

HSTC PROFESSIONAL DEVELOPMENT CLASSES

JANUARY - JUNE 2004

ALL CLASSES ARE HELD AT VENTURA COLLEGE ICPD AT 71 DAY ROAD, VENTURA

<i>Class Title</i>	<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Location</i>
<i>Active Listening</i>	Thursday Tuesday	April 29 June 8	9a-12p 9a-12p	Room 3A Room 3A
<i>Basic Supervision</i>	Wednesday Wednesday Thursday Thursday	2/18, 2/ 25, 3/3 & 3/10 2/18, 2/ 25, 3/3 & 3/10 2/19, 2/ 26, 3/4 & 3/11 2/19, 2/ 26, 3/4 & 3/11	8am-12p 1p-5p 8a-12p 1p-5p	Annex 4 Annex 4 Annex 4 Annex 4
<i>Business Writing Skills – 4 hr</i>	Wednesday	June 23	1p-5p	Room 3A
<i>Communication with Clients</i>	Wednesday	March 17	8a-5p	Trailer 11 (adjacent to 71 Day Road)
<i>Community First Aid & Safety (CPR/First Aid) - English</i>	Saturday Saturday Wednesday Saturday Wednesday Saturday	January 31 February 21 March 24 April 17 May 19 June 19	8a-5p 8a-5p 8a-5p 8a-5p 8a-5p 8a-5p	Room 3A Annex 4 Annex 4 Room 3A Room 3A Room 3A
<i>Community First Aid & Safety (CPR/First Aid) - Spanish</i>	Saturday Saturday	February 21 April 24	8a-5p 8a-5p	Room 3A Room 3A
<i>Conflict Resolution</i>	Wednesday Tuesday Tuesday Monday Tuesday	January 7 February 24 March 30 April 26 June 22	8a-5p 8a-5p 8a-5p 8a-5p 8a-5p	Room 3A Room 3A Room 3A Room 3A Room 3A
<i>Cultural Competency I</i>	Tuesday Tuesday Tuesday Thursday Thursday Tuesday	January 13 January 20 January 27 February 5 May 20 June 15	8a-5p 8a-5p 8a-5p 8a-5p 8a-5p 8a-5p	Room 3A Room 3A Annex 4 Annex 4 Room 3A Room 3A
<i>Customer Service in the Public Sector</i>	Monday Monday	February 23 March 29	1p-5p 1p-5p	Room 3A Room 3A
<i>Dealing with Difficult People</i>	Tuesday Tuesday	March 2 May 11	8a-5p 8a-5p	Room 3A Room 3A
<i>Grammar without Grief – 4 hr</i>	Thursday	June 3	1p-5p	Room 3A
<i>How to Write Effective E-Mails</i>	Wednesday Monday	January 21 February 23	9a-12p 9a-12p	Annex 4 Room 3A
<i>How to Write Effective Memos</i>	Thursday Tuesday	April 29 June 8	1p-5p 1p-5p	Room 3A Room 3A
<i>How to Write Effective Minutes</i>	Thursday	February 19	1p-5p	Room 3A

