

Business, continued

Clutterology®: How to Eliminate Clutter in Your Life & Get Organized

Tired of searching for that “lost something” or stumbling over stuff throughout your house? You CAN change your environment to work for you with simple, easy and practical ideas on how to remove clutter from your life and get organized before your epitaph reads ... “Buried here under this pile.”

If you feel that your life is being controlled by your stuff then attend this fun filled, interactive program, where you’ll learn:

- The difference between organized and neat
- How to change your environment to work for you
- What the true cost of your “stuff” really is
- How to be removed from junk mail lists
- The three reasons for reading material and how to decide about keeping or tossing.

Attendees are encouraged to bring the following items to class with them for charitable donation:

- Old cell phones
- Empty LaserJet and Inkjet cartridges
- Paperback and hard bound books
- One item from your kitchen
- 2 items from your closet

Date: Aug 29
T# 3031.6 Sat 1:00pm - 4:00pm \$45*

**Materials Fee: \$30 fee is payable in the class for Clutterology® and Highlights of Clutterology™.*

Instructor: Nancy Miller
Location: RHC Business Bldg., B119

The instructor, Nancy Miller is, Author of the book Clutterology, past president of the national Speakers Association, Greater Los Angeles Chapter and member of NAPO (National Association of Professional Organizers), and owns her own home based businesses.

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: Aug 29
T# 3032.6 Sat 1:00pm - 4:00pm \$45*

**Materials Fee: \$30 fee is payable in class for Profitable Self-Publishing for the Clueless®.*

Instructor: Mike Rounds
Location: RHC Business Bldg., B118

Communications/ Languages

Family Literacy

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: Sep 8 – Dec 14
T#5500 Mon 1:00pm – 3:00pm No Fee
Instructor: Brittany Alaei
Location: Payne School

Date: Aug 25 – Dec 8
T#5502 Tues 3:00pm – 5:00pm No Fee
Instructor: Brittany Alaei
Location: Twin Lakes School

Date: Aug 25 – Dec 8
T#5501 Tues 12:30pm – 2:30pm No Fee
Instructor: Brittany Alaei
Location: Maxson School

Date: Aug 27 – Dec 10 (No Class Nov 26)
T#5503 Thu 9:00am - 11:00am No Fee
Instructor: Brittany Alaei
Location: Cogswell School



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.

Date: Nov 17
T# 3033.6 Tue 7:00pm - 10:00pm \$44*

**Material Fees: \$10 payable to the instructor in class for workbook.*

Instructor: Antonio Cervantes
Location: RHC Science Bldg., S136



Better Grammar in Three More Hours

If you couldn’t get enough of our “better grammar” class, this workshop will dive deeper into the complexities of sentence structure, tenses, and will go through the 9 rules of word order.

Date: Nov 24
T# 3034.6 Tue 7:00pm - 10:00pm \$44*

**Material Fees: \$10 payable to the instructor in class for workbook.*

Instructor: Antonio Cervantes
Location: RHC Science Bldg., S136

Communications/ Languages, continued

Let's Start Book Club for Any Age!

Here's an exciting class that will help you learn the basics of starting and maintaining a book club for any age group or genre interest. From Infants to Seniors!! Learn how to read a book beyond the pages to enhance lifelong learning skills. How to recruit and maintain membership involvement in celebrating books read with food, trivia questions, games and book related outings and activities. Learn how to select good books for each level of readers and keep them involved with reading a book a month. Learn all this and much much more so come on and join us!

Session 1

Date: Aug 4 – Aug 25

T# 3035.6 Tue 6:00pm - 8:00pm \$25*

Location: RHC Science Bldg., S210

Session 2

Date: Sep 1 – Sep 22

T# 3036.6 Tue 6:00pm - 8:00pm \$25*

Location: RHC Science Bldg., S210

Session 3

Date: Nov 3 – Nov 24

T# 3038.6 Tue 6:00pm - 8:00pm \$25*

Location: RHC Science Bldg., S202

Session 4

Date: Dec 1 – Dec 22

T# 3039.6 Tue 6:00pm - 8:00pm \$25*

Instructor: La Vonne Moore

Location: RHC Science Bldg., S202

*Material Fee: \$10 payable to the instructor in cash only for instructional packet. You are also responsible for your own eating expenses.

Introduction to Voiceovers...

Getting Started In Voice Acting

Have you ever wanted to be the voice everyone hears on TV and radio commercials, or documentary or audiobook narrations? You too can become a Professional Voiceover Artist! This fun, informative, and empowering class will teach you the basics of the voice over industry to help you decide if it is something you'd like to pursue. We will discuss the many different types of voiceovers and what it takes to get started as a voice actor. Your voice will be recorded as you read from real scripts so you can receive a professional voice evaluation later. Be warned, many who have taken this class have gone on to become real, bona-fide, professional Voice Actors. Come ready to laugh, learn and be inspired... This class is taught by a professional voice actor from the voice acting training company. Voices For All.

Date: Nov 30

T# 3040.6 Mon 7:00pm - 9:00pm \$45

Instructor: Voices For All

Location: RHC Business Bldg., B105

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! Because of the rapid changes in our world and the need to know more about different things, professional speakers and trainers are more in demand than ever before. 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
- Make the correct choices that affect your success as a speaker
- 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

The instructor, Mike Rounds, has the phenomenal track record of averaging over three paid engagements per week for over 22 years! He is well qualified to train people to become a full-time professional speaker. Mike is a past president of the National Speakers Association Greater Los Angeles Chapter and the author of several books and audio products in professional speaking.

Date: Nov 19

T# 3041.6 Thu 6:30pm - 9:30pm \$45*

*A \$30 fee is payable in class for the CD "Professional Speaking for the Clueless®" and the CD "Marketing Your Speaking Services"

Instructor: Mike Rounds

Location: RHC Business Bldg., B105

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: Aug 24 – Dec 7 (No class Sep 7 & Nov 9)

T# 3042.6 Mon 6:00pm - 8:00pm \$99

Instructor: Maria Gonzalez

Location: RHC Science Bldg., S210

Beginning Mandarin Chinese

Mandarin Chinese is a must-learn language in today's world. 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: Sep 21 – Oct 19

T# 3043.6 Mon 6:30pm - 8:00pm \$89

Instructor: Enming Kuan

Location: RHC Science Bldg., S326

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: Oct 26 – Nov 30 (No class Nov 9)

T# 3044.6 Mon 6:30pm - 8:00pm \$89

Instructor: Enming Kuan

Location: RHC Science Bldg., S326