COMMUNITY EDUCATION & PROFESSIONAL DEVELOPMENT

OPPORTUNITIES FOR PERSONAL DEVELOPMENT AND PROFESSIONAL TRAINING

NEW!
- Sewing Construction
- Physical Therapy Aide
- QuickBooks Online
- Garment Making
- Pattern Drafting
- Make Up 101
Medical Training

AHA Basic Life Support for Healthcare Providers  
Presenter: CPR Success

Location: Rancho Campus, Room CAA-215  
Class: #83134  
Date: 8/7, Thursday  
Time: 5:00pm – 9:00pm

Location: Rancho Campus, Room CAA-215  
Class: #83132  
Date: 8/9, Saturday  
Time: 8:00am – 12:00pm

Location: Rancho Campus, Room BE-102  
Class: #83135  
Date: 8/21, Thursday  
Time: 5:00pm – 9:00pm

Location: Rancho Campus, Room BE-102  
Class: #83133  
Date: 8/30, Saturday  
Time: 9:00am – 1:00pm

Location: Rancho Campus, Room BE-102  
Class: #83141  
Date: 9/6, Saturday  
Time: 9:00am – 1:00pm

Location: Rancho Campus, Room BE-102  
Class: #83139  
Date: 9/11, Thursday  
Time: 5:00pm – 9:00pm

Location: Rancho Campus, Room BE-102  
Class: #83140  
Date: 9/25, Thursday  
Time: 5:00pm – 9:00pm

Location: Rancho Campus, Room BE-102  
Class: #83142  
Date: 9/27, Saturday  
Time: 9:00am – 1:00pm

Location: Rancho Campus, Room BE-102  
Class: #83145  
Date: 10/4, Saturday  
Time: 9:00am – 1:00pm

Location: Rancho Campus, Room BE-102  
Class: #83146  
Date: 10/9, Thursday  
Time: 5:00pm – 9:00pm

Location: Rancho Campus, Room BE-102  
Class: #83147  
Date: 10/23, Thursday  
Time: 5:00pm – 9:00pm

Location: Rancho Campus, Room BE-102  
Class: #83151  
Date: 11/13, Thursday  
Time: 5:00pm – 9:00pm

Location: Rancho Campus, Room BE-102  
Class: #83150  
Date: 11/22, Saturday  
Time: 8am – 12:00pm

Location: Rancho Campus, Room BE-102  
Class: #83155  
Date: 12/11, Thursday  
Time: 5:00pm – 9:00pm

Location: Rancho Campus, Room BE-102  
Class: #83156  
Date: 12/20, Saturday  
Time: 9:00am – 1:00pm

Fee: $65

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; or provide CPR; use an AED (Automated External Defibrillator); and relieve choking in a safe, timely, and effective manner. Upon completion of the workshop and skills test, participants will receive a 2-year certification. CPR Success is an approved American Heart Association Training Provider.
<table>
<thead>
<tr>
<th>Class</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Class</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>#83136</td>
<td>8/2, Saturday</td>
<td>8:00am – 2:00pm</td>
<td>Rancho Campus, Room CAA-215</td>
<td>#83148</td>
<td>10/25, Saturday</td>
<td>9:00am – 3:00pm</td>
<td>Rancho Campus, Room BE-101</td>
</tr>
<tr>
<td>#83137</td>
<td>8/23, Saturday</td>
<td>9:00am – 3:00pm</td>
<td>Rancho Campus, Room BE-102</td>
<td>#83153</td>
<td>11/15, Saturday</td>
<td>8:00am – 2:00pm</td>
<td>Rancho Campus, Room BE-102</td>
</tr>
<tr>
<td>#83143</td>
<td>9/13, Saturday</td>
<td>8:00am – 2:00pm</td>
<td>Rancho Campus, Room BE-102</td>
<td>#83157</td>
<td>12/6, Saturday</td>
<td>8:00am – 2:00pm</td>
<td>Rancho Campus, Room BE-102</td>
</tr>
</tbody>
</table>

