
Message from Continuing Education and Workplace Training

Some might recall the words to one of Bob Dylan's songs from the early 60's... "the times they are a changing" Well that is certainly true as we head in to the summer months. Below you will see lots of information about the many changes that occur for summer. Most of these are only in effect during the summer, but some changes relate to new program opportunities and decisions for the future.

Change in Office Hours: During the summer months from June 7th through August 6th the college will be operating on a 4-10 schedule. ALL offices at all locations will be closed on Fridays during the summer. This means there are no Friday or Saturday classes on the campuses or centers. The Continuing Education Office located on the San Jacinto campus will be open from 7:00 am to 5:30 pm Monday through Thursday during summer. If you wish to register for a class on days when we are not open you can log on to our website at www.msjc.edu/ce

College for Kids Change: We are very sorry to announce that our planned College for Kids Theatre Arts Camp for kids has been delayed until summer 2011. Our intent is to develop a top quality summer arts program. In the end we determined that in order to build a program of the quality we want, we needed to spend an entire year on planning. Therefore we will not be holding the theatre camp this year, but instead will have it running in Summer 2011. We do apologize for disappointing those of you who were counting on the program this year.

College for Kids 2010: We are still holding other College for Kids classes and programs. We have a Technology camps taught by MSJC faculty as well as Kids in Clay and Ceramics for Teen. Want to learn French? Ooey Gooey Science is back! Perhaps you are looking to "Jump start Middle School Math!" Check out the entire list in the College for Kids section.

Career Training Certificates: Our business section includes expanded information about these programs, our payment plans and registration policies.

New Career Training Certificates this fall: In fall we will have orientations for new programs, including Facilities Maintenance Technician and Human Resources. Look for information on these programs in our fall schedule or on our website, both available approximately July 15th. These programs are still in development so please check our website in July for details.

Career Training for Laid off Workers: Are you unemployed? Receiving Unemployment Benefits or have exhausted your benefits? Mt. San Jacinto College Continuing Education and Workplace Training Department is continuing to partner with Riverside County Economic Development Agency and the Workforce Development Center of southwest Riverside County to provide free job training for those who qualify. The first step to see if you qualify is to go to RIVCOJOBS.COM to create your profile and then follow up by requesting an appointment with a Career Coach at the Workforce Development Center. For more information check our website at www.msjc.edu/ce.

Rhonda Dixon

Coordinator, Continuing Education & Workplace Training

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

5 WAYS TO REGISTER!

1) REGISTER BY MAIL:

Registration will be accepted by mail. Print all information on the registration enrollment form. Forms lacking necessary information will not be processed.

Checks or Money Orders must accompany the enrollment form and should be made payable to Mt. San Jacinto College (MSJC). A \$25.00 fee will be charged for returned checks. Mail checks to:

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

Mail-in registration is processed in the order received.

2) REGISTER IN PERSON:

Walk-in registration will be accepted at:
1499 N. State Street, San Jacinto, CA 92583

(Across from the tennis courts)
(If paying cash please bring exact change)
Only drop boxes are available at Menifee Valley Campus (Bldg. 100) and Temecula Center. **(No Cash accepted)**

3) REGISTER BY PHONE

Fee based classes only

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

4) REGISTER BY FAX

(24-Hour Enrollment):

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

5) REGISTER VIA THE INTERNET

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

www.msjc.edu/ce

Holiday: July 5th

Off campus classes may be held on these dates check course listings for verification of location. No Children are allowed in class unless they are registered for a class under College for Kids.

Continuing Education Policy Statements

CHANGES:

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

CLASS CANCELLATION:

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

STUDENT DROP RESPONSIBILITY:

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

REFUNDS FOR FEE-BASED CLASSES:

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

REGISTRATION CONFIRMATION:

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

ENROLLMENT HOURS:

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

Mon - Thurs 7:00am – 5:30pm

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

For Drop Registration Only – NO CASH

Mon - Thurs 8:00am – 5:00pm

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

For Drop Registration Only – NO CASH

Mon-Thurs 8:00am – 6:00pm

PARKING PERMITS REQUIRED FOR
ON-CAMPUS CLASSES: \$15.00 FOR THE semester
SEMESTER, OR \$1.00 PER DAY.

Beginner Guitar

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

9014 G Poletti

6/8/2010 - 7/6/2010 No Class 6/22
11:00AM - 12:00PM

MVC

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355A

Fee: 45.00

Beginner Guitar II

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

9015 G Poletti

7/13/2010- 8/3/2010
11:00AM - 12:00PM

MVC

T
355A

Fee: 45.00

Beginning Percussion & Drums

Always wanted to play the drums? Come learn percussion basics from accomplished musician. This class will teach you good percussion habits and intense drills to improve your skill. Practice snares and drum sticks provided. All levels of experience welcomed. Material fee of \$25 will be collected in class.

9012 J Severino

6/8/2010 - 6/22/2010
09:00AM - 11:00AM

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9013 J Severino

7/6/2010 - 7/20/2010
09:00AM - 11:00AM

SJC

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TBA

Fee: 45.00

Random Impulse Drumming

Instructor will be teaching a drumming class based upon the principles of Japanese Taiko Drumming. Students will learn basic Taiko drumming techniques and a composition. Because Taiko drumming is such a physically demanding Art form, breathing, stretching and proper nutrition will also be covered to enhance student participation and success. Class is for ages 15+. Bachi (drumsticks) will be provided. Bring plenty of water and dress in clothing that allows freedom of movement.

9016 D Ramos

6/21/2010- 7/1/2010
01:30PM - 03:30PM

SJC

MTWTH
1952

Fee: 60.00

Random Impulse Dance

This is a beginning/intermediate level dance class in which students will learn an eclectic warm-up, technique and combination derived from modern dance, hip-hop, yoga and martial arts principles. Bring plenty of water and dress in clothing that allows freedom of movement. No jeans please. This class is designed to help students re-access their bodies through breathing, stretching and movement. This is a barefoot class for ages 15+.

9019 D Ramos

6/21/2010- 7/1/2010
04:30PM - 06:00PM

SJC

MTWTH
1952

Fee: 45.00

Zumba Basic

Zumba is possibly the only way to work out and still enjoy the entire class. Zumba includes all the components needed for an excellent workout. In a zumba class you will definitely get your heart rate up, increase your stamina, strengthen your muscles, increase your flexibility and have a great time! All Zumba instructors must be certified by the Zumba Organization, a genuine love for the program is an added asset for Zumba instructors.

9018 R. Maxson

6/8/2010 - 7/29/2010
12:30PM - 01:30PM

SJC

TTH
1951

Fee: 65.00

Beginning Wire Wrapping

Take your beaded jewelry to the next level. Learn to enhance your designs with wire wrapping and handcrafted links. This skill-building class will add variety and interest to your jewelry designs. Learn the simple eye, wire wrapped coils, spirals and links. Make a rosary style linked necklace with beads and wire, with earrings to match. Tools provided for use in class. Material fee of \$15 will be collected in class.

9003 L Souder

7/8/2010 - 7/8/2010
09:00AM - 12:00PM

MVC

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355A

Fee: 45.00

All Wrapped Up! Wire Design

Learn to make signature designs by handcrafting your own jewelry components. Forge your own handcrafted ear wires, clasps, links, and chains. Experience the enjoyment of having the ability to make your own jewelry findings. Your designs will take on a unique flair all their own. Make a hand forged chain bracelet, with matching earrings. Tools provided for use in class. A torch is not necessary. Material fee of \$15 will be collected in class.

9004 L Souder

7/8/2010 - 7/8/2010
01:00PM - 04:00PM

MVC

TH
355A

Fee: 45.00

Jump Start Beading

Perhaps you've bought some beads and wire, and then said to yourself, what now? This class will take the mystery out of bead stringing. You'll learn the basics of good design, and learn the right tools for the job. Then, you'll finish your jewelry like a professional. Bring some special beads from home, or use class beads if you prefer. Take home a necklace and pair of earrings. Beginner and intermediate levels. Material fee of \$15 will be collected in class.

9001 STAFF

6/24/2010 - 6/24/2010
09:00AM - 12:00PM

Fee: 45.00

MVC

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355A

Beading: Beyond the Basics

Fine-tune your jewelry making skills. Tackle more intricate beaded designs. A good design can be interpreted in a variety of finished projects, so learn the art of substitution. Learn to think creatively. Gain new confidence in deciding which techniques is the best solution for the task at hand. Class project includes a floating necklace and pair of earrings. Beginner and Intermediate levels. Material fee of \$15 will be collected in class.

9002 L Souder

6/24/2010 - 6/24/2010
01:00PM - 04:00PM

Fee: 45.00

MVC

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355A

What Were You Born to Do?

