Community Education and Emeritus Class Schedule

Join us this fall online and in person!

Register at ivc.augusoft.net
Welcome to Extended Education

The Irvine Valley College Extended 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 Extended 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. 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 wish you much success!

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OFFICE OF EXTENDED EDUCATION
1624 Valencia Ave., Room 205
Tustin, CA 92782
949-367-8343

FALL AND SPRING OFFICE HOURS:
9am–5pm Monday through Friday
Closed Saturday/Sunday, holidays, and semester breaks.

GENERAL INFORMATION:
Community Education: academics.ivc.edu/communityed
Emeritus Institute: academics.ivc.edu/emeritus

REGISTRATION:
Community Education: https://ivc.augusoft.net
Emeritus Institute: https://mysite.socccd.edu

IMPORTANT DATES TO REMEMBER

Aug. 23     Emeritus Institute Classes Begin
Sept. 6     Labor Day Holiday (No Classes)
Sept. 7     Community Education Classes Begin
Oct. 4      Emeritus Registration Dates and Times Available in MySite
Oct. 5-7    Emeritus Application Days
Nov. 11     Veterans Day Holiday (No Classes)
Nov. 12, 15-17  Spring 2022 Priority Emeritus Registration
Nov. 25 - 26  Thanksgiving Holiday (No Classes)
Dec. 22     Faculty Contractual Day (No Classes)
Dec. 23 - Jan. 18 Winter Break

ACCOMMODATION STATEMENT
It is the policy of the SOCCCD to fully comply with the requirements of the Americans with Disabilities Act. Consistent with this policy, this material is available in alternate formats such as large print, Braille, or accessible electronic text. Such materials and other disability accommodations will be provided as needed for program access, upon request. Please contact the Alternate Media Specialist at 949-451-5499 or ivcaltmedia@ivc.edu for needed accommodations or alternate formats.
Registration can be completed by phone or online:

Phone: 949-367-8343
Online: ivc.augusoft.net

Register early! Many classes fill up quickly. Your registration will be accepted as long as there is room in the class. Community Education classes may be canceled prior to the first class meeting if minimum class size is not met. If cancelled, you will receive a refund.

REFUND POLICY

Full refunds are issued for classes cancelled by IVC. If paying by credit card, please allow 7-10 days to receive your refund. No refunds will be issued after class begins.

GENERAL PARKING INFORMATION

Parking at IVC is $5 per day. 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 office hours are from 8 am to 5 pm Monday- Friday, and 8 am to noon Saturday.

If you encounter a mechanical problem with one of the dispensers, report it to Campus Police at 949-451-5234 or the campus operator at 949-451-5100. It is your responsibility to obtain a valid parking permit and park legally.

ONLINE COURSE INFORMATION

Most Fall 2021 courses will be offered online. Specific details for each course can be found in the corresponding course listing in this brochure. All online students must have internet access as well as videoconferencing capabilities (camera, microphone, and speakers). Online courses will be offered in videoconferencing modalities, such as Zoom. Specific instructions for participation will be provided by the instructor prior to the first class.

PRESENTERS WANTED

Do you see a need for a class that is not offered? Do you have a special interest or talent that you think others might be interested in learning? We’d like to hear from you! Send an email to us at ivccommunityed@ivc.edu or visit http://academics.ivc.edu/communityed
Acknowledgement of Voluntary Participation
Participant voluntarily wishes to participate in the above referenced Irvine Valley College Community Education class(es) and chooses to do so despite the possible dangers and inherent risks.

Code of Conduct
Participant fully understands that he/she is to abide by all rules and regulations, including and not limited to District policies and procedures governing conduct during participation in the above referenced class(es). Any violation of these rules and regulations may result in participant’s dismissal from the class with any expenses incurred being participant’s responsibility.

Internet Usage
Participant or Parent/Legal Guardian of Participant understands that South Orange County Community College District, Irvine Valley College Community Education is not liable for any actions resulting from the misuse of computers. Any misuse of computers must be reported to the Irvine Valley College Dean of Extended Education.

Medical Consent
In the event of an emergency and participant is injured or becomes ill during his/her participation in the above mentioned Community Education class(es), participant or Parent/Legal Guardian of Participant hereby authorizes and consents to x-ray, examination, anesthetic, medical, dental, or surgical diagnosis or treatment, emergency medical treatment, and hospital care from a licensed physician and/or surgeon, as well as emergency transportation as deemed necessary for my safety and welfare. Participant understands that all resulting expenses will be his/her responsibility. In addition, participant asks Irvine Valley College Community Education to call his/her emergency contact listed above.

Photograph/Video Release
Participant understands that Irvine Valley College Community Education may take photographs and/or video of participant during his/her participation in this Community Education class which may be used for the purposes of marketing and/or publicity of the program in print or on any social media platform.

