

FALL 2010

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Community Education

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COMMUNITY SERVICES RULES AND REGULATIONS

Rules, policies, regulations, procedures, fees, courses, schedules and student services described in publications of Victor Valley College are subject to change at any time without prior notice.



Parking Regulations

Parking permits are required, including handicap parking. Monday – Saturday for all day parking is \$2.00 (quarters only) you may purchase one day permits in our office or see ticket dispensers in the parking lot. Full semester parking permits are available at the Bursar's office \$20 - \$40.

Financial Aid

Not covered.

Fees

There will be a \$25 service charge for all returned checks. There will be a \$10 service charge for refunds (applies only to student cancellations).

Transfers

One time class transfers are permitted if notified within 24 hrs. before workshop start date unless stated otherwise in workshop description.

Disability Accommodations: Please notify our office 10 working days in advance prior to the program start date. There are Sign Language Interpreters available on first workshop schedule date(s) only. Student must notify Community Education Services Department 10 working days prior to the program start date.

Cancellations

Victor Valley College reserves the right to cancel any workshop that does not have sufficient enrollment to cover expenses. The decision to cancel is usually made two days before the first scheduled class meeting, and every effort is made to notify registered students promptly. You can help save a good workshop by registering at least one week before it begins.

Refund Policy

Students may request a workshop refund up to five working days prior to the program start date (Food handlers', CPR/FA excluded). 100% of collected fees will be refunded if Community Education Services cancel a program. A \$10 processing fee applies to student cancellations. Refunds take four to six weeks. Victor Valley College reserves the right to add, cancel workshops, make adjustments in scheduled hours, days, room assignments, or instructors of any workshop or increase fees. All workshop materials are mandatory unless stated as optional under the description of the workshop.

Instructor Evaluation Questionnaire

Evaluating an instructor is an essential element in maintaining our high standards. You may be asked to spend a few minutes of your workshop time completing an instructor evaluation questionnaire. We appreciate your honest and thoughtful assessment of your instructor and of your experience with us.

COMMUNITY EDUCATION SERVICES (FEEBASE)

Community Education Services/Feebase are non-credit workshops opened to the public with no units attached to them. These self-supporting workshops are offered for enrichment in a variety of subjects. Some workshops require an additional material fee or optional fee, which must be paid directly to the instructor.

To register for these workshops you must fill out the **Community Education Services** Registration Form (mail, fax or submit online) found on our website: www.vvcforme.com, or go to the Student Services I building #52, and register at the "Community Education Registration Window #7" or fax to (760) 843-7707 or call (760) 245-4271 Ext. 2741 to register using a credit card. ****No classroom walk-ins excepted unless otherwise specified.**

Students requiring special accommodation please contact the Community Education Services office. If you are enrolling in a workshop please notify us ten (10) days prior to the start of the course.

BUSINESS & PROFESSIONAL GROWTH

FBAS 8 Federal Income Tax Preparation (\$50)
This course is offered in cooperation with Liberty Tax Service, the fastest growing international tax service. Every year people overpay their taxes because they don't understand the tax laws. Free yourself from the complexity of income tax regulations and learn the fundamentals of income tax preparation in this introductory course. Whether you are looking to save money on your own tax return or pursuing a career in the tax industry, this course is packed with valuable information. In Part I, we will cover tax preparation basics such as who needs to file a return and who qualifies as a dependent. Also covered are the most common types of income, deductions and credits. In Part II we will focus on more complicated, less common, topics such as rental and self-employment income and employee expense deductions. You will learn through lectures with extensive hands-on training and practice how to complete the Federal Form 1040, line-by-line. Material presented is based on IRS Publication 17, "Your Federal Income Tax." At the completion of this course, you will: Have gained a personal understanding of the tax code. Know which schedules and forms to file. Recognize credits and deductions that apply to you. Develop a marketable skill in a growing industry. Upon Completion of this course, you will have credible hours allowing you to become a licensed Tax Preparer in the State of CA.

	ROOM
09029	MW 09:00AM-12:00PM TBA TBA STAFF T (10/13 - 12/15)
09070	MW 06:00PM-09:00PM TBA TBA STAFF T (10/13 - 12/15)

Additional \$100 material fee paid to the instructor in class, cash only.

FBAS 46 Find & Start a Home Based Business (\$40)
This program walks you through the steps of starting a home business from determining the right industry to finding the right business, through all the steps of organizing, naming, licensing and setting up a home based business, this programs step by step outlines include referrals to free sources of market research, government paid, consulting, money sources, documentation, product selection, pricing, taxes, cash flow management and more. The thick manual includes a listing of more than 200 bone fide business opportunities: checked out by the instructor as well as lists of resources and their contact information, checklists and outlines

	ROOM
09074	TH 06:30PM-09:30PM TBA TBA KONSTANT G (09/16)
Additional \$10 material fee paid to instructor in class for detailed instructions you'll use as you establish your business and become your hands-on management reference guide.	

FBAS 49 Business Opportunity in Cart Vending (\$39)
Make a full time income working part time in this easy, low investment 150 low risk all cash business while others pay you to work your cars at your locations. Own carts free & clear in 60 days with less than \$500 out of pocket while you work your full time job or start another home business. Following our system you will spend no money until you are sure you can make money and enjoy the work 150 then you implement the plan and start pocketing cash. Valuable reference workbook details business basics 150 licenses, permits, health department, banking, taxes, insurance, inventory, employees, contracting, budget & cash flow, pricing and product selection.

	ROOM
91106	TH 06:30PM-09:30PM TBA TBA KONSTANT G (09/30 - 09/30)
Additional \$10 material fee paid to instructor in class, cash only.	

FBAS 58 How to Pay Off Your Mortgage Quickly (\$40)
If you are a homeowner, you probably know how the basic mortgage works: for the first half of the life of the loan, you are paying more in interest each month than principal. By the time you finally pay off a typical, 30-year mortgage, even at today's low rates, you will have paid nearly twice what your home originally cost. That amounts to hundreds of thousands of hard-earned dollars in interest, paid to your lender.

	ROOM
91169	S 09:00AM-03:00PM TBA TBA STAFF T (11/06)

Additional \$20 material fee paid to the instructor in class, cash only.

FBAS 100 How to Find State Tax Lien and Tax Deed Properties on Sale (\$49 pp or \$79 pc)

There are thousands of lots and properties that go on sale by county governments to recover taxes on properties where taxes are not being paid. These taxes are necessary for schools, fire protection, the courts, water treatment, etc. When owners do not pay their property taxes, the county auctions off these properties at very high interest rates (12-18%). If the properties are not redeemed in that time, the property goes to you, the new owner.

	ROOM
91168	S 09:00AM-03:00PM TBA TBA STAFF T

(09/25)

Additional \$20 material fee of paid to instructor in class, cash only.

FBAS 406 How to Become a Mystery Shopper (\$45)

Mystery Shopping is a splendid way to earn extra money and have fun at the same time. Shoppers receive assignments from companies that do business evaluations. An assignment might be to evaluate a restaurant, retail store, bank, gas station, theater, etc. At the conclusion of the evaluation visit, the mystery shopper completes and submits a report. This class will present an overview of how mystery shopping works, what types of assessment forms are used, do's and don'ts of completing an assignment, how to get into the shoppers network, and how to avoid scams.

ROOM			
91073	T 06:30PM-09:30PM	TBA TBA MORAN E	(09/14)

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

FBAS 571 Internet Marketing for Small Businesses (\$50)

Ever wonder how to promote your business without breaking the bank? This class will teach you the skills necessary to promote your business online using free marketing Tools like Search Engine Optimization, Facebook, Twitter, Yelp, and Merchant Circle. This class is perfect for ne business owners, prospective business owners, and people who just want to get ahead.

ROOM			
91095	S 10:00AM-03:00PM	TBA TBA LEWIS J	(09/25)
91096	S 10:00AM-03:00PM	TBA TBA LEWIS J	(10/23)

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

FBAS 272 Become a Notary in One Day (\$99)

Start your own business, become a more valuable employee, provide customer service for your business or organization, earn additional income and get re-commissioning. This intensive one-day seminar is designed to equip you with everything you need to know to become an effective Notary. You will find out about new legislation as well as how to pass the official Notary exam (must be taken every 4 years), identify document signers, keep a journal, fill out certificates and avoid lawsuits. The class includes a practice Notary Public Exam. *"Serious conviction may disqualify applicant."*

Cooperative Personnel Services will register you for the exam from 4:15pm to 5:00 pm. The exam will be from 5:00 pm -6:00 pm. For the exam, you will need the following: PLEASE NOTE: Arrive early. Due to State regulations, no one will be admitted to the classroom after 8:30 a.m. **You must be on time** when returning to the classroom from a break. *(Sponsored by Notary Pubic Seminars)*

ROOM			
09307	S 08:00AM-06:00PM	TBA TBA	NPS (10/16)

Additional \$30 material fee paid to the instructor in class, cash only. Optional fees may apply.

**ENROLL NOW
CLASSES FILL UP FAST**

Additional \$40 check made payable to "Secretary of State"; proper ID - current driver's license with photo or state issued ID card; (2) #2 pencils, 2x2 passport color photo. Live Scan Fingerprints required after you pass the exam. Bring a sack lunch.

FBAS 405 Renewing Notaries (\$50)

As of January 2009, Renewing Notaries may take a three hour Approved Notary Refresher course. We will review all laws and regulations you are required to know to continue as a Notary. You must take the exam and be fingerprinted again. Six hour approved course must be taken first. *"Serious conviction may disqualify applicant."*

Cooperative Personnel Services will register you for the exam from 4:15pm to 5:00 pm. The exam will be from 5:00 pm - 6:00 pm.