You were born to make a unique contribution to humanity. Progressing toward this purpose brings joy and abundance. Straying from it causes stress and emptiness. To accomplish this, one of the 33 Natural Talents is wired into your DNA. It's so subtle, you rarely notice it; yet so powerful, it's the source of your highest potential. Elvis, Oprah, and Einstein were all just "Doing what came naturally." Applying your Natural Talent relentlessly will magnetically attract all the desires of your heart. The instructor is a life coach, author and conducts this seminar throughout the Western U.S. Material fee of \$30 will be collected in class.

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

9312 C Adney

7/13/2010
06:00PM - 09:50PM

Fee: 45.00

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107

Heart and Soul Line Dance – Beginner 2/ Intermediate

Heart and Soul Line Dance Class enrollees will review beginner dances taught in earlier classes and will be taught additional "party" line dances as well as beginner, high beginner and intermediate dances. Soul line dance utilizes the music of Motown, Rhythm and blues, Salsa and Jazz; no partner needed. A low impact workout that's good for the Heart and Soul!

**Kay Cenicerros Community Center
2995 Evans Rd., Sun City**

9017 H Stuckey

6/9/2010 - 7/14/2010
06:30PM - 08:00PM

W

Fee: 70.00

International Folk Dance

Participants in the class will learn beginning level dances from various countries. They will also learn a little about the characteristics of dances from various countries. Anyone over the age of 6 is invited to participate. Students should be able to follow directions given orally. The students should also be able to comfortable with moderate level of exercise. Students should wear loose fitting clothing which is suitable for dancing.

9020 B Thomas

6/23/2010- 7/28/2010
09:00AM - 10:00AM

SJC

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1951

Fee: 60.00

Introduction to Fresh Flower Design

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

**The Arrangement Gallery
725 E. Florida, Hemet**

9005 R Crimeni

6/8/2010 - 7/13/2010
06:30PM - 08:00PM

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Fee: 99.00



Cooking With the Masters -A Series of Four Classes

For those who enjoy cooking and eating this is an opportunity to enhance your cooking skills. Learn some classic French cooking with a teacher who studied with Julia Child. The first class is DINNER WITH JULIA and features dishes seen in the movie "Julie and Julia". Learn to make pastry hors d'oeuvres, classic braised Boeuf Bourguignon (a supporting player in the movie) and a dense chocolate cake made with powdered almonds. The second class is DINNER IN PROVENCE inspired by a week in Provence studying with Simone Beck who co-authored Julia's "Mastering the Art of French Cooking", and includes Artichoke Soup, Ballontine of Chicken and Peach Melba. Next is A FAVORITE FRENCH DINNER; a culinary visit to a traditional French household, including a classic souffle. The final session is DINNER IN PARIS a simple summer menu reflecting the menu of a sidewalk cafe in Paris. Although the style of the sessions is demonstration with minimal hands on, students will learn cooking techniques and will receive copies of all recipes to be able to replicate each meal. All students will share in the prepared meal. IMPORTANT: Because the class involves food preparation please remember personal dietary restrictions. Unfortunately menus cannot be altered to accommodate individual needs. NOTE: Several menu preparations do contain nuts. Each session has a \$10.00 materials fee paid directly to the instructor in class.

Mary Phillips Senior Center
41845 Sixth Street, Temecula

9097 M Culbertson

6/11/2010- 7/2/2010
 02:00PM - 05:00PM

F

Fee: 100.00

Fee: 50.00

Oil Painting

A course for all levels of experience with some drawing experience. Students have the opportunity to work on paintings of subjects of their own choosing in a positive supportive environment. Each will work at their own pace with the guidance from the instructor. The instructor will discuss planning, design, color, value and brushwork as well as demonstrate technique. This class may be repeated. Supply list will be mailed at the time of registration or you may access the supply list at www.msjc.edu/ce

9000 G Baber

6/7/2010 - 6/28/2010
 09:30AM - 12:15PM

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Fee: 85.00

Makeup and Skin Care Class

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

9023 M Jackson

6/21/2010- 6/21/2010
 01:00PM - 04:00PM

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9024 M Jackson

7/13/2010- 7/13/2010
 09:00AM - 12:00PM

MVC

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356

Fee: 50.00

Real Rejuvenation

Real Rejuvenation will help you to become your most beautiful self - at any age. Energy Medicine works from the inside out restoring vitality. You will experience real beauty, inner health reflecting outwards as external beauty. You'll learn a self healing treatment for inner beauty that you can do in less than five minutes and stay more youthful. Energy medicine recognizes energy as a vital living moving force that is at the foundation of our well being.

9008 L Benton

7/22/2010- 7/22/2010
 09:00AM - 12:00PM

MVC

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356

Fee: 40.00

Stop Sugar Cravings

Learn how to stop a sugar craving, speed up your metabolism and calm your nerves and make yourself feel happier. Energy Medicine can change a craving sensation to a feeling of comfort, within seconds after completing your Energy Medicine practice you will feel the cravings disappear. It's so easy to feel good. Use Energy medicine instead of food to feel happier and healthier.

Temecula Education Complex
27447-27463 Enterprise Circle W,
Temecula

9009 L Benton

6/24/2010
 06:00PM - 09:00PM

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207

Fee: 40.00

Conversational Spanish –Beginner

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

9010 G Poletti

6/8/2010 - 7/6/2010 NO Class 6/22
10:00AM - 11:00AM

Fee: 45.00

MVC

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355A

Conversational Spanish II

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

9011 G Poletti

7/13/2010- 8/3/2010
10:00AM - 11:00PM

Fee: 45.00

MVC

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Baseball Skills Development

This course provides instruction in the skills, techniques, strategy, etiquette, and rules of baseball. This course is designed to improve specific physical fitness as it pertains to the sport of baseball. Students will break up into teams and have practice games. This course is a preparatory course for those intending to participate in Mt. San Jacinto College intercollegiate baseball in the fall. This is a not for credit class.

9515 S Alonzo

6/27/2010- 8/6/2010
08:00AM - 02:00PM

Fee: 60.00

SJC

TBA

Football Skills Development

This course provides instruction in the skills, techniques, strategy, etiquette, and rules of football. This course is designed to improve specific physical fitness as it pertains to the sport of football. This course is a preparatory course for those intending to participate in Mt. San Jacinto College intercollegiate football in the fall. This is not for credit class.

9510 G Shaw

6/21/2010- 7/29/2010
04:00PM - 06:00PM

Fee: 60.00

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AHA Healthcare Provider CPR

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

Temecula Education Complex

27447-27463 Enterprise Circle W, Temecula

9050 STAFF

6/17/2010
06:00PM - 09:50PM

Fee: 50.00

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108

9051 STAFF

7/15/2010
06:00PM - 09:50PM

Fee: 50.00

TH
108

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

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

Temecula Education Complex

27447-27463 Enterprise Circle W, Temecula

9052 STAFF

6/15/2010
06:00PM - 09:50PM

Fee: 50.00

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108

9053 STAFF

7/13/2010
06:00PM - 09:50PM

Fee: 50.00

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108

Ceramics

A class designed for ceramicists who would like to hone their skills in the techniques of hand building and throwing. We will be exploring slab forms, surface texturing and coil construction. This is a high fire, cone 10 studio along with raku firing. The only ceramics that will be fired in college kilns are those ceramics that have been made IN CLASS. Material fee of \$20 will be collected in class.

9021 S Giacalone

7/6/2010-7/29/2010
12:30PM-3:30PM

Fee: 75.00

TTH
607

College for Kids

SAT Tutoring

Students will assess math ability. Based on the assessment and supplemental materials, the instructor will work with each student individually. Suggested text for the course is The Princeton Review, SAT. Material fee of \$10 will be collected in class.

Mathnasium Center

31093 Temecula Pkwy, #E, Temecula

9034 STAFF

7/5/2010 - 7/8/2010
10:30AM - 12:30PM

MTWTH

Fee: 99.00

Jump Start Middle School Math (grade 4-7)

Do you want to give your child a jump start on middle school math? Do you want to reinforce the critical math skills needed for success in Pre-Algebra and up? This one week jump start middle school math camp is what you need. Each day we will focus on a different skill starting with multiplication, then decimals, next fractions and finally word problems (percentages, ratios, proportions). Students will be taught in a fun and interactive environment. Students will receive an assessment at the beginning and end of the camp. Material fee of \$5 will be collected in class.

Mathnasium Center

31093 Temecula Pkwy, #E, Temecula

9035 STAFF

6/28/2010- 7/1/2010
12:30AM - 12:30PM

MTWTH

Fee: 89.00

Algebra II Readiness

Have you forgotten concepts from Algebra I? This course will review of the key concepts from Algebra I to ease in the transition as you prepare to take Algebra II. Material free of \$5 will be collected in class.

Mathnasium Center

31093 Temecula Pkwy, #E, Temecula

9042 STAFF

7/19/2010- 7/22/2010
10:30AM - 12:30PM

MTWTH

Fee: 99.00

FREE COLLEGE FOR KIDS PARKING:

All parents will receive a free College for Kids Parking Permit. Permit limited to the days and times of your child's class. We provide free parking to allow you to safely walk your child to and from class. Please do not drop your child a campus entrance.