Fee: $85

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: Rancho Campus, Room CAA-215
Class: #83138
Date: 8/16, Saturday
Time: 8:00am – 3:00pm

Location: Rancho Campus, Room BE-102
Class: #83154
Date: 11/1, Saturday
Time: 8:00am – 3:00pm

Location: Rancho Campus, Room BE-102
Class: #83144
Date: 9/20, Saturday
Time: 8:00am – 3:00pm

Location: Rancho Campus, Room BE-102
Class: #83158
Date: 12/13, Saturday
Time: 8:00am – 3:00pm

Location: Rancho Campus, Room BE-101
Class: #83149
Date: 10/11, Saturday
Time: 9:00am – 4:00pm

Fee: $85
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.
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. Dates/times of information sessions will be posted to the website, www.chaffey.edu/communityed in August. RSVP Required.

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 individuals will not be admitted. You are not required to bring any documents with you to the information session.

The Phlebotomy Technician program information session dates will be posted no later than August 15, 2014.

RSVP and Parking

Please check back in August for information on how to RSVP for our upcoming fall 2014 Phlebotomy Technician Program information sessions; dates and times to be determined.
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 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. 

Want to learn more about the Personal Trainer Certification Course? WITS is hosting an online orientation on 8/14/14 at 12pm EDT, 9am 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: Chino Education Center, CHCC Bldg.
Class: #83183
Date: 10/7 – 1/27/15, Tuesdays & Thursdays
Time: 6:00pm – 9:30pm
Includes 6 Saturdays from 9:00am – 4:30pm
Course Contact Hours: 140 hrs including Clinical Externship
Fee: $2399 (Textbooks included)

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.
Are you interested in the healthcare field and enjoy working in an office setting? Train to become a Medical Administrative Assistant and learn medical ethics and law, medical terminology, basics of insurance billing and coding, scheduling appointments, medical records management and management of practice finances. Medical Administrative Assistants primarily work in doctor’s offices, clinics, outpatient settings, and hospitals. The growth and complexity of the U.S. health care system have resulted in a substantial increase in the need for qualified medical administrative assistants. This 50-hour program prepares students to function effectively in many of the administrative and clerical positions in the health care industry. Medical Administrative Assistants, Medical Secretary and Medical Records Clerk, are all positions in great demand. This program covers important background information on medical terminology, insurance billing and coding, medical ethics, customer service and legal aspects. This program is intended to provide students with a well-rounded introduction to medical administration so that a student can gain the necessary skills required to obtain a medical administrative assistant position in the health care field. Please refer to the program calendar on our website for a detailed program description. **NOTE: This program does not include a national or state certification as part of its overall objectives.**
Physical Therapy Aide Program  
Presenter: Condensed Curriculum International  
Location: Chino Education Center, CHCC Bldg.  
Class: #83182  
Date: 10/20 – 12/10, Mondays & Wednesdays  
Time: 6:00pm – 9:30pm  
Course Contact Hours: 50 Hrs.  
Fee: $999 (Textbooks included)  

Would you like to be part of the growing healthcare profession? Then join the Physical Therapy Aide Program! This comprehensive 50-hour program prepares you for the growing field of Physical Therapy. This program is responsible for carrying out the non-technical duties of physical therapy, such as preparing treatment areas, ordering devices and supplies, and transporting patients working under the direction of the physical therapist. Furthermore, these workers assist physical therapists in providing services that help improve mobility, relieve pain and prevent or limit permanent physical disabilities of patients suffering from injuries or disease. Physical Therapy Aides may be employed in nursing homes, hospitals, sports rehabilitation centers and some orthopedic clinics.

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

In the Inland Empire Area, an average of 16 new job openings per year is expected for Physical Therapist Aides, plus an additional 8 job openings due to net replacement needs, resulting in a total of 24 job openings.

