

LTU

Learning Tree University

An Accredited
Professional Education
Organization
Course Bulletin

Orange County Campus
Registration begins February 6

CHRISTINE LE 'S COPY

a BRIGHTER FUTURE **within reach**

professional continuing education at **LTU**

TERM BEGINS MARCH 8, 2004

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Registration begins February 6

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Over 4100 students have logged on to advance their careers in over 100 of the same great LTU courses in design, business, education, writing and information technology. Enroll today and discover how easy it is to learn at your convenience.

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There are four simple parts to online learning:

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You and your classmates will get to know each other and exchange information with each other and your instructor through our online bulletin board.

- **Chat**
Each class presents the opportunity for your instructor to hold online meetings or virtual office hours.
- **Assessment**
Every online class provides feedback on how well you are working toward the goals of the class.

Cyber Bookstore, Customer Service and Student Advisement, LTU has it all! We believe in person-to-person service, therefore you will never be far from the personal touch of LTU. Our LTU staff will answer your questions, help you troubleshoot problems, mail you your books, and assist you with the selection of your course.

For more information you can call us at 866. 588. 4968 or go to our website. While you are there, take our virtual tour and get a feel for online learning.

Online Course Departments : www.iuniversityonline.com

Graphic Design & Visual
Communication
Web Design
Interior Design & Decoration
Accounting & Finance
Financial Planning
Human Resources Management
Legal Continuing Education
Management Resource Center

Administrative Professional
Management
Production & Inventory
Management
Purchasing Management
Supervisory Management
Technical Writing
C/C#/C++ Development
Visual Basic Development

HTML
Java2 Development
XML Development
Microsoft .NET Development
Screenwriting
Children's Writing
Fiction
Nursing Continuing Education

Easy Enroll For Online Courses : Courses Start March 15!

PHONE : 866. 588. 4968

FAX : 818. 882. 1719

ON-LINE : enroll securely!
iuniversityonline.com

MAIL : 20920 Knapp Street
Chatsworth, CA 91311



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.

Learn from the experts @ LTU.

Learning Tree University
The Leader in Continuing
Professional Education

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

Session Begins : March 8
iUniversity Begins : March 15
Session Ends : May 1
Next Session Begins : May 10

Phone : 714. 427. 0588
Fax : 714. 427. 0587
LTU Website : www.ltuonline.com
Online Courses : www.iuniversityonline.com

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GRAPHIC DESIGNER



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ENROLLMENT INFORMATION

Registration: See inside back cover or enroll online at www.ltuonline.com

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, for credits see Illustrator I: Elements of Electronic Design.*

• *Bonnie Pennell, for credits see Illustrator II: Illustration and Design Techniques.*

1.75 / 1.5 CEUs		
A2H50.a	8 Tue	Mar 9
A. Kindred	10-11:50am	\$375
A2H50.b	8 Thu	Mar 11
V. Bagnara	6-7:50pm	\$375
Online Course		
A2H50I	6 Weeks	Mar 15
B. Pennell		\$375

NEW!

Photoshop CS: Digital Design Imaging

New to Photoshop or upgrading from a previous version, learn to utilize this powerful new version of Photoshop to maximize your digital skills. This powerful new version includes integrated web production applications and new digital enhancements for photographers, designers, and graphic artists alike. Learn:

- To produce professional high-quality original artwork and enhanced digital images for print, digital media, and the web.
- To understand image resolution, file formats, basics of color correction and photo touch-up.
- To use the powerful tools of Photoshop CS to blend, layer, design, bevel, emboss and structure your images to suit your professional needs.
- The powerful web design tools available with the ImageReady portion of this new Photoshop version that will enhance your web graphics skills.

This class assumes a working knowledge of Mac or PC, and an installed version of Photoshop CS (not provided with the class). A text is required.

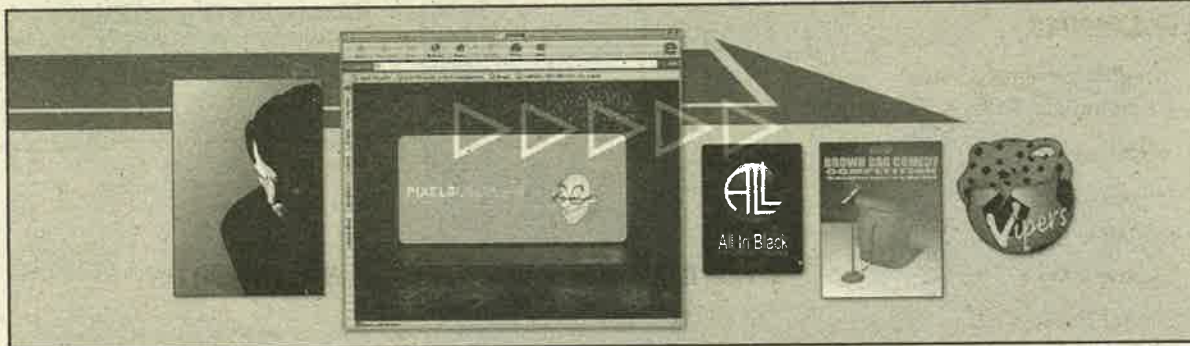
John Daily is a web designer and graphic artist with post production experience and has been using and teaching Photoshop for over 7 years.

2.75 Units/ 2.4 CEUs		
Online Course		
A2H511	6 Weeks	Mar 15
J. Daily		\$375

Corporate Training

Take advantage of our corporate training department by contacting **Rita Clark at 714. 438. 8350** or **Josta Vuich at 714. 438. 8352.**

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



©B. Lau, LTU Instructors: R. Sheirmann and T. Dunning

Graphic Design & Visual Communications

Professional Development Certificate Programs

Graphic Design Certificate

Foundation Courses

- Drawing I: Fundamentals
- Photoshop I: Fundamentals of Digital Imaging
- Introduction to Design, and Color Theory (New for March, 2004!)
- Illustrator I: Elements of Electronic Illustration
- Studio I: Typography, Logos, and Trademarks
- Publication Design with QuarkXPress

Intermediate Courses

- Design Studio II: Advertising Design and Production
- Photoshop II
- Fundamentals of Web Design (New for March, 2004!)
- Dreamweaver I: Elements
- Flash I: The Tools

Web Certificate

Should have completed Foundation & Intermediate courses.

- HTML for Designers
- Dreamweaver II: Designing Interactive Websites
- Flash II: Production
- Flash III: Actionscripting
- Multimedia and Web portfolio (New for March, 2004!)
- 2 Electives (18 hours total minimum)

Print Certificate

Should have completed Foundation & Intermediate courses.

- Illustrator II: Illustration and Design Techniques
- Design Studio III: Corporate and Brand Identity
- Design Studio IV: Publication, Catalog and Magazine Production
- Mastering Digital Printing (New for March, 2004!)
- Digital Media and Print Portfolio (New for March, 2004)
- 2 Electives (12 hours total minimum)

Elective Choices of Study

- Graphic Design Department
- 3D and Animation Department
- Fine Art Department
- Photography Department

Individual courses:

- Web Development with Cascading Style Sheets
- Creating Database-Driven Websites Using ASP
- JavaScript Fundamentals
- JavaScript for Developers
- XML for Developers
- Advanced XML Programming
- Creating Web Services Using XML and the .NET platform

Overview

An intensive program in Graphic Design provides hands on experience in our computer labs that leads to the development of your professional portfolio. Practical training from industry professionals, and comprehensive instruction prepare our students for positions in the Design industry.

Who Should Enroll?

- Individuals interested in advancing their art and design careers in digital media and visual communications
- Production artists, art directors, marketing coordinators, web designers
- Prepress operators, illustrators, photographers
- Artists and other allied professionals

Continuing Education Units (CEUs)

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

Special Package Tuition!

Enroll for the Foundation and Intermediate portion of the Graphic Design and Visual Communication Certificate for only \$3,590. Upon completion, enroll in either the Web or Print Certificates for \$1,370 (web) or \$1,510 (print). Elective courses are priced separately. You can save up to \$800 by enrolling for the complete program! 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.

including bleed area; crop marks, paper selection and format restrictions from the printer as well as how to choose a printer to suit your printing needs. Basic computer skills are assumed.

Pouya Jahan'shahi has over 12 years experience in the graphic design and multimedia fields. He has done print and multimedia work for companies such as Stanley Electric, National Semi Conductors and Irvine Analytical Lab.

Mac/OS Platform		
A2P19	1 Sat	Apr 17
P. Jahan'shahi	9-5pm	\$195

Web Design

NEW!

Fundamentals of Web Design

It comes as no surprise that, in this economic climate, it is a buyer's market for web designers. Lower budgets and intense competition require a web designer to do more than simply design a web site. This challenge has forced web designers to become disciplined and focus on the user, to speak intelligently with their clients and employers. This class will teach web designers to practice smart design. The design process is a four-phase cycle: Discover, Design, Develop, Deploy. We will discuss what makes a layout great from the perspective of usability, the psychology of color and typography, as well as simplicity. Then we'll create an intranet web site for project management, wireframe page layouts and prototypes before completing our project. We'll discuss the relationships between pages, as well as the placement of images and graphic elements and what to include in your wireframes. The goal of this class is threefold:

- to make you an effective, intelligent visual communicator and distinguished web designer
- to create a Web site that your client can understand and realize a return on his investment
- help you market yourself as an expert in information design giving you an edge over your competitors.

This class assumes a working knowledge of Dreamweaver and Photoshop.

Bryan Bollinger has been a graphic artist specializing in web and digital media for over four years. Bryan has worked on websites for Ingram Micro, C.B. Richard Ellis, The CDMA Development Group.

2.5 units/2.1 CEUs		
Mac/OS Platform		
A2E03	8 Thu	Mar 11
B. Bollinger	6-8:45pm	\$450

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

Bring a new friend to LTU!

Your new to LTU friend will get **15% off** their first course and **YOU** will get 15% off your next class for referring them!

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experience. Required: Textbook; 100MB Zip Disk to save work.

• *Philip Howley has spent the past five years developing applications for e-commerce sites specializing in Macromedia Studio software. He has accumulated over 4000 web development teaching hours.*

• *Amy Meeker has been a corporate professional and freelance graphic designer for over 14 years and a web designer for over ten years.*

1.75 Units / 1.5 CEUs		
PC/Windows Platform		
A2E07	8 Mon	Mar 8
P. Howley	6-7:50pm	\$325
Online Course		
A2E08I	6 Weeks	Mar 15
A. Meeker		\$325

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 Web basic 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 five years.*

• *Philip Mastroianni is a freelance contractor working with Internet and graphic design companies. Philip specializes in merging audio, video and graphics onto the Internet. Philip's clients include Oscar de la Hoya, Ford, and Toyota.*

• *John Daily is a graphic & web designer with post production experience and has been teaching Photoshop for over seven years.*

2.5 units / 2.1 CEUs		
Mac/OS Platform		
A2E10.a	8 Mon	Mar 8
K. Conroy	6-8:45pm	\$395
A2E10.b	8 Mon	Mar 8
P. Mastroianni	9-11:45am	\$395
Online Course		
A2E10I	6 Weeks	Mar 15
J. Daily		\$395

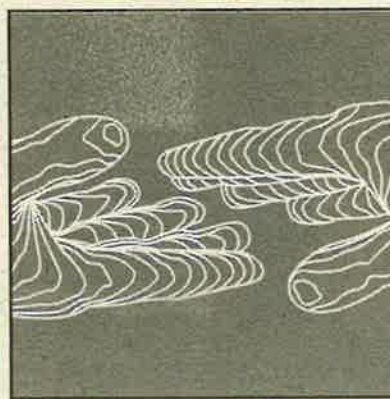
Now with Dreamweaver MX Dreamweaver II: Designing Interactive Websites

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. 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.

• *Philip Howley, for credits see HTML for Designers.*

• *Philip Mastroianni, for credits see Dreamweaver I: Elements of Website Design.*

2.5 Units/2.1 CEUs		
Mac/OS Platform		
A2E15.a	8 Wed	Mar 10
P. Howley	6-8:45pm	\$395
A2E15.b	8 Wed	Mar 10
P. Mastroianni	9-11:45am	\$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

Now with Flash MX Flash I: 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.

Open House!

Learn how to advance your career!

Meet industry experts!

Attend and take the first step!

Wednesday, February 25

7:45-9pm

RSVP 714. 427. 0588

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.

Photography

Basic Photography

Hot Course! Introduction to 35mm Photography

Learn the fundamental camera mechanics necessary to successfully record a classic image on film. The workings of the lens, camera, light meter, and film will be discussed as you tackle practical assignments. Weekly projects include freeze action, depth of field, back lighting, flash, and filters. Once your assignments are completed, your work will be evaluated through the use of color slide film. Bring a 35mm camera with manual control capabilities to first class meeting. Optional textbook can be purchased through campus bookstore.

Oliver Yu is an award winning, professional photographer with over 25 years of experience. His work is exhibited nationally and internationally.

A6A01.a	8 Wed	Mar 10
O. Yu	10-11:30am	\$125
A6A01.b	8 Wed	Mar 10
O. Yu	6-7:30pm	\$125

Lighting Techniques

Produce powerful pictures as you take the mystery out of shooting with a flash or available light. This seminar emphasizing light and light sources will focus on technique rather than equipment, thus enabling students of all levels to benefit from the endless lighting options available. You will learn to manipulate the possibilities surrounding studio flash, movie lights, reflectors, soft boxes, umbrellas, spots, and existing indoor and outdoor light. You will also learn to utilize soft and hard light, tone, and contrast to produce outstanding photographic results. Class assumes knowledge of Introduction to 35mm Photography or equivalent. Bring a 35mm camera with manual control capabilities to class meeting and, if it is convenient, a dozen photographs that you have taken (both good and bad).

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

A6A12	1 Sat	Apr 17
S. Meador	10-1:50pm	\$89

Film and Exposure

Shoot great photographs and achieve optimum image quality as you learn the creative essentials of films and exposure in this nuts and bolts seminar. Learn the latest information on film types, sizes, speeds, color balance, sensitivity, applications and processing for color and black and white films and prints. This course in exposure tools and techniques will also cover the use of filters, light meters, f-stop, shutter speed, aperture, film speed, and other specific aspects of photographing a wide variety of subjects. Class assumes knowledge of Introduction to 35mm Photography or equivalent. Bring a 35mm camera with manual control capabilities to class meeting and, if it is convenient, a dozen photographs that you have taken (both good and bad).

Bo Mulder, for credits see Angle, Lenses and Filters.

A6A20	1 Tue	Mar 16
B. Mulder	6-9:30pm	\$89



Enrolling is Easy!

Enroll at our website!
www.ltuonline.com

Intermediate

Intermediate 35mm Photography

Once you have learned the fundamental uses of your camera, continue to improve and enrich your photography with specialized knowledge of films, filters, papers, printing, lighting and special effects. Learn how the pros accentuate a subject and create a sense of depth and space in their photographs. Working with flash and natural light sources, stop-action and pan-action techniques, and photographic strategies for unusual situations are among the topics covered to help you express your vision. Your work will be evaluated through the use of color slide film. Bring a 35mm camera with manual control capabilities to first class meeting. Course assumes knowledge of Introduction to 35mm Photography or equivalent.

Oliver Yu, for credits see Introduction to 35mm Photography.

A6A05	8 Wed	Mar 10
O. Yu	8-9:30pm	\$165

The Art of Stock Photography

Whether you use photography in your graphic design work or you would like to turn a hobby into a money making endeavor, this class will prepare you for the exciting world of stock photography. You will learn how to frame a subject for use in a multimedia presentation and use ambient light in a creative, new stylistic way. You will also learn how to market your stock photography to sell to others. Basic photographic knowledge or Introduction to 35mm Photography recommended.

Jeff Dolen currently freelances in architectural and event photography. He has served as Director of Photography for 15 short films.

A6A40	4 Tue	Mar 9
J. Dolen	8-9:30pm	\$125

Digital Photography

Hot Course! Digital Camera Basics

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.

A6D15	4 Mon	Mar 8
S. Meador	6-8pm	\$125

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.

A6D20	4 Mon	Apr 5
S. Meador	6-8pm	\$125

Graphic Design & Visual Communication Open House

Announcing a New Curriculum!

The Graphic Design in Print and Web departments has revised the curriculum to mirror the needs of the current



digital industry. These changes reflect LTU's commitment to excellence in Graphic Design.

Join us in an open house as you learn how to advance your career, and meet industry experts!

Wednesday, February 25
6-7:30pm
RSVP 714. 427. 0588

Digital Darkroom

Hot Course! Photoshop for Photographers

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. 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.

• Valter Bagnara is a professional print, web, and multimedia Graphic Designer with over 15 years of experience with Bell & Howell, McDonnell Douglas and Toshiba America.
• Karin Conroy is the Director of Web Design for EcoVenture Thailand and has been producing publication and web designs for over five years.

A6E20.a	1 Sat	Mar 20
V. Bagnara	9-4:30pm	\$195
A6E20.b	1 Sat	Apr 17
K. Conroy	9-4:30pm	\$195

Field Photography

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.

Bo Mulder, for credits see Angle, Lenses and Filters.

A6F20.a	4 Wed	Mar 10
2 field trips		TBA
B. Mulder	10-11:50am	\$125
A6F20.b	4 Wed	Mar 10
2 field trips		TBA
B. Mulder	8-10pm	\$125

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, on board 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.

