WELCOME TO COMMUNITY EDUCATION

ABOUT COMMUNITY EDUCATION

The Irvine Valley College Community Education department provides short-term, not-for-credit classes, workshops, career training programs and events designed for professional and/or personal development, with special emphasis on inspiring a sense of wonder and imagination toward life-long learning. College credit is not given for classes conducted by the Community Education department. There are no transcripts or grades. Community Education is a self-supporting entity of the college and is not funded by taxpayer dollars. Irvine Valley College is proud of growing establishments such as the Emeritus Institute, K-12 partnerships and our Division of Community Education. Our goal and commitment is to provide personal enrichment classes to help our students explore new talents, expand their minds, embrace new technology or become entrepreneurs. We are here to help! If you have a special interest or particular need for a class, please send us your suggestions at ivccommunityed@ivc.edu. We wish you much success!

WE MOVED!

COMMUNITY EDUCATION OFFICE
1624 Valencia Ave.
Tustin, CA 92782
IDEA Building @ ATEP
949-451-5555 • ivc.augusoft.net

OPEN HOURS:
9am–5pm
Monday through Friday

NO CLASSES ARE HELD ON THE FOLLOWING HOLIDAYS
Mon., May 28—Memorial Day
Wed., July 4—Fourth of July

IVC AND COLLEGE4KIDS PARKING INFORMATION

Parking at IVC is $5 per day or $25 for summer with a permit available in the Campus Safety office, in the CP 100 building. Daily permits can be purchased in lots 4, 5, 8 and 10. Parking is enforced 24 hours a day, 7 days a week. Campus Safety hours are 8am-6pm Monday-Thursday and 8am-Noon Friday.

There will be a reserved free 15-minute drop-off and pickup zone in Parking Lot 4 for all College4Kids @ IVC programs. Please park that reserved area and walk students to and from classes for their safety. If you plan to stay longer than 15 minutes, please purchase a $5 daily permit and park in the student lots. Do not park in staff spaces.
ONLINE REGISTRATION

> Go to  ivc.augusoft.net
> Returning Students: Log In
  (If you are unsure whether you already have an account, please call 949-451-5555 for assistance)
> New Students: Create an Account
> Click LOGIN/CREATE ACCOUNT
> Click green button that says CREATE NEW PROFILE
> Select profile type:
  Student - single adult user
  Household - multiple users under one account, adults and children
> Fill out all fields marked with red asterisk (*) in Steps 1, 2 and 3
> Click green SUBMIT button
> Proceed to instructions to Register for Classes
> Search and Register for Classes

OPTION 1:
- Use the search bar on the top right of the page
- Input class name or number (if available) and hit GO
- Click the Add to Cart button next to any classes you would like to enroll in
- When finished adding classes, click View Cart
- Verify details and click Checkout to pay and complete registration

OPTION 2:
- Click Browse on the left-hand side
- Browse classes by Catalog and Category
- Click the Add to Cart button next to any classes you would like to enroll in
- When finished adding classes, click View Cart
- Verify details and click Checkout to pay and complete registration

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MATH

Math Academy (Ages 5-13)
Credentialed teachers will lead these courses for students entering grades 1-6. Topics include grade level concepts of math, basic fact practice, and word problems. This class will help strengthen skills through repetition and reinforcement. A great way to prepare for the next grade!

Fee: $119 + $10 materials fee payable at first class
Instructor: Advance Tutoring Staff

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Math Academy Pre-Algebra (Ages 10-15)
Credentialed teachers will teach this introduction to pre-algebra for students wishing to prepare for a course, or those needing review in pre-algebra. Topics include review of elementary mathematics and principles, introductions to signed numbers, beginning rules for algebraic evaluations, and algebraic equations. This course is both a great review and preparation for a junior high or high school class!

Fee: $119 + $10 materials fee payable at first class
Instructor: Advance Tutoring Staff

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Math Academy Algebra 1 (Ages 11-16)
Credentialed teachers will teach this course in Algebra 1. Class will include variables and algebraic equations, integers, inequalities and simplifying expressions. Students will gain a base knowledge of problem solving strategies to help feel more comfortable beginning an Algebra 1 course in the fall! A great way to get a head start in algebra!

Fee: $119 + $10 materials fee payable at first class
Instructor: Advance Tutoring Staff

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Math Academy Algebra 2 (Ages 13-17)
Credentialed teachers will teach this course in Algebra 2. Topics will include a review of Algebra 1, advanced polynomials, rational equations and negative exponents to use with radical functions. Students will gain a base knowledge of Algebra 1. A great way to get a head start for the fall!

Fee: $119 + $10 materials fee payable at first class
Instructor: Advance Tutoring Staff
11:30am-1:30pm TH 6/28-7/26 CEC 6

Math Academy Geometry (Ages 13-17)
Credentialed teachers will teach this course in introduction to high school geometry. Topics include geometric definitions and constructions, congruence and measurement, reasoning skills, proofs, and theorems. A great way to prepare for those fall math courses! (No class 7/4.)

Fee: $119 + $10 materials fee payable at first class
Instructor: Advance Tutoring Staff
2:40pm W 6/27-8/1 CEC 6

Algebra 1 Solving Word Problems
This course is designed to help students comprehend word problems easily. Students who have difficulties with word problems need to improve their skills, as they will encounter more word problems as they advance to higher grades. Lots of students often have problems interpreting the mathematical equations in word problems. This class assists students in how to spot the key words in long word questions and convert them to equations. Students will achieve good scores in word problems from this easy, fundamental and fun practice.

