



The Knowledge Shop

Established in 1990

Central Florida's Learning Center

Providing the highest quality classes, seminars and workshops for thirteen years.

Computer Training	03
Online Computer Info.....	06
Be Paid To Travel	02
eBay	08
Language	08
Performance, Voice	09
Self-Enrichment	10
Two For 1 Specials	14
Winning Poker	14
Arts, Crafts & Hobbies	14
Dance	16
Writing	17
Real Estate	17
Finance.....	18
Business	19
Dress To Impress	20
New Careers	20
Registration Information.....	23

National Speakers
Pages 2, 3, 19, 22, 24

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Jan Schwartz
Program Director

**SAVE 10%
on Classes!**
with the
**Prepaid
Discount
Package**

Businesses and individuals can purchase:
\$1000 worth of classes for only \$900

Use the discount toward the regular price of any class.
Call 407-671-9505 to order

Come To The Knowledge Shop Open House

Saturday, March 6, 2004, 2-4 p.m.
Celebrating TKS'S 14 year Anniversary

Meet teachers! Enjoy refreshments!
Sign up for 2 classes and get a class for free!

(*Does not include Computer and National Speakers' classes)

See TKS's New Winter Park Location
1000 N. Orlando Ave. (17-92)

See Map on page 23.

Digital Photography

From Click to Print

Learn all you need to know about digital produce your own photo prints and creative images. In 4 hours you will learn all about resolution, megapixels, dpi, etc. about equipment selection and usage, which camera, computer software, printer software, and printer paper is right for you. Other topics that will be covered are:

- Bringing an image into your computer: scanning, photo CD or digital camera
- Basic photo retouching and creative imaging techniques (Adobe Photo Deluxe & Photoshop usage)
- Creative output: cards, calendars, collage, etc.
- Selecting printer options and producing high quality output. Never develop film again. With digital you can go from click to print in a matter of minutes! If you have a digital camera be sure to bring it along.

John Baez is a professional digital Photographer and owner of JB's Touch Photo Studio. He has been working with digital since it's initial stages in 1984.

CLASS NUMBER: 608 - \$58.00

608D Wed., Apr.07 6-10 p.m.

NOTICE

Positively No Refunds on participant cancellations.

Passes for future presentations will be issued with 24-hour notice.

Be Paid To Travel

How To Become A Tour Director



Do you love to travel? Would you like to be paid to travel? Discover one of life's great adventures, where you can make a difference, by leading tours as a Tour Director. Tour directors work as self-

employed individuals, and are flexible with their working dates. A unique factor about tour management is that you are not limited to working for local companies, in fact you can work any where in the world without relocating your home base. In this 3-hour class you will learn: 1. The basic skills involved 2. How to put a resume together 3. How best to contact companies.

Sally Beattie, originally from Britain, is now living in Florida. She has been a tour director for over 3 years, working independently with several companies, including Virgin Holidays, and Service Airtours.

CLASS NUMBER: 247- \$39.00

247D Sat, Apr.03 10 a.m.-1 p.m.



Computer Training

We Make Quality Training Affordable

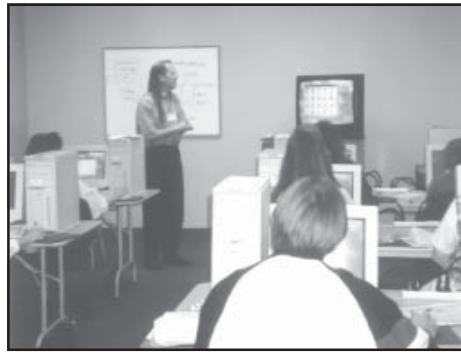
Our four-hour, hands-on classes are designed to provide you with the most knowledge and experience available for your training dollar. No matter what you may read elsewhere, **hands-on training** is the only way to learn to use a computer application, and our **custom courseware** delivers the experience you need with real world exercises. Our classes are **limited to twelve people**, so you can receive the attention necessary to understand and use the application right away. Knowledge Shop instructors are **active computer professionals**, not just teachers. Don't waste your entire workday on lengthy classes that don't cover as much important material as the Knowledge Shop does in four hours. Compare us with our competitors, and you will discover why over 10,000 people a year choose us for their training needs. **If you go elsewhere for your training, you will pay more for less!**

How to Decide Which Computer Classes are for You

If you haven't yet purchased a computer or don't understand the basic concepts, our **Introduction to Computer Hardware** is the place to start. If you already have a computer and only use it to play games but don't have an idea of its true power, take our **Introduction To Computer Software** class and learn hands-on just what the computer can do for you. **Introduction To Windows** is necessary prior to taking any of our other classes. These three classes combine to make the perfect foundation for strong computer proficiency and are offered together for a special price.

All of the computer classes have prerequisites listed at the end of the class description. If you are considering skipping over a suggested prerequisite, please make sure you are completely proficient in all the tasks and functions described in the class you are skipping. If you are not sure which classes you need, call and speak directly to a knowledgeable registrar who will be happy to assess your situation and advise you on the best training selection for you.

Have our Class Catalogs delivered to your business for your customers and employees.
Call 407-671-9505



Introduction To Computer Software

Are you using your computer as a glorified Nintendo? Not really sure of its capabilities or how it can make your life at home and work easier? Do terms like document processing, spreadsheet, presentation package and operating system confuse you? Discover hands-on about all the various types of software packages and assess what types of software you will need to accomplish different tasks. **This comprehensive class gives you hands-on experience with the various types of software available including: Microsoft Windows operating system, word and document processing, spreadsheet and financial management, database and contact management, multimedia presentation, publishing and page layout, graphic editing, and the Internet.** You'll also discover how you can integrate software packages to work together for a project. Whether your computer will be for home or business use, discover how to get the most from your investment. If you are computer illiterate, this class is for you. Join us for an enlightening introduction to the fascinating world of computer software. Take this class as part of the "Intro To PC Package Special" to save money and receive the perfect foundation for strong computer proficiency.

CLASS NUMBER: 500 - \$72.00

500A24	Wed.,	Jan. 28	6-10 p.m.
500B4	Wed.,	Feb. 11	9 a.m.-1 p.m.
500B24	Fri.,	Feb. 13	6-10 p.m.
500C14	Tue.,	Mar. 09	9 a.m.-1 p.m.
500C24	Thu.,	Mar. 25	6-10 p.m.
500D14	Wed.,	Apr. 14	9 a.m.-1 p.m.
500D24	Mon.,	Apr. 26	6-10 p.m.

Intro To PC Package Special

Register yourself for
Introduction To Computer Software
Introduction To Computer Hardware
Introduction To Windows

For only \$180

Introduction To Computer Hardware



Purchasing a new computer? Considering whether to upgrade your existing system? In this four-hour presentation class, you will learn how to assess your computer needs and gain an understanding of computer terminology. Topics include: operating systems, keyboards, pointing devices, monitors, the CPU, memory, hard drive, floppy, CD-ROM, DVD, Zip, removable drives, video cards, modems, printers, scanners, digital cameras, network cards and USB devices. Whether for home or business use, discover how to get the most from your computer investment dollar. This class is not hands-on. Take this class as part of the "Intro To PC Package Special" and save.

CLASS NUMBER: 501 - \$52.00

501B4	Fri.,	Feb. 06	6-10 p.m.
501C14	Tue.,	Mar. 02	9 a.m.-1 p.m.
501C24	Thu.,	Mar. 18	6-10 p.m.
501D14	Fri.,	Apr. 16	9 a.m.-1 p.m.



Build Or Upgrade Your Computer

Save money by building your own personal computer or upgrading your old one. Learn hands-on how to install a new or additional hard drive; replace a bad floppy drive; and install sound cards, CD-ROMS, video cards and additional memory. Other topics include: power supplies; motherboards; CPUs; modems; controller cards; network cards; and parallel, serial and USB ports. You will also learn about ROM-BIOS, CMOS and system properties so that your computer and operating system will correctly recognize your new components and their drivers.

"Introduction to Computer Hardware" is recommended prior to this class.

CLASS NUMBER: 503 - \$72.00

503C14	Wed.,	Mar. 24	6-10 p.m.
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Register Today 407-671-9505 All Major Credit Cards Accepted



Microsoft Windows Introduction Level 2

Learn to use the mouse to access the Windows' menus, functions and applications. Discover the different ways to start and exit Windows, the DOS option and passwords. Learn to use the various elements of the Windows Desktop, how to get Help and how to open, close, move and arrange windows. Also covered in this intro class are My Computer, Recycle Bin, Windows Explorer and changing Windows settings. Because this is a very popular class, it fills up weeks in advance. Register early! Limited enrollment. This class in combination with the Windows Level 2 class will cover all the basics of Windows 98. "Introduction To Computer Software" is recommended prior to this class. Take this class as part of the "Intro To PC Package Special" to save money and get the perfect foundation for strong computer proficiency.

CLASS NUMBER: 511 - \$72.00

511B4	Wed.,	Feb. 04	6-10 p.m.
511B24	Wed.,	Feb. 18	9 a.m.-1 p.m.
511C14	Mon.,	Mar. 01	6-10 p.m.
511C24	Tue.,	Mar. 16	9 a.m.-1 p.m.
511D14	Thu.,	Apr. 01	6-10 p.m.
511D24	Wed.,	Apr. 21	9 a.m.-1 p.m.



Intro To Computer

Keyboarding

Stop using the hunt and peck method of typing. Typing skills are a must for anyone using high-tech equipment to its full potential. Learn how to type quickly and easily using unique exercises designed to increase speed and efficiency. This class covers keyboard finger placement and basic typing skills followed by key-stroking precision practice. Also covered is the proper layout for letters, memos and reports. At the end of the class, you will receive exercises to do on your own that will help you to continue increasing your speed and efficiency.

CLASS NUMBER: 505 - \$52.00

505B4	Wed.,	Feb. 04	9 a.m.-1 p.m.
505C14	Wed.,	Mar. 17	6-10 p.m.
505D14	Thu.,	Apr. 29	1-5 p.m.

NOTICE

Positively No Refunds on participant cancellations.

Passes for future presentations will be issued with 24-hour notice.

This class picks up where Introduction to Windows leaves off. It continues to explore the capabilities of Windows with a concentration on the following topics: optimizing your environment with shortcuts; file management including view options, file and folder properties, copying, moving and hiding files, the Send To function and finding files using wildcards. Learn how to have the Explorer open to a particular folder, how to hard delete bypassing the Recycle Bin, create a folder while saving, create a shortcut for disk copy, add sounds to events, add/remove software, install Hot Keys on the keyboard for different tasks and use the System Tools. "Introduction to Microsoft Windows" is highly recommended prior to this class.

CLASS NUMBER: 512 - \$75.00

512B4	Wed.,	Feb. 11	6-10 p.m.
512B24	Wed.,	Feb. 25	9 a.m.-1 p.m.
512C14	Mon.,	Mar. 08	6-10 p.m.
512C24	Tue.,	Mar. 23	9 a.m.-1 p.m.
512D14	Thu.,	Apr. 08	6-10 p.m.
512D24	Wed.,	Apr. 28	9 a.m.-1 p.m.

Register yourself for both **Windows** classes for **only \$138**

Microsoft Publisher Level 1

Learn how easy it can be to produce professional and attractive flyers and promotional pieces by completing a flyer project. Covered are entering and editing text; creating and formatting text boxes; inserting and manipulating graphics; using WordArt; and adding and formatting borders. "Introduction to Microsoft Word" is recommended prior to this class.

CLASS NUMBER: 561 - \$75.00

561B4	Tues.,	Feb. 03	6-10 p.m.
561C14	Fri.,	Mar. 05	9 a.m.-1 p.m.
561C24	Mon.,	Mar. 29	6-10 p.m.
561D14	Fri.,	Apr. 23	9 a.m.-1 p.m.

Level 2

Learn additional Publisher features by creating a brochure from scratch. Covered is page setup and layout; rotating and aligning objects; Drop Caps; Format Painter; inserting and formatting tables. "Microsoft Publisher Level 1" is highly recommended prior to this class.

CLASS NUMBER: 562 - \$75.00

562B4	Tues.,	Feb. 10	6-10 p.m.
562C14	Fri.,	Mar. 12	9 a.m.-1 p.m.
562D14	Mon.,	Apr. 05	6-10 p.m.
562D24	Fri.,	Apr. 30	9 a.m.-1 p.m.

Register yourself for both **Publisher** classes for **only \$140**

Microsoft Excel Level 1

Discover many timesaving features as you *learn to create, edit, format and print Excel worksheets*. Topics include: entering and editing data, AutoFill, range fill, formatting, navigation, AutoSum, formulas, functions, quick charts and customizing the interface. "Introduction To Windows" is highly recommended prior to this class.

CLASS NUMBER: 541 - \$75.00

541B4	Mon.,	Feb. 02	1:30 - 5:30 p.m.
541B24	Thu.,	Feb. 19	6-10 p.m.
541C14	Mon.,	Mar. 01	9 a.m.-1 p.m.
541C24	Mon.,	Mar. 15	6-10 p.m.
541C34	Wed.,	Mar. 31	9 a.m.-1 p.m.
541D14	Fri.,	Apr. 16	6-10 p.m.

Level 2

Learn to use the power features of Excel. This class covers creating charts, referencing cells in formulas, range names, the Paste Function command, IF statements, the VLookup function, sorting data, linking workbooks, workbook security, formatting tools, and creating an amortization table. "Excel - Level 1" is highly recommended prior to this class.

CLASS NUMBER: 542 - \$75.00

542B4	Mon.,	Feb. 09	1:30 - 5:30 p.m.
542B24	Thu.,	Feb. 26	6-10 p.m.
542C14	Mon.,	Mar. 08	9 a.m.-1 p.m.
542C24	Mon.,	Mar. 22	6-10 p.m.
542D14	Wed.,	Apr. 07	9 a.m.-1 p.m.
542D24	Fri.,	Apr. 23	6-10 p.m.

