

Lifelong Learning Career & Personal Development

NEW!
Online Career
Classes Taught in
Spanish

**Invest
in
You!**

Community Education
Fall 2019 Schedule
Classes through December 2019

Register Online
www.laspositascollege.edu/communityed



LAS POSITAS
COLLEGE

Fall Brings Opportunity!

Welcome to the Fall 2019 semester in Community Education at Las Positas College. Fall is a time to take stock and invest in your educational goals and dreams. Community Education can partner with you, no matter if you want college credit for your work, to help you advance in your career, pursue career change, improve your skills or just learn something new and interesting.

New this Fall..short term and career classes offered in Spanish. Self-paced classes online in all varieties. And short term certifications to enhance your value on the job. Our catalog highlights only some of the many classes we offer! Visit our website for more!

Invest in yourself and your education this Fall. You are worth it!

*"What we learn with
pleasure, we never forget."*

— Alfred Mercier

In Learning,
Frances DeNisco
Program Coordinator



No college credit is offered. Classes do not require admission to the college, and do not involve exams. There are no transcripts or grades and classes are not transferable. Minimum enrollment is required for classes to start. Community Education is a self-supporting entity of LPC and is not funded by taxpayer dollars. Community Education classes are offered in addition to the LPC instructional program. Community Education classes do not necessarily reflect the views or policies of Las Positas College. Las Positas College does not endorse any person or product.



Featured Instructor

Jill Hornbeck has been a Las Positas College Interior Design Instructor for the past 18 years. She earned a B.S. in Design from UC Davis and a MBA in Marketing from Cal State East Bay. Hornbeck has owned Everett Interiors in Livermore since 1992 and has done residential home design as well as model homes. She has worked for a number of home builders and her passion is to teach students about practical and affordable design. One of her favorite design jobs is working for Rooms of Hope, a non-profit, that designs rooms for kids with terminally ill diseases. Take her computer aided room design class: see page: 00

Programas de Entrenamiento Profesional POR INTERNET EN ESPAÑOL



PROGRAMA DE CERTIFICADO DE CONOCIMIENTO BÁSICO DE HVACR NATE CORE

90 Horas

Un programa de introducción a la industria HVACR diseñado a fin de abordar el conocimiento fundamental de la calefacción, la ventilación, el aire acondicionado y la refrigeración.

FUNDAMENTOS DE PRESTON BAILEY PARA EL DISEÑO FLORAL

240 Horas

El curso está diseñado para principiantes que no tienen experiencia con flores, arreglos florales o diseño floral. Los estudiantes aprenden los trucos que todo buen diseñador floral profesional depende.

Inscríbete hoy, o para más informes visita:

careertraining.ed2go.com/lpccommed

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"Thank you so much for all your help with our trip of a lifetime! Our tour manager, Savio was wonderful. Collette gave us a first rate trip and I had no worries!"

—Cheryl,

Tuscany Traveler from Pleasanton

FREE Travel Seminar and Slideshow

Our destination group travel program is exciting! We are offering a variety of trips in 2019...come see a slide show about our hosted national and international trips, and view a slideshow of our program! Get all your questions about travel with Community Education answered while getting informed about our beautiful destinations and upcoming trips... Register today so we know how many to expect, and because seating is limited! *Alex Capozzolo is a Business Development Manager with Collette Tours.*

10144 8/22 Thu 6:00 - 7:00pm Free



Travel with Community Ed



ALLIED HEALTH

ONLINE Medical Insurance Billing Certificate

Learn medical billing and become a valued professional in the fast-growing healthcare field. Topics include: CPT, ICD-10, and HCPCS coding as well as Worker's Compensation/personal injury billing and computerized billing software. Courses are taken consecutively in a synchronous, instructor-led, online format. Once registered, you'll be provided with login instructions and information on how to purchase the materials needed for the class. Students will receive a "Certificate of Study" issued from KGP, LLC. Basic computer proficiency is recommended. Online orientation is required. Dates and times of class are listed online. Please consult times and days to be sure you can attend class online at specific times required. *Patterson*

MIBC101 9/7 Sat 10:00 - 11:00am \$150
and 9/10-10/8 TWTh 6:30 - 8:30pm
Materials Fee \$325

ONLINE Medical Front Office Certificate

Running the front desk in a medical practice is a very rewarding experience and an excellent way to begin a career in the medical field. Are you interested in becoming a Medical Front Office/Medical Receptionist/Intake Coordinator? Class prepares you to begin a rewarding career and to become an integral part of a medical office team, Students will receive a Certificate of Training from KGP LLC upon completion of the classes. You must attend class at specific times online. See website for dates of class before your enroll. *Kris G Patterson is the owner of a successful Medical Billing and Consulting firm, KGP Medical Billing located in LA. Thousands of students have benefited from her knowledge in the medical field by taking courses at one of the over 35 colleges she has taught through in Northern, Central and Southern CA. She has taught Medical Insurance billing for over 18 years.*

MO214 9/7 Sat 10:00-11:00am \$25
and 10/15-10/16 TW 6:30 - 8:30pm
Materials fee \$89

ONLINE Start Your Own Medical Billing Service

Medical billing services are in demand. Learn how to obtain clients, set fees, and market your services. Where can you obtain HIPAA-compliant software? What organizations for billing professionals can you join? Plus many more topics. Once registered, you'll be provided with login instructions and information on how to purchase materials. Basic computer proficiency recommended. Online orientation is required. Dates and times of class are listed online. Please consult times and days to be sure you can attend class online at specific times required. *Patterson*

MBS634 9/7 Sat 10:00-11:00am \$25
and 10/17 Thu 6:30-8:30pm
Materials Fee \$29



More Allied Health classes and Certificates available at the website.

NEW Drawing: Guided Studio Experience

Need studio space to create art? Come join us and create art in an environment with other artists. Enjoy the luxury of studio space and natural lighting. Easels, work benches and tables are all available for use along with drawing casts, still life set ups and props. This is a limited instruction studio class, with critique and advice available if desired. Come take advantage of this relaxed environment and opportunity to meet and be inspired by other artists. Studio sessions will be facilitated by instructor. Bring your own materials, but drawing boards are available. *Ozell has conducted many drawing and art workshops in the Bay Area. He is currently teaching drawing in Livermore. He studied at the Academy of Art in San Francisco and earned a MA in painting. www.ozellhudson.com*

SE852 9/7-9/28 Sat 12:00-3:00pm \$69
CONTINUED

SE852 10/5-10/26 Sat 12:00-3:00pm \$69

Figure Drawing and Painting Weekend

Join fellow art professionals and dedicated art students in this session on Saturday and Sunday. Sign up for 1 or both days. Professional, nude models. Saturday morning short poses, 1 to 20 minutes. Saturday afternoon 3 hour pose. Sunday, 6 hour pose. Spacious studio with 12 foot ceilings, unobstructed floor area 30' x 30'. Model starts at 10:00 am promptly. No photography. All non-odorous painting, drawing, or sculpting media welcome. Bring your favorite portable easels, equipment, art supplies. Classroom aluminum easels, stools, drawing horses available. Las Positas full time students, no fee (call the office to enroll) *Carolyn Lord studied at Principia College, IL; workshops at Golden Gate Atelier, Bay Area Classical Artists Atelier. She teaches at Scottsdale Artists' School, Mendocino Art Center, Carmel Visual Arts. Member of California Art Club and National watercolor Society. www.carolynlord.com*

