

# COMMUNITY EDUCATION SERVICES (FEEBASE)

Community Education Services/Feebase are non-credit workshops with no units attached to them. These self-supporting workshops are offered for enrichment in a variety of subjects. Some workshops require an additional material fee or optional fee, which must be paid directly to the instructor. Registration or refunds must be requested at least 5 working days prior to workshop start date. To register for these workshops you must fill out the Community Education Services Registration Form (mail, fax or email) found on our website: [www.vvc.edu](http://www.vvc.edu). Look for Important Link section, Community Education Services (Feebase Workshops) or go to the Counseling/Administration Building #55 and ask for "Community Education Services" or call (760) 245-4271 Ext. 2741 to register using a credit card. **\*\*No classroom walk-ins excepted unless otherwise specified.**

Students requiring special accommodation please contact the Community Education Services office. If you are enrolling in a workshop please notify us ten (10) days prior to the start of the course.

## ADMINISTRATIVE JUSTICE

### FBAS 20 Traffic School (\$35)

A course on concepts of traffic safety to court referral students. Registration will be done in classroom. Instructor will only accept cash! **\*\*Registration is done in class, no pre-registration needed\*\*** for this course.

		ROOM	
09049	S 08:00AM-04:30PM	51B-2	GUILLORY P (03/08)
09050	S 08:00AM-04:30PM	51B-2	GUILLORY P (04/12)
09051	S 08:00AM-04:30PM	51B-2	GUILLORY P (05/10)

For more information: (760) 245-4271 Ext. 8399

Bring court documentation, photo ID and a black or blue pen.

## BUSINESS/PROFESSIONAL

### FBAS 80 Rescore Your Personal Business Credit (\$69)

It is a national disgrace. Hackers rip off identify information every day; legally defective entries fill credit files; there are 500 million files for 93 million people doing business on credit, all filled with misinformation and ordinary hard working people are being abused, overcharged and denied credit, insurance jobs, promotions and even the new bankruptcy makes it harder and more expensive to get less relief.

Federal law provides a way to put a stop to these multiple abuses and you can do it yourself: it is up to you to rescore your personal credit and force credit bureaus to keep your files accurate.

- Who access your credit files and why?
- What is in your files and who puts it there?

- Get your credit files FREE 150 avoid the scams on TV
- Lawyer approved letters to correct their mistakes
- STOP! Collection agent harassment instantly
- Dealing with divorce, layoff, illness & accidents
- How to erase late pays, inquiries, liens, misidentifications
- Put your side of the story into the records
- Dealing with identity theft
- The new FACT credit law and the new federal bankruptcy Law

		ROOM	
09358	S 10:00AM-04:00PM	10-6	KONSTANT G (05/03)

Additional \$20 material fee paid to instructor in class. Includes over 100 pages of information, clear instructions, lawyer approved letters, negotiating strategies, phone scripts, copies of applicable state and federal laws, contact information and a fool-proof tracking system all equip you to go toe to toe with credit bureaus, government agencies, collection agents and others 150 and win!

### FBAS 136 Retirement Planning Today (\$49)

Teaches you how to build and protect your wealth, while aligning your money with your values to help accomplish your goals. **\*\*Couples receive same enrollment fee\*\***

		ROOM	
09608	S 09:30AM-12:30PM	72-2	LATHAM R (05/10 - 05/17)
09611	T 06:30PM-09:30PM	66A-7	MARTIN C (05/13 - 05/20)

### FBAS 140 Building a Successful Notary Business (\$99)

You've got your Notary Commission, now what? Find out what it really takes to become a successful Notary Public and Loan Signing Agent.

This is a motivational and interactive seminar that provides the basics of being SUCCESSFUL. We discuss what it really means to be successful and how to gain the confidence and know-how to become more successful. Beginning with the importance of designing your own business plan designed specifically for Notary Public's. How to get inspired and stayed inspired as a business owner. The day-to-day details required for being a successful Notary Public and how to grow your business. Find out what is the most economical and effective means of growing your business. Also, how to market and brand yourself and your business through a variety of means and Working with Loan Signing Agencies, tips and how-to's. Join us for a day - Walk away with an effective plan that will put you on the path to your full earning potential.

		ROOM	
09529	S 09:00AM-04:00PM	10-6	STAFF (04/19)

Additional \$20 material fee paid to the instructor in class.

**MAKE EXTRA MONEY AND  
SIGN UP TO CONDUCT YOUR  
VERY OWN WORKSHOP**

**FBAS 170 Write a Business Plan in a Weekend (\$44)**

Every business MUST have a simple business plan - just 5-10 pages is all most start up businesses need. And you can write that plan in a weekend following the simple system outlined in this program. Participants learn:

- Who wants to see your plan and why
- What are the questions & how to do you answer them
- Fast and FREE sources of information
- Building the four entrepreneurial income streams into your plan

About half the class time is spent reading and discussing questions in an actual business plan so you understand what the question is really trying to reveal.

