



@home Learning

Computer Safety
and Security
for Adults p.7

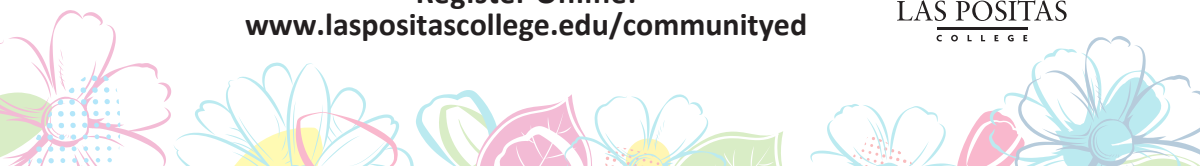
Lifelong Learning, Career & Personal Development

Community Education

Spring 2021 Schedule • Classes through May 2021

Register Online:

www.laspositascollege.edu/communityed

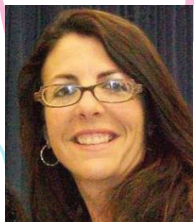


Learn Local!

This Spring, we're all learning at home! And with Community Education, you can contribute to your Tri-Valley Community by taking a class at home and Learning Local!

- You have a lot of choices in online classes, but when you take a class with Community Education at Las Positas College, you're getting a quality product and supporting your local community. Many of our instructors are from here, and your enrollment fee supports them, and directly supports the program's ongoing operation. Programming reflects what our community wants to take, and requests of us!

So, this Spring, LEARN LOCAL! with Community Education at Las Positas College!



Take care and take classes!
 Frances DeNisco
 Program Coordinator

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

— Alfred Mercier



Featured Instructor



Luis Valverde, a native of Cuba, has been studying dance and music since the age of four. He has classical, modern and ethnic dance training. Luis studied at and earned his degree in dance from the world famous Escuela Nacional de Arte in Habana, Cuba where he focused on dance, music and choreography. He has taught dance and choreography in both Cuba and the United States since 1980. He lives in the Tri-Valley and teaches dance as an adjunct instructor and also through Community Education.

Celebrate your passion for life on Valentine's Day with Cuban Salsa! See page 5.

What's Inside!

Languages4	Management Skills9
Art6	Computer Skills	10
Home6	Business Skills	11
Music6, 14	Social Media Savvy	11
Allied Health8	Marketing	13
Real Estate8	Spring Break Coding Camp!.	14
Writing8	Kids Classes	14-15
Career Training9	Photography	15
Las Positas College CTE For-Credit Career Pathways		16-19	

Many more classes available on the website!

Chabot-Las Positas Community College District Board of Trustees

- Mr. Edralin J. Maduli, President • Ms. Genevieve Randolph, Secretary
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Las Positas College Community Education

- Tamica Ward, Dean of Enrollment Services • Frances DeNisco, Program Coordinator

How To Register



Scan this code to go to our registration website.

- A. There are two 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
- B. Registration confirmations are sent via email only. **Please provide an email address when registering if you want a confirmation of enrollment.**
- C. 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.
- D. When you register for a Community Education class you are agreeing to a Student Code of Conduct. Please see website FAQ for more information.
- E. Some online classes in this catalog are available for registration at www.ed2go.com/lpccommed. They will be noted. Questions? Send us an email.

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.

A Glossary of Online Learning Terms

Scheduled classes will still have days and times listed for attendance, but you will attend online.

Instructors will email you access to the classroom just prior to the class start date for scheduled classes.

ASYNCHRONOUS:

This class is accessible 24/7

SYNCHRONOUS:

You must attend this class at certain times on certain days.

LIVE REMOTE:

This class is conducted by an instructor live during class times listed.

SELF-PACED:

You can take your time with this class, and you can choose your own start date.

SCHEDULED:

This class has a beginning and end date that you will need to adhere to.

HYBRID:

This class requires you to do work on your own and meets for scheduled Live Remote sessions.

PLATFORM OR LEARNING MANAGEMENT TOOL:

This is the "software" that your instructor is using to teach the class. Examples would be ConferZoom, Con-exEd Cranium Cafe, Canvas, Blackboard, among others.



Tai Chi And Yoga: Evening Reset

Instructor: Sophie Rheinheimer

Tai Chi and yoga are subtle yet powerful exercise systems that are energizing and relaxing at the same time. Experience and learn simple exercise movements that will provide stress relief and also give you a stronger and healthier body. Join master teacher Sophie Rheinheimer as she helps provide harmony and balance in your life. Sophie is one of the founding faculty members of Las Positas College, and she is still teaching in her areas of expertise.

H382 3/1 - 3/24 OR 4/5 - 4/28 Mon, Wed 5:15 - 6:30pm \$79

Sophie Rheinheimer is a master teacher who has recently retired from LPC after 34 years of full time teaching. She continues to teach at the college and shares her wisdom and expertise in a variety of classes, including yoga, fitness walking and fencing. Her unique teaching style and energy will make this an unforgettable class.





LANGUAGES

Beginning Conversational Spanish

Instructor: Aida Moyer

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.*

AL110 1/21-2/25 Thu 7:30 - 9:00pm \$139

Continued

AL110X 3/4-4/15 Thu 7:30 - 9:00pm \$139

Continued

AL110X 4/22-5/27 Thu 7:30 - 9:00pm \$139

Intermediate Conversational Spanish A

Instructor: Aida Moyer

Class continues after Beginning Conversational Spanish series. Students build upon their prior knowledge to develop the foundational vocabulary necessary to carry on basic conversations such as greetings, farewells, addresses, phone numbers, directions, and interaction with other Spanish speakers. Students also learn more about how Spanish culture differs in various Spanish speaking countries throughout the world. Students' conversation and reading abilities will improve with this intermediate series. Bring your book back with you to class, or please purchase the book prior to first class meeting: *Practical Spanish Grammar, by Marcial Prado (ISBN: 0-471-13446-5) available online.*

Section 1

AL110x4 1/20-2/24 Wed 7:30 - 9:00pm \$139

Classes continue throughout the term. Visit the website for more information.

Intermediate Conversational Spanish B

Instructor: Moyer

Section 1

AL110x4 1/20-2/24 Wed 6:00 - 7:30pm \$139

Classes continue throughout the term. Visit the website for more information.

Advanced Spanish Conversation

Instructor: Aida Moyer

Course is designed for people who have completed at least 2 years of Conversational Spanish. A more complex look at Spanish Grammar is a part of this class. Learn even more about different Spanish cultures throughout the world. Improve your reading and comprehension as well. In this conversation course, students will be given the opportunity to communicate using the Spanish they have been learning through former classes. This practice will enhance their travel work and everyday interactions with Spanish-speaking people. Completion of Intermediate 6 is necessary to take this class. You can also enroll with instructor permission. Same book to continue learning!

