make an appointment call **714. 427. 0588** between 9am and 10pm.

Music

Guitar I

Playing the guitar can be an enjoyable and portable way to enrich your life with music. This hands-on workshop is designed to build a strong foundation for people with little or no experience playing the guitar. You will begin with the basics of how to hold, tune and strum the guitar as well as finger placement. Students will also learn some basic chords in the open position. In just six weeks, you will learn to accompany several songs with a variety of strumming styles. Students need to bring their own guitar to class. A \$5 materials fee is payable to the instructor.

Joshua Smith is a private instructor in the Orange County area. He has been teaching and playing guitar for many years in Southern California.

F5K02	6 Wed	Nov 5
J. Smith	6-7:50pm	\$89

Guitar II

For the guitarist with a grasp of the basic cords in open position, this workshop will equip you with a foundation in learning to read simple tablature notation. Finger-picking techniques will be learned to enhance song accompaniment styles. Enjoy the freedom to musically challenge yourself as you progress at your own rate within the class. Students should have knowledge of chords in open position prior to enrolling and need to bring their own guitar to class.

Joshua Smith, for credits see Guitar I.

F5K03	6 Wed	Nov 5
J. Smith	8-9:50pm	\$79

So you Wanna Be a Rock Star? : An Independent Musician's Guide to the Music Business

In this "must have" course for the independent musician, participants will gain critical knowledge of marketing strategies, licensing, publishing, booking gigs, manufacturing and releasing their CD, recording, how to put together a demo package, and how to legally maintain control of their music and lyrics (i.e., copyright), and when to bring in a manager and/or publicist. By the end of this course you will have the tools you need, coupled with your own talent, to maintain a successful career playing music.

Terri Lake works with one of the top attorney's in copywrite infringement, and has spent several years as part of a team running an independent record label.

Online Course
F5K05i 4 weeks Nov 10
T. Lake \$149

Outdoor Recreation

Natural Wonders Package

Enroll in Two (2) Outdoor Recreation courses for \$119, or any Three (3) for \$179!!

Professional Education Advisement

Let us help you choose the course or program that's right for you. Schedule a session with one of our education advisors. To make an appointment call **714. 427. 0588** between 9am and 10pm.

NEW!

Astronomy for Normal Folks

The word Astronomy conjures up images of the stars, the moon, spaceships, extraterrestrials, and other unreachable concepts. It can be these things but it is more importantly, a science that rolls all other sciences including physics, chemistry, earth science, and biology into the one discipline we call Astronomy. Astronomy for Normal Folks deals with this science in a way that will make it relevant to everyday people. This course will begin with an overview of the incredible progress of the last four centuries and will take us from eyes to space telescopes. Students will gain a clear understanding of many facets of astronomy, with a particular focus on providing a framework for observing the heavens and more closely following the constant stream of exciting discoveries being made every day. This course will focus on common observations, such as planetary motions, comets, meteorites, and asteroids. For a real "stargazing experience," join Allen Widdows as he guides you into outer space and weather permitting; view the night sky through telescopes. Class will meet on campus all weeks except for a field trip in the final week. Minimum student age 9 years. Parents must be present.

Allen Widdows is a veteran science teacher. He is a member of the Riverside Astronomical Association and has led numerous stargazing field trips.

F5P03	6 Thu	Nov 13
	6-7:50pm	
	1 Sat	Dec 13
A. Widdows	7-9pm	\$79
Family Discount		\$149

New! Moonlight Hiking and Stargazing

Do some stargazing with an astronomy expert on trails that are user-friendly and easy to canvas by twilight. Learn about the moon, the stars and planets as you get some refreshing exercise. This class is a cool, quiet remedy for young and old alike. Your outings will include three Orange County locales on Friday evenings, and one overnight excursion in the desert. By the end of the session, you will be able to point out major constellations in the night sky plus spot a planet or two and, if you're lucky, some shooting stars! Reacquaint yourself with the calm beauty of nature at night and learn fascinating facts in the process! There will be a brief orientation meeting for student to get acquainted with the instructor and to discuss meeting off campus, supplies, and syllabus overview. All the information and maps are in the syllabus.

Allen Widdows is a veteran science teacher. He is a member of the Riverside Astronomical Association and has led many stargazing field trips.

