

COMMUNITY EDUCATION SERVICES (FEEBASE)

Community Education Services/Feebase are non-credit workshops opened to the public 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. To register for these workshops you must fill out the **Community Education Services** Registration Form (mail, fax or submit online) found on our website: www.vvc.edu, Look for Community Education Services Link or go to the Student Services I building #52, and register at the "Community Education Registration Window #7" 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.

BUSINESS & PROFESSIONAL GROWTH

FBAS 46 (\$49)

Find & Start a Home Based Business – Under \$5000

Earn a full time income working from home in a business you love. This program shows you how to identify the right industry, find and start a good full/part time home business.

- Legal Structures
- Licenses & Permits
- Start up Funding
- Accounting & Taxes
- How to Make Money

ROOM

09074 TH 06:30PM-09:30PM 32A-1 KONSTANT G
(10/08)

Addition \$10 material fee paid to instructor in class.

FBAS 170 Write a Business Plan in a Weekend (\$49)

Every business MUST have a simple business plan - just 5-10 pages are 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

09355 SU 09:30AM-12:30PM TBA TBA KONSTANT G
(11/05)

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 Start Up Business Financing (\$49)

It takes money to start any business and more money to keep it going. 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

09356 SU 01:30PM-04:30PM TBA TBA KONSTANT G
(11/12)

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 191 Getting Started in Telemarketing (\$49)

Every business needs telemarketers to handle orders or generate sales. Learn how to get a telemarketing job or start your own in/out bound telemarketing business in the introductory class.

- Laws and Regulations
- Compiling/Renting/Buying Lists
- Telemarketing equipment
- Basic Scripting

ROOM

09280 TH 06:30PM-09:30PM 32A-1 KONSTANT G
(10/15) - **getting started**
(10/22) - **making appointments**

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

FBAS 272 Become a Notary in One Day (\$75)

Start your own business, become a more valuable employee, provide customer service for your business or organization, earn additional income and get re-commissioning. This intensive one-day seminar is designed to equip you with everything you need to know to become an effective Notary. You will find out about new legislation as well as how to pass the official Notary exam (must be taken every 4 years), identify document signers, keep a journal, fill out certificates and avoid lawsuits. The class includes a practice Notary Public Exam. *"Serious conviction may disqualify applicant."*

Cooperative Personnel Services will register you for the exam from 4:15pm to 5:00 pm. The exam will be from 5:00 pm -6:00 pm. For the exam, you will need the following: PLEASE NOTE: Arrive early. Due to State regulations, no one will be admitted to the classroom after 8:30 a.m. **You must be on time**

when returning to the classroom from a break. (*Sponsored by Notary Public Seminars*)

| | | | | |
|-------|-------------------|------|------|-----|
| | | | ROOM | |
| 09307 | S 08:00AM-04:00PM | 20-1 | | NPS |
| | (11/14) | | | |

Additional \$30 material fee paid to the instructor in class. Optional fees may apply.

Additional \$40 check made payable to "Secretary of State"; proper ID - current driver's license with photo or state issued ID card; (2) #2 pencils, 2x2 passport color photo. Live Scan Fingerprints required after you pass the exam. Bring a sack lunch.

FBAS 372 (\$40)

Build Your Own Health & Wellness Franchise

Have you ever wanted to be your own Boss, have, more time, and financial freedom? If the answer is, "yes," this course is for you!

- Time Leveraging
- Benefits of Highly Consumable Products
- Low Cost Buy-In & Low Overhead Costs (no payroll costs, no rental expenses, no advertising expenses, & no inventory
- Tax Benefits
- Easy Website Development
- Free Profit & Loss Statements
- Financials Tracked Online
- Free Training and Online Support
- Excellent Support System - You are in business for yourself, but not by yourself!
- Additional Consultation available upon completion of class (by appointment)

| | | | ROOM | |
|-------|--------------------|-------|------|----------------|
| 90378 | W 06:30PM-09:00PM | 10A-2 | | VIDANA-BARDA M |
| | (09/02) | | | |
| 90379 | W 06:30PM-09:00PM | 10A-2 | | VIDANA-BARDA M |
| | (09/16) | | | |
| 90562 | W 06:30PM-09:00PM | 10A-2 | | VIDANA-BARDA M |
| | (09/30) | | | |
| 90563 | TH 06:30PM-09:00PM | 10A-2 | | VIDANA-BARDA M |
| | (10/15) | | | |
| 90564 | TH 06:30PM-09:00PM | 10A-2 | | VIDANA-BARDA M |
| | (10/22) | | | |
| 90565 | TH 06:30PM-09:00PM | 10A-2 | | VIDANA-BARDA M |
| | (11/05) | | | |
| 90566 | TH 06:30PM-09:00PM | 10A-2 | | VIDANA-BARDA M |
| | (11/19) | | | |

Additional \$10 material fee paid to the instructor in class. A \$15 discount will be given to participants who choose to start their franchise.

FBAS 405 **Renewing Notaries** (\$50)

As of January 2009, Renewing Notaries may take a three hour Approved Notary Refresher course. We will review all laws and regulations you are required to know to continue as a Notary. You must take the exam and be fingerprinted again. Six hour approved course must be taken first. "Serious conviction may disqualify applicant."

Cooperative Personnel Services will register you for the exam from 4:15pm to 5:00 pm. The exam will be from 5:00 pm - 6:00 pm.

PLEASE NOTE: **Arrive early.** Due to State regulations, no one will be admitted to the classroom after 8:30 a.m. **You must be on time** when returning to the classroom from a break.

| | | | | |
|-------|-------------------|------|------|-----|
| | | | ROOM | |
| 90460 | S 12:30PM-04:00PM | 20-1 | | NPS |
| | (11/14) | | | |

Additional \$40 check made payable to "Secretary of State"; proper ID - current driver's license with photo or state issued ID card; (2) #2 pencils, 2x2 passport color photo. Live Scan Fingerprints required after you pass the exam. Bring a sack lunch.

FBAS 406 **How to Become a Mystery Shopper** (\$45)

Mystery Shopping is a splendid way to earn extra money and have fun at the same time. Shoppers receive assignments from companies that do business evaluations. An assignment might be to evaluate a restaurant, retail store, bank, gas station, theater, etc. At the conclusion of the evaluation visit, the mystery shopper completes and submits a report. This class will present an overview of how mystery shopping works, what types of assessment forms are used, do's and don'ts of completing an assignment, how to get into the shoppers network, and how to avoid scams.

| | | | | |
|-------|-------------------|-------|------|---------|
| | | | ROOM | |
| 90462 | S 10:00AM-01:00PM | 32A-1 | | MORAN E |
| | (09/13) | | | |

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

FBAS 423 (\$49)

Recruiting, Training & Managing Telemarketers

Recruiting honest, smart, disciplined telemarketers for your business is vital for most service businesses 150 and it takes proper training & management to keep them long term and maintain high production. Identify the pros by asking the right questions and washout the sound too good to be true (flakes) applicants who are undependable.

| | | | | |
|-------|--------------------|-------|------|------------|
| | | | ROOM | |
| 90544 | TH 06:30PM-09:30PM | 32A-1 | | KONSTANT G |
| | (10/29) | | | |

Additional \$100 material fee paid to instructor in class.

CIVIL SERVICE

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 | |
| 09036 | S 08:00AM-04:30PM | 54-211 | | GUILLORY P |
| | (09/12) | | | |
| 09049 | S 08:00AM-04:30PM | 54-211 | | GUILLORY P |
| | (09/26) | | | |
| 09050 | S 08:00AM-04:30PM | 54-211 | | GUILLORY P |
| | (10/10) | | | |
| 09037 | S 08:00AM-04:30PM | 54-211 | | GUILLORY P |
| | (10/24) | | | |
| 09051 | S 08:00AM-04:30PM | 54-211 | | GUILLORY P |
| | (11/14) | | | |
| 09052 | S 08:00AM-04:30PM | 54-211 | | GUILLORY P |
| | (11/28) | | | |
| 09053 | S 08:00AM-04:30PM | 54-211 | | GUILLORY P |
| | (12/12) | | | |

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

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

FBAS 391 Drivers Education (\$350)

All the D.M.V requirements full filled to prepare your teen to receive his/her California State driver's permit and then their driver's license. In this program they will receive 30 hours of in class driver's education, 6 hours of behind the wheel driver's training, and all the certificates to help you get your permit then driver's license.

