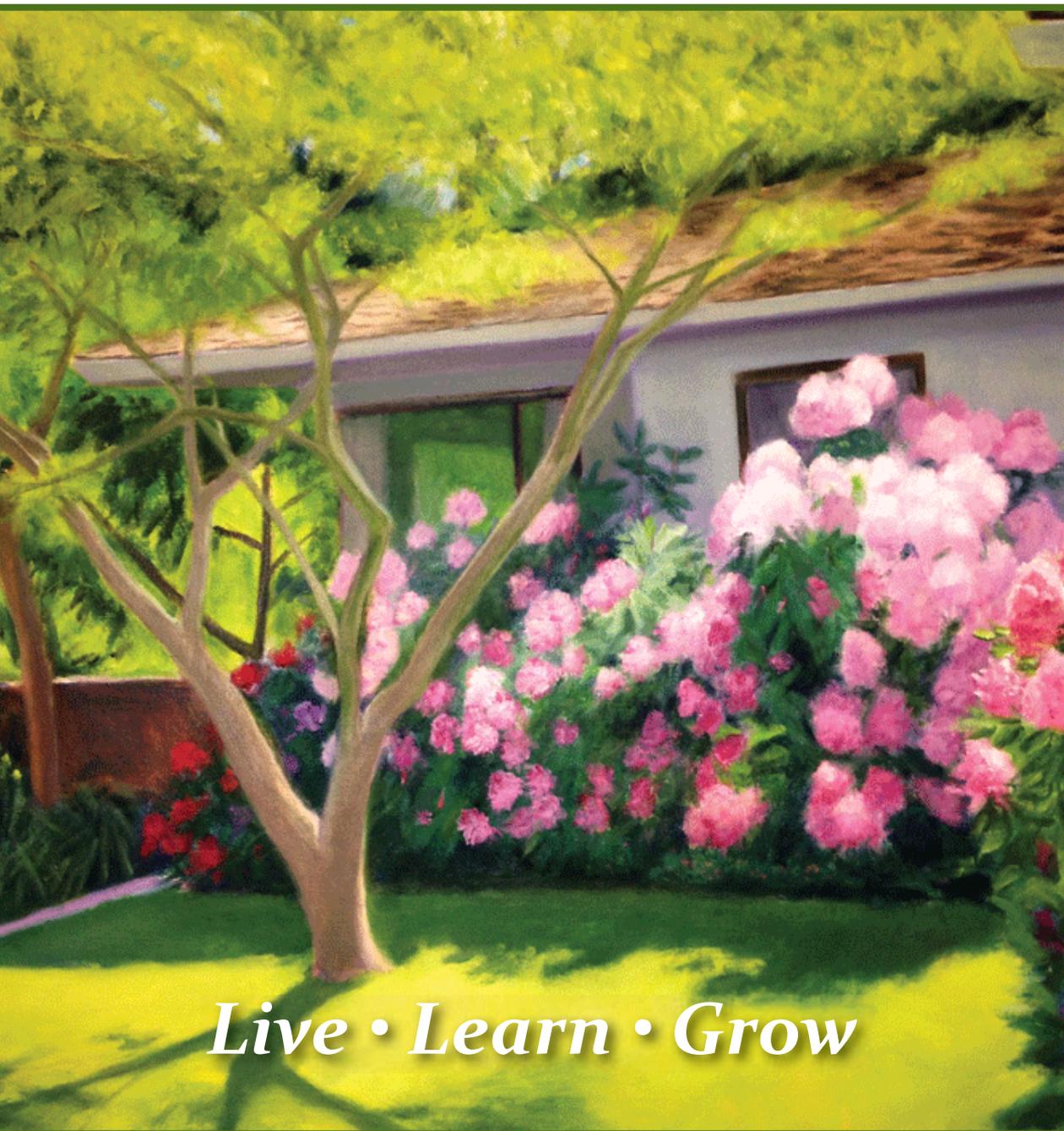


Community Education

San Mateo County Community College District



Live • Learn • Grow

Spring 2015

www.CommunityEdsm.org

Welcome!

Community Education offers short, not-for-credit classes designed to educate and enhance the lives of community members.

“Great instructor, great topic, [I] had fun eating what I made.”

— Jennifer Pileggi

**Explore
new interest**

**Develop
new skills**

**Enrich
your health**

**Grow
professionally**

**Make
new friends**

Enjoy the fun of learning!

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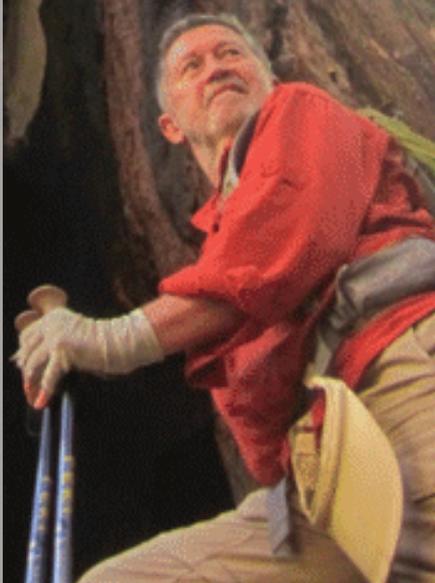
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"I take Tom's Parks and Trails class every time he offers it. He is so knowledgeable about the local history, plants, animals, and of course, the trails."

— Donna Schaefer

Online Classes Available

<http://CommunityEd.smccd.edu>



**Community
Education**

Career/Entrepreneurship

How to Start Your Own Business

Are you thinking about starting your own business? Being your own boss and running your own business can be the most rewarding “job” of your life! Come learn from a veteran entrepreneur what it takes to start and grow your company. You will learn how to:

- Create your business plan
- Build a strong legal foundation
- Manage your business finances
- Start your marketing plan, and more

You will also receive a 40-page Business Success workbook and multiple resources to further develop your path toward success. Dorcas Kelley, a faculty member in the Stanford Professional Development Programs, has over 20 years of experience in entrepreneurial and corporate environments.

Materials Fee: \$15 payable to instructor in class.

Sat., 2/21; 9am - 4pm
 CSM, Bldg. 14, Rm. 102 \$89

QuickBooks Basics

Discover how QuickBooks makes it easy for you to gain control over the financial aspects of your business. Sandra Raeber Dorsett, a popular CSM accounting professor, will teach you how to effectively set up and manage accounts, customer and vendor lists, and sales and expenses; track your payables and inventories; reconcile bank accounts; create and print invoices; and generate reports.

2 Sat., 5/2 – 5/9; 9am - 4pm
 CSM, Bldg. 14, Rm. 105 \$159

“Sandra was great. She showed us helpful ways to use QuickBooks.”
 —Mitoko Silva



“The instructor was very pleasant and answered all questions thoroughly. It made taking the class less stressful.”
 —Anna Bell

Notary Public Workshop and Exam

Start a part-time business and earn additional income. Acquire the knowledge and skills to pass the State Notary Public Exam and become a California Notary in one day. New students and renewing notaries are welcome.

Take the 50-minute Notary Exam at the end of the workshop. *Bring two #2 pencils, driver’s license, a 2”x2” color passport photo and a \$40 check made payable to the “Secretary of State.”*

Materials Fee: \$25 payable to instructor in class for textbook and handouts.

Sat., 1/17; 8am - 4:30pm (Exam: 5 - 5:50pm), CSM, Bldg. 14, Rm. 213 \$109
 Sat., 4/11; 8am - 4:30pm (Exam: 5 - 5:50pm), Cañada College, Bldg. 13, Rm. 111 . . . \$109

Notary Loan Signing and Certification

Enhance your notary career by becoming a certified Mobile Loan Signing Agent. Learn the role and duties of a signing agent in the loan industry. You will be eligible for the take-home exam and receive certification for completing the course.

Materials Fee: \$25 payable to instructor in class.

Sat., 3/7; 9am - 4pm, CSM, Bldg. 14, Rm. 102 \$109

Career/Entrepreneurship

Personal Fitness Trainer Certification*

Increase your eligibility for job opportunities in the fitness and health field. Find out how to design a fitness program for clients. Learn the principles of cardiovascular fitness, weight training, strength, aerobic conditioning, fitness testing, body composition and injury prevention. Mike Rickett is a certified strength and conditioning specialist with an M.S. in Exercise Physiology.

Sat., 3/14; 8am - 6pm
 CSM, Bldg. 14, Rm. 202 \$109

Sports Nutrition Consultant Certification*

Explore in-depth principles of nutrition to assist your clients with specific dietary and nutritional needs. Mike Rickett will teach you about nutrition for athletic performance, ergogenic aids, body composition testing, diet planning, and more.

Sun., 3/15; 8am - 6pm
 CSM, Bldg. 14, Rm. 206 \$109

Clinical Medical Assistant Program

You will learn how to assist physicians by performing functions related to the clinical aspects of a medical office including preparing patients for examination, routine laboratory procedures, pharmacology, taking vital signs, technical aspects of phlebotomy, EKG and cardiac life cycle.

Open Enrollment \$2,499
 Visit www.healthtoday.com/smccd or
 Call (888) 963-5967

EKG Technician Program

Gain the necessary skills to excel in a professional healthcare environment as an EKG Technician. Learn anatomy and physiology of the heart, medical disease processes, medical terminology and ethics, legal aspects of patient contact, electrocardiography and stress testing.

Open Enrollment \$1,299
 Visit www.healthtoday.com/smccd or
 Call (888) 963-5967



"I absolutely like this course. Engaging professor, materials, etc."

— Christopher Wisniewski

Pharmacy Technician Program

According to the U.S. Department of Labor, the demand for Pharmacy Technicians is expected to grow more than 26% this year. Prepare yourself for a new career in allied healthcare with exciting job opportunities in just 10 Saturdays. This intensive program, which includes key review, extensive classroom demonstration and lab, prepares you to take the national Pharmacy Technician Certification Board exam and enter the pharmacy field. Course fee includes textbook, course materials and certificate of completion.

10 Sat., 2/28–5/16; 9am - 3:30pm, (No class 3/28, 4/4)
 CSM, Bldg. 14, Rm. 118 \$1,299

Pharmacy Technician Training

Be prepared to enter the in-demand pharmacy field. Learn pharmacy medical terminology, interpreting prescriptions, dosage calculations and drug classifications, and much more.

