

PRE-REGISTRATION IS IMPORTANT!

Register early: Class sizes are limited and early registration will assure your place in high demand classes. Registration is simple and fast.



By Telephone (626) 433-4720:

VISA or MasterCard payments only. Your receipt will be mailed to you.



Walk-In:

Bring completed registration form, with payment to:
Rio Hondo College Training Center
 10505 Valley Blvd., Suite 308
 El Monte, CA 91731



By Mail:

Send completed registration form (forms may be duplicated) to:
Rio Hondo College Training Center
 10505 Valley Blvd., Suite 308
 El Monte, CA 91731

One form per person, please. If paying by check* or money order, make payable to Rio Hondo College.



By FAX (626) 433-4727:

You can register 24 hours, 7 days a week. VISA or MasterCard payments only. Your receipt will be mailed to you.



Confirmation of Registration:

You will receive confirmation of your registration by mail. You should allow approximately 7 working days for your registration verification to be mailed back to you.

If your registration is received less than seven (7) business days prior to the event, your confirmation may not reach you in time, but your space will be reserved, if space is available in the class.

Refunds:

If you are unable to attend a class for which you enrolled, your written refund request must be received in the Corporate & Community Development office at least 5 business days prior to the class. Your registration fee minus \$5.00 processing fee (per class) will be mailed to you within 6-8 weeks. No refunds after class begins.

Corporate & Community Development reserves the right to substitute instructors and change class locations as needed. Any class that does not meet the minimum enrollment may be canceled.

* See travel information for refunds on day excursions.

* Insufficient Funds/Returned Checks are subject to \$10 service charge per check.

TABLE OF CONTENTS

Computer/Internet Training

Computer Certificate Program	6
Computer Systems Using Windows, Intro	6
Computer Systems, Intro, 10-Hour Comprehensive	6
Internet, Introductory Workshops	6
Internet, Using Effectively	6
Microsoft Access 2000, An Overview	7
Microsoft Excel 2000 For Windows	
Beginning	7
Intermediate	7
Microsoft Office Communications	7
Microsoft Office Integration	7
Microsoft PowerPoint 2000 For Windows	
Introduction	7
Advanced	7
Microsoft Publisher	7
Microsoft Word 2000 For Windows	
Beginning	6
Intermediate	6
Windows Operating System	6
More Computer Classes:	
Build/Repair Your Own Computer	7
QuickBooks, Intro	8
QuickBooks Payroll Accounting	8
Clases de Entrenamiento en Computación	
Teclas Basicas en Computación	9

Windows, Introducción General a las Computadoras	9
Mas Clases de Computacion Avanzadas	9
Mas Clases en Español	
Acceso a Capita	9
Comenzando Su Propio Negocio	10
Feng Shui	9
Financiamiento para su Negocio	10
Ingles Como Segundo Idioma	9
Mercadeo	10
Su Plan de Negocios	10

Small Business Workshops / FREE

ABC's of Insurance	11
Bankers Round Table "Meet with the Bankers"	11
Loans for Women, Minorities and Veteran's	10
<i>(previously known as Pre-Qualification Program)</i>	
Marketing Your Products and Services	11
Small Business Loans and Other Options	11
<i>(previously known as Access to Capital)</i>	
What Do I Need To Do To Start a Small Business	10
<i>(previously known as Start-Up Orientation)</i>	

Small Business Workshops / FEE

Accounting-The Basics	12
Achieving Managerial Excellence	12
BluePrint for Customer Services Excellence	12
Business Plan Development	13
Choosing a Business Entity	13
Contract	12
Corporate Management-The Basics	12
Customer Service	13
Employment Law for Small Business Owners	13
Forming Limited Liability & Business Entities	12
Government Procurement & Certification	13
Home-base/Business Use of Your Home	14
Internet and Your Business	12
Leases and Landlords	12
Legal Audit Overview	12
Legal Issues and Small Business	13
Loans for Women, Minorities and Veteran's	13
<i>(previously known as Pre-Qualification Program)</i>	
Manage Your Business-PROFITABILITY	12
Marketing Activities Workshop	14
Real Business of Show Business (Part I & II)	14

This document is available in alternate formats upon request. Please contact the Office of Marketing & External Relations at 562-908-3445.

TABLE OF CONTENTS

Strategic Marketing Planning	13	Commitment From Intention to Completion	22	Non Credit Classes	
What Do I Need To Do To Start a Small Business	13	Credit-Everything You Always Wanted to Know	23	ESL 35-English for Beginners	26
<i>(previously known as Start-Up Orientation)</i>		Crochet, Learn to	21	ESL/Citizenship	26
Worldwide Distribution, Independent Film Maker	14	Crouching Taxes, Hidden Profits	23	Community Service Online Classes	
Website for Your Business	14	Debt Free Living	23	A to Z Grantwriting	28
International Business		Entertainment Made Easy	21	Corel Quattro Pro-Intro	28
Entrepreneurial Import/Export Certificate	15	Feng Shui	22	Crafting Your Short Fiction	28
ABC's of Exporting/Importing	15	Finding Our Life Purpose	22	Dreamweaver	27
Find a Foreign Buyer	15	Floral Design Certificate Program	20	GRE Preparation Workshop Quantitative (Part 2)	29
Identifying Products to Sell Overseas	15	Advanced	21	GRE Preparation Workshop Verbal (Part 1)	29
International Business Resources	15	Intermediate	21	Java Programming for the Web	27
International Trade Pricing and Quotations	15	Introduction	21	JavaScript Programming for the Web	27
Organize Your Own Trading Company	15	Floral Shop Operations Management	21	LSAT Quantitative Part 2, Preparing	28
Environmental Technology		Fun Finger Foods & Table Tops	22	LSAT Verbal Part 1, Preparing	28
8-Hour OSHA Refresher Training	15	Home Ownership-Financial Assistance "The American Dream"	22	Microsoft Access Intermediate	28
Direct Reading Air Monitoring	16	Imaginative Theme Parties on a Budget	22	Introduction	28
DOT Hazardous Materials Regulatory Training	15	Intelligent & Profitable Retirement and Investment Workshop	22	Microsoft Excel Intermediate	28
First Responder Awareness Meth Lab	15	Knit, Learn to	21	Introduction	28
Career Development		Locksmith-Become Your Own	23	Microsoft FrontPage	27
Effective Supervision Certificate	16	Make-up Workshop Certificate Program	20	Microsoft PowerPoint, Introduction	28
Communication and Listening Skills	16	All About the Eyes	20	Microsoft Word Advanced	27
Delegation Techniques and Strategies	16	Can You Take the Drama?	20	Intermediate	27
Legal Aspects of Supervision	16	I Am Fantasy	20	Introduction	27
Role of Supervisor-Intro	16	It's All About the Bride	20	Oracle-Intro	27
Strategies	16	The Basics	20	Outlook-Getting Organized	27
Team Building Concepts and Strategies	16	Massage Workshop Series	19	Resume Writing	28
Time Management Strategies	16	Introduction	19	SAT/ACT Course 1, Analytical	28
More Career Development Courses:		Mid and Lower Back	19	SAT/ACT Course 2, Analytical	28
Buying Your First Home		Neck, Upper Back and Shoulders	19	Web Graphics, Creating	27
Investment Property	17	Piano		Web Pages, Advanced	27
C-Best	17	Adult, Private Lessons (Ages14-Adult)	24	Web Pages, Creating	27
Communication and Presentation Skills	18	Quilt-Beginning	21	Web Using Fireworks 4.0-Imagining	27
Develop Your Gut Instinct-The Use of Intuition in the Business Setting	18	Salsa Dancing-Beginning	24	Windows 2000 Professional-Intro	27
Earn Big Bucks Doing Freelance Bookkeeping	19	Singing Workshop- Unleashing the Power of Your Voice	24		
Emotional Intelligence for People in the Working World	18	Tea Time is Anytime	21		
Everything You Need to Buy A House	18	Violin			
Feedback-The Breakfast of Champions	18	Level I (Ages 7-Adult)	24		
Getting New Business for Your Business	18	Level II (Ages 7-Adult)	24		
Government Foreclosures with No Money Down	17	Level III (Ages 7-Adult)	24		
Make Friends and Influence People	18	Private Lessons (Ages 7-Adult)	24		
Money Making Opportunities	19	Video Making-The Basics	23		
Notary Public, How to Become	16	Wisdom of Letting Go	22		
Notary Public, State Exam	16	College For Youth			
Payroll Accounting & Employment Taxes	16	Math-Basic (Ages 11-14)	25		
Real Estate Appraisal: A New Career/ A New Business	18	Oceanography (Ages 6-16)	25		
Secrets of Success in Sales	18	Piano			
Substitute Teacher Workshop, Be a "S.T.A.R."	17	Teens, Private Lessons (Ages 14 & up)	26		
Starting Up Without Big Bucks	19	Children, Level I (Ages 6-13)	25		
Personal Development		Children, Level II (Ages 6-13)	26		
American English Pronunciation I	22	Children, Private Lessons (Ages 6-13)	26		
American English Pronunciation II	22	Spanish for Children and Parents (Ages 8-14)	25		
		Violin			
		Level I (Ages 7-Adult)	25		
		Level II (Ages 7-Adult)	25		
		Level III (Ages 7-Adult)	25		
		Private Lessons (Ages 7-Adult)	25		

Other Information

Travel Information	31
Maps	Inside Back Cover
Training Center, El Monte	31
Registration	32

COMPUTER/INTERNET TRAINING

Computer Skills Certificate

Complete as few as eleven of our short-term computer classes and earn your certificate.

This (11) eleven-class program is designed to give you complete, up-to-date computer skills for working in an office environment. This program is ideal for persons seeking to vastly improve career skills and employability. Our format offers extensive, hands-on training valuable in the workplace. You'll earn a Rio Hondo College "Office Computer Skills" certificate if you complete all eleven classes and can type 40 WPM by the end of this series.

Refer to class descriptions in this schedule for details, dates, and times on each class.

- ◆ Beginning MS Excel
- ◆ Beginning MS PowerPoint
- ◆ Beginning MS Word
- ◆ Effectively Using the Internet
- ◆ Intermediate MS Word
- ◆ Intermediate MS Excel
- ◆ Introductory Internet Workshop
- ◆ MS Office Integration
- ◆ MS Access-An Overview
- ◆ MS Office Communication
- ◆ Windows Operating System

Total for Certificate Program: **\$606.00**

Receive a 10% discount for enrolling in all 11 of the certificate program classes. (You save \$60.60) Discount Price: **\$545.40**

INTRODUCTORY INTERNET WORKSHOPS

Take a tour of the Internet and the World Wide Web, from the Louvre to the White House, to corporate and commercial locations and more. This workshop is for beginners, but also for experienced Net users who can use a few pointers when navigating the web.

Jan 7 Tue 6:00pm-9:00pm
T#1006.5 **\$30.00**

Trainer: Alexia Sokol

Location: RHC Training Center, El Monte

Mar 15 Sat 8:30am-11:30am
T#1007.5 **\$30.00**

Trainer: Ron Rodriguez

Location: RHC Training Center, El Monte

EFFECTIVELY USING THE INTERNET

This class is the next step up from our "Introductory Internet" workshop. Learn to make the most of your online time. Topics

include search engines, newsgroups, and customizing your browser.

Jan 14 Tue 6:00pm-9:00pm
T#1008.5 **\$30.00**

Trainer: Alexia Sokol

Location: RHC Training Center, El Monte

Mar 22 Sat 8:30am-11:30am
T#1009.5 **\$30.00**

Trainer: Alexia Sokol

Location: RHC Training Center, El Monte

INTRODUCTION TO COMPUTER SYSTEMS USING WINDOWS

Learn the basics of using a personal computer. You'll learn the major components of a computer, how it works, start up/shut down, and the basic terms needed for "computer literacy". Using Windows operating system, you will learn to start a program, save and open a document.

Jan 8 Wed 6:00pm-9:00pm
T#1010.5 **\$30.00**

Trainer: Susan Padilla

Location: RHC Training Center, El Monte

INTRODUCTION TO COMPUTER SYSTEMS 10-Hour Comprehensive

This presents a more in-depth introduction to computers than our three-hour class. This class uses the Windows Operating System to teach computer basics. You'll learn major components, how it works, start-up/shut-down, as well as the terms that develop "computer literacy". Also included in the class is a brief introduction to word processing using Microsoft Word.

Jan 25-Feb 22 4 Sat 9:00am-11:30am
(no class Feb 15) **\$65.00**

Trainer: Alexia Sokol

Location: RHC Training Center, El Monte

WINDOWS OPERATING SYSTEM

In this class you'll learn how to use Windows. You'll learn to start applications, manipulate "windows", create shortcuts, customize workspace, create, move, and delete folders and files, and use Windows standard accessories like Notepad, WordPad and Paint.

Jan 15 & 22 2 Wed 6:00pm-9:00pm
T#1012.5 **\$60.00**

Trainer: Susan Padilla

Location: RHC Training Center, El Monte

BEGINNING MICROSOFT WORD 2000 FOR WINDOWS

(Also for users of earlier versions of Word)

In this hands-on class, you'll learn how to create, edit, and save a document. The class includes instructions on how to set margins, tabs, indenting, line spacing, text enhancements, columns, and importing graphics.

***NOTE: The following fees include the textbook, Learning Word 2000 For Windows.**

Jan 21, 28 & Feb 4 3 Tue 6:00pm-9:00pm
T#1013.5 **\$89.00**

Trainer: Dennis Pagliotti

Location: RHC Training Center, El Monte

Mar 29, Apr 5 & 12 3 Sat 8:30am-11:30am
T#1014.5 **\$89.00**

Trainer: Dennis Pagliotti

Location: RHC Training Center, El Monte



INTERMEDIATE MICROSOFT WORD 2000 FOR WINDOWS

This class continues where Beginning Word leaves off. Skills learned in the beginning class will be further developed and many new advanced techniques will be introduced. Included will be merging, tables, mass-mailings, labels and creating useful macros.

***NOTES:**

- The following fees include the textbook, Learning Word 2000 For Windows.
- Enrollment fee is \$49.00 for participants who have taken Beginning Microsoft Word 2000 and already have the required textbook.

Feb 11 & 18 2 Tue 6:00pm-9:00pm
T#1015.5 **\$69.00/49.00**

Trainer: Dennis Pagliotti

Location: RHC Training Center, El Monte

Apr 26 & May 3 2 Sat 8:30am-11:30am
T#1016.5 **\$69.00/49.00**

Trainer: Dennis Pagliotti

Location: RHC Training Center, El Monte

COMPUTER/INTERNET TRAINING

BEGINNING MICROSOFT EXCEL 2000 FOR WINDOWS

(Also for users of earlier versions of Excel)

This hands-on class will teach you basic skills needed to create and edit a spreadsheet. It includes entering text, numbers, formulas, copying, moving cell contents, formatting cells, and creating charts/graph creations.

*NOTE:

- The following fees include the textbook, *Learning Excel 2000 For Windows*.

Feb 20, 27 & Mar 6 3 Thu 6:00pm-9:00pm
T#1017.5 **\$89.00**

Trainer: Hernando De Leon

Location: RHC Training Center, El Monte

Mar 29, Apr 5 & 12 3 Sat 12:00pm-3:00pm
T#1018.5 **\$89.00**

Trainer: Hernando De Leon

Location: RHC Training Center, El Monte

INTERMEDIATE MICROSOFT EXCEL 2000 FOR WINDOWS

This class continues where "Beginning Excel" leaves off. Skills learned in the beginning class will be further developed and many new advanced techniques will be introduced. The class is to add more knowledge on linking worksheets, protection of worksheets, database lists and "what-if" problems.

*NOTES:

- The following fees include the class textbook, *Learning Excel 2000 For Windows*.
- \$49.00 enrollment fee for participants who have taken Beginning Microsoft Excel 2000 and already have the required textbook.**

Mar 13 & 20 2 Thu 6:00pm-9:00pm
T#1019.5 **\$69.00/49.00**

Trainer: Hernando De Leon

Location: RHC Training Center, El Monte

Apr 26 & May 3 2 Sat 12:00pm-3:00pm
T#1020.5 **\$69.00/49.00**

Trainer: Hernando De Leon

Location: RHC Training Center, El Monte

INTRODUCTION TO POWERPOINT 2000 FOR WINDOWS

This class will quickly teach you to create, enhance, and show PowerPoint slide presentations. Learn such features as organizational charts, clip art, and more advanced techniques for creating custom presentations.

Mar 19 & 26 2 Wed 6:00pm-9:00pm
T#1021.5 **\$75.00**

Trainer: Susan Padilla

Location: RHC Training Center, El Monte

ADVANCED POWERPOINT 2000 FOR WINDOWS

Expand your knowledge of PowerPoint.

Learn to create and present professional presentations. Create customized templates, animate slide shows, manipulate clip art, combine text and drawings, and explore the full potential of this presentations package. We recommend that you take "Introduction to PowerPoint" before enrolling in this class.