Note: This program does not include a national or state certification as part of its overall objectives.
Medical Training Continuing Education Programs

Registered Dental Assistant Practical Examination Review
Presenter: Karen Lane
Location: Rancho Campus, HS-105
Class: #83119
Date: 8/9, Saturday
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 CEU*

*Participants for the review program must register for the examination on their own: [http://www dbc ca gov/applications rda/becomelicensed rda.shtml](http://www.dbc.ca.gov/applications/rda/becomelicensed_rda.shtml)
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: #83127
Date: 10/18, Saturday
Time: 8:00am – 6:00pm

Location: Rancho Campus, Room HS-143
Class #83128
Date: 12/13, Saturday
Time: 8:00am – 6:00pm

Fee: $129 (Source book included)
Requirements: Must have a clean record.
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. This seminar includes a practice Notary Public Exam. Cooperative Personnel Services (CPS) will register you for the official 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: #83129
Date: 10/18, Saturday
Time: 12:45pm – 6:00pm

Location: Rancho Campus, Room HS-143
Class #83130
Date: 12/13, Saturday
Time: 12:45pm – 6:00pm

Fee: $80 (Source book included)
Do you need to renew your notary commission? Take a three-hour approved notary refresher seminar. 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!
If you are interested in child advocacy work, consider a career as a professional Child Visitation Monitor. As a Child Visitation Monitor, based on orders from the courts, you will monitor the visit between a child and a non-custodial parent to provide a measure of safety for the child. You will learn the basic principles and practices of supervised visitations including your defined and neutral role as a monitor. The program satisfies NEW State requirements! This program is intended for individuals 21 years of age or older with a clean record.
Child Visitation Monitor - Advanced Supervised Visitation (Part III)
Presenter: Notary Public Seminars
Location: Rancho Campus, Room HS-132
Class: #83126
Date: 12/13, Saturday
Time: 9:00am – 6:00pm
Fee: $139 (Guide book and certificate from NPS included)

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, learn how to set boundaries based on information from your intake forms, learn when it is appropriate to conclude a visit early, and develop skills to analyze court documents and complete required government forms. 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.
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. Learn how to review and properly notarize loan packages; negotiate your fee, advertise yourself in the market, 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.
Become a Transaction Escrow Coordinator
Presenter: Notary Public Seminars
Location: Rancho Campus, HS-132
Class: #83124
Date: 11/8, Saturday
Time: 10:00am – 4:00pm
Fee: $159 (Guide book and certificate from NPS included)

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. Learn how to schedule, track, and coordinate all events in a real estate transaction including foreclosures. Be the liaison between the agent, buyer, seller, and multiple vendors. Become a Transaction Escrow Coordinator for your real estate office or coordinate escrows from home.
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. You will learn the start-up requirements, board development, and management and operational challenges for nonprofits. This program will also emphasize planning, problem-solving, and the use of technology. Key grant writing techniques and research will also be included.
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. Learn to plan for and research the right grants, communicate with funders about your proposal, develop partnerships that will strengthen your proposal, write the components of a grant proposal, and develop a budget.
Human Resources Part I – Basic Human Resources
Presenter: Beverly Bailey
Location: Rancho Campus, Room HS-132
Class: #83167  
Date: 8/25 – 10/6, Mondays  
Time: 6:00pm – 9:00pm

Location: Rancho Campus, HS-132
Class #83168  
Date: 10/13 – 11/17, Mondays  
Time: 6:00pm – 9:00pm

Fee: $310 (Binder and materials included)
If your organization employs one or more people, you must comply with various employment laws. Do you know what those regulations are and how they can affect your company’s bottom line? In this program you will learn some of the basic employment regulations such as hiring strategies, employment law issues and documentation, prevention of discrimination, harassment, and retaliation, wage and hours consideration, effective employee relations, and benefits and compensation. Be an integral part in managing your organization’s strategic employment relations. Subjects that will be taught in this program are; Hiring Strategies, Employment Law Issues & Documentation, Prevention of Discrimination, Harassment, and Retaliation, Wage & Hours Considerations, Effective Employee Relations and Employee Benefits Overview.

