

Self Publishing for the Clueless®

Want to be published? Now? Cheap? Want to get 'em on Amazon.com with a 20:1 markup?

In this informative and entertaining class you'll learn everything you need to know to create your own books, booklets, and other products.

The class will show you how to:

- Write a book in 30 days or less and tips booklets in one day
- Create audio products in two weeks
- Create different kinds of books you can self-publish
- Obtain ISBN and bar codes
- Obtain copyright and trademark protection for your work

Date: Jan 23
50012 Sat 1:00-4:00pm \$45*
**Materials Fee: \$30 fee is payable in class for Profitable Self-Publishing for the Clueless®.*
 Instructor: Mike Rounds

College Prep

SAT Preparation

The SAT (Scholastic Aptitude Test) is practically mandatory for anyone looking to apply to a 4 year college/university. This class will prepare students for the SAT exam by introducing them to SAT questions, grammar, critical thinking, and mathematical applications. Additionally, students will learn test taking strategies and tips. At the end of the course students will take a practice exam and an assessment.

Session 1
Date: Feb 11 – Mar 11
50261 Thu 6:00-9:00pm \$99*

Session 2
Date: Mar 17 – Apr 21
50262 Wed 6:00-9:00pm \$99*
**Materials fee: \$20 workbook payable the first day of class.*
 Instructor: Antonio Cervantes

CBEST Preparation

The C-Best (California Basic Education Skills Test) is your first step toward teaching at the K-12 level in California. This class will focus on test taking skills needed to pass each section of the C-Best. The instructor will also share some tricks for landing a teaching position with public and private schools.

Session 1 **No Class Mar 30**
Date: Mar 2 – Apr 6
50263 Tue 7:00-10:00pm \$99*

Session 2
Date: Apr 27 – May 25
50264 Tue 7:00-10:00pm \$99*
**Materials fee: \$20 workbook payable the first day of class.*
 Instructor: Antonio Cervantes

GED Preparation Workshop

This class will prepare students for the G.E.D. (General Education Development) exam. The class will cover strategies in the areas of math, reading, writing, basic grammar, science and social studies. Students will take practice exams throughout the course to determine areas that the students need to strengthen.

Session 1
Date: Feb 10 – Mar 10
50265 Wed 7:00-10:00pm \$99*

Session 2
Date: Apr 28 – May 26
50266 Wed 7:00-10:00pm \$99*
**Materials fee: \$20 workbook payable the first day of class.*
 Instructor: Antonio Cervantes

GED en Español

La mayoría de empleadores y programas de entrenamiento, colegios y universidades aceptan el certificado de GED como una equivalencia por el certificado de preparatoria. Estas clases preparan al alumno para tomar la versión en Español del examen de GED. Todas las clases de GED en Español son enseñadas en Español.

Session 1
Date: Mar 18 – Apr 22 (no class April 1)
50267 Jueves 7:00-10:00pm \$99*

Session 2
Date: Apr 29 – May 20
50268 Jueves 7:00-10:00pm \$99*
**Materials fee: \$25 workbook payable the first day of class.*
 Instructor: Antonio Cervantes

Communications/ Languages

Family Literacy (NESL 036)

Este curso se centra en la capacidad de leer y escribir en una vida doméstica sana. Las tareas orientadas a familias promueven la integración de lectura a través de la escuela y en casa fronteras.

This course focuses on engendering reading and literacy as a fundamental component of a healthy, well-functioning family. The family-oriented assignments promote the seamless integration of reading across school and home boundaries.

Date: Feb 4 – May 27 No Class Apr 8
30686 Thu 9:00-11:00am No Fee
 Instructor: Brittany Alaei
 Location: Monte Vista School

Professional Speaking for the Clueless®

Want to Make Six Figures Talking About What You Know

If you want to enter the highly lucrative business of seminars, workshops, and professional speaking, this workshop is for YOU! You can profit by sharing your expertise with people who are willing to pay for it.

In this dynamic program you'll learn how to:

- Make six-figures talking about what you know
- Apply as a trainer with seminar companies
- Book over 100 paid engagements in your first year of business
- Work with bureaus and agents
- Create profitable support products like books and audio products

Date: Feb 1
50014 Mon 6:30pm-9:30pm \$45*
**Material Fee: \$30 fee is payable in class for the CD "Professional Speaking for the Clueless®" & the CD "Marketing Your Speaking Services."*
 Instructor: Mike Rounds



Creative Writing

Start your writing journey in this exciting one weekend beginning Creative Writing class! You will learn how to develop a disciplined writing practice. You will learn how to express your imagination, ideas and passion through short stories. Learn how to create convincing characters and dialogue. As a student you will come away with a practical set of tools with which to work, and be inspired to write! write! write!

Date: Feb 27 & 28
50239 Sat/Sun 10:00am-1:00pm \$75*

**Materials Fee: \$20 fee payable to instructor on first day of class.*
 Instructor: Julie Daniels

Better Grammar in Three Hours

Bad grammar makes a bad impression, and proper grammar is critical to success. In this intensive workshop students will find out about the most common mistakes people make and learn to avoid them. The workshop will review grammatical rules in sentence composition, including subjects and predicates, verb forms and tenses, and modifiers.

