
Important Messages from Continuing Education and Workplace Training

Welcome to Mt. San Jacinto College Continuing Education and Workplace Training, where “Your Success is Our Success”! We use this section of our schedule to provide essential information on new programs, policy improvements and other news.

Mission Statement

Continuing Education provides professional, personal, and career development courses and seminars that are relevant, current and meet the highest expected standards.

Here's What's New

NEW Cardiographic Technician Program: Cardiographic Technicians are allied health support personnel that work in a variety of settings. The workplace can vary from doctor's offices to hospital cardiology departments. Cardiographic Technicians are trained in performing EKG's, CPAC monitoring, Holter, Event and Blood Pressure monitor hookups. The program also focuses on a wide range of Cardiology terminology, along with basic understanding of cardiac rhythms and abnormalities. It is very beneficial to have prior knowledge of basic medical terminology and body systems. Successful students will be prepared for the national industry exam for Certified Cardiographic Technician. Look inside for information on the January 21st orientation.

NEW Certified Bookkeeper Program: National Certification for Working Bookkeepers! National Certification distinguishes you from other bookkeepers because it proves you have met high national standards and demonstrated the ability to handle the books for a company of up to 100 employees. Look in the Business and Careers section for more detail and plan to attend the January 17th orientation.

NEW process to pre-register for orientation: Each Career Training Certificate has a separate, free orientation. Attendance at orientation is mandatory prior to registering in these programs.

CEU's Available: Many of the courses and seminars are available for Continuing Education Units for various professions. Our single day Massage related classes offer up to 4 CEUs for Massage Therapists, Nurses, C.N.A's and Medical Assistants. Certified Personal Fitness Trainers may receive up to 6 CECs (CEU equivalent) for Nutritional Concepts for Fitness or Exercise Program Design for Special Populations. You must pre-register if requesting CEUs.

NEW Classes at San Gorgonio Pass Campus: We are pleased to be able to expand the course offerings at San Gorgonio Pass Campus. In addition to the Pharmacy Technician program, we now offer GED prep and English as a Second Language. We will continue to work on new offerings for the region. Let us know what classes you would like to see in the future.

For more information you can always visit our website at www.msjc.edu/ce.

Attention: Advanced registration is suggested for all classes. Many classes fill well before the scheduled date.

5 WAYS TO REGISTER!

1) REGISTER BY MAIL:

Registration will be accepted by mail. Print all information on the registration enrollment form. Forms lacking necessary information will not be processed. Checks or Money Orders must accompany the enrollment form and should be made payable to Mt. San Jacinto College (MSJC). A \$25.00 fee will be charged for returned checks. Mail checks to:

Mt. San Jacinto College
Attn: Continuing Education Office
1499 N. State St., San Jacinto, CA 92583

Mail-in registration is processed in the order received.

2) REGISTER IN PERSON:

Walk-in registration will be accepted at:
San Jacinto Campus
1499 N State Street, San Jacinto CA 92583
Room 1455A-across from tennis courts

And one day per week at:
Menifee Valley Campus
28237 La Piedra Rd, Menifee CA 92584
Check our website for day and time

(If paying cash please bring exact change)
Drop box also available at: Menifee and Temecula (no cash please)

3) REGISTER BY PHONE

Fee based classes only

Registration will be accepted with the use of MASTERCARD, VISA, or DISCOVER for all applicable fees at : (951) 487-3711

4) REGISTER BY FAX

(24-Hour Enrollment):

Fax registration form found at the back of this schedule to **(951) 654-0876** with the use of MASTERCARD, VISA, or DISCOVER for all applicable fees.

5) REGISTER VIA THE INTERNET

Fee based classes only 3:00a.m.-10:30p.m.

www.msjc.edu/ce

Holiday: February 17th, 18th, and 20th. April 6th and 7th and May 28th. Off campus classes may be held on these dates check course listings for verification of location.

No Children are allowed in class unless they are registered for a class under College for Kids.

Continuing Education Policy Statements

Locations and instructors are subject to change. These changes do not warrant a refund.

CLASS CANCELLATION:

Participants will be notified by phone or in writing if a class is canceled. Classes can be canceled for low enrollment – register early!

STUDENT DROP RESPONSIBILITY:

It is your responsibility to drop. DO NOT STOP PAYMENT on your check. If you stop payment, you will be assessed returned check charges. You will be unable to receive transcripts or register for courses until the debt is satisfied.

REFUNDS FOR FEE-BASED CLASSES:

Refund requests MUST be made by the third working day prior to the start of the event. NO REFUNDS WILL BE ISSUED AFTER THIS TIME. A \$10.00 per person/per event PROCESSING FEE will be retained by the college on ALL REFUNDS unless the class or event is canceled or the meeting times are changed by the Continuing Education Office. Refunds will be made to the student whose name appears on the enrollment form regardless of who paid the fees. Allow 30 days for a refund check. If you are requesting a refund because of dissatisfaction with the class, you MUST notify the Continuing Education Office in writing within THREE working days of the end of class. INABILITY TO KEEP UP WITH THE CLASS IS NOT A JUSTIFICATION FOR A REFUND. Refunds will NOT be issued for students going to the wrong site or attending the wrong day.

***Refund Policy for career Training Certification programs will be discussed at orientation.**

REGISTRATION CONFIRMATION:

You will be mailed a registration statement or receive an email confirming class registration if you registered via the internet. We will, however, contact students if classes are canceled or closed.

ENROLLMENT HOURS:

Continuing Education Department
San Jacinto Campus
Bldg:1450 Rm. 1455A

Mon - Thurs 7:30am – 5:00pm, Fri 8:00am - 12:00pm

Menifee Valley Campus,
28237 La Piedra Rd., (Bldg: 100)

One day a week on site registration-see website for details
For Drop Registration Only – NO CASH
Mon - Thurs 8:00am – 5:00pm, Fri 8:00am - 12:00pm

Temecula Education Complex
27447-27463 Enterprise Circle W

For Drop Registration Only – NO CASH
Mon-Thurs 8:00am – 6:00pm, Fri 8:00am - 12:00pm

PARKING PERMITS REQUIRED FOR ON-CAMPUS CLASSES: \$34.00 FOR THE SEMESTER, OR MAXIMUM \$2.00 PER DAY.

Cooking Classes voted Second Place in Reader's Choice Awards!

One of the most popular class series over the last few years has been our Cooking with the Masters classes with Martha Culbertson. Martha trained with some of the most famous chefs in the world including Julia Child. The classes are so highly regarded that readers of The Press-Enterprise recently voted the program to be among the best in Riverside County during the 2011 Press-Enterprise Readers' Choice Award. Martha's classes earned second place in the Favorite Cooking Class category. In spring 2012 Culbertson's classes will move to Fantasy Kitchen in Temecula.

Kitchen Fantasy is located on the west side of the Target Shopping Center at 27576 Ynez Rd H-1.



Cooking with the Masters: Julia and Simca - A Tour of Provence

The instructor lived in Julia's house situated in Simone Beck's compound while studying the techniques and flavors of Provence. Come along on a four week tour of the cuisine from the area where Julia Child and her co-author, Simone Beck, studied, cooked and wrote "Mastering the Art of French Cooking". Classes will feature recipes taken from the instructor's study with Julia and Simca. All new menus and recipes are presented. For each session, a material fee of \$10 will be collected in class.

9013 M Culbertson

2/2/2012 2/23/2012 TH
11:00AM 02:00PM

Fee: 120.00

The Food Traveler: Laissez Les Bons Temps Rouler!

Cajon, America's favorite regional cooking is exciting and is influenced by the bounty of the waters of the Gulf Coast. This cuisine evolved from the Acadian French and incorporates African and Spanish accents. Residing in the Bayou country of Louisiana has produced a cache of recipes for this teacher. Learn to make Seafood Gumbo, Oyster Po Boys, Red Beans and Rice and Bread Pudding Soufflé with Bourbon Sauce. Material fee of \$10 will be collected in class.

9014 M Culbertson

3/1/2012 TH
11:00AM 02:00PM

Fee: 40.00

The Food Traveler: Down Under Dining

A year spent in Australia produced these recipes featured in this Australian Tea (Dinner). British influenced food has given way to international fare; however, the following dishes are pure Aussie. Seafood is a big item in this cuisine, so a starter of Prawn Cocktail is followed by a Flaky meat and Guinness Pie and ends with the national dessert which is Pavlova, a celebration dish of smooth meringue, fresh fruit and whipped cream. Material fee of \$10 will be collected in class.

9015 M Culbertson

3/8/2012 TH
11:00AM 02:00PM

Fee: 40.00

The Food Traveler: Tuscany

A three thousand year old cuisine which featured wine, olive oil and bread then as it does now. A first course of Zuppa de Fagioli, allowed by Risotto with Wild Mushrooms and Beef Braised in Chianti. The finale is Torta all'Arancia which is a sumptuous orange cake with a Marsala Sauce. Material fee of \$10 will be collected in class.

9016 M Culbertson

3/15/2012 TH
11:00AM 02:00PM

Fee: 40.00

The Food Traveler: It's a Party! Indonesian Ristaffel

Ristaffel means "Rice Table" and consists of multiple dishes from five to fifty and was invented during the Dutch Colonial period. Amsterdam today teems with ristaffel restaurants. The rice table you will learn to make in this class will feature: Spiced Fried shrimp, Pate' Ajam, Nasi Goreng, Gado Gado, Krupuk and Pisang Goreng. Material fee of \$10 will be collected in class.

9017 M Culbertson

3/22/2012 TH
11:00AM 02:00PM

Fee: 40.00

The Food Traveler: New Mexico

How about a stroll through Santa Fe? Learn to prepare the dishes developed by creative chefs to feature the products of this beautiful State. An appetizer of Queso Fundido with New Mexico Hatch Chilies; followed by a Pickled Shrimp and Corn Salad and for a main dish. Carne Adovada (pork in red sauce) in New Mexico Enchiladas. Dessert is pure New Mexican, Sopapillas with Honey. Material fee of \$10 will be collected in class.

9018 M Culbertson

3/29/2012 TH
11:00AM 02:00PM

Fee: 40.00

Personal Edutainment

In Your Easter Basket: A Holiday Picnic

Entertain family and friends with a casual Easter buffet lunch. Little wicker basket trays is a festive way for your guests to "gather" their lunch. The buffet features Salmon Easter Packages (Salmon in Filo), Grape Leaves with Lamb and Pine Nuts, Artichoke bottoms with Russian Salad, Chicken Lollipops for the kids and Strawberry CookieTarts. Material fee of \$10 will be collected in class.

9019 M Culbertson

4/5/2012

TH

11:00AM 02:00PM

Fee: 40.00

The Food Traveler: Napa Valley Style

Some of the best food in America can be found in the Napa Valley. The menu for this class begins with classic French Sausage in Brioche followed by Sautéed Salmon with Leeks; Thomas Keller's Bibb Lettuce Salad with the French Laundry Vinaigrette and a purely French dessert, Crème Caramel. Material fee of \$10 will be collected in class.

9020 M Culberston

4/12/2012

TH

11:00AM 02:00PM

Fee: 40.00

Cooking With the Masters: Mastering Sauces

The glory of French cooking lays in the carefully prepared sauces. This menu will demonstrate the use of classic sauces: Beef Tenderloin Medallions with Asparagus "Oscar" style (Hollandaise Sauce); Homemade Mac and Cheese (Béchamel Sauce); Garden Vegetable Medley with Aioli Sauce and Chocolate Cake with Fresh Raspberry Sauce. Material fee of \$10 will be collected in class.

9021 M Culberston

4/19/2012

TH

11:00AM 02:00PM

Fee: 40.00



Use your Visa, Mastercard or Discover card to register by mail, fax or telephone.

Call (951) 487-3707 .

From Vine to Wine

Spend an afternoon in the beautiful Temecula Wine Country and enjoy a unique opportunity to really learn how wine is made. You'll get an in depth tour of the VINEYARD and learn about the different varieties of grapes, their preferred soil, climate and growing conditions. Spring growth, fertilization, drainage, sprinkler systems, pruning, canopy. We'll move on to a discussion of how and when to HARVEST (hopefully before the birds) including crushing, fermentation, barreling (French and American Oak), bottling, corks, caps. Finally you will learn the process of TASTING wine. Enjoy the pleasure of wine-how to taste, serve and pair wine with your favorite foods. This class makes the perfect gift! Sign up at the couples rate and SAVE! IMPORTANT: Participants MUST be over 21. Please wear comfortable shoes for walking through the vines and avoid perfumes or colognes. A fee of \$6 per person for wine tasting will be collected in class.