PLEASE NOTE: **Arrive early.** Due to State regulations, no one will be admitted to the classroom after 8:30 a.m. **You must be on time** when returning to the classroom from a break.

ROOM			
90460	S 12:30PM-06:00PM	TBA TBA	NPS (10/16)

Additional \$30 material fee paid to the instructor in class, cash only. Optional fees may apply.

Additional \$40 check made payable to "Secretary of State"; proper ID - current driver's license with photo or state issued ID card; (2) #2 pencils, 2x2 passport color photo. Live Scan Fingerprints required after you pass the exam. Bring a sack lunch.

FBAS 580 (\$89)

Make \$3k-\$6k Per Month At Home in the Auto Wholesale Business

Make money buying and selling wholesale cars from home, or simply buy cars for your friends, family or yourself and extend the lower price to them. You'll be given a Step-by-Step Guide on How to get a Car dealer license and operate a profitable used car business from home! You will learn how and where to buy at wholesale price and sell at retail for huge profits. In addition I will teach you how to make \$3000 - \$6000 income per month part time. FREE list of all the Dealer Auctions in the USA. Class DMV approved.

ROOM			
91105	S 10:00AM-05:00PM	TBA TBA WILLIAMS R	(10/16)

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

CIVIL SERVICE

FBAS 20 Traffic School (\$35)



A course on concepts of traffic safety to court referral students. You may register at our front office in Building 52 at Window #7; M-F 9am - 4pm or registration in the classroom. Instructor will only accept cash!

ROOM			
09053	S 08:00AM-04:30PM	54-211	GUILLORY P (09/11)

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09052	S	08:00AM-04:30PM (09/25)	54-211	GUILLORY P
09051	S	08:00AM-04:30PM (10/09)	54-211	GUILLORY P
09037	S	08:00AM-04:30PM (10/23)	54-211	GUILLORY P
09050	S	08:00AM-04:30PM (11/13)	54-211	GUILLORY P
09049	S	08:00AM-04:30PM (11/27)	54-211	GUILLORY P
09036	S	08:00AM-04:30PM (12/04)	54-211	GUILLORY P
91060	S	08:00AM-04:30PM (12/11)	54-211	GUILLORY P

For more information: (760) 245-4271 Ext. 8399

Bring court documentation, photo ID and a black or blue pen. One day parking permits can be purchased in class from the instructor, \$2.00.

COMPUTER EDUCATION



FBAS 29 (\$40)

Intro to Basic Windows (Seniors/Adults)

Introduction to Windows, you will learn the environment of the Computer and how an individual interacts within it. The following areas are covered: Login & Log Off of the Computer, Using the Start Menu, What is the Taskbar, How to Minimize, Maximize, Resize, Close a Window, Windows Basics, Understanding File Extensions, Selecting Multiple Items, Moving Files, Drag & Drop, Deleting Files, Saving Documents to the Computer, Saving a File, Retrieving a Document from Computer, Retrieve Files, Downloading Files, How to find a Lost File, Windows Explorer and Internet Explorer (Internet), Features of the Control Panel: How to Adjust the Volume, Volume Control, How to Adjust the Screen Resolution, Accessing Data on CD and basic functions of the Keyboard and Mouse. You will learn at a pace that will satisfy new computer users. Come join us and have fun learning how to use your computer for you and all your needs, don't allow a computer to scare you away from learning.

		ROOM		
90060	WF	05:15PM-07:15PM (09/01 - 09/03)	10A-2	MOORE G
90057	MW	05:15PM-05:15PM (10/04 - 10/06)	10A-2	MOORE G
90056	MW	05:15PM-07:15PM (11/01 - 11/03)	10A-2	MOORE G
90055	WF	05:15PM-07:15PM (12/01 - 12/03)	10A-2	MOORE G

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

FBAS 345 (\$40)

Intro to Basic Windows II (Seniors/Adults)

Basic Windows II, the individual signing up for this class will already have a familiarity with their Windows environment, this class has been created for the purpose and for those already familiar with the basic Windows environment. This is a in depth look at other features which isn't covered under Basic Windows, while we might go over some of that which you learned or the individual is already familiar with we will look into those areas in which isn't necessarily at a beginners level. If you already

have a familiar feel for Windows and if you wish to learn more about your computer and its desktop environment then this is the class for you. You will learn at a pace that will satisfy new/familiar computer users. Come join us and have fun learning how to use your computer for you and all your needs, don't allow a computer to scare you away from learning.

		ROOM		
90080	M	05:15PM-07:15PM (09/20)	10A-2	MOORE G
90081	M	05:15PM-07:15PM (10/18)	10A-2	MOORE G
90082	W	05:15PM-07:15PM (11/17)	10A-2	MOORE G
90083	W	05:15PM-07:15PM (12/15)	10A-2	MOORE G

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

FBAS 30 (\$40)

Intro to Word I (Seniors/Adults)

The goal of Introduction to Word is to introduce the individual to the common commands, features and environment. We will cover the following: Creating letters/Emails, New Document, Use of Toolbars, Applying Formatting Commands, Rearranging Text, Fonts, Size, Spell Check Function, and Insert and manipulate tabs, Save, Open, Print a Document.

		ROOM		
90283	W	05:15PM-07:15PM (09/08)	10A-2	MOORE G
90282	F	05:15PM-07:15PM (10/08)	10A-2	MOORE G
90280	F	05:15PM-07:15PM (11/05)	10A-2	MOORE G
90279	M	05:15PM-07:15PM (12/06)	10A-2	MOORE G

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

FBAS 370 (\$40)

Advanced Word II (Seniors/Adults)

(Pre-requisite: Word I) The goal of Introduction to Word is to introduce the individual to the common commands, features and environment. We will cover the following: Creating letters/Emails, New Document, Use of Toolbars, Applying Formatting Commands, Rearranging Text, Fonts, Size, Spell Check Function, and Insert and manipulate tabs, Save, Open, Print a document and creating tables.

		ROOM		
09171	F	05:15PM-07:15PM (09/17)	10A-2	MOORE G
90443	F	05:15PM-07:15PM (10/15)	10A-2	MOORE G
90444	M	05:15PM-07:15PM (11/15)	10A-2	MOORE G
90445	M	05:15PM-07:15PM (12/13)	10A-2	MOORE G

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

FBAS 184 (\$40)

Intro to Basic Internet (Seniors/Adults)

This class will cover a brief History of the Internet and who built it and where it came from, what is Internet Explorer, Learn how to Navigate the internet (locating a website), What is a Browser/Plug-ins, Firewalls, Security Icons, How do you know

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if it is Secure, What is an IP Address, What does 404 Not Found Mean?, What does 403 Forbidden Mean?, Internet Service Provider (ISP), DSLvs, Copy and Paste, Save a website to your favorites, Dialup, Messengers (IM) Instant Messenger, What is email, Search Engines (Google, Yahoo, MSN), What is a hyperlink?, Different types of WWW Address, What is a Domain, Differences in .com, .edu, Username / Passwords?, Online Banking and Password and username, Internet Scams, Email Scams (Sample of email fraud), What is Spyware/Adware, What is Active X, Online retail stores (Amazon, Ebay, News), Entertainment (games, literature, music), Antivirus Programs, Adware, Paypal, Mapquest (yahoo, Google), Google Earth, Online Communities, What is a Cookie. You will learn at a pace that will satisfy new computer users. Come join us and have fun learning how to use the Internet, don't let the Internet scare you away from this new world of learning and information.

ROOM			
09251	MW 05:15PM-07:15PM	10A-2	MOORE G (09/13 - 09/15)
09904	MW 05:15PM-07:15PM	10A-2	MOORE G (10/11 - 10/13)
09905	MW 05:15PM-05:15PM	10A-2	MOORE G (11/08 - 11/10)
09906	WF 05:15PM-07:15PM	10A-2	MOORE G (12/08 - 12/10)

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

DANCE & MUSIC

FBAS 135 Beginning Band (\$13)
Prerequisite: Student must audition. Credit/No Credit. This course will be a study and performance of standard elementary band literature composed for the beginning and intermediate level wind and percussion literature. Proper breathing and phrasing techniques will be emphasized along with specific instrument performance technique. CSU

ROOM			
09232	W 05:30PM-06:55PM	20-6	SAARINEN M (09/01 - 12/16)

FBAS 143 Beginning String Ensemble (\$13)
Prerequisite: Student must audition for this ensemble. Alternative course is MUSC 137. Credit/No Credit. This course will be a beginning study and performance of standard string orchestra literature composed for the beginning level string player. Proper left hand position (excluding the use of third position), beginning bowing techniques, appropriate performance practices will be emphasized. CSU,UC

ROOM			
09233	W 03:55PM-05:20PM	20-6	PELOZA S (09/01 - 12/13)

FBAS 144 Preludium String Ensemble (\$13)
Prerequisite: Student must audition. Alternative course is MUSC 137. Credit/No Credit. A study and performance of standard string orchestra literature. Proper left hand position, bowing techniques and appropriate performance practices will be emphasized. College and community performances. CSU

ROOM			
09234	M 03:55PM-05:20PM	20-6	STERNFELD B (08/30 - 12/13)

FBAS 146 College Symphony Orchestra (\$13)

Prerequisite: Student must audition. A Study and performance of standard full orchestral literature. Emphasis on ensemble skills, ear training and performance practices.

ROOM				
09711	M 05:30PM-06:55PM	20-6	STERNFELD B	(08/30 - 12/13)

FBAS 316 Beginning Belly Dance (\$35)
Learn basic technique for Egyptian and American Cabaret styled belly dance. You will learn through doing. Mini-choreographies will be taught. This class is designed to be instructive and fun! No gear required.