AL478 8/17 Sat 9:30am - 5:00pm \$35
CONTINUED

AL478 8/18 Sun 9:30am - 5:00pm \$35

Back by Popular Demand!**Matting and Framing Workshop**

Tired of spending \$300 to frame your artwork? Come learn how to do it yourself! Frame your art and photographs for Holiday gifts or for exhibitions. This one-day workshop is geared to works on paper. Learn various matting and framing alternatives with a focus on cutting single and double beveled-edge window mats. Bring a paper artwork and optionally a frame. Mat board and other material will be provided. \$10 materials fee payable to the instructor at class. Class is limited to 12. *Michael Fredrich is the past President and current Secretary/Treasurer of the Livermore Valley Camera Club and a master level photographer.*

AL270 11/16 Sat 10:00am-4:00pm \$69
Materials fee \$10

NEW Painting with Acrylics

Explore the many possibilities of painting with acrylics. During your acrylic painting class, we cover the foundations of acrylic painting. You will learn painting techniques, and the most common acrylic techniques to create vibrant acrylic masterpieces. You will learn the essentials you need to know about acrylic painting, from color theory to brushstrokes to perspective. We cover mixing the paint on the palette and paint different paint applications on the canvas. Also includes the various aspects and techniques of learning to paint for those less experienced artists. All skill levels welcome. Ages 18 and over. *Hudson*

AP345 9/7-9/28 Sat 9:00am-12:00pm \$99
CONTINUED

AP345 10/5-10/26 Sat 9:00am-12:00pm \$99

NEW Collaborative Management

Whether you manage or lead people, collaborative skills are essential to help harness the energy of groups and teams for maximum performance and productivity. Course will help you explore the principles of collaborative management and gain insight on how to expand your collaborative skills for success of your team or organization. *Joyce Odidison is a Conflict Analyst, Author, Mediator, Workplace Wellness Expert and Coach, who has a passion for helping people work and live well. For the past two decades she has helped to reduce workplace stress and tension, and to build safe, respectful workplaces to protect employees from bullying, harassment, discrimination and the negative impacts of interpersonal conflicts.*

COL485 10/7-11/1 Online \$245

Accounting and Finance for Non Financial Managers

Every successful person in the workplace utilizes financial information to aid effective decision making. The Certificate in Accounting and Finance for Non-Financial Managers explains the financial concepts and accounting processes used in most businesses and will provide practical techniques that will increase your effectiveness and career. *Sharon deFonteny has a degree in Business Education with a concentration in Accounting, and spent many years in Corporate America working in Accounting and Finance.*

A1606 9/3-9/27 Online \$195

Certificate in Accounting and Finance for Non-Financial Managers

Every successful person in the workplace utilizes financial information to aid effective decision making. The Certificate in Accounting and Finance for Non-Financial Managers explains the financial concepts and accounting processes used in most businesses and will provide practical techniques that will increase your effectiveness and career. *Jodie Trana has had a career in business consulting and financial management. She then started a consulting and training organization offering educational consulting services to organizations such as the Kauffman Foundation, the largest foundation devoted to entrepreneurship.*

AC485 9/3-11/29 Online \$495



**Looking for Photography?
We have online many digital
Photography classes!**

To enroll, visit:
www.ed2go.com/lpccommed

Certificate in Customer Service

With the increase of technology, human interaction with customers becomes all the more important. Whether it relates to retaining customers, serving your audience, or turning inquiries into sales, good customer service is now one of the central factors in organizational success. Improve your customer service skills to enhance your career skill set, improve productivity, and increase your organization's success. Take away some extraordinary customer service techniques you won't find anywhere else. *Fred Bayley has extensive service working on non-profit boards. He has helped rejuvenate a number of non-profits through consulting and being on the board.*

CS485 9/3-11/1 Online \$245



Certificate in Data Analysis

Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. Add a whole new skill set to your portfolio, and make a big difference in the success of your organization by acquiring data analysis skills. Whether your business is home-based or a large company, this certificate will take you to the next level where important decision-making is concerned. *Kritzer*

DA485 9/3-11/29 Online \$495

Certificate in Nonprofit Administration

Nonprofits today need to be run like a business in many respects. You have competition, a need to generate income and a surplus, and staff need to be even more productive. Get the best training on revenue generation for nonprofits, and program evaluation for nonprofits, with our Certificate in Nonprofit Administration. You will come away with the best information from instructors who train people in nonprofits. *Bayley*

NA359 9/3-11/29 Online \$595



Revenue Generation for Non-Profits

Build revenue streams for your non-profit organization. They are essential not only to keep your doors open but also to expand your services. Discover how to increase revenue from your current activities. Develop strategies for building new ones. Know how to effectively set prices or fees. Understand the 20% that generates 80% of your revenue. These are basic concepts that will yield greater results. After taking this course you will have the knowledge to improve your revenue generation and generate a better surplus. *Bayley*

RG1608 9/3-10/25 Online \$495



Certificate in Online Teaching

This certificate is for those new to teaching online or those already teaching online. Get the best instruction from the foremost authorities in online learning. From building an online course to improving an online course, from fostering online discussion to encouraging student interaction, from traditional assessment to online tests, the program will give you both the fundamentals of teaching online, and advanced tips and techniques in the business. *Draves*

OT485 9/3-11/29 Online \$495



Certificate in Teaching Adults

This is your invitation to teach others in-person and join in one of the more important functions in life - passing on knowledge and skills to others. It is both an opportunity and a responsibility. Whether you want to teach others or currently teach others, in any setting, either formally or informally, this course is for you. Your lead instructor is author of *How to Teach Adults*, the best-selling book on the subject. The ebook version is included in the course. *Draves*.

TA485 9/3-10/25 Online \$295

Certificate in Project Management

In today's business environment, there is a need for good project management. Project management provides visibility of project health to the business and the customer. Through continuous monitoring, early detection of variations to plan, schedule, and budget can be communicated to stakeholders for quick resolution. *DeCamp*

PM485 9/3-11/29 Online \$495

Digital Marketing Certificate

Come get a fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing your website traffic, doing search engine optimization, and how to successfully employ online advertising. Relevant for any type of organization, including businesses, companies, non-profits, and government agencies. No eMarketing experience or expertise is necessary. Advanced level students, your instructors are experts and can provide the latest most advanced information and answer your toughest questions welcome. *Suzanne Kart is Director of Marketing for the Learning Resources Network, a national association in lifelong learning. Her previous work includes being Marketing Manager at Delta College in Saginaw, Michigan, Director of Marketing at United Way of Saginaw County, and Anchor/Reporter at KWLO/KFMW.*

DM485 9/3-11/29 Online \$495

Supervisory & Leadership Certificate

Your employees are your most valuable resources. Ensuring the efficiency of your team is the key to your success and is your most important responsibility. Get practical, easy to understand, and insightful methods for new and even experienced supervisors and managers. Learn about effective delegation, performance management, and writing performance reviews. Discuss the specifics of the supervisor's role and responsibilities, and strategies for improving your overall effectiveness as a leader. Take home practical information along with tips and techniques that can be applied at your job immediately. *Klauss*

