New
- Cal OSHA 10/30 - General Industry
- SAT/ACT Exam Prep
- Spring Floral Arranging
- Delicious Dish Series

Spring 2016
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, Firefox version 24+, Google Chrome version 31+, Internet Explorer version 9+ or Safari version 7+. Please do not use any mobile device when registering for an online program. To register visit 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 MyChaffeyVIEW.

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

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 for or registered in 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. PLEASE ENSURE YOU ARE REGISTERED PRIOR TO THE PROGRAM START TIME.

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
5885 Haven Avenue, Rancho Cucamonga, CA 91737
(909) 652-6064

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 MyChaffeyVIEW. 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 MyChaffeyVIEW account and select “Address Change” from the menu options.

CLASSROOM ASSIGNMENTS

Assigned classrooms are viewable upon registration. Use MyChaffeyVIEW 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.

PARKING

Day permits are available from the Parkmobile App, http://www.chaffey.edu/public_safety/parking_permit.shtml or from electronic ticket dispensers located in campus parking lots. Failure to display a valid parking permit will result in a citation. Vehicles must be parked within legally marked stalls.

CHECK OUT OUR PROGRAM CALENDAR FOR ADDITIONAL TOPICS!

- MORE PROFESSIONAL DEVELOPMENT COMING SOON!
- NATIONAL ELECTRICAL CODE (NEC) EXAM PREP/REFRESHER
- BEHAVIOR-BASED INTERVIEWING
- HARASSMENT AND DISCRIMINATION PREVENTION TRAINING

When registering online please do not use mobile devices as our system cannot support them.

REGISTER ONLINE AT WWW.CHAFFYE.EDU/COMMUNITYED
# Medical Training

**American Heart Association Basic Life Support for Healthcare Providers**

**Presenter:** CPR Success  
**Location:** 4959 Palo Verde St., #205C, Montclair 91763

<table>
<thead>
<tr>
<th>Class</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
</table>
| Class  | #88304       | Date: 1/9 – Saturday  
             | Time: 8:00am – 1:00pm |
| Class  | #88305       | Date: 1/10 – Thursday  
             | Time: 8:30am – 1:00pm |
| Class  | #88306       | Date: 1/11 – Monday  
             | Time: 9:00am – 1:00pm |
| Class  | #88307       | Date: 1/12 – Tuesday  
             | Time: 9:00am – 1:00pm |

**Fee:** $55 (Two year certification and book included)  
Is it time to obtain or renew your CPR certification? 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. Upon completion of the workshop and skills test, participants will receive a 2-year certification.

**American Heart Association Heartsaver Pediatric First Aid CPR AED – All Ages**

**Presenter:** CPR Success  
**Location:** 4959 Palo Verde St., #205C, Montclair 91763

<table>
<thead>
<tr>
<th>Class</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
</table>
| Class  | #88363       | Date: 1/14 – Thursday  
             | Time: 9:00am – 1:00pm |
| Class  | #88364       | Date: 1/16 – Tuesday  
             | Time: 9:00am – 1:00pm |
| Class  | #88365       | Date: 1/17 – Thursday  
             | Time: 9:00am – 1:00pm |

**Fee:** $55 (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 trains 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 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:** 3/1 – 4/22  
**Time:** Times vary for lecture and clinical training  
**Fee:** $2,299

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?

Please visit our website at [www.chafey.edu/communityed](http://www.chafey.edu/communityed) for information on the spring program dates and times for mandatory information sessions.
Personal Trainer Certification
Presenter: World Instructor Training Schools (W.I.T.S.)
Location: Rancho Campus, Room G-133
Class: #88774
Date: 2/27 – 4/30 – Saturdays
Time: 9:00am – 2:00pm
Fee: $799

Mandatory Orientation
Location: G-133
Date: 1/30
Time: 10:00am – 11:00am
This FREE 1-hour Personal Fitness Training Orientation is designed to provide information for anyone interested in the fitness profession or in becoming a nationally certified personal trainer. This presentation includes a brief overview of the industry and professional trends, a look at the study materials while allowing ample time for a Q & A session with the instructor for your course. ** Although this is a free orientation, student registration is required so that we can provide a sufficient number of student handouts. Please visit our website at www.chafey.edu/communed to register for orientation.