Apr 2 & 9 2 Wed 6:00pm-9:00pm
T#1022.5 **\$75.00**

Trainer: Susan Padilla

Location: RHC Training Center, El Monte

MICROSOFT ACCESS 2000 - AN OVERVIEW

Access is a powerful database system with both business and personal applications. Learn basic database concepts, database creations, and queries to extract specific information. Other topics will include creating simple forms and reports to accessing or displaying database records.

Mar 27 Thu 6:00pm - 9:00pm
T#1023.5 **\$45.00**

Trainer: Fran Kowalski

Location: RHC Training Center, El Monte

MICROSOFT OFFICE INTEGRATION

Current versions of MS Office applications like Word, Excel, Access and PowerPoint were designed to take full advantage of their compatibility and ability to exchange data and records. Learn how to copy and paste from one application to the other or create OLE (Object Linking and Embedding) links. Learn how to copy anything from other files or the Internet.

Apr 3 Thu 6:00pm - 9:00pm
T#1024.5 **\$45.00**

Trainer: Hernando De Leon

Location: RHC Training Center, El Monte

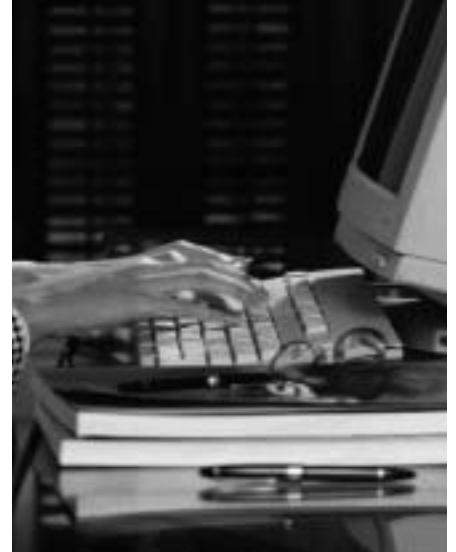
MICROSOFT OFFICE COMMUNICATIONS

Learn how to use popular e-mail software, how to write and send e-mail, and how to attach files and documents. Use MS Office applications to produce files for effective business communications. Learn how to retrieve e-mail from remote locations and establish free e-mail accounts.

Apr 10 Thu 6:00pm - 9:00pm
T#1025.5 **\$45.00**

Trainer: Hernando De Leon

Location: RHC Training Center, El Monte



MICROSOFT PUBLISHER

You will learn to create professional desktop publishing such as business cards, pamphlets, flyers, banners, catalogs, and greeting cards among others!

Feb 22, Mar 1 & 8 3 Sat 12:00pm-2:00pm
T#1026.5 **\$75.00**

Trainer: Dorothy Lee

Location: RHC Training Center, El Monte

HOW TO BUILD AND REPAIR YOUR OWN COMPUTER —THE INS & OUTS OF PC HARDWARE

This class is for beginning computer users and anyone else curious about the internal working of a computer. Learn how to build and repair your own computer. Learn how to purchase, upgrade, and repair a computer as you build a non-working computer during this class. The instructor will explain and discuss terminology and each component as you are guided through the computer assembly process.

Apr 26 Sat 9:00am-4:00pm
T#1027.5 **\$75.00**

Materials Fee: \$15.00 payable to instructor on day of class. Check or cash only.

Trainer: Robert L. Fish

Location: RHC Training Center, El Monte

COMPUTER/INTERNET TRAINING

ACCOUNTING SOFTWARE TRAINING

INTRODUCTION TO QUICKBOOKS® (COMPUTERIZED BOOKKEEPING)

***Prerequisite: Proficient skill using PC's/Windows & Mouse is mandatory.**

This hands-on computer lab workshop will cover "How QuickBooks Performs the Double-entry Bookkeeping Cycle" plus other essential "How To's" including:

- ◆ Company set-up and chart of accounts
- ◆ Set-up and create list for customers, vendors, and items
- ◆ Create invoices/cash sales receipts
- ◆ Accounts receivable (A/R) Management
- ◆ Enter/pay bills, write checks and enter credit cards transactions
- ◆ Accounts payable (A/P) management
- ◆ Managing your check book (cash account): Receiving & Depositing payment
- ◆ End of period reports: income statements (P&L) and balance sheet

*** No audio-visual recording of this workshop is allowed**

Feb 3, 5 & 6 Mon/Wed/Thu 6:00pm-9:00pm

T#1028.5 **\$95.00**

Materials Fee: \$20.00 payable to instructor on first day of class. Cash or check only

Trainer: The DG Group, Mary DeGeorge Location: RHC Training Center, El Monte

Apr 8, 9 & 10 Tue/Wed/Thu 9:00am-12:00pm

T#1029.5 **\$95.00**

Materials Fee: \$20.00 payable to instructor on first day of class. Cash or check only

Trainer: The DG Group, Mary DeGeorge Location: RHC Training Center, El Monte



INTRODUCTION TO QUICKBOOKS PAYROLL ACCOUNTING

***Prerequisite: Completion of "Payroll Employment Taxes" (see P. 19) or by permission of trainer.**

This hands-on computer lab workshop will introduce you to the payroll cycle and how to process payroll data using QuickBooks Payroll Processing. Topics will include:

- ◆ Review of current federal and state payroll Employment Tax requirements
- ◆ How to set up a company for payroll processing
- ◆ Understanding P/R liabilities and P/R expenses (Chart of Accounts)
- ◆ How to set up mandatory withholdings and deductions (employee and employer)
- ◆ How to set up effective benefits (paycheck additions and/or deductions)
- ◆ How to set up employees, payroll items and vendors
- ◆ Process employee paychecks and pay liabilities
- ◆ Create QuickBooks P/R reports: Payroll Summary, Employee Journal, P/R Liabilities
- ◆ Make deposits; pay employees, file Quarterly and Annual Reports (federal and state).

***No audio/visual recording of this workshop is allowed**

May 13, 14 & 15 Tue/Wed/Thu 9:00am-12:00pm

T#1030.5 **\$89.00**

Materials Fee: \$20.00 payable to instructor on first day of class. Cash or check only

Trainer: Mary DeGeorge Location: RHC Training Center, El Monte

Materials Fee: \$20.00 payable to instructor on first day of class. Cash or check only

Trainer: Mary DeGeorge Location: RHC Training Center, El Monte

Clases de Entrenamiento en Computación

TECLAS BASICAS EN COMPUTACIÓN

Aprenda a usar las teclas basicas de una computadora. Esta clase cubre las locaciones de cada tecla, funciones y combinaciones de una computadora. Uso completo de los dedos se practicara.

24 de febrero-24 de marzo 5 lunes
6:00pm-9:00pm T#1031.5 \$79.00

Instructor: Charles Villanueva

Lugar: El Centro de Entrenamiento del Colegio de Rio Hondo, El Monte

INTRODUCCIÓN GENERAL A LAS COMPUTADORAS USANDO WINDOWS

En esta clase usted aprenderá cómo utilizar una computadora personal, los términos básicos necesarios en computación, cómo comprar una computadora, y una breve introducción a los programas más populares del sistema operativo Windows.

31 de marzo-28 de abril 4 lunes
(no clase 14 de abril)
6:00pm-9:00pm T #1032.5 \$65.00

Instructor: Charles Villanueva

Lugar: El Centro de Entrenamiento Colegio de Rio Hondo, El Monte

CLASES DE ENTRENAMIENTO EN COMPUTACIÓN AVANZADAS-

Para más información, favor de llamar al (626) 433-4720.

- ◆ Introducción a la Internet
- ◆ Uso Eficaz de la Internet
- ◆ Introducción a el Sistema Operativo Windows
- ◆ Introducción a Microsoft Word para Windows



Clases de Entrenamiento en Español

FENG SHUI (EN ESPAÑOL)

Esta Antigua ciencia China revela el efecto que tiene el ambiente, la ubicación de su cama, la entrada principal de la casa, sobre su carrera, relaciones, salud, prosperidad y bienestar en general. Aprendera los principios basicos del Feng Shui tradicional y a crear un ambiente más productivo para sus seres queridos. Aprendera cómo aprovechar las energias ya presentes en su hogar para obtener mejoramiento en varios aspectos importantes de su vida, tal como los Chinos lo practican. ¿Que espera para mejorar la calidad de su vida para y la de su familia?

27 de enero lunes
6:30pm-9:30pm T#1033.5 \$35.00

Instructora: Ximena Salazar

Lugar: El Centro de Entrenamiento del Colegio de Rio Hondo, El Monte

INGLES COMO SEGUNDO IDIOMA Y CIUDADANIA

ESL 35 Ingles Para Principiantes

Este curso es para estudiantes con un poco de experiencia en el inglés y que desean aprender comunicación basica en el idioma. Estudiantes practicarán pronunciación, formas de palabras y uso comun de día a día. Para mas información y registraci3n, por favor llame al (562) 908-3429.

14 de enero-20 de mayo
(no clase 15 o 17 de abril)

martes y jueves
9:00am-11:00am T# 5038

Instructor: Lisa Villalobos

Lugar: El Centro de Entrenamiento del Colegio de Rio Hondo, El Monte

Gratis

*Para las clases en continuacion:
Registraciones el la ciudad de El Monte
favor de llamar al (626) 433-4720. Para
cualquier otra ciudad porfavor llame al
(323) 887-9627.*

ACCESO A CAPITAL: PROGRAMA DE PRESTAMOS DE SBA Y OTRAS OPCIONES

Este seminario se enfocara en los diferentes programas de préstamos disponibles para negocios pequeños. Se enfatizara en los Pros y los Contras de cada opción, y tambien se presentara una lista de los requisitos y documentos necesarios al solicitar un préstamo para negocio. Las personas que asisten a este seminario recibirán información acerca de lo que se necesita hacer para procesar y completar una aplicaci3n de préstamo para negocio. Despues de asistir al seminario podran hacer citas individuales con un asesor para discutir más a fondo detalles acerca de la documentación necesaria.

18 de marzo martes 10:00am-12:00pm
Gratis

Instructor: Staff

Lugar: Commerce

Para registraci3n llame al (323) 887-9627

20 de mayo martes 2:00pm-4:00pm
Gratis

Instructor: Staff

Lugar: Commerce

Para registraci3n llame al (323) 887-9627

27 de mayo martes 2:00pm-4:00pm
T#1034.5 \$15.00

Instructor: Staff

Lugar: El Centro de Entrenamiento del Colegio de Rio Hondo, El Monte

Para registraci3n llame al (626) 433-4720

COMENZANDO SU PROPIO NEGOCIO

Comenzando Su Propio Negocio
Este seminario es para personas que recientemente han comenzado ó estan interesadas en empezar un negocio. El seminario se enfocará en proveer informaci3n acerca de lo que es ser un propietario de negocio y lo que se necesita para empezar. Los empresarios que asisten a este seminario pueden hacer una cita individual con un asesor de negocios para poder tratar asuntos especificos acerca de su negocio.

31 de enero viernes 10:00am-12:00pm
Gratis

Instructor: Staff

Lugar: Huntington Park

Para registraci3n llame al (323) 887-9627

Clases de Entrenamiento en Español

11 de abril viernes 1:00pm-4:00pm
T#1035.5 **\$15.00**

Instructor: Staff

Lugar: Centro de entrenamiento en El Monte
Para registraci3n llame al (626) 433-4720

16 de mayo viernes 10:00am-12:00pm
Gratis

Instructor: Staff

Lugar: Huntington Park -Para registraci3n
llame al (323) 887-9627

FINANCIAMIENTO PARA SU NEGOCIO- PROGRAMA PRE-QUAL

Este seminario se enfoca en el nuevo programa de garantias para prestamos del SBA. Muchas personas buscando prestamos para negocios asisten a este seminario recomendados por los bancos. El SBDC sirve como un intermediario del SBA, por lo cual el SBDC puede presentar su solicitud para una garantia de prestamo al SBA. En esta clase se discutiran todos los aspectos y requisitos del programa SBA.

28 de enero martes 2:00pm-4:00pm
Gratis

Instructor: Staff

Lugar: Commerce
Para registraci3n llame al (323) 887-9627

25 de marzo martes 2:00pm-4:00pm
Gratis

Instructor: Staff

Lugar: Commerce
Para registraci3n llame al (323) 887-9627

27 de mayo martes 2:00pm-4:00pm
Gratis

Instructor: Staff

Lugar: Commerce
Para registraci3n llame al (323) 887-9627

SU PLAN DE NEGOCIOS

El Plan de negocios es un documento necesario para todas las empresas que quieren lograr exito. Este seminario presentara en detalle los puntos necesarios de un plan de negocios.

3 de mayo s3bado 9:00am-11:00am
T#1036.5 **\$15.00**

Instructor: Staff

Lugar: Centro de entrenamiento en El Monte
Para registraci3n llame al (626) 433-4720

MERCADEO

El 3xito o fracaso de un negocio muchas veces puede tener una conexi3n con la manera que sus productos o servicios se promueven. Este seminario le proveer3 una orientaci3n general acerca de c3mo promover su negocio para que clientes potenciales se interesen en consumir sus productos o servicios.

22 de abril martes 2:00pm-4:00pm
Gratis

Instructor: Staff

Lugar: Commerce
Para registraci3n llame al (323) 887-9627



SMALL BUSINESS WORKSHOPS—FREE

The following Small Business Workshops are co-sponsored by the Eastern Los Angeles County, Small Business Development Center (SBDC). The Small Business Development Center also offers comprehensive counseling services for small business owners, operators, and entrepreneurs. All these classes are Free! To register for classes held in El Monte, please call (626) 433-4720. For all other cities call (323) 887-9627.

FREE BUSINESS COUNSELING AVAILABLE!!

For the Southeast L.A. County SBDC,
call (323) 887-9627

For the Eastern L.A. County SBDC,
call (800) 450-7232

Trainer: Staff
Location: Commerce
For registration call, (323) 887-9627

Mar 25 Tue 10:00am-12:00pm
Trainer: Staff
Location: Commerce
For registration call, (323) 887-9627

May 27 Tue 10:00am-12:00pm
Trainer: Staff
Location: Commerce
For registration call, (323) 887-9627

WHAT DO I NEED TO DO TO START A SMALL BUSINESS?

(Previously known as Start-Up Orientation)
If you are planning to start a business, this orientation is designed to develop an awareness of the life/work style of owning a business, what is needed and how to get started. Upon completion of this two-hour orientation, entrepreneurs are then able to

work one-on-one, by appointment, with a professional business consultant specifically on their business. Pre-Registration Required – Late arrivals will not be allowed in the workshop.

Feb 12 Wed 10:00am-12:00pm
Trainer: Staff
Location: Pico Rivera
For registration call, (323) 887-9627
Mar 6 Thu 12:00pm-2:00pm
Trainer: Staff
Location: Cerritos
For registration call, (323) 887-9627

Apr 4 Fri 10:00am-12:00pm
Trainer: Staff
Location: Huntington Park
For registration call, (323) 887-9627

May 6 Tue 2:00pm-4:00pm
Trainer: Staff
Location: Norwalk
For registration call, (323) 887-9627

LOANS FOR WOMEN, MINORITIES, & VETERANS

(Previously known as Pre-Qual)

This workshop focuses on the newest loan guarantee program from the SBA. Many potential loan clients are being referred to the SBDC from banks to take part in this program. The SBDC serves as an intermediary to the SBA, which allows the SBDC to submit the loan guarantee application directly to the SBA.

Jan 28 Tue 10:00am-12:00pm

SMALL BUSINESS WORKSHOPS—FREE

SMALL BUSINESS LOANS AND OTHER OPTIONS

(Previously known as Access to Capital)

This class presents an overview of the various financing options available to small businesses. Pros and cons of each are presented, as well as general qualifying criteria and the documentation needed. Upon completion of this workshop, attendees will have a checklist for completing the loan application and will be able to meet, by appointment, one-on-one with a consultant to assist with the necessary documentation. Pre-Registration Required – Late arrivals will not be allowed in workshops.

Jan 23 Thu 2:00pm-4:00pm
Trainer: Staff
Location: Commerce
For registration call, (323) 887-9627

Feb 24 Mon 2:00pm-4:00pm
Trainer: Staff
Location: Paramount
For registration call, (323) 887-9627

Mar 25 Tue 2:00pm-4:00pm
Trainer: Staff
Location: Norwalk
For registration call, (323) 887-9627

Apr 23 Wed 10:00am-12:00pm
Trainer: Staff
Location: Pico Rivera
For registration call, (323) 887-9627

May 22 Thu 12:00pm-2:00pm
Trainer: Staff
Location: Cerritos
For registration call, (323) 887-9627

THE ABC'S OF INSURANCE

Learn what questions to ask when you obtain quotes for your business. Be informed on requirements that most insurance companies look for. This workshop will expose tips on how to become a true PRO-ACTIVE business insurance buyer. This course will also help you navigate your way through your first year(s) of buying insurance.