F5S10	Orientation	Nov 19
	8-8:30pm	
	2 Fri	
	9-11pm	Nov 21
Hike: San Clemente State Beach	9-11pm	Oct 4
Hike: O'Neil Regional Park	2 Sat	
	9-11pm	Dec 6
Hike: Eaton Canyon Park in Pasadena	9-11pm	Dec 13
Overnight Campout: Cottonwood Spring Campground in Joshua Tree National Park		
A. Widdows		\$79

Hiking in Orange County

Explore some of the beautiful trails and rich terrain of southern Orange County and discover a world of serenity only minutes from the hustle and bustle of the city. Come join Mike Sappingfield for hikes through scenic Orange County parks or the surrounding Santa Ana Mountains. Meet new people, develop new skills, exercise, and experience the recreational value of our nearby natural surroundings. Hike length, difficulty and type will be designed to fit the needs of the group. Attendance at the informational orientation at the LTU campus is required prior to hiking. 1st meeting is an orientation at 8:00 pm at the LTU Costa Mesa Campus. All hikes are from 8-11:00 am at their individual locations.

Golfer's Ed

Golf continues to be one of the country's top leisure sports.

In this class you'll learn every aspect of etiquette along with equipment, terminology, rules and tips to get you off to a fast start on the greens.



See this page.

Bring water, food and wear comfortable hiking attire and shoes.

Mike Sappingfield is an experienced Sierra Club hike leader. He has hiked and backpacked throughout California, Colorado and Michigan. He has been a hike leader for the Sierra Club since 1995 and served as the Outings Chair for the South Orange County group of Sierra Club from 1992 to 2000.

Orientation		
F5P05	1 Wed	Nov 5
M. Sappingfield	8-8:50am	\$79
Hike (Cleveland Nat'l Forest)		
	1 Sat	Nov 8
	8-12noon	
Hike (Santiago Oaks Regional Park)		
	1 Sat	Nov 15
	8-12noon	
Hike (Caspers Regional Park)		
	1 Sat	Nov 22
	8-12noon	

- Getting Started—A review of required equipment
- Terminology
- Preparing to play
- Common rules and etiquette on the tee box, fairway, hazards and the putting green
- Tips for pace of play, cart management and general course etiquette

Steve Bettencourt, founder of Golfer's Ed, is an avid recreational golfer with over 14 years of golf experience. He holds a 7 handicap with the SCGA and plays over 100 rounds of golf annually in the United States and Europe.

F5T12	1 Sat	Nov 15
S. Bettencourt	10:00-1:00 pm	\$49

Fencing I: The Art of Foil Fencing

Fencing develops stamina, mental discipline, balance and strength. In this introductory class, you will learn the art of using the foil, epee and sabre, as well as the classic fencing postures and strategies of the sport. Opponent matches with individualized instruction will develop and refine your skills. Fencing provides a vigorous workout that builds body, mind and spirit, and benefits all ages regardless of athletic ability. Wear a sweat suit or loose clothing and sturdy, activity type, rubber-soled shoes. Instructor will discuss \$50 equipment rental or purchase on the first day of class.

Rex Torrez is an active member of the Southern California fencing community who has coached fencing at Golden West College, Santa Ana College and privately since 1984. His students have competed in Foil, Epee and Sabre at local, national and international competitions.

F5T15	8 Tues	Nov 4
R. Torrez	6-7:50 pm	\$99

NEW!

Fencing II: Saber Fencing

Saber Fencing enhances stamina, mental discipline, balance and strength. In this intermediate fencing class, you will learn the more advanced use of the Saber as a fencing weapon. You will continue to refine your fencing postures and strategies through bouting and critique. You will learn the basics of "right of way" as it applies to fencing, along with the USFA rules of Saber. At the end of the 8 weeks, you will be able to perform the basic parrys used in Saber, demonstrate basic attacks and riposte actions, and even set up a competitive Saber piste. Opponent matches with individualized instruction will continue develop and refine your skills. Wear a sweat suit or loose clothing and sturdy, activity type, rubber-soled shoes. Instructor recommends purchased equipment, but will discuss \$50 equipment rental or purchase on the first day of class.

Rex Torrez, for credits see Fencing I.

F5T16	8 Tues	Nov 4
R. Torrez	8-9:50 pm	\$99

Sports

Golfer's Education Package

Take both Golf Instruction and Brush up along with Golfer's Ed for only \$129!!

Golf Instruction and Brush Up

This course is designed to get beginning golfers started and provide a brush up overview for the intermediate golfer. You will have three classroom meetings using mirrors and audio tape. Focus is on ball address, alignment, chipping, pitch that runs and pitch that stops, greenside bunkers and putting. Every other meeting is on a local Orange County driving range. Student responsible for purchase of bucket of balls. location disclosed at first class meeting.