Fee: $80 + $10 materials fee payable at first class
Instructor: Kathy Song
9:30-11:30am TU/TH 7/10-7/26 B 109

PARENTS PLEASE NOTE:
SUPERVISION BEFORE OR AFTER CLASS IS NOT AVAILABLE
A parent or an authorized adult guardian is responsible for dropping off and picking up children on time from each College4Kids @ IVC class. While on campus, your child is expected to observe the rules of conduct expected for all Irvine Valley College students. Students must follow the instructions given to them by course instructors and should use the buddy system when moving from class to class and when using other campus facilities.

Reading Academy (Ages 5-13)
Credentialed teachers will lead this course for students entering grades 1 to 12. Topics include phonics, vocabulary development, and comprehension strategies using a variety of grade-appropriate literature. A great way to help prepare your child for the next grade!

Fee: $119 + $10 materials fee payable at first class
Instructor: Advance Tutoring Staff
1st and 2nd grades:
9-11am M 6/25-7/23 CEC 6
3rd and 4th grades:
9-11am M 6/25-7/23 CEC 5
5th and 6th grades:
9-11am M 6/25-7/23 CEC 4

Institute of Reading Development (Pre-K and K/Level 0)
This program is designed for students entering pre-kindergarten or kindergarten. Students in these programs make significant gains in phonics, word attack, sight vocabulary, fluency and comprehension. As a result your child will become a strong independent reader, build confidence, and develop an enduring love of books and reading. To register for this course, visit www.ivc.readingprograms.org.

Fee: $269 + $39 materials fee payable at first class
Instructor: IRD Staff
9-10am SUN 7/22-8/19 CEC 6

Institute of Reading Development (1st Grade/Level 1)
This program is for children entering the 1st grade. Children in this program learn beginning phonics and reading readiness skills, build comprehension, and develop an enduring love of books and reading. Parents are to attend all sessions. The program goals are reading readiness, alphabet skills, love of reading, and parent training. To register for this course, visit www.ivc.readingprograms.org.

Fee: $329 + $39 materials fee payable at first class
Instructor: IRD Staff
10:30am-12:15pm SUN 7/22-8/19 CEC 6
Institute of Reading Development  
(2nd Grade/Level 2)  
This program is for children entering the 2nd grade. Students learn phonics and word-attack skills, build sight vocabulary, and improve fluency and comprehension. Your child will become a strong independent reader, build confidence, and develop a love of reading. Parents are welcome to attend any session. There is a required 15-minute parent meeting at the end of lessons 1 and 5. Program goals are phonics, comprehension, and love of reading. To register, visit www.ivc.readingprograms.org.  
Fee: $329 + $39 materials fee payable at first class  
Instructor: IRD Staff  
1:15-3pm       SUN       7/22-8/19       CEC 6

Institute of Reading Development  
(3rd Grade/Level 3)  
This course is for students entering the 3rd grade. Students in these programs make significant gains in comprehension, and learn the fluency and advanced decoding skills needed to read more complex books with ease. As a result, your child will complete reading assignments more quickly and easily, get better grades, and become fully absorbed in books. To register, visit www.ivc.readingprograms.org.  
Fee: $329 + $39 materials fee payable at first class  
Instructor: IRD Staff  
3:30-5:15pm       SUN       7/22-8/19       CEC 6

Institute of Reading Development  
(4th Grade/Level 4)  
This course is designed for students entering the 4th and 5th grades. Students in these programs make significant gains in comprehension, and learn the fluency and advanced decoding skills needed to read more complex books with ease. As a result, your child will complete reading assignments more quickly and easily, get better grades, and become fully absorbed in books. To register, visit www.ivc.readingprograms.org.  
Fee: $329 + $39 materials fee payable at first class  
Instructor: IRD Staff  
11:30am-1:30pm       F       7/20-8/17       CEC 6

Institute of Reading Development  
(5th Grade/Level 6)  
This course is designed for students entering the 4th and 5th grades. Students in these programs make significant gains in comprehension, and learn the fluency and advanced decoding skills needed to read more complex books with ease. As a result, your child will complete reading assignments more quickly and easily, get better grades, and become fully absorbed in books. To register, visit www.ivc.readingprograms.org.  
Fee: $329 + $39 materials fee payable at first class  
Instructor: IRD Staff  
11:30am-1:30pm       F       7/20-8/17       CEC 4

Institute of Reading Development  
(6th-8th Grades/Level 8)  
This course is for students entering 6th–8th grade. In these programs, students improve comprehension by one to two grade levels while doubling their reading speed. They learn the best way to read textbooks, take notes, and study for tests. Your son or daughter will complete homework assignments quickly and easily, get better grades, and become a more highly motivated student. Our students become fully absorbed in books, and develop the habit of reading for pleasure. To register, visit www.ivc.readingprograms.org.  
Fee: $329 + $39 materials fee payable at first class  
Instructor: IRD Staff  
9-11am       F       7/20-8/17       CEC 6

