

Lifelong Learning, Career & Personal Development

Summer
Camps
for All Ages
inside!



Are you a
**LIFELONG
LEARNER?**

Look inside...

Community Education

Summer 2022 Schedule • Classes through August 2022

Register Online:

www.laspositascollege.edu/communityed



Welcome to SUMMER 2022

Community Education at Las Positas College provides an avenue for all people in the Tri-Valley area to teach and to learn. We work cooperatively with a number of programs on campus in support of credit and noncredit students as well, to offer just-in-time and key learning that can only be provided through fee-based means, in a quick and timely manner.

This Summer, we are offering a limited number of in person on campus classes while we work to implement the Vaccination Mandate from the District for Community Education students. We appreciate your patience with this process for bringing Community Education students back to our Campus! Please feel free to call the office for more information on how to register. As always, there is more information at our website.

Whether you are coming to campus or still enjoying our online offerings this Summer, we encourage you to indulge your love of lifelong learning with Las Positas College!



Take care and take classes!
Frances DeNisco
Program Coordinator

*"What we learn with
pleasure, we never forget."*
— Alfred Mercier

Featured Instructor David Everett

David Everett is a Certified Sommelier and has extensive experience in fine dining, wine sales and service, sensory evaluation and wine making. Mr. Everett is currently the Coordinator of the Las Positas College Viticulture and Winery Technology Program and faculty member at Las Positas College.



Take Winery Sales and Service, details on page 8

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Many more classes available on the website!

Chabot-Las Positas Community College District Board of Trustees

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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.**
- F. Proof of Vaccine is required for in-person classes.

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.



LIVE REMOTE

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



IN PERSON

You will meet in person to take this class.



ONLINE (24/7)

This class is accessible 24 hours a day, 7 days a week.

Vaccine Mandate for “In Person” Classes

Effective January 3, 2022

In order to access the District’s campus and facilities, all persons must be fully vaccinated against COVID-19 and submit proof of vaccination.

Event and Performance Visitors: For reservation-based events at District facilities, including performance theatres, visitors will be subject to the vaccination requirement and verified prior to entrance. Additionally, event and performance visitors will be required to wear a mask while indoors at any district facility, and all large events will follow CDPH and local county health officer guidance.

There are no exemptions or alternatives available for Community Education students, because their attendance to Community Education classes is entirely voluntary, such as it is for other visitors to campus and campus events. All students ages 5 and up must be vaccinated to attend in person classes on campus at Las Positas college.

Definition of Fully Vaccinated: A person is fully vaccinated two weeks (14 days) after receiving the second dose in a two-dose series or following a single-dose vaccine. See the website for information on how to prove vaccination status and enroll for in person classes.

See the Community Education website: <https://laspositas.augusoft.net> for information on how to provide vaccination status and enroll for in person classes.



Summer Camps

Automotive Technology Building a Car Stereo

Instructor: Hagopian Setting: IN PERSON

Is your bass flat, your highs, low? Want to build a better car stereo? Whether your intent is just better sound, or waking up the neighbors at 3 am, this is the summer camp for you. We will cover how to start, design, calculate and finish your project. From watts to box design to speaker choices to wiring: everything you need to build your own dream stereo system in your vehicle. This is an in person class and upload of vaccination status is required to attend.

HG008 06/06-06/09 M•T•W•Th (8 AM - 2 PM) \$100



Automotive Technology • Vehicle Maintenance

Instructor: Hagopian Setting: IN PERSON

Have you ever wanted to know more about your car but do not have time to take an 18-week course? Have you ever wanted to change your own oil? Learn what the cryptic code on the tire means? Learn general knowledge about cars? If so, then this is the summer camp for you! Note: Make sure to purchase oil and an oil filter for your car. We are learning through experience. Wear clothes that may get dirty. In person class, COVID vaccination status upload required for registration.

HG008 06/13-06/16 M•T•W•Th (8 AM - 2 PM) \$100

Graphic Design & Digital Media (High School)

Instructor: Kuo Setting: IN PERSON

Take a step into the world of Digital Media learning Photoshop and 3D! In a week-long course, students will jumpstart their skills in industry-leading software with guided lessons covering the basics of Adobe Photoshop and Autodesk Maya. In the end, each student will leave with a portfolio of work of their own designs as well as a 3D print of what they make! This is an in person class that requires Vaccination status upload in order to attend.

DSC100 06/13-06/16 M•T•W•Th (9 AM - 2 PM) \$100

or

Graphic Design & Digital Media (Middle School)

Instructor: Kuo Setting: LIVE REMOTE

DSC100 06/27-06/30 M•T•W•Th (9 AM - 2 PM) \$100



Jazz Camp

Instructor: Marschak and Rosefield Setting: IN PERSON

Open to: Incoming Freshmen through Graduating Senior High school students. Join LPC Faculty and fellow high school students for 4 exciting days of learning, performing, and having fun! Each day will be divided into various classes such as combos, jazz theory, group lessons, arranging, composition, Latin jazz, and much more! The camp will culminate in a final public performance on the Mertes Main Stage on June 30th. Combos will be divided into intermediate and advanced. Please send at least one performance sample video demonstrating jazz performance skills over a 12-bar blues of your choosing to crosefield@laspositascollege.edu no later than June 20th for placement. You must register and upload your vaccination status before sending your audition video.