Package Special

Register yourself for both **Excel** classes for **only \$140**

SAVE 10%

on our great classes!

with the

Prepaid Discount Package

**\$1000 worth of classes
for only \$900**



Microsoft Word

Level 1

Learn the basic functions of Word including screen elements; file commands; selecting, modifying, editing and enhancing text; character formatting; paragraph enhancing and formatting; borders; bullets and numbering; multi-page documents; modifying page setup; spelling and grammar checking; thesaurus; and preparing to print. "Introduction To Windows" is highly recommended prior to this class.

CLASS NUMBER: 531 - \$75.00

531B4	Thu.,	Feb. 05	9 a.m.-1 p.m.
531B24	Tue.,	Feb. 17	6-10 p.m.
531C14	Wed.,	Mar. 03	9 a.m.-1 p.m.
531C24	Wed.,	Mar. 31	6-10 p.m.
531D14	Tue.,	Apr. 06	9 a.m.-1 p.m.
531D24	Tue.,	Apr. 27	6-10 p.m.

Level 3

This in-depth class covers: printing labels and envelopes; mail merge; forms; inserting fields, symbols and pictures; HTML output; using draw and WordArt; and adding watermarks. "Word - Level 2" is highly recommended prior to this class.

CLASS NUMBER: 533 - \$75.00

533B4	Thu.,	Feb. 19	9 a.m.-1 p.m.
533C14	Tue.,	Mar. 02	6-10 p.m.
533D14	Wed.,	Apr. 14	6-10 p.m.
533D23	Tue.,	Apr. 20	9 a.m.-1 p.m.

Level 2

Enhance your knowledge with the following functions: templates and wizards; tabs; tables; charts; styles; columns and sections; headers and footers; auto correct; and auto text. "Word - Level 1" is highly recommended prior to this class.

CLASS NUMBER: 532 - \$75.00

532A24	Sat.,	Jan. 31	9 a.m.-1 p.m.
532B4	Thu.,	Feb. 12	9 a.m.-1 p.m.
532B24	Tue.,	Feb. 24	6-10 p.m.
532C14	Wed.,	Mar. 10	9 a.m.-1 p.m.
532D14	Wed.,	Apr. 07	6-10 p.m.
532D24	Tue.,	Apr. 13	9 a.m.-1 p.m.

Level 4

This advanced class covers: macros; outlining; master documents; table of contents; indexes; footnotes and endnotes; routing a document; track changes; annotations; and managing files. "Word - Level 3" is highly recommended prior to this class.

CLASS NUMBER: 534 - \$75.00

534A4	Fri.,	Jan. 30	6-10 p.m.
534B4	Thu.,	Feb. 26	9 a.m.-1 p.m.
534C14	Tue.,	Mar. 09	6-10 p.m.
534D14	Tue.,	Apr. 27	9 a.m.-1 p.m.

Package Special
Register yourself for all four Word classes for only \$278 or three Word classes for \$210

Internet

Introduction To The Internet

Get on the Information Superhighway! Experience the Internet and World Wide Web yourself in this exciting introduction class. In this hands-on, on-line class you will learn to send and receive messages worldwide, take part in special-interest groups on every conceivable topic and upload and download all types of files including software programs, graphics, pictures and even books. Covered are Internet tools such as E-Mail, Usenet News and the World Wide Web. Join us and embark on a new journey into the information age. The "Introduction to Windows" class or an understanding of Windows is necessary prior to this class.

CLASS NUMBER: 591 - \$72.00

591B4	Fri.,	Feb. 06	9 a.m.-1 p.m.
591C14	Wed.,	Mar. 03	6-10 p.m.
591D14	Fri.,	Apr. 02	9 a.m.-1 p.m.

Register yourself for

both Internet classes for only \$138.00!

Searching The Internet

Find Information On-line

Without the proper knowledge extracting the exact information you need from the Internet can be a cumbersome and time-consuming exercise. This hands-on, on-line class explores searching, retrieving and using information found on the Internet through the use of various Search Engines (AltaVista, Lycos, Yahoo, etc.). Learn to conduct simple as well as more complicated searches on the Web. Topics include simple & advanced queries, Boolean Operators, Usenet searches, Metasearch, people finders and business finders. This is not an introduction class. The "Introduction to the Internet" class or a working knowledge of the net is required prior to this class.

CLASS NUMBER: 592 - \$72.00

592B4	Fri.,	Feb. 13	9 a.m.-1 p.m.
592C14	Wed.,	Mar. 10	6-10 p.m.
592D14	Fri.,	Apr. 09	9 a.m.-1 p.m.

NOTICE
Positively No Refunds on participant cancellations. Passes for future presentations will be issued with 24-hour notice.

Microsoft PowerPoint

Level 1

Create PowerPoint presentations using the AutoContent Wizard and a template. Also covered are PowerPoint Views, adding and moving slides, bullet lists, selecting and enhancing text, ClipArt, charts, animation, transitions and slide shows. "Introduction to Microsoft Windows" is highly recommended prior to this class.

CLASS NUMBER: 551 - \$75.00

551B4	Mon.,	Feb. 16	6-10 p.m.
551C14	Fri.,	Mar. 19	9 a.m.-1 p.m.
551D14	Wed.,	Apr. 21	6-10 p.m.

Level 2

Create effective presentations by designing a custom template, slide master, and title master. Learn to insert WordArt, apply custom animation add notes, create handouts, import and sort slides, use correct transitions, rehearse timing and narration and use Pack and Go. Also covered is modifying a presentation for use on the Web. "PowerPoint - Level 1" is recommended prior to this class.

CLASS NUMBER: 552 - \$75.00

552B4	Mon.,	Feb. 23	6-10 p.m.
552C14	Fri.,	Mar. 26	9 a.m.-1 p.m.
552D14	Wed.,	Apr. 28	6-10 p.m.

Package Special
Register yourself for both PowerPoint classes for only \$140

All computer classes are at the Knowledge Shop on 1000 N. Orlando Ave. (17/92) in Winter Park. See page 23 for directions.



Register Today 407-671-9505 All Major Credit Cards Accepted

Microsoft Access

Level 1

This Introduction class *covers basic database concepts and terminology*; moving through tables in Datasheet and Form view; using On-line Help and the Answer Wizard; adding, editing and deleting records; changing table views; replacing specific data; creating and modifying table structures; creating, using and modifying a query; comparison operators; and creating and modifying forms and reports with the wizards. **“Introduction To Windows”** or competency in Windows is necessary prior to this class.

CLASS NUMBER: 521 - \$75.00

521B4	Wed.,	Feb. 18	6-10 p.m.
521C14	Thu.,	Mar. 04	9 a.m.-1 p.m.
521C24	Sat.,	Mar. 20	9 a.m.-1 p.m.
521C34	Tue.,	Mar. 30	6-10 p.m.
521D14	Mon.,	Apr. 12	9 a.m.-1 p.m.
521D24	Thu.,	Apr. 29	6-10 p.m.

Level 3

Continue your learning experience with advanced table design, importing data, linking external data, creating hyperlinks, advanced query design, parameter and crosstab queries, joining tables, advanced form design, forms based on joined tables, subforms, functions in forms, advanced report customization, creating labels, customizing headers and footers, calculations on a report and grouping and sorting in a report. **“Access Level 2”** is necessary prior to this class.

CLASS NUMBER: 523 - \$75.00

523A4	Thu.,	Jan. 29	6-10 p.m.
523B4	Tue.,	Feb. 10	9 a.m.-1 p.m.
523C14	Thu.,	Mar. 18	9 a.m.-1 p.m.
523D14	Sat.,	Apr. 03	9 a.m.-1 p.m.
523D24	Tue.,	Apr. 13	6-10 p.m.
523D34	Mon.,	Apr. 26	9 a.m.-1 p.m.

Level 2

This class *builds on the knowledge you obtained in the Level 1 class*. Topics covered include: designing tables, validating and indexing data, creating table relationships, designing queries, calculations in queries, advanced comparison operators, creating multiple-table queries, summarizing data in queries, customizing forms and reports, creating subreports, and adding calculations, combo boxes and unbound controls to forms. **“Access Level 1”** is necessary prior to this class.

CLASS NUMBER: 522 - \$75.00

522B4	Tue.,	Feb. 03	9 a.m.-1 p.m.
522B24	Wed.,	Feb. 25	6-10 p.m.
522C14	Thu.,	Mar. 11	9 a.m.-1 p.m.
522C24	Sat.,	Mar. 27	9 a.m.-1 p.m.
522D14	Tue.,	Apr. 06	6-10 p.m.
522D24	Mon.,	Apr. 19	9 a.m.-1 p.m.

Level 4

Learn to use the Access automation features. Create an application switchboard using macros and command buttons, use macros to control form properties and provide user interaction, write VBA code to automate data entry, create data access pages, and organize data objects into groups. **“Access Level 3”** is necessary prior to this class.

CLASS NUMBER: 524 - \$75.00

524B4	Thu.,	Feb. 05	6-10 p.m.
524B24	Tue.,	Feb. 17	9 a.m.-1 p.m.
524C14	Thu.,	Mar. 25	9 a.m.-1 p.m.
524D14	Tue.,	Apr. 20	6-10 p.m.

Package Special

Register yourself for all **four Access classes for only \$278**
or **three Access classes for \$210**

Outlook Level 1

Learn to use Outlook as a *personal information manager to maintain a contact list and manage your E-mail messages*. Topics include using Information viewers, the Outlook Bar, Personal Folders, working with contacts, creating distribution lists, setting E-mail options, and delivering and receiving messages. **“Introduction To Windows”** is highly recommended prior to this class.

CLASS NUMBER: 571 - \$75.00

571B4	Mon.,	Feb. 02	6-10 p.m.
571C14	Wed.,	Mar. 17	9 a.m.-1 p.m.
571D14	Sat.,	Apr. 17	9 a.m.-1 p.m.

Outlook Level 2

Complete your Outlook knowledge with *instruction on working with Calendar* to create and edit appointments and to schedule meetings, using the Notes and Task lists, and working with the Journal. **“Outlook Level 1”** is necessary prior to this class.

CLASS NUMBER: 572 - \$75.00

572B4	Mon.,	Feb. 09	6-10 p.m.
572C14	Wed.,	Mar. 24	9 a.m.-1 p.m.
572D14	Sat.,	Apr. 24	9 a.m.-1 p.m.

Package Special

Register yourself for both **Outlook classes for only \$140**

New!

Special Promotion!!!

Pay only \$199 for one full year of access to 260+ Online Computer Courses

Online Computer Classes

The Knowledge Shop is now offering over 230 on-line computer classes, including **Certification Courses and Packaged Career Training Classes**. These courses will also be offered on a CD-ROM. In the comfort of your home you can learn: **Dreamweaver, Photoshop, Illustrator, X P, Quickbooks, Adobe Acrobat, Oracle, SQL, A+Certification, XML, C Programming, E-Commerce, Flash, Java Programming, Paint Shop, Network Security, Lotus Notes, Quicken, Linux, and more!!!**

View all of our NEW On-line classes at:

knowledgeshoporlando.com,

click E-Learning and go to “Catalog”.

HTML Level 1 FrontPage

Design Your Own Web Page

Learn the fundamentals of Hypertext Markup Language, which gives you the ability to author basic Web pages. Learn how to design the perfect World Wide Web site; one that provides information in a presentable and timely manner! Learn how to author Web pages using a simple text editor or an HTML converter. Topics covered include: type styles, character control, lists, images and hyperlinks. **Note: "Introduction To The Internet" class or a working knowledge of the Web is essential prior to this class. Fundamentals of the Web will not be covered.** A working knowledge of any Windows-based word processing program is also required.

CLASS NUMBER: 586 - \$75.00

- 586B4 Fri., Feb. 20 9 a.m.-1 p.m.
- 586C14 Tue., Mar. 16 6-10 p.m.
- 586D14 Thu., Apr. 15 1-5 p.m.

HTML Level 2

This class picks up where the Introduction to HTML leaves off. Experience designing some specialty items for your web page using the HTML language. This session will focus on producing unique tables and custom forms that will give your page the interactivity needed for success on the web. **Note: "HTML Introduction" is required prior to this class.**

CLASS NUMBER: 587 - \$75.00

- 587B4 Fri., Feb. 27 9 a.m.-1 p.m.
- 587C14 Tue., Mar. 23 6-10 p.m.
- 587D14 Thu., Apr. 22 1-5 p.m.

Package Special

Register yourself for both HTML classes for only \$140

Level 1

Learn to plan and implement your web site with FrontPage. Topics covered include: FrontPage views, creating pages, adding and formatting text, using shared borders and navigation bars, adding images, creating hyperlinks, inserting and formatting tables, and creating a business web site with the wizard. **"Introduction To Windows" is highly recommended prior to this class.**

CLASS NUMBER: 581 - \$75.00

- 581M3 Wed., Dec. 10 6-10 p.m.
- 581A4 Thu., Jan. 22 9 a.m.-1 p.m.
- 581B4 Sat., Feb. 21 9 a.m.-1 p.m.
- 581C14 Fri., Mar. 05 6-10 p.m.
- 581D14 Thu., Apr. 01 9 a.m.-1 p.m.

FrontPage Level 2

This class covers shared borders; editing text, and titles; creating and modifying tables, using images and backgrounds; applying themes; adding and modifying components (Hit Counter, Hover Button, and Marquee); working with frames; and creating forms for data retrieval. **"FrontPage - Level 1" is highly recommended prior to this class.**

CLASS NUMBER: 582 - \$75.00

- 582B4 Sat., Feb. 28 9 a.m.-1 p.m.
- 582C14 Fri., Mar. 12 6-10 p.m.
- 582D14 Thu., Apr. 08 9 a.m.-1 p.m.