Supply Lists are posted on our website at www.msjc.edu/ce.

College for Kids Drawing & Painting (ages 7-14)

Young students will learn to create shapes with lines, still life, landscapes and animal and human forms. The student will also understand more about colors and painting. The instructor has done many workshops in theater, art and has written and directed numerous stage plays & television plays. Supply list will be mailed at the time of registration or you may access the supply list at www.msjc.edu/ce

9027 B Jayatilaka

7/7/2010 - 7/28/2010
09:30AM - 10:30AM

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9028 B Jayatilaka

7/8/2010 - 7/29/2010
09:30AM - 10:30AM

MVC

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659

Fee: 40.00

College for Kids Theater Workshop (ages 7-14)

Young students will learn voice projection, communication skills, acting, interacting, and expression of ideas through monologues and dialogues. The instructor has done many workshops in theater and art and has directed numerous stage plays & television plays.

9029 B Jayatilaka

7/7/2010 - 7/28/2010
11:00AM - 12:00PM

SJC

W
1951

9030 B Jayatilaka

7/8/2010 - 7/29/2010
11:00AM - 12:00PM

MVC

TH
207

Fee: 40.00

Computer Programming for Kids (ages 9-13)

Explore the world of computer programming in this fun and light-hearted course. Students will discover and learn to use a variety of computer tools and programming languages from Logo and BASIC for creating computer graphics, to Alice for modeling simple animations. This summer, let the geek-side of your child express itself. This course is designed for students who are self-directed and comfortable using computers.

9039 D Duffie

6/21/2010- 6/24/2010
02:00PM - 05:00PM

MVC

MTWTH
950

Fee: 89.00



Cooking With Teens

Do you have a secret addiction to cooking shows? Interested in pursuing a career as a chef? This summer why not spend some time learning basic techniques and recipes from an accomplished chef. Our Instructor has trained with top chefs and was a personal friend of Julia Child. There are four demonstration style class sessions and each one concludes with students sharing the meal that was prepared. The sessions are: All American Pasta Dinner, A Little South of the Border, Comfort Food and East Meets West. Although the style of the class is demonstration with minimal hands on, students will learn cooking techniques and will receive copies of all recipes to be able to replicate each meal. All students will share in the prepared meal. **IMPORTANT:** Because the class involves food preparation please remember personal dietary restrictions. Unfortunately menus cannot be altered to accommodate individual needs. **NOTE:** The East Meets West session includes preparation of a traditional peanut sauce. Each session has a \$5.00 materials fee paid directly to the instructor in class.

Mary Phillips Senior Center
41845 Sixth Street, Temecula

9096 M Culbertson

6/7/2010 - 6/28/2010
02:00PM - 05:00PM

M

Fee: 100.00

French for Kids! Session I

This introductory course is designed to teach French in an entertaining, inspiring and exciting way. Your little ones will learn the ABCs, numbers, colors, various animals, months of the year, days of the week, etc... and will enjoy being able to sing and dance, and interact with puppets. Come join the fun! Material fee of \$10 will be collected in class.

9026 M. Vienneau'greenwell

6/10/2010- 7/29/2010
10:00AM - 11:00AM

SJC

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1253

Fee: 89.00

College for Kids Reminders

Activity Waivers

All College for Kids students must have a signed College for Kids Activity Waiver on file. Parents will receive the waiver form with their receipt. Please return the signed form to the Continuing Education office by mail or to the instructor on the first day of class. You may access activity waivers at www.msjc.edu/ce

Kids in Clay Class (ages 7-13) Fun and Educational Learning

Children will learn terms and experience manipulating clay with hand building, Coil making, slab rolling and texture embossing. Prepare to have fun and don't forget to bring an apron or an oversize shirt. We will get messy. Material fee of \$20 will be collected on the first day of class.

9032 C Adams

7/6/2010 - 7/29/2010
09:00AM - 12:00PM

SJC

TTH
1408

9033 S Giacalone

7/6/2010 - 7/29/2010
09:00AM - 12:00PM

MVC

TTH
607

Fee: 89.00

Natural A's

Any student can significantly enhance grades, self-confidence, and chances for college scholarships by performing academic skills in alignment with the brain's natural patterns. This makes note-taking, reading, studying, memorizing and test-taking amazingly efficient. Also discover simple methods for understanding math and other subjects, optimizing focus and concentration, and preventing test anxiety. The instructor graduated at the top of his college class with a 4.0 GPA, has a Juris Doctor degree from BYU, and conducts this seminar throughout the Western U.S. Parents are also invited to enroll with their children. Material fee of \$30 will be collected in class.

Temecula Education Complex
27447-27463 Enterprise Circle W,
Temecula

9037 C Adney

7/13/2010
01:00PM - 04:00PM

T
204

Fee: 45.00

Ooey Goey Science (ages 6-10)

Help your child discover their inner scientific ability through fun and learning. In this class children will learn the scientific process through inquiry and observation while having fun with sensory materials. Students will engage skill such as creative arts, craft and science through hands-on techniques and experiments such as building a volcano. All of the children's learning will be document for further scientific discussion. Material fee of \$10 will be collected in class.

9040 L Rosas

6/28/2010- 7/1/2010
09:00AM - 12:00PM

MVC

MTWTH
351A

Fee: 89.00

College for Kids

Technology Camp for Teens

This summer help your teen make the Technology Connection. Connect with Computer Programming, Digital Circuits, Computer-aided Design, and 3D Animation. Four days, engaging, intensive, and transforming technology experiences. TechCamp participants will utilize some of MSJC's most sophisticated labs and equipment. Activities will include CAD with Solid works, 3D Animation with Maya, Game Programming and Simulation, and Digital Circuit Prototyping. This course is intended for serious students who may have an interest in Computer Science, Technology or Engineering. No Previous experience necessary. Lunch included. All activities led by full-time MSJC Faculty. Enrollment is limited Material fee of \$10 will be collected in class.

9038 D Duffie
7/12/2010- 7/15/2010
10:00AM - 03:00PM

MVC
MTWTH
950

Fee: 179.00

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

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

9031 M Jackson
6/21/2010
09:00AM - 12:00PM

MVC
M
351

Fee: 50.00



International Folk Dance

Participants in the class will learn beginning level dances from various countries. They will also learn a little about the characteristics of dances from various countries. Anyone over the age of 6 is invited to participate. Students should be able to follow directions given orally. The students should also be able to comfortable with moderate level of exercise. Students should wear loose fitting clothing which is suitable for dancing.

9020 B Thomas
6/23/2010- 7/28/2010
09:00AM - 10:00AM

SJC
W
1951

Fee:60.00

College for Kids NEWS! Summer 2010

The planned 2010 College for Kids Theatre Arts Camp has been delayed until summer 2011.

Our intent is to develop a top quality summer arts program. In the end we determined that in order to build a program of the quality we want, we needed to spend an entire year on planning.

Therefore we will not be holding the theatre camp this year, but instead will have it up and running in summer 2011.

We do apologize for disappointing those of you who were counting on the program this year.

We hope you will find something of interest in the other 2010 College for Kids classes and camps.

Business & Career Seminars

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

"PRE-REGISTRATION IS REQUIRED"
Start your own business, become a more valuable employee, earn additional income or get recommissioned. This intensive one-day seminar will provide the information you need to become an effective Notary. Learn about new legislation and how to pass the new test (must be taken every 4 years), identify document signers, keep a journal, fill out certificates and avoid lawsuits. The class includes a practice Notary Public Exam. Cooperative Personnel Services will register you for the exam from 4:15pm to 5:00 pm. The exam will be from 5:00 pm - 6:00 pm. For the exam, you will need the following: A \$40 check made payable to Secretary of State; proper ID; current driver's license with photo or state issued ID card; #2 pencils; bring 2"x 2" color photo. Fingerprints required after you pass the exam. Students must be 18 years old and serious conviction may disqualify applicant. Arrive early. Due to State regulations, no one will be admitted to the classroom after 8:30 a.m. You must be on time when returning to the classroom from a break. Material fee of \$30 will be collected in class.

9311 STAFF

7/15/2010
08:00AM - 06:00PM

MVC

TH
356

Fee: 79.00

Renewing Notaries

3 Hour State Required Seminar As of January 2009, Renewing Notaries may take a 3 hour Approved Notary Refresher Course. We will review all laws and regulations you are required to know to continue as a Notary. You must take the exam and be fingerprinted again. Cooperative Personnel Services will register you for the exam from 4:15pm to 5:00 pm. The exam will be from 5:00 pm - 6:00 pm. Renewing Notaries bring the following: A \$40 check made payable to Secretary of State; Proper ID; Current Driver's License with photo or state issued ID card; #2 pencils; bring 2"x 2" color photo. Live Scan Fingerprints required after you pass the exam. (Serious conviction may disqualify applicant) Material fee of \$30 will be collected in class.