H099 06/27-06/30 M•T•W•Th (9:30 AM - 4:30 PM) \$100

Intro to Biotechnology

Instructor: Chovnick and Maxwell Setting: IN PERSON

Molecular biologists have been some of the unsung heroes of the current pandemic - working nonstop developing Covid tests and vaccines so we can all get back to our classrooms. In this week-long camp, you will get a chance to utilize some basic molecular biology tools used in biotech to observe and measure cells, viruses, proteins and DNA. This Beginning camp is intended for those who have not participated in the program before. We encourage you to register for the Intermediate Biotechnology and take both this summer. Vaccination status upload is required to enroll in these in-person camps. Camp is for students aged 15 to 17.

BBC17 07/11-07/14 M•T•W•Th (10 AM - 3 PM) \$100

continuing

Intermediate Biotechnology

Instructor: Chovnick and Maxwell Setting: IN PERSON

BBC17 07/18-07/21 M•T•W•Th (10 AM - 3 PM) \$100

Interior Design Summer Camp

Instructor: Hornbeck Setting: LIVE REMOTE

Introduction to Interior Design with use of design tools and products. Students will be hands on to create digital boards and presentations of a desired space. Students will hand draft and computer draft a room working with drafting tools given and computer programs. Camp is taking place online, but class materials will be picked up in person. Design kits will be available for pick up on campus the week before the camp.

IDS 467 07/18-07/21 M•T•W•Th (10 AM - 12:30 PM) \$100



Las Positas in Partnership with Ohlone**FOR**Kids**AND**TEENS **GRADES 3-12**



SUMMER FRIDAY FUNDAY CAMPS ONLINE

Visit ohloneforkids.com for upcoming start dates and use **Promo code LasPositas5** for **5% off** of your enrollment in these kids online classes!



We are excited to partner with Ohlone to offer more choices to your kids for online learning! Students develop confidence in a safe environment while engaging in hands-on learning activities that stimulate their interest and growth.

COMPUTER PROGRAMMING

Students will learn the fundamental concepts of programming.

- Advanced Python OOP
- Mobile Apps with JavaScript

COMPUTER ANIMATION

Students will learn how to create animated cartoons and video games that they can play.

- Create your own video game
- Create your own cartoon with Adobe Animate

MODERN BRUSHPEN CALLIGRAPHY

Come join and explore endless possibilities for card making book-marks, gift tags, and more!

BUSINESS

Students will come away with a strong appreciation of how businesses work so they can be more informed as they start thinking about the types of jobs they would like to pursue in the future.

- Money 101: Building Your Financial Future
- Speech and Debate



Learn to Fly a Drone! Starting Fall 2022



Photography • Videography • 3D Point Clouds

- NAVI 201 Orientation to Drones
- NAVI 202 Survey, Photography & Videography
- NAVI 203 FAA Remote Pilot Certificate Exam Prep

Non Credit • Low Cost • Repeatable • Certificate Option

Instructor: Dan Cearley
dcearley@laspositascollege.edu

**You must apply to LPC to enroll in this program*

Photography
Mapping
& Piloting



ALLIED HEALTH/ MEDICAL

Medical Billing & Collections Certificate Program

Instructor: Patterson Setting: LIVE REMOTE

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 and collections firsthand from Kris G. Patterson, an instructor with over 30 years of experience in the medical billing industry. Visit our website for detailed information

MIBC101 06/28-07/28 \$150
T•W•Th (6:30 PM - 8:30 PM) + Material Fee \$275

Medical Front Office Receptionist

Instructor: Patterson Setting: LIVE REMOTE

This course is intended for students interested in becoming a Medical Front Office/Medical Receptionist, sometimes referred to as the Intake Coordinator. This class will ensure students are prepared to begin a rewarding career and to become an integral part of the medical office team. Upon completing the Medical Front Office class, students will receive a certificate and be added to the instructor's database for potential job leads. Class meeting online at a specific time. You must attend both class AND an Orientation. Visit the website for more specific information and requirements.

MO215 06/21-06/23 \$25
T•Th (6:30 PM - 8:30 PM) + Material Fee \$99

Start Your Own Medical Billing Service

Instructor: Patterson Setting: LIVE REMOTE

Many medical practices receive most of their income from insurance companies. Thus, medical billing services are in demand. In this class you will learn; How to obtain clients; Setting your fees; What other services a billing service could offer; Marketing your services; Where to obtain HIPAA compliant software; Sample HIPAA Business Associate Agreement & Independent Contractor Agreement; What billing organization you can join; How to obtain updates from insurance companies; Sole Proprietorship, Partnership, Corporation and LLCs discussed. **Each student is required to attend a mandatory online orientation before the start of class.** Visit the website for more specific information and requirements.

MBS634 08/02 \$25
Tues (6:30 PM - 8:30 PM) + Material Fee \$39

NEW!

Pharmacy Technician Training

Instructor: Career Training Solutions Setting: LIVE REMOTE & IN PERSON

Train for a rewarding new career as a pharmacy technician in as little as 6 months! In this online live instruction engaging class, learn to assist the pharmacist in mixing prescriptions, maintaining patient records, purchasing and inventory management, billing and reimbursement, and more. Topics include pharmacology for technicians, pharmacy law and regulations, sterile and non-sterile compounding, quality assurance, and medication safety. Included in the program is a 120-hour externship where the student will receive hands-on training in a local pharmacy under the direction of a pharmacist. This training meets the training requirements of the California Board of Pharmacy and qualifies students to apply for their California pharmacy technician license under Title 6 California Code of Regulation section 1793.6(c). The class also prepares students to sit for PTCE and ExCPT national certification exams. Please see the website for more details and information before enrolling.