Masia De Yabar Winery

39788 Camino Arroyo Seco, Temecula

9067 STAFF

2/24/2012

F

01:00PM 04:00PM

Fee: 50.00

9068

Couple Fee: 90.00

9070 STAFF

3/23/2012

F

01:00PM 04:00PM

Fee: 50.00

9071

Couple Fee: 90.00

9072 STAFF

5/4/2012

F

01:00PM 04:00PM

Fee: 50.00

9073

Couple Fee: 90.00

Get a Grip on Golf

An introduction to golf. The components of golf to be taught are: Background/history, equipment. The difference in clubs, shafts, and club heads will be discussed. Techniques covered will be grip, posture, stance and swing, also power, dynamics and angle of attack. Also use of clubs, putting, practice and exercise. Psychology of playing on the course will be discussed. Students will have opportunity to hit balls. (Cost \$7/\$9 per bucket)

Diamond Valley Golf Course

31220 Sage Road, Hemet

9031 M Holgren

4/25/2012 5/16/2012

W

10:00AM 12:00PM

Fee: 69.00



Personal Edutainment

Beginner Guitar

Get that guitar out of the closet and learn how to play! This class will teach you how to tune your guitar, use basic strum techniques, and play beginning level music and chords. In a few short weeks you will be playing popular tunes. Material fee of \$5 will be collected in class.

9038 G Poletti **MVC**
 1/28/2012 2/25/2012 S
 (no class: 2/18) 601
 11:00AM 12:00PM

9039 G Poletti **MVC**
 4/14/2012 5/5/2012 S
 11:00AM 12:00PM 601

Fee: 45.00

Beginner Guitar II

Follow up from Beginner Guitar. Material fee of \$5 will be collected in class.

9040 G Poletti **MVC**
 3/3/2012 3/24/2012 S
 11:00AM 12:00PM 601

Fee: 45.00

Ceramic Hand Building (ages 13+)

As a beginner or more advanced student, our classes are designed to unlock your creative abilities. You will learn the fundamentals of working with clay. In this class you will complete 3 clay projects (1 project per week and last class for glazing). Classes consist of 15-20 minute clay project demonstration with 1+ hour of studio work time. Material fee of \$35 will be collected in class.

CR Studio4 Ceramics
42112 Remington Ave., Temecula

9059 STAFF M
 2/6/2012 2/27/2012
 06:00PM 08:00PM

9060 STAFF M
 3/5/2012 3/26/2012
 06:00PM 08:00PM

9061 STAFF M
 4/2/2012 4/23/2012
 06:00PM 08:00PM

9062 STAFF M
 4/30/2012 5/21/2012
 06:00PM 08:00PM

Fee: 75.00

Ceramic Pottery - Wheel Class (ages 13yrs+)

As a beginner or more advanced student, our wheel classes are designed to unlock your creative abilities. You will learn the fundamentals of working with clay on the pottery wheel. You will learn in a small setting of 6 students. First weeks you will be on the wheel, the last week will be forglazing. You must return the following week to pick up your projects. Unleash your creative talents, working with clay is a great way to unwind and relax! Material fee of \$45 will be collected in class.

CR Studio4 Ceramics
42112 Remington Ave., Temecula

9080 STAFF MW
 2/6/2012 2/27/2012
 04:00PM 05:30PM

9081 STAFF MW
 3/5/2012 3/26/2012
 04:00PM 05:30PM

9082 STAFF MW
 4/9/2012 4/30/2012
 04:00PM 05:30PM

9063 STAFF MW
 5/2/2012 5/23/2012
 04:00PM 05:30PM

Fee: 100.00

Ceramics Workshop

This is an introductory course covering the basic techniques of hand building and throwing ceramics in a cone 10, high fire studio. The course includes decorating methods; glazing of stoneware and ruku firing. Topics include: Slab forms and surface texturing, coil construction, and introduction to throwing on the potter's wheel. Only pieces produced as an assignment will be fired and outside projects will NOT be fired in college kilns. Material fee of \$25 will be collected in class and does not include clay.

9027 S Gialalone **MVC**
 1/23/2012 3/19/2012 M
 (no class: 2/20/11) 607
 09:00AM 12:00PM

9028 S Gialalone **MVC**
 3/26/2012 5/21/2012 M
 (no class: 4/2) 607
 09:00AM 12:00PM

Fee: 70.00

What is "Personal Edutainment?"

Personal Interest + Education + Entertainment = "Personal Edutainment". Look in this section for everything from our award winning cooking classes to jewelry, guitar, Extreme Couponing and Conversational Spanish or Italian. It's all about having fun while you learn!

Crochet I - Beginning Stitches

Learn the basics of how to crochet, getting started and making a few stitches. Students need to bring one skein of worsted weight yarn and a size H crochet hook to the first class.

9023 G Galloway **MVC**
 1/28/2012 2/4/2012 S
 09:00AM 11:00AM 351A

Fee: 45.00

Crochet II - Working in the Round

Use the basic stitches and learn to work in the round. Learn how to make a hat or center-out afghan. Students need to know how to chain, single crochet, half double crochet and double crochet. Bring one worsted weight skein and a size H crochet hook.

9024 G Galloway **MVC**
 2/11/2012 2/25/2012 S
 (no class: 2/18)
 09:00AM 11:00AM 351A

Fee: 45.00

Crochet III - Patterns and Textures

Learn to read a pattern and combine stitches to make different textures in your crochet fabric. Students must know how to chain, single crochet, half double crochet and double crochet. Bring one worsted weight skein and a size H crochet hook.

9025 G Galloway **MVC**
 3/10/2012 3/17/2012 S
 09:00AM 11:00AM 351A

Fee: 45.00

Crochet Workshop

Whether a beginner or rusty pro come to the workshop and get help with a confusing pattern, or refresh the old hobby. Teacher with 30+ years experience can help get you on the way to finishing that unfinished project. Bring your tools and let's get crocheting!

9026 G Galloway **MVC**
 4/10/2012 5/1/2012 T
 06:00PM 08:00PM 506

Fee: 60.00

Jewelry: Knotting 101

Learn the traditional technique used to knot pearls with silk thread. In class make a project to give you practice and help you get comfortable with knotting. Use your new skill at home to knot a bracelet or necklace, or try knotting just a portion of a jewelry design to give it unexpected interest. Tools are provided for use in class. This class is designed for beginner and intermediate students. Material fee of \$15 will be collected in class.

9044 L Souder **MVC**
 2/25/2012 S
 09:00AM 12:00PM 356

Fee: 45.00

Jewelry: Wire Wrapped Briolettes

Add new variety of your wire wrapping skills! Learn to wire wrap teardrop briolettes. These graceful shaped beads need a special wrap, because the hole is at the top. Learn two new wraps and use them in class. Students will make a pendant, and dangle earrings or a charm bracelet. Tools provided for use in class. This class is designed for beginner and intermediate students. Material fee of \$15 will be collected in class.

9045 L Souder **MVC**
 2/25/2012 S
 01:00PM 04:00PM 356

Fee: 45.00

Jewelry: Polymer Clay Basics

Get a good foundation in this exciting user-friendly new art medium! Enjoy the tactile quality of making beads with your own hands. Learn the basic caning patterns: stripes, spirals, and the bull's eye. Learn about tools, conditioning, and curing. Create beads using the techniques you've learned in class. Tools provided for use in class. This class is designed for beginner and intermediate students. Material fee of \$15 will be collected in class.

9046 L Souder **MVC**
 3/17/2012 S
 09:00AM 12:00PM 356

Fee: 45.00

Jewelry: Resin Jewelry

Enhance your jewelry making skills with a variety of fun resin techniques using bezels to make charms, and pendants. Learn step by step how to create one-of-a-kind designs using resin, scrap booking paper, found objects, metal stampings, words, glitter, and more. Feel free to bring items from home to add to class materials. Master resin basics such as proper mixing, application, and curing using a non-toxic resin. Tools provided for use in class. This class is designed for beginner and intermediate students. Material fee of \$15 will be collected in class.

9047 L Souder **MVC**
 3/17/2012 S
 01:00PM 04:00PM 356

Fee: 45.00

**Use your Visa, Mastercard
 or Discover card to register
 by mail, fax or telephone.**

Call (951) 487-3707 .



MOSAICS: Beginning Mosaics

Jump-start your love for Mosaics! Create your choice of a colorful mosaic picture frame or a handmade trivet to spice up your kitchen. Learn to adhere tiles and grout between them. You can even color your grout to match! This is a fun easy-going class. Come ready to get messy and leave happy! Wear old clothes. Tools provided for use in class. This class is designed for beginner and intermediate students. Material fee of \$20 will be collected in class.

9048 L Souder

3/31/2012
09:00AM 12:00PM

Fee: 45.00

MVC

S
356

MOSAICS: Stepping Stones

Personalize your garden by making your own mosaic stepping-stones. It's easier than you think! Learn to embed glass cabochons and tiles into a cement mold. Make it free form or a patterned design. Add meaning to your stone by impressing a name, date, or inspirational words. Come ready to get messy and have fun! Wear old clothes. Tools provided for use in class. This class is designed for beginner and intermediate students. Material fee of \$20 will be collected in class.

9049 L Souder

3/31/2012
01:00PM 04:00PM

Fee: 45.00

MVC

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356

Jewelry: Jump Start Beading

Perhaps you've bought some beads and wire, and then said to yourself, "What now?" This class will take the mystery out of bead stringing. You'll learn the basics of good design, and learn the right tools for the job. Learn how to crimp and finish your jewelry like a professional. Bring special beads from home, or use class beads. Make a floating necklace and matching earrings. Tools provided for use in class. This class is designed for beginner and intermediate students. Material fee of \$15 will be collected in class.

9050 L Souder

4/21/2012
09:00AM 12:00PM

Fee: 45.00

MVC

S
356



Jewelry: Beginning Wire Wrapping

Take your beaded jewelry to the next level. Learn to enhance your designs with wire wrapping and handcrafted links. This skill-building class will add variety and interest to your jewelry designs. Learn the simple eye, and the classic wire wrap. Make a linked bracelet from glass beads and wire. Tools provided for use in class. This class is designed for beginner and intermediate students. Material fee of \$15 will be collected in class.

9051 L Souder

4/21/2012
01:00PM 04:00PM

Fee: 45.00

MVC

S
356

Jewelry: Polymer Clay Image Transfers

Experiences the magic of seeing an image on paper become a permanent part of a piece of clay, which you can wear! It's easy when using polymer clay as your medium. Learn how to transfer graphic images, or personal photos onto clay and make a special piece of jewelry. Instructor will have images to use, or you can bring your own small BW toner based ink copy to class. Tools provided for use in class. This class is designed for beginner and intermediate students. Material fee of \$15 will be collected in class.

9052 L Souder

5/19/2012
09:00AM 12:00PM

Fee: 45.00

MVC

S
356

Jewelry: Leather Wrapped Bracelet

Learn the popular new style of making a leather wrapped bracelet using beads, silk thread, and leather cord, with a special button closure. Make it elegant or rustic. Make it single, double, or triple wrap around your wrist, or make it the length of a necklace. It's a great look! Tools provided for use in class. This class is designed for beginner and intermediate students. Material fee of \$15 will be collected in class.

9053 L Souder

5/19/2012
01:00PM 04:00PM

Fee: 45.00

MVC

S
356

Knitting: Learn to Knit on a Round Loom

I can finally knit! Ever tried to learn to knit but could never master it? Knitting has never been easier. This class is for those who are just getting started with loom knitting. With the skills of knitting on a round loom you can create hats, booties, scarves and more! Tools provided for use in class. This class is designed for beginner and intermediate students. Material fee of \$15 will be collected in class.

9030 E Scott **MVC**
 3/24/2012 S
 09:00AM 12:00PM 362

Fee: 45.00

Knitting: Learn to Knit on a Long Loom

If you are new to the world of knitting you are in the right place! A long loom is the ideal choice for knitting flat projects. Using a long loom you can add a unique scarf to your wardrobe or a beautiful blanket to your home. Tools provided for use in class. This class is designed for beginner and intermediate students. Material fee of \$15 will be collected in class.