9310 STAFF

7/15/2010
12:30PM - 06:00PM

MVC

TH
356

Fee: 50.00

HIPAA Made Easy

Course is for all levels of medical staff and health providers of all specialties. Participants will understand HIPAA and Title 31 Law, The Qui-Tam Provision of the law, False Claims Act, How providers are selected for audits. The role of DOJ, OIG, 7 FBI, Privacy, Record retention, specific fines and penalties, when and how an employee can turn in their boss and get paid millions, how the government detects fraud, how to take disciplinary action against violators, qualifications for the designating a Compliance Officer/ their duties. Finally steps to writing an effective Corporate Compliance Plan.

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

9305 C King

6/8/2010 - 6/10/2010
05:00PM - 09:00PM

TTH
207

Fee: 197.00

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

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

9313 E Moran

7/19/2010
03:15PM - 06:00PM

MVC

M
608

Fee: 40.00



Business & Career Seminars

Intro to Social Media: Beginner

We will discuss the evolution of social media. Identify a social network and its personal and business purposes. Set-up and customize existing Twitter, Facebook and WordPress.com

Temecula Education Complex
27447-27463 Enterprise Circle W,
Temecula

9301 R Goetz

6/8/2010

06:00PM - 09:00PM

T
205

Fee: 40.00

Social Media Marketing for Business I: Introduction and Blogs

Introduction to Social Media Marketing. Review best practice, business case studies to evaluate social media marketing practices. Discuss social media implementation into marketing strategy. Explore potential SMM tools for your organization. Set-up and customize a self-hosted blog. Optimize blog performance through quality content.

Temecula Education Complex
27447-27463 Enterprise Circle W,
Temecula

9302 R Goetz

6/15/2010- 6/17/2010

06:00PM - 09:00PM

TTH
205

Fee: 195.00



Social Media Marketing for Business II: Integration & Implementation

Review best practice, business case studies that utilize social media marketing. Set-up and customize Social Media profiles. Develop easy ways to engage and grow a brand. Utilize SSM tools to disseminate campaign content. Listen and monitor your SMM campaign. Discover practical strategy and procedures for implementing SMM. Visualize the potential SMM integration and implementation.

Temecula Education Complex
27447-27463 Enterprise Circle W,
Temecula

9303 R Goetz

6/22/2010- 6/24/2010

06:00PM - 09:00PM

TTH
205

Fee: 195.00

Personal Fitness Trainer Certification Orientation

This FREE 2-hour Personal Fitness Training Orientation is designed to provide information for anyone interested in the fitness profession or in becoming a fitness trainer. This lecture includes a brief overview of the industry and professional trends while allowing ample time for a Q & A session. Topics include personal training, group exercise, senior fitness, children's fitness, fitness management and aqua fitness. *ATTENDANCE at the orientation is MANDATORY to be eligible for enrollment into the program.

Temecula Education Complex
27447-27463 Enterprise Circle W,
Temecula

9220 STAFF

6/22/2010

06:00PM - 08:00PM

T
202

Personal Fitness Trainer Certification

Come join this fun field and be a part of what ABC NEWS.com states as the 4th hottest job in the US at national average of \$25 an hour. Whether a career move or for your own personal knowledge get all the information you need to become a CERTIFIED PERSONAL TRAINER. This challenging course is taught over a 5-week period for better retention and skill competency. The National Exam is held on the 6th week. This course is formatted as a 50-hour program and is comprised of 15 hours of lecture, 15 hours of practical training and a 30-hour internship. It covers topics including biomechanics, exercise physiology, fitness testing, equipment usage and health assessment. W.I.T.S. is the only major certifying bodies in the country providing comprehensive practical training and internship components. Textbook is required and not included in course fees. CPR/AED required for certification.

Temecula Education Complex
27447-27463 Enterprise Circle W,
Temecula

9221 STAFF

7/6/2010 - 8/12/10

06:00PM - 09:00PM

TTH
202

Fee: 524.00



Business & Career Seminars

Pharmacy Technician Orientation

FREE orientation where you can get all your questions answered. Use the section number listed to PRE-REGISTER FOR ORIENTATION. You can also register by phone at 951/487-3711 or online at www.msjc.edu/ce *ATTENDANCE at the orientation is MANDATORY to be eligible for enrollment into the program.

Temecula Education Complex
27447-27463 Enterprise Circle W,
Temecula

9242 STAFF

6/3/2010 TH
 05:00PM - 07:00PM 202

9247 STAFF

6/30/2010 W
 04:00PM - 06:00PM 1500

SJC

W

1500

Pharmacy Technician

A Pharmacy Technician works under direct supervision of a Pharmacist to perform a variety of duties such as mixing and packaging of prescriptions, maintaining client records, assisting inventory control, collecting payment and coordinating billing. This 27 week course combines 182 hours of classroom instruction with a 120 hour pharmacy externship to prepare the student for registration with the California State Board of Pharmacy as a Pharmacy Technician.

Temecula Education Complex
27447-27463 Enterprise Circle W,
Temecula

9243 STAFF

6/15/2010- 1/13/2011 TTH
 05:30PM - 09:00PM 107

Fee: 2850.00

Medical Billing & Intro Coding Orientation

FREE orientation where you can get all your questions answered. Use the section number listed to PRE-REGISTER FOR ORIENTATION. You can also register by phone at 951/487-3711 or online at www.msjc.edu/ce

*Pre-registration and Attendance is Mandatory to be eligible for enrollment into this program.

Temecula Education Complex
27447-27463 Enterprise Circle W,
Temecula

9222 L Smalley

7/22/2010 TH
 7:15PM-9:00PM 202

Presentation Skills for Managers/Leaders

Course is for all levels of managers who realize they have to sharpen their presentation skills in order to move up the corporate ladder. Course include audience prep work, how to become the expert in the room, how to read your audience, how to assemble support materials, how to develop killer power-point slides/and presentations, how to field questions from audience members, how to handle disgruntled and unruly behavior, how to present like the professionals, and how to get a standing ovation every time.

Temecula Education Complex
27447-27463 Enterprise Circle W,
Temecula

9304 C King

7/27/2010- 7/29/2010 TTH
 06:00PM - 09:00PM 207

Fee: 150.00

Professional Hypnosis Certification Orientation

FREE orientation where you can get all your questions answered. Use the section number listed to PRE-REGISTER FOR ORIENTATION. You can also register by phone at 951/487-3711 or online at www.msjc.edu/ce *Attendance at the orientation is mandatory to be eligible for enrollment into program.

9234 STAFF

6/4/2010 F
 10:00AM - 12:00PM 356

MVC

F

356

Professional Hypnosis Certification Course

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

9235 S Feather

6/14/2010- 7/28/2010 MW
 08:00AM - 01:00PM 356

MVC

MW

356

Fee: 1695.00

Business & Career Seminars

Start Your Auto Wholesale Business From Home

Make money buying and selling wholesale cars from home, or simply buy cars for your firends, family or yourself. You'll will be given a step-by-step guide on how to get a car dealer license and operate a profitable used car business! You will learn how and where to buy at wholesale price and sell at retail for huge profits. Free list of all the dealer auctions in the USA. Class DMV approved. Material fee of \$10 will be collected in class.

Temecula Education Complex
27447-27463 Enterprise Circle W,
Temecula

9309 R Williams

6/8/2010 - 6/10/2010
06:00PM - 09:00PM

TTH
104

Fee: 99.00

Successful Strategies, Management, and Problem Solving Skills for Administrative Professionals

Become aware of how you are interacting and performing in the workplace, and provide yourself a foundation for lasting change that will create a viable professional skill set. From attending this workshop you will achieve: "Communication skills to establish credibility with your supervisor and co-workers" "Manage projects with ease and confidence" "Handle a crises by exerting influence without authority" "Administer time management skills that bring results" Material fee of \$10 will be collected in class.

Temecula Education Complex
27447-27463 Enterprise Circle W,
Temecula

9308 B Heiden Scott

6/15/2010- 6/17/2010
06:00PM - 09:00PM

TTH
201

Fee: 75.00

The Intelligent Investor

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

9306 J Lopez

6/8/2010 - 7/13/2010
04:30PM - 06:00PM

MVC
T
356

Fee: 45.00

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

Voice-Overs are how today! You don't have to be an actor to get voice-over work, but it certainly doesn't hurt! With such notable talent as James Earl Jones, Linda Hunt, and Donald Sutherland lending their voices to commercials, films, and videos, one would think that it would be next to impossible to break into this field. Not so! In this class you'll learn about an exciting new way to get around the competition and actually turn voice-overs into a thriving full or part-time business! Instructor will introduce students to the voice-over business as a whole. She will talk about the numerous opportunities, discuss voice-over technique, the income potential, and the all -important demo and how to have it produced. You'll step up to the microphone to do some practice recording, and best of all, hear the results!