			ROOM
09207	T 06:30PM-09:30PM	10-SL KONSTANT G	(02/12)
09208	TH 06:30PM-09:30PM	10-4 KONSTANT G	(05/15)

Additional \$10 material fee paid to instructor in class for a step by step instruction manual which includes a sample start up plan, FREE sources and resources, how to find industry specific information - plans - financials - FREE or cheap.

**FBAS 171 Bootstrap Business Financing (\$44)**

It takes money to start any business and more money to fund its growth. This introductory program introduces you to key concepts in business financing and provides instructions on solving more than 50 specific financing problems

- Three kinds of start up financing
- How the legal form of business impacts funding
- Reduce your tax bill by almost 1/3 and make more money
- How to incorporate FREE
- Start/buy a business without credit
- How entrepreneurs make money - four income streams
- What you need to do to get money and what will it cost
- Money in a hurry, how/where to get it

			ROOM
09209	T 06:30PM-09:30PM	10-SL KONSTANT G	(02/19)
09356	TH 06:30PM-09:30PM	10-4 KONSTANT G	(05/22)

Additional \$10 material fee paid to instructor in class for a detailed discussion of each key concept for your review plus step by step instructions, a sample start up plan, FREE sources and resources, how to find industry specific information and funding sources and 50+ specific techniques to solve specific funding problems.

**FBAS 192 Mortgage Banking (\$100)**

Process of obtaining a home loan, from the loan officer obtaining the business to the signing of the final loan documents. Course will explain, where to find the business, how to qualify buyers, loan programs, loan application packages, terms, how to process a loan, loan approvals and closing a home loan.

			ROOM
09713	TH 06:00PM-09:00PM	10-8 MURRAY V	(02/14 - 06/07)

Additional \$30 material fee paid to the instructor in class.

**FBAS 257 Customer Service Made Easy (\$30)**

This is a class to help people handle their customers. Making them want to come back. Return customers means MONEY! This is a very open class with role playing and lots of interaction.

			ROOM
09119	S 12:00PM-03:00PM	66A-9 MCCARD J	(04/19)
09120	S 12:00PM-03:00PM	66A-9 MCCARD J	(05/10)

**FBAS 270 Notary Public Workshop (\$75)**

This class will provide new or previously commissioned Notary Public's with the education and skills to assist you to pass the new State examination, detect fraud, and become successful in a new career. Notaries are needed in the expanding law profession, financial, real estate, and business fields. Reduce company liability, and enhance your employment value. Class instruction includes state notary codes and notaries practices and procedures. The state examination will be given from 4:00 p.m. to 5:00 p.m. "Commissioned Notaries may take this course six months prior to their Commission expiration date." (Sponsored by California State Notary Public)

			ROOM
09361	S 08:00AM-05:00PM	20-1 DALBY R	(02/23)
09147	S 08:00AM-05:00PM	20-1 DALBY R	(03/01)
09363	S 08:00AM-05:00PM	20-1 DALBY R	(03/29)
09364	S 08:00AM-05:00PM	20-1 DALBY R	(04/19)
09366	S 08:00AM-05:00PM	20-1 DALBY R	(05/03)
09148	S 08:00AM-05:00PM	20-1 DALBY R	(05/17)
09149	S 08:00AM-05:00PM	20-1 DALBY R	(06/07)

Additional \$35 material fee paid to the instructor in class.

Additional \$40 check made payable to "Secretary of State"; proper ID - current driver's license with photo or state issued ID card; #2 pencils. Fingerprints required after you pass the exam. Optional fingerprinting fee during class. Bring a sack lunch.

**FBAS 271 Certified Loan Signing Agent (\$80)**

*Prerequisite:* No need to be a commissioned notary, or even have received the results of your exam. You must have taken a Notary class. California's real estate industry is in need of notaries and others that would like to become loan document specialist. The Instructor will present information on the duties and responsibilities of the Notary Public as a Loan Signing Specialist. The Instructor will provide the student with the education and skills to be successful in this field. Upon completion of the class, the student will be eligible to take the open book examination to receive Certification as a Loan Signing Specialist. (Sponsored by California State Notary

			ROOM
09362	SU 08:00AM-04:00PM	20-1 PEAVYHOUSE T	(02/24)
09365	SU 08:00AM-04:00PM	20-1 PEAVYHOUSE T	(05/04)
09402	SU 08:00AM-04:00PM	20-1 PEAVYHOUSE T	(06/08)

Additional \$45 material fee paid to the instructor in class, which includes the Loan-Signing Specialist Study-Guide.

