

Lifelong Learning, Career &
Personal Development

FALL 2022
CLASS
SCHEDULE
INSIDE

RAPID EMPLOYMENT TRAINING

*Look
inside...*



Community Education

Fall 2022 Schedule • Classes through December 2022

Register Online:

www.laspositascollege.edu/communityed



Welcome to FALL 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 Fall, we are offering a limited number of in person on campus classes and a Vaccination Mandate from the District for Community Education students is still in place. 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 to learn Spanish or enjoying our online offerings like the Dabble In Writing Series this Fall, 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 Debora Belardino

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.

For more information visit: learnjapanesenowonline.com



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Many more classes available on the website!

Chabot-Las Positas Community College District Board of Trustees

Mr. Tim Sbranti, President • Ms. Linda Granger, Secretary

Dr. Hal G. Gin • Mr. Harris Mojadedi • Ms. Maria L. Heredia • Dr. Luis Reynoso

Mr. Ronald P. Gerhard, Chancellor • Dr. Dyrell Foster, President, Las Positas College

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: Refund forms are required. Refund forms must be submitted 5 business days prior to the start date of the class. No refunds are given for any reason less than 5 days prior to the class. See website for specific 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. Proof of Vaccine is required for in-person classes. *Questions?*
commmed@laspositascollege.edu**

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 Learning Terms

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

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



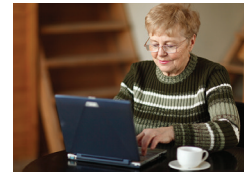
LIVE REMOTE

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.





RAPID EMPLOYMENT TRAINING

HVAC/R Certified Technician

Instructor: Baker Setting: ONLINE 24/7

If you have more than a year of HVAC/R experience, this course will prepare you for the next step—certification. HVAC/R technicians are in demand, but certified technicians can earn more and have better career opportunities.

This course is designed to equip you with the knowledge and skills to maintain and troubleshoot complex heating, air conditioning, and refrigeration systems. You will be provided with hands-on guidance through videos, reading assignments, service call simulations, and practical applications.

With content aligning to the latest industry standards, you will be prepared for the HVAC Excellence or NATE certification exams by the end of this course. You will also receive a voucher package to take the HVAC Excellence exams. However, please research your state's requirements prior to enrollment to ensure this course is the right fit for you.

careertraining.ed2go.com/laspositascollege

\$2,895

GIVE THE GIFT OF LEARNING FOR THE HOLIDAYS



Community Education offers
GIFT CARDS

in any denomination
and they are delivered
electronically to your
family & friends!

*Your gift directly supports
Community Education & Local Learning!*

ORDER GIFT CARDS HERE: <https://laspositas.augusoft.net>

ALLIED HEALTH/ MEDICAL

NEW! EKG Technician Training

Instructor: AUMT Institute Setting: HYBRID

48-hour combination online/hands-on in-person EKG Technician Program allows 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 hands-on classroom training at Las Positas College along with the ability to sit for the National EKG Technician Certification Exam. See website for more details.

EKG411 08/08-08/27 \$1,195
M•W•F (6 PM - 10 PM) & Sat (9 AM - 1 PM) + Material Fee \$194

BACK BY
POPULAR
DEMAND

Certified Phlebotomy Technician Course (CPT 1)

Instructor: AUMT Institute Setting: HYBRID

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 designed to prepare you for the National Certification exam to become a California Certified Phlebotomy Technician 1 (CPT1). See website for more details about the requirements for this class.

CPT1 09/10-11/19 \$2,500
Sat (9:00 AM - 3:30 PM) + Material Fee \$225

NEW!