Clinical Medical Assistant Program
Presenter: The Learning Oasis
Location: Rancho Campus, Room HS-133
Date: 2/23 – 7/16 – Saturdays
Time: 8:00am – 3:30pm
Fee: $2,399 – Flexible and affordable, no-interest payment plans available through The Learning Oasis!
Orientation: January 23, 2016
Time: 10:00am – 11:00am
HS-133
This program prepares students to perform patient clinical skills in the medical office setting. This program includes 134 hrs. of classroom instruction and 160 hrs. of externship. Program fee includes uniform, CPR certification and certification examination. Textbooks sold separately. To register please call 988-766-1770 or register online at www.thelearningoasis.com.

EMT Refresher
Presenter: Todd Morehead
Location: Rancho Campus, BE-101/105
Class: #88304
Date: 2/19 – 2/21
Time: 12:00pm – 4:00pm – Friday
8:00am – 6:00pm – Sat, Sun
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.

YOUTH PROGRAMS

Sneak peek! Coming soon in July 2016!

- Math Academy Grades 2-3
- Math Academy Grades 4-5
- Reading and Writing Academy Grades 2-3
- Reading and Writing Academy Grades 4-5
- Middle School Reading and Language Arts
- Pre-Algebra
- Algebra 1
- Geometry

Math, Reading and Language Academy (Grades 2-3)
Presenter: Amanda Click
Location: Rancho Campus, Room CD-124A
Class: #88384
Date: 6/6 – 6/30 – M, T, W, TH
Time: 9:06am – 12:30pm
Fee: $315
Would you like to reinforce what your child learned last year and help them get a head start on next year’s curriculum? The program, taught by a credentialed teacher, will teach a combination of math, reading, and language arts for students entering grades 2-3. Depending upon the age of your student, this workshop can be used as remedial practice from the previous year or can be used to get a head start on the grade your student is about to begin.

Math, Reading and Language Academy (Grades 4-5)
Presenter: Amanda Click
Location: Rancho Campus, Room CD-124B
Class: #87761
Date: 6/6 – 6/30 – M, T, W, TH
Time: 9:06am – 12:30pm
Fee: $315
This program, taught by a credentialed teacher, will teach a combination of math, reading, and language arts for students entering grades 4-5. Depending upon the age of your student, this workshop can be used as remedial practice from the previous year or can be used to get a head start on the grade your student is about to begin.

Professional Development

Become a Notary Public in One Day
Presenter: Notary Public Seminars
Location: Rancho Campus, Room HS-143
Class: #88374
Date: 2/20 – Saturday
Time: 8:06am – 6:00pm
Location: Rancho Campus, Room HS-143
Class: #88375
Date: 4/30 – Saturday
Time: 8:06am – 6:00pm
Fee: $129 includes source book
Requirements: Must have a clean record.
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 for 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: #83378
Date: 2/23 – Saturday
Time: 12:45pm – 6:00pm
Location: Rancho Campus, Room HS-143
Class: #83377
Date: 4/30 – 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 5:00 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 HS-132
Class: #83379
Date: 4/2 – 4/3 – Saturday and Sunday
Time: 9:00am – 6:00pm
Fee: $256 (includes guide book and certificate from NPS)

This program is intended for individuals 21 years of age or older with a clean record. As a Child Visitation Monitor, you will monitor the visit to provide a measure of safety for the child. This program teaches you 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 Visitations Part III
Presenter: Notary Public Seminars
Location: Rancho Campus, Room HS-132
Class: #83380
Date: 4/9 – Saturday
Time: 9:00am – 6:00pm
Fee: $139 (includes guide book and certificate from NPS)

Our hands-on program will illustrate 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. 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 HS-132
Class: #83381
Date: 5/14 – Saturday
Time: 9:00am – 4:00pm
Fee: $159 (includes source book and certificate from NPS)

California’s real estate industry is in need of Notaries to serve as loan document specialists. You will review a practice loan package and 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 HS-132
Class: #83382
Date: 5/28 – Saturday
Time: 10:00am – 4:00pm
Fee: $159 (includes guidebook and certificate from NPS)

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 learn how to be a liaison between the agent, buyer, seller, and multiple vendors; learn how to complete all necessary escrow paperwork, 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: Jenal Morehead
Location: Rancho Campus, Room HS-133
Class: #83401
Date: 2/2 – 2/23 – Tuesdays
Time: 6:00pm – 9:00pm
Location: Fontana Campus, Room FNLC-125
Class: #83413
Date: 4/25 – 5/16 – M-F
Time: 6:00pm – 8:00pm
Fee: $39 (includes workbook)

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. 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.
Grant Writing and Proposal Development
Presenter: Jenai Morehead
Location: Rancho Campus, Room HS-133
Class: #84400  
Date: 4/5 - 4/26 - Tuesdays  
Time: 6:30pm - 8:00pm  
Fee: $149

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. 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.

