

# Schedule of Classes

Offerings for January – April 2015



Classes will be presented at PERC San Bernardino unless otherwise noted.

Note: Because of the funding source, DPA Only classes are open only to employees of TAD, CFS, DAAS-APS, DAAS-IHSS and Human Services administrative support divisions.

General Development Classes - Class Name	Date	Locator #	Fee	Time
<a href="#">Interviewing and Test Taking Skills</a> – DPA Only	1/28/15	43742	n/a	8:30 – 4:00
<a href="#">So, You Think You Want to be a Supervisor?</a> – DPA Only	1/29/15	48841	n/a	8:30 – 4:00
<a href="#">CPR/First Aid</a> – DPA Only	02/04/15	48794	n/a	8:30 – 4:00
<a href="#">Thank You For Calling</a> – National University	02/12/15	48260	\$70	8:30 – 12:30
<a href="#">CPR/First Aid</a>	02/24/15	48843	\$80	8:30 – 4:00
<a href="#">CPR/First Aid</a> – DPA Only	02/26/15	48845	n/a	8:30 – 4:00
<a href="#">Diversity &amp; Inclusion: Frame by Frame</a> – DPA Only	03/12/15	48151	n/a	8:30 – 4:00
<a href="#">Time Management</a> – DPA Only	03/19/15	48152	n/a	8:30 – 12:30
<a href="#">Choose Your Battles</a> – National University	03/25/15	48261	\$70	8:30 – 12:30
<a href="#">Performance Counseling Skills Supervisors Need</a> – DPA Only	04/15/15	48262	n/a	8:30 – 4:00
<a href="#">Diversity Has More Than 3 Dimensions</a> – DPA Only	04/16/15	48263	n/a	8:30 – 4:00
<b>Computer Classes – To be announced soon.</b>				
Classes for Supervisors - Class Name	Date	Locator #	Fee	Time
<a href="#">Fundamentals of Supervision I</a> (5 days) – National University	01/06, 01/07, 01/13, 01/21, 01/27/15	48268	\$650	8:30 – 4:00
<a href="#">Fundamentals of Supervision II</a> (5 days) – National University	03/03, 03/10, 03/17, 03/24, 03/31/15	48269	\$785	8:30 – 4:00, 3/10 and 3/17/15 are 8:30 – 12:30
Classes for Managers - Class Name	Date	Locator #	Fee	Time
<a href="#">Fundamentals of Management I</a> (5 days) – National University	01/14, 01/21, 01/28, 02/04, 02/11/15	48295	\$695	8:30 – 4:00 1/21/15 is 8:30 – 12:30
<a href="#">Fundamentals of Management II</a> (5 days) – National University	03/04, 03/11, 03/18, 03/25, 04/01/15	48367	\$745	8:30 – 4:00 3/11 and 4/01/15 are 8:30 – 12:30

Pre-registration is required for the classes listed in this announcement; to register:

#### PERC e-Learning Network

- Go to PERC website (<http://countyline/perc/>).
- Click PERC e-Learning Network at top of page.
- Click *Sign In* on top menu bar; follow directions to log in.
- Click *Class Catalog* on left sidebar.
- Type class locator number in “Search for these words” box.
- Select *Locator Number* radio button.
- Click *Go*.
- Click *Enroll in this class*.



- Click *Yes*.

Payment, purchase order, or approved Education Assistance Proposal (EAP) must be received prior to the start of the class. When paying by check, make checks payable to San Bernardino County. For additional information, please contact PERC at (909) 420-6400.

Through the PERC LMS (Learning Management System) you can search and register for upcoming classes, view and print your training transcript and access many other new and exciting features. For more information, go to: <http://countyline/perc/>.

**Cancellations** – Registrants who fail to attend are liable for the entire workshop fee unless they cancel their registration at least 10 work days prior to the first class date.

**Training locations:**

PERC– San Bernardino  
295 E. Caroline St., Suite C

National University - San Bernardino  
804 E. Brier Street

PERC - Victorville  
17270 Bear Valley Rd., Suite 107