Jon Jacobs is a freelance video editor and photographer specializing in business presentations and corporate documentaries. Before freelancing, Jon oversaw the production of a video studio located in Irvine.

A6S05	2 Wed	Mar 10
	6-10pm	
	1 Sat	TBA
J. Jacobs	9-1pm	\$159

Early Bird Special
Enroll one week before your course start and we'll waive the registration fee!
714. 427. 0588 | www.ltuonline.com

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- 11 Home & Garden
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- 11 Feng Shui
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- 12 Interior Design
- 12 Interior Decoration
- 14 Electives & Special Offerings

New Courses in March

- Floral Design: Fresh Cut Flowers
- Decorative Finishing Techniques
- Feng Shui Part I
- Antiques for Pleasure or Profit: Wood & Upholstery
- French Country Design

Program Manager, Environmental Design
 Brian Lau:
 brianl@tuonline.com

The School of Environmental Design



Advisory Board Spotlight: Robert Berry, NCARB

Accomplished architect, Robert Berry, brings years of experience providing distinguished expert advice to LTU's Interior Design Certificate program. Mr. Berry has been Director of Design for several major design firms and has taught both architects and designers for over 25 years. His portfolio includes projects such as

Loma Linda University Medical Center, the Stanford University Music Building, and traditional custom homes. Opportunities available to study under Mr. Berry are Design Studio II and Building and Barrier Free Codes.



interior design



interior decoration



universal design

Home & Garden

From the Ground Up—Basic Garden Design

Acquire knowledge of garden design principles in this essential class. Homeowners, interior designers, contractors and anyone preparing to landscape will appreciate the valuable information given as you dig in and start learning the fundamentals including site analysis, garden lay-out, plant selection and materials. The landscape process will be broken down enabling you to understand the work, time and finances involved in a particular project. You will also learn the different styles of gardens from which we draw inspiration. Utilizing the artistic principals of focal point, depth and perspective, color and light and shadow, you will be able to put a unique creative touch into your garden plans.

David Schnieder, has managed the design and planning of a wide variety of landscape projects, ranging from educational and institutional campuses to retail entertainment complexes and aquariums. David was the project manager for the Getty Museum and received the Strybling Award for his work for the San Francisco Ritz Carlton.

A5H10	8 Mon	Mar 8
D. Schnieder	6-7:50pm	\$215

Plant Identification and Selection

Design stunning exterior landscapes with a specialized knowledge of the arrangement and uses of ornamental plants. Through the use of slides, living samples, lecture and field trips to a local nursery, you will learn about the selection, care and maintenance of annuals, perennials, ornamental trees, vines, shrubs and bulbs. Sun/shade requirements, heavy vs. light maintenance plants, growth potential and growth rates, seasonal blooming patterns and plants best grown and displayed in containers will be discussed. Techniques for water conservation will also

be studied. Two class sessions dedicated to field trips will be discussed in class.

David Schnieder, for credits see From the Ground Up—Basic Garden Design.

A5H25	8 Mon	Mar 8
D. Schnieder	8-9:50pm	\$195

NEW! Garden, Technique & Culture

Whether you are creating a new landscape or revitalizing an existing garden, you will develop a "green thumb" with this intimate look at basic gardening techniques. The fundamentals of gardening, soil preparation, watering practices, fertilizing, and pruning will be covered as will considerations of color, climate and cultural influences. Learn the proper sun and shade exposures and a sensible approach to pest and weed control. You will experience a hands-on landscaping or pruning field trip, plus a visit to a well-known nursery.

Mike Partalow is a California Certified Nursery Professional and a California Certified Arborist. Mike worked for the Marin County before joining Roger's Garden as the county tree person for a number of years. He teaches and consults on all facets of tree care.

A5H45	6 Wed	Mar 24
M. Partalow	6-7:50pm	\$195

Floral Design

NEW! Floral Design: Fresh Cut Flowers

Learn to creatively arrange fresh flowers with professional finish. Each week you will complete your own floral creation as you apply techniques for preparing and arranging flowers, greens, ribbons and other accessories. Projects include corsages, centerpieces, and a variety of other floral arrangements to suit different seasons and occasions. Material list available upon

registration. \$15 to \$25 materials fee payable to instructor each week for flowers.

Tiffany Valentine creates professional floral arrangements for all occasions. She designs weddings, seasonal and theme arrangements. Currently Tiffany is managing a flower shop in Costa Mesa.

A5H20	8 Tue	Mar 24
T. Valentine	9-11am	\$179

Feng Shui

Feng Shui Series

In this special seminar series, you will gain skills in the ancient Chinese art of placement and design. Combining Feng Shui I with solid design principles promotes harmony and healing in today's environments. Feng Shui II is a total environmental practice it is advisable to take the complete series, a special tuition of \$129 for both is available for taking these two courses concurrently.

Hot Course!

Feng Shui Part I: The Ancient Art of Design for Harmonious Living I

In this course you will learn to align living and working spaces to profoundly impact and benefit the lives of the people who inhabit them. Through intuitive analysis of form you will be able to direct subtle energies for life enhancement. This technique will enable you to balance the elements of color, light, and arrangement to provide rejuvenating environments. Participants are encouraged to bring floor plans or photos of their own home or business. Problem areas will be identified and

solutions offered. A \$5 fee for handouts will be payable to the instructor

Madeleine La Fontaine has a degree from the Fashion Institute of Design and Merchandising, with over twenty years experience in interior design. Madeleine is a founding alumnus of Natural Bridges Institute, a Feng Shui school. She presently runs a Feng Shui and design company called Inspired Living.

A5H65	2 Tue	Mar 23
M. La Fontaine	6-9pm	\$89

Decorative Finishes

Decorative Finishing Techniques

Decorative finishing techniques have long been the way designers have transformed walls, furniture and other surfaces into works of art. Through a variety of hands-on projects, explore the use of materials, tools and non-toxic paints for reproducing the finishes so popular in today's interiors. You will be introduced to historical styles and how to translate those finishes for contemporary applications. Create unique antique, aged and patina finishes and a variety of crackle techniques. Students are to wear suitable clothing. A list of standard supplies will be available the first night of class. A \$10 fee for specialty materials will be payable to the instructor, the first night of class.

.5 units/.5 CEUs	
A5D22	4 Thu
Staff	6-9pm

4 Thu
6-9pm

2 Sat Mar 20
Mar 25 9:00-3:00
\$195



Enrolling is Easy!

Enroll at our website!
www.tuonline.com

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
A5A03i 6 weeks Mar 15
R. Catterall \$375

History of Decorative Arts II

This course starts with the English renaissance and moves into the modern periods. Major design movements will be explored as well their influences on contemporary design concepts. Examine architectural elements and furnishing of the English and American periods, the Arts and Crafts Movement, Art Nouveau, Art Deco, Post Modern and Contemporary periods. Develop solid foundation necessary to create distinctive period interiors or coordinate period furnishings. Text required.

• *Chris Gallup is a designer, painter, decorative artist, and master craftsman and art historian. He holds a BA in Art and an MFA with an emphasis in Crafts.*

• *Rebecca Catterall is a studio potter and president of the Topanga Canyon Gallery.*
2.75 units/2.4 CEUs

A5A04 8 Wed Mar 10
C. Gallup 6-9pm \$375

Online Course
A5A04i 6 Weeks Mar 15
R. Catterall \$375

Color Theory I

Experience the excitement of color as you examine the dynamics of the full spectrum of hue and its implications for designers and artists. The study of color is fundamental to all art disciplines and is a vital prerequisite to all visual mediums. You will develop a working knowledge of the properties of color that allow you to make appropriate color choices when designing interiors, specifying color for printing, graphics and creating original works of art. Through visual exercises working with Gouache and Color Aid papers, you will learn to identify additive and subtractive color, chromatic value, simultaneous contrast and optical mixtures. Materials list will be available at registration. Text required.

Jennifer Minotti, M.S. is a website and applications manager for the Education Development Center.

1.75 units/1.5 CEUs
A5A05 8 Mon Mar 8
D. Biel 6-9pm \$375

Professionals Who Love to Teach

LTU is expanding our course offerings in Environmental Design studies. If you are a professional who loves to teach call **714. 427. 0588**.

Intermediate Courses**Designing with Accessories**

Design dynamic rooms by selecting decorative accessories that create a mood and enhance a theme. Through practical projects, you will learn to select and arrange artwork, ceramics and porcelains, linens and lighting fixtures while you apply design principles of balance, scale and proportion, as well as select your accessories to fit your client's personality and needs. You will be able to manipulate positive/negative space, apply the design principle of the Golden Mean, and work with gender and theme relationships to create structured, decorative environments.

Eleata Pettigrass has over 7 years experience in the interior design field with a wide range of clients. She is an expert at using accessories to enhance the mood of interiors for residences, offices and model homes.

1.75 units/1.5 CEUs
A5B20 8 Tues Mar 9
E. Pettigrass 6-7:50pm \$275

Design Drafting II

Further develop your drafting and architectural rendering skills for planning residential spaces. Individualized instruction and hands-on practice will enable you to complete a set of drawing plans for a client as you execute wall elevations; reflected ceiling plans and finish, color and equipment specifications. Topics include foundations and framing, telephone and electrical wiring and door and window schedules. A \$5 materials fee is payable to instructor. Assumes knowledge of drafting basics; Design equivalent of I.

Constance Lin is an interior designer specializing in kitchen and bath design. She holds a Bachelors degree in Architecture.

2.5 units 2.4 CEUs
A5B10 8 Thu Mar 11
C. Lin 6-9pm \$375

Furniture and Fixtures: Materials and Construction

Evaluate high quality and budget furnishings through an examination of state-of-the-art furniture design and manufacturing processes. Lecture, demonstration and field trips will provide you with a knowledge of construction techniques using woods, metals, glass, plastics and finishes. Master the terminology of the trade while developing an understanding of how desks, cabinets, tables and upholstered sofas and chairs are constructed. A \$5 material fee for handouts will be payable to the instructor. A text will be required.

1.75 units/1.5 CEUs
A5B16 8 Wed Mar 10
Staff 6-7:50pm \$275

Design Studio II: Lighting Design

In this course you will learn the technical and aesthetic basis to plan effective and beautiful lighting systems. Using light as your medium you will establish visual priorities and draft lighting plans to solve specific needs of interior spaces. The psychological affects of light will be factored into your design concepts. Selection of light sources based on energy consumption, efficiency, color and quality of light will be analyzed. Knowledge of the variety of lighting fixtures will be gained and applied as to create your design plans. A \$5 materials fee will be payable to instructor. Text required. This course assumes Drafting I equivalent skills.

2.75 units/2.4 CEUs
A5C19 6 Thu Mar 25
Staff 6-9pm \$375

**Interior Design****Professional Development Certificate Program****Overview**

The Interior Design Professional Designation Certificate Program provides a comprehensive design foundation and an understanding of artistic values for the creation of functional, safe, aesthetically pleasing and environmentally balanced interior spaces. Students will gain the educational knowledge and technical mastery to analyze and formulate design concepts and to communicate those concepts both visually and verbally with a thorough understanding of design principles. This program encompasses aesthetics and design theory including:

- Visual research (color, light, form and texture)
- Technical studies related to the built environment (working drawings, building codes, specifying, construction and systems)
- Human ergonomometrics and anthropometric studies
- Visual communication (objective and imperative drawing, perspective drawing, color media)
- History of art and architecture
- Surface materials / Business Principles

Interior Design Qualification:

This two year, 60 units certificate program provides students with the educational requirement to sit for the nationally recognized Interior Design qualification examinations.

Recommended Track of Study

Foundation	Elements of Interior Design	Color Theory I	Color Theory II	Fundamentals of Design
	History of Decorative Arts I	History of Decorative Arts II	Surface Materials: Floors & Walls	Surface Materials: Textiles
Intermediate	Color, Pattern & Texture	Design Drafting I	Design Drafting II	
	Designing Window Treatments	Design Drawing I: Perspective	Design Drawing II: Quick Sketch	
	Designing with Accessories	Furniture & Fixtures	Building Construction Systems & Materials	
Advanced	Design Studio I: Space Planning	Design Studio II: Lighting Design	Building & Barrier Free Codes	
	Kitchen Design and Detailing	Bath Design and Detailing	CAD	
	Business of Interior Design	Sales & Marketing	Design Studio III: Design Project	
	Electives 5.5 Units may be taken at any time			

Who Should Attend

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

Advisory Board

Robert Berry, RA, NCARB
Burt Notch, IIDA, CID
Fred Javier, AIA, CID
Eileen Gould, ASID, CID
Ali Amani, CKD
Donna Reid Moriarty, CKD, CBD
Tony C' De Baca, ICBO
Joan Kipper, CID-ASID
Thea Myerly, CID, IDS
Bunny Sutherland, Allied, ASID

Continuing Education Units (CEUs)

Professionals will find courses offered which will develop their expertise in specialized areas of design and fulfill their continuing education requirements

Accreditation and Associations

LTU is an accredited institutional member of ACCET, recognized by the U.S. Department of Education. LTU is allied with IDS and is an Institutional member of NAEA, National Art Education Association, and an NKBA endorsed college.

Program Completion Requirements

To be awarded your Certificate of Achievement, you must complete 26 courses and 5.5 units of elective courses.

Features

- Prepares you with a competitive professional portfolio.
- Provides student eligibility to Interior Design Society (IDS) and National Kitchen and Bath Association (NKBA).

How to Enroll

You may enroll and pay for each course individually along with a \$75 certificate filing fee. Program advisement and enrollment information is available by calling 714. 427. 0588.

Open House!

Learn how to advance your career!

Meet industry experts!

Attend and take the first step!

Thursday, Feb 26

6-7:30pm

RSVP 714. 427. 0588

In this section

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- 16 Bookkeeping
- 16 Corporate Financial Management
- 17 Administrative Professional
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- 21 Project Management
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- 25 Supervisory Management
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- 27 Sales
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The School of Business & Management

New Courses in March



Management

- Management: Theory and Practice
- Organizational Leadership
- Strategic Management

Project Management

- Project Management 3-Day Intensive Workshop

Program Manager, Business & Management
Christine Le:
christinel@tuonline.com

Management Resource Center

- Creating High Performance Teams
- Global Management



management



project management



mortgage lending

Accounting & Finance

Accounting Professional

The Accounting Cycle

1.75 units/1.5 CEUs
Benefits
Build a strong foundation in accounting process and procedure through the comprehensive step by step focus on basic accounting principles.
What This Course Will Teach You About Accounting

- Apply basic accounting theories and practices in recording, analyzing and summarizing financial information
- Set up and post to accounts and apply debits and credits to journals
- Post from journals to ledgers and prepare trial balances
- Make adjusting entries, correct typical errors and close accounts
- Prepare preliminary financial statements
- Analyze and summarize financial information

Additional Benefit:
One text required for all four accounting courses.

• Don Collins, CPA, has over 20 years of accounting and finance experience.
• Michael Beck, CPA, of Beck, Whitehead & Co. CPA's and Beck Whitehead Solutions, Inc.

B1A02	8 Mon	Mar 8
D. Collins	6-7:50pm	\$275
Online Course		
B1A02I	6 Weeks	Mar 15
M. Beck		\$275

Balance Sheet Accounts

1.75 units/1.5 CEUs
Benefits
Apply accounting principles in the critical areas of accounting for company assets, liabilities and capital accounts
What This Course Will Teach You About Balance Sheets

- Accurately account for payables and receivables
- Record cash and inventory
- Calculate plant and equipment depreciation
- Evaluate inventory using FIFO/LIFO
- Establish values on intangible assets
- Take proper credit, collection and bad debt actions
- Perform ratio tests
- Apply cash controls

A text is required.

• Don Collins, for credits see The Accounting Cycle.
• Michael Beck, for credits see The Accounting Cycle.

B1A06	8 Wed	Mar 10
D. Collins	6-7:50pm	\$275
Online Course		
B1A06I	6 Weeks	Mar 15
M. Beck		\$275

Corporate Training

Take advantage of our corporate training department by contacting **Rita Clark at 714. 438. 8350 or Josta Vuich at 714. 438. 8352.**
Your company may be eligible for corporate package and special handling of invoices and purchase order requests.

NEW!

Corporate Accounting

1.75 units/1.5 CEUs
Benefits
Impact your bottom line when you learn to successfully apply the complex accounting methods used in corporate accounting.
What This Course Will Do For You

- Develop, analyze and interpret corporate financial statements
- Prepare statements of cash flows, retained earnings, capital stock, stock dividend and shareholder equity
- Calculate bond sinking and retirement funds
- Record mortgage and lease liabilities
- Use GAAP to fulfill financial reporting requirements

A text is required.

Janie Berezcky, MBA, CPA, was the former vice president of Taxes at Prandium, Inc. She has over two decades of accounting experience in both private industry and public accounting.

B1A08	8 Tue	May 11
J. Berezcky	6-7:50pm	\$275

Accounting and Business Decisions

1.75 units/1.5 CEUs
Benefits
Improve your accounting and business skills when you learn to apply the analytical tools controllers, accounting managers and analysts use to make business decisions.
What This Course Will Do For You

- Calculate key ratios and analyze results
- Apply vertical and horizontal financial statement analysis
- Conduct current cost and constant dollar statements
- Create and use capital budget models

• Understand financial benchmarking and the influence of taxation on decisions
A text is required.