Feb 19 Wed 10:00am-12:00pm
Trainer: Staff
Location: Commerce
For registration call, (323) 887-9627

May 7 Wed 2:00pm-4:00pm
Trainer: Staff
Location: Commerce
For registration call, (323) 887-9627

LEGAL ISSUES AND SMALL BUSINESS

A small business is governed by many rules and regulations. This class will provide an overview of key legal issues for small businesses, including contracts, invoicing, lease agreements, incorporation and limited liability companies.

Feb 6 Thu 10:00am-12:00pm
Trainer: Staff
Location: Cerritos
For registration call, (323) 887-9627

Mar 13 Thu 10:00am-12:00pm
Trainer: Staff
Location: Huntington Park
For registration call, (323) 887-9627

Apr 10 Thu 10:00am-12:00pm
Trainer: Staff
Location: Norwalk
For registration call, (323) 887-9627

May 15 Thu 10:00am-12:00pm
Trainer: Staff
Location: Paramount
For registration call, (323) 887-9627

MARKETING YOUR PRODUCTS AND SERVICES

The success or failure of a business can often be found in the way it is promoted. This workshop will give an overview on how to market a business so that potential customers will be interested in using your product or service.

Jan 28 Tue 10:00am-12:00pm
Trainer: Staff
Location: Norwalk
For registration call, (323) 887-9627

Feb 20 Thu 10:00am-12:00pm
Trainer: Staff
Location: Huntington Park
For registration call, (323) 887-9627

Mar 27 Thu 10:00am-12:00pm
Trainer: Staff
Location: Commerce
For registration call, (323) 887-9627

Apr 21 Mon 2:00pm-4:00pm
Trainer: Staff
Location: Paramount
For registration call, (323) 887-9627

May 14 Wed 10:00am-12:00pm
Trainer: Staff
Location: Pico Rivera
For registration call, (323) 887-9627

BANKERS ROUND TABLE "MEET WITH THE BANKERS"

Meet with Bankers and the U.S. Small Business Administration in an informal setting to learn about the loan alternatives for your business. You will be able to ask questions and listen to the requirements of SBA loans and what Bankers want in a successful loan applicant. If you are ready for a loan, bring your company's financials and a personal financial statement and get some individual counseling.

Mar 11 Tue 10:00am-12:00pm
Trainer: Staff
Location: Commerce
For registration call, (323) 887-9627



SMALL BUSINESS – FEE COURSES

MANAGE YOUR BUSINESS-PROFITABLY!

In this workshop you will learn:

- ◆ The true purpose of business!
- ◆ How entrepreneurs get paid (4 income streams)
- ◆ What managers do to be successful & how they accomplish it
- ◆ To select the right legal form (secrets nobody tells you)
- ◆ Sales and marketing strategies

Jan 22 Wed 6:00pm-8:00pm
\$10.00

Trainer: Staff
Location: Commerce
For registration call, (323) 887-9627

Mar 26 Wed 6:00pm-8:00pm
\$10.00

Trainer: Staff
Location: Commerce
For registration call, (323) 887-9627

May 28 Wed 6:00pm-8:00pm
\$10.00

Trainer: Staff
Location: Commerce
For registration call, (323) 887-9627

FORMING LIMITED LIABILITY BUSINESS ENTITIES

You will learn about Corps, LLCs, limited partnerships and the Professional Corporation.

Jan 30 Thu 2:00pm-4:00pm
\$10.00

Trainer: Staff
Location: Commerce
For registration call, (323) 887-9627

CONTRACT

In this workshop you will learn the basic principals of a contract, along with how to negotiate and write them.

Feb 12 Wed 2:00pm-4:00pm
\$10.00

Trainer: Staff
Location: Commerce
For registration call, (323) 887-9627

THE BASICS OF CORPORATE MANAGEMENT

You will learn the duties required to run a corporation. You will also learn the duties of directors, officers, and stockholders, as well as the general process of managing a corporation. Important issues in maintaining limited liability and ownership control will also be covered.

Apr 10 Thu 2:00pm-4:00pm
\$10.00

Trainer: Staff
Location: Commerce
For registration call, (323) 887-9627

LEASES AND LANDLORDS

You will learn the law pertaining to leasing and what to look for. You will also learn to deal with the day-to-day legal issues that come with having a place of business.

May 15 Thu 2:00pm-4:00pm
\$10.00

Trainer: Staff
Location: Commerce
For registration call, (323) 887-9627

GOVERNMENT PROCUREMENT & CERTIFICATION

Learn how to research, bid for, and obtain government contracts, including federal, state and local entities. Consultants experienced in government procurement policies and procedures will direct this workshop.

Jan 27 Mon 10:00am-12:00pm
\$10.00

Trainer: Staff
Location: Commerce
For registration call, (323) 887-9627

Apr 21 Mon 10:00am-12:00pm
\$10.00

Trainer: Staff
Location: Commerce
For registration call, (323) 887-9627

THE BASICS OF ACCOUNTING

This workshop is for those with little or no experience in dealing with financial accounting and bookkeeping. You will learn the essential basics and leave with an understanding of how day-to-day business relates to financial statements critical to getting loans, bringing in investors, and tracking performance.

Jan 29 Wed 8:00am-10:00am
\$10.00

Trainer: Staff
Location: Commerce
For registration call, (323) 887-9627

LEGAL AUDIT OVERVIEW

In this workshop, learn the ten most common legal mistakes that most small business owners make.

Feb 6 Thu 6:00pm-8:00pm
\$10.00

Trainer: Staff
Location: Commerce
For registration call, (323) 887-9627

INTERNET AND YOUR BUSINESS

This workshop will examine the ways the Internet benefits small businesses. Topics to be covered include marketing advantages of using the net, effective techniques for online selling, promoting your website, cost of Internet marketing, and Internet security issues.

Feb 25 Tue 10:00am-12:00pm
\$10.00

Trainer: Staff
Location: Commerce
For registration call, (323) 887-9627

ACHIEVING MANAGERIAL EXCELLENCE

Build productive work teams by removing conflicts that impact production, profitability and customer satisfaction. Empower your team by developing personal behavioral styles that create greater team spirit, inspire action and fuel motivation in a dynamic environment.

Mar 4 Tue 10:00am-12:00pm
\$10.00

Trainer: Staff
Location: Commerce
For registration call, (323) 887-9627

BLUEPRINT FOR CUSTOMER SERVICE EXCELLENCE

This outstanding program will help you discover a new perspective for exceeding the expectations of your customers. You'll be able to differentiate the uniqueness of your business from that of your competitors; plus build a sus-

SMALL BUSINESS – FEE COURSES

tainable competitive advantage.

Apr 8 Tue 2:00pm-4:00pm
\$10.00

Trainer: Staff

Location: Commerce

For registration call, (323) 887-9627

CHOOSING A BUSINESS ENTITY

Learn about the pros and cons of the different legal structures of a business: Sole-proprietorship, Partnership, Corporation and Limited Liability Company.

Apr 24 Thu 6:00pm-8:00pm
\$10.00

Trainer: Staff

Location: Commerce

For registration call, (323) 887-9627

STRATEGIC MARKET PLANNING

This program will show you how to build sustainable competitive advantages! You will achieve immediate and measurable results by designing and using alternative strategies to build greater growth and profitability. This result-driven program shows you how to increase your company's profitability and market position.

May 13 Tue 10:00am-12:00pm
\$10.00

Trainer: Staff

Location: Commerce

For registration call, (323) 887-9627

LOANS FOR WOMEN, MINORITIES, & VETERANS

(Previously known as Pre-Qual)

This workshop focuses on the newest loan guarantee program from the SBA. Many potential loan clients are being referred to the SBDC from banks to take part in this program. The SBDC serves as an intermediary to the SBA, which allows the SBDC to submit the loan guarantee application directly to the SBA.

Feb 18 Tue 2:00pm-4:00pm
T#1037.5 **\$15.00**

Trainer: Staff

Location: RHC Training Center, El Monte

For registration call, (626) 433-4720

WHAT DO I NEED TO DO TO START A SMALL BUSINESS?

(Previously known as Start-Up Orientation)

If you are planning to start a business, this orientation is designed to develop an awareness of the life/work style of owning a business, what is needed and how to get started. Upon completion of this two-hour orientation, entrepreneurs are then able to work one-on-one, by appointment, with a professional business consultant specifically on their business. Pre-Registration Required – Late arrivals will not be allowed in the workshop.

Jan 9 Thu 1:00pm-4:00pm
T#1038.5 **\$15.00**

Trainer: Staff

Location: RHC Training Center, El Monte

BUSINESS PLAN DEVELOPMENT

Learn to develop a business plan from mission statement to market research, from financial components to executive summary. This three-hour workshop will be more in-depth, covering each section in detail, with hands on exercise to develop your business plan.

Jan 25 Sat 9:00am-12:00pm
T#1039.5 **\$15.00**

Trainer: Staff

Location: RHC Training Center, El Monte

For registration call, (626) 433-4720

EMPLOYMENT LAW FOR SMALL BUSINESS OWNERS

This workshop is designed to help employers and company leaders learn and understand basic employment laws that apply to the workplace. Learn how to protect your company from lawsuits that can develop from non-compliance of these laws. Topics include: employment discrimination, employment-at-will, hiring/firing practices, company policies, disciplinary procedures, and wage and hour laws.

Feb 28 Fri 2:00pm-4:00pm
T#1040.5 **\$15.00**

Trainer: Staff

Location: RHC Training Center, El Monte

For registration call, (626) 433-4720

LEGAL ISSUES AND SMALL BUSINESS

A small business is governed by many rules and regulations. This class will provide an overview of key legal issues for small businesses, including contracts, invoicing, lease agreements, incorporation and limited liability companies.

Jan 28 Tue 2:00pm-4:00pm
T#1041.5 **\$15.00**

Trainer: Staff

Location: RHC Training Center, El Monte

For registration call, (626) 433-4720

GOVERNMENT PROCUREMENT & CERTIFICATION

Learn how to research, bid for, and obtain government contracts, including federal, state and local entities. Consultants experienced in government procurement policies and procedures will direct this workshop.

May 21 Wed 2:00pm-4:00pm
T#1042.5 **\$15.00**

RHC Training Center, El Monte

For registration call, (626) 433-4720

CUSTOMER SERVICE

What is real customer service? Where does customer service begin? Is customer service something you offer only after a customer purchases from you? You will discuss the seven sins of customer service, principles and methods of superior customer service in this workshop.

Mar 24 Mon 2:00pm-4:00pm
T#1043.5 **\$15.00**

Trainer: Staff

Location: RHC Training Center, El Monte

For registration call, (626) 433-4720

SMALL BUSINESS – FEE COURSES

HOME-BASED BUSINESS/BUSINESS USE OF YOUR HOME

The IRS will teach you what deductions are available to you when working out of your home.

Apr 26 Sat 10:00am-12:00pm
T#1044.5 \$15.00

Trainer: Staff

Location: RHC Training Center, El Monte
For registration call, (626) 433-4720

MARKETING ACTIVITIES WORKSHOP

Learn some basic ideas about what marketing is, and how it can work for you. Also, find out the practical things that you can do to reach potential customers and persuade them to do business with you on a long-term basis

Feb 6 Thu 2:00pm-4:00pm
T#1045.5 \$15.00

Trainer: Richard Meyer

Location: RHC Training Center, El Monte
For registration call, (626) 433-4720

A WEBSITE FOR YOUR BUSINESS

Everything you always wanted to know about having a website... don't be afraid to ask! A behind the scenes look into the strategic world of website technology, design and development. Find out what you need to know about registering you won unique domain name and how to protect your online venture. Learn ways to create and develop a website presence that works for your business, especially for Internet newbies! Easy tutorials, helpful tips and descriptions to the most commonly used Internet jargon will be discussed.

Mar 14 Fri 2:00pm-4:00pm
T#1046.5 \$15.00

Trainer: Staff

Location: RHC Training Center, El Monte
For registration call, (626) 433-4720

Special Offer!

Take Real Business of Show Business, Parts I and II, and Worldwide Distribution for the Independent Film Maker—all 3 classes—for \$140 (a \$10 savings!)

REAL BUSINESS OF SHOW BUSINESS -PART I & II

Ever dream of producing your own movie? The Small Business Development Center's twelve-hour workshop will cover show business through film production. An experienced Hollywood commercial and film producer, with over 2,000 film productions to his credit will teach you what you need to know to enter and succeed as an independent film maker. Join us for two exciting Saturdays!

You must sign up for both days. Space is limited, early sign-ups are encouraged.

Part I: Company start-up, funding, script break down, budgeting, casting tips, pre-production planning, key crew tips, licensing, location scouting tips, production scheduling, rehearsals, international trailer for marketing, and more.

Part II: Post production deals, digital editing and sound mixing tips, titles and optical pitfalls, effects tips, foley and looping, negative conforming, color timing tips, the distribution deal and more.

Jan 11 (Part I) & Jan 18 (Part II)
2 Sat 9:00am-4:00pm
\$85.00

Note: Deadline to register is January 3rd.*

Trainer: Staff

Location: Commerce

For registration call, (323) 887-9627

Mar 15 (Part I) & Mar 22 (Part II)
2 Sat 9:00am-4:00pm
\$85.00

Note: Deadline to register is March 7th.*

Trainer: Staff

Location: Commerce

For registration call, (323) 887-9627

May 17 (Part I) & May 24 (Part II)
2 Sat 9:00am-4:00pm
\$85.00

Note: Deadline to register is May 9th.*

Trainer: Staff

Location: Commerce

For registration call, (323) 887-9627

WORLDWIDE DISTRIBUTION FOR THE INDEPENDENT FILM MAKER

Learn the ins and outs of selling your finished feature film or TV program to a U.S. distributor, understanding what comprises a good distribution contract, why self-distribu-



tion is so difficult, what foreign and domestic buyers are looking for in an independently produced American-made film, foreign pre-sales, technical requirements of foreign buyers, delivery requirements of a U.S. distributor, importance of production skills, one-sheets and other promotional materials and who pays for what, the important film festivals, selling a distributor during post-production versus after, negative-pickup and other distribution deals with the major studios, creating a trailer that sells.

Jan 25 Sat 9:00am-4:00pm
\$65.00

Note: Deadline to register is January 17th.*

Trainer: Staff

Location: Commerce

For registration call, (323) 887-9627

Mar 29 Sat 9:00am-4:00pm
\$65.00

Note: Deadline to register is March 21st.*

Trainer: Staff

Location: Commerce

For registration call, (323) 887-9627

May 31 Sat 9:00am-4:00pm
\$65.00

Note: Deadline to register is May 23rd.*

Trainer: Staff

Location: Commerce

For registration call, (323) 887-9627

INTERNATIONAL BUSINESS

ENTREPRENEURIAL IMPORT/EXPORT CERTIFICATE PROGRAM

Attend all six (6) workshops and receive a certificate in Entrepreneurial Import/Export. This program is co-sponsored by the Center for International Trade, the Export Small Business Development Center, and the International Trade Association of California. If you attend at least two (2) workshops you will be eligible to receive two hours of individualized consulting free of charge. All fees are "per person" and must be prepaid. Your instructor has been involved with international trade for numerous years and is a recognized leader in the field.

Receive a discount when you pre-pay for the entire six course series. You'll pay only \$210.00 for all six courses...

a savings of \$30.00!

Jan 27-Mar 10 6 Mon 6:00pm-9:00pm
(no class Feb 17)
T#1047.5

\$40.00 per class or
\$210.00 for all 6 classes,
\$30.00 savings.

Trainer: Scott Astle

Location: RHC Training Center, El Monte

THE ABC'S OF EXPORTING/IMPORTING

This workshop will describe the important elements of an import/export transaction such as required documentation, production capacity, shipping, insurance, evaluation of business potential and the methods of getting paid. A transaction flow chart will guide you through the sequence and explain how the transaction works from your receipt of inquiry to getting an order and getting paid.

Jan 27 Mon 6:00pm - 9:00pm
T#1048.5

\$40.00

Trainer: Scott Astle

Location: RHC Training Center, El Monte
INTERNATIONAL BUSINESS RESOURCES

We truly live in the information age. This brings opportunities to those who learn where to find the information they seek. It is not just what you know that makes you successful in international trade, but whom you know and how to quickly and efficiently access the information you need to make decisions. This session covers all aspects of international trade, research, and networking.

Feb 3 Mon 6:00pm - 9:00pm
T#1049.5

\$40.00

Trainer: Scott Astle

Location: RHC Training Center, El Monte

INTERNATIONAL TRADE PRICING AND QUOTATIONS

You are the bottom line. This workshop will teach you to understand the many hidden costs involved in building international trade quotations. You will learn to understand international terms of sale (INCOTERMS) and equate these to the costs involved. You will also learn about profit margins, bundling strategies, cost analysis, and the international sales and quotation process.