Requirements:

Teens 15 to 17 1/2 years.

| | | ROOM | |
|-------|--|---------------|--|
| 90409 | MTH 05:30PM-09:30PM (08/24 - 10/15) | TDS-HESPSTAFF | |
| 90410 | MTH 05:30PM-09:30PM (10/26 - 12/17) | TDS-HESPSTAFF | |

There will be a \$25 charge for missed behind the wheel driving appointments. No refunds once scheduled training begins.

FBAS 393 Online Driver's Education (50)

This online course features: Interactive videos, practice tests and meets the demand of the D.M.V. requirements for the in class portion of the Driver's Education Training. It fully prepares you for your California learner's permit. At the end of the training a certificate of Drivers' Education will be mailed to your home.

90416 (Open Enrollment) ONLINE

COMPUTER EDUCATION

FBAS 29 (\$40)

Intro to Basic Windows (Seniors/Adults)

Introduction to Windows, you will learn the environment of the Computer and how an individual interacts within it. The following areas are covered: Login & Log Off of the Computer, Using the Start Menu, What is the Taskbar, How to Minimize, Maximize, Resize, Close a Window, Windows Basics, Understanding File Extensions, Selecting Multiple Items, Moving Files, Drag & Drop, Deleting Files, Saving Documents to the Computer, Saving a File, Retrieving a Document from Computer, Retrieve Files, Downloading Files, How to find a Lost File, Windows Explorer and Internet Explorer (Internet), Features of the Control Panel: How to Adjust the Volume, Volume Control, How to Adjust the Screen Resolution, Accessing Data on CD and basic functions of the Keyboard and Mouse. 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 you and all your needs, don't allow a computer to scare you away from learning.

| | | ROOM | |
|-------|--|-------|---------|
| 90054 | MTH 05:15PM-07:15PM (08/10 & 08/13) | 10A-2 | MOORE G |
| 90055 | TTH 05:15PM-07:15PM (09/08 & 09/10) | 10A-2 | MOORE G |
| 90056 | MW 05:15PM-07:15PM (10/12 & 10/14) | 10A-2 | MOORE G |
| 90057 | TTH 05:15PM-07:15PM (11/10 & 11/12) | 10A-2 | MOORE G |
| 90060 | MW 05:15PM-07:15PM (12/07 & 12/09) | 10A-2 | MOORE G |

****Note** Arrive to class 15 minutes early. Class Manuals available in the class Room for \$5.00 [cash please]!**

FBAS 30 Intro to Word I (\$40)
(Seniors/Adults)

The goal of Introduction to Word is to introduce the individual to the common commands, features and environment. We will cover the following: Creating letters/Emails, New Document, Use of Toolbars, Applying Formatting Commands, Rearranging Text, Fonts, Size, Spell Check Function, and Insert and manipulate tabs, Save, Open, Print a Document.

| | | ROOM | |
|-------|------------------------------|-------|---------|
| 90279 | F 05:15PM-07:15PM (08/14) | 10A-2 | MOORE G |
| 90280 | F 05:15PM-07:15PM (09/04) | 10A-2 | MOORE G |
| 90281 | F 05:15PM-07:15PM (10/09) | 10A-2 | MOORE G |
| 90282 | F 05:15PM-07:15PM (11/06) | 10A-2 | MOORE G |
| 90283 | F 05:15PM-07:15PM (12/04) | 10A-2 | MOORE G |

****Note** Arrive to class 15 minutes early. Class Manuals available in the class Room for \$5.00 [cash please]!**

FBAS 56 (\$40)
Intro to PowerPoint Presentation (Seniors/Adults)

The goal of introduction to PowerPoint is to introduce the individual to the common commands, features and environment. You will learn to create Multimedia presentations w/text, graphics, animations, sounds, videos, charts and transitions to be used in a visual aid, conference presentation or the classroom. You can turn your presentation into a handout or load it onto the web or a projection.

| | | ROOM | |
|-------|------------------------------|-------|-----------|
| 09367 | M 05:15PM-07:15PM (09/14) | 10A-2 | LAVEAUX M |
| 90072 | M 05:15PM-07:15PM (10/05) | 10A-2 | LAVEAUX M |
| 90073 | M 05:15PM-07:15PM (11/02) | 10A-2 | LAVEAUX M |

Additional \$5 material fee paid to instructor in class.

FBAS 184 (\$40)
Intro to Basic Internet (Seniors/Adults)

This class will cover a brief History of the Internet and who built it and where it came from, what is Internet Explorer, Learn how to Navigate the internet (locating a website), What is a Browser/Plug-ins, Firewalls, Security Icons, How do you know if it is Secure, What is an IP Address, What does 404 Not Found Mean?, What does 403 Forbidden Mean?, Internet Service Provider (ISP), DSLvs, Copy and Paste, Save a website to your favorites, Dialup, Messengers (IM) Instant Messenger, What is email, Search Engines (Google, Yahoo, MSN), What is a hyperlink?, Different types of WWW Address, What is a Domain, Differences in .com, .edu, Username / Passwords?, Online Banking and Password and username, Internet Scams, Email Scams (Sample of email fraud), What is Spyware/Adware, What is Active X, Online retail stores (Amazon, Ebay, News), Entertainment (games, literature, music), Antivirus Programs, Adware, Paypal, Mapquest (yahoo, Google), Google Earth, Online Communities, What is a Cookie. You will learn at a pace that will satisfy new computer users. Come join us and have fun learning how to use the Internet,

don't let the Internet scare you away from this new world of learning and information.

| | | | ROOM | |
|-------|---------------------|-------|---------|-----------------|
| 09251 | MW 05:15PM-07:15PM | 10A-2 | MOORE G | (08/17 & 08/19) |
| 09904 | TTH 05:15PM-07:15PM | 10A-2 | MOORE G | (09/01 & 09/03) |
| 09905 | MW 05:15PM-07:15PM | 10A-2 | MOORE G | (10/05 & 10/07) |
| 09906 | MW 05:15PM-07:15PM | 10A-2 | MOORE G | (11/02 & 11/04) |
| 09907 | TTH 05:15PM-07:15PM | 10A-2 | MOORE G | (12/01 & 12/03) |

****Note**** Arrive to class 15 minutes early. Class Manuals available in the class Room for \$5.00 [cash please]!

FBAS 345 (\$40)

Intro to Basic Windows II (Seniors/Adults)

Basic Windows II, the individual signing up for this class will already have a familiarity with their Windows environment, this class has been created for the purpose and for those already familiar with the basic Windows environment. This is a in depth look at other features which isn't covered under Basic Windows, while we might go over some of that which you learned or the individual is already familiar with we will look into those areas in which isn't necessarily at a beginners level. If you already have a familiar feel for Windows and if you wish to learn more about your computer and its desktop environment then this is the class for you. You will learn at a pace that will satisfy new/familiar computer users. Come join us and have fun learning how to use your computer for you and all your needs, don't allow a computer to scare you away from learning.

| | | | ROOM | |
|-------|-------------------|-------|---------|---------|
| 90080 | F 05:15PM-07:15PM | 10A-2 | MOORE G | (08/28) |
| 90081 | M 05:15PM-07:15PM | 10A-2 | MOORE G | (09/28) |
| 90082 | W 05:15PM-07:15PM | 10A-2 | MOORE G | (10/28) |
| 90083 | M 05:15PM-07:15PM | 10A-2 | MOORE G | (11/23) |
| 90091 | M 05:15PM-07:15PM | 10A-2 | MOORE G | (12/21) |