PTL101 07/26 - 12/17
\$2,199
Tue 6:30 - 9:30 PM & Sat 9 AM - 12:30 PM + Material Fee \$180

BACK BY
POPULAR
DEMAND

Certified Phlebotomy Technician Course (CPT 1)

Instructor: AUMT Setting: IN PERSON

Phlebotomy Technicians are in demand as one of the fastest growing occupations in healthcare. Launch your career as a Certified Phlebotomy Technician 1. Collect blood samples from patients in a hospital, clinical laboratory, medical office, or clinical setting. Through lectures and hands-on training, learn what you need to know about the circulatory system, venipuncture technique, specimen collection, risk factors, complications, and quality assurance. This course provides a complete learning experience - with 48 hours of classroom instruction and a 40-hour hands-on externship. The course is also designed to prepare you to take the National Certification exam to become a California Certified Phlebotomy Technician 1 (CPT1). Class is rigorous and fast-paced. Please see the website for more details and information before enrolling.

CPT1 09/10 - 11/19 \$2,500
Sat 9:00 AM - 3:00 PM + Material Fee \$217

NEW!

EKG Technician Training

Instructor: AUMT Setting: ONLINE & IN PERSON

This 48-hour combination online/hand-on in person EKG Technician Program will allow students to obtain employment as an Electrocardiograph (EKG/ECG) Technician. The EKG Technician is responsible for performing diagnostic tests to access the heart rhythm and rate in patients. EKG's are also performed before and after operations, during physicals examinations of patients, for patients with a history of heart disease, when patients are experiencing chest pains and when the ordering physician deems it necessary. This course includes 48 hours in a hands-on classroom training at Las Positas College along with the ability to sit for the National EKG Technician Certification Exam. Please see our website for details.

EKG411 08/08-08/27 \$1,195
M•W•F (6 PM - 10 PM) & Sat (9 AM - 1 PM) + Material Fee \$186

Attend a **FREE** informational
zoom class to learn about
CPT-1 Phlebotomy
on Saturday 7/30 at 10:00 am!

Register to attend online at our website.

Explore a Career in Medical Writing

Instructor: Loguidice Setting: ONLINE

Take your first step toward a lucrative and rewarding career as a medical writer; no specialized or advanced degrees required! In this course, you'll learn about the different types of medical writing that you can do, how to break into and succeed in this industry, and how to write effectively on medical topics, whether you're writing for healthcare providers, patients, or regulatory organizations like the U.S. Food and Drug Administration.

ed2go.com/lpccommmed \$99

BUSINESS

Bookkeeping Using Quickbooks: Restaurant & Small Business Focus

Instructor: Lakshminarayanan Setting: LIVE REMOTE

Learn to Use QuickBooks as a tool for your small business. QuickBooks is one of today's most popular accounting applications, especially for small business enterprises. The software can help various businesses manage sales, track the costs of the business, record payroll, on top of facilitating accounts payables and receivables and ensuring your yearly tax preparation is accurate, timely and frustration-free. This course is aimed to give students exposure to the practical world of accounting in restaurants using the Quickbooks software. The students are expected to learn various real life aspects of the restaurants and other types of small businesses and maintaining books of accounts to reflect the accurate financial position of the enterprise. **PREREQUISITE** Students need to have Quickbooks Online Subscription.

B155 06/06-07/25 Mondays (6 PM - 7 PM) \$49

Management Certificate

Instructor: Klauss Setting: ONLINE

Enhance your management skills through this program for supervisors, managers, and emerging leaders. Nothing creates success like a solid foundation. Discover the keys for effectively managing your employees. Find out how to create clear expectations, engage and motivate employees, and increase your effectiveness. Then learn how to improve your management of time and productivity. Time is even more valuable in this century than in the last. Get tips and techniques you won't get anywhere else for managing time and increasing productivity. Finally, get the keys to manage different generations in your workplace. Discover what motivates each generation at work, what incentives they respond to, and what messages they value. Three one-month online courses.

MC485 06/06-08/26 Online 24/7 \$595

Collaborative Management

Instructor: Odidison Setting: ONLINE

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 07/05-07/29 Online 24/7 \$245

Fundamentals of Technical Writing

Instructor: Atkinson Setting: ONLINE

If you have a knack for explaining complex subjects in a way that makes them easy to understand, you should consider entering the well-paying field of technical writing. This course will teach you the fundamental techniques that all successful technical writers use.

ed2go.com/lpcommed \$99

**MORE WRITING CLASSES
ON PAGE 14**

CAREER



Sell it on eBay!

Instructor: Boyd Setting: LIVE REMOTE

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. Learn proven listing strategies that get the most clicks, draw the highest bids, beat your competition and close the sale. Covers eBay marketing research, how to find a profitable niche. Includes Marketing and Photography Tips that make your items "Pop." Plus, how to sell Antiques, Collectibles and Large items you don't want to ship. Taught by a multi-award winning instructor and published eBay author from Seattle.

B605 07/25-07/27 Mon & Wed (6 PM - 9 PM) \$89

Create a Website for Fun, Profit & Business!

Instructor: Boyd Setting: LIVE REMOTE

No programming required! Discover easy-to-use, copy/paste, drag & drop design tools that can build your personal or small business website quick, cheap and easy! Determine proper planning and layout including an attention-grabbing Initial Focal Point. Learn Search Engine Optimization (SEO), Social Media Marketing, and the Tips and Traps, Dos and Don'ts of website design. Discover the #1 Secret to a successful website and the #1 Mistake that will ruin a business website! Taught by a multi award-winning instructor and published author from Seattle.