Section 1

SP743 1/21-2/25 Thu 6:00 - 7:30pm \$139

Classes continue throughout the term. Visit the website for more information.

Spanish for Medical Professionals

Instructor: Cristina Sempé

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.

SMP485 2/1-3/26 ASYNC \$290

OR

SMP485 4/5-5/28 ASYNC \$290

Italian For Beginners Part 2

Instructor: Isabella Mariano

Have you taken Beginning Italian with Community Education or somewhere else? Join us for continuing classes to improve your skills and keep learning! Course is a combination of live classes with an Italian teacher, and recorded videos that you can access remotely at your convenience. By the end of the course, you will be ready for your trip to Italy, when travel can resume safely! *Book recommended: Nuovo Progetto Italiano 1 - with DVD (ISBN-13: 978-9606632259 and ISBN-10: 9606632253).*

AL415 1/26-3/2 Tue 6:00 - 7:30pm \$139

Italian For Beginners

Instructor: Isabella Mariano

Dreaming about Italy? Spend the Spring in Italy (or at least feel like you did!). If you are up for the challenge, this is the course for you. Join this class for beginners and you will learn all the language skills you need in a live-lesson on Zoom on Thursdays. Course is a combination of live classes with an Italian teacher and recorded videos that you can access remotely at your convenience. By the end of the course, you will be ready for your trip to Italy, when travel can resume safely! One hour of instruction combined with one half-hour of conversational practice. *Book recommended: Nuovo Progetto Italiano 1 - with DVD (ISBN-13: 978-9606632259 and ISBN-10: 9606632253).*

AL415 1/28-3/4 Thu 6:00 - 7:30pm \$139



Isabella Mariano was born and raised in Rome, Italy, and is a dedicated educator in the Bay Area. Before moving to California, she worked for the public broadcast RAI-Radio-televisione Italiana as author and director, and as journalist for several Italian magazines. When she is not teaching, she hikes and rides her bike with her family.

Discover Sign Language

Instructor: Erin Trimble

Gain confidence in your ability to sign with the Deaf community. This course immerses you in silence to help you gain an understanding of the perspective of the hearing impaired and uses videos to demonstrate not only how to make signs, but how to communicate with facial expression.

www.ed2go.com/lpccommed \$99

"I really enjoyed this course a lot, I learned so many new things from it and it made it so easy for learners to be fully taught ASL."

—June 2020

Conversational Japanese

Instructor: Ririko Hayashi

Spend your Spring learning the basics of conversational Japanese. This course will provide you with useful words and phrases for conversing as you master the essentials of the Japanese language.

www.ed2go.com/lpccommed \$99

Beginning Conversational French

Instructor: Sara Hardin

Master the basics of conversational French! This course will provide you with proper pronunciation of French words that you'll use in travel and business, as well as cultural tips including appropriate gestures and body language.

www.ed2go.com/lpccommed \$99

TRAVEL

How to Travel Free & Safely

Instructor: Gina Henry

We're ready to get back to our travels! When it is safe to go on a trip, where can we go, how do we stay safe, and how do we make our travel free? If you are near retirement, changing careers, a student, or someone who likes the idea of making additional income to support your travel dream, this class is for you. World traveler Gina Henry shows you how she is prepared for the new "travel normal" including important tips on safety, trip insurance, what to do if you become sick, and other strategies. Discover over 200 ways to travel free. Earn free airline tickets, hotel nights, tours more in the USA worldwide! Volunteering, fun work-vacations, paid travel, teaching English and remote employment opportunities. Tuition includes Gina's 100-page ebook How to Travel Free Safely (retail value \$39.95).

TFS411 3/11 Thu 6:00 - 9:00pm \$49

Setchu-ryu Jujutsu

Instructor: Craig Kutil

Setchu-ryu Jujutsu is an eclectic system of martial arts comprised of several distinct systems blended together into one seamless style. The primary systems incorporated in the system are Danzan Ryu Jujitsu, Tenio DeCuerdas Eskrima, Lua Halau O Kaihewalu, though students will also learn concepts from Kosho Ryu Kenpo, Aikido, and Rillamas Serrada Escrima, and Wa Ko Ryu Jujutsu. Students will be taught how to apply and receive throws safely, apply and escape locks, manipulate joints, control an opponent's balance, strike quickly and effectively, activate nerves, take advantage of vital points, and use and defend against weapons. This 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.

H216 1/19-5/27 T, Th 7:15 - 9:15pm \$100



Certificate in Mindful Relationships

Instructor: Cyndie Koopsen

Explore the characteristics of mindful self-care, intimate relationships, communication processes and examine how these impact our relationships with others and the planet on which we live.

www.ed2go.com/lpccommed \$49

THEATER



American Musical Theater Part 2: The Artists

Instructor: Ken Ross

Another fast paced and entertaining look at American musical theater through the viewing of video clips of songs and dance numbers from stage and screen musicals, plus in-class commentary by the instructor. Similar in style and format to the "American Musical Theater: From Show Boat to Hamilton" class, but this time, focusing on the artists who created musical theater--specific performers, choreographers, composers, and lyricists throughout musical theater history. Instructor Ken Ross was head of the Las Positas College Theater Department from 1989 to 2010 and has extensive experience as a musical theater director, performer, teacher and attendee.

AMT639 4/20-5/11 Tue 7:00 - 9:00pm \$49

WELLNESS & ACTIVITY

Cuban Salsa

Instructor: Luis Valverde

¡Salsa cubana! Come learn the secrets of salsa cubana and dance like a star! Great Valentine's gift for your friends and family! Beginning course designed to teach students the important basics of salsa. ¡Echale salsa! You do not have to have a partner to join the class. Your Friday nights will never be the same!

H722 2/12-3/19 Fri 6:30 - 7:30 \$59



Ken Ross has an extensive background in musical theater as director, producer, performer, writer, and long-time theater-goer. From 1989 to 2010 he was head of the LPC Theater Department.

"Ken has so much knowledge on Musical Theater and shares it so well."

—Fall 2020

ART

Want to Draw, But Don't Know How to Begin?

Instructor: Kate Ruddle

Drawing is a great way to be present and mindful. Learn the fundamental skills and techniques of drawing: Explore contour drawing, sighting and measuring, perspective and the effects of light and shadow (shading). Class includes lecture, demonstration and individual attention to student work. Ages 16 to adult.

AL101 2/20-3/13 Sat 10:00 - 11:30am \$69

NEW!

Drawing Spring Flowers with Mixed Media

Instructor: Kate Ruddle

Mix up your Spring with flowers! Use mixed media items to create beautiful spring flowers. We will explore pen and pencil, watercolor, gouache, as well as homemade tools and flower dyes to encourage looser techniques. Experimentation is encouraged—try as many as you like! Materials list provided.

AL746 4/10-5/1 Sat 10:00 - 11:30am \$69



MUSIC

Piano for Adult Beginners

Instructor: Galina Corkery

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. Lessons are taught in a fun and supportive environment.

