



Schedule of Classes

July – December 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 CFS, CN, DAAS-APS, DAAS-IHSS, TAD and Human Services administrative support divisions.

General Development Classes - Class Name	Date	Locator #	Fee	Time
So, You Think You Want to be a Supervisor? – DPA Only	07/09/15	48987	n/a	8:30 – 4:00
Thank You For Calling – DPA Only	07/28/15	48989	n/a	8:30 – 12:30
CPR/First Aid – DPA Only	08/12/15	48880	n/a	8:30 – 4:00
CPR/First Aid	08/26/15	48846	\$80	8:30 – 4:00
So, You Think You Want to be a Supervisor? – National University	08/27/15	48990	\$120	8:30 – 4:00
Time Management – DPA Only	09/09/15	48991	n/a	8:30 – 12:30
Choose Your Battles – DPA Only	10/20/15	48992	n/a	8:30 – 12:30
So, You Think You Want to be a Supervisor? – DPA Only	10/22/15	48993	n/a	8:30 – 4:00
Interviewing and Test Taking Skills – National University	10/27/15	48997	\$120	8:30 – 4:00
Diversity & Inclusion: Frame by Frame – DPA Only	10/28/15	48994	n/a	8:30 – 4:00
Performance Counseling Skills Supervisors Need – National University	11/05/15	49001	\$120	8:30 – 4:00
Thank You For Calling – DPA Only	12/03/15	48995	n/a	8:30 – 12:30
Writing for Clarity – National University	12/08/15	49002	\$120	8:30 – 4:00
Weathering Change – DPA Only	12/10/15	48996	n/a	8:30 – 4:00
Computer Classes – Class Name	Date	Locator #	Fee	Time
PowerPoint 2007 Introduction – DPA Only	07/01/15	51111	n/a	8:30 – 4:30
Excel 2007 Intermediate	07/07/15	51107	\$175	8:30 – 4:30
PowerPoint 2007 Intermediate	07/08/15	51109	\$175	8:30 – 4:30
Excel 2007 Intermediate – DPA Only	07/14/15	51113	n/a	8:30 – 4:30
PowerPoint 2007 Intermediate – DPA Only	07/15/15	51114	n/a	8:30 – 4:30
Word 2007 Introduction	08/04/15	51152	\$175	8:30 – 4:30
Word 2007 Introduction – DPA Only	08/18/15	51153	n/a	8:30 – 4:30
Word 2007 Intermediate – DPA Only	10/07/15	51154	n/a	8:30 – 4:30
Word 2007 Intermediate	10/13/15	51155	\$175	8:30 – 4:30
Classes for Supervisors - Class Name	Date	Locator #	Fee	Time
Fundamentals of Supervision I (5 days) – National University	07/14, 07/15, 07/21, 07/29, 08/04/15	48870	\$650	8:30 – 4:00
Fundamentals of Supervision II (5 days) – National University	08/11, 08/18, 08/25, 09/01, 09/08/15	48884	\$785	8:30 – 4:00, 8/11 and 8/25/15 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