Clinical Medical Assistant, California Focus

Instructor: AUMT Institute Setting: HYBRID

This fast-track training prepares the student to sit for the Medical Assistant (CCMA) national certification exam offered through the National Healthcareer Association (NHA) using a variety of classroom and externship training experiences. Medical assistants assist doctors with administrative procedures such as answering the phone, scheduling appointments, bookkeeping, filing, insurance forms, and basic insurance billing. They also assist in clinical procedures such as vital signs, injections, blood draws, lab tests, administration of medications, minor surgeries, and positioning patients for examinations. See website for important information regarding a required externship, and other requirements prior to enrolling.

CCMA743 09/23-12/16 \$2,999
M-Th (Online) + Material Fee \$160
Fri (In Person)
Choose (9 AM to 1 PM or 6 PM to 10 PM)

"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

Medical Billing & Collections Certificate Program

Instructor: Patterson Setting: LIVE REMOTE

PREREQUISITES: Ability to read and understand English, basic computer skills, and internet access during class. Become an essential anchor for a medical practice and get a competitive edge in the job market by attending the updated Medical Billing and 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. MANDATORY ONLINE ORIENTATION. See website for important information before registering.

MIBC101 09/06-10/13 \$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 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 a medical office team. MANDATORY ONLINE ORIENTATION. See website for important information regarding this class.

MO215 10/18-10/20 \$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 & LLCs. MANDATORY ONLINE ORIENTATION. See website for important information regarding this class.

MBS634 10/19 \$25
Wed (6:30 PM - 8:30 PM) + Material Fee \$39

NEW!

Drugs and Society

Instructor: McReynolds Setting: IN PERSON

Workshop on awareness of the way drugs in our society are impacting our community. The intent is to help students and families develop a realistic perspective of drug-related problems in our local community, and in a societal context. Provides current information and perspectives on critical issues related to drugs, such as: social and psychological reasons why drug use and abuse occurs; results of drug use and abuse; how to prevent drug use and abuse. Policy making is also discussed.

DS 411 10/15-10/22 \$69
Sat (9:00 AM - 12:00 PM)

Medical Terminology

Instructor: Best Setting: ONLINE

If you have ever had trouble memorizing medical terms, this course (and word association approach) is for you. You'll learn medical terminology from an anatomical approach by looking at each root term, its origin, a combined form, and an example of non-medical everyday usage.

ed2go.com/lpccommed \$99

HOMEMADE HOLIDAY

Soap Making: Simply & Naturally for Beginners

Instructor: Abdul Setting: LIVE REMOTE

Great idea for Holiday Gifts! Your bath can become your at-home getaway when you add beautiful and fragrant handmade glycerin soaps. Making these beautiful soaps is easy and enjoyable and expressing your creativity is part of the fun. In this online course, students will create different types of soaps while learning how to use colors, molds, fragrances, essential oil, extract, herbs, and, also, novelties. There will be a virtual discussion on how to make organic, natural or therapeutic soap. Class will run on a Zoom platform. Each participant will receive zoom link and ingredient list in their email a week before class. Total online class time 3 hours. Digital book cost \$5 (included in course price.)

HG744 10/2 Sun (2:00 PM - 5:00 PM) \$45

Candle Making for Beginners

Instructor: Abdul Setting: LIVE REMOTE

Great Homemade Holiday gift idea! Have you ever wondered how beautiful candles are made? Have you ever wanted to make fragrant, multicolored candles for yourself or friends? In this dynamic online workshop, students will learn virtually how to create unique candles to admire and share for far less than what they cost in stores. Students may be able to complete several candles and learn skills enabling them to continue on their own. Topics include: Getting started, Types of candles, Candle molds, Adding fragrance and color, Materials and supply sources. Class will run on a Zoom platform. Each participant will receive zoom link and ingredient list in their email a week before class. Total online class time 3 hours. Digital book cost \$5 (included in course price.)

