New

- K’NEX Robotics
- Makeup Artistry
- Microsoft Excel Basics
- Floral Design
- Wedding Planning

Fall 2015

Community Education Programs

Opportunities for Personal Development and Professional Training

Chaffey College
What is Community Education?

• Community Education provides opportunities to learn, grow, and develop through youth, medical/health, professional development, technology, and enrichment programs.
• Community Education programs are funded through program enrollment fees and are not funded with tax dollars.
• Community Education programs are scheduled throughout the community during the day, evening, and on weekends.
• Community Education programs are available to anyone who registers online or in person. Registrants are not required to complete a college application nor enroll in credit courses at the College. **These programs do not result in college credit nor do they meet college credit course prerequisite requirements.**

**EASY REGISTRATION**

When registering for a Community Education program, please use one of the following PC web browser versions below. Please do not use any mobile device when registering for an online program. To register visit [www.chaffey.edu/communityed](http://www.chaffey.edu/communityed) and click on the “Register” tab to process your registration on our secure website with your credit card and secure your seat today. Credit card payment is **REQUIRED** when registering for Community Education courses via My ChaffeyView.

- Firefox version 24+
- Google Chrome version 31+
- Internet Explorer version 9+
- Safari version 7+

Please ensure that contact information is correct should Community Education have to notify you of any adjustments to program dates, times, or locations.

You **MUST** complete the full registration and payment sequence. At the end of the payment process, you will receive an email confirmation of payment. The email will also provide you with a temporary password.

You will have access to your own account to register and track your programs. Once the registration and payment process is complete, you will receive a confirmation via email.

If you have applied or registered to **ANY** classes at Chaffey College since 1999, you already have a My ChaffeyView ID and password. You **MUST** log in as a Returning Student.

**PLEASE BE ADVISED, WALK-IN REGISTRATIONS ARE NOT PERMITTED ON THE FIRST DAY OF THE PROGRAM, NO EXCEPTIONS.**
We Want to Hear from You!

Didn’t find the program topic you were looking for? Want to leave a comment or make a suggestion? Please visit our website to provide your feedback in a brief 1 minute survey. Thank you for choosing Chaffey College Community Education. We look forward to serving you!

www.chaffey.edu/communityed

Contact us

Chaffey College Community Education
& Professional Development
5885 Haven Avenue
Rancho Cucamonga, CA 91737
(909) 652-6041

REFUND POLICY
Refunds may be obtained up to five (5) business days prior to the program start date. Refunds are subject to a $10 processing fee per person, per event. If drop is not processed within the required time period stated above, a refund will not be issued. To drop a class, please go to www.chaffey.edu/communityed and click on My ChaffeyVIEW. Log in and click on the Community Education icon and select “Drop Community Education Classes” from the menu options. 100% of collected fees will be refunded if a program is cancelled by Community Education. Refunds may require up to fourteen business days for processing. Chaffey College reserves the right to add/cancel programs, and make adjustments to scheduled days, hours, room assignments, fees, or presenters of any program.

CANCELLATION POLICY
Registered students will receive email notification upon cancellation of a program no later than two business days prior to the program start date. It is the student’s responsibility to ensure that the email address on file is accurate. To update your address, email, and/or telephone number, please log in to your My ChaffeyVIEW account and select “Address Change” from the menu options.

CLASSROOM ASSIGNMENTS
Assigned classrooms are viewable upon registration. Use My ChaffeyVIEW after registration to print your Community Education class schedule. You may also view the program calendar by visiting our website at www.chaffey.edu/communityed.
YOUTH PROGRAMS

Reading and Language Academy (Grades 2-3)
Presenter: Amanda Click
Location: Rancho Campus, Room CD-124A
Class: #87760
Date: 7/6 – 7/27 - Mondays
Time: 8:00am – 10:30am
Fee: $109

Give your child the advantage before they enter the next grade level. Qualified teachers will lead this workshop for students entering grades 2-3. Topics will include phonics, vocabulary development and comprehension strategies using a variety of grade appropriate literature. This program is a great way to help prepare your child for the next grade level.

Reading and Language Academy (Grades 4-5)
Presenter: Amanda Click
Location: Rancho Campus, Room CD-124A
Class: #87761
Date: 7/6 – 7/27 - Mondays
Time: 11:00am – 1:30pm
Fee: $109

Give your child the advantage before they enter the next grade level. Qualified teachers will lead this workshop for students entering grades 4-5. Topics will include utilization of grade appropriate literature, phonics, skills, new vocabulary, and reading comprehension strategies. Language/Writing topics will include how to write various types of essays and paragraphs including autobiographical, narrative, biographical, informative, and persuasive. Depending upon the age of your child, this workshop can be used as a remedial practice from the previous year or can be used as a way to get a head start on the grade that your child is about to begin.
Math Academy (Grades 2-3)
Presenter: Amanda Click
Location: Rancho Campus, Room CD-124A
Class: #87762
Date: 7/7 – 7/28 - Tuesdays
Time: 8:00am – 10:30am
Fee: $109

A credentialed teacher will lead this workshop for students entering grades 2-3. Topics will include grade level concepts of math, basic fact practice, and word problems. This workshop will help strengthen skills through repetition and reinforcement. A great way to help your child prepare for the next grade level!

Week 1: Multiplication fact practice using arrays and repeated addition
Week 2: Recognizing and comparing fractions
Week 3: Organizing and comparing data using charts and graphs
Week 4: Introduction to division using equal groups
Week 5: Solving word problems and how to justify your reasoning

Math Academy (Grades 4-5)
Presenter: Amanda Click
Location: Rancho Campus, Room CD-124A
Class: #87763
Date: 7/7 – 7/28 - Tuesdays
Time: 11:00am – 1:30pm
Fee: $109

A credentialed teacher will lead this workshop for students entering grades 4-5. Topics include grade level concepts of math, various formulas, and word problem skills. This workshop will help strengthen skills through repetition and reinforcement. This is a great way to prepare for the next grade!

Week 1: Decimal work involving multiplication and division
Week 2: Factoring and graphing using the coordinate plane
Week 3: Perimeter and area of various shapes
Week 4: Word problem skills and probability
Week 5: Solving multi-step problems using a combination of addition, subtraction, multiplication and division, and the introduction of letter variables.
Pre-Algebra Academy (Ages 10-16)
Presenter: Amanda Click
Location: Rancho Campus, Room CD-124A
Class: #87764
Date: 7/1 - 7/29 - Wednesdays
Time: 8:00am – 10:00am
Location: Chino IT Center, Room 116
Class: #87765
Date: 7/2 – 7/30 - Thursdays
Time: 8:00am – 10:00am
Fee: $109
A credentialed teacher will lead this workshop in introducing Pre-Algebra to students wishing to prepare for, or those needing review in, Pre-Algebra. Topics will include a review of fractions, an introduction to integers, a review of decimals, operations with integers, a review of percents, simplifying expressions through evaluations, and an introduction to solving equations with addition, subtraction, multiplication, and division. Depending upon the needs and skill level of each particular group of students, not all topics may be covered within the class, or additional topics may be added.

Algebra Academy (Ages 12-16)
Presenter: Amanda Click
Location: Rancho Campus, Room CD-124A
Class: #87766
Date: 7/1 – 7/29 - Wednesdays
Time: 10:30am – 12:30pm
Location: Chino IT Center, Room 116
Class: #87767
Date: 7/2 – 7/30 - Thursdays
Time: 10:30am – 12:30pm
Fee: $109
A credentialed teacher will lead this workshop in introducing Algebra to students wishing to prepare for, or those needing review in, Algebra 1. Topics will include integers and variables, simplifying expressions using evaluation, solving equations with addition, subtraction, multiplication and division, solving multi-step equations, and an introduction to polynomials. Depending upon the needs and skill level of each particular group of students, not all topics may be covered within the class, or additional topics may be added.
Geometry Academy (Ages 12-16)
Presenter: Amanda Click
Location: Rancho Campus, Room CD-124A
Class: #87768
Date: 7/6 – 7/27 - Mondays
Time: 2:00pm – 4:30pm

Location: Chino IT Center, Room 116
Class: #87769
Date: 7/1 – 7/29 - Wednesdays
Time: 8:00am – 10:00am

Fee: $109
A credentialed teacher will lead this workshop in introducing high school Geometry to students wishing to prepare for, or those needing review in Geometry. Topics will include geometric definitions and constructions, introduction to theorems, inductive and deductive reasoning, triangle theorems and postulates, how to set up a proof, and how to solve multi-step proofs using triangular congruence and similarity. Depending upon the needs and skill level of each particular group of students, not all topics may be covered within the class, or additional topics may be added. Ages 12-16
Minecraft® Maps (Ages 8 – 11)
Presenter: Funutation Tekademy, Inc
Location: Chino Education Center, Room CHCC-108
Class: #87795
Date: 7/6 – 7/9 – Monday, Tuesday, Wednesday, Thursday
Time: 9:00am – 3:00pm
Fee: $399

Tekkies create games with 3D models, support team members, and battle against powerful enemies. Download and install mods and maps into your gaming masterpiece. Acquire resources and maintain health. There will be plenty of time to test your models with other tekkies. Kids gain the opportunity to acquire skills using our trademarked Funutation TEAMS® hands-on, inquiry based model. Tekkies work solo as they build, investigate, and discuss coding principles in action.

