PURSUE IT AT CHAFFEY COLLEGE!

Opportunities for Personal Development and Professional Training
Thank you for your interest in Chaffey College Community Education and Professional Development programs. Our program brings you many not-for-credit seminars and workshops to choose from all held in convenient locations right in your own neighborhood. Are you searching for help in finding a meaningful career? Would you like to learn how to operate a successful business? Now is the time to explore the possibilities. Join us for the latest educational and training solutions to meet your individual and/or business needs.

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

ONLINE
Visit www.chaffey.edu/communityed and click on the “Register” tab to process your registration our secure website with your credit card and secure your seat today. 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 confirmation via email.

IN PERSON
Complete page 35 & visit the Admissions & Records Office at any of our three campuses. Please visit our website for more information.
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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.

STUDENT RECORDS
Students who would like documentation of participation in a Community Education program may submit a request via email to communitysvs.staff@chaffey.edu. A form will then be mailed to your address on file. 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. Please allow up to seven (7) business days for processing.

HOURS OF CONTINUING EDUCATION
Certain programs in the schedule may be designated with “CEU” to offer hours of continuing education. Chaffey College has been granted provider status to offer these programs by state continuing education agencies. Students who satisfactorily complete these programs will receive a certificate attesting to the completion of the hours. The number of stated hours may be applied toward requirements for the renewal of a license or certification.

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.
Math, Reading & Language Academy
Grades 2-3
A credentialed teacher will lead this workshop on a combination of math, reading, and language arts for students entering grades 2-3. Math topics covered will include addition and subtraction of two-digit and three-digit numbers, multiplication concepts, place value, rounding, and adding and subtracting simple fractions. Reading topics covered will include utilization of grade-appropriate literature, phonics skills, new vocabulary, and reading comprehension strategies. Language/Writing topics will include an introduction to narrative texts as well as how to write a friendly letter. Handwriting and cursive skills will also be emphasized. Depending upon the age of your student, this workshop can be used as remedial practice from the previous year or can be used as a way to get a head start on the grade that your student is about to begin.

Location: Rancho Campus
Class # 74011
Date: 6/3-6/27 Mon-Thurs
Time: 9:00am-12:00pm
$315
Presenter: Advanced Tutoring

Math Academy Grades 2-3
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 & repeated addition
- Week 2: Recognizing and comparing fractions
- Week 3: Organizing and comparing data using charts & graphs
- Week 4: Introduction to division using equal groups
- Week 5: Solving word problems & how to justify your reasoning

Location: Rancho Campus
Class # 78251
Date: 7/2-7/30 Tuesdays
Time: 8:00am-10:00am
$109
Presenter: Advanced Tutoring

Math Academy Grades 4-5
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 problems skills and probability
- Week 5: Solving multi-step problems using a combination of addition, subtraction, multiplication and division; and the introduction of letter variables

Location: Rancho Campus
Class # 78236
Date: 7/2-7/30 Tuesdays
Time: 10:30am-12:30pm
$109
Presenter: Advanced Tutoring

Reading & Language Academy Grades 2-3
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. A great way to help prepare your child for the next grade level!

Location: Rancho Campus
Class # 78253
Date: 7/1-7/29 Mondays
Time: 8:00am-10:00am
$109
Presenter: Advanced Tutoring

Math, Reading & Language Academy
Grades 4-5
A credentialed teacher will lead this workshop on a combination of math, reading, and language arts for students entering grades 4-5. Math topics covered will include addition review, subtraction review, multiplication concepts, division concepts, time, measurement, and money. Reading topics covered will include utilization of grade appropriate literature, phonics skills, new vocabulary, and reading comprehension strategies. Language topics will include how to write various types of essays and paragraphs including autobiographical, narrative, biographical, informative, and persuasive. A great way to help prepare your child for the next grade level!

Location: Rancho Campus
Class # 73971
Date: 6/3-6/27 Mon-Thurs
Time: 9:00am-12:00pm
$315
Presenter: Advanced Tutoring
Reading & Language Academy Grades 4-5
Reading topics covered 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 student, this workshop can be used as remedial practice from the previous year or can be used as a way to get a head start on the grade that your student is about to begin.

Location: Rancho Campus
Class # 78237
Date: 7/1-7/29 Monday
Time: 10:30am-12:30pm
$109
Presenter:
Advanced Tutoring

Pre Algebra Academy
A credentialed teacher will lead this workshop in introduction to Pre Algebra for students wishing to prepare for, or those needing review in, Pre Algebra. Topics include review of elementary mathematics and principles, introductions to signed numbers, beginning rules for algebraic evaluations, and algebraic equations. This workshop is both a great review and preparation for junior high or high school Pre Algebra. Ages 10-16
Week 1: Review of Fractions and Introduction to Integers
Week 2: Review of Decimals and Operations with Integers
Week 3: Review of Percents and Simplifying Expressions with Evaluation
Week 4: Beginning Equations, Addition and Subtraction
Week 5: Beginning Equations, Multiplication and Division

Location: Rancho Campus
Class # 78238
Date: 7/3-7/31 Wednesday
Time: 8:00am-10:00am
Location: Chino IT Center
13170 Seventh St. Chino
(CHTC Building)
Class # 78241
Date: 7/3-7/31 Wednesday
Time: 8:00am-10:00am
$109
Presenter:
Advanced Tutoring