Release Of Liability
In consideration of participant’s request for voluntary participation and registration in the above referenced Irvine Valley College Community Education class(es), and to the extent permitted by law, participant, his/her heirs, executors, administrators or assigns hereby agree to release, defend, indemnify, and hold harmless South Orange County Community College District, its Board of Trustees, officers, agents, employees, and volunteers from any and all claims, action, demands, damages, costs, losses, or expenses, including reasonable attorney’s fees of any kind or nature whether related to bodily injury, property damage, or loss of life, except to the extent that such loss or damage is caused by the negligence act or omission and willful misconduct of South Orange County Community College District, its Board of Trustees, its officers, agents, employees, and volunteers and no negligence on the part of the participant.

Participant or parent/legal guardian of participant fully understands the above terms and the legal consequences of signing this registration and release of liability form. Participant or parent/legal guardian of participant agrees to this freely and voluntarily.
CAREER

Medical Billing and Collections Certificate Program
Become an essential anchor for a medical practice and get a competitive edge in the job market by attending the updated Medical Billing & Collections Certificate Program (MBC P). Learn medical billing & collections firsthand from Kris G. Patterson, an instructor with over 30 years of experience in the medical billing industry. An introduction to CPT®, ICD, HCPCS coding, and medical terminology. Become familiar with medical office operations, office policy, procedures, and processing of individual office forms. Learn how to bill Medicare, Medicaid, TRICARE, CHAMPVA, Concierge Medicine, Workers’ Compensation & Personal Injury, PPO, HMO, EPO, IPA, and a host of other payers. Develop an understanding of the components of the revenue cycle from the patient intake, process to the completion & submission of the medical claim. Introduction to managed care plan concepts and how to analyze and solve difficult billing problems, including rejected and denied claim management. Review and gain an understanding of various practice management reports. Critical thinking exercises to learn how to automate the billing process using cloud-based software. Set-up a mock medical practice and post charges, payments, and adjustments from patients and insurance companies. Learn about HIPAA mandates and rules for maintaining the privacy and security of medical claims information. Upon completing the MBCCP, students will receive a certificate from the college and be added to the instructor’ database for potential job leads. Information: Email: kris@kgpmedicalbilling.com and website: www.kgpmedicalbilling.com

Fee: $150 + $225 materials fee payable via PayPal at https://www.paypal.me/krisgpatterson
Orientation: All students must attend an online orientation no later than Saturday, October 2, 2021.
To complete orientation, visit https://forms.gle/bK2fX3VwArNy8oBBA
Instructor: Kris G. Hall-Patterson
6:30-8:30pm TU-TH 10/5-11/4 ONLINE

Medical Front Office Procedures
This course is intended for students interested in becoming a medical front office assistant/medical receptionist, sometimes 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. Information: www.kgpmedicalbilling.com

Fee: $25 + $89 materials fee payable via PayPal at https://www.paypal.me/krisgpatterson
Orientation: All students must attend an online orientation no later than Saturday, October 2, 2021.
To complete orientation, visit https://forms.gle/bK2fX3VwArNy8oBBA
Instructor: Kris G. Hall-Patterson
6:30-8:30pm TU/TH 9/28-9/30 ONLINE AND 10-11am & 6-7pm SAT 10/2 ONLINE

ONLINE CLASS: Start Your Own Billing Service
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, how to obtain updates from insurance companies, and the differences between sole proprietorships, partnerships, corporations and LLCs. Information: www.kgpmedicalbilling.com

Fee: $25 + $29 materials fee payable via PayPal at https://www.paypal.me/krisgpatterson
Orientation: All students must attend an online orientation no later than Saturday, October 2, 2021.
To complete orientation, visit https://forms.gle/bK2fX3VwArNy8oBBA
Instructor: Kris G. Hall-Patterson
6:30-8:30pm W 9/29 ONLINE
An Introduction to Voiceovers (Getting Started in Voice Acting)

“Wow, you have a great voice!” Have you heard that more times than you can count? Or maybe you listen to your favorite audiobooks, commercials, or cartoon characters and think, “I could do that!” If so, then you could have what it takes to begin working as a professional Voiceover Artist. Explore the voiceover industry with a professional, working voice actor from the voice acting training company Voices For All, in a one-on-one, personalized, video chat. Discover industry trends and how it’s easy and affordable for just about anyone to get involved. In this one-time, 90-minute class, you’ll also learn about the different types of voiceovers and the tools you’ll need to find success. And then…we’re rolling! Your instructor will record you as you read a real script, then offer some coaching so you can improve your delivery. Your instructor will take notes on your performance so you can receive a professional voiceover evaluation later. After the class, you will have the knowledge necessary to help you decide if this is something you’d like to pursue. Visit www.voicesforall.com/ooo to get a better sense of how the class works. You must be age 18 or over to attend. You owe it to yourself to finally explore the possibilities of this fun and rewarding field!