Open Enrollment \$1,299
 Visit www.healthtoday.com/smccd or
 Call (888) 963-5967

* The AAAI/ISMA certification exam is included in the workshop.

 Online course: course fee for the online courses on this page includes textbooks, workbooks, and related course materials.

Career/Entrepreneurship



"The instructor was awesome, so knowledgeable."
— Barry Campbell

Become an Auto Dealer

Earn extra income buying, selling or exporting cars at wholesale from home. Learn how to obtain an auto dealer license and how to operate a profitable used car business. You will receive a DMV certificate of completion at the end of class and be prepared to take the DMV Dealer License exam. Instructor Wayne Williams, a DMV-licensed auto dealer and occupational licensing education provider, will give you valuable tips and resources, including a list of all the dealer-only auctions in the U.S.

Materials Fee: \$25 payable to instructor in class.

Mon., Tues., 3/30 – 3/31; 6:30 - 9:30pm
CSM, Bldg. 14, Rm. 116 \$89

25 Hot Home-Based Businesses to Start for Less Than \$1,000

Do you want to be your own boss, but are not sure what kind of business to start? Come explore 25 profitable home-based businesses that you can start for less than \$1,000. Many can even be started for almost nothing!! Learn start-up requirements, find market niches, and create an action plan. Find out why some businesses will fit you better than others. This class can be your key to an exciting and profitable future. Steve Veltkamp is called a "master of multi-tasking" in *Success Magazine*. He has helped start a number of businesses in the U.S.

Tues., 5/5; 6:30 - 9:30pm
CSM, Bldg. 14, Rm. 213 \$49

Importing as a Small Business

Find out how to start your own home-based business selling imported goods at this highly-rated, comprehensive seminar on importing. Instructor John Spiers, who has been trading internationally since 1984, will share his success secrets. You will be guided through licensing, product selection, finding customers, financing, costing and pricing, gaining orders for your products, and working with governments, bankers, brokers and carriers.

Sat., 3/7; 9am - 5pm
CSM, Bldg. 14, Rm. 116 \$99

"Instructor was great at presenting 'real' information. I would attend any class offered by same instructor since he is such a wealth of information."
—Mary Walls
Importing as a Small Business

Trades Introduction Program

Are you interested in a rewarding career in the building and construction trades? This pre-apprenticeship program prepares trainees to enter a green construction career through state-certified joint apprenticeship training programs. Explore what each trade in the industry has to offer, including carpentry, pipe trades, electrical metal and others.

Wed. & Fri, 1/21 – 5/1; 6 - 9pm
CSM, Bldg. 18, Rm. 204 Free
To register, call Dan Pasini (650) 576-1057

Career/Entrepreneurship

Food Handling Test Preparation Certification & Exam for Managers

California law requires that all food establishments have at least one certified food safety person on site. Passing the exam administered at the end of this workshop meets the California requirements for certification. New students and students who need re-certifying are welcome. Instructor Elsie Szeto, a registered dietitian, has been teaching the ServSafe course for over 15 years. Required course book *ServSafe Manager Book Sixth Edition**, with exam sheet. Please purchase your book and study in advance. *Bring book, picture I.D. and a #2 pencil.*



Mon., 4/27; 8:30am - 6pm
 District Board Room \$109
 3401 CSM Drive, San Mateo

“I like how the class was presented so I could understand.”
 —Jeannine Germano
Learn to Sell on eBay

Learn to Sell on eBay for Fun and Profit



Are you looking to make room in your garage? Do you want to learn how to convert the treasures you no longer need into cash, or perhaps start a part-time business selling products online? This interactive and fun workshop is for you! Learn the basics of selling on eBay from Nancy Nelson, a top-rated eBay seller and certified instructor. Discover how to create eye-catching product listings, research items for sale, take photos, set up your eBay and PayPal accounts, access eBay through mobile devices, and much more. *Bring an item you wish to sell so you can research its market value in class.*

Materials Fee: \$10 payable to instructor in class.
 Sat., 2/21; 10am - 5pm
 CSM, Bldg. 18, Rm. 207 \$99

Sell Your Stuff on Facebook, Craigslist, Amazon, Etsy and Other Non-eBay Sites

There is a world of alternatives to eBay for selling your items online. Learn the tips and tricks of selling your new or used items on Facebook, Craigslist, Amazon, Etsy, and more. Learn all about pricing, payment, shipping and security. A list of liquidators and manufacturers will be provided to you. Steve Veltkamp runs a webmaster service. He has been teaching community education classes for over a decade.

Mon., 5/4; 6:30 - 9:30pm
 CSM, Bldg. 14, Rm. 116 \$49

*Available at CSM or other bookstores.

Career/Entrepreneurship



"Thanks again for re-kindling something I really enjoyed doing decades ago. I'm going to pursue this now."

— John Kelleher

Exciting Animation Voiceovers

"Ehhhh . . . What's Up Doc?" Enjoy learning how to become the voice and personality behind animated characters in television show, commercials and films. Explore acting techniques to create unique voices, attitudes, emotions, dialects and accents. Professor Cathy Foxhoven will help you develop your own animation character with a specific voice. Your voice will be recorded and critiqued.

Materials Fee: \$5 payable to instructor in class.

4 Tues., 2/24 – 3/17; 7 - 9pm
 CSM, Bldg. 14, Rm. 215 \$99

Acting for Commercials

Quiet on the Set! Cameras Rolling! Action! Explore the possibilities of careers in the television commercials, film and voiceover industries in the Bay Area. This class helps equip you with the necessary skills and tools to be successful in pursuing these goals. You will spend quality time on-camera working with actual TV and film scripts. You will receive information about agencies, auditioning skills and entertainment unions. Cathy Foxhoven has over 35 years of experience as a professional actor/singer in films, television, commercials, and voiceovers.

Materials Fee: \$5 payable to instructor in class.

4 Tues., 1/27 – 2/17; 7 - 9pm
 CSM, Bldg. 14, Rm. 215 \$99

Register online to receive instant confirmation.
<http://CommunityEd.smccd.edu>

Personal/Professional Development

Improve Your Social E.Q.

According to a new research, improving your social behavior can improve your well-being. Whether you want to improve your social acumen to move up the corporate ladder or to have a happier family/social life, this course will help you build a social toolkit. Learn:

- Failsafe conversational techniques to overcome social brain freeze
- How to read nonverbal cues and respond appropriately
- Social techniques that will get you out of a pickle

Jennifer Abbott Bulka is a licensed therapist and a specialist in social behavior and communications.

Thur., 5/7; 6:45 - 9:45pm
 CSM, Bldg. 14, Rm. 215 \$49

Secrets of a Super Memory

Do you forget someone's name just after being introduced? Do you find memorization challenging? Come discover and develop powerful memory skills that will help you in your day-to-day life in this lively, highly-interactive workshop. Jim Wiltens, a consultant and author, will show you how to improve your memory within hours. Jim will also share his secrets to memorizing a book, remembering names of people, and mastering a foreign language effectively.

Wed., 2/11; 6:30 - 9:30pm
 CSM, Bldg. 18, Rm. 205 \$55

Personal/Professional Development

New!

Become a Savvy Negotiator

Discover how to turn face-to-face confrontation into side-by-side problem-solving in this common sense approach to negotiations. Learn to focus on interests rather than positions, build coalitions and develop mutually beneficial relationships of trust, fairness and respect. Explore effective communication and consensus-building skills in a variety of situations and improve negotiation outcomes. Instructor Zakiya Khalfani is a management consultant and facilitator with over 25 years of experience in training and coaching.

Materials Fee: \$10 payable to instructor in class.

Sat., 4/25; 9:30am - 1:30pm
 CSM, Bldg. 14, Rm. 213 \$49

Confident Communication Skills

Research shows possessing strong communication skills can make a critical difference in your professional and personal success. In today's competitive and challenging world, it is more important than ever to acquire the necessary know-how to succeed. Learn:

- Seven powerful people and problem solving skills
- Ways to stay cool and poised under pressure
- How to manage your negative thoughts and emotions
- Ways to enhance your professional and personal charisma
- How to make a strong impression at meetings

Preston Ni is a communications author and coach.

Sat., 3/14; 9am - 12noon
 CSM, Bldg. 14, Rm. 117 \$49



Follow us and be in the loop!
<http://CommunityEd.smccd.edu>

New!

Human Resources Management: The Basics

Employees are the lifeblood of a business. Learn the major elements of human resources management including hiring, compensation, legal and regulatory compliance, performance management, documentation, training and more. This workshop is perfect for those aspiring to become an HR professional and for small business owners. Nancy Nelson, a human resources consultant for over 20 years, is a Certified Senior Professional in Human Resources and a university instructor.

Materials Fee: \$10 payable to instructor in class.

Sat., 2/7; 10am - 5pm
 CSM, Bldg. 18, Rm. 207 \$99



"Excellent class. I can really benefit from it for my work."
 — Joseph Szu
 Confident Communications Skills

How to Handle Difficult People Successfully

Are you "stuck" with a difficult individual at work or at home? Do not let him or her ruin your day. Professor Preston Ni will teach you:

- Indispensable assertive communication skills
- Powerful ways to reposition yourself from being reactive to being proactive
- Easy techniques to stay cool under pressure
- Keys to gaining cooperation and respect
- Ways to utilize constructive influence to change difficult behavior

Sat., 3/14; 1 - 4pm
 CSM, Bldg. 14, Rm. 117 \$49

Personal/Professional Development

Successful Communication Skills for Introverts

Are you an introvert looking to improve your communication skills? Learn the keys to leveraging your introvert qualities and maximizing success from Preston Ni, whose work with introverts is documented in the *New York Times* bestseller “Quiet: The Power of Introverts in a World that Can’t Stop Talking”. You will learn:

- Ways to determine whether you are an introvert, extrovert or both
- How to maximize your strengths as an introvert
- Six keys to communicating effectively as an introvert in conversation, group settings and meetings
- Easy ways for introverts to re-energize and re-focus

Sat., 3/28; 9:30am - 12noon
 CSM, Bldg. 14, Rm. 117 \$39

How to Get What You Want with Soft Power

Do you aspire to greater communication effectiveness? Would you like to be more assertive? Come learn how you too can get what you want with soft power from Professor Preston Ni. Discover:

- How soft power is essential to one’s success
- Four critical effective communication skills to get what you want
- Seven ways to say “no” diplomatically and maintain good relations
- Six non-verbal skills to establish confidence and poise
- Four indispensable keys to mastering positive influence

Sat., 3/28; 1 - 4pm
 CSM, Bldg. 14, Rm. 117 \$49

Computers & Technology



Gain fundamental computer competencies.