Temecula Education Complex
27447-27463 Enterprise Circle W,
Temecula

9314 J Chapman

7/13/2010
07:00PM - 09:00PM

T
207

Fee: 40.00

Veterinary Assistant Orientation

FREE orientation where you can get all your questions answered. Use the section number listed to PRE-REGISTER FOR ORIENTATION. You can also register by phone at 951/487-3711 or online at www.msjc.edu/ce. Attendance at the orientation is mandatory to be eligible for enrollment into program.

Temecula Education Complex
27447-27463 Enterprise Circle West
Temecula

9232 C. Guthrie

7/22/10
5:00 - 7:00 p.m.

TH
TEC

**Use your Visa, Mastercard
or Discover card to
register by mail, fax or
telephone.**
Call (951) 487-3711 .



Computer Technology Training

Home Computers: Basics and Beyond

A series of three seminars designed for anyone who wants to get the most from their home computer. This series includes Computers Made Easy, Internet and Email and MS Word for Windows. ALL THREE SEMINARS are \$150, a \$30 discount over taking each seminar separately. Certificates will be issued for those individuals completing all three. A FLASH MEMORY STICK IS RECOMMENDED.

9405 R Leitz

SJC

(Includes: #9400 Computers Made Easy 6/7 & 6/8; #9402 Internet & Email 6/14 & 6/15; #9401 MS Word 6/28 & 6/29)

Fee: 150.00

Computers Made Easy

This course will get you past any hesitation and through both lecture and hands-on training, help you learn some of a computer's more common capabilities. You will learn basic computer terminology, what the different parts of a computer are, what they do, and how to use them. Then it's on to the requirements and security needed for going online, the basics of the Windows Vista operating system, working with files, word processing, and other software. A FLASH MEMORY STICK IS RECOMMENDED. *Optional* In Mr. Leitz class you may purchase an Instruction Manual for \$10.

9400 R Leitz

SJC

6/7/2010 - 6/8/2010
01:00PM - 04:00PM

MT
109

Fee: 60.00

The Internet and E-Mail

This introductory course will provide you with general information about going online, security requirements, the World Wide Web, and help you get the most from your online experience through hands-on experience surfing the information superhighway. Topics include: differences in internet connections, internet service providers, working with Internet Explorer, and storing favorite websites. Other topics include: using search engines, exploring various types of websites, sending email with attachments, and other forms of on-line communication. A FLASH MEMORY STICK IS RECOMMENDED.

9402 R Leitz

SJC

6/14/2010 - 6/15/2010
01:00PM - 04:00PM

MT
109

Fee: 60.00

**"Social Media Marketing
classes available in the
business section p 11"**

MS Word for Windows

This class will introduce you to many of the features of Word. Using unformatted documents you will learn how to set margins and line spacing, use bullets and numbering, add borders, insert an image, table or text box, set-up columns and create mailing labels with the mail merge feature. Other topics include: text formatting, tabs, indents and alignments, headers and footers, spell check, changing text direction and the find and replace capabilities. A FLASH MEMORY STICK IS RECOMMENDED. *Optional* In Mr. Leitz you may purchase an Instructional Manual for \$10.

9401 R Leitz

SJC

6/28/2010 - 6/29/2010
01:00PM - 04:00PM

MT
109

Fee: 60.00

Office Computers: Beyond the Basics For the Office/Professional

A series of three seminars designed for anyone who uses, or wishes to use a computer on a regular basis and who wants to get the most from the software they may already have at work. This series includes MS Word for Windows, Excel Spreadsheets and PowerPoint Presentations. ALL THREE SEMINARS are \$150, a \$30 discount over taking each seminar separately. Certificates will be issued for those individuals completing all three. A FLASH MEMORY STICK IS RECOMMENDED.

9406 R Leitz

SJC

(Includes: #9404 Microsoft PowerPoint 6/21 & 6/22;
#9401 Microsoft Word 6/28 & 6/29; #9403 Microsoft Excel 7/12 & 7/13)

Fee: 150.00

Microsoft PowerPoint

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

9404 R Leitz

SJC

6/21/2010 - 6/22/2010
01:00PM - 04:00PM

MT
109

Fee: 60.00

Computer Technology Training

Excel Spreadsheets

This class will introduce you to some of the remarkable features of Excel. You will learn data sorting capabilities, how to create formulas and have Excel “do the math”, and where to find the extensive array of functions. Other topics include: text and cell formatting, use of the data fill capability, data filtering, conditional formatting, linking data between worksheets, relative and absolute cell references, creating graphs, and data analysis techniques. A FLASH MEMORY STICK IS RECOMMENDED. *Optional* In Mr. Leitz you may purchase an Instructional Manual for \$10.

9403 R Leitz
7/12/2010- 7/13/2010
01:00PM - 04:00PM

SJC
MT
109

Fee: 60.00

Creating a Web Sites for the Small Business Or Hobbyist

This beginning level course will familiarize you will the process of creating a website for your small or home based business. You will learn to design and create a website using Microsoft's Expressions Web, an easy to use graphical drag and drop design tool that makes webpage design quick and easy. Students will learn how to add interactive buttons and create hyperlinks, utilize web templates to create a consistent look, create forms to gather online information, and how to write, edit and optimize HTML code and scripts.

9409 J Leavitt
6/14/2010- 6/23/2010
09:30AM - 12:30PM

MVC
MW
951

Fee: 125.00

Getting Started With Windows 7

This course is designed for users who are new to Windows 7 Operating System, but are still familiar with computer basics. We will explore the new features of this exciting new operating system from Microsoft, topics will include: What's new with the Windows 7 taskbar; Using Jump Lists; Using Snap; Using Aero Peek; Using Aero Shake; Using the new improved Windows Search feature

9408 J Leavitt
6/7/2010-6/9/2010
09:30AM - 12:30PM

MVC
MW
951

Fee: 90.00

Quickbooks for the Everyday Users Workshop

Learn the Basic Fundamentals of QuickBooks In One Day! This fast paced workshop includes: How to Manage Revenue, Track and Manage Expenses, Bank Reconciliation, New Company Setup, Customize QuickBooks. Plus many tips and tricks with QuickBooks. Material fee of \$50 will be collected in class. This class teaches QuickBooks 2008.

9410 P Hartley
7/27/2010
08:00AM - 04:00PM

MVC
T
951

Fee: 119.00

Windows 7 Tips & Tricks

This course is designed for users who have worked with either Vista or Windows 7 (it is not intended for new PC users) and are looking to learn some of those less publicized features. Like the previous Windows Vista, many of these features are hidden away. In this course we will show you how to unlock those secrets and fully utilize your new Windows 7 Operating System showing you many hidden tips and tricks!

9407 J Leavitt
6/28/2010- 6/30/2010
09:30AM - 12:30PM

MVC
MW
951

Fee: 90.00



Summer 2010

**All continuing
education computer
classes will be using
Windows Vista and
Microsoft office 2007**

Free Non-Credit Program

Students will register the first day of Class.

ESL Beginning Low

This class gives beginning students opportunities to practice their listening, speaking, reading, and writing skills.

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

8201 N Maldonado-Perez

7/6/2010 - 7/29/2010
08:30AM - 11:30AM

TWTH

ESL Multi-Level

This course helps beginning to intermediate level ESL students improve their speaking ability and increase vocabulary, while introducing reading/ writing skills.

8210 M Rangel

7/6/2010 - 7/28/2010
02:30PM - 05:30PM

SJC

MTW
1202

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

8213 K Rahed

7/6/2010 - 7/29/2010
09:00AM - 12:00PM

TWTH

ESL College Connection

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

8235 D Peace

7/6/2010 - 7/29/2010
09:00AM - 12:00PM

MVC

TWTH
351A

8236 F Fahouris

7/6/2010 - 7/28/2010
08:30AM - 11:30AM

SJC

MTW
1202

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

8237 K Sension

7/6/2010 - 7/28/2010
08:30AM - 11:30AM

MTW
204

ESL Intermediate Low

This class gives intermediate level students opportunities to practice their English skills while developing skills necessary for higher-level work.

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

8226 M Georges-Phillips

7/6/2010 - 7/29/2010
05:30PM - 08:30PM

TWTH



Students will register the first day of Class.

General Educational Development

This course will prepare students for the General Educational Development (GED) test which is designed to measure, as nearly as possible, the major skills and concepts generally associated with four years of regular high school instruction. GED test WILL NOT be administered but information regarding testing locations and prices will be given.