Additional \$30, for the examination and the Certificate of Completion. Optional fees may apply. Bring a sack lunch.

**FBAS 277 (\$199)**

**Become a Child Visitation Monitor**

Make a difference in a child's life! If you are interested in child advocacy work, consider a career as a professional Child Visitation Monitor. The courts often require scheduled monitored visits between a child and a non-custodial parent. As a child Visitation Monitor, you will monitor the visit to provide a measure of safety to the child.

In our workshop, you'll learn the basic principles and practice of supervised visitation including: your defined and neutral role as a monitor, proper and effective parent intake and preparation of the parent and child for the visit, focusing on the child's best interest and safety, how to observe objectively and comprehensively document child and adult contact, proper intervention to prevent physical and emotional harm, how to handle separation and termination of the visit.

You will also gain a basic understanding of the stages of child development, different forms of violence and reflective listening, and maintaining neutrality. You will also receive information on how to effectively market yourself as a Child Visitation Monitor.

*Must be 21 years of age or older and able to provide a clean Live Scan background check if you decide to get into the field. A minimum of 13 hours required. (Provided by Notary Public Seminars, Inc.)*

		ROOM	
09042	SSU 09:00AM-04:00PM	72-2	STAFF
	(04/19 & 4/20)		

Additional material fee of \$60.00 paid to instructor in class (includes 2 books and certificate of completion).

**COMPUTER**

**FBAS 199 Computer Basics for Seniors (\$50)**

This is a class for seniors who are not computer literate and would like to know how to understand the basics of operating their computers. The class will include:

- Mouse skills for beginners
- Parts of the computer
- Shutting down and booting up the computer
- Computer Safety tips
- Microsoft Windows
- File management
- Surfing the Internet
- Basic Downloading tips (games, freeware)

		ROOM	
09105	TTH 05:30PM-07:30PM	10A-2	MILLER J
	(02/19 & 02/20)		
09112	TTH 05:30PM-07:30PM	10A-2	MILLER J
	(03/11 & 03/12)		
09113	TTH 05:30PM-07:30PM	10A-2	MILLER J
	(03/25 & 03/27)		

**REGISTER IN BUILDING #55**

**FBAS 266 Intro to Yahoo Email Setup/Usage (\$15)**

This class is intended to provide the user the necessary tools for setting up an email account through Yahoo Email messenger or outside email client for the user that might need to create such an email account. You will learn at a pace that will satisfy new computer users. Come join us and have fun learning how to use your computer for all your needs, don't allow a computer to scare you away from learning.

		ROOM	
09161	S 03:00PM-04:30PM	10A-2	MURPHY S
	(02/23)		
09162	S 03:00PM-04:30PM	10A-2	MURPHY S
	(03/08)		
09163	S 03:00PM-04:30PM	10A-2	MURPHY S
	(03/29)		
09164	S 03:00PM-04:30PM	10A-2	MURPHY S
	(04/05)		
09165	S 03:00PM-04:30PM	10A-2	MURPHY S
	(04/26)		
09166	S 03:00PM-04:30PM	10A-2	MURPHY S
	(05/10)		
09167	S 03:00PM-04:30PM	10A-2	MURPHY S
	(05/24)		
09168	S 03:00PM-04:30PM	10A-2	MURPHY S
	(06/07)		

**FBAS 267 Intro to Hotmail Email Setup/Usage (\$15)**

This class is intended to provide the user the necessary tools for setting up an email account through Hotmail (MSN) messenger or outside email client for the user that might need to create such an email account. You will learn at pace that will satisfy new computer users. Come join us and have fun learning how to use your computer for you all your needs, don't allow a computer to scare you away from learning.

		ROOM	
09173	S 05:00PM-06:30PM	10A-2	MURPHY S
	(02/23)		
09174	S 05:00PM-06:30PM	10A-2	MURPHY S
	(03/08)		
09175	S 05:00PM-06:30PM	10A-2	MURPHY S
	(03/29)		
09176	S 05:00PM-06:30PM	10A-2	MURPHY S
	(04/05)		
09177	S 05:00PM-06:30PM	10A-2	MURPHY S
	(04/26)		
09178	S 05:00PM-06:30PM	10A-2	MURPHY S
	(05/10)		
09179	S 05:00PM-06:30PM	10A-2	MURPHY S
	(05/24)		
09180	S 05:00PM-06:30PM	10A-2	MURPHY S
	(06/07)		

**FBAS 315 Non-Profit 101 (\$125)**

For those who work with or desire to work in a non-profit organization or business environment, this is the program for you. The Non-Profit 101 Program is particularly well suited for anyone who has recently assumed management responsibilities, anyone who is working in a non-profit organization, or anyone who wants a perspective on some of the unique issues facing management of a non-profit organization. You will examine the fundamental principles of operating a non-profit organization covering, NPO's administration, grant management, taxes and much more.