NEW!

PB156 1/26-5/25 Tue 8:00 - 8:45pm \$479

An opportunity for continuing lessons all semester long!

OR

PB156 3/9-4/13 Tue 7:15 - 8:00pm \$159

OR

PB156 4/20-5/25 Tue 7:15 - 8:00pm \$159

Ukulele for Adults

Instructor: Galina Corkery

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! 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. Learn the basics: the most commonly used chords, standard tuning, and simple strumming techniques. By the end, you'll be a player! Bring a ukulele in working order and start having fun.

MU442 1/28-3/4 Thu 7:30 - 8:15pm \$159

Class has start dates throughout the term. Visit the website for more information.

Certificate in Music Therapy & Sound Healing

Learn the benefits of music therapy and sound healing in the health profession. The outcome of this certificate is for the learner to describe music therapy and sound healing and their effects on the brain, at the end of life, and with specific health conditions such as Alzheimer's disease.

www.ed2go.com/lpccommed \$99

HOME

How To Certify Your Pet as an Official Therapy Dog

Instructor: Richard Katz

Have you ever wanted to become a trained therapy dog handler, and have you and your dog certified by a legitimate, recognized agency? In this live, fast-paced online class, you will meet practicing therapy dog handlers, bringing joy and happiness to people in various environments and facilities? Our course shows you how to pass the therapy dog handler's written and behavioral tests at the least cost and quickest way. The class provides a detailed understanding of the certifying process, dog training tips and resources, evaluation requirements, and post-class support as you work toward your therapy dog certification. We combine live student questions and answers, lectures, demonstrations, and videos of therapy dog evaluations used by different registering agencies. A comprehensive therapy handler resource guide with over 50 valuable website links is included in the course fee.

TDH101 2/27 Sat 9:00 - 10:30am \$39

Start a Pet Sitting Business

Instructor: Jeff Grognet

Discover how you can turn your love of animals into a profitable pet-sitting career. This course covers everything you need to know about caring for pets from nutrition, exercise and first aid and everything that goes into starting a successful business.

www.ed2go.com/lpccommed \$99

Kitchen Remodel Tips

Instructor: Jill Hornbeck

If you are thinking of doing a kitchen remodel, this class is for you! Learn what you should consider before you do a remodel—budget, design considerations, contractor selection, and much more. Get resources and tips along with how to budget for your new kitchen. Most importantly, learn about fine tuning the small details in a kitchen design that can often turn into costly mistakes.

ID326 2/10 Wed 7:00 - 9:00pm \$39

OR

ID326 3/10 Wed 7:00 - 9:00pm \$39

Bathroom Remodel Tips

Instructor: Jill Hornbeck

If you are thinking of doing a bath remodel, this class is for you! Learn what you should consider before you do a remodel—budget, design considerations, contractor selection, and more! Get resources and tips along with how to budget for your new bath. Most importantly, learn about fine tuning the small details in a bath design that can often turn into costly mistakes.

ID326 2/17 Wed 7:00 - 9:00pm \$39

OR

ID326 3/17 Wed 7:00 - 9:00pm \$39

Save \$Money\$ with Couponing!

Instructor: LeeAnne Krusemark

Learn how to save \$\$\$ every day with extreme couponing. Coupons are NOT just for groceries. The savings can add up to HUNDREDS dollars every year. Comprehensive workshop teaches you: where to find all types of coupons, even for high ticket items, how to find the best coupon apps and websites, how to match coupons with sales for maximum savings. Workshop is taught by someone who has used many couponing secrets to save money. A detailed tutorial will be emailed to set up your free Zoom account, then the webinar login information and materials will be sent the day of class.

EC328 2/25 Thu 6:00 - 7:00pm \$25



Sell it on eBay!

Instructor: Kevin Boyd

Discover if your item will sell or not in just One Minute! Learn how to create a Seller account, upload Photos, accept online payments, and determine Shipping Costs. Includes insider Tips, Tricks and Traps, what to sell and not sell, where to get FREE shipping supplies and FREE home pickup. Also, Photography tips that make your items "Pop," plus the best strategies for Antiques, Collectibles and Items too big to ship. Lecture, Zoom class.

B605 3/1-3/3 M, W 6:00 - 9:00pm \$69

Create a Website for Fun, Profit & Business!

Instructor: Kevin Boyd

No programming required! Discover easy-to-use, copy/paste, drag/drop design tools that can build your personal or small business website quick and cheap! Covers proper website layout planning including your Initial Focal Point. Plus, Search Engine Optimization (SEO), Social Media Marketing, and the tips and traps, dos and don'ts of website design. Learn the #1 Secret to a successful website!

B236 3/2 Tue 6:00 - 9:00pm \$49

Create Your Emergency "Grab & Go"

Rapid Exit Plan

Instructor: Kevin Boyd

You have 30 minutes to get out, what do you do? There may be a wildfire, house fire, earthquake, flood, natural disaster or medical emergency. Don't panic, follow your plan. Determine now what you will do and take depending on the amount of time you have to vacate. Learn how to organize your vital information in a "Grab-Go" binder and/or easily convert everything to electronic documents including Photo Albums and Scrap Books. Then back it all up to the Cloud. Discover local evacuation routes, useful free apps and multiple tips. Learn how to create your own "Go" Bags, Backpacks Bins.

EP411 2/24 Wed 6:00 - 9:00pm \$59



Photoshop Essentials

See page 10

I Need Help with My Pictures, Files, Folders and Emails!

Instructor: Mike Wilson

Create a digital album for your family! Are your files, digital pictures, emails, and information scattered everywhere on your computer? Instructor Mike Wilson will demonstrate how to create an orderly system with pictures, files, and folders. Discover how to download and copy files and pictures from the Internet. See pictures transferred from a cell phone to a computer and how minor picture editing changes are made. Save files and projects on your computer and flash drives, and easily find them. Learn how to create, copy, move, and relocate pictures, files, and folders. See a demonstration on arranging and deleting e-mails. In addition, search for misplaced pictures, files and e-mails and locate them. (Not for Apple/Mac users.)

AL505 2/14-2/28 Sun 3:30 - 4:45pm \$59



Should I Click on That? Computer Safety and Security for Adults

Instructor: Mike Wilson

Are you frustrated with strange things that pop up on your computer? Your friendly instructor Mike Wilson will inform you about what you should and should NOT click on. Computers were made to enjoy and not have the user stuck with unknown and frustrating things that can occur. Here is what Mike will DEFINE and DEMONSTRATE: online safety; scams to know about; frustrating and suspicious pop-ups; turning on pop-up blockers; friendly windows 10 notifications; advertisement; email ads and links; malware protection; get control of your device; what is real and what is counterfeit? (Not for Apple/Mac Users, or tablets).