9041 E Scott **MVC**
 5/12/2012 S
 09:00AM 12:00PM 362

Fee: 45.00

Interior Design and Re-Design for Spring

This comprehensive and fun look at interior design with a focus on texture, uses for gold leaf, history and preservation of same Textures include Faux finishing, graining, marbleizing and Venetian plaster. Also gold leafing will be taught as well as how to preserve it. All of these processes will be hands on and students will walk away with a finished project. Progression into how all this relates and is utilized in design and re-design of your home or commercial applications will be shown. This instructor has 32 years in the field and has a passion for passing on her secrets for new up and coming designers. A room design workbook and resource list as well as all materials are included with the material fee of \$65 that will be collected in class.

9034 C Murphy **MVC**
 3/3/2012 3/17/2012 S
 09:00AM 12:00PM 507

Fee: 100.00

Introduction to Fresh Flower Design

This class is intended for the individual who has always been interested in flower arranging but never tried. Our class will instruct you on how to pick the freshest flowers, and how to make them last. Students will make one arrangement to take home in each class. We will cover mass arrangements and balance of arrangements. Material fee of \$20 per meeting will be collected in class. Optional: Floral tools available for purchase in class.

The Arrangement Gallery
725 E. Florida Ave., Hemet

9065 R Crimeni T
 2/21/2012 3/27/2012
 06:30PM 08:00PM

9066 R Crimeni **MVC**
 2/22/2012 3/28/2012 W
 06:30PM 08:00PM 506

Fee: 99.00

Wedding Tips

This course is designed with the potential bride in mind. If you are planning a small intimate wedding or large wedding you will learn basic steps that wedding planners don't want you to know. Most people believe that planning a wedding is stressful and expensive. It very well can be if you do not have useful tips and resources.

9069 S King **MVC**
 3/3/2012 3/10/2012 S
 09:00AM 12:00PM 1006

Fee: 50.00

Getting Started in Digital Photography

This class is for the beginning digital photographer who has been using their camera but find it's still a source of frustration also for those trying to decide which digital camera to buy. We will demystify digital through the explanation and demonstration of the Controls and Menus on the digital camera. We'll cover how to get a Portrait, Landscape or Macro shot or shoot a Movie and the importance of Scene Modes. Also, how to get a beautiful print or create an efficient email. We'll discuss the ease in using local or online services to print your photos or create photo books. Class taught for both PC and Mac. It is advisable to wait and take "Getting More from Your Digital Camera" at a later date. Material fee of \$7 will be collected in class.

9042 P Shoemaker **MVC**
 1/31/2012 T
 06:00PM 09:00PM 506

Fee: 60.00

**Use your Visa, Mastercard
 or Discover card to register
 by mail, fax or telephone.**

Call (951) 487-3707 .



Personal Edutainment

Getting More From Your Digital Camera

Are you still shooting on Auto? This class is for those who have been taking digital photos but want to gain more confidence with their camera. We'll cover in detail: Aperture and Shutter Priority, Macro, White Balance, Exposure, ISO, Bracketing, Metering, Flash, Histograms, JPEG & Raw file formats, Quality settings and how to get a good shot in low-light. We'll also cover the latest (greatest) software programs to help you edit and get organized. Class taught for both MAC and PC. Material fee of \$8 will be collected in class.

9043 P Shoemaker MVC
2/1/2012 W
05:00PM 09:00PM 505

Fee: 70.00

Conversational Spanish -Beginner I

Many people have studied Spanish, but most say that they can't use it! LEARN BY USING. This is the proven, universal method. Practical Spanish practice will greatly facilitate your learning. Pronounce correctly & inspire confidence. Bring your needs to class, hear those of others. Material fee of \$5 will be collected in class.

9035 G Poletti MVC
1/28/2012 2/25/2012 S
(no class: 2/18)
10:00AM 11:00AM 601

9036 G Poletti MVC
4/14/2012 5/5/2012 S
10:00AM 11:00AM 601

Fee: 50.00

Conversational Spanish Beginner II

Intermediate level, for previous students or those with some experience. Material fee of \$5 will be collected in class.

9037 G Poletti MVC
3/3/2012 3/24/2012 S
10:00AM 11:00AM 601

Fee: 50.00

Conversational-Survival Italian I

The course is aimed at adult students or travelers who want to learn everyday expressions, common verbs, directions, time and numbers, useful for getting by during an Italian vacation or to have a glimpse at what a regular Italian course would look like, in moving on to college level. Books to be acquired by students: "Italian Now!" by Marcel Danesi, Ph.D.: published by Barron's "The Everything Italian Practice Book" by Ronald G. Wrigley, M.A.: published by Adamsmedia

9054 E Steinert SJC
3/5/2012 3/26/2012 M
06:00PM 07:00PM 1202

Fee: 50.00

Conversational-Survival Italian II

Prerequisite: Conversational-Survival Italian I or equivalent basic knowledge of Italian grammar and vocabulary. The proposed course Conversational-Survival Italian Part II, after a fast review of what should have been learned in "Conversational-Survival Italian I will cover Parts 2, 3, and more, in the new textbook. This includes exploring them in more complex sentences. Books to be acquired by students: "Italian Now!" by Marcel Danesi, Ph.D.: published by Barron's "The Everything Italian Practice Book" by Ronald G. Wrigley, M.A.: published by Adamsmedia

9055 E Steinert SJC
4/9/2012 4/30/2012 M
06:00PM 07:00PM 1202

Fee: 50.00

Clutterology-Eliminate Clutter in Your Life and Get Organized

Are you tired of searching for items lost in a pile of chaos? Clutterology will change your life by making your environment work for you. Don't let your clutter dictate your life. Discover how Clutterology's innovative ideas can get your clutter in order. You'll learn: how to stop junk mail, how to distinguish between organized and neat and the true and destructive cost of "stuff". Material fee of \$30 will be collected in class for three essential books. Students are encouraged to bring charitable donation such as old cell phones, printer cartridges, something from the kitchen and two items from a closet.

9033 N Miller MVC
2/25/2012 S
09:00AM 12:00PM 1006

Fee: 40.00

"Work Smarter, Not Harder"

How often have you heard the phrase "Work Smarter, Not Harder"? Another one is "Do more with less". Do you find yourself working harder and longer? Would you like to get more done with less effort? If the answer is YES, than this may be the class for you! Learn more about the skills and techniques necessary to "work smarter, not harder" and how your work can be improved in terms of quality and quantity.

**Temecula Education Complex
27447-27463 Enterprise Circle West,
Temecula**

9140 D Benak TH
4/12/2012
08:00AM 12:00PM 202

Fee: 45.00



Extreme Couponing

Learn how to coupon effectively and save 70-95% every time you go to the store. Find out what store doubles coupons, how to get the most with one coupon, how to use Catalinas properly so you only pay sales tax and know the secrets your store doesn't want you to know. Optional: Coupon Binder for \$40 may be purchased in class.

9011 M Bittle **SJC**
 2/4/2012 S
 09:00AM 01:00PM 1215

9012 M Bittle **MVC**
 2/11/2012 S
 09:00AM 01:00PM 362

Fee: 40.00

How to Become a Mystery Shopper And Other Fun Ways to Earn Extra Money

If you like to buy clothes, play golf, watch movies, eat out, or rent videos, you can become a mystery shopper. Mystery shopping is a splendid way to earn extra money and have fun doing the things you love to do. Shoppers receive assignments from companies that do business evaluations and report back with observations that enable the company to improve their service to the customer. This course provides an overview of how mystery shopping works and how to get into the "shopper's network". Material fee of \$20 will be collected in class.

9113 E Moran **MVC**
 2/15/2012 W
 06:15PM 09:00PM 973

Fee: 40.00

Divorce Life Solutions: Saving Your Sanity and Your Financial Security

Attorney/Mediator Thomas D. Ferreira will walk you through the basics of preparing divorce paperwork, creating a parenting plan reaching agreements and finalizing your settlement. Certified Divorce Financial Analyst Tammy R. Ferreira will discuss strategies for support and property division that will keep you out of court and out of the poorhouse. This is a nuts and bolts workshop where you will receive expert help and learn how to save thousands of dollars.

9032 T Ferreira **MVC**
 2/11/2012 S
 09:00AM 12:00PM 1006

Fee: 40.00

Be Forever Stress Free, With EFT

EFT (Emotional Freedom Technique) is a blend of using cognitive psychology and tapping on acupuncture points to release many physical pains and negative emotions. EFT has become one of the most effective therapies in the world. At this workshop, you will witness and experience actual healing on your desired issue. Use EFT to eliminate a headache, phobia, anxiety, food cravings, weight issues, trauma, or whatever distresses you.

9064 T Ventimiglia **MVC**
 2/23/2012 TH
 06:30PM 09:30PM 602

Fee: 40.00

The Art of Motivation - Preventing Burn-Out

Motivation is an art that can be learned. In order to understand Motivation, it is important to study and apply basic concepts. This seminar will introduce the Behavior Process (why people do the things they do), the Motivation Process, key motivational theories, burn-out/peak-out and application ideas for managers, supervisors and team leaders. Material fee of \$5 will be collected in class.

9010 R Ash **SJC**
 2/25/2012 S
 09:00AM 12:30PM 1202

Fee: 40.00

Coping With Change

Continuous change is a reality of life. Just when we think we've "seen it all" and "heard it all", along comes something new, unannounced or unexpected. Economic uncertainties...loss of a job...some of us are faced with a growing family...an aging parent or spouse and the list goes on and on. These issues cause major changes in our lives...first, we have to deal or cope with them ourselves; and we have to help others...our family, friends and loved ones who have come to depend on us for support. many of us experience fear when it comes to uncertainty and being pushed out of our "comfort zone". This class will provide you with "real world" examples to help you successfully "navigate" through the rapids of change.

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27447-27463 Enterprise Circle W.,
Temecula

9077 D Benak **T**
 4/10/2012 T
 08:00AM 12:00PM 106

Fee: 45.00

Personal Edutainment

The Brain Class - A Blueprint for Brain Fitness

Learn how to create healthier brain cells and be less forgetful and more focused. The class a combination of educational lecture and seated activity - teaches secrets to a healthier brain. The chair exercises (recently featured on the Hallmark Chanel) use simple rhythm, coordination, and synchronization to bring complete benefits to your brain. You won't get sweaty, but you will energize and invigorate your brain! Optional: The Brain Book may be purchased in class for \$30.

9029 D Harper MVC
3/3/2012 S
09:00AM 12:00PM 602

Fee: 40.00

Get to Know Yourself – D.i.S.C. Personality Assessment

Understanding your personality style and how it differs from others is the key to a happy and successful life. How do you foster trust, cooperation, understanding, and acceptance at a time of unprecedented economic and social unrest? Based on the Personal Profile System (PPS) or D.i.S.C. you can capitalize on your strengths. Increase your appreciation of different styles and learn how to anticipate and minimize potential conflicts with others. This self-scoring learning tool is a road map to interpersonal communications and teamwork. The Personal Profile System (PPS) contains everything you need for guided learning and includes easy to understand, yet comprehensive interpretation. A Learning Experience with Practical Application.

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Temecula

9076 D Benak T
4/17/2012
08:00AM 12:00PM 106

Fee: 45.00

How to Write and Sell a Nonfiction Book Proposal

Do you dream of writing a nonfiction book but don't know how to start on the road to publication? Whether your subject is a how-to book, travel, history, food, or other topic, award-winning author Linda J. Amendt will peel back the covers on the book publishing process and share her insider knowledge. Learn how to write a great nonfiction proposal, attract the attention of an agent or editor, and achieve your dream of publication.

9008 L Amendt MVC
2/25/2012 S
09:00AM 12:00PM 362

Fee: 59.00

Writers: Build Your Brand

Are you a writer or blogger and wondering how to gain more exposure for your work? Do you want to be a published author but are having trouble attracting an agent, editor or publisher? You need to build your brand. Editors and publishers want branded writers. Writers of all genres will learn techniques to define and establish your presence in your field and build your unique personal brand as a writer.

9009 L Amendt MVC
4/21/2012 S
09:00AM 12:00PM 362

Fee: 59.00

It's Not What You Say...It's How You Say It

Every word we speak and every action we take communicates something about us. Each of us has our own style of communicating. It affects what we choose to say and how we say it. Understanding our communication style is an important step in learning how to communicate effectively with others. Let's face it...communicating with others isn't always easy. In fact, if you're like most people, it's one of the biggest day-to-day challenges you face.

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9075 D Benak TH
4/19/2012
08:00AM 12:00PM 202

Fee: 45.00

****PLEASE NOTE FOR CPR CLASSES:**
Students are required to enroll 5
business days prior to the class meeting.

AHA Healthcare Provider CPR

This is an American Heart Association class designed for the Healthcare professional. i.e.. EMT, RN, CNA, LVN. The course will cover basic CPR for adult, child, infant, and two people. It will include Airway management, bag valve use, and AED training. All participants who successfully complete the written exam and skills demonstration will receive a BLS for Healthcare Provider course completion card that is valid for two years. Material fee of \$15 will be collected in class. Cash preferred.