Institute of Reading Development  
(9th-11th Grades/Level 11)  
This program is for students entering the 9th-11th grades. In these programs, students improve comprehension by one to two grade levels while doubling their reading speed. They learn the best way to read textbooks, take notes, and study for tests. Your son or daughter will complete homework assignments quickly and easily, get better grades, and become a more highly motivated student. To register, visit www.ivc.readingprograms.org.  
Fee: $329 + $39 materials fee payable at first class  
Instructor: IRD Staff  
2:30-4:30pm       F       7/20-8/17       CEC 6
WRITING

Writers Academy (Grades 1-8)
Credentialed teachers will lead this course in writing. Topics include writing using a variety of methods, focusing on beginning sentences, and learning to put them together to write a paragraph. Students will be introduced to the writing process at their level: prewriting, drafting, revising, editing, and publishing. Penmanship practice will also be emphasized. A great way to have your child prepare for the next grade level. (No class 7/4.)

Fee: $119 + $10 materials fee payable at first class
Instructor: Advance Tutoring Staff

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Writers Academy (Grades 9-12)
Credentialed teachers will lead this series in writing for students entering grades 9–12. Learn the writing process of drafting, revising, editing and publishing. The four areas of writing will be covered: narrative, persuasive, biographical, and informative. Grammar and spelling will also be emphasized. A great way to prepare for those high school classes!

Fee: $119 + $10 materials fee payable at first class
Instructor: Advance Tutoring Staff

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PUBLIC SPEAKING

Public Speaking Academy (Ages 5-18)
Credentialed teachers will lead this course in beginning public speaking. Students will learn the different types of speech at their grade level, beginning with a simple introduction, and then progressing to poems and short speeches. Emphasis will be on voice and speech techniques in a non-threatening and supportive environment.

Fee: $119 + $10 materials fee payable at first class
Instructor: Advance Tutoring Staff

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LANGUAGES

Spanish (Ages 8-13)
Credentialed teachers will lead this course in beginning Spanish. Learn basic Spanish words, conversation, and sentence structure. Stories, games, and music will enrich this learning experience. Learn how to order from a menu, have a friendly conversation, and about Spanish-speaking countries around the world. (No class 7/4.)

Fee: $119 + $10 materials fee payable at first class
Instructor: Advance Tutoring Staff

Lango Kids Spanish Camps (Ages 5-10)
Lango Kids Irvine offers Spanish Immersion Day Camps for kids ages 5-10. Enthusiastic native-speaking, bilingual teachers will lead kids through fun-filled, culturally based lessons that take place indoors and out. Activities include games, geography, history, arts and crafts, theater, music and lots of movement. Kids won’t believe they can have so much fun while learning a new language. Our Spanish campers discover the treasures of Latin and European countries where Spanish is spoken. Children love mystery and the chance to explore, and at Camp Lango we adventure our way into the wild, and urban places while learning about other cultures’ festivals, people’s traditions, local cuisine, and more. If you want to see your kids dancing and cooking simple, traditional dishes from Latin America and Spain, bring them to Camp Lango Spanish. Don’t miss out! Register for camp at www.langokidsirvine.com. (No class 7/4.)

Fee: $249 half-day/$349 full-day
Instructor: Camp Lango Staff

Spanish - Basic Level:
8am-5pm  M-F  6/25-8/10  A 201B
8am-Noon M-F 6/25-8/10  A 201B

Spanish - Intermediate Level:
8am-5pm  M-F  6/25-8/10  A 201B
8am-Noon M-F 6/25-8/10  A 201B

Spanish - Advanced Level:
8am-5pm  M-F  6/25-8/10  A 201B
8am-Noon M-F 6/25-8/10  A 201B

ARTS AND MUSIC

Drama
Credentialed teachers will lead this fun class in drama. Students will practice voice and acting techniques, set building, and planning parts, and act. They will gain confidence by practicing and working as a team. Each student will have a part in a grade-appropriate play performed on the last class session. Students will be put in groups according to grade level.

Fee: $119 + $10 materials fee payable at first class
Instructor: Advance Tutoring Staff

Incrediflix Live Action Flix (Ages 7-12)
Go through the Hollywood process of film making, as we guide you through “Action” to “That’s a wrap!” Work in groups to brainstorm, location scout, bring in props/costumes, act and direct in a collaborative movie that will be fun for the entire audience. Flix are downloadable within a month after camp ends.

Fee: $180 + $30 materials fee payable at first class
Instructor: Incrediflix Crew

Incrediflix Lego Flix (Ages 7-12)
Bring Lego worlds to life! Work in groups as you create a Lego set with Lego characters to create a stop-motion movie. Storyboard, write, shoot, and add voice-overs. Flix are downloadable within a month after camp ends.

Fee: $180 + $30 materials fee payable at first class
Instructor: Incrediflix Crew
Incrediflix Combo Camps (Ages 7-12)
We know you love Legos and can create incredible Lego worlds. Now it’s time to bring those worlds to life in Lego stop-motion animated flix! We provide the Legos and you provide your imagination. Students will create a Lego set with Lego characters for a movie they storyboard, write, shoot, and add voice-overs for in age-appropriate groups. Flix are downloadable within a month after camp ends. Students must provide their own sack lunch.