CM 267 10/2 Sun (9:00 AM - 12:00 PM) \$45

ARTS & LETTERS

Figure Drawing and Painting Weekend

Instructor: Lord Setting: IN PERSON

Join fellow art professionals and dedicated art students to draw and paint the nude figure model. Enroll for 1 or 2 days. No instruction. Morning model will hold the same pose Sat and Sun morning, resulting in a 6 hr pose. Afternoon model will hold 2 to 40 minutes poses both days. Doors open at 9:00 am., modeling starts promptly at 9:30 am. All non-odorous painting, drawing, and sculpture media welcome. No photography. Bring your own equipment and art supplies. Classroom desks, drawing horses, chairs, aluminum easels available. Campus café closed on the weekend. (Las Positas full-time students: no fee, call the office to enroll)

AL478 10/29 Sat (9:00 AM - 5:00 PM) \$45
AL478 10/30 Sun (9:00 AM - 5:00 PM) \$45

Dynamics of Fashion

Instructor: Connect for Education Setting: ONLINE

The Dynamics of Fashion, Fifth Edition, Digital Coursebook has the latest facts and figures, and the most current theories in fashion development, production, and merchandising providing the proper foundational knowledge of the fashion industry. Offers hundreds of real-life examples of leading brands and industry trends to show students fashion careers and how they apply within a professional setting. Covers sustainable fashion, wearable technology, social media, and more.

<https://lpc-ce.c4edu.com> \$79.95

BACK BY
POPULAR
DEMAND

Beginning Conversational Spanish (Sessions 1 & 2)

Instructor: Moyer Setting: IN PERSON

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.

Session 1: AL110 09/15-10/20 Th (6 PM - 7:30 PM) \$139
Continued: AL110 10/27-12/08 Th (6 PM - 7:30 PM) \$139



Travel Free & Safely
see page 11

NEW! Intro to Japanese Language & Culture Genki 1

Instructor: Belardino Setting: LIVE REMOTE

Are you interested in taking the Japanese Language Proficiency Test (JLPT), living or studying in Japan, or working in the animation and gaming industry? This class is for the academically inclined individual not afraid to take a deep dive into the complicated world of Japanese grammar, reading, and writing. We will cover both hiragana, katakana, and an introduction to Kanji. Let's study Japanese! Required Book: Genki 1 (second edition)

AL723 09/20 - 12/13 Tues (8:00 PM - 9:00 PM) \$160

NEW! Japanese Language Proficiency Test Prep Seminar

Instructor: Belardino Setting: LIVE REMOTE

Do you want to take your understanding of Japanese to a new level? The quickest way is to challenge yourself to take the Japanese Language Proficiency Test. This three weekend, intensive language seminar covers the vocabulary, Kanji, reading, grammar and listening included in the N5 level. Free info session August 16. Participants will receive a certificate of completion. Although there are no formal prerequisites to take the N5, you will need to understand katakana and hiragana. Completing the Genki 1 textbook is also highly recommended. AGE: 14 AND UP See website for important information before enrolling in this class.

AL723 09/03 - 09/18 Sat • Sun (9 AM - 3 PM) \$399

DABBLE IN... WRITING!

A series of classes designed to encourage dabbling in writing a variety of styles!

Take one or take all of the classes.

Your Life Story

Instructor: Krusemark Setting: LIVE REMOTE

Writing Your Life Story: You don't need to be famous to have a legacy to leave behind. Create an inspirational autobiography for family, friends, and others. Learn how to recall vivid memories, analyze events and people that shaped who you are, and bring your story to life. Your handout, included in the class fee, will have an outline to help you organize and write your memoir step-by-step. Printing/publishing options will also be discussed. The instructor LeeAnne Krusemark is a former journalist, current author and editor, and a nationwide Professor of Publishing at higher learning institutions, including Harvard Adult Education. The webinar login information will be emailed the day before class

DIW890 9/24 Sat (8:00 AM - 9:00 AM) \$29



Outline & Write an Irresistible Romance

Instructor: Krusemark Setting: LIVE REMOTE

Outline and Write an Irresistible Romance. Romance is the #1 selling fiction genre. Whether you're a new or experienced writer, this comprehensive session will help you sharpen your skills with practical step-by-step advice. You will discover the different romance sub-genres and understand the proven romance formula. You will also learn to create a unique setting, introduce your protagonist (lead character), percolate friction, and write relatable dialogue as well as intimate scenes. Publishing options will also be discussed. Informative handouts for future use are included in class fee.