Daniel Jarvey is the current Assistant Golf Coach for the men's golf team at UCI, he is a fully certified member of the World Golf Teachers Federation and has been a teaching and playing professional for 10 years. He has a low competitive round of 64 in the Seattle city amateur tournament in 1992, which is a tournament record.

F5T11	3 Thu	Nov 6
	6-7:30 pm	
	3 Sun Driving Range	Nov 30
D. Jarvey	9-11:00 am	\$89

NEW!

Golfer's Ed

The Golfer's Ed program is specifically focused on de-mystifying the often confusing ceremony of golf and how to realistically apply the complex rules and etiquette of the game to recreational and business golf events. The program is comprised of a PowerPoint presentation plus "hands-on" demonstrations and training aids that help clarify common rules and etiquette. The program includes:

required. A \$5 materials fee is payable to instructor.

• **Kelly Shire, MFA**, is a published fiction writer who has previously taught at Cal State Long Beach and Chapman University. Her work has been awarded by the Society for the Study of the Short Story and honored by a variety of literary journals, including the *Mid-American Review* and *New Millennium Writings*.

• **Deidre Brookman** has an M.A. in Linguistics, and currently teaches a number of writing courses at community colleges and adult education schools in the Southern California area. She is a senior-level technical writer with 13 years experience writing printed and online software documentation and training.

W8A20	8 Wed	Nov 5
K. Shire	8-9:50pm	\$175

Online Course

W8A20I	6 Weeks	Nov 10
D. Brookman		\$175

Children's Writing

Writing Books for Children

In this course you will learn the elements that make for successful fiction and nonfiction stories written for children and young adults. Discussion will include such fundamentals as plot structure and character development as well as the use of humor, cultivating story ideas and how to target your writing to a specific age group. Weekly assignments will give students a chance to apply their abilities in the children's literature genre. Assumes knowledge of basic fiction or non-fiction writing skills. A \$10 materials fee is payable to instructor.

• **Jennifer Rosenhaft** is a published writer with a Master's Degree in Creative Writing. She has been teaching for 6 years at a range of campuses including Cal State Northridge, and Humboldt State University on a number of projects, both commercial and Non Profit.

• **Mark London Williams** is a published children's book and comic author. He is currently on tour with his newest book, and has also written for the *L.A. Times* and *Variety Magazine*.

W8C10	8 Wed	Nov 5
J. Rosenhaft	6-7:50pm	\$175

Online Course

W8C05I	6 Weeks	Nov 10
M. Williams		\$175

Creative Writing

Introduction to Creative Writing

Learn how to create poetic imagery, engaging characters and lively dialogue by tapping into a variety of new, creative resources. Recognize that story ideas are found everywhere and how you can derive them from your day-to-day experiences. You will be asked to identify and use these sources in your writing so that by the end of the course you will have crafted a series of story sketches, the beginning draft of a short story, or a poem, with a different take. A \$5 materials fee is payable to instructor. Textbook required.

• **Don Gordon** is the author of numerous produced plays, the most notable being his New York hit comedy *Panache*. His three-character play, *Normal Doesn't Mean Perfect*, was a winning entry at the Denver Center Theatre New Plays Festival, and has gone on to the productions from Ashland, Oregon to New York. Mr. Gordon is a member of the Dramatists Guild of America.

• **Emily Lerner** has been writing and publishing for over 25 years. Her articles, photos and interviews have appeared in many prestigious literary journals and magazines throughout the United States, most recently at *UCLA*.

W8E01	8 Tue	Nov 4
D. Gordon	6-7:50pm	\$175

Online Course

W8E30I	6 Weeks	Nov 10
E. Lerner		\$175

Creative Writing II

Develop a deeper understanding of the writing process as you continue to hone your creative writing skills. Your voice and style will become more distinct as you refine your craft through writing exercises and in-class critique of your work. Emphasis will be placed on enhancing point of view, dialogue and characterization techniques enabling you to create a flowing and cohesive narrative. Imagery, descriptive passages, structure and other critical elements will be explored and evaluated so you can determine the best way to further your work. By the end of the course you will have a polished short story and/or poem. A \$5 materials fee will be payable to the instructor at the first class meeting.

Emily Lerner, for credits see Introduction to Creative Writing.