B236 07/26 Tues (6 PM - 9 PM) \$59

Certificate in Nonprofit Administration

Instructor: Walsh Setting: ONLINE

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.

NA359 06/06-08/26 Online 24/7 \$595



Certificate in Project Management

Instructor: DeCamp Setting: ONLINE

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. First, gain the skills, tools and templates to confidently develop and maintain a project. An overview of salaries, certification costs, education and experience requirements are provided. Then acquire a well-rounded knowledge of the five Project Management Processes relating to the Project Management Body of Knowledge Guide. This basic information will assist you in learning the beginnings of Project Management, whether you are interested in project management, in a project management field, or in any line of work. Finally, learn the 10 Project management Knowledge Areas and their support role and relationships to the five Project Management Processes. Three one-month courses.

PM485 06/06 - 08/26 Online 24/7 \$495

Certificate in Winery Tasting Room Sales & Service

Instructor: Everett **Setting:** IN PERSON

4 day workshop, plus one required "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. Class includes a day required to "shadow" a tasting room attendant. This will take place during operational hours in the tasting room of any one of the host wineries. Completion of all classes including the shadowing class, is required to receive the Certificate. Class is limited to 12 students. *New format for summer: 2 weekends plus a shadow class is offered in collaboration with: The Las Positas College Viticulture Program. More information about the Viticulture program here: <http://laspositascollege.edu/vwt> and The Friends of Open Spaces and Vineyards, <http://www.fov.org> You will receive a certificate of occupational preparation from Community Education upon completion of the all of the class components.*

CWS101 07/09 -07/17 Sat & Sun 8:30 AM -11 AM \$79

Certified Staging Professional Training

Instructor: CSP **Setting:** LIVE REMOTE

Accredited by the Real Estate Staging Association® (RESA), The CSP® Staging Certification Course is A Proven Step-By-Step Process To Become A Home Stager & Get Your Staging Certification The CSP Home Staging Business Training & certification program comprises of a proven step-by-step process 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. Christine guides you every step of the way on how to start a home staging business, price for profit, protect yourself, have outstanding results in your work, provides scripts for phone and in person meetings, sales & marketing -everything right down to your social media, website. The CSP manual, the information, tools, systems, a year of coaching & support after class included with your tuition are priceless & second to none! CSP® Certification is the hallmark of professional staging! Visit the website below to pay and enroll! <https://www.stagingtraining.com/csp-las-positas>

CT822 07/09 -07/30 Sat 7:30 AM -2:30 PM \$2,299

DATA ANALYSIS

Certificate in Data Analysis

Instructor: Kritzer **Setting:** ONLINE

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.

DA485 06/06-08/26 Online 24/7 \$495



Power BI Certificate

Instructor: Williams **Setting:** ONLINE

Gain insights into your data using business intelligence software – Power Business Intelligence. Power BI is a widely used business analytics service offered by Microsoft. Power BI Desktop is a complete data analysis and report creation tool that you install for free. Discover the process of creating interactive reports. Integrate financial, marketing, or any other source data in your accounting system, Excel, or on the Web. Streamline the data to what is needed using Power Query. Create charts, maps, and other visuals to see your data in real time. Delve further into Power Query to ETL (Extract, Transform and Load) your data. Build the Data Model using relationships and DAX (Data Analysis Expressions). Utilize Time Intelligence functions to view YoY or YTD reports. Add user friendly features to enhance your reports and analyze your results. This certificate will enhance your skills in data analysis, giving you greater insight into your organization's performance and allowing you to make more informed decisions.

PBI922 06/06-08/26 Online 24/7 \$495

Introduction to Data Analysis

Instructor: Rutledge **Setting:** ONLINE

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. This course will give you a basic understanding of how to analyze data in a business setting. Businesses look for candidates with an understanding of how to analyze the data they have been collecting; this course will help you start on that journey.

IDA101 06/06-07/01 Online 24/7 \$195

Intermediate Data Analysis

Instructor: Dereshiwsky **Setting:** ONLINE

Many of your business decisions involve comparing groups for differences. For example, would men and women prefer different product features? In addition, you may look at relationships between variables. Does product recognition relate to subsequent product purchase? This Intermediate Data Analysis course will introduce you to the statistics behind these group differences and relationships. In addition, you'll learn how to work with ratings, graphs and user-friendly reports of statistical results.

IDA102 07/05-07/29 Online 24/7 \$195

Advanced Data Analysis

Instructor: Kritzer Setting: ONLINE

After taking this Advanced course in Data Analysis, you will be able 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. Take the guesswork out of important company decisions and make decisions based on statistically significant information. Whether your business is home based or a large company, this class will take you to the next level where important decision-making is concerned.