DIW890 9/24 Sat (9:00 AM - 10:00 AM) \$29

Comedy on Paper & for Stage

Instructor: Krusemark Setting: LIVE REMOTE

Whether you need to make a dull work presentation more lively, mix laughter with learning in the classroom, or ultimately want to write for print/production or perform your own stand up routine, this fast-paced session will show you how to apply humor to all aspects of your life. You will learn the anatomy a joke, how to use your powers of observation to sharpen your wit, write different types of jokes, and use humor to entertain and influence people. Informative handouts for future use are included in class fee.

DIW890 9/24 Sat (12:00 PM - 1:00 PM) \$29

A Riveting Mystery, Suspense or Crime Story

Instructor: Krusemark Setting: LIVE REMOTE

Become a mystery writer for fun or profit! You will discover the different sub-genres and three-act story structure of mystery writing and create an intriguing cast of characters. Learn how to research and pick your setting, make sure your opening grabs readers' attention, use "red herrings" to misdirect your readers and create suspense until you're ready for the final reveal. Publishing options will also be discussed. Informative handouts for future use are included in class fee.

DIW890 9/24 Sat (10:00 AM - 11:00 AM) \$29

Blogs, Magazines, & Websites

Instructor: Krusemark Setting: LIVE REMOTE

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, you will 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. Informative handouts for future use are included in class fee.

DIW890 10/01 Sat (11:00 AM - 12:00 PM) \$29

Explore the World of Travel Writing

Instructor: Krusemark Setting: LIVE REMOTE

If you love to travel and love to write, this is for you! We will discuss how to use all your senses in a new destination to create more detailed and in-depth descriptions that capture and maintain readers' interest, and whether or not you need to include photos with your work. You will also learn how to find and submit your finished product to print and online markets, the business side of travel writing (how to take travel tax deductions), and how to avoid worn-out travel writing cliches. Informative handouts for future use are included in class fee.

DIW890 9/24 Sat (11:00 AM - 12:00 PM) \$29

Tips for Improvement, Now!

Instructor: Krusemark Setting: LIVE REMOTE

Whether you need to make a dull work presentation more lively, mix laughter with learning in the classroom, or ultimately want to write for print/production or perform your own stand up routine, this fast-paced session will show you how to apply humor to all aspects of your life. You will learn the anatomy a joke, how to use your powers of observation to sharpen your wit, write different types of jokes, and use humor to entertain and influence people. Informative handouts for future use are included in class fee.

DIW890 10/01 Sat (12:00 AM - 2:00 PM) \$39

ARTS & LETTERS

Get Paid to Teach English

Instructor: Henry Setting: LIVE REMOTE

in the USA, Overseas & Online - Plus Other Teaching & Administrator Assignments. Learn how Gina has taught her way around the world & 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 & 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 & hiring organizations. Tuition includes instructors 80-page digital book (a \$39.95 value).

TEA 348 10/29 Sat (9:00 AM - 12:00 PM) \$59

Discover Sign Language

Instructor: Trimble Setting: ONLINE 24/7

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/lpccommmed \$99

Instant Italian!

Instructor: Bertoldi Setting: ONLINE 24/7

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/lpccommmed \$99

Beginning Conversational French

Instructor: Hardin Setting: ONLINE 24/7

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/lpccommmed \$99

Certificate in Basic Game Design

Instructor: Wolfenstein Setting: ONLINE 24/7

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. 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 9/06-10/28 \$395

Certificate in Teaching Adults

Instructor: Draves Setting: ONLINE 24/7

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 9/06-10/28 \$295

NEW! OnAfrican American Music

Instructor: Connect for Education Setting: ONLINE 24/7

OnAfrican American Music explores African American music traditions and cultural values reflected in its multiple genres, plus the unique contributions of many notable figures throughout its history. The goal of the course is to expand students' awareness, appreciation, and knowledge of the glory and variety of African American music and the far-reaching contributions of its most salient exponents.