Computer Basics

If you are new to computers, this class is perfect for you. Become comfortable with your computer, experiment, and learn how things work. Learn all the basics—from turning on the computer and using the mouse and keyboard, to searching the Internet, and creating and saving documents. You will leave understanding the basic navigation controls and how Windows is organized. Instructor Sarah Gitter has been teaching computer skills classes for over 10 years.

3 Sat., 1/31 – 2/21; 1 - 3pm, (No class 2/14)
 CSM, Bldg. 14, Rm. 101 \$59

Beginning Microsoft Word

Learn how to use Microsoft Word, the most popular word processing software on the market. You will learn to create and enhance a basic document with formatting, bullets, numbers and more. Discover tips on how to use functions that will save you time and increase your efficiency. Instructor Carlene Kemmerer has taught computer skills classes at other venues. Basic computer skills required. *Bring a flash drive.*

4 Wed., 2/25 – 3/18; 6:30 - 8:30pm
 CSM, Bldg. 14, Rm. 101 \$69

Computers & Technology

iPhones, iPads, and I’m Lost!®

Optimize your iPhone and iPad potential and learn to use them as a computer, web browser, eBook reader, personal organizer, and more! Discover how to set up your iPhone and iPad for email, texting, WiFi networks, and Bluetooth. Learn how to take and send terrific photos to friends, install the best apps and more. Bob Cohen has years of experience in the complex high tech security industry consulting practice.

Materials Fee: \$30 payable to instructor in class.

Sat., 3/21; 9am - 12noon

CSM, Bldg. 18, Rm. 207 \$49

🖥️ Advanced Microsoft Excel 2010

Learn almost everything MS Excel has to offer. Discover a variety of advanced techniques for you to ‘excel’ in your job.

🖥️ Introduction to Microsoft PowerPoint 2010

Learn how to create professional-quality slide presentations that grab and hold your audience’s attention.

🖥️ Introduction to SQL

Gain a solid working knowledge of one of the most powerful and universal database programming languages, SQL.

🖥️ Creating Web Pages

Learn the nuts and bolts of building an exciting website with impact and flair including basic HTML, formatting text, images and animation and search engine optimization.

🖥️ Designing Effective Websites

Master the basics of web design and learn how to build sites that are better and more effective.

🖥️ Online classes start monthly \$99



“I liked that the teacher goes step-by-step and is very patient.”

— Sara Espinoza

Beginning MS Excel

Learn the basics of the powerful and most popular spreadsheet application for data analysis. Learn how to create and format worksheets, use basic functions to compute and analyze data and use Microsoft OneDrive to save and share your work. Carlene Kemmerer is a seasoned professional and a patient instructor. Basic computer skills required. *Bring a flash drive.*

4 Mon., 3/23 – 4/20; 6:30 - 8:30pm, (No class 4/6)

CSM, Bldg. 14, Rm. 103 \$65

MS Excel – Beyond the Basics

Take your basic know-how of Excel to the next level in this hands-on training. Instructor Carlene Kemmerer will teach you how to save time by using Excel’s built-in functions, organize data in tables, summarize and analyze data using pivot tables, and create charts to report summary data. Basic Excel skills required. *Bring a flash drive.*

4 Mon., 4/27 – 5/18; 6:30 - 8:30pm

CSM, Bldg. 14, Rm. 103 \$65

Legal & Financial Planning



“Excellent class for a couple to take.”
— Kathy Fitzpatrick

Passport to Retirement: Your “How to” Guide for Financial Success

Will you be able to retire early? Could your investments be earning more? Learn how to protect your hard-earned money from market volatility and inflation, taxes and long-term care needs. You will receive a free 150-page workbook along with a personalized financial blueprint to help you plan for a comfortable retirement. David Cuellar, a certified financial planner and VP of wealth management, has been teaching financial planning workshops for years.

2 Sat., 4/4 – 4/11; 12:30 - 4:45pm
Cañada College, Bldg. 13, Rm. 115 \$55

2 Sat., 4/18 – 4/25; 12:30 - 4:45pm
CSM, Bldg. 16, Rm. 105 \$55

Save \$11! Register with a friend for only \$99

Financial Strategies for Successful Retirement

Don’t miss out on this opportunity to get expert advice on improving your financial future and potentially reducing your taxes. Acquire the essential information and tools needed to handle your day-to-day finances and manage your investments now. You will receive a free comprehensive wealth management plan. Presenter David Waisbein, senior VP and Investment Management Consultant, has been featured in the *San Francisco Business Times* as one of the top financial advisors in the Bay Area.

2 Sat., 1/31 – 2/7; 9am - 1:30pm
CSM, Bldg.14, Rm. 117 \$55

2 Sat., 3/7 – 3/14; 9am - 1:30pm
Skyline College, Bldg. 4, Rm. 170 \$55

Estate Planning 101

Are you wondering if you need an estate plan? Regardless of your net worth, an estate plan can protect you if you become ill or disabled; arrange for the care of your minor children; and provide for your loved ones after you are gone. Come find out about living trusts, wills, powers of attorney, health care directives, probate, and estate tax. You will leave with a wealth of information! Julie Lanz is a Certified Specialist in Estate Planning, Trust and Probate Law by the State Bar of California. She has practiced law for over 13 years.

2 Sat., 5/2 – 5/9; 9:30am - 12noon
CSM, Bldg. 14, Rm. 102 \$49

Real Estate



Homebuying 101

Become a savvy homebuyer by understanding the ins and outs of the home buying process. Learn the fine points of the purchase contract, disclosure requirements, negotiation strategies, financing, home inspection, title, escrow, taxation and more. Raziel Ungar, who ranks in the top 1% of San Mateo County Realtors, has taught at community colleges and other venues.

Tues. & Wed., 1/27 – 1/28; 6:30 - 8:30pm
 CSM, Bldg. 18, Rm. 302 \$55

CREATIVE ARTS & LANGUAGES

Languages

New!

American Sign Language— Beginning I

The joys of communicating in American Sign Language (ASL) await you! Learn how to express yourself in ASL, the fourth most commonly used language in the U.S., through fun, interactive activities. Whether your goal is to communicate with others at work or at home, this class will enrich your life. No previous skill necessary. Sandra Nalls has been integrating ASL into her life for 25 years.

6 Wed., 1/28 – 3/4; 6:30 - 8pm
 CSM, Bldg. 14, Rm. 215 \$89

American Sign Language— Beginning Conversation

Enhance your conversation skills in this highly-interactive class designed by Instructor Sandra Nalls for you to practice your basic ASL skills in an encouraging environment. You will develop greater understanding of the language by using signing techniques to increase your ability to absorb visual language.

6 Wed., 3/18 – 5/6; 6:30 - 8pm, (No class 3/25, 4/15)
 CSM, Bldg. 14, Rm. 215 \$89

*“Great class—
wonderful service to
the community.”*

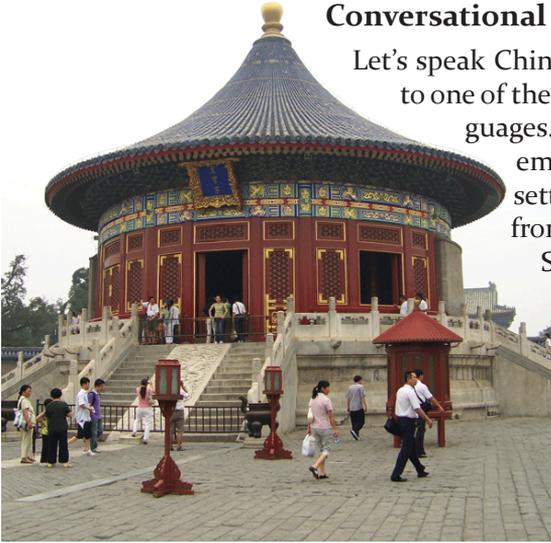
—Rose Innes
 American Sign Language



Now, more than ever, people are learning ASL.

Languages

Conversational Chinese



Let's speak Chinese! This fun class will open the door to one of the world's most ancient and intricate languages. Learn basic conversational skills with emphasis on everyday activities and social settings in a fun, supportive environment from a native speaker. Instructor Xiahong Sui, originally from Beijing, will guide you through the local color and culture of China. Required text: Yong Ho, *Beginner's Chinese* (with audio CDs) from Hippocrene Book, Inc.*

7 Sat., 2/28 – 4/18; 10am - 12noon, (No class 3/28)
 CSM, Bldg. 14, Rm. 215 \$135

Conversational Japanese

Discover how easy and fun it is for beginners to learn the essentials of the Japanese language from Professor Machiko Conway, a native Japanese instructor. Learn basic greetings, vocabulary and pronunciation. Explore Japanese etiquette and understand the traditional Japanese culture. Enjoy a delightful and unforgettable experience of the traditional Japanese tea ceremony presented at the end of the course.

Materials Fee: \$5 payable to instructor in class.

7 Thur., 3/12 – 4/30; 7 - 8:30pm, (No class 3/26)
 CSM, Bldg. 14, Rm. 115 \$119

French I



Are you planning to travel to a French-speaking country? Do you love French cuisine? You will heighten your travel and dining experiences, and French speakers will appreciate you when you care enough to speak their language. Learn how to greet people, ask for directions, understand a French menu, and speak simple sentences in social settings and many more everyday situations. Professor Marilyn Carter has taught French at Stanford University and other colleges. Required text: Rochester, *Easy French Step-by-Step* from McGraw Hill (2009)*

6 Sat., 1/24 – 3/14; 10am - 12noon, (No class 2/14, 2/21)
 CSM, Bldg. 14, Rm. 115 \$109

French II

Parlez-moi...de la vie, de la cuisine, de la civilization locale! Join Madame Carter if you already know some basic French. Build your vocabulary, grammar and pronunciation skills to effectively communicate with native speakers. This class may be repeated as each term has a different theme to enhance your language skills. Required text: same as *French I*.