Fee: $49
Instructor: Voices for All Staff

NEW! Job Search Success Strategies
This course provides support to those embarking upon the job search process, as well as those who have been searching for a while without success. You will receive strategic advice based on data from real recruiters and HR professionals on topics like branding, resume writing, interviewing, networking, and workplace success. Daily parking permit required for this class. See page 4 for details.

Fee: $149
Instructor: Heather Anderson

6:30-8:30pm M 9/13-10/4 IVC - LA 100

ART AND HOBBIES

NEW! Beginning Whimsical Watercolor
Learn to paint whimsical creatures, delightful landscapes, and inspirational quotes using one of the most enjoyable and pleasurable art mediums. Projects include postcards, greeting cards, and inspiration quotes with the option to frame your work. Daily parking permit required for this class. See page 4 for details.

Fee: $199+ $40 materials fee
Instructor: Tanya Buckley

7-9pm W 9/8-9/29 IVC - LA 100
7-9pm W 10/13-11/3 IVC - LA 100

REGISTER EARLY!
Classes may fill quickly or be cancelled due to low enrollment.
MONEY MATTERS

Financial Strategies for Successful Retirement
Financial Advisors Network (FAN) presents Financial Strategies for Successful Retirement, a financial education class to help you plan your retirement. What you will learn: The truth about Social Security; how to avoid outliving your money; tax reduction strategies; ways to truly diversify to your advantage; health care costs and how to prepare; and how to protect yourself from fraud. Choose investments that match your tolerance for risk. This information-rich seminar introduces you to the concepts and practices that will help you spend your retirement comfortably and in control of your finances. It will show you a conservative approach to wise money management and will help you identify lifestyle issues facing retirees. You will learn to seek maximization of your income and more from your investments, Social Security and retirement plans. The course will also educate you on how to protect your hard-earned assets from erosion due to inflation and the possible cost of long-term health care. Your registration fee includes an in-depth workbook and a Retirement Planning Data Form that will help you develop a written inventory of your assets, income, Social Security and pension benefits. Daily parking permit required for this class. See page 4 for details.

Fee: $59 per person/$5 per guest
Instructor: Rod H. Kamps, Financial Advisors Network, Inc.

Introduction to Microsoft Office 2016
(Word, Excel, PowerPoint and Access)
Students will learn the basic features and functions of Microsoft Office 2016. Microsoft Word: format documents and create memos and flyers. Microsoft Excel: create, edit and format spreadsheets, such as budgets and inventory. Microsoft PowerPoint: create a presentation. Microsoft Access: manage data.

Fee: $169
Instructor: NR Computer Learning Center Staff

Cyber Security
Cyber security is the practice of protecting computers, laptops, tablets, and smart phones from cyber threats. We will discuss the history of the internet, terminology used, how to secure passwords, email threats, malware, scams, and fraud used by cyber criminals and the steps to protect personal data from hackers. Instructor will email attendees materials before the first class.

Fee: $59
Instructor: Munusamy Pandyarajan

Computers

Introduction to Microsoft Office 2016
(Word, Excel, PowerPoint and Access)
Students will learn the basic features and functions of Microsoft Office 2016. Microsoft Word: format documents and create memos and flyers. Microsoft Excel: create, edit and format spreadsheets, such as budgets and inventory. Microsoft PowerPoint: create a presentation. Microsoft Access: manage data.

Fee: $169
Instructor: NR Computer Learning Center Staff

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Fee: $59
Instructor: Munusamy Pandyarajan

PRESENTERS WANTED
Community Education is always looking for new classes and instructors. If you have an idea for a new class, visit academics.ivc.edu/communityed for more information.
ABOUT EMERITUS CLASSES

The Irvine Valley College Emeritus Institute program affirms the importance of intellectual activity, critical thinking and creative expressions for older adults. The curriculum challenges participants to formulate relationships between past experiences and new ideas, and to keep current in all academic areas. Courses are developed to stimulate participants’ intellectual and personal growth and to benefit their daily lives – personally, socially, culturally, economically and environmentally. While these courses meet the college’s academic standards, they are not degree-applicable.

REGISTRATION INFORMATION

Special Note: All Emeritus Institute classes are tuition-free.

The registration process occurs three times per year, in the fall, spring, and summer semesters. MySite registration is date- and time-specific. Please log in to your individual MySite account for a specific date and time to register. Students cannot register prior to their appointment. If you are having trouble accessing MySite, please contact Admissions and Records at 949-451-5220. To register for a class, go to https://mysite.socccd.edu and enter your Student ID number and 4-digit PIN.