• Laurie McLaughlin, MS, has over 20 years of experience teaching accounting.
• Michael Beck, for credits see The Accounting Cycle.

B1A10	8 Thu	Mar 11
L. McLaughlin	6-7:50pm	\$275
Online Course		
B1A10I	6 Weeks	Mar 15
M. Beck		\$275

Partnership Accounting

1.5 CEUs/15 hours
Benefits
Take advantage of the vast and continually growing business opportunities available for CPA's, Attorneys and Tax Preparers in the field of Partnership Accounting.
What This Course Will Do For You

- Identify Aspects of a Partnership
- Examine the advantages and disadvantages of setting up a partnership
- Analyze current issues affecting partnership accounting
- Evaluate and apply Partnership accounting practices

Dave Repp, CPA, MBA is former Assistant State and county Auditor, and now consults full-time.

Online Course		
B1A20I	6 Weeks	Mar 15
D. Repp		\$275



Enrolling is Easy!

Enrollment questions?
Call 714. 427. 0588

- Provide Case Studies to provide guided practice in even the most complex situations

A textbook and financial calculator are required.

- Department of Insurance LX85584, 17 credit hours
- California Board of Accountancy, 24 qualifying hours; CMA/CFM, 24 CEH

Mark Chun, MBA, is a senior financial analyst and national board member of USC's Marshall School of Business.

Online Course
B6F15I 6 Weeks Mar 15
M. Chun \$395

- Bring new tools and ideas to your office environment to increase efficiency and productivity

• Stephanie Hester is a management consultant and co-principal of The Hester Group, a management and marketing consulting firm in Orange County, California.

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

B3A05 8 Mon Mar 8
S. Hester 6-7:50pm \$295

Online Course
B3A05I 6 Weeks Mar 15
J. Spangenburg \$295

Retirement and Estate Planning

2.75 Units/2.4 CEUs

Benefits
Formulate a realistic assessment of clients' needs and assets and use insurance and annuities, employer retirement plans, individual retirement plans, social security, Medicare and other investments to provide retirement income and prepare to pass assets to intended beneficiaries in the most efficient and cost effective manner.

What This Financial Planning Course Will Do For You

- Determine clients' retirement needs
- Anticipate the effects of taxes, insurance, and investments on retirement decisions
- Integrate employee and other retirement benefits into a coherent retirement plan
- Create life trusts, transfers and charitable giving estate plans
- Select tax-advantaged and other investment vehicles to prepare for satisfying retirements
- Identify recent law changes, and assess retirement plan options
- Use hands-on exercises to effectively apply the skills and concepts introduced

A textbook and financial calculator are required.

- Department of Insurance LX 84686, 15 credit hours
- California Board of Accountancy, 24 qualifying hours; CMA/CFM, 24 CE hours

Bob Lang, MBA, is currently a financial analyst at a major home loan firm.

Online Course
B6F25I 6 Weeks Mar 15
B. Lang \$395

Excel 2003 Level II: Charting and Organizing Data

Add visualizations and advanced formulas to more efficiently display data in your work-sheets. In this hands-on course, you will be able to create and apply templates; create and modify charts; work with graphic objects; calculate with advanced formulas; sort and filter data; and utilize Excel with the Internet. Topics include:

- Creating and Applying Templates
- Creating and Modifying Charts
- Working with Graphic Objects
- Calculating with Advanced Formulas
- Sorting and Filtering Data
- Using Excel with the Web

Upon completion of this course you will be able to sort and filter data for distribution across the Internet; create templates for your most common spreadsheets; and add eye-catching graphics and advanced mathematical formulas to your work. This course is the second of three modules designed to prepare you for the Microsoft Office Specialist Excel and Excel Expert 2003 exams. This course assumes skills equivalent to Excel 2003 Level I. 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.

• Sherri Sanderson is a web systems specialist.
D1C25 1 Thu Mar 18
D. Cooke 9-4:30pm \$195

Online Course
D1C25I 4 Weeks Mar 15
S. Sanderson \$195

PowerPoint 2003 Level I: Building Presentations

Create organizational charts and professional presentations that feature collaboration functionality, special effects, and enhanced formatting. In this course you will create and format presentations; create and format text slides; add tables; chart data; modify objects on slides; and add images to a presentation. Topics include:

- PowerPoint Orientation
- Beginning a Presentation
- Formatting Text Slides
- Adding Tables
- Charting Data
- Modifying Objects
- Adding Images

Upon completion of this course you will be able to effectively create enterprise level PowerPoint presentations. This course is the first of two modules designed to prepare you for the Microsoft Office Specialist PowerPoint 2003 exam. This course assumes skills equivalent to Introduction to Windows XP. Workbook required.

• Gary Takesian is the owner of Fractional Arts, a graphic and web design company in Orange County. He has extensive experience teaching Microsoft business applications.

• Joe Gagliano is a former marketing communications manager in the semiconductor industry and now consults as a communications expert with a number of different major corporations.
D1C34 1 Tue Mar 16
G. Takesian 9-4:30pm \$195

Online Course
D1C34I 4 Weeks Mar 15
J. Gagliano \$195

NEW!

Administrative Professional

Certificate Program



Overview

This intensive professional program is designed to ensure improved productivity for Administrative Assistants, Executive Assistants, Executive Secretaries and senior corporate support staff. Packed with today's most important business skills, this 7 course program includes topics that will make an immediate impact on the overall performance of both you and your company. Together, these courses include vital "how to" information on the management skills, presentation skills, interpersonal relationship skills, organizational skills and software skills that you need to add value in your corporate setting. These courses will aid you in your preparation to sit for the International Association of Administrative Professionals Certificate Exams for both CSP and CAP certification.**

Who Should Enroll:

- This program is designed to meet the needs of:
- Administrative Assistants
 - Executive Assistants
 - Executive Secretaries
 - Senior Corporate Support Staff

Seven Course Program

- Management Skills for the Administrative Professional
- Excel 2002 II: Charting and Organizing Data
- Powerpoint 2002: Basics
- Advanced Business Writing
- Administrative Communications and Customer Relations
- Accounting and Finance for the Non-Financial Manager
- Legal Environment of Business

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.

Special Package Tuition/Corporate Packages:

Enroll for the entire Administrative Professional Certificate Program and save! The special package tuition includes all course tuitions, enrollment and filing fees for only \$1,695. You save over \$200! Corporate packages and multiple enrollment discounts are available for this Program. Please contact your enrollment specialist at 714. 427. 0588.

Certification Preparation

**Courses assist students in preparing for the International Association of Administrative Professionals (IAAP) CPS and CAP Certification Exams. Students wishing to sit for this exam should contact the IAAP for exam preparation courses and materials.

Administrative Professional

Management Skills for the Administrative Professional

1.75 Units / 1.5 CEUs

Benefits
Move forward as a professional and take control of your career path by examining the most important management functions and learning to apply them in your own corporate setting.

What You Will Gain From This Course

- Identify current trends in office management
- Select a Leadership style that's right for you and your office setting
- Effectively manage the human resources in your office
- Execute your support role as liaison
- Take Control of your office environment and systems
- Learn what the critical office environment issues are



Enrolling is Easy!

Enrollment questions?
Call 714. 427. 0588

NEW!

Administrative Communications and Customer Relations

1.75 Units/1.5 CEUs

Benefits
Communicate effectively when you learn to choose the communication method and style that fits the listeners, the environment, and the subject.

What You Will Take Away From This Course

- Tools to communicate effectively and provide superior customer relations
 - Select communication methods that best suit a team environment
 - Compare communication styles and theory and select the style that's right for you
 - Learn to effectively communicate in meetings; how to hold them and defend your thoughts
 - Effectively organize your ideas
 - Tools for dealing with difficult people and resolving conflict
 - Formulate a communications plan for effective public relations.
 - Acquired communication and customer relations skills to effectively get your message across to your customers and your co-workers
- A text is required.

• Stephanie Hester, for credits see Management Skills for the Administrative Professional.

• Al Bright, Ph.D., has over 20 years experience as a trainer specializing in communications, human relations and management.
B3A10 8 Mon Mar 8
S. Hester 8-9:50pm \$295

Online Course
B3A10I 6 Weeks Mar 15
A. Bright \$295

NEW!

Advanced Business Writing: Writing for Results

1.75 Units, 1.5 CEUs

Benefits
Preparing concise, high-impact documents that achieve results is essential for success in business. This course go beyond basic business writing to give you the skills to create powerful reports, presentations and correspondence.

What This Course Will Do For You

- Formulate concise written reports, proposals (RFPs), abstracts, press releases, projects and written business communications
- Develop E-mail that appeals to your specific audience
- Select appropriate visual support for your projects
- Planning, preparing and delivering business presentations.
- Attain a higher professional level of communication suitable for both managers and corporate personnel

• Charles Hester, APR, is the principal and partner of The Hester Group, Inc., a public relations consulting firm in Yorba Linda, California.

• Jackie Heintz owns and operates a correspondence management firm.
B2A12 8 Tue Mar 9
C. Hester 6-7:50pm \$295

Online Course
B2A12I 6 Weeks Mar 15
J. Heintz \$295

Managing Employee Motivation and Performance

2.75 units / 2.4 CEUs

Benefits

Do you think that you can motivate your employees or co-workers? Or do you think it's a function of their environment. Learn how to make an impact on employee motivation when you utilize the tools and skills in this critical class to create and maintain a motivational environment and move your employees toward increased productivity and improved performance.

What you Will Take From This Course

- Develop a comprehensive toolkit to manage employee motivation and performance
 - Apply performance management tools including counseling and appraisal interviews as well as strategies for handling difficult employees.
 - Compare current motivation theories and select the one that best fits your situation
 - Explain the relationships between employee motivation, performance management, and organizational objectives
 - Apply the principal theories of motivation and performance management
 - Utilize the principal performance management tools available to organizations
 - Comply with the principal laws and regulations governing performance management
 - Conduct effective counseling, appraisal, discipline, and termination interviews
- A text is required.
- PHR/SPHR, 24 recertification hours.

Cheryl Mowry, MA, has over 15 years experience in management and employee motivation and supervision.

Online Course

B2D081	6 Weeks	Mar 15
C. Mowry		\$345

Human Resource Training and Development

2.75 units / 2.4 CEUs

Benefits

Learn to identify, select and manage systematic training and development within your department or corporation which will enable your employees to continuously upgrade their ability to contribute to the bottom line.

What This Course Will Do For You

- Apply the latest delivery technologies including web-based instruction
 - Analyze organizational, departmental, and programmatic training needs
 - Apply principles of adult learning and instructional design to create effective training and development programs
 - Evaluate training and development proposals submitted by internal staff members and external vendors
 - Effectively administer training and development programs
 - Learn the standards established by the International Board of Standards for Training, Performance, and Instruction
 - Systematically evaluate training programs using benchmarks established by the American Society for Training and Development
- A text is required. PHR/SPHR, 24 recertification hours.

Larry Flegle, MPA, D.B.A. is an ASTD and SHRM member with over 20 years in training and development and a member of the Board of Advisors of US Digital, Inc.

Online Course

B2D101	6 Weeks	Mar 15
L. Flegle		\$345

Corporate Training

Take advantage of our corporate training department by contacting **Rita Clark** at 714. 438. 8350 or **Josta Vuich** at 714. 438. 8352.

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

Employment Laws and Regulations in Human Resource Management

Benefits

Learn to comply with federal and state laws and regulations governing employment relationships. This course gives you the tools to create a harmonious and productive work environment while staying current with legal developments in the State of California and as they apply nationwide.

What This Course Will Do For You

- Ensure compliance and implement the critical laws and regulations affecting Human Resources Management
- Develop systematic compliance policies
- Understand principal federal and state laws and regulations governing employment practices
- Recognize instances in which legal counsel should be consulted
- Employ appropriate practices for policy violations
- Apply employment law to solving real-world problems including substance abuse excessive sick time and absence, and mandatory overtime

A text is required. 2.75 units / 2.4 CEUs
PHR/SPHR, 24 recertification hours.

• *Mark Risner, JD, is in private practice specializing in labor and employment law. He is a member of the Orange County and Los Angeles Bar Associations.*

• *Gena Beamon, MS, PHR, is a Human Resources Management Consultant.*

B2D12	8 Wed	Mar 10
M. Risner	6-9pm	\$345

Online Course

B2D121	6 Weeks	Mar 15
G. Beamon		\$345

Management

NEW!

Management: Theory and Practice

ISM approved for 21 CEH

Benefits

Management is all about knowledge and strategy. The more you know, the larger the resource from which you draw information when you make decisions. This course gives you the skills you need to increase your knowledge and translate that knowledge into strategies and actions that will lead you to manage both efficiently and effectively.

What This Course Will Do For You

Learn to apply critical management functions in the areas of planning, organizing, leading and controlling.

- Effectively motivate and coach employees and teams
 - Manage in a Learning Environment
 - Align goals and outcomes
 - Apply organizational development in your department or company
 - Make effective decisions in the real world
 - Lead and support change management in your organization
 - Immediately improve your managerial effectiveness
- A text is required.

• *David Reaux, MA, has nearly 20 years human resources management experience 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.*

B2M10.	6 Wed	Mar 10
D. Reaux	6-9:30pm	\$325

Online Course

B2M101	6 Weeks	Mar 15
J. Spangenburg		\$325

New!

Management & Business Administration

Professional Development Certificate

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 eachcourse individually along with the \$35 certificate filing fee. Program advisement and enrollment information available by calling 714. 427. 0588.

NEW!

Financial Concepts

ISM approved for 21 CEH

Benefits

Understand how key financial concepts, financial statement analysis, forecasting and budgeting allow you to develop and execute your working financial strategy.

What This Course Will Do For You

- Understand key financial concepts
 - Brief overview of accounting concepts as they relate to finance
 - Understand and analyze financial statements
 - Utilize Financial planning, forecasting and budgeting
 - Examine financial markets, risk and rates of return and the time value of money
 - Illustrate capital structure and capital management
 - Conduct ratio analysis
 - Understand why businesses make specific investments and financial decisions
- A text is required.

• *Gerald Borenstein, M.B.A., has extensive experience in financial management at a senior executive level. He has worked with a wide range of companies, from multinational Fortune 500s to small entrepreneurial startups.*

• *David Uman is a Financial Consultant and former CFO and VP Finance for high technology companies including EHobbies.com, and Digital Insight Corporation.*

B2M15	6 Thu	Mar 11
G. Borenstein	6-9:30pm	\$325

Online Course

B2M151	6 Weeks	Mar 15
D. Uman		\$325

NEW!

Organizational Leadership

2.75 units / 2.4 CEUs

Benefits

Learn to lead in a dynamic global economy where innovation, teamwork and the ability to manage change are critical to the success of any company.

What This Course Will Do For You

- Examine a new model of leadership and collaborative leadership skills
 - Explore and practice your five spheres of influence: Personal, knowledge, interpersonal, team and organizational leadership
 - Understand and use the dynamic interplay of your spheres of influence and learn how to alter your leadership strategy and style to suit different situations and people
 - Support your organizational vision and mission by aligning your leadership style to that vision
- A text is required.

• *Mary Ann Kilgore, MA, is a human resources trainer and consultant who has worked with Boeing and Tyco Healthcare.*

• *Nidhi Misra, MS, was a member of OPM3 team of the Project Management Institute.*

B2M25	6 Wed	Mar 10
M. Kilgore	6-9:30pm	\$325

Online Course

B2M251	6 Weeks	Mar 15
N. Misra		\$325



Enrolling is Easy!

Enrollment questions?
Call 714. 427. 0588

- Develop strategies for intervention and evaluation to improve performance
- Establish a baseline for your team or group using a variety of assessment tools
- Integrate conflict resolution skills

Stephen Tremp is a project manager in the consumer finance industry.

Online Course
B2D16I 4 Weeks Mar 15
S. Tremp \$295

NEW!
Building Trust in the Workplace
1.5 CEUs/15 hours

Benefits
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 heads? Learn what it takes to be a trusted company, boss or co-worker.

- What This Course Will Do For You**
- Identify how to keep people from disengaging from the workplace, keeping their ideas quiet and their discretionary efforts tamed
 - Learn to engage your workers passion for their work
 - Identify why the three-year total return to shareholders is almost three times lower at companies with low trust levels than companies with high trust levels
 - Analyze what trust is today, how you get it, and why building trust is critical to revitalizing the workplace
 - Increase creativity and productivity in your workgroup by building trust in your workplace

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.

Online Course
B2A54I 4 Weeks Mar 15
N. Russell \$245

Change Management That Works
1.5 CEUs/15 hours

Benefits
The degree to which any leader or manager is able to manage change, develop consensus, and sustain commitment will determine the success (or failure) of any initiative or reform effort. Utilize the tools in this course to develop that consensus and manage change in your environment.

- What This Course Can Do For You**
- Understand how change affects organizations.
 - Apply effective methods for coping with change
 - Eliminate the negative impact of change and transform it into a positive reality
 - Define the underlying assumptions in your work environment
 - Get people past the fear of change
 - Deal effectively with 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.