SL485 9/3-10/25 Online \$395



CAREER TRAINING

Workplace Conflict Solutions Certificate

In today's business environment, employers expect employees to have a solid set of interpersonal skills. The ability to solve problems quickly and effectively is a critical interpersonal skill well worth developing. Gain skills to be an effective team member and leader in the workplace by taking control of the conversation, managing your reactions, and navigating problematic interactions with ease. Then understand how to approach the delicate matter of bullying in the workplace. Both females and males need to understand about relational aggression in the workplace. You will take home techniques relevant for any organization or group context, but can also be easily adapted to work at an individual level. *Dr. Kate Webster is a nationally known expert, professional speaker, and author in the area of effective communication and empowered leadership.*

CON1708 9/3-11/29 Online \$495

Earn Extra Money with a Mystery Shopping Business

Want to become a Secret Mystery Shopper? Learn how to start your business and how to create a mystery shopping profile, sign up with 25 LEGITIMATE mystery shopping companies WITHOUT FEES, and avoid pitfalls and scams. Prerequisite: Explore 250 Realistic Home Based Business must be taken before this class. *Krusemark*

MS134 10/29 Tue 9:00-10:00pm \$20
Materials fee \$10

Become a Professional Organizer

Do label makers and putting things into 3-ring notebooks make you happy? If you like to organize stuff and enjoy watching the organizing programs on TV for more tips, you're a good candidate to become a professional organizer! We'll discuss: different organizing specialties, using the Clutter-Hoarding Scale, business licensing and insurance, and how to get experience before your first paying client. Business structure and set up, taxes, business license requirements are also included! *Miller*

CT588 10/6 Sun 10:00am-1:00pm \$39
Materials fee \$30

Explore 250 Realistic Home-Based Businesses

Turn your talents and hobbies into profits. You will learn about mandatory legal documentation, ways to market your product/service, taking tax deductions (this workshop included), and 250 home business ideas. This is probably the most comprehensive business start up workshop around. *LeeAnne Krusemark is an author, business owner, and adjunct professor at more than 200 colleges from Maine to Hawaii, including Purdue, and an online instructor at more than 1,000 facilities worldwide, including Harvard. LeeAnne's inspiration has even been compared to Oprah! (For more information, Google search: LeeAnne Krusemark)*

B106 10/29 Tue 7:00-9:00pm \$39
Materials fee \$20

Community Partnership

 **Back by Popular Demand!**

Certificate in Winery Tasting Room Sales & Service

4 day workshop, plus one "shadow" day, will provide new and current hospitality workers with the knowledge, skills and abilities to be successful in wine sales and service in winery tasting rooms, restaurants, wine bars and catering events. Instruction focuses on wine service, sensory wine evaluation, tasting room set up and organization, sanitation protocols, and developing the social skills necessary to maximize guest experience. Also included are wine club sales, and legal compliance in the tasting room. The series now features a fifth class which has each Student will "shadow" a tasting room attendant. This will take place during operational hours in the tasting room of anyone of the host wineries. Class is limited to 12 students. Class is offered in collaboration with:

The LPC Viticulture & Winery Technology Program
<http://laspositascollege.edu/vwt/>

The Friends of Open Spaces and Vineyards
<http://www.fov.org/>

and the Wine Growers Association
<https://www.lvwine.org/>

You will receive a certificate from Community Education upon completion of the class. *Leslie Mladinich is an alum of LPC's Wine Tech and Viticulture program. She has been a Tasting Room associate in the Livermore Valley for 6 years. Leslie has taken wine education and sensory analysis classes at Napa Valley College and UC Davis Extension.*

CWS101 10/5-11/2 Sat 8:30-11:00am \$79

Legal Office Administration

Acquire the necessary knowledge and skills needed toward becoming an exceptional legal practitioner in an administrative capacity. Bridge course designed to provide students with the tools to develop a thorough understanding of legal office procedures including database management, the preparation of legal documentation including research, legal accounting methods, legal analysis, communications and ethics. *Hamilton*

LA485 11/4-11/29 Online \$245

"This is exactly what I was looking for - though I would love to see a online course for QuickBooks for MAC...thank you!"

*—Barbara
LPC Community Ed online student*



QUICKBOOKS ONLINE COURSES
Learn from the comfort of home!
24-Hour Access
Discussion Areas
6 Week Format

\$99



www.ed2go.com/lpccommed

Voice-Overs...Now is Your Time!

In what could be one of the most enlightening 2 hours you've ever spent, class will show you how YOU could actually begin using your speaking voice for commercials, films, videos, and more! Most people go about it the wrong way. In this class, you will learn about a unique, outside-the-box way to cash in on one of the most lucrative full or part-time careers out there! This is a business that you can handle on your own terms, on your own turf, and in your own time, and with practically no overhead! and NOW is the best time to make this happen as new companies are always looking for new voices like never before. *Lisa Foster, with 18 years of experience in voice-overs and broadcasting, has one of the most versatile voices in the industry. Lisa is a member of SaVoa, the Society of Accredited Voice Over Artists.*

B241 11/2 Sat 1:00-3:00pm \$49

What Were You Born to Do?

You were born to make a unique contribution to humanity. Progressing toward this purpose brings joy and abundance. Straying from it causes stress and emptiness. To accomplish this, one of the 33 Natural Talents® is wired into your DNA. It's so subtle, you rarely notice it; yet so powerful, it's the source of your highest potential. Elvis, Oprah and Einstein were all just "doin' what comes naturally." Also discover why applying your Natural Talent relentlessly will magnetically attract all the desires of your heart. Ages 16+. *Curtis Adney, MS, JD is a life coach, conducts numerous seminars across the Western US, and is the author of a forthcoming book, Pinpoint Your Destiny.*

B208 8/11 Sun 1:00-5:00pm \$49
 OR Materials fee \$30
 B208 10/19 Sat 1:00-5:00pm \$49
 Materials fee \$30

Make Some Money with Your Website, Blogs or Social Media Account

Earn a passive monthly income from selling other people's products by placing a merchant-provided advertisement link on your site and get a commission for every sale, click or lead. Learn where to find 1000+ free and low cost opportunities and how to avoid scams or links that won't offer a beneficial ROI (return on investment). You'll also learn SEO secrets to increase your site's ranking and visibility on search engines like Google. *Krusemark*

BLG156 10/29 Tue 6:00-7:00pm \$29
 Materials fee \$10

NEW Everyday Tech: Grasping Computers and Technology Used Every Day

Your cellphone, laptop, navigating device, virtual digital assistant and tablet are all devices you use to make your life easier. Do you know how they operate? When the device is connected to the Internet do you know who or what is on the other end of the line? This class is for people who want to be more comfortable using their technology devices and want to increase their digital literacy. You will learn how technology works, ways to be more efficient, and how to protect your device and yourself. You may bring your cellphone, laptop and/or tablet to class. *Teri Donat has over 30 years' experience teaching technology classes through workshops and as a part-time college instructor. Though her business, Ez 4 U Computers, she consults with small businesses helping to improve the productivity automating documents for you or your staff, or training you how to use the latest software programs. Two words students use to describe her are patient and knowledgeable.*