Class 1: Hiring Strategies
Techniques for successful hiring and effective recruitment are paramount to any organization. In this session, you will leave knowing:
- The employment process and regulations to consider
- How to conduct an effective interview
- What are some of the best questions to ask for evaluating candidates
- How to make the best selection

Class 2: Employment Law Issues & Documentation
The work environment is constantly changing and there are a multitude of issues that you need to be mindful of on an everyday basis in Human Resources Management. In this session, you will leave knowing:
- Practices for prudent employee relations practices
- What discriminatory regulations to consider for your organization
- How to identify and avoid employment risk
- How those regulations impact employment risk

Class 3: Prevention of Discrimination, Harassment, and Retaliation
Sexual Harassment claims have numerous negative impacts on the organization including bottom-line cost. In this session, you will leave knowing:
- The two types of sexual harassment and other types of harassment
- The responsibility of providing a workplace free of harassment, discrimination and retaliation
- The sexual harassment complaint and investigative processes
- Your organization’s liability for providing a work environment free of harassment
*This class meets the requirement for mandatory supervisory sexual harassment training.

Class 4: Wage & Hours Considerations
There are typical daily and weekly considerations for complying with primary wage and hour issues and your organization’s management could be fined for non-compliance. In this session, you will leave knowing:
- Primary wage and hour regulations to consider
- How to apply those regulations to avoid risk
- What are considerations when evaluating wage and hour issues
Marketing with Facebook® and Social Media  
Presenter: Robert Cohen  
Location: Rancho Campus, BE-102  
Class: #83093  
Date: 10/25, Saturday  
Time: 9:00am – 12:00pm  
Fee: $75 (Workbook and CD included)

Do you want to expand your business but don’t know how? Would you like to find other avenues for marketing your products or services? You will learn how to create a Facebook page for your business, create content that attracts fans and followers, and connect your website to Facebook. Go beyond just being a user on Facebook®, and learn effective methods and tools that get results!
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. You will also learn how to use blogging for your business, selling ads, marketing your blog, using a blog as your website and how to share information, pictures, and videos with your family, friends, organizations, and customers. You can even use your blog to share your ideas with the world, and make money doing it!
Are you an individual, small business, or nonprofit organization looking to increase your exposure or the publicity of your brand on a limited budget but do not know where to begin? If so, this program is perfect for you! This seminar will teach participants how to develop a strategic public relations campaign and generate publicity for their business, organization, or upcoming event. You will learn how to write a press release, market your company, integrate social media platforms into a strategic public relations campaign, and work with the media during a crisis.
Knowing how to create visually appealing documents is essential in today’s technological world. This workshop will teach you how to create correspondence, booklets that include colorful tables, borders, bulleted and numbered lists, pictures, clip-art and SmartArt graphics. You will also learn to create a table of contents, index, columns, and a cover page for your booklet. After taking this workshop, you will be able to produce professional-grade documents and reduce development time. Participants should possess the ability to operate standard computer equipment, install and open applications, and create and save files.
Do you know the basics of Excel but want to learn more? Would you like to create household budgets and other spreadsheets in a fraction of the time and effort that it takes you now? If so, this is the workshop for you. You will learn to create colorful worksheets containing intelligent tables, charts, formulas, and functions. You will also learn how to print your worksheets in a skilled manner avoiding the many common printing pitfalls that plague most Excel users. Participants should possess the ability to operate standard computer equipment, install and open applications, and create and save files.
Whether you are a public speaker, teacher, student, business person, or simply someone who wants to communicate more effectively, PowerPoint 2010 will help you organize and convey your ideas in a dramatic, professional, and entertaining manner. You will learn to create a 15-slide PowerPoint presentation that will include charts, tables, clip-art, pictures, SmartArt diagrams, movie clips, video clips, WordArt, and bulleted lists. Participants should possess the ability to operate standard computer equipment, install and open applications, and create and save files.
QuickBooks for the Everyday User – The Basics and Beyond
Presenter: Pat Hartley
Location: Rancho Campus, BE-113
Class: #83166
Date: 10/4, Saturday
Time: 8:00am – 4:00pm
Fee: $175