IDA103	06/06-07/01	Online 24/7	\$195
or			
IDA103	08/01-08/26	Online 24/7	\$195

FINANCE

Attain Personal Financial Independence in an upside-down world with Real Estate Investing

Instructor: Yee Setting: IN PERSON

In the past several years, we have seen some unprecedented events, such as: a global pandemic, a historic rise of the real estate market and record low-interest rates. This was followed by: inflation at its highest level in 40 years, an increase in interest rates, the Russian-Ukrainian War, rising gas prices and a looming worldwide oil crisis! Individually, we cannot control what happens in the global economy, but we can control what happens in our own "personal economy" by rising above the doom and gloom hysteria perpetuated by the media. How long will we continue to experience skyrocketing home prices? Are we on the verge of an inevitable, real estate crash? How can we identify economic trends and drivers to make informed real estate investment decisions? For the real estate investor, now represents a once-in-a-lifetime opportunity to capture the tidal wave of change and profit from it! Remote work is having a profound impact on our daily lives, from where we work to where we live. There is a seismic shift occurring in society right now, as more and more people are moving into the suburbs and smaller affordable metros as remote work becomes the new norm. So, where are the best places to buy investment properties NOW? Hint: It's not likely in your neighborhood. HINT: It might be in the top 10 high-tech hubs where remote work is booming! Seewung Yee, an experienced real estate investor, and wealth advisor will discuss the best real estate asset types to invest in, at the best price, with minimal investment outlay as well as markets with the highest cash flow and greatest appreciation potential.

B676	06/21-06/22	Tue & Wed • 6 PM - 9 PM	\$49
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Revenue Generation for Non-Profits

Instructor: Walsh Setting: ONLINE

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.

RG1608	06/06-07/29	Online 24/7	\$495
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Certificate in Accounting & Finance for Non-Financial Managers

Instructor: Trana Setting: ONLINE

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. First, get a foundation to understand the seven steps in the accounting cycle and use financial information in decision making. Come away with the knowledge to analyze resource allocation and evaluate financial performance. Then find out what you need to know about cash. Cash is the non-financial manager who really makes a difference in the day-to-day cash activities. Discover how to maximize cash flow, learn the importance of cash and find out your role in cash flow success. Finally, acquire advanced knowledge on the financial information that drives your organization. See how business reports are assessed and analyzed. An understanding of this information will help you make smart decisions when it comes to budgeting, setting goals, and assessing performance within your own area of influence. Three one-month courses.

AC485	06/06-08/26	Online 24/7	\$495
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Financial Analysis & Planning for Non-Financial Managers

Instructor: Trana Setting: ONLINE

With the demands of daily operations, non-financial managers may put financial reports on the shelf. But take a look at some of the most admired companies like Apple, Google, and Berkshire Hathaway. Sure, they are evaluated by their products, innovation, and culture but they wouldn't be in the limelight without profits. Money matters! This course will help you build on your understanding of financial concepts and help you establish your role in the financial success of your organization. Designed for non-financial managers, business owners, entrepreneurs, and other decision-makers, this advanced course will take the mystery out of money matters. Throughout this course, financial information that drives your organization, as seen on the business's reports, will be assessed and analyzed to understand it. An understanding of this information will help you make smart decisions when it comes to budgeting, setting goals, and assessing performance within your own area of influence.

AN1677	06/06-07/01	Online 24/7	\$195
or			
AN1677	08/01-08/26	Online 24/7	\$195

Certificate in Mastering Excel

Instructor: Rutledge Setting: ONLINE

A must-have skill to succeed in business, whether an entrepreneur or a valued employee, is the ability to create, edit and manage spreadsheets. Microsoft Excel is the most used spreadsheet tool in the world. Begin with learning how an Excel worksheet is constructed, populated with content, and edited for delivery. Discover how various menu items, commands, settings and processes affects the look of your Excel worksheets and workbooks. Then, increase your efficiency by learning how to organize, display and calculate your data into useful information. Identify different types of data and how data can be best visually represented or formatted, by using different data tool techniques. Finally, you'll learn a variety of Excel's most powerful features to analyze data quickly and easily. This Certificate will help you discover how to attractively visualize your data into meaningful information with confidence.

EXCL194	06/06-08/26	Online 24/7	\$495
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HOME

LANGUAGE

Kitchen Remodel Tips

Instructor: Hornbeck Setting: LIVE REMOTE

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

ID326 07/18 Mon 7 PM - 9:30 PM \$39

Bathroom Remodel Tips

Instructor: Hornbeck Setting: LIVE REMOTE

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

ID326 07/20 Wed 7 PM - 9:30 PM \$39

Create Your Emergency Grab & Go" Rapid Exit Plan"

Instructor: Boyd Setting: LIVE REMOTE

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 and Bins.

EP411 07/28 Thur 6 PM - 9 PM \$59

The Teen Brain

Instructor: Coates Setting: ONLINE

One of the most turbulent periods in brain development occurs during adolescence. The teen brain actually functions very differently from the adult brain. Certain kinds of thinking, such as decision-making, actually happen in different parts of the brain for adolescents and adults. Understanding these complex changes can help calm the rough seas of the teen years, but also provide your teen with critical support and understanding that will promote better decision-making, better mental health, and better outcomes at school. Come find out the important ways in which the teen brain is developing. Identify behaviors and attitudes that are influenced by these changes. Then learn to offer constructive strategies for establishing a better understanding of and communication with your amazing teen.

TBT946 06/06-07/01 Online 24/7 \$195



Kris G. Patterson is the owner of KGP Consulting, LLP, a practice management consulting firm. As a consultant for multi-sized businesses, community colleges, and private practitioners, she advises, performs audits and makes recommendations on medical billing, insurance, and front office management.

Take Kris' classes see page 6



Spanish for Medical Professionals

Instructor: Sempé Setting: ONLINE

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 practice the basic, practical language skills needed to effectively communicate with your Spanish-speaking patients and their families. You will learn the basics of the language, gain an understanding of the culture, and know how to ask the questions crucial to quality healthcare. Whether you speak some Spanish and need a refresher, or speak no Spanish, you will complete the course with the skills you will need to effectively communicate with your Spanish-speaking patients.