ET411 9/11 Wed 6:30-9:00pm \$49

HOT! Microsoft Excel Basics

This is a basic class for people who have little or no experience using Microsoft EXCEL. Learn the difference between a worksheet and a workbook. Learn to navigate the worksheet, select cells, enter text, values, how to write formulas and format a worksheet. *Donat*

C107 9/12 Thu 6:30-9:30pm \$49
 OR
 C107 9/14 Sat 9:00am-12:00pm \$49

Become a Notary in One Day! (Exam included)

Start a new career or part-time business and earn additional income! Acquire the knowledge and skills to pass the State Notary Public Exam and become a California Notary Public. State Notary exam is administered at the end of class. Bring two #2 pencils, State approved ID (driver's license or passport, must be current, not expired) 2x2 color passport photo and a check for \$40.00 made payable to the "Secretary of State." Test proctors do not accept cash or credit cards. California Notary Academy is a California state approved vendor of notary education. Passport photos and live scans are also offered on the day of class for an additional fee. *The Academy for Notaries is a California state-approved vendor of notary education.*

B102 8/17 Sat 8:00am-6:00pm \$69
 Materials fee \$25
 OR
 B102 10/12 Sat 8:00am-6:00pm \$69
 Materials fee \$25

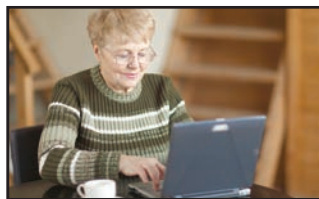
Renewal for California Notaries Public plus Exam

B102 8/17 Sat 12:30-6:00pm \$49
 Materials fee \$25
 OR
 B102 10/12 Sat 12:30-6:00pm \$49
 Materials fee \$25

Microsoft Excel Intermediate

Class is for experienced users who want to expand their knowledge of Microsoft Excel features. Explore how to manage data using Data Filter, PivotTables and Import. Learn to Link worksheets with formulas. Learn to create PivotCharts and Combination Charts. *Donat*

C108 11/7 Thu 6:30-9:30pm \$49



Self-Paced Online Learning classes at our website

Snap this code to go directly to our registration website



Excel Formulas and Functions

Do you have experience using Microsoft EXCEL and want to explore using functions to save time and to analyze and link data? This class will expand your skills learning the different types of functions, using formulas to link data across worksheets, use functions to create summary reports and PivotTables. *Donat.*

SC102 10/24 Thu 6:30-9:30pm \$49



Hot! Excel Tips and Tricks

Do you have some experience using Microsoft EXCEL and want to be more efficient? This class will expand your skills exploring shortcuts to enter data and modify the worksheet. Class will focus on how to use functions and conditional formatting to analyze data. Learn to create and format charts, add objects and modify worksheets for efficient printing. *Donat.*

SC101 9/19 Thu 6:30-9:30pm \$49

OR

SC101 10/19 Sat 9:00am- 12:00pm \$49

Excel: Automating Workbooks with Macros and Visual Basic

Class is for experienced users who want to learn how to automate Microsoft Excel workbooks. Learn to record macros and edit with Visual Basic. Learn programming techniques establishing variables, dialog boxes, program loops, and conditional statements. Learn to control data entry with validation and defined cell names. *Donat.*

SC104 11/21 Thu 6:30-9:30pm \$49

Microsoft PowerPoint: More than a Slide Show

Learn to tell a story, present a marketing idea, share data analysis and create a video with a presentation. In this workshop you will learn to present information in a clean, clear manner. Learn to enhance the words with design backgrounds, graphic objects, animation, slide transitions, audio and customize templates. *Donat.*

SC107 11/16 Sat 9:00am-12:00pm \$49

Managing Social Media Platforms Certificate

Different social networks have distinct characteristics, different features, and are used to develop a two-way communication and marketing strategy for your organization. Find out what you can be doing, what you should be doing, and take back a plan to integrate social networks into your communication and marketing. You will get a firm foundation in Twitter, LinkedIn, and Facebook platforms. *Jennifer Selke is a nationally known expert, speaker and consultant in the area of social media. She is a faculty member in the University of California Berkeley Graduate School of Education and is affiliated with the Berkeley Center for New Media.*

SP485 9/3-11/29 Online \$495

Social Media for Business Certificate

Get in on this exciting and growing way to communicate, market and serve your customers and clients. For businesses, nonprofits, government, and other organizations. From Facebook to Twitter, blogging, YouTube, LinkedIn, and more, discover the new principles of communication that apply across all networks and how these specific social networks work and the possible uses for your organization. Whether you are new to social networks or already involved, you will come away with both an understanding of social networks and practical, how-to techniques to integrate social networks into your organization or business. *Selke.*

SMB485 9/3-11/29 Online \$495

WordPress Certificate

WordPress is the most popular content management system (CMS) for website and blog design. During the first week you will learn or refresh your knowledge of all the initial steps and the required elements for having a website. Then find out how to build a simple WordPress website or blog. Topics include introduction to CMS, WordPress installation and setup, page and content creation, administration, themes (selection, purchase, installation and setup), working with widgets and plugins, and more. Finally, acquire advanced knowledge about WordPress options and features. *Andy Helmi is a graphic and website designer, technical consultant and an online marketing specialist located in Vancouver, BC, Canada.*

WPC1709 9/3-11/29 Online \$495

Podcast for PROFIT!

Have you ever wanted to be a DJ or the host of a radio show? Would you like to be paid to host your own show? Would you like to promote your business, hobby or passion on radio? ALL FOR FREE? Now you can, by setting up your own Podcasting program! This course explains and demonstrates how to set up an audio podcast and monetize it including the equipment and software necessary, the procedures for creating and broadcasting, and over a dozen ways to make money with your podcasts – all for FREE! Materials include all instruction, references and resources including all necessary software to set up and operate a Podcasting program for free. *Rounds*

C528 10/3 Thu 6:30-9:30pm \$39

Materials fee \$30

Web Design: UI

If you're wondering about how you can make your own professional website, then you've come to the right place! No boring theories or unnecessary filler. You will learn the many simple web design rules and guidelines that get straight to the point! Learn how to: make text look professionally designed, correctly use the power of colors, get and use amazing images, chose fonts and icons to make your website shine — all for FREE. Create a layout using whitespace and visual hierarchy. Begin progress on the Capstone project; creating a layout deciding on a color palette and deciding on the content, font and images. You will build websites and web applications, gain skills similar to a junior web developer, bid for projects on freelance websites, and become comfortable at front-end development. *Progressive Computers is a team of programmers and leaders with extensive experience in computer programming as well as teaching.*

AWB921 9/14 Sat 10:00am-1:00pm \$75

Take All 4 Web Design Classes with Progressive Computers and get a Certificate of Skill Preparation

Web Design: HTML & inline CSS

In this module, we'll begin to explore how to design and create websites by using the web language HTML. By the end of this lesson, you'll be able to: identify and use common HTML tags; insert image, video, audio, YouTube links to a webpage; create HTML-formatted tables; use hyperlinks to connect a series of web pages; upload your finished HTML pages to a web host and, learn some tips and tricks for styling pages and practicing your coding. Continue working on Capstone project. *Progressive*
AWB921 9/21 Sat 10:00am-1:00pm \$75