9000 STAFF MVC
2/9/2012 TH
06:00PM 10:00PM 506

9001 STAFF MVC
3/8/2012 TH
06:00PM 10:00PM 506

9002 STAFF MVC
4/12/2012 TH
06:00PM 10:00PM 506

9003 STAFF MVC
5/10/2012 TH
06:00PM 10:00PM 506

Fee: 60.00

****PLEASE NOTE FOR CPR CLASSES: Students are required to enroll 5 business days prior to the class meeting.**

BLS CPR (Basic Life Support for Adult, Child and Infant)

BLS CPR (Basic Life Support for Adult, Child, and Infant) In this class you will learn how to properly assess your victim and perform the proper life saving skill. These skills include-Opening airway, Rescue breathing, Choking for the conscious and unconscious victim, and CPR. The Emergency Medical Services Authority of California approves this class. The E.M.S.A. approval will meet the needs for daycare providers and will meet OSHA requirements as well. Each participant will receive a card valid for two years. Material fee of \$15 will be collected in class. Cash preferred.

9004 STAFF
2/9/2012
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9005 STAFF
3/8/2012
06:00PM 10:00PM

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9006 STAFF
4/12/2012
06:00PM 10:00PM

MVC
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506

9007 STAFF
5/10/2012
06:00PM 10:00PM

MVC
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506

Fee: 50.00

Back to Basics-Makeup Class Everyday to Red Carpet Look

Are you tired of the same old makeup look you've been wearing everyday, or need inspiration for a special event or night out on the town? Learn the basics and tricks of the trade in makeup application for yourself. Basic makeup lecture- Foundation/Powder Application- Eye Shadow/Completing the eye Application- Blush Application- Lipstick/Lip Gloss Application Learn how to enhance your eye makeup with this easy to learn hands on makeup class. It covers day and evening looks, natural, bold and trendy runway looks. It will show you how to correct and re-shape brows. You will learn blending techniques and shading and contouring in creating the most glamorous looks and applying eye lashes. Material fee of \$30 will be collected in class.

9056 M Jackson
3/17/2012
09:00AM 12:00PM

MVC
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2001

Fee: 65.00

Makeup and Skin Care Class

Discover the before and after beauty tips for women over age 30. In this hands-on workshop learn step-by-step makeup application techniques that will enhance your beauty. How to cover rosacea, age spots, dark under-eye circles and skin discoloration. Find out what to use for fine lines and wrinkles. Instructor is one of Hollywood's leading celebrity makeup artists for Television, Vogue magazine and Motion Picture. She has worked for numerous production studios including 20th Century Fox MGM, Universal Pictures and Warner Bros. She specializes in interpreting the hottest trends from the runways to "real life" looks. Material fee of \$30 will be collected in class. (*You may also bring your own makeup and skin care products.)

9057 M Jackson
3/31/2012
09:00AM 12:00PM

MVC
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1006

Fee: 50.00

Teen-Makeup and Skin Care Class Hands-On (ages 12-17)

(Hands-on workshop) Learn step-by-step makeup application techniques that will enhance your beauty. How to cover acne, dark under-eye circles and skin discoloration. Find out what your skin type is and how to have beautiful clear skin. We will learn how to apply makeup and create different looks for everyone. Instructor is one of Hollywood's leading celebrity makeup artists for Television, Vogue magazine and Motion Pictures. She has worked for numerous production studios including 20th Century Fox, MGM, Universal Pictures and Warner Bros. She specializes in interpreting the hottest trends from the runways to "real life" looks. Material fee of \$30 will be collected in class.

9058 M Jackson
4/28/2012
09:00AM 12:00PM

MVC
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1006

Fee: 50.00



*** Please not for traffic school classes**
Students are required to enroll 5 business days prior to the class meeting



Traffic Violator School

Participants in the traffic safety program may void the citation from their driving record and protect current insurance rates by attending the entire 8 hour class. Please bring the following information to class: court referral papers and driver's license. The (Optional: Bring brown bag lunch)

9500 M Burns
 2/4/2012
 08:30AM 04:30PM

SJC
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 1254

9501 M Burns
 3/17/2012
 08:30AM 04:30PM

SJC
 S
 1254

9502 M Burns
 5/5/2012
 08:30AM 04:30PM

SJC
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 1254

Fee: 30.00

How to Profitably Manage Rental Property

So you got that great deal on a Rental Property...now what?! "How to Profitably Manage Rental Properties" is a down in the trenches, roll-up-your-sleeves rental property workshop for individuals, property managers and Realtors alike. Concerned about costs and time spent managing your rental, or just not sure if you want to manage it at all? This workshop is for you. You will learn in easy to understand terms how to: Screen and qualify tenants enforce penalties and evictions collect rents save cash getting your property ready to market. Write an effective and enforceable lease agreement. Material fee of \$40 will be collected in class.

9108 P Larkin
 2/2/2012
 06:30PM 09:30PM

MVC
 TH
 602

9109 P Larkin
 5/3/2012
 06:30PM 09:30PM

SJC
 TH
 158

Fee: 45.00

College for Kids Program Contest Returns!
Hey Kids! Send us your ideas for great classes and you might win a FREE summer class!

Summer 2012 we will be running a full program of College for Kids classes. We will have Robotics for Kids, Animation Bootcamp, Computer Programming, Ooey Goey Science and lots of other favorites!

We'd love to hear your ideas as we are planning for summer 2012. The deadline for the contest is March 1st 2012. Send your class ideas to:

MSJC Continuing Education
1499 N State St
San Jacinto CA 92583.

Be sure to include the phone number of one of your parents. We will draw one name from all entries for a free class and all entries will be eligible for a special discount.

Short Sale vs. Foreclosure

Are you or someone you know among the millions today affected by the prospect of foreclosure? You are not alone! Unfortunately, many homeowners faced with hardship are making tough decisions without seeking advice from real estate professionals. Empower yourself by knowing your options before you lose your home. Don't wait until it's too late. This course is designed to answer your questions so you can make better decisions and help your family and your finances.

9114 T Morshed
 2/11/2012
 09:30AM 12:30PM

MVC
 S
 602

Fee: 40.00



Use your Visa, Mastercard or Discover card to register by mail, fax or telephone.

Call (951) 487-3707 .



Spring 2012 Career Training Certificates Pre-Registration Process

The following programs have orientation and classes scheduled to begin in Spring 2012.

Program Title	Orientation
9280 - Bookkeeping - NEW	1/17/12
9275 - Medical Admin. Professionals	1/18/12
9284 - Radiographic Tech	1/21/12
9242 - Pharmacy Technician- TEC	1/21/12
9250 - Veterinary Assistant	1/26/12
9238 - Optical Assistant	1/28/12
9228 - Med. Transcription / Editor	1/28/12
9248 - Phlebotomy	2/4/12
9234 - Hypnosis	2/4/12
9220 - Personal Fitness Trainer	2/11/12
9202 - Holistic Massage Tech.	2/11/12
9256 - Home Inspection	2/15/12

Visit www.msjc.edu/ce to pre-register for the specific orientation connected to the program of your choice.

All registration for orientations is completed online, ONLY.

Register early as space is limited and only those attending orientation may register in the program.

If you cannot attend, please dis-enroll on the website or notify us prior to the orientation to free a seat for someone else.

View and download the general information provided for each certificate program prior to attending the orientation.

Make Xtra Income: Auto Wholesale Business From Home

Make money buying and selling wholesale cars from home, or simply buy cars for your friends, family or yourself. You'll will be given a step-by-step guide on how to get a car dealer license and operate a profitable used car business! You will learn how and where to buy at wholesale price and sell at retail for huge profits. Free list of all the dealer auctions in the USA. Class DMV approved. Material fee of \$15 will be collected in class.

9126 R William
1/23/2012 1/25/2012
06:00PM 09:00PM

MVC
MW
505

9127 R William
3/26/2012 3/28/2012
06:00PM 09:00PM

SJC
MW
1215

Fee: 99.00

Work Smarter, Not Harder™

How often have you heard the phrase "Work Smarter, Not Harder"? Another one is "Do more with less". Do you find yourself working harder and longer? Would you like to get more done with less effort? If the answer is YES, than this may be the class for you! Learn more about the skills and techniques necessary to "work smarter, not harder" and how your work can be improved in terms of quality and

Temecula Education Complex
27447-27463 Enterprise Circle West,
Temecula

9140 D Benak
4/12/2012
08:00AM 12:00PM

TH
202

Fee: 45.00

Become a Child Visitation Monitor

Make a difference in a child's life! 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. You'll learn the basic principles and practices of supervised visitation. You will also gain a basic understanding of the stages of child development, different forms of violence and reflective listening and maintaining neutrality. You will also receive information on how to effectively market yourself as a Child Visitation Monitor. Must be 21 years of age or older and able to provide a clean Live Scan background check if you decide to get into the field. Material fee of \$60 will be collected in class.

9115 STAFF

3/10/2012 3/17/2012
09:00AM 04:00PM

Fee: 199.00

MVC

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1011

Become a Escrow Transaction Coordinator

Enhance your position in the Real Estate market! Busy agents often don't have time for the detail work involved in coordinating an escrow. Become the Transaction Coordinator for your real estate office or coordinate escrows right from your home. Learn how to schedule, track and coordinate all events in a real estate transaction; understand your role as liaison between agent, buyer, seller and multiple vendors; learn how to fill out escrow paperwork; easy ways to keep track of tasks, appointments, and vendors; choosing software to use or options for creating your own; how to coordinate from your very own home office plus you will receive a list of recommended tools. Material fee of \$40 will be collected in class.

9116 STAFF

3/17/2012
09:00AM 04:00PM

Fee: 99.00

MVC

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602

Become a Notary In One Day! (First Time Notaries)

"PRE-REGISTRATION IS REQUIRED"
Start your own business, become a more valuable employee, earn additional income or get re-commissioned. This intensive one-day seminar will provide the information you need to become an effective Notary. Learn about new legislation and how to pass the new test (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. 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: A \$40 check made payable to Secretary of State; proper ID; current driver's license with photo or state issued ID card; #2 pencils; bring 2"x 2" color photo. Fingerprints required after you pass the exam. Students must be 18 years old and serious conviction may disqualify applicant. 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. Material fee of \$30 will be collected in class.

9118 STAFF

3/24/2012
08:00AM 06:00PM

Fee: 79.00

MVC

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927

Renewing Notaries

Renewing Notaries 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. 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. Renewing Notaries bring the following: A \$40 check made payable to Secretary of State; Proper ID; Current Driver's License with photo or state issued ID card; #2 pencils; bring 2"x 2" color photo. Live Scan Fingerprints required after you pass the exam. (Serious conviction may disqualify applicant) Material fee of \$30 will be collected in class.

9117 STAFF

3/24/2012
12:45PM 06:00PM

Fee: 50.00

MVC

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927



**Use your Visa, Mastercard
or Discover card to register
by mail, fax or telephone.**

Call (951) 487-3707 .



Certified Loan Signing Agent

Prerequisite: No need to be a commissioned notary, or even have received the results of your exam. You must have taken a Notary class. California's real estate industry is in need of notaries and others that would like to become 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. We take you through a practice loan package where you'll learn how to properly notarize loan packages, negotiate your fee and advertise yourself in your market, get called back and brand yourself as a professional. Material fee of \$40 will be collected in class. Optional: \$20 certificate. Bonus: Free listing of 50 loan-signing companies.

9119 STAFF

4/14/2012
09:00AM 04:00PM

Fee: 85.00

MVC

S
602

You're on the Air (How to Really Make It In Voice-Overs!)

Voice-over is 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, firms, 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! Our teacher will discuss the voice-over business as a whole, the numerous opportunities, the incredible income potential, and the all important demo and how to have it produced. You'll step up to the mic and do some practice recording, and best of all, you'll hear the results!

9124 STAFF

2/6/2012
07:00PM 09:00PM

**Temecula Education Complex
27447-27463 Enterprise Circle W.,
Temecula**

9125 STAFF

4/23/2012
07:00PM 09:00PM

Fee: 40.00

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211

**Use your Visa, Mastercard
or Discover card to register
by mail, fax or telephone.**

Call (951) 487-3707 .