ROOM				
90097	T 07:00PM-08:00PM	TBA	TBA	SILVA C (09/05 - 09/25)
90096	T 07:00PM-08:00PM	TBA	TBA	SILVA C (10/02 - 10/30)
90095	T 07:00PM-08:00PM	TBA	TBA	SILVA C (11/06 - 11/20)
91101	T 07:00PM-08:00PM	TBA	TBA	SILVA C (12/04 - 12/18)

FBAS 368 Beginner Pointe Class 1 - V (\$30)
This class is designed to teach beginning Pointe skills to students' ages 12 years and above who have intermediate level ballet training.

ROOM				
90482	S 11:30AM-12:30PM	70-101	HELMS N	(09/04 - 09/25)
90481	S 11:30AM-12:30PM	70-101	HELMS N	(10/02 - 10/23)
90480	S 11:30AM-12:30PM	70-101	HELMS N	(10/30 - 11/20)

FBAS 369 Teen/Adult Intermediate Ballet Class I - V (\$30)

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

ROOM				
91155	S 09:15AM-11:15AM	70-101	HELMS N	(09/04 - 09/25)
90486	S 09:15AM-11:15AM	70-101	HELMS N	(10/02 - 10/23)
90485	S 09:15AM-11:15AM	70-101	HELMS N	(10/30 - 11/20)

FBAS 576 Victor Valley Youth Chorale (\$40)
Traditional choral singing experience for singers age 8-15 (young men with un-changed voices only). The participant will receive instruction on the basics of voice usage, ear training, music reading and part singing. The music selections will be a varied repertoire from classical and folk song literature. Students should have an interest in excellent singing, sufficient 3rd grade level of reading, and behavior control to allow for learning in a group setting. Our last class will be a performance for family and friends. Register ASAP so materials can be ordered. (Both boys and girls singers)

ROOM				
91174	F 03:30PM-05:30PM	20-1	YANCEY P	(09/03 - 12/17)

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

EDUCATIONAL PREPARATION

FBAS 501 G.E.D Preparation (\$250)

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Class is designed to prepare test takers to be fully prepared to take the G.E.D test. Course will provide instruction in math, reading, writing, science and social studies. Course will feature practice questions and provide custom explanation to help test takers with skills in problem solving, critical thinking, information processing and evaluation of questions to a successful conclusion.

		ROOM	
91172	TTH 04:00PM-06:00PM	TBA TBA BRISCO	M (08/31 - 10/21)
91173	TTH 04:00PM-06:00PM	TBA TBA BRISCO	M (10/26 - 12/16)

Additional \$50.00 material fee paid to instructor, cash only.

FBAS 502 SAT Verbal Workshop (\$50)

This is a basic overview of the reading, writing and math questions that appear on the PSAT and SAT.

		ROOM	
91093	S 12:00PM-02:00PM	TBA TBA TURNER	E (10/09 - 10/30)

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

FBAS 506 Preparation for Math 50 (\$55)

This course is designed to work with students on the skills necessary to succeed in Math 50. If you are entering Math 50 in the spring, don't miss this opportunity! The focus of this class is to reinforce previous math essentials and prepare students for the new information they will encounter in Math 50.

		ROOM	
91213	TTHF 06:00PM-08:00PM	TBA TBA MURRAY	C (09/07 - 10/01)
91214	TTHF 06:00PM-08:00PM	TBA TBA MURRAY	C (10/05 - 10/29)
91215	TTHF 06:00PM-08:00PM	TBA TBA MURRAY	C (11/02 - 11/24)
91216	TTHF 06:00PM-08:00PM	TBA TBA MURRAY	C (11/29 - 12/17)

FBAS 555 Reading & Writing for Beginners & Intermediate (\$100)

This course will teach students how to read and write. This class gives students tools for selecting and comprehending books, and job applications. Students who were once reluctant to read will find themselves with reading skills needed to be successful. So NOT let your lack of reading skills hold you from a good paying job. Get the tools necessary to succeed. There is no greater gift than the gift of reading.

		ROOM	
91003	TTH 02:30PM-06:30PM	TBA TBA SONORA	A (09/14 - 10/19)
91005	TTH 09:30AM-01:30PM	TBA TBA SONORA	A (09/14 - 10/19)
91006	TTH 09:30AM-01:30PM	TBA TBA SONORA	A (10/26 - 11/30)
91007	TTH 02:30PM-06:30PM	TBA TBA SONORA	A (10/26 - 11/30)

WE ACCEPT CREDIT/CASH OR CHECK

FBAS 597 How to Succeed in Law School in Your First Year! (\$95)

This workshop is intended for students who were not accepted in a four year college, but still desire to become a lawyer, or for

any student interested in attending law school. This workshop will focus on secrets that you will not find law school to succeed particularly in the first year. The first year of law school is very critical, you either sink or swim. My method will focus on discussing first year courses such as: Torts, Contracts, Constitutional Law, Time Management, Understanding the law school experience, choosing a law school, etc.

		ROOM	
91241	THF 04:00PM-07:00PM	TBA TBA CARTER	N (09/09 - 09/10)

Additional \$20 material fee paid to instructor, cash only.

FBAS 598 Secrets of Successful Writing for the First Year Law Student (\$150)

This session will be a learning and tutorial workshop. Students will be given fact patterns of law courses, example, Torts, Contracts, etc. and learn how to apply the law (rule) to the facts.

In order to learn to apply the rule to the facts the students will first learn the law of torts or contracts. Students will dissect fact patterns and make an out-line in preparation for writing. Finally students will learn to apply IRAC (issue, rule, application and conclusion) for writing the essay successfully. This workshop will target and develop the necessary writing skills which are secrets for successful writing which is not taught in a typical law school. Not learning the secrets of successful writing causes high percentage of failure in the first year of law school which my workshop will avoid.

		ROOM	
91242	THF 04:00PM-07:00PM	TBA TBA CARTER	N (09/23 - 10/01)

HEALTH & FITNESS

FBAS 1 Tae Kwon Do and More! (\$45)

This class is set up to accompany students from the age of five and up or beginners through advanced "certified" black belt students of any martial arts discipline.

		ROOM	
09025	TTH 04:00PM-05:30PM	TBA TBA MCGHEE	B (09/07 - 09/30)
09026	TTH 04:00PM-05:30PM	TBA TBA MCGHEE	B (10/05 - 10/28)
09027	TTH 04:00PM-05:30PM	TBA TBA MCGHEE	B (11/02 - 11/18)
09822	TTH 04:00PM-05:30PM	TBA TBA MCGHEE	B (12/07 - 12/16)

FBAS 553 Love Yo Body Bootcamp (\$50) 2 days a Week

This outdoor fitness boot camp will incorporate yoga, Pilates, cardiovascular exercises as well as resistance training to help you achieve a healthier body you will love! Come workout with friends and get the attention of a personal trainer without the cost.

		ROOM	
91188	TTH 09:30AM-10:30AM	TBA TBA REDMOND	A (09/06 - 09/30)
91190	TTH 09:30AM-10:30AM	TBA TBA REDMOND	A (10/04 - 10/28)
91192	TTH 09:30AM-10:30AM	TBA TBA REDMOND	A (11/01 - 11/23)

FBAS 553 Love Yo Body Bootcamp (\$65) 3 days a Week

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This outdoor fitness boot camp will incorporate yoga, Pilates, cardiovascular exercises as well as resistance training to help you achieve a healthier body you will love! Come workout with friends and get the attention of a personal trainer without the cost.

91193	TTH 09:30AM-10:30AM S 09:00AM-10:00AM (09/01 - 10/02)	TBA TBA TBA TBA	REDMOND A
91194	TTH 09:30AM-10:30AM S 09:00AM-10:00AM (10/04 - 10/28)	TBA TBA TBA TBA	REDMOND A
91195	TTH 09:30AM-10:30AM S 09:00AM-10:00AM (11/01 - 11/23)	TBA TBA TBA TBA	REDMOND A

HEALTH CAREER TRAINING PROGRAMS

FBAS 159 CPR/First Aid (\$55)

This course includes instruction on CPR for adult, child and infant; choking; recognition, prevention and treatment of cardiopulmonary emergencies and stroke; education on bloodborne pathogens; and use of barrier devices. **(Not for health-care professionals.)** First aid includes instruction on recognizing the signs and symptoms of sudden illness or injury, and how to respond while maintaining your own safety. It also covers controlling of bleeding, treating victims for shock as well as many other emergency situations encountered by rescuers every day. It discusses what is needed to prepare for a medical emergency.

		ROOM	
90614	S 08:00AM-03:00PM (09/04)	10-4	BECKETT G
90630	S 08:00AM-03:00PM (09/11)	10-4	BECKETT G
09902	S 08:00AM-03:00PM (09/18)	10-4	BECKETT G
09901	S 08:00AM-03:00PM (09/25)	10-4	BECKETT G
90613	S 08:00AM-03:00PM (10/02)	10-4	BECKETT G
90612	S 08:00AM-03:00PM (10/09)	10-4	BECKETT G
09900	S 08:00AM-03:00PM (10/16)	10-4	BECKETT G
09899	S 08:00AM-03:00PM (10/23)	10-4	BECKETT G
91029	S 08:00AM-03:00PM (10/30)	10-4	BECKETT G
91030	S 08:00AM-03:00PM (11/06)	10-4	BECKETT G
91031	S 08:00AM-03:00PM (11/13)	10-4	BECKETT G
91032	S 08:00AM-03:00PM (11/20)	10-4	BECKETT G
91033	S 08:00AM-03:00PM (11/27)	10-4	BECKETT G
91034	S 08:00AM-03:00PM (12/04)	10-4	BECKETT G
91035	S 08:00AM-03:00PM (12/11)	10-4	BECKETT G
91036	S 08:00AM-03:00PM (12/18)	10-4	BECKETT G

Registration includes: a comprehensive illustrated student workbook and 2-year

certification card. Child care providers add \$10 for EMSA stickers.

