

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 10 Profits in Continuing Education (\$39)
Make multiple income streams teaching something you love sponsored by a college in your area - and follow up with consulting, products and additional services. This catalog is filled with people who supplement their income or replace full time jobs doing something they really love and so can you!

Workbook details developing and pricing products and services, web sales, building multiple income streams, linking with others as well as business basics - licenses, permits, credentials, naming, banking, bookkeeping and tax strategies.

ROOM			
90477	W 06:30PM-09:30PM	10-4	KONSTANT G
(07/29)			

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

FBAS 49 (\$39)
Business Opportunity in Cart Vending

Make a full time income working part time in this easy, low investment - low risk all cash business while others pay you to work your cars at your locations. Own carts free & clear in 60 days with less than \$500 out of pocket while you work your full time job or start another home business. Following our system, you'll spend no money until you're sure you can make money and enjoy the work - then you implement the plan and start pocketing cash. Valuable reference workbook details business basics - licenses, permits, health department, banking, taxes, insurance, inventory, employees, contracting, budget & cash flow, pricing and product selection.

ROOM			
09077	W 06:30PM-09:30PM	10-4	KONSTANT G
(07/22)			

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

FBAS 101 (\$70)

Buy a Profitable Business - With NO MONEY!

This is the perfect time to buy a profitable business with no money using the classic leveraged buyouts techniques used by big businesses for decades. The class walks you through the process of finding the right industry; locating candidate business; inspecting & evaluating candidates; making the initial offer; due diligence; deal structuring; negotiation strategies, tactics and scripts, weasel clauses, financing techniques, funding sources; closing the deal.

ROOM			
09130	S 09:30AM-04:30PM	10-4	KONSTANT G
(08/01)			

Additional material fee of \$20.00 paid to instructor in class

FBAS 106 (\$79)

Start a Successful Speaking - Consulting

Make money the same way Elvis and Patsy Kline's estates do! Create multiple income streams doing seminars to sell your products that create new clients who attend your seminars and classes in a subject area you know and love. Then spin off additional income streams by networking with other consults/speakers to cross sell each other's products and services.

Teach others to teach your classes in other areas to make money publishing the materials you authorize them to use, giving you more passive income. Now go online with products, teleconferences and tele-coaching and get rich sitting on the beach.

ROOM			
90478	S 09:30AM-04:30PM	10-4	KONSTANT G
(08/01)			

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

FBAS 272 (\$75)

Become a Notary in One Day

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			
09306	S 08:00AM-04:00PM	10-4	NPS
(08/08)			

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	
90513	W 06:30PM-09:00PM	10A-2	VIDANA-BARDA	M (06/24)
90514	W 06:30PM-09:00PM	10A-2	VIDANA-BARDA	M (07/22)
90515	W 06:30PM-09:00PM	10A-2	VIDANA-BARDA	M (07/29)
90516	W 06:30PM-09:00PM	10A-2	VIDANA-BARDA	M (08/12)

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 400 (\$49 - single; \$79 per couple)

Making a Fortune Purchasing Distressed REO Foreclosure Properties from Banks and Savings & Loans Seminar, No Host Lunch and Tour

There will be a huge transfer of wealth in 2009! Real Estate will produce many millionaires in the next few years. Discover how you can become part of that explosion by learning the best places to purchase in California and out of state.

REO foreclosures are occurring at a record-setting pace in this unprecedented market, with over one million REO's in 2007 and nearly two million in 2008. No doubt, REO's will continue to increase for the next few years. This seminar will show you how to find these properties before anyone else knows about them so you can then make successful offers. You can select from REO's currently priced at \$23,900 up to \$1,000,000, with low downs and easy qualifying. If you've thought about purchasing real estate, now is a great time to buy.