****Note**** Arrive to class 15 minutes early. Class Manuals available in the class Room for \$5.00 [cash please]!

FBAS 346 (\$40)

Intro to Outlook Express/Hotmail/Yahoo

The goal of introduction to Outlook Express is to introduce the individual to the common commands, features and environment. This class is intended to provide the user the necessary tools for setting up and email account though Yahoo Email messenger or outside email client for the user that might need to create such an email account. This class is intended to provide the user the necessary tools for setting up and email account though Hotmail (MSN) messenger or outside email client for the user that might need to create such an email account.

| | | | ROOM | |
|-------|-------------------|-------|-----------|---------|
| 90087 | T 05:15PM-07:15PM | 10A-2 | LAVEAUX M | (09/08) |
| 90088 | T 05:15PM-07:15PM | 10A-2 | LAVEAUX M | (10/06) |
| 90089 | T 05:15PM-07:15PM | 10A-2 | LAVEAUX M | (11/03) |

Additional \$5 material fee paid to instructor in class.

FBAS 370 (\$40) **Advanced Word II (Seniors/Adults)**

(Pre-requisite: Word I) The goal of Introduction to Word is to introduce the individual to the common commands, features and environment. We will cover the following: Creating letters/Emails, New Document, Use of Toolbars, Applying Formatting Commands, Rearranging Text, Fonts, Size, Spell Check Function, and Insert and manipulate tabs, Save, Open, Print a document and creating tables.

| | | | ROOM | |
|-------|-------------------|-------|---------|---------|
| 90442 | F 05:15PM-07:15PM | 10A-2 | MOORE G | (08/21) |
| 90043 | F 05:15PM-07:15PM | 10A-2 | MOORE G | (09/18) |
| 90444 | F 05:15PM-07:15PM | 10A-2 | MOORE G | (10/23) |
| 90445 | F 05:15PM-07:15PM | 10A-2 | MOORE G | (11/20) |
| 90446 | F 05:15PM-07:15PM | 10A-2 | MOORE G | (12/18) |

****Note**** Arrive to class 15 minutes early. Class Manuals available in the class Room for \$5.00 [cash please]!

DANCE & MUSIC

Prerequisite: FBAS 135, 143, 144 and 146: Only students who are under sixteen years of age or have already have taken the class for credit four times can register for these classes.

FBAS 135 (\$10) **Beginning Band**

Prerequisite: Student must audition. This course will be a study and performance of standard elementary band literature composed for the beginning and intermediate level wind and percussion literature. Proper breathing and phrasing techniques will be emphasized along with specific instrument performance technique.

| | | | ROOM | |
|-------|-------------------|------|------------|-----------------|
| 09437 | W 05:30PM-06:55PM | 20-6 | SAARINEN M | (08/26 - 12/09) |

FBAS 143 (\$10) **Beginning String Ensemble**

Prerequisite: Student must audition for this ensemble. Alternative course is MUSC 137. This course will be a beginning study and performance of standard string orchestra literature composed for the beginning level string player. Proper left hand position (excluding the use of third position), beginning bowing techniques, appropriate performance practices will be emphasized.

| | | | ROOM | |
|-------|-------------------|------|----------|-----------------|
| 09438 | W 03:55PM-05:20PM | 20-6 | PELOZA S | (08/26 - 12/09) |

FBAS 144 (\$10) **Preludium String Ensemble**

Prerequisite: Student must audition. Alternative course is MUSC 137. A study and performance of standard string orchestra literature. Proper left hand position, bowing techniques and appropriate performance practices will be emphasized. College and community performances.

| | | | ROOM | |
|-------|-------------------|------|-------------|-----------------|
| 09439 | M 03:55AM-05:20PM | 20-6 | STERNFELD B | (08/24 - 12/07) |

FBAS 146 College Symphony Orchestra (\$10)

Prerequisite: Student must audition. A Study and performance of standard full orchestral literature. Emphasis on ensemble skills, ear training and performance practices.

| ROOM | | | | |
|-------|---|-----------------|------|--------------------------------|
| 27531 | M | 05:30PM-06:55PM | 20-6 | STERNFELD B (08/24 - 12/12) |

FBAS 256 Beginning Ballet Class I (\$30)

This is a beginning level ballet class for students 10 years and up. Instruction includes ballet technique, terminology, and performance skills.

| ROOM | | | | |
|-------|---|-----------------|-----------------|-----------------|
| 90031 | S | 10:00AM-11:00AM | TBA TBA HELMS N | (09/05 - 09/26) |
| 90032 | S | 10:00AM-11:00AM | TBA TBA STAFF | (10/03 - 10/24) |
| 90033 | S | 10:00AM-11:00AM | TBA TBA STAFF | (10/31 - 11/21) |

FBAS 317 Stepping (\$50)

Whether you're going to a party, a wedding, a cruise, or just a night on the town, this class will have you covered with classics like the Electric Slide, Cha Cha, Country line, shuffle and much more... The next time you hear your favorite line dance song, do not be the one sitting out. Get up and dance!

| ROOM | | | | |
|-------|---|-----------------|---------------|-----------------|
| 90111 | F | 06:00PM-07:30PM | 71-5 EVERLY S | (09/04 - 09/25) |
| 90494 | F | 06:00PM-07:30PM | 71-5 EVERLY S | (10/02 - 10/30) |
| 90495 | F | 06:00PM-07:30PM | 71-5 EVERLY S | (11/06 - 11/20) |
| 90496 | F | 06:00PM-07:30PM | 71-5 EVERLY S | (12/04 - 12/18) |

****Note**** Employees receive a \$10 discount.

FBAS 342 Ballroom Dance for Beginners I - V (\$30)

A fun class to learn beginning ballroom dance steps in a variety of dance styles - waltz, cha-cha, tango, swing and more!

| ROOM | | | | |
|-------|---|-----------------|-----------------|-----------------|
| 90028 | S | 09:00AM-10:00AM | TBA TBA HELMS N | (09/05 - 09/26) |
| 90029 | S | 09:00AM-10:00AM | TBA TBA HELMS N | (10/03 - 10/24) |
| 90030 | S | 09:00AM-10:00AM | TBA TBA HELMS N | (10/31 - 11/21) |

FBAS 368 Beginner Pointe Class 1 - V (\$30)

This class is designed to teach beginning Pointe skills to students' ages 12 years and above who have intermediate level ballet training.

| ROOM | | | | |
|-------|---|-----------------|-----------------|-----------------|
| 90480 | S | 12:00PM-01:30PM | TBA TBA HELMS N | (09/05 - 09/26) |
| 90481 | S | 12:00PM-01:30PM | TBA TBA HELMS N | (10/03 - 10/24) |
| 90482 | S | 12:00PM-01:30PM | TBA TBA HELMS N | (08/24 - 12/12) |

REGISTER ONLINE

http://www.vvc.edu/schedule/Community_Services/

FBAS 369 Teen/Adult Intermediate Ballet Class I - V (\$30)

This class is an intermediate level ballet class for teens/adults who have mastered fundamental ballet skills.

| ROOM | | | | |
|-------|---|-----------------|-----------------|-----------------|
| 90484 | S | 11:00AM-12:30PM | TBA TBA HELMS N | (09/05 - 09/26) |
| 90485 | S | 11:00AM-12:30PM | TBA TBA HELMS N | (10/03 - 10/24) |
| 90486 | S | 11:00AM-12:30PM | TBA TBA HELMS N | (10/31 - 11/21) |

FBAS 397 Zumba (\$35 S or \$55 MW)