Online Course
B2A60I 4 Weeks Mar 15
J. Spangenburg \$245

Corporate Training

Take advantage of our corporate training department by contacting **Rita Clark at 714. 438. 8350 or Josta Vuich at 714. 438. 8352.**

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

NEW!
Global Management

Benefits
Immerse yourself in focused training on how to most effectively accomplish business interactions in a multinational/multicultural and international environment.

- What This Course Will Do For You**
- Powerful training has been developed by Joe Barnett, author of the book Future Global Management
 - Analyze Business Interaction Fundamentals
 - Explore Understanding Others business environments
 - Utilize effective business interactions
 - Evaluate High and Low Context
 - Develop a Global Business Strategy
 - Examine multinational difficulties and successes.

Joe Barnett, MA, has over 20 years of management consultation experience in world-class corporations such as Mazda, Samsung, and Tandem and lived abroad for fourteen years. Joe is a expert in multinational management and author of several books, including Future Global Management.

Online Course
B2A61I 6 Weeks Mar 15
J. Barnett \$245

Production & Inventory Management

Production and Operations Management
2.75 Units/2.4 CEUs 24 ISM CE Hours

Benefits
Gain the tools you need to improve your company's overall performance by learning the detailed knowledge of the basic methods and models of production and operations management.

- What This Course Will Do For You**
- Design effective inventory control
 - Utilize demand forecasting and supply-chain management
 - Develop and understanding of MRP and project management
 - Choose the appropriate analytical techniques of POM and modern topics such as lean production involving just-in-time systems, computer-integrated manufacturing, and more.

Dave Uman is a Financial Consultant and former CFO and VP Finance for high technology companies including E hobbies.com.

Online Course
B2H01I 6 Weeks Mar 15
D. Uman \$295

Basics of Supply Chain Management
2.75 units/2.4 CEUs

Benefits
Learn to incorporate the three common management approaches of MRPII, JIT and TQM and manage your production and inventory using the APICS/CPIM system. This course is the first in a five-part Certificate program and the foundation for APICS/CPIM Certification.

- How This Course Will Help You Manage your Production and Inventory**
- Understand elements of the supply chain, including suppliers, producers, and distributors
 - Integrate markets and customer expectations
 - Effectively implement control measures
 - Assess controls, performance measures and physical distribution issues
 - Utilize demand planning and control methods for production processes
 - Apply business-wide concepts within the production environment
- An APICS workbook is required

Joe Forman, MBA, APICS, is the principal of Supply Management Services.
B2H02 8 Tue Mar 9
J. Forman 6-9pm \$395

Production & Inventory Management

Professional Development Certificate Program

Program Overview
Completely 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.

Execution and Control of Operations
2.75 units/2.4 CEUs

Benefits
Learn to establish priorities, determine the sequence of activities, and evaluate the quality of work performed.

How This Course Will Help You Manage your Production and Inventory

- Examine production environments
- Schedule production and process operations
- Implement quality initiatives
- Identify bottlenecks
- Employ line balancing, queue management, lead time and preventative maintenance techniques
- Manage capacity resources and data collection
- Utilize current approaches to authorize and report activity in pull systems
- Implement continuous improvement to eliminate profit waste
- Evaluate supplier performance
- Utilize execution and control techniques in work cells, group technology, factories and other production environments.
- Assess transaction reporting, data collection methods and cost performance

An APICS workbook is required.

HR Ghalambor, MBA, is an engineer specializing in MRP, JIT, and TQM education and training. He is responsible for million dollar budgetary guidelines in a variety of industries including commercial, military, and manufacturing.

B2H08 8 Mon Mar 8
H. Ghalambor 6-9pm \$395

Strategic Management of Resources
2.75 Units/2.4 CEUs

Benefits
Utilize this capstone course in the APICS/CPIM program to incorporate existing and emerging processes and technologies into your manufacturing strategy and supply chain related functions.

How This Course Will Help You Manage your Production and Inventory

- Align resources and strategic plans
- Configure and integrate operating processes
- Implement changes

- Align resources and analyze competitive markets
 - Assess choices affecting facilities, supply chains and IT infrastructures
 - Integrate priority and capacity planning processes
 - Configure design, development and cost management processes
 - Measure organizational performance and evaluate change projects
 - Examine in detail supply chain communication and organizational structure
- An APICS workbook is required.

HR Ghalambor, for credits see Execution and Control of Operations.
B2H10 8 Thu Mar 11
H. Ghalambor 6-9pm \$395

Project Management

Professional Opportunities in Project Management
The ability to complete projects on time and within budget is essential in many professional activities including: new product and software development; information systems and application deployment; complex research and construction projects; and customer systems development and installation. It is also a critical factor for engineering, operations, purchasing, and marketing projects. Meet key faculty and staff members to learn how LTU's certificate in project management can prepare you to make the most of the resources available to you while effectively managing multiple priorities and satisfying customer requirements.

ZB2L01 1 Tue Feb 24
Panel 6-7pm Free



Enrolling is Easy!

Enrollment questions?
Call 714. 427. 0588

- Prepare, issue, and administer contracts and purchase orders
- Perform cost/benefit analysis, specifications and acceptance criteria
- Locate potential sources of materials and services

Additional Benefit

This course is the first of a four-part certificate program that also prepares you to sit for National A.P.P. or C.P.M. certification. A text is required.

• *Doug Elder, C.P.M., MBA, is the Materials Manager for Wahloco, Inc. He has over 25 years experience in purchasing and materials management.*

• *Jill Alvarez, CPM, APP, is Past President for NAPM-Orange County.*

B2N02	8 Mon	Mar 8
D. Elder	6-7:50pm	\$295
Online Course		
B2N021	6 Weeks	Mar 15
J. Alvarez		\$295

Managing the Supply Environment

1.75 Units/1.5 CEUs. ISM approved for 15 CEH Benefits

Focus on current practices in supply management while you analyze supplier negotiations, use of information technology, quality issues, and relationships with internal and external entities.

What This Course Will Do For You

- Develop and practice negotiation strategies and tactics
- Employ computerized purchasing systems and develop and maintain databases of specifications, suppliers, products, and/or services
- Develop quality improvement measurements and set targets including "best in class" benchmarks
- Develop productive relationships with other departments and participate in cross-functional or multifunctional teams
- Employ partnering, strategic alliances, and supplier training programs to manage external relationships
- Resolve quality issues with suppliers and disseminate information related to supply management policies and procedures

Additional Benefit

This course is the second in a four-part certificate that also prepares you to sit for National A.P.P. or C.P.M. certification. A text is required.

• *Tom Stearns, C.P.M., M.B.A., is a purchasing professional with extensive experience in commercial manufacturing.*

• *Jill Alvarez, CPM, APP, is Past President for NAPM-Orange County.*

B2N04	8 Wed	Mar 11
T. Stearns	6-7:50pm	\$295
Online Course		
B2N041	6 Weeks	Mar 15
J. Alvarez		\$295

Value Enhancement Strategies

1.75 Units/1.5 CEUs, ISM approved for 15 CEH Benefits

Increase your contribution to the bottom line by analyzing sourcing plans, organizing and controlling inventory, implementing standardization programs, and developing supply plans based on demand forecasts.

What This Course Will Do For You

- Prepare make-buy and lease-buy analysis
- Evaluate privatization and outsourcing options
- Develop financing and leveraging strategies for major purchases
- Evaluate current material inventories and establish restock levels or just-in-time strategies
- Develop cost reduction, cost avoidance, and cost containment programs
- Forecast organizational buying requirements and alert suppliers to future needs
- Detailed analysis of Handling of obsolete materials and surplus equipment as well as developing market awareness, providing management with information of market conditions, and value analysis

Additional Benefit

This course is the third in a four-part certificate program that also prepares you to sit for National A.P.P. or C.P.M. certification. A text is required.

• *Tom Stearns, MBA, for credits see Managing the Supply Environment.*

• *Jill Alvarez, for credits see Managing the Supply Environment.*

B2N06	8 Wed	Mar 11
T. Stearns	8-9:50pm	\$295
Online Course		
B2N061	6 Weeks	Mar 15
J. Alvarez		\$295

Managing the Purchasing Function

1.75 Units/1.5 CEUs. ISM approved for 15 CEH Benefits

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.

What This Course Will Do For You

- 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 area
- Evaluate staff performance and resolve performance issues
- Implement 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

Additional Benefit

This course is the fourth in a four-part certificate program that also prepares you to sit for National A.P.P. or C.P.M. certification. A text is required. Read chapters 1 and 2 for first class meeting.

• *Doug Elder, MBA, for credits please see Mastering the Purchasing Process.*

• *Jill Alvarez, for credits see Managing the Supply Environment.*

B2N08	8 Mon	Mar 8
D. Elder	8-9:50pm	\$295
Online Course		
B2N081	6 Weeks	Mar 15
J. Alvarez		\$295

Real Estate Appraisal

Professional Opportunities in Real Estate Appraisal

Join us with program advisors and faculty members specializing in real estate appraisal to learn about career advancement opportunities in this lucrative field. LTU offers an exciting certificate program in real estate appraisal and this informative open-forum seminar will provide the opportunity to ask questions and gain additional knowledge about entrance into the program.

ZB9E01	1 Mon	Feb 23
Panel	6-7pm	Free

Foundations of Real Estate Appraisal

3.5 units/3 CEUs

Benefits

Expand your skills to include the knowledge you need to take advantage of the opportunities available in the rapidly growing field of Real Estate Appraisal. This intensive course covers appraisal principles used in the development of sound appraisal judgment and focuses on real estate terminology, analyzing economic principles, and residential land valuation techniques.

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., CPCM, 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

Continuing Professional Education

- 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.

What this Appraisal Course will do for you

- Learn to extract and apply market data through mathematical calculations, and appraisal methodologies
- Compare and contrast the relationship between real estate values, and economic, social and government trends
- Apply these techniques through a hands-on field inspection by which the appraiser will value a single-family residence,
- Learn how legal considerations and economic principles apply.
- Gather, record and analyze data from a neighborhood market
- Record information on the proper Fannie Mae forms

Additional Benefit

- One field inspection required which will provide you with hands-on appraisal experience
- Approved by the Office of Real Estate Appraisers as meeting 30 hours of the 90 hour qualifying education requirement. Text required

Dennis Mazurier is the owner and chief appraiser of DLM Appraisal in Orange County. He sits on the Appraisal Advisory Committee at California State University, Fullerton.

B9E10	4 Mon/Wed	Mar 8
D. Mazurier	6-9:50pm	\$345

Appraising the Single Family Residence

3.5 Units/3 CEUs

Benefits

Using illustrated case studies, learn the step-by-step appraisal techniques and procedures needed to estimate the market value of vacant residential land and improved single-family residential properties.

What This Appraisal Course Will Do For You

- Review the appraisal process which will include proper application of valuation methods and techniques to residential properties
- Extract data from the market for use in the sales comparison, cost, and income capitalization approaches to value
- This course is part of the Real Estate Appraisal Certificate Program and can also be taken separately by those needing to complete their prerequisites for licensing
- Approved by the Office of Real Estate Appraisers as meeting 30 hours of the 90 hour qualifying education requirement. Text required

B9E20	8 Tue	Mar 9
Staff	6-9:50pm	\$345

Loan Processing and Servicing

1.5 CEUs/1.75 units

Benefits

Learn how to pre-qualify borrowers, rate borrower credit-worthiness, verify income and information, and perform the necessary steps to complete the loan application process and prepare the application for underwriting.

What This Loan Processing Course Will Do For You

- Learn to complete the loan application process
 - Examine the steps toward package completion and the legal requirements at each step
 - Review sample loan applications
 - Rate borrower credit worthiness using FICO credit scoring
 - Verify employment and Income
 - Review Appraisal and Title report processes
 - Understand FHA, VA and other loan underwriting guidelines
 - Comprehensively review loan servicing
- A text is required.

B9G06	8 Tue	Mar 9
Staff	6-7:50pm	\$299

Sales and Marketing in Mortgage Lending

1.5 CEUs/1.75 units

Benefits

Increase your business and improve your loan volume when you learn to correctly market your products and select and sell the right loan product to the right borrower

How This Course Will Enhance your Mortgage Lending Skills:

- Learn how to obtain new business
 - Identify how the loan product, loan pricing, and borrower requirements factor into your sales and marketing campaign
 - Explore a wide range of marketing strategies
 - Formulate a sales and marketing plan
 - Identify your target market
 - Familiarize yourself with the regulatory environment in which you will operate including FTC, California Department of Real Estate and Federal Truth in Lending Act regulations
- A Text is Required.

B9G08	8 Tue	Mar 9
Staff	8-9:50pm	\$299

Supervisory Management

The Role of the Supervisor

1.75 Units/1.5 CEUs

Benefits

Assume more responsibility for the success of the company as you learn the tools, skills and key elements necessary to successfully direct others to achieve goals, improve productivity, and control costs.

What This Course Will Do For You

- Achieve staff and team goals
 - Delegate and assign tasks for efficient operations
 - Improve productivity and control costs
 - Make the right decisions based on the strengths of those you supervise
 - Manage your time effectively
 - Prioritize job tasks and solve problems
 - Perform basic planning strategies
- A text is required.

- *Therese Gray, J.D., has over 20 years teaching experience, specializing in mediation and leadership training. She is also a practicing mediator for the Orange County courts.*
- *Robin Mullin has been in corporate leadership for 15 years.*

B2R02	8 Tue	Mar 9
T. Gray	6-7:50pm	\$259
Online Course		
B2R021	6 Weeks	Mar 15
R. Mullin		\$259

Leadership and Motivation Skills

Benefits

Improve your staff or team performance by using the most successful motivation and leadership techniques. Learn how to create a work environment that encourages achievement, recognition, responsibility, and advancement leading to high levels of morale, productivity and employee retention. Each week you will learn new techniques that you can immediately apply in your work situation.

What This Course Will Do For You

- Assess different situations and apply appropriate leadership techniques to achieve desired results.
 - Bring out the best in those you lead
 - Set clear expectations and goals
 - Develop effective communication between yourself and your staff or team
- A text is required. 1.75 units / 1.5 CEUs

- *Therese Gray, JD, for credits please see The Role of the Supervisor.*
- *Nidhi Misra, MS, is a former member of OPM3 team of the Project Management Institute.*

B2R04	8 Mon	Mar 8
T. Gray	8-9:50pm	\$259
Online Course		
B2R041	6 Weeks	Mar 15
N. Misra		\$259

Employee Performance and Personnel Law

1.75 units / 1.5 CEUs

Benefits

Whether you are interviewing, selecting or appraising your employees, this course will give you the techniques required to stay within the boundaries of personnel and employment law. You'll cover the most current tools for disciplining and dismissing employees, and learn to develop training programs that comply with current law and support your company's harassment and work environment policies.

What This Course Will Do For You

- Review legal issues of sexual harassment, drug usage, EEO/AA, ADA, FMLA, OSHA, and other employment laws and regulations related to supervising/ or leading others
 - Create a work environment where employees are supervised fairly and the company is protected by your knowledge of personnel laws and regulations
- A text is required.

- *Jackie Aquino, MBA, is an ASTD member and consultant whose clients include Price Waterhouse, PacificCare of California, and Secure Horizons.*
- *Cheryl Mowry, MA, has over 15 years experience in management and supervision.*

B2R06	8 Thu	Mar 11
J. Aquino	6-7:50pm	\$259
Online Course		
B2R061	6 Weeks	Mar 15
C. Mowry		\$259

Effective Communication with Individuals and Groups

1.75 units / 1.5 CEUs

Benefits

Eliminate communication barriers when you learn to make your statements and directions clear to others. This course will prepare you to plan your communications strategies to successfully introduce and stimulate support. Along the way, you'll learn techniques to deal with groups, problem employees and the strategies you can use to create a win/win solution for every involved.

What This Course Will Do For You

- Develop effective meeting strategies
- Organize your ideas
- Anticipate potential barriers
- Choose the proper communication method
- Draw out and really hear the thoughts of others

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.



- Match your tone and style to the purpose and become alert to body language
- A text is required.

- *Jeff Venanzi is an experienced trainer and public speaker.*
- *Al Bright, Ph.D., materiel manager, retired, Delco General Motors, is a communication consultant.*

B2R08	8 Wed	Mar 10
J. Venanzi	6-7:50pm	\$259
Online Course		
B2R081	6 Weeks	Mar 15
A. Bright		\$259

Document Design and Usability

2.4 CEUs

Benefits

Integrate the primary technical writing skills of writing, editing, planning, interviewing and testing as you prepare documents to effectively present complex technical information for delivery through conventional, paper-based documents as well as electronic media including web pages.

What This Course Will Do For You

- Explore principles of good document design
 - Apply situation and audience analysis, document planning, page layout, formatting, revising, and indexing.
 - Demonstrate the importance of usability testing
 - Establish qualitative and quantitative usability goals
 - Evaluate individual documents
 - Revise design features as needed.
- A text is required.

- *Debra Reed is a senior technical writer for a high tech company.*
- *Jann Segal has an MA in English with over 20 years of Information Systems experience and is a technical writer and consultant.*

B2W04	6 Thu	Mar 11
D. Reed	6-9:30pm	\$295
Online Course		
B2W041	6 Weeks	Mar 15
J. Segal		\$295

Technical Writing

Foundations of Technical Writing

2.4 CEUs

Benefits

Explore the primary functions of technical writing as you use a structured writing process and learn to organize information, avoid common writing errors, and apply specialized techniques to achieve unity, coherence and clarity in your technical writing.