CPS411 2/20-2/27 Sat 9:00 - 10:15am \$39



Save Time and Money with An Easy Computer Tune-Up

Instructor: Mike Wilson

Save money and fix your computer yourself! No great skills needed. Use three proven free online software to fix most software related issues like malware and viruses with a few clicks of a button! Speed up your computer in no time! (Not for Apple/Mac users.)

C201 1/17 Sun 10:00 - 11:00am \$29

OR

C201 2/17 Wed 5:00 - 6:00pm \$29

REAL ESTATE

Buy Cash Flow Rentals in a Post Pandemic World: Out-of-State

Instructor: SeeWing Yee

As a real estate investor, this is a once-in-a-lifetime opportunity to get in front of the tidal wave of change and profit from it. With remote work becoming the new-normal, we are now experiencing a historical seismic shift and mass exodus of population into the suburbs and smaller affordable metros throughout the US. This economic trend will be a game changer. Where are the best locations to buy investment real estate? Hint: It's not in your backyard. Another hint: follow the top 10 high tech hubs migration trends. Real estate investor and wealth advisor, SeeWing Yee, will discuss the best types of real estate asset class to buy, with very low prices, minimal cash outlay and high cash flow returns as well as the markets with the best appreciation potential.

RE107 2/11 Thu 6:00 - 9:30pm \$59

WRITING

Introduction to Screenwriting for TV & Movies

Instructor: LeeAnne Krusemark

In this comprehensive session, learn about special screenwriting terms and formats for television and the big screen. Learn how to plot a story, develop characters, and execute your work in the proper screenwriting format. Discover the difference between a Treatment, a Spec Script and a Shooting Script and when to do each. And, get an inside look into the business of selling your script to agents and producers. Instructor is a journalist, author, screenwriter, agent, publisher, and adjunct online Professor of Publishing for Harvard Extension.

F102 2/23 Tue 6:00 - 7:00pm \$25

Beginner's Guide to Starting a FREE Blog

Instructor: LeeAnne Krusemark

Online blogging is a great way to get the word out about you, your service, your product, or information you want to share! Learn step-by-step how to: start a FREE blog with WordPress, choose a blog template, emphasize your blog content with a creative name, use your unique voice to share your expertise, connect your domain/website. Learn how to earn an income with your blog, including links to other websites and advertising on your blog, as well as increase your internet ranking.

BLG156 2/24 Wed 7:00 - 9:00pm \$45

Writing for Online Blogs, Magazines & Websites

Instructor: LeeAnne Krusemark

You don't need a journalism degree or previously published articles to write for anyone's online blog, magazine, or website. Some opportunities offer exposure, while many pay well -- \$1 a word and more. In this fast-paced session, learn how to: find ideas, sources, and more than 1,000 opportunities that pay, conduct interviews and create interesting content, protect your copyright, write query letters, and then use this credibility to sell other articles or even your self-published novel.

AL652 2/24 Wed 6:00 - 7:00pm \$25



Romance Writing

Instructor: Priscilla Oliveras

Master the tools and techniques needed to hone your craft as a successful romance novelist. This course will broaden your skills and allow you to pen a romance novel that meets and exceeds your readers' expectations.

www.ed2go.com/lpccommed \$99

Effective Copywriting

Instructor: Kathryn Will

Whether you are sending out a press release, communicating internally with a memo or promoting your own skills on LinkedIn, strong writing skills are the key to success. Come away with the tools and techniques you need to improve your copywriting skills and learn how to avoid the common writing mistakes that can hold you back.

CWR386 3/1-3/26 ASYNC \$195

OR

CWR386 5/3-5/28 ASYNC \$195

Grammar 101: Writing Strong Sentences

Instructor: Megan Garcia

Do you need help constructing sentences with proper grammar, punctuation, and sentence structure? Whether you have ever attended a college class, are a returning student, an ESL learner, or just want to brush up on your grammar skills for school, work, or fun, this class is for you! No matter your age or background, learn how to write more efficiently and effectively through strong sentence grammar. In just a few hours, you can learn the tools needed to become a more confident writer. Suitable class for teens and adults, anyone who wants to improve their writing life!

WR235 3/22-3/24 M, W 5:00 - 7:00pm \$49

OR

WR235 4/5-4/7 M, W 6:00 - 8:00pm \$49

OR

WR235 5/31-6/2 M, W 10:00am - 1:00pm \$49

ALLIED HEALTH



Contact Tracing Skills Training

Instructor: LERN programs

According to the Medscape Coronavirus Resource Center, at least 44 states and the District of Columbia have begun expanding their contact tracing workforce. To help meet the need for training for contact tracers, we are offering this course, based on CDC and public health guidelines. This contact tracer training will provide you with a skill which is in demand on the job market. While taking this training does not guarantee that you will become employed as a contact tracer, the information and skills you learn in the course will provide you with skills necessary to be considered for employment.

CT1948 1/4-1/29 ASYNC \$299

OR

CT1948 2/1-2/26 ASYNC \$299

OR

CT1948 3/1-3/26 ASYNC \$299

Medical Front Office Certificate*Instructor: Kris G Patterson*

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 Medical Billing upon completion of the classes. Topics covered include: basic medical benefit terms and plans, eligibility and insurance benefit verification, appointment scheduling (manual and computerized), improving telephone skills, patient arrival and departure, handling medical/office forms, patient privacy, confidentiality, etc., medical terminology (specific to the front office). *This is an ONLINE, SCHEDULED, synchronous class. Please see the website for specific date and time information, and required orientation information.*

MO215 3/2-3/4 T, Th 6:30 - 8:30pm \$25
Material fees \$89

CAREERS**Solar Photovoltaic Design and Installation***Instructor: Quayum Abdul*

This is an ONLINE course on Solar Photovoltaic. It covers how solar PV energy works and how to assess if PV is feasible in a variety of situations. Topics include calculating and measuring PV power input and output, site assessment, system designing, permitting, battery and PV sizing, panels orientation and radiation calculation, electrical load calculation, system installation, troubleshooting and servicing, analyzing National Electrical Code (NEC), complete familiarization with equipment and installation, labeling, wire management and commissioning. Since beginning of 2020, all new construction and renovation require solar permit and installation. From 2045, residential, commercial and industrial properties must have solar installation. Solar installation became one of the highest growing industries worldwide.

