

**How to Legally Start a Business in LA**

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

**11641** Fee: \$99 Gerald Anderson  
Feb 3 1 Sat 9:00 AM-1:00 PM

**Create a Successful Nonprofit/Community Service Organization**

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

**11642** Fee: \$119 Gerald Anderson  
Feb 10 1 Sat 9:00 AM-3:00 PM

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

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

**Auto Wholesale Business from Home**

Come learn how to make extra money buying and selling wholesale cars as a home-based business. Learn six easy techniques to earn \$3000 just selling 2-3 cars a month. Find out how to get your auto dealer license and how to operate a profitable used car business. Get a FREE list of 300 dealer-only auctions in the USA where vehicles sell at below wholesale prices. This class is DMV

approved and you'll receive a DMV Certificate of Completion at the end of the class. With this certificate, you can take the 40 question exam with the DMV, and upon passing it you have 1 year to apply for a dealer license if you choose to do so.

**11556** Fee: \$115 Wayne Williams  
Feb 12 & 13 Mon & Tues 6:00 PM-9:00 PM



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

Self-register online by January 14th with code FROSTY24 to get \$5 OFF!



Register Now  
323.953.4000 ext 2651

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**Apartment Management Series**  
**Sign up for parts 1 & 2 for \$249\***  
**and receive a free Award of Completion**

\*Must purchase series, adding classes individually to your cart will not activate discount.

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

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

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

**11554 PART 1** Fee: \$135 Robin Calderon **11555 PART 2** Fee: \$135 Robin Calderon  
Jan 29 & 30 Mon & Tues 5:00 PM-8:00 PM Feb 5 & 6 Mon & Tues 5:00 PM-8:00 PM

**Electric Vehicle Charging Station Design, Installation, and Operation**

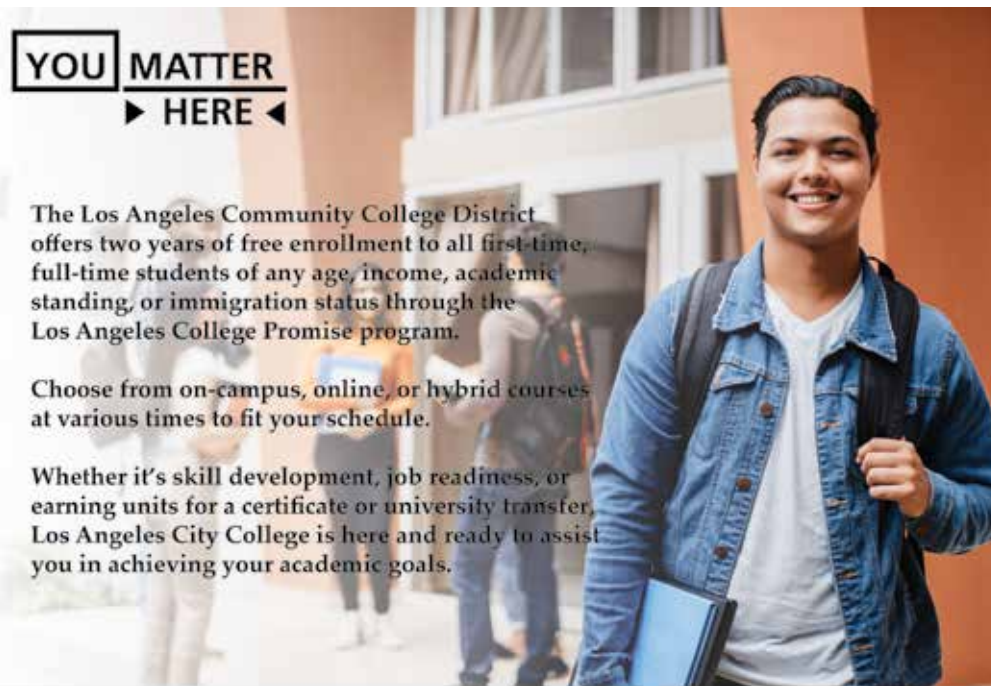
One of fastest growing businesses in the USA and worldwide is electrical vehicle charging station (EVCS) installation. Millions of electric cars, SUVs, and trucks will be on the road due to a mandate that states that by 2035 all new cars and passenger trucks sold in California be zero-emission vehicles.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