Seminar - Starts in the morning at 9:00 am. Here is what you will learn:

- The best locations to purchase in for the highest appreciation
- How to find REO's before everyone else does
- How to purchase REO's with "0" or little money down
- How to find which lenders will make the best deals
- What kind of properties appreciate the most

- How to purchase property directly from people in foreclosure for the best deals, and with no qualifying required
- Learn how to select great neighborhoods where homes have the greatest chance of appreciating.
- Learn what to look for in a great house to live or rent.
- Discover how to check out a property for potential problems.
- Learn how to identify the great attributes of a home that will sell for more in the future.
- Learn the seven ways of creating wealth
- Learn about opportunities to purchase REO's in Phoenix, Las Vegas, or Florida (valued at \$250,000 a few years ago) for only \$60,000 to \$80,000.

Lunch: 12:30 - 20:00pm
No-host lunch and Q & A with instructor

Tour: 4:30 - 5:30pm
You will see actual REO's on the market pending availability. There is nothing more valuable than to take the information from the classroom and apply it to actual properties - use your own transportation.

			ROOM	
90426	S 09:00AM-05:30PM	30-14	REDDICK	M (08/01)

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

FBAS 405 (\$50) Renewing Notaries

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	
90459	S 12:30PM-04:00PM	10-4	NPS	(08/08)

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.

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

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			
09003	S 08:00AM-04:30PM	54-211	GUILLORY P		
	(06/27)				
09004	S 08:00AM-04:30PM	54-211	GUILLORY P		
	(07/11)				
09005	S 08:00AM-04:30PM	54-211	GUILLORY P		
	(07/25)				
09006	S 08:00AM-04:30PM	54-211	GUILLORY P		
	(08/08)				
09007	S 08:00AM-04:30PM	54-211	GUILLORY P		
	(08/22)				

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			
90408	MTH 05:30PM-09:30PM	TDS-HESPSTAFF			
	(06/22 - 08/13)				

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.

90405 (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			
09086	WF 05:15PM-07:15PM	10A-2	MOORE G		
	(07/15 & 07/17)				

****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			
09807	F 05:15PM-07:15PM	10A-2	MOORE G		
	(07/10)				

****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			
90069	M 05:15PM-07:15PM	10A-2	LAVEAUX M		
	(07/06)				
90070	M 05:15PM-07:15PM	10A-2	LAVEAUX M		
	(08/03)				

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

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			
90077	M 05:15PM-07:15PM	10A-2	MOORE G		
	(07/27)				

****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	
90084	T 05:15PM-07:15PM	10A-2	LAVEAUX M (07/07)
90085	T 05:15PM-07:15PM	10A-2	LAVEAUX M (08/04)

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	
90290	F 05:15PM-07:15PM	10A-2	MOORE G (07/24)

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

DANCE & MUSIC

FBAS 317 (\$50)
Stepping

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	
90109	F 06:00PM-07:30PM	71-5	EVERLY S (07/10 - 07/31)
90110	F 06:00PM-07:30PM	71-5	EVERLY S (08/07 - 08/28)

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

FBAS 369 (\$75)

Teen/Adult Intermediate Ballet Class I - V

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

		ROOM	
90475	MW 09:30AM-11:00AM	71-1	HELMS N (06/29 - 07/29)

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	
90388	MW 07:00PM-08:00PM	71-5	TOMPKINS T (06/22 - 08/12)
90389	S 09:00AM-10:00AM	71-5	TOMPKINS T (06/27 - 07/18)
90396	S 09:00AM-10:00AM	71-5	TOMPKINS T (07/25 - 08/15)

FBAS 418 (\$40)
VVC Cheer Spirit

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	
90533	MTWTH 04:00PM-06:00PM	71-5	JOHNSON B (06/22 - 08/20)

FOR THE DOGS

FBAS 327 (\$90)
Beginning Dog Training

Not all dogs are the same. Not all dog training is the same. Not all dogs should be trained the same. This class is small and offers a personalized approach to dog training based on consistent principles and extensive experience in dog training. Learn to train by understanding your dog and a variety of training techniques. Learn to understand positive and negative reinforcements and shape your dog's behavior by using proper stimuli linked to verbal and physical directions. Learn to control your dog when walking on a leash. Stop lunging and pulling behaviors. Teach your dog to not jump up on people.