8223 M Haro

7/6/2010 - 7/28/2010
02:30PM - 05:30PM

SJC

MTW
1211

8240 T White

7/6/2010 - 7/30/2010
10:00AM - 01:00PM

MVC

TWTH
603

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

8242 J Bustos

7/6/2010 - 7/29/2010
05:00PM - 08:00PM

TWTH
204

PLEASE REMEMBER

**PARKING PERMITS REQUIRED,
EVEN ON WEEKENDS.
CARS MAY BE TICKETED.**

**\$15.00 FOR THE SEMESTER
\$1.00 PER DAY.**

**Look for the Yellow Daily Permit
Dispensers at Parking Lot Entrances**

ONLINE WORKFORCE TRAINING with GATLIN EDUCATION SERVICES

Visit www.gatlineducation.com/msjc

Designed to provide the workforce skills necessary to acquire professional caliber positions for many in-demand occupations. Gatlin Education Services in partnership with Mt. San Jacinto College Community Education offers the following online certificate programs:

Chartered Tax Professional for California Residents (200 hours)

With this innovative nationally recognized online California Chartered Tax Professional Certificate Program, students can become qualified as California Tax Preparers through the California Tax Education Council (CTEC), and start working and earning money while completing coursework. The CTP® certificate program is comprised of 6 courses in Federal Income Tax Preparation, plus a California supplement. After successfully completing the first two Federal courses and the California lessons in the CTP® certificate program, you will be qualified to prepare individual tax returns for almost all U. S. and California taxpayers.

Payroll Practice and Management Online Course (80 hours)

This nationally recognized Payroll Certification online course and training program is ideal for students aspiring to become a Payroll Specialist. This Payroll Certification program is a good overall review for the Certified Payroll Professional (CPP) test given by the American Payroll Association. Textbook and exam prep included.

Project Management Training Online Course - Certificate (40 hours)

This nationally recognized Project Management online certification course and training program provides a comprehensive education in project management. This program teaches the basics of project management and includes preparation for the Project Management Professional national certification exam. Textbook and exam prep included.

eBusiness Certificate Course (200 hours)

This nationally recognized e-commerce online course and training program provides a comprehensive introduction to e-commerce methodologies and practices.

Records Management Certificate Online Course (180 hours)

This nationally recognized Records Management online course and training program is a power packed program that will teach you how to manage electronic records and conquer the paper pile-up. (Textbook included).

Home Inspection Certificate (200 hours)

The nationally recognized Home Inspection online course and training program covers the principal components of home inspection procedures and processes. You'll learn how to create a home inspection report that will detail the home's condition including the heating and cooling systems, the plumbing and electrical systems, the roof and siding, as well as the framing and foundation.

Travel Agent Training Online (200 Hours)

This nationally recognized Travel Agent online course and training program will prepare students for the Institute of Certified Travel Agents TAP Certification. Students learn the basic skills needed to operate a computer reservation system. This program consists of two modules including your choice of SABRE, WORLDSPAN, APOLLO, GALILEO OR AMADEUS GDS systems. All materials included.

Certified National Pharmaceutical Representative (120 hours)

This nationally recognized Pharmaceutical Sales Representative online training course (CNPR) and program was developed in response to a rising need for entry-level certified pharmaceutical sales representatives. The program is designed for individuals who want to gain entry into the pharmaceutical industry but who lack the required pharmacology and medical education.

CORE Mediation Certificate (60 hours)

Mediation and dispute resolution are rapidly growing fields of study and sought after skills in the workplace. This comprehensive course provides the core skill sets necessary for the practice of mediation. As it becomes more and more apparent that individuals, families, groups, organizations, communities and nations must begin to work together in peaceful ways for the common good, mediation and dispute resolution are poised to become increasingly popular. In mediation, a neutral third party, termed a mediator, works with both sides of a dispute to have them agree on their own terms, without someone else deciding what is best for them.

Check out the full range of programs at www.gatlineducation.com/msjc

Mt. San Jacinto College

Continuing Education & Workplace Training

www.ed2go.com/msjc

Summer 2010

Our online courses
are open to everyone!

expert
instructors



affordable
courses

24/7
access



convenient
for
everyone!



Learn from the
comfort of home!



Online learning anytime, anywhere ... just a click away!

Take Control of Your Windows Vista PC

Become a Pro with Digital Photography

Learn a new Language

Teaching Tips for Survival
in the Classroom

Course
Fees Start
at Just
\$85

Instructor-Facilitated Online Learning

www.ed2go.com/msjc

Online learning anytime, anywhere...just a click away!

Welcome

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. **These Classes are not for credit**

Most courses run for six weeks (with a ten-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

Start Dates:

New course sessions begin each month.
6/16; 7/21

Requirements:

All courses require Internet access, E-mail, Microsoft Internet Explorer, or Firefox web browsers. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

How to get Started:

1. Visit our Online Instruction Ceneter:
www.ed2go.com/msjc
2. Click the **Courses** link, choose the department and course title you are interested in and select **Enroll Now** button. Here you will enter your e-mail and choose a password that will grant you access to the Classroom
3. When your course starts, return to our Online Instruction Center and click the **Classroom** link. To begin your studies, simply log in with your e-mail and password you selected during enrollment.

Online learning anytime, anywhere ... just a click away!

Learn Office 2007 in Six Weeks From the Comfort of Home



Office 2007 Courses

Intro to Microsoft Word 2007

Intro to Microsoft Excel 2007

Intro to Microsoft PowerPoint 2007

Intro to Microsoft Access 2007

Intro to Microsoft Outlook 2007

Intro to Windows Vista

Visit our Online Instruction Center to find more courses!

www.ed2go.com/msjc

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Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Administrative Assistant Fundamentals

Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries.

Managing Customer Service

Become indispensable to any organization by understanding how to identify and meet customer needs.

Professional Sales Skills**Principles of Sales Management****Successful Construction Business Management****Introduction to Business Analysis****Real Estate Law****Introduction to Peachtree Accounting****Mastery of Business Fundamentals****Project Management Fundamentals****PMP Certification Prep 1****Understanding the Human Resources Function****Employment Law Fundamentals****Total Quality Fundamentals****Fundamentals of Supervision and Management****High Speed Project Management****Purchasing Fundamentals I****Business and Marketing Writing Write****Starting a Nonprofit**

Industry veteran shows you how to take a nonprofit business from vision to reality.

Introduction to Nonprofit Management

Develop the skills and strategies you need to become an integral part of one of the fastest growing service sectors.

Marketing Your Nonprofit

Further the ideals and goals of your nonprofit by learning to compete more effectively for members, media attention, donors, clients, and volunteers.

Get Grants!**A to Z Grantwriting****Writing Effective Grant Proposals****Advanced Grant Proposal Writing****Becoming a Grant Writing Consultant****Start Your Own Business****Learn to Buy and Sell on eBay**

Auction pros teach you how to work from home or earn extra income by buying and selling goods online.

Marketing Your Business on the Internet

E-commerce expert helps you develop an Internet marketing plan for your business.

Start Your Own eBay Drop Off Store**Secrets of the Caterer****Wow, What a Great Event!****Growing Plants for Fun and Profit****Publish It Yourself: How to Start and Operate Your Own Publishing Business****Start Your Own Consulting Practice****Start and Operate Your Own Home-Based Business****Creating a Successful Business Plan****Start Your Own Arts and Crafts Business**

Get Paid to Travel

Learn everything you need to start your new and exciting career as a professional tour director.

Fundamentals of Technical Writing

Learn the skills you need to succeed in the well-paying field of technical writing.

Legal Nurse Consulting

Begin a new career by helping attorneys understand and resolve medical cases and claims.

Publish It Yourself: How to Start and Operate Your Own Publishing Business

Become a Physical Therapy Aide

Personal Development

Listen to Your Heart, and Success Will Follow

Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents.

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Twelve Steps to a Successful Job Search

World-renowned author and career advisor shows you how to get the job you want quickly and easily and in any economy.

Individual Excellence

Leadership

Computer Skills for the Workplace

Merrill Ream Speed Reading

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

Call (951) 487-3711 .



GED Preparation

Want to pass the GED? This course will help you develop the skills you'll need to succeed.

GMAT Preparation

Discover powerful test-taking techniques and methods for improving your score on the GMAT

GRE Preparation - Part 1

Discover powerful strategies for success in the verbal and analytical sections of the GRE

GRE Preparation - Part 2

LSAT Preparation - Part 1

LSAT Preparation - Part 2

Entertainment

Music Made Easy

Learn the fundamentals of music theory. Be able to read, write, and play simple music.

Drawing for the Absolute Beginner

Gain a solid foundation in drawing and become the artist you've always dreamed you could be!

Get Paid to Travel

Family & Friends

Luscious, Low-Fat, Lightning-Quick Meals

Discover how easy it can be to prepare meals that are both delicious and nutritious!

Genealogy Basics

Begin an exciting and fascinating exploration of your roots

Assisting Aging Parents

Be prepared to handle the challenges of aging while learning to cherish the transition.

Ready, Set, Read!

Enhancing Language Development in Childhood

Understanding Adolescents

Get Paid to Travel

Discover Digital Photography

An informative introduction to the fascinating world of digital photography equipment.