Algebra I Academy
A credentialed teacher will lead this workshop in introduction to Algebra I. The workshop will include variables and algebraic equations, integers, inequalities, and simplifying expressions. Students will also gain a base knowledge of problem solving strategies. This is a great way to get a head start on Algebra I!
Ages 12-16
Week 1: Integers and Variables
Week 2: Simplifying Expressions Using Evaluation
Week 3: Addition and Subtraction Equations
Week 4: Multiplication and Division Equations
Week 5: Multi-Step Equations and Beginning Polynomials

Location: Rancho Campus
Class # 78239
Date: 7/3-7/31 Wednesday
Time: 10:30am-12:30pm
Location: Chino IT Center
13170 Seventh St. Chino
(CHTC Building)
Class # 78242
Date: 7/3-7/31 Wednesday
Time: 10:30am-12:30pm
$109
Presenter:
Advanced Tutoring

Geometry Academy
A credentialed teacher will lead this workshop in introduction to high school Geometry. Topics include geometric definitions and constructions, congruence and measurement, reasoning skills, proofs, and theorems. This is a great way to prepare for a fall geometry class!
Ages 12-16
Week 1: Geometric Definitions and Constructions
Week 2: Constructions and Introduction to Theorems
Week 3: Inductive and Deductive Reasoning
Week 4: Triangle Theorems and Postulates, Setting up a Proof
Week 5: Multi-Step Proofs Using Triangular Congruence and Similarity

Location: Rancho Campus
Class # 78240
Date: 7/1-7/22 Monday
Time: 1:00pm-3:30pm
$109
Location: Chino IT Center
13170 Seventh St. Chino
(CHTC Building)
Class # 78243
Date: 7/2-7/30 Tuesdays
Time: 8:00am-10:00am
Presenter:
Advanced Tutoring

GET A HEAD START IN YOUR UPCOMING CLASSES!
REGISTER ONLINE @ WWW.CHAFFEY.EDU/COMMUNITYED
Mobile App Development
Learn how to create your own fun and interesting mobile applications in Freshi Media’s Mobile App Development program. Using Game Salad software, students are mentored through the app design process and learn how to create dynamic characters and interesting story elements. Students are also taught about app publishing, so they can post future app creations to the Apple and Android store! This workshop is meant to introduce students to the app design and creation process, and students are encouraged to continue designing app based games beyond the classroom. Create, design and develop with Freshi Media’s Mobile App Design!

Video Game Design—Beginning
Calling all video game fans! Have you ever wondered how some of your favorite video games are made? Learn the foundations for Game Creation and develop your own virtual worlds in this fun-filled introductory academy. Once finished, you will have taken the first step towards creating a great, unique game. Beginning game developers work in pairs to conceive, design, and build their own original computer game from scratch. Everything created for their game is original to the team – the characters, the action, the background, the music, and the format. Participants learn fundamental game elements such as character movement and setting the high score and will have the opportunity to build an interactive single platform game that can be shared with friends online. Every team completes a game by the end of the program. The games will be posted on www.freshimedia.com and/or can be downloaded onto a personal thumb drive on the last day of the program. Ages 8-13

PLEASE NOTE: Software and final games are for PC only, but Mac users can play the games through the website.

Workshops are filling fast! Register today.

Video Game Design—Intermediate to Advanced
If you have taken Beginning Video Game Design and are interested in expanding your game design knowledge, this academy will be perfect! This program includes both intermediate and advanced students allowing participants to work at a slower or more advanced pace dependent upon individual needs and aptitudes. Returning game designers can expand on their previous game or start a totally new game! Both intermediate and advanced students are mentored through lessons which will expand their knowledge of techniques such as running and jumping, advanced character movement, randomly appearing challenges, and creating a more complex appearance and layout. Advanced students will learn multiple game genres, how to create cut-scenes, and how to apply game effects during action sequences. Students may work individually or with a partner; however, pairing with a partner is recommended if both students would like to create a brand new game and share a similar game concept. All completed work will be posted on www.freshimedia.com and/or can be downloaded onto a personal thumb drive on the last day of the program. Ages 8-13

PLEASE NOTE: Software and final games are for PC only, but Mac users can play the games through the website.
Natural A’s
Any student can significantly enhance grades, self-confidence, and chances for scholarships and college admissions by performing academic skills in alignment with the brain’s natural patterns. This makes 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**

Test Taking Secrets for School and Work
Those who test well EXCEL IN SCHOOL, get BETTER JOBS QUICKER, 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; BAR exam; and any employment, entrance, and promotion exam. Learn how to prevent test anxiety, increase focus and concentration and reason your-way to the right answer. Discover the 3 biggest mistakes every test-taker makes and how to correct them NOW! **Ages 12 and Up**
College & Career Exploration Summer Series

Are you a high school student or recent graduate trying to decide what’s next for you after high school? Are you considering Chaffey College? Do you want to know what a college classroom feels like before you get started? Do you want to know what technical programs your community college offers that align with careers in our region?

Check out our College & Career Exploration Summer Series! You will have the opportunity to hear directly from a college professor about the key courses, experiences, and information you need to know when deciding on a program of study at Chaffey College. We want you and your family to get the most out of every dollar you spend on a college education. Chaffey College wants to help you explore programs, know your options, and experience college first-hand at one of our conveniently located campuses. Register today for one of the scheduled programs below!