Start your dog onto the path of becoming a good citizen. Recognize, understand, and control shyness, dominance, and aggression. Teach your dog to focus, pay attention, and respond to directions. Dogs will learn to walk on a leash, sit, down, stand, and stay. The class will set the stage for reliable recalls. Class is limited to six dogs aged six months or older. A collar, six foot leash, and soft training treats are required to participate. Proof of vaccinations is required.

		ROOM	
09881	TH 06:30PM-07:30PM	FD-1	BOBROW B (06/25 - 07/30)
09882	SU 10:00AM-11:00AM	FD-1	BOBROW B (06/21 - 08/02)

FBAS 328 (\$90)
Puppy Kindergarten

Puppies are special. They need guidance in developing social skills and gaining confidence while controlling their exuberance. This class is small and offers an experienced, personalized approach to shaping your puppy's future. It is designed to provide basic socialization and encourage bonding behaviors for puppies aged approximately 3 to 8 months of age. This class sets the stage for a lifetime of learning and companionship. Learn fun ways to train. Teach your puppy to pay attention to you. Get ahead of behavior problems including shyness and aggression while building confidence.

Learn to observe, recognize and interpret puppy behaviors. Learn to react properly and shape the mental growth of your puppy so that it becomes a great companion and a good citizen. Class is limited to six puppies. A dog collar, six-foot leash, and

soft training treats are required participate. Proof of vaccinations is required.

			ROOM	
09510	W 06:30PM-07:30PM	FD-1	BOBROW B	(06/24 - 07/29)
90511	SU 09:00AM-10:00AM	FD-1	BOBROW B	(06/21 - 08/02)

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	
09013	TTH 04:00PM-05:30PM	71-5	MCGHEE B	(07/07 - 07/30)
09025	TTH 04:00PM-05:30PM	71-5	MCGHEE B	(08/04 - 08/27)

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	
90468	TTH 10:00AM-11:00AM	71-5	URMSTON C	(07/07 - 07/30)
90469	TTH 10:00AM-11:00AM	71-5	URMSTON C	(08/04 - 08/27)

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 blood borne 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	
09875	S 08:00AM-03:30PM	OFYC-D7	BECKETT G	(06/20)
09876	S 08:00AM-03:30PM	OFYC-D7	BECKETT G	(07/25)
09877	S 08:00AM-03:30PM	OFYC-D7	BECKETT G	(08/15)

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 American Heart Assoc. Healthcare Provider (\$65)

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	
09383	S 12:30PM-05:00PM	OFYC-D7	BECKETT G	(06/20)
09873	S 12:30PM-05:00PM	OFYC-D7	BECKETT G	(07/25)
09387	S 12:30PM-05:00PM	OFYC-D7	BECKETT G	(08/15)



Medical Billing & Intro to Coding

Cost: \$1,495



See (FBAS-404) for more information on class description. This is a National Certification class!

Orientation: Friday, July 10th
10am - 12pm
R.S.V.P. (760) 245-4271 Ext. 2741
(Must attend orientation)

FBAS 404 Medical Billing & Intro to Coding (\$1,495)

This course is designed to prepare students to work in an out-patient facility, clinic or physicians office. The course will also be valuable for those currently working as component billers or other staff to meet the increasingly complex regulations and compliance policies that Medicare (and HIPPA) require for correct coding and billing. Interested in working at a billing agency? Or possibly starting your own? This course is comprehensive and will allow each person to decide the best working environment for themselves. This course has been approved by National HealthCareer Association, and successful completion will qualify the student to sit for a nationally credentialed examination, the CBCS (Certified Billing & Coding Specialist).

			ROOM	
90457	F 09:00AM-03:30PM	10-4	SMALLEY L	(08/14 - 12/11)

Students will be required to purchase textbooks for \$340.00, (list provided at time of registration). There is a separate \$105 fee for the national certification (paid in class).

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.

Orientation: Saturday, July 18, 2009
10am - 12pm
R.S.V.P. (760) 245-4271 Ext. 2741
(Must attend orientation)

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

NEW! COMING IN THE FALL NEW!
Orthopedic Technician Training
Call to get on a *Priority List* to be notified when
the course will be offered!