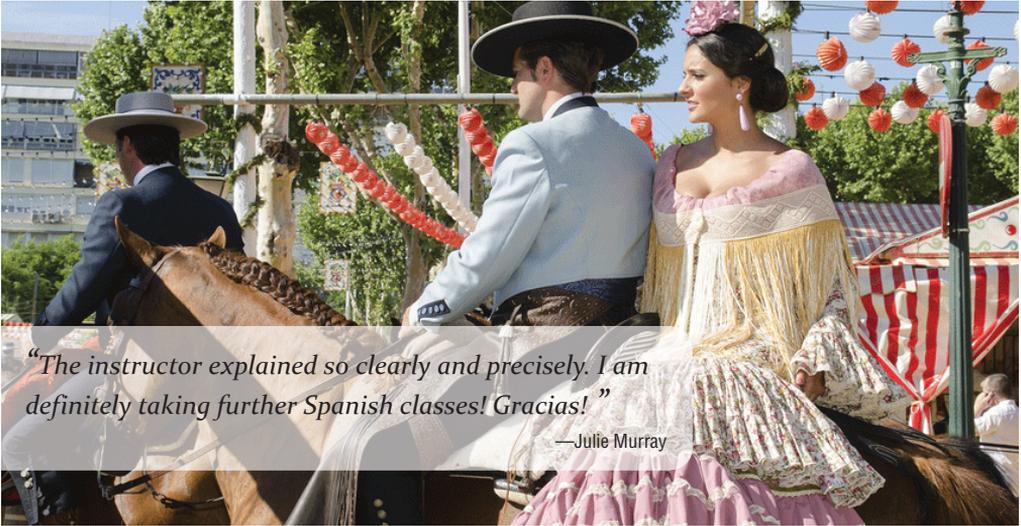
6 Sat., 4/11 – 6/13; 10am - 12noon, (No class 5/16, 5/23, 5/30, 6/6)
 CSM, Bldg. 14, Rm. 115 \$109

"Ms. Carter has great cultural stories about France and the Francophone world."

— Ann Keaney

* Available at CSM and other bookstores.

Languages



“The instructor explained so clearly and precisely. I am definitely taking further Spanish classes! Gracias!”

—Julie Murray

Speed Spanish I/II/III

Learn basics of Spanish conversation in just six weeks. You will be able to engage in conversational Spanish in no time.

Spanish in the Classroom

Learn the essential Spanish for teachers and bridge the communication gap with your Spanish-speaking students and parents.

Spanish for Medical Professionals

Acquire the basic language tools to communicate with your Spanish-speaking patients. Entertaining games and stories make it fun and easy to learn how to converse about body parts, medical treatment, pain, symptoms and medical histories.

Spanish for Law Enforcement Professionals

With more and more Spanish-speaking people living in the Bay Area, learning Spanish is becoming ever more important - especially in law enforcement, where clear and quick communication is crucial. Master basic Spanish you need from making casual conversation to handling life-or-death situations.

Spanish for Beginners

Discover the joy of communicating in Spanish and learning about the rich culture. Practice using correct grammar and vocabulary through interactive class activities designed to encourage active participation. No previous knowledge of Spanish is required. Maria Aviles, a dedicated and energetic instructor, has taught Spanish for over 20 years.

Materials Fee: \$20 payable to instructor in class.

7 Sat., 2/28 – 5/2; 10 - 11:30am
(No class 3/28, 4/4, 4/11)

CSM, Bldg. 14, Rm. 215 \$129

Spanish—Intermediate

Gain more confidence as you learn to express yourself in Spanish, whether your goal is to communicate at work, for fun, or for travel. Instructor Maria Aviles will guide you as you practice conversing in a variety of social and cultural contexts, explore more complex grammatical structures, and improve your listening and reading ability.

Materials Fee: \$20 payable to instructor in class.

7 Thurs., 4/16 – 6/4; 6:30 - 8pm

CSM, Bldg. 14, Rm. 206 \$129

 Online classes start monthly \$99

Languages

Instant Italian!

Acquire speaking and listening skills in this exciting course enhanced by the real world experience of Italian cinema. Tiziana Balestra, a college instructor and native speaker from Rome, will teach you correct Italian through class interaction, activities, games and songs. Students will practice language skills by sharing a memorable Italian meal.

Materials Fee: \$5 payable to instructor in class.

8 Tues., 1/20 – 3/10; 7 - 9pm
 CSM, Bldg. 18, Rm. 305 \$139

Instant Italian II!

If you already know some basic Italian, join us to continue your adventure in learning the language and culture of Italy. Tiziana Balestra will help you expand your knowledge of grammar and practice conversation and pronunciation in a fun and interactive setting.

Materials Fee: \$5 payable to instructor in class.

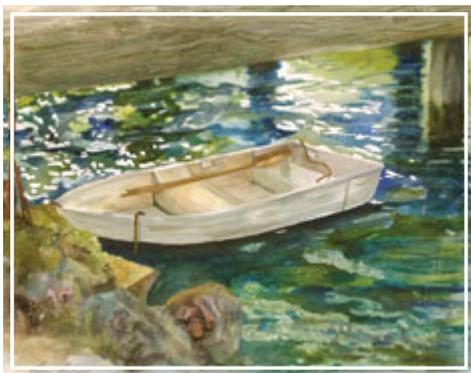
8 Tues., 3/17 – 5/12; 7 - 9pm, (No class 3/24)
 CSM, Bldg. 18, Rm. 305 \$139

Arts & Crafts

Watercolor Painting

Explore the fun and excitement of watercolor painting. Learn the basic techniques of handling this fascinating medium through classroom demonstrations and individual learner support! Basic drawing skills will also be reviewed. This class is for beginners and intermediate students. Alisan Andrews, who teaches and curates in venues for artists on the peninsula, is a signature member of the Society of Western Artists. A supply list will be provided at the first class.

6 Tues., 1/20 – 2/24; 6:30 - 9pm
 CSM, Bldg. 4, Rm. 241 \$125



"Gone Ashore" by Alisan Andrews



"Spring" by Lillian Wu

Chinese Brush Painting

Discover how calligraphy and painting are intertwined in this beautiful and expressive ancient art form. Learn the fascinating painting techniques which originated centuries ago. You will be guided step-by-step by Lillian Wu, an award-winning artist and a signature member of the Society of Western Artists. Acquire a sensitivity and control of the medium on rice paper as you paint flowers and birds, and progress to painting landscapes and animals. This class is great for beginners and continuing students.

Materials Fee: \$35 payable to instructor in class.

6 Tue., 3/31 – 5/5; 6:30 - 9:30pm
 CSM, Bldg. 4, Rm. 139. \$99

Arts & Crafts

New!

One-Stroke Decorative Arts Painting

Enjoy learning the One Stroke Painting method to transform wood, glass, paper and fabric items into lovely works of art. It's easy and inexpensive. Create a custom gift each week which may include a personalized wine glass, a recyclable shopping bag, a unique birdhouse, and fun greeting cards to send to friends. Melanie Small is a certified One-Stroke instructor who loves to paint and enjoys teaching others.

Materials Fee: \$25 payable to instructor in class.

4 Sat., 2/21 – 3/14; 10am - 12noon

CSM Bldg. 4, Rm. 241 \$79



“Sunnyvale Orchard III” by Denise Natanson-Marcus

New!

Vibrant Acrylic Painting

Discover how fun and easy it is to paint with acrylics, a fast drying and non-toxic medium for studio or outdoor painting. Explore painting basics such as composition, values, color theory and brushwork and learn painting techniques such as glazing and alla prima in a relaxed environment. Denise Natanson-Marcus, who has painted for over 40 years, studied under several master painters including Henry Henschel, Dwayne Wakeham, Wolf Kahn and Ned Mueller. Her paintings have been shown extensively in galleries.

Materials fee: \$30 payable to instructor in class.

6 Sat; 2/21 – 4/11; 9:30am - 12noon, (no class 3/7, 3/28)

CSM Bldg. 4 Rm. 111 \$119

Oil Painting

Join this fulfilling and relaxing oil painting class where everyone paints at his or her own level and speed. Learn important oil painting techniques such as color mixing, composition, brushwork, paint application and more through practice and demonstration. Instructor Dmitry Grudsky, a signature member of the Society of Western Artists, holds a Master's degree in Fine



Arts from the Tashkent Art Institute in Russia. He has received numerous awards for his artwork and has exhibited extensively.

8 Wed., 4/1 – 5/20, 6:30 - 9pm

CSM, Bldg. 4, Rm. 111 \$135

Arts & Crafts

New!

Fun Soapmaking from Scratch

Have you ever wondered how soap was made and how you can make your own? Come learn the cold process method of soap making using vegetarian ingredients. Discover techniques for working safely with lye, and explore options for scents, colors, mold, and details of the curing process.



Get started customizing and making soaps for yourself to enjoy or as gifts. Melanie Weesner, a popular arts and crafts instructor, has been teaching for many years. *Bring rubber gloves, safety glasses and a long-sleeved shirt.*

Materials Fee: \$7 payable to instructor in class.