- **How to Become a Maintenance Electrician/Technician**, Chino IT Center
  - Class # 78481
  - Tuesday, June 18
  - 4:30 pm-6:30 pm

- **Radiology Technology Program**, Rancho Campus
  - Class # 78514
  - Wednesday, June 19
  - 5:00 pm-7:00 pm

- **Pathways to Careers in K-12 Teaching & Education**, Rancho Campus
  - Class # 78516
  - Thursday, June 20
  - 9:00 am-12:00 pm

- **Automotive Technology Pathways**, Rancho Campus
  - Class # 78482
  - Monday, June 24
  - 10:00 am-12:00 pm

- **Career Opportunities in the Hospitality Industry**, Chino Campus
  - Class # 78522
  - Monday, July 29
  - 8:00 am-11:00 am

- **Criminal Justice: A Career Field for Anyone**, Rancho Campus
  - Class # 78518
  - Wednesday, June 26
  - 9:00 am-12:00 pm

- **Aviation Maintenance Technician: What is it?**, Rancho Campus
  - Class # 78521
  - Monday, July 15
  - 9:00 am-12:00 pm

Your attendance at any of these workshops will include one entry to win two AMC movie tickets, compliments of the Chaffey College Foundation.

To learn about other college and career exploration resources and events, visit [www.chaffey.edu/cte](http://www.chaffey.edu/cte)

Funded through the California Community Colleges Chancellor’s Office by the Governor’s Career Technical Education Initiative (SB 70/SB 1133).

FREE!
AHA Heartsaver CPR AED—All Ages
This workshop is designed to prepare individuals to provide CPR and use AED in a safe, timely, and effective manner. The workshop goals include cognitive and psychomotor objectives. Heartsaver CPR AED is a classroom, video-based, instructor-led workshop that teaches adult CPR and AED, how to relieve adult choking, child CPR and AED use, infant CPR, and child and infant choking. Upon successful completion of the workshop, including a skills test, students receive a Heartsaver CPR AED completion card valid for 2 years.

Location: Rancho Campus
Class # 78450
Date: 7/22 Monday
Time: 6:00pm-9:30pm
Class # 78451
Date: 8/19 Monday
Time: 6:00pm-9:30pm
Class # 78452
Date: 9/14 Saturday
Time: 1:00pm-4:30pm
Class # 78453
Date: 10/1 Tuesday
Time: 6:00pm-9:30pm
Location: Chino Campus
13170 Seventh St. Chino
(CHTC Building)
Class # 78449
Date: 7/11 Thursday
Time: 1:00pm-4:30pm

$55
Presenter: CPR Success

CPR Success is an approved American Heart Association Training Center. Our curriculum is regularly reviewed and updated according to current laws, standards, information and ASHI guidelines—quality instruction you can trust. Our team of multi-certified instructors (AHA, NS, ASHI) are experienced, thorough, friendly and fun—assuring your success in class. Our lesson plans and teaching strategies are presented in clear, easy to understand language—just what you need. Our years of experience, dependability and service offer you peace of mind and quality education.
AHA Heartsaver Pediatric First Aid CPR AED—All Ages

This workshop covers adult, child, and infant CPR, and use of the AED (Automated External Defibrillator) as well as relief in choking. Heartsaver First Aid provides training in basic first aid procedures including the first aid skills recommended by OSHA. The workshop covers first aid basics, medical emergencies, injury emergencies, and environmental emergencies.

Location: Chino Campus
Class # 78458
Date: 8/6 Tuesday
Time: 9:00am-3:30pm

Class # 78459
Date: 9/19 Thursday
Time: 9:00am-2:30pm

Class # 78460
Date: 10/21 Monday
Time: 9:00am-3:30pm

$80

AHA Heartsaver First Aid Only

This workshop provides training in basic First Aid—scene safety, first aid for choking, breathing problems and shock; injuries including bleeding, broken bones, burns; and environmental emergencies including actions for bites, stings, temperature related and poison emergencies. Upon successful completion, including a skills test, students receive a Heartsaver First Aid workshop completion card, valid for 2 years.

Location: Rancho Campus
Class # 78444
Date: 7/11 Thursday
Time: 8:00am-11:30am

Class # 78445
Date: 7/22 Monday
Time: 6:00pm-9:30pm

Class # 78446
Date: 8/9 Friday
Time: 6:00pm-9:30pm

Class # 78448
Date: 10/3 Thursday
Time: 6:00pm-9:30pm

Location: Chino Campus
13170 Seventh St. Chino
(CHTC Building)
Class # 78447
Date: 9/11 Wednesday
Time: 8:00am-11:30am

$80

NEW!

NEW!

NEW!
AHA Heartsaver Bloodborne Pathogens
This workshop is designed to meet Occupational Safety and Health Administration (OSHA) requirements for bloodborne pathogens (BBP) training when paired with site-specific instruction. The American Heart Association’s course uses the PACT acronym (Protect, Act, Clean, Tell) and slogan, “Make a PACT, Know How to Act,” to help students learn and easily recall bloodborne pathogens training. The workshop can be taken as first-time training or renewal of bloodborne pathogens training.

Location: Rancho Campus
Class # 78465
Date: 7/30 Tuesday
Time: 6:00pm-7:30pm

Class # 78467
Date: 9/28 Saturday
Time: 9:30am-11:00am

Class # 78468
Date: 10/7 Monday
Time: 6:00pm-7:30pm

Location: Chino Campus
13170 Seventh St. Chino (CHTC Building)
Class # 78466
Date: 8/22 Thursday
Time: 9:00am-10:30am

Class # 78469
Date: 10/30 Wednesday
Time: 9:00am-10:30am

$35
Presenter: CPR Success

Child and Babysitting Safety (CABS)
This workshop covers child safety and basic care techniques for infants and children. The program is geared towards adolescents and is not intended for daycare workers. The workshop provides fundamental information for home childcare workers or babysitters. CABS topics include child safety, play, feeding, and emergencies. Topics include:
- Getting Started
- Babysitting as a Business
- Safety and Injury Prevention
- Leadership
- Play Time
- Basic Caregiving Skills
- First Aid

CABS helps teenagers develop the skills and confidence to become a great babysitter.