Fee: $320 + $60 materials fee payable at first class
Instructor: Incrediflix Crew
9am-4pm      M-F      8/6-8/10      CEC 5

Academic Chess and Strategic Kids Summer Camp
Summer Academic Chess Camp includes the following: Daily chess strategy and tactics lessons for all levels, fun activities and games that reinforce chess principals, giant chess set and board onsite (3-foot-tall king), painting your own chess pieces, exclusive chess workbook, and tournament opportunities to win trophies and prizes! Morning, afternoon and combo camps available. Morning and afternoon attendees are asked to bring a daily snack. Combo Camp kids are asked to bring a daily sack lunch. Lunch will be from noon to 12:30 pm.

Fee: Morning or afternoon camp: $180 + $10 materials fee payable at first class
Combo day camp: $350 + $20 materials fee payable at first class
Instructor: Academic Chess Staff

Academic Chess: An amazing, fun and exciting time with daily chess strategies and tactics lessons for all levels. Fun activities and outdoor games that reinforce chess principals. Giant chess set and board onsite (3-foot-tall king). Chess tournament with trophies and prizes.

Strategic Lego: Students will use Lego to learn about the art and process of problem solving in a hands-on, creative environment. We use Lego to teach STEM-based lessons in a way children will understand and enjoy. Participants will also learn about the different parts of a story, public speaking, creative writing and more!

Strategic Magic: This magical class promotes public speaking through the performance art of magic! Students will learn 1-2 magic tricks each day and craft some of their own magic gear. Children will also develop motor skills, learn teamwork, and enhance performance skills.

Week 1 - Chess and Lego:
Chess: 9am-noon      M-F      6/25-6/29      A 203
Lego: 12:30-3:30pm   M-F      6/25-6/29      A 203
Combo: 9am-3:30pm    M-F      6/25-6/29      A 203

Week 2 - Chess and Lego:
Chess: 9am-noon      M-F      7/16-7/20      A 203
Lego: 12:30-3:30pm   M-F      7/16-7/20      A 203
Combo: 9am-3:30pm    M-F      7/16-7/20      A 203

Week 3 - Chess and Lego:
Lego: 9am-noon       M-F      7/23-7/27      A 203
Chess: 12:30-3:30pm  M-F      7/23-7/27      A 203
Combo: 9am-3:30pm    M-F      7/23-7/27      A 203

Week 4 - Chess and Magic:
Magic: 9am-noon      M-F      7/30-8/3       A 203
Chess: 12:30-3:30pm  M-F      7/30-8/3       A 203
Combo: 9am-3:30pm    M-F      7/30-8/3       A 203

Week 5 - Chess and Magic:
Chess: 9am-noon      M-F      8/6-8/10      A 203
Magic: 12:30-3:30pm  M-F      8/6-8/10      A 203
Combo: 9am-3:30pm    M-F      8/6-8/10      A 203
STEM

NEW! Young Inventors (Ages 7-10)
Put on your thinking cap and join us for some sensational science experiments! Students will be introduced to the marvelous world of physics and engineering through hands-on activities and projects. Put your creativity to the test while we design 3D structures, make oozey-gooey slime, and construct our own homemade robots! This course is guaranteed to amaze and inspire all budding inventors and engineers.

Fee: $119 + $10 materials fee payable at first class
Instructor: Advance Tutoring Staff

11:30am-1:30pm  TU  6/26-7/24  CEC 6

Mad Science Rocket Lab (Ages 7-10)
Unleash your inner rocket scientist with a week of super-powered rockets and aerodynamics in this summer camp for kids. Invent, build, launch, and take home paper rockets, bottle rockets, chemical reaction rockets, and more during our summer camp activities. Construct and keep an official Mad Science Skyblazer II Rocket — just like what we will launch over 100 feet in the air!

Fee: $179 + $40 materials fee payable at first class
Instructor: Mad Science Staff

9am-Noon  M-F  7/9-7/13  A 307A
9am-Noon  M-F  7/30-8/3  A 307A

Mad Science Secret Agent Lab (Ages 6-12)
As junior secret agents, use the science of detection to analyze crime scenes. Send secret messages to your friends by learning Morse code, Braille, and flag signaling. Construct security alarms to stop burglars in their tracks, and even master awesome spy tech like disappearing ink, metal detectors, and motion alarms.

Fee: $179 + $40 materials fee payable at first class
Instructor: Mad Science Staff

9am-Noon  M-F  7/16-7/20  A 307A

Mad Science Chemistry Lab (Ages 7-10)
Come inside and see what spectacular solutions the Mad Scientist has been whipping up in this kids summer camp! Experiment with some crazy chemistry, learn about exothermic reactions and create crystals. Have a cool time with dry ice, make an oozing batch of gooey slime, and see what pops up in our explosions lab! It is no wonder this is our most popular science camp.

Fee: $179 + $40 materials fee payable at first class
Instructor: Mad Science Staff

9am-Noon  M-F  7/23-7/27  A 307A

Mad Science Robotics Lab (Ages 8-11)
Build and keep your very own robot, unlike any other seen at Mad Science before! Learn about the uses of robots in our world. Experiment with sound sensing robots, line tracking robots, amphibious robots and even soccer playing robots.