SC789 2/3-2/25 W, Th 10:00am - 1:00pm \$279
OR
SC789 5/17-5/28 M-F 6:30 - 9:30pm \$279

Medical Billing & Collections Certificate Program*Instructor: Kris G Patterson*

PREREQUISITE: Ability to read and understand English. Basic computer skills. Internet access during class hours. Become an essential anchor for a medical practice and get a competitive edge in the job market by attending the updated Medical Billing Collections Certificate Program (MBCCP). Learn medical billing collections firsthand from Kris G. Patterson, an instructor with over 30 years of experience in the medical billing industry. Upon completing the MBCCP, students will receive a certificate from the college and be added to the instructor's database for potential job leads. Class is taught on specific times and days. *Synchronous online class. An orientation is required. Please see required orientation information at the website before enrolling.*

MIBC101 3/9-4/8 T, W, Th 6:30 - 8:30pm \$150
Material Fees \$225

Start Your Own Medical Billing Service*Instructor: Kris G Patterson*

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. *Synchronous online class. An orientation is required. Please see orientation information at the website before enrolling.*

MBS634 4/13 Tue 6:30 - 8:30pm \$25
Material Fees \$29

*"Kris Patterson is a very good teacher. She is very knowledgeable in medical billing. She answered all my questions in a timely manner. I really enjoyed her class."
—Fall 2020*

Voice-Overs...Now is Your Time!*Instructor: Such A Voice*

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. This exciting and fun class could be the game changer you've been looking for. You will be offered the opportunity to take continuing classes at additional cost, if you choose to be contacted.

B241 4/17 Sat 10:00am - 12:00pm \$29



*You've heard **Wendy Shapero** on TV! (Robot Chicken with Seth Green, Cartoon Network shows) Now hear Wendy LIVE as she illustrates how YOU could actually begin using your speaking voice for commercials, films and videos. New companies are looking for new voices like never before. This exciting and fun class could be the game changer you've been looking for!*

How to Be Independently Employed:**Local Focus***Instructor: Teri Donat*

Turn your part-time income activity into a long term business. Get the precise steps you'll need to establish the business; record a business name, create a system to track income and expenses, discuss soft skills to attract and keep customers. Get tips on technology tools to operate and promote your business. Course includes hands-on activities and live interactive instructor sessions. Course focus is for our area, but what you learn can apply wherever you live and work.

IE411 4/14-4/28 Wed 6:30 - 8:00pm \$59

Certificate in Basic Game Design*Instructor: Moses Wolfenstein*

Games are increasingly recognized as a tool that can serve many business purposes beyond entertainment. This Certificate provides you with a general introduction to what goes into the design and development of both video and analog games, with a particular focus on the use of games outside of consumer entertainment. In the first course, you will discover resources for developing game design, identify the mechanics and verbs used in different games. You will come away with knowing the different activities that are part of game design, being able to flesh out a game idea in order to increase the chances of having a successful game design experience, and have a basic understanding of how to work with game developers. By successfully completing this Certificate in Basic Game Design, you will have taken the first steps into understanding game design, and being able to create your own games.

BGD101 2/1-3/26 ASYNC \$395

OR

BGD101 4/5-5/28 ASYNC \$395

Explore 250 Legitimate Home-Based Business Ideas*Instructor: LeeAnne Krusemark*

Tired of working for someone else? Do you need to make more money? Turn your talents and hobbies into profits by starting a home business. Taught by a Chamber of Commerce Past President and award winning business owner, this is probably the most comprehensive business start up workshop you will ever find. Discover: more than 250 legitimate home business ideas, mandatory legal documentation, many ways to market your product/service, how to take tax deductions (this workshop included!) If you really want to succeed in a home business, this step-by-step session is a must!

B106 2/22 Mon 7:00 - 9:00pm \$45

CAREER SKILLS & CERTIFICATES**Podcasting***Instructor: Travis Allison*

Businesses are turning to podcasting to grow their brand and connect with customers. People with a niche hobby are turning podcasts into a business. Podcasting is experiencing a rebirth as mobile devices are everywhere. The intimate nature of the audio medium allows potential clients to get to know who you are and determine if you are the kind of company with which they want to do business. Learn how to take your business or hobby and turn it into a podcast. This step-by-step class will take you from start to finish and cover the required elements needed to get your show online. Come to class with your idea and end with your show online for all to hear.

PC485 2/1-2/26 ASYNC \$245

OR

PC485 4/5-4/30 ASYNC \$245

**Adobe Photoshop Essentials***Instructor: Andy Helmi*

This fundamental course covers Adobe Photoshop CC most commonly used tools, menus and panels. You'll learn all the basics of Photoshop to effectively work with selection and editing tools, layers, and masks to edit, retouch and enhance existing images or create your own composite digital art work. Impress your business organization, friends and family by enhancing their photos and create magazine cover quality enhanced images. *Access to Adobe Photoshop software required.*

PTS105 3/1-3/26 ASYNC \$225

OR

PTS105 5/3-5/28 ASYNC \$225

WordPress Certificate*Instructor: Andy Helmi*

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. After successfully completing the WordPress Certificate you will know how to build a WordPress website or blog, customize your WordPress site by hand-coding HTML, CSS, and PHP, know necessary regular WordPress maintenance, create WordPress website backup, and know how to apply SEO techniques in WordPress. 3 one-month courses.

WPC1709 2/1-4/30 ASYNC \$495

OR

WPC1709 4/5-7/2 ASYNC \$495

Microsoft Excel Basics*Instructor: Teri Donat*

Where to start building a Microsoft Excel worksheet? If you have little or no experience using Microsoft EXCEL, this class will get you started. You will be able to ask questions and get clear easy answers from the instructor. Learn the difference between a worksheet and a workbook. Learn to navigate the worksheet and be able to create, format and save a worksheet with formulas in one hour.

C107 2/24 Wed 7:00 - 8:00pm \$29

OR

C107 4/15 Thu 7:00 - 8:00pm \$29

**Microsoft EXCEL Tune-up***Instructor: Teri Donat*

Want to be more efficient using Microsoft EXCEL? More comfortable using formulas; and save time using shortcuts? Class will focus on using functions and formatting to analyze data, modifying worksheet. Learn to use formulas to link worksheets and filter lists of data. Learn to change worksheets for efficient printing. You will be able to ask questions and get clear easy to understand answers during this live session.

SC101 3/3 Wed 6:30 - 8:00pm \$39

OR

SC101 4/22 Thu 6:30 - 8:00pm \$39



Teri Donat has over 30 years' experience as an independent contractor teaching workshops and classes with Community Education organizations, businesses and educational institutions throughout the Bay Area. She has a Master's in Education and through her business, Ez 4 U Technology, she designs and delivers job skill classes to meet the current demands of the community. Two words students use to describe her are patient and knowledgeable.



Certificate in Data Analysis

Instructor: John Rutledge

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. Begin with getting a basic understanding of how to analyze data in a business setting. Then learn how many of your business decisions involve comparing groups for differences. You will know the statistics behind these group differences and relationships. Finally you will find out how to perform inquiries that will be useful to your business or organization, and have the skill necessary to communicate these results through graphs and text that your fellow employees will understand. 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. 3 one month courses.