Package Special

Register yourself for both FrontPage classes for only \$140

Don't Be Intimidated By Your Computer

Special Class For Seniors 55+

Don't be intimidated by computers. Learn how easy computers are to use, and all the wonderful things it can do for you. Don't let the technical terminology make you feel helpless. This class will take you through the basics at a patient, relaxed pace. Gain hands-on experience with the various types of software, including how to use the Internet. Become computer literate; find out what everyone is talking about. This class is designed to make your learning experience with the computer an enjoyable one.

CLASS NUMBER: 502 - \$42.00

- 502B4 Mon., Feb. 23 2-5pm
- 502C14 Fri., Mar. 19 2-5 p.m.
- 502D14 Mon., Apr. 12 2-5pm

NOTICE

No Refunds on participant cancellations. Passes issued with 24-hour notice.

Career Change



Get Serious About Your Job Search

Time Is Money!

Frustrated by your job search, feel like you have reached a dead end? Then it is time to learn the principles of working smarter not harder in doing a job search. To be successful in making a career change or getting that ideal position today, you have to be innovative, persistent and do a 360 or full circle job search. Use all the resources that are available and create new ones. Your job is to focus on actions...delegate activities. Choice determines how successful you are going to be, not chance. In this seminar you will learn creative strategies how to cut your job search time in half by working smarter.

Karen C. Battoe, is a Certified Professional Coach and President and founder of Personal Success Systems, Inc. Karen has been an executive for several multinational corporations, as well as, a consultant to Fortune 500 companies. She has been featured in major newspapers, and has authored and collaborated on numerous articles and books.

CLASS #: 135 - \$40.00

- 135B Wed., Feb. 18 7-10 p.m.

Changing Your Career And Your Life

A Career Exploration Workshop

How many of us have spent the better part of our lives preparing for a career that we have lost interest in? If you feel that you're not reaching your full potential for happiness in your present situation, this very special class can change your outlook for the future. In this workshop, learn to clarify your career values through a personality self-typing exercise and receive career ideas based on the assessment. Discover how to identify your preferred skill areas and find the work environment that best suits your personality. You will also learn how to research careers and future jobs. Join us and begin to alleviate the confusion and lack of direction in your life.

Margaret "Peg" Seykora, L.M.H.C. is a licensed mental health counselor and nationally certified counselor. Not only does she maintain a private psychotherapy practice, Peg is also the Associate Director of Clinical Services at Lakes Alternatives, Inc., a private not for profit community mental health center. She has written and facilitated many workshops in the areas of career, team building, visioning and empowerment.

CLASS NUMBER: 235G - \$45.00

- 235D Mon., Apr. 26 7-10 p.m.

Take Both Classes for \$75



eBay

For the very beginner

Open An eBay Account

A Hands-On Computer Class for the eBay Beginner



If you have wanted to become a seller on eBay and did not know where to start, then this is the class for you! This step-by-step hands-on class for novices will take you through the entire process of opening an eBay account; from putting a picture on your site, to posting your item for sale on an online auction. By the end of the class you will be on your way to making money with this global trading platform. Please note: **In order to register on eBay there are two things you must bring to this workshop** 1. You will need to bring a 1. **Credit/debit card** and 2. Your **checkbook** (a blank check). **Without these items you will not be able to complete the class.** At the end of the class you will either have your item up on sale or have the knowledge to do so for the future. **Knowing the basics of Windows is helpful.**

Julia Schwartz is an eBay professional who has maintained a 100% positive feedback rating. She knows the ins and outs of eBay and is eager to share her knowledge with eBay beginners.

CLASS NUMBER: 285 - \$48.00 This is a hands-on computer class, so class size is limited!

285B4 Thu., Feb. 12 7-10 p.m.

The basics of making money on eBay

Build your eBay Empire

Do you want to start your own Business but think you just don't have the money? Are you tired of your Boring Job and boss and want to be your own boss? Do you want to buy Gifts, Cars, Homes and Really Cool Stuff for up to 90% off? If you answered yes to these questions, or are just wondering what this thing called EBAY is then this is the class for you. Robert Gudino is teaching all his Closely Guarded Secrets to starting an EBAY Business online and how to get INCREDIBLE BARGAINS using EBAY. Heres just a portion of the topics discussed in this exciting class:

1. The Basics of Starting an EBAY account
 2. The 3 Biggest Mistakes Everyone Makes when Starting your account
 3. Secret Bidding tactics that will save your 100's to 1000's of \$\$\$\$
 4. How to get paid Seconds after you sell an item.
 5. Using pictures in auctions to Triple your sales
 6. Learn the Secret Power of Feedback
 7. Learn the Secrets of the Dutch auction, And why most people don't use it.
 8. How to have Cold Hard GREEN CASH in you hand in an hour after y o u r auction ends
 9. Secrets of how to legally "Key Work Spam". The entire class will be taught from a LIVE 10 Foot Video Projector Screen so EVERYONE will see all the Ebay Secrets Revealed.
- This is Part I of a Two part Course on Buying and Selling on EBAY.

Robert Gudino Has been selling items on EBAY for over a year and has CONSISTANTLY made \$500 to \$2,000 in PROFITS a WEEK selling on EBAY and only working 3 to 4 hours a week. So you will be taught by a MASTER SELLER and not some EBAY Wanna Be.....

CLASS NUMBER: 280 - \$45.00 280B Thur., Feb. 19 7-10 p.m.

Making lots of money on eBay

Advanced eBay Class

So you know the basics of eBay and really want to learn the Secret Marketing tactics from someone who makes \$500 to \$1,800 a week on ebay.

You WILL learn how people are making HUGE amounts of money on EBAY. This will be a No B.S., nothing held back discussion on how to make REAL money on EBAY with no more than a couple of hours of work a week.

Heres just a portion of the topics discussed in this exciting class:

1. The Truth about Key Word Spamming and why it can make you a fortune
2. Learn to use EBAYS new "Turbo Lister" program
3. How to set your new EBAY business on "Auto Pilot"
4. Learn what "BackEnd" sales are and how to get paid over and over.
5. Using MicroSoft "Front Page" on EBAY to Triple sales
6. Learn how to easily create and sell "Information Products"
7. Learn to use screen capture to make your auctions look great
8. Discover how to use PayPals "Web Accept" to increase sales
9. Explode your auction business by using "Auto Responders"
10. Robert will show you how he makes \$500 to \$1,800 a week. Please bring your product idea to class with you. **WARNING: This class assumes that you already understand the basic of EBAY and how to navigate the site. It is highly recommended that you take Ebay Part 1.**

CLASS NUMBER: 281 - \$45.00 281B Thur., Feb. 26 7-10 p.m.

Register For Both eBay Classes For Only \$80.00

Language

Spanish

Learn basic Spanish in just four sessions!

Conversational

Almost everyone who lives in Central Florida can benefit from the ability to speak Spanish. Whether for basic business and financial issues or to communicate better with clients, employees, or friends, being able to speak Spanish can make your life easier. In just **four short weeks** you'll learn the basic salutations, fundamental conversational

elements and get an idea of how this beautiful language works. As in all Knowledge Shop classes, expect a fun and inter-active atmosphere. **Space is limited.**

Delia Bloise has been teaching Spanish for over nine years.

CLASS NUMBER: 360 - \$78.00

360C Tues., March 23,30, Apr.6,13 7-10 p.m.



Accent Reduction And Diction

In the competitive business environment, people judge you not only by what you say, but how you say it. People are assessing your confidence, your intelligence, your poise, and your personality through your body language and your voice. What message does your diction communicate? If you know that your diction could use some professional polish for making a better impression, or if you have a foreign accent or American regionalism, this **four-session workshop** is for you. Learn how to position your mouth for better clarity with vowels and consonants, how to pronounce words with ease, and how to use rhythm, phrasing, and intonation for appropriate expression. Optional materials will be available for purchase: "Diction Drills" (cassette & booklet) \$20 and "Accent Reduction Workshop" (3 CD set & booklet) \$35.

Ginny Kopf has taught Voice, Diction and Dialects since 1983, and is a contracted speech coach for several local corporations. Ginny holds an MA in theatre and an MFA in voice and speech science.

CLASS NUMBER: 370 - \$78.00

370D Wed., Apr.07,14,21,28 7-9 p.m.



Performance, Voice

Getting Started In Voice-Overs



If you've been told you have a great voice or if you've just wondered what it's like to be the voice on TV or radio, here's your opportunity for some hands-on experience in the fascinating realm of voice-overs. Learn to use your voice more expressively as you explore the challenge of interpreting the printed word. Read from actual commercial and industrial script material and get an insider's look at this unique business.

Also covered are:

Vocal exercises - tuning the instrument.

Interpretation of copy - playing the instrument.

Cold reading skills - jammin' with the instrument.

Survival - audition practices, using the mic, agents.

Demo tapes - how to make it and how to use it.

A \$15 material fee is payable to the instructor. You will receive an instructional tape and class materials.

Bob Goldberg has done voice-overs for AT&T, Westinghouse, University of Central Florida, Sears, HBJ and hundreds more. He is an actor, director, writer and teacher. Bob has operated Goldberg Productions, a recording service, since 1978.

CLASS NUMBER: 114- \$42.00

114C Mon., Mar. 15 7-10 p.m.

How To Speak Like The Pros

Using The S.M.A.R.T. Method

Learn time tested speaking tips, using the S.M.A.R.T. technique. **SPECIFIC:** How to effectively determine your specific purpose. **MEANINGFUL:** How to understand and connect with your audience. **ACTION:** How to inspire your audience to take action. **REPEAT:** How many times is too many to repeat your points. **TIMING:** How to know when to stop talking. You will learn: How to develop openings that command attention and closings that inspire action; How to be liked by your audience; How to use body language to make you look and feel confident; and How to gain and maintain audience attention and involvement.



Linda Aiello, MA, is an Internal Communications Specialist for Nextel Communications. She is an experienced speaker, and college teacher in speech and communications

CLASS NUMBER: 645 - \$40.00

645B Mon., Feb.16 7-10 p.m.

Understanding Movies and How To Make Them

For all film aficionados, of all ages and backgrounds

You will be taken through the process of moviemaking from the initial ideas that give grounds to a script to the final product you see at theatres and on videos. Your specific area of interest will be addressed to help your magic come true, and to help strengthen the local filmmaker community. You will also be given the option of attending with your instructor and fellow students, a film showing.

Never see movies the same way again. Lights, camera, action!



Yvette Pinzon studied Film, Video, and Television at UCLA. She has worked in all aspects of the industry and with some of the major film companies in California and Florida. Yvette's experience includes theatrical exhibition, screening previews, preproduction, production, screenwriting, film operations, acting, and international distribution.

CLASS NUMBER: 606- \$38.00 606B4 Wed., Feb. 18 7-10 p.m.



Improve Your Voice, Improve Your Image



What kind of first impression do you make? In the competitive business environment you are judged as much on HOW you say something, as on what you have to say. This essential workshop will pinpoint what your body language is saying about you before you even say a word, and what messages your voice maybe projecting. You'll learn exactly how to control your speech and movements so that you are communicating with confidence and an ease in delivery, free of tension and distractions, using appropriate tone of voice, volume, diction, rate, and overall expression to capture people's interest. You'll come away with many practical tips on how to polish your professional image.

Ginny Kopf has developed training programs in speech and image improvement for companies throughout Central Florida and California for over 20 years. She teaches college courses and coaches privately in Orlando. Kopf, author of **The Dialect Handbook** and **Accent Reduction Workshop** and several journal articles, holds an MA in Theatre Speech and an MFA in Vocal Science.

CLASS NUMBER: 371 - \$42.00

371B Wed., Feb. 25 7-10 p.m.

&

If you've ever imagined yourself working in TV commercials and/or modeling, here's your chance to learn about all the different facets of the talent industry, what opportunities exist locally in the Central Florida market and the tools you'll need to get started. Fashion work, which requires a model to possess a unique look and statuesque height, represents only a small portion of the industry work cast locally; most jobs are filled by talent with a "lady next door" or "man next door" appearance, whether the assignment is lifestyle photography (printwork) or a commercial for TV. Join us to examine the many industry opportunities available for talent of all ages, including seniors!



Lisa Maile is co-owner of Lisa Maile Image, Modeling & Acting School, a successful training ground for performers in Winter Park since 1982. Thousands of actors and models began their careers at Lisa Maile, working everyday in TV, film, printwork, fashion modeling, even on Broadway!

CLASS NUMBER: 115 - \$40.00

115D Wed., April 21 7-10 p.m.

Advertise in the Knowledge Shop Catalog and reach over 50,000 people!

NOTICE

Positively No Refunds on participant cancellations.

Passes for future presentations will be issued with 24-hour notice. **No class passes or transfers** on participant cancellations without 24-hour notice prior to the presentation.



Register by Phone **407-671-9505** or by Mail see **pg. 23**

Self-Enrichment

Laugh Your Way To A More Joy-Full Life!



This workshop is for you, if you want to:

- Lighten up and laugh more
- Reduce stress
- Greet life's challenges with a comic perspective
- Experience how to play just for the fun of it
- Give your immune system a boost
- Respond with humor to unwelcome comments
- Laugh about "the small stuff"
- Have more energy
- Spread joy to others

Kim McIntyre Cannold is a Certified Laughter Leader (yes, there is such a thing). She runs the Orlando Laughter Club and is a member of the Association for Applied and Therapeutic Humor.

CLASS NUMBER: 680 - \$34.00 (additional person \$17)

680D Thur., April 1 7-10 p.m.

Change Your Life With Self-Hypnosis

Take Charge of Your Own Well-Being

Achieve happiness & peace of mind. Reduce stress & anxiety. Improve memory recall. Develop social confidence. Enhance learning ability. Overcome phobias & bad habits. Remove sexual blockages. Discover more energy. Improve creativity & productivity. All of this in one **three-session class**? YES! Join us and explore a process to tap and direct your personal power. Improve your life by achieving happiness in and through yourself. For those in stressful positions like law enforcement or health care - gain calmness and a sense of control. For artists, musicians, writers, engineers; discard those mental blocks to creativity. For singles; develop social confidence. Discover the motivation to end procrastination. If you take just one self-improvement class in your life, this should be the one! Participants may take future Self-Hypnosis classes as a follow-up at half price (\$44.50).