Feb 10 Mon 6:00pm - 9:00pm
T#1050.5

\$40.00

Trainer: Scott Astle

Location: RHC Training Center, El Monte

HOW TO FIND A FOREIGN BUYER

You have a product that you want to export, but how do you find a buyer that pays? You will learn the "tricks of the trade" for locating and qualifying buyers by focusing on niche

markets, analyzing competitors, determining marketing activities, and performing the reality test.

Feb 24 Mon 6:00pm - 9:00pm
T#1051.5

\$40.00

Trainer: Scott Astle

Location: RHC Training Center, El Monte

IDENTIFYING PRODUCTS TO SELL OVERSEAS

Want to conduct trade but don't have a product? This session will help you learn how to examine your product and networking strengths, perform a SWOT, understand the steps for finding a product, and how to evaluate a product or product line.

Mar 3 Mon 6:00pm - 9:00pm
T#1052.5

\$40.00

Trainer: Scott Astle

Location: RHC Training Center, El Monte

HOW TO ORGANIZE YOUR OWN TRADING COMPANY

You can conduct international trade without being a manufacturer. To be successful, you need to be prepared for all aspects of negotiations. This session will help you get organized, learn the terms, know the different types of trading companies, differentiate the types of buyer-seller relationships, determine roles and responsibilities for the transaction, and assist you in assessing your readiness.

Mar 10 Mon 6:00pm - 9:00pm
T#1053.5

\$40.00

Trainer: Scott Astle

Location: RHC Training Center, El Monte

ENVIRONMENTAL TECHNOLOGY

8-HOUR OSHA HAZWOPER REFRESHER TRAINING

(Health & Safety for Hazardous Waste Location Workers)

This class is designed for individuals with 40-Hour OSHA HAZWOPER Certification who need to receive an annual refresher training. This class satisfies federal training requirements for all hazardous waste location workers (29 CFR 1910.120). An exam is required for certification.

Feb 21 Fri 8:00am-5:00pm
T#1054.5

\$95.00

***\$45.00 (*RHC students only. Must have proof of enrollment.)**

Trainer: Steve Katnik

Location: Rio Hondo College, Rm S129

DOT HAZARDOUS MATERIALS REGULATORY TRAINING

All personnel involved in the packaging and labeling of hazardous materials (including hazardous waste), preparation of shipping documents (E.G., Bill of Lading or Hazardous Waste Manifest), and/or loading and unloading of vehicles must be familiar with and trained in the DOT regulations affecting their activities. Any employee who offers a hazardous material for transportation and each carrier by air, highway, rail, or water who transports and hazardous material, is responsible for complying with these regula-

tions. The Hazardous Material regulations are contained in Title 49 of the Code of Federal Regulations (CFR, Subtitle B, Chapter 1, Subchapter C, Parts 171-180)

Mar 21 Fri 8:00am - 5:00pm
T#1055.5

\$85.00

***\$30.00 (*RHC students only. Must have proof of enrollment.)**

Trainer: Steve Katnik

Location: Rio Hondo College, Rm S129

FIRST RESPONDER AWARENESS METH LAB

This seminar is designed to familiarize the participant with the outward signs of various common clandestine drug labs (clan-lab). Clan-labs manufacture illicit drugs such as methamphetamine and GHB, the date rape

ENVIRONMENTAL TECHNOLOGY

drug. This course is directed at all possible first responders such as patrol officers, probation officers, health and building inspectors, child protective services worker, and anyone who has the opportunity to visit and inspect homes. The student will learn to recognize the signs of clan-labs, understand the hazards involved, and instruct him/her on notification procedures.

This class meets the requirements of CCR 5192 (q) first responder awareness level training. The curriculum was developed by the California Specialized Training Institute.

Apr 9 Wed 5:30pm – 10:30pm
T#1056.5 \$85.00

*\$20.00 (*RHC students only. Must have proof of enrollment.)

Trainer: Jerry Earley

Location: Rio Hondo College, Rm. S129

DIRECT READING AIR MONITORING

This course is designed to give the environmental professional a “hands-on” approach to the use of direct reading instruments. Highlights include the simplest colorimetric methods up to the most advanced PID and FID systems.

May 7 Wed 5:30pm – 10:30pm
T#1057.5 \$60.00
*\$20.00

(*RHC students only. Must have proof of enrollment.)

Trainer: Jerry Earley

Location: Rio Hondo College, Rm. S129



CAREER DEVELOPMENT

EFFECTIVE SUPERVISION CERTIFICATE PROGRAM

Supervisors are the backbone of an organization and are essential to the productivity and profitability of any company. These classes are designed to assist companies who have promoted line employees into supervision with little or no formal supervision training.

You may attend one or all of six classes.

A certificate in “Effective Supervision” is awarded upon completion of all six classes.

Jan 22-Feb 26 6 Wed 5:30pm-9:30pm
T#1058.5

\$40.00 per class or \$210.00 for all 6 classes, \$30.00 savings!

Trainer: Debra Reed

Location: RHC Training Center, El Monte

INTRODUCTION TO THE ROLE OF THE SUPERVISOR

Jan 22 Wed 5:30pm - 9:30pm
T#1059.5 \$40.00

COMMUNICATION AND LISTENING SKILLS

Jan 29 Wed 5:30pm - 9:30pm
T#1060.5 \$40.00

DELEGATION TECHNIQUES AND STRATEGIES

Feb 5 Wed 5:30pm - 9:30pm
T#1061.5 \$40.00

TIME MANAGEMENT STRATEGIES

Feb 12 Wed 5:30pm - 9:30pm
T#1062.5 \$40.00

LEGAL ASPECTS OF SUPERVISION

Feb 19 Wed 5:30pm - 9:30pm

T#1063.5 \$40.00

TEAM BUILDING CONCEPTS AND STRATEGIES

Feb 26 Wed 5:30pm - 9:30pm
T#1064.5 \$40.00

BECOME A NOTARY PUBLIC

This seminar is designed to equip you with everything an effective Notary needs to know. Learn to pass the “new” test as well as current laws. You will also learn how to keep a journal and come up with solutions to challenging problems.

**Note: Fee does not include exam.*

Feb 3 & 5 Mon & Wed
6:30pm-9:30pm T#1065.5 \$69.00

Materials Fee: \$20.00 for Notary Public Handbook (which includes a glossary for later reference) payable to instructor on the first night of class. Check or cash only.

Trainer: Carrie Christensen

Location: RHC Training Center, El Monte

Apr 22 & 24 Tue & Thu
6:30pm-9:30pm T#1066.5 \$69.00

Materials Fee: \$20.00 for Notary Public Handbook (which includes a glossary for later reference) payable to instructor on the first night of class. Check or cash only.

Trainer: Carrie Christensen

Location: RHC Training Center, El Monte

THE STATE NOTARY PUBLIC EXAM

Please call (626) 433-4720 for details
Feb 8 Sat 9:00am-11:00am
\$40.00

Exam can be taken for \$40.00 per person,

payable to “Secretary of State.” Check or money order only.

Trainer: Carrie Christensen

Location: RHC Training Center, El Monte

Apr 26 Sat 9:00am-11:00am
\$40.00

Exam can be taken for \$40.00 per person, payable to “Secretary of State.” Check or money order only.

Trainer: Carrie Christensen

Location: RHC Training Center, El Monte

PAYROLL ACCOUNTING & EMPLOYMENT TAXES

**Note: This class is a prerequisite class for “QuickBooks Payroll Accounting” (see P. 10) or by permission of trainer.*

This course is designed to provide invaluable information to small businesses in the area of mandatory, payroll employment taxes requirements for employees and employers. You will learn how to correctly process a payroll using current percentages and rates, making deposits, and filing required quarterly and annual reports for state and federal agencies. The in-class case study will cover: FIT, PIT, FICA (SS & MC), FUTA, SUI, SDI and ETT; federal forms and reports 941, 940, W-2 & W-3; 1099 & 1096; state forms DE6, DE7, deposits. Other relevant topics include computing and paying wages, salaries and commissions, requirements when dealing with independent contractors, and record keeping.

Feb 11, 12 & 13 Tue/Wed/Thu

6:00pm-9:30pm T#1067.5 \$79.00

CAREER DEVELOPMENT

Materials Fee: \$20.00 payable to instructor on first day of class. Check or cash only.

Trainer: Mary DeGeorge-DG Group

Location: RHC Training Center, El Monte

Apr 29, 30 & May 1 Tue/Wed/Thu
9:00am –12:30pm T#1068.5

\$79.00

Materials Fee: \$20.00 payable to instructor on first day of class. Check or cash only.

Trainer: Mary DeGeorge-DG Group

Location: RHC Training

Center, El Monte

NEW!

CBEST PREP COURSE

This course is designed to prepare students to take the CBEST test, which is required for anyone applying for a teaching credential in the state of California.

- ◆ Last Day to register is Friday, March 7
- ◆ Maximum enrollment: 25
- ◆ Up to \$100 of the registration fees will be reimbursed by Los Angeles County Office of Education (LACOE) to individuals who have Math, Science or special Education majors and attend at least 80% of the course. (You must provide your name, address & Soc'l Security number.)
- ◆ Please visit our new website at: cbest-traininginstitute.com

Mar 15-May 17 8 Sat 12:00pm-4:00pm
(no class Apr 12 or 19)

T#1069.5

\$320.00



Trainer: Tonson Man

Location: RHC Training Center, El Monte

SUBSTITUTE TEACHER WORKSHOP—

BE A "S.T.A.R."

(Substitute Teacher Acting Responsibly)

Often substitute teachers have little training or experience and learn teaching techniques and classroom management the hard way. Fortunately, we are offering this dynamic training workshop for new and experienced "Subs". Some topics will include emergency lesson plans, developing a rapport with stu-

dents, and handling discipline problems in class without office referrals. *Note: Bring a sack lunch or snack.

Mar 15 Sat 9:00am-1:30pm
T#1070.5 **\$49.00**

Materials fee: \$7.00 payable to instructor on day of class. Check or cash only.

Trainer: Lindee Brown

Location: RHC Training Center, El Monte

Apr 23 Wed 5:30pm-10:00pm
T#1071.5 **\$49.00**

Materials fee: \$7.00 payable to instructor on day of class. Check or cash only.

Trainer: Lindee Brown

Location: RHC Training Center, El Monte

HOW TO PURCHASE GOVERNMENT FORECLOSURES FOR "NO MONEY DOWN" Seminar, Lunch and Tour

Once again real estate is booming in California. For those who do not own their home or any investment property, now is an ideal time to purchase real estate. There are still plenty of impressive government foreclosures in excellent condition and in fabulous locations for "0" down, easy qualifying, outstanding interest rates, and low closing costs. Learn how to turn just 4,000 into a fortune. Here is what you'll learn:

SEMINAR: 9:00am-12:30pm, and 1:30pm-4:30pm:

- ◆ Why Government Foreclosures are the best value in housing today.
- ◆ How to find government Foreclosures from Fannie Mae, Ginnie Mae, Freddie Mac, and HUD where there are no minimum bids.
- ◆ Government Foreclosures with special rates for first time homebuyers and investors.
- ◆ Buying Foreclosures for "Zero" to very little down, easiest qualifying you have ever experienced, low, low interest rates, and low closing costs.
- ◆ Buy a gorgeous home for only \$2,000 to \$3,000 cash.

LUNCH: Join Marshall Reddick for a no-host lunch – an opportunity to network and have your questions answered 12:30pm-1:30pm:

TOUR: 4:00pm-5:30pm:

- ◆ Gain practical experience and see actual foreclosures on the market.
- ◆ Learn how to find good areas.
- ◆ See how to evaluate a neighborhood.
- ◆ Learn how to select good homes, town-homes, and condos.
- ◆ Find out what to look for to assure best

appreciation.

- ◆ Learn how to determine the value of the property.
 - ◆ Learn how to make successful bids.
- For those looking for a home or an investment property, this is an opportunity of a lifetime-low interest rates, low prices, and low down payments.

ABOUT THE TRAINER

Dr. Marshall Reddick, Director of Real Estate Continuing Education and Professor of Business & Economics at California State University, Los Angeles, purchases 20 foreclosure homes each year and has helped thousands of people purchase their own real estate. Dr. Reddick is available for free mentoring and guidance after you take the course.

Jan 4 Sat 9:00am - 5:30pm
T#1072.5 **\$49.00/person,**
\$79.00/couple

Materials Fee: \$20.00 payable to instructor on day of class. Check or cash only.

Trainer: Dr. Marshall E. Reddick

Location: RHC Training Center, El Monte

TAKING THE MYSTERY OUT OF BUYING YOUR FIRST HOME & INVESTMENT PROPERTY

It has never been easier to buy your first home or investment property. Financing options allow you to purchase properties for "no money down" or even get money for closing costs, fix-up expenses, and furnishings. This seminar will show first time homebuyers and investors how to safely and easily purchase their first property. Learn how to find the right property and negotiate the best price. Find out what a credit score is and why it is so important.

- ◆ Learn about FICO scores-the new way lenders evaluate you.
- ◆ How to improve your FICO score to save thousands of dollars in closing costs and obtain a lower interest rate.
- ◆ How government subsidizes your real estate purchases.
- ◆ How much home can you afford and qualify for
- ◆ How to select the best neighborhoods
- ◆ How to determine the exact worth of a home
- ◆ When to buy and when to sell
- ◆ Improving the value of the properties you now own
- ◆ Understanding escrow and why it is necessary
- ◆ How to work with realtors and get them to work for you at no cost
- ◆ Whether you should buy a condo, town-house, or a home

Mar 8 Sat 9:00am - 4:00pm

CAREER DEVELOPMENT

T#1073.5 **\$49.00/person, \$79.00/couple**
 Materials Fee: \$20.00 payable to instructor on day of class. Check or cash only.
 Trainer: Stephen Dexter
 Location: RHC Training Center, El Monte

REAL ESTATE APPRAISAL: A NEW CAREER/ A NEW BUSINESS

This three-hour survey covers career information and knowledge of how real estate appraisers determine property values. Career information will illustrate how to move into the field including educational and licensing information as well as how to seek employment and business contacts.

Jan 21 Tue 6:30pm -9:30pm
 T#1074.5 **\$29.00**

Trainer: William Mansfield
 Location: RHC Training Center, El Monte

EVERYTHING YOU NEED TO BUY A HOUSE

Learn to buy a house for no money down and even get money back at closing! Everything you need to know about purchasing a home. Find out why so many Americans are buying houses right now! Have all of these questions answered, plus many more:

- ◆ Can my house payments be just about the same as my rent check?
- ◆ How do I find what I can really afford?
- ◆ What loan program is right for me?
- ◆ How do I find my credit score and how does it affect my loan?
- ◆ Interest Rate, APR, amortization... What do all these numbers mean for me?
- ◆ How do I find the right real estate agent? Do I really need an agent?
- ◆ How do I make an offer?
- ◆ Where does all my money go once I'm in escrow?
- ◆ I finally have my new house... now what?

Free handouts, step-by-step workbook, and evaluation tools!
 Mar 1 Sat 9:00am -12:00pm
 T#1075.5 **\$40.00/person, \$50.00/couple**

Trainer: Paul Bailey Location: RHC Training

NEW! Center, El Monte

DEVELOP YOUR GUT INSTINCT- THE USE OF INTUITION IN THE BUSINESS SETTING

An intensive workshop designed to instruct and establish procedures and guidelines for the enhancement and use of intuition in the everyday work setting. In this course you will learn what you need to know to develop your own intuitive awareness to support any career goals. To sum it up: the use of intuition saves time and creates awareness of lucrative and rewarding opportunities.

**Note: Class fee includes handouts and workbook.*
 Feb 4 Tue 6:30pm - 9:30pm
 T#1076.5 **\$39.00**

Trainer: Robert A. Sharp
 Location: RHC Training Center, El Monte

NEW! EMOTIONAL INTELLIGENCE FOR PEOPLE IN THE WORKING WORLD

-Learn to make your emotions work for you! An intensive workshop to instruct what emotional intelligence is all about. This course will enable you to expand and nurture your emotional IQ for the natural enhancement of your career or business objectives. You will learn how to use your emotional intelligence for conflict management, team building and self-motivation.

**Note: Class fee includes handouts and workbook.*
 Feb 11 Tue 6:30pm - 9:30pm
 T#1077.5 **\$39.00**

Trainer: Robert A. Sharp
 Location: RHC Training Center, El Monte

NEW! FEEDBACK-THE BREAKFAST OF CHAMPIONS

An intensive workshop designed to instruct how feedback is currently being used in the workplace to accelerate your specific career goals and achieve professional success. The state-of-the-art 360 assessments will be introduced with ample real life examples from the work place. In this course you will learn how to identify your obstacles to your openness to learning. You will also experience one or more processes to change barriers to learning into strengths and assets for personal development.