DA485	2/1-4/30	ASYN	\$495
OR			
DA485	4/5-7/2	ASYN	\$495

Certificate in Customer Service

Instructor: Nanette Sanders-Cobb

Customer service is now essential for business and all work organizations. 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 from potential customers into sales, good customer service is now one of the central factors in organizational success. Learn to improve your customer service skills to enhance your career skill set, improve productivity, and increase your organization's success. You will also take away some extraordinary customer service techniques you won't find anywhere else. 2 one-month courses

CS485	2/1-3/26	ASYN	\$245
OR			
CS485	4/5-5/28	ASYN	\$245

Extraordinary Customer Service

Instructor: Fred Bayley

Transform your customer service into something extraordinary. As a result more repeat business will improve your bottom line. Customer service separates you from your competition. Extraordinary customer service comes from focusing on the few essential elements that yield big results. Discover how easy it is to tweak your customer service from the ordinary to the extraordinary. You'll take away a customer service plan that will help you focus on the key elements that will get you started on your pathway to success.

ECS202	3/1-3/26	ASYN	\$145
OR			
ECS202	5/3-5/28	ASYN	\$145

*"This was an amazing learning experience!! Thank you for this excellent online class!!"
—Shirley May 2019*



Certificate in Project Management

Instructor: Ronald DeCamp

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, including project cancellation. Project management is one of the fastest paths to promotion by increasing your network through greater exposure. 3 one-month courses.

PM485	2/1-4/30	ASYN	\$495
OR			
PM485	4/5-7/2	ASYN	\$495



Social Media for Business Certificate

Instructor: Jennifer Selke

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, Linked-In, 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. Learn how social networks are used to develop a two-way communication and marketing strategy for your organization. Then 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. 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. Your instructors are outstanding practitioners who also speak, write, and train others on social networks. 3 one-month courses.

SMB485	2/1-4/30	ASYN	\$495
OR			
SMB485	4/5-7/2	ASYN	\$495



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.

Entrepreneurship Certificate

Instructor: Brian Law

Boost your chances of success for your new or small business and reduce your risks. Get the latest on planning your business, brainstorming business ideas and a checklist for going into business. Then learn how to create a business plan, including assessing business feasibility and prepare the management and financial plans. Then take home a step-by-step approach to attract and keep customers, with an emphasis on customer-driven marketing decisions and building a strong brand. At the end of this certificate, you will be able to identify the abilities required of successful entrepreneurs and how to acquire them, develop goals to help establish your business, develop an outline for your plan, and take home techniques to successfully manage and market your new business.

EP485 2/1-4/30 ASYNC \$495
OR
 EP485 4/5-7/2 ASYNC \$495

You Can Make Money Teaching

Instructor: Teri Donat

Hidden skills in macramé? Are you are a whiz with tiktok? Do you have a profession or hobby others would like to learn? Share your talents by teaching at a local community organization it's an easy way to start. You will learn where you can offer classes, how to write a class description and titles that will get SEO hits on the internet. We will cover deadlines and paperwork, getting paid, techniques to organize your course and ideas for promoting your class. These opportunities don't require anything but your passion and skill. Introduce your talents to the community and offer your class through local organizations. Class has a local focus, but the skills you will gain can take you statewide, even nationally.

AL876 2/3-2/4 W, Th 6:30 - 8:00pm \$49

Certificate in Teaching Adults

Instructor: William A. Draves

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. We will give you both the fundamental and advanced information to improve your teaching. 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.*

TA485 2/1-3/26 ASYNC \$295

Certificate in Leadership Development

Instructor: William A. Draves

Especially geared for future leaders in the Gen Y generation (born 1980-1999), the certificate provides how-to practical information on advancing your leadership potential and making a difference in both the workplace and in society. Find out what it takes to become an effective leader. Discover your style of leadership. At the end of completing the three course certificate, you will come away with a new understanding, new toolbox of leadership skills, and the information to move your leadership development into high gear.

LD485 2/1-4/30 ASYNC \$395
OR
 LD485 4/5-7/2 ASYNC \$395

NEW!



Home Staging Career Training Online

Instructor: Christine Rae

The CSP Home Staging Business Training & Certification program is a proven, practical class that teaches you exactly what to do, where to go, what to take with you, what to say, how to follow up and most importantly how to stage a home. Christine Rae guides you with how to start a home staging business, price for profit, protect yourself, and create outstanding results in your work. Training provides scripts for phone and in person meetings, sales, marketing, and everything right down to your social media and website. The CSP manual, the information, tools, systems, a year of coaching and support after class included with your tuition are priceless!

CSP Certification is the hallmark of professional staging!

To register for this online class, and other professional development classes for Home Stagers, click on the code



Collaborative Management

Instructor: Joyce Odidison

Whether you manage or lead people, collaborative skills are essential to help harness the energy of groups and teams for maximum performance and productivity. Knowledge of collaborative skills will enable you to gain participation quickly, get input and buy-in for building consensus and plan for cooperation to get crucial projects completed. This 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.

COL485 3/1-3/26 ASYNC \$245
OR
 COL485 5/3-5/28 ASYNC \$245



MARKETING

Digital Marketing Certificate

Instructor: Dan Belhassen

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. If you are already at an advanced level, your instructors are experts and can provide the latest most advanced information and answer your toughest questions. 3 one-month courses.

DM485 2/1-4/30 ASYNC \$495

OR

DM485 4/5-7/2 ASYNC \$495

Improving Email Promotions

Instructor: Susan Hurrell

Discover new ways to improve your email promotions, including when to email, what to email, and testing email copy. Then find out how to analyze your email response rates, including getting the bench marks for open rates and click through rates. Learn how to improve your email promotion and responses with tracking and testing. Get a basic introduction to email promotions. If you are advanced, your instructor is an email expert and can answer your toughest questions as well.

EPRO1 2/1-2/26 ASYNC \$195

OR

EPRO1 4/5-4/30 ASYNC \$195

Boosting Your Website Traffic

Instructor: Susan Hurrell

Acquire the basic skills to boost your website traffic, including how to analyze your visitor traffic, how to use search engine optimization to get greater visibility and exposure in Google searches, and how to redesign your web site copy to increase your visitors and results. No experience necessary, but if you are at an advanced level, your instructor is an SEO expert and can answer your toughest questions as well.

BO411 3/1-3/26 ASYNC \$195

OR

BO411 5/3-5/28 ASYNC \$195

Online Advertising

Instructor: Susan Hurrell

Get the keys to making online advertising work for you and your organization. See how pay-per-click advertising with Google AdWords works. Find out how to test low budget AdWord campaigns. Learn how you can target local audiences. Then discover Facebook advertising and how you can determine the demographics and even numbers of people you want to reach. No experience necessary, but if you are at an advanced level, your instructor is an online ad expert and can answer your toughest questions as well.

IAD987 4/5-4/30 ASYNC \$195

Google Analytics

Instructor: Susan Hurrell

If you are not reviewing your website statistics, then you are missing several key opportunities to profit from your website traffic. This course, aimed at non-technical users, will take you through all the key techniques and how to use website analytics using the world-standard Google Analytics, a free online tool. You'll understand your visitor traffic better, learn how to calculate return on investment (ROI) for your online advertising, and find out how to get more conversions and sales from your website visitors. A must for anyone serious about leverage more success from their website.