Computers are provided for students; however, students have the option of bringing their own computer to download their games, but they must have a Minecraft account prior to the first day of class. To set up a Minecraft account, please go to account.mojang.com/register. (Ages 8-11)

Experiential Benefit: Experience how to navigate webpages to download, unzip, and install required applications, how to work with others to accomplish goals, learn how to plan and design maps to be integrated into computer games.
Minecraft® Modding with Java (Ages 12-15)
Presenter: Funutation Tekademy, Inc
Location: Chino Education Center, Room CHCC-108
Class: #87796
Date: 7/13 – 7/16 – Monday, Tuesday, Wednesday, Thursday
Time: 9:00am – 3:00pm
Fee: $399

Create a game with 3D models, support your team members, and battle against powerful enemies. Implement modding into your gaming masterpiece using Java. Acquire resources and maintain health. There will be plenty of time to test your models with other tekkies. Kids gain the opportunity to acquire skills using our trademarked Funutation TEAMS® hands-on, inquiry-based model. Tekkies work solo as they build, investigate, and discuss coding principles in action.

Computers are provided for students; however, students have the option of bringing their own computer to download their games, but they must have a Minecraft account prior to the first day of class. To set up a Minecraft account, please go to account.mojang.com/register. (Ages 12-15)

Experiential Benefit: Experience the logical sequence of a computer program and how loops, variables, and constants are used in this sequence, how to modify code to affect gameplay, how to use graphical programs to make computer gaming items.
Stop Motion Animation with Windows Movie Maker (Ages 8-11)
Presenter: Funutation Tekademy, Inc.
Location: Chino Education Center, Room CHCC-108
Class: #87797
Date: 7/20 – 7/23 – Monday, Tuesday, Wednesday, Thursday
Time: 9:00am – 11:45am
Fee: $199

Discover the secrets behind stop-motion animation by using Windows Movie Maker. Kids create their own video with toys and clay, adding special effects and audio. Kids gain the opportunity to acquire skills using our trademarked Funutation TEAMS® hands-on, inquiry-based model. Tekkies work in teams of four as they build, investigate, and discuss coding principles in action. (Ages 8-11)

**Experiential Benefit:** How to use a digital camera and computer to make a still-frame video, how to sync video and audio together to produce special effects in a still frame video.

K’NEX Robotics (Ages 8-11)
Presenter: Funutation Tekademy, Inc.
Location: Chino Education Center, Room CHCC-108
Class: #87798
Date: 7/20 – 7/23 – Monday, Tuesday, Wednesday, Thursday
Time: 12:15pm – 3:00pm
Fee: $199

Discover how real-world Amusement Park rides work using K'nex® models. Teams of four will use K'nex control boxes, lights, and motors to program a Spinning Carpet, Double Ferris Wheel, a Tramcar, and more. Kids gain the opportunity to acquire skills using our trademarked Funutation TEAMS® hands-on, inquiry-based model. Tekkies work in teams as they build, investigate, and discuss coding principles in action. (Ages 8-11)

**Experiential Benefit:** Experience the mechanics of real-world amusement park rides. See how potential and kinetic energy interact to operate the rides, and see how friction, gravity, and centrifugal force control the movement of the rides.
K’Nex Machines in Action (Ages 8-11)
Presenter: Funutation Tekademy, Inc.
Location: Chino Education Center, Room CHCC-108
Class: #87799
Date: 7/27 – 7/30 – Monday, Tuesday, Wednesday, Thursday
Time: 9:00am – 11:45am
Fee: $199

Funutation introduces kids to scientific and mathematical concepts of simple machines – Levers, Pulleys, Wheel & Axles, Inclined Planes, and Gears. Kids gain the opportunity to acquire skills using our trademarked Funutation TEAMS® hands-on, inquiry-based model. Kids work in teams of four to eight as they build, investigate, and discuss scientific principles in action. (Ages 8-11)

Experiential Benefit: Experience the physics behind simple machines, see how potential and kinetic energy interact to operate simple machines, and see how friction, gravity, and centrifugal force control the movement of various structures.

Lego Robotronics (Ages 8-11)
Presenter: Funutation Tekademy, Inc.
Location: Chino Education Center, Room CHCC-108
Class: #87800
Date: 7/27 – 7/30 – Monday, Tuesday, Wednesday, Thursday
Time: 12:15pm – 3:00pm
Fee: $199

Tekkies discover how to invent new robot designs through Lego Mindstorm 2.0. Teams of four will use Lego sensors, motors, gears, plus other components and program the robots to react to sound, and sense objects from a distance. Kids gain the opportunity to acquire skills using our trademarked Funutation TEAMS® hands-on, inquiry-based model. Tekkies work in teams to build, investigate, and discuss coding principles in action. (Ages 8-11)

Experiential Benefit: Experience the mechanics of robot construction by assembling a robot’s gears, sensors, and motors to complete tasks, experience the logical sequence of a computer program and how loops, variables, and constants are used in this sequence, see how sound vibrations can be used by a sensor to control a robot’s movements.
Computer Animation with Muvizu (Ages 12-15)  
Presenter: Funutation Tekademy, Inc.  
Location: Chino Education Center, Room 101  
Class: #87801  
Date: 7/27 – 7/30 – Monday, Tuesday, Wednesday, Thursday  
Time: 9:00am – 11:45am  
Fee: $199

Get ready to create your very own animated movie! Storyboard your scenes, and then position virtual lights, cameras, characters, and objects to create two and three-minute movies. Direct character’s eyes, head, mouth, and more to create engaging scenes. Kids gain the opportunity to acquire skills using our trademarked Funutation TEAMS® hands-on, inquiry-based model. Tekkies work in teams of two to four as they build, investigate and discuss coding principles in action. (Ages 12-15)

**Experiential Benefit:** Experience how to storyboard movies to have a better end result, see how to sync video and audio together to produce special effects, see how an animation is created from beginning to end.

3D Digital Art and Animation with Alice (Ages 12-15)  
Presenter: Funutation Tekademy, Inc.  
Location: Chino Education Center, Room 101  
Class: #87802  
Date: 7/27 – 7/30 – Monday, Tuesday, Wednesday, Thursday  
Time: 12:15pm – 3:00pm  
Fee: $199

Tekkies use Alice software to create a 3D programming environment with animations that tell a story, become an interactive game or simply do a dance. Create a virtual world and then animate the objects within that world such as people, animals, and vehicles. While making games and animations, kids are discovering the principles behind Java, C++ and C#. Kids gain the opportunity to acquire skills using our trademarked Funutation TEAMS® hands-on, inquiry-based model. Tekkies work in teams of two as they build, investigate, and discuss coding principles in action. (Ages 12-15)

**Experiential Benefit:** Experience the logical sequence of a computer program and how loops, variables, and constants are used in this sequence, how to change a computer program to animate multiple characters and individual character parts.
Making an iPhone Game (Ages 8-11)
Presenter: Funutation Tekademy, Inc.
Location: Chino Education Center, Room 108
Class: #87803
Date: 8/3 – 8/6 - Monday, Tuesday, Wednesday, Thursday
Time: 9:00am – 11:45am
Fee: $199

Tekkies use drag-and-drop methods to create games for iPhones and iPads using GameSalad. Add objects and sound. Implement scoring and award the winner! Kids gain the opportunity to acquire skills using our trademarked Funutation TEAMS® hands-on, inquiry-based model. Tekkies work in teams of two as they build, investigate, and discuss coding principles in action. (Ages 8-11)

**Experiential Benefit:** Experience the logical sequence of a computer program and how loops, variables, and constants are used in this sequence, how to change a computer program based on user input, how to integrate sounds and pictures in a computer program.

Making a Samsung Android Game (Ages 8-11)
Presenter: Funutation Tekademy, Inc.
Location: Chino Education Center, Room 108
Class: #87804
Date: 8/3 – 8/6 - Monday, Tuesday, Wednesday, Thursday
Time: 12:15pm – 3:00pm
Fee: $199

Create apps on your computer that appear live on your Android phone or tablet. Kids experience the basics of computer programming to create a contact list that will display pictures, draw applications, use multiple colors, and create a Whack-a-Mole Arcade Game. Kids gain the opportunity to acquire skills using our trademarked Funutation TEAMS® hands-on, inquiry-based model. Takes work in teams of two as they build, investigate, and discuss coding principles in action. An Android is not required to take this camp, as the games are developed on a computer. (Ages 8-11)
Fu nutation Computer Build and Report (Ages 12-15)
Presenter: Funutation Tekademy, Inc.
Location: Chino Education Center, Room 101
Class: #87805
Date: 8/3 – 8/6 - Monday, Tuesday, Wednesday, Thursday
Time: 9:00am – 11:45am
Fee: $199

Want a faster computer with more memory? This is the camp for you. Take apart a computer and
discover a computer's hardware components. Install operating systems, software, and virus
protection. Then reassemble, upgrade, and debug computer problems. Kids gain the opportunity
to acquire skills using our trademarked Funutation TEAMS® hands-on, inquiry-based model.
Tekkies work in teams of four as they build, investigate, and discuss coding principles in action.
(Ages 12-15)

Experiential Benefit: Learn how a computer works by learning what Random Access
Memory, VGA cables, motherboards, and PCI slots are how they are used in a computer.
Students will also learn how to install different operating systems and attempt to fix
computer hardware and software issues.