**Note: Class fee includes handouts and workbook.*
 Feb 18 Tue 6:30pm - 9:30pm

T#1078.5 **\$39.00**
 Trainer: Robert A. Sharp
 Location: RHC Training Center, El Monte

COMMUNICATION AND PRESENTATION SKILLS

How you present yourself can make or break your next promotion, job interview, or entrepreneurial adventure. Do the fears of speaking ever hold you back? This hands-on workshop will help you take the next level of professionalism in your speaking skills. You will receive individual coaching and support as well as speaking experience in a safe environment.

Mar 19 & 26 2 Wed 6:30pm- 9:30pm
 T#1079.5 **\$59.00**

Materials fee: \$7.00 payable to instructor on first day of class. Check or cash only.
 Trainer: Lindee Brown
 Location: RHC Training Center, El Monte

NEW! GETTING NEW BUSINESS FOR YOUR BUSINESS

Learn easy and effective ways to make new contacts for your business. Author/Coach Jacque Daniel will show you how to maximize your marketing and networking efforts.

Feb 8 Sat 9:30am - 1:00pm
 T#1080.5 **\$25.00**

Trainer: Jacque Daniel
 Location: RHC Training Center, El Monte

NEW! SECRETS TO SUCCESS IN SALES

If you are in business you know how important getting referrals can be. It's a fact, more than 85% of your success depends on... Come to this workshop and learn what it is. The secrets revealed by Jacque Daniel, Author/Coach, could change your life!

Mar 8 Sat 9:30am - 12:00pm
 T#1081.5 **\$18.00**

Trainer: Jacque Daniel
 Location: RHC Training Center, El Monte

HOW TO MAKE FRIENDS AND INFLUENCE PEOPLE

This dynamic workshop takes "How to Win Friends & Influence People" to the next level. Interactive and fun, you'll enjoy and benefit from this workshop, led by the Master Networker Jacque Daniel.

Apr 5 Sat 9:30am - 12:00pm
 T#1082.5 **\$18.00**

Trainer: Jacque Daniel
 Location: RHC Training Center, El Monte

CAREER DEVELOPMENT

MONEY MAKING OPPORTUNITIES WITH YOUR HOME-BASED COMPUTER

Did you know that there are more than 120 different businesses you can run from your personal computer right from your home? Did you also know that you don't need a big investment to start these businesses? This information-packed seminar will show you which businesses are "hot" and how you can take advantage of them.

Mar 1 Sat 9:00am - 12:00pm
T#1083.5 \$35.00

Materials Fee: \$10.00 payable to instructor on day of class. Check or cash only.

Trainer: Lawrence Schulz

Location: RHC Training Center, El Monte

STARTING UP WITHOUT BIG BUCKS

Have you always dreamed of having your own business? Starting one can be easier and cheaper than you think. This seminar will teach you how to start and survive in your own business without an initial investment.

Learn the best methods for raising capital and maximizing cash flow. Learn the immediate tools of the trade including do-it-yourself promotion, advertising, publicity and marketing. Learn about how to find, sell and keep your customers. You might find out that what you need to create a new, successful business of your own is a lot closer than you think.

Mar 1 Sat 1:00pm - 4:00pm
T#1084.5 \$45.00

Materials Fee: \$10.00 payable to instructor on day of class. Check or cash only.

Trainer: Lawrence Schulz

Location: RHC Training Center, El Monte

EARN BIG BUCKS DOING FREELANCE BOOKKEEPING TO GET AHEAD IN THESE UNCERTAIN ECONOMIC TIMES

Enjoy the freedom and independence of working at home. All businesses need a bookkeeper. Start your own business while working at your regular job, or freelance part

or full-time. Learn:

- ◆ Marketing techniques and how to build a client base
- ◆ How much you can earn and how to bill your clients
- ◆ How to find your special niche
- ◆ Hardware and software recommendations
- ◆ Start up cost and the steps in getting started
- ◆ Expectations of a freelance bookkeeper
- ◆ AND MUCH MORE!

Enjoy that extra secure income NOW by registering for this practical seminar. THIS CLASS IS NOT DESIGNED FOR CPA's.

Apr 28 Mon 6:30pm - 9:30pm
T#1085.5 \$39.00

Materials Fee: \$15.00 payable to instructor on day of class. Check or cash only.

Trainer: Sherrie Railsback

Location: RHC Training Center, El Monte

PERSONAL DEVELOPMENT

Massage Workshop Series

For thousands of years, in every culture, touch and massage have been a basic part of healing, relaxation, reducing pain, and pleasure. In this series you will learn the basics of massage. You will experience a variety of techniques and feedback with an opportunity to practice each one in a safe, non-threatening environment. You will learn various nurturing massage strokes that will benefit your family and friends. You will feel confident about knowing which massage techniques to use and how to conduct them. Please bring to each class:

- ◆ Massage oil or lotion
- ◆ Exercise mat, pad, or two large towels
- ◆ Pillow
- ◆ "Sweats" or comfortable shorts
- ◆ For women: tub top, halter or bikini top
- ◆ Short-filed nails are recommended

***Note: No partner is necessary for the class**

DISCOUNT:

- ◆ Receive a discount when you attend all 3 classes! Pay only \$75.00, \$12 savings.

Mar 29, Apr 5 & 12 3 Sat 10:00am-1:00pm
T#1086.5 \$75.00

Trainer: Rose Anna Hines

Location: RHC Training Center, El Monte

INTRODUCTION TO MASSAGE

This class will cover the basics of relaxing style massage. General information about massage will be provided. Various types of strokes and techniques will be demonstrated and practiced. You will learn different ways of varying strokes by using different parts of your hands, forearms and elbows. Body mechanics to protect your body will also be demonstrated and practiced. Different positions for the person receiving the massage such as on a chair, on the floor, on a table, on their stomach, side and back will be demonstrated.

***Note: No partner is necessary for this class**

- ◆ See Massage Series Description for recommendations on this class

Mar 29 Sat 10:00am-1:00pm
T#1087.5 \$29.00

Trainer: Rose Anna Hines

Location: RHC Training Center, El Monte

MASSAGE FOR THE NECK, UPPER BACK AND SHOULDERS

This section will focus on stress relieving massage for the neck, shoulders, upper back and for headaches. Various strokes and positions for massage will be shown. Anatomy and some of the causes of pain in this area will be explained. You will be

shown ways to avoid pain and problems in this area. Self massage techniques for this area will also be demonstrated.

***Note: No partner is necessary for this class**

- ◆ See Massage Series Description for recommendations on this class

Apr 5 Sat 10:00am-1:00pm
T#1088.5 \$29.00

Trainer: Rose Anna Hines

Location: RHC Training Center, El Monte

MASSAGE FOR THE MID AND LOWER BACK

This section will focus on tension and pain relieving massage for entire back and sciatica. Various strokes and positions for massage will be shown. Anatomy and some of the causes of pain in this area will be explained. You will be shown ways to avoid pain and problems in this area. Some exercises for keeping the area flexible and strong and for reducing pain will be recommended. Ergonomics and body mechanics will be discussed. Self massage techniques for this area will also be demonstrated.

***Note: No partner is necessary for this class**

- ◆ See Massage Series Description for recommendations on this class

Apr 12 Sat 10:00am-1:00pm
T#1089.5 \$29.00

Trainer: Rose Anna Hines

Location: RHC Training Center, El Monte

PERSONAL DEVELOPMENT

NEW! Makeup Workshop Certificate Program

Rio Hondo College is thrilled to offer you this new makeup workshop certificate program with a full array of accelerated professional makeup workshops. Let us introduce you to a whole new level of unique and professional make-up concepts. Our training course is open to industry makeup artists, professional cosmeticians and aspiring students who wish to fine-tune their skills. Our workshops are designed for those who want to add makeup design to an already existing service, do freelance work, or want to explore a more specialized type of makeup application. We will provide you with professional design concepts and ideas, professional training and a high standard of excellence in the makeup design world. Be sure not to miss our informative workshops!

NOTE: Enroll for the entire 5 classes and receive a certificate and a \$50 savings!

ABOUT OUR TRAINER

Jayson Sanchez, the founder and owner of NOW Artists has been a professional make-up artist for over 8 years. He has also worked in fashion, television, theater and film and is currently a member of the International Model and Talent Association. Jayson is dedicated in providing professional design concepts and ideas, professional training and a high standard of excellence in the make-up design world. He is always tracking down the latest trends, the newest products, and the freshest faces that reflect the aspect of beauty worth looking at!!

NEW! THE BASICS

This workshop is designed for the make-up artist who needs to know the essential principles of makeup artistry. Learn each tool of the trade first hand. Explore different techniques and how to handle a make-up brush. Learn Eye, Cheek and Lip techniques along with proper product placement. This intensive workshop will give you a solid foundation from which to start or enhance an exiting career in makeup artistry.

Mar 3 Mon 5:30pm – 9:30pm
T#1090.5 \$79.00

***NOTE: Prerequisite Workshop**

Trainer: Jayson Sanchez

Location: RHC Training Center, El Monte

Apr 21 Mon 5:30pm – 9:30pm
T#1091.5 \$79.00

***NOTE: Prerequisite Workshop**

Trainer: Jayson Sanchez
Location: RHC Training Center, El Monte

NEW! CAN YOU TAKE THE DRAMA?

Being on the cutting edge is the key to being the ultimate make-up artist. Don't be left behind or get stuck in a rut. In this workshop you'll be taught different techniques and applications for the new millennium. Learn how to create glamorous looks for the woman who's painting the town red. Learn the trends seen in the most current fashion magazines, music videos and television. Dramatic Eyes, Luscious Lips... she can have it all!

Mar 10 Mon 5:30pm – 9:30pm
T#1092.5 \$79.00

Trainer: Jayson Sanchez

Location: RHC Training Center, El Monte

Apr 28 Mon 5:30pm – 9:30pm
T#1093.5 \$79.00

Trainer: Jayson Sanchez

Location: RHC Training Center, El Monte

NEW! ALL ABOUT THE EYES

This in-depth workshop includes professional makeup tips, concentrating strictly on the eye area. In this workshop you'll learn proper eyebrow arching, proper eye shadow techniques, false lash applications and correct eyeliner methods, based on the eyes' shape. Set yourself apart as a professional makeup artist by understanding how to create dimension and shape. Asian eyes are discussed. Truly an eye opener!

Mar 17 Mon 5:30pm – 9:30pm
T#1094.5 \$79.00

Trainer: Jayson Sanchez

Location: RHC Training Center, El Monte

May 5 Mon 5:30pm – 9:30pm
T#1095.5 \$79.00

Trainer: Jayson Sanchez

Location: RHC Training Center, El Monte

NEW! I AM FANTASY

Have you ever believed in a world of make believe... a world of fantasy? I Am Fantasy is a world of character make-up. A workshop designed for someone who wants to create unique fantasy characters. This in-depth workshop will give you an idea of how to create several fantastic creatures with the stroke of your brush. Let us expand your mind and show

you a different approach to the transformation of a models' look, to a professional character. We will also discuss and demonstrate special effects such as cuts, scars, bruises and wounds, along with what products professional make-up artists use to create all of these amazing looks. So join us as we give you all the secrets of I AM FANTASY...

Materials Required: Approximately \$40.00- Information given by instructor on the first day of class.

Mar 24 Mon 5:30pm – 9:30pm
T#1096.5 \$79.00

Trainer: Jayson Sanchez

Location: RHC Training Center, El Monte

May 12 Mon 5:30pm – 9:30pm
T#1097.5 \$79.00

Trainer: Jayson Sanchez

Location: RHC Training Center, El Monte

NEW! IT'S ALL ABOUT THE BRIDE

In this undeniably profitable workshop, you will learn everything you need to know about the wedding day. This informative workshop will take you all the way from the consultation to the wedding day. You'll learn everything from how to book your appointment, price your services and increase your profits. You will learn popular makeup techniques, color selections and popular application methods. This is a fabulous workshop! It's designed for the freelance artist who enjoys making a serious profit.

Mar 31 Mon 5:30pm – 9:30pm
T#1098.5 \$79.00

Trainer: Jayson Sanchez

Location: RHC Training Center, El Monte

May 19 Mon 5:30pm – 9:30pm
T#1099.5 \$79.00

Trainer: Jayson Sanchez

Location: RHC Training Center, El Monte

Floral Design Certificate Program

Expand your ability and creativity with these certified floral design classes. Take all 4 knowledgeable and informative floral classes to earn your certificate and get ready for a new career. Enroll for the



PERSONAL DEVELOPMENT

entire certificate program and receive great savings!

Jan 27-May 12 14 Mon (see classes for times)
(no class Feb 17 & Apr 14)

T#1100.5 **\$149.00**

Trainer: Mina Asadi Rad

Location: RHC Training Center, El Monte

INTRODUCTION TO FLORAL DESIGN

In this class you will start by learning basic floral design covering line and composition elements. Next you will cover the basic principles of design for bouquet and party centerpieces as well as oval-shaped centerpieces. Lastly, you will explore triangular-shaped designs and will finish with topiary constructions.

Jan 27-Feb 24 4 Mon 6:30pm – 9:30pm
(no class Feb 17)

T#1101.5 **\$45.00**

Materials Fee: \$40.00 payable to instructor on first day of class. Check or cash only.

Trainer: Mina Asadi Rad

Location: RHC Training Center, El Monte

INTERMEDIATE FLORAL DESIGN

This class is for people who have a basic knowledge of floral design. To start off, you will experiment with large designs that include the European influence. Next, you will explore wedding and church arrangements as well as other church decorations. They will learn about color schemes and design coordination. The class will culminate with high style and large arrangements.

Mar 3-24 4 Mon 6:30pm–9:30pm

T#1102.5 **\$45.00**

Materials Fee: \$55.00 payable to instructor on first day of class. Check or cash only.

Trainer: Mina Asadi Rad

Location: RHC Training Center, El Monte

ADVANCED FLORAL DESIGN

This class is for people who have completed Intermediate Floral Design and want to continue developing their professional floral skills. You will learn about color coordination for holiday, wedding, and funeral designs using a variety of flowers. They will also work on Ikebana and creation designs such as animal, cake and table decorations. The class will conclude with a focus on large tropical flowers.

Mar 31-Apr 28 4 Mon 6:30pm-9:30pm

(no class Apr 14) T#1103.5 **\$45.00**

Materials Fee: \$ 60.00 payable to instructor on first day of class. Check or cash only.

Trainer: Mina Asadi Rad

Location: RHC Training Center, El Monte

FLORAL SHOP OPERATION MANAGEMENT

This comprehensive course is for students that have finished introduction and intermediate Floral Design and are ready to own or manage a shop. This course will prepare you for a wide range of management and ownership level jobs within the floral industry.

You will also learn purchasing terminology, introduction to vendors in the flower mart worldwide, merchandising, financing, loan Marketing, advertising, design of a shop and city regulations.

May 5 & 12 2 Mon 6:00pm – 10:00pm

T#1104.5 **\$35.00**

Trainer: Mina Asadi Rad

Location: RHC Training Center, El Monte

LEARN TO CROCHET

This class will give you an opportunity through demonstration, practice and feedback to learn the basic stitches of crochet and how to read basic pattern directions. You will also complete a small crochet project and start a larger project to continue your newfound skill. This is an excellent class for friends or mother and daughter to take together.

***Note: Bring a skein of worsted yarn and one size G to K Crochet hooks. If you have a pattern(s) you are interested in making bring it with you to class.**

DISCOUNT:

- ◆ Receive a discount when you bring a friend! Pay \$24.50/per person when you and a friend attend together.

Mar 29, Apr 5 & 12 3 Sat 1:30pm-3:30pm

T#1105.5 **\$29.00**

Materials Fee: \$ 5.00 payable to instructor on first day of class. Check or cash only.

Trainer: Rose Anna Hines

Location: RHC Training Center, El Monte

LEARN TO KNIT

This class will give you an opportunity through demonstration, practice and feedback to learn the basic stitches in knitting and how to read simple patterns. You will also complete a small knitting project during the class.

***Note: Bring a skein of worsted yarn and one size 4 to 9 knitting needles. If you have a pattern (s) you are interested in making bring it with you to class.**

DISCOUNT:

- ◆ Receive a discount when you bring a friend! Pay \$24.50/per person when you and a friend attend together.

Feb 20, 27 & Mar 6 3 Thu 6:00pm-8:00pm

T#1106.5 **\$29.00**

Trainer: Rosa Farley

Location: RHC Training Center, El Monte



BEGINNING QUILTING

In this class you will explore the basic techniques in quilting. You will learn to cut, appliqué, pierce, bind and border.

***Note: Basic Tools Required for Class:**

- ◆ Quilting needles and Thread to match fabric
- ◆ Fabric pencil
- ◆ No. 2 pencil
- ◆ Pins
- ◆ Scissors

Fabric Required for Class:

- ◆ 1 yard of white or off white plain cotton (calico) fabric
- ◆ 1 set of fat quarter

DISCOUNT:

- ◆ Receive a discount when you bring a friend! Pay \$44.00/per person when you and a friend attend together.