Photoshop Elements

I and II are now available! Master the most advanced features of Photoshop Elements for Windows and take your photo editing skills to the next level!

Making Movies with Windows XP

Turn your home videos into entertaining movies that you can share with others by e-mail, the Web, CD, and DVD.

Photographing People With Your Digital Camera

Languages

Speed Spanish I

II and III are now available! Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time.

Art, History, Math, & More

Everyday Math

Gain confidence in your basic math skills and start using math to your advantage

Introduction to Algebra

Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems.

Teaching Science: Grades 4-6

Increase your effectiveness as a science teacher for children in fourth through sixth grades.

Teaching Math: Grades 4-6 Reinvent

Law & Legal Careers

Business Law for Small Business Owners

Learn how to successfully protect your small business and solve most of the legal problems that may arise.

Debt Elimination Techniques That Work

Learn specific, powerful, and proven strategies to get completely out of debt and live a stress-free lifestyle.

Where Does All My Money Go?

Learn how to get control of your money once and for all.

Personal Finance

Protect your assets and discover how best to achieve all your financial goals.

Keys to Successful Money Management

Introduction to Microsoft Excel

Health Care

Introduction to Natural Health and Healing

Learn how to promote wellness, balance, and health in all aspects of your daily life.

Teaching

Teaching Writing: Grades 4-6

In this teacher-training course, you'll learn from an experienced educator how to motivate and assist developing writers.

Teaching Math: Grades 4-6

Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives, and real-world connections into your classroom.

Solving Classroom Discipline Problems

Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline.

Survival Kit for New Teachers

Differentiated Instruction in the Classroom

Creating a Classroom Web Site

Using the Internet in the Classroom

Creating a Classroom Web Site

Guided Reading: Strategies for the Differentiated Classroom

Integrating Technology in the Classroom Ready, Set, Read!

Teaching Students With Autism: Strategies for Success

Working Successfully With Learning Disabled Students

Writing

Writeriffic: Creativity Training for Writers

Banish writer's block forever with these tricks from the published writer's toolbox.

Write Your Life Story

Give your family and friends an inspirational autobiography.

Introduction to Journaling

Discover how journaling can help you explore your dreams, values, and beliefs, survive unwanted change, succeed in your career, and express your creativity.

The Craft of Magazine Writing

Research Methods for Writers

Fundamentals of Technical Writing

Forensic Science For Writers

Effective Business Writing

Writing for Children

Basic Computer Literacy

Keyboarding

Use the computer program FasType for Windows to learn the basic skills of touch-typing

Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

Introduction to PC Security

What you don't know can really hurt you. Learn what you can do to protect yourself.

Computer Applications

Introduction to Microsoft Word

Learn how to create and modify documents with the world's most popular word processor.

Intermediate Microsoft Word

Take advantage of Word's publishing capabilities to create eye-catching documents.

Advanced Microsoft Word

Learn how to create and use macros, shortcuts, form letters, mailing labels, queries, and more

Introduction to Microsoft Access (Intermediate course available)

Introduction to Microsoft Excel (Intermediate course available)

Advanced Microsoft Excel

Computer Applications

Introduction to PowerPoint

Introduction to Microsoft Publisher

Introduction to Microsoft Outlook

Introduction to Microsoft Project

Introduction to Microsoft Visio

Design Projects for Adobe Illustrator

Introduction to Illustrator CS3

Introduction to Oracle

Introduction to Photoshop

Intermediate Photoshop CS3 (CS2 intermediate course available)

Introduction to CorelDraw

Introduction to Dreamweaver

Introduction to Adobe InDesign CS3

Web Design

Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Creating Web Pages II

Learn to develop polished and interactive pages complete with tables, forms, frames, audio, and CSS.

Introduction to Dreamweaver

Silicon Alley veteran shows you how to harness the power of the industry standard tool for Web designers.

Introduction to Microsoft FrontPage

Designing Effective Websites

Achieving Top Search Engine Positions

Creating Web Graphics with Photoshop CS3

Introduction to Flash

Drawing for the Absolute Beginner

Creating a Classroom Web Site



Web Programming

Introduction to Java Programming

An experienced Java programmer introduces important Java topics with clear, step-by-step instructions.

Introduction to Ruby Programming

Learn how to create a dynamic Web blog using the Ruby on Rails programming environment and the Ruby programming language.

Introduction to CSS and XHTML

Learn to create state-of-the-art Web sites using modern CSS and XHTML techniques.

Introduction to Perl Programming

Creating User Requirements Documents

High-Speed Project Management

Introduction to ASP.NET

Introduction to PHP and MySQL

Networking/Trouble Shooting

Introduction to PC Troubleshooting

Learn to decipher and solve almost any problem with your PC.

Introduction to Networking (Intermediate course available)

Learn the fundamentals of networking and prepare for a career in a new and fast-growing field.

Wireless Networking

Industry expert shows you how to plan, deploy, and connect to wireless networks.

Certification Prep

Basic CompTIA® A+ Certification Prep

Prepare for the CompTIA® A+ exam and begin a rewarding career in the fast-growing PC repair field (course 1 of 3).

CompTIA Security+ Certification Prep

Master the terms and concepts you need to pass the CompTIA® Security+ exam and earn your Security+ certificate.

CompTIA® Network+ Certification Prep

Prepare to take and pass the CompTIA® Network+ Exam and begin a career as a network tech.

Computer Programming

Introduction to C++ Programming

Learn to program in C++, even if you have no prior programming experience!

Introduction to C# Programming (Intermediate course available)

Learn the fundamentals of computer programming with the new C# programming language.

Intermediate C# Programming

Learn to write Graphical User Interface programs in the C# Programming Language.

Introduction to Visual Basic 2008

Introduction to Alice 2.0 Programming

Introduction to SQL

Introduction to Database Development

Introduction to Perl Programming

**Gain Valuable
Computer Skills
for the Workplace**

**from the comfort
of your home!**



Visit our site to
learn more.

www.ed2go.com/msjc

Look for our FA10 schedule mid July Fa10 Career Training Certificate Programs

Beginning **mid July**, call to register for our Free Fall orientation. Register early, seats are limited.

Pharmacy Technician – \$2,850 – San Jacinto, Menifee, Banning

Offered in collaboration with Boston Reed College this is a 27 week Pharmacy Technician Training Program that meets all state requirements. The Pharmacy Technician assists the pharmacist with mixing and packaging prescriptions, maintaining client records, referring clients to the pharmacist for counseling, assisting with inventory control and purchasing, as well as collecting payment and coordinating billing. Classroom: 182 hours; Externship: 120 hours.

Optometric Technician – \$2,795

Offered in collaboration with Boston Reed College this is a 21 week Optometric Assistant Training Program. The Optometric Technician works as an Optician, Optical Assistant or Ophthalmic Technician under the supervision of a licensed eye care professional. Optometric Technicians assist in testing patients' vision, providing frame styling services, and instructing patients in contact lens handling. They administer vision therapy programs prescribed by the licensed eye care professional. Classroom: 140 hours, Externship: 120 hours.

Medical Billing and Introductory Coding - \$1,895

This course is designed to instruct the student in all aspects of the billing process. This course has been approved by the National Health Career Association (NHA), and successful completion will qualify the student to sit for a nationally credentialed examination, the CBCS (Certified Billing & Coding Specialist).

Photovoltaic Systems Certification - \$1,695

This certificate will allow students to demonstrate basic knowledge, comprehension and application of key terms and concepts of photovoltaic (solar-electrical) systems. While this certification alone will not qualify someone to install photovoltaic systems, it does provide recognition of basic terms and operational aspects of PV systems and prepares students for the North American Board of Certified Energy Practitioners (NABCEP) Entry Level Certificate.

Professional Hypnosis Certification - \$1,695

This entry level class is geared toward the Medical, Mental Health and Holistic Healthcare Professional seeking to learn new techniques to enhance/expand their skills, or mature self motivated individuals desiring a new career in the Complementary Healthcare industry. Industry Certification available through International Medical and Dental Hypnotherapy Association.

Pharmacy Technician Intravenous Compounding – \$995

This course is for Pharmacy Technicians looking to expand their skills. Learn to complete complex dosage calculations, review infection control and demonstrate preparation of I.V. therapies.

Veterinary Assistant – \$750

Become a Veterinary Assistant! Prepare to work as an entry level Veterinary Assistant. This training is entry level and specifically NOT Veterinary Technician, which requires a 2 year program. Total of 60 hours training and includes a short externship.

Holistic Massage Technician – \$700

Offered in collaboration with the Academy of Holistic Health Arts this course trains students for entry level employment in the field of massage. While this program has been designed to meet the requirements of most local cities and employers, licensing and hiring requirements do vary from city to city. Students are advised to research specific requirements for their city.