		ROOM	
09230	S 09:00AM-11:00AM	50-5	WHITE F
	(02/16 - 03/01)		
09231	S 09:00AM-11:00AM	50-5	WHITE F
	(03/08 - 03/22)		
09243	S 09:00AM-11:00AM	50-5	WHITE F
	(03/29 - 04/12)		
09244	S 09:00AM-11:00AM	50-5	WHITE F

Revised: 11/11/2007

(04/19 - 05/03)  
 09245 S 09:00AM-11:00AM TBA TBA WHITE F  
 (05/10 - 05/24)

Additional \$10 material fee paid to the instructor in class.

**GUIDANCE**

**FBAS 215 Discovering the Power of You (series) (\$100)**  
 These workshops will explore different facets to discover your true self, unlock doors to your dreams and passions and will guide you in ways to be more confident, more accepting of yourself and celebrate the unique power of you.

Series Includes:

- Making Dreams Real
- Exploring Meditation & Journaling
- Making Peace/Accepting Yourself
- Nourishing Your Mind, Body, Spirit
- Manifesting Your Goals
- The Power of Thoughts & Words

ROOM  
 09001 TH 09:00AM-12:00PM 32-6 VAN BAVEL D  
 (02/21 - 06/05)

**FBAS 289 Making Dreams Real (\$30)**  
 Look at what your dreams are with no limitations and bring them to life by making your own dream collage, find out how to use this collage as a guide to bring your dreams into reality.

ROOM  
 09829 TH 09:00AM-12:00PM 32-6 VAN BAVEL D  
 (02/21)  
 09832 TH 09:00AM-12:00PM 32-6 VAN BAVEL D  
 (06/05)

**FBAS 290 Exploring Meditation & Journaling (\$30)**  
 What is journaling? What is meditation? Learn what each is and how using one or both can relieve stress, help you relax and balance your busy life. In Part 1 (journaling) you will be introduced to different techniques as well as make a journal box that will inspire you. In Part 2 (meditation) you will learn some of the different ways to meditate and the class will get to experience mini minutes of meditation. Both are fun, light and informative.

ROOM  
 09830 TH 09:00AM-12:00PM 32-6 VAN BAVEL D  
 (03/13)

**FBAS 291 Making Peace/Accepting Yourself (\$30)**  
 Who are you? You are unique! How do you see yourself? How do others see you? Enjoy who you are on the inside as well as the outside. You will be creating a medal for yourself, celebrating how great you truly are. This class is fun and enlightening, you may surprise yourself.

ROOM  
 09831 TH 09:00AM-12:00PM 32-6 VAN BAVEL D  
 (03/27)

**REGISTER EARLY  
 CLASSES FILL UP FAST!**

**FBAS 292 Nourishing Your Mind, Body, Spirit (\$30)**  
 Do you know that your mind affects your body and that your body affects your spirit, all three are connected? Learn simple steps in each of these areas that can help you balance the busy life you lead. You will be making a self-inspiring art project to free your mind, participate in a short meditation to relax the body and share these experiences to fill the spirit. Come relax and have fun.

ROOM  
 09826 TH 09:00AM-12:00PM 32-6 VAN BAVEL D  
 (04/17)

**FBAS 293 Manifesting Your Goals (\$30)**  
 Learn simple steps to clarify what your goals are and bring forth the action to reach them. You will be making a collage of your goals to help put them into perspective and more reachable.

ROOM  
 09827 TH 09:00AM-12:00PM 32-6 VAN BAVEL D  
 (05/08)

**FBAS 294 The Power of Thoughts & Words (\$30)**  
 Do you know that your words and thoughts can either have a positive or negative effect on how you feel? In this class you will learn to create greater peace and understanding for yourself through the use of a simple collage project. You will discover your own inner writer and tap into your creative energy. You will also learn how to use the power of words to move through road blocks in your life.

ROOM  
 09828 TH 09:00AM-12:00PM 32-6 VAN BAVEL D

**MEDICAL**

**Certificate Program in Medical Insurance Billing. Classes' developed for the person with no prior experience. You must take both billing 1 and billing 2 for a certificate of completion. Sign up for both at the same time and save \$40 off registration fee.**

**FBAS 28 (\$55)**  
**How to Start Your Own Medical Insurance Billing Service From Your Home**

*Prerequisite: Beginning Medical Insurance Billing I or previous knowledge of medical insurance billing claim form completion.*

- How the business works.
- How to set your fees.
- Where to find a list of billing software companies.
- Successful ways on marketing your services.
- Promotional literature you may use for your own business.
- Sample contracts for your clients to sign.
- Different types of billing services and the responsibility of each one.
- You will receive scripts of the questions doctors ask you and the answers to give them.