Sat, 3/14; 1 - 4pm

CSM, Bldg. 4, Rm. 139 \$49



"Tea Pot" by Nobu Kaji

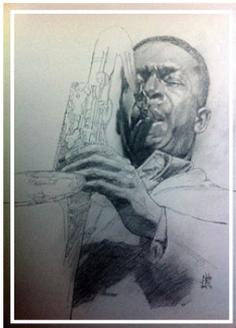
Drawing in Color

Water-soluble colored pencils are pure magic! Enjoy using this wonderful and flexible medium to create a unique artwork. Nobuyuki Kaji, an accomplished portrait artist, will teach you basic drawing and color theory as you experiment with colored pencils. This class is perfect for all levels. *Bring colored pencils and water color papers.*

6 Wed., 3/11 – 4/22; 6:30 - 8:30pm, (No class 3/25)
CSM, Bldg. 4, Rm. 135 \$89

6 Wed., 4/29 – 6/3; 6:30 - 8:30pm
CSM, Bldg. 4, Rm. 135 \$89

Easy Pencil Sketching



Pencil sketching is one of the easiest and least expensive ways in which to begin your pursuit in art. Unleash your creativity

and develop your personal style! Learn the processes to acquiring professional results including basic human element, perspective, design composition, rendering, exaggeration, distortion and caricature. Instructor Nobuyuki Kaji has worked as an art director for architecture and graphic design firms. *Bring an 8.5x11 or bigger drawing paper pad and 3B or darker pencils.*

6 Thurs., 3/12 – 4/23; 6:30 - 8:30pm, (No class 3/26)
CSM, Bldg. 4, Rm. 241 \$89

6 Thurs., 4/30 – 6/4; 6:30 - 8:30pm
CSM, Bldg. 4, Rm. 241 \$89

You Can Sew!

Come learn the essential sewing techniques from a couture designer and dressmaker. You will learn how to measure yourself, and make patterns for simple projects such as aprons, placemats, pillow cases, etc.. Leila Van Dyke has been designing and making couture gowns and clothing in her Marina district studio for 33 years. *Bring a sewing machine.*

6 Wed., 2/25 – 4/8; 6:30 - 8:30pm, (No class 3/25)

CSM, Bldg. 14, Rm. 117 \$129



Music

New!

Beginning Music Reading for Instruments and Voice

Have you always wanted to play a musical instrument but never had the chance to take lessons, or have tried but failed to learn? You will quickly learn the basic music reading skills needed to play any instrument or to sing. This class is designed for the complete beginner or for those wanting to brush up on their music reading skills. Carol Faust, a music instructor and performer, has been teaching music for over two decades.

Materials Fee: \$6 payable to instructor in class.

Sat., 3/7; 9:30am - 1pm
 CSM, Bldg. 14, Rm. 213 \$59

Instant Piano for Hopelessly Busy People

Unlock your musical talent and discover how to play the piano after just a few hours of instruction. The PBS program, “Piano in a Flash”, is based on this easy Laughlin method, which has been taken successfully by over 100,000 students nationwide. Carol Faust will teach you how to make all the chords you will need to play any song in just one session.

Materials Fee: \$25 payable to instructor in class.

Sat., 3/7; 2 - 5:30pm
 CSM, Bldg. 14, Rm. 213 \$59



Ukulele—Fun and Easy I*

Have fun playing one of the easiest musical instruments to learn—the ukulele. You can start playing some of the songs you hear in commercials and movies in no time. Enjoy songs from Bach and Beethoven to the Beatles, and songs like Iz’s “Over The Rainbow”, or Jason Mraz “I’m Yours”. Hiram Bell is a world-renown music teacher and performer. No musical experience needed. All ages welcome.

Materials Fee: \$5 payable to instructor in class.

6 Sat., 1/24 – 3/14; 1 - 2:30pm, (No class 2/14, 2/21)
 CSM, Bldg. 5, Rm. 354 \$119

6 Sat., 5/30 – 7/11; 1 - 2:30pm, (No class 7/4)
 CSM, Bldg. 5, Rm. 354 \$119

Ukulele—Fun and Easy II*

Continue to improve your ukulele playing skills and expand your chord vocabulary, progressions and music improvisation. This popular class taught by Hiram Bell is ideal for those who have taken *Ukulele I* or who have had some ukulele experience.

Materials Fee: \$5 payable to instructor in class.

6 Sat., 4/11 – 5/16; 1 - 2:30pm
 CSM, Bldg. 5, Rm. 354 \$119

Hiram is the BEST instructor EVER!!”

— Vivian Aldridge

*Bring a ukulele.

Music



"I liked how the instructor broke down all the basics and steps."

— Christina Degregorio

Learn to Play Guitar in a Day!*

"Learn to Play Guitar in a Day!," created by Instructor Marlene Hutchinson as seen on PBS TV, is perfect for busy adults who want to learn to play guitar but do not have time for weekly lessons. Enjoy learning basic chords, simple strumming and picking patterns in a relaxed setting. You will be able to play familiar songs, learn tuning, tablature, music theory and more! Marlene has over 30 years of musical experience and has taught at colleges and universities in the U.S.

Materials Fee: \$30 payable to instructor in class for the "Learn to Play Guitar in a Day!" book and a Snark clip-on electronic tuner.

Sat., 4/18; 10am - 3pm
CSM, Bldg. 5, Rm. 290 \$69

Fun with Guitar I*

Do you want to learn to play the guitar quickly and easily? Experience the joy of making music as you learn to read and interpret standard music notation, chord charts, and tablature. This class is perfect for the absolute beginner or for any guitarist who wants to develop a solid foundation. Have fun learning proper technique as you practice playing a variety of folks, blues, classical, and pop music. Students must be 16+ years of age. Doug Cameron has performed in classical and jazz ensembles, rock bands and pit musical orchestra for 30 years.

7 Sat., 1/31 – 4/4; 10:30am - 12noon
(No class 2/7, 2/14, 3/28)
CSM, Bldg. 2, Rm. 110. \$129

"Mr. Cameron is the best teacher that I've had in music."

—Antezana Edelmira
Fun With Guitar

Fun with Guitar II*

Continue to learn and enjoy playing the guitar while practicing blues, classical, pop, rock and folk music. This class, taught by Doug Cameron, is perfect for those who have taken *Fun with Guitar I*, or for guitar players who have some music-reading ability.

7 Sat., 4/11 – 5/30; 10:30am - 12noon, (No class 5/23)
CSM, Bldg. 2, Rm. 110 \$129



Magic Flutes, Flute Orchestra

Join the award-winning Magic Flutes Flute Orchestra! Auditions are required to demonstrate flute-playing ability. Pamela Ravenelle is a professional flutist and has taught at colleges and music conservatories. *Bring a flute and a music stand.*

12 Thurs., 2/5 – 4/30, (No class 3/26)
5:30 - 7:30pm intermediate
6:30 - 8:30pm advanced
CSM, Bldg. 2, Rm. 110 \$159

*Bring a guitar.

Photography



"I loved this class! Very helpful and interesting!"
— JoAnne Bailey

Getting Started in Digital Photography

We will demystify digital and explain the functions of the controls and menus on your camera. Learn how to take landscape or macro shots, shoot a movie, get your photos onto Facebook, and create slideshows. Learn how to transfer photos on the computer or use online services to create photo books. Parry Shoemaker, a professional in the computer graphics industry, specializes in digital imaging. *Bring your camera and manual*

Materials Fee: \$7 payable to instructor in class.

Sat., 1/31; 1 - 4pm
GSM, Bldg. 18, Rm. 204 \$65

Getting More From Your Digital Camera

Do you ignore all the buttons and gadgets on your camera because you don't know how to use them? This class, taught for both Mac and PC, is for those who have been using their camera but want to learn more of its features. Parry Shoemaker will teach you in detail: aperture and shutter priority, macro, white balance, exposure, ISO, bracketing, metering, flash, histograms, JPEG and raw file formats. *Bring your camera and manual.*

Materials Fee: \$8 payable to instructor in class.

Sat., 2/28; 1 - 5pm
CSM, Bldg. 18, Rm. 203 \$69

Peninsula Photography Field Trips

If you love taking pictures, you will certainly enjoy this class. Explore tips and tricks of professional photography from Marty Springer, founder of a photography school and a talented freelance photographer. Experience hands-on training and enjoy the camaraderie of fellow photographers on your day and evening photo shoots. Have fun taking outdoor pictures in bright sunshine, in shade and at dusk as you learn to work with available light. *Bring your camera.*

Materials Fee: \$10 payable to instructor in class.

4 Sat., 4/11 – 5/2 (See website for details) . . . \$75

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Enthusiastic Teachers!**

We seek new ideas for
new workshops or classes to
enrich our community.

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Home Design/Landscaping



"I feel this was a great opportunity to learn from a top notch designer. Thank you for offering this course!"

— Sheila Marx

Secrets of Home Interior Decorating

Discover “what the pros know” about interior decorating and design. Learn how principles of good design, and the effective use of color, and accessories can pull a room together and make it pop. You will receive detailed information about where to find products and how to learn more on your own. As a special feature, your own home’s design dilemma can be reviewed and solved in class. Instructor Beryn Hammil was the featured designer on many episodes of *HGTV’s* “Curb Appeal” and “Sensible Chic.”

3 Sat., 4/11 – 4/25; 10am - 12noon
 CSM, Bldg. 14, Rm. 102 \$79

Kitchen and Bath Remodel/Design

Are you thinking about remodeling your kitchen or bathroom? Well-known interior designer Beryn Hammil will show you how to plan and design functional and attractive spaces in your bathroom and kitchen, and how to find and best utilize contractors and vendors to make sure your project is done right. One class is devoted to reviewing the design needs and plans of your own remodel project.

3 Sat., 4/11 – 4/25; 1 - 3pm
 CSM, Bldg. 14, Rm. 102 \$79

Staging a Home for Sale

Whether you are selling your home or interested in becoming a professional stager, you will receive a comprehensive overview on how to prepare a house for sale, and understand how buyers make their purchase decision. Discover how to create that “WOW” factor by clearing clutter, rearranging furniture, and accessorizing a room nicely. Learn how to create a curb appeal and to utilize minor upgrades to maximize your financial investment. Instructor Beryn Hammil is the “Design Dilemma” columnist for the *San Francisco Chronicle*.

Sat., 2/21; 1 - 4:30pm
 CSM, Bldg. 14, Rm. 115 \$59

New!

Fresh Spring Floral Arrangement

What do you do with the fresh flowers you bought from the farmers’ market? Come learn how to create a pretty vase arrangement perfect for a gift, or for your home. Certified floral designer, Liane Benedict, will teach you the techniques, tips and tricks used by professional florists. *Bring clippers or a floral knife.*

Materials Fee: \$20 payable to instructor in class.
 Sat., 4/25; 2 - 4:30pm
 CSM, Bldg. 4, Rm. 139 \$45

Home Design/Landscaping



"The plant descriptions helped a lot."