Team Building Skills

Team Building is an art and takes time, effort and knowledge to convert a group of people into a team. TEAM means Together Everyone Accomplishes More. A team reaches synergy. An effective team begins to manage and control its self and the manager/supervisor becomes a facilitator or coach. This seminar will introduce the formal and informal group relationships, group characteristics, the five phases of Team Building and Team Building tools. Material fee of \$5 will be collected in class.

9101 R Ash

2/4/2012
09:00AM 12:30PM

Fee: 40.00

SJC

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1202

Effective Situational Leadership

All managers/supervisors are not leaders and all leaders are not managers/supervisors. Leadership is the ability to influence. This ability requires a leader to continuously develop the skills necessary to become an effective leader. This seminar will introduce these skills including use of authority and power, understanding responsibility and accountability and practicing "Situational Leadership" which means knowing when to choose a Telling, Selling, Consulting or Delegating Style. Material fee of \$5 will be collected in class.

9100 R Ash

3/10/2012
09:00AM 12:30PM

Fee: 40.00

SJC

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1202

Event Planning for the Administrative Assistant

This course is aimed at individuals in the workplace who are responsible for planning and coordinating company events. In this class you will learn how to plan your next social, corporate or community event using five basic steps. (1) How to negotiate with your vendors (caterers, entertainers, audio visual companies, decorators and event personnel). (2) How to select the right venue for your event. (3) How to "theme" your event (4) How to promote and market your event (5) How to save your company money. These five basic steps are considered by the industry the most important aspects towards making your event a success.

9107 C King

2/4/2012 2/11/2012
09:00AM 11:00AM

Fee: 45.00

MVC

S
355A

Become a Professional Organizer

Turn your de-cluttering skills into a career as a professional organizer. Information includes: The different organizing specialties, understanding and using the clutter-hoarding scale as well as structuring your business and business licensing and insurance. You'll be given the tools and knowledge necessary to succeed in the professional organizer industry, but will not be shown specific methods of organizing. Material fee of \$30 will be collected in class.

9112 N Miller

3/5/2012
06:30PM 09:30PM

Fee: 40.00

MVC

M
505

Self Publishing, E-Publishing and More!

Want to be published? Now? Cheap? In this informative and entertaining class you'll learn everything necessary to create your own books, e-books, and other products. You'll learn how to: Create and publish e-books for FREE, create audio products in two weeks and create different kinds of books you can self-publish. You'll also learn how to obtain ISBN and bar codes and how to obtain copyright and trademark protection for your work. Material fee of \$30 will be collected in class.

9122 M Rounds

3/5/2012
06:30PM 09:30PM

Fee: 40.00

MVC

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351B

Six Figure Speaking

This workshop is for those who want to enter the lucrative business of seminars, workshops, and professional speaking. You'll learn: The choices that affect your success as a speaker and how to apply as a trainer with seminar companies. How to book over 100 paid engagements in your first year of business, how bureaus and agents operate and how to create profitable support products like books and audio products. Material fee of \$30 will be collected in class.

9121 M Rounds

2/25/2012
01:00PM 04:00PM

Fee: 40.00

MVC

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602

The Intelligent Investor

Learn the investment guidelines taught by Benjamin Graham, Father of Value Investing and teacher and mentor of Warren Buffett. Following the investment process outline in Graham's book, *The Intelligent Investor*, you will learn to identify investment opportunities in high quality stocks and bonds that offer safety of principle and adequate return. No get-rich-quick trading techniques; just conservative, disciplined, fundamental stock analysis to help you navigate the financial markets safely and successfully. Material fee of \$20 will be collected in class.

9110 J Lopez

2/27/2012 3/19/2012
06:00PM 08:00PM

Fee: 65.00

MVC

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652

Entrepreneurship & Small Business Management

Small Business is the engine that drives the U.S. economy. The driver of that engine is an Entrepreneur. Becoming a successful entrepreneur and small business manager requires basic personal, management and human relation skills. This course is designed to introduce these basic skills, such as: planning, problem solving/decision making, organizing the small business, controlling the organizational resources such as financial controls, marketing and human resource management. Material fee of \$5 will be collected in class.

9123 R Ash

4/14/2012 4/28/2012
09:00AM 02:30PM

Fee: 125.00

SJC

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1202

Build Your Own Website for \$5 a Month

You don't have to be a programmer to design a professional, cost effective Web site, but you do have to decide what you want the Web site to do, and how you promote it. You'll learn how to: Analyze your needs and select your Web design. Make the site user friendly Get a FREE shopping cart Promote your Web site and link with search engines to make sure you can be found. Material fee of \$30 will be collected in class.

9417 M Rounds

2/25/2012
09:00AM 12:00PM

Fee: 40.00

MVC

S
351B



Using Your Computer to Make Money

There are more than 120 different businesses that you can run from your computer! This seminar shows you which businesses are hot and how to take advantage of them including information on businesses based on: Skills you have and skills you can teach yourself. Software and/or hardware you can purchase and skills that require formal training or talent. Material fee of \$30 will be collected in class.

9111 N Miller **MVC**
 2/25/2012 S
 01:00PM 04:00PM 351B

Fee: 40.00

The Basics of Selling on e-Bay

The Basics of Selling on eBay teaches students to be successful by learning how to: *Open a seller account *Do research and create listings *Improve your listings with better descriptions and photography *Set pricing *Open and use a PayPal account *Monitor your listings *Complete transactions (Instructor is an Education Specialist certified and trained by eBay) Material fee of \$18 will be collected in class.

9106 A Degen **MVC**
 2/11/2012 S
 09:00AM 02:30PM 351B

9135 A Degen **MVC**
 4/14/2012 S
 09:00AM 02:30PM 1006

Fee: 119.00

How to Start Your Home Inspection Business

This course will show you how to start your own Home Inspection Business. We will cover business corporation types, insurance, marketing, accounting, local building codes, California Business and Professional Code and home inspection equipment and tips needed to be successful. Textbook Recommended: "Code Check" 5th Edition by Redwood Kardon. **Please check the list of Career Training orientations on page 14 and pre-register for the mandatory orientation.**

9257 A Reyes **MVC**
 2/28/2012 4/19/2012 TTH
 (no class: 4/3 & 4/5)
 06:00PM 09:00PM 508

Fee: 595.00



32 Hrs Electrical Code Update Class

(Fulfill 32-hrs of Electrician Continuing Education) This is a complete course based on the 2010 California Electrical Code (2008 NEC) that is designed to fulfill the continuing education requirements needed to renew your electricians license. This class will focus on the chapters in the Code that pertains generally to all electrical installations (Chapters 1-4) with special emphasis placed on conductor sizing, over current protection, grounding and bonding, branch circuit and feeder calculations and motors and motor controls. Each student will be required to have a copy of the 2010 California Code or the 2008 National Electrical Code. In addition, a calculator will also be required.

9130 H Bilo **SJC**
 4/21/2012 5/19/2012 S
 08:30AM 03:30PM 1202

Fee: 350.00

Certified Bookkeeper Program NEW!

National Certification for working Bookkeepers! National certification distinguishes you from other bookkeepers because it proves that you have met high national standards and demonstrated the ability to handle all the books for a company of up to 100 employees. The American Institute of Professional Bookkeepers has established this professional certification for working bookkeepers who successfully pass tests in 6 subjects; adjusting entries, correction of accounting errors, depreciation, basic payroll, merchandise inventory and internal controls and fraud prevention. Stand out from the crowd and advance your career through certification of your professional skills. Fees include all textbooks; testing center fees paid separately. Material fee of \$210 will be collected in class. **Please check the list of Career Training orientations on page 14 and pre-register for the mandatory orientation.**

9281 P Hartley **MVC**
 1/23/2012 4/18/2012 MW
 (no class: 2/20, 4/2 & 4/4)
 06:00PM 09:30PM 2005

Fee: 950.00

Use your Visa, Mastercard or Discover card to register by mail, fax or telephone.

Call (951) 487-3707 .

Veterinary Assistant

This program will provide an overview and entry level training for the Veterinary Assistant profession. Students will learn basic animal care principles and techniques, safety procedures and state/federal guidelines. Topics include: small animal breeds, disease identification and prevention, kennel care, bathing and parasite control. Veterinary medical terminology, reception skills and hospital patient care will also be covered. Students will learn lab skills, surgical assisting and anesthesia assisting appropriate to the Veterinary Assistant level. This class is entry level and specifically NOT a Veterinary Technician, which requires a 2 year degree program. The program will include an opportunity for externship hours at the conclusion of the training. Attend the free orientation to learn more about the Veterinary Assistant field. **Please check the list of Career Training orientations on page 14 and pre-register for the mandatory orientation.**

9251 C Guthrie	SJC
2/6/2012 4/16/2012	MW
(no class: 2/20, 4/2 & 4/4)	
04:00PM 07:00PM	1216

Fee: 850.00

Professional Hypnosis Certification Course

Start a new career or add Hypnosis to your existing career. This entry level class is geared toward Medical, Mental Health and Holistic Healthcare Professionals seeking to learn new techniques to enhance/expand their skills, or mature and self-motivated individuals desiring a new career in the Complementary Healthcare industry. Help others stop smoking, reduce stress and lose weight now! Offered in collaboration with the International Medical and Dental Hypnotherapy Association this intensive 120 hour course taught over a seven-week period will provide all the training needed to build a professional practice. Upon completion of the training you will receive a one year membership to the IMDHA and Professional Certification as a Hypnotherapist. Material fee of \$200 will be paid to instructor prior to beginning of class. Certification exam will be given during the last class. *Textbook Required* **Please check the list of Career Training orientations on page 14 and pre-register for the mandatory orientation.**

9235 S Feather	MVC
2/25/2012 5/12/2012	S
(no class: 4/7)	
08:00AM 04:30PM	603

Fee: 1350.00

Holistic Massage Technician

Offered in collaboration with the Academy of Health Studies. This course is designed to start your career towards a professional licensed Massage Practitioner to meet the requirements needed to become a California State Licensed Massage Practitioner or Massage Therapist. In class we will discuss the career opportunities and the AHHA School's list of job offerings at various spas and chiropractors businesses. Material fee of \$375 will be paid directly to instructor prior to start of class. **Please check the list of Career Training orientations on page 14 and pre-register for the mandatory orientation.**

Academy of Holistic Health Arts
22357 S. San Jacinto Street, San Jacinto

9203 D Block	
2/22/2012 4/28/2012	
06:00PM 09:00PM	W
09:00AM 06:00PM	S

Fee: 700.00

****PLEASE NOTE: Students wishing to receive CEU's are required to enroll 5 business days prior to the class meeting.**

Reiki - An Introduction

An introduction to Reiki, an ancient and simple hands-on system of therapeutic touch with origins from the Tibetan Sutras. Reiki is used by many health professionals. It provides a means to promote the body's own healing mechanism to relieve stress, pain, promote recovery, increase physical and emotional ability to cope. This is a hands-on class. You will learn Reiki's history, how to scan and detect imbalances, the basic hand positions, what are attunements, how to apply Reiki to yourself and others, and thereby creating harmony and well-being within the system of the physical, mental and emotional states of being. Please bring a mat with large and small towels and wear comfortable clothes. Nurses may earn CEU's (4 units). Material fee of \$7 will be collected in class.

Academy of Holistic Health Arts
22357 S. San Jacinto Street, San Jacinto

9103 D Block	
3/10/2012	S
09:00AM 01:00PM	

Fee: 50.00

****PLEASE NOTE:**
Students wishing to receive CEU's are required to enroll 5 business days prior to the class meeting.

Intro to Foot Reflexology

This workshop is open to anyone, PRIOR MESSAGE EXPERIENCE IS NOT NECESSARY. But is also for the Practicing Massage Therapist or Health Professional to expand their vocational skills. Reflexology can be described as a drug-free form of managing and alleviating pain and stress-related conditions. You will learn the theory behind reflexology and how to apply foot reflexology routine. Please wear comfortable clothing and bring a bath towel and sanitizer. Instructor is a Certified Holistic Health Practitioner, State Certified Instructor. Certificate & CEU's are available for Nurses & Practitioners. Material fee of \$5 will be collected in class.

Academy of Holistic Health Arts
22357 S. San Jacinto Street, San Jacinto

9129 M Worm
3/24/2012 S
09:00AM 01:00PM

Fee: 40.00

Seated Chair Massage With Acupressure, Pain & Stress Relief Techniques

This workshop is open to anyone, PRIOR EXPERIENCE IS NOT NECESSARY. But is also for the Practicing Massage Therapist or Health Professional to expand their vocational skills. Massage is performed on a fully-clothed person sitting in a chair. You will learn how to apply acupressure points and massage techniques for stress and pain relief. It can be invigorating, relaxing and can be performed at home, at work or anywhere. Reduce stress and muscle fatigue, increase circulation and relaxation. Please wear comfortable clothing. Instructor is a Certified Holistic Health Practitioner; Acupressure Massage Therapist and a State Certified Instructor. Certificate & CEU's are available for Nurses & Practitioners. BRN Provider# CEP1130 Material fee of \$5 will be collected in class.