**11591** Fee: \$149 Quayum Abdul  
Feb 27-Mar 6 2 Tues / Weds 6:30 PM-9:30 PM

**Become a Solar Panel Installer in About a Month**

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

**11592** Fee: \$239 Quayum Abdul  
May 7-23 3 Tues / Thurs 6:00 PM-10:00 PM



Winter semester begins January 2nd  
Spring semester begins February 5th

Enroll now at [www.lacitycollege.edu](http://www.lacitycollege.edu)

☆ [lacitycollege.edu/extension](http://lacitycollege.edu/extension) ☆ 323-953-4000, ext 2651 ☆

## Become a Notary Public or Renew Your Commission

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

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

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

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

<a href="#">11603</a>	Fee: \$109	Rosie Reed
Feb 17	1 Sat	7:30 AM-6:00 PM

## Bookkeeping/Accounting-Analysis & Concepts

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

<a href="#">11643</a>	Fee: \$149	Gerald Anderson
Jan 20	1 Sat	9:00 AM-3:00 PM



## Notary Loan Signing Seminar

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

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

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

<a href="#">11604</a>	Fee: \$89	Rosie Reed
Mar 9	1 Sat	9:30 AM-3:30 PM

## QuickBooks Fundamentals

QuickBooks is a vital tool for managing the financial side of a business or for someone's personal finances. Join Gerald Anderson as he walks you through the fundamentals of QuickBooks, including navigating the software, setting up a company file, entering/paying bills, tracking/paying sales tax, reconciling bank accounts, and much more. This is an 8-hour class with a half-hour break. Advanced topics covered in Level II.

**QuickBooks Online Simple Start required to participate in class. Get free 30-day trial at: <https://quickbooks.intuit.com/oa/get-quickbooks/>.**

<a href="#">11644</a>	<b>LEVEL I</b>	Fee: \$149	Gerald Anderson
Jan 27	1 Sat		9:00 AM-5:00 PM

## Computer for Beginners Series

This series will take you from little to no prior experience with computers to being able to use your own devices, and communicate with your friends and family.

**Enroll in Parts 1-4 for just \$249!\***

\*Must purchase series, adding classes individually to your cart will not activate discount.

### Part 1: Basic Essentials

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

<a href="#">11572</a>	Fee: \$69	Gregory Frank
Jan 20	1 Sat	10:00 AM-4:00 PM

### Part 2: Windows & File Management

Take your newfound knowledge from Part 1 and gain a fundamental understanding on how your computer operates and how to manage an electronic filing system.

<a href="#">11573</a>	Fee: \$69	Gregory Frank
Jan 27	1 Sat	10:00 AM-4:00 PM

### Part 3: Internet for the Novice

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

<a href="#">11574</a>	Fee: \$69	Gregory Frank
Feb 3	1 Sat	10:00 AM-4:00 PM

### Part 4: The Ins and Outs of Email

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

<a href="#">11575</a>	Fee: \$69	Gregory Frank
Feb 10	1 Sat	10:00 AM-4:00 PM

## Microsoft Excel for Windows

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

**Take the Excel 1 & 2 Series for only \$169!\***

\*Must purchase using series link; purchasing classes individually will not activate discount.

<a href="#">11576</a>	<b>LEVEL 1</b>	Fee: \$99	Gregory Frank	<a href="#">11577</a>	<b>LEVEL 2</b>	Fee: \$99	Gregory Frank
Feb 24	1 Sat		10:00 AM-4:00 PM	Mar 2	1 Sat		10:00 AM-4:00 PM

## Adobe Photoshop Training for Everyone

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

<a href="#">11578</a>	May 7 & 9	Fee: \$99	Gregory Frank
		Tues/Thurs	6:30 PM-9:30 PM

## Photography Beyond Basics NEW! Adobe Illustrator Training for Everyone

Learn to take great photos like a pro in any situation. You'll get an understanding of manual exposure mode and when it's the best setting to capture beautiful light and powerful moments. We'll also review basic concepts and go beyond to cover advanced camera settings, the exposure triangle (f-stop, shutter & ISO), focus, lenses, white balance, composition, and more. Information is presented in a clear, simple to understand way with many photo examples. We go outside to practice the new concepts and review of photos in the classroom. This one-day workshop is an ideal refresher or an opportunity to gain confidence using your camera as a creative tool. Take the guesswork out of your picture taking and get the results you intend. **Bring your digital camera and user manual!**

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

<a href="#">11579</a>	May 21 & 23	Fee: \$99	Gregory Frank
		Tues/Thurs	6:30 PM-9:30 PM

<a href="#">11721</a>	Feb 24	Fee: \$69	Nancy Kaye
		1 Sat	10:00 AM-4:00 PM

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