— Pat Sehl

Green, Drought-Tolerant Gardening

Where do you start to make your yard drought-tolerant? This class will give you an understanding of the role of soil, proper watering techniques and maintenance for water conservation. Explore the use of rainwater and grey water to reduce water usage. Laurel Nagle will show you how to create a water-wise, low maintenance, and interesting landscape that is green and colorful.

4 Wed., 4/1 - 4/22; 6:30 - 9pm
CSM, Bldg. 16, Rm. 140 \$99

Landscape Design for the Homeowner

Explore good design principles and effective ways to create a beautiful and functional landscape design for your garden. Learn design theory and process, basic landscape DIY, and plant selection and arrangement. Laurel Nagle, a Master Gardener and instructor, will address a variety of design issues and offer ways to turn problems into design opportunities.

4 Sat., 1/24 - 2/21; 10am - 12:30pm, (No class 2/14)
CSM, Bldg. 18, Rm. 205 \$99

Food & Wine

Enjoying Fine European Wines

Enjoy learning what makes a great wine and how to taste wines like a pro from a certified French sommelier, Philippe Glaize. You will taste numerous fine wines from Europe and be able to define the quality of each wine. You will also receive an overview of the wine-producing regions of France, Spain and Italy. This class is designed for beginners and wine "connoisseurs". Register early. Class size is limited.

Materials Fee: \$60 payable to the instructor in class.

4 Wed., 2/4 - 2/25; 7 - 9pm
CSM, Bldg. 14, Rm. 213 \$99

New!

An Intriguing Guide to California Wines

Explore the complexity of the wines produced in different parts of California. Certified sommelier Philippe Glaize will teach you how to taste fine wines from the Golden State in this class that is part lecture and mostly wine-tasting. You will understand the production process; learn how to differentiate the various wines from the region; and become a savvy connoisseur of California wines.

Materials Fee: \$70 payable to the instructor in class.

3 Wed., 3/4 - 3/18; 7 - 9pm
CSM, Bldg. 14, Rm. 213 \$89

"It was informative although as any good thing, the course went by way too fast! Really enjoyed the class."

—Teresa Qwon
Enjoying Fine European Wines

Food & Wine



New!
**The Art of
 Brewing and
 Drinking Tea**

You have heard that drinking green tea is good for your health. Did you know that black, white and rooibos teas also have great health benefits? Come explore the different types of tea and experiment with whole leaf and bagged teas. Sample some teas served with scones and discover the perfect cup of tea for you. Learn how to brew tea properly, how to decaffeinate, reinfuse or make the tea stronger. You will take home one bag of sample tea and 10 tea satches for brewing. Kathryn Wagenblast, a tea connoisseur, enjoys introducing others to the joy and health benefits of tea.

Materials Fee \$5 payable to instructor in class.
 Sat., 2/28; 1- 4 pm
 GSM, Bldg. 14, Rm. 102 \$49

Let's Make Sushi

Have fun learning essential sushi-making techniques from our popular professor Machiko Conway. Enjoy creating and sampling a variety of delicious sushi that you make. Take some sushi home for your family and friends too. *Bring a cutting board and long-blade knife.*

Materials Fee: \$25 payable to instructor in class.
 2 Sat., 4/25 – 5/2; 2 - 4pm
 GSM, Bldg. 14, Rm. 206 \$55

Basic Cake Decorating

Learn the art of cake decorating and techniques practiced by professional cake decorators from Kathleen Luzzi, owner of a popular local bakery. She will share tips of the trade to help you create delectable cakes, icings and fillings. The class is sure to be fun. Cakes will be provided for practice.

Materials Fee: \$15 payable to instructor in class.
 Tue., 2/3; 6:30 - 9:30pm
 629 South B St., San Mateo \$59

New!
**Fun Cake Pops and
 Cupcake Decorating**

The sweetest things come in small packages! Enjoy learning how to make and decorate little cake pops in a variety of designs. Premier bake shop owner Kathleen Luzzi will teach you step-by-step how to mold, shape, and apply the finishing touches to cake pops, and decorate the cupcakes with various creative techniques. Best of all, you get to bring home everything you make!

Materials Fee: \$15 payable to instructor in class.
 Tue., 3/10; 6:30 - 9:30pm
 629 South B. St., San Mateo \$59



"I love all Kathleen's classes - wish there were more!"
 —Barbara Aguiar

Food & Wine



"Fun — good mix of instruction and practice."
— Lisa Kawahara

Basic Fondant Cake Decorating

Join cake decorator and baker Kathleen Luzzi as you discover the creativity of adorning cakes with amazing fondant. Have fun learning the techniques and fundamentals of fondant artistry, including enrobing your cake and creating fondant bows, flowers, ribbons and figures. Be ready to impress your friends. You will take home your cake and a set of basic fondant modeling tools.

Materials Fee: \$15 payable to the instructor in class.

Wed., 4/22; 6:30 – 9:30pm

629 South B. St., San Mateo \$59

New!

Advanced Cake Decorating with Fondant and Marzipan

Whether you are a *YouTube* “cake tutorial” junkie or have taken a few cake decorating classes, you will surely appreciate this class. Learn cake decorating techniques first-hand from Kathleen Luzzi owner of a premier bake shop, who will demonstrate airbrushing techniques and teach you how to ice, stack and decorate a tiered cake with flowers, marzipan fruits, berries and figures. You will work with cakes provided by Kathleen and take your edible masterpiece home with pride.

Materials Fee: \$20 payable to the instructor in class.

Mon., 5/4; 6:30 - 9:30pm

629 South B St., San Mateo \$59

HEALTH & WELLNESS

New!

Sleep . . . Don't Count Sheep!

Does it take you hours to fall asleep? Do you wake up at night and cannot go back to sleep? Come gain an understanding of sleep and discover the proper techniques to improve your sleep and the methods for relaxation. You will learn to relax, allow sleep to come, and feel better in the morning. Denise Natanson-Marcus is a Health Educator with Kaiser Permanente. She has been teaching meditation and stress management since 1976.

Sat, 3/14; 1 - 4pm

CSM Bldg. 14, Rm. 115 \$49

New!

Using Essential Oils to Promote Your Well-Being

Why do restaurants place a dish of peppermint candies by the checkout? Why do dentists use clove oil? Discover how herbs and essential oils work to enhance wellness. Explore the ancient uses and current scientific research on the powerful and beneficial effects of essential oils on your health. Learn how to use natural therapeutic-grade essential oils to enhance your life. Carol Faust has taught at various colleges and written on the subject of aromatherapy and essential oils.

Sat., 4/18; 10am - 1pm

CSM, Bldg. 14, Rm. 213. \$49

Fitness & Relaxation

Street Smart Self-Defense

Prevention is the key to your safety! Acquire personal safety and street/environment awareness skills to avoid becoming a victim of vicious attacks. Gain knowledge and techniques to ward off the most common attacks. Although not a martial art class per se, the training includes effective techniques to deal with wrist grabs, headlocks, chokes, weapon attacks and more. Use the skills you learned to ensure your safety. Greg Shraiman, a martial arts instructor, believes in educating people young and old on safety precautions.

3 Mon., 2/2 – 2/23; 6:30 - 8pm, (No class 2/16)
CSM, Bldg. 8, Rm. 203 \$55

Fencing—Fitness with a Sword

Learn the impressive Italian fencing techniques characterized by efficiency, speed, mobility and elegant swordplay. Explore the fundamentals of the Italian foil while being challenged in body and mind! Maestro Paul Scherman, an author on the science of fencing, is certified to teach the weapons of foil, saber and epee. All levels are welcome—from beginners to competitors. All equipment is provided. Participants must be 14 years or older.

8 Tues. & Thurs., 1/27 – 3/19; 7:30 - 9pm
CSM, Bldg. 8, Rm. 202 \$145

8 Tues. & Thurs., 4/7 – 6/11; 7:30 - 9pm
(No class 5/19, 5/21, 5/26, 5/28)
CSM, Bldg. 8, Rm. 202 \$145

Tai Chi for Fitness and Well-Being— Beginners

Learn the gentle and graceful movement of the Chen-style Tai Chi that helps you develop strength, balance and coordination; enhance your immune system; and reduce stress. Renowned Taiji Master Anthony Wong will also teach you how to practice silk-reeling exercises to promote muscle relaxation and flexibility.

9 Wed., 1/28 – 4/1; 7 - 8:30pm, (No class 3/25)
CSM, Bldg. 8, Rm. 202 \$89

9 Wed., 4/8 – 6/17; 7 - 8:30pm, (No class 5/20, 5/27)
CSM, Bldg. 8, Rm. 202 \$89

6 Wed., 6/24 – 7/29; 7 - 8:30pm
CSM, Bldg. 8, Rm. 202 \$59

Intermediate Tai Chi and Applications

Enjoy traditional Chen-style Tai Chi, the ancestor of all Tai Chi styles, and Wuji Qigong (standing meditation) which help you cultivate internal energy (qi) and proper body alignment. Applications for each posture will be demonstrated by Master Anthony Wong, a 20th generation direct lineage of Chen family Taijiquan.

9 Wed., 1/28 – 4/1; 7:30 - 9pm, (No class 3/25)
CSM, Bldg. 8, Rm. 202 \$89

9 Wed., 4/8 – 6/17; 7:30 - 9pm, (No class 5/20, 5/27)
CSM, Bldg. 8, Rm. 202 \$89

6 Wed., 6/24 – 7/29; 7:30 - 9pm
CSM, Bldg. 8, Rm. 202 \$59



"Great exercise. Learned good balance and Chinese culture."

— Sophie Lin

Dance



Studies show that participation in line dancing classes improve cardiovascular health.

Country Line Dancing for Beginners

Kick up your heels and have a great time in this fun, stress-free class. Enjoy a variety of wonderful music as you exercise, dance, work off extra calories, and invigorate your body and mind. No partner needed. No dance experience required. Jeanette Feinberg, a graceful dance instructor, has taught line dancing for over 15 years. She is assisted by her husband, Bernie.

7 Tues., 2/3 – 3/17; 7 - 8pm
 CSM, Bldg. 8, Rm. 203 \$69

6 Tues., 4/7 – 5/12; 7 - 8pm
 CSM, Bldg. 8, Rm. 203 \$59

New!