GAN837 2/1-2/26 ASYNC \$195

OR

GAN837 4/5-4/30 ASYNC \$195

Mastering Video Marketing Certificate

Instructor: Rob Lee

Video marketing is the latest hot new marketing trend. Shoppers who viewed product videos were 144% more likely to add the product to their cart. Video with good SEO has a 53% higher chance of showing up on page one of Google searches. When done correctly, video can tell a story, and stories connect people. Video also leads to an emotion 'trigger' that plain text cannot do. 2 one-month courses.

VM485 2/1-4/30 ASYNC \$395

OR

VM485 4/5-7/2 ASYNC \$395



YouTube for Business

Instructor: Rob Lee

Increase your business with YouTube, the online video site and now the second largest search engine. Discover the power of video for your organization, and how to use video as a marketing tool to reach and serve more people. Find out what types of video work best on YouTube, how other business organizations are using YouTube, how to create your own YouTube channel, and the techniques of adding captions, annotations and other extra features. It reaches a broad age and gender demographic and is the largest video search/discovery destination with over 35 hours of video being uploaded every minute.

UTB356 3/1-3/26 ASYNC \$245

OR

UTB356 5/3-5/28 ASYNC \$245



TEACHING

Certificate in Online Teaching

Instructor: William A. Draves

Certificate is for those new to teaching online or those already teaching online. Get the best instruction from the foremost authorities in online learning. Thousands of people have taken this fundamental yet advanced training in teaching online. 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, as well as the most advanced tips and techniques in the business. Your instructors are authors, speakers and consultants in online learning and teaching. Take the courses in any order you choose. 3 one-month courses.

OT485 2/1-4/30 ASYNC \$495

OR

OT485 4/5-7/2 ASYNC \$495

Advanced Teaching Online

Instructor: Travis Allison

The opportunities are tremendous for teaching online. Discover how to plan, develop and teach an online course. Take home a ten step model for developing your online course. Experience one of the most advanced online classrooms for teachers. Learn how to create online audio lectures with slide shows. Plus, find out how self quizzes enhance learning. See an animation, drop-and-drop exercise, and dynamite welcome pages. Engage in online discussion with other teachers. *An instructor's book, Advanced Teaching Online, is included.*

ATO107 2/1-2/26 ASYNC \$195

OR

ATO107 4/5-4/30 ASYNC \$195

Spring Break Coding Camps



Python Coding: Spring Break Beginner

Instructor: Progressive Kids

Code for Spring Break! Python for Kids is specifically designed to make kids understand the basics of programming, data analysis, game coding and GUI interface using Tkinter. It is an exercise-based program where kids write their own code in real-time programming environment. Kids will learn installations, variables, conditions, functions, string, looping, Tkinter widgets like frame, button, level and canvas and Game. They will work on many mini-projects and develop one fun game.

PPP101 4/5-4/9 M-F 10:00am - 12:30pm \$310

Java Programming: Spring Break Basics

Instructor: Progressive Kids

Java is an established, popular, and cross-compatible programming language. Students will be exposed to all of core Java programming and will be introduced to concepts such as object-oriented programming principles and will gain a strong foundation on the language. Cover the topics of variables, loops, conditions, classes, void methods and GUI programming widgets such as buttons and labels.

PPP101 4/5-4/9 M-F 2:00 - 4:30pm \$310

KIDS & TEENS

Python for Kids: Beginner

Instructor: Progressive Kids

Python for Kids is specifically designed to make kids understand the basics of programming, data analysis, game coding and GUI interface using Tkinter. It is an exercise-based program where kids write their own code in real-time programming environment. Kids will learn installations, variables, conditions, functions, string, looping, Tkinter widgets like frame, button, level and canvas and Game. They will work on many mini-projects and develop one fun game.

PPP101 2/1-4/12 Mon 4:00 - 5:20pm \$385



Unity 2D Game Design for Kids

Instructor: Progressive Kids

In this program kids will learn how to create 2D video games using Unity, the world-leading professional game development tool. No prior experience of Unity or coding is required! With our instruction, Kids will learn c# coding concepts, 2D game design concepts like object creation, collision, UI tools, Rigidbody, 3D Physics and will create multiple game projects to showcase their skill.

PPP101 2/1-4/12 Mon 5:30 - 6:50pm \$385

Ukulele FUNDamentals

Community Partnership: Galina's Music Studio

Students receive a ukulele course book and learn from three irresistible ukulele experts – a clever, classical dog, one cool jazz cat, and a friendly alligator who loves the blues. *Must have your own instrument for this class.*

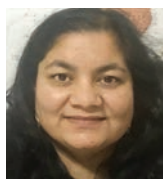
Age 7 to 9

MU442 1/30-3/6 Sat 11:45am - 12:30pm \$159

Age 10 to 12

MU442 1/27-3/3 Wed 1:30 - 2:15pm \$159

Class has start dates throughout the term. Visit the website for more information.



Jyoti Gupta is a program director and a web developer at Progressive Computers, dedicated to developing coding curriculum. As a web developer for Progressive Computers, Jyoti has developed and maintained many websites for small businesses. Other than web design, she also has strong coding experience in Python, Java, C++, Oracle Database, MySQL, PHP, React JS, Mobile apps and Word Press.

Community Partnership Galina's Music Studio

Piano for Beginners

Easy step-by-step instruction for wee beginners. Students will be able to play satisfying and entertaining pieces from the very first lesson. These lessons will be taught in a fun and supportive environment that will also teach the fundamentals of music notation, music theory and rhythm.

Ages 5 to 7

PB156 1/26-3/2 Tue 3:00 - 3:40pm \$159

OR

PB156 3/9-4/13 Tue 3:00 - 3:40pm \$159

OR

PB156 4/20-5/25 Tue 3:00 - 3:40pm \$159



Beginning Guitar for Teens

Learn to play one of the most popular instruments in the world—the acoustic guitar. Learn pick style guitar by playing folk and popular songs as well as improvising in a rock style. Supplementary handouts and materials provided by the instructor. *Must have their own guitar for the class.*

Ages 13 to 17

AL568 1/29-3/5 Fri 3:00 - 3:45pm \$159

Guitar for Ages 10 to 12

Learn to play one of the most popular instruments in the world—the acoustic guitar. Learn pick style guitar by playing folk and popular songs as well as improvising in a rock style. Supplementary handouts and materials provided by the instructor. *Must have their own guitar for the class.*

AL568 1/30-3/6 Sat 10:30 - 11:15am \$159

Class have start dates throughout the term. Visit the website for more information.