ROOM  
 09106 SU 04:00PM-06:30PM 72-2 ROWEN T  
 (03/30)

Additional \$59 material fee paid to instructor in class, cash only.

**FBAS 41 Beginning Medical Insurance Billing I (\$110)**

*Medical Billing is a great recession proof job or career to work in a doctor's office or from your home.*

Learn step by step direction.

- How to complete the universal 1500 claim form (first change in 15 years) for physician billing working in a doctor's office or at home.
- CPT and ICD-9 coding.
- Rules and regulations for Medicare, private insurance, and the Blues.
- Modifiers, what they are and how to use them to increase Reimbursement.
- Reading explanations of benefit forms.
- Surgical terms to read an operative report.

**Bonus:** After this one day class your material will have several claim form problems and coding assignments you can do at home to continue to learn. Have another month at home to work on these problems and have the instructors' e-mail address for the month to ask questions about the material.

		ROOM	
09107	S 09:00AM-05:00PM	72-2	ROWEN T
		(03/29)	

Additional \$69 material fee paid to instructor in class, cash only. Includes two comprehensive manuals, one on rules and regulations of billing and all class assignments and the other on CPT and ICD-coding.

**FBAS 42 Beginning Medical Insurance Billing II (\$105)**

*Prerequisite: Medical Billing I or equivalent knowledge.*

HCPCS Coding, Medi-Cal, Tricare, Legal aspects of Collections, Basics of managed Care, Collections, Websites wher you can download for free medical billing electronic demo software with tutorials, Creative ways to find employment as an insurance biller.

		ROOM	
09108	SU 08:30AM-03:30PM	72-2	ROWEN T
		(03/30)	

Additional \$49 material fee paid to instructor in class, cash only.

**FBAS 138 (\$100)  
Instructional Assistant for Medically Fragile Students in the Public School Setting**

This course is designed to give hands-on instruction to those persons interested in becoming an instructional assistant for medically fragile students. The instructional assistant for medically fragile students is a personal assistant to disabled students attending public school. Education includes classroom instruction and hands-on practice of basic skills required when working with individuals with special needs. This course will include basic safety and emergency procedures, infection control and universal precautions, body mechanics, survey of medical conditions, techniques to assist individuals with activities of daily living, and documentation. Time will be spent to assist those attending this class to learn basic word processing skills and skills to enhance job search. You do not have to be a CNA to take this class.

		ROOM	
09461	S 08:00AM-04:30PM	80-13	JACKSON T
		(04/19 - 06/07)	

Certificate of completion will be provided. Job placement is available. (4 CEU) available for CNA's only. Sponsored by Victor Valley College and San Bernardino County Schools.

**FBAS 159 CPR/First Aid (\$55)**

This course includes instruction on CPR for adult, child and infant; choking; recognition, prevention and treatment of cardiopulmonary emergencies and stroke; education on bloodborne pathogens; and use of barrier devices. **(Not for health-care professionals.)** First aid includes instruction on recognizing the signs and symptoms of sudden illness or injury, and how to respond while maintaining your own safety. It also covers controlling of bleeding, treating victims for shock as well as many other emergency situations encountered by rescuers every day. It discusses what is needed to prepare for a medical emergency.

		ROOM	
09683	S 08:00AM-03:30PM	OFYC-D7	BECKETT G
		(03/01)	
09684	S 08:00AM-03:30PM	OFYC-D7	BECKETT G
		(04/05)	
09685	S 08:00AM-03:30PM	OFYC-D7	BECKETT G
		(05/03)	
09686	S 08:00AM-03:30PM	OFYC-D7	BECKETT G
		(06/07)	

Location of class will be provided at time of registration.

Registration Includes: a comprehensive illustrated student workbook and 2-year certification card. Child care providers add \$10 for EMSA stickers.

**FBAS 275 CPR (\$65)  
American Heart Assoc. Healthcare Provide**

The program will cover BLS Healthcare Provider CPR including learning the warning signs of a heart attack and stroke; and CPR skills including the use of an AED and relief of choking for all ages. Within ten working days, the student will receive a BLS Healthcare Provider CPR card valid for 2 years from the American Heart Association or if you register before 12pm on the day of the class, you will receive your certificate at the end of class. NOTE: The use of American Heart Association material does not represent sponsorship and any fees charged for such a course does not represent income to the association. These classes are advanced registration only; registration will not be accepted at the door. Fee includes Text book and certification.