Country Line Dancing—Intermediate

Join Jeanette Feinberg and her husband Bernie for an hour of fun line dancing. It is easy to learn and is a great exercise. Gain the confidence for a night of dancing at the country and western dance bar, or at a dance or social club. This class is for students with some line dance experience.

7 Tues., 2/3 – 3/17; 8 - 9pm
 CSM, Bldg. 8, Rm. 203 \$69

6 Tues., 4/7 – 5/12; 8 - 9pm
 CSM, Bldg. 8, Rm. 203 \$59

Sensational Salsa Dancing

Learn this hottest and exciting dance and meet new friends! Have a great time while you get in shape in this class designed for both singles and couples with little or no dance experience. Instructor Ken Chin has taught ballroom and nightclub dancing for over 14 years. He choreographed dance performances in the award-winning film “Colma: The Musical”. No partner is required.

9 Fri., 1/23 – 4/3; 6:30 - 7:30pm, (No class 2/13, 3/27)
 CSM, Bldg. 8, Rm. 203 \$99

“The instructor provided lots of detail which really helps you master the techniques”

— Robert Hoyt
Sensational Salsa Dancing



Dance

Graceful Hawaiian Hula I

Come enjoy the language of the heart expressed in graceful motion. Discover the art of hula storytelling in this low impact aerobic exercise. You will learn basic steps, hand gestures and footwork to familiar Hawaiian songs from popular hula and Tahitian dance teacher, Millie Aranda. No previous experience needed.

8 Sat., 1/10 – 4/4; 9:45 - 11am
(No class 1/17, 2/14, 2/28, 3/14)
CSM, Bldg. 8, Rm. 203 \$99

8 Sat., 4/18 – 7/18; 9:45 - 11am
(No class 4/25, 5/2, 5/16, 5/23, 5/30, 7/4)
CSM, Bldg. 8, Rm. 203 \$99

Graceful Hawaiian Hula II

Relish the joy of hula dancing with Millie Aranda. Improve your footwork, hand gestures and expression while you enjoy traditional and contemporary Hawaiian music. Hawaiian implements like the Ipu, Puili sticks and Uli Uli, will be introduced and used. This class is for students with prior hula experience.

8 Sat., 1/10 – 4/4; 11am - 12:15pm
(No class 1/17, 2/14, 2/28, 3/14)
CSM, Bldg. 8, Rm. 203 \$99

8 Sat., 4/18 – 7/18; 11am - 12:15pm
(No class 4/25, 5/2, 5/16, 5/23, 5/30, 7/4)
CSM, Bldg. 8, Rm. 203 \$99

ENRICHMENT

Test Preparation



"I learned many new strategies and concepts."
— Garrett Whalin

SAT Preparation

Are you hoping to get into your dream school or win thousands in scholarship money? Acing the SAT can help, and Eva Holtz, a perfect SAT scorer and graduate of Harvard University, will show you how. In addition to exploring key content in Math, Critical Reading, and Writing, you will learn dozens of effective test-taking techniques to enhance performance. Practice exams, strategy guide, and supplementary materials are included. A pre-test will be given at the first meeting. *Bring a calculator.*

Materials Fee: \$30 payable to instructor in class.

4 Sat., 3/14; 1:30 - 5:30pm
4/11, 4/18, 4/25; 1:30 - 4:30pm
CSM, Bldg. 18, Rm. 204 \$195

🖥️ Online classes start monthly \$99

🖥️ SAT/ACT Preparation

Be prepared for the verbal, writing and math sections of the exam and learn techniques that can help you relieve test-taking anxiety and improve your scores.

🖥️ GED Preparation

Acquire the reading and thinking skills needed to succeed in all five GED test subjects.

🖥️ GRE Preparation

If you are planning to apply to graduate school, you will likely have to take the GRE. Practice on the Verbal and Analytical and the Math sections of the exam and receive pointers on time management and general standard test-taking.

🖥️ GMAT Preparation

Applying to graduate business and management schools usually means taking the GMAT. You will learn how to approach question types and how to do your best on both verbal and quantitative questions to achieve your best potential score.

🖥️ LSAT Preparation

Be prepared to excel on the LSAT as you learn test-taking techniques and review the different types of questions on the exam.

Special Interest



Learn how not to let money ruin your relationship.

New!

Money Talk for Couples

Money is often a major source of tension in relationships. Come gain an understanding of what money really means to you to avoid getting blindsided by the emotional underpinnings of money in your relationship. Discover:

- How to talk more and fight less about money
- Three common money issues for couples
- Five strategies for getting on the same page financially with your partner
- Ways to communicate about your finances and pitfalls to avoid

Sandra Wang, a Certified Financial Planner™ and a licensed marriage and family therapist, has been featured in national media for her multi-disciplinary work with couples on money matters.

This course meets the qualifications for four hours of continuing education credit for MFTs, LPCCs, LEPs, and/or LCSWs as required by the California Board of Behavioral Sciences (PCE 5184).

Sat., 2/21, 9:30am - 1:30pm
 CSM, Bldg. 14, Rm. 116 \$49

Where Does All My Money Go?

Take advantage of this opportunity to learn how to get control of your finances rather than letting them control you.

New!

Navigating Your Way Through the Money Issues in the Divorce Process

Divorce can be one of the most painful and difficult life transitions. Equip yourself by being psychologically prepared to face the challenges in maneuvering your way through the financial and emotional aspects of a divorce. You will learn:

- Seven costly financial mistakes to avoid
- Why all dollars are not created equal
- How to evaluate your spouse's proposal
- Asset division, alimony and child support
- Ways to develop a parenting plan post-divorce and more.

Instructor Sandra Wang is a Certified Divorce Financial Analyst™. She has been featured in the *New York Times*, *MSN Money*, *Parents Magazine* and the *National Public Radio*, "The Takeaway". *Bring a bag lunch.*

Sat., 2/28; 9am - 4pm
 CSM, Bldg. 14, Rm. 116 \$59

Keys to Successful Money Management

Discover how to live a better life by tapping into your unfulfilled potential and achieve true financial success.

 Online classes start monthly. \$99

Special Interest

Dog Obedience Classes— All Levels

Different levels of dog training from puppy and beginner obedience classes to advanced, agility, rally and competition are offered in cooperation with the San Bruno Dog Obedience School. All dogs must have current vaccinations

Every Sat. from 9am - 12noon, CSM Lot 1B

Call (650) 583-4044

www.sanbrunodogobediencesschool.com

Motorcycle Safety Training

Get your motorcycle license! Improve your riding skills! You must be at least 15 1/2 years old and able to ride a bicycle. Please bring: a valid CA driver's license or permit, or an I.D. card. (Students younger than 18 must be accompanied by a parent or legal guardian at the first class meeting.) Motorcycles and loaner helmets are provided for field training.

Classroom Instruction:

Thurs., 5:30 - 10:30pm, CSM, Bldg. 4, Rm. 135

Riding Range:

Sat. & Sun., Parking Lot 1A

Fee: \$250 for persons 21 years of age or older
\$150 for persons 20 years and younger

Open enrollment. Register anytime.

Northern California Motorcycle Training

Call (877) 888-6268

www.motorcycle-skills.com



"The astronomy class was my first introduction to the sky. I loved it. We'll come back for the other events to look at the telescope."

— Kathryn Hillgrove

Astronomy—Fascinating Skies of Spring

Do you want to finally make sense of those disconnected dots in the sky and tell a planet from a star? Learn to recognize constellations, such as Virgo the Maiden and Corvus the Crow. Discover why Queen Berenice of Egypt has her hair in the sky and what a celestial crow has in common with Apollo, a cup of water, and a snake. You will learn to identify these constellations on our rooftop observatory. If the sky is clear, Jupiter, Venus, and the Beehive cluster will be visible through our rooftop telescope. Professor Darryl Stanford is an astrophysicist at CSM. *Bring a planisphere* and a small flashlight.*

2 Fri., 4/17 – 4/24, 7:30 - 9:30pm

CSM, Bldg. 36, Planetarium \$59



"I love the humor and Jim's talent for engaging the audience. What a wonderful evening."

— Rosalie Eskeal

An Enchanting Evening with Leonardo da Vinci

Enjoy this delightful and entertaining presentation that combines theater, lecture, and fun audience participation and surprises. Meet Leonardo the Genius, and discover his secrets and intrigues. Jim Wiltens, a multi-talented presenter, dons the full da Vinci costume as he presents Leonardo's stories from his extensive personal research and travels through Italy to get into the mind of Leonardo. You will enjoy Jim's musical talent, ingenious prop and artistic presentation. *Bring a pencil and a notebook.*

Fri., 4/10; 7 - 9pm

CSM, Bldg. 5, Rm. 202 \$49

* Planisphere can be purchased at CSM Bookstore.

Special Interest



"Many, many thanks, super fun!"
— Mary Van Perre

Peninsula Parks & Trails[†]

Join instructor and guide Tom Taber for a fun and informative course that combines in-class lectures with weekend field trips. Learn about flora, fauna, geology, and history as you discover the Peninsula's interesting scenic parks and trails. Each excursion will involve walking 4.5-6 miles in mountainous terrain with frequent stops to examine natural and historical features and to sample tasty treats made from native edible plants.

Wildflower Trails:

Explore the mining history and wildflowers at Almaden Quicksilver County Park, the San Andreas Fault at Portola Valley Trails, and wildflowers and great views at Santa Teresa County Park.

Lectures: 2 Thurs., 4/2 & 4/30, 7 - 8:30pm
Fieldtrips: 3 Sat., 4/4, 4/18 & 5/2, 10am - 4pm
CSM, Bldg. 16, Rm. 140 \$79

Mountain Adventures:

Discover pioneer history and wildflowers at Hidden Villa, a giant redwood and beautiful views at La Honda Creek, and ridge top views of the ocean on the trail from Saratoga Gap to Grizzly Flat.

Lectures: 2 Thurs., 5/14 & 6/11, 7 - 8:30pm
Fieldtrips: 3 Sat., 5/16, 5/30 & 6/13, 10am - 4pm
CSM, Bldg. 16, Rm. 140 \$79

Emeritus Institute

Jazz from the Hill



Have fun and get your toes tapping! Learn about the earliest jazz from King Oliver and Louis Armstrong all the way through the contemporary artists of today. Explore Traditional/Dixieland, Swing, Big Band, Bop, Fusion and the various styles of jazz. Instructor Alisa Clancy is a long-time jazz educator and host of "Morning Cup of Jazz" on KCSM. You will be entertained by special guests from the jazz world.