Funutation Raspberry Pi Programming (Ages 12-15)
Presenter: Funutation Tekademy, Inc.
Location: Chino Education Center, Room 101
Class: #87806
Date: 8/3 – 8/6 - Monday, Tuesday, Wednesday, Thursday
Time: 12:15pm – 3:00pm
Fee: $199

Don’t think a credit-card sized computer can do much? Guess again. Tekkies use a computer called
Raspberry Pi to create computer animations, design games, and make simple practical applications.
Kids gain the opportunity to acquire skills using our trademarked Funutation TEAMS® hands-on,
inquiry-based model. Tekkies work in teams of two as they build, investigate, and discuss coding
principles in action. (Ages 12-15)

Experiential Benefit: Experience how computer hardware components work together and
the different layers of a computer operating system work together. See how the logical
sequence of a computer program works and how loops, variables, and constants are used in
this sequence.
Build-a-Bot 101 (Ages 7-9)
Presenter: Sylvan Learning Center
Location: 11398 Kenyon Way, Suite B, Rancho Cucamonga
Class: #87834
Date: 7/20 – 7/29 – Monday, Tuesday, Wednesday
Time: 11:30am – 12:30pm
Fee: $199

Note: A $5 material fee is due and payable to Sylvan on the first day of class.

Get introduced to the amazing world of robotics by building and programming robots and engaging in friendly competitions.

ACT Preparation
Presenter: Sylvan Learning Centers
Location: 11398 Kenyon Way, Suite B, Rancho Cucamonga
Class: #87836
Date: 9/8 – 10/15 – Tuesday, Thursday (For ACT Test Date: 10/24/15)
Time: 6:00pm – 7:00pm
Fee: $588

Note: A $10 material fee is due and payable to Sylvan on the first day of class. This course is intended for grades 7th – 12th.

Sylvan’s ACT preparation course provides personalized instruction in a small group setting. From timed practice tests to proven test-taking strategies and techniques, our test prep experts will ensure your teenager is prepared on test day. Take steps to increase your teenager’s score today!

This program, led by a Sylvan-certified instructor, is designed to be delivered in a group setting. The program offers three ACT Diagnostic/practice assessments to help identify support needs, provide practice with content and skills, and gauge/predict performance on test day. The program offers in-depth practice with all skills and content areas covered on the ACT, strategies for tackling different question types, and general preparation for test day.

Sylvan Learning Center is the leading provider of Supplemental Education Services in North America and has provided tutoring to more than two million students over the course of 35 years. Our centers serve students Pre-Kindergarten to 12th grade for reading and math. We are currently offering a broad base of programs, including higher math (algebra 1 and 2, geometry, trigonometry, calculus), reading, advanced reading strategies, study skills, academic writing, homework support, California High School Exit Exam (CAHSEE) prep, GED prep, and ACT prep to an average of over 100 students per month.

Sylvan Learning Center in Rancho Cucamonga is owned and operated by extraordinary individuals who have been in business for over 27 years. Within the scope of their organization, a total of 10 locations serve students/families in Los Angeles, San Bernardino, and Riverside Counties.
SAT Preparation
Presenter: Sylvan Learning Centers
Location: 11398 Kenyon Way, Suite B, Rancho Cucamonga
Class: #87835
Date: 10/20 – 11/19 – Tuesday, Thursday (For SAT Test Date: 12/5/15)
Time: 6:00pm – 7:00pm
Fee: $588

Note: A $10 material fee is due and payable to Sylvan on the first day of class. This course is intended for grades 7th – 12th.

Sylvan’s SAT preparation course provides personalized instruction in a small group setting. From timed practice tests to proven test-taking strategies and techniques, our test prep experts will ensure your teenager is prepared on test day. Take steps to increase your teenager’s score today!

This program, led by a Sylvan-certified instructor, is designed to be delivered in a group setting. The program offers three SAT Diagnostic/practice assessments to help identify support needs, provide practice with content and skills, and gauge/predict performance on test day. The program offers in-depth practice with all skills and content areas covered on the SAT, strategies for tackling different question types, and general preparation for test day.

Sylvan Learning Center is the leading provider of Supplemental Education Services in North America and has provided tutoring to more than two million students over the course of 35 years. Our centers serve students Pre-Kindergarten to 12th grade for reading and math. We are currently offering a broad base of programs, including higher math (algebra 1 and 2, geometry, trigonometry, calculus), reading, advanced reading strategies, study skills, academic writing, homework support, California High School Exit Exam (CAHSEE) prep, GED prep, and SAT prep to an average of over 100 students per month.

Sylvan Learning Center in Rancho Cucamonga is owned and operated by extraordinary individuals who have been in business for over 27 years. Within the scope of their organization, a total of 10 locations serve students/families in Los Angeles, San Bernardino, and Riverside Counties.
Makeup 101 - Basics of Makeup Artistry (Ages: 13 and Up)
Presenter: Brittany Ludwig
Location: Rancho Campus, Room BE-102
Class: #87837
Date: 8/8 – 8/9 - Saturday, Sunday
Time: 10:00am – 6:00pm
Fee: $295

This certificate program is for anyone interested in starting a career in the exciting world of professional makeup artistry! The instructor Brittany Ariana is a MAC cosmetic artist with training and certifications from MAC, Makeup Designers (MUD), Bellus Academy, MIC, Clarisonic, and Kerstin Florian. She is also a licensed esthetician and has worked with top fashion models and photographers. We also welcome anyone who simply loves makeup and wants to learn how to flawlessly apply it.

This program will give students the knowledge they need to achieve naturally stunning looks. Creating a beautiful smoky eye (a must-know in today's industry) is a key focus. Become an expert on contour and highlight, learn different eye liner techniques, learn to utilize tools and information you will need to thrive in the industry. This certificate will qualify you to receive professional discounts on high end cosmetic brands! Certificate of participation provided upon completion.

Makeup 102 - Advanced Makeup Artistry (Ages: 13 and Up)
Presenter: Brittany Ludwig
Location: Rancho Campus, Room BE-102
Class: #87838
Date: 9/19 – 9/20 - Saturday, Sunday
Time: 10:00am – 6:00pm
Fee: $295

This certificate program is for anyone who has mastered the basics; whether you are a professional makeup artist or a self-taught makeup enthusiast, this class is perfect for those looking to polish their skills and own their craft.

We will go over celebrity inspired looks, advanced contouring and highlights, the cat-eye liner trend, the pin-up and glamour looks, glitter eye makeup, current lip trends and corrective lip techniques! The certificate earned will qualify you to receive professional discounts, on brands such as MAC, Makeup for Ever, Bobbi Brown, Beauty Blender, Stila, NARS, Too Faced, and other high end cosmetic lines.

Brittany Ariana is a professional makeup artist with 8 years experience. Brittany currently works and teaches in the industry. She is a MAC Cosmetics professional artist with training and certification from MAC, Makeup Designers, (MUD), Bellus Academy, Clarisonic, Kerstin Florian, and other makeup and skincare brands. Brittany is also a licensed esthetician and was mentored by celebrity makeup artist Michele Von Entress. Brittany has worked with top fashion models and photographers. She also has done makeup for award shows, and red carpet clients. Brittany is currently focused on educating new makeup artists through sharing her experiences and talents.
Is your child struggling with anxiety when it comes to test-taking? Would you like your child to learn how to overcome the fear of test-taking? This program can help any student significantly enhance grades, self-confidence, and chances for scholarships and college admissions by performing academic skills in alignment with the brain’s natural patterns. This makes note-taking, reading, studying, memorizing, and test-taking amazingly efficient. Also discover simple methods for understanding math and other subjects, optimizing focus and concentration, and preventing test anxiety. Students of all ages describe this program as “awesome,” “necessary,” and “easy to understand.” Parents may also register (fee applies) and attend with their children. Ages 10-17
AHA Basic Life Support for Healthcare Providers
Presenter: CPR Success
Location: 4959 Palo Verde St, #205C, Montclair 91763

Class: #87714  Class: #87723
Date: 7/6 – Monday  Date: 10/3 - Saturday
Time: 9:00am – 1:00pm  Time: 8:00am – 12:00pm

Class: #87715  Class: #87724
Date: 7/16 – Thursday  Date: 10/15 - Thursday
Time: 4:30pm – 8:30pm  Time: 4:30pm – 8:30pm

Class: #87716  Class: #87725
Date: 7/25 – Saturday  Date: 10/28 - Wednesday
Time: 8:00am – 12:00pm  Time: 9:00am – 1:00pm

Class: #87717  Class: #87726
Date: 8/1 – Saturday  Date: 11/7 - Saturday
Time: 8:00am – 12:00pm  Time: 8:00am – 12:00pm

Class: #87718  Class: #87727
Date: 8/11 – Tuesday  Date: 11/12 - Thursday
Time: 4:30pm – 8:30pm  Time: 4:30pm – 8:30pm

Class: #87719  Class: #87728
Date: 8/27 – Thursday  Date: 11/19 - Thursday
Time: 9:00am – 1:00pm  Time: 4:30pm – 8:30pm

Class: #87720  Class: #87729
Date: 9/2 – Wednesday  Date: 12/3 - Thursday
Time: 9:00am – 1:00pm  Time: 9:00am – 1:00pm

Class: #87721  Class: #87730
Date: 9/19 – Saturday  Date: 12/12 - Saturday
Time: 8:00am – 12:00pm  Time: 8:00am – 12:00pm

Class: #87722  Class: #87732
Date: 9/22 – Tuesday  Date: 12/15 - Tuesday
Time: 4:30pm – 8:30pm  Time: 8:00am – 12:00pm

Fee: $65 (Two year certification and book included)
Is it time to obtain or renew your CPR certification? We offer convenient programs to fit your schedule. This workshop is designed to prepare healthcare professionals to recognize several life-threatening emergencies and to provide CPR, use an AED, and relieve choking in a safe, timely, and effective manner. This workshop includes adult, child, and infant rescue skills in out-of-hospital and in-hospital settings. The workshop includes lecture, video, and student participation. Upon completion of the workshop and skills test, participants will receive a 2-year certification.

