



Effective Supervision Certificate Program

This course is designed for individuals promoted into supervisory positions. The class will assist employers who have promoted line employees with little or no formal supervision training, as well as those anticipating a career that includes supervising other individuals. Topics will focus on six areas comprised of basic supervisory skills and concepts. Students are provided with an overview of what is expected of an effective supervisor and what skills are required to successfully perform in that capacity. Real-life business situations are discussed and evaluated. Students take knowledge gained back to their respective work venues and conversely bring examples to the class for discussion.

Date: Oct 6 – Nov 10

T# 3095.6 Tue 6:00pm - 9:00pm \$210

Instructor: Greg Ledbetter

Location: RHC Business Building, B109

Human Resources

Passing the Torch – Learn How to Transfer Knowledge from Your Senior Employees to Your New Ones



About one-third of the workforce will retire in the next three to five years. Are you preparing the next generation of employees to build on the experiences and mistakes of the past? Be a good steward of your company's precious knowledge by learning the tools, techniques and habits necessary for ensuring that your experienced employees leave a legacy that will make a difference.

Session 1

Date: Sep 12

T# 3092.6 Sat 8:00am - 12:00pm \$75

Instructor: Don Mrla

Locations: RHC Business Bldg., B105

*Material Fee: A \$25 fee is payable to the instructor on the first day of class.

Session 2

Date: Oct 10

T# 3093.6 Sat 8:00am - 12:00pm \$75

Instructor: Don Mrla

Locations: RHC Business Bldg., B105

*Material Fee: A \$25 fee is payable to the instructor on the first day of class.

Labor & Employment Law 101

This course is designed to benefit every member of the community, from the small business owners to human resource managers working in mid to large size companies. The class will focus on executives, directors, supervisors and managers interested in obtaining job-related knowledge of the California and federal labor and employment laws. The subject matter will include discrimination, sexual harassment, hiring / firing and federal and state leave of absence. *Students who attend all sessions will receive a Certificate of Completion.*

Date: Nov 14 & 21

T# 3094.6 Sat 8:00am - 5:00pm \$89

Instructor: Soila Rodriguez

Locations: RHC Business Bldg., B105

Kids College



Photoshop Fakery for Children (Children starting grades 4th – 8th in the fall)

In this fun creative class you will learn to use Photoshop Elements 7.0 to combine basic photo editing skills with layering, masking and filtering tools to create outlandish fake photos. You will enter the world of visual hoax by creating photos of yourself on the moon, in a valley of dinosaurs and in a number of other interesting settings. You will even have the chance to be the star of your own magazine cover. This bit of fakery is sure to impress your friends and the skills you learn can be used in school to create interesting report covers for your assignments. Each student will take home a CD of his or her creations and a framed print of two of the three assignments completed in class.

Date: Oct 6 – Nov 3

T# 3096.6 Sat 5:00pm – 7:00pm \$69*

*Material Fee: \$15 payable to the instructor in cash only for course materials.

Instructor: Dedre Robinson

Location: RHC Business Bldg., B114