What This Course Will Do For You

- Develop effective Memos and letters
 - Write clear Process instructions and procedures
 - Appraise product specifications and definitions
 - Formulate Reports, manuals, and proposals
 - Utilize Electronic messages
 - Prepare documents which are organized and readable and review the stages of document preparation
- A text is required.

- *Elizabeth Malone is a senior technical writer with over 12 years of experience. She has written manuals and online help for the financial software and hardware industries.*
- *Jeff Martin has an M.S. in Instructor Technology and currently teaches technical writing courses online for the University of Southern Mississippi.*

B2W02	6 Wed	Mar 10
E. Malone	6-9:30pm	\$295
Online Course		
B2W021	6 Weeks	Mar 15
J. Martin		\$295



Enrolling is Easy!

Enroll at our Web Site!
www.ltuonline.com

- *Jeff Martin, for credits see Foundations of Technical Writing.*

Online Course		
B2W061	6 Weeks	Mar 15
J. Martin		\$295

Sales

Selling Skills for the New or Prospective Sales Person

1.75 units/1.5 CEUs

Benefits

The most successful sales people will tell you that selling is an art, and it can be learned by anyone. Learn the secret to successful sales and drive your sales-driven career to a higher level: identifying your customers' needs, building positive client perceptions, communications skills and closing with confidence.

What This Course Will Do For You:

- Identify your customer's real needs
- Introduce the different types of selling: Direct, Telephone, Channel, and Complex
- Develop a game plan for prospecting methodologies including cold calling, internet, and trade shows
- Build positive client perceptions
- Demonstrate the two tier sales process: asking questions, listening skills, objection handling, negotiating, and closing.
- Practice closing with confidence

A \$15 materials fee is payable to instructor.

Scott Miller, MBA, has 20 years sales and management experience with companies ranging from startups to Fortune 500 companies such as Xerox, MCI Telecommunications and Gateway Computers. He has received many awards and recognition for his sales successes, training, public speaking, and business acumen.

B2P05	8 Tue	Mar 9
S. Miller	8-9:50pm	\$259

Professional Sales: The Sales Process

1.75 units/1.5 CEUs

Benefits

Expand your selling skills beyond the fundamentals of great sales. In this pivotal class you'll learn effective communication skills including questioning skills and listening skills, and the ability to uncover your customer's true motivation to buy.

How This Course will Help Increase Your Sales

- Learn the Sales Funnel method to qualify prospects
- Apply the Spin Selling Method to handle objections and introduce need pay-off questions to close the sale
- Introduce the Solution Selling Method including the 9 Block Vision Processing Model
- Demonstrate different sales approaches based on various case studies
- Practice the bid process
- Gain customer agreement and close the sale with confidence

A \$15 materials fee is payable to instructor.

Scott Miller, for credits see *Selling Skills for the New or Prospective Sales Person*.

B2P10	8 Tue	Mar 9
S. Miller	6-7:50pm	\$259

Fearless Phone Selling

Benefits

Frustrated with selling over the phone? This course will benefit anyone involved in cold calling, telemarketing, phone sales or customer service by teaching you how top producers capture that phone sale in 3 minutes or less.

How This Course Will Expand Your Sales:

- Improve your cold calling strategies
 - Learn to introduce yourself and your product with a positive approach
 - Create the right sales environment by convincingly identifying what your product will do for them
 - Develop the skills expert phone sellers use every time they pick up the phone
- Increase your close ratio

B2P20	1 Sat	Apr 3
Staff	9-4:30pm	\$99

Nursing Continuing Education

Accreditation:

LTU is approved as a provider of continuing education in nursing by the Colorado Nurses Association, which is accredited as an approver of continuing education in nursing by the American Nurses Credentialing Center's (ANCC) Commission on Accreditation. Provider approved by the California Board of Registered Nursing, Provider number #10293. See program description for hours earned.

For a complete listing of national seminar locations, dates and national instructors, please visit www.ltuhealthcare.com or call 1. 800. 542. 4588.

Case Management Certificate Program

24 Contact Hours/ 8 Contact Hours Per Day
This Certificate Program provides health care professionals preparing for case management positions with a sound educational foundation in case management practice, standards of care, and standards of performance. This program is designed to assist in preparation for professional credentialing examinations, through in-depth coverage of the case management process and depth of content in key areas of knowledge.

Christina Carter, RN, MSN, PHN, CEN, CMCN, ONC, CCM, is Assistant Chief Nursing Officer/Director of Inpatient Services.

Seminar Locations

- Pasadena, CA Jul 12-14
- Long Beach, CA Jul 19-21

Online Course

N8K05I	6 Weeks	Mar 15
C. Carter		\$429
N8K05A	6 Weeks	Mar 15
C. Carter		\$429

Quality Management Certificate Program

24 Contact Hours/ 8 Contact Hours Per Day
This Certificate Program is a must for QM managers and Quality team members, including RNs and all Health Care Professionals seeking a role in QM or related QM functions such as UM, RM or CM in health care settings throughout the care continuum. In this Quality Management Certificate Program series you will learn how to:

- Implement Quality Management plans and prepare for surveys
- Establish and lead teams for effective Quality Improvement
- Apply data analysis tools such as Pareto charts to Quality Management data
- Understand key tools of Quality Management such as Root Cause Analysis and its role in Sentinel Events

Karen Cherry-Freeman, RN, C, BSN, MSN, CCM is a Supervisor of Quality Management and Policy and Procedure in Biloxi Mississippi and has taught quality management to nurses for the last five years.

Seminar Locations

- Pasadena, CA Jul 29-31
- San Diego, CA Aug 12-14

Online Course

N8K10I	6 Weeks	Mar 15
K. Freeman		\$429



Enrolling is Easy!

Enroll at our Web Site!
www.ltuonline.com

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.

NEW!

Nursing Leadership

24 Contact Hours/ 8 Contact Hours Per Day
The LTU Nursing Leadership Certificate Program is designed around core competencies that enable Registered Nurses to turn management work into leadership opportunities and to understand the foundational importance of practice acts, Codes of Ethics and issues in delegation. Registered nurses will gain insight into how to balance quality and cost and how to recruit and retain a successful workforce. Finally, strategies will be examined in using power and politics effectively.

Seminar Locations

- San Francisco, CA Jul 29-31
- San Diego, CA Aug 23-25

patients and their families during and after the end-of-life.

Seminar Locations

- San Francisco, CA Nov 4-5
- San Diego, CA Dec 6-7

End-of-Life Care

16.8 Contact Hours
As the US population grows older, we must come to terms with the inevitable final stage in the circle of life-death. Recognizing that there are limits in the appropriate use of technology to prolong life, we must address death and dying with our patients and deal with it as the time draws near. Care is given to remedy the physical, psychological, social and spiritual needs of a dying patient and this course is designed to teach specific strategies that can be easily integrated into daily patient care. This two day seminar will include discussion of topics such as belief systems, essentials of communication, grief assessment, dying with dignity, and spiritual issues among others.

Seminar Locations

- Pasadena, CA Nov 5-6
- Long Beach, CA Nov 18-19

NEW!

Legal Issues in Nursing

16.8 Contact Hours
In recent years, the nursing and healthcare professions have become the subject of damaging lawsuits and medical malpractice action. Patients are alert to the fact that they have many legal options at their disposal should a healthcare provider fail to comply within a certain standard of care. Today's nurses must understand their legal rights as well as the ramifications of actions taken against them. This two-day course is designed to inform nurses of newly adopted state and federal regulations, and provides a strong legal foundation in professional malpractice as well as fraud and abuse enforcement and compliance. Knowledge of fraud, abuse, and tort laws will be explained and how they relate to both employee and employer.

Seminar Locations

- San Diego, CA Nov 4-5
- Pasadena, CA Nov 11-12

NEW!

Pediatric End-of-Life Care

16.8 Contact Hours
Caring for a terminally ill, sick, or dying child is an overwhelming and life altering experience, often requiring the efforts of a multi-disciplinarian team to ease the pain. The intense level of care involved at this stage of life encompasses not only the medical condition of the child, but also the complex physical, emotional, social, spiritual, and financial needs of the family as well. Pediatric end-of-life care is intended to allow natural death of the child while keeping the patient pain-free in a loving and supportive environment. This two-day course prepares healthcare professionals to better fill the needs of pediatric

Roberta Ramont RN, MS EdD(c) is a corporate director for the Corinthian Colleges Inc. Nursing Board. She has more than 12 years experience as an instructor for LVNs and as a curriculum developer. She co-authored a LPN/LVN fundamentals textbook for Prentice Hall Health Publishers. In 1997 she served as a NCLEX-PN item writer

N8K15	1 Fri/Sat/Sun	
	Mar 26	4-9pm
	Mar 27	9-4pm
	Mar 28	9-4pm
R. Ramont		\$199

Word 2003 Level III: Forms, Macros, and Web Integration

Increase your productivity using Word's powerful macro, form template and document collaboration capabilities. In this hands-on course, you will create macros to automate repetitive, time-consuming tasks; build forms to capture information from multiple users; and track user revisions. In addition, you will learn how to set bookmarks; insert footnotes and endnotes; add captions to figures; create cross-references; create a table of contents; generate an index; and insert movie clips and sound in a Web page. Topics include:

- Inserting and Modifying Objects
- Circulate Documents for Review
- Inserting Endnotes, Footnotes, Captions and Cross-references
- Creating and Modifying Document Indexes and Tables
- Publish and Edit Web Documents
- Inserting and Modifying Hyperlinks
- Structuring Documents using XML

Upon completion of this course, you will be able to use macros to automate tasks and effectively use other advanced techniques to prepare and modify documents for publication. This course is the third of three modules designed to prepare you for the Microsoft Office Specialist Word and Word Expert 2003 exams. This course assumes skills equivalent to Word 2003 Level II. Workbook required.

Austin Zoutis, for credits see Word 2003 Level I: Creating and Formatting Documents.
 D1C23 1 Wed Mar 24
 A. Zoutis 9-4:30pm \$195

Microsoft Excel

Get Smart Value Package!

Save \$95! Take any two Microsoft Excel courses for only \$295!

Excel 2003 Level I: Creating, Modifying, and Printing Spreadsheets Hands-On!

Create, edit, format, and print professional spreadsheets. In this course you will create and modify worksheets; perform calculations; format worksheets; develop workbooks; print workbook contents; and customize the Excel interface. Topics include:

- Getting Started with Excel
- Modifying Worksheets
- Performing Calculations
- Formatting Worksheets
- Developing Workbooks
- Printing Workbook Contents
- Customizing the Environment

Upon completion of this course, you will be able to effectively work within Excel; create, format and modify worksheets; and develop and print workbooks. This course is the first of three modules designed to prepare you for the Microsoft Office Specialist Excel and Excel Expert 2003 exams. This course assumes skills equivalent to Introduction to Windows XP. 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.
 • Sherri Sanderson is a web systems specialist.
 D1C24 1 Thu Mar 11
 D. Cooke 9-4:30pm \$195
Online Course
 D1C24I 4 Weeks Mar 15
 S. Sanderson \$195

Bring a new friend to LTU!

Your new to LTU friend will get **15% off** their first course and **YOU** will get 15% off your next class for referring them!
714. 427. 0588 | www.ltuonline.com

Excel 2003 Level II: Charting and Organizing Data Hands-On!

Add visualizations and advanced formulas to more efficiently display data in your worksheets. In this hands-on course, you will be able to create and apply templates; create and modify charts; work with graphic objects; calculate with advanced formulas; sort and filter data; and utilize Excel with the Internet. Topics include:

- Creating and Applying Templates
- Creating and Modifying Charts
- Working with Graphic Objects
- Calculating with Advanced Formulas
- Sorting and Filtering Data
- Using Excel with the Web

Upon completion of this course you will be able to sort and filter data for distribution across the Internet; create templates for your most common spreadsheets; and add eye-catching graphics and advanced mathematical formulas to your work. This course is the second of three modules designed to prepare you for the Microsoft Office Specialist Excel and Excel Expert 2003 exams. This course assumes skills equivalent to Excel 2003 Level I. Workbook required.

• David Cooke, for credits see Excel 2003 Level I: Creating, Modifying and Printing Spreadsheets.
 • Sherri Sanderson, for credits see Excel 2003 Level I: Creating, Modifying and Printing Spreadsheets.
 D1C25 1 Thu Mar 18
 D. Cooke 9-4:30pm \$195
Online Course
 D1C25I 4 Weeks Mar 15
 S. Sanderson \$195

Excel 2003 III: Advanced Spreadsheet Development Skills Hands-On!

Learn to use some of the advanced functions of Excel, including nesting multiple functions in a single formula. This hands-on course also explores various approaches available in Excel for analyzing and/or consolidating large volumes of data. Topics include:

- Defining and Modifying Workbook Properties
 - Using Conditional Formatting
 - Merging Workbooks
 - Using Data Validation and Conditional Formatting
 - Sharing and Securing Workbooks
 - Tracing Formula Precedents, Dependents, and Errors
 - Perform Data Analysis
 - Structure Workbooks Using XML
- This course is the second module for the Microsoft Excel Proficient and Expert User exams. Course assumes intermediate knowledge of Excel 2002. A workbook is required.

Gary Takesian is the owner of Fractional Arts, a graphic and web design company in Orange County. He has extensive experience teaching Microsoft business applications.
 D1C26 1 Thu May 25
 G. Takesian 9-4:30pm \$195

Visual Basic for Excel 2000

Become an Excel power user by learning Microsoft's first implementation of Visual Basic for Applications (VBA). Designated as the common macro language for all Microsoft applications, VBA gives you the ability to develop sophisticated macros that integrate functionality from other applications, such as Word and PowerPoint. Topics include:

- Introduction to VBA
- Creating and running basic macros
- Creating macros that perform complex tasks
- Adding macros to the toolbar
- Using dialog box controls
- Understanding and using objects
- Exploring Visual Basic
- Building an application

\$4 materials fee payable to the instructor. A text is required.

Ben Paturzo is a professional application developer, trainer and consultant with over 16 years of experience.
 D1C27 2 Thu Apr 8
 B. Paturzo 9-4:30pm \$295



LTU Now Introduces: "Learning by Request!"

See the highlighted courses below for a sample of what is available online at www.LTUOnline.com/IT for "Learning by Request." Just select the course you are interested in and fill out the form to request the course. An LTU Admissions Representative will contact you within 24 hours to schedule your course.

Java Technologies

- Java Developers Workshop
- XML and Web Services Programming Using Java
- JavaScript Fundamentals
- Building Web Applications Using Java Web Server
- Developing Enterprise Java Beans (EJB) Applications

- Java Programming
- Advanced Java Programming

Oracle 9i

- Introduction to Oracle 9i: SQL
- Oracle 9i Database Fundamentals I & II
- Oracle 9i Database: Performance Tuning

Microsoft .NET

- Programming with Microsoft Visual Basic .NET
- Programming with C# .NET
- Introduction to Microsoft ASP .NET
- Programming with ADO .NET
- XML and the .NET Platform
- Distributed Services in the .NET Environment
- Implementing a Database Design with Microsoft SQL Server

Microsoft Outlook

Outlook 2003 Level I: Getting Started with Mail Hands-On!

Improve your electronic communication skills utilizing Outlook's powerful mail management capability, contact management system and scheduling system. In this course you will learn to identify the major components of the Outlook environment, and respond to simple messages; compose new messages; use folders to manage mail; schedule appointments and meetings; manage contacts and contact information; and create and edit tasks and notes. Topics include:

- Getting Started with Outlook
- Composing Messages
- Managing Mail
- Scheduling Appointments
- Scheduling Meetings
- Managing Contacts
- Managing Tasks
- Using Notes

Upon completion of this course, you will be able to effectively navigate the Outlook environment; create, spell-check, address, and send messages; organize your mail into folders; use the calendar to schedule appointments and meetings; manage your contacts and tasks; and use notes. This course is the first of three modules designed to prepare you for the Microsoft Office Specialist Outlook 2003 exam. This course assumes skills equivalent to Introduction to Windows XP. Workbook required. A textbook is required.

Michelle Smith is a MOUS certified instructor with over 10 years of practical experience with the Microsoft Office suite.
 D1C31 1 Mon Mar 15
 M. Smith 9-4:30pm \$195

Outlook 2003 Level II: Scheduling, Tasks, and Message Options Hands-On!

Master Outlook's powerful task management, folder sharing, and interface customizing capabilities. With the skills learned in this course, you will be able to customize the Outlook environment, calendar, and mail messages; as well as track, share, assign, and efficiently locate Outlook items. Topics include:

- Tracking Work Activities Using the Outlook Journal
- Customizing the Calendar
- Modifying Message Options
- Sharing Outlook Folder Information with Others
- Assigning and Track Tasks
- Customizing the Outlook Environment
- Efficiently Sort Items in your Mailbox and Calendar

Upon completion of this course, you will be able to effectively customize the Outlook environment to meet your needs, assign and track tasks, customize the calendar and folders, and utilize the Outlook journal. This course is the second of three modules designed to prepare you for the Microsoft Office Specialist Outlook 2003 exam. This course assumes skills equivalent to Outlook 2003 Level I. Workbook required.

