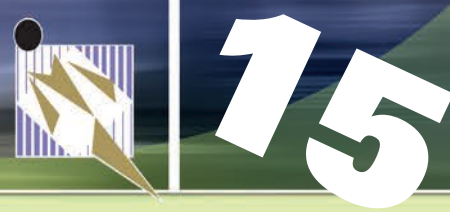


ROWLAND ADULT & COMMUNITY EDUCATION

JOB IMPROVEMENT / PARENTING CLASSES



CALIFORNIA STATE NOTARY PUBLIC

California needs additional professional Notaries for the expanding financial, real estate, business and law professions. Become a more valuable employee or own your own business. This class will provide the new or previously commissioned Notary with the education to take the State examination. The State proctors (CPS) will administer the State Notary Public examination after the 6 hour approved course is completed. Due to State examination testing standards, seating is limited.

Minimum 1 student, maximum 22

Note: The student needs to bring:

- Valid Driver's License, ID Card, Passport, or military ID.
- A check, cashier's check, or money order for \$40 made out to the "Secretary of State" in order to take the exam. (DO NOT combine any other fees with this check amount).
- Two #2 pencils for taking the State exam.

280301	Sat	8:00-3:00 p.m.	09/16/17
1 day	AEC1	103 Peavyhouse	\$70

Material Fee: \$45 cash, credit cards or checks payable to the instructor at first class meeting for workbook, study guide and materials for the state.

LOAN SIGNING SPECIALIST

Loan and Mortgage Companies need the service of trained and certified personnel. This is the work for a California State Notary Public. However, just being a notary is not good enough for today. Companies in the loan industry want notaries to have additional training in the real estate field. This class provides the notary with the skills and abilities of a Loan Signing Specialist. This course will cover the duties from the initial contact with the borrowers, to the completion and return of the loan document package. With interest rates low, many homeowners are refinancing their existing loans. On the successful completion of the take home exam, students are provided with a Certificate suitable for framing. The test is optional and the cost is \$30.

Minimum 1 student, maximum 22

280306	Tue	5:00-9:00 p.m.	09/26/17
1 day	AEC1	101 Peavyhouse	\$70

Material Fee: \$45 cash or credit card payment only payable to the instructor for the Loan Signing Specialist Study Guide.

Thomas Peavyhouse has been employed in the financial community for over 20 years. He has represented financial institutions at various companies including Microsoft and Apple. He currently has held Real Estate, Insurance and Securities licenses. He is a commissioned California Notary Public with an added certification in loan signing as an instructor.



REAL ESTATE PRINCIPLES (REF 3343-12)

This course will be a practical study of the basic principles, laws, economic aspects of real estate including information necessary to obtain a real estate license. Successful completion of this course meets the first of three required classes by the State of California, Bureau of Real Estate for applicants taking the Real Estate Salesperson examination.

Minimum 8 students, maximum 20.

280428	Tue/Wed	6:00-9:00 p.m.	08/15/17-10/18/17
10 wks	AEC1	106	Perkins \$129

Students must purchase the required textbook prior to the first day of class.

California Real Estate Principles
14th Edition
Walt Huber
ISBN 9781626842151

Mike Ramirez has practiced real estate in the State of California for 13 years. Mr. Ramirez is a real estate investor, house flipper, and landlord. He started buying and selling real estate since 1987. He has owned 13 homes.

ESSENTIAL COMMUNICATION SKILLS FOR JOB SEEKERS

Learn how to prepare for a new opportunity by targeting essential communication skills. In this competitive job market to stand out from the rest you will need to show your best. Prepare yourself with job hunting success!

This class will enable you to learn how to:

- Draft a cover letter
- Draft a resume
- Practice and be equipped for tough interview questions

260831	Sat	9:00-12:00 p.m.	09/16/17-09/23/17
260832	Sat	9:00-12:00 p.m.	10/28/17-11/04/17
5 wks	AEC1	106	Perkins \$35

Mr. Richard Perkins is a more than 20 years licensed and credentialed English teacher. He is a writing fellow at The National Writing Project through CSULB's South Basin Writing Project and the UCLA Writing Project. He's currently the writing coach in the Palos Verdes Unified School District at Soleado and Mira Catalina Schools.

PARENT EDUCATION THROUGH PARENT/CHILD PARTICIPATION

This class is designed for parents to participate with their child in a pre-school setting. Parents participate in discussions concerning early childhood development and participate with their child in group activities designated to stimulate social and emotional growth and foster school readiness.

Requirements For Enrollment:

The child must be age appropriate by October 1, 2017 to enroll in the class. Parents must bring proof of child's current immunizations: Polio, DTP or DTaP, MMR, Hepatitis B, Hib and Varicella. **Both parent and child (18 months and older) must have a current tuberculosis clearance.** Registration will not be accepted without proof of TB clearance.

Registration takes place on the first day of each class session from 9:00 a.m. to 12:00 p.m. (See dates below)

Registration: A non-refundable \$120 registration fee per class session. A non-refundable \$45 fee for each **additional** child.

1-4 Years Old						
071012	Tue	08/15/17-01/09/18	9:00-12:00 p.m.	AEC1	105	Bridgewater
Birth-3 Years Old						
071013	Wed	08/16/17-01/10/18	9:00-12:00 p.m.	AEC1	105	Bridgewater
2-4 Years Old						
071014	Thu	08/17/17-01/11/18	9:00-12:00 p.m.	AEC1	105	Bridgewater
2 1/2-5 Years Old						
071015	Fri	08/18/17-01/12/18	9:00-12:00 p.m.	AEC1	105	Bridgewater

The Information printed in this Schedule of Classes regarding classes, location, and teachers is as up-to-date as possible at time of printing.