SMP485 06/06-07/29 Online 24/7 \$290

Discover Sign Language

Instructor: Trimble Setting: ONLINE

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.

ed2go.com/lpccommed \$99

NEW! Introduction to Japanese Language & Culture

Instructor: Belardino Setting: LIVE REMOTE

Learn basic Japanese. This course will introduce the Japanese writing system, conversation, and basic Japanese grammar. Aspects of the Japanese culture are also incorporated in this entry-level class. The instructor is half Japanese, lived in Japan for almost twenty years, is credentialed, and is a certificated language teacher. She is also a member of the American Association of Teachers Japanese and the California Association of Japanese Language Teachers.

AL723 06/16-07/21 Thurs 8 PM - 9 PM \$80

Instant Italian!

Instructor: Bertoldi Setting: ONLINE

Learn to express yourself comfortably in Italian. You'll be surprised how quickly and easily you are able to learn Italian in this course, which provides knowledge of practical, everyday words and phrases you are likely to hear if you vacation in Italy.

ed2go.com/lpccommed \$99

Beginning Conversational French

Instructor: Hardin Setting: ONLINE

Prepare for your next trip to France by mastering the basics of conversational French. This course will provide you with proper pronunciation of French words that you'll use in your travels as well as cultural tips including appropriate gestures and body language.

ed2go.com/lpccommed \$99

"I want to THANK YOU for your patience in teaching us. I enjoyed having you as an instructor in this course that I learned a lot from. You have a gift for teaching."

- Angelica Rameriz, Billing Student
Spring 2021

TRAVEL

How to Travel Free & Safely

Instructor: Henry Setting: LIVE REMOTE

During these unparalleled times 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? Plus learn how to benefit from the deep travel discounts being offered right now to motivate you to book future travel in 2022 and 2023. 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. Earn free airline tickets, hotel nights, tours and more in the USA and worldwide! Volunteering, fun work-vacations, paid travel, teaching English, mystery shopping, importing/drop shipping, and remote employment opportunities. Tuition includes Gina's 100-page digital book "How to Travel Free & Safely" (a \$39.95 value).

TFS411 07/23 Sat 9 AM - 12 PM \$59

Work Remotely & Become a Digital Nomad

Instructor: Henry Setting: LIVE REMOTE

How to create your money-making travel lifestyle and work anywhere. Working remotely is now the thing. Why not add travel into the mix? Join thousands of individuals who are taking their work with them and hitting the road! You can make your travels sustainable by earning a living as you travel. Professional traveler Gina Henry has been doing this for years and shares her wealth of knowledge. Get the "how to" of living on the road including downsizing, putting your stuff in storage, getting your mail, how to have a "physical address", the RV lifestyle, timeshares, international living, long-term rentals, housesitting, and more. Learn the best ways to set up your remote office and get quality Wi-Fi in your hotel, long-term rental, and out of your car or RV. Plus learn about the many remote jobs available. Gina Henry founded Go Global, Inc. 26 years ago and has been location independent and working remotely for the past six years traveling year round. Tuition includes instructors 80-page digital book "Work Remotely and Become a Digital Nomad" (a \$39.95 value).

DNM786 08/06 Sat 9 AM - 12 PM \$59

Get Paid to Teach English

Instructor: Henry Setting: LIVE REMOTE

Get paid to teach English In the USA, overseas & online - plus other teaching and administrator assignments. Learn how Gina has taught her way around the world and paid for vacations and travel to over 98 countries. Teaching English is a high paying career or simply a great way to go on vacation for free. English is the world's business and travel language. Being able to speak English helps people get better paying jobs. If you speak English, you can teach conversational English! You don't have to be certified or speak the local language. Make money from home by teaching English online. Earn a free vacation, 2-month paid summer job, or full-time work that earns up to \$90K a year. Learn the best paying jobs, qualifications, certification programs and specific hiring organizations. Tuition includes instructors 80-page digital book (a \$39.95 value).

TEA348 07/30 Sat 9 AM - 12 PM \$59

The Secrets of Travel-Hacking

Instructor: Henry Setting: LIVE REMOTE

Free Air, Hotels, and Cash Back You can earn hundreds of thousands of airline frequent flyer miles and hotel reward points without ever stepping foot on a plane or paying for a hotel and then redeem them for high-value trips. Flights and hotels are typically the most expensive part of your vacation budget. Gina will show you her easy "Beginner Strategy" then graduate you to more advanced strategies that earn you 1 million+ reward points a year. All the major reward programs will be detailed. Also learn tips for flying business and first class. Gina Henry, founder of Go Global, Inc., has been a professional traveler for over 26 years and earns 15 free airline tickets and dozens of free hotel nights each year. Tuition includes instructors 70-page digital book "The Secrets of Traveling Hacking - Free Air, Hotels & Cash Back" (a \$39.95 value)

THK587 08/13 Sat 9 AM - 12 PM \$59



**NEW International Trips available for 2023,
see page 15!**

Photography Courses

Prices start as low as: \$99

Travel Photography

Secrets of Better Photography

Photoshop for Digital Photographers

...and many more!