<https://lpc-ce.c4edu.com> \$79.95

NEW! OnMusic of the World

Instructor: Connect for Education Setting: ONLINE 24/7

OnMusic of the World takes students on an exciting journey, discovering musical cultures of the world. The class contains music from Africa, the Caribbean, North America, Latin America, South Asia, Korea, Central Asia, Indonesia, Japan, and China. This course includes engaging material with highly interactive maps, 10 listening guides, 45 music examples, 22 original performance videos, and links to YouTube videos.

<https://lpc-ce.c4edu.com> \$79.95

Adobe Photoshop Essentials

Instructor: Helmi Setting: ONLINE 24/7

This fundamental course covers Adobe Photoshop's most commonly used tools, menus and panels. You'll learn all the basics 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. Impress your business organization, friends and family by enhancing their photos and create magazine cover quality images. Access to Adobe Photoshop software required. One-month.

PTS105 10/03-10/28 \$225

All About Pictures - Finding, Organizing, Editing & Saving on your Computer!

Instructor: Wilson Setting: LIVE REMOTE

During this class you will learn how to manage pictures on your computer. Also, find out how to name, rename, and move pictures into folders to get organized. We will take a look at using the Photo Gallery and minor editing of pictures, such as cropping and making enhancements. We will use pictures for desktop backgrounds and insert a picture into Microsoft Word to manipulate for flyers, invitations, and other printed materials. (Not for Apple/Mac users) Enter your instructor-led classroom with 3 simple clicks from your e-mail!

AL505 11/27 Sun (3:00 PM - 4:00 PM) \$20

PHOTO CLASSES ON PAGE 11

PERENNIALS!

Classes for 55+ Community Members (But everyone is welcome!)

Getting More out of Microsoft WORD

Instructor: Wilson Setting: LIVE REMOTE

Let's make your tasks in Microsoft Word a lot easier! You will save time and frustration and see how to properly use tabs. We will go on to explore dictation, easy paragraph functions, the sort feature, and using macros to eliminate laborious repetition. See the beauty of working with soft and hard returns and how to easily create and use tables. Get tips and tricks, as well as use shortcuts to save time. Let's look at creating headers/footers and using the Format Painter to easily format existing text. (Not for Apple/Mac users) Enter your instructor-led classroom with 3 simple clicks from your e-mail!

C103 10/09 Sun (12:30 PM -1:30 PM) \$20

NEW! Computer Scams & What Not to Click On!

Instructor: Wilson Setting: LIVE REMOTE

Don't let your computer control you! Find out what you should and should NOT click on. Instructor will discuss scams to know about; frustrating and suspicious pop-ups; advertisements; your haywire computer, e-mail ads, and links. (Not for Apple/Mac users or tablets.) Enter your instructor-led classroom with 3 simple clicks from your e-mail!

CPS411 10/18 Tues (12:30 PM -1:30 PM) \$20

Enjoy Navigating Your Windows 10 Computer!

Instructor: Wilson Setting: LIVE REMOTE

Need help with your recently purchased computer? Your instructor will define and demonstrate the Windows 10 operating system and related features. See how to navigate the desktop, use the taskbar, and work with icons. Learn about apps and how they are organized in Windows 10 and use the start menu to explore even more features. (Not for Apple/Mac users) Enter your instructor-led classroom with 3 simple clicks from your e-mail!

C101 11/12 Sat (11:00 AM -12:00 PM) \$20

Save Money and Time with an Easy Computer Tune-up at Home!

Instructor: Wilson Setting: LIVE REMOTE

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.) Enter your instructor-led classroom with 3 simple clicks from your e-mail!