Online Course

W8E31I	6 Weeks	Nov 10
E. Lerner		\$175

NEW!

The Fearless Writer

The courage to commit to writing requires both practical and emotional strength. The first step is gathering the determination to tell a story. Often the stories we tell, fiction or nonfiction, contain personal truths that worry the writer. Do I have the inner courage to write this story? What will happen if I do? Will my family get mad at me? Can I actually make it through a finished draft or will I give up? These concerns will be addressed so that students can become "fearless" writers. Beginning and advanced writers will gain keen insight into these topics, along with in-class support, critical feedback, and the chance to develop disciplined writing habits. Weekly assignments will provide participants the freedom to experiment and the ability to closely rework an existing draft. A \$5 materials fee is payable to the instructor.

C.S. Drotman is an award-winning writer, editor, journalist, and playwright, and is a graduate of UCLA's Professional Screenwriting Program. For two decades, C.S. has instructed and inspired writers to find their own voice.

W8E05	8 Thu	Nov 6
C.S. Drotman	6-7:50pm	\$175

Fiction

Introduction to Fiction Writing

This course is designed for beginning fiction writers who want to learn how to tell a story on paper. Mesh basic writing skills with your unique creative abilities to craft a story that sustains the reader's interest. Through discussion, writing exercises and the rewriting process, you will apply the essential components of fiction to creative writing. Learn what the primary building blocks are (plot, character, dialogue, conflict, point of view, and narrative voice) and how they can be combined to form imaginative dramatic scenes. Build your story's plot, which is the foundation, by learning structure and pacing fundamentals and how to apply them appropriately to the beginning, middle and end. In addition, find out how to create realistic dialogue and to use conflict and its resolution to move the story forward. By the end of this course, you will have completed a draft of a short story or a chapter of a novel. This course assumes knowledge of creative writing. Textbook required.

Kelly Shire, MFA, is a published fiction writer who has previously taught at Cal State Long Beach and Chapman University. Her work has been awarded by the Society for the Study of the Short Story and honored by a variety of literary journals, including the Mid-American Review and New Millennium Writings.

W8G01	8 Tue	Nov 4
K. Shire	6-7:50 pm	\$175

Screenwriting

Professional Development Certificate Program

Overview

Gain the craft, knowledge and skill you need to write professional quality, marketable screenplays for today's entertainment industry. This five-course program, developed with guidance from the Writers Guild Foundation and taught by working professional screenwriters, teaches you how to use the tools unique to the craft to go from concept through completed first draft, then second draft and polish. Upon completion of the Program, you will have two finished screenplays that have received the attention and input of writers currently working in the industry, as well as the knowledge you need to start on the path of getting your movie ideas produced on screen.

Who Should Enroll

All writers who seek to learn the art of screenwriting.

Program Advisors

Syd Field, author of screenplay **Michel Grilikhes**, Emmy and Peabody Award-winner, member of the Academy of Television Arts and Sciences

Jerry Rannow, *Happy Days*, All in the Family, *Welcome Back Kotter*

Miriam Jacobson, writer *My Favorite Martian*, literary agent

Program Benefits

- Learn from working, produced screenwriters
- Be prepared to enter today's industry with two marketable scripts
- Advanced coursework simulates professional working conditions
- Intensive instruction and focused curriculum gets you started immediately learning and practicing the craft

Five-Course Program

- Introduction to Screenwriting I: The Narrative Visual Story
- Introduction to Screenwriting II: The First Draft
- Intermediate Screenwriting I: The Second Draft and Polish
- Intermediate Screenwriting II: Works in Progress
- Advanced Screenwriting: Screenwriters' Bootcamp

Special Package Tuition!

Enroll for the entire Screenwriting Certificate Program and save! The Special Package Tuition includes all course tuitions, enrollment and filing fees for only \$995. You may also enroll and pay for each course individually along with the \$35 certificate filing fee.

How to Enroll

Program advisement and enrollment information available by calling 714. 427. 0588.

Creating Dynamic Dialogue

One of the most important elements of any story is dialogue. The dialogue pushes your story forward and explains the narrative. You will learn how dialogue functions to give insight into your characters, sets up pacing, how it influences story beats and narrative rhythm. You will also learn how dialogue and dialogue patterns are specific to certain film genres and how it helps create more rounded and in-depth characters. You will be asked to read from your work for in-class critique and creative feedback. At the end of the course, you will have gained the tools to make your dialogue jump from the page and breathe life into your novel characters or script. A \$5 materials fee is payable to the instructor.