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
09263 S 09:00AM-12:00PM 22-7A MARGOTTA J
(06/20 & 06/27)

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
90135 S 01:00PM-03:00PM 30-17 SHARP R
(07/25)

Additional material fee of \$12 paid to instructors in class, cash only. One child under 12 free with one paid adult.

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
09971 S 09:00AM-04:00PM 22-7A MARGOTTA J
(07/11)

Additional \$20 material fee paid to instructor

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
90464 W 07:00PM-08:00PM 32-5 LA PAT H
(06/24 - 08/05)

Additional \$2 material fee paid to instructor.

FBAS 420 Needle Craft Design I (\$30)

This class is designed to teach knitting and crocheting.

ROOM
90540 W 09:00AM-12:00PM 66B-2 GAGNE I
(06/24 - 08/12)

Additional \$15 material fee paid to instructor in class. Cash only!

FBAS 424 Needle Craft Design II (\$30)

This class is designed to teach knitting and crocheting, advanced.

ROOM
90546 W 12:00PM-03:00PM 66B-2 GAGNE I
(06/24 - 08/12)

Additional \$15 material fee paid to instructor in class. Cash only!

FBAS 426 Hand Crafted Items (\$30)

This class is designed to teach craft and small quilting projects for home and personal use.

ROOM
90547 TH 06:00PM-09:00PM 66B-2 WILLIAMS A
(06/25 - 08/13)

Additional \$15 material fee paid to instructor in class. Cash only!

KIDS CAMP

FBAS 34 Natural A's (ages 10 - 17) (\$45)

Any student can significantly enhance grades, self-confidence, and chances for scholarships and college admissions - by performing academic skills in alignment with the brain's natural patterns. This makes not-taking, reading, studying, memorizing and test-taking amazingly efficient. Students will also discover simple methods for understanding math and other subjects, optimizing focus and concentration, and preventing test anxiety. Students of all ages describe this class as "awesome," "necessary," and "easy to understand." PARENTS MAY REGISTER & PARTICIPATE WITH THEIR CHILDREN.

ROOM
09090 F 01:00PM-04:00PM 10-4 ADNEY C
(07/24)

Additional material fee of \$30.00 paid to instructor in class.

FBAS 363 Parent and Child Printmaking (\$20)

This is a great one hour activity with you and your child age 5 and above. You and your child will learn a form of relief printmaking that's absolutely safe and requires no carving. Your child will create their first print with the help of mommy or daddy. Please wear old clothes.

ROOM
90225 S 11:00AM-12:00PM 22-7B CUEVA L
(07/11)
90226 S 11:00AM-12:00PM 22-7B CUEVA L
(07/25)
90227 S 11:00AM-12:00PM 22-7B CUEVA L
(08/08)

Additional \$3 material fee paid to instructor in class, cash only.

FBAS 430 Kid's College (\$625)

Kid's College proposes to help "Re-Create" youth by helping them develop a perspective different from the popular and mainstream cultures' views. We encourage independent thinking and evaluation. We propose to help change the images they have of themselves, others, education, and their mission in life. We propose to do this by teaching the content of math and science through instructor guided, student driven computer and project based education.

Additionally, we offer a mix of individual sports skills, fundamental and team sports skills to academics to widen kids understanding of themselves and others. Offering music and drama gives a great balance to the program. Moral lessons, such as honesty and choosing your friends wisely, are reinforced through skits the kids enact. Key features: math, science, computers, projects, sports and fitness, games, drama and music lessons. The program is designed for the kids to have a lot of

fun while learning. The game, computer, sports and performing arts format are kid friendly.

ROOM
90561 MTWTHF 09:00AM-02:00PM 66B-6 MCKINNEY R
(06/29 - 07/24)

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

MONEY MATTERS

FBAS 80 (\$79 - Singles; \$99 - Couple)

Recover Your Personal - Business Credit

Your credit will absolutely improve using the 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 10-4 KONSTANT G
(06/14)

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 414 Developing a Personal Budget (\$70)

Come and learn the important steps in setting up a personal or family budget. Learn to save for the big, necessary purchases in life, while putting money away and treating yourself from time to time. Learn the pluses and minuses of using a credit card and how to use one responsibly.