		ROOM	
09382	S 12:00PM-04:00PM	OFYC-D7	BECKETT G
		(03/01)	
09384	S 12:00PM-04:00PM	OFYC-D7	BECKETT
		(04/05)	
09385	S 12:00PM-04:00PM	OFYC-D7	BECKETT
		(05/03)	
09386	S 12:00PM-04:00PM	OFYC-D7	BECKETT
		(06/07)	

**HOURS FOR REGISTRATION  
MONDAY - FRIDAY  
9AM - 4PM**



**FBAS 311 Management for IT Professionals (\$2,095)**

The Management for IT Professionals online training program is designed for anyone in IT who has recently assumed management responsibilities, anyone who is managing IT professionals, or anyone who wants a perspective on some of the unique issues facing management in the IT field. The leaders in an organization often set the tone and establish the benchmarks for success. In this program, the focus is on developing a successful leadership style that facilitates team-building, collaboration, and a corporate culture that promotes success. Different decision-making techniques will be explored in the context of successful leadership styles. Materials included.

09218 (02/11 - 06/07) ONLINE

**FBAS 312 Payroll Practice and Management (\$1,595)**

The Payroll Practice and Management online program provides detailed instruction in all facets of payroll from the basics to the intricate complexity of fringe benefits, taxation, and garnishments. The primary objective of this exciting new online program is to teach the solid skills and knowledge of payroll rules and regulations to the beginner and to increase or refresh the skills of the more experienced student. This program is an excellent overall review for the Certified Payroll Professional test given by the American Payroll Association.

09219 (02/11 - 06/07) ONLINE

**FBAS 313 Principles of Private Investigation (\$1,995)**

This comprehensive basic course in private investigation will facilitate a career in the investigative field. Students will learn the basic techniques of information gathering, techniques required to successfully practice as a private investigator. Individuals that need the ability to gather information as an adjunct to their present career, e.g. paralegals, legal secretaries, insurance adjusters, attorneys, collection agencies, law enforcement, criminal justice and law students will find this course valuable to advancing their career goals. Textbook included!

09220 (02/11 - 06/07) ONLINE

**PHOTOGRAPHY****FBAS 261 Basic Photography (\$50)**

This class will emphasize the creative process of photography as well as its technical aspects to help students enhance their photographic skills through lectures and critiques. Topics will include basic photographic techniques and current trends.

		ROOM	
09143	S 10:00AM-12:00PM	20-7	SUAREZ C
	(02/23 - 03/15)		
09144	S 10:00AM-12:00PM	20-7	SUAREZ C
	(04/19 - 05/10)		

**REGISTER BY PHONE  
(760) 245-4271 Ext. 2741**

**PHYSICAL EDUCATION****FBAS 1 Tae Kwon Do and More! (\$45)**

This class is set up to accompany students from the age of five and up or beginners through advanced "certified" black belt students of any martial arts discipline.

		ROOM	
09025	TTH 04:00PM-05:30PM	73-1	MCGHEE B
	(03/05 - 03/27)		
09026	TTH 04:00PM-05:30PM	73-1	MCGHEE B
	(04/01 - 04/24)		
09027	TTH 04:00PM-05:30PM	73-1	MCGHEE B
	(05/06 - 05/29)		

**FBAS 259 Women's Safe Defense & Street Survival (\$80)**

This is a four hour Martial Arts Training program specifically developed for woman in the area of self defense, family and personal preservation. Students will learn effective self defense techniques not available to the public, taught by Tenure Law Enforcement Professionals. The students will learn weaponless defense against hostile attackers, and awareness techniques for successful survival in any environment. A variety of techniques will be shown which will include, but not limited to: Safely falling, striking, distraction strikes, kicking, takedowns, throwing, grabs, joint locks, twist locks, and evading skills. Students will partner up for practical application of techniques. Students will gain confidence and new awareness of their surroundings.