AHA Disclaimer: The American Heart Association strongly promotes knowledge and proficiency in
all AHA courses and has developed instructional materials for this purpose. Use of these materials in an education course does not represent course sponsorship by the AHA. Any fees charged for such a course, except for a portion of fees needed for AHA course materials do not represent income to the AHA. **CPR Success is an approved American Heart Association Training Center.**
AHA Heartsaver First Aid CPR AED – All Ages
Presenter: CPR Success
Location: 4959 Palo Verde St. #205C, Montclair 91763

Class: #87733
Date: 7/11 - Saturday
Time: 8:00am – 2:00pm

Class: #87734
Date: 7/15 - Wednesday
Time: 9:00am – 3:00pm

Class: #87735
Date: 8/15 - Saturday
Time: 8:00am – 2:00pm

Class: #87736
Date: 8/25 - Tuesday
Time: 9:00am – 3:00pm

Class: #87737
Date: 9/14 – Monday
Time: 9:00am – 3:00pm

Class: #87738
Date: 9/26 - Saturday
Time: 8:00am – 2:00pm

Class: #87739
Date: 10/8 - Thursday
Time: 9:00am – 3:00pm

Class: #87740
Date: 10/17 - Saturday
Time: 8:00am – 2:00pm

Class: #87741
Date: 11/14 - Saturday
Time: 8:00am – 2:00pm

Class: #87742
Date: 11/17 - Tuesday
Time: 9:00am – 3:00pm

Class: #87743
Date: 12/5 - Saturday
Time: 8:00am – 2:00pm

Class: #87744
Date: 12/16 - Wednesday
Time: 9:00am – 3:00pm

Fee: $85 (Two year certification and book included)
Are you prepared to act in the event of an emergency or family crisis, or are you a first responder in need of initial or re-certification? If so, this program is for you! This workshop is designed to train you for emergencies including adult, child, and infant CPR; use of an AED (Automated External Defibrillator); and relief in choking. Upon completion of the workshop and skills test, participants will receive a 2-year certification.
AHA Heartsaver Pediatric First Aid CPR AED – All Ages
Presenter: CPR Success
Location: 4959 Palo Verde St., #205C, Montclair 91763

Class: #87745
Date: 7/9 - Thursday
Time: 9:00am – 4:00pm

Class: #87746
Date: 8/8 - Saturday
Time: 8:00am – 3:00pm

Class: #87747
Date: 9/12 – Saturday
Time: 8:00am – 3:00pm

Class: #87748
Date: 10/31 - Saturday
Time: 8:00am – 3:00pm

Class: #87749
Date: 11/12 - Thursday
Time: 9:00am – 4:00pm

Class: #87750
Date: 12/19 - Saturday
Time: 8:00am – 3:00pm

Fee: $85 (Two year certification and book included)
This workshop is the ideal training solution for schools, childcare providers, babysitters, foster parents, youth sports coaches, and others required to learn how to respond to medical emergencies involving children. This versatile program is based upon the 2010 CPR and First Aid Guidelines, Caring for Our Children, 3rd Ed and other evidence-based treatment recommendations. The workshop is beneficial for individuals who desire or are required to be certified in Pediatric CPR, AED, and First Aid—all ages. Upon completion of the workshop and skills test, participants will receive a 2-year certification.

AHA Disclaimer: The American Heart Association strongly promotes knowledge and proficiency in all AHA programs and has developed instructional materials for this purpose. Use of these materials in an education workshop does not represent program sponsorship by the AHA. Any fees charged for such a workshop, except for a portion of fees needed for AHA program materials, do not represent income to the AHA.
Phlebotomy Technician Certification
Presenter: Margie Nakamoto
Location: Chino IT Center
Date: August class date postponed due to License Renewal
Time: Times vary for lecture and clinical training
Fee: $2299

Please visit our website at www.chaffey.edu/communityed for information on the fall program dates and times for the information sessions.

Are you seeking entry or advancement within the healthcare field? Why not train to become a phlebotomist by enrolling in our California state-approved phlebotomy technician program? Programs are offered once in the fall and once in the spring, and lectures are typically held at the Chaffey College Chino Information Technology Center in addition to hospital sites within a 30 mile radius. The program spans approximately 7 weeks and includes 68 hours of in-class training and 80 hours of clinical training. You must attend a mandatory information session to be considered for entry into the program. In addition to program costs, there are additional fees for materials, background check, physical exam, and certification exam. This program is not associated with college credit nor does it meet prerequisite requirements for college credit courses. Financial aid, fee waivers, or student loans are not available for this program.

General Eligibility Requirements

*Applicants must:*

- Possess a high school diploma or GED at the time of registration.
- Attend an information session as listed below.
- Be able to pass medical screening.
- Be able to pass background check.
- Be able to perform physically demanding tasks.

Mandatory Information Sessions

Information sessions are intended to provide you with necessary details about the program and eligibility requirements. Information sessions will be held at the Rancho Cucamonga Campus and Chino Information Technology Center. Please ensure you arrive on time. Late arrivals will not be admitted. You are not required to bring any documents with you to the information session.
Personal Trainer Certification
Presenter: World Instructor Training Schools (W.I.T.S.)
Location: Rancho Campus, Room G-133
Class: #87773
Date: 9/19 - 11/14 - Saturday
Time: 9:00am – 2:00pm
Fee: $699

Are you interested in becoming a nationally certified personal trainer? Come join this fun profession and be a part of what Fortune Magazine & ABC News.com states as the 4th hottest job in the U.S. at a national average of $34 an hour. Employers like 24 Hour Fitness, LA Fitness and Gold’s Gym are just a few of the club groups that seek out our graduates. Whether a career move or for your own personal knowledge, get all the information you need to become a Certified Personal Trainer. This challenging course is taught over an 8-week period for better retention and skill competency. The National Exam is held on the 9th week. This course is formatted as a 62-hour program and is comprised of 16 hours of lecture, 16 hours of hands-on practical training and a 30-hour internship that networks many graduates right into a job. The course prepares you for success with key topics that include biomechanics, exercise physiology, fitness testing, and equipment usage and health assessment. CPR/AED is needed to receive the certificate. W.I.T.S. is the only major certifying body in the country providing comprehensive practical training and internship components. * Textbook is required and not included in the course fees. Call to order and start reading immediately 888-330-9487. {www.witseducation.com}

Want to learn more about the Personal Trainer Certification Course? WITS is hosting an online orientation on 9/2/15 at 4pm EDT, 1pm PST so you can login and learn from anywhere. Please visit http://bit.ly/POdsmM to access the online orientation.

W.I.T.S. is an approved CEU provider for the Board of Certification for Athletic Trainers (BOC), the American Occupational Therapy Association (AOTA), National Certification Board for Therapeutic Massage & Bodywork (NCBTMB), Veterans Training and Education, the International Association of Continuing Education and Training (IACET). The American Council of Education has recommended 3 undergraduate academic credits for this course.
Clinical Medical Assistant Program
Presenter: Condensed Curriculum International
Location: Rancho Campus, Room HS-133
Class: #87784
Date: 8/15 - 12/19 - Saturdays
Time: 8:00am – 5:00pm
Course Contact Hours: 140 hrs including Clinical Externship
Fee: $2399 (Textbooks included)

Orientation Night: July 29, 2015 - Wednesday
Time: 6:00pm – 7:00pm
HS-133

Community Education will host an Orientation Night for students to have an opportunity to meet the instructor and gain information regarding the program. Students are encouraged to attend prior to registration to make sure this is the field they want to pursue. Once enrolled in the program, there are no refunds.

Are you seeking an exciting, challenging, and rewarding career in healthcare? This program prepares students to perform patient clinical skills in the medical office setting. Students perform clinical procedures including administering medications, assisting with minor surgery, performing an electrocardiogram, obtaining laboratory specimens for testing, educating patients, and maintaining clinical equipment in an ambulatory care setting. Medical assistants perform routine clinical tasks to keep the offices of physicians, podiatrists, chiropractors and optometrists running smoothly. Clinical duties may include taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination, and assisting the physician during the examination. Medical Assistants instruct patients about medication and special diets, prepare and administer medications as directed by a physician, authorize drug refills as directed, telephone prescriptions to a pharmacy, prepare patients for x-rays, and change dressings. Note: Upon successful completion of this program, students are eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (COMA) national examination.

Upon successful completion of the Clinical Medical Assistant program, you will have the skills necessary to gain employment in a number of capacities. Job opportunities will be prevalent in physician's offices, clinics, chiropractor's offices, and outpatient facilities. The Occupational Outlook Handbook states that employment of medical assistants is expected to grow 35 percent from 2010 to 2016, much faster than the average. Please refer to the program calendar on our website for a detailed program description.
Introduction to Physical Therapy/Physical Therapy Aide Training
Presenter: Jennifer Fernandez
Location: Rancho Campus, Room HS-133
Class: #87785
Date: 10/19 – 12/16 - Monday, Wednesday
Time: 5:30pm – 8:30pm
Course Contact Hours: 50 Hrs.
Fee: $699

Orientation Night: July 29, 2015 - Wednesday
Time: 6:00pm – 7:00pm
HS-133

Community Education will host an Orientation Night for students to have an opportunity to meet the instructor and gain information regarding the program. Students are encouraged to attend prior to registration to make sure this is the field they want to pursue. Once enrolled in the program, there are no refunds.

This class is intended to introduce students to the field of Physical Therapy as an entry level position, and provide information about the path to becoming a Physical Therapist or Physical Therapist Assistant. Students will be given information about the field of physical therapy, what education requirements are needed to advance to the Physical Therapist level, and the fields in which therapists can work.