FBAS 275 CPR (\$65)

American Heart Assoc. Healthcare Provider

The program will cover BLS Healthcare Provider CPR including learning the warning signs of a heart attack and stroke; and CPR skills including the use of an AED and relief of choking for all ages. Within ten working days, the student will receive a BLS Healthcare Provider CPR card valid for 2 years from the American Heart Association or if you register before 12pm on the day of the class, you will receive your certificate at the end of class. NOTE: The use of American Heart Association material does not represent sponsorship and any fees charged for such a course does not represent income to the association. These classes are advanced registration only; registration will not be accepted at the door. Fee includes Text book and certification.

		ROOM	
09392	F 05:00PM-10:00PM (09/03)	10-4	BECKETT G
09389	F 05:00PM-10:00PM (09/10)	10-4	BECKETT G
90503	F 05:00PM-10:00PM (09/17)	10-4	BECKETT G
09390	F 05:00PM-10:00PM (09/24)	10-4	BECKETT G
09391	F 05:00PM-10:00PM (10/01)	10-4	BECKETT G
90606	F 05:00PM-10:00PM (10/08)	10-4	BECKETT G
91044	F 05:00PM-10:00PM (10/15)	10-4	BECKETT G
91045	F 05:00PM-10:00PM (10/22)	10-4	BECKETT G
91046	F 05:00PM-10:00PM (10/29)	10-4	BECKETT G
91047	F 05:00PM-10:00PM (11/05)	10-4	BECKETT G
91048	F 05:00PM-10:00PM (11/12)	10-4	BECKETT G
91049	F 05:00PM-10:00PM (11/19)	10-4	BECKETT G
91050	F 05:00PM-10:00PM (11/26)	10-4	BECKETT G
91051	F 05:00PM-10:00PM (12/03)	10-4	BECKETT G
91052	F 05:00PM-10:00PM (12/10)	10-4	BECKETT G
91053	F 05:00PM-10:00PM (12/17)	10-4	BECKETT G

FBAS 565 Health & Safety Preventive Practices (\$70)

This course is required by the State of California for individuals opening a Day Care in their home. It includes topics: Infection Control, Immunization Laws, Reporting Child Abuse, Earthquake and Disaster Preparedness for Day Care Centers.

		ROOM	
91071	S 08:00AM-03:00PM (09/25)	TBA TBA	BECKETT G
91072	S 08:00AM-03:00PM (12/04)	TBA TBA	BECKETT G

FBAS 436 Personal Fitness Trainer Certification (\$499)

Come join this fun field and be a part of what ABC NEWS.com states as the 4th hottest job in the US at a national average of \$25 an hour. Whether a career move or for your own personal knowledge get all the information you need to become a CERTIFIED PERSONAL TRAINER. This challenging course

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is taught over a 5-week period for better retention and skill competency. The National Exam is held on the 6th week. This course is formatted as a 60-hour program and is comprised of 15 hours of lecture, 15 hours of practical training and a 30-hour internship. It covers topics including biomechanics, exercise physiology, fitness testing, and equipment usage and health assessment.

Textbook is required and not included in course fees. Call to order and start reading immediately 888-330-9487 {www.witseducation.com}. The American Council on Education has issued 3-college credit for this course.

ROOM
91069 TTH 06:00PM-09:00PM 70-101 BLANCHARD D
(10/26 - 12/09)

**ORTHOPEDIC TECHNICIAN
TRAINING
Cost: \$2,795**

Victor Valley College, Community Education in partnership with Boston Reed College is offering a 27-week Orthopedic Technician Training Program. As an Orthopedic Technician, you will be trained to give care to patients with conditions of the bones and joints. An Orthopedic Technician works in such settings as an orthopedic physician's office, an orthopedic clinic or the hospital emergency room by applying casts and splints. Students will receive comprehensive instruction in orthopedic technology. The program is 27 weeks of classroom lecture followed by a 240-hour externship. Certification may be obtained through NAOT (National Association of Orthopaedic Technologists).

Classes: Saturdays
August 28, 2010
Classes end: April 30, 2011
Time: 9:00am - 4:30pm
FBAS: 463-90560

**Orientation: Saturday, July 31, 2010
10am - 12pm
R.S.V.P. (760) 245-4271 Ext. 2741
(Must attend orientation)**

Financial assistance available through SLM Financial. www.SLMFinancial.com
Select 'Career Training Loan' and indicate Boston Reed College as the college.

**For information about the class or to register, visit
www.adultedreg.com/vvc
or
Call
(760) 245-4271 Ext. 2741**



**EKG TECHNICIAN
Cost: \$1,845**

Victor Valley College, Community Education in partnership with Boston Reed College is offering an EKG/ECG Training Program.

Electrocardiograph (EKG or ECG) Technicians operate equipment that measures and records heart activity. These measurements are used to assist cardiologists and other physicians in diagnosing and treating blood vessel and heart related problems. This 70 hour course is designed to provide instruction in Electrocardiography testing procedures and includes lead placement utilizing 12 lead EKG, use and understanding of EKG grid paper, recognizing normal and abnormal EKG patterns in all 12 leads and plotting EKG axis. Course material will be presented through lecture and hands-on participation.

Classes: Saturdays
September 11, 2010
Classes end: November 20, 2011
Time: 9:00am - 4:30pm
FBAS: 589-91219

**Orientation: Saturday, July 31, 2010
10am - 12pm
R.S.V.P. (760) 245-4271 Ext. 2741
(Must attend orientation)**

Financial assistance available through Sallie Mae, which offers the "Smart Option Student Loan®."

For information including how to apply available at
www.adultedreg.com/vvc

or
Call
(760) 245-4271 Ext. 2741

PHARMACY TECHNICIAN

Cost: \$2,595

Victor Valley College, Community Education in partnership with Boston Reed College is offering a 27-week Pharmacy Technician Training Program. The Pharmacy Technician assists the pharmacist with mixing and packaging prescriptions, maintaining client records, referring clients to the pharmacist for counseling, assisting with inventory control and purchasing, as well as collecting payment and coordinating billing. Classroom: 182 hours; Externship: 120 hours.

"Certification: Upon completion graduates will receive a certificate of completion and become eligible to apply for registration as a Pharmacy Technician in California and be prepared to take the national Pharmacy Technician Certification Board (PTCB) exam."

Classes: Saturdays
September 25, 2010
Classes end: May 21, 2011
Time: 9:00am - 4:30pm
FBAS#: 362-90558

**Orientation: Saturday, August 28, 2010
10am - 12pm
R.S.V.P. (760) 245-4271 Ext. 2741
(Must attend orientation)**

Financial assistance available through SLM Financial. www.SLMFinancial.com
Select 'Career Training Loan' and indicate Boston Reed College as the college.

**For information about the class or to register, visit
www.adultedreg.com/vvc
or
Call
(760) 245-4271 Ext. 2741**

WE ACCEPT CREDIT/CASH OR CHECK

HOBBIES, ARTS, & CRAFTS

FBAS 83 Papermaking (\$40)

Life is too short not to learn at least one very unusual skill. This you do at your kitchen table. And it's a heck of a lot easier than baking bread. Handmade paper can be used for fine art calligraphy, scrapbooking, invitations, awards, poetry and for casually impressing people at parties when they ask what you do. You'll learn where to get your materials for free, how to get a printer-quality finish, and how to put your own watermark right in the paper. Every participant will make paper in class. The instructor will also throw in a little paper history and some useful things like how to make the most memorable greeting card or valentine your loved one ever received. It's so easy you'll probably want to make the envelope too.

ROOM
91149 M 06:00PM-08:00PM TBA TBA BOLDING P
(08/30 - 10/08)

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

FBAS 86 Art Amplified (\$40)

The course is a series of workshops for visual artists, enabling them to take a left turn with their creativity. They'll acquire the tools to see the world in a wider, artistic context. Each participant will become much more prolific. You will join a group of people with the same goal, to bring significance and productivity to their creative lives. Each participant will learn hands-on brainstorming, how to make rehearsals work for you, how to work in series. Participants in the full course will make hundreds of drawing in just a few weeks. Weekly workshops will include exploring new techniques, editing your art, and experimenting with new textures and colors, you are guaranteed to discover sophisticated new ways to express your creativity.

ROOM
91152 W 06:00PM-08:00PM TBA TBA BOLDING P
(08/30 - 10/08)

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

FBAS 87 It Ain't Your Mama's Rag Doll! (\$30)

We'll make a cloth doll together from start to finish. Each week we'll learn a different aspect of the doll, body construction, face, hair clothing, etc. We'll experiment with some fun and surprising embellishments and materials. This class is for beginning and intermediate doll-makers. You need to know how to use your sewing machine, No whining allowed in class! Please ask for material list.

ROOM
91157 T 01:00PM-02:00PM TBA TBA GALLMAN P
(08/30 - 10/18)
91158 T 01:00PM-04:00PM TBA TBA GALLMAN P
(10/25 - 12/13)

Additional \$15 material fee paid to instructor in class, cash only.

FBAS 88 Wake Up Your Creativity! (\$30)

We'll have fun decorating a cloth doll in ways you never thought of before using materials that may surprise you. No sewing needed. We won't waste time making the doll-they're already made. Bring at least 2 of the following items: bells, ribbon, fabric, funky yarn, buttons, artificial flowers, beads,

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fringe, trims, old jewelry or any other interesting stuff. Bring enough to share and bring a sack lunch. Chocolate is always good, too.

			ROOM		
91161	S 10:00AM-03:00PM	(09/11)	TBA TBA	GALLMAN P	
91162	S 10:00AM-03:00PM	(10/09)	TBA TBA	GALLMAN P	

Additional \$15 material fee paid to instructor in class, cash only.