Zumba is a Fusion of Latin and International music that creates a dynamic, exciting, and effective fitness system. Burn calories, get tone and most of all have fun- Ditch the Workout and Join the PARTY!

| ROOM | | | | |
|-------|----|-----------------|--------------------|-----------------|
| 90390 | MW | 07:00PM-08:00PM | TBA TBA TOMPKINS T | (08/24 - 10/14) |
| 90391 | S | 09:00AM-10:00AM | TBA TBA TOMPKINS T | (08/29 - 09/19) |
| 90392 | MW | 07:00PM-08:00PM | TBA TBA TOMPKINS T | (10/19 - 12/09) |
| 90393 | S | 09:00AM-10:00AM | TBA TBA TOMPKINS T | (09/26 - 10/17) |
| 90394 | S | 09:00AM-10:00AM | TBA TBA TOMPKINS T | (10/24 - 11/14) |
| 90395 | S | 09:00AM-10:00AM | TBA TBA TOMPKINS T | (11/21 - 12/19) |

FBAS 415 Mexico Regional Dances (ages 13 and Up) (\$30)

This introductory course is designed to teach dance movement specific to traditional Mexico Regional Dance leading to performances.

| ROOM | | | | |
|-------|---|-----------------|----------------|-----------------|
| 90437 | F | 03:00PM-04:00PM | 71-5 AGUILAR I | (09/04 - 09/25) |
| 90438 | F | 03:00PM-04:00PM | 71-5 AGUILAR I | (10/02 - 10/30) |
| 90439 | F | 03:00PM-04:00PM | 71-5 AGUILAR I | (11/06 - 11/20) |

FBAS 416 Mexico Regional Dances (ages 7-12) (\$30)

This introductory course is designed to teach dance movement specific to traditional Mexico Regional Dance leading to performances.

| ROOM | | | | |
|-------|---|-----------------|----------------|-----------------|
| 90440 | S | 10:00AM-11:00AM | 10-4 AGUILAR I | (09/05 - 09/26) |
| 90441 | S | 10:00AM-11:00AM | 10-4 AGUILAR I | (10/03 - 10/31) |
| 90443 | S | 10:00AM-11:00AM | 10-4 AGUILAR I | (11/07 - 11/21) |

FBAS 418 VVC Cheer Spirit (\$40)

Is cheer your life? Do you want to have fun, lose weight, gain friends, build character and learn all the essentials of cheer? Join the VVC Cheer Spirit Club.

| ROOM | | | | |
|-------|-------|-----------------|----------------|-----------------|
| 90535 | MTWTH | 05:30PM-07:30PM | 71-5 JOHNSON B | (09/01 - 09/24) |
| 90536 | MTWTH | 05:30PM-07:30PM | 71-5 JOHNSON B | (10/01 - 10/29) |
| 90537 | MTWTH | 05:30PM-07:30PM | 71-5 JOHNSON B | (11/02 - 11/25) |
| 90538 | MTWTH | 05:30PM-07:30PM | 71-5 JOHNSON B | (08/24 - 12/12) |

HEALTH & FITNESS

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 | 71-5 | MCGHEE B |
| | (09/01 - 09/24) | | |
| 09026 | TTH 04:00PM-05:30PM | 71-5 | MCGHEE B |
| | (10/06 - 10/29) | | |
| 09027 | TTH 04:00PM-05:30PM | 71-5 | MCGHEE B |
| | (11/03 - 11/19) | | |
| 09028 | TTH 04:00PM-05:30PM | 71-5 | MCGHEE B |
| | (12/01 - 12/17) | | |

FBAS 388 Public Tai Chi (\$45)

Learn proper breathing and movement technique to execute a series of moves and form of TAI CHI. This is a mild workout with no impact.

| | | ROOM | |
|-------|---------------------|------|-----------|
| 90470 | TTH 10:00AM-11:00AM | 71-5 | URMSTON C |
| | (09/01 - 09/24) | | |
| 90471 | TTH 10:00AM-11:00AM | 71-5 | URMSTON C |
| | (10/06 - 10/29) | | |
| 90472 | TTH 10:00AM-11:00AM | 71-5 | URMSTON C |
| | (11/03 - 11/24) | | |
| 90473 | TTH 10:00AM-11:00AM | 71-5 | URMSTON C |
| | (12/01 - 12/17) | | |

HEALTH CAREER TRAINING PROGRAMS

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 | |
|-------|-------------------|---------|-----------|
| 09899 | S 08:00AM-03:30PM | OFYC-D7 | BECKETT G |
| | (09/26) | | |
| 09900 | S 08:00AM-03:30PM | OFYC-D7 | BECKETT G |
| | (10/17) | | |
| 09901 | S 08:00AM-03:30PM | OFYC-D7 | BECKETT G |
| | (11/21) | | |
| 09902 | S 08:00AM-03:30PM | OFYC-D7 | BECKETT G |
| | (12/05) | | |

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.

HOURS FOR REGISTRATION
MONDAY - FRIDAY
9AM - 4PM

PHARMACY TECHNICIAN

Cost: \$2,220

Victor Valley College, Community Education in collaboration with Boston Reed College is offering a 27-week Pharmacy Technician Training Program. The Pharmacy Technician assists the pharmacist with mixing and packaging prescriptions, maintaining client records, referring clients to the pharmacist for counseling, assisting with inventory control and purchasing, as well as collecting payment and coordinating billing. Classroom: 182 hours; Externship: 120 hours.

Classes: Tuesdays & Thursdays
 August 25, 2009

Classes end: March 9, 2010

Time: 5:30pm - 9:30pm

FBAS: 362-90558

Financial assistance available through SLM
Financial. www.SLMFinancial.com
Select 'Career Training Loan' and indicate Boston
Reed College as the college.

**For information about the class or to register,
visit
www.adultedreg.com/vvc
or
Call
(760) 245-4271 Ext. 2741**

ORTHOPEDIC TECHNICIAN

TRAINING

Cost: \$2,595

Victor Valley College, Community Education in collaboration with Boston Reed College is offering a 27-week Orthopedic Technician Training Program. As an Orthopedic Technician, you will be trained to give care to patients with conditions of the bones and joints. An Orthopedic Technician works in such settings as an

orthopedic physician's office, an orthopedic clinic or the hospital emergency room by applying casts and splints. Students will receive comprehensive instruction in orthopedic technology. The program is 27 weeks of classroom lecture followed by a 240-hour externship.

Classes: Saturdays
 August 29, 2009
 Classes end: April 10, 2010
 Time: 9:00am - 4:30pm
 FBAS: 463-90560

Orientation: Saturday, August 1, 2009
10am - 12pm
R.S.V.P. (760) 245-4271 Ext. 2741
(Must attend orientation)

Financial assistance available through SLM
 Financial. www.SLMFinancial.com
 Select 'Career Training Loan' and indicate Boston
 Reed College as the college.

For information about the class or to register,
visit
www.adultedreq.com/vvc
or
Call
(760) 245-4271 Ext. 2741

NEW! **Medical Billing** **NEW!**
& Intro to Coding
Cost: \$1,495

Coming soon! (FBAS-404 - spring 2010) for
more information on class description. This is a
National Certification class!