This class will also train students on the duties of a Physical Therapy Aide. An aide position is a stepping stone on the road to becoming a Physical Therapist or Physical Therapist Assistant. This class is intended to give students a broad perspective of the field of physical therapy. In this class, there will be didactic work as well as hands-on training in a Physical Therapy clinic. There will also be opportunities for job shadowing.

The instructor is a licensed physical therapist who has been working in the field for 4.5 years. Jennifer is a certified Orthopedic Clinical Specialist and is an APTA certified Clinical Instructor and trains Physical Therapy students. She is a Resident Mentor and trains current Physical Therapists who are furthering their career in Orthopedics. Jennifer received her B.S. in Physiological Sciences from UCLA in 2007 and Doctorate in Physical Therapy from Azusa Pacific University in 2010.

Job Outlook: In California, an average of 200 new job openings per year are expected for Physical Therapist Aides, plus an additional 100 job openings due to net replacement needs, resulting in a total of 300 job openings.

Note: This program does not include a national or state certification as part of its overall objectives.
Registered Dental Assistant Practical Examination Review
Presenter: Dawn Klein
Location: Rancho Campus – HS-105
Class: #87790
Date: 8/8 - Saturday (For test date on 8/15/15)
Time: 9:00am – 4:00pm

Location: Rancho Campus – HS-105
Class: #87791
Date: 11/14 - Saturday (For test date on 11/21/15)
Time: 9:00am – 4:00pm

Fee: $100
This program offers participants the opportunity to practice skills prior to completing the practical portion of the California Registered Dental Assisting Examination. **Students must wear uniforms.**

6 CEUs*

*Participants for the review program must register for the examination on their own: http://www.dbc.ca.gov/applications/rda/becomelicensed_rda.shtml

Restorative Nursing Assistant
Presenter: REACH Center
Location: 9774 Crescent Drive, Suite 505, Rancho Cucamonga 91730
Class: #87786
Date: 10/17 – 10/18 - Saturday, Sunday
Time: 9:00am – 5:30pm
Fee: $229

The restorative Nursing Program consists of 16 hours of theory and skills lab practice in class. Students/clients must possess an active California State Certificate as a Nurse Assistant to gain entry to the program. Upon successful completion, students will receive 16 CEUs from the CDPH to maintain their certification status.

16 CEUs*
Alzheimer’s Disease and Dementia Care Seminar
Presenter: Wendy Deras, Envision Education
Location: 9774 Crescent Center Drive, Suite 505, Rancho Cucamonga 91730
Class: #87792
Date: 7/17 - Friday
Time: 8:00am – 8:30pm

Class: #87793
Date: 10/21 & 10/28 – Wednesdays
Time: 8:00am – 2:30pm

Fee: $210.00
This class is taught by an approved instructor through the National Council of Certified Dementia Practitioners. This class is intended for anyone, whether caring for a family member, or healthcare worker. This class is the required seminar for those healthcare workers pursuing the Certified Dementia Practitioner (CDP) certification. To determine if you are qualified to apply for certification, go to www.nccdp.org.

Topics covered include:
- Diagnosis, Prognosis and Treatment
- Communication
- Feelings and Depression
- Repetitive Behavior
- Paranoia and Hallucinations
- Wandering and Hoarding
- Aggressive Behaviors
- Catastrophic Reactions
- Intimacy and Sexuality
- Personal Care
- Plan
- Nutrition
- Activities
- Environment
- Staff and Family Support
- Diversity
- Cultural Competence
- Spiritual Care and End of Life

Continuing Education hours will be provided from the BRN for nurses.

Wendy Deras is a master’s prepared registered nurse with over 20 years of teaching experience. She is both a National League of Nursing Certified Nurse Educator as well as a Clinical Nurse Specialist in Psychiatric Mental Health Therapy. Most recently, she became certified as a trainer by the National Council of Certified Dementia Practitioners to offer the Alzheimer’s and Dementia Care Seminar, a mandatory class to apply to be a Certified Dementia Practitioner.
EMT Refresher
Presenter: Todd Morehead
Location: Rancho Campus, BE-103
Class: #87774
Date: 10/10 – 10/11 – Saturday, Sunday
Time: 8:00am – 6:00pm
Fee: $199

This program is intended for individuals possessing a current EMT certificate who are in need of recertification. Participants completing all 24 hours will receive a certificate of completion for EMT license renewal. Program includes CPR renewal and consists of lecture and hands-on skills provided in three eight hour sessions. Certification of continuing education units will be provided at the conclusion of the program based on the number of hours completed. Participants must complete a minimum of eight (8) hours.
Professional Development

Become a Notary Public in One Day
Presenter: Notary Public Seminars
Location: Rancho Campus, Room HS-143
Class: #87839
Date: 10/17 - Saturday
Time: 8:00am – 6:00pm

Location: Rancho Campus, Room HS-143
Class: #87844
Date: 12/12 – Saturday
Time: 8:00am – 6:00pm

Fee: $129 includes source book
Requirements: Must have a clean record.

New Laws for 2013! Start your own business; become a more valuable employee; provide customer service for your business or organization; and/or earn additional income. This intensive one-day seminar is designed to equip you with everything you need to know to become an effective notary. Topics include new legislation and how to pass the official Notary Exam (must be taken every four years), identify document signers, keep a journal, fill out certificates, and avoid lawsuits. This seminar includes a practice Notary Public Exam. Cooperative Personnel Services (CPS) will register you for the exam from 4:15 pm - 5:00 pm. The exam will be from 5:00 pm-6:00 pm.

You will need the following:
· A $40 check or money order made payable to “Secretary of State”
· Proper ID – current driver’s license with photo, state issued ID card, passport, or US military ID card
· #2 pencils
· Passport-size (2x2) color photo
· Live Scan fingerprints required after you pass the exam (Serious conviction may disqualify applicant.)

PLEASE NOTE: Arrive early. Due to state regulations, no one will be admitted to the classroom after 8:30 am. YOU MUST BE ON TIME when returning to the classroom from break.

Refunds will not be issued!
Renewing Notaries 3-Hour State Required Seminar
Presenter: Notary Public Seminars
Location: Rancho Campus, Room HS-143
Class: #87845
Date: 10/17 - Saturday
Time: 12:45pm – 6:00pm

Location: Rancho Campus, Room HS-143
Class: #87846
Date: 12/12 – Saturday
Time: 12:45pm – 6:00pm

Fee: $80 includes source book
Take a three-hour approved notary refresher seminar. All laws and regulations will be reviewed that you are required to know to continue as a notary. You must take the exam and be fingerprinted again. Your commission must be current to be eligible for a renewing seminar. Cooperative Personnel Services (CPS) will register you for the exam from 4:15 pm to 5:00 pm. The exam will be from 5:00 pm to 6:00 pm.

You will need the following:
- A $40 check or money order made payable to “Secretary of State”
- Proper ID – current driver’s license with photo, state issued ID card, passport, or US military ID card
- #2 pencils
- Passport-size (2x2) photo
- Live Scan fingerprints required after you pass the exam (serious conviction may disqualify applicant)

Refunds will not be issued!
Become a Child Visitation Monitor Training Part I & II
Presenter: Notary Public Seminars
Location: Rancho Campus, Room BE-101
Class: #87853
Date: 10/10 – 10/11 – Saturday and Sunday
Time: 9:00am – 6:00pm
Fee: $259 (includes guide book and certificate from NPS)

Part I & II

Our program satisfies NEW State requirements!
This program is intended for individuals 21 years of age or older with a clean record.

If you are interested in child advocacy work, consider a career as a professional Child Visitation Monitor. The courts often require scheduled monitored visits between a child and a non-custodial parent. As a Child Visitation Monitor, you will monitor the visit to provide a measure of safety for the child. In this program, you will learn the basic principles and practices of supervised visitations including your defined and neutral role as a monitor. This program also covers proper and effective parent intake and preparation of the parent and child for the visit focusing on the child's best interest and safety.
Child Visitation Monitor – Advanced Supervised Visitation Part III
Presenter: Notary Public Seminars
Location: Rancho Campus, Room BE-101
Class: #87854
Date: 10/17 – Saturday
Time: 9:00am – 6:00pm
Fee: $139 (includes guide book and certificate from NPS)

Part III - Advanced Supervised Visitation
Whether you are new to the field or need to increase your hours of training to meet new State requirements, this program is for you! Now that you know the "what," this seminar will show you “how". You will participate in solving difficult monitoring scenarios and create the best solution for all parties. Our hands-on program will teach you how to set boundaries using information from your intake form and when it is appropriate to conclude a visit early. You will also develop skills to analyze court documents, fill out required government forms, and learn the trick to writing flawless reports. Finally, this program will prepare you to enter the job market starting with a successful resume’, website building options, and where to find grant money to build your own monitoring agency. A comprehensive 30-question exam will be given at the end of the program.