FBAS 89 Stenciling on Fabric (\$30)

In this workshop you will learn how to cut your own stenciling from freezer paper and then paint the design on fabric. Quicker and easier than any design appliqué and a lot less stressful too. You can use any design from a quilt pattern, a coloring book or your imagination. The stenciled fabric can become pillows, bags, quilts, wall-hangings, etc. Bring a sack lunch. Please ask for materials list.

			ROOM		
91165	S 10:00AM-03:00PM	(09/25)	TBA TBA	GALLMAN P	
91166	S 10:00AM-03:00PM	(10/23)	TBA TBA	GALLMAN P	

Additional \$15 material fee paid to the instructor in class, cash only.

FBAS 541 Comic Book Club (\$39)

We'll read and discuss hot comic book titles like X-Men, Spiderman, Batman and Superman, plus possibly watch some of their cartoons or movies.

			ROOM		
91091	S 12:00PM-02:00PM	(09/04 - 09/25)	TBA TBA	TURNER E	

Additional \$20 material fee paid to the instructor in class, cash only.

FBAS 560 (\$40)

MONOPOLY Academy: Play Like a Champion

Taught by the 2009 U.S. MONOPOLY National Championship Runner-Up, you will learn the History, Myths, Rules, Strategies, Negotiation Techniques, Winning Tips, and Collecting Background of the World's Most Famous Board Game. You will also learn how to finish a game of MONOPOLY in a reasonable amount of time (only 45-90 minutes!). Each class will begin with lecture/discussion and finish with practice by playing real games with classmates. Tim Vandenberg (M.A.T.) has presented his math-based MONOPOLY analysis & strategies at state and national teacher conferences. Using his MONOPOLY techniques, his sixth grade students have defeated both U.S. and World MONOPOLY Champions in tournament play, and he will be seen in the upcoming film "Under the Boardwalk: A MONOPOLY Documentary" (October 2010).

			ROOM		
91056	T 06:00PM-08:00PM	(08/31 - 10/19)	TBA TBA	VANDENBERG T	

Additional \$15 material fee paid to instructor in class, cash only. This fee is waived for those repeating the class.

MEDIA

FBAS 347 An Introduction to Voiceovers (\$30) (Getting Started In Voice Acting)

Have you ever wanted to be the voice everyone hears on commercials and documentaries? This fun & interactive class covers details of the industry, the importance of marketing, & a demo. You will be coached and recorded for a personal evaluation. Be warned, many who have taken this class have gone on to become bona-fide professional Voice Actors! Taught by a professional voice actor from the voice acting training company, Voices For All.

			ROOM		
90061	S 12:00PM-02:00PM	(09/25)	TBA TBA	STAFF T	

FBAS 361 (\$30)

You're on the Air... How to Really Make it in Voice-Overs

Voice-overs are hot today! You don't have to be an actor to get voice-over work, but it certainly doesn't hurt! With such notable talent as James Earl Jones, Linda Hunt, and Donald Sutherland lending their voices to commercials, films, and videos, one would think that it would be next to impossible to break into this field. Not so! In this class you'll learn about an exciting new way to get around the competition and actually turn voice-overs into a thriving full or part-time business!

			ROOM		
90168	S 09:00AM-11:00AM	(10/16)	TBA TBA	POWERS S	

MONEY MATTERS

FBAS 80 Recover Your Personal - Business Credit (\$69)

Your credit will absolutely improve using the system outlined in federal law to stop collection calls instantly and restore your good name. This do-it-yourself program explains federal laws 146 specific system for erasing legally defective entries in your personal 150 business credit reports which raise insurance rates, blocks promotions & new employment, raises interest rates, drops your FICO score and causes massive embarrassment when collectors call at work. The workbook walks you through the process including lawyer approved letters, negotiation strategies, phone scripts, legal references, citations and sources of trustworthy free help.

			ROOM		
09357	S 09:30AM-04:30PM	(09/25)	TBA TBA	KONSTANT G	

FBAS 136 Retirement Planning Today (\$49)

Teaches you how to build and protect your wealth, while aligning your money with your values to help accomplish your goals.

			ROOM		
09428	S 09:30AM-12:30PM	(10/02 - 10/09)	TBA TBA	LATHAM R	
09611	T 06:30PM-09:30PM	(10/05 - 10/12)	TBA TBA	LATHAM R	

ON -LINE

Following: Certificates of Completion will be provided for the following on-line workshops listed below. Financial Assistance is available! CHECK OUT THE WEBSITE FOR ADDITIONAL CLASS OFFERINGS.

Register at: www.vvcforme.com

FBAS 295 Administrative Dental Assistant (\$1,595)

This online program teaches students the essential administrative tasks for managing the business aspects of a dental practice. This program includes instruction in dental terminology and anatomy, medical-records management, accounts receivable and reimbursement management, insurance and patient billing, patient scheduling, and procedural and diagnostic coding. The Administrative Dental Assistant program prepares students for new career working in a dental office. Textbooks included.

09995 (Open Enrollment) ONLINE

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

The medical industry is experiencing a tremendous demand for individuals with knowledge of medical office operations, which includes billing and coding, processing insurance forms, and using medical software. This program provides training on medical billing software as well as preparation for the Certified Coding Associate (CCA) national certification exam. The target audience for the Administrative Medical Specialist with Medical Billing and Coding program are individuals interested in learning job skills for medical office opportunities, changing jobs to become medical office assistants, or changing jobs to become medical coders. All materials including student version of medical billing software included.

09996 (Open Enrollment) ONLINE

FBAS 301 Pharmacy Technician (\$1,995)

This online program teaches the skills needed to gain employment as a pharmacy technician in either the hospital or retail setting. The objective of the Pharmacy Technician Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions in pharmacies as well as prepare for national certification. This online program pairs students with an instructor for one-on-one assistance and includes a forty-hour externship. All materials included.

90000 (Open Enrollment) ONLINE

FBAS 302 Veterinary Assistant (\$1,795)

This online program prepares students for an exciting new career as a veterinary assistant. Students learn about the care of animals as well as how to recognize signs of illness and disease. This program also covers interpersonal communication, interaction with clients and their animals, as well as assisting the veterinarian during examinations. Administrative duties, such as fee collection, banking, and accounts payable are emphasized, and the program contains basic information about pet insurance. Textbooks are included.

90001 (Open Enrollment) ONLINE

FBAS 380 Forensic Computer Examiner (\$3,095)

This nationally recognized forensic computer examiner online course and training program is for the aspiring forensic computer examiner. For many years, law enforcement officers have been the primary forensic computer examiners, however the need for qualified civilian forensic computer examiners is growing faster than ever.

91234 (Open Enrollment) ONLINE

REGISTER ONLINE
WWW.VVCFORME.COM

FBAS 381 Chemical Plant Operations (\$2,595)

This nationally recognized Chemical Plant Operations training course and online program will prepare you for an entry-level career as a Chemical Plant Operator. In the United States, there are thousands of chemical manufacturing facilities. These plants are operated by Chemical Plant Operators. These operators are highly paid and enjoy a stable work environment. There is an ongoing need for entry-level personnel. Generally, chemical plant operators enter the workforce in entry-level positions and work their way up - sometimes to senior management positions. Currently a large portion of the workforce is retiring - creating a critical shortage of technical workers for many years to come.

91235 (Open Enrollment) ONLINE

FBAS 382 Paper Mill Operations (\$2,595)

This nationally recognized Paper Mill Operations training course and online program will prepare you for an entry-level position as a Paper Mill Operator. In the United States there are hundreds of paper manufacturing facilities. These plants are operated by Paper Mill Operators. These operators are highly paid and enjoy a stable work environment. There is an ongoing need for entry-level personnel. Generally, paper mill operators enter the workforce in entry-level positions and work their way up - sometimes to senior management positions. Currently a large portion of the workforce is retiring - creating a critical shortage of technical workers for many years to come.

91236 (Open Enrollment) ONLINE

FBAS 383 Power Plant Operations (\$2,595)

The nationally recognized Power Plant Operations training course and online program will prepare you for an entry-level career as a Power Plant Operator. In the United States, there are thousands of power plants. These plants use hydrocarbon-based fuels (oil, gas or coal) to produce electricity. These plants are operated by Power Plant Operators. The power plant operators are highly paid and enjoy a stable work environment. There is an ongoing need for entry-level personnel. Generally, power plant operators enter the workforce in entry-level positions and work their way up - sometimes to the senior management positions. Currently a large portion of the workforce is retiring - creating a critical shortage of technical workers for many years to come.

91237 (Open Enrollment) ONLINE

**PERSONAL INTEREST &
ENRICHMENT**

**FBAS 71 Bullying in Schools (\$30)
(Ages 10 to 14 years old)**

Learn skills and techniques to handle bullying peacefully. Our deepest fear is not that we are inadequate. Our deepest fear is that we are powerful beyond measure. It is our light, not our darkness, that most frightens us. We ask ourselves, who am I to be brilliant, gorgeous, talented and fabulous? Actually, who are you not to be? Your playing small doesn't serve the world. There's nothing enlightened about shrinking so that other students won't bully you.

ROOM
91135 W 04:00PM-07:00PM TBA TBA DELOACH B
(09/01)

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91136 W 04:00PM-07:00PM TBA TBA DELOACH B
(09/15)

Additional \$3.00 material fee paid to instructor in class, cash only.

FBAS 74 Bullying in Schools (\$30)
(Ages 15 to 19 years old)

Learn skills and techniques to handle bullying peacefully. Our deepest fear is not that we are inadequate. Our deepest fear is that we are powerful beyond measure. It is our light, not our darkness, that most frightens us. We ask ourselves, who am I to be brilliant, gorgeous, talented and fabulous? Actually, who are you not to be? Your playing small doesn't serve the world. There's nothing enlightened about shrinking so that other students won't bully you.