Web Development: CSS & Responsive Designs

While HTML and JavaScript are very useful for web development, they don't exactly make attractive looking websites - that's where cascading style sheets or CSS comes into play. CSS is used to graphically design and layout web pages. By the end of this session, you'll be able to: discuss common mistakes in designing a website; identify and apply CSS basics like purpose and syntax; use CSS properties to control fonts, colors, layouts, and other common properties; differentiate between in-line, internal, and external CSS; and practice and test your cascading style sheets. Furthermore, you'll complete the Capstone project through adding CSS, responsiveness and navigation. *Progressive*
AWB527 9/28-10/12 Sat 10:00am-1:00pm \$225

Web Development: JavaScript

Now that you've accomplished creating a website using HTML & CSS, it's time to turn our attention to another common scripting language that is used to make websites dynamic; that is, allowing users to interact with your web pages - JavaScript. While learning about JavaScript, you'll also gain some foundational knowledge common to all programming languages. By the end of this session, you'll be able to: discuss what is meant by dynamic content; perform essential programming language tasks; create simple JavaScript programs; use JavaScript to set up alerts and respond to events, to read input, and to change HTML, create slideshows; and conduct basic JavaScript testing. *Progressive*
AWB527 10/19-11/2 Sat 10:00am-1:00 pm \$225

Estate Planning (Living Trusts)

A Living Trust is the best way to protect your assets, your family, and provide for yourself in the event of incapacity. Learn about the documents to include in your complete estate planning package, including Living Trusts, Pourover Wills, General Durable Powers of Attorney and Advance Health Care Directives. Find out why probate is to be avoided. Discover how to narrow down important decisions such as choosing your guardians for minor children and health care options. See how living trusts are flexible enough to handle special issues like long term care. Have most, if not all, of your estate planning questions answered in plain English. (Expand your knowledge of being named as Executor on a will by taking Rosmary's follow up class called I am named as Executor or Successor Trustee—now what?) *Rosmary Bartsch, founded Bartsch Law, Tax & Estate Planning Services, in Livermore in 2004. Rosmary has been an estate planning attorney specializing in Trust Administration for over 20 years. Her tax and business background broaden her abilities to maximize tax advantages and asset preservation in the estate planning arena.*
B426 10/12 Sat 10:00am-12:00pm \$39

I am named as Executor or Successor Trustee—now what?

Now that you have been named as Executor of a Will, or Successor Trustee of a Trust, you may need this hands-on, A to Z class that explains the duties, obligations and responsibilities of an Executor and/or Trustee. This comprehensive overview of issues, including everything from commencing the probate process through the closing of the estate, is designed to address the concerns you may have when faced with this seemingly overwhelming task. Learn to proceed efficiently and effectively and gain the confidence that comes from being informed. (It can be helpful to take the Living Trusts class prior to enrolling in this class). *Bartsch*
EXT269 10/26 Sat 10:00am-12:00 PM \$39



NEW Interior Design: Reinvent Your Bathroom

Are you looking for ways to make your bathroom more livable? Whether you are thinking of doing a remodel or just looking for tips to make your existing space more functional, this class is for you! You will learn what you should consider before you do a remodel—budget, design considerations, product selection, contractor selection, etc. You will also learn what you can do with your existing bathroom without breaking the bank. Bring pictures of your bathroom with you to class. If we have time, at the end of class we will discuss potential solutions to personal spaces. *Rita Lezama is a Certified Kitchen and Bath Designer. She is the owner of RL Design, a full service residential design company and is a member of the National Kitchen and Bath Association.*

ID326 9/25 Wed 6:00-8:00pm \$39

NEW Interior Design: Reinvent Your Kitchen

Are you looking for ways to make your kitchen more livable? Whether you are thinking of doing a remodel or just looking for tips to make your existing space more functional, this class is for you! You will learn what you should consider before you do a remodel—budget, design considerations, product selection, contractor selection, etc. You will also learn what you can do with your existing kitchen without breaking the bank. Bring pictures of your kitchen with you to class. If we have time, at the end of class we will discuss potential solutions to personal spaces. *Lezama*

ID326 9/18 Wed 6:00-8:30pm \$39

NEW**Interior Design: Computer Aided Room Design**

Learn to space plan your room on the computer! This two class introduction to space planning and a soft CAD program is a perfect way to plan a room's furniture arrangement. In the first class, you will learn to measure a room, furniture and draw out dimensions. After going home and taking pictures and measurements, the second class will get you drawing your floor plan and arranging new or existing furniture to best evaluate your ideal layout. You will also get to see your room in 3D view and print to scale as well as 3D pictures of your newly designed room. Watch out Joanne, your floorplan will be amazing! Sign up for more sessions if you want to do more than one room. Second session begins at 5:00 pm. Supplies: Bring a 25' Tape measure with you to class.

Hornbeck

ID958	9/12-9/19	Thu 5:30-7:00pm	\$39
OR			
ID958	10/10-10/17	Thu 5:30-7:00pm	\$39
OR			
ID958	11/7-11/14	Thu 5:30-7:00pm	\$39

Certified Staging Professionals Home Staging Course with Design Star Finalist Cathy Hobbs

Most home buying decisions are made within seconds



of stepping through the front door. Professional home stagers prepare property for resale by setting the scene throughout the house to create immediate buyer interest, thereby increasing the chances for a more timely and profitable sale. 3-day course provides the foundation for those wanting to start a career or own a

business in real estate property staging. The Certified Staging Professional program is a blend of property staging processes, interior redesign techniques, along with business, marketing and communication for effectively staging a house for sale. The CSP® program is intensive and covers comprehensive instruction in the steps and information necessary to become a successful real estate stager. The fee includes a 400-page manual and an on-site, hands-on work experience in a property for sale. For more information about CSP® certification, go to <http://www.csprtraining.com> CSP® is a charter member of the Real Estate Staging Association, RESA, and independent third-party trade association of real estate stagers. *Cathy Hobbs*

Visit their website to register, as they have payment options available.

CT911	11/1-11/3	Fri-Sun 8:00am - 6:00pm	\$2,199
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**Save \$Money\$ with Couponing!**

Learn how to save \$\$\$ every day. You learn where to find different types of coupons, how to find coupon web sites, how to decipher coupon policies, the best way to sort and store coupons, and how to find the people to trade with. *Krusemark*

EC328	10/29	Tue 5:00-6:00pm	\$20.00
			Materials fee \$10

**HOT! Clutterology®: Eliminate Clutter in Your Home and Office!**

Tired of searching for lost things and stumbling over stuff? You CAN change your surroundings to work for you with simple, easy and practical ideas on how to remove clutter from your life and get organized. Attend this fun and interactive program, where you'll learn: how to stop junk mail, how to remove clutter, distinguish between organized and neat, and the true cost of your stuff. *Nancy Miller, Author of the book Clutterology #0-9629944-0-5, past president of the national Speakers Association, Greater Los Angeles Chapter and member of NAPO (National Association of Professional Organizers).*

HG106	10/3	Thu 6:30-9:30pm	\$39
			Materials fee \$30

Is the Sound of Others Chewing a Problem for you?