Certified Personal Fitness Trainer – \$524

Become a Certified Fitness Trainer. This challenging course is taught over a five week period for better for better retention and skill competency and concludes with a National Certification Exam in the sixth week. Classroom: 15 hours; Practical Training 15 hours and externship 20 hours.

Mt. San Jacinto College

Continuing Education Summer 2010

Orientations for our Career Training Certificate Programs

Get a fresh start on a new career! Each of our Career Training Certificate Programs is designed to prepare you for a new career in as little as 6 months! Each program has a separate **FREE ORIENTATION** where you can get all your questions answered. **Pre-Registration and Attendance for the orientation is mandatory to be eligible for enrollment into any program.** You can pre-register by mail, phone at 951-487-3711 or online at www.msjc.edu/ce.

Financial assistance options are available. Continuing Education offers an interest free Payment Plan for most of our programs. Loans are also available for our Pharmacy Technician program.

We also accept Third Party payments (i.e. Vocational Rehabilitation, Military Spouse, Worker's Compensation, Employment Development Agency, AmeriCorps, etc.) If using a Third Party payment, it is highly recommended you bring approved documentation to your orientation. If you have any questions regarding using a Third Party payer, please call (951) 487-3701 or go to www.msjc.edu/ce for further information.

This program is not offered for academic credit and as such is not eligible for Pell Grants or other traditional student aid.

Class enrollment will not begin until the day of orientation. Priority registration will be given as follows:

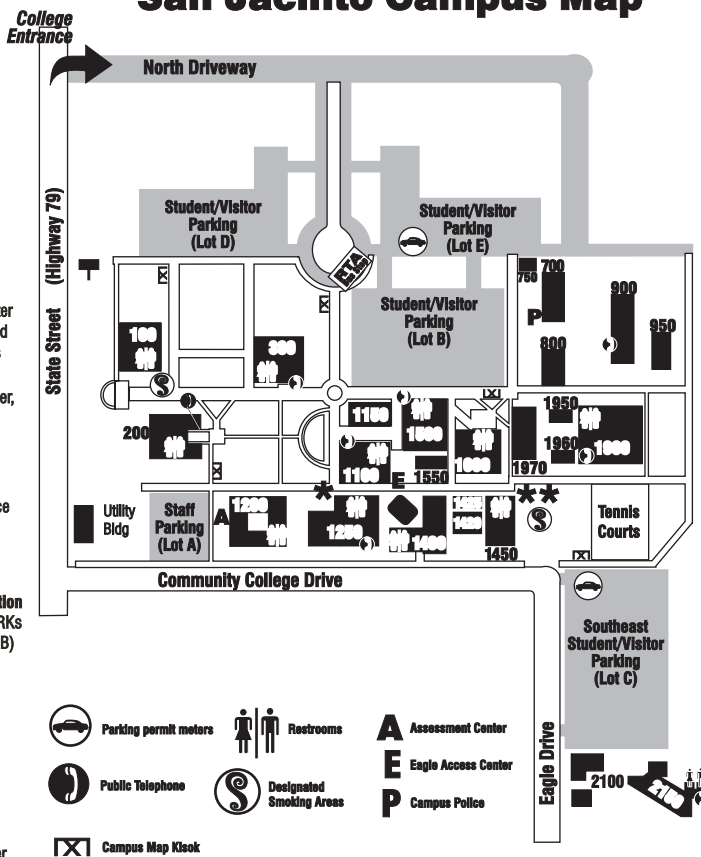
1. Date registered for orientation.
2. Payments in full (Cash, Credit Card -Visa, Master Card, Discover or Check).
3. **Approved** Salle Mae Loans (Pharmacy and Optometric students only).
4. **Pre- approved** payments from outside agencies (i.e. Voc. Rehab, Military Spouse and Worker's Comp. etc.).
5. Payment plan through Continuing Education and Workplace Training.

If the number of interested students exceeds class capacity, registrations will be sorted according to priority registration. Therefore, it is important to pre-register early for orientations. Orientations are limited by room capacity and will close when filled.

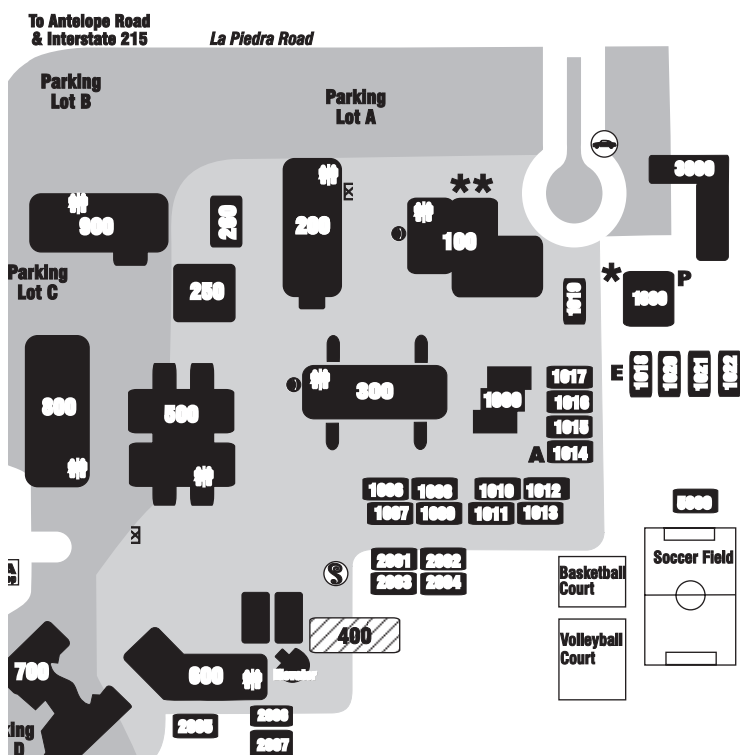


San Jacinto Campus Map

- 100 Business & Technology
- 200 Administration, Business Services, Human Resources
- 300 Library
- 700 Campus Police, Facilities Planning/Management, Purchasing & Receiving
- 750 Administration Annex
- 800 Printing Department
- 900 Auto Shop
- 950 Warehouse
- 1100 Student Center-Cafeteria, ASB, Instruction, Eagle Access Center (1120B), EOPS/CARE, Disabled Students Programs & Services
- 1150 Student Center-Enrollment Services, Career/Transfer Center, Counseling, Financial Aid, Veterans Assistance
- 1200 Classrooms-Humanities, Assessment Center (1210)
- *1250 **Mallroom**, Classrooms-Science
- 1400 Fine Arts Center & Gallery
- 1420 Classrooms
- 1425 Faculty Offices
- *1450 Bookstore, **Community Education** (1455A), Job Connect/CalWORKs (1456A), Computer Lab (1457B)
- 1500 Theater
- 1550 Upward Bound
- 1600 Music Building
- 1900 Gymnasium & Dance Studios Wellness Center (1918)
- 1950 Coach Offices
- 1960 Athletic Dept. Offices
- 1970 P.E. Offices & Locker Rooms
- 2100/2150 Child Development Center



Menifee Valley Campus Map



- ** 100 Vice President-Instru Enrollment Services, Services/Information **Community Education** Veterans Affairs, Can Center, Financial Aid,
- 200 Music & Dance, Cafe Student Lounge
- 250 Bookstore
- 260 Utility Building
- 300 Classrooms, Comput Science Labs
- 400 Humanities/Social Sc Classrooms/Labs (fu
- 500 Allied Health & Nursi
- 600 Fine Arts, Classroom Multimedia Lab
- 700 Child Development &
- 800 Learning Resource C
- 900 Technology Building
- 1000 Instruction Office, Ho Office
- 1006-1013 Modular Classi Faculty Offices
- 1014 Assessment Center
- 1015 Matriculation & Outre
- 1016 ASB, Matriculation &
- 1017 Classrooms
- 1018 Eagle Access Center
- 1019 Disabled Students Pr & Services
- 1020 Print Shop, Receiving
- 1021 Maintenance & Oper: Planning
- 1022 Storage Facilities
- **1800 **Mallroom** Campus F

MSJC Fee-Based Class REGISTRATION FORM

(One Registration Per Person)

PLEASE PRINT **USE BLACK INK ONLY**

Today's Date _____ Semester _____

Name _____ Soc. Sec. / Student I.D.# _____

Day Phone _____

Address _____
(City) (State) (Zip)

GENDER: Female _____ Male _____ DOB: _____

Section	Class Title	Fee
9		
9		
9		
9		

Check Enclosed # (Please make your check payable to MSJC) _____ Cash \$ _____

Charge my credit card: VISA _____ MasterCard _____ Discover _____

Card Number: _____

Expiration Date: _____ Signature: _____

OFFICE USE ONLY

COMMUNITY EDUCATION
FEE DISTRIBUTION

Registration Fee: \$ _____ CE Initials: _____ Date Registered: _____

BUSINESS OFFICE – Business Office

Business Office Initials: _____ Date: _____ Total: \$ _____