



# Community, Continuing & Corporate Education

Education That Works • Spring 2016



Photograph by Michelle Fowler



**Open Water/Research Diver Certification**



**Clinical Medical Assistant**



**Non-Profit Leadership Certificate Program**

[communityed.smccd.edu](http://communityed.smccd.edu)

# 2016 LIVE HEALTHCARE PROGRAM OFFERINGS

## **New! Clinical Medical Assistant Program**

This program is intended for students who want to prepare for an exciting, challenging and rewarding career in healthcare. This program will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes among other things preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy and the cardiac life cycle. Students will review important topics including phlebotomy, pharmacology, the proper use and administration of medications, taking and documenting vital signs, cardiology including proper lead placements, a professional workplace behavior, ethics and the legal aspects of healthcare. This program includes 140 hours of classroom lecture and hands on labs and a 160 hour clinical externship opportunity at a local healthcare provider. To be eligible for the clinical rotation, students must successfully complete the 140 hour program, submit to a thorough background check, drug screening, and meet other requirements.

**Note:** Upon successful completion of this program, students will be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination.



### **Attend Our Free 1 Hour Information Session Wednesday, January 27th from 6:30 - 7:30 pm**

Call Julie Elmquist at (650) 574-6149 to sign up for this 1 hour presentation to learn about the Clinical Medical Assistant career and our live CMA class beginning Tuesday, February 23rd, 2016! The class instructor will be on hand to present an overview of this dynamic program and answer any questions that you might have!

**14 Tuesday & Thursday Evenings: 2/23 - 5/26 from 6:00 - 9:30 pm**  
**6 Saturdays: 3/5, 3/19, 4/2, 4/16, 4/30 & 5/14 from 9:00 am - 4:30 pm**  
**Externship - 160 hours**  
**\$2,599 (Externship & Textbooks Included)**

## **Pharmacy Technician Program**

This comprehensive 55 hour program prepares you to work as a pharmacy technician in a retail or other pharmacy setting and to take the Pharmacy Technician Certification Board's PTCB exam. Course content includes: pharmacy medical terminology, the history of pharmacy, the pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions and defining drugs by generic and brand names. Through classroom lectures and hands on labs, you will review dosage calculations, drug classifications, the "top 200 drugs," I.V. flow rates, sterile compounding, dose conversions, aseptic technique, the handling of sterile products, total parental nutrition (TPN), dispensing of prescriptions, inventory control, and billing and reimbursement.

**Course Contact Hours:** 55 hours

**Student Tuition:** \$1,699 (Externship & Textbooks Included)

**Saturdays, February 20th – April 30th, 2016 from 9:00 am – 3:30 pm**

**80 Hour Externship:** Date TBD

**Note:** Students who complete this program and who successfully pass the PTCB certification exam will be eligible to obtain a license to practice as a Pharmacy Technician in the State of California.

*For more information, please contact Julie Elmquist at (650) 574-6149 or [elmquistj@smccd.edu](mailto:elmquistj@smccd.edu)*

### **Attend Our Free 1 Hour Information Session Wednesday, January 20th from 6:30 - 7:30 pm**

Call Julie Elmquist at (650) 574-6149 to sign up for this 1 hour presentation to learn about the Pharmacy Technician career and our live Pharmacy class beginning February 20th, 2016! The class instructor will be on hand to present an overview of this dynamic program and answer any questions that you might have!



## Director's Welcome Message

Welcome to spring 2016 with Community, Continuing and Corporate Education! We are pleased to share our many new and popular courses with you, as well as learn more about courses you would like to see offered. As we move into 2016, I am particularly excited to see the launch of the Nonprofit Leadership Certificate Program, the Bay Area Pathways Academy™ (BAPA), the Silicon Valley Intensive English Program™ (SVIEP), and many more new programs. Visit [edthatworks.smccd.edu](http://edthatworks.smccd.edu) to learn more!

Best Regards,  
Jonathan Bissell, CCCE Director



## Community, Continuing & Corporate Education



SAN MATEO COUNTY  
**COMMUNITY**  
COLLEGE DISTRICT



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Emergency Management Academy  
Revit Certification  
Construction Management

## 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., 1/30; 9:00 am - 4:00 pm  
CSM, Bldg. 14, Rm. 104. . . . . \$89

*New!*

### Make Your Website Make Money

Have a great idea for an online store — or want to put your already existing business online? Want to know how to market and sell your products on the Internet, reaching millions of potential customers? This information packed seminar with Steve Veltkamp, founder of the profitable Bizshop series of online sites, will tell you exactly how to get started, answer all your questions, and reveal: The advantages of Internet retailing; How to get and keep your customer’s attention; How to price your product for maximum profits online; What really works on the Internet — and what doesn’t; How to design your Website to make things easy for your customers to buy — Shopping cart systems and online purchasing; How to drive traffic to your online store; and keys to growing your online business.

Fri., 4/15; 6:30 pm - 9:30 pm  
CSM, Bldg. 14, Rm. 117. . . . . \$49



**The following two courses are offered in collaboration with the San Mateo Small Business Development Center (SBDC) at CSM.**

### Retail Series: Launching Your Retail Dream! A Path to Growth

Owning and operating a store remains one of the best opportunities, if you’re intent on going into business for yourself. However, it is much more than simply leasing a space, adding products you like and hoping consumers flock. It is primarily about understanding your local target audience and most importantly, how to moving product and manage staff. This three session course will walk you through Retail 101: Launching your retail dream, Retail 102: Visual Merchandising and Marketing Strategies, and Retail 103: Inventory Management. Taught by Paula MattisonSierra of the San Mateo SBDC.

3 Tues., 3/1-3/15; 6:30 - 7:15 pm  
CSM, Bldg. 14, Rm. 202. . . . . \$99

### Lean Canvas Business Planning

Know anybody who has struggled with that pesky Business Plan, spending a lot of time writing but never seeming to finish? Lean Canvas captures your Business Model on a single-page and magically simplifies writing your business plan! Business is all about the simple process of Create Value > Capture Value > Convert Value. Lean Canvas clearly helps you identify (share/evaluate/improve) how you plan to complete those three steps, even before you write a single word in your business plan. And, it saves you from wasting words before you develop and have an acceptable business model to write about. Taught by Robert Komoto of the San Mateo SBDC.

Tues., 2/23; 6:30 - 8:00 pm  
CSM, Bldg. 14, Rm. 104. . . . . \$49

**Notary Public Workshop & Exam**

Start a new career or part time business and earn additional income! Acquire the knowledge and skills to pass the California Notary Public Exam and become a Notary Public. The class is taught by Kimberly Sharon, a Certified Signing Agent/Coach/Instructor with 10 years of experience.

Optional Notary Exam: For new students and renewing notaries, the 50 min. test is administered 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."*

*Please Note: 2"x2" passport photo will be taken the day of class for a \$10.00 fee. Livescans are offered the day of class for an \$80.00 fee.*

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

Sat., 1/23; 8 am - 6 pm (Exam: 5 - 5:50 pm)  
CSM, Bldg. 14, Rm. 213. . . . . \$125

Sat., 4/9; 8 am - 6 pm (Exam: 5 - 5:50 pm)  
Cañada College, Bldg. 13, Rm. 112. . . . . \$125



**Notary Loan Signing & Certification**

This is a complete one day certification workshop. The workshop includes many tools to start and enhance your career as a Certified Mobile Notary Loan Signing Agent. This workshop provides many hands on activities to help you gain knowledge of the role of a signing agent in the loan industry and your job as a notary public. The Certification test is an open book, take home exam. Upon successful completion of the exam you will receive your certification. Prerequisite for this course is to successfully complete the Notary Public Exam. The class is taught by Kimberly Sharon, a Certified Signing Agent/Coach/Instructor with 10 years of experience.

Materials Fee: \$25 payable to instructor in class for manual, loan docs and the Certification Test.

Sat., 4/30; 9:00 am - 4:00 pm  
CSM, Bldg. 14, Rm. 213. . . . . \$109



**DMV Auto Wholesale**

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.