If you plan to enroll in classes in the Fall 2021 semester and are a new or returning student (those who skipped a fall or spring semester), complete a new application at https://admissions.ivc.edu/registration. If you plan to return in Spring 2022, please join us for Emeritus Application Days on October 5-7 at the Extended Education office in Tustin. Staff will assist you with the application process and will be available to answer questions.

Students are not permitted to attend classes in which they are not officially enrolled. If the class you wish to take is full, please add your name to the waitlist. When a space becomes available, you will be notified by email and text. Once you receive notification, please log in to your MySite account to register for the class. An Add Permit Code (APC) will be given to you in the email and text to add the class. Faculty reserve the right to drop students who do not attend the first-class session.

Tips and Tricks: Please check the Emeritus website at http://academics.ivc.edu/emeritus for step by step directions on how to fill out the online application, how to register on MySite, how to reset a PIN, and how to forward your email.

Please note: If you need additional assistance, please contact the Extended Education Office at 949-367-8343 or by email ivcemeritus@ivc.edu
EMERITUS ART CLASSES

ART 403C: ART MEDIA (BEADING)
This noncredit course introduces older adults to various art media, which may include drawing, painting, printmaking, beading, stained glass, or ceramics. It is designed to develop students’ appreciation of art and foster their creative expression. The course also includes the improving of fine motor skills and maintaining cognitive abilities. A list of instructional materials will be provided at the first class session. (No class 9/6, 11/11, 11/25, 11/26, 12/22)

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<tr>
<th>61850</th>
<th>M</th>
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<th>ONLINE</th>
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ART 430C: WATERCOLOR PAINTING (BEGINNING)
This course for older adults introduces the materials and techniques used in watercolor painting. The course presents the basic methods of applying watercolor in washes, color mixing, and brush techniques, emphasizing the spontaneity of transparent watercolor. A list of instructional materials will be provided at the first-class session. (No class 9/6, 11/11, 11/25, 11/26, 12/22)

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</table>

ART 435C: WATERCOLOR PAINTING (INTERMEDIATE/ADVANCED)
Use and incorporate color mixing in a broader palette for washes, glazing, and spontaneous interpretation of the subject matter. Increasing emphasis will be placed on individual exploration with the media. (No class 9/6, 11/11, 11/25, 11/26, 12/22)

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</table>
EMERITUS HEALTH AND FITNESS CLASSES

HLTH 400A: HEALTH AND FITNESS FOR MATURE ADULTS  
(1 HOUR PER WEEK)

This course addresses the physical and mental health of the older, mature adult through the use of exercise and fitness activities aimed at maintaining an active, independent lifestyle. Topics include the physical and cognitive benefits of exercise, injury prevention, and special considerations to approaching exercise safely for the older adult. (No class 9/6, 11/11, 11/25, 11/26, 12/22)

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Dates</th>
<th>Instructor</th>
<th>Location</th>
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<td>ASAP STRENGTH AND PILATES</td>
<td>Th</td>
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<td>Ovadia, J.</td>
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<td>DANCE (TAP)</td>
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<td>Messenger, L.</td>
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<tr>
<td>PILATES</td>
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<td>W</td>
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<td>YOGA</td>
<td>F</td>
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HLTH 400B: HEALTH AND FITNESS FOR MATURE ADULTS (2 HOURS PER WEEK)
This course addresses the physical and mental health of the older, mature adult through the use of exercise and fitness activities aimed at maintaining an active, independent lifestyle. Topics include the physical and cognitive benefits of exercise, injury prevention, and special considerations to approaching exercise safely for the older adult. (No class 9/6, 11/11, 11/25, 11/26, 12/22)

ASAP STRENGTH AND PILATES

| 61925 | T | 2:30-4:20pm | 8/24-12/21 | Ovadia, J. | ONLINE |

DANCE (COUNTRY LINE)

| 61930 | M | 10-11:50am | 8/23-12/20 | Lane, J. | ONLINE |
| 61940 | T | 10-11:50am | 8/24-12/21 | Turi, R. | ONLINE |
| 61970 | T | Noon-1:50pm | 8/24-12/21 | Turi, R. | ONLINE |
| 61890 | Th | 10am-12:05pm | 8/26-12/16 | Turi, R. | ONLINE |

DAYAN QIGONG

<p>| 62020 | Th | 10am-12:05pm | 8/26-12/16 | Schoon, J. | ONLINE |</p>
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<td>8/23-12/20</td>
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<td>ONLINE</td>
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<td>Lane, J.</td>
<td>ONLINE</td>
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