Mar 20, 27, Apr 3 & 10

4 Thu 6:00pm-8:00pm

T#1107.5 **\$49.00**

Trainer: Rosa Farley

Location: RHC Training Center, El Monte

TEA TIME IS ANY TIME

Now is your chance to learn that Tea Time is Any Time!! You don't need a special occasion to prepare tea foods and you don't have to know how to cook. This class will open your creative side to new ideas on inexpensive tea foods and table settings. This is a hands-on interactive class. Bring your appetite and your apron!

Feb 8 Sat 10:00am – 12:00pm

T#1108.5 **\$20.00**

Material Fee: \$15.00 payable to instructor on day of class. Cash or check only.

Trainer: Gail Bablot-Garcia

Location: RHC Training Center, El Monte

ENTERTAINMENT MADE EASY

This class will introduce you to some new and easy to make entertainment finger foods that will delight even your pickiest guests. We will explore from holiday treats to week-end delights. This is a hands-on interactive class. Bring your appetite and your apron!

Apr 12 Sat 10:00am – 12:00pm

T#1109.5 **\$20.00**

Material Fee: \$15.00 payable to instructor on day of class. Cash or check only.

Trainer: Gail Bablot-Garcia

Location: RHC Training Center, El Monte

PERSONAL DEVELOPMENT

NEW!

FUN, FINGER FOODS & TABLE TOPS

Create excitement on even the "simplest" occasion. Fun foods and table tops will "add" a little spice for your "drop-in" and welcomed friends or relatives. This will be a fun hands-on and interactive experience.

May 3 Sat 10:00am – 12:00pm
T#1110.5 \$20.00

Material Fee: \$20.00 payable to instructor on day of class. Cash or check only.

Trainer: Gail Bablot-Garcia

Location: RHC Training Center, El Monte

IMAGINATIVE THEME PARTIES ON A BUDGET!!

This one-day class will bring out the "Party Animal" in you and "Build On" your creative ability to create the most wonderful parties and not go broke. We will give you lots of tips on the "How To's" on planning and keeping on your budget.

Jan 25 Sat 10:00am – 12:00pm
T#1111.5 \$20.00

Material Fee: \$10.00 payable to instructor on day of class. Cash or check only.

Trainer: Gail Bablot-Garcia

Location: RHC Training Center, El Monte

FENG SHUI

This ancient Chinese science reveals the effects your living and working environment have on your health, relationships and prosperity. You will learn the basic principles of traditional Feng Shui and how you can use these to create a more supportive environment for you and your loved ones. You'll learn to create an environment that fosters good health, strong relationships, and increased prosperity.

Jan 7 Tue 6:30pm-9:30pm
T#1112.5 \$35.00

Trainer: Ximena Salazar

Location: RHC Training Center, El Monte

THE WISDOM OF LETTING GO

Do you ever find yourself unhappily giving your power away, fretting over things that in the long run won't really matter, or just stressed out thinking about all those things that need to get done? Create the positive changes and acquire the tools that will support you in altering the busy lifestyle that you have created.

Apr 9 Wed 6:30pm – 9:00pm
T#1113.5 \$20.00

Materials Fee: \$3.00 payable to instructor on

day night of class. Check or cash only.

Trainer: Lindee Brown

Location: RHC Training Center, El Monte

NEW!

COMMITMENT: FROM INTENTION TO COMPLETION

Why do some people succeed, while others can't even get started? This workshop is the "how to" of achievement. Lindee provides the essential tools and action steps for successfully getting what you want. Encouragement and inspiration are critical to staying committed to our goals and dreams. Come and find out the secrets of successfully attaining and maintaining a life with purpose and passion.

Feb 19 Wed 6:30pm – 9:30pm
T#1114.5 \$29.00

Materials Fee: \$3.00 payable to instructor on day night of class. Check or cash only.

Trainer: Lindee Brown

Location: RHC Training Center, El Monte

NEW!

FINDING OUR LIFE PURPOSE

This is a dynamic, interactive workshop that allows you to participate in discussions that will help lead you to your life purpose. In this workshop you will begin to recognize and understand your Essential Strengths. You will identify those elements of personality that hold you back from your Essential Strengths and learn the antidote to those destructive elements of your personality. You will also identify ways in which to discover our Passion, identify goals and see the "Big Picture" of your life. Finally you will put "It" all together.

Apr 8 & 10 Tue/Thu 6:00pm – 9:30pm
T#1115.5 \$25.00

Materials Fee: \$25.00 payable to instructor on first day of class. Check or cash only.

Trainer: Charlene Sargent, RN

Location: RHC Training Center, El Monte

AMERICAN ENGLISH PRONUNCIATION (PART I)

Do people sometimes have a hard time understanding your spoken English because of your accent? This workshop will help you improve your American accent and enhance your skills in spoken English. Through coaching by an experienced speech and theater professional, you will polish your English pronunciation skills, become more fluent, strengthen the rhythm of your speech, and gain your overall confidence in communication. This class includes materials that

you can continue to use at home. You will need to bring a tape recorder, a blank cassette, pencil, paper, and a small mirror to each class.

Mar 17-Apr 7 4 Mon 6:00pm-9:00pm
T#1116.5 \$89.00

Trainer: Damon Jespersen

Location: RHC Training Center, El Monte

**Note: Class fee includes an English Pronunciation Book and 8 teacher cassette tapes. Book and cassette tapes can be used for American English Pronunciation Part II.*

AMERICAN ENGLISH PRONUNCIATION (PART II)

This is a continuation of American English Pronunciation Part I. You will be able to further expose and practice your English Pronunciation skills.

Apr 21-May 12 4 Mon 6:00pm-9:00pm
T#1117.5 \$49.00/\$89.00

Trainer: Damon Jespersen

Location: RHC Training Center, El Monte

**Note: Class fee with required book and cassette tapes: \$49.00.*

INTELLIGENT & PROFITABLE RETIREMENT AND INVESTMENT WORKSHOP

Most investors don't understand what it takes to retire. This workshop will unlock the secrets to planning a successful retirement. Whether you are already retired or are within 10 years of retirement, this class will give you the knowledge to provide for a lifetime of financial security. We will discuss the stock, bond, and mutual fund markets and how they work. You will learn the fundamentals of investing including:

- ◆ How to evaluate your investment portfolio
- ◆ The secrets to diversification and asset allocation
- ◆ No-load and load mutual funds
- ◆ Variable vs. Fixed Annuities
- ◆ BONDS: Government, Municipal & Corporate
- ◆ How to establish your individual goals and objectives
- ◆ Plus a forecast of the Economy & Stock Market

Jan 23 & 30 2 Thu 7:00pm - 9:00pm
T#1118.5 \$40.00 (includes guest)

Trainer: John Vance

Location: RHC Training Center, El Monte

NEW!

HOME OWNERSHIP-FINANCIAL ASSISTANCE "THE AMERICAN DREAM"

Learn how to obtain financial assistance in your home buying process. Explore

PERSONAL DEVELOPMENT

SALSA DANCING—BEGINNING

Salsa Dancing has become very popular at many dance events. Come and learn the basics of this Caribbean dance just as it is taught at the Salsa Clubs. We will cover the basic patterns along with basic turns in free-style and with partners. We will be rotating, so you don't need to bring a partner. At the end of the course, you will have learned a combination using all the steps and turns learned throughout the program. If you want to try something exciting, something fun and something new, this course is right for you!

Jan 29-Mar 5 6 Wed 7:30pm-8:30pm
T#1126.5 \$35.00
Trainer: Rudy Ramirez
Location: Campus Inn, Rio Hondo College

NEW! UNLEASHING THE POWER, BEAUTY AND RANGE IN YOUR VOICE -A SINGING WORKSHOP

All levels are welcome! Whether for Classical, Broadway, or Pop, you will learn specific vocal techniques to strengthen the placement and resonance in the singing voice. Topics include:

- ◆ Practical performing skills
- ◆ Mastering breathing techniques
- ◆ Muscle use focusing the voice
- ◆ Opening the throat
- ◆ Blending vocal colors
- ◆ Initiation of tone
- ◆ Physical anatomy of the voice
- ◆ Vocal endurance exercises
- ◆ Vowel modification, element of phrasing
- ◆ Maintaining intensity and posture
- ◆ Protection and maintenance of the voice.

**Note: Please bring a hand held tape recorder to class.*

ABOUT THE TRAINER:

Award-winning, tenor Charles GaVoian (Music USC) has over 30 years of professional experience in stage, television, radio/voiceovers, and film. L.A. Times says, "... Rafter-rattling tenor..." Orange County Register says, "Pure, powerful tenor..." Backstage West, "His voice soars gloriously..." Drama-Logue says, "Spellbinding!"

Feb 26-Mar 19 4 Wed 7:00pm-9:00pm
T#1127.5 \$45.00

Materials Fee: \$5.00 payable to instructor on first day of class. Check or cash only.
Trainer: Charles GaVoian
Location: RHC Training Center, El Monte

Apr 23-May 14 4 Wed 7:00pm-9:00pm
T#1128.5 \$45.00
Materials Fee: \$5.00 payable to instructor on first day of class. Check or cash only.
Trainer: Charles GaVoian
Location: RHC Training Center, El Monte

BEGINNING VIOLIN—LEVEL I (AGES 7-ADULT)

Experience the joy of music by learning how to play the violin. This class is for beginners who have never played before. You will learn how to read music and play the violin using traditional methods. You are required to bring your own violins (most music stores rent instruments). Parents are encouraged to enroll with their children.

Materials Required: Approximately \$10.00. Information given by instructor on the first day of class.

(Maximum enrollment: 8)
Jan 15-Feb 19 6 Wed 4:00pm-5:00pm
T#1129.5 \$45.00
Instructor: Anna Antonian
Location: RHC Training Center, El Monte

Feb 26-Apr 2 6 Wed 4:00pm-5:00pm
T#1130.5 \$45.00
Instructor: Anna Antonian
Location: RHC Training Center, El Monte

BEGINNING VIOLIN—LEVEL II (AGES 7-ADULT)

This class is designed for people who wish to further develop their techniques as well as performance skills. By the end of this course you will be able to play a variety of tunes. You need to have completed "Beginning Violin" prior to enrolling in this course.

Materials Required: Approximately \$10.00. Information given by instructor on the first day of class. No materials required if previously enrolled in Violin I.

(Maximum enrollment: 8)
Jan 15-Feb 19 6 Wed 5:00pm-6:00pm
T#1131.5 \$45.00
Instructor: Anna Antonian
Location: RHC Training Center, El Monte
Feb 26-Apr 2 6 Wed 5:00pm-6:00pm

T#1132.5 \$45.00
Instructor: Anna Antonian
Location: RHC Training Center, El Monte

BEGINNING VIOLIN—LEVEL III (AGES 7-ADULT)

This class is a continuation of previous levels I & II. In this class you will be grouped into a wide variety of interests and will explore a repertoire of traditional and classical music. The primary purpose of this class includes: ensemble, inspiration, polishing, and performance. The class will be an excellent source of social interaction and provide for a resource of fascinating music.

Materials Required: Approximately \$10.00-Information given by instructor on the first day of class. No materials required if previously enrolled in Violin I or Violin II. (Maximum enrollment:8)

Jan 15-Feb 19 6 Wed 6:00pm-7:00pm
T#1133.5 \$45.00
Instructor: Anna Antonian
Location: RHC Training Center, El Monte

Feb 26-Apr 2 6 Wed 6:00pm-7:00pm
T#1134.5 \$45.00
Instructor: Anna Antonian
Location: RHC Training Center, El Monte

VIOLIN—PRIVATE LESSONS FOR ALL LEVELS (AGES 7-ADULT)

Materials Required: Approximately \$10.00. Information given by instructor on the first day of class. No materials required if previously enrolled in Violin I or Violin II. (Maximum enrollment: 1)
For times and availability, please call (626) 433-4720 3 hours/\$120.00
Instructor: Anna Antonian
Location: RHC Training Center, El Monte

ADULT PIANO-PRIVATE LESSONS FOR ALL LEVELS

Materials Required: \$10.00. No materials required if previously enrolled. (Maximum enrollment: 1)
For times and availability, please call (626) 433-4720 3 hours/\$150.00
Instructor: Diana Oki
Location: RHC Training Center, El Monte

COLLEGE FOR YOUTH

OCEANOGRAPHY (AGES 6-16)

Get a front row seat to the underwater world of the ocean. Find out what makes it tick. This oceanography course will give your child a better understanding of marine life and of the ecosystems that they call home. How do the organisms co-exist with humans and pollution? This course includes the viewing of home made underwater videos, slide shows, hands on experiments, and a field trip. All aboard for this very rewarding experience! The ship's filling up fast!
Feb 22-Mar 8 3 Sat 1:00pm-4:00pm
T#1135.5 \$49.00
Trainer: Phil Bystry
Location: RHC Training Center, El Monte
**Note: Class will meet from 1:00pm-5:00pm on Mar 8 due to field trip.*

SPANISH FOR CHILDREN AND THEIR PARENTS (AGES 8-14)

This class offers parents and children the opportunity to learn Spanish together. The class will cover beginning vocabulary, simple grammatical construction, and useful conversational phrases. A parent or a guardian must accompany each child enrolled. For registration information call (562) 908-3429.
Jan 25-May 17 15 Sat 1:00pm – 3:00pm
(No class Feb 15 & Apr 19)
Section# 5054 Free
Trainer: Lisa Villalobos
Location: RHC Training Center, El Monte

INTRODUCTION TO BASIC MATH (AGES 11-14)

This course is a practical overview of Basic Math and will prepare your child for courses in Algebra and Geometry. The areas of focus will be number concepts, review of long division, arithmetic operations between fractions, decimals, and percents; calculating and estimating answers; thinking "algebraically" and "geometrically"; introduction to tables, graphs, and equations; and an introduction to basic geometric shapes and calculating areas and volumes. Learn practical tools and techniques (tips, tricks, and formulas) for future problem solving.
Feb 22-Mar 15 4 Sat 9:00am-11:00am
T#1136.5 \$69.00
Trainer: Karl Kasca
Location: RHC Training Center, El Monte

BEGINNING VIOLIN—LEVEL I (AGES 7-ADULT)

Experience the joy of music by learning how to play the violin. This class is for beginners who have never played before. You will learn how to read music and play the violin using

traditional methods. You are required to bring your own violins (most music stores rent instruments). Parents are encouraged to enroll with their children.

Materials Required: Approximately \$10.00.
Information given by instructor on the first day of class.

(Maximum enrollment: 8)
Jan 15-Feb 19 6 Wed 4:00pm–5:00pm
T#1129.5 \$45.00
Instructor: Anna Antonian
Location: RHC Training Center, El Monte

Feb 26-Apr 2 6 Wed 4:00pm–5:00pm
T#1130.5 \$45.00
Instructor: Anna Antonian
Location: RHC Training Center, El Monte

BEGINNING VIOLIN—LEVEL II (AGES 7-ADULT)

This class is designed for people who wish to further develop their techniques as well as performance skills. By the end of this course you will be able to play a variety of tunes.

You need to have completed "Beginning Violin" prior to enrolling in this course.
Materials Required: Approximately \$10.00.
Information given by instructor on the first day of class. No materials required if previously enrolled in Violin I.
(Maximum enrollment: 8)

Jan 15-Feb 19 6 Wed 5:00pm–6:00pm
T#1131.5 \$45.00
Instructor: Anna Antonian
Location: RHC Training Center, El Monte

Feb 26-Apr 2 6 Wed 5:00pm–6:00pm
T#1132.5 \$45.00
Instructor: Anna Antonian
Location: RHC Training Center, El Monte

BEGINNING VIOLIN—LEVEL III (AGES 7-ADULT)

This class is a continuation of previous levels I & II. In this class you will be grouped into a wide variety of interests and will explore a repertoire of traditional and classical music.

The primary purpose of this class includes: ensemble, inspiration, polishing, and performance. The class will be an excellent source of social interaction and provide for a resource of fascinating music.

Materials Required: Approximately \$10.00.
Information given by instructor on the first day of class. No materials required if previously enrolled in Violin I or Violin II. (Maximum enrollment:8)

Jan 15-Feb 19 6 Wed 6:00pm–7:00pm
T#1133.5 \$45.00
Instructor: Anna Antonian
Location: RHC Training Center, El Monte

Feb 26-Apr 2 6 Wed 6:00pm–7:00pm
T#1134.5 \$45.00
Instructor: Anna Antonian
Location: RHC Training Center, El Monte

VIOLIN—PRIVATE LESSONS FOR ALL LEVELS (AGES 7-ADULT)

Materials Required: Approximately \$10.00.
Information given by instructor on the first day of class. No materials required if previously enrolled in Violin I or Violin II.