CTU743 11/27 Sun (11:30 AM -12:30 PM) \$20

NEW! Getting to Know your iPhone

Instructor: Wilson Setting: LIVE REMOTE

Demonstration class on how to use your smart phone. Class is designed for mature and recent iPhone users! Instructor will cover cellphone topics such as: the photo app, texting, navigating, apps, contacts, email, camera, app store use, settings and the internet. Not suitable class for Android users. Learn about your phone in a supportive environment where everyone's learning!

CT429 11/28-11/30 M•T•W (4:30 PM - 5:30 PM) \$55

HOME

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 wild fire, 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 10/13 Thur (6 PM - 9 PM) \$59

WHO TEACHES COMMUNITY EDUCATION?



MIKE WILSON

Computer Instructor and author Mike Wilson's passion has been helping 1,000's of adults and

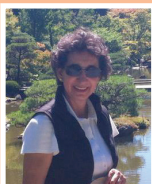
seniors learn computers in over 40 cities in over 18 years at colleges, workforce and development, community education centers, Parks and Recs, libraries, and many senior centers. With overwhelming excellent comments about his unique style of teaching, he takes advanced things and breaks them down simply so students can understand them easily. His goal is for "no student to be left behind" and he ranks extremely high in trying to fulfill that goal.



LEEANNE KRUSEMARK

is an author, speaker, business owner, Chamber of Commerce Past President, and guest

instructor at more than 200 colleges.



AIDA MOYER

Before coming to Livermore, Aida taught Literature, Philosophy and Spanish at Colombia

University and Sacre Cœur private high School in Bogotá Colombia. Aida is passionate about her students success leaning Spanish. She thrives on the wonderful relationships that develop between she and her students over each instructional year.

Chi Running: Run with Ease, Energy and avoid injury

Instructor: Wood Setting: IN PERSON

The ChiRunning 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.

CR 832 8/13 Sat (9 AM - 12 PM) \$89

Chi Walking: Walk with ease, energy and 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.

CR 832 8/13 Sat (1 PM - 3:30 PM) \$75

Setchu-ryu Jujutsu

Instructor: Kutil Setting: IN PERSON

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 Jujutsu, Tenio DeCuerdas Eskrima, Lua Halau O Kaihewalu, and Wa Ko Ryu Jujutsu, though students will also learn concepts from Kosho Ryu Kenpo, Aikido, and Rillamas Serrada Escrima. 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 9/6-12/13 T•Th (7:15 PM - 9:15 PM) \$100

NEW! Flow Yoga: Restorative

Instructor: Rodriguez Setting: IN PERSON

A combination of traditional postures focusing on alignment, core strength, flexibility, balance as well as concentration and breath control. As a result of participating in this class, you will feel relaxed and energized and take that energy home with you after work and into your evening. This class cultivates physical health and psychological well-being using postures and focusing on breathing. Class helps to develop a strong, flexible body and a focused, peaceful mind. Mindfulness helps your decrease anxiety to develop greater ease with life's ups and downs.

TY964 9/26-11/11 M•W•F (6 PM - 7 PM) \$189

NEW! Introduction to Yin Yoga

Instructor: Rodriguez Setting: IN PERSON

Yin yoga offers many benefits that may help alleviate pain and tension, relieve stress and anxiety, and improve overall well-being. When practicing Yin Yoga you help connective tissue with a slow, steady load, because in Yin Yoga we hold the poses for longer. If you gently stretch connective tissue by holding a yin pose for 3 to 5 minutes in this way, the body will respond by making it a little longer and stronger.

TY964 10/8-10/15 Sat (8 AM - 10 AM) \$49



NEW International Trips available for 2023, see page 11!

TRAVEL

FREE Travel Seminar and Slideshow

Instructor: Miller Setting: IN PERSON

Our destination group travel program is exciting! We are offering a variety of trips in 2023... come see a slide show about our hosted national and international trips, and view a slideshow of our program! Get all your questions about travel with Community Education answered while getting informed about our beautiful destinations and upcoming trips... Register today so we know how many to expect. Seating is limited!