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<i>Class Title</i>	<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Location</i>
<i>Managing Angry Clients</i>	Tuesday	February 3	8a-5p	Room 3A
	Monday	March 22	8a-5p	Room 3A
	Tuesday	May 25	8a-5p	Room 3A
	Monday	June 28	8a-5p	Room 3A
<i>Managing Assaultive Behavior-4 hr</i>	Tuesday	March 16	1p-5p	Room 3A
	Wednesday	June 2	1p-5p	Annex 4
<i>Managing Change – Make Change Work For You!</i>	Wednesday	January 21	1p-5p	Room 3A
	Wednesday	February 25	1p-5p	Room 3A
	Monday	March 15	1p-5p	Room 3A
	Monday	April 12	1p-5p	Room 3A
	Monday	June 14	1p-5p	Room 3A
<i>Motivation</i>	Monday	January 26	1p-5p	Room 3A
	Monday	March 1	1p-5p	Room 3A
	Wednesday	March 31	1p-5p	Room 3A
	Wednesday	April 28	1p-5p	Room 3A
<i>New Directions and Opportunities for Today's Office Assistant</i>	Wednesday	April 14	8a-5p	Room 3A
	Monday	June 21	8a-5p	Room 3A
<i>Performance Documentation</i>	Thursday	March 25	8a-5p	Trailer 11
	Wednesday	June 2	8a-5p	Room 3A
<i>Professional and Ethical Guidelines in a Changing Workplace</i>	Thursday	April 15	8a-12p	Room 3A
	Wednesday	May 5	8a-12p	Room 3A
	Monday	June 7	8a-12p	Annex 4
<i>Professional Communication</i>	Monday	March 29	9a-12p	Room 3A
	Thursday	May 13	9a-12p	Room 3A
	Thursday	June 17	9a-12p	Room 3A
<i>Promotability and Career Planning</i>	Wednesday	February 11	8a-5p	Room 3A
	Wednesday	March 24	8a-5p	Room 3A
	Wednesday	May 12	8a-5p	Room 3A
	Wednesday	June 9	8a-5p	Room 3A
<i>Public Speaking</i>	Thursday	January 29	8a-5p	Room 3A
	Wednesday	March 17	8a-5p	Room 3A
	Tuesday	May 4	8a-5p	Room 3A
<i>Respectful Workplace</i>	Monday	April 19	8a-5p	Room 3A
	Tuesday	May 18	8a-5p	Room 3A
	Wednesday	June 30	8a-5p	Room 3A
<i>Stress Management</i>	Thursday	February 5	8a-12p	Room 3A
	Wednesday	March 3	1p-5p	Room 3A
	Thursday	April 8	8a-12p	Room 3A
	Monday	May 17	8a-12p	Room 3A
	Thursday	June 24	8a-12p	Room 3A

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<i>Class Title</i>	<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Location</i>
<i>Team Building</i>	Monday	April 5	8a-5p	Room 3A
	Monday	May 3	8a-5p	Room 3A
	Monday	May 24	8a-5p	Room 3A
	Thursday	June 10	8a-5p	Room 3A
<i>Time Management</i>	Thursday	March 25	1p-5p	Annex 4
	Tuesday	April 13	8a-12p	Room 3A
	Thursday	May 13	1p-5p	Room 3A
	Monday	June 14	8a-12p	Room 3A

Ventura College ICPD – Human Services Training Contract FY 03-04

HSTC COMPUTER CLASSES
JANUARY - JUNE 2004

<i>Class Title</i>	<i>Days</i>	<i>Dates</i>	<i>Times</i>	<i>Location</i>
<u>ACCESS CLASSES</u>				
Beginning Access-16 hr	Tues/Thurs	February 17, 19, 24, 26	8a-12n	Lab 3
Beginning Access – 16 hr	Mon/Wed	May 17, 19, 24, 26	1p-5p	Lab 2
<u>EXCEL CLASSES</u>				
Beg. Excel – 16 hr	Mon/Wed	March 15,17,22,24	1-5p	Lab 3
Beg. Excel – 16 hr	Tues/Thurs	June 8, 10, 15, 17	8a-12p	Lab 2
Excel – Reports & Forms	Monday	April 19	8a-12n	Lab 3
Intermediate Excel – 16 hr	Mon/Wed	May 3,5,10,12	1-5p	Lab 3
<u>INTERNET CLASSES</u>				
Intro. to Internet	Tues/Thurs	January 27,29	1-5p	Lab 3
<u>POWERPOINT CLASSES</u>				
How to Fine Tune Your PowerPoint Presentation	Mon/Wed	March 1,3	8a-12n	Lab 3
<u>WINDOWS 98 CLASSES</u>				
Using Explorer & My Computer	Tues/Thurs	February 3,5	8a-12n	Lab 3
<u>WORD CLASSES</u>				
Intermediate Word – 16 hr	Mon/Wed	March 22,24,29,31	8a-12n	Lab 3
Intermediate Word – 16 hr	Tues/Thurs	June 1,3,8,10	1p-5p	Lab 3
Adv. Word – Forms & Templates 4 hr.	Wednesday	April 28	1p-5p	Lab 3
Adv. Word – Forms & Templates 4 hr.	Thursday	June 3	1p-5p	Lab 2
Adv. Word – Tables – 4 hr	Thursday	June 3	8a-12p	Lab 2

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