Location: Rancho Campus
Class # 78464
Date: 10/5 Saturday
Time: 9:00am-3:30pm

Location: Chino Campus
13170 Seventh St. Chino (CHTC Building)
Class # 78463
Date: 8/5 Monday
Time: 9:00am-3:30pm

$80
Presenter: CPR Success

Preventative Health & Safety Training
This one day workshop is approved by the Emergency Medical Services Authority (EMSA). This workshop is designed for daycare providers, childcare workers, foster parents, preschool teachers and anyone working with children wanting to obtain a state-required certificate.

The State of California (Through Title 22, Division 9, Chapter 1.1 of the California Code of Regulations) requires new Childcare Providers to attend 7 hours of Preventive Health & Safety Training. All Childcare Providers must attend a 7 hour workshop on the following material before being licensed to care for children. Topics include: Staff illness and Exclusion Policy, Caring for Children with Mild Illness, Medication Administration Policy, Communication About Illness in Child Care, Children with Special Needs, Emergency Illness Procedures, and much more...

Classroom format is ideal for those who prefer group interaction and feedback.

$79
Presenter: CPR Success

NEW!

REGISTER ONLINE @ WWW.CHAFFEY.EDU/COMMUNITYED
Personal Fitness Trainer Certification

Full & Part Time Careers — Flexible Hours — Supplemental Income
Personal Fulfillment — Entrepreneurship
SIGN UP TODAY! Limited Seating and Classes Start Soon!

Days/Times: Saturdays, June 29 – August 31, 2013
9:00am – 2:00pm
$699 (required textbook is an additional $93.97)

FREE MANDATORY Information Session

Date: Saturday, June 15, 2013
Time: 10:30 am
Where: Gym – 133
Rancho Cucamonga Campus,
5885 Haven Avenue
Rancho Cucamonga, CA 91737

RSVP TODAY!
summer/2013/personaltrainerinfo.eventbrite.com/

To order your book and start the required reading or to obtain additional program details,
contact W.I.T.S. at 888.330.9487
or visit www.witseducation.com

To register for the program visit:
www.chaffey.edu/communityed/

W.I.T.S.
“Educational Excellence For Fitness Professionals”

NEW!
Clinical Medical Assistant Training
As a Clinical Medical Assistant, you will be trained to work in a physician’s office or in a clinic setting. The program combines classroom instruction of 134 hours and offsite externship of 160 hours to provide students with a comprehensive learning experience.

What do medical assistants do?
Medical assistants work in the offices of health practitioners completing administrative and clinical duties. Typical duties also include the following:

- Take Patient History and Measure Vital Signs
- Help the Physician with Patient Examinations
- Give Patient Injections as Directed by the Physician
- Prepare Blood for Laboratory Tests

More physicians are adopting electronic health records (EHR), which are changing medical assistants’ jobs. Assistants must learn the EHR software that their offices use. In larger practices or hospitals, medical assistants may specialize in either administrative or clinical work.

What do medical assistants earn?
In 2012, the median annual salary of medical assistants in Riverside and San Bernardino Counties was $27,185*. Most medical assistants work full time and in some cases during evenings or weekends to cover shifts in medical facilities that are always open.

What does the future hold for this field?
Employment of medical assistants in the Inland Empire is expected to grow by 23.1% from 2010 to 2020*. An increasing number of group practices, clinics, and healthcare facilities need support workers, particularly medical assistants, to do administrative and clinical duties. Additional demand for medical assistants is expected as a result of new and changing tasks for this role as part of the medical team.

See information below to register for this free information session.

Online Medical Training presented by Boston Reed College

Electronic Healthcare Record Specialist
This online program will prepare you to choose, implement, and maintain electronic health record systems and complete a national certification exam. You will participate in 216 hours of online instruction with weekly instructor led webinars to meet and learn with your classmates.

Medical Administrative Assistant
What do medical administrative assistants do?
A Medical Administrative Assistant can pursue employment as a healthcare professional in a physician’s office or clinical setting. Medical Administrative Assistants greet patients, provide excellent customer service, make appointments, answer the telephone, and participate in the management of the practice. This program provides an excellent training opportunity for anyone with a desire to work in the thriving healthcare field helping people.

To register or obtain more information about these programs, call Boston Reed College at (800) 201-1141 or visit www.adultedreg.com/chaffey

*According to data from the California Employment Development Department Labor Market Division
California State Approved Program

Program Begins
August 20, 2013

10-Week Intensive Training

Requirements:
Possess high school diploma or GED
Pass medical and background screening
Attend program information session

$2,299 + materials, textbook, and exam fee
(This program is not eligible for Financial Aid)
68 hours In-Class Training
80 hours Clinical Training

Mandatory Information Sessions
All sessions are held at the Rancho Cucamonga Campus
in the Physical Science Bldg, Room 112.
R.S.V.P. for the Information Session of your choice at
http://fall2013phlebotomyinfo.eventbrite.com. Please ensure you arrive on time; late
individuals will not be admitted. Please monitor our website for updates.