ROOM

91146 W 11:30AM-02:30PM TBA TBA DELOACH B
(09/08)

91147 W 11:30AM-02:30PM TBA TBA DELOACH B
(09/22)

Additional \$3.00 material fee paid to instructor in class, cash only.

FBAS 84 Getting the Most Out of Your Writing (\$40)

As Abraham Maslow pointed out, if the only tool you have is a hammer, you tend to treat everything as a nail. The focus here is to have more writing tools at your disposal. Sessions will include getting the most out of your story structure, characters, dialogue, humor, action sequences, and descriptive techniques. We'll fine-tune what you already know and reveal the importance of combining individuality and creativity to yield that rarest of elements, originality. The course is taught by a published writer and former Program Director for the Riverside Arts Foundation.

ROOM

91151 T 06:00PM-08:00PM TBA TBA BOLDING P
(08/30 - 10/08)

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

REGISTER BY PHONE
(760) 245-4271 Ext. 2741

FBAS 402 (\$50)

Writing to Make Money: Becoming an Author

This three hour course led by award-winning author Dr. Catherine Feher-Elston will teach prospective authors how to break into the publishing world. Fiction and non-fiction writers are welcome. We will learn how to prepare a manuscript proposal, how to find an agent, how to get ready to write, how to research, book marketing and understanding publishing law and intellectual property.

ROOM

90449 S 09:00AM-12:00PM TBA TBA FEHER C
(10/16)

FBAS 408 (\$35)

Ravens and Crows: Birds of Myth, Mirth and Mystery

Award-winning Nature writer, author of the award-winning book Ravensong: A Natural and Fabulous History of Ravens and Crows, introduces students to facets of ravens and crows-genuses of the bird world. A discussion on corvid behavior, measures of intelligence, corvid in myth and religion and ravens as 147birds of mystery and magic148 will be included in this 2 hour seminar/Mojave and Grand Canyon ravens.

ROOM

90491 S 10:00AM-12:00PM TBA TBA FEHER C
(10/30)

FBAS 409 Wolfsong: Call of the Wild (\$35)

Revered by tribal peoples and hated by modern Europeans, the wolf inspires conflicting emotions in humans. In this seminar, we will consider the wolf in context of Nature, myth, folklore, history and science. For some, wolf is a teacher embodiment of strength and protection. For others, wolf evokes fear and hatreds that brought him to the brink of extinction. Examination of wolf and wolf recovery will be presented by the award winning author Feher-Elston.

ROOM

90490 S 10:00AM-12:00PM TBA TBA FEHER C
(11/06)

REGISTER BY EMAIL
FEEBASE@VVC.EDU

FBAS 547 Creative Writing Workshop (\$45)

Come have fun! This workshop-style course is for writers of fiction, poetry, and/or drama who would like feedback on their work. We will workshop existing projects, do exercises to create new ones, and read the work of professional writers. Open to ages 16 and up.

ROOM

91222 W 05:30PM-07:30PM TBA TBA WAGNER P
(09/08 - 09/29)

91223 W 05:30PM-07:30PM TBA TBA WAGNER P
(10/06 - 10/27)

91124 W 05:30PM-07:30PM TBA TBA WAGNER P
(11/03 - 12/01)

FBAS 557 (\$65)

Life Survival Skills for Disaster Prevention

Be a survivalist! Learn how to survive and prevent natural, financial and health disasters from disrupting your life. This course will provide steps and strategies to prepare you for not being a victim to unforeseen catastrophic events. The course will involve class participation, questionnaire surveys and resources for disaster prevention.

ROOM

91016 T 03:30PM-04:30PM TBA TBA HERNANDEZ H
(08/31 - 09/21)

91017 T 03:30PM-04:30PM TBA TBA HERNANDEZ H
(09/28 - 10/19)

FBAS 562 Etiquette Lifestyle (\$20)

This workshop will focus on the following classes: (1) The Meaning of Etiquette (2) Proper Introduction (3) Basic rules of conversation (4) Communication Skill/Public Speaking (5) Cultural Diversity and (6) Dinning Etiquette. The objectives of these courses are to make youth and young adults aware of etiquette courses can provide limitless opportunities in their lives when engaged in appropriate productive behaviors. In addition etiquette offers a sense of structure, confidence and reinforces positive patterns. Additional \$5 material fee paid to instructor in class, cash only.

ROOM

91059 W 06:00PM-07:30PM TBA TBA DAVIS M
(10/06 - 10/20)

Fall 2010

FBAS 568 Matt Furey Book Study (\$39)

We'll read and review materials by Wrestling and Martial Arts Champ, plus Health and Internet Guru Matt Furey.

ROOM
91080 S 02:00PM-04:00PM TBA TBA TURNER E
(09/04 - 09/25)

Additional \$20 material fee paid to the instructor in class, cash only

FBAS 570 Jon Gordon Book Study (\$39)

We'll read the books and view the materials of Motivational Speaker Jon Gordon.

ROOM
91081 S 02:00PM-04:00PM TBA TBA TURNER E
(10/09 - 10/30)

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

FBAS 577 Finding a Good Job in a Down Market (\$30)

This is a dynamic interactive program; you will learn the insiders' secrets to: Locating a job that suits you perfectly writing a resume that gets read and gets you an interview Developing interviewing techniques that will get you hired Additional \$30 material fee paid to instructor in class, cash only.

ROOM
91100 TH 06:00PM-09:00PM TBA TBA EIBLER J
(09/16)

FBAS 581 Guiltless Pleasures Deserts Class (\$35)

We will be learning how to prepare holistic deserts that are gluten and sugar free. Kids and adults love them. Get hands on experience and the expert advice of a living foods chef! These are the different workshops that will be held depending on the month. Juicing and Smoothie Workshop Mexican Vegetarian Level 1 Feasting on Live foods Ethnic Vegetarian Cuisine Holiday Deserts Living Food Style

ROOM
91140 W 04:00PM-05:30PM TBA TBA GONZALES L
(09/01 & 09/29)
91181 W 04:00PM-05:30PM TBA TBA GONZALES L
(10/13 & 10/27)
91182 W 04:00PM-05:30PM TBA TBA GONZALES L
(11/10 & 11/24)
91183 W 04:00PM-05:30PM TBA TBA GONZALES L
(12/01 - 12/15)

Additional \$20 material fee paid to the instructor in class, cash only.

FBAS 588 Cooperative Parenting (\$65)

The course is designed for parents, foster-parents and car-givers on how to become better and greater parents. It is primarily structured as an interactive process to more fully engage participants within a five-week course. If you are having problems with any of your children, this is the course for you. This course will positively benefit you! Additional \$35 material fee paid to instructor in class, cash only.

ROOM
91217 TH 06:00PM-08:00PM TBA TBA ONNEKIKAMI E
(10/07 - 11/04)

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

RELIGIOUS

FBAS 578 Doing Business by the Good Book (\$45)

This course is designed to educate participants on how they can achieve great financial success by following the Bible's timeless ethical and moral principles. The course offers profound, yet practical advice and solutions on how to do good for both customers and employees. The course will focus but not limited to; good leadership, striving for excellence, communicating and accountability.

ROOM
91103 W 05:30PM-07:30PM TBA TBA ONNEKIKAMI E
(09/01 - 09/29)

91176 S 11:30AM-01:30PM TBA TBA ONNEKIKAMI E
(11/06 - 11/27)

FBAS 573 Bible Book Club (\$29)

We will read and discuss works by opposing authors John Shelby Spong and Lee Strobel, in a safe and comfortable environment.

ROOM
91094 S 04:30PM-06:30PM TBA TBA TURNER E
(10/09 - 10/30)

Additional \$29 material fee paid to the instructor in class, cash only.

RESTAURANT MANAGEMENT

FBAS 85 Food Handlers (\$27)

Anyone handling food in San Bernardino County is required to obtain a food handlers certification card by attending a two-hour class. The card is valid for three years. You must pre-register. **Cash or Credit Card only!**

ROOM

09387	W 06:00PM-08:00PM	10-8	WAGNER H
	(09/01)		
09393	W 06:00PM-08:00PM	10-8	WAGNER H
	(09/08)		
09961	F 03:00PM-05:00PM	10-8	MORGAN M
	(09/10)		
09394	W 06:00PM-08:00PM	10-8	WAGNER H
	(09/15)		
09395	W 06:00PM-08:00PM	10-8	WAGNER H
	(09/22)		
09962	F 03:00PM-05:00PM	10-8	MORGAN M
	(09/24)		
09397	W 06:00PM-08:00PM	10-8	WAGNER H
	(09/29)		
09398	W 06:00PM-08:00PM	10-8	WAGNER H
	(10/06)		
09963	F 03:00PM-05:00PM	10-8	MORGAN M
	(10/08)		
09399	W 06:00PM-08:00PM	10-8	WAGNER H
	(10/13)		
09400	W 06:00PM-08:00PM	10-8	WAGNER H
	(10/20)		
09964	F 03:00PM-05:00PM	10-8	MORGAN M
	(10/22)		
09401	W 06:00PM-08:00PM	10-8	WAGNER H
	(10/27)		
09409	W 06:00PM-08:00PM	10-8	WAGNER H
	(11/03)		
09410	W 06:00PM-08:00PM	10-8	WAGNER H
	(11/10)		

Fall 2010

09411	W 06:00PM-08:00PM (11/17)	10-8	WAGNER H
09413	W 06:00PM-08:00PM (11/24)	10-8	WAGNER H
09414	W 06:00PM-08:00PM (12/01)	10-8	WAGNER H
09415	W 06:00PM-08:00PM (12/08)	10-8	WAGNER H
09966	F 03:00PM-05:00PM (12/10)	10-8	MORGAN M
09388	W 06:00PM-08:00PM (12/15)	10-8	WAGNER H

90301	Classes Every Monday:	(3pm - 5pm)
08901	Classes Every Thursday:	(3pm - 5pm)
09417	Classes Every Saturday:	(9am - 11am)

Refund Policy for Food Handlers: **No refunds permitted only one transfer allowed.** In order to receive transfer you must call within 24 hrs. after scheduled class date.