Academy of Holistic Health Arts
22357 S. San Jacinto Street, San Jacinto

9102 D Block
3/31/2012 S
09:00AM 01:00PM

Fee: 40.00

Headache Relief Pressure Points, Yoga, Daily and Sports Stretches

This workshop is open to anyone, PRIOR MESSAGE EXPERIENCE IS NOT NECESSARY. But is also for the Practicing Massage Therapist or Health Professional to expand their vocational skills. We will explore various stretching exercises for different sports, i.e. Golf, tennis, biking, running. Also, different stretches to assist you in daily life along with maintaining balance, Yoga, the Sun Salutation, and headache relief Pressure Points and techniques will be addressed. Please wear comfortable clothing and bring a bath towel or mat. Instructor is a Certified Holistic Health Practitioner, State Certified Instructor. CEU'S are available for Nurses, Health and Massage Practitioners. Material fee of \$7 will be collected in class.

Academy of Holistic Health Arts
22357 S. San Jacinto Street, San Jacinto

9128 M Worm
4/14/2012 S
09:00AM 01:00PM

Fee: 40.00

Acupressure Massage Therapy for Stress & Pain Relief, Career & Caregiver

You will learn SHIATSU, a special Japanese Massage routine on a fully clothed person. As a CAREER: How to get certified as a massage professional. It is versatile & rewarding both in fulfillment & income. These hours may be applied towards your certification. We'll discuss opportunities for employment. As a CAREGIVER: How to massage a person before & after surgery, the terminally ill, in a hospital or at home. We will cover massage benefits & effects for professional care giving. Personal & family awareness of techniques for stress & pain relief. This class is both lecture & hands-on. Please bring a mat, 2 large & 2 small towels, wear comfortable clothes. (4) CEU's are available for Nurses, Massage & Health Practitioners. BRN Provider #CEP1130 Material fee of \$5 will be collected in class.

Academy of Holistic Health Arts
22357 S. San Jacinto Street, San Jacinto

9120 N Pitette
5/19/2012 S
09:00AM 01:00PM

Fee: 40.00



Optical Assistant

Prepare for an exciting career in the healthcare field working at an office of Optometry or an Optical retail store. In this 13-week course you will learn many new and valuable skills required to work as an Optical Assistant. The 90 hours of instruction will include learning the properties of light and vision, anatomy of the eye, vision disorders and their correction, lens materials, fashion eyeglass frame types, contact lenses, and assisting an eye doctor with the eye exam. Also, hands-on learning using common instruments of the trade will be practiced throughout the course. **Please check the list of Career Training orientations on page 14 and pre-register for the mandatory orientation.**

9239 M Rivera **MVC**
 2/11/2012 5/19/2012 S
 (no class: 2/18 4/7)
 08:30AM 03:30PM 2003

Fee: 1800.00

Phlebotomy Certification

This 88-hour course designed to provide instruction and certification in the art of drawing blood for individuals who work or desire to work in a licensed clinical laboratory or public health agency. Students will become proficient in venipunctures with syringe, vacutainer, butterfly and fingerstick methods. Upon successful completion of the training, the student will receive a certificate of completion and will become eligible for national certification. The course fee includes textbook, consumable supplies, placement in an externship and certificate of completion. Class Instruction: 48 hours. Clinical Externship: 40 hours. Fee includes textbooks, course materials, externship placement and certificate of completion. **Please check the list of Career Training orientations on page 14 and pre-register for the mandatory orientation.**

9249 STAFF **MVC**
 2/25/2012 3/31/2012 S
 08:00AM 05:00PM 969

Fee: 2975.00

Pathophysiology for Coders

Prerequisite: Medical Terminology, Medical Coders Intro to Anatomy and Physiology (or equivalent). This class introduces the coding student to the general principals of pathophysiology. Comprehensive information about diseases and conditions are presented in a clear yet condensed fashion. The diseases are arranged by body system, and the processes are explained as well as the related symptoms, etiology, treatment options and prognosis. A diagnosis code is referenced for each disease entity. Ideal for learning about commonly treated conditions.

9264 L Phillips **MVC**
 3/30/2012 6/29/2012 F
 04:00AM 07:00PM 969

Fee: 660.00

Pharmacy Technician

A Pharmacy Technician works under direct supervision of a Pharmacist to perform a variety of duties such as mixing and packaging of prescriptions, maintaining client records, assisting inventory control, collecting payment and coordinating billing. This 21 week course combines 182 hours of classroom instruction with a 120 hour pharmacy externship to prepare the student for registration with the California State Board of Pharmacy as a Pharmacy Technician. **Please check the list of Career Training orientations on page 14 and pre-register for the mandatory orientation.**

Temecula Education Complex
27447-27463 Enterprise Circle W.,
Temecula

9243 STAFF S
 2/4/2012 7/14/2012
 (no class: 2/18 & 4/7)
 08:00AM 03:30PM 211

Fee: 2995.00

Cardiographic Technician Program **NEW!**

Cardiographic technicians are allied health support personnel who can work in a variety of settings. This program is ideal for the person who is interested in an expanded role in healthcare. A cardiographic technician is a knowledgeable health care professional who is educated and trained to perform diagnostic procedures and provide information to physicians. The workplace will vary from doctors' offices to hospital cardiology departments. Cardiographic technicians operate machines that record the electrical changes that occur during and between heartbeats. This course trains the students in performing EKG's, CPAC monitoring Holter, Event, and Blood Pressure monitor hookups. This program also focuses on a wide range of Cardiology terminology, along with a basic understanding of cardiac rhythms and abnormalities. This course prepares students for the CCT: Certified Cardiographic Technician (Cardiovascular Credentialing International) certification exam. **Please check the list of Career Training orientations on page 14 and pre-register for the mandatory orientation.**

9285 Staff **MVC**
 2/11/2012 6/16/2012 S
 (no class: 2/18 & 4/7)
 08:00AM 04:30PM 652

Fee: 2195.00

**Use your Visa, Mastercard
 or Discover card to register
 by mail, fax or telephone.**

Call (951) 487-3707 .



Medical Transcription Online

The Medical Transcription online training program helps students develop the knowledge and skills of quality medical transcriptionists, specifically focusing on keyboarding, language and grammar, and medical terminology. The program also emphasizes practical experience, and by graduation, students will have transcribed hundreds of authentic dictations, preparing for a quick and successful transition to the workplace. The online platform provides 24/7 access to the curriculum, allowing students to study on a schedule that fits their individual lifestyles.

9229 Online – Start Dates at Orientation

Fee: 1895.00

Medical Transcription Editor

The Medical Editor online training program helps students develop the knowledge and skills of quality medical transcriptionists in addition to the specialized skill set of medical transcription editors. Students focus on keyboarding, medical terminology, language and grammar, and the editing skills required to work with speech recognition technology. **Please check the list of Career Training orientations on page 14 and pre-register for the mandatory orientation.**

9219 Online – Start Dates at Orientation

Fee: 2395.00

Personal Fitness Trainer Certification

Come join this fun field and be a part of what ABC NEWS.com states as the 4th hottest job in the US at 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 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 50-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, equipment usage and health assessment. W.I.T.S. is the only major certifying bodies in the country providing comprehensive practical training and internship components. Textbook is required and not included in course fees. CPR/AED required for certification. **Please check the list of Career Training orientations on page 14 and pre-register for the mandatory orientation.**

9221 STAFF

2/25/2012 3/31/2012
08:00AM 12:00PM
01:00PM 04:00PM

MVC

S
1013
Off-Site

Fee: 524.00

****PLEASE NOTE:**
**Students wishing
to receive CEC's or
CEU's are required
to enroll 5 business
days prior to the class
meeting.**

Nutritional Concepts for Fitness Professionals **NEW!**

Pre-requisite: Fitness Professional. Learn how to educate your clients about the relationship between caloric intake, caloric burn, weight loss, weight gain and body fat percentages through nutritional awareness. Discuss the pros and cons of popular diets, the health effects of some common drugs and nutritional supplements. Learn how to determine the realistic and healthy weight range for a client, assess a client's body composition, explain the benefits and use of exercise and diet for safe weight management. Approved for 6 CEC's or 6 CEU's.

9282 Staff

4/14/2012
09:00AM 03:30PM

MVC

S
1013

Fee: 130.00

Exercise Program Design for Special Populations **NEW!**

Pre-requisite: Fitness Professional. Many personal fitness trainers limit themselves, their business and their income potential by serving only the young and fit. There are other populations who can benefit from your services and who need your guidance and assistance to improve their health and fitness. You will be able to explain the benefits of exercise and design safe and effective exercises for persons with diabetics, asthma, obesity, hypertension, and CAD. In addition, more mature individuals may not only need your expertise, but are also more likely to have the discretionary time and money to hire you. If you expand your business to serve special populations you will not only help more people, but also increase your income and profitability! This 6-hour workshop will take your profession to the next level. Approved for 6 CEC's or .6 CEU's.

9283 Staff

4/21/2012
09:00AM 03:30PM

MVC

S
1013

Fee: 130.00

Earn Great Money Teaching

Specialty Senior Fitness Program Join this class and learn how to start working in a booming industry where you can earn great money, help others stay healthy, and have fun doing it. There is a recognized need for qualified instructors in the older adult fitness market where 40% of the population controls 60% of the wealth. Find your niche in this profitable business and start working! Topics include: Choosing profitable locations to teach, certifications that are required and how to get certified, designing classes and marketing on a budget. Optional: Two workbooks that may be purchased in class for \$30.

9105 D Harper

2/21/2012
05:30PM 09:30PM

Fee: 40.00

MVC

T

506

Advanced Medical Coding Program

The Advanced Medical Coding Classes are designed to prepare the student for the Certified Professional Coder (CPC) credential, certified by the American Academy of Professional Coders (AAPC). This national certification is for medical coders in physician offices, outpatient facilities & payer organizations. Medical coding is much more than assigning numbers to services and diagnoses. Coders abstract information from patient records and combine it with their knowledge of reimbursement issues and coding guidelines to optimize physician payment. A Certified Professional Coder (CPC®) has achieved a measurable level of knowledge and expertise in reviewing and adjudicating coding of services, procedures and diagnoses on medical claims in the physician-office setting. The primary focus of a CPC is to ensure that the medical record and the billing record match, to comply with documentation and billing rules. A coder also verifies that the physician/facility is optimally coding the services rendered to the patient. This Advanced Medical Coding program includes 6 sections: Medical Diagnostic Coding, Intro to Anatomy and Physiology for Coders, Pathophysiology for Coders, Medical Procedural Coding, Coding Surgical Reports and a Coding Exam Review. Students are responsible for purchasing required textbooks in advance of each section. Membership application to AAPC and the exam fee are the responsibility of the student. **Please check the list of Career Training orientations on page 14 and pre-register for the mandatory orientation.**

9277 L Phillips

1/31/2012 6/7/2012
(no class: 4/3 & 4/5)
04:00PM 07:00PM

Fee: 2689.00

MVC

TTH

969

Medical Billing & Intro to Coding Program

This comprehensive course is designed to instruct the student in all aspects of the coding and billing process. Skill based for the entire reimbursement cycle (from the time the patient first presents for medical service until the billing has been completed) is taught. Verifying benefits and eligibility, abstracting information from a medical record, and conversion of documentation into billable codes will be covered in detail. The cycle of the CMS-1500 billing form is taught, including accurate claim form completion for the major types of payers. Processing and posting of explanation of benefits and insurance checks, instructions and techniques for the collection of monies due from the patient, compliance, electronic transaction security and software application are also discussed. The program has been reviewed and approved by the National Healthcare Careers Association and successful completion will qualify a student to sit for the nationally credentialed examination for Certified Billing and Coding Specialist (CBCS). Skills are validated by hands on exercises and the course includes a review for the national exam. Students are responsible for purchasing required textbooks in advance of each section. The national CBCS examination is optional and the exam fee is a separate responsibility for those students who wish to sit for the exam.

Please check the list of Career Training orientations on page 14 and pre-register for the mandatory orientation.