Dr. Ron DeVasto, D.CH. is a nationally recognized clinical hypnotist.

CLASS NUMBER: 652 - \$92.00

652B Tues., Feb. 10,17,24 7-10 p.m.



Self-Defense For Women

The mission of the course is to empower women to take control of their lives first mentally and emotionally, then physically. In this course you will experience part lecture and part practical application of self-defense techniques, teaching verbal and non-verbal self-defense techniques, passive and active self-defense techniques and most of all awareness.. It is a no nonsense course that is perfect for all females sixteen years of age and older. Wear loose clothing, such as workout clothing. Come prepared to be empowered with mental, physical and verbal self-defense techniques.

Adrian Ellis has been a teacher and motivational speaker for over 20 years. Over the years he has won the highest awards in Martial Arts, including being a seven times National Karate Champion, a former coach of the United States team, and recently, being inducted into the Karate Hall of Fame.

CLASS NUMBER: 801 - \$42.00 (2 People for 1 Special)

801B Sat., Feb. 14 9:30 a.m.-12:30 p.m.



STOP Smoking Now!

A Proven Program With Free Follow-up Sessions

What excuses do you use for not quitting? I'm addicted, I enjoy smoking. I don't want to gain weight. Have you heard any of these? Do you use these or other excuses to put off the inevitable? If so, now is the time to do something about it. With the use of self-hypnosis, you don't have to gain weight when you quit; there is no withdrawal or any other adverse effects. Using this method many people have given up cigarettes easily and naturally, feeling as though they've been cured of a disease that they don't want back. Learn quick, time-tested methods of self-hypnosis that help release stress and reinforce your commitment to health and happiness. Participants may attend future Stop Smoking classes as a follow-up at no charge.

Dr. Ron DeVasto, D.CH. is a nationally recognized clinical hypnotist.

CLASS NUMBER: 651 - \$48.00 😊

651C Thur., Mar.04 7-10 p.m.

Self-Hypnosis for Weight Control

Imagine how good it would feel to reach your ideal weight without struggling. It's time to get off the yo-yo effect caused by continual dieting and regaining weight. This thought-provoking class challenges your old thinking about weight loss. Learn the latest about the mind/body connection and how to relieve the mind/body conflict. Discover how to incorporate the techniques of self-hypnosis and behavior modification to achieve your goal **and keep the weight off!** Take a guided journey to the place where the real decisions that involve your welfare are made. It's now accepted by many scientists that the real reason for excess weight is based in the emotional self and unless these issues are addressed and changed, you will continue on the yo-yo effect of diet programs. This class includes Support Line follow-up with the instructor.

Dr. Ron DeVasto, D.CH., a Doctor of Clinical Hypnosis in private practice for 18 years is recognized the country over for his excellent and innovative talents in hypnosis. He maintains an office in Winter Park.

CLASS NUMBER: 650 - \$48.00

650C Thur., Mar.18 7-10 p.m.



How To Impress Women

Secrets For Men From The Goddess

Men! This class will show you how to dress and act in order to impress. Learn tips on how to look taller, thinner, younger, or older. Find out about the latest styles and grooming products for men. Featured also will be ideas on opening lines for conversations; inexpensive, romantic gifts; and ways to make that special someone fall in love with you in just a few short meetings. Save time, energy, and money by learning the secrets from the Goddess. Change your appearance, change your life! *Women, you are welcome to take the class to get ideas on helping your special someone look and act more romantically.*



Ingrid Daniels is an independent men's grooming consultant. She has worked extensively with men in the greater Orlando and Washington D.C. areas. Recently, she was featured in ME magazine.

CLASS NUMBER: 399 - \$42.00

399B Tues., Feb. 10 7-10 p.m.

Healing The Inner Child

Embrace Your Inner Conscious Mind

Ever wonder why we make decisions in our life that we know are not good for our well being but we can't seem to help ourselves? Choices based on our inner child's (i.e. inner conscious mind) need to calm and nurture our anxieties because we feel emotionally abandoned, fears of rejection, low self-esteem and dysfunctional definitions of self love. Learn why we make choices that are counter productive to being happy with our life and ourselves. Changing the foundations of your thought process will help you feel that you are finally in charge of life choices. You will learn how to empower yourself with strong spiritual thought foundations from the "One" source, Inner Conscious Divine Mind. Effectively changing unhappy and unhealthy situations of staying in abusive relationships, unobtainable love, smoking, excessive drinking, drugs, overeating, self sabotage in career and finances and chronic illness to happy outcomes.



Susan Z. Rich has a private therapy practice in Longwood, Fl. She is a 12 Step Addiction Counselor, Certified Alternative Healing Therapist, Licensed Hypnotist, Reiki Master, Intuitive Counselor, Licensed Minister, Children's Author and creator of the Recovery Hypnosis Therapy Program.

CLASS NUMBER: 628- \$42.00

628B Thur., Feb. 19 7-10 p.m.

Happy Healthy Relationships

Getting Them, Keeping Them

Ever ask yourself what other people know about being in a happy relationship that you might have missed or never had at all? Do you find the idea of a happy and harmonious relationship with an ideal partner, understanding parents, appreciative kids or a career that is rewarding, beyond your reach? Always ending up with the angry, frustrating, hurtful, "same old, same old" way of dealing and communicating in relationships. Having them continue without ever really feeling fulfilled and happy or always ending in hurt and disappointment. Learn what inner conscious thought patterns create dysfunctional relationships and how to change them. Using new healthy and empowered thought tools to create the relationships that you have always wanted. Change your thoughts and change your life!

CLASS NUMBER: 629- \$42.00

629C Thur., Mar. 04 7-10 p.m.

Sign Up For Both Classes for only \$78

Energy & Healing Workshop

Discover the vast reservoir of healing powers within you. Activate and connect with your body's "energy fields" and develop a healing technique that can produce inner guidance to good mental, physical and spiritual health. Learn Chakra Maintenance/Balancing with Color, Crystals and Musical tones as well as hand placement techniques. If you have taken Jann Childers' other classes, this is the workshop you have been waiting for. If you haven't taken one of Jann's classes yet, join us and experience one of our most unique instructors.

Jann Childers is a Reiki Master 111 and a professional Reader for the past 25 years.

CLASS NUMBER: 625 - \$40.00

625C Wed, Mar.03 7-10 pm

Tarot Card Reading

We are exposed to a vast amount of information in our daily lives and our conscious mind retains only a small portion. Our subconscious mind holds a wealth of extrasensory information, facts and impulses including the ability to associate ideas with symbols. Tarot cards offer the opportunity to utilize our conscious and subconscious abilities to guide our decisions and gain information about the future. This easy-to-learn method enables you to read the cards for insight into aspects of your love life, career, family and financial future. Participants need to purchase a deck of Tarot cards (Rider, Aquarian, Moon, or Angel) prior to the class.

Jann Childers has been a professional Reader for the past 25 years.

CLASS NUMBER: 624 - \$40.00

624C Thur., Mar. 25 7-10 p.m.

Past Life Regression

The Mystery of Reincarnation

This class will help to unravel some of these mysteries of reincarnation and guide you to personal insight into your own past lives. Areas covered include: how past life experiences are affecting your present life, how this insight can become a valued guide for living today and do you possess old skills that you can recall and use. Can knowledge of a past life help to make a marriage happier and can that knowledge indicate if marriage to a particular person will be successful? For the answers join us! This class includes a group regression.

Dr. Ron DeVasto, D.CH., is a nationally recognized clinical hypnotist.

CLASS NUMBER: 649 - \$40.00

649B Wed., Feb. 04 7-10 p.m.

Psychic Development

Harness Your Intuition

Have you ever had a gut feeling that you can't explain? A hunch that's been right on the mark? Ever thought about someone you haven't seen in a long time only to have them call a little while later? Is it coincidence or your intuitive psychic ability? Whether you're a beginner or have experience, this class offers the "basic tools" that you can use in your daily life. Come learn how to prepare to develop your psychic intuition,

Jann Childers will share training techniques to develop your abilities. She is a Reiki Master and a professional Reader for over 25 years.

CLASS NUMBER: 626 - \$40.00

626A Sat., Jan. 31 9:30 a.m.-12:30 p.m.

626D Thur., Apr.08 7-10 p.m.



Register by Phone **407-671-9505** or by Mail see **pg. 23**

Introduction To The Chakras

A Journey into Deep Healing and Spiritual Connection

Join Kay Wurz and be introduced to the Chakras, a study of the human energy system. Learn why emotional issues and trauma can affect the body, and how physical stresses can impact upon your emotions and thought processes. Learn how to use the Chakras to connect with issues such as: creativity; grief and bereavement; depression, anxiety, anger, and panic states; suicide; ulcers; asthma; diabetes; and sexuality. Chakra Awakening exercises will be used to bring your body, mind, and soul into an energetic function that can transport you past "survive" and all the way into "thrive".



Kay Wurz, a registered nurse for 28 years, had dedicated her life to healthcare, as opposed to the clinical practice of disease management. Her private teaching and consulting practice, Orlando Center for Integrative Breathwork, is located in Winter Springs

CLASS NUMBER: 621 - \$40.00

621B Wed., Feb. 25 7-10 p.m.

NLP

The Power of the Mind

NLP is short for Neuro-Linguistic Programming. This "programming" is a set of communication and thinking skills used by people all over the world. NLP will give you techniques to help you to access all of your resources, any time you need them, and develop understanding and rapport with others. NLP techniques work in harmony with your own beliefs and preferences and give you powerful tools to change your behavior. You will be learning:

Rapport – Build trust and credibility instantly with anyone.

Eye Patterns – Become a human lie detector, instantly.

How To Change the Way You Feel – Change your personal history, eliminate negative emotions from your past and develop and enhance positive resourceful emotions in the present.

Easy, fun techniques – Classroom exercises to change and improve your life.

Daniel Olson is the author of "The Secrets of Persuasion", and has been featured in magazine and newspaper articles. He has become a regular guest on radio and TV programs in the United States, Canada, and England. Daniel is a certified trainer of NLP. He created Neuro-Acceleration Training..



CLASS NUMBER: 740M - \$42.00

740C Tues., Mar. 09 7-10 p.m.

Handwriting Analysis

Would you like to know if someone is honest, dependable or a good team player before you hire them? Would you like to be sure a potential business associate can be trusted with your company's secrets? With a proven accuracy rate of 90%, Graphology can help you identify positive and negative traits of individuals within a few moments and save you time, effort, money and grief. An investment in this class will pay for itself over and over by helping you make accurate assessments of potential employees, associates and mates as well as discovering their hidden talents and traits. Bring a handwriting sample of someone you would like analyzed to class.

Dr. John R. Grace is a Certified Graphologist and Career Counselor. He is the author of Outplacement 2001, a Study of 21st Century Counseling Techniques. He received his doctorate from Walden University.

CLASS NUMBER: 181 - \$40.00

181C Wed., Mar. 03 7-10 p.m.

Self-Esteem Workshop

Discover the many ways to leave the past behind and become more self-aware, more comfortable with your surroundings and more powerful, day to day, in overcoming your emotional pain and personal weakness. Using the knowledge of masters, you will be given powerful, yet easy to use tools to help set you free to be the person you want to be. The information will be provided by experiential exercise and presentation to afford as much help and practice possible. You will have the opportunity to learn new ways to enrich and experience more joy in your life. Enjoy improved personal awareness and more meaningful relationships. Come prepared to be enlightened towards a new you!

Tom Billings, MA, IT, has worked as a facilitator of personal development for 10 years. He has worked with people of all ages, helping them find answers to their personal needs.

CLASS NUMBER: 643 - \$48.00

643D Thur., Apr. 15 6-10 p.m.

Self-Esteem 2

Knowing Yourself and Speaking With Your Heart

The Experiential Exercises in this four hour workshop are designed to help you more fully understand who you are. Examine what you say to yourself and others. Practice methods that will help you experience more peace in your day to day living. Feel more powerful about yourself. Because the exercises are experiential, you will have a better understanding of who you are and what you believe in. Learn to focus and succeed in many, if not all, aspects of your life. Gentle and patient training will guide you to a more complete and powerful self. If you experience any doubt about yourself or have difficulty understanding yourself or being understood by others, this class will help you overcome doubt and misunderstanding. Everyone can and will benefit from the exercises. Be who you really want to be.

CLASS NUMBER: 644 - \$48.00

644D Thur., Apr. 22 6-10 p.m.

Sign Up For Both Self-Esteem Classes for \$83

Massage

Introduction To

Massage therapy continues to gain popularity as more Americans take an active role in personal health care. Whether you're an athlete, a couch potato, or somewhere in-between, massage therapy benefits every lifestyle. Learn to massage the entire body. The techniques and methods covered include: Swedish, Deep Tissue and Gentle Rocking & Shaking. The benefits of the many techniques you will learn are deep relaxation; stress reduction; relief of muscle tension and stiffness; relief of head, shoulder and back pain; greater joint flexibility and range of motion and lower blood pressure. **Bring a hand towel and wear loose clothing.** Bring a friend to learn with or come by yourself and prepare to enjoy a wonderful sense of well-being.

Cheryl L. Kilgore, LMT, the previous co-owner of Under the Palms Massage Center, Marathon, Florida Keys, has been deeply involved in Massage and Body Works for over 10 years. Cheryl is a 1993 graduate of Orlando Istitute of Massage with additional training from Reese Institute in Oviedo

CLASS NUMBER: 435 - \$36.00 Bring One Additional Person - \$18.00

435C Tue., Mar. 02 7-10 p.m.