8 Tues., 1/27 – 3/17; 1:30 - 3:30pm
CSM, Bldg. 4, Rm. 135 \$49

8 Tues., 3/31 – 5/19; 1:30 - 3:30pm
CSM, Bldg. 4, Rm. 135 \$49

[†]This tour requires moderate physical activity. You should be able to climb rugged terrains and walk long distances. Wear comfortable walking shoes. Layered clothing is recommended. No pets on walking tours.

Courses By Date

January

1/10	Graceful Hawaiian Hula I	26
1/10	Graceful Hawaiian Hula II	26
1/17	Notary Public Workshop	2
1/20	Watercolor Painting	14
1/20	Instant Italian!	14
1/21	Trades Introduction Program	4
1/23	Sensational Salsa Dancing	25
1/24	French I	12
1/24	Landscape Design	21
1/24	Ukulele—Fun and Easy I	17
1/27	Jazz from the Hill	29
1/27	Homebuying 101	11
1/27	Acting for Commercials	6
1/27	Fencing	24
1/28	American Sign Language	11
1/28	Tai Chi for Fitness	24
1/28	Intermediate Tai Chi	24
1/31	Financial Strategies	10
1/31	Fun with Guitar I	18
1/31	Computer Basics	8
1/31	Getting Started/Digital Photo	19

February

2/2	Street Smart Self-Defense	24
2/3	Basic Cake Decorating	22
2/3	Country Line Dance	25
2/3	Country Line Dance—Intermediate*	25
2/4	Enjoying Fine European Wines	21
2/5	Magic Flutes, Flute Orchestra	18
2/7	Human Resources Management*	7
2/11	Secrets of a Super Memory	6
2/21	How to Start Your Own Business	2
2/21	Money Talk for Couples*	27
2/21	Vibrant Acrylic Painting*	15
2/21	Learn to Sell on eBay	5
2/21	One-Stroke Painting*	15
2/21	Staging a Home for Sale	20
2/24	Exciting Animation Voiceovers	6
2/25	Beginning Microsoft Word	8
2/25	You Can Sew!	16
2/28	Navigating Money Issues*	27
2/28	Pharmacy Technician Program	3
2/28	Conversational Chinese	12
2/28	Spanish for Beginners	13
2/28	Getting More/Digital Camera	19
2/28	Brewing and Drinking Tea*	22

March

3/4	Guide to California Wines*	21
3/7	Financial Strategies	10
3/7	Importing as a Small Business	4
3/7	Notary Loan Signing	2
3/7	Music Reading*	17
3/7	Instant Piano	17
3/10	Cake Pops/Cupcake Decorating*	22
3/11	Drawing in Color	16
3/12	Easy Pencil Sketching	16
3/12	Conversational Japanese	12
3/14	Personal Fitness Trainer	3
3/14	Confident Communication Skills	7
3/14	Soapmaking from Scratch*	16
3/14	How to Handle Difficult People	7
3/14	Sleep . . . Don't Count Sheep!*	23

3/14	SAT Preparation	26
3/15	Sports Nutrition Consultant	3
3/17	Instant Italian III!	14
3/18	American Sign Language— Conversation*	11
3/21	iPhones, iPads, and I'm Lost!®	9
3/23	Beginning MS Excel	9
3/28	Communication Skills for Introverts	8
3/28	Get What You Want with Soft Power	8
3/30	Become an Auto Dealer	4
3/31	Jazz from the Hill	29
3/31	Chinese Brush Painting	14

April

4/1	Drought-Tolerant Gardening	21
4/1	Oil Painting	15
4/2	Peninsula Parks & Trails*	29
4/4	Passport to Retirement	10
4/7	Country Line Dance	25
4/7	Fencing	24
4/7	Country Line Dance—Intermediate*	25
4/8	Tai Chi for Fitness	24
4/8	Intermediate Tai Chi	24
4/10	Evening with Leonardo da Vinci	28
4/11	Fun with Guitar II	18
4/11	Notary Public Workshop	2
4/11	Peninsula Photography Field Trips	19
4/11	French II	12
4/11	Secrets of Home Interior Decorating	20
4/11	Kitchen and Bath Remodel/Design	20
4/11	Ukulele—Fun and Easy II	17
4/16	Spanish—Intermediate	13
4/17	Astronomy	28
4/18	Graceful Hawaiian Hula I	26
4/18	Learn to Play Guitar in a Day!	18
4/18	Using Essential Oils*	23
4/18	Graceful Hawaiian Hula II	26
4/18	Passport to Retirement	10
4/22	Fondant Cake Decorating	23
4/25	Become a Savvy Negotiator*	7
4/25	Spring Floral Arrangement*	20
4/25	Let's Make Sushi	22
4/27	Food Handling Test Preparation	5
4/27	MS Excel—Beyond the Basics	9
4/29	Drawing in Color	16
4/30	Easy Pencil Sketching	16

May

5/2	QuickBooks Basics	2
5/2	Estate Planning 101	10
5/4	Advanced Cake Decorating*	23
5/4	Sell Your Stuff on Facebook, Craigslist	5
5/5	25 Hot Home-Based Businesses	4
5/7	Improve Your Social E.Q.	6
5/14	Peninsula Parks & Trails*	29
5/30	Ukulele—Fun and Easy I	17

June

6/24	Tai Chi for Fitness	24
6/24	Intermediate Tai Chi	24

Open Enrollment

Open	Dog Obedience Classes	28
Open	Motorcycle Safety Training	28
Open	Online Courses	inside back cover

*New class

Registration Information



QUESTIONS

For questions or assistance with registration, see page 32 or call Charity at (650) 574-6149.

Pre-Registration is Important!

Class size is limited and early registration will assure your place in a high demand class. Walk-in registration is permitted at the class only if space is available. Please call the office at (650) 574-6149 the day before class for information concerning availability, changes or cancellations.

Confirmations by Email Only

Please check your most current email confirmation prior to the class date for updated information on date, time and location. Please call Community Education to confirm time and location if you do not have an email.

Refund Policy

A full refund less a \$15 processing fee will be issued for cancellation requests received in writing at least three days before the start date of the class. You may request an electronic credit in the full amount you paid for the class, which may be applied toward Community Education courses*. Credits are good for one year and are non-transferable.

Canceled Classes

In the rare event that a class is canceled by Community Education, each participant in the class will be notified. You may obtain a full credit good for a year for other Community Education classes*, or request a refund.

Campus Maps

Parking in certain lots may be limited. Please visit our website at <http://CommunityEd.smccd.edu> and look under “FAQs” for updated maps and information before attending your classes. Maps are subject to change.



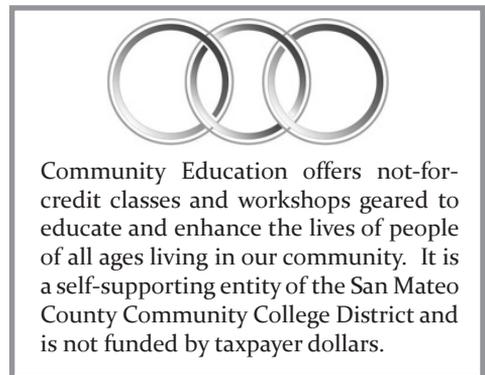
*Some exclusions apply.

Parking Policy

A parking permit is required at all times on weekdays (Monday-Friday). Parking permits are not required in student lots on weekends. Students can purchase a daily parking permit (\$2) or a semester-long permit online or in the administration building on each campus. Parking fees are subject to change.

Accuracy Statement

The San Mateo County Community College District and the Community Education office have made every reasonable effort to determine that everything stated in this schedule is accurate. Courses, programs, instructors, and class time and locations together with other information contained herein, are subject to change without notice.



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SPRING/SUMMER 2015 REGISTRATION FORM

Register now!
New classes start each week.



ONLINE 24/7

CommunityEdsm.org

PHONE

(650) 574-6149
9 am – noon
1 – 4 pm M-F

FAX

(650) 574-6104

MAIL

Community Education
1700 W. Hillsdale Blvd.,
San Mateo, CA 94402

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Community Education
1700 W. Hillsdale Blvd.,
Bldg. 1, Rm. 115
San Mateo, CA 94402

Please print or type all information.

Name (Last, first, middle initial)		Daytime Phone	
Address		Evening Phone	
City and Zip Code		EDUCATION: <input type="checkbox"/> High School <input type="checkbox"/> AA degree <input type="checkbox"/> Bachelor's degree <input type="checkbox"/> Graduate degree	
Email Address	May we add you to our email list? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Birth ____/____/____	

Confirmations will be sent via email only.

Course Title	Course Date	Fee

By registering for a Community Education course, I agree to indemnify the San Mateo County Community College District, its officers, employees and agents, from any and all liabilities which may arise as the result of my participation in the above activities. I also consent to the use of my picture for Community Education publicity.

Method of Payment:

Check – Payable to SMCCCD Mastercard Visa



_____ Card Number _____ Exp. Date _____ 3 digit security code

_____ Signature

How did you hear about us?

- Mailed to Home Word of Mouth Returning Community Education Student
- Catalog at _____ library
- Campus Bulletin Board Events Calendar _____ (please specify)
- Internet site _____ (please specify)
- Other _____ (please specify)

Thank you for supporting Community Education.

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Spanish for Medical Professionals
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Introduction to Interior Design
Accounting Fundamentals
Introduction to Microsoft Excel 2010
Medical Terminology
Introduction to SQL
Project Management Fundamentals
A to Z Grant Writing
Grammar Refresher
Creating Web Pages
Introduction to Microsoft Excel 2013
Speed Spanish
Creating WordPress Websites
Introduction to QuickBooks 2014
Explore a Career in Medical Coding
Intermediate Microsoft Excel 2010
Computer Skills for the Workplace
Human Anatomy and Physiology
Introduction to Java Programming
Explore a Career as an Admin. Medical Asst.
Introduction to Natural Health and Healing

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