



# Community Assistance Program

"Helping to put the pieces together"

## Mini-Workshop Topics & Descriptions



**Location: Fontana Community Senior Center**  
**16710 Ceres Avenue, Fontana, 92335**  
**To Registration call Senior Center at 909-854-5151**  
**Class Information: Min/Max:3/15 Fee: Free Ages:18+ years**

### 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:** Thursday  
**Date:** July 8, 15, 22, 29 & Aug. 5, 12, 2010  
 or  
 Aug. 19, 26, Sep. 2, 9, 16, & 23, 2010  
 or  
 Sep. 30, Oct. 7, 14, 21, 28, & Nov. 4  
**Time:** 4:00pm - 6:00p.m.  
**Instructor:** Shelly Abril

### BUDGETING 101

Learn how to track your spending, develop a plan to save for your goals, pay down debt, and improve your financial stability.

**Day:** Thursday  
**Date:** August 12, 2010  
**Time:** 6:00 - 8:00 p.m.  
**Instructor:** Springboard Nonprofit

One of the most important aspects of controlling your budget is to determine where your money is going. Please consider using this online home budget calculator to help you do just that. You may access this financial tool at Springboard's website at [www.credit.org](http://www.credit.org) Click on Resource Center, click on Financial Worksheets Calculators—Online Home Budget Calculator—Household Budget Worksheet.

### IDENTITY THEFT

Learn to protect yourself from this growing problem, and find out what to do if you are a victim.

**Day:** Thursday  
**Date:** October 21, 2010  
**Time:** 6:00 - 8:00 p.m.  
**Instructor:** Springboard Nonprofit

### RECESSION SURVIVAL SKILLS

This class is designed to help you prepare to get the job you are looking for. We will teach you effective job searching, résumé strategies, interview skills, including tips on dressing for the job you want. If you have a résumé, please bring it.

**Day:** Thursday  
**Date:** July 8, 15, 22 & 29, 2010  
 or  
 September 2, 9, 16, 2010  
**Time:** 6:00 - 8:00 p.m.  
**Instructor:** Ron Hurst

### EBAY CLASS

Come join us as we teach you how to start your very own eBay business! Learn how to turn your "stuff" into real "CASH"! It is fun and not too complicated. You will leave the class ready to begin SELLING! This is a FREE class and can potentially bring you extra money, which you have lying around the house or in your garage/storage. Practically anyone can learn how to make money on eBay. Let us teach you how!

**Day:** Thursday  
**Date:** August 19 & 26, 2010  
 or  
 October 7 & 14, 2010  
**Time:** 6:00 - 8:00 p.m.  
**Instructor:** George Georgie

### ABC'S OF STARTING YOUR OWN BUSINESS

Understand steps to starting a business, funding, license, permits and business plan writing.

**Day:** Thursday  
**Date:** October 28, 2010  
**Time:** 6:00 - 8:00 p.m.  
**Instructor:** IEWBC

### IS YOUR RELATIONSHIP SAFE

Our class will help you answer these and other concerns: How to be safe in your home, how to keep your children safe. Safety planning for someone involved in an abusive relationship is a necessary and important step. This class will help you with the process.

**Day:** Thursday  
**Date:** August 5, 2010  
**Time:** 6:00 - 8:00 p.m.  
**Instructor:** House of Ruth

### COMMUNICATING ON PURPOSE

We have all experienced it. You try your best to communicate with someone and it just doesn't work out the way we want. They irritate us, they frustrate us, they don't understand what we are talking about. Problem is they just communicate differently than you! In this workshop you will learn firsthand how to recognize different styles of communication and how to adapt your style to be heard and communicate effectively.

**Day:** Thursday  
**Date:** November 4 & 11, 2010  
**Time:** 6:00 - 8:00 p.m.  
**Instructor:** Ron Hurst

### HOW TO FIX YOUR OWN CREDIT

Understanding Your Credit Report and Score Learn what's in a credit report, learn how long items must legally report, learn how to dispute your own inaccuracies and learn the simple ways to improve your FICO score.

**Day:** Thursday  
**Date:** September 30, 2010  
**Time:** 6:00 - 8:00 p.m.  
**Instructor:** Springboard Nonprofit

### 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

**Location:** Cypress Community Center  
 8380 Cypress Avenue  
 Fontana, CA 92336

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

**Visit our website at [www.FontanaCAP.org](http://www.FontanaCAP.org)**