Feng Shui

Feng Shui Workshop



Presented by Joy Sue-Priem, F.S.I.I. – Feng Shui Consultant to The Discovery Channel

Joy is a certified Feng Shui consultant with studies in art, architecture, and interior. Her clients vary widely and include New York firms, homes, home offices, large corporations, the Discovery Channel headquarters in Maryland, and even a 727 airplane. As an international public speaker, Joy has entertained and informed audiences with her easy to understand explanations of this very complex art. Students leave her class with useful tools of "Fun Shui" as she calls it, rather than a handful of intimidating facts and figures.

This workshop will provide you with the tools you need to put your dreams and ambitions into place. Joy will assist you in actually seeing physical and mental blocks that prevent you from realizing your full potential. Step up to your life with fun, grace and power. **Bring your floor plans.**

CLASS NUMBER: 620 - \$42.00

620B Thur., Feb. 26 7-10 p.m.

Introduction to Reiki Healing

Reiki is a widely accepted form of spiritual healing that has been taught at medical facilities such as Tufts New England Medical Center. In this class learn about the history of Reiki and how Reiki works. Reiki Master/Teacher Susan Nathan will introduce the different stages of an illness and will show you how Reiki can benefit you at each stage. Find out how you can create your own healing environment. You will also be taught the Reiki mudras, which are used in the first level of Reiki to make your Reiki stronger. You will have an opportunity to see or experience a Reiki treatment. See a scanning of a volunteer's chakras and energy field before and after treatment. The cost of this class can be applied to any full Level One Reiki Class with Susannah.

Susannah Nathan, BS started an alternative healing center on Cape Cod in 1992. She was one of Cape Cod's first Reiki teachers. She studied first, second and third degree Traditional Usui Reiki, and in 1994 received her Master/Teacher certification. She now owns Love Heals, a holistic center for the healing arts in the Dr. Phillips area of Orlando.

CLASS NUMBER: 622 - \$37.00

622A Wed., Jan. 28 7-10 p.m.

622D Wed., Apr. 2 7-10 p.m.

Accupressure And Reflexology

Accupressure and reflexology are two forms of Oriental medicine that utilize pressure points throughout the body and on the bottoms of the feet that correspond directly to and interact directly with specific organs and other body parts. By applying direct finger pressure to these points, you can help to relieve tension, reduce physical and emotional stress and regenerate energy flow to impaired areas of the body. In this hands-on workshop, learn twenty basic pressure points to relieve such common ailments as headaches, toothaches, lower back pain and premenstrual pain. Also learn to stimulate circulation using reflexology as a preventative maintenance program. **Bring a hand towel** and wear loose clothing. We will be working on bare feet so no stockings. Bring a friend to learn with, or come by yourself.

Cheryl L. Kilgore - See "Introduction To Massage" for complete bio

CLASS NUMBER: 436 - \$36.00 (additional person \$18.00)

436B Tue. Mar. 30 7-10 p.m.

NOTICE

No Refunds on participant cancellations. Passes for future presentations will be issued with 24-hour notice.

The Marvelous Makeover



Professional Make-up Tips

No one wants to hear "Oh! Your makeup looks great!" You want to hear: "Oh, You look great!". The Marvelous Makeover Workshop will teach you how to apply color cosmetics to enhance your appearance with simple application techniques. In this hands-on course learn to create a natural look for work, play or eveningwear. This three-hour workshop will teach you the basics of proper skin care, appropriate makeup color selections, and makeup application tips to enhance your appearance.

Debra Jones is an independent beauty consultant. She has been involved in the fashion industry for over twenty-two years. She has been a manager for Clinique Laboratories, and Executive Vice President for an apparel and accessories corporation.



CLASS NUMBER: 264 - \$42.00 (included is a \$5.00 material fee)

264B Sat., Feb. 07 10 a.m.-1 p.m.

Starting A Hospitality Business



Country Inn, Bed & Breakfast, Retreat Center, Etc.

Spend a day at the beautiful Big Oaks Ranch learning how to turn your home, a house, or property into a money making business. This five hour long workshop deals with such questions as how to get started, how to find a location, and how to deal with local zoning regulations. You will also receive advice on advertising and marketing. Big Oaks, considered one of the ten, top favorite inns in Florida by *Travel* magazine, is a 720 acre working cattle ranch that accommodates people in two restored buildings and is set up to do special events. The workshop will be held at the ranch, thirty minutes east of Orlando, and **includes lunch**. *Peggy Green, now manages her country inn, social events, and 200 head of cattle after a city career working in hospitality, banking, marketing, and special events. Big Oaks Ranch is scenically located outside Chuluota on the Econlockhatchee River. (A map will be mailed upon registration)*

CLASS NUMBER: 750 - \$74.00 (includes lunch) (2 people for \$128)

750A Sat., Jan. 31 10:00 a.m.-3:00 p.m. Chuluota



Register Today 407-671-9505

All Major Credit Cards Accepted

Winning Poker



New! Learn How To Play Poker From A Champion

Jim Huntington has been playing poker since 1972, and has won 12 seven-card stud, Texas Hold'Em and Omaha poker tournaments on the Las Vegas Strip. In real life he is a project manager, an adjunct business professor, an eight-year member of Toastmasters International, a former professional speaker at project management conferences, and for good measure a Life Master at bridge.

Winning Casino Poker for Beginners

With several recent general-market bestsellers (*Poker Nation*, *Positively Fifth Street*, *Big Deal*, and more), establishment of the World Poker Tour, and tournament coverage on the Travel Channel, the "Great American Game" is having a renaissance! Learn to play and win in today's casino games, which are safe, honest, pleasant, in clean, often non-smoking surroundings, and of course totally legal. The course covers Poker Basics, Casino Poker Etiquette, and Winning \$1-\$5 Seven-Card Stud. No poker experience required – get in on the fun and action of the fastest-moving truly great game there is! *An optional book for \$11.00 will be available to buy.*

CLASS NUMBER: 155 - \$37.00 (2 People for 1 Special)

155C Thur., Mar. 25 7-10 pm

Winning Texas Hold 'Em

Learn the fast-paced, exciting game of choice of major tournaments, including the final event of the World Series of Poker! The course is geared to low-limit casino games (\$2-6, 3-6, 1-4-8-8, and the like), and covers starting-hand requirements, the importance of playing position, play after the flop (the first three common cards), play on the turn (the next common card), play on the river (the last card), knowing your opponents, bluffing, game selection, and more!

CLASS NUMBER: 156 - \$37.00 (additional person for \$16)

156D Thur., April 08 7-10 pm

Register for both Poker Classes for \$64.

Herbal Soap-Making

Come explore the science of making soap from scratch. This class will be given in a discussion/demonstration format. Covered will be a brief history of soap making, then you will discover in a step-by-step soap making demonstration everything you need to know to start making your own all-natural soaps. *There is a \$5.00 fee for a booklet paid to the instructor.*

Karen Swithers, an alumna of the Knowledge Shop's Herbal Soap-making class, now owns New Moon Bath Products. Every First Saturday, you can find Karen selling her soaps at the farmer's market in the Waterford Lakes Town Center.

CLASS NUMBER: 176- \$40.00

176D4 Sat., Apr. 24 9:30 a.m. - 12:30 p.m.

Arts , Crafts, & Hobbies

Beginning Jewelry Making

Have you noticed many prominent women wearing beautiful, colored gemstone jewelry? This is the opportunity to learn how to make these elegant pieces. In this basic course you will be taught how to attach clasps, and string the beads like a professional. The instructor will also share some of the techniques she has learned over her thirty years of experience. After this class you will not only be able to make jewelry, you will also be able to repair and reassemble some of your old jewelry. During the class you will assemble a pearl necklace and matching earrings. *There will be a \$15 material fee paid to the instructor.* Tools will be provided. There will be optional materials available for sale. Class size is limited, so register today.

Wendy Davis is an award winning jewelry maker, and the owner of Darklyn at Magnolia (a bead and jewelry store) located in historic, downtown Eustis. She has been beading since she was 12 years old; assisting her parents in a family jewelry store in Denver. Wendy's jewelry is shipped all over the eastern coast.

CLASS NUMBER: 173- \$35.00 73B4 Tues., Feb. 17 7-10 p.m.

Floral Design

For Beginners

Learn about the various types of flowers, selecting flowers, their lasting ability, preservation techniques for fresh bouquets, placement of flowers, and accents. Also covered are appropriate designs for home, business, and church including L-shape, triangle and all-around. Complete in class an all-around bouquet for a coffee table or centerpiece and learn bow making with a #3 ribbon. **A materials fee of \$15.00 is payable to the instructor at the class. Please bring scissors.**

Danuta Bock (see bio below)

CLASS NUMBER: 238 - \$42.00 238C Wed., Mar. 03 7-10 p.m.

Start A Home-Based Floral Business

Become a home-based florist! It is possible to earn an income, enjoy creating beautiful floral displays, and work from home! Learn all the inroads to setting up your business for both fresh and silk flowers. Covered are the tools and equipment needed, pricing, advertising, and marketing. Learn how to develop commercial, wedding, trade, and individual accounts. Learn how to deliver cost-effectively. Learn how to design floral arrangements in our floral design class.

Danuta Bock is the owner of Flowers & Baskets by Danuta, which offers unique floral and gift designs.

CLASS NUMBER: 239 - \$48.00 239C Wed., Mar. 10 7-10 p.m.

Register for both Floral Classes for \$82

Two People For One Specials

Both people need to sign up together. The special cannot be transferred to another class. Specials change each catalog.

Self Defense for Women (Pg. 10)

Winning Casino Poker For Beginners (Pg. 14)

Introduction To Investing (Pg. 18)

**Sign up for 2 classes at The Knowledge Shop Open House
On March 6, 2-4 pm**

And get a class for free! (See page 2 for details)

Start A

Designing

Business

Make Presents for Profit

The year is full of special occasions when people search, often in vain, for that "perfect gift". That's where gift basket services come in - creative ventures whose owners make baskets filled with goodies, each with a special theme. If you have a flair for creativity and some marketing finesse, you too can turn baskets into beautiful gifts - and be well rewarded for your efforts. A gift basket business has a practically unlimited market and a very attractive profit potential. In this class, you will gain the knowledge necessary to start your own gift basket service, including: setting up the business, where to find the inventory, how to assemble a gift basket, pricing your product and much more. To learn how to make gift baskets see the Designing Gift Baskets class.

CLASS NUMBER: 237 - \$42.00

237B Mon., Feb.04, 7-10 p.m.

Danuta Bock, the owner of Flowers & Baskets by Danuta, which offers unique floral and gift designs

Sign Up For Both Classes for \$82

Make gift giving easier and give it that personal touch by designing your own gift baskets for any occasion. Learn how to dress up individual items for presentation, arrange the basket for shipping or hand delivery and various methods of wrapping depending on the size and shape of the basket. For those seeking to start a profitable hobby or business, also covered is cost-effectiveness, presentability and pricing. **You will need to bring your own basket, scissors and items to the class.** Bring one 12" (or larger) basket. Pick a theme such as Snack Time, Gourmet, Baby Shower, First Home, Small Child, Golfer, etc. and purchase 3-12 items (depending on size). Suggested items include prewrapped foods and candies, decorator soaps and bath items, small sport items, or baby gifts. Make sure not to purchase anything too large for the basket. We will provide the cellophane, ribbons and stuffing. *Price includes \$7.50 material fee.*

CLASS NUMBER: 236 - \$48.00

236B Wed., Feb. 11 7-10 p.m.

Botanical Printing

"I had a wonderful time, especially our outdoor hike (hunting & foraging for plants). Really enjoyed the class"

Botanical Printing is a simple, easy process that dates back hundreds of years. A process in which you ink leaves, herbs, flowers, etc., and then print them on items such as linens, clothing, and or stationary. Learn about the history of nature printing, selecting/collecting materials suitable for printing, and receive instruction in a "hands-on" procedure called the "direct printing" method. By the end of the class you will have produced a "one-of-a-kind" work of art to take home. All materials and booklets are included in the price. This is a great class for art and nature lovers alike. (Note: Please wear comfortable clothing).

Bonnie N. Ausmus, owner of "Herbal Simplicities - Gifts From Nature: For the Body, Mind and Spirit", has been nature printing for over 6 years and is a member of the National Nature Printing Society.

CLASS NUMBER: 170 - \$42.00

(includes \$5 material fee)

170B Sat., Feb. 28 9:30 a.m.-12:30 p.m.

Glass Mosaic

Join us and make a **glass mosaic stepping stone**. Learn how to use scrap glass and "found objects" on almost any surface. Discover how to apply glass without getting the cloudy look that diminishes the color and brilliance of the stained glass. You will get hands-on experience with placing the glass and found objects on to a base made just for this project. Learn how the materials are properly attached and finally how to apply grout to the surface and give the project a professional finish. **Dress in clothing appropriate for use in a working studio (apron, smock, etc.) and bring protective glasses and gloves.** The registration fee includes all the materials and we will provide all the tools for you to use.

Denise Hurley - see the Stained Glass class for complete bio.

CLASS NUMBER: 143 - \$48.00 (48 hour registration is needed)

143D Sat., Apr. 17 10 a.m.-1 p.m.

Construct a Painting Like a French Impressionist

Oil Painting

In this 3hour-3 session class for beginners to seasoned painters, you will learn a step-by-step method to create a finished oil painting that uses lots of colors and light. You can learn much of what you need to know about painting any subject from the lessons and experiences of the French Impressionists through doing a still life or floral. Wear comfortable shoes & clothes that won't be ruined by paint spills, and/or wear an apron over your clothes. *There is a \$10 material fee for canvas, brushes, and paint to be paid to the instructor.*

Sandy Starr is a professional artist whose paintings have been featured around the Central Florida area including Cafe' Tu Tu Tango, Robb & Stucky Furniture and Design, and Café' Metro Espresso. Her affiliations are with OVAL, Charter year, Central Brevard Art Association, and Women's Caucus for Arts.

CLASS NUMBER: 600 - \$78.00

600A Thur., Jan.29, Feb.05,12 7-10 p.m.

600D Tues., Apr.13,20,27 7-10 p.m.