Fee: $179 + $60 materials fee payable at first class
Instructor: Mad Science Staff

9am-Noon  M-F  8/6-8/10  A 307A

NEW! Brainstorm Gamemaker: 3D Game Development with Unity (Ages 9-14)
Learn to code by creating your own 3D game using Unity, a professional 3D game design engine. This course will teach game design principles, mechanics and level design. Discover how to add objects, apply physics and implement behaviors into your game. Then explore your creation in a new dimension by immersing yourself in virtual reality. Students will learn C#, develop problem solving skills and gain an excellent general knowledge of game creation fundamentals using the Unity 3D engine.

Fee: $225 + $20 materials fee payable at first class
Instructor: BrainStorm Staff

1-4pm  M-F  7/30-8/3  A 307A

NEW! Brainstorm Lego Robotics Battlebots (Ages 9-14)
3...2...1...BATTLEBOTS! This course will take kids on a BattleBots journey of their own as they design, build, and program robots to fight it out in our arenas. This class combines engineering, programming, and inventing together as kids go head to head to be the last bot standing. No prior experience is necessary: our BrainStorm instructors walk students through the process of designing, building, and programming their bot to battle against others. We utilize LEGO Mindstorm technology for this course. Fans of the BattleBots TV show or even Big Hero 6 will love stepping into the world of robotics, and this is a great way to learn the basics and have a lot of fun!

Fee: $225 + $20 materials fee payable at first class
Instructor: BrainStorm Staff

1-4pm  M-F  8/6-8/10  A 307A
STUDY SKILLS

SAT English Prep (Ages 13-18)
The SAT English Workshop Series prepares students who wish to score high on the official SAT English section. This course will instruct students based on the new format of the 2016 SAT test. The workshop will cover in depth the critical reading section, where students will learn about and practice sentence completion and passage-based reading exercises. The workshop will also cover: vocabulary, the writing section (including the essay), identifying sentence errors, and improving sentences and paragraphs. There will also be online assignments that need to be completed each week.

Fee: $119 + $10 materials fee payable at first class
Instructor: Advance Tutoring Staff

SAT Math Prep (Ages 13-18)
A credentialed teacher will lead this common core-based course in an overview of all SAT Math sections. This course will instruct students based on the new format of the 2016 SAT test. Throughout course instruction, students will be pre- and post-tested as well as reviewed, with areas of weakness and strength pinpointed. Students will build self-confidence for taking the math sections of the SAT test.

Fee: $119 + $10 materials fee payable at first class
Instructor: Advance Tutoring Staff

Study Skills (Ages 12-18)
Credentialed teachers will lead this course in study skills for students entering grades 6–12. Emphasis will be placed on time management and organizational skills, note taking and effective listening, how to study, test-taking techniques, and the use of reference materials. Students will also create short-term and long-term goals for improving overall study habits.

Fee: $119 + $10 materials fee payable at first class
Instructor: Advance Tutoring Staff

Natural A’s (Ages 10-17)
Any student can significantly enhance grades, self-confidence, and chances for scholarships and college admissions by performing academic skills in alignment with the brain’s natural patterns. This makes note-taking, reading, studying, memorizing and test-taking amazingly efficient. Discover simple methods for understanding math, optimize concentration, and prevent test anxiety. The presenter graduated at the top of his college class with a 4.0 GPA, and has a Juris Doctor degree from BYU. Parents can register and participate with their children.

Fee: $59 + $30 materials fee payable in class
Instructor: Curtis Adney

1:30am-1:30pm TH 6/28-7/26 CEC 4

6th to 8th grades:
2:4pm TU 6/26-7/24 CEC 6
9th to 12th grades:
2:4pm TU 6/26-7/24 CEC 5

IVC Community Education | ivc.augusoft.net | Summer 2018
BUSINESS AND CAREER

BUSINESS

An Introduction to Voiceovers
This fun and empowering two-hour introductory class covers the different types of voiceovers and what tools are needed to find success. You’ll be coached as you read a script, and be recorded so you can receive a professional voiceover evaluation later. You’ll have the knowledge necessary to help you decide if this is something you’d like to pursue. Ages 18 and over. Taught by a professional voice actor.

Fee: $49
Instructor: Voices for All

6-8pm TH 7/19 CEC 4

CAREER

Medical Insurance Billing Certificate Program
A comprehensive study of medical billing, including an introduction to CPT, ICD9, ICD10 and HCPCS coding and collection strategies. Procedures and paperwork involving various insurance providers, including Medicare, Medicaid, TRICARE, CAMPVA, California Workers’ Compensation System and Managed Care plans for inpatient and outpatient claims. Privacy rules and regulations involving patient confidential information governed by HIPAA. Set up a mock medical practice using web-based software to enter new practice information, new patient demographic and insurance information, patient billing, and electronic and paper claims processing.

For full details on each of the five required courses, please see the following pages.