Michelle Smith, for credits see Outlook 2003 Level I: Getting Started with Mail.
 D1C32 1 Mon Mar 22
 M. Smith 9-4:30pm \$195

Microsoft FrontPage 2002: Advanced Website Techniques Hands-On!

Master the advanced features of FrontPage 2002 as you take total control of your website—from how it looks and performs, to how you edit and manage the content on your site. Discover the limits of Web authoring tools as you practice sophisticated site management employing the FrontPage usage analysis tools. Learn to track how users access and use your site. Control how you import and edit code with the new Paste Option Smart Tags feature, which includes new HTML and XML re-formatting. Additionally in this hands-on course, you will learn how to apply the e-commerce functionality that will enable you to turn your website from a place to find out about products and services to a shop where customers can buy them. Topics include:

- Creating forms that send data to an e-mail address or database
- Publishing a website to a Web Server
- Analyzing and managing site usage

Upon completion of this course you will be able to build, publish and maintain powerful, interactive websites. Course assumes previous FrontPage experience. A textbook is required.

Austin Zoutis, for credits see Microsoft FrontPage 2002: Creating and Formatting Web Pages.

D1C92	1 Mon	Mar 22
A. Zoutis	9-4:30pm	\$195

Microsoft Crystal Reports

NEW! Crystal Reports .NET Hands-On!

Crystal Reports is the de facto world standard for reporting and report-based analysis. This hands-on course provides an overview on how to create and integrate reports within the Visual Studio .NET environment. You will learn the fundamentals of Crystal Reports, including:

- Create reports using the Expert Wizard
- Construct reports from scratch
- Use formulas in reports
- Access desktop and OLE DB data sources
- Export (PDF, XML, HTML, Word, Excel)
- Create Windows and Web-based reports
- Use ADO.NET and XML data sources

Visual Basic .NET or C#, and some ADO knowledge are helpful. A textbook is required.

Indira Murphy, Ed.D, has a master's degree in computer technology. She is a Project Leader at a sports and entertainment company in New Jersey.

Online Course

D1C95I	6 Weeks	Mar 15
I. Murphy		\$395

Computer Aided Design (CAD)

AutoCAD 2002: Creating and Modifying Drawings Hands-On!

Master the basics of computer-aided drafting as you instantly and precisely create mechanical, electrical and architectural drawings. In this hands-on course, you will learn to navigate through the AutoCAD 2002 interface and use the drawing commands to: draw construction lines; construct geometric figures; create single and multiline text; build free-hand line segments, and use advanced object selection methods. Topics include:

- Creating and editing objects
- Drafting settings (grid, snap, ortho, polar tracking, object snap)
- Construction editing
- Construct commands (copy, array, off set, mirror, fillet chamber)
- Constructing geometric figures
- Modify commands

Upon completion of this course, you will be able to use the powerful AutoCAD 2002 drawing commands to effectively design, create and modify CAD drawings that feature geometric figures, construction lines and text. Course assumes knowledge of basic drafting techniques and Windows 95/98. A textbook is required.

Ben Mansouri is an AutoCAD certified instructor with extensive experience in AutoCAD, Mechanical Desktop, AutoDesk Inventor and Architectural Desktop.

D1D11	4 Wed	Mar 10
B. Mansouri	6-9:30pm	\$445

AutoCAD 2002: Intermediate Editing and Dimensioning Hands-On!

Increase your productivity and advance your computer-aided design skills as you implement AutoCAD's robust editing features to create precision drawings. In this hands-on course, you will master: linear, angular, diameter, radius and ordinate dimensioning; create and modify hatch patterns; attach attributes to block references; practice plot drawing from both paper and model space and use plot style tables to control the presentation of objects in plotted drawings. Topics include:

- Multilines and spines
- Dimensioning
- Lateral and geometric tolerance
- Dimension style manager
- Plotting and printing drawings
- Hatching
- Block references

Upon completion of this course, you will be able use powerful AutoCAD 2002 drawing commands to effectively design, create and modify CAD drawings that feature geometric figures, construction lines and text. Course assumes knowledge of drafting settings and construct commands. A textbook is required.

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

D1D13	4 Wed	Apr 7
B. Mansouri	6-9:30pm	\$445

AutoCAD 2002: 3D Modeling and Rendering Hands-On!

Create and modify precision three-dimensional (3D) objects that feature rendering and hidden-line removal for interference checking and engineering analysis. Construct meshes, 3D objects, solid and composite solids, and generate profiles. Additionally in this hands-on course, you will: render a 3D model; create, modify lighting, scenes and materials; and attach external references and images. Topics include:

- XREF command
- VPOINT, DVIEW and 3Dorbit commands
- Tabulated, revolved and edge surfaces
- Solid shapes (box, cone, cylinder, sphere, torus and wedge)
- Union, subtraction and intersection operations
- Chamfering, filleting, sectioning and slicing solids
- SHADEMODE and RENDER Commands

Upon completion of this course, you will be able to use solid modeling and rendering to create realistic three-dimensional models. Course assumes knowledge of intermediate editing and dimensioning commands. A textbook is required.

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

D1D15	4 Wed	May 5
B. Mansouri	6-9:30pm	\$445

AutoCAD 2002

Professional Development Series

Overview

This professional certificate program provides a complete study of computer aided design basics as well as comprehensive instruction for the most commonly used advanced topics including Visual LISP programming, Internet distribution and security, and 3D modeling. You will gain in depth knowledge of the AutoCAD interface; drawing commands, geometric entities, coordinate systems, dimensioning commands, hatch patterns and block references. You will then advance your skills as you master the advanced three-dimensional modeling and rendering and software customization features. In addition, you will gain industry insight and knowledge of the latest trends in computer aided design for data exchange over the Internet.

Who Should Enroll?

Architects, engineers, graphic artists or anyone interested in creating two-dimensional (2D) or three-dimensional (3D) precision drawings or technical illustrations. Knowledge of basic drafting techniques and Windows is recommended.

Four Course Program

- AutoCAD 2002: Creating and Modifying Drawings
- AutoCAD 2002: Intermediate Editing and Dimensioning
- AutoCAD 2002: 3D Modeling and Rendering
- AutoCAD 2002: Advanced Customization and Visual LISP

Special Package Tuition!

Enroll for the entire AutoCAD Certificate Program and save! The Special Package Tuition includes all course tuitions, enrollment and filing fees for only \$1595. You save nearly \$200! You may also enroll and pay for each course individually.

How to Enroll

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

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

Manage and customize AutoCAD 2002 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:

- Menu groups and Help strings
- Toolbar customization
- Accelerator keys
- Line type customization
- Custom shapes and text fonts
- Entity data functions
- Drawing Web format (DWF) files

Upon completion of this course, you will be able to use AutoCAD 2002's powerful customization and Internet tools to increase productivity using the Internet. Course assumes knowledge of intermediate editing and dimensioning commands. A textbook is required.

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

D1D17	4 Wed	July 7
B. Mansouri	6-9:30pm	\$445

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.

Application & Web Development

Introduction

Programming Concepts

Learn the basic computer programming concepts you need to study any object-oriented programming language such as Java, C#.NET, Visual Basic .NET or C++. Using software engineering, systems analysis, computer data, and numbering systems, you will analyze problems and build solutions that make simple decisions; compare and manipulate data; and communicate with end users. Topics include:

- Types of programming languages
- Compilers versus interpreters
- Program design and structure
- Program logic and flow control
- Object Design
- Reusable Class Libraries

Upon completion of this course, you will be able to design and create objects, methods and classes. This course provides preparation for the Java, C#.NET, Visual Basic .NET and C++ programming courses. Text required.

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

David Wong, MS, Sun Certified Programmer, is a Senior Software Engineer at IBM Corp.

D1E11	6 Thu	Mar 11
D. Cooke	6-8:30pm	\$325
Online Course		
D1E11I	6 Weeks	Mar 15
D. Wong		\$325



Enrolling is Easy!

Enrollment questions? Call 714. 427. 0588

Hot Course! NEW!

Creating Web Services Using XML and the .NET Platform Hands-On!

Deploy state-of-the-art XML solutions using Microsoft's .NET platform. In this hands-on course, 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 relational data model
- DOM, SAX and pull parsers
- XPath and XQuery
- XSL
- XML-RPC and SOAP
- Native XML Databases
- XHTML and WML

Upon completion of this course, 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. The content in this course, in conjunction with the Distributed Services in the .NET Environment class, will help prepare you for Developing XML Web Services and Server Components with Microsoft Visual Basic .NET and the Microsoft .NET Framework exam (#70-310). Course assumes familiarity with a .NET programming language, HTML and database technologies. A textbook 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.

D1E27	6 Thu	Mar 11
Z. Al-Timimi	6-9:30pm	\$795

Hot Course! NEW!

Creating Distributed Services in the .NET Environment

Develop and deploy n-tier applications using Microsoft's Enterprise Services. In this hands-on course, you will: present Microsoft's distributed architecture; design and develop secure .NET remoting applications; build synchronous and asynchronous messaging applications; and create client and server .NET Web services. Topics include:

- COM/COM+ .NET interoperability
 - The life cycle of a distributed application
 - Client and server .NET Web services
 - Synchronous and asynchronous messaging
 - Multi-server .NET remoting
 - ADO.NET data access components
 - Distributed applications security
- Upon completion of this course, you will be able to design, develop and deploy secure and scalable enterprise-level distributed .NET applications. The content in this course, in conjunction with XML and the .NET Platform classes, will help prepare you for Developing XML Web Services and Server Components with Microsoft Visual Basic .NET and the Microsoft .NET Framework exam (#70-310). Course assumes knowledge of a .NET programming language (ADO.NET, ASP.NET, and/or XML). A textbook is required.

Brian Webb is a senior .NET architect who specializes in large-scale .NET multi-tier web application development.

D1E28	6 Mon	Mar 8
B. Webb	6-9:30pm	\$795

Hot Course! NEW!

Creating Reporting Applications with Crystal Reports .NET

Design and develop platform-independent interactive reports for your Web and Windows-based applications. In this hands-on course, you will use the Crystal Reports Designer to create, import, and integrate reports into Windows and Web-based applications; create customized forms for Web-based reporting applications; create XML Report Web Services to generate platform independent reports that feature real time data; use ADO .NET to work with various data sources; and integrate calculations, summaries and logic into your reports. Topics include:

- Report Design Techniques
 - Binding Reports to Windows and Web Forms
 - Creating and Consuming XML Report Web Services
 - Working with Data Sources
 - Writing Record Selection and Conditional Formatting Formulas
 - Customizing Reports using the Report Engine
 - Deploying Windows and Web Applications
- Upon completion of this course, you will be able to create and deploy platform independent Web and Windows based reporting applications that enable user-defined customization at runtime. This course assumes familiarity with a .NET programming language such as Visual Basic .NET or C# .NET. Textbook Required.

Anson Chapman, who has over 18 years enterprise-level software development and quality assurance experience, specializes in multi-tier development using Microsoft languages.

D1E29	4 Thu	Mar 11
A. Chapman	6-9:30pm	\$445

Microsoft Visual Basic 6.0

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 starting with your very first project. 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 then learn object oriented programming using these 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 our model. 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 and functions 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. A textbook is required and access to Visual Basic 6.0 software recommended.

• *Anson Chapman, for credits see Creating Reporting Applications with Crystal Reports .NET.*

• *Diane Stottlemeyer is a Certified Software Test Engineer CSTE.*

D1E31	8 Tue	Mar 9
A. Chapman	6-7:50pm	\$445
Online Course		
D1E311	6 Weeks	Mar 15
D. Stottlemeyer		\$325



Early Bird Special
Enroll one week before your course start and we'll waive the registration fee!

714. 427. 0588 | www.ltuonline.com

Microsoft Windows Server 2003

Microsoft Certified Systems Engineer (MCSE) Certification



Program Overview:

Increase the security and performance of your network as you master the latest Active Directory, networking and communication services of Microsoft's most robust operating system while preparing for professional certification. To earn your MCSE certification for Windows Server 2003, you must pass six core exams plus one elective exams.

Core Courses (six courses required)

- Microsoft Windows Server 2003 Network Management (Exam #70-290)
- Microsoft Windows Server 2003 Network Maintenance (Exam #70-290)
- Designing and Managing Microsoft Windows Server 2003 Network Infrastructures (Exam #70-293)
- Implementing Microsoft Windows Server 2003 Network Infrastructures (Exam #70-291)
- Implementing Microsoft Windows Server 2003 Active Directory Services (Exam #70-294)
- Designing Microsoft Windows Server 2003 Security Mechanisms (Exam #70-298)

Additional Core Courses (select one course)

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

Elective Course (select one course)

- System Administration for Microsoft SQL Server 2000 (Exam #70-228)
- Implementing a Database Design with SQL Server 2000 (Exam #70-229)
- Installing, Configuring and Administering Microsoft Internet Security and Acceleration (ISA) Server 2000 (Exam #70-227)

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 MCSE 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 \$5,995. You save over \$1,000!

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.



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. Practice debugging and managing your applications using Visual Basic error-handling code. In addition, you will create classes and then add properties, methods and events to those classes. Topics will include:

- Strings, dates and times
 - Graphical user interface (GUI) concepts
 - Handling mouse and keyboard events
 - 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. A textbook is required and access to Visual Basic 6.0 software recommended.

• *Anson Chapman, for credits see Creating Reporting Applications with Crystal Reports .NET.*

• *Diane Stottlemeyer is a Certified Software Test Engineer CSTE.*

D1E33	8 Tue	Mar 9
A. Chapman	8-9:50pm	\$445
Online Course		
D1E331	6 Weeks	Mar 15
D. Stottlemeyer		\$325

Corporate Training

Take advantage of our corporate training department by contacting **Rita Clark at 714. 438. 8350** or **Josta Vuich at 714. 438. 8352.**

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

SQL Server 2000

Hot Course!

System Administration for Microsoft SQL Server 2000 Hands-On!

Expand on your knowledge of relational databases as you install, configure, administer and troubleshoot SQL Server 2000 databases. In this hands-on course, you will: create databases; manage storage allocations; grant access to users; perform disaster recovery operations; and implement basic security measures. In addition, you will monitor system activity and optimize database performance. Topics include:

- Managing databases and devices
- Managing user accounts and login security
- Backing up and restoring system and user databases
- Importing, exporting, and distributing data
- Scheduling tasks and setting alerts
- Monitoring and tuning
- Setting up and configuring replication
- Configuring IIS virtual directories to support XML

Upon completion of this course, you will be able to effectively allocate and manage the resources required to optimize SQL Server 2000 database performance. This course will help prepare you for the Installing, Configuring and Administering Microsoft SQL Server 2000 Enterprise Edition exam (#70-228). Course assumes knowledge of relational databases and Windows NT 4.0/2000 administration. A textbook is required.

Anson Chapman, who has over 18 years enterprise-level software development and quality assurance experience, specializes in multi-tier development using Microsoft languages.

D1F32	4 Mon	Mar 15
A. Chapman	9-5pm	\$895

Hot Course!

Implementing a Database Design with Microsoft SQL Server 2000 Hands-On!

Implement, administer and troubleshoot database solutions that incorporate Microsoft SQL Server 2000 Enterprise Edition. In this hands-on course, you will create and modify data objects that include constraints, indexes, stored procedures, tables, triggers, user-defined functions and views. In addition, you will import and export data and use indexing strategies and SQL Profiler to optimize, manage and troubleshoot database activity. Topics include:

- SQL Server 2000 architecture
- Transact-SQL language
- Data Transformation Services (DTS)
- Linked servers, openrowset and open XML
- Constraints to enforce data referential integrity
- Stored procedures, transactions and triggers
- Database security

Upon completion of this course, you will be able to apply the technical skills required to implement database solutions using the Microsoft SQL Server 2000 database management system. This course will help prepare you for the Designing and Implementing Databases with Microsoft SQL Server 2000 Enterprise Edition exam (#70-229). Course assumes knowledge of relational databases. A textbook is required.

- Anson Chapman, for credits see System Administration for Microsoft SQL Server 2000.
- Kerwin Jordan is a contractor with extensive experience in database design, systems architecture, and development.

D1F34	4 Fri	Mar 19
A. Chapman	9-5pm	\$895

D1F34I	6 Weeks	Mar 15
K. Jordan		\$495



Enrolling is Easy!

Enroll at our website!
www.ltuonline.com

Network Engineering

Introduction

Network+ Part I: Fundamentals of Data Communications

This course introduces technologies and tools commonly used to implement and manage enterprise-level networking solutions. Gain in-depth knowledge of the OSI model and the configuration and administration of enterprise level networks. In addition, you will be able to perform backup and recovery procedures and optimize a network for maximum efficiency. Topics include:

- The OSI model
- Configuring Windows NT
- Creating and managing user accounts
- Group management
- Accessing network resources
- Network security
- Fault tolerance and disaster recovery
- Network troubleshooting techniques

Upon completion of this course, you will be able to perform critical networking, configuration and administration tasks. This course, in conjunction with Internetworking with TCP/IP class, will help prepare you for the Network+ Certification exam (#NK-N10-002). Course assumes knowledge of Windows 2000 or Windows 98. A course kit is required.

Suki Reed, A+, Network+, MCSE, CCNA, MCT has over 5 years experience in network administration and training.