That's Misophonia. Misophonia or Selective Sound Sensitivity Syndrome is common but mostly unknown. It affects 10-15% of adults, and usually begins in childhood. With misophonia, a person hears a common sound, such as another person eating, and is immediately filled with anger (and sometimes disgust). Misophonia includes similar extreme responses to visual stimuli, such as the sight of a person chewing or a person jiggling their leg. This class will help you understand misophonia and effective management techniques. Current treatment options will also be discussed. *Tom Dozier is a behavior scientist and has researched misophonia and provided treatment for individuals since 2012. He is the author of Understanding and Overcoming Misophonia, A Conditioned Aversive Reflex Disorder.*

MIS411	10/5	Sat 7:00-9:30pm	\$39
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NEW**The Best Kept Secret in Real Estate: Government Foreclosures**

Take the class and learn:

- how to take advantage of today's once in a lifetime opportunity to buy government foreclosure homes all over the US.
- Only require 5% down for real estate investors.
- Typically requires about \$5,000 to \$10,000 total out of pocket to purchase \$60,000 to \$120,000 homes in the best real estate markets in the country.
- Excellent mortgage rate of 4.25% with easy financing and no limitations as to how many you can buy with mortgages.
- Tax benefits of buying real estate.
- How the impact of today's real estate market and the economic situation will affect your retirement.

SeeWing Yee owns investment properties in the hottest markets himself, and the Yee Real Estate Network is based in Fremont, CA.

Please note: Community Education and Las Positas College do not offer or endorse financial advice. Please consult your financial and/or investment advisor regarding changes to your financial planning situation.

RE107	9/26	Thu 6:30-9:30pm	\$39
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Helping Older Children Become Responsible and Independent

Lack of responsibility is a common complaint of parents of older teens and young adults. We expect our children to get a good education, grow up, and move away from home. Many children struggle with this. Problems may begin with a high school student performing below his ability or may show up after graduation where the child seems unmotivated to work hard in college, learn a trade, or get a job. As parents, there is much we can do to help our children learn to be responsible and become independent. This class will teach you what to do in the teen years to help your child successfully navigate the path to becoming an independent and self-sufficient adult. It will also cover how to help a "failure to launch" child make the difficult transition from adolescence to adulthood (being independent and self-sufficient). As a parent you have a critical role in this process (Suitable for parents of children 13 to 29). *Dozier*

RF907 10/4 Fri 7:00-9:30pm \$49

Natural A's

Any student can significantly enhance grades, self-confidence, and chances for scholarships and college admissions by performing academic skills in alignment with the brain's natural patterns. This makes note taking, reading, studying, memorizing and test taking amazingly efficient. Students will also discover simple methods for understanding math and other subjects, optimizing focus and concentration, and preventing test anxiety. Students describe this class as "awesome, necessary, and easy to understand." Parents are encouraged to register and participate with their children. Ages 10 to 17. *Curtis Adney, MS, JD is a life coach, conducts numerous seminars across the Western US, and is the author of a forthcoming book, Pinpoint Your Destiny.*

ACAD251 8/11 Sun 9:00am-12:00pm \$49

OR Materials fee \$30

ACAD251 10/19 Sat 9:00am-12:00pm \$49

Materials fee \$30



Conversational Japanese

Whether you want to learn conversational Japanese for travel or just for fun, you'll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language. Guided by a native Japanese instructor, you'll also gain cultural knowledge only an insider has. *Ririko Hayashi*

online www.ed2go.com/lpccommed \$99

Discover Sign Language

Discover the fun of learning sign language and using your hands to communicate.

online www.ed2go.com/lpccommed \$99

Back by Popular Demand!

Beginning Conversational Spanish

Beginning Conversational Spanish starts with language fundamentals including the alphabet, pronunciation, basic vocabulary and grammar rules. Emphasis is placed on simple conversational situations. Students learn sentences and phrases they need to express themselves in Spanish at work and while traveling. Take each class in sequence. Required Text: Practical Spanish Grammar, by Marcial Prado (ISBN: 0-471-13446-5) available online. Please purchase the book prior to the first class meeting. Continuing class dates available for registration on the website. *Aida Mayer has had extensive experience teaching Spanish in Columbia and is currently teaching Spanish at Livermore High School.*

Session 1

AL110 9/12-10/17 Thu 7:30-9:00pm \$139

Session 2

AL110 10/24-12/12 Thu 7:30-9:00pm \$139

Multiple levels of conversational Spanish at our website

HOT! Spanish for Medical Professionals

Are you frustrated by the communication gap that can occur between you and your Spanish-speaking patients? If you answered yes, this Spanish class - designed specifically for healthcare professionals - will help you bridge that gap. You will complete the course with the skills you will need to effectively communicate with your Spanish-speaking patients. *Cristina Sempé specializes in teaching her native language to adults, having taught more than 35 years at community colleges, community education programs, and for Cleveland City Schools' adult education.*

SMP485 9/3-10/25 Online \$290

Beginning Conversational Italian

Spend the Spring in Italy (or at least feel like you did!). This class gives participants the opportunity to enrich their travels in Italy, or just nurture their love of Italian. Gain a basic knowledge of the Italian used at markets, shops, restaurants and traveling in general. Each class meeting will also include a discussion on Italian culture. *Angelo Bummer*

AL415 9/6-10/11 Fri 6:30 - 8:30pm \$139

Materials fee \$5



Angelo Bummer, a third generation Italian-American, is passionate about Italian language and culture. He travels to Italy annually to see family and friends. When he's not abroad, Angelo spends his time in the US enjoying Italian conversation, cooking and literature. Angelo began teaching in the LPC English Department in 2015. He believes anyone who has an interest in Italian can learn it, with practice, and he enjoys teaching students of all ages and abilities.

Take both classes for a discount

Healthy Harmonica

Breathing is our foundation when playing harmonica and for healthy, vibrant living. Take the simplest of pop, folk, and blues rhythms and melodies and invigorate them with simple but powerful breathing. You can make any song deeply expressive! No previous musical ability is required - only a desire to have fun and feel more healthy and alive! Students will need a C major diatonic harmonica which will be available from the instructor for \$13 in class if you do not have one. Age 12 (with parent) to adult. *Broida*

AL570 8/17 Sat 10:00-11:30am \$39
 OR Materials fee \$15
 AL570 10/21 Mon 6:00-7:30pm \$39
 Materials fee \$15

Beginning Blues Harmonica

If you've always wondered how those amazing sounds come out of a harmonica, here's your chance to learn. Class focuses on both playing and having fun as you are introduced to many of the tricks and techniques. No previous musical experience required. Students will need a C major diatonic harmonica. Instructor will have them available at class for \$13 if you don't have one. *David Broida, a professional blues musician and teacher for the past 25 years, loves sharing music with everyone, especially those who don't consider themselves musical.*

AL569 8/17 Sat 11:45am-1:15pm \$39
 OR Materials fee \$15
 AL569 10/21 Mon 7:45-9:15pm \$39
 Materials fee \$15

Beginning Ukulele for Adults

Want to play an instrument that can't help but bring a smile to your face? Then learn to play the oh-so-hip ukulele! This course is for the absolute beginner who has never played the instrument before, or for those who have merely dabbled and would like to take the next step forward. By the end, you'll be a player! Bring a ukulele in working order and start having fun. *Music has been Galina's lifelong passion. Upon moving to the Bay Area in 2003, she opened her own studio which combines the best of Russian and American approaches to music for all ages and levels.*