TRV411 8/13

Sat (10 AM - 11 AM)

FREE



The Secrets of Travel-Hacking

Instructor: Henry Setting: LIVE REMOTE

Free Air, Hotels, & 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)

THK 587 8/13

Sat (9 AM - 12 PM)

\$59

OR
THK 587 11/12

Sat (9 AM - 12 PM)

\$59

BACK BY
POPULAR
DEMAND

How to Travel Free & Safely

Instructor: Henry Setting: LIVE REMOTE

During these unparalleled times we're ready to get back to travel! 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. 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 & more in the USA & 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 10/22

Sat (9 AM - 12 PM)

\$59

Iceland's Magical Northern Lights

November 19 - 25, 2023



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BUSINESS

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. Lecture, Zoom class.

B605 10/10-10/12 M • W (6 PM - 9 PM) \$89

NEW! Sell it Online!

Explore Your Best E-Store Opportunities

Instructor: Boyd Setting: LIVE REMOTE

There are a number of e-marketplaces today that provide an excellent way for you to generate revenue by either selling used personal items or by creating a new e-commerce business. This class presents an essential comparison review of the top selling platforms where anyone can sell. Analysis is provided of each top site for marketplace description, size, product categories, typical buyers and sellers. Also, each site's pros and cons, dos and don'ts, seller requirements including costs, getting paid and how to register. This comprehensive overview will help you set your direction and determine which platform(s) and marketing strategies are the best match for your online success.

EXST101 10/26 Wed (6 PM - 9 PM) \$59

Create a Website for Fun, Profit & Business!

Instructor: Boyd Setting: LIVE REMOTE

Discover the best copy/paste, drag and drop website builders that will meet your needs and create an appealing, modern, dynamic, small business website. Included is a complete comparison review of the top Website and E-commerce Store builders. Determine proper planning and layout with 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. Lecture, Zoom class.

B236 10/11 Tues (6 PM - 9 PM) \$59

California Approved 6 hour Notary Class

Instructor: California Notary Setting: LIVE REMOTE

Start a new career or part-time business and earn additional income! Acquire the knowledge and skills to pass the State Notary Public Exam and become a California Notary Public. This is a live on line class that has participation exercises, questions and answers. State Notary exam is administered at any of the state testing sites (this information will be provided in the class.) Instructors feel that extra study time is now necessary for the class, because the state has raised the questions on the exam from 30 to 45 questions, so they feel that a one day training and exam format is not currently an appropriate instructional method for the class. State approved ID (driver's license or passport, must be current, not expired) is required to take the class. Proof of Completion certificate will be provided at the end of class. California Notary Academy is a California state approved vendor of notary education. See website for important details about this class.

B102 09/24 Sat (8 AM - 4 PM) \$69

+ Material Fee \$49

Become a Notary Loan Signing Agent

Instructor: California Notary Setting: LIVE REMOTE

Make the most out of your notary commission by becoming a certified Loan Signing Agent. Our live stream seminar will teach you how to notarize loan documents and give you a simple strategy to launch your new business. Learn marketing, and all information and tools you need to succeed as a Signing Agent from the comfort of your home. Our specialized loan signing teacher is seasoned in the business; you will learn the process of completing a signing, best practices in the industry, and how to get loan signing assignments. Certification is included.

PT352 10/22 Sat (9 AM - 4 PM) \$69

+ Material Fee \$49

CAREER



Work Remotely & Become a Digital Nomad

Instructor: Henry Setting: LIVE REMOTE

How to Create Your Money-Making Travel Lifestyle & 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 wifi 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).