Wed. & Thurs., 2/23 & 2/24; 6:00 - 9:00 pm  
CSM, Bldg. 18, Rm. 302. . . . . \$89

**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., 2/20; 9:00 am - 5:00 pm  
CSM, Bldg. 14, Rm. 116. . . . . \$99



**New!**

**Sidelines for Seniors!**

Retirement doesn't mean you need to live on a fixed income! This class covers a variety of ways that seniors can bring in extra money. These are part-time businesses and freelance gigs that are particularly well suited to those over 50. They can be fun, can be started with very little investment, and can greatly improve your financial situation. While doing full-time business is always an option, we present those that can fit easily into any lifestyle. This information packed seminar with Steve Veltkamp, founder of the profitable Bizshop series of online sites, will present all your options. He has been teaching community education classes for over a decade.

Sat., 4/16; 9:30 am - 12:30 pm  
 CSM, Bldg. 16, Rm. 140. . . . . \$49

**Effective Job Search Techniques for Boomers & Everyone Else!**

Learn how to find a job in today's job market at any age. Discover how organizations select job candidates for interviews and why others aren't chosen. Understand the current technology behind today's recruiting selections and learn how to use features of this process to make your job search more successful. Learn how to write a more powerful resume and create a strong LinkedIn profile. Handle interviews and negotiations more effectively and actually enjoy the process. Class will be customized to needs of attendees. (Although this class addresses some boomer job search issues, the information it delivers will benefit job seekers of all ages.) This class is taught by Hilda Sendyk, a 20+ years Learning & Development & Workforce consultant!

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

Sat., 3/5; 10:00 am - 4:00 pm  
 CSM, Bldg. 14, Rm. 213. . . . . \$89

**Sell Your Stuff on Facebook, Craigslist, Amazon, Etsy & 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.

Thurs., 4/14; 6:30 - 9:30 pm  
 CSM, Bldg. 14, Rm. 117. . . . . \$49



**New!**

**Building & Leveraging Your LinkedIn Profile Hands-on Workshop**

Bring your laptop and start transforming your LinkedIn profile into a powerful professional tool. Enhance your personal brand and promote your expertise. During this practical, hands-on workshop you will learn to use the world's largest business network to get the attention of recruiters, potential employers or business prospects. You will learn how to create an inviting profile that effectively markets you by choosing proper keywords, showcasing your expertise, managing your profile and account settings, and learning how to use your LinkedIn presence effectively. This class will be beneficial for job seekers and small business owners who want to create a professional and effective LinkedIn profile. This class is taught by Sandra Clark, LinkedIn Coach and Trainer with over 20 years of training experience.

*Prerequisites: a LinkedIn account and a laptop*

Sat., 3/12; 10:00 am - 4:00 pm  
 CSM (classroom to be assigned). . . . . \$69



**What's a Voiceover?**

Ever wonder who that voice is on your favorite radio or television commercial? Does that person make much money and how much time does it take? This is a fun, entertaining and non-threatening class to learn about voiceovers. You will be working with actual scripts to assist you in developing the right materials that show off your talents. Cathy Foxhoven, BA, MA, has over 30 years as a professional actress in voiceovers, commercials, film, television, and theatre.

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

3 Sat., 1/23-2/6; 1:00 - 3:00 pm  
 CSM, Bldg. 16, Rm. 140. . . . . \$89

PERSONAL/PROFESSIONAL DEVELOPMENT



**Peninsula Conflict Resolution Center's Basic Mediation Training**

For over 30 years the Peninsula Conflict Resolution Center (PCRC) has been the premier mediation, facilitation and training agency assisting clients in San Mateo County in solving their most complex personal, organizational and social challenges. PCRC's Basic Mediation Training is a 15-week interactive, skills-building course with customized coaching, hands-on practice and a certificate of completion. It is recommended to people from all backgrounds who would like to develop their mediation skills or to integrate mediation into their lives. Whether you are a manager, an attorney, a human resources professional, a religious leader, an educator or a consultant, through this training you will: Gain skills for effective communication and conflict management applicable throughout your professional and personal life; Learn practical strategies and techniques for moving into interest-based problem solving; Apply ideas and practice skills hands-on using scenarios that reflect actual mediation cases; and satisfy the volunteer mediation training requirements for the State of California. Get MCLE credits, upon request. Taught by CEN Staff, Amari Romero Thomas, Ira Holtzman, Annette Eros, and Ned Barnholt.

15 Wed., 1/27-5/4; 6:00 - 9:00 pm  
 CSM, Bldg. 14, Rm. 117. . . . . \$790

To register, please go to:  
[www.tinyurl.com/basicmediationtraining](http://www.tinyurl.com/basicmediationtraining)  
 Or go to PCRC's website at [www.pcrcweb.org](http://www.pcrcweb.org)  
 and click on the registration link.

**Speaking Without Words: The Secret Meaning of Body Language**

Have you ever wondered what others are really thinking or feeling behind the words they say? For years, body language has been used by law enforcement and trial attorneys to obtain vital information. In this presentation, learn how you too can recognize the "truth" behind body language. Preston Ni is a communications author and coach.

Sat., 3/5; 9:00 am - 12:00 pm  
 CSM, Bldg. 14, Rm. 117. . . . . \$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's more important than ever to acquire the necessary know-how to succeed. Come to this practical workshop and learn how you can become a more confident communicator! Preston Ni is a communications author and coach.

Sat., 3/19; 9:00 am - 12:00 pm  
 CSM, Bldg. 14, Rm. 117. . . . . \$49

*"Preston is a great teacher. He took the time to explain every question."*

— Marinell Javier  
*Confident Communication Skills*



**Successful Communication Skills for Introverts**

Are you an introvert looking to improve your communication skills? Do you feel overwhelmed and pressured in situations that require a high level of extroversion? What are the keys to leveraging your introvert qualities and maximizing success? Come to this practical workshop and learn how you can become a highly effective introverted communicator! This course is taught by Professor 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."

Sat., 3/19; 1:00 - 3:30 pm  
 CSM, Bldg. 14, Rm. 117. . . . . \$49

*"This was a great class and very helpful! I have many new tips to help me communicate more effectively."*

— Carol Day  
*Successful Communication Skills for Introverts*

**Improve Your Social E.Q.**

The Social Moment leaves lasting impressions but often it's hard to figure out how to make the best impression. In a social moment people make decisions about others such as, "They're the right person for our team," "Is h/she's right for me..." etc. Whether you need to improve your social acumen for work or socializing, this course will help you build a social toolkit. You will learn: Failsafe conversational techniques to overcome social brain freeze; How to read nonverbal cues (facial expressions, body language, tone of voice, detect & deal with sarcasm), and respond with perfection; Social techniques that will get anyone out of a pickle; How to raise the bar on your social reputation and when/how to use humor. Improving your social behavior can assuredly help you move up the corporate ladder, have a happier family/social life, & according to new research, improve your well-being. The instructor is Jennifer Abbott Bulka, SLP-CCC Ca#14,006, Founder of The Social Moment.com, Social Skills & Executive Function Therapist: Corporate & Individual.

Thurs., 2/4; 7:00 - 9:30 pm  
CSM, Bldg. 14, Rm. 205. . . . . \$49

**Help Your Highly Intelligent, Socially-Awkward Employees Develop Organizational, Social & Emotional Competences**

This class is designed for the Human Resources professional to provide insight on the socially awkward yet highly intelligent brain and how to maximize success at work. You will learn therapeutic language and neuroscience techniques that turn on the brain to positive change, empathy, increased work productivity and new attitude's as well as how to measure success that resonates for the different but brilliant brain. You will learn how to support and motivate their executive functioning (impulse control, resiliency, short term memory, a sense of time, filters, prioritization, complex interpersonal problem solving, attention, etc.) in a way that benefits your company. The instructor is Jennifer Abbott Bulka, SLP-CCC Ca#14,006, Founder of The Social Moment.com Social Skills & Executive Function Therapist: Corporate & Individual.

