



# Schedule of Classes

Offerings for August - October 2014

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="#">So, You Think You Want to be a Supervisor?</a> – National University	08/06/14	43719	\$120	8:30 – 4:00
<a href="#">Choose Your Battles</a> – National University	08/13/14	43721	\$70	8:30 – 12:30
<a href="#">CPR/First Aid</a>	08/13/14	43665	\$80	8:30 – 4:00
<a href="#">Performance Counseling Skills Supervisors Need</a> – National University	08/14/14	43722	\$120	8:30 – 4:00
<a href="#">CPR/First Aid</a> – DPA Only	08/20/14	43667	n/a	8:30 – 4:00
<a href="#">Writing for Clarity and Career</a> (2 days) – National University	8/20-8/21/14	43724	\$190	8:30 – 4:00
<a href="#">Time Management</a> – National University	08/21/14	43725	\$70	8:30 – 12:30
<a href="#">So, You Think You Want to be a Supervisor?</a> – DPA Only	08/28/14	43727	n/a	8:30 – 4:00
<a href="#">Thank You For Calling</a> – National University	09/04/14	43732	\$70	8:30 – 12:30
<a href="#">Thank You For Calling</a> – DPA Only	10/22/14	43738	n/a	8:30 – 12:30
<a href="#">Interviewing and Test Taking Skills</a> – National University	10/23/14	43739	\$120	8:30 – 4:00
Computer Classes - Class Name	Date	Locator #	Fee	Time
<a href="#">Excel 2007 Intermediate</a> – DPA Only	09/03/14	43643	n/a	8:30 – 4:30
<a href="#">PowerPoint 2007 Intermediate</a> – DPA Only	09/04/14	43644	n/a	8:30 – 4:30
<a href="#">Excel 2007 Intermediate</a>	09/09/14	43645	\$120	8:30 – 4:30
<a href="#">Word 2007 Intermediate</a>	09/10/14	43646	\$120	8:30 – 4:30
<a href="#">PowerPoint 2007 Intermediate</a>	09/17/14	43647	\$120	8:30 – 4:30
<a href="#">Word 2007 Intermediate</a> – DPA Only	09/18/14	43648	n/a	8:30 – 4:30
<a href="#">Excel 2007 Introduction</a>	10/09/14	43694	\$120	8:30 – 4:30
<a href="#">Word 2007 Introduction</a>	10/15/14	43695	\$120	8:30 – 4:30
<a href="#">PowerPoint 2007 Introduction</a>	10/16/14	43696	\$120	8:30 – 4:30
<a href="#">Excel 2007 Introduction</a> – DPA Only	10/21/14	43697	n/a	8:30 – 4:30
<a href="#">PowerPoint 2007 Introduction</a> – DPA Only	10/22/14	43698	n/a	8:30 – 4:30
<a href="#">Word 2007 Introduction</a> – DPA Only	10/23/14	43699	n/a	8:30 – 4:30
Classes for Supervisors - Class Name	Date	Locator #	Fee	Time
<a href="#">Fundamentals of Supervision II</a> (5 days) – National University	09/16, 09/30, 10/14, 10/21, 10/28/14	43775	\$785	8:30 – 4:00

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.



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- 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