Expanding Your Nonprofit Business – 5 Tips for Success
Presenter: Cathie Mostovoy
Location: Chino Campus, CHMB 263
Class: #88778  
Date: 4/6 - 5/11 – Wednesdays  
Time: 4:30pm - 6:00pm  
Fee: $160

This interactive workshop will show you how to develop an intentional and strategic expansion plan for your nonprofit while you continue to provide outstanding service to your clients. The goal of the workshop is to help organizations that have been in business for over 3 years achieve financial stability and sustainibility.

Marketing with Facebook® and Social Media®
Presenter: Robert Cohen
Location: Rancho Campus, Room BE-111
Class: #89391  
Date: 3/20 – Saturday  
Time: 9:30am – 12:00pm  
Fee: $75 (includes workbook and CD)

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.

Blogging for Fun and Profit
Presenter: Robert Cohen
Location: Rancho Campus, Room BE-111
Class: #83934  
Date: 3/26 – Saturday  
Time: 1:30pm – 4:00pm  
Fee: $75 (includes workbook and CD)

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!

Start Up a Homemade Food Business
Presenter: Caron Dry
Location: Rancho Campus, Room BE-111
Class: #83898  
Date: 2/20 – Saturday  
Time: 9:30am – 4:00pm  
Fee: $145

Take advantage of the new approved California Homemade Food Act (AB1616) and start living your dream of preparing food for profit. This step by step workshop 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 workshop is for you. Use your imagination, initiative, and readiness to undertake new projects.

Floral Design
Presenter: Picasso’s Flower Designs
Location: 8200 N. Haven Ave. #3106
Class: #83830  
Date: 2/11 – 3/10 – Thursdays  
Time: 6:00pm - 8:30pm  
Fee: $175

Students will learn composition of color, color coordination techniques, and floral arranging techniques through hands-on experience with fresh flowers. Students will develop a thorough knowledge of flowers, foliage, color scheme, simple composition, and light ribbon treatment for different occasions. Students will take their arrangements home!

Become a Makeup Artist
Presenter: Christina Gaudy-Pretiss
Location: Rancho Campus, Room HS-132
Class: #89109  
Date: 3/5 – 3/13 – Saturdays, Sundays  
Time: 10:30am – 2:30pm  

Do you want to train to be a makeup artist? Want to develop and use your talent as an entrepreneur or enter the industry? Learn from celebrity makeup artist and makeup line founder, Christina Gaudy The program fee includes one practice kit per student (limited to one per program - not provided in multiple sessions). Program designed for ages 18+ Enroll in all 4 sessions and save! All 4 sessions for $550! Enroll in Class #89108 and save $30!

Session 1
Beauty makeup for day wear and introduction to tools and sanitation  
Class: #89079  
Date: 3/5 – Saturday  
Time: 10:30am - 2:30pm  
Fee: $145

Session 3
Complete bridal makeup instructions, demo, and workshop  
Class: #89085  
Date: 3/12 – Saturday  
Time: 10:30am - 2:30pm  
Fee: $145

Session 2
All about eyes, false lash demo, and smoker eye  
Class: #89083  
Date: 3/6 – Sunday  
Time: 10:30am – 2:30pm  
Fee: $145

Session 4
Makeup Laboratory and Review – opportunity for additional training, topics, and practice  
Class: #89090  
Date: 3/13 – Sunday  
Time: 10:30am – 2:30pm  
Fee: $145

Cal OSHA 30 - General Industry
Presenter: Victor Pimentel
Location: InTech Center, 1 California Steel Way, Bldg A, Fontana
Class: #89076  
Date: 4/25 – 4/29 - Mon - Fri  
Time: 7:00am - 2:30pm  
Fee: $525 (Includes OSHA card and book)

Get your Cal OSHA 30 certification for general industry. Topics covered include requirements to obtain your state certification.
Enrichment

SAT Ultimate Program Prep - Test Date: 3/5
Presenter: The Princeton Review
Location: Rancho Campus, Room HS-106
Class: #89098
Date: 1/23 – 3/2 - Sat, Mon, Wed
Time: 9:00am – 1:30pm - Sat
Time: 6:00pm – 8:30pm - Mon, Wed
Fee: $1,099

SAT Ultimate Program Prep - Test Date: 5/7
Location: Rancho Campus, Room HS-106
Class: #89004
Date: 3/6 – 5/7 - Sat, Sun
Time: 9:00am – 11:30am - Class
Time: 9:00am – 1:30pm - Sample Tests
Fee: $1,099

Want a guaranteed 100-point SAT score? Take the Ultimate 25-hour course, our most comprehensive program to prep students for every aspect of the new Redesigned SAT. See detailed schedule upon registration at www.chaffey.edu/communityed, program calendar.