Please bring a pen or pencil.

For groups of 10 or more, arrangements can be made for off-site training. For more information, call (760) 245-4271 ext. 2741.

****Note**** Card replacement cost \$10.00 (ex...lost your card, damaged card, employer won't return card).

Food Handler Test Only: If you want to only take the Food Handler test follow these simple steps:

- 1) Go to Bursar's Office in bldg. #52 (Student Services 1)
- 2) Pay \$20 (cash, or credit card only)
- 3) Take receipt from Bursar's to bldg. #21 (Advance Tech)
- 4) Ask for Terrie Armstrong (front desk)

Food Handler Test Only Schedule: Monday - Thursday 8:00am - 11:00am or 1:30pm - 4:00pm. The test is for 1/2 hour only. You will receive your card on the same day after passing the test.

FBAS 548 Restaurant Consultation (\$150)

This class will instruct and enhance restaurant owners and managers while providing the knowledge needed on how to raise the bar in all aspects of restaurant operations, increase in customers, customer satisfaction, and increase in profits and saving their restaurant.

			ROOM
90989	M 08:00AM-05:00PM	TBA TBA	WAGNER H
	(By appointment only)		

Additional \$30 material fee paid to instructor in class, cash only.

**SERVSAFE
MANAGER CERTIFICATION TRAINING
(ENGLISH ONLY)**

The health and Safety Code for the State of California states that each food facility shall have an owner or employee who has successfully passed an approved and accredited food safety certification examination. The cost is \$150 per person. Text book will be an additional \$78.00. Off-site training at your location can be offered and arranged by appointment only (760) 245-4271 Ext. 2741.

FBAS-417-90302

SERVSAFE

**MANAGER CERTIFICATION TRAINING
(SPANISH ONLY)**

The health and Safety Code for the State of California states that each food facility shall have an owner or employee who has successfully passed an approved and accredited food safety certification examination. The cost is \$150 per person. Off-site training at your location can be offered and arranged by appointment only (760) 245-4271 Ext. 2741.

**SERVSAFE
ALCOHOL CERTIFICATION TRAINING**

This is a program to certify and train all members of an establishment including servers, host, valets, bouncers, coat checkers, etc... The program gives you information on understanding alcohol law and your responsibility, recognizing and preventing intoxication. The cost is \$150 per person. Off-site training at your location can be offered and arranged by appointment only (760) 245-4271 Ext. 2741.

SPORTS

FBAS 564 (\$30)

How to Get Your Child an Athletic Scholarship

Is your child a student-athlete and has no idea about the recruiting process? This workshop discusses: what opportunities exist for student-athletes, dispelling the myths of the recruitment process, and recruitment regulations. If your child is a student-athletes, you can't miss this workshop.

			ROOM
91065	S 09:00AM-10:30AM (09/11)	TBA TBA	CRUZ S
91066	S 09:00AM-10:30AM (10/02)	TBA TBA	CRUZ S

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

FBAS 567 Sports Films (\$39)

We'll watch and discuss a bunch of fun sports films, complete with light refreshments. This is a great way to spend a Saturday night. Films, depending on availability, include Rocky-Boxing, Rudy-Football, The Bad News Bears-Baseball, and Without Limits-Track.

Potential Movies:

- "Hoosiers" - Basketball
- "Rocky" - Boxing
- "The Bad News Bears" - Baseball

			ROOM
91076	S 07:00PM-09:45PM (09/04 - 09/25)	TBA TBA	TURNER E

FBAS 572 College Films (\$39)

How do American movies view various universities here and the students who attend them?

Potential Movies:

- "Rudy" - Notre Dame
- "The Skulls" - Yale
- "The Sure Thing" - UCLA
- "The Paper Chase" - Harvard

			ROOM
91086	S 07:00PM-09:45PM (10/09 - 10/30)	TBA TBA	TURNER E

Online Workforce Training Programs

Anywhere, anytime learning!

Designed to provide the workforce skills necessary to acquire professional caliber positions for many in-demand occupations. Gatlin Education Services in partnership with Victor Valley College offers the following online certificate programs:

Healthcare and Fitness

Administrative Dental Assistant (150 Hours)
Administrative Medical Specialist w/ Medical Billing and Coding (300 Hours) *The coding reference materials provided will be current with the exam*

applicable at the time of enrollment.

Advanced Coding for the Physician's Office (80 Hours)
Advanced Hospital Coding and CCS Prep (80 Hours)
Advanced Personal Fitness Trainer (240 Hours)
Certified National Pharmaceutical Representative (120 Hours)
Fitness Business Management (260 Hours)
HIPAA Compliance (4 user licenses) (12 Hours)
Human Resources for Healthcare Professionals (80 Hours)
ICD-10 Medical Coding: Preparation & Instruction for Implementation (200 Hours)
Medical Billing and Coding (240 Hours) *The coding reference materials provided will be current with the exam applicable at the time of enrollment.*
Medical Terminology (60 Hours)
Medical Transcription (240 Hours)
Nutrition for Optimal Health, Wellness, and Sport (200 Hours)
Personal Fitness Trainer (150 Hours)
Personal Training and Group Exercise Training for Older Adults (260 Hours)
Pharmacy Technician (240 Hours)
Veterinary Assistant (240 Hours)
Women's Exercise Training and Wellness (200 Hours)

Business and Professional

Administrative Professional with Microsoft Certified Application Specialist (MCAS) (240 Hours)
Administrative Professional w/ Microsoft Office Specialist (240 Hours)
Alternative Dispute Resolution Certificate (180 Hours)
Bookkeeping the Easy Way with Quickbooks (140 Hours)
Certified Bookkeeper (80 Hours)
Certified Global Business Professional (400 Hours)
Certified Wedding Planner (300 Hours)
Chartered Tax Professional (180 Hours)
Chartered Tax Professional for California Residents (200 Hours)
eBusiness (200 Hours)
Emergency Management Training (300 Hours)
English as a Second Language - Global English (Unlimited Hours)

Entrepreneurship: Start-Up and Business Owner Management (360 Hours)
Freight Broker/Agent Training (150 Hours)
Grant Writing (300 Hours)
Help Desk Analyst: Tier 1 Support Specialist (80 Hours)
Leadership and Legacy: Seven Steps to Leading High Achieving Teams (70 Hours)
Lean Mastery (60 Hours)
Management for IT Professionals (390 Hours)
Management Training (360 Hours)
Non-Profit Management Training (300 Hours)
Paralegal (225 Hours)

Payroll Practice and Management (80 Hours)
Personal Financial Planning (40 Hours)
Project Management (40 Hours)
Purchasing & Supply Chain Management (300 Hours)
Records Management (180 Hours)
Search Engine Marketing (250 Hours)
Search Engine Optimization (150 Hours)
Six Sigma Black Belt (200 Hours)



Six Sigma Green Belt (100 Hours)
Technical Writing (80 Hours)
Travel Agent Training (200 Hours)
Understanding Earned Value Management (30 Hours)

IT and Software Development

.NET Training (177 Hours)
3ds max (580 Hours)
Administrative Professional with Microsoft Certified Application Specialist (MCAS) (240 Hours)

Fall 2010

Administrative Professional w/ Microsoft Office Specialist (240 Hours)
AutoCAD 2007 (150 Hours)
AutoCAD 2009 (150 Hours)
Cisco® CCENT® Certification Training (70 Hours)
Cisco® CCNA® Certification Training (100 Hours)
CompTIA™ A+ Certification Training (320 Hours)
Comp TIA™ Linux+/LPI Level One Certification Training (300 Hours)
Comp TIA™ Network+/Server+ Certification Training (80 Hours)
Comp TIA™ Security+ Certification Training (120 Hours)
eBusiness (200 Hours)
English as a Second Language - Global English (unlimited hours)
Forensic Computer Examiner (150 Hours)
Help Desk Analyst: Tier 1 Support Specialist (80 Hours)
Microsoft Access 2007 (35 Hours)
Microsoft Certified Application Specialist (MCAS) (120 Hours)
Microsoft Certified Database Administrator (MCDBA) (460 Hours)
Microsoft Certified Desktop Support Technician (MCDST) (200 Hours)
Microsoft Certified System Administrator 2003 (MCSA) (440 Hours)
Microsoft Certified System Administrator Plus 2003 (MCSA+) (340 Hours)
Microsoft Certified System Engineer 2003 (MCSE) (700 Hours)
Microsoft Certified Technology Specialist: SQL Server 2005 (MCTS) (480 Hours)
Microsoft Excel 2007 (35 Hours)
Microsoft Office Specialist 2003 (MOS) (120 Hours)
Microsoft Outlook 2007 (35 Hours)
Microsoft PowerPoint (35 Hours)
Microsoft Vista Business (35 Hours)
Microsoft Word 2007 (35 Hours)
Pay Per Click Marketing (150 Hours)
RFID (Radio Frequency Identification) on the Web™ (70 Hours)
Search Engine Marketing (250 Hours)
Search Engine Optimization (150 Hours)
Web Database Developer (267 Hours)
Webmaster (150 Hours)
Website Design (225 Hours)

Media and Design

3ds max (580 Hours)
Business Marketing Design (240 Hours)
Digital Arts Certificate (225 Hours)
English as a Second Language - Global English (Unlimited Hours)
Fine Arts Training (200 Hours)
Graphic Design (80 Hours)
Interior Design (350 Hours)
Multimedia Design Certificate (225 Hours)
Video Game Art (300 Hours)
Video Game Design and Development (500 Hours)
Web Database Developer (267 Hours)
Webmaster (150 Hours)
Website Design (225 Hours)