June 10, 2013
4:00pm-5:00pm

June 13, 2013
8:30am-9:30am

Visit www.chaffey/communityed for more information.
EMT Refresher

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.

NOTE: CPR cards will be mailed to student’s address on file within five (5) business days. Please ensure your contact information is current.


Certification of continuing education units will be provided at the conclusion of the program based on the number of hours completed. Must complete a minimum of eight (8) hours.

REGISTER ONLINE @ WWW.CHAFFEY.EDU/COMMUNITYED  Page 16
Become A Notary Public In One Day

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

Take a three-hour approved notary refresher seminar. We will review all laws and regulations you are required to know to continue as a notary. You must take the exam and be fingerprinted again. 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 or State issued 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!

Register Today!

Notary Public Seminars Fill Quickly

REGISTER ONLINE @ WWW.CHAFFEY.EDU/COMMUNITYED
Become a Loan Signing Agent

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 page 17 for Notary Public details.)

Become a Child Visitation Monitor

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

Part I & II - 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.

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 résumé, 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 Transaction Escrow Coordinator

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
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 & Proposal Development
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.
LEARN HOW TO MANAGE YOUR WORKFORCE NEEDS MORE EFFECTIVELY!

REGISTER ONLINE @ WWW.CHAFFEY.EDU/COMMUNITYED
HR Part II - Human Resources Coaching

This program is intended for individuals who have taken HR Part I or have prior experience in the field. The program is designed to cover functions of human resources management, employment issues, and how you can assist in providing support to your organization.

Managing Workplace Changes & Diversity
Technological changes, changing demographics, and foreign competition are all of the challenges of the business environment today. How do we make a difference? How do we create a collaborative workplace? What are the leadership skills you will need to help your employees and company to be successful?

Performance Management & Evaluations
Learn the leadership skills and coaching tools needed for today’s successful manager in enticing employees to reach organizational goals. How do you coach management to establish performance standards and manage performance improvement issues? Learn the methods needed for management to help employees meet performance standards, counsel employees, and successfully coach employees to further development.

Effective Communication
Learn how communication is vital to the function of human resources. What is your role? How do you communicate effectively? What are some of the best tools to utilize? After this seminar, you will know the answers to these questions and be exposed to needed tools to be a more effective communicator.

Conflict & Ethics Management
Are you using methods to coach managers in communication when working with employees and coworkers to minimize conflict? Learn to utilize conflict as a creative opportunity. Are you aware of the impact a lack of ethics in the workplace can have on your company? You will gain an understanding of ethical violations in the work environment and how to respond. As a result of this session and your coaching, managers and supervisors will feel more comfortable with managing conflict and maintaining organizational integrity.

Employee Handbook & Policy/Procedure Development
Do you know the elements of developing an employee handbook, policies and procedures, and necessary processes within your organization? Learn these important practices in human resources.

Human Resources Training & Development
How do you develop a training program? What does it take to be effective and successful? Regardless of whether your company has a training department, it is still a vital function. Learn training techniques to provide appropriate training to staff and to measure improved performance.

Location: Rancho Campus
Class # 78293
Date: 10/23-12/4 Wednesday
Time: 6:00pm-9:00pm
$310
Includes binder and materials
Presenter: Beverly Bailey

IS YOUR ORGANIZATION IN COMPLIANCE WITH CURRENT EMPLOYMENT LAWS?

REGISTER ONLINE @ WWW.CHAFFEY.EDU/COMMUNITYED
Blogging for Fun and Profit

You will learn what a blog is, where blogs are found, and how to create a blog for free. Find out 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! Learn about affiliate programs, other ways to make money with blogging, and using your blog with social media sites. Topics include:

- What blogs are and who is using them
- Setting up and hosting your blog
- Using photos, video, and audio
- Blogging for business
- Selling ads on your blog
- Marketing your blog
- Building blog communities
- Using a blog as your website

Social Media Marketing

Is your business looking to utilize social media as another avenue for marketing your product or services? Go beyond just being a user on Facebook® and learn effective methods and tools that get results! 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®. 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.

From PR to Profit: Do-It-Yourself Public Relations for Small Businesses

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 show participants how to develop a strategic public relations campaign and generate publicity for their business, organization, or upcoming event. Specifically, participants will learn the following:

- How to write a press release
- How to make your company or product better known
- How to create a media list and establish a working relationship with media covering your industry
- How to integrate social media platforms into a strategic public relations campaign
- How to deal with the media during a crisis

COMMUNITY EDUCATION IS THE PERFECT SOLUTION FOR YOUR PROFESSIONAL DEVELOPMENT NEEDS

REGISTER ONLINE @ WWW.CHAFFEY.EDU/COMMUNITYED
Free Training for Manufacturing and Logistics Companies!

Chaffey College Workforce Training Institute partners with employers to deliver industry-driven training solutions. Our goal is to provide your workforce with enhanced skills to meet the increasing demand for a qualified employee base.

Our team is available to provide training needs assessments to deliver customized program solutions for your business or organization. Our mission is to deliver high quality training, creating opportunities for business and industry to compete in a global marketplace.