Don Gordon is the author of numerous produced plays, the most notable being his New York hit comedy Panache. His three-character play, Normal Doesn't Mean Perfect, was a winning entry at the Denver Center Theatre New Plays Festival, and has gone on to the productions from Ashland, Oregon to New York. Mr. Gordon currently teaches creative writing to all ages spanning elementary school children to adults. He is a member of the Dramatists Guild of America.

W8G10	8 Tue	Nov 4
D. Gordon	8-9:50pm	\$175

Choosing Your Genre

Learn how to select the genre that is best suited to your writing style and interests. Through written exercises and comparison, you will learn critical nuances of novel writing from science fiction and romance to mystery and historical novels. Learn the distinctive elements of each genre's style and how these elements compliment your goals and talents. Your instructor will guide you through an analysis of several authors and their works within various genres as you create a storyline, develop your main character

and establish the setting for your own novel in a genre best suited to your writing style.

Steve Pastis is a writer, editor and publisher with over 20 years experience. His articles have appeared in a wide variety of publications, including Greek Accent, Parenting Magazine, and Cartoonist and Comic Artist.

W8G15	8 Mon	Nov 3
S. Pastis	6-7:50pm	\$175

Writing the Short Story

Short stories are a unique form, combining the plots and characters of novels with an attention to language and imagery found in poetry. This course will focus on how to mesh these elements with your own distinctive writer's voice to create a story using an economy of words (most short fiction is 7,500 words or less). Weekly writing exercises and readings will assist you in developing punchy openings, poetic images, and a strong theme and conflict, along with other essential fiction techniques. Through a process of rewriting/revising and in-class analysis, you will then learn to weave these elements together to complete a first draft of a story by the end of the course. Finally, you will also learn about current publishing trends with short stories, including in-depth discussions on where and how to market these works that have been called "the art of the glimpse". This class assumes an introductory knowledge of fiction writing. Textbook required.

Kelly Shire, MFA, is a published fiction writer who has previously taught at Cal State Long Beach and Chapman University. Her work has been awarded by the Society for the Study of the Short Story and honored by a variety of literary journals, including the Mid-American Review and New Millennium Writings.

W8J02	8 Wed	Nov 5
K. Shire	6-7:50pm	\$175

How to Obtain Celebrity Endorsements

This "edu-taining" seminar will teach you how to locate, pitch and secure high-profile celebrity endorsements for your books. Jacqueline Marcell discusses how (with no experience) she obtained 45 high-profile endorsements for her book, "Elder Rage", and within two years became a radio host and sought-after national speaker on eldercare awareness and reform. Students will learn valuable tips to help them avoid common time consuming mistakes when trying to locate a celebrity, their manager, agent or publicist. You will learn how Celebrity Endorsements:

- Dramatically increase sales
- Help you get media exposure in magazines, newspapers, radio & television
- Are much easier to get than you think!

By the end of this course you will know how to find and approach any celebrity and have the best chance of getting a quote of endorsement for your work.

Jacqueline Marcell is an author, publisher, radio host and national speaker, dedicated to eldercare awareness. Her best-selling book "Elder Rage" is a Book-of-the-Month Club selection, being considered for a feature film. It has received 147 five-star reviews on Amazon.com, and is required reading at several universities.

W1Z01	1 Tue	Dec 2
J. Marcell	6-9pm	\$59

Self-Publishing Fundamentals

This informative seminar will arm you with the right information to help you save time and money. Students will learn many valuable tricks and tips to help them avoid the most common mistakes when going through this process. You will get answers to important topics such as:

- Should I self-publish?
- Starting a publishing business
- Working with designers, editors, and printers
- Getting your book to market
- Book promotion and publicity

By the end of this course you will have all the information to get you on the road to publishing your own book.

William A. Gordon is a successful author and self-publisher with over 15 years experience. His four books, *The Ultimate Hollywood Tour Book*, *Shot on This Site*, *The Quotable Writer*, and *Four Dead in Ohio* can be found in bookstores or at his website www.nrbooks.com.