PHOTOGRAPHY

Secrets of Better Photography

Instructor: Beverly Richards Schulz

Secrets of Better Photography will teach you how to take outstanding photos. Whether you use a DSLR, a point-and-shoot camera, or your phone for your photography, you will learn how to get the best results from your camera. You will also explore common photography topics, including portraiture, children's photography, pet photography, and digital editing.

ed2go.com/lpccommed

\$99

Travel Photography for the Digital Photographer

No Instructor, Self Paced

Come and discover the fascinating world through a photographer's eye. Discover tips for digital photographers, and how to use both traditional techniques, as well as those unique to digital equipment. Learn how to get the best shots of animals in captivity and animals in the wild. Discover ways to blend in with nature and the best kind of equipment for specialized shooting. Get tips on taking shots for professional use and those to treasure from a family vacation.

ed2go.com/lpccommed

\$99

Community Education at Las Positas College

Featuring Quickbooks!

SELF-PACED TUTORIAL ONLINE COURSES



These high-quality online courses are designed to quickly deliver specific skills and knowledge that help to advance personal or professional development. Our online classroom is informative, convenient, and highly interactive.

- Twelve Steps to a Successful Job Search
- Medical Terminology
- Human Anatomy and Physiology
- Accounting Fundamentals
- Keyboarding
- Introduction to Natural Health & Healing
- Computer Skills for the Workplace
- Administrative Assistant Fundamentals
- Understanding Adolescents
- Certificate in Gerontology
- Medical Math
- Fundamentals of Supervision & Management
- Achieving Success with Difficult People
- Write Fiction Like a Pro
- Keys to Effective Communication
- Personal Finance



Snap this code to go directly to our registration website

24/7 Access • Start course at any time • Certificate of completion • 3 Month access
Work at your own speed • Discussion boards • Mobile accessible

Enroll, learn more, or view all our Self-Paced Tutorial online courses at:

www.ed2go.com/lpccommed

Classes on the following pages require admission to the college

PAGES 16-19

LAS POSITAS COLLEGE

Explore High Demand Essential Jobs!

Welding Technology

Work side by side with industry professionals in a fully-equipped, state-of-the-art facility. Get training for positions, such as shielded arc, flux core, or MIG and IG welders in research labs, structural fabrication shops, or general welding shops. Unleash your inner artist with the Welding for the Arts class. Prepare for immediate job entry or transfer.

Career Opportunities: The welding industry offers a wide variety of dynamic and challenging careers. Underwater welders are needed on offshore oil rigs. Welder operators use automated welding systems to manufacture cars. Structural welders help to construct skyscrapers and bridges. The demand for skilled welding professionals is constantly growing. By 2025, our nation's workforce will need over 400,000 welders to satisfy the demands of several industries.



Automotive Technology

Get training to work with the latest automotive technology, whether in the shop or as the start to an exciting career in the automotive industry. Benefit from Las Positas College partnerships with General Motors, AC Delco, State Referee, and KIA. Get hands-on experience with the Smog Referee Program of the State of California. Enroll in day, afternoon, night, and Saturday classes.

Career Opportunities: This comprehensive training program prepares students to become Automotive Service Excellence (ASE) certified Auto Service Technicians by mastering skills in areas including: Engine Repair; Automatic Transmission/Transaxles; Manual Drive Train & Axles; Steering & Suspension Systems, Advanced Brake Systems, Automotive Electrical & Electronic Systems, Heating & Air Conditioning, Engine Performance and Computer Engine Control, Advanced Engine Performance, and, preparation for State Certificate Smog, Brake & Lamp Exams.

Las Positas College Career and Technical Education programs build a strong workforce for our community and prepare students for top careers and transfer to four-year colleges.

CHOOSE FROM 30+ CAREER PROGRAMS!

Find your career at: <http://www.laspositascollege.edu/careereducation>

Enroll today at: <http://www.laspositascollege.edu/admissions/>

Spring Classes Begin January 19, 2021



LAS POSITAS COLLEGE

Launch a High Wage, High Growth Career in 2021

Computer Information Technologist

Build a strong foundation in computer programming, computer networking, and database design and administration that prepares you for careers in software programming, networking and system administration, systems analysis, database design and administration, computer help desk, and much more. Take coursework and gain practical hands-on experience needed by entry level IT professionals.

Career Opportunities include: Computer Technician, Network Technician, Systems Technician, Computer User Support Specialists, and Desktop Support.



Engineering Technology

Build a strong foundation in mathematics, critical thinking, problem solving, and engineering, as well as skills in manufacturing, fabrication, and welding. Intern at some of the nation's top labs and organizations. Prepare for immediate job entry or transfer. Get career services to help you get a job when you complete the program.

Career Opportunities include: Mechanical Technicians, Mechanical Technologists, Stationary Engineers, or in other applied engineering fields and may collaborate with scientists, engineers, designers, and manufacturing professionals.

Las Positas College Career and Technical Education programs build a strong workforce for our community and prepare students for top careers and transfer to four-year colleges.

CHOOSE FROM 30+ CAREER PROGRAMS!

Find your career at: <http://www.laspositascollege.edu/careereducation>

Enroll today at: <http://www.laspositascollege.edu/admissions/>

Spring Classes Begin January 19, 2021



LAS POSITAS COLLEGE

Follow Your Passion Launch a Career in Communications

Applied Photography

Learn the latest technologies for making artistically rendered, captivating images used in all areas of visual communications and media. Master digital imaging for print and web, create short programs in videography, and work with artificial lighting for portrait and commercial applications. Cultivate skills that employers are looking for.

Career Opportunities include: Professional Photographer, Photography Business Owner, Portrait Photographer, Wedding Photographer, Architectural Photographer, Digital Imaging Technician, Photo Studio Manager, and Photo Assistant.



Mass Communications/ Journalism

Obtain hands-on experience with our award-winning newspaper, journalist magazine, literary magazine, and video journalism. Use your experience to build your portfolio and resume. Our students have won state, national, and international awards. Prepare for transfer or immediate job entry. Make a difference in the world by learning to research, inform, educate, and persuade.

Career Opportunities include: Reporting, Public Relations, Print Production, Copyediting, Broadcasting, Videography, Photography, and Media Technology.



Las Positas College Career and Technical Education programs build a strong workforce for our community and prepare students for top careers and transfer to four-year colleges.

CHOOSE FROM 30+ CAREER PROGRAMS!

Find your career at: <http://www.laspositascollege.edu/careereducation>
Enroll today at: <http://www.laspositascollege.edu/admissions/>

Spring Classes Begin January 19, 2021



LAS POSITAS COLLEGE



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Tai Chi and Yoga: Evening Reset, p. 3

Spanish p. 4

Certificate in Data Analysis, p. 4

Medical Billing and Coding Program, p. 9

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Spring Break Coding Camps! p. 14

Contact Tracing Training, p. 8

American Musical Theater, Part 2: The Artists p. 5



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Guitar p. 13



Writing p. 8



Teach Online! p. 6