Fee: $150 + $325 materials fee payable via PayPal at https://www.paypal.me/krisgpatterson
Instructor: Kris G. Hall-Patterson
Dates/Times: Refer to Individual Courses Below
Course 1: Introduction To Medical Insurance Billing
One of a physician’s most valued employees is the one who does the insurance billing. Learn medical billing techniques and how to follow up and collect on billed claims. This class will cover:
• An introduction to the healthcare industry
• The differences between PPO’s, HMO’s, IPA’s and other managed care issues
• The ins and outs of contracting with managed care plans
• HIPAA – Health Insurance Portability & Accountability Act (privacy and security rules)
• Discussions on various issues of concern to medical billers
• An introduction to the Affordable Care Act.
9am-3:45pm SAT 7/7 A 201B

Course 2: Medical Insurance Billing, Part 2
This course is for students who have completed the Introduction to Medical Insurance Billing course. In this course, you will learn how to:
• Bill Medicare, Medicaid (Medi-Cal in California), TRICARE and CHAMPVA
• Update information on the new Medicare contractor, Noridian Healthcare Solutions
• Keep current on changes in the rules and regulation of government plans
• Complete the CMS 1500 (universal claim form) used to bill insurance companies
• Read an Explanation of Benefits (EOB) and how to use it to bill secondary carriers
• Analyze and solve difficult billing problems and manage denials
6:30-8:45pm TU/TH 7/10, 7/12 B 109

Course 3: CPT, ICD9, ICD10 & HCPCS Coding
In this course, the student will learn the difference between CPT, ICD9, ICD10 and HCPCS codes and when to use them for billing claims. You’ll learn how to:
• Indicate the appropriate diagnosis code on the claim form to ensure fast payment from carriers
• Code the primary reason for the visit each time patient is seen
• Understand the new ICD10 codes that went into effect October 2014
• Ensure that appropriate procedure codes are sent to insurance company per encounter and complete the CMS 1500 (Universal Claim Form) used to bill insurance companies
• Bill for supplies, materials, injections and dental claims
9am-3:45pm SAT 7/14 BSTIC 112

Course 4: Workers’ Compensation & Personal Injury
In this class, you’ll learn how to bill California Workers’ Compensation and personal injury cases. This course will include:
• An overview of California’s Workers’ Compensation system
• Filing Workers’ Compensation Appeals Board Liens
• Tips for screening patients up-front to minimize payment problems
• Tips for maximizing reimbursement
• Turning objection letters into payments
• Strategies for negotiating with attorneys on lien cases
• Making sure the case is really “pending”
• Billing automobile insurance carriers and personal injury cases
6:30-8:45pm TU/TH 7/17, 7/19 B 109
Course 5: Computerized Medical Insurance Billing (Orientation)
In this course, you will be able to practice setting up the following:
• Practice and provider information
• Practice superbill
• Patient/guarantor information
• Insurance companies to be billed
• Post charges, payments and adjustments
• Printing insurance claims, patient statements and management reports
• A database for electronic claim submissions
6:30-6:45pm SAT 7/19 B 109

Start Your Own Billing Service (Elective)
Many medical practices receive most of their income from insurance companies. Thus, medical billing services are in demand. In this class you will learn: How to obtain clients, how to set your fees, what other services a billing service could offer, marketing your services, where to obtain HIPAA compliance software, a sample HIPAA business associate agreement and independent contractor agreement, what billing organizations you can join, and how to obtain updates from insurance companies, sole proprietorships, partnerships, corporations and LLCs.
Fee: $25 + $29 materials fee payable via PayPal at https://www.paypal.me/krisgpatterson
Instructor: Kris G. Hall-Patterson
6:30-8:45pm TU 7/31 B 109

Medical Front Office (Elective)
This course is intended for students interested in becoming a Medical Front Office/Medical Receptionist, sometime referred to as the Intake Coordinator. This class will ensure students are prepared to begin a rewarding career and to become an integral part of the medical office team. Topics covered are: basic medical benefit terms and plans, eligibility and insurance benefit verification, appointment scheduling (manual and computerized), improving telephone skills, patient arrival, check-in and departure, handling medical/office forms, HIPAA/patient privacy and confidentiality, and medical terminology (specific to front office).
Fee: $25 + $89 materials fee payable via PayPal at https://www.paypal.me/krisgpatterson
Instructor: Kris G. Hall-Patterson
6:30-8:45pm TU/TH 7/24, 7/26 B 109

PRESENTERS WANTED!
Want to learn how to become an IVC community education presenter?
Call 949-451-5555,
email communityed@ivc.edu or visit academics.ivc.edu/communityed
MONEY MATTERS

Reduce the Cost of College
Parents, learn how to save on the cost of college! College planning is not just saving for the cost of college. When it comes to college planning, there is no one size fits all solution. It’s about knowing the ins and outs of a very complex topic and how to apply the secrets of college planning and funding to your circumstances. Every parent of a college-bound student may benefit from this class. Topics covered include: What college planning is; when should you start college planning; the Expected Family Contributions (EFC) formulas used; how to estimate your EFC; strategic use of 529 savings plans; planning and funding strategies that may help increase cash flow to help pay education expenses or reduce taxes; and school merit scholarships and loan strategies for meeting shortfalls. Whatever your net worth as a parent, you may benefit from this class by gaining an understanding of what to do to save money and what not to do that can cost you money. This class is not going to discuss how to prepare for, apply for, or choose a college. This class will discuss the use of financial college planning so you don’t have to pay one dollar more for college than absolutely necessary.

Fee: $30
Instructor: Charla Sue Riley
9:30am-Noon SAT 8/4 CEC 4
6:30-9:30pm TU 8/7 CEC 4

Retirement Game Plan: Knowing the Rules and Avoiding Mistakes
Your secure retirement requires not outliving retirement income. Having adequate income will depend significantly on the amount you accumulate in 401(k)s, 403(b)s and the various IRAs before retirement, making wise distribution choices at retirement, including Required Minimum Distributions, and how your plans coordinate with your whole financial situations. This class will focus primarily on IRA and 401(k) considerations. Topics being covered will include required minimum distributions, transfers and rollovers, distribution strategies from employer plans and IRAs, coordinating non-retirement plan and retirement plan assets, investment concepts allowed during accumulation and retirement, and the rules, penalties and exceptions for early and late distributions.