**Workforce Training/Contract Education**
- Employment Training Panel (ETP) Funds
- Customized Workforce Training & Consulting
- Industry Certified Trainers & Consultants
- Industry Recognized Certifications
- Specialized Fee Based Training
- Free Training Analysis
- Student Internships – Work Experience Opportunities

**Training and Certifications**
- Certified Six Sigma Green Belt
- Certified Logistics Associate & Technician
- Certified Resource Management
- Lean/5S Manufacturing & Healthcare
- MS Office Computer Skills
- Customer Service Skills
- Leadership: Management/Supervisory Skills
- Process Improvement
- Workplace English & Safety
- Industrial Electrical Craft Program
- DDJ Certified Training
- Entrepreneurial Training & Coaching

**Companies Served Include:**
- 3M
- Brighthouse Electric
- California Steel Industries
- Cardenas Markets
- Caterpillar
- Celestica
- Coca Cola
- Cott Beverages
- Covidien
- Fender Guitars
- Firth Rixson Rings
- iHerb.com
- Kaiser Permanente
- Kawasaki
- Northrop Grumman
- Nestle Waters
- Niagara Water
- OHL
- Patton’s Metal
- Working Solutions
- Payless Shoe Source
- Pier One
- Safariland
- SCE
- Sports Authority
- Stanley Black & Decker, Inc.
- Staples
- Technicolor
- Total Resources Int’l.
- Toys R Us
- Trek Bicycles
- Tropical Foods
- TST
- Ventura Foods
- Vista Metals
- Waterman Convalescent

For additional information, please contact:

**Sandra Sisco**

sandra.sisco@chaffey.edu

www.chaffey.edu/workforce/

13170 Seventh Street, Chino, CA 91710

**INCREASE YOUR SKILLS. INCREASE YOUR VALUE.**

REGISTER ONLINE @ WWW.CHAFFEY.EDU/COMMUNITYED
Word Power Using Microsoft Word® 2010

In today’s technologically advanced society, knowing how to create visually appealing documents is essential both in your personal life and in business. In this workshop, you will work through a series of entertaining projects that will have you creating attention-getting party letters, personal memos, fax cover-sheets, and booklets that feature colorful tables, borders, bulleted and numbered lists, pictures, clip-art, and SmartArt graphics. You will also work on projects that include adding a table of contents, index, columns, and a cover page to a booklet that you will create. After completing this workshop, you will be able to produce professional-grade documents and slash development time by creating and using templates and Quick Parts. Prior to the workshop, participants should possess the ability to operate standard computer equipment, install and open applications, and create and save files.

Spectacular PowerPoint® 2010 Presentations

Whether you are a public speaker, teacher, student, businessperson, 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. In this one-day workshop, you will create from scratch an eye-popping 15-slide PowerPoint presentation that will include charts, tables, clip-art, pictures, SmartArt diagrams, movie clips, video clips, WordArt, and bulleted lists. You will enliven the presentation by adding music and sound as well as transitions and animations. After completing this workshop, you will be able to use the skills you acquire to create powerful presentations for your own use. Prior to the workshop, participants should possess the ability to operate standard computer equipment, install and open applications, and create and save files.

Microsoft Access® 2010 in Just 2 Days

Access 2010 is a MUST for every successful home business and for everyone who wants to create and maintain a customized database for the home or office. In this workshop, you will design and build a complete Microsoft Access 2010 database from the ground up. This database includes customized tables, forms and sub forms, reports, menus, and password protection. As you work through this project, you will learn how to enter data, sort and filter records, create queries, and import and export data to Excel and Access. Prior to the workshop, participants should possess the ability to operate standard computer equipment, install and open applications, and create and save files.

Spreadsheet Magic Using Excel® 2010

Want to be able to create household budgets and other personal and business spreadsheets in a fraction of the time and effort that it takes you now? If so, this workshop is for you. Here you will find a wide variety of projects that will teach you a host of little-known Excel 2010 tricks and shortcuts. You will learn to create colorful worksheets containing intelligent tables, charts, formulas, and functions. You will create PivotTables to obtain quick, precise answers to questions about your data. In one very important project, you will learn how to print your worksheets in a skilled manner, avoiding the many common printing pitfalls that plague most Excel users. Prior to the workshop, participants should possess the ability to operate standard computer equipment, install and open applications, and create and save files.

Interested in comprehensive Microsoft® courses? Seeking advanced courses for employment? Check out Chaffey College’s complete list of credit courses in Business & Office Technologies.

Visit www.chaffey.edu/schedule/index.shtml
Adobe Acrobat X-Pro®:
Creating & Working with PDF Files
This program offers an introduction into the use of Adobe Acrobat that will help make your everyday job tasks easier and faster. Topics include:
- Overview of Menu Bar, Toolbars, and Navigation
- Setting preferences
- Creating PDFs from Different Applications
- Editing and Repurposing PDF File Contents (touch up text and images in PDF documents)
- Insert and edit PDF pages
- Optimize Files by reducing file size of PDF documents

$179
Includes book & CD
Presenter: Beverly Houwing

Get started with PDF’s

Adobe Acrobat X-Pro®:
PDF Work Flow & Interactive Forms
This program is designed to teach you how to create interactive PDF forms, create and use mark-ups, attaching files, manipulating PDFs, and document security. Topics include:
- Formatting form fields
- Creating calculating fields
- Using commenting tools
- Exporting, importing and filtering comments
- Comparing documents
- Resizing pages
- Adding hyperlinks
- Text recognition from scanned documents

$179
Includes book & CD
Presenter: Beverly Houwing

Increase your skills with PDF’s

QuickBooks® for the Everyday User:
The Basics and Beyond
Learn what’s new in QuickBooks 2013. Learn 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. Workshop topics include: Setup QuickBooks, work with lists, manage cash, track revenue, manage expenses, analyze financial reports, manage inventory, manage sales tax, and QuickBooks tips and tricks. Participants should possess basic computer skills prior to the workshop.