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

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 | |
|-------|---|----------------------------|---------|-----------|
| 09392 | S | 12:30PM-05:00PM (09/26) | OFYC-D7 | BECKETT G |
| 09389 | S | 12:30PM-05:00PM (10/17) | OFYC-D7 | BECKETT G |
| 09390 | S | 12:30PM-05:00PM (11/21) | OFYC-D7 | BECKETT G |
| 09391 | S | 12:30PM-05:00PM (12/05) | OFYC-D7 | BECKETT G |

HOBBIES, ARTS, & CRAFTS

FBAS 187 Beginning Mosaics (\$30)

In this hands-on workshop, you will actually create a mosaic. We will cover a short history of mosaics, the use of various tiles and techniques, and then get right down to the creation of your own art piece. You will learn color balancing, grouting and finishing. Ages 16 and up are welcome.

| | | | ROOM | |
|-------|---|------------------------------------|-------|------------|
| 09264 | S | 09:00AM-12:00PM (10/10 & 10/17) | 22-7A | MARGOTTA J |

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

FBAS 320 Silk Scarf Painting (\$20)
Family Fun Day

Come have fun. Learn how to paint a silk scarf and choose from 30 favorite colors. Ages 12 and under with one adult per child.

| | | | ROOM | |
|-------|---|----------------------------|-------|---------|
| 90139 | S | 01:00PM-03:00PM (08/29) | 22-7B | SHARP R |
| 90140 | S | 01:00PM-03:00PM (09/26) | 22-7B | SHARP R |
| 90141 | S | 01:00PM-03:00PM (10/10) | 22-7B | SHARP R |
| 90144 | S | 01:00PM-03:00PM (11/07) | 22-7B | SHARP R |
| 90145 | S | 01:00PM-03:00PM (12/03) | 22-7B | SHARP R |

Additional material fee of \$12 paid to instructors in class, cash only.

FBAS 322 Book Binding for Beginners (\$25)

Learn to make a hard cover book for use as a journal, notebook, album or a gift, etc. In this one day workshop, we will learn the art of making a book from scratch and where to get book binding supplies.

| | | | ROOM | |
|-------|---|----------------------------|-------|------------|
| 09972 | S | 09:00AM-04:00PM (09/19) | 22-7A | MARGOTTA J |

Additional \$20 material fee paid to instructor

REGISTER IN BUILDING #52
WINDOW #7

MONEY MATTERS

FBAS 80 (\$79 – Singles; \$99 - Couple)
Recover Your Personal - Business Credit
 Your credit will absolutely improve using the simple system outlined in federal law to stop collection calls instantly and restore your good name.

This do-it-yourself program explains federal laws' specific system for erasing legally defective entries in your personal - business credit reports which raise insurance rates, blocks promotions & new employment, raises interest rates, drops your FICO score and causes massive embarrassment when collectors call at work.

The workbook walks you through the process including lawyer approved letters, negotiation strategies, phone scripts, legal references, citations and sources of trustworthy free help.

| | | | | | |
|-------|-------------|-----------------|-------|------------|--|
| | ROOM | | | | |
| 09357 | S | 09:30AM-04:30PM | 66B-5 | KONSTANT G | |
| | | | | (10/25) | |

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 - and win!

FBAS 136 Retirement Planning Today (\$49)
 This Course will teach you how to build and protect your wealth, whiling aligning your investments with your values to help you accomplish your goals. **One enrollment fee per couple**

Learn how to:

- Avoid the 10 Biggest Retirement Planning mistakes
- Determine the amount of money you need to retire
- "Create your own goals for a "successful retirement"
- Eliminate debt and improve cash flow
- Properly convert your IRA to a Roth IRA
- Select the retirement plan distribution choice that is right for you
- Plan your retirement income to preserve a comfortable standard of living
- Transfer the risk of potential financial losses before or during retirement
- Reduce or eliminate taxes, expenses, delays, and legal challenges with Estate Planning

| | | | | | |
|-------|---|-----------------|------|--------------|--|
| | | ROOM | | | |
| 09611 | T | 06:30PM-09:30PM | 20-1 | MARTIN C | |
| | | (09/29 & 10/06) | | | |
| 09428 | S | 09:30AM-12:30PM | TBA | TBA LATHAM R | |
| | | (10/10 - 10/17) | | | |

ENROLL NOW
 CLASSES FILL UP FAST

ON -LINE

Following: Certificates of Completion will be provided for the following on-line workshops listed below. Financial Assistance is available!
Register at: <http://www.gatlineducation.com/vvc/>

FBAS 295 Administrative Dental Assistant (\$1,595)
 This online program teaches students the essential administrative tasks for managing the business aspects of a dental practice. This program includes instruction in dental terminology and anatomy, medical-records management, accounts receivable and reimbursement management, insurance and patient billing, patient scheduling, and procedural and diagnostic coding. The Administrative Dental Assistant program prepares students for new career working in a dental office. Textbooks included.

| | | | | |
|-------|--|-------------------|--|--------|
| 09995 | | (Open Enrollment) | | ONLINE |
|-------|--|-------------------|--|--------|

FBAS 296 Administrative Medical Specialist (\$1,995)
With Medical Billing and Coding

The medical industry is experiencing a tremendous demand for individuals with knowledge of medical office operations, which includes billing and coding, processing insurance forms, and using medical software. This program provides training on medical billing software as well as preparation for the Certified Coding Associate (CCA) national certification exam. The target audience for the Administrative Medical Specialist with Medical Billing and Coding program are individuals interested in learning job skills for medical office opportunities, changing jobs to become medical office assistants, or changing jobs to become medical coders. All materials including student version of medical billing software included.

| | | | | |
|-------|--|-------------------|--|--------|
| 09996 | | (Open Enrollment) | | ONLINE |
|-------|--|-------------------|--|--------|

FBAS 301 Pharmacy Technician (\$1,795)

This online program teaches the skills needed to gain employment as a pharmacy technician in either the hospital or retail setting. The objective of the Pharmacy Technician Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions in pharmacies as well as prepare for national certification. This online program pairs students with an instructor for one-on-one assistance and includes a forty-hour externship. All materials included.

| | | | | |
|-------|--|-------------------|--|--------|
| 90000 | | (Open Enrollment) | | ONLINE |
|-------|--|-------------------|--|--------|

FBAS 302 Veterinary Assistant (\$1,795)

This online program prepares students for an exciting new career as a veterinary assistant. Students learn about the care of animals as well as how to recognize signs of illness and disease. This program also covers interpersonal communication, interaction with clients and their animals, as well as assisting the veterinarian during examinations. Administrative duties, such as fee collection, banking, and accounts payable are emphasized, and the program contains basic information about pet insurance. Textbooks are included.

| | | | | |
|-------|--|-------------------|--|--------|
| 90001 | | (Open Enrollment) | | ONLINE |
|-------|--|-------------------|--|--------|

FBAS 308 **(\$1,695)**

Bookkeeping the Easy Way With Quickbooks

This online, instructor-led program introduces the concepts of bookkeeping/accounting using the theory of double-entry bookkeeping. This course is designed for students who are interested in gaining knowledge of basic bookkeeping practices in planning a more profitable future or seeking a new career. Students will be prepared for entry-level bookkeeping positions upon completion of this program. Textbook and thorough tutorial for QuickBooks are included.

90552 (Open Enrollment) ONLINE

FBAS 376 **(\$1,895)**

Chartered Tax Professional for California Residents

With this innovative nationally recognized online California Chartered Tax Professional Certificate Program, students can become qualified as California Tax Preparers through the California Tax Education Council (CTEC), and start working and earning money while completing coursework. The CTP174 certificate program is comprised of 6 courses in Federal Income Tax Preparation, plus a California supplement. After successfully completing the first two Federal courses and the California lessons in the CTP174 certificate program, you will be qualified to prepare individual tax returns for almost all U. S. and California taxpayers.

90551 (Open Enrollment) ONLINE

FBAS 427 **(\$1,995)**

Emergency Management Training for First Responders

This nationally recognized Emergency Management Course and online training program provides the necessary skills and understanding of the issues and underlying concepts surrounding emergency management. There is a growing need for qualified emergency managers in both the public and the private sector. The Emergency Management Training program reflects the practitioner and applied knowledge base, particularly lessons learned at local and state government levels.

90549 (Open Enrollment) ONLINE

FBAS 428 **Webmaster** **(\$1,795)**

This nationally recognized Web Master online course and training program prepares students for a dynamic Internet based career as a webmaster. Webmasters design, develop, and maintain websites. This training program begins by teaching simple webpage development and progresses by introducing new concepts, involving you in active webpage implementation using HTML and Dynamic HTML. Textbook included.