		ROOM	
09133	S 06:00AM-10:00AM	71-5	GALBRAITH J
	(02/23)		
09134	S 06:00AM-10:00AM	71-5	GALBRAITH J
	(03/01)		
09135	S 06:00AM-10:00AM	71-5	GALBRAITH J
	(03/15)		
09136	S 06:00AM-10:00AM	71-5	GALBRAITH J
	(03/29)		
09137	S 06:00AM-10:00AM	71-5	GALBRAITH J
	(04/19)		
09138	S 06:00AM-10:00AM	71-5	GALBRAITH J
	(05/03)		
09139	S 06:00AM-10:00AM	71-5	GALBRAITH J
	(05/17)		
09140	S 06:00AM-10:00AM	71-5	GALBRAITH J
	(05/31)		

**SPECIAL INTEREST****FBAS 306 What's New in Canine Reproduction (\$50)**

This seminar will cover basics of canine reproduction with emphasis on the newest techniques including use of hormonal assays, cooled and frozen specimen, including use of surgical implant techniques. *(Provided by the Apple Valley Kennel Club)*

		ROOM	
09202	S 07:00PM-09:00PM	10-8	BUTCHKO S
	(03/08 - 03/08)		

**NO APPLICATION OF  
ADMITTANCE NEEDED**

**FBAS 314**                    **51 Steps to Success**                    **(\$99)**

Fifty-One Steps is a program that was developed to help you build a foundation in your life through information that will help you achieve your goals. Balance is the key in life. Communication is the key that will open all of these closed doors. This program will also help you to have better relationships with the ones that you love, wife, girlfriend, husband, children, family and friends and teach you how to build strong foundations and good relationships in your life: a foundation that you can stand on for the rest of your life.

			ROOM	
09222	TH 07:00PM-10:00PM	72-2	SMITH A	(02/14 - 02/28)
09226	F 08:30AM-01:30PM	66A-12	SMITH A	(02/22 - 02/29)
09223	TH 07:00PM-10:00PM	72-2	SMITH A	(03/13 - 03/27)
09227	F 08:30AM-01:30PM	66A-12	SMITH A	(04/18 - 04/25)
09224	TH 07:00PM-10:00PM	72-2	SMITH A	(05/08 - 05/22)
09228	F 08:30AM-01:30PM	66A-12	SMITH A	(05/09 - 05/23)

Additional \$40 material fee paid to instructor in class, cash only.

**THEATRE ARTS**

**FBAS 305**                    **Advanced Acting (workshop 2)**                    **(\$65)**

This class will teach students how to act for Hollywood and get your foot in the door. (Pre-requisite - Workshop 1). You will learn.

- Showbiz - Are you Unique - (Work on Monologues from workshop 1)
- Finding an Agent - Selling yourself (resume, pictures etc.)
- Story Telling - Scene Study
- Acting for Commercials
- Dress Rehearsal
- Performance of Monologues - Invite Guest

		ROOM	
09201	WTH 05:00PM-09:00PM	50-5	PERKINS R
			(02/20 - 03/27)

Additional \$59 material fee paid to instructor in class, cash only.

**RESTAURANT MANAGEMENT**

**FBAS 85**                    **Food Handlers**                    **(\$25)**

Anyone handling food in San Bernardino County is required to obtain a food handlers certification card by attending a two-hour class. The card is valid for three years. You must pre-register. **Cash or Credit Card only!**

		ROOM	
09562	W 06:00PM-08:00PM	10-8	BUCKLES D
			(02/13)
09810	SU 08:00AM-10:00AM	10-8	WAGNER H
			(02/17)
09563	W 06:00PM-08:00PM	10-8	BUCKLES D
			(02/20)
09561	S 09:00AM-11:00AM	10-8	WAGNER H
			(02/23)
09811	SU 08:00AM-10:00AM	10-8	WAGNER H
			(02/24)
09565	W 06:00PM-08:00PM	10-8	BUCKLES D
			(02/27)
09812	SU 08:00AM-10:00AM	10-8	WAGNER H
			(03/02)