Thurs., 3/17; 7:00 - 9:30 pm  
CSM, Bldg. 14, Rm. 205. . . . . \$99

**High Performance Patterns**

This course provides a simple, solid, and proven way to raise and sustain performance. Based on the groundbreaking work of Jerry Fletcher, PhD, High Performance Patterns (HPP) are a narrative-based assessment that identifies the key patterns present when a person performs at an exceptional level. By recognizing the patterns, the person is motivated and equipped to follow the pattern in order to make exceptional performance the norm. You will learn: The four stages of every high performance experience; How to help others identify high performance experiences; How to recognize the unique HPP of those around you; How to apply HPP in your own work and life. This course is ideal for managers, supervisors, leaders, coaches, and anyone else who succeeds through the job performance of others. The course is taught online via Gotomeeting (provided) during four 2-hour sessions and is highly interactive. The course instructors are Chad Hall, MCC and Bill Copper, PCC who are both professional coaches and partners with Internal Impact, a global training and development organization based in West Lafayette, Indiana. For more information, visit [www.highperformancepatterns.com](http://www.highperformancepatterns.com)

**Online Class:** course fee includes textbooks, workbooks, and related course materials.  
4 Tues., 2/16-3/29; 6:00 - 8:00 pm  
(No class 2/23, 3/8, 3/22). . . . . \$750







**How to Develop Work-Related Social/Emotional Competencies for Successful Team & Management Engagement**

Frustrated because your expertise isn't enough to excel? Work reviews yielding deficiencies in social, emotional or organizational areas? This class will teach you how to develop better Social Intelligence at work, such as: How to make the 'right' impression; Make connections to different audiences; Impulse control; Strategies for developing cooperation in group dynamics; Negotiate complex disagreements; Develop leadership potential; How to use the 'social fake' to improve your reputation and climb the corporate ladder; How to overcome the negativity; and use proven strategies that yield positive outcomes. The instructor is Jennifer Abbott Bulka, SLP-CCC Ca#14,006, Founder of The Social Moment.com, Social Skills & Executive Function Therapist: Corporate & Individual.

Material Fee: \$3 payable to instructor in class.

Thurs., 2/25; 7:00 - 9:30 pm  
 CSM, Bldg. 14, Rm. 205. . . . . \$99

**Overcoming ADD/ADHD in the Workplace: Neuroscience Proven Brain Exercises to Improve Your Executive Functioning**

If you feel like a hamster on a wheel and things are taking too long to accomplish, jump around from task to task, can't seem to prioritize, are forgetful, disorganized, lose track of time, make too many errors, and too often say things you wished you hadn't, then this class is for you. You will learn how to develop a sense of impulse control, sustained attention, manage frustrations, overcome complex problem solving, increase resiliency, learn strategies for organizational thinking and execution, and develop a sense of time. The instructor is Jennifer Abbott Bulka, SLP-CCC Ca#14,006, Founder of The Social Moment.com, Social Skills & Executive Function Therapist: Corporate & Individual.

Materials Fee: \$3 payable to instructor in class.

Thurs., 3/10; 7:00 - 9:30 pm  
 CSM, Bldg. 14, Rm. 117. . . . . \$99



**New!**  
**First Aid, CPR/AED, Adult & Pediatric — AMERICAN RED CROSS**

Would you know what to do in a cardiac, breathing or first aid emergency? The right answer could help you save a life. With an emphasis on hands-on learning, instructor Makalea Kim-Darmer will instruct you in the First Aid/CPR/AED Adult and Pediatric courses that will provide you with the skills to save a life. All course options align with OSHA's Best Practices for Workplace First Aid Training Programs.

**First Aid:** Learn how to responding to common first aid emergencies, including burns; cuts; head, neck and back injuries and more. Pediatric option available.

**CPR/AED:** Learn how to responding to cardiac and breathing emergencies in adults, children, and infants including the use of automated external defibrillators (AED). Red Cross Certificate Fee \$30 cash only payment to instructor in class.

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

Sat., 3/19; 9:00 am - 4:00 pm  
 Cañada College, Bldg. 3, Rm. 104. . . . . \$99

Sat., 4/16; 9:00 am - 4:00 pm  
 Cañada College, Bldg. 2, Rm. 10. . . . . \$99

*"Interactive, hands-on learning."*

— Deborah White  
*First Aid, CPR/AED, Adult Pediatric*

### Become a Professional Organizer

Gain insider secrets from a professional organizer. Do label makers and putting things into 3-ring notebooks make you smile? Do you enjoy watching organizing shows on TV? You can turn your organizing skills into a moneymaking career! If you have a knack for neatness and are interested in starting your own business, this class will help you launch a career as a professional organizer. Discover insider secrets that could only be acquired through hands-on experience (until now!). Some of the secrets revealed include: Organizing specialties and finding your niche; Understanding and using the Clutter-Hoarding Scale; Structuring your business for SUCCESS; Business licensing and insurance; How to get experience before your first client; and preparing to impress your first client. You'll be given the tools and knowledge to succeed as a professional organizer, but will not be shown methods of organizing or how to organize people. The instructor is Nancy Miller, CPC, a professional organizer, trainer, and seminar leader.

Materials Fee: \$30 payable to instructor in class (for manual *How to Become a Clutterologist* ISBN 978-1-891440-56-4)

Mon., 3/7; 6:00 - 9:00 pm  
CSM, Bldg. 14, Rm. 115. . . . . \$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.

Thurs., 3/31; 6:30 - 9:30 pm  
CSM, Bldg. 14, Rm. 206. . . . . \$55

### Self-Publishing, E-Publishing & More!

If you want to be published, this class will show you how to do it all. You'll learn how to get your book paper and E-Printed for FREE, create a FREE web site to sell your work, convert your book to an E-Book, use copyrights to protect your work and be listed with Amazon.com. Don't get left out — publish your book NOW and start profiting from it immediately! The instructor is Mike Rounds, a published author of over 200 products and owner of a publishing company.

Materials Fee: \$30 payable to instructor in class (for manual and workbook *Self-Publishing for the Clueless* ISBN 978-1-891440-99-1)

Mon., 3/7; 6:00 - 9:00 pm  
CSM, Bldg. 14, Rm. 115. . . . . \$49



### ServSafe Food Manager Certification Test Preparation & 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 Laurie Green is a Certified ServSafe Food Manager Instructor and Certified Proctor. The class fee includes the \$20 downloadable study guide & quiz to prepare for the class and the \$59 scan-tron exam sheet. The study guide is a downloadable product and is non-refundable. **Please study in advance. Bring picture I.D. and a #2 pencil.**

Mon., 2/22; 8:30 am - 5:00 pm  
District Board Room. . . . . \$159  
3401 CSM Drive, San Mateo

Mon., 4/25; 8:30 am - 5:00 pm  
District Board Room. . . . . \$159  
3401 CSM Drive, San Mateo

**Passport to Sommelier  
Certificate Program**  
See Page 29 for Details

## COMPUTERS & TECHNOLOGY



### iPhones, iPads, & 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, and install the best apps to make your iPhone or iPad more useful for your needs. Bob Cohen has years of experience in the complex high tech security industry consulting practice.

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

Sat., 4/2; 9:00 am - 12:00 pm  
 CSM, Bldg. 14, Rm. 117. . . . . \$49

### 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.

Note: Computer Lab using PC.

4 Sat., 1/30-2/27; 1:00 - 3:00 pm (No class 2/13)  
 Cañada College, Bldg. 5, Rm. 123. . . . . \$79

4 Sat., 4/23-5/14; 1:00 - 3:00 pm  
 CSM, Bldg. 14, Rm. 101. . . . . \$79

### Introduction to Microsoft Word

Learn how to use Microsoft Word correctly from the beginning during this hands-on class! MS Word is the most popular word processing software on the market. You will learn how to create and enhance a document with formatting, bullets, numbered lists and much more. Learn tips and tricks to make document creation easy and fast. Instructor Hilda Sendyk is an experienced Microsoft applications Learning & Development specialist. *Basic computer skills required. Bring a flash drive.*

Materials Fee: \$15 payable to instructor in class for course manual with quick reference sheets.