ROOM
90433 T 07:00PM-09:30PM 30-9 BAINS L
(07/14 - 08/04)

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

The Administrative Medical Specialist with Medical Billing and Coding will give you the skills you need to find the job YOU are looking for as an Administrative Medical Specialist (AMS), Medical Billing Specialist, and/or Medical Coder. In addition to the extensive Medical Billing information, you will be taught every aspect of the Medical Receptionist/Front Desk position.

This program also provides preparation for the Certified Coding Associate (CCA) national certification exam. Upon successful completion of the Administrative Medical Specialist with Medical Billing and Coding course, students will be prepared for an entry-level position doing medical billing or coding in a medical office setting and will be prepared to sit for the CCA national certification exam.

09983 (Open Enrollment) **ONLINE**

FBAS 298 (\$1,595)

Certified National Pharmaceutical Representative

This nationally recognized Pharmaceutical Sales Representative online training course (CNPR) and program was developed in response to a rising need for entry-level certified pharmaceutical sales representatives. The program is designed for individuals who want to gain entry into the pharmaceutical industry but who lack the required pharmacology and medical education.

09985 (Open Enrollment) **ONLINE**

FBAS 301 Pharmacy Technician (\$1,795)

This nationally recognized Pharmacy Technician online course and training program teaches the skills needed to gain employment as a Pharmacy Tech 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 program pairs students with an instructor for one-on-one assistance and includes a forty-hour externship. All materials are included.

****Pharmacy Externships with Gatlin Education Services!**

09987 (Open Enrollment) **ONLINE**

FBAS 302 Veterinary Assistant (\$1,795)

This nationally recognized Administrative Veterinary Assistant online course and training program prepares students for an exciting new career as an administrative veterinary assistant. Students in the program learn about the care of animals as well as how to recognize signs of illness and disease. This online program also covers interpersonal communication, interaction with clients and their animals, as well as how to assist 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. This online certificate program is offered only in partnership with major accredited colleges and universities.

09988 (Open Enrollment) **ONLINE**

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



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 60 What Were You Born to Do? (\$49)

You were born to make a unique contribution to humanity. Progressing toward this purpose brings joy and abundance. Straying from it causes stress and emptiness. To accomplish this, one of the 33 Natural Talents is wired into your DNA. It's so subtle, you rarely notice it; yet so powerful, it's the source of your highest potential. Elvis, Oprah, and Einstein were all just "doin' what comes naturally." Applying your Natural Talent relentlessly will magnetically attract all your heart's desires.

ROOM
09091 F 06:00PM-09:30PM 30-14 ADNEY C

(07/24)

Additional material fee of \$30.00 paid to instructor in class.

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
90008 S 08:30AM-12:30PM 30-7 RASK R
(07/11 & 7/18)

FBAS 359 (\$49)

How to Deal With Difficult People With Tact and Skill

Life is full of difficult people. At times all of us can be difficult. In this interactive seminar we will focus on ways to analyze types of behavior and constructive ways to communicate with difficult people in your professional and personal lives. Learn how to spot directors, analytics, entertainers and supporters and how to get through to each of them. The class is designed for broad practical application.

ROOM
90508 S 09:00AM-12:00PM 30-10 BURGRAFF R
(06/20)

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

FBAS 360 (\$49)

How to Handle Disagreements, Conflict and Confrontation

Conflict is a universal, inescapable life situation. In this seminar you will learn to redefine conflict and to distinguish disagreements and misunderstandings from conflict. You'll learn to view conflict as a situation to analyze and develop skills to more effectively deal with it. You will learn practical and successful techniques for fighting fair and how to confront anyone about anything. Class materials are designed for immediate implementation.

ROOM
90509 S 01:00PM-04:00PM 30-10 BURGRAFF R
(06/20)

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

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
90386 S 09:00AM-12:00PM 10A-2 REYES C
(06/27)

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

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
90423 T 06:30PM-09:30PM 32-6 SHEA M
(07/14)

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 are a comparison of self publishing and traditional publishing and the importance of market research. An introduction to publishing law is included.