$175
Includes book & CD
Presenter: Pat Hartley

Photo Magic Using Adobe Photoshop®
Learn how to use Adobe Photoshop CS5® to turn ordinary family photos and other pictures into true photographic masterpieces. Working through a series of 19 progressively-more-complex projects, you will begin by retouching pictures to correct lighting and color, remove lines and blemishes from faces, insert and remove people, and objects from photos, and completely change backgrounds. In the more advanced projects, you will turn ordinary photos into watercolor and oil painting works of art and create a picture that depicts the New York Skyline set against the background of a California mountain range. In yet another fun project, you will create a picture that seems to show a lightning bolt crashing through the Eiffel Tower. Prior to the workshop, participants should possess the ability to operate standard computer equipment, install and open applications, and create and save files.

$145
Includes workbook & CD
Presenter: Bill Napoli

We also offer Event Photography See page 29
Assessment Strategies

Need to take an assessment test at Chaffey College? Want to learn about the impact of this test and strategies to do your best the first time? These workshops are designed to help incoming and current Chaffey College students SAVE TIME, SAVE MONEY, and SAVE STRESS by getting the most out of the College's assessment process. You will learn about the impact of the assessment and strategies to do your best the first time. Workshop price includes resources to use at home. The better you perform on the assessment, the closer you will be to college!

What Were You Born to Do?

You were born to make a unique contribution to humanity. Progressing toward this purpose brings joy and abundance. Straying from it causes stress and emptiness. To accomplish this 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. Elvis, Oprah, and Einstein were all just “doin’ what comes naturally.” 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.

Test Taking Secrets for School and Work

Those who test well EXCEL IN SCHOOL, get BETTER JOBS QUICKER, 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’s, and Exit Exams; BAR exam; and any employment, entrance, and promotion exam. Learn how to prevent test anxiety, increase focus and concentration and reason your-way to the right answer. Discover the 3 biggest mistakes every test-taker makes and how to correct them NOW! Ages 12 and Up

Fundamentals of Sales

This program is designed to teach you the fundamentals of selling, provide you with the information you need to understand the sales process, and where you fit in. This program will show you how to develop your selling skills, put into use selling tips and tools so they work for you, and take steps today, so you can make the sale. Find out how to become an expert of your product, look at your product from the eyes of your consumer, research the market and predict trends, position your product and your consumer, and how out-shine your competitor.

REGISTER ONLINE @ WWW.CHAFFEY.EDU/COMMUNITYED
Job Search Made Easy
In today’s world, finding a job involves more options now than ever! Identify which options are the best for you, your skills, and the job you want. This program gives you the information you need to make the best use of traditional methods and new innovative tools for job searching, networking, and getting your resume into the hands of prospective employers. Learn the ins-and-outs of everything from job searches, application, and strategies for increasing the likelihood of getting hired.

Resume Writing 101
Today, resumes must appeal to potential employers while also being optimized for the electronic age. Whether you are submitting a resume in person, or are emailing an electronic copy to be added to an online database, the words you use and the formatting you choose will make a big difference in whether or not you get that interview. This program walks you step-by-step through the creation of the most common sections found on resumes in today’s job market, in addition to helping you determine what information should be included.

Please bring a hard copy or an electronic copy of your resume.

Interview Preparation and Techniques
The interview is your opportunity to sell yourself to your prospective employers. Preparation is the key to success. Learn how to present yourself, what to prepare ahead, and the techniques and strategies for effectively communicating your value. Hands on activities provide live interview practice from start to finish.

Communication Essentials for the Workplace
Build the communication skills essential to becoming a persuasive, motivated, highly respected professional who gets phenomenal results working with others. Learn the secrets to conveying a confident, rapport-building impression. Get along with others on the job and get them to cooperate with you. Gain the powerful skills to help you communicate with tact, finesse, diplomacy and influence in this 4 hour workshop.
Find Your Excellence: Success Skills for Life

Develop more confidence, discover your strengths and weaknesses, learn better relationship skills, uncover your deepest desires and find the excellence in you! Take this opportunity to explore your passions and your potential as you participate in self-evaluation activities. This interactive, successful skills workshop is a fun way to bond with friends, heal relationships, find your purpose and change your life. Find the greatness in you!

Location: Rancho Campus
Class # 78421
Date: 7/11-8/1 Thursday
Time: 5:30pm-7:30pm
$180
Includes four different floral arrangements to take home!

Intermediate Floral Design

After mastering the basics in the introductory program, learn accelerated techniques in this advanced hands-on floral design workshop that is both fun and informative. TAKE HOME FOUR FLORAL ARRANGEMENTS!

Location: Rancho Campus
Class # 78422
Date: 8/6-8/29 Thursday
Time: 5:30pm-7:30pm
$180
Includes four different floral arrangements to take home!

Presenter: Freddie Marcos

Cash in with a Successful Home Based Business

Are you tired of working for someone else? Do you need to make more money? 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 information workshop, you will discover:

- Mandatory Legal Documentation
- Ways to Market Your Product/Service
- How to Take Tax Deductions
- More Than 100 Home Business Ideas

Location: Rancho Campus
Class # 78507
Date: 9/13 Friday
Time: 6:30pm-9:00pm
$65
Includes workbook & materials
Presenter: LeeAnne Krusemark

REGISTER ONLINE @ WWW.CHAFFEY.EDU/COMMUNITYED
Interested in a comprehensive college credit course that includes Adobe Photoshop?
Check out Chaffey College’s Introduction to Digital Photography.
Visit www.chaffey.edu/schedule/index.shtml

Tips and Techniques for Event Photography
This introduction to event photography is designed to provide tips and tricks to individuals whose interests or occupations involve photographing events such as ceremonies, conferences, corporate and non-profit events, fundraisers, entertainment activities, parties, etc. The program will include: overview of equipment, composition including background and framing, organizing groups, photographing the speaker or event honoree, and photographing activities in motion. Please bring camera equipment to the program.