90550 (Open Enrollment) ONLINE



OFFERS THE FOLLOWING OCCUPATIONAL SPANISH COURSES ONLINE:

- Spanish for Financial Institutions (\$99)

- Spanish for Law Enforcement Officers (\$99)
- Spanish for Construction Supervisors (\$99)
- Spanish for the Community (\$99)
- Spanish for Pharmacy Personnel (\$99)
- Spanish for the Workplace (\$99)
- Spanish for Hospital Nursing (\$99)
- Spanish for Medical Office Nursing (\$99)
- Spanish for Library Personnel (\$99)
- Spanish for Physicians (\$99)
- Spanish for Real Estate Sales (\$99)
- Spanish for School Teachers (\$99)

These Programs are:

- Self-Paced (You can start and stop any lesson at any time to fit your schedule.)
- Non-Teacher-Led
- Asynchronous (You can start the course on any day, at any hour.)
- Based on Adult Education Principles

No Prior Knowledge of Spanish Required!

Upon completion of a course, you will have immediate access to and be able to print your own personalized Certificate of Completion.

To view the content of these courses and/or enroll

Go to

http://www.vvc.edu/schedule/Community_Services/

PERSONAL INTEREST & ENRICHMENT

FBAS 215 **(\$100)**

Discovering the Power of You (new series)

These workshops are designed to guide you in exploring what you want, desire and need in this busy world. Each class promotes self-discovery, enrichment and celebrates you being a student of life.

Series Includes:

- Explore Your Personal Dreams
- The Art of Journaling
- Stress Free Living
- Living and Leaving a Legacy
- A Plan of Attack

90045 TH 09:00AM-12:00PM ROOM 32A-1 VAN BAVEL D (08/27)

WE ACCEPT CREDIT/CASH OR CHECK

FBAS 289 Explore Your Personal Dreams (\$30)

Collage your dreams with no limitations. Use this effective visualization tool to keep you on track, positive and motivated in your busy life.

| | | ROOM | |
|-------|-------------------------------|-------|-------------|
| 90499 | TH 09:00AM-12:00PM (09/24) | 32A-1 | VAN BAVEL D |
| 90046 | TH 09:00AM-12:00PM (12/03) | 32A-1 | VAN BAVEL D |

FBAS 290 The Art of Journaling (\$30)

There are many ways to journal as well as many reasons why. Learn how to remove the fear about journaling and receive simple steps to relieve stress, move through past issues and venture positively into the future.

| | | ROOM | |
|-------|-------------------------------|-------|-------------|
| 90498 | TH 09:00AM-12:00PM (08/27) | 66B-6 | VAN BAVEL D |
| 90047 | TH 09:00AM-12:00PM (11/05) | 32A-1 | VAN BAVEL D |

FBAS 291 Stress Free Living (\$30)

Tired of the stress and worry in your life? Learn easy steps you can take to recognize the stress source and options to release the feelings and tension.

| | | ROOM | |
|-------|-------------------------------|-------|-------------|
| 90048 | TH 09:00AM-12:00PM (10/08) | 32A-1 | VAN BAVEL D |

FBAS 292 Living and Leaving a Legacy (\$30)

Are you living in the moment? What are the positive characteristics about you? What are your successes? Let's explore thee wonderful areas together using thoughts, your experiences and art.

| | | ROOM | |
|-------|-------------------------------|-------|-------------|
| 90049 | TH 09:00AM-12:00PM (10/22) | 32A-1 | VAN BAVEL D |

FBAS 293 A Plan of Attack (\$30)

Goal setting skills are needed and can be life changing. Learn precise steps that will teach you how to list, focus and break down your goals into reachable steps, while removing the fear and feelings of being overwhelmed.

| | | ROOM | |
|-------|-------------------------------|-------|-------------|
| 90050 | TH 09:00AM-12:00PM (09/10) | 32A-1 | VAN BAVEL D |
| 90052 | TH 09:00AM-12:00PM (11/19) | 32A-1 | VAN BAVEL D |

FBAS 335 Jobs Available (\$60)

We have a class for you! Don't let your pride get in the way of obtaining employment! Find out what Employers are looking for?

- "Effectively find employment and practical information on networking."
- "Fill out applications, both on-line and using a pen and paper."
- How to write your Resume.
- How to go through an interview & assemble your work portfolio.
- Work ethics, customer service, trials, goal setting and time management.

You will also be provided with tangible resources for your job search. This class is in two parts. The second Saturday you will dress to impress for your mock interview & bring your resume with you to be checked. Bring a portfolio if you have one.

| | | ROOM | |
|-------|--------------------------------------|---------|--------|
| 90173 | S 08:30AM-12:30PM (09/19 & 09/26) | TBA TBA | RASK R |
| 90174 | S 08:30AM-12:30PM (11/07 & 11/14) | TBA TBA | RASK R |

FBAS 389 (\$30)**So You Want to Write a Romance Novel...**

This is an introduction to the art, craft and enjoyment of writing a romance novel. Learn how to create the kind of story and characters that will make readers follow you to that happy ending. Your instructor, Holly La Pat, has published two romances under the pen name Sierra Donovan.

| | | ROOM | |
|-------|--------------------------------------|--------|----------|
| 90465 | W 07:00PM-08:00PM (09/02 - 10/07) | 66A-11 | LA PAT H |
| 90466 | W 07:00PM-08:00PM (10/14 - 11/18) | 66A-11 | LA PAT H |

Additional \$2 material fee paid to instructor.

FBAS 396 Surviving Singlehood Workshop (\$50)

This workshop will include a wealth of different strategies, skills, and insights that a person needs in order to survive being single. The topics to be discussed are as follows: dating/romantic relationships, entertainment, personal (mental/emotional growth), goals, and health (physical/mental/emotional). There will be an open forum on personal experiences, exchange of ideas, and an opportunity to join a newly-created singles club.

| | | ROOM | |
|-------|------------------------------|---------|---------|
| 90387 | S 09:00AM-12:00PM (08/29) | TBA TBA | REYES C |

Additional \$15.00 material fee paid to instructor in class.

FBAS 398 The Funtastic Teaching Method (\$39)**Improves Student Grades**

Are you looking for a dynamic new method of teaching that has been classroom tested and proven effective to:

- Improve test grades?
- Work for all content area?
- Work for all learning styles?
- Get all your students participating in class and having a *funtastic* time while they learn?

In this activity based class, taught by a 20 year master teacher, you will learn:

- Strategies that improve comprehension and retention
- Strategies for content and test review
- Effective new ways that teach to all learning styles
- How you can make lessons in any content area into learning games.
- How to have all your students engaged and having fun while they learn.
- How to create your own effective learning games for little or no cost

This method works for all content areas and is ideal for teachers and tutors of grades K-8

| | | ROOM | |
|-------|------------------------------|-------|--------|
| 90422 | T 06:30PM-09:30PM (10/27) | 30-17 | SHEA M |

Additional \$30 material fee paid to instructor in class includes 160 page training manual How

to Motivate the Unmotivated Student and accompanying training DVD.

FBAS 399 (\$39)
Want Your Child to Have Better Grades? You Need "The Homework Nanny!"

- Tired of the homework war?
- Want to work WITH rather than against your child?
- Want to see their grades improve?
- Want your child to enjoy learning?

Kids like to do fun things and homework hasn't been fun - Until Now! In this activity based class for parents of K-8 children, you'll learn:

- How to make homework time productive and enjoyable.
- Games that promote active learning
- Ways to motivate your child to do his/her homework every Day
- Positive reinforcement techniques
- How to get your child to become an independent learner

| ROOM | | | |
|---------|--------------------|-------|--------|
| 90424 | TH 06:30PM-09:30PM | 10A-2 | SHEA M |
| (10/08) | | | |

Additional \$30 material fee paid to instructor in class includes 160 page training manual How to Motivate the Unmotivated Student and accompanying training DVD.