Hospitality and Gaming

3ds max (580 Hours)
Advanced Personal Fitness Trainer (240 Hours)
Casino Baccarat Dealer (75 Hours)
Casino Blackjack Dealer (100 Hours)
Casino Poker Dealer (100 Hours)
Certified Global Business Professional (400 Hours)
Certified Wedding Planner (300 Hours)
English as a Second Language - Global English (Unlimited Hours)
Fine Arts Training (200 Hours)
Hospitality and Casino Management (200 Hours)
Personal Fitness Trainer (150 Hours)
Travel Agent Training (200 Hours)
Video Game Art (300 Hours)
Video Game Design and Development (500 Hours)

Skilled Trades and Industrial

Chemical Plant Operations (400 Hours)
English as a Second Language - Global English (Unlimited Hours)
Freight Broker/Agent Training (150 Hours)
Home Inspection (200 Hours)
HVAC Technician (320 Hours)
Modern Automotive Service Technician (380 Hours)
Oil Refinery Operations (400 Hours)
Paper Mill Operations (400 Hours)
Power Plant Operations (400 Hours)
Pulp Mill Operations (400 Hours)

Management and Corporate

Alternative Dispute Resolution Certificate (180 Hours)
Certified National Pharmaceutical Representative (120 Hours)
Core Mediation Certificate (60 Hours)
Corporate Governance and Ethics (15 Hours)
English as a Second Language - Global English (Unlimited Hours)
Entrepreneurship: Start-Up and Business Owner Management (360 Hours)
Human Resources for Healthcare Professionals (80 Hours)
Leadership and Legacy: Seven Steps to Leading High Achieving Teams (70 Hours)
Lean Mastery (60 Hours)
Management for IT Professionals (390 Hours)
Management Training (360 Hours)
Non-Profit Management Training (300 Hours)
Payroll Practice and Management (80 Hours)
Project Management (40 Hours)
Purchasing Management (300 Hours)
Records Management (80 Hours)
Six Sigma Black Belt (200 Hours)
Six Sigma Green Belt (100 Hours)
Technical Writing (80 Hours)

For registration and pricing information please
call (760) 245-4271 Ext. 2741,
or visit www.gatlineducation.com/vvc/

The eLearning Center

from Victor Valley College

Victor Valley College now has thousands of online courses from the world's greatest authors and companies on nearly every subject imaginable! Visit the "VVCFORME" eLearning Center to find the largest selection of self-study online courses available. Enroll anytime you like— study when you want!



Online Spanish Course Descriptions

All courses are designed for approximately 16-24 hours of instruction, are available for 6 months, and include a certificate of completion when finished. The courses incorporate visual imagery (photos associated with words and phrases for better retention), native speakers to hear proper pronunciation, language tips, intuitive reading exercises, interactive assessments to measure your progress and comprehension, and cultural lessons.

Spanish for the Workplace

Spanish for the Workplace is a self-paced, online occupational Spanish course that seeks to bridge the communication gap between English and Spanish-speaking co-workers and clients. The course is designed for beginning Spanish learners who simply want to communicate in basic Spanish as well as the opportunity to learn approximately 700 commonly-used Spanish words and phrases in the workplace.

Spanish for Banking

Spanish for Banking is a self-paced, online Spanish course designed for banking and credit union professionals wanting to communicate with their Spanish-speaking customers. In addition to basic greetings and general Spanish vocabulary, the course also covers **customer service terms, phrases dealing with opening an account, cashing a check, depositing a check, withdrawals and transfers, applications, and general banking vocabulary.**

Spanish for Construction

Spanish for Construction is a self-paced, online Spanish course designed for construction workers, contractors, foreman, and anybody who works with Spanish-speaking employees and co-workers in the construction industry. In addition to basic greetings and general Spanish vocabulary, the course also covers **building areas, hand tools, power tools, construction equipment, building supplies, hardware, landscaping, painting, and electrical terms, safety equipment, and supervisory expressions.**

Spanish for Educators

Spanish for Educators is a self-paced, online Spanish course designed for teachers, administrators, front office staff, and anyone working with Spanish-speaking students and parents. In addition to basic greetings and general Spanish vocabulary, the course also covers **phrases for the reception area, registration, classroom items, phrases for younger students, study skills, behavior, school rules, and course titles.**

Spanish for EMTs & Paramedics

Spanish for EMTs & Paramedics is a self-paced, online Spanish course designed for EMTs, Paramedics, and Emergency Responders dealing with medical situations with the Spanish-speaking public. In addition to basic greetings and general Spanish vocabulary, the course also covers **responding to emergencies, common injuries, water emergencies, body parts, organs, the examination, pain descriptions, patient care, asking for intake information, medical history, and insurance vocabulary.**

Spanish for Firefighters

Spanish for Firefighters is a self-paced, online Spanish course designed for firefighters and emergency responders during a fire situation wanting to communicate with the Spanish-speaking public. In addition to basic greetings and general Spanish vocabulary, the course also covers **firefighting vocabulary and phrases, fire and life safety inspections, water emergencies, general emergencies & common injuries, medical vocabulary, intake information, building areas, directions and safety equipment.**

Spanish for Food Service

Spanish for Food Service is a self-paced, online Spanish course designed for restaurant managers, wait staff, cooks, and anyone working with Spanish-speaker employees and co-workers. In addition to basic greetings and general Spanish vocabulary, the course also covers **hiring, training, job expectations, job performance, accidents and emergencies, menu terms, meats, seafood, fruits, vegetables, beverages, service station, condiments, types of china and flatware, room set-up, and cleaning supplies.**

Fall 2010

Spanish for Health Care

Spanish for Health Care is a self-paced, online Spanish course designed for nurses, doctors, health care administrators, front desk workers, and anyone working with Spanish-speaking patients. In addition to basic greetings and general Spanish vocabulary, the course also covers **job titles, admissions and initial intake, insurance terms, body parts and organs, medical history, patient examination, discharge instructions, and common injuries and accidents.**

Spanish for Hospitality

Spanish for Hospitality is a self-paced, online Spanish course designed for hotel and housekeeping supervisors of Spanish-speaking employees and guests. In addition to basic greetings and general Spanish vocabulary, the course also covers **lodging vocabulary, housekeeping phrases, cleaning supplies, maintenance and grounds terms, hiring, training, job expectations, and job performance.**

Spanish for Human Resources

Spanish for Human Resources is a self-paced, online Spanish course designed for HR professionals and anyone hiring Spanish-speaking employees. In addition to basic greetings and general Spanish vocabulary, the course also covers **job titles, departments, reception terms, employment applications, verification and pay, payroll, benefits, medical insurance, hiring, training, job expectations, job performance, and accidents and common injuries.**

Spanish for Law Enforcement

Spanish for Law Enforcement is a self-paced, online Spanish course designed for Police Officers and Law Enforcement Personnel wanting to communicate with the Spanish-speaking public. In addition to basic greetings and general Spanish vocabulary, the course also covers **law enforcement occupations, departments and units, interviewing the public, law enforcement commands and phrases, traffic laws and problems, the raid, weapons, accidents and injuries, people descriptions, and the Miranda Warning.**

Spanish for Manufacturing

Spanish for Manufacturing is a self-paced, online Spanish course designed for managers, supervisors, team leaders, or anybody who works with Spanish-speaking employees and co-workers in a manufacturing setting. In addition to basic greetings and general Spanish vocabulary, the course also covers **job titles, factory vocabulary, common actions and commands, hand tools, power tools, supplies and materials, hardware, clean-up terms, measurements, safety equipment, job expectations, job performance, supervisory terms, schedules and shifts, and hazardous materials.**

Spanish for Public Safety Officers

Spanish for Public Safety Officers is a self-paced, online Spanish course designed for public safety officers and emergency responders who want to communicate with the Spanish-speaking public. The course incorporates law enforcement, firefighting, and EMT/Paramedic vocabulary. In addition to basic greetings and general Spanish vocabulary, the course also covers **emergency responder occupations, departments and units, interviewing the public, law enforcement commands and phrases, traffic laws and problems, the raid, weapons, firefighting terms and phrases, fire and life safety inspections, water emergencies, body parts and organs, accidents and injuries, pain descriptions, people descriptions, and the Miranda Warning.**

Spanish for Social Services

Spanish for Social Services is a self-paced, online Spanish course designed for social workers, counselors, non-profit office staff and administrators, ministers, and anyone working with Spanish-speakers in an outreach capacity. In addition to basic greetings and general Spanish vocabulary, the course also covers **job titles and people, the outreach visit, social work terms, interview phrases, insurance vocabulary, medical history, feelings, agency services, common places, accidents/common injuries and emergencies.**

Spanish for Warehouses & Distribution Centers

Spanish for Warehouses & Distribution Centers is a self-paced, online Spanish course designed for managers, supervisors, team leaders, or anybody who works with Spanish-speaking employees and co-workers in a warehouse or distribution center setting. In addition to basic greetings and general Spanish vocabulary, the course also covers **warehouse terms, forklift parts and phrases, building areas, directions, common actions and commands, supplies and materials, hardware, clean-up terms, measurements, safety equipment, job expectations, job performance, supervisory terms, schedules and shifts, and hazardous materials.**

For information including how to apply available at

www.ProntoLearning.com/vvc

or

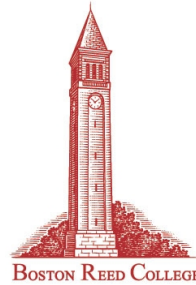
Call

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Fall 2010

Victor Valley College

Our Partners



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