9276 L Phillips

2/4/2012 6/9/2012
(no class: 2/18, 4/7 & 6/7)
09:00AM 03:30PM

Fee: 1920.00

MVC

S

1012

Medical Terminology for Billers & Coders

This course teaches medical language to both consumers and employees of healthcare providers alike. If you are interested in a medical industry career, need to improve your job skills, or would just like to understand what the doctor is talking about, this class is for you. A simple body systems approach is used to learn medical language. Word parts are used to build, analyze, define and spell essential medical terms. Basic structural anatomy is taught along with directional, disease and disorder, surgical and diagnostic terms. Standard medical abbreviations and pronunciation are also included.

9233 L Phillips

2/4/2012 3/17/2012
(no class: 2/18)
09:00AM 01:00PM

Fee: 264.00

MVC

S

1012



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 (951) 487-3707

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Course Section	Section Start Date	Section End Date
Jan 2012	1/18/2012	2/24/2012
Feb 2012	2/15/2012	3/23/2012
Mar 2012	3/21/2012	4/27/2012
Apr 2012	4/18/2012	5/25/2012
May 2012	5/16/2012	6/22/2012

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- *Enrich Your Lesson Plans!*
- *Learn Effective Motivation Tools!*

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Visit us at
www.ed2go.com/msjc
 to learn more.

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Call (951) 487-3707 .



Computer Technology Training

Computers Made Easy

Are you new to using the computer? Want to know more about how your computer does its job? This course introduces all the basic concepts you need to get you past any hesitation through both lecture and hands-on training. Learn basic computer terminology, windows operating system, surfing the internet and creating and sending e-mail. Topics include: properly starting/shutting down a computer, file and folder management, desktop customization, working with Internet Explorer, and storing favorite websites.

9401 A Mahrenholz **SJC**
2/4/2012 S
08:00AM 04:00PM 107A

9409 G Sanchez **MVC**
4/21/2012 S
08:00AM 04:00PM 974

Fee: 60.00

Home Computer Basics

A series of two seminars designed for anyone who wants to get the most from their home computers. This series includes Computers Made Easy and Introduction to Word 2010. BOTH SEMINARS are \$100, a \$20 discount over taking each seminar separately. Certificates will be issued for those individuals completing both seminars. A FLASH MEMORY STICK IS RECOMMENDED.

9400 A Mahrenholz **SJC**
2/4/2012 2/11/2012 S
08:00AM 04:00PM 107A
(includes sections: 9401 & 9402)

9408 G Sanchez **MVC**
4/21/2012 4/28/2012 S
08:00AM 04:00PM 950
(includes sections: 9409 & 9410)

Fee: 100.00

Introduction to Microsoft Word 2010

This class will introduce you to many of the features of Microsoft Word. Using unformatted documents, you will learn how to set margins and line spacing, use bullets and numbering, add borders, insert an image, insert tables or text boxes, set-up columns and create mailing labels. Other topics include: text formatting, tabs, indents and alignments, headers and footers, spell check, changing text direction and the find and replace capabilities. A FLASH MEMORY STICK IS RECOMMENDED.

9402 A Mahrenholz **SJC**
2/11/2012 S
08:00AM 04:00PM 107A

9410 G Sanchez **MVC**
4/28/2012 S
08:00AM 04:00PM 950

Fee: 60.00

Introduction to Microsoft Excel

This class will introduce you to some of the remarkable features of Microsoft Excel. Through hands-on exercises, you will learn how to create formulas and have Excel do the math for you. Other topics include: text and cell formatting, use of the data fill capability, data filtering/sorting, and creating graphs/charts. A MEMORY STICK IS RECOMMENDED.

9404 A Mahrenholz **SJC**
2/25/2012 S
08:00AM 04:00PM 107A

9412 G Sanchez **MVC**
5/5/2012 S
08:00AM 04:00PM 950

Fee: 60.00

Introduction to Microsoft PowerPoint 2010

This class will provide you with techniques for preparing and delivering informative, attention getting presentations using PowerPoint. Through hands-on exercises, you will learn how to create a consistent look for your presentation using pre-designed templates; use various types of pictures and sound. In addition, you will study how to animate different elements of a presentation, apply slide transition effects, and print handouts to accompany your presentation. A FLASH MEMORY STICK IS RECOMMENDED.

9405 A Mahrenholz **SJC**
3/3/2012 S
08:00AM 04:00PM 112

9413 G Sanchez **MVC**
5/12/2012 S
08:00AM 04:00PM 950

Fee: 60.00

Microsoft Office: Getting Started

A series of three seminars designed for those that would like to acquire the essential skills for producing professional work with the Microsoft Office suite of programs. This series includes Introduction to MS Word, Introduction to MS Excel, and Introduction to MS PowerPoint. ALL THREE SEMINARS are \$150, a \$30 discount over taking each seminar separately (Knowledge of basic computer functions is advisable). Certificates will be issued for those individuals completing all three. A FLASH MEMORY STICK IS RECOMMENDED.

9403 A Mahrenholz **SJC**
2/11/2012 3/3/2012 S
(no class: 2/18)
08:00AM 04:00PM 107A
3/3/2012 S
08:00AM 04:00PM 112
(includes sections: 9402, 9404 & 9405)

9411 G Sanchez **MVC**
4/28/2012 5/12/2012 S
08:00AM 04:00PM 950
(includes sections: 9410, 9412 & 9413)

Fee: 150.00

Computer Technology Training

Microsoft Word 2010 Level II

This class is designed for those that are already familiar with using Microsoft Word 2007/2010, but would like to take it to the next level. Through hands-on exercises, you will learn how to perform desktop publishing, edit photographs, create table of contents, insert comments, embedding and linking objects from other sources, and working with templates (Knowledge of basic computer functions is advisable). A FLASH MEMORY STICK IS RECOMMENDED.

9406 A Mahrenholz SJC
3/10/2012 S
08:00AM 04:00PM 112

9415 G Sanchez MVC
5/19/2012 S
08:00AM 04:00PM 950

Fee: 60.00

Microsoft Excel 2010 Level II

This class is designed for those individuals that are already familiar with using Microsoft Excel 2007/2010, but would like to take it to the next level. Through hands-on exercises, you will learn how to use advanced functions, create tables, pivot tables/charts, perform what-if analysis, managing multiple workbooks, and how to protect and share your workbooks (Knowledge of basic computer functions is advisable). A FLASH MEMORY STICK IS RECOMMENDED.

9407 A Mahrenholz SJC
3/17/2012 S
08:00AM 04:00PM 112

9416 G Sanchez MVC
6/2/2012 S
08:00AM 04:00PM 950

Fee: 60.00

QuickBooks for the Everyday Users Workshop

Learn the Basic Fundamentals of QuickBooks In One Day! This fast paced workshop includes: How to Manage Revenue, Track and Manage Expenses, Bank Reconciliation, New Company Setup, Customize QuickBooks. Plus many tips and tricks with QuickBooks. Class will be using QuickBooks 2011. Material fee of \$50 will be collected in class.

9418 P Hartley MVC
2/11/2012 S
08:00AM 04:00PM 950

9419 P Hartley SJC
4/21/2012 S
08:00AM 04:00PM 107A

Fee: 125.00

Build Your Own Website for \$5 a Month

You don't have to be a programmer to design a professional, cost effective Web site, but you do have to decide what you want the Web site to do, and how you promote it. You'll learn how to: Analyze your needs and select your Web design. Make the site user friendly Get a FREE shopping cart Promote your Web site and link with search engines to make sure you can be found Material fee of \$30 will be collected in class.

9417 M Rounds MVC
2/25/2012 S
09:00AM 12:00PM 351B
Fee: 40.00

Using Your Computer to Make Money

There are more than 120 different businesses that you can run from your computer! This seminar shows you which businesses are hot and how to take advantage of them including information on businesses based on: Skills you have and skills you can teach yourself. Software and/or hardware you can purchase and skills that require formal training or talent. Material fee of \$30 will be collected in class.

9111 N Miller MVC
2/25/2012 S
01:00PM 04:00PM 351B
Fee: 40.00

The Basics of Selling on e-Bay

The Basics of Selling on eBay teaches students to be successful by learning how to: *Open a seller account *Do research and create listings *Improve your listings with better descriptions and photography *Set pricing *Open and use a PayPal account *Monitor your listings *Complete transactions (Instructor is an Education Specialist certified and trained by eBay) Material fee of \$18 will be collected in class.

9106 A Degen MVC
2/11/2012 S
09:00AM 02:30PM 351B

9135 A Degen MVC
4/14/2012 S
09:00AM 02:30PM 1006
Fee: 119.00

**Use your Visa, Mastercard
or Discover card to register
by mail, fax or telephone.**

Call (951) 487-3707 .



Free Non-Credit Program

****PLEASE NOTE FOR CERAMIC CLASSES: Due to an increase demand at the Menifee Campus, registration will be taken the first day of class. Registration prior to the first day of class will NOT be accepted.**

Ceramics

An introduction to working with clay, emphasizing basic hand building, surface treatments, and finished glazing. The use of the potter's wheel will also be introduced, with concentration on centering and basic thrown shapes.

8100 M Antichevich **SJC**
 1/25/2012 5/23/2012 W
 (no class: 4/4) 1408
 06:00PM 08:00PM

8101 Staff **MVC**
 1/27/2012 5/25/2012 F
 (no class: 2/17 & 4/6) 607
 08:30AM 11:00AM

8102 Staff **MVC**
 1/27/2012 5/25/2012 F
 (no class: 2/17 & 4/6) 607
 11:30AM 02:00PM

8103 M Antichevich **SJC**
 1/27/2012 5/25/2012 F
 (no class: 2/17 & 4/6) 1408
 09:00AM 11:00AM

Fee: 25.00

Watercolor

Intermediate and advanced. Course will include a review of painting and sketching techniques. In each class the students will learn new techniques of watercolor-step by step. The instructor will critique and help each student with his/her work individually. Students must purchase their own supplies. A suggested list is available online at www.msjc.edu/ce.

**San Gorgonio Pass Campus
 3144 W. Westward Ave., Banning**

8164 B Jayatilaka **TH**
 1/26/2012 5/24/2012
 (no class: 4/5) 302
 01:00PM 04:00PM

8162 B Jayatilaka **SJC**
 1/27/2012 5/25/2012 F
 (no class: 2/17 & 4/6) 1405
 08:30AM 11:30AM

8163 B Jayatilaka **MVC**
 1/27/2012 5/25/2012 F
 (no class: 2/17 & 4/6) 656
 02:05PM 05:05PM

Basic Computer Skills for Business

This course will provide students with an overview of the basic computer functions used in a business setting. Topics include using the internet to search for information, completing online forms, sending email, creating folders and saving documents. The course uses state of the art software and web based programs.

8525 A Mahrenholz **SJC**
 1/27/2012 5/25/2012 F
 (no class: 2/17 & 4/6)
 09:00AM 11:00AM 109

**San Gorgonio Pass Campus
 3144 W. Westward Ave., Banning**

8526 Staff **T**
 1/24/2012 5/29/2012
 (no class: 4/3) 302
 11:00AM 1:30PM

Machine Quilting: Lover's Knot

This pattern uses two basic strip pieced blocks to make the Lover's Knot. By using color and value in your fabrics, the Lover's Knots will stand out. The blocks are set on point for a dramatic effect and corners can either be squared or diagonal. You will be able to choose from 5 quilt sizes, or a wall hanging, or a table runner. Different quilting techniques will be demonstrated, including free motion. Beginners as well as experienced quilters are welcome to take this class. Materials list will be discussed on the first day of class. Please bring your sewing machine to class after the first meeting. The NEW Lover's Knot Quilt textbook by Quilt in a Day will be available for \$17 (tax is included). **Register early, limited space available.**

**Valle Vista Community Center
 43935 E. Acacia Ave., Hemet**

8151 L Bosman **F**
 1/27/2012 3/9/2012
 (no class: 2/17)
 09:00AM 12:00PM



Free Non-Credit Program

Machine Quilting: Quick Trip Around the World

With the quick piecing method, you will learn to sew a quilt in any size, from crib to king size, using from six to twelve colors. The Quick Trip Around the World is a new twist to an old version of the Trip Around the World. You will learn all about quilt making including color coordination, fabric selection and preparation, accurate cutting, and precision piecing using an accurate 1/4" seam allowance, pressing, borders, layering, pin basting, straight line machine quilting and binding. Beginners as well as experienced quilters are welcome to take this class. Materials list will be discussed on the first day of class. Please bring your sewing machine to class after the first meeting. Textbook will be available for \$16 (tax is included). **Register early, limited space available.**

Valle Vista Community Center
43935 E. Acacia Ave., Hemet

8152 L Bosman

3/16/2012 4/27/2012
(no class: 4/6)
09:00AM 12:00PM

F

The writing courses will present basic fiction writing techniques and show students how to critically evaluate their work and the work of others. They will also learn how to approach an agent or editor and the ins and outs of publishing as an occupational field.