Fee: $39 + $6 guest fee + $10 materials fee
Instructor: Ronald Gable
9am-Noon SAT 6/9 CEC 4

The Complete Financial Management Workshop
In this course, students will be able to learn about mutual funds, reducing taxes, Roth and traditional IRAs, 401k plans, tax-sheltered annuities, stocks, bonds, college savings plans, wills, probate, living trusts, estate planning strategies, long-term care and life insurance, annuities, etc. Students will gain a basic understanding of what they must do to retire financially in peace. Book is provided.

Fee: $42
Instructors: Charla Sue Riley
6:30-9pm TU 7/17-7/31 CEC 4
NOTARY

Become a Notary Public
Establish yourself as a notary public, earn additional income and provide a service to your community. Successful notaries provide a valuable service to their company, friends and private clients. Our 6-hour state approved seminar gives you the knowledge to pass the exam and practice as an effective notary. You’ll receive 2 practice tests and take the official notary exam directly following the seminar. Must be 18+ years of age. Serious conviction may disqualify applicant. Register for the exam from 4 to 4:30 pm. Exam is from 4:45 to 6 pm. Bring a $40 check payable to Secretary of State, current driver license or state-issued ID (you must be a legal resident of California), a 2”x2” passport color photo, and a few #2 pencils. LiveScan fingerprints required after you pass the exam. There will be a short break for lunch. It is suggested that you bring your lunch, as there is no Saturday food service on campus. Arrive early. Due to state regulation, no one will be admitted after class begins. You must also be on time after the break. No refunds for late arrivals.

Fee: $99 + $35 materials fee + $40 state examination fee (check only, made payable to Secretary of State)

Instructor: Notary Public Seminars

8am-6pm SAT 8/4 CEC 5

Renew Your Notary Commission
We’ll feature the new state laws passed this year and give you a brush-up on general law to make sure you haven’t fallen into any bad habits. Your commission must be current to be eligible for this three-hour seminar. Renewing notaries must take the exam and submit LiveScan fingerprints again. Exam is not included in this course. Important exam information: New and renewing notaries need to bring the following to the exam: 1) A $40 check payable to Secretary of State; 2) Proper ID - current driver license or state issued ID card; 3) Two #2 pencils; 4) 2”x2” passport color photo. LiveScan fingerprints will be required after you pass the exam. Serious convictions may disqualify applicants. Must be 18+ years of age. Students must arrive on time and stay for the full duration of class. Students that arrive late may be asked to leave.

Fee: $55 + $35 materials fee + $40 state examination fee (check only, made payable to Secretary of State)

Instructor: Notary Public Seminars

8am-6pm SAT 8/4 CEC 5

How to Become a Loan Signing Agent
It’s time to use your new skills to earn more money. We’ll teach you how to notarize loan documents and give you a simple strategy to launch your new business. Loan signing agencies are hiring and some do require a certificate to land the job. Our expert teachers are in the business. They will teach you how to negotiate your fee, get called back, and brand yourself as a professional in the market. You must be a notary in order to be a Loan Signing Agent.

Fee: $99 + $60 materials fee
Instructor: Notary Public Seminars

10am-4pm SAT 8/11 CEC 4

COMPUTERS

How to Create a Website for Business or Personal Use for Free
You can create your site in minutes for free, including text, graphics, YouTube video links, a shopping cart, and the ability to customize it any way you want it. You’ll learn how to: get your domain name, choose a web host and sign up for an account, design your web pages, collect credit card information, be listed with major search engines, and get your site noticed. A $30 fee for Fishin’ With a Net (978-1-891440-63-2) is payable in class. This class is for beginners and laypersons.

Fee: $39 + $30 materials fee payable in class
Instructor: Mike Rounds

6:30-9:30pm TU 6/12 B 109

Make Money with a Typing/Word Processing/Virtual Assistant Business
If you can type, then you can make money at home using your computer. Having already learned all about home-based business success (participants must have attended “Cash In with a Successful Home-Based Business”), you will then discover the secrets to profits in the typing/word processing business, including how and where to find clients, 50 ways to advertise/market your services, effective home office equipment choices, 100 ways to make money with a computer, and free national networking information. There really is a need for your services, so why not have the freedom to be your own boss, set your own hours, and have the opportunity to make more money than you ever did before by attending this workshop?

Fee: $20 + $10 materials fee payable in class
Instructor: LeeAnne Krusemark

4-5pm TU 6/13 B 109
ARTS AND HOBBIES

PERSONAL INTEREST

Eliminate Clutter in Your Home and Office
Tired of searching for lost things and stumbling over stuff? You can change your surroundings to work for you, with simple, easy and practical ideas on how to remove clutter from your life and get organized. Attend this fun and interactive workshop, where you’ll learn: how to stop junk mail, how to remove clutter, distinguish between organized and neat, and the cost of your stuff. Fee includes Clutterology (978-1-891440-62-5).