(Maximum enrollment: 1)
For times and availability, please call (626) 433-4720 3 hours/\$120.00
Instructor: Anna Antonian
Location: RHC Training Center, El Monte

BEGINNING PIANO CHILDREN—LEVEL I (AGES 6-13)

Let's learn a little about the music; then you will see it's not difficult to play the piano at all. This course is for children who have never touched the piano before.

***Note: Review at home is indispensable.**

(Maximum enrollment: 5)
Jan 27-Mar 17 7 Mon 3:00pm-4:00pm
(no class Feb 17)
T#1137.5 \$70.00
Fee includes piano book. Book can be used for Beginning Piano Level 2
Instructor: Junko Seki
Location: RHC Training Center, El Monte

Jan 27-Mar 17 7 Mon 4:00pm-5:00pm
(no class Feb 17)
T#1138.5 \$70.00
Fee includes piano book. Book can be used for Beginning Piano Level 2



COLLEGE FOR YOUTH

Instructor: Junko Seki
Location: RHC Training Center, El Monte

Mar 24-May 12 7 Mon 3:00pm-4:00pm
(no class Apr 14)
T#1139.5 **\$70.00**

Fee includes piano book. Book can be used for Beginning Piano Level 2

Instructor: Junko Seki
Location: RHC Training Center, El Monte

Mar 24-May 12 7 Mon 4:00pm-5:00pm
(no class Apr 14)
T#1140.5 **\$70.00**

Fee includes piano book. Book can be used for Beginning Piano Level 2

Instructor: Junko Seki
Location: RHC Training Center, El Monte

BEGINNING PIANO CHILDREN—LEVEL II (AGES 6-13)

Children who know how to read the music will learn more about "playing the piano". By the end of the course, they may be able to play their favorite songs.

**Note: Practice at home is indispensable.*
(Maximum enrollment: 5)

Jan 27-Mar 17 7 Mon 5:00pm-6:00pm
(no class Feb 17)
T#1141.5 **\$70.00**

Note: \$60.00 enrollment fee for participants who have taken Beginning Piano Level One.

Instructor: Junko Seki
Location: RHC Training Center, El Monte

Jan 27-Mar 17 7 Mon 6:00pm-7:00pm
(no class Feb 17)
T#1142.5 **\$70.00**

Note: \$60.00 enrollment fee for participants who have taken Beginning Piano Level One.

Instructor: Junko Seki
Location: RHC Training Center, El Monte

Mar 24-May 12 7 Mon 5:00pm-6:00pm
(no class Apr 14)
T#1143.5 **\$70.00**

Note: \$60.00 enrollment fee for participants who have taken Beginning Piano Level One.

Instructor: Junko Seki
Location: RHC Training Center, El Monte

Mar 24-May 12 7 Mon 6:00pm-7:00pm
(no class Apr 14)
T#1144.5 **\$70.00**

Note: \$60.00 enrollment fee for participants who have taken Beginning Piano Level One.

Instructor: Junko Seki
Location: RHC Training Center, El Monte

CHILDREN PIANO—PRIVATE LESSONS FOR ALL LEVELS (AGES 6-13)

Materials Required: \$10.00, no materials required if previously enrolled in Piano I or Piano II.

(Maximum enrollment: 1)
For times and availability, please call
(626) 433-4720 3 hours/\$150.00

Instructor: Junko Seki
Location: RHC Training Center, El Monte

TEEN PIANO-PRIVATE LESSONS FOR ALL LEVELS (AGES 14-17)

Materials Required: \$10.00.
No materials required if previously enrolled.
(Maximum enrollment: 1)

For times and availability, please call
(626) 433-4720 3 hours/\$150.00

Instructor: Diana Oki
Location: RHC Training Center, El Monte

NON CREDIT CLASSES

THE FOLLOWING COURSES ARE OFFERED FOR NON-CREDIT. PLEASE NOTE REGISTRATION INFORMATION AND LOCATIONS. FOR MORE INFORMATION PLEASE CALL THE COMMUNICATIONS & LANGUAGES DIVISION AT 562-908-3429.

ENGLISH AS A SECOND LANGUAGE & CITIZENSHIP ESL 35-ENGLISH FOR BEGINNERS-NON-CREDIT

Advisory: Appropriate placement through the assessment process.

This course is for non-native people with little knowledge of English who wish to learn basic communication in the language. You will practice pronunciation, forms of words, and common useful life-skills. This is a non-credit course and is not applicable to the degree. For more information please call (562) 908-3429.

Jan 14-May 20 Tue/Thu 9:00am-11:00am
(No class April 15 & 18)
Sec# 5038 **Free**

Instructor: Lisa Villalobos
Location: RHC Training Center, El Monte,
626-433-4720

Jan 16-May 20 Thu 8:30am-11:30am
Sec# 5000 **Free**

Instructor: Staff
Location: Aeolian School, 11600 Aeolian,

Whittier, 562-695-8833

Jan 14-May 20 Tue/Fri 8:30am-11:00am
Sec# 5059 **Free**

Instructor: I. Civen
Location: Laurel Elementary School, 13550
E. Lambert Rd., Whittier, 562-696-0356

Jan 14-May 20 Tue/Thu 6:00pm-8:00pm
Sec# 5025 **Free**

Instructor: N. Peterson-More
Location: So. Whittier Community Center,
10750 Laurel Ave., Whittier, 562-946-2425

Jan 13-May 20 Mon/Wed 7:00pm-9:00pm
Sec# 5029 **Free**

Instructor: Lisa Villalobos
Location: RHC College, 3600 Workman Mill
Rd., Rm. T100, Whittier, 562-908-3429

ESL/CITIZENSHIP-NONCREDIT

These courses are for non-native students with little knowledge of English who wish to prepare and pass the Citizenship test. These are noncredit courses and are not applicable to the degree. For more information please call 562-908-3429.

Jan 13-May 20 Mon/Tue 8:30am-12:00pm
Sec# 5062 **Free**

Instructor: D. Thornton
Location: Mulberry Elementary School,

14029 E. Mulberry Ave., Whittier, 562-698-9707

Jan 13-May 20 Mon/Tue/Wed 9:30am-11:30am
Sec# 5040 **Free**

Instructor: L. Galanis
Location: So. Whittier Community Center,
10750 Laurel Ave., Whittier, 562-946-2425

Jan 14-May 20 Tue/Wed/Thu 5:00pm-7:00pm
Sec# 5030 **Free**

Instructor: R. Trevino
Location: Santa Fe Springs Neighborhood
Center, 9255 Pioneer Blvd., SFS, 562-692-0261

Jan 14-May 20 Tue/Thu 6:30pm-9:00pm
Sec# 5060 **Free**

Instructor: R. Thornton
Location: Presbyterian School, 6030 S. El
Rancho Dr., Whittier, 562-695-9263

Jan 14-May 20 Tue/Thu 6:30pm-9:00pm
Sec# 5005 **Free**

Instructor: D. Thornton
Location: Presbyterian School, 6030 S. El
Rancho Dr., Whittier, 562-695-9263

COMMUNITY SERVICES ONLINE CLASSES

All classes begin Wed Jan 15 & Wed Mar 12

Update your skills, discover a new talent, or chart a career path at your own pace and at your convenience with our new instructor-led online courses. Each course runs for 6 weeks and consists of 12 lessons. Interactive quizzes, assignments, tutorials, and online discussion areas supplement the lessons. All materials will be made available to you over the World Wide Web. Read your lessons and ask questions of your instructor at times that are most convenient to you. All you need to get started is Internet access, an e-mail address, and a Web browser. Please visit <http://www.ed2go.com/rio> and click on the word "Orientation" for requirements, demonstrations, and additional information.

First session begins Wed Jan 15 (roster verification deadline: Jan 28)

Second session begins Wed Mar 12 (roster verification deadline: Mar 25)

INTRODUCTION TO ORACLE

Learn how to use the Oracle database management system to plan, organize, and manage your data. This course will introduce you to the Structured Query Language (SQL), Oracle's SQL*Plus, and other valuable tools used to develop, manage, and reference an Oracle database. You will learn how to create an Oracle database, build various database objects for the database, and write simple SQL statements that access the data from the database.

Jan 15-Feb 21	T#1145.5	\$69.00
Mar 12-Apr 18	T#1146.5	\$69.00

INTRODUCTION TO WINDOWS 2000 PROFESSIONAL

Windows 2000 is Microsoft's new flagship operating system. Provides both server and end-users to Windows 2000 Professional, the operating system designed to replace Windows NT. Considering Microsoft's position in the marketplace, Windows 2000 Professional is an operating system that will be purchased and used by many people; however, new features. This course provides you with the answers they need in a timely, interactive learning experience.

Jan 15-Feb 21	T#1147.5	\$59.00
Mar 12-Apr 18	T#1148.5	\$59.00

INTRODUCTION TO MICROSOFT WORD

Learn how to create and modify documents in Word, the strongest and most popular word-processing program available.

Jan 15-Feb 21	T#1149.5	\$49.00
Mar 12-Apr 18	T#1150.5	\$49.00

INTERMEDIATE MICROSOFT WORD

Take advantage of Word's publishing capabilities to easily create flyers, newsletters, brochures, and other heavily formatted documents.

Jan 15-Feb 21	T#1151.5	\$49.00
Mar 12-Apr 18	T#1152.5	\$49.00

ADVANCED MICROSOFT WORD

Learn how to build time-saving macros, customize your toolbars, create shortcut keys, crank out form letters and mailing labels, perform queries, and much more.

Jan 15-Feb 21	T#1153.5	\$49.00
Mar 12-Apr 18	T#1154.5	\$49.00

IMAGING FOR THE WEB USING FIREWORKS 4.0

Learn how to create stunning Web graphics from an Internet pro. Master the art of creating dynamic Web pages with rollovers, image swaps, animations and more! Unravel the mysteries of digital imaging to produce an impressive online portfolio - and get the recognition you deserve.

Jan 15-Feb 21	T#1155.5	\$69.00
Mar 12-Apr 18	T#1156.5	\$69.00

CREATING WEB GRAPHICS

Learn how to create stunning titles, logos, icons, buttons, backgrounds, animated images, drop shadows, 3-D effects, and more. Learn several exciting strategies to keep your image sizes as small as possible and how to work with interlacing, transparent backgrounds, and color palettes.

Jan 15-Feb 21	T#1157.5	\$49.00
Mar 12-Apr 18	T#1158.5	\$49.00

CREATING WEB PAGES

Learn how to design, create, and post your very own site on the Internet's World Wide Web. Discover low-cost marketing techniques and search engine strategies.

Jan 15-Feb 21	T#1159.5	\$49.00
Mar 12-Apr 18	T#1160.5	\$49.00

ADVANCED WEB PAGES

Beef up the fun factor of your website by learning how to incorporate tables, forms, frames, audio, scrolling text and interactive

buttons, counters, cooperative banner ads, digital cash capabilities, and more. HTML experience or completion of the 'Creating Web Pages' class is required.

Jan 15-Feb 21	T#1161.5	\$49.00
Mar 12-Apr 18	T#1162.5	\$49.00

MICROSOFT FRONTPAGE

No time to learn HTML? Find out how FrontPage makes it easy to create and upload professional web sites without programming. You'll also learn how to select a web host, and several low-cost marketing strategies.

Jan 15-Feb 21	T#1163.5	\$49.00
Mar 12-Apr 18	T#1164.5	\$49.00

JAVA SCRIPT PROGRAMMING FOR THE WEB

Learn how to spiff up your pages with cool effects like mouse Overs, popup and alerts and hot links, scrolling messages, navigation enhancements, basic forms, and more, with JavaScript!

Jan 15-Feb 21	T#1165.5	\$49.00
Mar 12-Apr 18	T#1166.5	\$49.00

JAVA PROGRAMMING FOR THE WEB

If you're ready to add animated presentations, interactive tutorials, computer-based simulations, or games to your web site, then it's time to learn Sun's hot new Web language, Java. In this hands-on course, you'll learn the programming fundamentals required to help you create and integrate Java applets to your web site.

Jan 15-Feb 21	T#1167.5	\$49.00
Mar 12-Apr 18	T#1168.5	\$49.00

GETTING ORGANIZED WITH OUTLOOK

This course will help you use Outlook to get the most out of your e-mail communications and contact lists, schedule your appointments, track your tasks and projects, and organize information so it's at your fingertips.

Jan 15-Feb 21	T#1169.5	\$49.00
Mar 12-Apr 18	T#1170.5	\$49.00

DREAMWEAVER

In this class, you'll learn to create full-featured web sites using Macromedia Dreamweaver 3. This class assumes no knowledge of HTML, web design, or familiarity with web terminology. We'll move through Dreamweaver basics systematically, familiarizing you with each Dreamweaver feature.

We cover it all, including creating forms, Java Applet usage, Timelines and behaviors, and extending Dreamweaver Extensions.

Jan 15-Feb 21	T#1171.5	\$49.00
Mar 12-Apr 18	T#1172.5	\$49.00

COMMUNITY SERVICES ONLINE CLASSES

INTRODUCTION TO MICROSOFT POWERPOINT

Learn how to create dazzling slide presentations with awesome multimedia slides, charts outlines, graphs, clip art, hypertext links, and special effects.

Jan 15-Feb 21	T#1173.5	\$49.00
Mar 12-Apr 18	T#1174.5	\$49.00

INTRODUCTION TO COREL QUATTRO PRO

Learn how to use Quattro Pro to set up fully formatted spreadsheets quickly and efficiently. You'll learn how to calculate simple mathematical formulas and how to automatically create more powerful formulas and build charts from the data.

Jan 15-Feb 21	T#1175.5	\$49.00
Mar 12-Apr 18	T#1176.5	\$49.00

INTRODUCTION TO MICROSOFT ACCESS

Learn how to use this powerful and award winning database to store, locate, print, and automate access to just about any type of important information.

Jan 15-Feb 21	T#1177.5	\$49.00
Mar 12-Apr 18	T#1178.5	\$49.00

INTERMEDIATE MICROSOFT ACCESS

Learn how to build a fully automated database management system complete with your own custom data entry forms, graphics, and more.

Jan 15-Feb 21	T#1179.5	\$49.00
Mar 12-Apr 18	T#1180.5	\$49.00

INTRODUCTION TO MICROSOFT EXCEL

Discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. Learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, creating custom charts, creating 3-dimensional workbooks, building links, and creating macros and custom toolbar buttons.

Jan 15-Feb 21	T#1181.5	\$49.00
Mar 12-Apr 18	T#1182.5	\$49.00

INTERMEDIATE MICROSOFT EXCEL

Learn how to work faster and more productively by using many of Excel's powerful features such as the Pivot Table, Solver, and AutoFilter. Build worksheets with decision-making capabilities, and learn to use advanced graphing techniques.

Jan 15-Feb 21	T#1183.5	\$49.00
Mar 12-Apr 18	T#1184.5	\$49.00



PREPARING FOR THE SAT/ACT—ANALYTICAL (PART 1)

SAT/ACT Preparation – Course 1

This course prepares you for the Verbal and Science Reasoning of the SAT and ACT tests. Taking both Course 1 and 2 in this SAT/ACT Preparation series prepares you for question types on each test using proven test taking techniques.

Jan 15-Feb 21	T#1185.5	\$79.00
Mar 12-Apr 18	T#1186.5	\$79.00

PREPARING FOR THE SAT/ACT—ANALYTICAL (PART 2)

SAT/ACT Preparation – Course 2

In this course, we will analyze each of the quantitative test question areas on the SAT and ACT. Topics include basic and advanced math concepts (including fractions, decimals, percentages, ratios, proportions) and algebraic and geometric concepts.

Jan 15-Feb 21	T#1187.5	\$79.00
Mar 12-Apr 18	T#1188.5	\$79.00

PREPARING FOR THE LSAT—VERBAL (PART 1)

LSAT Preparation – Course 1

Law school entrance procedures, law school survival techniques, test-taking techniques, analytical reasoning, and drafting diagrams are discussed in Course 1 of this two-course series.

Jan 15-Feb 21	T#1189.5	\$79.00
Mar 12-Apr 18	T#1190.5	\$79.00

PREPARING FOR THE LSAT—QUANTITATIVE (PART 2)

LSAT Preparation – Course 2

Reading comprehension, logical reasoning, techniques for quick elimination of incorrect answers, explanations of correct answers, and proven approaches for selecting the correct answer are discussed in Course 2 of this two-course series.

Jan 15-Feb 21	T#1191.5	\$79.00
Mar 12-Apr 18	T#1192.5	\$79.00

RESUME WRITING

Create an effective resume, or improve the one you already have. Transform your resume into a powerful tool that will get you interviews. This workshop will lead you through a self-assessment series so you will have extensive knowledge about the product you are marketing YOU! Learn different resume formats, how to write an employment objective, and tricks to writing persuasive cover letters. Make the most of your work experience. Know what to reveal in a resume, and what to keep to yourself. This course also covers the use of on-line resumes and Internet Resume Secrets.