Got to: www.ed2go.com/lpccommed for more information



WELLNESS

Chi Running: Run with Ease, Energy & Avoid Injury

Instructor: Wood Setting: IN PERSON

The Chi Running technique emphasizes running form and draws from principles of Tai Chi to make running easier on the body by promoting energy efficiency and injury prevention. You will be guided through exercises and drills designed to leave you with a clear sense of what the Chi Running technique feels like in your body. You will learn and practice how to: develop, maintain, and body sense good posture and alignment; avoid over-using your legs by moving forward from your center; use upper and lower body focuses and visualizations to conserve energy and vary speed. You'll also learn unique tips and visualizations to help you run with a relaxed and fluid stride. We will not be doing lots of running, so no matter what condition you're in, have no fear. This class is for anyone – beginners who want to start off "right", seasoned runners and triathletes who want to increase distance or speed, or if you're just tired of getting injured. Bonus – Reference materials will be emailed post event.

CR832 08/13 Sat 9 AM – 12 PM \$89

Chi Walking: Walk with Ease, Energy & Avoid Injury

Instructor: Wood Setting: IN PERSON

The Chi Walking technique emphasizes walking form—the proper and effective biomechanics of walking and draws from the movement principles of Tai Chi to make walking easier on the body by promoting energy efficiency and injury prevention. You will be guided through exercises and drills designed to leave you with a clear sense of what the Chi Walking technique feels like in your body. You will learn and practice how to: develop, maintain, and body sense good posture and alignment; avoid over-using your legs by moving forward from your center; engage efficient arm swing for different walking speeds; loosen joints and increase endurance. Learn the essentials of how to walk comfortably with a powerful sense of balance, stability and relaxation in your body. Suitable for individuals of all conditioning and experience levels interested in efficient walking. Bonus – Reference materials will be emailed post event.

CR832 08/13 Sat 1 PM – 3:30 PM \$75

MARKETING

Digital Marketing Certificate

Instructor: Belhassen Setting: ONLINE

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. Three one month courses.

DM485 06/06-08/26 Online 24/7 \$495

*"Instructor very personable,
prepared and knowledgeable."
Fall 2021*

Integrated Marketing Certificate

Instructor: Marsello Setting: ONLINE

Discover advanced and new best practices in Integrated Marketing, the growing field that integrates traditional print marketing with digital marketing for even greater marketing success. Young generations are embracing print as well as online media, creating this exciting new area of marketing. Find out the keys to success in the almost forgotten but still remarkably effective area of print, including catalogs, direct mail letters and post cards. Gain advanced marketing concepts and principles such as R, F, & M analysis; AIDA, and the 3-30-3 principle, that lead directly to practical marketing success. Acquire the understanding of how digital marketing and print complement and enhance each other, and how to integrate both kinds of marketing for even greater overall effectiveness. Come away with a new marketing expertise to make your value in the workplace even stronger.

IMC1648 06/06-08/26 Online 24/7 \$495



Social Media for Business Certificate

Instructor: Selke Setting: ONLINE

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. 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. Three one-month courses.

SMB485 06/06-08/26 Online 24/7 \$495



Adobe Photoshop Essentials

Instructor: Helmi Setting: ONLINE

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. One-month course.

PTS105 07/05-07/29 Online 24/7 \$225

Online Advertising

Instructor: Hurrell Setting: ONLINE

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 08/01-08/26 Online 24/7 \$195

TEACHING

Certificate in Online Teaching

Instructor: Draves Setting: ONLINE

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. 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. Three one-month courses. Take the courses in any order you choose.

OT485 06/06-08/26 Online 24/7 \$495

Advanced Teaching Online

Instructor: Allison Setting: ONLINE

In the 21st century, half of all learning will be online. 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 06/06-07/01 Online 24/7 \$195

Fostering Online Discussion

Instructor: Dereshiwsy Setting: ONLINE

Being engaged with your online learners throughout the course is one of the three biggest weaknesses of online teachers. It is also one of the three biggest ways to take your online course to the next level, making it a superior learning experience for your learners. Come experience how to do it from the creator of the concept and practice of 'continual engagement' in teaching. Discover how to build student success through your interaction, how to give online learners feedback, communicating with them about everything from subject matter to delicate issues to grading. You will come away with advanced, practical, how-to tips from one of the foremost authorities on fostering online discussion. And you will see how your instructor models great interaction and engagement in the online environment.

FOD287 06/06-07/01 Online 24/7 \$145

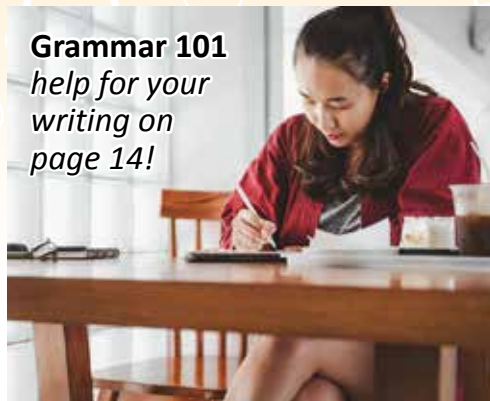
or

FOD287 08/01-08/26 Online 24/7 \$145



Grammar 101

help for your writing on page 14!



Developing the Socialization Skills for Students with ASD in the Inclusive Classroom

Instructor: Coates Setting: ONLINE

Today, every school in America has students who have been diagnosed with ASD (Autism Spectrum Disorder) a neurological disorder on the autism spectrum. The effects of this disorder vary widely, but it is important for every teacher to understand how to recognize behaviors that may indicate Asperger's Syndrome. In this course, you take away strategies for working effectively with Asperger's students. You will find out how to work effectively with parents to create the most positive learning environments for children and teens with this disorder. The course is geared for K-12 teachers, but it is also relevant for counselors, faculty in higher education, parents and anyone else interested in understanding this important issue.