Learn what’s new in QuickBooks 2013 and gain an understanding of the basic fundamentals of QuickBooks 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 professional new to QuickBooks, or those needing to reinforce skills. In this workshop you will learn to setup QuickBooks on a PC, work with lists, manage cash, track revenue, manage expenses, and analyze financial reports. Participants should possess basic computer skills prior to the workshop. Program for Desktop use only; not online program and is not for use on MACs).
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, plus many quick and easy tips and tricks.
Are you a shutter bug interested in turning ordinary family photos and other pictures into true photographic masterpieces? This program will help you create works of art that you’ll be eager to share with the whole family. Learn how to retouch pictures, correct lighting and color, remove blemishes and change backgrounds, just to name a few. Participants should possess the ability to operate standard computer equipment, install and open applications, and create and save files.
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: #83121
Date: 10/11, Saturday
Time: 1:00pm – 5:00pm
Fee: $89 (Comprehensive Workbook included)

Are you searching for your purpose? 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’s so subtle you rarely notice it, yet so powerful it’s 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.
How to Sell on eBay
Presenter: Frances Greenspan
Location: Rancho Campus, Room BE-101
Class: #83159
Date: 9/27, Saturday
Time: 12:00pm – 4:30pm
Fee: $90 (includes workbook)

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? This program will show you how to open a seller account, examine the anatomy of the listing, and write descriptions for your items to get into your buyer’s view, and research tools for competitive pricing all while having fun making money.
Earn Great Money Teaching Specialty Senior Fitness
Presenter: Debbi Harper
Location: Rancho Campus, Room BE-103
Class: #83160
Date: 10/12, Sunday
Time: 9:00am – 12:00pm
Fee: $99

Are you looking for a part-time job to bring in additional income? Have you explored serving seniors in the fitness industry? Whether you are an individual looking to begin a career in fitness, or a veteran fitness instructor looking to expand your expertise, this workshop may be perfect for you! This program does not require any prior experience. Start working in a booming industry where you can earn money, stay in great shape, help others stay healthy, and have fun doing it!
Are you tired of working for someone else? Do you need to increase your income? Turn your talents and hobbies into profits at home by learning how to start a home based business from a Chamber of Commerce past president and successful Southern California entrepreneur. During this seminar, you will gain knowledge in mandatory legal documentation, ways to market your product/service, how to take tax deductions, and more than 100 home business ideas.
With the newly approved California Homemade Food Act (AB1616) entrepreneurs may use their home kitchens to launch a small food business. The instructor Caron Ory has been a home baker and cook for more than 20 years, she has trained as a dietician and nurse, and her main goal is to transform traditional foods into healthier versions without sacrificing flavor or texture. This step-by-step program provides detailed information about all “ingredients” necessary to launch and operate a fun and profitable home-made food business. This program is helpful for individuals with an entrepreneurial mindset, imagination, initiative, readiness to undertake new projects and has a passion for artisan foods. All skill levels welcome!

Course Outline:
  Introduction
    Overview of the California Cottage Food Operation Act
    Cottage Food Labeling

Preliminary Considerations
  Are you ready to open a home-based business?
  How to balance a family and a home-based food business

12 Steps to Starting a Cottage Food Operation
  Step 1 – Conduct a personal assessment
  Step 2 – Conduct a product assessment and develop your recipe
  Step 3 – Finalize your recipe and calculate ingredient costs
  Step 4 – Identify your product packaging and calculate packaging costs
  Step 5 – Develop a business name, tag line, and logo
  Step 6 – Select a business structure and obtain required licenses, permits and insurance
  Step 7 – Conduct a startup cost analysis
  Step 8 – Determine your product price and conduct a break-even analysis
  Step 9 – Write a business plan
  Step 10 – Designate and organize an office and workspace
  Step 11 – Prepare for production
  Step 12 – Prepare for launch, and market and grow your business
Sewing Construction Classes – Online Course  
Presenter: Eric Stiles  
Class: #83180  
Date: 8 week course - available 8/1 – 12/20  
Times: Self-paced (24/7 for 8 weeks)  
Fee: $75

Non-sewers, beginners, intermediate, and advanced sewers are welcome to learn how to sew from the Master Tailor-Designer Eric Stiles who has 35 years of experience in the industry. Mr. Stiles was Supervisor and Head Tailor-Fitter for Giorgio Armani, and Polo Ralph Lauren. Students will learn special techniques that the European and Domestic designers use in their clothing construction, fitting, and pressing. No experience is needed!