W8Z01	1 Sat	Oct 4
W. Gordon	9-12noon	\$59

Interviewing Methods

Interviewing is a crucial element in the writing process that can make or break your story or article. In this seminar learn how to hone your interviewing skills enabling you to query for content. Topics covered in class include warming up your source, constructing a fluid line of questioning, finessing quotes and steering your interview to obtain the most pertinent information. Determine the best way to ask the "tough" questions and how to deal with various personalities including "super egos." Recognize the importance of being a good listener and how a pointed follow-up question can clinch your story or shift the angle of your piece. "Off the record" material will be examined giving you insight into your responsibility as a journalist. Be prepared to practice interviewing techniques in class.

Steve Pastis is a writer, editor and publisher with over 20 years experience. His articles have appeared in a wide variety of publications, including *Greek Accent*, *Parenting Magazine*, and *Cartoonist and Comic Artist*.

W1N15	1 Thu	Dec 11
S. Pastis	7-10 pm	\$59

Speech Writing

Writing speeches consists of a lot more than finding a few inspirational quotes and possibly a funny story or two. It is all about knowing your audience and addressing their concerns. In this informative course, students will learn what is necessary to research and write good speeches, be it a welcome, a presentation, an orientation, motivational, a tribute, or a ceremonial speech. You will learn to develop good oral techniques, how to write in a style appropriate for the person delivering the speech, cooperative writing as part of a team, and the strategies used to fulfill the purpose of the speech. You will also get information on using the internet and other resources in order to prepare text. Students will analyze others' speeches, including historical and contemporary models as well as those of classmates. A \$10 materials fee is payable to the instructor.

Jennifer Rosenhaft is a published writer with a Master's Degree in Creative Writing. She has been teaching for 6 years at a range of campuses including Cal State Northridge, and Humboldt State University on a number of projects, both commercial and Non Profit.

W8W01	8 Tue	Nov 4
J. Rosenhaft	6-7:50pm	\$175

NEW!

Writers' Salon: Critiquing, Discussion, and Analysis of Fiction

Join the Writers' Salon for a high-level and gentle critique of your novel, memoir, story/poem collection, or creative nonfiction work in-progress. This course is designed for the intermediate or advanced writer who wants to "go deeper" than introductory classes allow. No matter what type of writing we prefer, the real magic comes from style, language, crisp dialogue, unique voice, and other qualities we're not sure "come across" to our readers (and publishers). You will be free to share your work in progress, or to try something new, in a supportive atmosphere of serious writers like yourself, who will offer suggestions about what "works" and what may not work quite as well. Bring a brief summary or excerpt of your work to the first class meeting (copies for everyone, please), so we can all become acquainted with you, and know what you expect from this course. After the first week, we will exchange work via email (the weekend prior to class), so everyone will be ready for a lively discussion when we meet.

Marcia Cohee, MFA, author of three book-length collections of poetry and more than 200 published poems, co-hosts the *Laguna Poets reading series*.

W8R01	8 Tue	Nov 4
M. Cohee	8:00-9:50pm	\$175

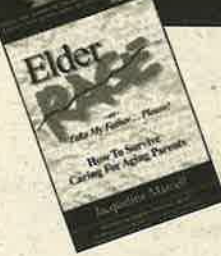
NEW!

Writer's Workshop: Using Style Guides

No matter what professional field you are in, from business to journalism to writing or other specialized fields, successful use of the right style guide is critical to having your ideas accepted. Once you have finished researching your report, story or project and have written your rough draft, you will need to revise, format and stylize your report so it looks right visually. In this course students will learn about all major style guides, and will spend time researching information on the appropriate style guide for their industry. Your instructor will act as your editor for an already finished piece of work so that upon completion of this course your work will be ready to submit.

Sara Keller, M.A., ABD, has published seven works and taught argumentative writing for Utah State University.

W8W051	6 Weeks	Nov 10
S. Keller		\$99



How to Obtain Celebrity Endorsements

Learn the tricks to obtain celebrity endorsements with Jacqueline Marcell, author of the ground-breaking book: *Elder Rage*.

Jacqueline will teach the simple methods she discovered and how she received over 50 endorsements with little or no work at all!

See this page.

NEW!

Writer's Workshop: Writing Speeches and Presentations

This four week workshop is perfect for anyone who will ever need to write a speech or prepare a presentation. Effective communication of your message is critical to its success, and in this course you will learn to present your ideas through written word and presentation so that your audience is captured by your ideas. Topics include how to write a competent and catchy speech or presentation, how to select and use the right visual aids, the 10 characteristics of winning speeches, and tips for effective delivery. Students will write several short speeches or presentations of different types and purposes.

Sara Keller, M.A., ABD, for credits see *Writer's Workshop: Using Style Guides*.