Sat., 2/20; 9:00 am - 4:00 pm (1 hour lunch break)  
 CSM, Bldg. 14, Rm. 101. . . . . \$75

### MS Word for Writers — An Intermediate/Advanced Class for Writers of Books, Long Documents, Manuals & Reports

Become an MS Word master user. Learn how to generate any kind of long document, create a Table of Contents automatically, insert graphics, add headers and footers properly, use Styles, and understand the use of Sections. This class will help you gain time and work efficiently once you understand how to use it effectively to fulfill your writing and document production needs. Instructor Hilda Sendyk is an experienced Microsoft applications training specialist. Prerequisite: an Introduction to MS Word class or experience using MS Word. *Bring a flash drive (optional).*

Note: Computer Lab using PC.

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

Sat., 2/27; 9:00 am - 1:00 pm  
 CSM, Bldg. 14, Rm. 101. . . . . \$69

### Beginning MS Excel

Learn how to use MS Excel during this hands-on class! Excel is the most popular and powerful spreadsheet application for data analysis. You will learn how to create and format spreadsheets, use basic functions to calculate and analyze data, and how to print professional-looking reports for business needs. MS Excel is required knowledge for most jobs today. Instructor Hilda Sendyk is an experienced Microsoft applications training specialist. *Basic computer skills required. Bring a flash drive (optional).*

Note: Computer Lab using PC.

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

Sat., 2/6; 9:00 am - 4:00 pm (1 hour lunch break)  
 CSM, Bldg. 14, Rm. 101. . . . . \$75



**MS Excel — Beyond the Basics**

Take your basic Excel know-how to the next level in this hands-on class. You will learn how to use more Excel functions, work with Excel's data management and organizing features, analyze data using pivot tables, and create charts to display data in a visual and graphic manner. This class is taught by Hilda Sendyk, an experienced Microsoft applications Learning & Development specialist. *Basic MS Excel skills required. Bring a flash drive (optional).*

Note: Computer Lab using PC.  
Materials Fee: \$15 payable to instructor in class.  
Sat., 4/2; 9:00 am - 4:00 pm (1 hour lunch break)  
CSM, Bldg. 14, Rm. 101. . . . . \$69

**QuickBooks 2015 Basics**

Discover how QuickBooks make it easy 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.

Note: Computer Lab using PC.  
2 Sat., 5/7 & 5/14; 9:00 am - 4:00 pm  
CSM, Bldg. 14, Rm. 103. . . . . \$159




**MS Office Power Tips (for Word, Excel, PowerPoint, & Outlook)**

Become a powerful, more efficient Office applications (Word, Excel, PowerPoint) user! Learn easy-to-use expert tips and increase your productivity. Employ your talents to generate better work products in less time, rather than fighting the ribbon and other software complexities. Create/edit a Word, Excel, or PowerPoint file faster and more accurately. Use automation tips and shortcuts to allow more time for creativity and spend less time at work! Instructor Hilda Sendyk is an experienced Microsoft applications training specialist. Prerequisite: an Introduction class in at least one of these MS Office applications or experience using at least one application. *Bring a flash drive (optional).*

Note: Computer Lab using PC.  
Materials Fee: \$15 payable to instructor in class.  
Sat., 3/19; 9:00 am - 1:00 pm  
CSM, Bldg. 14, Rm. 101. . . . . \$69



 The following online Computer courses are available **anytime** & begin monthly for a \$160 tuition fee:

- **Advanced Microsoft Excel 2013**
- **Introduction to Microsoft PowerPoint 2013**
- **Introduction to SQL**
- **Creating Web Pages**
- **Designing Effective Websites**

Visit our website at [www.ed2go.com/cc](http://www.ed2go.com/cc) to register for & see ALL of our offerings (hours & fees vary)!

**CORPORATE EDUCATION**

**Education That Works**

If you're looking for classes your supervisors and managers can take to grow their skills, an ongoing training relationship to help you create a culture of learning and development at your company, or you'd simply like to request a one-time workshop to meet a particular need, our Corporate Education team can help you achieve your objectives in a way that aligns with your goals and objectives through performance improvement solutions and a full range of supervisory and managerial classes, customized training and related business services.

Call (650) 574-6179 or email [bissellj@smccd.edu](mailto:bissellj@smccd.edu) today to speak with Jonathan Bissell, Director of Community, Continuing and Corporate Education, about how we can help you.

## LEGAL & FINANCIAL PLANNING

### 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., 4/2 & 4/9; 12:30 - 4:45 pm  
Cañada College, Bldg. 13, Rm. 117. . . . . \$55

2 Sat., 4/16 & 4/23; 12:30 - 4:45 pm  
CSM, Bldg. 16, Rm. 106. . . . . \$55

**Save \$11! Call us to register with a friend for only \$99**



*“Passport to Retirement was a really excellent class. David is very knowledgeable and a personable presenter.”*

— Connie Sutton  
*Passport to Retirement*

*“The one on one session was a deciding factor for me taking the class.”*

— Anne Cano  
*Passport to Retirement*

*“David got me to start this retirement planning process.”*

— Ed Rivera  
*Passport to Retirement*



### Financing Your New Home

Are you thinking of buying a new home? A home is not the most expensive thing you will ever pay for — your mortgage is. The difference between making wise, well-informed choices and making poor choices can mean tens of thousands of dollars over the next 30 years — money that you will either pay to the bank or keep for yourself. This class examines credit and financial preparation for buying a home, your options for where to get your mortgage, types of mortgages, the tradeoff between price and interest rates, disclosures, and finally debt management strategies to pay off your loan faster. This class will save you tens of thousands of dollars (literally) over the life of your loan. Course text is “The Loan Guide: How to Get the Best Possible Mortgage.” The book retails for \$24.88, and is available on Amazon with almost all 5 star reviews. The instructor, Casey Fleming-mortgage advisor & author, will provide students the book directly at a steep discount from retail.

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

3 Wed., 1/27-2/10; 6:30 - 8:30 pm  
CSM, Bldg. 14, Rm. 116. . . . . \$55



## 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., 1/26-1/27; 6:30 - 8:30 pm  
CSM, Bldg. 18, Rm. 302. . . . . \$55

### 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., 3/19; 1:00 - 4:30 pm  
CSM, Bldg. 14, Rm. 115. . . . . \$59

### Refinancing Your Mortgage

Are you thinking of refinancing? A home is not the most expensive thing you will ever pay for — your mortgage is. The difference between making well-informed choices and making poor choices is tens of thousands of dollars over the next 30 years — money that you will either pay to the bank or keep for yourself. This class examines why you want to refinance and how to know if it will benefit you. We examine your options for where to get your mortgage, types of mortgages, the tradeoff between price and interest rates, and finally debt management strategies to pay off your loan faster. This class will save you tens of thousands of dollars (literally) over the life of your loan. Course text is "The Loan Guide: How to Get the Best Possible Mortgage." The book retails for \$24.88, and is available on Amazon with almost all 5 star reviews. The instructor will provide students the book directly at a steep discount from retail.

Materials Fee: \$15 payable to instructor in class.  
3 Wed., 2/17-3/2; 6:30 - 8:30 pm  
CSM, Bldg. 14, Rm. 116. . . . . \$59

### All About Reverse Mortgages

10,000 baby-boomers turn 62 every day, making them eligible for a reverse mortgage. 35% of retirees rely entirely on Social Security for their income. But you're not a statistic — you're a senior on a fixed income and you need cash. But stories about seniors being taken advantage of are all around. All you need to know is three things: A reverse mortgage is not automatically a good deal in every situation; To protect yourself you need to understand the terms and the strategy involved in getting a reverse mortgage. This class will help you understand how to protect yourself and make a well-informed decision about your options. Course text is "The Loan Guide: How to Get the Best Possible Mortgage." The book retails for \$24.88, and is available on Amazon with almost all 5 star reviews. Instructor, Casey Fleming, mortgage advisor & author, will provide students the book directly at a steep discount from retail.