Stained Glass

Getting started in stained glass is easy. It doesn't require any experience and you don't have to be artistic. If you enjoy working with your hands, we'll take it from there and you will leave with a **Picture Frame**. You will learn the basics of handling, foiling, soldering and finishing in the Tiffany Style. The beautiful stained glass creation will be ready to use when you're finished. This class gives you a very comprehensive overview of basic stained glass work. **Dress in clothing appropriate for use in a working studio (apron, smock, etc.) and bring protective glasses and gloves (garden type not rubber).** The registration fee includes all the materials and we will provide soldering irons, chemicals, foil, cleaner and other tools for you to use.

Denise Hurley is the owner of Glass Addicts, Stained Glass Creations in Sanford. In the past 4 years she has done Stained Glass work for Disney, The Mirage in Las Vegas, The American Museum of Folk Art in New York City and specialty stores nationwide. She is the author of two books and currently has two more in production.

CLASS NUMBER: 142 - \$48.00 (48 hour registration is needed)

142B Sat., Feb. 21 10 a.m.-1 p.m.

Instructors Wanted

The Knowledge Shop is always looking for new and interesting classes.

Basics of Photography

Wine Tasting

Interior Design



Belly Dancing

A Sensuous, Cultural Aerobic Workout

In the next four weeks you will experience the beauty, serenity and deep artistic expression of belly dance. Explore basic isolations, undulation, shimmy and hip movement combined with graceful arms, the veil, and the percussion of the zills. You will have the opportunity to learn a basic choreography that will be performed for one another during our fourth and final class 'hafla'. This low impact aerobic workout is perfect for body, soul and mind. Also be prepared for lot of laugh! Comfortable attire recommended with ballet slippers or bare feet. Welcome to the exotic world of belly dance!

Tamara Millar - See bio for Flamenco Dance

CLASS NUMBER: 424 - \$75.00

424B Mon., Feb.02,09,16,23 7-8:30 p.m.
424D Mon., Apr.05,12,19,26 7:30-9:00 p.m.

Belly Dancing

Intermediate-Advance

For those Belly Dance enthusiasts that have successfully completed the beginner Belly Dance Class and want to take their dance technique to the next level. This class is a must! This 4-session class will further address zills, canes, veil, and balancing techniques. Learn dance choreography that will challenge any aerobic workout.

Tamara Millar - See bio for Flamenco Dance

CLASS NUMBER: 425- \$75.00

425C Mon., Mar.01,08,22,29 6-7:30 p.m.
425D Mon., Apr.05,12,19,26 6-7:30 p.m.

Introduction To Flamenco dance



Welcome to the fire and fury of Flamenco dance! In four weeks you will discover your inner gypsy with training in graceful arms and posture, feminine flowering hands, and exciting footwork. You will learn a traditional choreography combined with the castanets. Bring comfortable heeled dance shoes, a flowing skirt, and a passion to learn!

Tamara Millar has performed and taught professionally for fifteen years. Her vast experience has taken her throughout North and South America and Europe. She can regularly be seen performing Flamenco, traditional Andean dances and belly dance at Universal Studios, Sea World, Don Pepe's Cuban Café, and Tu Tu Tangos as well as on television specials on the Travel Channel and Home Matters. Tamara directs both the Flamenco del Sol and Sol de Bolivia dance companies and is a dancer and choreographer for

the "Desert Visions" orientale dance troupe.

CLASS NUMBER: 427 - \$75.00

427C Mon., Mar.01,08,22,29 7:30-9:00 p.m..



Latin Dancing

Mambo-Salsa -Merengue - Tango - Rhumba

Give the Latin beat to your evenings out, that upcoming wedding or any other special event. It's sultry. It's sensuous. It's also fun and full of flair, with a beat that will put new pizzazz in your step,

new steps in your dance repertoire and make you a star on the dance floor. Join us for this **four-session class** and learn the most popular Latin favorites: the Rhumba, Salsa, Merengue, Cha Cha and Bolero. It is easier than it looks, and that's the magic. Couples and singles welcome. Please wear flat or high heeled, hard-sole shoes with a smooth bottom (no tennis or rubber-sole shoes) and be prepared for fun with a Latin flavor. Register early, enrollment is limited.

John Gregory (and Angie)- is a professional dance instructor who has been teaching for several decades. He has danced professionally and was formerly the Florida State Dance Director of the Dance Educators of America and the Dance Director at chain studios. Presently, he is the dance choreographer for a pilot movie company.

CLASS NUMBER: 423 - \$60.00 Dancing Couples - **\$95.00**

423B Fri., Feb.06,13,20,27 7-9 p.m.
423C Fri., Mar.05,12,19,26 7-9 p.m.
423D Fri., Apr.02,16,23,30(*no class on Apr.09*) 7-9 p.m.

Night Club, Social, Ballroom Dancing

Are you tired of standing on the sidelines because you can't dance? This is your chance to learn such fun and stimulating dances as the Foxtrot, Waltz, Swing, Tango, Rumba and Foxy (nightclub versions included). Even if you've never danced a step, our experienced instructor will have you gliding across the floor in no time! Not only will you learn to dance, you will also get the benefits of exercise, stress relief and improved balance and coordination. This **four-week** class is a great way to meet new friends and get in step to the music. No partner is required, but there is a discount for "Dancing" couples. Please wear hard-sole shoes. No rubber-sole shoes.

John Gregory and Cindy (See bio under Latin Dancing)

CLASS NUMBER: 421 - \$60.00 Dancing Couples - **\$95.00**

421B Tues, Feb.03,10,17,24 7-9 p.m.
421C Tues., Mar.09,16,23,30 7-9 p.m.
421D Tues, Apr.06,13,20,27 7-9 p.m.

Come To The Knowledge Shop Open House

Sat., March 6, 2004
2:00 - 4:00 p.m.

Writing

EvaMarie Everson is the author of ten published books, numerous articles and reviews, and a contributor to nearly fifteen books. Her "Shadows Trilogy" has gained national and international attention.



Fiction Writing

For the fiction writer two things are necessary: characters with character and understanding the dynamics of plotting plots. Join Eva Marie Everson as she takes you on a magic carpet ride of understanding characterization, plot development, word counts, time lines, and the fundamentals of dialogue.

CLASS NUMBER: 231- \$42.00

231C Thur., Mar. 18 7-10 p.m.

Writing Books and Seeing Them Published

Where do ideas come from and what does it take to see those ideas fleshed out, written, and then published? What is the difference between a copy editor and a line editor or even an editor at large? What is a galley and do I need an agent? These questions and many more are answered in our workshop designed for those of you who have "always wanted to write a book, but didn't know where to begin."

CLASS NUMBER: 232 - \$42.00

232D Thur., Apr. 01 7-10 p.m.

Sign Up For Both classes for only \$76!

NOTICE

Positively No Refunds on participant cancellations.

Passes for future presentations will be issued with 24-hour notice.

Buying Fixer-Upper Houses

For Your Own Home or for Profit

Discover how to save big on your next home or make a nice second income rehabilitating properties. This class covers all aspects of the venture including sources for finding a deal, choosing the right property to bring you profits and determining the value of handyman specials, foreclosures, or run-down properties. You'll learn how to determine the value of a property and the do's & don'ts of making an offer. The financial end covers the various sources for financing and the financial tools available to you. Find out how to acquire real estate with little or none of your own money and accumulate an income-producing portfolio. The rehabbing portion of the class covers dealing with contractors and handymen as well as what to pay special attention to and where not to cut corners. Finally, learn the best ways to market and sell the house.

Robert Crager is a successful local real estate investor with years of experience in buying, refurbishing and selling single-family homes. As Director of Sales for CPR Properties, he has helped many people sell their homes, as well as helped many people become homeowners.
Foster Algier - See Profiting From Foreclosures for a complete bio.

CLASS NUMBER: 211 - \$48.00

211B Sat., Feb. 14 9:30 a.m.-1 p.m.

211D Sat., Apr. 17 9:30 a.m.-1 p.m.

Real Estate

For Sale By Owner

How To Sell Your Own Home

Sell your own home and save lots of \$\$\$\$ in commissions! How do you get started? What is the "right" sales price? Does preparing your house for showing and marketing require a lot of time? You get an offer, what do you do? What about a contract and legalities? Find out in the class whether FSBO is for you.

Rick Shipp has taught real estate finance to several thousand real estate agents and has trained many loan officers. Rick is the past president of the Mortgage Bankers Association of Central Florida and is the current president of his own company, Southern Mortgage Investment Corp.

CLASS NUMBER: 214 - \$40.00

Bring an additional person for \$20

214C Tues, Mar. 16 7-10 p.m.

Buy With Little or No Money Down

Plus all the ins and outs of buying a home

The U.S. Census Bureau recently published a report, which disclosed that 61% of Americans would have absolutely no net worth if they didn't own a home... what is your net worth right now? Learn how to purchase your own home with very little down, even zero down, and still make payments that might be no more than your current rent. Learn, also, what it takes to qualify for a mortgage loan, how much you can afford to buy and whether your credit is an issue.

Rick Shipp is the president of his own company, Southern Mortgage Investment Corp.

CLASS NUMBER: 191 - \$40.00

Bring an additional person for \$20

191C Sat., Mar. 27 9:30 a.m. - 12:30 p.m.

Profiting From Foreclosures

An Advanced, Full-Day Real Estate Acquisition Seminar

Every week more than 50 foreclosures are filed in Orange and Seminole counties alone. Learn how you can profit from the opportunities that are available every day of the week. This class includes: a step by step guide to the foreclosure process, different ways to locate foreclosures, how to deal with owners, how to purchase real estate at 30%-50% below market, how to acquire properties before and after the auction, how to analyze a deal and how to legally assume a nonassumable mortgage. In addition, you will receive important addenda to the real estate contracts, phone scripts and other special forms necessary to be in the foreclosure business. **Class 211- "Buying Fixer-Upper Houses"** is highly recommended prior to this class.

Robert Crager - See Buying Fixer-Upper Houses for complete bio.
Foster Algier dedicates his time to real estate investing and financial lending. His eight years of experience in wholesale flipping as well as rehabilitating properties has been recognized in the many awards he has received from the Central Florida Real Estate Investors.

CLASS NUMBER: 212- \$78.00

212B Sat., Feb. 21 9:30 a.m.-4:00 p.m. (one-hour lunch break)

212D Sat., Apr. 24 9:30 a.m.-4:00 p.m. (one-hour lunch break)

Register For Both Classes For Only \$104.00



Register Today 407-671-9505 All Major Credit Cards Accepted

Finance

Become A Non-Profit Organization

Understanding How To Obtain Your Federal 501 c 3 Non-Profit Status

Now is the time. Get started. Become a non-profit and be of service to your community. Obtain your 501 c 3 status to position your organization to become eligible for the grant process and receive funds for program development, from individuals, corporations, foundations, and government entities. This seminar will offer information on the application process. Obtaining this IRS status is a foundational basic. In this power packed training you will receive understanding of the application process as well as the necessary forms from the IRS to get started. This is a "basic training" as well as a "how to" class on getting started and understand what needs to be done. Bring your notebooks. Forms will be distributed.

Denise Mullen, is an accomplished entrepreneur and strategic planner with over 20 years of sales, marketing, advertising, public relations and publishing experience. Denise has obtained her 501 c 3 status for Creative Destiny Institute, Inc., a children's, youth performing arts and youth entrepreneurship organization. Denise also has an internet marketing company, Word Media & Production, Inc., with her business partner and brother, Michael Mullen,

CLASS NUMBER: 602 - \$48.00 (bring additional persons for \$24each)

602D Mon., Apr. 12 7-10 p.m.

Getting Your Grant Proposal Funded

Anyone can learn the technical aspects of Grant writing, but if you are wondering how proposals get funded then this is the workshop for you. Learn:

- The different types of proposals
- When are you ready to apply for funds (covering audits, 501©3, board development, etc.)
- When to make the initial contact with a funder
- How to find the right match for your program
- What the different parts of a proposal are
- How to develop a grants program
- About the all important follow-up

Cindi Black has 18 years of experience in non-profit fund development work and now works for herself as a contract grantwriter. Learn the ropes and benefit from Cindi's experience.

CLASS NUMBER: 601 - \$48.00 (bring additional persons for \$24each)

601D Mon., Apr.19 7-10 p.m.

Take Both Classes For \$83

Introduction To Investing

With all the changes that are happening to our current economic situation and tax system, it has become more important now than ever to understand the fundamentals of investing. In this class, you will gain an insight into the many different types of investments available. Learn about money markets, mutual funds, stocks, bonds, insurance annuities, IRAs and other investments that will help you reduce taxes, build wealth and reach your financial goals. Also covered are government and municipal bonds, CDs, tax control and retirement plans. Join us and learn the characteristics of various products and the dynamics of the marketplace. In addition, you will receive a Strategic Asset Allocator, which advises you how much of your assets should be in cash, stocks and bonds. Don't invest blindly, sign up now!

Robert Gudino is a Financial Consultant. He was the host of "Investing in the 90's", a radio talk show on WWNZ 740 AM. Robert holds degrees in business and economics. Visit his web site at www.stockmarketsuccess.com.

CLASS NUMBER: 208 - \$42.00 2 People for 1 Special

208D Thur., Apr. 08 7-10 p.m.

Investing II

Creating Wealth from the Stock Market

Whether you want to work independently, supplement current income, plan out an early retirement or pay for college, you can make a full or part-time living from the stock market with this sound, practical approach. Learn how much capital is needed to sustain the lifestyle you desire, how to reach this level and how to spot wise investments. "Introduction To Investing" is highly recommended prior to this class.

CLASS NUMBER: 209 - \$42.00

209D Thur., Apr. 15 7-10 p.m.