MU442 9/5-10/10 Thu 7:30-8:15pm \$143
 OR
 MU442 10/17-11/21 Thu 7:30-8:15pm \$143

Community Jazz Ensemble

Reading, preparation and performance of contemporary Jazz. Bring your instrument and join our all ages jazz ensemble class! Get the opportunity to hone your skills and learn improvisation techniques in a group setting. *Leslie La Barre is a Jazz instructor at Las Positas College.*

OR637 9/9-12/16 Mon 6:00-8:50pm \$59

Community Orchestra

Take a tour of string and symphonic orchestra literature through practice and performance. Develop a sense of how to play in an ensemble and techniques associated with ensemble playing. You should have proficiency in your instrument, as no beginning level players will be accepted. Acceptance into the Community Orchestra is at the discretion of the instructor. *Diana Cefalo teaches music at Las Positas College.*

OR637 9/4-12/18 Wed 6:00-8:50pm \$59

Electric Guitar for Adults

Take that electric guitar down off the wall and learn how to play it! String bending, barre chords, pentatonic scales will be used with note reading and tablature to give you a strong foundation in technique and fingerboard knowledge. Students are expected to have a functional electric guitar and a power lead to plug your guitar into amplification. *Galina*

AL568 9/10-10/15 Tue 6:30-7:15pm \$143

Learn to Sing! For Adults

What musical instrument are you born with? Your voice, of course. Whether you just want to learn to sing for your own enjoyment or pursue a professional career in music, this course provides your start! Learn how the human voice works, warm-up exercises, professional hints/tips and lots of great tunes to sing. *Galina*

MU756 9/9-10/14 Mon 7:45-8:30pm \$143



Piano for Adult Beginners

If you always wanted to try playing the piano or been intimidated by the thought of playing piano - then this is the class for you! This step by step course will guide the student through the fundamentals of playing piano. Students will learn the basics music notation, theory, hand position, rhythm and start playing songs from the very first lesson with the help of a patient and gifted teacher. Lessons are taught in a fun and supportive environment. *Galina.*

PB156 9/10-10/15 Tue 8:00-8:45pm \$143



Las Positas Bijou: American Cinema

American Film in The Global Psyche Each week for 3 weeks we'll view and discuss a "Great American Film." The film will be accompanied by a 20 minute lecture from the instructor placing the film in its global context. The influence of cinema on the global psyche, is attributable to the film as a universal form of communication. The visual narrative as a linear structure was pioneered in the early 20th century and has been in continuous development since then. View global examples of cinema, from the late silent period into the synthetic realities of the 21st Century through three films and analysis of their narratives. This movie night series will counterpoint American films with cinema from around the world and offer some cartoons and movie shorts that help contextualize the historical period of the main film being shown that evening. Ages 18 and over, course price includes all three film nights and lectures, with opportunity for discussion. See website for film choices. *John Hogan is an instructor at Las Positas College who dabbles in everything from Rocketry to movies to wine.*

HF178 10/18-10/25 Fri 7:00-10:00pm \$39



Intro to Television Production

This is an introductory course to the fascinating world of television and video production. It's an all hands on type of learning. Every month, you will go through all the steps involved in producing a television show. Genres range from documentaries, to short action films, from newscasts, to solo podcasts. Skills you will learn: With Camera and Audio: Camera Shots, Angles and Movement Video Equipment and Audio techniques and operation In the TV Studio: Lights and set Props, teleprompter operation, CGI creation Editing: Timeline for editing feature stories, and newscasts Using a Media Library Post production processing publication of newscasts online. *Alex has been a contributor to various Bay Area radio and TV stations for the last ten years. He was a background in Audio Visual Arts.*

TN412	9/4-9/25	Wed 4:00-7:00pm	\$99
AND/OR			
TN412	10/2-10/30	Wed 4:00-7:00pm	\$99
AND/OR			
TN412	11/6-11/20	Wed 4:00-7:00pm	\$99
AND/OR			
TN412	12/4-12/18	Wed 4:00-7:00pm	\$99



American Musical Theater: Show Boat to Hamilton

Get to know the genre of musical theater in this fast paced, entertaining course that will show you the magnificent history of musical theater! The class consists of viewing video clips of 47 musical numbers from 21 musicals, plus commentary by the instructor on each show's background and importance in musical theater history. Get familiar with what the instructor considers to be shows that every musical theater fan or want to-be musical theater fan should be acquainted with! They include Oklahoma, Guys and Dolls, West Side Story, Flower Drum Song, The Fantasticks, Company, A Chorus Line, Rent, In The Heights, The Lion King, and Dear Evan Hansen. Some of the videos are from film versions, but most are from stage and concert presentations of the musicals. Fall fun for everyone! *Instructor Ken Ross has an extensive background in musical theater as director, producer, performer, writer, scholar, and long-time theater-goer. From 1989 to 2010 he was head of the LPC Theater Department.*

AMT639	11/2-11/23	Sat 1:00-3:00pm	\$49
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Belly Dance Basics

Find out why belly dance is the perfect way to get fit, tone up, have fun and make new friends. Learn about this joyful and often misunderstood dance style through a mix of technique, combinations, history and an emotional connection to the music. No previous dance experience needed, open to all ages, sizes and genders. *Sara Shrapnell is a belly dance teacher, writer and performer, originally from the UK but now based in Pleasanton. She has taught belly dance full time for the last 17 years, written two books on belly dance, and performed in theatrical settings, restaurants, showcases, weddings and other family gatherings.*

H565	10/2-11/20	Wed 7:00-8:00pm	\$79
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Belly Dance Drills and Thrills

Enjoy this fitness workout based on belly dance moves and combinations. Each week we will drill key belly dance moves tone our muscles and increase our range of motion. Then your creative input is needed to put together interesting combinations that we can use to travel the floor. Completion of Belly Dance Basics is strongly suggested. (Or taking it at the same time). *Shrapnell*

H565	10/2-11/20	Wed 8:00-9:00pm	\$79
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Community Partnership

Self Defense for Women

Class is designed to empower girls to prevent crime and victimization, break the myths surrounding violence against women, and develop simple, easy-to-use self-defense techniques. This class is offered in conjunction with our community partner, Tri-Valley Haven. Most of the registration fee for this class is shared with them, in support of their mission: Tri-Valley Haven creates homes safe from abuse, contributes to a more peaceful society one person, one family, one community at a time. Together, we build a world without violence. Enrollment is limited to 25. Ages 14 to adult. *Carole Staehle is on staff at Tri-Valley Haven.*

H105	8/17	Sat 10:00am-1:00pm	\$25
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Setchu-ryu Jujutsu

Setchu-ryu Jujutsu is an eclectic system of martial arts comprised of several distinct systems of martial arts blended together into one seamless style. The primary styles incorporated in the system are Danzan Ryu Jujitsu, Tenio DeCuerdas Eskrima, Lua Halau O Kaihewalu, and Wa Ko Ryu Jujutsu, though students will also learn concepts from Kosho Ryu Kenpo, Aikido, and Rillamas Serrada Escrima. Course is physically demanding and will require regular attendance and conditioning for progression. The class is open to all members of the community age 18 and older. *For more information about Craig Kutil, see his biography online.*