STU1939 07/05-07/29 Online 24/7 \$145

Designing Online Instruction

Instructor: Felix Setting: ONLINE

Learn about the online instructional environment, envisioning your online course, developing a web course, phases of design and development, design guidelines, and more. Discover the principles behind the adoption of technology innovation and the nature of the online learning environment. Then get tips for planning your online course, identifying resources and design guidelines. Discuss the phases of design and development and models, motivating student-student interaction, and managing interaction. Get the latest information on copyright issues, assessment and evaluation. Your instructor is co-author of the book "The Online Teaching Survival Guide", which you will receive in the mail with this course.

DOI245 07/05-07/29 Online 24/7 \$195

Gender Matters: Gender in the Classroom

Instructor: Coates Setting: ONLINE

Learn about the online instructional environment, envisioning your Discover why girls waste 30% of their study time, why boys get worse grades than girls, why boys do less homework than girls, and the 5 learning habits girls get in school that hurts them in the workplace. Your female students learn differently than your male students. Discover how girls learn. Take away 10 top tips for helping girls learn more, and the 5 tips to help girls succeed more. Then discover how boys learn. Take away 10 top tips for helping boys learn more, and the 5 tips to help boys succeed more. Get info about research not available anywhere else.

CLG941 07/05-07/29 Online 24/7 \$145

WRITING

Certificate in Business Writing

Instructor: Will Setting: ONLINE

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. Begin with understanding the format, construction, and successful techniques of writing good business reports and proposals. Then improve your skills with editing and proofreading. Finally, discover what good journalists know. Learn how to write a news story, press release or other publicity notice that zings. Help your organization stand out with your new skills in business writing. This certificate will take you to the next level where business writing is a skill for personal and organizational success. Three one-month courses.

BW659 06/06-08/26 Online 24/7 \$495

Grammar 101: Writing Strong Sentences

Instructor: Garcia Setting: SELF PACED ONLINE then ZOOM or IN PERSON Meeting.

Do you need help constructing sentences with proper grammar, punctuation, and sentence structure? Whether you are a current college or high school student, a returning student, an English language 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, you will learn how to write more efficiently and effectively. In just one week, you can gain the tools needed to become a more confident writer. This class is for anyone who wants to improve their writing life, and it is for both teens and adults! We are now offering a more flexible schedule. You will have access to the course for a week and complete it on your own time. At the end of the course, you will have the ability to meet with the instructor, either in person or over zoom to ask questions and go over any of the material. Self paced class classes with opportunities for zoom or face-to-face meeting with instructor. See website for details.

WR235	06/07-06/10	\$49
or		
WR235	06/13-06/17	\$49
or		
WR235	06/20-06/24	\$49
or		
WR235	06/27-07/01	\$49
or		
WR235	07/18-07/22	\$49

Effective Copywriting

Instructor: Will Setting: ONLINE

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 07/05 -07/29 Online 24/7 \$195

How to Make Money from Your Writing

Instructor: Shaw Setting: ONLINE

Learn the secrets, methods, and tips to help you generate money with your writing. Whether you want to create your own business, add to your income, supplement your retirement, or boost what you're earning as a writer, this class includes practical information that rarely gets taught in writing classes.

ed2go.com/lpccommed \$99

Travel Writing

Instructor: Shaw Setting: ONLINE

Learn how to profit from your experiences in exotic lands by learning how to write and sell travel articles and books. This course will teach you how to develop the skills of a travel writer so you can translate sensory experiences into publishable writing.

ed2go.com/lpccommed \$99



Travel Free & Safely
see page 11

Writing the Fantasy Novel

Instructor: Anderson Setting: ONLINE

Write for the increasingly popular genre of fantasy fiction and lay the groundwork for your very own fantasy novel. This course teaches you how to develop characters, build a compelling world, outline a narrative, apply a consistent theme, commit to the writing process, and publish your book.

ed2go.com/lpccommed \$99

Romance Writing

Instructor: Oliveras Setting: ONLINE

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.

ed2go.com/lpccommed \$99



Megan Garcia is a community college instructor, instructional assistant, and tutor. She received her Master of Arts in Composition: Teaching Reading and Writing from San Francisco State University, and she has taught students of all levels and backgrounds. Megan is teaching Grammar 101 above.



TRAVEL PROGRAMS

Tropical Costa Rica

with Optional 3-Night
Jungle Adventure
Post Tour Extension
February 27 – March 7, 2023



Iceland's Magical Northern Lights

November 19 – 25, 2023



TREASURES OF EGYPT

with Optional 3-Night Jordan:
Petra & the Dead Sea Post Tour Extension
April 27 – May 8, 2023





Community Education
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Livermore, CA 94551

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ECRWSS

Residential Customer



Snap this code to go
directly to our
registration website

BACK BY POPULAR DEMAND

Grammar 101, p. 14
Certificate in Data Analysis, p. 8
Certificate in Winery Sales
and Service, p. 8

SHORT
TERM
HEALTH
CAREER
CLASSES!

NEW!

EKG Technician Training, p. 6

Introduction to Japanese Language & Culture, p. 10

Pharmacy Technician, p. 6



Power BI p. 8



Writing p. 14



Allied Health p. 6