Memoirs and Other Fiction

The focus of this section is to encourage beginning writers to compose manuscripts in their choices of fiction or non-fiction genres, subjects, and styles. Instruction will include discussion of plot, viewpoint, story openings, styles, title and dialogue. Participation includes class writing practice to prompts without critiques.

The Village
2200 W. Acacia Street

8159 A Dunham

1/23/2012 5/21/2012
09:00AM 12:00PM

M

San Gorgonio Pass Campus
3144 W. Westward Ave., Banning

8161 A Dunham

1/25/2012 5/23/2012
(no class: 4/4)
09:00AM 12:00PM

W

Promising Writer's Workshop

The focus of this section is participation in the collaborative process of writing through peer critique, support, and encouragement. Students will be writing, reading, and offering feedback for their own and other's choice of genre: personal experiences, short stories, devotionals, novels, mysteries, poetry, memoirs, children's and opinion.

The Village
2200 W. Acacia Street

8160 A Dunham

1/24/2012 5/22/2012
09:00AM 12:00PM

T

ESL Beginning Low

The course is designed for the learner who has the ability to write letters and numbers but otherwise has minimum exposure to English. Emphasis is on developing the students ability to listen to and understand messages. Language structures and functions are integrated with these topics: Survival skills, identification and address, comprehension of directions for survival and learning. There is little emphasis on grammatical accuracy at this level.

Jose Antonio Estudillo Elementary School
900 Las Rosas Dr., San Jacinto

8200 J Avritt

1/23/2012 5/30/2012
09:00AM 12:00PM

MTW
202

Prince of Peace Lutheran
701 N. Sanderson, Hemet

8201 N Maldonado-Perez

1/24/2012 5/31/2012
08:30AM 11:30AM

TWTH
Hall

Temecula Community Center
28816 Pujol Street, Temecula

8202 M Georges-Phillips

1/24/2012 5/30/2012
05:00PM 09:15PM

TW
Mtg Rm

Betty G. Gibbel Regional Learning Center
1251 Eagle Road, San Jacinto

8204 C Calderhead

1/24/2012 5/31/2012
05:30PM 08:30PM

TTH
C-6

Temecula Community Center
28816 Pujol Street, Temecula

8213 L Ponder

1/24/2012 5/31/2012
09:00AM 12:00PM

TWTH
Mtg Rm

Quail Valley Elementary School
23757 Canyon Heights, Quail Valley

8219 A Ugonna

1/23/2012 6/1/2012
08:30AM 11:30AM

MWF
40

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Free Non-Credit Program

ESL Intermediate Low

The course is designed for the learner who has tested well enough to have a basic knowledge of survival English. Emphasis is on developing fluency, both orally and in writing. Language functions and structures are incorporated with an integrated skills approach. Possible content topics are: culture, history, vocations, general interest, contemporary problems, current events, and basic education.

**Prince of Peace Lutheran
701 N. Sanderson, Hemet**

8205 E Ferguson

1/24/2012 5/31/2012 TWTH
08:30AM 11:30AM

**Temecula Community Center
28816 Pujol Street, Temecula**

8207 C Fatseas

1/23/2012 6/1/2012 MF
09:00AM 01:00PM Mtg Rm

**Betty G. Gibbel Regional Learning Center
1251 Eagle Road, San Jacinto**

8209 E Zavala

1/24/2012 5/31/2012 TTH
05:30PM 08:30PM B-4

**Hyatt Elementary School
400 E. Shaver, San Jacinto**

8210 M Rangel

1/23/2012 5/30/2012 MTW
08:30AM 11:30AM 3

**Hans Christensen Middle School
27625 Sherman Road, Menifee**

8215 J Dunn

1/23/2012 6/1/2012 MWF
08:30AM 11:30AM 209

**Temecula Community Center
28816 Pujol Street, Temecula**

8226 L Barreto-Lugo

1/26/2012 6/1/2012 THF
05:00PM 09:15PM Mtg Rm

ESL Multi-Level

This ESL course is an individual or small-group based program that offers students ESL literacy, ESL Beginning Low, ESL Beginning High course content, as needed by the class. Course content and objectives conform to the individual course outlines, as deemed appropriate by the course instructor. This communication-based/competency-based program is a learner-centered approach that targets instruction to identified student needs, goals, and interests. Students develop their listening, speaking, reading, and writing skills as they achieve life-skill and personal development competencies.

**San Jacinto Elementary School
257 S. Grand Army, San Jacinto**

8203 L Cooke

1/24/2012 5/31/2012 TWTH
08:30AM 11:30AM 25

**Nuviev Elementary School
29680 Lakeview, Nuevo**

8208 T Farr

1/23/2012 5/30/2012 MTW
06:00PM 09:00PM 29

**Nuviev Elementary School
29680 Lakeview, Nuevo**

8211 D Merriman

1/24/2012 5/31/2012 TWTH
08:30AM 11:30AM P-2

**Vail Elementary School
29915 Mira Loma Drive, Temecula**

8212 N Lariosa

1/24/2012 5/31/2012 TWTH
09:30AM 12:30PM 41

**De Anza Elementary School
1089 De Anza Drive, San Jacinto**

8217 M Morgan

1/23/2012 5/31/2012 MTTH
09:00AM 12:00PM 13

**San Gorgonio Pass Campus
3144 W. Westward Ave., Banning**

8222 K O'Connell

1/24/2012 5/29/2012 TTH
08:30AM 12:30PM 501

**Val Verde Regional Learning Center
3010 Webster Ave., Perris**

8224 I Dodge

1/23/2012 5/30/2012 MW
04:00PM 07:00PM

8225 K Jones

1/24/2012 5/29/2012 MVC
06:00PM 10:00PM TTH 970

**Romoland Elementary School
25890 Antelope Road, Romoland**

8227 D Quick

1/23/2012 5/30/2012 MTW
08:30AM 11:30AM 36

Free Non-Credit Program

Citizenship

This non-credit course is intended to prepare foreign born students for the United States Citizenship Application process. The course provides focused ESL instruction in United States history, government and institutions and will assist eligible individuals to prepare to become United States citizens. Students will practice listening and speaking skills in English necessary to pass the oral test with an Immigration and Naturalization Service official and literacy skills needed to pass the written portion.

Temecula Community Center
28816 Pujol Street, Temecula

8214 K Krause
1/24/2012 5/30/2012 TW
05:30PM 08:30PM

Betty G. Gibbel Regional Learning Center
1251 Eagle Road, San Jacinto

8220 M Burns
1/23/2012 5/30/2012 MW
05:30PM 08:30PM C-6

ESL College Connection

The course is designed to provide advanced non-credit ESL learners with the opportunity to improve their overall language proficiency by using English to study cultural issues, to explore learning styles and strategies, and to complete individual and small group project work. Cultural issues will be explored through a workshop-based writing component. Get ready for the transition to College credit classes with this NEW CLASS. **By referral only**

Temecula Education Complex
27447-27463 Enterprise Circle W.,
Temecula

8234 STAFF
1/23/2012 5/30/2012 MWF
08:30AM 11:30AM 200

8235 K Rahed MVC
1/23/2012 5/30/2012 MW
05:30PM 08:30PM 851

8236 S Verney SJC
1/24/2012 5/29/2012 TTH
05:30PM 08:30PM 1215

8237 D Viola SJC
1/24/2012 5/29/2012 1215
08:00AM 11:00AM T
08:30AM 11:30AM THF

General Educational Development

This course will prepare students to take the GED test, a battery of five comprehensive examinations. Requirements for the GED test: Test 1: Writing Skills (Part One) Multiple Choice (Part Two) Essays Test 2: Social Studies Test 3: Science Test 4: Interpreting literature and the Arts Test 5: Mathematics Students will be given a practice test to determine which subject areas they need to develop.

Betty G. Gibbel Regional Learning Center
1251 Eagle Road, San Jacinto

8216 E Alford
1/23/2012 5/30/2012 MW
05:30PM 08:30PM B-4

California Family Life Center
930 N State Street, Hemet

8218 C Kammer
1/23/2012 5/30/2012 MW
12:00PM 03:00PM Comp Lab

Oasis Perris Youth Opportunity Center
351 Wilkerson, Suite F, Perris

8221 T Grisso
1/24/2012 5/31/2012 TTH
04:00PM 07:00PM Comp Lab

8240 T White MVC
1/23/2012 5/30/2012 MWF
09:30AM 12:30PM 950

San Gorgonio Pass Campus
3144 W. Westward Ave., Banning

8241 C Kelly
1/23/2012 5/30/2012 MW
03:00PM 06:00PM 501

Val Verde Regional Learning Center
3010 Webster Ave., Perris

8242 M Haro
1/24/2012 5/31/2012 TTH
04:00PM 07:00PM Library

Temecula Education Complex
27447-27463 Enterprise Circle W.,
Temecula

8243 STAFF
1/23/2012 5/30/2012 MW
08:30AM 11:30AM 207

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Free Non-Credit Program

Golden Eagle Jazz Ensemble I

A performing organization for advanced instrument students interested in playing big band jazz. By audition on a space available basis. The student will improve sight reading skills, increase knowledge of selected musical styles, improve concepts of phrasing. Concerts will be held.

8300 R Waner
1/26/2012 5/24/2012
(no class: 4/5)
01:00PM 03:00PM

SJC
TH
1602

Golden Eagle Jazz Ensemble II

8301 R Waner
1/26/2012 5/24/2012
(no class: 4/5)
03:00PM 05:00PM

SJC
TH
1602

Community Concert Band

Open to wind and percussion players; this band explores the best in concert band literature. Concerts are performed in the fall, winter and spring. Musicians are exposed to a variety of musical styles and developed good ensemble playing by focusing on intonation, balance and rhythmic relationships. Musicians are required to play at a high school ability level or higher.

8302 R Waner
1/24/2012 5/22/2012
(no class: 4/3)
07:00PM 09:00PM

SJC
T
1602

Trombone

The "Bone Zone" is a trombone choir that performs a wide spectrum of musical literature from classical to jazz. The choir meets weekly, advancing trombone technique and fellowship through rehearsal, performance and clinics.

8306 R Waner
1/28/2012 5/26/2012
(no class: 2/18 & 4/7)
09:00AM 11:00AM

SJC
S
1602

Golden Eagle Orchestra

Rehearsal and performance of orchestral literature. Students will participate in music productions and concerts. By audition on a space available basis. The students will improve sight reading skills, increase knowledge of selected musical styles and improve concepts of phrasing.

8303 STAFF
1/23/2012 5/21/2012
(no class: 2/20 & 4/2)
07:00PM 10:00PM

SJC
M
1602

Valley Winds Band

The Valley Winds is a community band open to any wind or percussion instrument. This is a relaxed and fun group of people. We have people with 30 years experience or it's been 30 years since they last played their instrument. It doesn't matter – come on out and join the fun!

Temecula Valley High School
31555 Rancho Vista Road, Temecula

8304 T Hrbacek
1/25/2012 5/23/2012
06:30PM 09:30PM

W
Band Room

Mt. San Jacinto College Inland Chorale

The Inland Chorale is an advanced chorale group dedicated to the performance of quality music in a professional and entertaining manner. Previous choral experience and music-reading skills are desirable. Audition required. Openings on a space availability basis.

8307 J Atherstone
1/23/2012 5/21/2012
(no class 2/20; 4/2)
07:00PM 10:00PM

SJC
M
1614

Hemet Harmonizers

This 3 hour weekly class is devoted to singing barbershop harmony. This class includes vocal and choreography training. Sight reading skills are taught as well as vocal production and proper use of the voice singing barbershop harmony. Topics include sessions on "How to Breathe Properly" and "How to recognize and use musical symbols".

8308 R Doty
1/26/2012 5/24/2012
(no class on 4/5)
07:00PM 10:00PM

SJC
TH
1614

MSJC Performing Arts

Theatre Golden Eagles
Dance Big Band
Symphony Inland Choral
Concert Band Musicals
Hemet Harmonizers

Over 20 Shows Each Year
Great Prices from \$5 - \$15

For Information and Show Reminders
e-mail:
msjcperformingarts@msjc.edu

San Jacinto Campus
Box Office: 951-487-3790