Materials Fee: \$15 payable to instructor in class.  
3 Tues., 4/26-5/10; 6:30 - 8:30 pm  
CSM, Bldg. 14, Rm. 116. . . . . \$79



### Financing Major Home Improvements

Remodeling is booming, especially in Silicon Valley. Many families are finding that it is less expensive to remodel or expand their home than to sell and buy up, and they get exactly what they want. But unless you have a ton of cash, you'll have to figure out how to finance your home improvements and then how to pay them off. This class explores financing options and the risks, costs, and benefits of each, enabling students to make well-informed decisions and save thousands of dollars in financing costs (that you will no doubt spend on improvements instead). The course is taught by instructor Casey Fleming, mortgage advisor & author.

Materials Fee: \$15 payable to instructor in class.  
3 Wed., 3/9-3/23; 6:30 - 8:30 pm  
CSM, Bldg. 14, Rm. 116. . . . . \$79

## NON-PROFITS



*New!*

### Non-Profit Leadership Certificate Program

Created in partnership with the Center for Excellence in Nonprofits, the Non-Profit Leadership Certificate Program is a not-for-credit certificate program intended for executives, managers and emerging professionals from the non-profit sector who wish to enhance their ability to lead and inspire. The goal of this program is to foster highly effective leaders and vibrant nonprofits that transform the quality of life in our communities. More specifically, this program intends to foster leaders who are able to sustain themselves and their organizations, improve the leadership capabilities of the executive, board and staff, and develop a strong pipeline of future leaders. This 13-week program will be comprised of 39 total required hours, including 30 hours of core course content and 9 hours of special topic content. All core courses and special topics will be taught by experienced subject matter experts and practitioners.

**CORE COURSES:** Core courses will be six (6) hours in length and will be taught in two 3-hour sessions. Courses will include a combination of lecture, discussion and in-depth exploration of expert-led case studies designed to give nonprofit leaders and emerging leaders the opportunity to explore their leadership style and strengths while exploring practical ways to more effectively achieve their organization's mission.



- **Leadership** (6 hours): Get ready to learn how to make the shift from individual contributor to leader, how to navigate the difference between managing and leading, how to hone your leadership, and how to increase your impact by building and managing a strong team.
- **Financial Leadership** (6 hours): You will learn to understand the unique aspects of nonprofit financials and to use this information to create greater financial stability for your organization.
- **Strategic Development & Operational Planning** (6 hours): You will learn the core principles of creating and casting your vision, how to create a strategic framework for implementation and assessment, and how to build capacity through efficient and effective operational planning.
- **Fund Development** (6 hours): You will learn comprehensive, proven fundraising concepts and principles incorporating the latest research. At the same time, you will learn specific tools and techniques that enable and empower fundraisers to effectively plan and manage developmental efforts as they relate to overall strategic vision of the organization, including both the horizontals and verticals of fundraising.

- **Governance** (6 hours): One of the key determinates of a successful nonprofit is the relationship between the board and staff. In this course you will learn about the role and responsibilities of a nonprofit board of directors, how build a board to meet your strategic vision and how to engage your board members.

**SPECIAL TOPICS:** Special topics will be three (3) hours in length and will be taught in one session using lecture and discussion format.

- **Marketing & Social Media for Non-Profits**
- **Measuring Impact:** How to measure your impact for funders
- **Technology & Nonprofits:** How to get the most out of all the "free" resources available to nonprofits

Taught by CEN Staff, Amari Romero Thomas, Ira Holtzman, Annette Eros, and Ned Barnholt.

13 Tues., 2/2-5/3; 6:00 - 9:00 pm (No class 3/29)  
CSM, (classroom to be assigned). . . . . \$975



## PROFESSIONAL CERTIFICATIONS

*New!*

### Clinical Medical Assistant Program — Live Offering!

This program is intended for students who want to prepare for an exciting, challenging and rewarding career in healthcare. This program will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes among other things preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy and the cardiac life cycle. Students will review important topics including phlebotomy, pharmacology, the proper use and administration of medications, taking and documenting vital signs, cardiology including proper lead placements, a professional workplace behavior, ethics and the legal aspects of healthcare. This program includes 140 hours of classroom lecture and hands on labs and a clinical externship opportunity at a local healthcare provider. To be eligible for the clinical rotation, students must successfully complete the 140 hour program, submit to a thorough background check, drug screening and meet other requirements.

**Note:** Upon successful completion of this program, students would be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination.

14 Tues./Thurs. Evenings, 2/23-4/28;  
from 6:00 - 9:30 pm

6 Sat., 3/5, 3/19, 4/2, 4/16, 4/30 & 5/14;  
from 9:00 am - 4:30 pm

Externship - 160 hours

CSM, Bldg. 18, Rm. 305. . . . . \$2,599



### Pharmacy Technician Program — Live Offering!

This comprehensive 55 hour program will prepare students to work as a pharmacy technician in a retail or other pharmacy setting and to take the Pharmacy Technician Certification Board's PTCB exam. Those who successfully pass the exam would be eligible to obtain a license to practice as a Pharmacy Technician in the State of California.

- All students will be scheduled with an 80 hour externship upon completion of their classroom portion of the course.
- National Certification: Students would be eligible to the Pharmacy Technician Certification Board (PTCB) national certification exam.

10 Sat., 2/20-4/30; 9:00 am - 3:30 pm  
(No class 3/26)

Externship - 80 hours

CSM, Bldg. 14, Rm. 202. . . . . \$1,699



#### Attend Our Free 1 Hour Information Session Wednesday, January 27th from 6:30 - 7:30 pm

Call Julie Elmquist at (650) 574-6149 to sign up for this 1 hour presentation to learn about a Clinical Medical Assistant (CMA) career and our live CMA class beginning Tuesday, February 23rd, 2016! The class instructor will be on hand to present an overview of this dynamic program and answer any questions that you might have!

#### Attend Our Free 1 Hour Information Session Wednesday, January 20th from 6:30 - 7:30 pm

Call Julie Elmquist at (650) 574-6149 to sign up for this 1 hour presentation to learn about a Pharmacy Technician career and our live Pharmacy class beginning Saturday, February 20th, 2016! The class instructor will be on hand to present an overview of this dynamic program and answer any questions that you might have!




*New!*

**Online E-Learning Healthcare Courses!**

Community, Continuing and Corporate Education is pleased to announce the availability of our new online e-learning healthcare courses! These courses are highly interactive and provide students with an enriched learning experience. Each course includes:

- Payment plan availability for **11 months no interest charge**
- 24 hour a day instructor support & course mentors
- Engaging labs, student exercises & course videos
- All textbooks, workbooks & student materials
- A new “Secure Student Website” – including career resources & other training
- Career building exercises, resume writing tips, interview techniques, etc.
- Career mentors – there to help students take the next step in their career!
- Other skills training including lifelong learning skills, healthcare review, etc.
- **Ask us about national or state certification & clinical externship opportunities** provided with some of these courses!



 The following online Healthcare courses are available **anytime!** Course fees include textbooks, workbooks, and related course materials (hours and fees vary).

**Pharmacy Technician Training**

**Open enrollment. . . . . \$1,299**

**Clinical Medical Assistant Program**

**Open enrollment. . . . . \$2,499**

**EKG Technician Program**

**Open enrollment. . . . . \$1,299**

**Electronic Health Record Management Program**

**Open enrollment. . . . . \$1,299**

Visit our website at [www.healthtoday.com/smccd](http://www.healthtoday.com/smccd) to experience a Course Demo and to learn more about these exciting new programs!

For **additional information**, please contact Community Education Coordinator Julie Elmquist at (650) 574-6149 or [elmquistj@smccd.edu](mailto:elmquistj@smccd.edu) or call toll-free 1-888-963-5967.