In this workshop you will learn how to use a thimble and needle. You will also learn the first of 3 hand stitches on your stitch pad as well as Overcast, Baste and the half back stitches. After completing the 2 stitch pads you will learn your next pocket, the Quarter Top. You will continue working on the Quarter Top pocket until completion. The next pocket is the side and this pocket will be completed in this class. It is highly recommended that you take the Pattern Drafting classes with this class, to enhance and maximize your skills.

Eight video sessions will be sent to you after you have registered; with these videos you learn at your own pace and in the comfort of your own home. Materials list will be provided on the first day of the workshop. You will need a sewing machine at home. You have the option of continuing with more advanced workshops that will allow you to further enhance and develop your skills. (Supplies are not included in the price of the program).
Pattern Drafting Classes – Online Course
Presenter: Eric Stiles
Class: #83179
Date: 8 week course - available 8/1 – 12/20
Times: Self-paced (24/7 for 8 weeks)
Fee: $75

Learn how to create patterns for skirts, pants, and shirts from the Master Tailor-Designer Eric Stiles, former top head tailor-fitter for Giorgio Armani, Polo, and Ralph Lauren. This program will provide you with the skills needed to make your own line of clothing that will fit and enhance your body; say goodbye to commercial patterns and hello to savings!!

In this program the formula you will be using is the same used by all of the top European and Domestic designers of the world. Also Product and Development will be taught which is a procedure used to help a designer improve and complete their patterns. In this program you will also draft the quarter scale and the full scale of patterns.

Eight video sessions will be sent to you after you have registered which will allow you to learn at your own pace and in the comfort of your own home. No sewing experience is required. Materials list will be provided on the first day of the workshop. (Supplies are not included in the price of the program). It is highly recommended to take the Sewing/Construction class with this class to enhance and maximize your skills.
Sample Garment Making Classes – Online Course
Presenter: Eric Stiles
Class: #83181
Date: 8 week course - available 8/1 – 12/20
Times: Self-paced (24/7 for 8 weeks)
Fee: $75

In this continuing sewing program, you will learn additional enhancements and advanced techniques to improve your sewing. This program will teach you how to construct a sample pattern in muslin just like professionals in the fashion world do. Muslin is a test fabric used for creating test garments and to make adjustments on your paper patterns. Learn the fitting process and how to make the needed adjustments on the muslin garment and learn what fitting markings are used on the garment. This is a very detailed class; we don’t want you to miss anything.

This program consists of 8 video sessions; all sessions will be sent to you after you have registered. Learn at your own pace and in the comfort of your own home. A materials list will be provided before the first day of class (supplies are not included in the price of the course). You must have taken the Pattern Workshop and created the pattern to enter this program. NO EXCEPTIONS!
Beginning Floral Design
Presenter: Freddie Marcos
Location: Roger’s Flower Shop
413 N. Euclid Ave, Ontario
Class: #83184
Date: 8/5 - 8/26, Tuesdays
Time: 5:00pm – 7:00pm

Location: Roger’s Flower Shop
413 N. Euclid Ave, Ontario
Class: #83185
Date: 11/4 – 11/25, Tuesdays
Time: 5:00pm – 7:00pm

Fee: $190
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. 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.
Make Up 101
Presenter: Brittany Ludwig
Location: Rancho Campus, Room BE-102
Class: #83178
Date: 10/18-19, Saturday & Sunday
Time: 10am – 6pm
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 Designory (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.
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. You will explore the following topics: life planning for retirement, retirement needs and expenses, retirement roadblocks and mistakes, retirement income sources, investments, risk management and asset protection, and estate planning.