Bonus: You will receive information on how to market yourself as a Child Visitation Monitor. Completion of this seminar satisfies the Supervised Visitation Network’s minimum training guidelines for visitation supervisors. Please Note: Some agencies require a background check and fingerprints.
Become a Loan Signing Agent
Presenter: Notary Public Seminars
Location: Rancho Campus, Room BE-101
Class: #87856
Date: 10/31 – Saturday
Time: 9:00am – 4:00pm
Fee: $159 (includes source book and certificate)

Are you looking for ways to earn additional income? California's real estate industry is in need of Notaries to serve as loan document specialists. Find out how to contact the most profitable businesses and who your primary contact should be, get signed up with successful signing services/agencies, and build your own business. You will review a practice loan package and you will learn how to properly notarize loan packages, negotiate your fee, advertise yourself in your market, get called back, and brand yourself as a professional. This program is designed for individuals who have taken a Notary seminar and are pursuing or have received their commission. (See Notary Public program details.)
Become a Transaction Escrow Coordinator
Presenter: Notary Public Seminars
Location: Rancho Campus, Room BE-101
Class: #87857
Date: 11/14 – Saturday
Time: 10:00am – 4:00pm
Fee: $159 (includes guidebook and certificate)

Enhance your resume, start your own business, or learn new skills for your existing job in a real estate office. Busy agents often do not have time for the detailed work involved in coordinating an escrow. If you have proven organizational skills and are detail-minded, this may be the right career for you. Become the Transaction Coordinator for your real estate office or coordinate escrows right from your home. In the Transaction Coordinator training seminar, you will learn how to schedule, track, and coordinate all events in a real estate transaction including foreclosures. You will understand your role as liaison between the agent, buyer, seller, and multiple vendors. You will learn how to fill out all necessary escrow paperwork, easy ways to keep track of tasks, appointments and vendors, and the best software to use and options for creating your own. This program will also discuss how to coordinate from your home office and you will receive a list of recommended tools.

Most programs through Notary Public Seminars require a clear background investigation in order to provide services in fields related to these seminars. The Secretary of State and/or other entities do not furnish direct information about disqualifying convictions. You are advised to conduct your own research regarding how your background may impact eligibility.
Nonprofit Development and Management
Presenter: Jenai Morehead
Location: Rancho Campus, Room SS-104
Class: #87775
Date: 8/4 – 8/25 – Tuesdays
Time: 6:00pm – 8:00pm
Fee: $99 (includes workbook)

Do you have a knack for helping people in your community? This seminar is perfect for community leaders and consultants who would like to know how to organize, develop, and manage a nonprofit organization that can help change lives. Seminar sessions and study will involve the management of a nonprofit and positioning your organization for sustainable growth. This program will also review start-up requirements, board development, and management and operational challenges for nonprofits. It will also emphasize planning, problem-solving, and the use of technology. It may include interactive learning with existing local nonprofits and their staff, directors or volunteers. Key grant writing techniques and research will be included. A federal nonprofit application is also discussed. This application is critical because the IRS uses it to determine a nonprofit's charitable status. Many nonprofits cannot advance without completion of this application. The application is reviewed line-by-line with a workbook. The seminar is applicable to start-ups as well as mature nonprofits.
Grant Writing and Proposal Development
Presenter: Jenai Morehead
Location: Rancho Campus, Room SS-104
Class: #87777
Date: 9/8 – 9/29 – Tuesdays
Time: 6:00pm – 8:00pm
Fee: $149

Do you want to learn about developing a grant proposal for a community program? Are you skilled at communicating your ideas in writing? This workshop will take you through the steps of developing a grant proposal by understanding how to match your nonprofit’s mission and vision with those of potential funders. Topics will include:

· Learning how to plan for a grant
· Understanding how to research for the right grants
· Understanding how to talk to funders about your proposal before you write
· Making partnerships that strengthen your proposal
· Understanding letters of intention prior to your grant proposal
· Understanding how to write the components of a grant proposal
· Developing a budget

Grants will be critiqued, reviewed, and presented by fellow participants. Participants may also have the opportunity to ask questions directly to a representative from a community foundation to gain insight regarding grantor expectations and requirements.
Marketing with Facebook® and Social Media®
Presenter: Robert Cohen
Location: Rancho Campus, Room BE-102
Class: #87862
Date: 9/12 – Saturday
Time: 9:00am – 12:00pm
Fee: $79 (includes workbook and CD)

Do you want to expand your business but don't know how? Would you like to find other avenues for marketing your product or service? Go beyond just being a user on Facebook® and learn effective methods and tools that get results! Learn how to create a Facebook® page for your business, create content that attracts fans and followers, and connect your website to Facebook®. Find out how other businesses are using coupons, promotions, and contests to attract and build a fan base, local listings, and “check-ins.” Get valuable information on marketing with other sites like Yelp® and Foursquare® and how to save hours of marketing time. Go beyond just being a user on Facebook®, and learn effective methods and tools that get results!
Blogging for Fun and Profit

Presenter: Robert Cohen
Location: Rancho Campus, Room BE-102
Class: #87864
Date: 9/12 – Saturday
Time: 1:00pm – 4:00pm
Fee: $79 (includes workbook and CD)

Do you have a talent for writing and expressing yourself? Are you interested in marketing your ideas, products, or services? Learn to blog for fun and profit. Learn what a blog is, where blogs are found, and how to create a blog for free. Learn to use blogging for your business, selling ads, marketing your blog, using a blog as your website and how to share information. You can even use your blog to share your ideas with the world, and make money doing it!
California Unarmed Security Officer Training Part I (18 years or older)
Presenter: LP Solutions
Location: Rancho Campus, Room BE-102
Class: #87779
Date: 8/1 – Saturday
Time: 8:00am – 4:30pm
Fee: $79

Are you looking for a new career? Would you like to be a part of serving and protecting the public? Get started on obtaining a guard card by attending this course. All Security Guards must take the first 8-hour required course before applying for their California Guard Card. This 8-hour class includes training in Powers to Arrest (4 hours) and Weapons of Mass Destruction (4 hours). Once you successfully complete this course you will be eligible to apply for your guard card with the State of California. This is the initial class needed prior to applying for your guard card. All unarmed guards are required to complete an additional 16 hours of training within 30 days and an additional 16 hours of training within 6 months. Once this course is completed and the applicant wants to get their guard card, they will be required to complete a Live Scan background check for the FBI and DOJ and submit a Guard Card application form (additional fees are required and separate from this class).

LP Solutions is certified by the State of California (Training #I-2829) to provide the 40 hours of required training for unarmed security guards and to include the yearly 8 hours of continuing education class required by the state. Both instructors have over 20 years in the Security/Retail field and are certified Forensic Interviewers for the Center for Interviewer and Standards and Assessments).

Note: Student must be a minimum of 18 yrs old to participate.

California Unarmed Security Officer Training Part II (18 years or older)
Presenter: LP Solutions
Location: Rancho Campus, Room BE-102
Class: #87780
Date: 8/14 – 8/15 – Friday and Saturday
Time: 8:00am – 4:30pm
Fee: $99

All unarmed guards are required to complete an additional 16 hours of training within 30 days and an additional 16 hours of training within 6 months. This course provides 8 hours in Public Relations/Observations and 8 hours Communication/Liability/Legal Aspects which will cover training for the first 30 days. You will need to complete the additional 16 hours within 6 months in order to remain certified. Applicants will need a Live Scan background check for the FBI and DOJ as well as a Guard Card application (additional fees required and are separate from this class).

LP Solutions is certified by the State of California (Training #I-2829) to provide the 40 hours of required training for unarmed security guards to include the yearly 8 hours of continuing education class required by the state. Both instructors have over 20 years in the Security/Retail field and are certified Forensic Interviewers for the Center for Interviewer and Standards and Assessments).

Note: Student must be a minimum of 18 yrs old to participate.
Loss Prevention Career Training (18 Years or Older)
Presenter: LP Solutions
Location: Rancho Campus, Room BE-102
Class: #87865
Date: 10/24 – Saturday
Time: 8:00am – 5:00pm
Fee: $99

This class will provide the student with the knowledge on how to seek a career in loss prevention, the understanding on the retail loss prevention field, their role as a Loss Prevention Agent and/or LP Management, powers of arrest, search and seizure.

*Students with a current CA Guard Card will receive four hours of continuing education credit for the class.

After completion of this class, the student should be able to:

- Understand the roll of loss prevention in retail
- Minimize liability
- Communicate effectively with others outside of Loss Prevention
- Understand the legal aspects within loss prevention
- Recognize the five steps required to make an apprehension
- Write a proper report for law enforcement
Start Up a Homemade Food Business
Presenter: Caron Ory
Location: Rancho Campus, Room BE-102
Class: #87752
Date: 9/26 – Saturday
Time: 9:00am – 4:00pm
Fee: $145

Start your own business in your home kitchen. Take advantage of the new approved California Homemade Foot Act (AB1616) and start living your dream of preparing food for profit. This step-by-step class provides detailed information about all “ingredients” necessary to launch and operate a fun and profitable home-made food business. If you have an entrepreneurial mindset, and passion for artisan foods, then this class is for you. Use your imagination, initiative, and readiness to undertake new projects. This class is suitable for any skill level.

Your presenter, Caron Ory, has been a home baker and cook for more than 20 years. Trained as a dietitian and nurse, her focus is on transforming traditional foods into healthier versions without compromising flavor or texture. She is the founder of Sapere Natural Foods, where she grew her product Eco-Bee Co, which was originally created in her home kitchen, into national distribution.
How to Start Your Own Florist Business
Presenter: Farid Marcos, Roger’s Flower Shop
Location: 413 N. Euclid Ave, Ontario
Class: #87866
Date: 9/3 – 10/8 - Thursdays
Time: 5:00pm – 7:00pm
Fee: $380

If you are interested in starting a new career, why not look into the Florist business! Learn to be a floral designer and start your own business. This program offers an introduction into the concepts and practices of floral design. Students will learn the principles and elements of color theory, tools of the trade, care and handling of flowers, flower identification, and creating bows and bud vases. In addition, students will make four arrangements that they take home with them; a floral basket, dozen roses arrangement in a vase, contemporary cube design, and boutonniere and corsage or wristlet.