D1G12	4 Tue	Mar 9
S. Reed	6-9:30pm	\$445

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. Topics include:

- The TCP/IP protocol (gateways and routing)
- IP addressing
- TCP/IP utilities (ARP, netstat, sbtstat, FTP, Ping, winipcfg)
- Network components (hub, bridge, router, 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. This course will help you prepare for the Network+ certification exam (#NK-N10-002). Course assumes knowledge of data communications. A course kit is required.

Suki Reed, for credits see Network + Part I: Fundamentals of Data Communications.

D1G15	4 Tue	Apr 6
S. Reed	6-9:30pm	\$445

Corporate Training

Take advantage of our corporate training department by contacting **Rita Clark** at 714. 438. 8350 or **Josta Vuich** at 714. 438. 8352.

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

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

Request courses at
www.ltuonline.com/it

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.



MCSE Certification

Hot Course! NEW!

Microsoft Windows Server 2003 Network Management Hands-On!

Exploit 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; file sharing and file security; printer and fax access; control of multiple workstations with group policies and security templates; group policies on various platforms; 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 will help prepare you for the Managing and Maintaining a Microsoft Windows Server 2003 Environment exam (#70-290). 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	Mar 13
C. Howard	9-5pm	\$895
D1G21.b	2 Mon/Tue	Mar 15
C. Howard	9-5pm	\$895

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 will help prepare you for the Managing and Maintaining a Microsoft Windows Server 2003 Environment exam (#70-290). Course assumes knowledge of the concepts covered in the Microsoft Windows Server 2003 Management course. A course kit is required.

Charles Howard, for credits see Microsoft Windows Server 2003 Network Management.

D1G23.a	1 W/Th/F	Mar 31
C. Howard	9-5pm	\$695
D1G23.b	3 Sat	Apr 10
C. Howard	9-5pm	\$695

Administering Microsoft Windows 2000 Professional Hands-On!

Install, configure and administer the Windows 2000 Professional desktop operating system, in a stand-alone or networked environment. In this hands-on course, you will manage file resources; control data access; monitor and optimize system resources; configure hardware devices and drivers; and implement security. Topics include:

- Installing and configuring Windows 2000 Professional
- Creating permissions to control access to folder, files and print devices
- Adding and modifying hardware devices and drivers
- Monitoring and optimizing system performance
- Setting up network protocols
- Implementing security

Upon completion of this course, you will be able to install, configure and manage Windows 2000 Professional for optimum performance and flexibility. This course will help prepare you for the Installing, Configuring and Administering Microsoft Windows 2000 Professional exam (#70-210). Course assumes knowledge of data communications. A course kit is required (kit includes Windows 2000 Professional evaluation software).

Charles Howard, CCNA, MCNE, NCIP, MCT and MCSE, is president of NETTECH, Inc.
 D1G29 2 Thu/Fri Mar 11
 C. Howard 9-5pm \$895

MCSE Electives

Administering Microsoft Exchange 2000 Server Hands-On!

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 MAP 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. This course will help prepare you for the Installing, Configuring, and Administering Microsoft Exchange 2000 Server exam (#70-224). Course assumes TCP/IP, Windows 2000 Server and Active Directory experience. A course kit is required (kit includes Exchange 2000 Server and Outlook 2000 evaluation software).

William Jarvis Earl, MCT, has 10+ years hands-on experience in the IT industry as a systems engineer and corporate trainer.
 D1G42 1 M/T/W/Th/F May 3
 W. Earl 9-5pm \$895

Hot Course! System Administration for Microsoft SQL Server 2000 Hands-On!

See page 35 for course description.
 D1F32 4 Mon Mar 15
 A. Chapman 9-5pm \$895

Hot Course! Implementing a Database Design with Microsoft SQL Server 2000 Hands-On!

See page 35 for course description.
 D1F34 4 Fri Mar 19
 A. Chapman 9-5pm \$895
Online Course
 D1F34I 6 Weeks Mar 15
 K. Jordan \$495

UNIX/Linux

UNIX/Linux Part I: Fundamentals Hands-On!

In this introductory, hands-on course you will learn how to navigate the UNIX/Linux system both on the command line and via a graphical user interface (GUI). Using Red Hat Linux 9.0, practice logging on to a system as an administrator and a regular user. Learn how to: customize your environment; configure networking; setup printing; and install software from a local CD-ROM. Perform searches to locate, download and compile free programs from the Internet. UNIX/Linux basics will also be addressed, such as: fundamental UNIX/Linux commands; creating user accounts; and shutting down the system. Topics include:

- Variations of Linux and UNIX flavors
- How free is free software?
- "Open Source" defined
- Navigating the file system
- Changing file ownership and permissions
- Using text editors
- Handling processes

Upon completion of this course, 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 will help prepare you for the Red Hat Certified Engineer exam (#RH033). Course assumes familiarity with personal computer operating systems. Content is applicable to all flavors of UNIX/Linux. A textbook is required.

John Laven, MCSE/RHCE, has over 20 years cross-platform networking and corporate training experience.
 D1G72 2 Thu Mar 11
 J. Laven 9-4:30pm \$495

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

In this practical hands-on course you will take control of your environment and customize it to your own specifications. Learn how to automate tasks and run them hourly, daily, weekly or monthly. 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. You will also be introduced to the power of the Perl programming language. Topics include:

- Variables and functions
- Arrays
- Positional parameters
- Comparison of expressions
- Iteration and conditional statements
- Utilities (grep, sed, awk, cut, join and diff)

By the end of this course, you will know how to use common UNIX/Linux tools and utilities to increase security on your personal files and create multiple enterprise-level shell scripts. This course will help you prepare for the Red Hat Certified Engineer exam (#RH033). Course assumes knowledge of the topics covered in UNIX/Linux, Part I. Content is applicable to all flavors of UNIX/Linux. A textbook is required.

John Laven, for credits see UNIX/Linux Part I: Fundamentals.
 D1G73 2 Thu Mar 25
 J. Laven 9-4:30pm \$495

NEW!

Microsoft Certified Application Developer

Microsoft .NET (MCAD) Professional Development Series



Overview

This program will provide you with the skills to successfully implement functional specifications and build, deploy, and maintain Microsoft Windows and Web applications. Learn to design and develop leading-edge enterprise solutions with Microsoft development tools, technologies, platforms and the Microsoft .NET platform.

Who Should Enroll?

Professionals who use Microsoft technologies to develop and maintain department-level applications, components, Web or desktop clients, or back-end data services or work in teams developing enterprise applications.

Professional Certification

Get the training you need to build the broadest range of applications with ultimate speed. Validate those skills with the new Microsoft Certified Application Developer for Microsoft .NET credential. You are required to pass two core exams and one elective exam in an area of specialization.

Core Courses

Required (exam #70-30 or #70-315)
 • Programming with Microsoft Visual Basic .NET
 or
 • Programming with C# .NET

And

• Introduction to Microsoft ASP .NET
 • Programming with ADO .NET
Required (exam #70-310)
 • XML and the .NET Platform
 • Distributed Services in the .NET Environment

Elective (exam #70-229)

• Implementing a Database Design with Microsoft SQL Server

Exam Centers

Exams are administered by Prometric/Thompson Learning. Courses are taught by Microsoft Certified Instructors with "real world" experience.

Special Package Tuition!

Enroll and save! The MCAD Special Package Tuition includes all course and filing fees for only \$3795. You save nearly \$700! You may also enroll and pay for each course individually.

How to Enroll

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

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A+ Certification

Professional Development Series



Overview

Become more effective in the daily operations, maintenance and support of PC hardware and software as you learn how to install upgrades, repair, reconfigure, increase disk capacity and expand memory. This series of courses will advance your skills in diagnostics, troubleshooting PC service and support issues, software installation and the configuration of primary PC components, adapter cards and mother boards.

Who Should Enroll?

The skills learned in this course will benefit PC support staff, technicians, network administrators, managers, engineers and personnel responsible for the daily operations and support of PC hardware and software.

Professional Certification

This program provides valuable core skills necessary for the A+ Certification Exam administered by Prometric/Thompson Learning.

Four Course Program

- PC Service and Support: Operating System Technologies
- PC Service and Support: System Troubleshooting and Memory Optimization
- PC Service and Support: Printer, Networks and Advanced
- PC Service and Support: System Upgrades

Request courses at www.ltuonline.com/it

Special Package Tuition!

Enroll for the entire PC Configuration & Support Series and save! The Special Package Tuition includes all course tuitions, enrollment and filing fees for only \$795. You save over \$200! You may also enroll and pay for each course individually.

How to Enroll

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

OC

Hot Course! NEW!
Configuring Scalable Cisco Networks

Hands-On!

Plan, design, implement and configure scalable Cisco internetworks. In this hands-on course, you will gain advanced knowledge of IP addressing and routing principles. In addition, you will configure enhanced interior gateway routing protocol (EIGRP), open shortest path first (OSPF), intermediate system-to-intermediate system (IS-IS), and manipulate routing updates. You will also configure border gateway protocol (BGP), exterior gateway protocol (EGP) and the interior gateway protocols (IGPs).

Topics include:

- Advanced IP Addressing to Include VLSM
- WAN Serial Interfaces using Frame Relay PVCs
- IPv6, NAT, CIDR, and Route Summarization
- Routing Updates and Packet Flow
- OSPF Environment and Correct Operations
- Scalable, Routed Networks

Upon course completion you will have the skills necessary to use advanced IP addressing and routing to implement scalable Cisco routers connected to LANs and WANs for medium to large network sites. Course assumes knowledge of CCNA requirements. This course is recommended for individuals pursuing the CCNP Certification (exam #642-801). Course kit required.

Andy Hoeller, for credits see CCNA:
Configuring Cisco Network Devices.
D1G85 2 Thu/Fri Apr 15
A. Hoeller 9-5pm \$1395

Hot Course! NEW!
Configuring Multilayer Switched Cisco Networks

Hands-on!

Achieve the expertise and critical knowledge necessary to build scalable multilayer-switched networks, global intranets, and execute basic troubleshooting techniques for client hosts and services. In this hands-on course, you will improve traffic flow, reliability, redundancy and performance within a self-supported LAN and VLAN switching environment. Topics include:

- Planning and configuring VLANs with VTP
- Implementing Spanning-Tree parameters including: port priority, VLAN priority, root bridge, BPDU guard, PortFast and UplinkFast
- Confirming router redundancy using HSRP, VRRP, GLBP, SRM, and SLB
- Building and verifying ISL trunks
- Assessing and troubleshooting inter-VLAN routing performance and scalability
- Identifying Enterprise Composite Model; Campus Infrastructure, Server Farm, Enterprise Edge, Network Management
- Configuring Fast EtherChannel and Gigabit EtherChannel for interswitch connections

Upon completion of this course you will be able to plan, design, implement, and operate multilayered switched networks. Course assumes knowledge of CCNA requirements. This course is recommended for individuals pursuing the CCNP Certification (exam #642-811). Course-kit required.

Andy Hoeller, for credits see CCNA:
Configuring Cisco Network Devices.
D1G84 2 Thu/Fri Apr 1
A. Hoeller 9-5pm \$1395

Hot Course! NEW!
Configuring Remote Access Cisco Networks

Hands-On!

Build, troubleshoot, and operate remote access solutions and increase your knowledge of WAN technologies, implementation and operation, planning and design, and troubleshooting. Learn how to configure Virtual Private Networks (VPNs) to interconnect central sites to branch and home offices. You will learn to control access using basic authentication and authorization configurations and maximize bandwidth utilization over the remote links. Topics include:

- Configure WAN technologies; Frame Relay, ISDN, Cable Modem, and DSL
- Configure DSL and ISDN
- Implement NAT
- Controlling Network Access with PAP and CHAP

- Design a Remote Access Network
- Plan Traffic Shaping
- Configure and trouble shoot WAN broadband technologies

Upon completion of this course you will be able to configure and troubleshoot a VPN system; troubleshoot non-functional remote access systems; and configure frame relay operation and traffic control on WAN links. Course assumes knowledge of CCNA requirements. This course is recommended for individuals pursuing the CCNP Certification (exam #642-821). Course kit required.

Andy Hoeller, for credits see CCNA:
Configuring Cisco Network Devices.
D1G85 2 Thu/Fri Apr 15
A. Hoeller 9-5pm \$1395

Hot Course! NEW!
Troubleshooting Advanced Cisco Networks

Hands-On!

Expand your technical ability as you troubleshoot typical problems in converged network environments. In this hands-on course, you will establish a baseline, determine effective troubleshooting strategies, resolve problems on the physical, data link, network, transport and application layers. Topics include:

- Planning a network documentation scheme, including standards & document control
 - Charting a baseline monitoring system
 - Isolating and resolving system problems on specific OSI layers
 - Diagramming and documenting system topology
 - Developing documentation standards and the requirements for document control
 - Restoring optimal baseline service
 - Employing IOS commands and applications to resolve optimization & failure problems
- Upon completion of this course you will be able to effectively troubleshoot sub-optimal performance in a converged network. Course assumes knowledge of Implementing Expandable Cisco Internetworks, Creating Cisco Remote Access Networks, and Creating Multilayer Switched Cisco Networks. This course is recommended for individuals pursuing the CCNP certification (exam #642-831). Course kit required.

Andy Hoeller, for credits see CCNA:
Configuring Cisco Network Devices.
D1G87 2 Thu/Fri Apr 29
A. Hoeller 9-5pm \$1395

Security

Security+ Certification

Hot Course!
Security+, Part I: Network Infrastructure and Communications Security

Hands-On!

The importance need and demand for effective, computer and information security infrastructures is rapidly increasing as government agencies and corporations become increasingly dependent on network technology for communication and the maintenance of sensitive information. In this hands-on course, you will: identify security threats; secure and monitor network resources; manage public key infrastructure (PKI); manage certificates; setup remote user authentication and access control methods; and implement effective security zone configurations. Topics include:

- Common network attacks
- NAT implementation
- PKI certificates
- Cryptography
- Kerberos, CHAP and biometric authentication
- Access control methods
- Firewall configuration

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


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 exams.

Required Courses

- Configuring Scalable Cisco Networks
- Configuring Multilayer Cisco Networks
- Configuring Remote Access Cisco Networks
- Troubleshooting Advanced Cisco Networks

Special Package Tuition!
Enroll and save! The Special Package Tuition includes all course tuitions, enrollment and filing fees for only \$995 for the CCNA certification or \$4495 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.



Information Technology | March/April 2004

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. The information gained in this course, in conjunction with the Security+, Part II: Application, Operational and Organizational Security class, will help prepare you for the CompTIA Security+ certification exam (#SYO-101). Course assumes knowledge of TCP/IP. A textbook is required.

Mike Carter, A+/MCSE/MCT/CTT+, has over ten years network engineering and security experience.
D1H21 2 Wed Mar 10
M. Carter 9-5pm \$495

Hot Course!
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. The information gained in this course, in conjunction with the Security+, Part I: Network Infrastructure and Communications Security class, will help you prepare for the CompTIA Security+ Certification exam (#SYO-101). Course assumes knowledge of TCP/IP and network infrastructure and communications security techniques and tools. A textbook is required.

Mike Carter, see Security+ Part I.
D1H23 2 Wed Mar 24
M. Carter 9-5pm \$495



Enrolling is Easy!

Enroll at our website!
www.ituonline.com

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New Courses in March

- Pronunciation & Speech Improvement for Business Professionals
- Conversational Spanish II
- Self Leadership for Women
- Pilates®
- The Six Week Scrapbook

Program Manager, Recreation, Language & Personal Development
 Mary Van Briesen:
 maryv@tuonline.com

The School of Recreation, Language & Personal Development



Foreign Language Courses

Broaden your horizon with the knowledge of another language. Show your intellectual prowess to friends & family and be prepared to visit another country by learning it's native language.

See this page for details.



recreation



language



health

Recreation, Language & Personal Development | March/April 2004

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. A textbook is required. A \$7 materials fee is payable to the instructor. Please bring a blank audio cassette 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	Mar 8
S. Stebbins	6-7:50pm	\$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.

Foreign Languages

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 Chinese culture and its customs to facilitate understanding and improve 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	Mar 8
G. Chou	6-7:50pm	\$185

Conversational French I

This is a first-level course designed for those with little or no previous knowledge of the French language. Learn to speak at a fundamental level with conversational ability using 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. A textbook is required.

Zeina Nehme is a native French speaker who also speaks many other foreign languages fluently. She has taught the art of French conversation for many years in the Orange County area.

H1A03	8 Tue	Mar 9
Z. Nehme	6-7:50pm	\$185

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. A textbook is required.

Livio Ceppi is a native Italian speaker. He has many years of international business experience and has taught Italian to groups of foreign students visiting Italy for tourism and study.

H1A12	8 Tue	Mar 9
L. Ceppi	6-7:50pm	\$185

Conversational Japanese I

This beginning Japanese language class is designed to teach basic conversation and introduce hiragana (a form of phonetic alphabet) to students with no previous knowledge of the language. Each lesson focuses on verb conjugations, which will enable you to immediately formulate short sentences. 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. A textbook is required.

Shoko Brathwaite is a native Japanese speaker with many years of experience teaching the Japanese language & culture.

H1A15	8 Wed	Mar 10
S. Brathwaite	6-7:50pm	\$185

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 communication barriers. Through individual and group work you will begin practicing to acquire a fundamental level of competency for comprehension in reading and speaking Spanish. A textbook is required.