W8W061	6 Weeks	Nov 10
S. Keller		\$99

Successful Freelance Writing

This interactive 6-week course will provide writers with a step-by-step plan for building a freelance writing business. Learn to identify the best markets for your work, target multiple markets from a single idea, craft a targeted query that hooks editors from the first word, and write an edit-polished piece. Topics also include corporate copywriting and how to land high-paying freelance jobs writing copy for businesses.

Abbi Perets is a professional freelance writer.

W1Z011	6 Weeks	Nov 10
A. Perets		\$175

Sitcom Writing: How to Write for Television

In this course you will be guided through the process of writing the situation comedy. Students will learn the basic sitcom format, and how to structure a sitcom in terms of character, plot, dialogue and humor. Through discussion, lecture, writing assignment and critique, you will learn the fundamental techniques of sitcom writing. Current sitcoms will be analyzed to further illustrate these concepts and to help students identify the various formulas used in situation comedies. By the end of the course you will have completed an outline for a first draft of a spec sit-

com script - as well as a synopsis for an original pilot. 21 hours 2.1 CEU's

Lisa Amsterdam has been a professional screenwriter for ten years. Her scripts have sold to Paramount, Castle Rock, Warner Brothers, Showtime and more.

W5A62i	6 Weeks	Nov 10
L. Amsterdam		\$225

Getting Published

This 4 week course will walk you through the maze of getting your works published. Topics include a bird's Eye View of the Publishing Industry and Publishing, Writing and Pitching a Mass Market Masterpiece, Linking With the Right Publisher, Rejections & Publishing Contracts, and Secret Tips for Impressing And Staying Out of Hot Water With Publishers. By the end of this course you will have the tools you will be able to navigate the publishing field and prepare your writing for submission. 15 hours 1.5 CEU's

Dezra Lehr-Guthrie is a published author with 4 books to her credit. She has also won an award in the state of Washington for creative excellence in the classroom.

W8L18i	4 Weeks	Nov 10
D. Lehr-Guthrie		\$175

How to Make Money Writing About Your Expertise

This course's audience would include people who may have considered writing about their expertise or interests, but did not know how or where to start. Dorothy Zjawan Ed.D is a graduate of Rutgers University and has authored over 30 articles and books and is published by Prentice Hall. She currently consults for several publishers.

Dorothy Zjawan Ed.D is a graduate of Rutgers University and has authored over 30 articles and books and is published by Prentice Hall.

W1Z10i	4 Weeks	Nov 10
D. Zjawan		\$175



Enrolling is Easy!

Enroll at our Web Site!
www.ltuonline.com

Enroll @ LTU

How to Use This Catalog



Department **Accounting & Finance**

Subdepartment **Financial Planning**

Class title **Investments in Financial Planning**

Class description Beginning with an overview of investment principles and macroeconomic influences on security prices, this course covers investment vehicles available to individuals and the levels of risk associated with each. A text is required.

A text is required: Text title available thru registration. Text may also be available thru the bookstore.

Instructor's biography *Jack Jacobson, MBA, CFP, PFP, is a Financial Planner with Planned Asset Management.*

Units of college credit/Continuing Education credit	2.75 Units/2.4 CEUs
Course code/Course day and # of weeks/Start date	B6F10 8 Wed Nov 5
Instructor/Time of class/Tuition	J. Jacobson 6-9pm \$395

Information Center

Corporate Savings Discount Enroll 3 or more people in the same class and save 10% off tuition. For more information call 800.994.4LTU.

Bookstore Our convenient campus bookstore carries many of the books recommended by LTU instructors for their courses.

Off-Campus Locations Directions to courses designated as "off-campus location" will be provided at the time of registration.

Accreditation Learning Tree University is accredited by the Accrediting Council for Continuing Education and Training (ACCET), approved by the U.S. Department of Education.

State of California Registration We are registered with the State of California. Registration means we have met certain minimum standards imposed by the State for registered schools on the basis of our written application to the state. Registration does not mean we have met all of the more extensive standards required by the State for schools that are approved to operate or licensed or that the state has verified the information we submitted with our registration form.

College Credit/Units/Grading System College Credit is offered for core courses in Certificate Programs. These courses are on a grading system of A,B,C, or pass / no credit. The Quarter unit is used. Check with the College or University for transfer credits.

Returned Checks A \$20 fee will be charged for returned checks.

