



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.	11/03/18
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.	10/09/18
1 day	AEC1	102	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.

BEGINNING CHINESE CONVERSATION

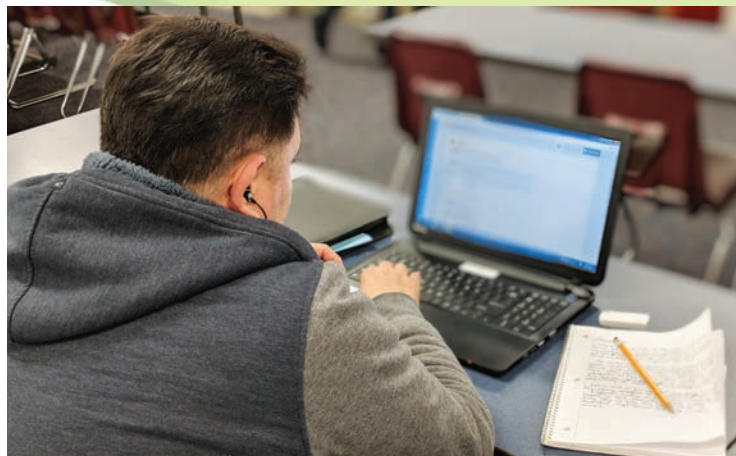
This class is the beginning level of Chinese conversation for those who are interested in learning to speak the Chinese language. Students will learn how to communicate in everyday situations speaking Chinese.

Minimum 5 students, maximum 20. Minimum age 15.

240121	Mon	7:00-8:30 p.m.	08/13/18-09/24/18
No Class on 09/03			
240122	Mon	7:00-8:30 p.m.	10/01/18-11/05/18
6 wks	AEC1	101	Lim \$80

Material Fee: \$20 cash payable to the instructor at the first class meeting for handouts.

Sue Lim has taught Chinese conversation for 15 years in Malaysia since 1980 and she also does private tutoring that helps many students overcome their difficulty speaking and understanding Chinese. Because of her many years experience, she can relate to the difficulty many students experience learning Chinese.



SAT WRITING



In this class students will use the SAT latest edition to learn how strategies to analyze reading using the five elements on how to write a perfect paragraph and/or essay.

Minimum 5 students, maximum 15. Minimum age 14.

260311	Mon	5:00-6:30 p.m.	08/13/18-09/24/18
No Class on 09/03			
6 wks	AEC1	102	Gonzalez \$192

Required material: USB Flash Drive.

Material Fee: \$20 cash payable to instructor first day of class for materials/text.

Esmeralda Gonzalez has a B.S. in Science and History Integrative Studies; Adult Education Credential Science and Math; Masters in Education Special Education Mild to Moderate; Multiple Subject; Independent Contractor: Educator Consultant & Educator.

FIRST AID/CPR CLASS



Get your American Heart Association Certification in CPR/First Aid for child and adult. This is a one day course that will provide you with skills necessary to perform CPR and be able to help someone in a cardiac emergency. This course also reviews First Aid to allow participants to respond to real life injuries.

Minimum 6 students, maximum 30. Minimum age 10.

260901	Sat	9:00 a.m.-2:00 p.m.	09/08/18
260902	Sat	9:00 a.m.-2:00 p.m.	09/29/18
260903	Sat	9:00 a.m.-2:00 p.m.	10/13/18
260904	Sat	9:00 a.m.-2:00 p.m.	10/27/18
1 day	AEC1	103	Thompson \$90

Material Fee: \$5 cash payable to the instructor at first class meeting for course manual.

Kevin Thompson is a faculty instructor for the American Heart Association as well as the Head Instructor for Always Safe and Healthy.

INSTRUCTORS NEEDED:

If you can teach any of the classes in our catalog or have a specialty area which might fit with the RACE Department, please call the RACE office @ (626) 965-5975