FBAS 402 (\$20)
Getting Published: How to Write and Make Money

A seminar on how to make book dreams become reality. Award-winning author Catherine Feher-Elston explains how to put pen to paper, how to research books and book markets, how to find an agent, how to negotiate contract and how to promote a book. Included in the seminar is a comparison of self publishing and traditional publishing and the importance of market research. An introduction to publishing law is included.

| ROOM | | | |
|---------|-------------------|-------|---------|
| 90449 | S 01:00PM-03:00PM | 30-13 | FEHER C |
| (10/03) | | | |

FBAS 403 (\$49)
How to Get Adults Kids to Independence

About 1/3 of young adults between 18-34 are living at home with their parents without any hope of work or a career. This workshop will help parents create a plan to get their young adults in independence. The focus is on an action plan and what goals need to be set for both parents and for young adults.

| ROOM | | | |
|---------|-------------------|------|----------|
| 90452 | S 03:00PM-06:00PM | 20-7 | GIBRAN E |
| (09/19) | | | |
| 90453 | S 03:00PM-06:00PM | 20-7 | GIBRAN E |
| (10/17) | | | |
| 90454 | S 03:00PM-06:00PM | 20-7 | GIBRAN E |
| (11/21) | | | |
| 90455 | S 03:00PM-06:00PM | 20-7 | GIBRAN E |
| (12/19) | | | |

**NO APPLICATION OF
ADMITTANCE NEEDED**

FBAS 407 (\$20)
You Call That Art?

In this short two-hour overview we will discuss why modern art stirs up such controversy. Why the term "impressionism" was considered an insult when it was first used? How did World War One contribute to the advance of modern art? Why is Picasso considered by some to be the most important artist of the twentieth century? Why was Steiglitz, a photographer, instrumental in the advancement of modern art in the United States/ What artist stirred up such anger that he was hung in effigy on the streets of New York? How does art fall under terms such as abstract, expressionism, surrealism, minimalism, assemblages and conceptual?

| ROOM | | | |
|---------|-------------------|-------|------------|
| 90746 | S 10:00AM-12:00PM | 30-19 | MARGOTTA J |
| (10/10) | | | |

FBAS 408 (\$25)
Bird Brains: Ravens & Crows, Avian Geniuses

Award-winning Nature writer, author of the award-winning book Ravensong: A Natural and Fabulous History of Ravens and Crows, introduces students to facets of ravens and crows-geniuses of the bird world. A discussion on corvid behavior, measures of intelligence, corvid in myth and religion and ravens as "birds of mystery and magic" will be included in this 2 hour seminar/Mojave and Grand Canyon ravens.

| ROOM | | | |
|---------|-------------------|-------|---------|
| 90491 | S 01:00PM-03:00PM | 10A-2 | FEHER C |
| (10/31) | | | |

FBAS 409 (\$25)
Wolfsong: Call of the Wild - Understanding Wolves

Revered by tribal peoples and hated by modern Europeans, the wolf inspires conflicting emotions in humans. In this seminar, we will consider the wolf in context of Nature, myth, folklore, history and science. For some, wolf is a teacher embodiment of strength and protection. For others, wolf evokes fear and hatreds that brought him to the brink of extinction. Examination of wolf and wolf recovery will be presented by the award winning author Feher-Elston.

| ROOM | | | |
|---------|-------------------|-------|---------|
| 90490 | S 01:00AM-03:00PM | 10A-2 | FEHER C |
| (10/17) | | | |

FBAS 410 (\$20)
The Navajo-Hopi Land Dispute

The Navajo and Hopi of the Four Corners region fought each other for land, water and resources long before the advent of the Europeans. But their struggle for land and cultural survival escalated after the United States imposed the reservation system. This one-hour seminar will examine cultures and history of the Hopi and Navajo and the weird entry of the United States as arbitrator in their ancient struggles. An examination of the role of Navajo and Hopi water and coal in Southern California will also be included.

| ROOM | | | |
|---------|-------------------|-------|---------|
| 90492 | S 10:00AM-12:00PM | 10A-2 | FEHER C |
| (10/17) | | | |

FBAS 411 (\$55)
Makeup and Skin Care for Adults

Discover the before and after beauty tips for women. In this hands-on workshop learn step-by-step makeup application techniques that will enhance your beauty. Learn to cover rosacea, age spots, and dark under-eye circles and skin discoloration find out what to use for fine lines and wrinkles. Instructor is one of Hollywood's leading celebrity makeup artists for Television, Vogue magazine and Motion Picture. She has worked for numerous production studios including 20th Century Fox MGM, Madonna, Cher, Universal Pictures and

Warner Bros. specializing in interpreting the hottest trends from the runways to "real life" looks. You will leave confident and ready to put your "best face forward" whether you are a stay home mom or a working professional.

| | | | ROOM | | |
|-------|---|----------------------------|------|---------|---|
| 90518 | S | 02:00PM-05:00PM (08/29) | 30-9 | JACKSON | M |
| 90519 | S | 02:00PM-05:00PM (09/19) | 30-9 | JACKSON | M |
| 90520 | S | 02:00PM-05:00PM (10/03) | 30-9 | JACKSON | M |
| 90521 | S | 02:00PM-05:00PM (11/07) | 30-9 | JACKSON | M |
| 90522 | S | 02:00PM-05:00PM (12/05) | 30-9 | JACKSON | M |

Additional \$25 material fee paid to instructor in class.

FBAS 412 Makeup and Skin Care for Teens (\$55)

(Ages 12-17) This is a hands-on workshop). Learn step-by-step makeup application techniques that will enhance your beauty. You will learn how to cover acne, dark under-eye circles and skin discoloration. Find out what your skin type is and how to have beautiful clear skin. We will learn how to apply makeup and create different looks for everyone. Instructor is one of Hollywood's leading celebrity makeup artists for Television, Vogue magazine and Motion Pictures. She has worked for numerous production studios including 20th Century Fox MGM, Universal Pictures and Warner Bros. She specializes in interpreting the hottest trends from the runways to "real life" looks.

| | | | ROOM | | |
|-------|---|----------------------------|------|---------|---|
| 90524 | S | 10:00AM-01:00PM (08/29) | 30-9 | JACKSON | M |
| 90525 | S | 10:00AM-01:00PM (09/19) | 30-9 | JACKSON | M |
| 90526 | S | 10:00AM-01:00PM (10/03) | 30-9 | JACKSON | M |
| 90527 | S | 10:00AM-01:00PM (11/07) | 30-9 | JACKSON | M |
| 90528 | S | 10:00AM-01:00PM (12/05) | 30-9 | JACKSON | M |

Additional \$25 material fee paid to instructor in class.