## HEALTH & WELLNESS



### 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.

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

Sat., 3/12; 8:00 am - 6:00 pm  
CSM (classroom to be assigned). . . . . \$109

*"Liked Mike's real world knowledge."*

— Jon Suzukawa  
*Personal Fitness Certification*

### 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.

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

Sun., 3/13; 8:00 am - 6:00 pm  
CSM (classroom to be assigned). . . . . \$109

### Sleep Better Through Mind-Body Techniques

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.

Materials Fee: \$6 optional fee payable to the instructor in class for handouts.

Sat., 2/6; 1:00 - 4:00 pm  
CSM, Bldg. 14, Rm. 115. . . . . \$49

Sat., 4/9; 1:00 - 4:00 pm  
CSM, Bldg. 14, Rm. 115. . . . . \$49



### 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.

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

Sat., 4/9; 10:00 am - 1:00 pm  
CSM, Bldg. 14, Rm. 213. . . . . \$49

*"Carol knows so much! She brought lots of amazing supporting material books, pamphlets, and oils."*

— Cynthia James  
*Using Essential Oils to Promote Your Well-Being*

## FITNESS & RELAXATION

### 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 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., 2/16-3/10; 7:30 - 9:00 pm  
CSM, Bldg. 8, Rm. 202. . . . . \$145

8 Tues./Thurs., 4/12-5/5; 7:30 - 9:00 pm  
CSM, Bldg. 8, Rm. 202. . . . . \$145

### 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 Thurs., 3/17-3/31; 6:30 - 8:00 pm  
CSM, Bldg. 8, Rm. 203. . . . . \$55

### White Collar Boxing

Perfect for early rising clientele looking to gain an edge or excel in the workplace, our recreational White Collar boxing program will have you hit the ground running. Executing the skills and drills of champions both past and present, learn stance, footwork, and striking technique to employ explosive combinations on heavy bags and mitts for a serious calorie burn. Instructor/ Executive Director Nick Bellafatto is a USA Boxing Inc./California State Athletic Commission registered coach with over 20 years experience running competitive and recreational programs.

Materials Fee: \$40 payable to instructor in class. Includes training gloves and hand wraps.

11 Mon., 1/25-4/11; 6 - 7 am (No class 2/15)  
Peninsula Boxing & Fitness. . . . . \$84  
2860 Spring St. Unit 1, Redwood City, CA 94063

11 Mon., 4/18-7/11; 6 - 7 am (No class 5/30, 7/4)  
Peninsula Boxing & Fitness. . . . . \$84  
2860 Spring St. Unit 1, Redwood City, CA 94063

### Ladies Night Boxercise - It's a Hit!

Ladies, get your groove back in recreational boxing fitness classes run exclusively for women. Employ explosive combinations on heavy bags and mitts for a super calorie burn, while providing a total body conditioning workout interval training figures into the mix to enhance muscle tone, as well as build the ultimate in strength, stamina, and core stability. Cool down and flexibility follows to conclude what is an awesome workout. Instructor Callie Strawn is a USA Boxing Inc. registered instructor with over 5 years of teaching experience.

Materials Fee: \$40 payable to instructor in class. Includes training gloves and hand wraps.

11 Mon., 1/25-4/11; 6:30 - 7:30 pm (No class 2/15)  
Peninsula Boxing & Fitness. . . . . \$84  
2860 Spring St. Unit 1, Redwood City, CA 94063

11 Mon., 4/18-7/11; 6:30 - 7:30 pm  
(No class 5/30, 7/4)  
Peninsula Boxing & Fitness. . . . . \$84  
2860 Spring St. Unit 1, Redwood City, CA 94063

### Tai Chi for Fitness & 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., 1/13-3/9; 7:00 - 8:30 pm  
CSM, Bldg. 8, Rm. 203. . . . . \$89

9 Wed., 3/16-5/11; 7:00 - 8:30 pm  
CSM, Bldg. 8, Rm. 203. . . . . \$89

6 Wed., 5/18-6/22; 7:00 - 8:30 pm  
CSM, Bldg. 8, Rm. 203. . . . . \$59

### Intermediate Tai Chi & 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., 1/13-3/9; 7:30 - 9:00 pm  
CSM, Bldg. 8, Rm. 203. . . . . \$89

9 Wed., 3/16-5/11; 7:30 - 9:00 pm  
CSM, Bldg. 8, Rm. 203. . . . . \$89

6 Wed., 5/18-6/22; 7:30 - 9:00 pm  
CSM, Bldg. 8, Rm. 203. . . . . \$59

DANCE

Country Western Dance

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. Jeanette Feinberg, a graceful dance instructor, has taught line dancing for over 15 years. She is assisted by her husband, Bernie. No partner needed. No dance experience required.

7 Tues., 3/1-4/19; 7:00 - 8:00 pm (No class 3/29)  
CSM, Bldg. 8, Rm. 203. . . . . \$69

*“Everyone is very friendly - instructors are very helpful.”*

— Annette Saunders  
Country Western 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., 1/23-3/26; 9:45 - 11 am (No class 2/13, 2/27)  
CSM, Bldg. 8, Rm. 203. . . . . \$99

8 Sat., 4/2-5/21; 9:45 - 11 am  
CSM, Bldg. 8, Rm. 203. . . . . \$99



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 Thurs., 1/21-3/17; 6:30 - 7:30 pm  
CSM, Bldg. 8, Rm. 203. . . . . \$99

*“Please have Ken Chin teach more Salsa! He is one of the best teachers I’ve ever had.”*

— Omar Mousa  
Sensational Salsa Dancing

*“Saturday is the highlight of the week for me. Thank you [Mili Aranda] so much for your teaching!”*

— Ayako Tsutsui  
Graceful Hawaiian Hula

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., 1/23-3/26; 11:00 am - 12:15 pm  
(No class 2/13, 2/27)  
CSM, Bldg. 8, Rm. 203. . . . . \$99

8 Sat., 4/2-5/21; 11:00 am - 12:15 pm  
CSM, Bldg. 8, Rm. 203. . . . . \$99

## LANGUAGES

### 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. Sandra Nalls has been integrating ASL into her life for 25 years.

\*No previous skills necessary.

6 Wed., 1/20-3/2; 6:30 - 8 pm (No Class 1/27)  
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. Suggested prerequisite for this course is ASL — Beginning I.

6 Wed., 3/16-5/4; 6:30 - 8 pm (No class 3/30, 4/6)  
CSM, Bldg. 14, Rm. 215. . . . . \$89

### 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)\*.

\*Available at CSM and other bookstores.

6 Sat., 1/23-3/5; 10 am - 12 pm (No class 2/13)  
CSM, Bldg. 18, Rm. 201. . . . . \$129

### 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: Rochester, *Easy French Step-by-Step* from McGraw Hill (2009)\*.

\*Available at CSM and other bookstores.

6 Sat., 3/12-4/23; 10 am - 12 pm (No class 3/26)  
CSM, Bldg. 18, Rm. 201. . . . . \$129

*"I liked Madame Carter's sense of humor, depth of knowledge, singing."*

— Anne Schnobelen  
*French I & II*

### 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 and games. Students will practice language skills by sharing a memorable Italian meal.

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

12 Tues., 2/2-4/26; 7 - 9 pm (No Class 3/29)  
CSM, Bldg. 14, Rm. 117. . . . . \$209

*"I liked the teacher's enthusiasm, knowledge, love of the subject, and sense of humor."*

— Kathleen Rogers  
*Instant Italian!*



### Beginning Chinese Conversational

“Let’s speak Chinese!” Beginning Chinese is designed for beginners who are novices or have some experience in Chinese. You will learn basic daily expressions and topics such as greeting, shopping, ordering food, asking for directions and time, etc. The instructor, Lucy Sui, originally from Beijing, will have you experience the local color of Beijing, to include; scenic spots, traditional food and customs. The goal of the class is to build toward allowing students to demonstrate the language in meaningful and unrehearsed ways that demonstrate that they are able to use what they have learned. Required text: Yong Ho, Beginner’s Chinese (with audio CDs) from Hippocrene Book, Inc.