This program will also provide key concepts on how to start your business from the ground up. Students will learn what you need to set up your business such as budgeting, wholesale pricing, where to purchase flowers, retail pricing, hard goods pricing, and advertising and website sourcing. Students will also take a field trip to the Los Angeles Flower Market where they will get firsthand knowledge of where and how to purchase flowers.
Certified Wedding and Event Planning
Presenter: Lovegevity’s Wedding Planning Institute
Location: Rancho Campus, Room SS-105
Class: #87868
Date: 9/8 – 10/29 – Tuesday and Thursday
Time: 6:30pm – 9:00pm
Fee: $995

The Wedding Planning Institute's Certified Wedding and Event Planning class covers everything you need to learn about working in or starting your own wedding and event planning business. The online, textbook, and classroom curriculum covers the A to Z of the industry with assignments, projects, and tests designed to hone your knowledge and skills toward helping others realize their event dreams.

Instructors are trained and certified to help students meet their certificate requirements and prepare for the industry certificate exam. Instructors and mentors are seasoned wedding and event professionals who help students get start in the industry right away.
Before you Nix it, Learn to fix it! Electronics troubleshooting is absolutely the most essential skill-set necessary for a successful career in any type of electronic or electro-mechanical repair field. Today’s fast paced, low-cost service industry demands that you fix it fast and fix it right, the first time.

This course consists of a three (3) hour interactive lecture on day one, followed by a three (3) hour hands-on lab on day two, where students can then practice their newly learned troubleshooting skill-set on a live, low voltage DC circuit. This exercise will be conducted in a team format with up to five (5) students per circuit assembly. The students will practice “break fix” until they become proficient in the skill-set. Whether you are an Automotive Mechanic, a Copier Repair Tech, a Computer Repair Tech, or an HVAC Repair tech, this skill-set will ensure your career success in any of these service fields.

Your presenter worked as a field service technician for Xerox Corporation for over 37 years. He specialized in servicing Xerox color printers and print servers. He is also Xerox P11 certified.
Microsoft Excel Basics
Presenter: Greg Pascal
Location: Chino IT Center, Room 312
Class: #87923
Date: 9/1 – 9/3 - Tuesday and Thursday
Time: 8:00am – 4:30pm
Fee: $155 (includes booklet on Excel basics)

This class is intended for those who have limited training in Excel. Students will learn to perform calculations, modify a worksheet, format a worksheet, paint workbook contents, manage large workbooks, and customize the Excel environments.

Class Outline
- Review of the basics of the Excel interface and help system
- Review of performing calculations and using functions
- Review of editing and modifying
- Review of formatting worksheets
- Review of printing and print options
- Review of managing large workbooks
- Review of customizing the environment
- Customize advanced and trust center options

Mr. Pascal is an Electrical Engineer by profession. As an electrical engineer he trained himself in the use of Excel and has 29 years of experience using Excel for technical and non-technical tasks.
Intermediate Microsoft Excel  
Presenter: Greg Pascal  
Location: Chino IT Center, Room 312  
Class: #87924  
Date: 9/8 – 9/10 - Tuesday and Thursday  
Time: 8:00am – 4:30pm  
Fee: $155 (includes booklet on Intermediate Excel)

This class is intended for those who already have knowledge of the Excel Basics class but want to further their knowledge of Excel. Students will learn to create advanced formulas, analyze data with logical and lookup functions, organize data with tables, visualize data with charts, use pivot tables, insert graphics, and enhance workbooks.

Class Outline

- Review of creating advanced formulas
- Review of analyzing data
- Review of tables, sorting and filtering, database and summary functions
- Review of basic and advanced charts, and trendlines
- Review of Pivot Tables
- Review of inserting graphics into worksheets and formatting them to look right
- Review of protecting worksheet and creating templates

Mr. Pascal is an Electrical Engineer by profession. As an electrical engineer he trained himself in the use of Excel and has 29 years of experience using Excel for technical and non-technical tasks.
Advanced Microsoft Excel
Presenter: Greg Pascal
Location: Chino IT Center, Room 312
Class: #87925
Date: 10/6 – 10/8 – Tuesday and Thursday
Time: 8:00am – 4:30pm
Fee: $155 (includes booklet on Advanced Excel)

This class is for those who have already taken Excel Basics and Intermediate Excel classes who want to further their knowledge of Excel. Students will learn to automate worksheet functionality, audit worksheets, analyze data, work with multiple workbooks, and export Excel data.

Class Outline

- Review of conditional formatting, data validation, and macros
- Review of tracing cells, troubleshooting invalid formulas
- Review of scenarios, what-if analyses, and statistical analysis
- Working with multiple workbooks
- Importing and exporting in Excel

Mr. Pascal is an Electrical Engineer by profession. As an electrical engineer he trained himself in the use of Excel and has 29 years of experience using Excel for technical and non-technical tasks.
Microsoft Word
Presenter: Greg Pascal
Location: Chino IT Center, Room 312
Class: #87926
Date: 11/17 – Tuesday
Time: 8:00am – 4:30pm
Fee: $155 (includes booklet on Word)

This class is for those who are self-taught in Microsoft Word and would like to learn the basic functions of Word. You will learn basic editing, review of formatting text and paragraphs, proofing a document, customizing the Word environment, styles/themes, mail merge and creating basic forms.

Class Outline

- Review of basic editing in Word
- Review of formatting text and paragraphs in Word
- Review of Tables and Lists
- Review of inserting graphic objects and charts
- Review of proofing a document
- Review of customizing the Word environment
- Review of styles/themes
- Review of controlling text flow
- Review of Mail merge
- Review of adding reference marks and notes (footnotes and endnotes)
- Review of making basic forms

Mr. Pascal is an Electrical Engineer by profession. As an electrical engineer he trained himself in the use of Word and has 25 years of experience using Word in a technical environment.
Microsoft PowerPoint
Presenter: Greg Pascal
Location: Chino IT Center, Room 312
Class: #87927
Date: 10/15 – Thursday
Time: 8:00am – 4:30pm
Fee: $155 (includes booklet on PowerPoint)

This class is for those who would like to learn the how to make your PowerPoint Presentation stand out. This class will review creating a presentation from scratch, adding graphics, objects, and tables. You will also learn tips for presentation preparation.

Class Outline

- Review creating a presentation from scratch
- Review of adding graphic elements
- Review modifying objects and tables
- Review of charts in PowerPoint
- Tips for presentation preparation
- Learn to link videos and animations
- Learn to customize the way a SlideShow looks during presentation

Mr. Pascal is an Electrical Engineer by profession. As an electrical engineer he trained himself in the use of PowerPoint and has 25 years of experience using it in a technical environment.
QuickBooks for the Everyday User – The Basics and Beyond
Presenter: Pat Hartley
Location: Rancho Campus, Room BE-113
Class: #87758
Date: 10/10 – Saturday
Time: 8:00am – 4:00pm
Fee: $175

Learn what’s new and gain an understanding of the basic fundamentals of QuickBooks 2013 in just ONE DAY. This hands-on workshop is designed for the entrepreneur who needs to understand QuickBooks Pro and how it can be used to help manage your business. This workshop is also for the accounting professionals new to QuickBooks, or those needing to reinforce skills.

Workshop topics include:

- Setup QuickBooks on a Pc
- Work with lists
- Manage cash
- Track revenue
- Manage expenses
- Analyze financial reports
- Manage inventory
- Manage sales tax

Participants should possess basic computer skills prior to the workshop. Program is for Desktop use only; not an online program or for use on MACs.
QuickBooks Online, the Basics
Presenter: Pat Hartley
Location: Rancho Campus, Room BE-113
Class: #87759
Date: 9/19 – Saturday
Time: 9:00am – 11:30am
Fee: $69

Discover and learn the basic fundamentals of QuickBooks Online! This hands-on workshop includes:

- How to navigate the menus
- Track and manage customers and vendors
- Manage bank and credit card fees
- Prepare reports
- Maintenance

You will also learn many quick and easy tips and tricks.
Test Taking Secrets for Jobs and School
Presenter: Curtis Adney
Location: Rancho Campus, Room BE-102
Class: #87781
Date: 10/10 – Saturday
Time: 9:00am – 12:00pm
Fee: $79 (Comprehensive Workbook included)

Do you have test Anxiety? Do you want to get ahead but worry about entrance exams? With this program you can learn to overcome those fears. Those who test well excel in school, secure better jobs, and get promoted faster. Discover new ways to excel on ALL tests by focusing on key underlying principles that apply to all academic exams (from junior high to graduate school), all standardized tests (from SAT, AP, and Exit Exams to the BAR exam), and any employment, entrance, or promotion exam. Learn how to prevent test anxiety, increase focus and concentration, and reason-your-way to the right answer. Discover the three biggest mistakes every test-taker makes and how to correct them now!