SAT Fundamentals Program Prep - Test Date: 3/5
Presenter: The Princeton Review
Location: Rancho Campus, Room CAA-215
Class: #89000
Date: 1/23 – 2/27 - Sat, Mon, Wed
Time: 9:00am – 1:30pm - Sat
Time: 6:00pm – 8:30pm - Mon, Wed
Fee: $699

SAT Fundamentals Program Prep - Test Date: 5/7
Location: Rancho Campus, Room HS-101
Class: #89027
Date: 3/6 – 4/23 - Sat, Sun
Time: 9:00am – 11:30am - Class
Time: 9:00am – 1:30pm - Sample Tests
Fee: $699

Don’t have time for our comprehensive program, but still need help? Our Fundamentals 15-hour option will cover the basics and provide instruction and practice to help you improve your score. Students will also gain access to supplemental content in an online student portal. See detailed schedule upon registration at www.chaffey.edu/communityed, program calendar.

ACT Ultimate Program Prep - Test Date: 4/9
Location: TBD
Class: #89031
Date: 2/27 – 4/5 - Sat, Tues, Thurs
Time: 9:00am – 1:30pm - Sat
Time: 6:00pm – 8:30pm - Tues, Thurs
Fee: $1,099

ACT Ultimate Program Prep - Test Date: 6/11
Location: TBD
Class: #89107
Date: 4/16 – 6/5 - Sat, Sun
Time: 12:00pm – 4:30pm
Fee: $1,099

Want a guaranteed 3-point ACT score improvement? Take the Ultimate 25-hour course, our most comprehensive program to prep students for every aspect of the ACT. See detailed schedule upon registration at www.chaffey.edu/communityed, program calendar.

Technology

QuickBooks for the Everyday User – The Basics and Beyond
Presenter: Pat Hartley
Location: Rancho Campus, Room BE-113
Class: #88403
Date: 1/30 – Saturday
Time: 8:00am – 4:00pm
Fee: $175

This hands-on workshop is designed for the entrepreneur who needs to understand QuickBooks Pro 2015 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. 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: #88402
Date: 3/5 – 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 menu, track and manage customers and vendors, manage bank and credit card transactions, prepare reports, and maintain all. You will also learn many quick and easy tips and tricks.

Turbo-Boo! Your Microsoft Office Skills
Presenter: Bill Napoli
Location: InTech Center, 1 California Steel Way, Bldg A, Fontana
Class: #89074
Date: 3/4 – Friday
Time: 8:00am – 4:30pm
Fee: $99

This training session will take attendees’ Microsoft Office skills to the next level and will offer strategies and shortcuts that will increase efficiency and decrease time in repetitive tasks.

Emotional and Cultural Intelligence
Presenter: Wendy Deras
Location: InTech Center, 1 California Steel Way, Bldg A, Fontana
Class: #89046
Date: 2/21 - Thursday
Time: 8:00am – 4:30pm
Fee: $99

This workshop is intended to help resolve internal conflicts, enhance teamwork, motivate self and others toward greater productivity and maximize personal strengths while minimizing weaknesses.

Cal OSHA 10 - General Industry
Presenter: Victor Pimentel
Location: InTech Center, 1 California Steel Way, Bldg A, Fontana
Class: #89110
Date: 5/20 – 5/21
Time: 7:00am – 2:30pm – Friday
Time: 7:00am – 11:45am – Saturday
Fee: $219 (includes OSHA card and book)

Get your Cal OSHA 10 certification for general industry. Topics covered include requirements to obtain your state certification.
ACT Fundamentals Program Prep - Test Date: 4/9
Location: TCD
Class: #89105
Date: 2/27 – 4/2 – Sat, Tues, Thurs
Time: 9:00am – 1:30pm – Sat
Time: 6:00pm – 8:30pm – Tues, Thurs
Fee: $699

ACT Fundamentals Program Prep - Test Date: 6/11
Location: TCD
Class: #89108
Date: 4/16 – 5/22 – Sat, Sun
Time: 12:00pm – 4:30pm
Fee: $699

Don’t have time for our comprehensive program, but still need help? Our Fundamentals 15-hour option will cover the basics and provide instruction and practice to help you improve your score. Students will also gain access to supplemental content in an online student portal. See detailed schedule upon registration at www.chaffey.edu/communityed, program calendar.