7 Sat., 1/23-3/12; 10 am - 12 pm (No class 2/13)  
CSM, Bldg. 14, Rm. 215. . . . . \$136

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*“Teaching Chinese to new students is not easy - but Lucy pulled it off with her enthusiasm and excellence. She brought cultural items to class (ink & brushes, etc.) to entertain, reviewed previous lessons and shared PowerPoints with embedded sound tracks or phrases - extremely helpful. This class was a great experience.”*

— Jonathan Harton  
*Beginning Chinese Conversational*

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### 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 Thurs., 3/24-5/5; 7:00 - 8:30 pm  
CSM, Bldg. 14, Rm. 115. . . . . \$119

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*“Machiko is very approachable. The tea ceremony was great.”*

— Jordan Harband  
*Conversational Japanese*

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### 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. Maria Aviles, a dedicated and energetic instructor, has taught Spanish for over 20 years. No previous knowledge of Spanish is required.

Materials Fee: \$20 payable to instructor in class.  
7 Sat., 1/23-3/12; 10:00 - 11:30 am (No class 2/13)  
CSM, Bldg. 14, Rm. 206. . . . . \$129


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### Spanish — Intermediate

Build on your basic knowledge of the language and gain more confidence as you explore more complex grammatical structures and improve your listening and reading ability. Whether your goal is to communicate at work, for fun, or for travel, Maria Aviles will guide you in a most supportive way.

Materials Fee: \$20 payable to instructor in class.  
7 Thurs., 1/21-3/3; 6:30 - 8:00 pm  
CSM, Bldg. 14, Rm. 206. . . . . \$129

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 The following online Spanish 6-week courses are available anytime & begin monthly for a \$160 tuition fee:

- Spanish in the Classroom
- Spanish for Medical Professionals
- Spanish for Law Enforcement Professionals
- Speed Spanish I/II/III

Visit our website at [www.ed2go.com/cce](http://www.ed2go.com/cce) to register for & see ALL of our offerings (hours & fees vary)!

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ARTS & CRAFTS

**Learn to Draw**

Discover how fun and easy it is to draw. Instructor Nobuyuki Kaji, who has worked as an art director for architecture and graphic design firms, will teach you step by step, the basic drawing using charcoal pencil. *Bring 19"x 24" news print pad (rough) and charcoal pencils.*

6 Thurs., 1/28-3/3; 6:30 - 8:30 pm  
 CSM, Bldg. 4, Rm. 241. . . . . \$89

6 Thurs., 3/17-4/21; 6:30 - 8:30 pm  
 CSM, Bldg. 4, Rm. 241. . . . . \$89



*"This was a fun class to take. I would take it again or another class with the same instructor [Nobuyuki Kaji]."*

— Katie Newkirk  
*Drawing in Color*

**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 pencil set and water color paper pad 8"x 10" or 9"x 14".*

6 Wed., 1/27-3/2; 6:30 - 8:30 pm  
 CSM, Bldg. 4, Rm. 241. . . . . \$89

6 Wed., 3/16-4/20; 6:30 - 8:30 pm  
 CSM, Bldg. 4, Rm. 241. . . . . \$89

*"Nobuyuki is a challenging and encouraging instructor."*

— Kathy Irwin  
*Drawing in Color*

**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 8.5"x10" or bigger sketch pad and 3B to 6B pencils.*

6 Mon., 1/25-2/29; 6:30 - 8:30 pm (No class 2/15)  
 CSM, Bldg. 4, Rm. 137. . . . . \$89

6 Mon., 3/14-4/18; 6:30 - 8:30 pm  
 CSM, Bldg. 4, Rm. 137. . . . . \$89

*"Nobu offers different perspectives about art; the class sessions are always interesting and fresh. He is an inspiring, enthusiastic teacher."*

— Michael Kenny  
*Easy Pencil Sketching*



*"Fun, relaxing 2 hours of drawing."*

— Mark Pearcy  
*Easy Pencil Sketching*



### Beginning & Intermediate 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. Supplies not included. A supply list will be provided before the first class on our website in the class description.

8 Mon., 1/25-3/21; 6:00 - 8:30 pm (No class 2/15)  
CSM, Bldg. 4, Rm. 241. . . . . \$140

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*"Very helpful for me to get started. Thank you."*

— Tak Miyake  
*Beginning & Intermediate Watercolor Painting*

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### Tantalizing Topiary-Style Floral Design\*

Unleash your creative power and brighten your day with flowers! Create a beautiful topiary-style arrangement of fresh spring flowers perfect for a gift, the office, or your home. Learn about selection, care and handling of fresh flowers, design color theory, and basic flower arranging skills. Certified floral designer Liane Benedict will share tips and tricks of professional florists. Please register at least 3 days before class. *\*Bring clippers or a floral knife.*

Materials Fee: \$20 payable to instructor in class.  
Sat., 3/5; 2:00 - 4:30 pm  
CSM, Bldg. 4, Rm. 139. . . . . \$45

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*"Liane is fabulous!"*

— Vivian Kim  
*Tantalizing Topiary-Style Floral Design*

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### 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. Supplies not included. A supply list will be provided before the first class on our website in the class description.

16 Wed., 2/3-5/18; 6:30 - 9:00 pm  
CSM, Bldg. 4, Rm. 111. . . . . \$135

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*"Dmitry took the time to explain and show us how to do things."*

— Natercia Hack  
*Oil Painting*

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### Contemporary 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 Tues., 3/22-4/26; 6:00 - 9:00 pm  
CSM (classroom to be assigned). . . . . \$99

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*"Lillian is very congenial and encouraging. The course is stress relieving and meditative."*

— Linda Kuhli  
*Contemporary Chinese Brush Painting*

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*New!*

**Springtime Fiber Arts**

Come have some fun this spring with some knitting, crocheting and embroidery! We will knit a springtime bunny and crochet an Easter egg or little chick. Then we will embellish our projects by embroidering them with yarn. This class is designed for the beginner and intermediate knitter or crocheter. If you already know the basics, you will learn new techniques and have fun in a creative group environment! Erin Laser is a lawyer turned addicted knitter and fiber arts enthusiast, who thoroughly enjoys teaching and learning from adults and children of all ages through her classes and summer camps.

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

7 Mon., 3/7-4/25; 6:30 - 8:30 pm (No class 4/4)  
 CSM, Bldg. 14, Rm. 215. . . . . \$125



*New!*

**Re-purposing Your Furniture!**

Wondering what to do with grandma’s old table or that special chair you found at the flea market? In this 4 hour workshop the instructor will supply you with the paint, stain, brushes, tools and technique to create a new piece you will be proud to display in your home. Bring a small piece of furniture such as a small table or a chair, a framed mirror, nightstand (something you can carry yourself) to transform! The class size has been limited to provide one-on-one attention to each student. Class will cover several different techniques so you will have a wide variety of options of how you can transform your piece. It will vary from Shabby Chic, to a variety of stain techniques, to special effects (stencils) to modern Restoration Hardware looks. When you are finished your piece will be ready to carry home and show off to your family and friends. Mychelle Fitzgerald has been teaching since 2006 and owns a furniture business where she has repurposed 1000’s of furniture pieces for resale!