DNM 786 11/5 Sat (9 AM - 12 PM) \$59

Electric Vehicle Charging Station Design, Installation and Operation

Instructor: Abdul Setting: LIVE REMOTE

One of most growing businesses in USA and worldwide is electrical vehicle and EV charging station installation. Millions of electric cars, SUVs and trucks will be on the road in the next 10 years. To offset the carbon load on the environment, the government in California is hoping to make 100% of vehicles operate on battery power by the year 2035. This will require millions of charging stations to be installed at garages, parking lots, roadside electric poles, among many other convenient locations. Therefore, we need millions of EVCS installers and service providers all over US and worldwide. This course will offer A to Z of EVCS design, installation and operation, including troubleshooting the system once installed. This class is online live remote for lecture time of 12 hours.

SC789 9/8-9/15 W • Thu (6:30 PM - 9:30 PM) \$199

+ Material Fee \$20



NEW!**Statistics for Decision Making Certificate****Instructor:** Kritzer **Setting:** ONLINE 24/7

Improve your decision making success with an advanced practical how-to process for gathering statistics. Help your organization design effective surveys to improve business and workplace effectiveness. Then road test evaluation research for your organization. You won't be disappointed. Finally, discover the features of action research and how it can be directly applied to answer questions and solve problems in collaboration with others in your specific professional context. Come away with the ability to develop an action research plan to partner with your key stakeholders to collect data, analyze data, and make better decisions.

SDM834 9/6-12/2

\$495

HOT!**Certificate in Data Analysis****Instructor:** Kritzer **Setting:** ONLINE 24/7

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 9/6-12/2

\$495

Certificate in Mastering Excel**Instructor:** Rutledge **Setting:** ONLINE 24/7

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 9/6-12/2

\$495

Digital Marketing Certificate**Instructor:** Belhassen **Setting:** ONLINE 24/7

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 9/6-12/2

\$495

HOT!**Power BI Certificate****Instructor:** Williams **Setting:** ONLINE 24/7

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 9/6-12/2

\$495

Certificate in Project Management**Instructor:** DeCamp **Setting:** ONLINE 24/7

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 9/6-12/2

\$495



HOT: Certificate in Accounting and Finance for Non-Financial Managers

Instructor: Trana Setting: ONLINE 24/7

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 9/6-12/2

\$495

Certificate in QuickBooks Online

Instructor: Lander Setting: ONLINE 24/7

Save time, track money, and get important insights with Quickbooks Online. Quickbooks Online is the leading online accounting platform. It is the preferred choice for small business managers, owners, bookkeepers and accounting professionals. There are patches and regular automatic upgrades to the software. Get a comprehensive understanding of QuickBooks Online. Then learn how to work with more advanced Quickbooks Online topics.

CQB411 9/6-10/28

\$395

Social Media for Business Certificate

Instructor: Selke Setting: ONLINE 24/7

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 9/6-12/2

\$495



Home made Holiday gifts
see page 6

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(15 contact hours) Gain new insights in human development and be better prepared to care for patients of all ages.

CERTIFICATE IN LEGAL & ETHICAL ISSUES IN NURSING

(23 contact hours) Examine key legal and ethical issues to improve your practice and provide better patient care.

MEDICAL MATH

Master the math skills you need to succeed in the medical field.

CERTIFICATE IN ISSUES IN OXYGENATION

(15 contact hours) A holistic approach to the care of patients with disorders of oxygenation.

CERTIFICATE IN PAIN ASSESSMENT & MANAGEMENT

(24 contact hours) Increase the accuracy of your pain assessment skills and become more effective in your pain management strategies.

CERTIFICATE IN PERINATAL ISSUES

(14 contact hours) Stay current with emerging trends affecting childbearing women, newborns, and families.

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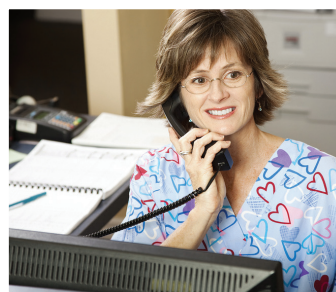
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