ROOM
90448 S 10:00AM-12:00PM 30-14 FEHER C
(07/18)

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
90450 S 03:00PM-06:00PM 10-4 GIBRAN E
(07/18)
90451 S 03:00PM-06:00PM 10-4 GIBRAN E
(08/15)

**REGISTER IN BUILDING #52
WINDOW #7**

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

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?

90745 S 10:00AM-12:00PM ROOM 30-14 MARGOTTA J (06/20)

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.

90488 S 09:00AM-11:00AM ROOM 10A-2 FEHER C (07/11)

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.

90489 S 09:00AM-11:00AM ROOM 10A-2 FEHER C (07/25)

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

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.

90500 S 10:00AM-01:00PM ROOM 30-6 JACKSON M (06/27)
90501 S 10:00AM-01:00PM ROOM 30-6 JACKSON M (07/11)
90502 S 10:00AM-01:00PM ROOM 30-6 JACKSON M (08/01)

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.

90504 S 02:00PM-05:00PM ROOM 30-6 JACKSON M (06/27)
90505 S 02:00PM-05:00PM ROOM 30-6 JACKSON M (07/11)
90506 S 02:00PM-05:00PM ROOM 30-6 JACKSON M (08/01)

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

FBAS 413 Understanding Aesop's Fables (\$70)

Immerse yourself again in Aesop's Fables and realize how they relate to our lives today. These fables full of humor and wisdom, teach important lessons and values, while providing an entertaining literary fare enjoyed by adults and children alike. Class will consist of group discussion and various creative activities surrounding the fables.

90428 TH 07:00PM-09:30PM ROOM 30-9 BAINS L (07/16 - 08/06)

TV & BROADCASTING

FBAS 361 (\$35)

You're on the Air... How to really make it in Voice-Overs!

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!

90427 T 07:00PM-09:00PM ROOM 50-5 COSTA H (07/07)

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	
09371	W 06:00PM-08:00PM (06/24)	10-8	WAGNER H
09956	F 03:00PM-05:00PM (06/26)	10-8	MORGAN M
09388	S 09:00AM-11:00AM (06/27)	10-8	WAGNER H
09389	SU 08:00AM-10:00AM (06/28)	10-8	WAGNER H
09372	W 06:00PM-08:00PM (07/01)	10-8	WAGNER H
09373	W 06:00PM-08:00PM (07/08)	10-8	WAGNER H
09957	F 03:00PM-05:00PM (07/10)	10-8	MORGAN M
09380	S 09:00AM-11:00AM (07/11)	10-8	WAGNER H
09846	SU 08:00AM-10:00AM (07/12)	10-8	WAGNER H
09374	W 06:00PM-08:00PM (07/15)	10-8	WAGNER H
09375	W 06:00PM-08:00PM (07/22)	10-8	WAGNER H
09958	F 03:00PM-05:00PM (07/24)	10-8	MORGAN M
09381	S 09:00AM-11:00AM (07/25)	10-8	WAGNER H
09847	SU 08:00AM-10:00AM (07/26)	10-8	WAGNER H
09376	W 06:00PM-08:00PM (07/29)	10-8	WAGNER H
09377	W 06:00PM-08:00PM (08/05)	10-8	WAGNER H
09382	S 09:00AM-11:00AM (08/08)	10-8	WAGNER H
09848	SU 08:00AM-10:00AM (08/09)	10-8	WAGNER H
09378	W 06:00PM-08:00PM (08/12)	10-8	WAGNER H
09959	F 03:00PM-05:00PM (08/14)	10-8	MORGAN M
09856	W 06:00PM-08:00PM (08/19)	10-8	WAGNER H
09385	S 09:00AM-11:00AM (08/22)	10-8	WAGNER H
09849	SU 08:00AM-10:00AM (08/23)	10-8	WAGNER H

Class on Mondays (9am - 11am or 3pm - 5pm)
Thursdays (9am - 11am or 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: June 10, July 8 and August 12 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.

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. Training: June 10, July 8 and August 12 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.

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

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

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.