Tips and Techniques for Family Photos
This introduction to family photography is designed to offer tips and tricks to individuals who are interested in taking better family photos, from family members to aspiring professional family photographers. The 3-hour program will cover all important aspects of taking better family photos. It will include an overview of equipment, photographic composition and framing (especially as it pertains to family photography), finding the best light, tips for posing individuals, arranging groups, and ideas for working with small children. A hands-on photo session with a family will be included, for attendees to practice the concepts discussed. Please bring camera equipment to the program.

Location: Rancho Campus
Class # 78484
Date: 8/10 Saturday
Time: 12:00pm-4:00pm
$59
Presenter: Linda Lewis
We also offer Photo Magic Using Adobe Photoshop. Please See page 25

Location: Rancho Campus
Class # 78485
Date: 10/5 Saturday
Time: 1:00pm-4:00pm
$59
Presenter: Linda Lewis
We also offer Photo Magic Using Adobe Photoshop. Please See page 25
Retirement Planning Today
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

How to Sell on eBay®
Everyone has lots of stuff in closets, drawers, and garages. Some are even paying for storage areas to hold onto this stuff. Why not make some money and clear out your stuff 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. Topics include: opening a seller account; examining the anatomy of the listing; writing descriptions to get into your buyer's view; researching tools for competitive pricing; keeping your seller rating high; using seller tools; completing transactions; shipping to save you and your customer time and money; and establishing and using a PayPal® account.

Earn Great Money Teaching Specialty Senior Fitness Classes
Are you a healthy individual looking for a part-time job in the older adult fitness market to bring in additional income? This program does not require any prior experience. Whether you are looking to begin a career in fitness or are a veteran fitness instructor looking to expand your expertise, this workshop is perfect for you! Start working in a booming industry where you can earn money, stay in great shape, help others stay healthy, and have fun doing it! In this workshop, you will learn how to find fitness-training positions in a variety of settings, how to inexpensively promote your services, how to attract students, and how to get started right away. There is a recognized need for qualified instructors in the older adult fitness market. Find your niche in this industry and start working!

*Please wear tennis shoes and comfortable clothes. Workshop will include lecture and activity participation.

REGISTER ONLINE @ WWW.CHAFFEY.EDU/COMMUNITYED    Page 30
Trusts 101: Understanding The Basics Of Trust Planning
There are many different types of trust arrangements. This seminar will look at three of the most popular and beneficial trusts and how they can save you thousands of dollars in legal fees and taxes while protecting your family!

Living Trust—The most popular trust today. Learn how it can benefit you, avoid probate, and provide protection for minor and/or adult children. Already have a Trust? Will it still achieve your goals under today’s circumstances?

Capital Gains Bypass Trust/Wealth Replacement Trust—Upon its creation, this trust allows you to reduce your taxes on ordinary income and increase your cash flow. This trust can sell appreciated assets without paying capital gains taxes!

Special Needs Trust—Designed for those with special needs who may be receiving government entitlements such as SSI and Medi-Cal. Proper trust planning can protect these valuable resources and still allow an inheritance to benefit a loved one with a disability!

Trusts 102: What You Need To Know If You Are Appointing Or Have Been Appointed Trustee of A Trust Or Executor Of An Estate
This information seminar is designed for those desiring additional information and those currently receiving and/or making trust appointments.

Special Needs Planning Seminar
Do you have a family member with a disability?

Learn about the government benefits your loved one may be eligible to receive and how to protect those benefits through proper financial and legal planning.

Topics include Special Needs Trusts, Conservatorships, and the proper use of beneficiary designations in retirement plans and life insurance arrangements.

THESE SEMINARS ARE BROUGHT TO YOU THROUGH PARTNERSHIPS OF THE CHAFFEY COLLEGE FOUNDATION
Community Education
Chaffey College

Our online programs are open to everyone!

Looking to explore a new skill or possible career opportunity?

Ed2go’s online programs include a variety of topics including:

- Personal Finance
- Specific Business Topics
- Health Care
- Legal Topics
- Personal Development
- Technology and Internet Topics
- Test Preparation: GED, SAT, LSAT, GRE and more

Seminars Start at Just $99

Learn from the comfort of home!

www.ed2go.com/chaffey
PARKING REGULATIONS
Registrants with programs Monday – Saturday must purchase a $4.00 all-day parking permit from the ticket dispensers located throughout the campus parking lots. Failure to display a valid parking permit will result in a citation. Vehicles must be parked within legally marked stalls. Sunday program attendees do not need a parking permit. Please do not park in spaces marked staff, vendor, service vehicle, or reserved. Metered parking stalls have a one-hour limit.
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Don't have access to a computer? Prefer to pay by check or cash? To register in person, please visit the Admissions & Records/Cashier's Office at any of our three campus locations during payments. Payments are processed up to 15 minutes before posted office closure hours. For additional information and to verify current payment hours, please visit [www.chaffey.edu/cashier/index.shtml](http://www.chaffey.edu/cashier/index.shtml).