For detailed descriptions of programs listed in this brochure and any new program additions, please visit our website at [www.chaffey.edu/communityed](http://www.chaffey.edu/communityed).
Excellence Academy (5 sessions)
Presenter: Wendy Deras
Location: Chino Education Center, CHCC Bldg.
Class: #83189
Date: 9/18 - 11/6, Thursdays
Time: 8:00am – 4:00pm
Meeting Dates: 9/18, 10/2, 10/16, 10/30, 11/6
Fee: $350

The Excellence Academy encompasses the 5 sessions below at a discounted price if you choose to participate in the academy. You may also elect to take individual sessions if preferred. The academy is designed to introduce participants to key elements of communication, customer service, team building, attitude in the workplace, and value and ethics in the workplace.
Excellence Academy Session 1 - Communication
Location: Chino Education Center, CHCC Bldg.
Class: #83190
Date: 9/18, Thursday
Time: 8:00am – 4:00pm
Fee: $69

This workshop will cover verbal and non-verbal communication, barriers to effective communication, improving communication skills, and listening skills. Participants will also learn how to speak in the positive, and learn effective telephone and email communication. In this workshop participants will engage in class discussion, hands-on learning activities, and individual and group problem solving. Participants may take the Academy that includes all 5 sessions for a price of $350.
Excellence Academy Session 2 – Customer Service
Location: Chino Education Center, CHCC Bldg.
Class: #83191
Date: 10/2, Thursday
Time: 8:00am – 4:00pm
Fee: $69

This workshop will teach participants how to provide outstanding customer service. The workshop will cover verbal and non-verbal communication, barriers to effective communication, improving communication skills, and listening skills. Participants will also learn how to speak in the positive, and learn effective telephone and email communication. Engaging in class discussions, hands-on learning activities, and individual and group problem solving, will also be part of the workshop. Participants may take the Academy that includes all 5 sessions for a price of $350.
Excellence Academy Session 3 – Team Building
Location: Chino Education Center, CHCC Bldg.
Class: #83192
Date: 10/16, Thursday
Time: 8:00am – 4:00pm
Fee: $69

Is your team on the same page? This workshop will teach participants to understand their strengths and weaknesses and how they affect their team. Participants will also learn the characteristics of an effective team, and common team problems. Learning how to recognize various team player styles as well as gain exposure to the stages of team growth. Also covered in the workshop are tips and techniques for team building in the workplace. Participants may take the Academy that includes all 5 sessions for a price of $350.
What is attitude? This workshop will teach participants common attitude problems at work, tips and techniques on how to adjust their attitude, how to exude and maintain a positive attitude. Learn the primary causes of a bad attitude and how to turn around bad attitude-based behaviors. **Participants may take the Academy that includes all 5 sessions for a price of $350.**
Excellence Academy Session 5 – Values/Ethics in the Workplace
Location: Chino Education Center, CHCC Bldg.
Class: #83194
Date: 11/6, Thursday
Time: 8:00am – 4:00pm
Fee: $69

This workshop is designed to introduce participants to the importance of ethics and values in the workplace. The program will cover understanding values and how they influence one’s actions; understanding how values operate in the workplace; how we determine our own values and understanding how those values will affect our ability to carry out required duties; understanding why people do wrong and helping people do the right thing. **Participants may take the Academy that includes all 5 sessions for a price of $350.**
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 http://www.ed2go.com/chaffey/ for information on a variety of program offerings. Below is a list of new programs offered through Ed2Go:

- Advanced Microsoft Excel 2013
- Microsoft PowerPoint 2013 Certification Training
- Microsoft Word 2013 Certification Training
- Microsoft Excel 2013 Certification Training
- Performing Payroll in QuickBooks 2014
- Certificate in Stress Management
- Social Media and Mobile Marketing Professional with OMCP® Certification
- Search Marketing Professional with OMCP® Certification
- Digital Analytics and Conversion Professional with OMCP® Certification
- Paid Search Professional with OMCP® Certification

Please refer to our website at www.chaffey.edu/communityed for additional program offerings not listed in this brochure.