09566	W 06:00PM-08:00PM	10-8	BUCKLES D
			(03/05)
09564	S 09:00AM-11:00AM	10-8	WAGNER H
			(03/08)
09813	SU 08:00AM-10:00AM	10-8	WAGNER H
			(03/09)
09568	W 06:00PM-08:00PM	10-8	BUCKLES D
			(03/12)
09814	SU 08:00AM-10:00AM	10-8	WAGNER H
			(03/16)
09569	W 06:00PM-08:00PM	10-8	BUCKLES D
			(03/19)
09567	S 09:00AM-11:00AM	10-8	WAGNER H
			(03/22)
09815	SU 08:00AM-10:00AM	10-8	WAGNER H
			(03/23)
09571	W 06:00PM-08:00PM	10-8	BUCKLES D
			(03/26)
09816	SU 08:00AM-10:00AM	10-8	WAGNER H
			(03/30)
09572	W 06:00PM-08:00PM	10-8	BUCKLES D
			(04/02)
09817	SU 08:00AM-10:00AM	10-8	WAGNER H
			(04/06)
09573	W 06:00PM-08:00PM	10-8	WAGNER H
			(04/09)
09570	S 09:00AM-11:00AM	10-8	WAGNER H
			(04/12)
09818	SU 08:00AM-10:00AM	10-8	WAGNER H
			(04/13)
09574	W 06:00PM-08:00PM	10-8	BUCKLES D
			(04/16)
08924	SU 08:00AM-10:00AM	10-8	WAGNER H
			(04/20)
09576	W 06:00PM-08:00PM	10-8	BUCKLES D
			(04/23)
09575	S 09:00AM-11:00AM	10-8	WAGNER H
			(04/26)
08925	SU 08:00AM-10:00AM	10-8	WAGNER H
			(04/27)
09577	W 06:00PM-08:00PM	10-8	BUCKLES D
			(04/30)
08926	SU 08:00AM-10:00AM	10-8	WAGNER H
			(05/04)
09579	W 06:00PM-08:00PM	10-8	BUCKLES D
			(05/07)
09578	S 09:00AM-11:00AM	10-8	WAGNER H
			(05/10)
08927	SU 08:00AM-10:00AM	10-8	WAGNER H
			(05/11)
09580	W 06:00PM-08:00PM	10-8	BUCKLES D
			(05/14)
08928	SU 08:00AM-10:00AM	10-8	WAGNER H
			(05/18)
09582	W 06:00PM-08:00PM	10-8	BUCKLES D
			(05/21)
09581	S 09:00AM-11:00AM	10-8	WAGNER H
			(05/24)
08929	SU 08:00AM-10:00AM	10-8	WAGNER H
			(05/25)
09583	W 06:00PM-08:00PM	10-8	BUCKLES D
			(05/28)
08930	SU 08:00AM-10:00AM	10-8	WAGNER H
			(06/01)
09585	W 06:00PM-08:00PM	10-8	BUCKLES D
			(06/04)

**\*\*Note\*\*** Card replacement cost \$8.00

**Refund Policy for Food Handlers:** No refunds permitted only one transfer allowed. In order to receive transfer you must call within 24 hrs. after scheduled class date.

**Refund Policy for Food Handlers:** No refunds

permitted, only one transfer allowed. In order to receive transfer you must call by 4:00pm the next business day after scheduled class date.

**Please bring a pen or pencil.**

For groups of 10 or more, arrangements can be made for off-site training. For more information, call (760) 245-4271 ext. 2741.

### **SERVSAFE MANAGER CERTIFICATION TRAINING**

The health and Safety Code for the State of California states that each food facility shall have an owner or employee who has successfully passed an approved and accredited food safety certification examination. The Community Education Department is pleased to offer the following dates for certification or re-certification of the ServSafe Manager Certification Training. The cost is \$150 per student, which includes text and exam materials. Off-site training at your location can be offered.

Please contact the Community Education Services Department to schedule your appointment today!

### **COMMUNITY SERVICES RULES AND REGULATIONS**

Rules, policies, regulations, procedures, fees, courses, schedules and student services described in publications of Victor Valley College are subject to change at any time without prior notice.

#### **Parking Regulations**

Parking permits are required, including handicap parking. Sunday – Saturday for all day parking is \$1.50 (quarters only) you may purchase one day permits in our office or see ticket dispensers in the parking lot. Full semester parking permits are available at the Bursar's office \$35 - \$40.

#### **Financial Aid**

Not covered.

#### **Fees**

There will be a \$25 service charge for all returned checks. There will be a \$10 service charge for refunds (applies only to student cancellations).

#### **Transfers**

One time class transfers are permitted if notified within 24 hrs. before workshop start date unless stated otherwise in workshop description.

**Disability Accommodations:** Please notify our office 10 working days in advance prior to the program start date. There are Sign Language Interpreters available on first workshop schedule date(s) only. Student must notify Community Education Services Department 10 working days prior to the program start date.

#### **Cancellations**

Victor Valley College reserves the right to cancel any workshop that does not have sufficient enrollment to cover expenses. The decision to cancel is usually made two days before the first scheduled class meeting, and every effort is made to notify registered students promptly. You can help save a good workshop by registering at least one week before it begins.

#### **Refund Policy**

A workshop refund may be obtained up to five working days prior to the program start date (Food handlers' excluded). 100% of collected fees will be refunded if Community Education Services cancel a program. A \$10 processing fee applies to student cancellations. Refunds take from four to six weeks. Victor Valley College reserves the right to add, cancel workshops, make adjustments in scheduled hours, days, room assignments, or instructors of any workshop or increase fees. All workshop materials are mandatory unless stated as optional under the description of the workshop.

#### **Instructor Evaluation Questionnaire**

Evaluating an instructor is an essential element in maintaining our high standards. You may be asked to spend a few minutes of your workshop time completing an instructor evaluation questionnaire. We appreciate your honest and thoughtful assessment of your instructor and of your experience with us.