Investing III

Learn How to Earn Up to 25% on Your Risk Capital

The goal of this class is to teach you how to earn up to 25% per month on your risk capital. You will learn about Stock and Index Options, how they are used in trading and how to make money with Option Straddles if a stock goes up or down. Other topics include: Covered Call writing, using LEAPS to create a stock market fortune, short-term and pattern recognition stock trading and short-term Mutual Fund trading that has averaged over 40% a year since 1987. In addition, you will learn how to read a stock chart for big profits. "Introduction To Investing" and "Investing II" are highly recommended prior to this class.

CLASS NUMBER: 210 - \$42.00

210B Thur., Feb.05 7-10 p.m.

210D Thur., Apr. 22 7-10 p.m.

All 3 Classes For Only \$111

Credit Repair –Legally

And How To Raise Your Credit Score To Over 700

It is easier than you think. Learn how you are rated according to a score and what makes up that score. Learn many ways to improve your credit and score so that you can own your own home at a low interest rate or refinance your present high interest home loan with a low interest loan. Buy a new car at 2.9% and not at 29%. Low interest credit cards and not 24.9% and higher. You will learn how to build a better and higher credit rating in months not years. Guaranteed to improve your credit. Have it removed – Bankruptcies, Foreclosures, Judgments, Repossessions, Student Loans, Charge Offs, Late Payments, Tax Liens, Evictions, Medical, and more.

Bernard Salerno, a certified instructor, has taught the developed real estate courses at Gold Coast School of Real Estate. Over a 25 year period he has taught courses in Real Estate Practice and Principles, Florida Law, Mortgages, Credit Repair, and many more. He has been an owner of his own schools for over 20 years.

CLASS NUMBER: 470 - \$42.00 470B Sat., Feb. 28 10:00 a.m.-1:00 p.m.

How To Deal With The IRS

Cut Through the Red Tape, And Avoid Future Problems

It can be overwhelming when you are dealing with problems with the Internal Revenue Service and being bombarded with letters, fines and penalties. This course is designed to teach you how to communicate with the IRS, resolve tax problems, make compromise offers and how to cut through the red tape of working with this huge government agency. You will also be educated on all the changes in tax law. Learn what you can do to put your tax problems behind you and get on with your life without fearing the threats of garnishments, liens, and judgments. If you have any type of tax problem personally or with a small business, or you want to avoid problems this is the class for you.

Steven M. Kleinberger has been a tax accountant/preparer for 6 years. His firm, SMK Accounting Services Inc., prepares over 300 tax returns a year and handles numerous complicated tax problems all year long. Steven is a member of the National Tax Preparers.

CLASS NUMBER: 388 - \$35.00

388C Thur., Mar. 11 7-10 p.m.

How To Write A Business Plan

A specific and thorough business plan is a critical element of success for any business. Whether you are looking for a potential investor, loan assistance or just want your company to run more efficiently, you will need a concise outline of what's needed to turn your mental picture of success into reality. We will review the six parts of a good business plan and what details need to be incorporated in each section. How to use the plan to bring your employees together as a team working toward your goals and to work with potential lenders and investors.

Shelley C. Safian is the president and owner of Safian Communications Services Inc., an advertising, marketing and public relations agency. She is also the author of **The Small Business Guide To Advertising**, a comprehensive book that offers advice on everything from developing a business plan to buying media.

CLASS NUMBER: 215 - \$42.00

215B Sat., Feb. 14 9:30 a.m.-12:30 p.m.

National Speaker



Hide It All & Disappear

Have you ever wanted to just disappear? To shed your old life, your problems and your debts, and get a fresh start outside of the reach of credit bureaus, collection agencies, your ex-spouse or Uncle Sam. Are you sick and tired of worrying about problems that follow you wherever you go, problems that really weren't your fault.

Wouldn't you like to make them disappear? Would you like to get a fresh start in a place that needs your skills and offers you true freedom? IT CAN BE DONE! You will learn about disappearing at home or moving to pleasant countries that will welcome you with open arms, the places that ask no questions about your past and tell no tales about your current life. Ed Pankau, president of Pankau Consulting, an international private investigative agency, tells the other side of the story, how to dodge your debts and detractors by simply disappearing off the map. Learn how to: Travel without a trail. Make money disappear without a trace. Disappear from credit bureaus. Hide from the Pro's. Become a stranger in a strange land. Find a new home and new life away from the heartaches and hassles our urban life has become. Live better, live cheaper, live longer and live free.

CLASS NUMBER: 95 - \$42.00

95D Fri., April 30 7-10 p.m.

Be Your Own Detective

Find Out Practically Anything About Anybody in Your Life!

Get the facts about anyone—your ex-spouse's hidden assets, a new client's credit history, your lover's secret past or information about any business—quickly and legally. Ed Pankau, one of America's leading private investigators, will teach you the techniques P.I.'s and law enforcement agencies use to gather information—and you don't need a badge or a subpoena! Get a real-life introduction to private investigation: what investigators do and how they get the job done. We will discuss the tools of the trade including searching public records, developing information sources, on-line databases and CD-ROMs. Learn to track the paper trail that every person leaves and discover how to locate anyone, anywhere. We will also cover investigating financial records and unearthing "hidden" assets!

CLASS NUMBER: 96 - \$42.00

96E Sat, May 01 9:-12:00 a.m.

Make \$100,000 A Year As A Private Investigator

Rampant white-collar fraud has created an incredible demand for private investigators. Desperate to stop the fraud and abuse, corporations and small businesses are looking to private investigators to recover the millions of dollars lost every year. Ed Pankau will show you how to take advantage of this exciting opportunity. Learn how to get started in this lucrative field, including:

- Winning corporate clients
- Pre-employment Screening
- Researching and interpreting financial records
- Conducting on-line investigation
- Starting your agency on a shoestring

Many of Ed's students have started successful private investigation agencies across the nation.

Edmund J. Pankau is the President of Pankau Consulting, a nationwide private investigation agency. He has uncovered many of the nation's largest frauds and recovered millions of dollars for his clients. Ed is also the author of Check It Out and How To Make \$100,000 a Year as a Private Investigator. His numerous TV appearances include Larry King Live, Inside Edition, CNN's Money Line and ABC's 20/20. He has been profiled in Time, The Wall Street Journal and Business Week.

CLASS NUMBER: 97 - \$42.00

97E Sat, May 01 1:00-4:00 p.m.

Take 2 or more Pankau Classes for \$37 each



Organize Your Home and Office

Defeat The Chaos of Clutter

Do you need to get a grip on all the stuff in your life? Have you found your efforts to get organized to be overwhelming and downright stressful? You now have an opportunity to get a grip on your stuff and do it in a painless, satisfying manner. Learn how to analyze, strategize and attack using a method that takes into account your lifestyle. The three main areas that will be covered will be: 1. The Process of Organizing 2. Time Management and 3. Paper Management. Rejuvenate yourself by winning the battle of clutter in your life.



Bonita Miller, and Jane Cole, are both professional organizers in the Orlando area, specializing in organizing residences and professional offices. **Bonnie** is the owner of Utterly Organized; and **Jane** is the owner of Happy Home Organizing Solutions.

CLASS NUMBER: 116 - \$37.00

116C Tues., Mar. 02 7-10 p.m.

What's The Business Worth?

Whether you are thinking of buying a business, selling a business, or growing a business, answering this question properly is vital to your future success! In this interactive workshop, you will discover ways to uncover the true value of any business. You will also look at real life businesses from both the buyers and sellers perspective. And you will leave with resources and contacts to further your knowledge.



Christopher J. Andrews is the President of Targeted Acquisition Strategies, Inc., a consulting service for business buyers and owners. He is a Licensed Real Estate Broker Associate with Century 21 Elite Properties, specializing in real estate and business investments.

CLASS NUMBER: 262- \$42.00

262C Mon., Mar. 22 7-10 p.m.

Guerrilla Marketing

For Small Businesses and Small Service Firms

Let the World's Most Proven, Cost Effective and Practiced Marketing System Take You By the Hand and Help You Get New Customers...Even If You Are On A Shoestring Budget. What is Guerrilla Marketing? It is using the laws of human psychology. It is geared for small business not for those with "deep pockets". It removes the mystique from the marketing process. It fosters cooperation and making relationships. It focuses on growing geometrically instead of linearly. It is aimed at individuals and small groups instead of masses. It is 100 marketing weapons with over half being free. It is out-marketing your competition, since you can learn the marketing skills that money can't buy. Learn: How to assess your business; A 7-step Marketing Plan for your business; The top 10 Guerrilla Marketing weapons; 17 questions to consider for your website; Biggest mistakes salespeople make; and more...With Guerrilla Marketing learn how to out-think your competition.

Henry Harlow is a Certified Guerrilla Marketing Coach who has over 35 years experience in small and large business marketing (successful and unsuccessful).

CLASS NUMBER: 144- \$39.00

144B Thur. Feb. 05 7-10 p.m.

Start A Greeting Card Company

Do you write poetry, draw, or continually come up with clever ideas? If you have a talent for writing or drawing, then producing and marketing your own line of greeting cards could be the perfect money-making business for you. We'll discuss the different types of greeting cards, how to locate materials and printers, how to bid your product line to vendors, and how to create a marketing plan to get your cards into retail outlets.

Shelley C. Safian is the president and owner of Safian Communications Services Inc., an advertising, marketing and public relations agency.

CLASS NUMBER: 219 - \$42.00

219D Thur., Apr. 29 7-10 p.m.

Dress To Impress



Wardrobe Workout

**Take Your Wardrobe
From Drab to Fab!**

Understand and learn the importance of looking good. Looking good is feeling good! Your wardrobe is the building block of projecting a polished, put together, self-confident image. This workshop will teach you not only how to make an impact with your first impression, it will teach you how to make an impression all the time. You will learn how to create a wardrobe that suits your personal style, fits your personal and/or professional lifestyle. Learn how to build and plan your wardrobe through mixing and matching clothing; to understand the importance of accessories; and how to invest in clothes without draining your accounts. *There is a \$7 material fee to be paid to the instructor.*

Jamie L. Yasko-Mangum, CIC is the president and owner of Successful Style & Image, Inc a corporate and personal image building company. She is the only Certified Image Consultant in Central Florida, working with individuals and corporate companies. She has been speaker at many different professional organizations, high schools, and colleges

CLASS #: 400 - \$42.00

400B Mon., Feb. 09 7-10 p.m.

Illusion Dress For Your Body Style Dress To Impress

Are you confused about necklines, hemlines, and other lines that are right for your body? Do you know how to illusory dress? Do you want to shorten or lengthen your legs, shorten or lengthen your wasted body, look taller or shorter, look heavier or thinner? If you answered yes to any of the questions, this workshop is for you. Learn how to take the frustration out of your complimentary dressing. This seminar will show you how to define your body style, understand the correct lines for your body, and teach you the art of illusion dressing through clothes, color and accessories. *Material fee of \$7.00 will be paid to the instructor.*

Jamie L. Yasko-Mangum, CIC See bio above

CLASS NUMBER: 401 - \$42.00

401C Mon., Mar. 01 7-10 p.m.

Take Both Classes For \$74

**Positively No Refunds on participant
cancellations.**

Passes for future presentations will be issued
with 24-hour notice.



Start Your Own Consulting Business

Four Hour Workshop Focusing On several key issues, such as Specific Marketing Strategies Geared to Consultants and How to Determine Billing Rates

Are you being paid what you're worth? Are you in a job that doesn't utilize all of your skills? Have you been laid off? According to a recent survey, the average consultant makes between \$800 and \$1200 a day. Aside from the money, consultants also enjoy virtually unlimited personal freedom. If you've dreamed of escaping the corporate rat race to venture out on your own as a consultant, this is the class for you. You'll get loads of practical tips and how-tos for starting up your own consulting business, and find out exactly what you need to know to start building or enhancing your new career as a consultant immediately. You'll learn: The 5 "musts" for success more important than your expertise How to set/raise/disclose fees How to avoid the 3 "killer" mistakes too many consultants make Eight no-cost/low-cost marketing strategies that work How to avoid giving away your know-how for free How to identify consulting opportunities How to write proposals that prospects will buy How to build your consulting reputation Do's and don'ts of a home office **A materials fee of \$5.00 is payable to the instructor.**

Saralyn Collins is a certified professional consultant and certified professional marketing consultant. She is the owner of Commstar Enterprises and has taught motivation, leadership, communication and sales training in seminars and workshops throughout the U.S. for over 25 years.

CLASS NUMBER: 252 - \$56.00

252D Sat, April 3 9-1 p.m.

Import/Export

The Business of International Trade

How do you rate as a potential entrepreneur running your own import/export company? Do you have what it takes to succeed in this exciting world of international, foreign commerce and cross-cultural communications? Explore the basics for entering the exciting and profitable field of global commerce. On the import side this class covers: U.S. Customs and other agencies rules and regulations, programs available to assist you, computing your landed cost of goods, international transportation logistics and alternatives. On exporting we'll cover foreign regulations, customs and markets, international barriers and warranty concerns. Also learn about licensing, import/export documentation and selecting products and suppliers. Come and learn that doing business across international borders is not difficult and can be very profitable when you know the rules.

Maurice Hodgson is a licensed U.S. Customs broker with 15 years experience in all phases of importation and exportation.

CLASS NUMBER: 225- \$48.00

225C Sat, Mar. 13 9:30 a.m.-1:30 p.m.

Learn How To Make Money With Desktop Publishing

This 3 hour seminar is for anyone who would like to know the facts on how to establish a profitable desktop publishing business. Learn what equipment and software you will need, what services you could provide, and how to market your services and products.

Shelley C. Safian is the president and owner of Safian Communications Services Inc., an advertising, marketing and public relations agency.

CLASS NUMBER: 220 - \$37.00

220D Tues., Apr. 06 7-10 p.m.



How To Start A Bookkeeping Service For Small Business Owners

Sometimes the most difficult thing to do for a small business owner is to keep track of expenses and balance their checkbook. These tasks are critical to business success, and most business owners will gladly pay someone else to get it done. Learn the details on how to go about starting your own bookkeeping service and how to get clients.