Jan 15-Feb 21	T#1193.5	\$69.00
Mar 12-Apr 18	T#1194.5	\$69.00

CRAFTING YOUR SHORT FICTION

Learn how to write and sell terrific short stories from a published author and professor of English. This fascinating and intelligent course takes you through the story creation process and teaches you everything you need to know to write and successfully market your own short stories.

Jan 15-Feb 21	T#1195.5	\$69.00
Mar 12-Apr 18	T#1196.5	\$69.00

A TO Z GRANTWRITING

A to Z Grantwriting is an invigorating and informative seminar specially created for executive directors, organizers, board members, community volunteers, development officers, and individuals who want to learn a 'bird's eye' view of the grantwriting process and learn how to: research and develop mutually beneficial relationships with potential funding sources, organize a grantwriting campaign and keep track of all funding sources, requests and donations, Prepare complete proposal packages, and dissolve crises management and submit one hundred proposals a year in ten hours a week.

Jan 15-Feb 21	T#1197.5	\$69.00
Mar 12-Apr 18	T#1198.5	\$69.00

COMMUNITY SERVICES ONLINE CLASSES

GRE PREPARATION WORKSHOP—VERBAL (PART 1)

Course 1

This course covers all question types on the verbal and analytical sections of the GRE. Course 1 and Course 2 provide techniques for improving your score on all three sections of the GRE: Verbal, Analytical, and Quantitative.

Jan 15-Feb 21	T#1199.5	\$79.00
Mar 12-Apr 18	T#1200.5	\$79.00

GRE PREPARATION WORKSHOP—QUANTITATIVE (PART 2)

Course 2

This course features a math review and techniques for tackling the quantitative comparison, discrete quantitative, and data interpretation questions that make up the math section of the GRE. We will also cover time saving techniques.

Jan 15-Feb 21	T#1201.5	\$79.00
Mar 12-Apr 18	T#1202.5	\$79.00



DAY EXCURSIONS/TRIPS

“Fun for the Whole Family” Day Trips

(All ages welcome on most trips)

Welcome to Rio Hondo College's travel experiences. Relax and enjoy new sights and new friends. We make all the arrangements (and do all the worrying). Our travel is by deluxe motor coach (no smoking allowed). All trips leave from the Rio Hondo College Whittier campus, Parking Lot #2 (see map). Paid parking of \$1 per day per vehicle is in effect seven day a week. Please note, you must be at the departure location 15 minutes prior to the time stated. The bus cannot wait. Registration and questions may be directed to the Rio Hondo College Training Center by calling (626) 433-4720. Telephone registrants are confirmed immediately.

T#1203.5 \$32.00

Guest Lecturer: Georgia Campbell
Departure: Bus departs promptly at 9:00am from the RHC campus, Parking Lot #2 and will return approximately 5:00 pm.

NEW! WHALE WATCHING

Starting in winter, thousands of California gray whales move southward from the cold Arctic Seas to the warm water lagoons of Baja California to give birth. Join the college as we cruise along hunting for these gentle giants of the deep with cameras and binoculars. We may or may not spot any whales, but we will have a great time trying.

*NOTE:

- Includes boat trip!
- Lunch your choice (your expense) of restaurants at Ports of Call Village, San Pedro
- This event involves a considerable amount of walking so wear comfortable clothing and walking shoes.
- Children are welcomed when accompanied by an adult.
- Maximum enrollment: 45

Feb 15 Sat 9:00am-5:00pm
T#1204.5 \$42.00

Guest Lecturer: Georgia Campbell
Departure: Bus departs promptly at 9:00am from the RHC campus, Parking Lot #2 and will return approximately 5:00 pm.

NEW! “KING OF QUEENS”-TV SHOW TAPING

Have you ever wondered what happens behind and in front of the TV cameras during the taping of a TV sitcom? Here is your chance to observe show biz first hand by being part of the studio audience at this live taping and see for yourself what happens. Our group will be part of the “live” studio audience for the taping of the very



popular “King of Queens”. This hilarious comedy can be seen on Monday

nights at 8 pm on CBS Channel 2. Join in the fun!

*NOTE:

- Must bring a current photo ID to show at studio. No admittance without phone ID.
- Bring a snack or eat before. There will be a stop to eat (your expense) after the taping.
- No food concessions available at the studio.
- No cameras allowed.
- Dress warmly, in layers, as studio temperatures are kept low.
- No one under the age of 16 will be allowed to attend.
- Maximum Enrollment: 42

Feb 21 Fri 3:30pm-11:00pm
T#1205.5 \$10.00

Guest Lecturer: Georgia Campbell
Departure: Bus departs promptly at 3:30pm from the RHC campus, Parking Lot #2 and will return approximately 11:00 pm.

NEW! GENERAL GEORGE S. PATTON MUSEUM

This unusual museum was established to honor the late General George S. Patton and the thousands of men who served with him. Exhibits display memorabilia from the life and career of General Patton. The exhibit halls feature the many aspects of military life with particular focus on the training of soldiers at Camp Young for the North African Campaign of World War II. Outdoor exhibits include tanks and other large military pieces of equipment.

*NOTE:

- Includes admission to museum.
- Lunch, your choice (your expense) of

NEW! ROY ROGERS AND DALE EVANS MUSEUM

This will be your last chance to visit this one-of-a-kind “cowboy” movie heritage museum before it moves to Branson, Missouri. Rio Hondo College has scheduled one of the last tours. This unique museum honors the lives and careers of Roy Rogers and his wife, Dale Evans. Also featured is Western movie memorabilia from the 20's through 50's, the “golden days” of the Hollywood Western.

*NOTE:

- Includes admission to museum
- Lunch, your expense (stop at a Hometown Buffet, Victorville)
- This event involves a considerable amount of walking so wear comfortable clothing and walking shoes.
- Children are welcomed when accompanied by an adult.
- Maximum enrollment: 45

Feb 1 Sat 9:00am-5:00pm

DAY EXCURSIONS/TRIPS

restaurants in Palm Spring.

- This event involves a considerable amount of walking so wear comfortable clothing and walking shoes.
- Children are welcomed when accompanied by an adult.
- Maximum enrollment: 45

Mar 8 Sat 8:30am-6:00pm
T# 1206.5 \$32.00

Guest Lecturer: Georgia Campbell

Departure: Bus departs promptly at 8:30 am from the RHC campus, Parking Lot #2 and will return approximately 6:00 pm.

NEW!

"CAMELOT" AT THE GLENDALE

CENTRE THEATRE

Join Rio Hondo College for this unique theatre-in-the-round experience at the quaint Glendale Centre Theatre. Our group will be attending the 3pm matinee of the popular musical "Camelot". This should be a fun afternoon.

*NOTE:

- There are several food service locations near the theatre for lunch (your expense)
- Children are welcomed when accompanied by an adult.
- Maximum Enrollment: 44

Mar 22 Sat 11:00am-7:00pm
T# 1207.5 \$42.00

Guest Lecturer: Georgia Campbell

Departure: Bus departs promptly at 11:00am from the RHC campus, Parking Lot #2 and will return approximately 7:00 pm.

NEW!

ANSEL ADAMS AT 100, LOS ANGELES COUNTY MUSEUM OF ART

Take advantage of this unique opportunity to see two of America's most beloved artists in two very special exhibitions at the Los Angeles County Museum of Art (on Wilshire Blvd.). Join Rio Hondo College for an 11am visit to LA's premier cultural destination and see both "Ansel Adams At 100" and "Sargent & Italy" on the same day. Here is a chance to see hauntingly beautiful black and white images by Ansel Adams, who was a great American photographer and naturalist. You will also see original oil and watercolor paintings by John Singer Sargent who was one of the most famous and gifted American artists of the late 19th century.

*NOTE:

- Includes admission to both exhibitions and the LACMA main collection.
- Lunch (your expense) at the LA County Museum of Art complex
- This event involves a considerable amount of

walking so wear comfortable clothing and walking shoes.

- Children are welcomed when accompanied by an adult.
- Maximum enrollment: 45

Apr 5 Sat 9:30am-5:00pm
T# 1208.5 \$37.00

Guest Lecturer: Georgia Campbell

Departure: Bus departs promptly at 9:30am from the RHC campus, Parking Lot #2 and will return approximately 5:00 pm.

NEW!

ORANGE COUNTY EMPIRE RAILWAY MUSEUM

This matchless outdoor museum offers the visitor a chance to ride on classic streetcars (1/2 mile loop line), passenger trains (1 _ mile main line) and other pieces of equipment from California's railroad past. The OERM houses the West's largest collection of railway locomotives, passenger and freight cars, streetcars, interurban electric cars, buildings and other artifacts dating from the 1870's. This should be a fun experience from days gone by.

*NOTE:

- Includes admission and ride tickets.
- Lunch (your expense) on the Museum grounds or bring a picnic lunch.
- This event involves a considerable amount of walking so wear comfortable clothing and walking shoes.
- Children are welcomed when accompanied by an adult.
- Maximum enrollment: 45

Apr 26 Sat 9:00am-6:00pm
T# 1209.5 \$36.00

Guest Lecturer: Georgia Campbell

Departure: Bus departs promptly at 9:00 am from the RHC campus, Parking Lot #2 and will return approximately 6:00 pm.

JULIAN FOR THE WILDFLOWER SHOW

Enjoy a comfortable bus ride through the beautiful backcountry of San Diego County to the unique and colorful old mining town of Julian. Julian is now famous for its "home-made" apple pie shops plus its antique and gift stores. Visit the quaint museum that features Julian's mining history and also the "Wildflower Show". This should be a fun day!

*NOTE:

- Lunch your choice (your expense) of restaurants in Julian or bring a picnic lunch.
- This event involves a considerable amount of walking so wear comfortable clothing and walking shoes.
- Children are welcome when accompanied by an adult.

• Maximum enrollment: 45

May 10 Sat 9:00am-6:00pm
T# 1210.5 \$25.00

Guest Lecturer: Georgia Campbell

Departure: Bus departs promptly at 9:00am from the RHC campus, Parking Lot #2 and will return approximately 6:00 pm.

SANTA BARBARA ADVENTURE

After a pleasant ride to downtown Santa Barbara, you will have time to eat, shop and explore. You can take a self-conducted walking tour of the city (special map provided), shop, dine (your expense) or ride the trolley around town. Later in the afternoon, our group will go to the "I Madonnari" Italian Street Painting Festival at the Santa Barbara Mission. Street painting, using chalk, has been an Italian tradition since the 16th Century. The chalk art work is beyond belief. From works of old Masters to children's original creations, the chalk reproductions are created by teams to individuals. A fun Italian festival complete with live music and Italian cuisine prepared by local Italian vendors awaits you on the plaza of the Santa Barbara Mission.

*NOTE:

- Lunch (your expense) at restaurants in Santa Barbara or bring a picnic.
- Children are welcomed when accompanied by an adult.
- This event involves a considerable amount of walking so wear comfortable clothing and walking shoes.
- Maximum enrollment: 45

May 24 Sat 9:00am-7:00pm
T# 1211.5 \$25.00

Guest Lecturer: Georgia Campbell

Departure: Bus departs promptly at 9:00 am from the RHC campus, Parking Lot #2 and will return approximately 7:00 pm.



DAY EXCURSIONS/TRIPS

Important Travel Information

- ◆ Enroll as soon as possible! Registration and questions may be directed to the Rio Hondo College Training Center by calling (626) 433-4720. Telephone registrants are confirmed immediately.
- ◆ Tours must reach minimal enrollment one week prior to departure of tour or the tour will be cancelled. Tour participants will be notified of any tour cancellation, time or status change. If the college cancels a tour, you will automatically receive a full refund within 6-8 weeks.
- ◆ Tour fees include admission/entrance fees unless otherwise indicated.
- ◆ Travel events are scheduled and tickets purchased months in advance and details are subject to change.
- ◆ Travel is in a deluxe, air-conditioned recliner motor coach with a working restroom.
- ◆ Tours depart promptly at times scheduled. You should plan to check in at least 15 minutes prior to the scheduled departure time.
- ◆ Tours depart from the Rio Hondo College campus lower Parking Lot #2 (same level as the Parking Information Booth) unless otherwise indicated. There is a charge of \$1 per vehicle per day to park on the RHC campus.
- ◆ Times given for return of each tour are approximate. Traffic conditions or other unforeseen events may cause delays.
- ◆ Children are welcome on most tours. Minors must be accompanied at all times by a responsible adult over the age of 18 while on the tours. There may be age restrictions on some tours so it is advisable to read each tour description for details.
- ◆ Dress is casual and be sure to bring a sweater or jacket. Also wear comfortable walking shoes. Be prepared for the possibility of much walking and stair climbing. Bring binoculars to spectator events and in most cases, your camera.
- ◆ Lunch is not included in the fees unless indicated. In many cases, you can bring a sack or picnic lunch.
- ◆ Canceling A Trip – Refunds will not be granted for trips unless the space is resold. You may send a substitute in your place on most trips. No refunds after the trip departure date. If you are unable to attend a trip, please call the office at (626) 433-4720 at least 5 business days prior to the tour departure date. In order to start the refund process, your telephone call must be followed by a “written refund request”. If you cancel a tour, your registration fee minus a \$15.00 processing fee (per tour, per person) will be mailed to you within 6-8 weeks. A refund will only be issued if your space can be resold.

Rio Hondo College Information

El Monte Training Center

Hours are 8:00AM–5:00PM, Mondays-Thursdays and 8:00AM–4:00PM, Fridays. The Office is closed on all college holidays. For questions regarding classes/programs offered in this publication, please call 626-433-4720. See map for directions.

Services for People with Disabilities

If you have unique needs to enable you to participate in classes/programs, please call 626-433-4720 at least 5 working days in advance of the event, so we can attempt to accommodate your needs.

Rio Hondo College for your Business Training

Corporate and Community Development (CCD) brings the entire resources of Rio Hondo College to your business. CCD works closely with clients to custom design training programs that increase productivity, improve employee satisfaction, reduce employee turnover, and improve profit margins. For more information contact the director of business training at 562-908-3465.

Bus Service to the RHC Training Center

Fare, schedule and bus stop information may be obtained by calling 1-800-266-6883 for

the Greater Los Angeles area and for San Gabriel Valley 1-800-734-3463.

Parking On Campus is by Permit Only

If your class is on the Rio Hondo College campus you may purchase a daily parking permit for \$1.00 per vehicle at the time of registration, at the Parking Information Booth as you come on campus. Prominently display permit in your car window. Please park only in the Student Lots. Citations will be issued for noncompliance of parking regulations.

Registration Form

REGISTRATION IS EASY!

One registration form per person. This form may be copied or additional forms are available by calling 626-433-4720.



TELEPHONE/FAX:

Call us 24 hours a day, 7 days a week at 626-433-4720 or FAX 626-433-4727
Please use **Visa or MasterCard** for payment.



MAIL:

You can use the form provided below to register by mail. Make checks or money orders payable to Rio Hondo College. Mail completed form to Rio Hondo College (RHC) Training Center, 10505 Valley Blvd., Suite 308, El Monte, CA 91731.



IN PERSON:

RHC El Monte Training Center, 10505 Valley Blvd., Suite # 308, El Monte, CA 91731

Name _____ Date _____ Social Security # _____

Address _____
Street City State Zip

Telephone _____ Email _____
Area Code Day Area Code Evening

TICKET NUMBER	CLASS/EVENT/PROGRAM	AMOUNT

Parking on Rio Hondo College campus: # days _____ X \$ 1.00 = _____

NO CHARGE for parking at El Monte or other off-campus sites _____ -0-

Check Money Order Cash **TOTAL**
 Credit Card Visa MasterCard

Card # _____ Exp. Date _____ Authorized Signature _____

Students under 18 years of age must fill out the College for Youth Consent Form (see below).

College For Youth (under 18 years of age) Release and Medical Consent Form

Registration can not be completed without this form signed by parent/guardian

I grant approval for my daughter/son (print name) _____ age _____ to participate in the College for Youth classes/programs and release the Rio Hondo Community College District and any instructor/trainer and supervisor/assistants from any liability arising from my daughter's or son's participation in said classes/programs. I understand the college does not provide health and medical insurance for the participants. Consent is hereby given to the College for Youth instructors/trainers and/or supervisors/assistants to give or seek medical aid as required in the case of an emergency. I am also aware that the college environment is not an elementary or secondary school environment with a principal on duty. A responsible adult (over 18) must accompany the above named child to the assigned classroom and stay until it is announced that the class has started. The above named child must be picked up promptly after the class has ended.

Name of Parent/Guardian (print) _____

Signature of Parent/Guardian _____

Address _____ City _____ State/Zip Code _____

T# _____ T# _____ T# _____ T# _____ Emergency Phone # (_____) _____

Return by mail or in person to: Rio Hondo College Training Center, 10505 Valley Blvd., Suite #308, El Monte, CA 91731