Session 1
Date: Feb 9
50015 Tue 7:00-10:00pm \$44*

Session 2
Date: Apr 13
50016 Tue 7:00-10:00pm \$44*
**Material Fees: \$10 payable to the instructor in class for workbook.*
 Instructor: Antonio Cervantes



Computer Training

Help Desk 101 for Windows



This course focuses on real world and practical experiences one would find themselves working with in a help desk role in a Windows environment. This course is geared for students looking to start a career in the technology field. Students will learn how to troubleshoot common incidents that occur on a day to day basis within an organization. Skills learned will range from computer hardware upgrade & repair, software installation, virus removal, network troubleshooting, network printer installation, domain management, incident response and much more.

Session 1

Date: Mar 6 - 27
50215 Sat 9:00-11:15am \$90*

Session 2

Date: May 1 - May 22
50216 Sat 9:00-11:15am \$90*
**Materials Fee: \$5 payable to instructor on first day of class.*
 Instructor: Blake Champion

Build Your Own Business Website and Save \$ You can have your own site for as little as \$5 a month

You don't have to be a programmer to design professional looking and cost effective websites, but you do have to decide what you want it to do, what you put on it, and how you promote it.

We **GUARANTEE** that you'll learn:

- What a website is and what you can put in it to improve your business
- How to analyze your needs and select the best web design criteria
- How to make the site user friendly
- How to get a shopping cart that only costs if sales are made
- How to promote your website and link with search engines to make sure you can be found

No website development experience necessary. This program is for website beginners, experts, managers and web designers.

Date: Jan 23
50026 Sat 9:00am-12:00pm \$45*

**Materials Fee: \$30 fee is payable in class for, Fishin' With a Net™ #0-9629944-6-4, and How To Develop An Effective Web Site™ CD.*
 Instructor: Mike Rounds

Using Your Computer to Make Money

Some eBay Power Sellers are making hundreds of thousands per year. Other businesses, including information brokers, are making even more! The great thing about working from your home computer is that your starts up costs are so low, but profitability can be so high! With hundreds of different businesses that you can run from your home computer, you are bound to find one suitable to generate profits from home.

This seminar shows you the over 120 businesses which are hot, including information on dozens of computer businesses based on:

- Skills you have
- Skills you can teach yourself
- Software or hardware you can purchase
- Skills that require formal training

In this practical program, you'll also learn the basic information needed to start a business including how to:

- Legally form your business
- Accept your customer's credit cards
- Keep basic bookkeeping and tax records
- Advertise and get customers
- Use your Web site as an effective business tool

Date: Feb 1
50027 Mon 6:30-9:30pm \$45*

**Materials Fee: \$30 fee is payable in class for book "Mechanics of Starting a Home-Based Business" and the DVD "Marketing with Postcards."*

Instructor: Nancy Miller

Dance

Belly Dancing

The beautiful art of belly dancing is a fun way to burn fat and stay fit and trim. This ancient form of artistic movement has been practiced for thousands of years and is a safe and simple way for ladies of all shapes and ages to keep fit, improve flexibility, posture, coordination, vitality well-being and self-image.

Session 1

Date: Feb 2 - Mar 23
50028 Tue 6:00-7:00pm \$65

Instructor: LeVina Rivera

Date: Feb 2 - Mar 23
50029 Tue 7:30-8:30pm \$65

Instructor: LeVina Rivera

Date: Feb 3 - Mar 24
50030 Wed 6:00-7:00pm \$65

Instructor: LeVina Rivera

Session 2

Date: Apr 6 - May 25
50031 Tue 6:00-7:00pm \$65

Instructor: LeVina Rivera

Date: Apr 6 - May 25
50032 Tue 7:30-8:30pm \$65

Instructor: LeVina Rivera

Date: Apr 7 - May 26
50033 Wed 6:00-7:00pm \$65

Instructor: LeVina Rivera

Conversational Spanish

This introductory course is designed for beginning Spanish speakers. The focus is on learning how to speak rather than on grammar. The class will cover simple tenses - present, past, imperfect and future. Students will be asked to listen to Spanish radio, watch Spanish television, read Spanish newsprint and participate in Spanish conversations.

Date: Jan 19 - Mar 9
50023 Tue 6:00-8:00pm \$99*

**Material Fee: \$5 payable to the instructor in cash only on first day of class.*

Instructor: Maria Gonzalez

Beginning Mandarin Chinese

If your life has anything to do with China, or if you want to have anything to do with China-travel, business, education or personal pleasure, this class is for you. Learn the standard Pinyin pronunciation system, basic grammar, common expressions and a good amount of vocabulary. Explore Chinese culture and character writing system.

Date: Feb 22 - March 22
50024 Mon 6:30-8:00pm \$89

Instructor: Enming Kuan

Intermediate Mandarin Chinese

This is a continuation of Beginning Mandarin Chinese, which is a prerequisite for this course. Learn to apply the Pin-Yin pronunciation system and how to use the Chinese Dictionary. Expand your Chinese vocabulary, sentence patterns while increasing your knowledge and skills of the Chinese language.

Date: Apr 12 - May 10
50025 Mon 6:30-8:00pm \$89

Instructor: Enming Kuan