Guillermo M. Gurrea has been involved in the educational field for several years both as an assistant professor in Argentina and a trainer for employees in the residential care and contracts fields. He has conducted language and psychology-related courses for private and national universities in Argentina, medical institutions and government contract organizations in the USA.

H1A22	8 Wed	Mar 10
G. Gurrea	6-7:50pm	\$185

NEW!
Conversational Spanish II

This second level course is focused on the continued expansion of vocabulary and oral communication skills achieved in Spanish I or its' equivalent. After a brief review of grammar and pronunciation basics, you will progress to the use of past tenses, and continue vocabulary building. A textbook is required. Please purchase before the first class meeting.

Guillermo M. Gurrea, for credit see Conversational Spanish I.

H1A23	8 Tue	Mar 9
G. Gurrea	6-7:50pm	\$185



Enrolling is Easy!

Enrollment questions?
 Call 714. 427. 0588

Stretch and Tone

Take off inches and firm your body in this non-aerobic class that is suitable for any age and fitness level. Using several disciplines, these simple and invigorating stretching and toning exercises will enhance muscle tone, increase strength, endurance and flexibility, while providing a safe workout that prevents injuries. Students must bring 3-5 lb. hand weights, a towel and mat to class. Wear comfortable clothing. Off-campus location. Map provided with registration.

F1E06	8 Wed	Mar 8
Staff	12-1pm	\$89

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 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 beginning-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 to class. Be prepared to sweat!

F1E08	8 Thu	Mar 11
Staff	6:30-8pm	\$99

Self-Defense

Self-Defense for Women

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. Participants will also learn how to use their own hands and feet to defend against chokes, wrist grabs and other attacks. California's self defense laws will also be covered. Students should wear comfortable workout clothing to class. An

off campus location map will be provided at registration. (14 years and older)

Instruction by Shuyokan Staff – Chief Instructor, David Dye, has nearly 35 years experience as a law enforcement officer in Orange County. He has been actively involved in the practice and teaching of martial arts since 1962 and holds black belt ranks in Aikido, Judo, Jujitsu and Karate Jutsu.

F1G01	8 Tue	Mar 9
D. Dye	7:15-8:15pm	\$99

Wellness

Ayurveda: The Holistic Wellness


Ayurveda therapy, which originated in India, has an impressive 5000-year track record. It is a science of healing that also encompasses achieving and maintaining health. Ayurveda reduces stress, gently removes toxins, corrects lifestyle mistakes and rejuvenates the body and the mind. Learn about the basics of Ayurveda and discover your own body's Constitution (Prakriti) enabling you to tailor your diet and lifestyle accordingly. 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 information on Ayurvedic cooking.

Rucha Kelkar, BAMS is a graduate of the prestigious University of Pune in India. She is an educator and lecturer and has conducted seminars and workshops on Ayurveda, the holistic science of health and longevity. She conducts mind, body, diet and lifestyle analysis promoting a healthier and fuller life through the appropriate use of herbs.

F1H01	2 Sat	Mar 27
R. Kelkar	9-11am	\$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, including: the specific effects massage has on the body, anatomy, and the dos and don'ts of basic massage. Participants should wear a T-shirt and shorts and must bring a large towel to class. A \$10.00 materials fee is payable to the instructor. An off-campus location map will be provided at registration. For those



Massage

Learn the technique of therapeutic full body massage to improve circulation, relax muscles spasms, ease tension and facilitate the healing of stress-related ailments.

See this page.

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 nearly 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	Mar 9
M. Pham	6:30-9:30pm	\$99
Couple Tuition		\$169

Recreation & Leisure

NEW!

The Six-Week Scrapbook

Whether you are an experienced scrapper looking for new page ideas and scrapbook themes, or the beginning memory keeper trying to learn the basics, this is the course for you! Scrapbooking professional Julie Lawrence will guide you through the fundamentals of scrapbooking. In this hands-on course, you will learn the fun, creative, and safe way of preserving your photographs that might otherwise become chemically destroyed or damaged when stored in boxes or old albums. The course covers the basics of picture placement, cropping, and enhancement. You will also learn about journaling, creative borders, and page layouts. At the end of the course attendees will walk out with many completed pages. Students may purchase their materials from the instructor for \$40 or a craft supply store on their own. Materials will be discussed on the first day of class. Beginners as well as advanced scrapers are welcome to attend.

Julie Lawrence is a scrapbook professional who has been creating scrapbooks for nearly ten years. She is known throughout Orange County as a caring and creative album maker and teacher. Julie teaches time-saving techniques and the use of speed tools in her classes.

F3R07	6 Thu	Mar 11
J. Lawrence	6-7:50pm	\$99

Spirits

Wine Tasting and Appreciation: California and Beyond

Perfect for beginners or aspiring wine connoisseurs, this course covers all the essentials, from understanding labels and varieties to selecting complementary foods and wines. Learn to evaluate color, bouquet and flavor as you experience premium California wines from the acclaimed vineyards of Sonoma, Napa Valley, Mendocino and the Central Coastal regions. A wine fee of \$54 per person is payable to the instructor. Please bring four wine glasses to class each week. Students must be at least 21 years of age.

Dean Berger is a traveled winery specialist with 30 years experience in the industry including its regional cultures and local customs.

F5C01	6 Wed	Mar 10
D. Berger	6:30-8:45pm	\$99
Couples Discount		\$169

The Perfect Martini

From the classic "shaken not stirred" preferred by James Bond and the sophisticated Cosmopolitan recently made famous by those "Sex and the City" vixens, to the decadent and sensual Chocolate Martini, you will discover the secrets of professional mixologists in this fun and fascinating course. Join your fellow students to discover:

- The best martini ingredients and how to measure them
- Recipes for the latest and trendiest martinis
- Professional tips and short cuts
- The essential bar tools

You will walk away with a variety of recipes you can re-create at home. A \$20 materials fee is payable to the instructor. Please bring two martini glasses to class.

F5C16	1 Thu	Mar 18
Staff	6-9pm	\$49

Wine Tasting & Appreciation

Join Dean Berger, winery specialist, as you fine tune your palate to appreciate and enjoy the nuances of fine wine.

See this page.



Enrolling is Easy!

Enrollment questions?
Call 714. 427. 0588

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New Courses in March

- Comedy Program
- Stand Up Comedy
- Screenwriting Workshop
- Screenwriting I
- Playwriting I
- Writer's Workshop: Using Style Guides

**Program Manager,
Television, Film & Writing**
Mary Van Briesen:
maryv@tuonline.com

The School of Television, Film & Writing



Screenwriting Courses

Have a flair for writing? Gain powerful skills and explore new opportunities in the world of creative screenwriting. Develop interesting plot lines, fine tune stories and learn how to get your story heard.

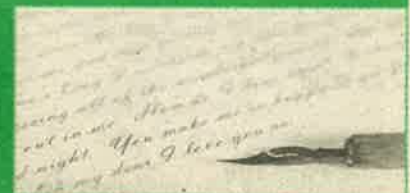
See page 46 for details.



entertainment



screenwriting



writers program

Performing Arts

Acting

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 as well as your 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 develop the creative discipline necessary to present a dynamic monologue performance before your class, instructor and invited guests.

Kathie Patterson holds a degree in Theater Arts. During the past six years she has directed, produced and stage-managed numerous productions in the Orange and Los Angeles. Kathie has worked with actors of all ages and experience levels.

E1A02	8 Thu	Mar 11
K. Patterson	6-7:50pm	\$175



Enrolling is Easy!

Enrollment questions?
Call 714. 427. 0588

Comedy

NEW! Comedy Program

Unleash the comedian in you with LTU's one of a kind Comedy Program. Whether you are the class clown or a professional actor, the Comedy Program is designed to give you all the skills necessary to develop your funny side. All classes are taught by Professional in the field and include:

- Improv I
- Stand-Up Comedy
- Physical Comedy
- Sketch Writing

Call 714-427-0588 to enroll, or call Mary Van Briesen, Program Manager, at 714-438-8347 for more information.

Improv I

Learn to be more comfortable during presentations or on stage. Overcome shyness while learning the secrets behind "Whose Line Is It Anyway." Participate in individual and group Improv games in a fun and supportive environment. This class is a great introduction for anyone who as ever wanted to act on stage or in front of the camera, do stand up or do improvisational comedy. Topics include, "Yes, and", "Going With," "Who, What and Where," space work, character development and physical comedy. Have lots of fun learning the basics of Improv from a pro.

Lou Franson is a founding member of the Just Us Improv Troupe, has performed at all the major southern California venues including The Improv, Comedy Store and even Disneyland. He has worked in television, film, radio and theater.

E1A50	8 Tue	Mar 9
L. Franson	6-7:50pm	\$175

NEW! Stand Up Comedy

If you are one of those people who is always the center of attention or has heard over and over "you should be a comedian" then it's time to unleash your "inner comedian!" Come and take the beginning steps of becoming a stand-up comic. Learn how to develop and create jokes, how to take a few funny ideas and turn them into a routine. Discover how to read an audience and get valuable tips on the all-important element of timing. You'll get the chance to try out your new jokes and routine in class...getting important feedback on what works and what doesn't. The class will culminate with an opportunity for you to try out your routine at an "open mic" night at a local venue. A \$10 materials fee is payable to instructor.

Pat Leborio has performed stand up comedy throughout the United States. He has performed on TV, film and stage. He has performed in several national commercials and had a role in "Gold Member", Night Creep, was featured in the upcoming film China Dolls and was on "Malcolm in the Middle."

E1E30	8 Mon	Mar 8
Pat Leborio	6-8:30pm	\$175.

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 a professional actress and singer with over 25 years experience. Her voice can be heard on countless voice-overs, portraying everything from CEOs and moms, to fungus and singing cows. Her record "Don't Say You Don't Remember" sold over a million copies in the '70s.

E1H01	6 Sat	Mar 20
B. Bremers	10-12noon	\$129

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	Mar 10
B. Bremers	6-9pm	\$49

Writers' Program

Basics of Writing

Elements of Writing I: Grammar, Spelling and Punctuation

(Note: Class is not to be confused with ESL classes. This course is designed for native English speakers or those who have a solid understanding of the English language.) Improve your writing by mastering the most basic skills writers need to succeed. By reviewing primary sentence structure, grammatical rules and copyediting fundamentals, you will learn to recognize and avoid some of the most common errors in English usage. Through a series of in-class exercises and discussion, you will acquire and practice the skills to spell correctly and write with clarity. In addition, you will have the opportunity to write brief compositions or revise portions of your current writing projects (as time permits). You will get practical feedback on ways to improve your writing skills. Text required. A \$5 materials fee is payable to instructor.

• *Bob Sansom graduated from UOM with a BA in English, continued his education obtaining an MA in Educational Technology from SDSU and a doctorate in Education (EDD). He served 20 years in navy, retiring as Commander & spent another 20 years in international training.*

• *Deidre Brookman has an M.A. in Linguistics and teaches writing courses at community colleges and adult education schools. She is a senior-level technical writer with nearly 15 years experience in software documentation and training materials.*

W8A20	8 Wed	Mar 10
B. Sansom	8-9:50pm	\$185
Online Course		
W8A20I	6 Weeks	Mar 15
D. Brookman		\$185

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. The use of humor, cultivating story ideas and how to target your writing to a specific age group will also be addressed. Weekly assignments will give students a chance to apply their abilities in the children's literature genre. Knowledge of basic fiction or non-fiction writing skills is assumed. A \$10 materials fee is payable to instructor.

• *Gerald Kostecka is a published children's book author, child safety advocate, youth motivational speaker and father of three.*

• *Mark London Williams is a published children's book and comic book author, currently on tour with his latest book. He has also written for the L.A. Times and Variety Magazine.*

W8C10	8 Wed	Mar 10
G. Kostecka	6-7:50pm	\$185
Online Course		
W8C05I	6 Weeks	Mar 15
M. Williams		\$185

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 from a new perspective. A \$5 materials fee is payable to instructor. A textbook is required.

- *C.S. Drotman, for credits see Playwriting I.*
 - *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 | Mar 9 |
| C.S. Drotman | 6-7:50pm | \$185 |
| Online Course | | |
| W8E30I | 6 Weeks | Mar 15 |
| E. Lerner | | \$185 |

Hot Course!

The Art of Storytelling

Learn the dynamics of a well-written story. Whether you're writing the great American novel, a blockbuster screenplay, or just looking to improve your storytelling abilities on paper, this class will teach you the underlying principles of story structure. Topics will include:

- Creating strong vibrant characters and their relationship to plot development
 - Effective use of dialogue to further story development
 - Introduction and utilization of exposition to advance the storyline
 - Conflict as the basis of all drama
- Class work will include written assignments to help you master the storytelling process. Clips from films with exceptionally strong storylines will be viewed and discussed. A textbook is required and will be available for purchase from the instructor/author.

W8E40	8 Thu	Mar 11
Staff	6-7:50pm	\$185

Fiction

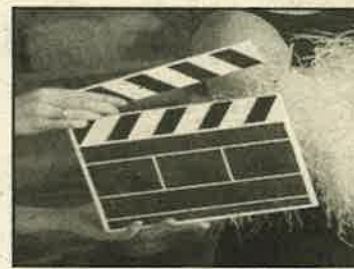
Novel Writing I: Putting Plot and Character Together

Develop your idea for a novel into a working outline and learn how to meld the primary components of a novel together — characterization, plot, setting, dialogue and point of view. Through weekly writing assignments, discussion and feedback, and the rewriting process, you will find out the best ways to translate your ideas into good writing. Get tips on organizing your work and handling the demands of writing a manuscript. Learn to create a solid narrative using various storytelling techniques that will enable you to conceptualize your novel, outline it, and combine plot and character and other key elements. Application of time and space elements, use of foreshadowing techniques and the creation of realistic dialogue will be discussed and you will be shown examples in selected published works. As you progress through this course, your instructor will provide you with methods for imprinting your own writing style or voice on your novel. You will complete an outline of your novel as well as a draft of chapter one by the end of the course. This course assumes knowledge of plot and

character development skills. A \$10 materials fee is payable to the instructor for instructional handouts.

- *Sam McCarver is an author of six published novels in his John Darnell Mystery Series, the latest novel being "To Die, or Not to Die . . ." published by Five Star in August 2003. He has authored articles on writing techniques for ByLine Magazine, The Writer Magazine, and Writer's Handbook 2003.*
- *Kim T. Bradford, is an associate editor for Peridot and Fortean books and has several published works to her credit. Her new collection of short stories is due out in 2004 through Byrenlee Pressing.*

W1F05	8 Thu	Mar 11
S. McCarver	6-7:50 pm	\$185
Online Course		
W1F05I	6 Weeks	Mar 15
K. Bradford		\$185



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 \$999, save more than \$150! 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, March 2

5:30-7pm

RSVP 714. 427. 0588

Novel Writing II: Works in Progress

After you have taken a course in how to write a novel, and now have begun to write your novel, it is important to obtain critiques of your writing. This course is dedicated to reviewing and critiquing pages of novels in progress, page by page, word by word, and evaluating plot summaries, synopses, and outlines, to provide good feedback to the author. Pages from novels of class-members are copied by them for the class, brought in weekly, and reviewed the next week in class orally and by notes on the manuscript. Readings from popular published works selected by the instructor will illustrate key principles. Handouts of materials tailored to the needs of class members will aid your writing, as will short lectures on key topics and question and answer periods in each class. Revising your writing, using objective analyses by the instructor and class members, will improve your work and better prepare it for publication. A \$10 materials fee is payable to the instructor.

Sam McCarver, for credits see Novel Writing I: Putting Plot and Character Together.

W1F06	8 Wed	Mar 10
S. McCarver	6-7:50pm	\$185

Enroll @ LTU

How to Use This Catalog



Department **Accounting & Finance**

Subdepartment **Financial Planning**

Class title **Investments in Financial Planning**
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.

Class description

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
Course code/Course day and # of weeks/Start date
Instructor/Time of class/Tuition

2.75 Units/2.4 CEUs	B6F10	8 Wed	Mar 10
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.

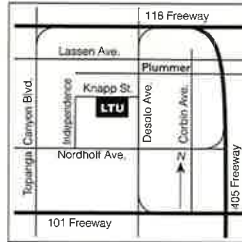
Any questions or problems concerning this school that have not been satisfactorily answered or resolved by the school should be directed to the Bureau for Private Postsecondary and Vocational Education in the Department of Consumer Affairs, 1027 10th Street, 4th Floor, Sacramento, CA 95814-3427.

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.

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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

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.



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.ltuniversityonline.com
www.iuniversityonline.com

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.

IN PERSON
8:30am-10pm on Monday-Thursday
8:30am-5pm on Friday & Saturday
At our Orange County Campus at: 265 McCormick Ave.

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
<input type="checkbox"/> Certificate Program				Flat Fee _____
				Filing Fee _____
<input type="checkbox"/> MasterCard		<input type="checkbox"/> Visa	<input type="checkbox"/> AmEx	<input type="checkbox"/> For classes HELD on-ground Reg Fee \$10.00
Card.No. _____				<input type="checkbox"/> For classes HELD on-line Reg Fee \$15.00
Exp. date _____			Other Discount _____	
<input type="checkbox"/> Cash		<input type="checkbox"/> 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. 3/04