Fee: $39 + $30 materials fee payable in class
Instructor: Nancy Miller

6:30-9:30pm   TU    6/12   CEC 4

What Were You Born to Do?
You were born to make a unique contribution to humanity. Progressing toward this purpose brings joy and abundance. Straying from it causes stress and emptiness. To accomplish this mission, one of the 33 Natural Talents is wired into your DNA. It is so subtle, you rarely notice it; yet so powerful, it’s the source of the highest potential. Elvis, Oprah and Einstein were all just “doing what comes naturally.” Applying your natural talent relentlessly will magnetically attract all your heart’s desires. The presenter is a career coach, motivational speaker and author of a forthcoming book: Pinpoint Your Destiny.

Fee: $59 + $40 materials fee payable at first class
Instructor: Curtis Adney

1-5pm   SAT    7/28   CEC 4

WRITING

Introduction to Screenwriting
Discover the art and craft of screenwriting, from concept to first original idea, and transform it to screenwriting form. Each week, students will watch movies at home which will be discussed in class. Structure, characterization and plot will be talked about, and students will also write and critique their material in a work/class setting. “The Screenwriter’s Workbook” by Syd Field (ISBN: 440582253) is suggested but not required. (No class 7/3.)

Fee: $150
Instructor: Mark Sevi

6:30-9:30pm   TH    6/7-8/7   A 201B

Intermediate/Advanced Scriptwriting
This class is appropriate for anyone with a general working knowledge of screenwriting, whether they have taken the Introduction to Screenwriting class or not. Students continue the knowledge gained in the introductory class as they flesh out and continue writing their scripts. Structure, theme, characterization, writing techniques, marketing, and many other aspects of screenwriting are covered in detail. Students will watch and break down a movie at home every week. (No class 7/3.)

Fee: $75 + $100 materials fee payable at first class
Instructor: Mark Sevi

6:30-9:30pm   TH    6/5-8/7   A 201B
Beginner’s Guide to Getting Published
Did you know Stephen King was rejected 75 times before he sold his first novel? If your goal is to become a published freelance writer by selling a magazine article, short story, poem, or even a novel to a traditional publisher, this comprehensive workshop will guide you to, then past the editor’s desk. You will discover how to: Become a “published” writer overnight, submit manuscripts the correct way, find the right publisher for your work, write irresistible query letters, learn 100 ways to make money as a freelance writer, and obtain free future Q&A opportunities. If you really want to succeed, this step-by-step workshop is a must!

Fee: $39 + $10 materials fee payable in class
Instructor: LeeAnne Krusemark
6-8pm W 6/13 B 109

Meet the Agent/Publisher – Get Your Manuscript Critiqued
Have you ever wanted to talk to a real agent or publisher? Are you tired of having your manuscripts critiqued by non-professionals, or paying an editor too much money to change your writing to their voice? Bring your in-progress manuscript for an in-class critique of one page of your poetry, article, short story, screenplay, novel, non-fiction book, or children’s book. Materials fee includes an in-class critique. You can also leave a copy of your manuscript for a professional critique of your entire manuscript (for an optional materials fee of $50 for up to 25 double-spaced pages and $1/page thereafter) and a list of publishers/agents who are interested in your type of work.

Fee: $20 + $10 materials fee payable in class
Instructor: LeeAnne Krusemark
5-6pm W 6/13 B 109

Explore 50 Different Self-Publishing Options
Self-publishing is all the rage, but is it the best option for you? You will discover the pros and cons of all the self-publishing options, including print-on-demand and e-book publishing, as well as the Amazon option, CreateSpace. You will leave with a rated description of 50 self-publishing companies. (Prerequisite: Beginner’s Guide to Getting Published)

Fee: $20 + $10 materials fee payable in class
Instructor: LeeAnne Krusemark
2-4pm W 6/13 B 109
Please Note: Parking along Irvine Center Drive or Jeffrey Road or in the Voyagers Church parking lot is not authorized. Students parking in these areas do so at their own risk and may be cited by the Irvine Police Department.
### REGISTRATION FORM

**Receipts Sent by Request**

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**GENERAL PURPOSE LIABILITY WAIVER RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT**

In consideration of accepting this registration, I hereby release, indemnify, and hold harmless South Orange County Community College District and its officers, clients, agents or employees from any and all claims, damages, or losses caused by the negligent or intentional acts or omissions of the SOCCCD’s officers, clients, agents or employees that result in bodily injury, property damage or any other injury or loss to myself (and to any minor children for whom I have the capacity to contract) arising out of the participation in this program or other classes sponsored by Irvine Valley College, for a calendar year, enrolled in by me (and by any minor children for whom I have the capacity to contract). I hereby give permission to IVC to videotape or photograph me or my children participating in the programs for use in future marketing, publicity, and advertising on behalf of Irvine Valley College, the Irvine Valley College Foundation, and/or the South Orange County Community College District and understand that I will not receive any compensation for such use. I further hold harmless IVC, the IVC Foundation, or the SOCCCD for any unintentional misuse or misrepresentation of any video or photographic image as part of the above-mentioned uses. I CERTIFY THAT I HAVE READ AND UNDERSTAND THIS WAIVER AND RELEASE AS IT APPLIES TO MYSELF.

**Signature of Participant (If participant is under 18, parent or guardian must sign):**

**Date:**

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