What Were You Born To Do?
Presenter: Curtis Adney
Location: Rancho Campus, Room BE-102
Class: #87782
Date: 10/10 – Saturday
Time: 1:00pm – 5:00pm
Fee: $89 (Comprehensive Workbook included)

Are you searching for your purpose? Are you considering a new direction or occupation? You were born to make a unique contribution to humanity. This program will help you discover your natural talent. To accomplish this mission, one of the 33 Natural Talents® is wired into your DNA. It is so subtle you rarely notice it, yet so powerful it is the source of your highest potential. Expressing your Natural Talent relentlessly will magnetically attract all the desires of your heart. An amazingly accurate and unique assessment process developed by the presenter is used during this workshop and helps participants recognize their specific Natural Talent.
Beginning Floral Design
Presenter: Roger’s Flower Shop
Location: 413 N. Euclid Ave, Ontario
Class: #87869
Date: 9/2 – 9/23 - Wednesdays
Time: 5:00pm - 7:00pm
Fee: $180

Do you love flowers? Would you like to learn the artistry of floral design? This program offers an introduction into the concepts and practices of floral design. Students will be exposed to the basic principles of design and implement these principles through the medium of floral materials. Aspects of retail flower shop management including wholesale, wire services, and business elements will be discussed. Students will receive hands-on experience that will allow them to practice the art of floral design. This program includes an incredible value allowing students to create and **TAKE HOME FOUR ARRANGEMENTS** including a floral basket, rose arrangement in a vase, contemporary cube design, and boutonniere and corsage or wristlet arrangement.
How to Sell on eBay
Presenter: Frances Greenspan
Location: Rancho Campus, Room BE-103
Class: #87783
Date: 9/26 – Saturday
Time: 12:00pm – 4:30pm
Fee: $90

Everyone has lots of stuff in closets, drawers, and garages. Some of us even pay to store this stuff. Why not clear out your unwanted items and make money at the same time? Are you a retail business or specialty store looking to clear out stock or appeal to a wider market? Why not sell on eBay? Learn how to open a seller account, examine the anatomy of the listing, write descriptions for your items to get into your buyer’s view, and research tools for competitive pricing.
Retirement Planning
Presenter: Edward Yoon
Location: Rancho Campus, Room HS-133
Class: #87770
Date: 9/22 – 9/29 – Tuesdays
Time: 6:30pm – 9:00pm

Location: Chino Campus, Room CHMB-161
Class: #87771
Date: 9/17 – 9/24 – Thursdays
Time: 6:30pm – 9:00pm

Fee: $65
Do you want to secure your future? Are you ready to plan for retirement? Due to recent and ongoing tax law changes, an uncertain future for Social Security and the shift toward employee directed retirement plans, the need for sound financial strategies has never been greater. Whether your objective is to build a nest egg, protect your assets, or preserve your lifestyle throughout retirement, this program helps you plan your future with confidence. This comprehensive seminar will cover the following eight modules over the course of two meetings:

· Life planning for retirement
· Retirement needs and expenses
· Retirement roadblocks and mistakes
· Retirement income sources
· Retirement plan distributions
· Investments
· Risk management and asset protection
· Estate planning

“We were not very knowledgeable on these subjects and found it very informative. It helped direct us and encourage us to take steps towards getting our retirement more organized. Thank You!”

-Retirement Planning Today Student
Key Medical Resources, Inc. is a continuing education provider that works with a team of experts, with developed systems to provide the best service and training to meet the needs of individuals and organizations.

We Offer:
- All American Heart Association Programs
- AHA ELearning Skills Check
- Comprehensive Hospital Education (Please see website for complete listing)
- Classroom Programs
- Compliance Training
- On-Site Classes
- Self-Study Learning

**Classes added daily. Please visit our website for additional dates: www.cprclassroom.com **

Need help with registration? Please contact Honeyleen Hunter
Text/Call 909-286-3152 or Email: honeyleen@keymedinfo.com

**When registering please choose CHAFFEY REGISTRATION on Place work Status. **

For All American Heart Association Courses:
**Disclaimer:** The American Heart Association strongly promotes knowledge & proficiency in BLS, ACLS & PALS and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the American Heart Association. Any fees charged for this course, except for a portion of fees needed for AHA course material; do not represent income to the Association

**KMR Passport Program “K Pass”**

Great for Students and New Grads! $650 for all classes offered
Excludes books and materials
18 month Visa (window of time)
Excludes AHA Instructor Programs

Examples: BLS, Cardiac Dysrhythmias, Unit Secretary, ACLS, PALS, IV Therapy, State Board Review, Head to Toe Assessment, Lab Values, Critical Care, Emergency Nursing and much more. Specialized course may also be developed based on your individual needs.
**AB508 Assault Response Training Provider First Time/Update**
CEU Contact Hours: 4.0
Course Fee: $40

CEU Contact Hours: 2.0
Course Fee: $20
No Discount
Materials $5

**Arterial Blood Gas (ABG) and Ventilators**
CEU Contact Hours: 4.0
Course Fee: $40
No Discount
Materials $5

**ACLS Provider First Time**
CEU Contact Hours: 12.0
Course Fee: $200
Student/New Grad Course Fee: $150
Book: $38
Card: $12

**ACLS – EP for the Experienced Provider**
CEU Contact Hours: 12.0
Course Fee: $200
Student/New Grad Course Fee: $150
Book $60
Card $12

**Critical Care Nursing**
CEU Contact Hours: 48.0
Course Fee: $345
Student/New Grad Course Fee: $259
Book $45
Notebook: $35

**IV Therapy and Blood Withdrawal for LVNs and Skills Update for RN's**
CEU Contact Hours: 36.0
Course Fee: $265
No Discount
Passbook Materials: $75

**PALS Provider First Time**
CEU Contact Hours: 12.0
Course Fee: $200
Student/New Grad Course Fee: $150
Book $43
Card $12
Mental Health Topics for Healthcare Personnel (C.N.A. Appropriate)

Mental Health Topic: Overview of Mental Health
CEU Contact Hours: 4.0
Course Fee: $40
No Discount
Materials $5

Mental Health Topic: Assessment Tools
CEU Contact Hours: 4.0
Course Fee: $40
No Discount
Materials $5

Mental Health Topic: Assault Response and Restraints
CEU Contact Hours: 4.0
Course Fee: $40
No Discount
Materials $5

Mental Health Topic: Communication Techniques
CEU Contact Hours: 4.0
Course Fee: $40
No Discount
Materials $5

Mental Health Topic: Chemical Dependency
CEU Contact Hours: 4.0
Course Fee: $40
No Discount
Materials $5

Mental Health Topic: Leadership Styles and Families
CEU Contact Hours: 4.0
Course Fee: $40
No Discount
Materials $5

Emergency Nursing
CEU Contact Hours: 24.0
Course Fee: $175
Student/New Grad Course Fee: $132
Book $60
Notebook $30
AHA (American Heart Association) Instructor Courses

** Key Medical Resources will prescreen all candidates prior to the course. Please contact Terry Rudd by text (951-520-3116) or email terry@keymedinfo.com. Key Medical Resources reserves the right to determine who may attend instructor training through the Training Center. **

**BLS Instructor**
CEU Contact Hours: 12.0

**ACLS Instructor**
CEU Contact Hours: 16.0

**ACLS-EP Instructor**
CEU Contact Hours: 16.0

**PALS Instructor**
CEU Contact Hours: 16.0

Course Fee: $350
**Passport and Student/new Grad Discount not applicable**

**Head to Toe Assessment with Advanced Concepts**
CEU Contact Hours: 4.0
Course Fee: $40
No Discounts
Materials $5

**Management of Assaultive Behavior ® (MAB) ®**
(C.N.A Appropriate)
CEU Contact Hours: 8.0
Course Fee: $75
No Discount
Certificate & Materials $15

**Renewal Program Hours Required: 4.0**
CEU Contact Hours: 4.0

**NRP Neonatal Resuscitation Provider 1st Time/Renewal**
No CEU Contact Hours
On-Line Exam: $23.50 @ www.aap.org/nrp
Book: $60.95 @ www.aap.org/nrp
Mega Code Skills Testing: $80
Card fee $10
**Spanish for Healthcare Professionals – Admission to Discharge (C.N.A. Appropriate)**
CEU Contact Hours: 4.0
Course Fee: $40
No Discount
Materials $5
Optional Booklet $10

**Triage Concepts in the Emergency Department**
CEU Contact Hours: 4.0
Course Fee: $40
No Discount
Materials $5

**Unit Secretary & Medical Terminology**
CEU Contact Hours: 18.0
Course Fee: $120
No Discount
Materials $20
Community Education Online Programs offered through Ed2Go

Looking to explore a new skill or possible career opportunity?

Chaffey College Community Education has partnered with Ed2Go to offer educational opportunities to lifelong learners of all ages.

Visit Ed2Go at www.ed2go.com/chaffey/ for information on a variety of program offerings.

Below is a list of new programs offered through Ed2Go:

Mobile Web Developer
Mobile and Desktop Web Developer
Designing Effective Websites
Mastering Your Digital SLR Camera
Intermediate Photoshop CC
Photoshop Elements 13 for the Digital Photographer
Spanish for Medical Professionals II
Drawing for the Absolute Beginner
Explore a Career in Nursing
Introduction to Microsoft Word 2013
Intermediate Microsoft Word 2013
Introduction to Microsoft Access 2013
Intermediate Microsoft Access 2013
Intermediate Microsoft Excel 2013
Administrative Professional with Microsoft Office Specialist 2013
Microsoft Office Specialist 2013
Microsoft Access 2013 Certification Training
Microsoft PowerPoint 2013 Certification Training
Introduction to QuickBooks 2015
QuickBooks 2015 for Contractors
Certificate in Gerontology
Certificate in Praxis Core Preparation
Certificate in Empowering Student with Disabilities
Certificate in Pain Assessment and Management
Certificate in Integrative Mental Health
Creating a Classroom Website
Certified Mediator and Conflict Resolution Specialist
Certified Mediator and Arbitrator
Achieving Top Search Engine Positions
CompTIA Certification Training
Intermediate CompTIA A+ Certification Prep
Introduction to XML
Fundamentals of Technical Writing
Using Social Media in Business
HVACR Certified Technician
Writing the Fantasy Novel
Discover Sign Language