



Community Assistance Program

"Helping to put the pieces together"

Mini-Workshop Topics & Descriptions

Location: Cypress Community Center
8383 Cypress Avenue, Fontana, 92335
To Registration call Cypress Center at 909-349-6988
Class Information: Min/Max:3/25 Fee: Free Ages:18+ years

BEGINNING ENGLISH SKILLS

Come and join in learning English in a fun and supportive setting. This class covers the basics of English Language. We will learn English vocabulary, reading and writing, along with conversational and job communication skills.

This class is for English and Non-English speakers.

Date: June 3 - July 29, 2010

or

Sep. 9 - Nov. 18, 2010

Time: 6:00 - 8:00 p.m.

Instructor: Robert Kirby, M.Ed

RAISING A MONEY-SMART CHILD

A parent's guide to providing children with the necessary basic financial skills as early as possible. It's never too early to develop good saving and spending habits!

Day: Thursday

Date: July 1, 2010

Time: 6:00 - 8:00 p.m.

Instructor: Springboard

OBTAIN CONTROL WITH INTRODUCTION TO QUICKBOOKS

Obtain control with QuickBooks! Learn how to perform day-to-day business bookkeeping functions, such as invoicing, purchasing, banking and much more.

Day: Thursday

Date: July 8, 2010

Time: 6:00 - 8:00 p.m.

Instructor: IEWBC

WRITING A WINNING BUSINESS PLAN

Understand the basic concepts and information to be included in a bankable business plan.

Day: Thursday

Date: July 15, 2010

Time: 6:00 - 8:00 p.m.

Instructor: IEWBC

MARKETING 101

Get insight on marketing tools you can use - including branding, advertising, event marketing and word-of-mouth.

Day: Thursday

Date: July 22, 2010

Time: 6:00 - 8:00 p.m.

Instructor: IEWBC

HOW TO CHOOSE THE RIGHT ENTITY FOR YOUR NEW BUSINESS

Acquire from a lawyer the legal structure that is right for your business.

Day: Thursday

Date: July 29, 2010

Time: 6:00 - 8:00 p.m.

Instructor: IEWBC

ANGER MANAGEMENT

- Learn how to Improve self-control
- Practice problem solving without aggression
- Improve communication skills
- Gain awareness of emotions that influence behavior

*Classes are for ages 13 to 17 years old

For more information or to register (909) 980-6700

Day: Thursday

Date: August 5, 12, 19, 26 & September 2, 9 & 16 (7 weeks)

Time: 6:30 - 8:00 p.m.

Instructor: Crossroads

GOALS FOR LIFE

Learn the basics of how to set and achieve goals that will help you succeed in life. No more New Year's resolutions. This class will help you understand why resolutions fail and how you can set goals to succeed. The class will look at life in general and recognizes that we need goals in all aspects of life not just work.

Day: Thursday

Date: September 23 & 30, 2010

or

December 2 & 9, 2010

Time: 6:30 - 8:30 p.m.

Instructor: Ron Hurst

EFFECTIVE PRESENTATIONS

This class will provide a basic introduction into making effective public presentations using PowerPoint, body language, and communication skills. Whether you are a student, professional or someone who desires to be more comfortable sharing information, this class will benefit you.

Day: Thursday

Date: October 7 & 14, 2010

Time: 6:30 - 8:30 p.m.

Instructor: Raylene Murphy, MS

FINDING AND APPLYING FOR A JOB

Learn the best way to get ready for the interview and improve interview skills. This includes printable applications, an interactive resume review workshop and valuable tips on where to look for jobs online.

Day: Thursday

Date: October 21, 28 and November 4 & 11, 2010

Time: 6:30 - 8:30 p.m.

Instructor: Rhonda Gharib, GM

SURVIVING THE HOLIDAYS

Learn to prepare for costs associated with the holidays, manage your holiday spending, and begin your New Year without holiday debt.

Day: Thursday

Date: November 18, 2010

Time: 6:30 - 8:30 p.m.

Instructor: Springboard

COMPUTER TRAINING

Come and join in learning basic computer skills. This 6 week program will teach you the basic skills to operate a computer along with the components of Word, Power Point, Publisher and Excel. This course also includes a career development overview to help you plan and apply these skills to your employment readiness.

Day: Tuesdays

Date: August 3 - September 7

September 14 - October 19

Time: 10:30am - 12:30pm

Location: Fontana Library, 8437 Sierra Avenue

or

Day: Wednesdays

Date: August 4 - September 8

September 15 - October 20

Time: 1:00pm - 3:00pm

Location: Fontana Library, 8437 Sierra Avenue

Also

Day: Thursday

Date: July 8 -Aug. 12, 2010

or

Aug. 19 - Sep. 23, 2010

or

Sep. 30 - Nov. 4

Time: 4:00pm - 6:00p.m.

Instructor: Shelly Abril

**Location: Fontana Senior Center
16710 Ceres Avenue**

For more information call CAP 909-803-1059 #198

Visit our website at www.FontanaCAP.org