Shelley C. Safian (See bio To The Left)

CLASS NUMBER: 221 - \$37.00

221C Sat., Mar.06 9:30 a.m.-12:30 p.m.

New Careers Design, Manufacture And Market Your Own Apparel



Have you ever designed and made something for yourself, your family or friends? Whether you make evening wear or bathing suits, dolls clothes or children's wear, this class will reveal how to create your designs with regard to production and marketability. Learn how to get patterns made and production started. Find out where to source materials and get your items manufactured. Discover how and where to make industry contacts and how to market your products to retailers big and small. Join us and learn how the industry works and how the small guy can compete.

Shelley C. Safian designed and marketed a line of children's wear, successfully selling the line to retailers such as JC Penneys, Kids R Us, and Nordstroms. Currently, she is producing and marketing a new line of apparel for dogs throughout the United States and Canada.

CLASS NUMBER: 217- \$47.00

217C Sat., Mar. 20 9:30 a.m.-1:30 p.m.

Gaining Control of Your Time and Your Life

Time Management

Too much to do and not enough time to do it? Time management concerns how you resolve that dilemma. Time is the limiting factor, not activities. You must make tough choices about what to do and what not to do. Time management is really self-management. Habits are the key to good time management. In order to change your habits you must also identify them. This seminar will use the Time Mastery Profile in assessing your habitual time management behaviors. As you do, you'll become more aware of what your time management habits are and whether they help or hinder you. Finally, this seminar will determine specific ways you can improve your time management. If you want to increase your productivity on the job and at home, enhance the quality of your work with less stress and create a greater sense of personal satisfaction and accomplishment this seminar is for you. **\$10 material fee for a booklet paid to the instructor.**

Henry Harlow is a National Certified Counselor with other specialty certificates in mental health and professional employee assistance. He has been a hospital administrator, marketing director, small business owner, and COO of a training and development company.

CLASS NUMBER: 145 - \$42.00

145D Wed., Apr. 28 7-10 p.m.



Register Today 407-671-9505 All Major Credit Cards Accepted



Intro To Homebased Medical Billing Services

With new laws and rulings, many medical offices prefer to contract with an outside medical billing service rather than handle dealing with the insurance carriers themselves. Learn about what you need to know to open your own home-based medical billing company, what equipment you must have, and how to market your new business to get clients.

Shelley Safian is a faculty member of the Allied Health department at a local career college. She is a Nationally Certified Insurance Coding specialist, and has taught medical insurance, coding, and computerized medical office management for more than three years.

CLASS NUMBER: 275- \$42.00

275B Mon., Feb. 23 7-10 p.m.

How To Start A Home Inspection Business

One of the Hottest Home-Based Businesses

One of Money magazine's Top Ten Home-Based Businesses, the home inspection market offers tremendous growth potential. The increase in real estate disclosure laws has heightened awareness for home inspections. This growth potential translates to lucrative income for home inspectors. A recent study found that on average, home inspectors earn \$48,000 annually with some inspectors reporting over \$100,000 in gross revenue. In this information-packed seminar you will learn: the all-inclusive inspection checklist, the likeliest customers and how to find them, how to charge for inspections and what tools are necessary, how to write and present inspection reports and how to set up your business for success!



Gregory R. Trotter, owner of the All Florida Home Evaluation, Inc. is a member of the American Society Of Home Inspectors (ASHI) and has conducted over 4,500 inspections.

CLASS NUMBER: 213 - \$42.00

213B Tues., Feb. 24 6-9 p.m.

213D Thur., Apr. 29 6-9 p.m.

Open Up Your Own Web Store

Learn how to either open your own retail store, or open a shopping mall and "rent" out space to others. Find out what type of skills, and equipment you will need to get started to owning your own web store. Learn how to make shopping easy on your site, and how to make money off of other sites. Take advantage of this opportunity to learn how to make a sizable income from the use of your computer.



Shelley C. Safian (see bio on page 21).

CLASS NUMBER: 218 - \$42.00

218B Thur., Feb. 12 7-10 p.m.

Sign up for 2 classes at The Knowledge Shop

Open House

On March 6, 2-4 pm

*And get a class for free!**

(*Does not include Computer and National Speakers' classes)

National Speaker

Rachelle Disbennett-Lee, MCC, MS is an international coach, speaker, Training Director at the International Coach Academy, and a contributing author to the books, "The Guide to Getting It; Self Esteem" and "Achieving Extraordinary Success as a Coach".



Become a Professional Business/ Personal Coach

Personal coaching is one of the hottest and fastest growing professions in the country. Individuals and companies are hiring coaches to help them discover what is truly important, set value-based goals that are aligned with their mission and vision, achieve peak performance, and overcome challenges. As a business and personal coach, you can work full-or part-time, be highly paid while supporting your clients in setting goals, creating change and staying in action both in their professional and personal lives. Coaches work one-on-one with clients, in groups or with companies and organizations either by telephone or in person. In this interactive workshop we will discuss the history of coaching, the process for becoming a coach and how coaching is different from other professions. You will take a self-assessment test to discover if coaching is for you. In addition you will learn how to profitably set up your coaching practice, define your market niche, how to set fees and how to obtain clients. If you enjoy personal development and helping others reach their potential, come discover if coaching is a profession for you! *There is an \$8.00 material fee paid to the instructor.*

CLASS NUMBER: 256- \$42.00 Only time this year!

256C Sat., Mar. 20 9:30 - 12:30 p.m.

Ready, Set, Coach

Personal/Professional Coaching Techniques

Are you a coach now or just beginning to get into the coaching consultation business? Brush up on your current coaching skills or learn new ones. This class is for the individual who wants to improve or develop their coaching skills. This interactive program will teach you the five keys to coaching effectively, how to begin and maintain a powerful coaching relationship, and how to facilitate substantial personal and professional growth for clients. Learn power listening, KITA coaching, communicating for action, and gain insight into nurturing, supporting, and endorsing. *There is an \$8.00 material fee paid to the instructor.*

CLASS NUMBER: 256- \$42.00 Only time this year!

256C Sat., Mar. 20 1:30 - 4:30 p.m.

Rachelle Disbennett-Lee, MCC, MS is an international coach, speaker and Training Director at the International Coach Academy. Since 1996 Coach Lee has coached over 500 clients to be more profitable and productive while staying sane and balanced. Coach Lee is a contributing author to the books, "The Guide to Getting It; Self Esteem" (Clear Vision Publishing) and "Achieving Extraordinary Success as a Coach" (Lahaska Publishing). For the past five years Coach Lee has published the award winning electronic newsletter 365 Days of Coaching, a daily dose of motivation and so much more.

Take Both Classes for Only \$74



Registration



Phone - Call our office at (407) 671-9505 between 8:30 a.m.-9 p.m. weekdays & 9-1 Saturdays. Have the class number and date ready. You can charge the registration fee with a credit card.



Mail - Mail in the registration form with a check for the total amount to:

The Knowledge Shop, Inc.
1000 N. Orlando Ave., Suite C
Winter Park, Florida 32789



Fax - Fax the registration form with your credit card number, expiration date and signature to: (407) 678-9985.

Walk-In - Registration forms with payment can be dropped off at our classroom facility in CORPORATE SQUARE, Suite C between 8:30 a.m. and 9 p.m. weekdays and 9 a.m. and 1 p.m. Saturdays.

On-Line - Register with your credit card at our web site, www.knowledgeshoporlando.com and receive e-mail confirmation within one business day.

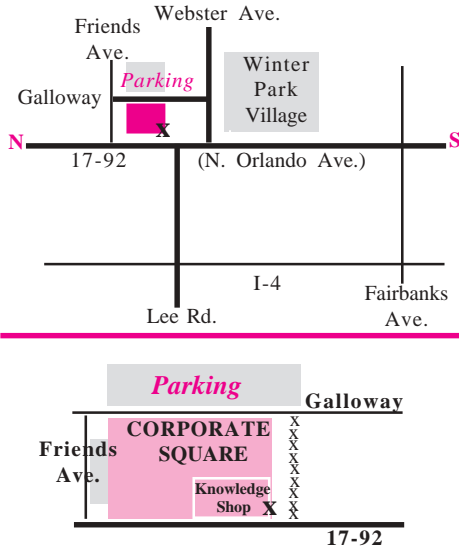
The Knowledge Shop's Classroom Facility

is located in

CORPORATE SQUARE
1000 N. Orlando Ave. (17/92)
Suite C, Winter Park

(Intersection of 17/92 & Lee Road)

Parking is in the back. The Knowledge Shop fronts 17/92 on the Southside Corner of CORPORATE SQUARE.



Presentations may be canceled at our discretion, in which case, registration fees will be refunded in full. \$30.00 charge for returned checks.

The Knowledge Shop is a learning center with presentations by active professionals. It does not provide vocational training or instruction.

The Knowledge Shop, Inc. does not provide written confirmations or tickets. Registered participants' names appear on an enrollment list at the class.

Credit cards are processed at the time of registration.

Discount programs cannot be combined. **Package Special** classes must be registered and paid for at the same time and cannot be used in conjunction with other discounts.

NOTICE

Positively No Refunds on participant cancellations.

Passes for future presentations will be issued with 24-hour notice.

No passes or transfers on participant cancellations less than **one full business day** prior to the presentation. **No exceptions.**



REGISTRATION FORM

Name _____

Address _____

City _____ State _____ Zip _____

Day Telephone _____ Evening Telephone _____

Class Number	Class Name and Date	E-Mail _____	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CLASSES ARE AT THE KNOWLEDGE SHOP UNLESS OTHERWISE NOTED Total Amount Enclosed _____

Credit Card Number _____ Exp. Date _____ Signature _____

No Mailed Confirmations - No Refunds on Participant Cancellations or No-Shows.

MAIL TO: THE KNOWLEDGE SHOP, 1000 N. Orlando Ave., Suite C, Winter Park, FL 32789



Register Today 407-671-9505 All Major Credit Cards Accepted

Life Skills Workshops

Taught By **Dr. Linnda Durre', Author, Television and Local Radio Personality**



Assertively Dealing with Difficult People

Dr. Durre' will teach you communication skills and techniques that will help you stand up for yourself against bullies, sugar coaters, smiling cobras, back stabbers, idea stealers, passive aggressive people, doormats, and incompetents. Learn a simple systematic method to convey your needs, get your desires met, and collaborate with others on creative solutions where both you and the "difficult person" can be satisfied in a win/win solution.

CLASS NUMBER: 631- \$40.00

631B Mon., Feb. 16 7-10 p.m.

Living Debt Free

"Invest In Your Debt" To Achieve Financial Freedom



Are you struggling to get ahead? Concerned about your financial future? The biggest obstacle between most people and financial success is debt. Contrary to popular belief, being in debt does not have to be a way of life in America. This nationally acclaimed workshop will show you how to pay off **all your consumer debt** - credit cards, student loans, auto loans, etc., in just 1-4 years

You can then pay off your home mortgage in another 3-5 years, and save over \$100,000 in interest payments! Whether you make \$20,000 or \$200,000 a year, our practical, powerful and proven methodology will eliminate your debt the fastest way possible. Without debt, you will be able to live 100% on cash and have serious money available to save for retirement. This process can be accomplished on your own or can be completely automated. Find out why conventional financial strategies do not work for most people. Instead, discover new financial strategies designed for real life in the 21st century. Learn how to get a 37.13% guaranteed, risk free return on your money by treating your debt as an investment opportunity and reduce your effective interest rate to less than 5% in the process! Effortlessly capture several hundred extra dollars each month by spending smart, and gain control of your finances once and for all. A \$5 materials fee is payable during class, and the optional textbook, *Invest in Your Debt*, coauthored by the instructor, will be available for \$46.

Greg Frank, is a National Speaker and Author. He has over 20 years of business and personal finance experience. Greg sits on the National Center for Debt Elimination (a non-profit consumer advocacy firm).

CLASS NUMBER: 81 - \$42.00

81D Wed., April 14 6:30 - 9:30 p.m.

THE KNOWLEDGE SHOP
1000 N. Orlando Ave Suite C
Winter Park, FL 32789



Piano Instantly

For People With No Spare Time

Discover why thousands of students from total beginners to those with years of lessons have learned to play the piano in just one day. Traditional piano instructors teach endless exercises and note reading, but professionals who play contemporary music, use chords. In this workshop, you will learn 72 chords, 156 hand positions, and how to read music from a lead sheet and fake books. You will learn how to play any popular song in any key and the tools of the trade that will make you sound like a pro. Then, you will be able to master your technique by using an exclusive audiocassette and study book. This class also prepares you for taking the other "Piano Magic" workshops. If you can read the notes C, D, E, F, G, A, B, you already know how to enroll. If not, send a SASE to Piano Magic, PO Box 4306- Valley Village, CA. 91617 for a free pamphlet. **Material fee of \$25 per student** for study book and sixty minute cassette will be collected in class by instructor.

Todd Walker is a pianist who has performed professionally in New York and Los Angeles. He conducts music workshops throughout the U. S.

CLASS NUMBER: 64 - \$48.00

64B Sat., Feb. 07 9:30 a.m. - 12:30 p.m.

Learn To Play Music By Ear

Most people believe you have to be born with a special gift in order to play music by ear. But, that's not the case! If you can figure out the melody to "Mary Had A Little Lamb", you're ready to take this class. Figuring out the melody is the easy part. The secret to playing music is knowing what chords go along with it. You will learn how to hear and know the correct chord changes, how to use base lines, and the Circle of Fourths and Fifths. Forget about your sheet music. You'll be memorizing tunes as you learn them. You will be able to play any song by ear, from simple folk tunes to difficult standards. This workshop is open to all musicians. You should have a basic knowledge of chords. If you don't, take the "Piano Instantly" class first. **Material Fee of \$25 per student** for study book and 60 minute cassette will be collected in class by instructor.

CLASS NUMBER: 65 - \$48.00

65B Sat., Feb. 07 1:30-4:30 p.m.

Sign Up For Both Classes For \$86