Withdrawal Policy Students must request a withdrawal **in writing** prior to or on the first day of instruction. You may request one of the following three options:

Transfer: Students are eligible to transfer 100% tuition to any course within the same or next term. or:

Tuition Credit: Students are eligible for a 100% tuition credit to be applied to any course within one year. or:

Refund: Students will receive a refund of tuition paid minus the \$10 registration fee and a \$25 withdrawal fee per course. There are no refunds issued for certificate program filing fees.

Withdrawal After the Course Starts: Students who do not attend any of the classes may request a refund **in writing** postmarked within 30 days of the start date of the class. Students will receive a tuition refund minus the \$10 registration fee and a \$75 withdrawal fee per course.

Flat Fee Refund: Students who have paid a flat fee for a program will be refunded the difference between the flat fee you paid and all courses you have taken at the full tuition price, the registration fee, and a withdrawal fee of \$25 per remaining course. Certificate Filing fees are not refundable.

Withdrawal Process: All withdrawals must be **in writing** in accordance with the Withdrawal Policy and sent to the campus in which you enrolled. Refunds will be issued in the same form as payment was received. Refunds will be issued within 30 days of the postmarked date of the request.

Changes and Re-Scheduling LTU reserves the right to cancel, re-schedule, or change instructors at any time. LTU makes every effort to minimize errors in catalogue information; however, from time to time some may occur. LTU assumes no liability for typographical or other informational errors.

Learning Tree University does not participate in the Student Tuition Recovery Fund.

Customer Care LTU provides three steps for Customer Care and problem solving.

1. Students seeking to resolve issues should first contact the Orange County Campus Director at (714) 427.0588.
2. If unresolved, please call our Customer Care Line at (818) 734-4519
3. If your customer care issue is still unresolved, call the help line at (800) 874-0255.

Any questions or problems concerning this school that have not been satisfactorily answered or resolved by the school should be directed to the Bureau for Private Postsecondary and Vocational Education in the Department of Consumer Affairs, 1027 10th Street, 4th Floor, Sacramento, CA 95814-3427.

Statement of Non-Discrimination Learning Tree University does not discriminate on the basis of race, color, sex, or national and ethnic origin in administration of its educational policies, admission procedures and any other school administration programs.

Images ©2003 Hemera Technologies. All rights reserved.



Orange County Campus
265 McCormick Avenue
Costa Mesa, CA 92626
714. 427. 0588



Chatsworth Campus
20920 Knapp Street
Chatsworth, CA 91311
818. 882. 5599



Online Campus
20916 Knapp Street
Chatsworth, CA 91311
866. 588. 4968
www.iuniversityonline.com

How to Enroll

C PHONE
Orange County Campus | 714. 427. 0588
Chatsworth Campus | 818. 882. 5599
Online Campus | 866. 588. 4968

You may use your American Express, VISA or MasterCard to register by phone.



F FAX
Orange County Campus | 714. 427. 0587
Chatsworth Campus | 818. 341. 0707
Online Campus | 818. 882. 1719

Fax completed registration form with credit card information or Company P.O. for the full payment to the campus you will be attending.

WWW ONLINE
www.ltuonline.com
www.iuniversityonline.com

M MAIL
Fill form out to enroll.
Learning Tree University
265 McCormick Avenue
Costa Mesa, CA 92626
Send your completed registration form with check or credit card information for the full payment including the registration fee and/or lab or other fee (if payable to LTU) to the campus you will be attending.

I IN PERSON
8:30am-10pm on Monday-Thursday
8:30am-5pm on Friday & Saturday
At our Orange County Campus at: 265 McCormick Ave.

A ATTEND CLASS
You may enroll and pay the tuition at the first class meeting provided there is space. Plan to arrive 20 minutes early. Call before you go to class to check course availability.

Registration

Orange County Campus

Name			
Address	Apt. no		
City	Zip		
Phone (home)	(work)		
Company			
Position	Dept.		
Address			
Email Address (home)	(work)		
City	Zip		

Course No.	Course Title	Day/Date	Time	Tuition

Certificate Program

Flat Fee

Filing Fee

MasterCard Visa AmEx For classes HELD on-ground Reg Fee \$10.00

Card.No. For classes HELD on-line Reg Fee \$15.00

Exp. date Other Discount

Cash Check **Total**

This is legally binding instrument when signed by the student and accepted by the institution.

Signature I understand the refund policy Date

For Office Use
Map Waiver Max List
Authorization # _____ OCX Rev. 11/03