H216	9/3-12/19	Tue, Thu 7:15-9:15pm	\$100
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Eskrima–Tenio DeCuerdas

Tenio DeCuerdas Eskrima is a complete Filipino martial art system combining 18 styles of eskrima, kali, and arnis. Course is physically demanding and will require regular attendance. The class is open to all members of the community age 16 and older. *Kutil*

ES976	9/3-12/19	Tue, Thu 2:00-3:15pm	\$50
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Tenio DeCuerdas Eskrima with Grandmaster Arthur Gonzalez

Master Craig Kutil is honored to offer a day of intense training from an internationally known instructor and the Grandmaster of Tenio's DeCuerdas Escrima: GM Arthur Gonzalez. The schedule is as follows: 9:30-10:00 Check-In/Registration 10:00-1:00. This seminar is open to all ranks and styles. *Grand Master Arthur Gonzalez's instructors were Professor Gilbert Tenio, along with the late Chief Master Instructor and Associate Professor John Eliab. GM Gonzalez teaches his system throughout Mexico and Europe.*

SE102	12/7	Sat 10:00am-1:00pm	\$20
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15 Steps for Writing for Online Blogs, Magazines & Websites

You don't need a journalism-school degree, newspaper reporting experience, or previously published articles to write for online blogs, magazines, and websites. Some online opportunities offer exposure and networking, while many pay well — \$1 a word and more. In this fast-paced session, learn how to: find more than 1,000 opportunities that pay, find story ideas, conduct interviews and find sources, find and study your target market, and create pitches, queries and LOI's (letters of intent). *Krusemark*

AL652 10/28-10/28 Mon 6:00-7:00pm \$29
Materials fee \$10.00

Beginner's Guide to Getting Published

Did you know Stephen King was rejected 75 times before he sold his first novel? If your goal is to become a published freelance writer by selling a magazine article, short story, poem, or even a novel, this comprehensive workshop will guide you to, then past the editor's desk. Discover how to: become a "published" writer overnight, submit manuscripts the correct way, find the right publisher for your work, write irresistible query letters, 100 ways to make money as a freelance writer, and obtain FREE future Q&A opportunities. If you really want to succeed, this step-by-step workshop, taught by a successful published writer, is a must! *Krusemark*

AL261 10/28 Mon 7:00-9:00pm \$39
Materials fee \$20

Should I Self Publish? And How Do I Market My Work?

Self-publishing is all the rage, but is it the best option for YOU? Explore 50 different self-publishing options. Effective book marketing utilizes a variety of methods to maximize exposure and profits, and many options, like books signings, are free. "Beginner's Guide to Get Published" must be take prior to this class, in order to enroll. *Krusemark*

WR411 10/28 Mon 9:00-10:00pm \$20
Materials fee \$10

Introduction to Screenwriting for TV and Movies

Fast-paced, comprehensive session about special screenwriting terms and formats for TV and the big screen. Discover how to plot a story, develop characters and executed your work in the proper screenwriting format. Understand the difference between a Treatment, a Spec Script and a Shooting Script and when to do each. Get an inside look into the business side of selling your script to agents and producers and building your career as a screenwriter. *Krusemark*

F102 10/28 Mon 5:00-6:00pm \$29.00
Materials fee \$10

Writing for Children

If you're a beginning writer, this course will help you transform your book idea into a finished product that could potentially land in the hands of an editor or agent. And if you're already a successful writer, this course will help you explore new opportunities and markets for your work. *Steve Alcorn*

online www.ed2go.com/lpccommed \$99

NEW Certificate in Business Writing

Discover the keys to successful writing for the workplace. Whether you are writing a report, memo, letter or publicity notice, business writing has some defined characteristics for success. Successful communicators in the workplace move forward, others move back. Enhance your career by improving this critical communication skill. This certificate will take you to the next level where business writing is a skill for personal and organizational success. Three one-month courses. *Kathryn Will is a professional writer, editor and content curator. She specializes in social media, content creation and inbound marketing as project coordinator for a national organization.*

BW659 9/3-11/29 Online \$495

Romance Writing

Romance is the #1 selling genre in mass-market fiction with readers clamoring for more! To pen a novel romance readers love, you'll need to understand how to meet and exceed their expectations—exactly what this class will focus on. Whether you're a new or experienced writer, this course will help you broaden your skills and understand exactly what makes a romance reader finish a book with that "Ahh" of satisfaction. *Priscilla Oliveras*

online www.ed2go.com/lpccommed \$99

How to Be Self-Published for FREE!

Have you dreamed of being published? Are you ready to be published now? Do you want to see your book on Amazon.com? It just takes know-how to put it together into a finished piece. You'll learn how to: be quickly and easily published, how to offer pay-per-download from your website, how to convert your manuscript to Kindle for FREE, and how to protect your work with copyrights. *Mike Rounds is a successful consultant and professional speaker with 20 years of experience. He has worked for both large and small firms including Miller Brewing Company®, Calico ToysR, UC Berkeley, and a variety of small and medium size businesses.*

B609 10/6 Sun 10:00am-1:00pm \$39
Materials fee \$30

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Course Features:

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- Online Discussion Areas
- 6 Week Format
- Monthly start sessions

www.ed2go.com/lpccommed

HOW TO REGISTER



Scan this code to go to our registration website.

- A. There are three ways to register:
 1. Online with a credit card at: www.laspositascollege.edu/communityed
 2. By phone at 925.424.1467 with a credit card
 3. By mail with a credit card or check payment and the registration form in this brochure
- B. Register early to ensure your place in a class. Walk-ins are welcome unless otherwise noted; however, please note that if you plan to walk-in the day of class, please pay by check or cash only! Credit cards are not accepted at the classroom. Please call us before you come to the college to attend class to make sure the class is being taught and to receive the room number: 925-424-1467.
- C. Registration confirmations are sent via email only. **Please provide an email address when registering if you want a confirmation of enrollment.**
- D. Refund Policy: Refunds are not given for Community Education courses except when a class is cancelled. In the event of a class cancellation, full refunds will be given. Please see website for full refund policy.
- E. Parking on campus is by permit only. Daily parking permits are available for \$3 from machines in each parking lot.
- F. When you register for a Community Education class you are agreeing to a Student Code of Conduct. Please see website FAQ for more information.



CUT ALONG DOTTED LINE

Please mail to: Community Education, Las Positas College, 3000 Campus Hill Drive, Livermore, CA 94551

Make checks payable to: Las Positas College

 Today's date e-mail (to receive a confirmation you must provide an email address)

 Name (please print) age

 Address

 City State Zip

 Phone (day) (evening)

Course #	Course Title	Date	Time	Fee

Pay your materials fees separately at the classroom.

Check payment type Visa Mastercard Check please write check #

 Card number Expiration date

 Signature Cardholder billing address if different than above

I hereby release, discharge and absolve and agree to indemnify chabot/las positas community college district and its employees from any and all liability for injuries and illness that may occur while participating in the program. I hereby give my consent for college personnel to authorize any and all emergency medical and dental treatment. Unless otherwise indicated, i consent to the college's use of any photographs or video that are taken of me or my child while participating in this program for use in publicity materials. I agree to the student code of conduct as listed at the Community Education website.

 Student signature

 Parent/guardian signature if age 18 and under

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