FBAS 429 Bridge (\$40)

This class will teach you how to learn the game from the start. Learn point count, hand evaluation, elementary bidding, bidders 146 roles, competitive bidding, bridge etiquette and ethics, the play of the hand, defensive communication, rubber and Chicago scoring, maximizing your score and beginner duplicate bridge.

| | | | ROOM | | |
|-------|---|------------------------------------|---------|--------|---|
| 90553 | S | 01:00PM-02:00PM (09/05 - 09/26) | TBA TBA | WILSON | J |
| 90554 | S | 01:00PM-02:00PM (10/03 - 10/31) | TBA TBA | WILSON | J |
| 90555 | S | 01:00PM-02:00PM (11/07 - 11/21) | TBA TBA | WILSON | J |
| 90556 | S | 01:00PM-02:00PM (12/05 - 12/19) | TBA TBA | WILSON | J |

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

TV & BROADCASTING

FBAS 347 An Introduction to Voiceovers (\$30) (Getting Started In Voice Acting)

Have you ever wanted to be the voice everyone hears on TV and radio commercials, or documentary or audiobook narrations? You too can become a Professional Voiceover Artist! This fun, informative, and empowering class will teach you the basics of the voice over industry to help you decide if it is something you'd like to pursue. We will discuss the many different types of voiceovers and what it takes to get started as a voice actor. Your voice will be recorded as you read from real scripts so you can receive a professional voice evaluation later. In this 2 hour introductory workshop you will learn what it takes to become a part of this fun and exciting industry. Be warned, many who have taken this class have gone on to become real, bona-fide, professional Voice Actors. Come ready to laugh, learn, and be inspired... This class is taught by a professional voice actor from the voice acting training company, Voices For All.

| | | | ROOM | | |
|-------|---|----------------------------|-------|------------|---|
| 90061 | F | 06:00PM-08:00PM (09/25) | 32A-1 | LANGWORTHY | A |

FBAS 361 You're on the Air... How to really make it in Voice-Overs! (\$35)

Voice-overs are hot today! You don't have to be an actor to get voice-over work, but it certainly doesn't hurt! With such notable talent as James Earl Jones, Linda Hunt, and Donald Sutherland lending their voices to commercials, films, and videos, one would think that it would be next to impossible to break into this field. Not so! In this class you'll learn about an exciting new way to get around the competition and actually turn voice-overs into a thriving full or part-time business!

Dan Levine, a well-known commercial producer and Tony Award-nominated Broadway composer will discuss voice-over technique in a recorded portion of the class. Heather Costa, successful voice-over artist (Playtex, Prentice Hall, ETS), will introduce students to the voice-over business as a whole. She will talk about the numerous opportunities, the income potential, and the all-important demo and how to have it produced. You'll step up to the microphone to do some practice recording, and best of all hear the results!

| | | | ROOM | | |
|-------|---|----------------------------|---------|-------|---|
| 90168 | S | 09:00AM-11:00AM (10/24) | TBA TBA | COSTA | H |

RESTAURANT MANAGEMENT

FBAS 85 Food Handlers (\$27)

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 | | |
|-------|---|----------------------------|------|--------|---|
| 09387 | W | 06:00PM-08:00PM (08/26) | 10-8 | WAGNER | H |
| 09961 | F | 03:00PM-05:00PM (08/28) | 10-8 | MORGAN | M |
| 09393 | W | 06:00PM-08:00PM (09/02) | 10-8 | WAGNER | H |
| 09394 | W | 06:00PM-08:00PM (09/09) | 10-8 | WAGNER | H |
| 09962 | F | 03:00PM-05:00PM (09/11) | 10-8 | MORGAN | M |

| | | | | |
|-------|----|-----------------|------|----------|
| 09417 | S | 09:00AM-11:00AM | 10-8 | WAGNER H |
| | | (09/12) | | |
| 08901 | SU | 08:00AM-10:00AM | 10-8 | WAGNER H |
| | | (09/13) | | |
| 09395 | W | 06:00PM-08:00PM | 10-8 | WAGNER H |
| | | (09/16) | | |
| 09418 | S | 09:00AM-11:00AM | 10-8 | WAGNER H |
| | | (09/19) | | |
| 09397 | W | 06:00PM-08:00PM | 10-8 | WAGNER H |
| | | (09/23) | | |
| 09963 | F | 03:00PM-05:00PM | 10-8 | MORGAN M |
| | | (09/25) | | |
| 08902 | SU | 08:00AM-10:00AM | 10-8 | WAGNER H |
| | | (09/27) | | |
| 09398 | W | 06:00PM-08:00PM | 10-8 | WAGNER H |
| | | (09/30) | | |
| 09399 | W | 06:00PM-08:00PM | 10-8 | WAGNER H |
| | | (10/07) | | |
| 09964 | F | 03:00PM-05:00PM | 10-8 | MORGAN M |
| | | (10/09) | | |
| 09419 | S | 09:00AM-11:00AM | 10-8 | WAGNER H |
| | | (10/10) | | |
| 08903 | SU | 08:00AM-10:00AM | 10-8 | WAGNER H |
| | | (10/11) | | |
| 09400 | W | 06:00PM-08:00PM | 10-8 | WAGNER H |
| | | (10/14) | | |
| 09401 | W | 06:00PM-08:00PM | 10-8 | WAGNER H |
| | | (10/21) | | |
| 09965 | F | 03:00PM-05:00PM | 10-8 | MORGAN M |
| | | (10/23) | | |
| 09420 | S | 09:00AM-11:00AM | 10-8 | WAGNER H |
| | | (10/24) | | |
| 08904 | SU | 08:00AM-10:00AM | 10-8 | WAGNER H |
| | | (10/25) | | |
| 09409 | W | 06:00PM-08:00PM | 10-8 | WAGNER H |
| | | (10/28) | | |
| 09410 | W | 06:00PM-08:00PM | 10-8 | WAGNER H |
| | | (11/04) | | |
| 08905 | SU | 08:00AM-10:00AM | 10-8 | WAGNER H |
| | | (11/08) | | |
| 09411 | W | 06:00PM-08:00PM | 10-8 | WAGNER H |
| | | (11/11) | | |
| 09966 | F | 03:00PM-05:00PM | 10-8 | MORGAN M |
| | | (11/13) | | |
| 09121 | S | 09:00AM-11:00AM | 10-8 | WAGNER H |
| | | (11/14) | | |
| 09412 | W | 06:00PM-08:00PM | 10-8 | WAGNER H |
| | | (11/18) | | |
| 08906 | SU | 08:00AM-10:00AM | 10-8 | WAGNER H |
| | | (11/22) | | |
| 09413 | W | 06:00PM-08:00PM | 10-8 | WAGNER H |
| | | (11/25) | | |
| 09422 | S | 09:00AM-11:00AM | 10-8 | WAGNER H |
| | | (12/01) | | |
| 09414 | W | 06:00PM-08:00PM | 10-8 | WAGNER H |
| | | (12/02) | | |
| 09415 | W | 06:00PM-08:00PM | 10-8 | WAGNER H |
| | | (12/09) | | |
| 90183 | F | 03:00PM-05:00PM | 10-8 | MORGAN M |
| | | (12/11) | | |
| 08907 | SU | 08:00AM-10:00AM | 10-8 | WAGNER H |
| | | (12/13) | | |
| 09388 | W | 06:00PM-08:00PM | 10-8 | WAGNER H |
| | | (12/16) | | |

Class on Mondays: (3pm - 5pm)
Class on Thursdays: (3pm - 5pm)



****Note**** Card replacement cost \$10.00

Test Only: If you need to take the test, you must schedule an appointment with our office. Cost is \$20 and does not include video viewing.

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.

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
(ENGLISH ONLY)**

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: September 9, October 14, November 11 and December 9 starting at 3pm. The cost is \$150 per person. Text book will be an additional \$78.00. Off-site training at your location can be offered and arranged by appointment only (760) 245-4271 Ext. 2741.

FBAS-417-90302

**SERVSAFE
MANAGER CERTIFICATION TRAINING
(SPANISH ONLY)**

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 cost is \$150 per person. Off-site training at your location can be offered and arranged by appointment only (760) 245-4271 Ext. 2741.

**SERVSAFE
ALCOHOL CERTIFICATION TRAINING**

This is a program to certify and train all members of an establishment including servers, host, valets, bouncers, coat checkers, etc... The program gives you information on understanding alcohol law and your responsibility, recognizing and preventing intoxication. The cost is \$150 per person. Training: September 9, October 14, November 11 and December 9 starting at 3pm. The cost is \$150 per person. Off-site training at your location can be offered and arranged by appointment only (760) 245-4271 Ext. 2741.

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 workings 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

Students may request a workshop refund up to five working days prior to the program start date (Food handlers’, CPR/FA 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 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.