Natural As
Presenter: Curtis Adney
Location: Rancho Campus, Room BE-102
Class: #88410
Date: 1/31 – Sunday
Time: 9:00am – 12:00pm
Fee: $79 (Comprehensive Workbook included)

Do you have test anxiety? Do you want to get ahead but worry about exam results? With this program you can learn to overcome these fears. Those who test well in school, secure better jobs, and get promoted faster.

What Were You Born To Do?
Discover Your Natural Talent!
Presenter: Curtis Adney
Location: Rancho Campus, Room BE-102
Class: #88409
Date: 1/31 – Sunday
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.

Floral Design
Presenter: Picazo’s Flower Designs
Location: 8200 N. Haven Ave. #3106
Class: #88830
Date: 2/11 – 3/10 – Thursdays
Time: 6:00pm – 8:30pm
Fee: $175

Participants will learn composition of color, color coordination techniques, and floral arranging techniques through hands-on experience with fresh flowers.

Floral Arranging – Valentine’s Day Arrangement
Presenter: Picazo’s Flower Designs
Location: 8200 N. Haven Ave. #3106
Class: #88841
Date: 2/10 – Wednesday
Time: 6:00pm – 9:00pm

Floral Arranging – Easter Day Arrangement
Presenter: Picazo’s Flower Designs
Location: 8200 N. Haven Ave. #3106
Class: #88844
Date: 3/24 – Thursday
Time: 6:00pm – 9:00pm
Fee: $65

Floral Arranging – Mother’s Day Arrangement
Class: #88846
Date: 5/4 – Wednesday
Time: 6:00pm – 9:00pm
Fee: $79
Learn about the basic techniques, supplies, and design concepts used by professional florists to create beautiful spring arrangements. Learn how to prepare beautiful seasonal flowers and enhance your designs with a variety of high-end flowers and ‘olige’. Join us and create your own arrangement to take home and enjoy! Materials provided.

How to Sell on eBay
Presenter: Frances Greenspan
Location: Rancho Campus, Room BE-103
Class: #88338
Date: 1/23 – 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!? NEW

Delicious Dish Series: Mediterranean Meal Time
Presenter: Mark Ford
Location: Chino Community Center
Class: #89071
Date: 2/9 – 2/16 – Tuesdays
Time: 4:00pm – 6:00pm
Fee: $99
Learn how to prepare a healthy meal following the Mediterranean diet. Through a demonstration format, learn how to cook with grains, vegetables, and herbs. Learn from our own professor and chef, Mark Ford!

Delicious Dish Series: A Taste of Mexico
Presenter: Mark Ford
Location: Chino Community Center
Class: #89070
Date: 3/1 – 3/8 – Tuesdays
Time: 4:00pm – 6:00pm
Fee: $69
Learn how to work with spices, chiles, and herbs. Through a demonstration format, spice up your cooking and learn from our own professor and chef, Mark Ford!

Retirement Planning
Presenter: Edward Yoon
Location: Rancho Campus, Room HS-133
Class: #88395
Date: 1/21 – 1/28 – Th
Time: 6:30pm – 9:30pm
Location: Chino Campus, Room CHMB-161
Class: #88397
Date: 1/26 – 2/2 – T
Time: 6:30pm – 9:00pm

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.
Chaffey College offers courses to fit your needs day, evening, and online classes.

- FAST TRACK 8-Week Accelerated Courses
- More Classes/Programs
- Guarantee Transfer Programs
- Academic and CTE Programs
- Financial Aid/Scholarships Available

THREE CAMPUSES
- Rancho Cucamonga
- Fontana
- Chino

APPLY TODAY www.chaffey.edu
Spring programs will be offered at the four locations listed below.

RANCHO CUCAMONGA CAMPUS
5885 Haven Avenue, Rancho Cucamonga, CA 91737
909/652-6064

FONTANA CENTER
16855 Merrill Avenue, Fontana, CA 92335

CHINO INFORMATION TECHNOLOGY CENTER
13170 Seventh Street, Chino, CA 91710

CHINO CAMPUS
5897 College Park Avenue, Chino, CA 91710

Chaffey College

Get your education on the FAST TRACK!

- 8-Week Accelerated Courses
- Classes Start March 21
- Registration Opens February 29
- Day, Evening, and Online Classes
- Over 200 Courses to Choose from

APPLY TODAY at www.chaffey.edu

THREE CAMPUSES
Rancho Cucamonga • Fontana • Chino