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

Sat., 4/2; 10:00 am - 2:00 pm  
 CSM (classroom to be assigned). . . . . \$95



**You Can Sew!\***

Come learn the essential sewing techniques from a couture designer and dressmaker Leila Van Dyke. You will learn how to measure yourself, adjust ready patterns, make patterns for simple projects such as aprons, placemats, pillow cases, etc. Instruction is based on individual student projects. You must be comfortable with hands on sewing activities and familiar with your machine. Leila Van Dyke has been designing and making couture gowns and clothing in her Marina district studio for 33 years. Supplies not included. A supply list will be provided before the first class on our website in the class description. *\*Bring a sewing machine.*

7 Wed., 2/24-4/13; 6:30 - 8:30 pm (No class 3/30)  
 CSM, Bldg. 14, Rm. 213. . . . . \$169

MUSIC

**Beginning Music Reading for Instruments & 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 three decades.

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

Sat., 2/27; 9:30 am - 1:00 pm  
 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., 2/27; 1:30 - 5:00 pm  
 CSM, Bldg. 14, Rm. 213. . . . . \$59

**Ukulele — Fun & 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's "I'm Yours." Hiram Bell is a world-renowned music teacher and performer. No musical experience needed. All ages welcome. *\*Bring a ukulele.*

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

6 Sat., 1/23-3/5; 1:00 - 2:30 pm (No class 2/13)  
 CSM, Bldg. 5, Rm. 354. . . . . \$119

6 Sat., 6/4-7/16; 1:00 - 2:30 pm (No class 7/2)  
 CSM, Bldg. 5, Rm. 354. . . . . \$119

*"Friendly teacher, clear explanations, energetic, enthusiastic presentation."*

— Eric Cummings  
*Instant Piano for Hopelessly Busy People*

**Ukulele — Fun & 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. *\*Bring a ukulele.*

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

6 Sat., 4/2-5/7; 1:00 - 2:30 pm  
 CSM, Bldg. 5, Rm. 354. . . . . \$119

6 Sat., 7/16-8/20; 1:00 - 2:30 pm  
 CSM, Bldg. 5, Rm. 354. . . . . \$119



**Magic Flutes, Flute Orchestra\***

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

12 Thurs., 2/4-4/28 (No class 3/24)  
 5:30 - 7:30 pm intermediate  
 6:30 - 8:30 pm advanced  
 CSM, Bldg. 2, Rm. 110. . . . . \$159

*"Sound advice about how to hang in there...plus I LOVE Hiram's sense of humor. Gem of a teacher!!!"*

— Vivian Aldridge  
*Ukulele II*

**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. *\*Bring a guitar.*

7 Sat., 1/30-3/19; 10:30 am - 12:00 pm  
 (No class 2/13)  
 CSM, Bldg. 5, Rm. 352. . . . . \$129

**Fun with Guitar II\***

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

7 Sat., 4/2-5/14; 10:30 am - 12:00 pm  
 CSM, Bldg. 5, Rm. 352. . . . . \$129

*“Very comfortable - easy to ask questions.”*

— Kari Hosmer  
*Fun with Guitar II*

**Fun with Guitar III\***

Continue to learn and enjoy playing guitar while practicing blues, classical, pop, rock and folk music. Taught by Doug Cameron, this is perfect for those who have taken *Fun with Guitar II*, or for guitar players who have some music-reading ability. *\*Bring a guitar.*

7 Sat., 1/30-3/19; 12:30 - 2:00 pm (No Class 2/13)  
 CSM, Bldg. 5, Rm. 352. . . . . \$129

7 Sat., 4/2-5/14; 12:30 - 2:00 pm  
 CSM, Bldg. 5, Rm. 352. . . . . \$129

**Learn to Play Guitar in a Day!\***

“Learn to Play Guitar in a Day!” was created by Instructor Marlene Hutchinson (as seen on PBS TV), and 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. *\*Bring a guitar.*

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., 4/9; 10:00 am - 3:00 pm  
 CSM, Bldg. 5, Rm. 290. . . . . \$69

*“Quick and informative. Immediate takeaways!”*

— Blake Reinhardt  
*Learn to Play Guitar in a Day!*



## PHOTOGRAPHY

### 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 highlighting the theme of spring on the Peninsula. Gain artistic and technical skills while taking outdoor pictures in bright sunshine, in shade and at dusk as you learn to work with available light. The night shoot starts at dusk and advances into the dark of night opening up a new way of looking at the light in our man-made and natural environment. We will get together after everyone finishes their post-processing for a critique to see what everyone produced. *\*Bring your camera and manual.*

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

4 Sat., 4/2-4/16 & Critique Date TBD in class

1st class: 9:00 am - 12:00 pm


2nd class: 7:30 - 10:00 am

3rd class: 6:30 - 9:30 pm

4th class: TBD

CSM, Bldg. 14, Rm. 117. . . . . \$85



 The following online Photography 6-week courses are available anytime & begin monthly for a \$160 tuition fee:

- **Mastering Your Digital SLR Camera**
- **Secrets of Better Photography**
- **Travel Photography**
- **Introduction to Photoshop Courses (Choose from: CC, CS5 or CS6)**
- **Intermediate Photoshop Courses (Choose from: CC or CS6)**
- **Photoshop for the Digital Photographer (Either: CC, CS5 & CS6)**

Visit our website at [www.ed2go.com/cce](http://www.ed2go.com/cce) to register for & see ALL of our offerings (hours & fees vary)!



*“Peninsula Photography Field Trips is an excellent course! Marty is an enthusiastic instructor and is very encouraging. I wish it could go on forever.”*

— Lahfat Apatira  
Peninsula Photography Field Trips

*“Marty is very informative, helpful, dedicated to teaching, and goes above and beyond to help her students.”*

— Aparna Rao  
Peninsula Photography Field Trips

## AQUAPONICS



Aquaponics is an agricultural method combining AQUACULTURE (fish farming) with HYDROPONICS (plant farming without soil). Aquaponics is a closed-loop, recirculating, and sustainable practice that allows high-density production of both fish and plants. The fish provide natural fertilizer to the plants, and the plants clean the water to be returned to the fish. Aquaponics is simple and quick to get Organic Certification, commercially viable, and holds real promise for urban farming and local food security, while using up to 99% less water than conventional methods.

Classes will be taught by Jon Parr, an aquaponics enthusiast and teacher with a background in construction, architecture, mechanical design, and commercial farming. Jon is an innovator in the field of aquaponics, and is a popular speaker and teacher at farming venues.



### Aquaponics 1: Introduction

Intro to Aquaponics is a class covering the principles behind aquaculture, hydroponics, and the bacterial overlap between the two, including nitrification, nutrient availability, cycling procedure, and system design. Day 1 will predominately be presentation, question and answer, and design practice. Included with the class is an aquaponics workbook, troubleshooting guide, and a complete aquaponics system plan. *Please bring your own lunch.*

Sat., 1/30; 8:30 am - 5:00 pm  
CSM, Bldg. 14, Rm. 205. . . . . \$199

### Aquaponics 2: Construction

Aquaponics 2 is predominately an analysis of system components and operation, a hands-on dissection and walk-thru of several aquaponic systems, followed by a hands-on construction of a patio-sized aquaponics system. Aquaponics 1 is a recommended prerequisite for this class. Included with the class is an aquaponics workbook, troubleshooting guide, and a complete aquaponics system plan. *Please bring your own lunch.*

Sat., 2/6; 8:30 am - 5:00 pm  
CSM, Bldg. 4, Rm. 241. . . . . \$199

## HOME DESIGN/LANDSCAPING

### 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., 4/2-4/16; 10:00 am - 12:00 pm  
CSM, Bldg. 14, Rm. 206. . . . . \$79

*“Beryn knows her stuff! Great instructor with extensive career/life experience to share. Would definitely take a class with her again.”*

— Irene Webster  
*Secrets of Home Interior Decorating*



### Home Decorating Detail in Depth

In Beryn's other courses you'll have learned the basics of interior decorating, color, and how to accessorize a room to get that "wow" factor in your home, and/or learned about how to choose products and work with contractors when you remodel your kitchen or bath. In this course you'll go into greater depth with your understanding about lighting, flooring and carpeting, fireplaces, and window treatments. You'll also get information about resources for these all-important aspects of your home.

**Prerequisite:** attended either one (or both) of Beryn's other design courses, whether this semester or in prior semesters.

Sat., 4/23; 1:00 - 3:30 pm  
CSM, Bldg. 14, Rm. 117. . . . . \$59



### Kitchen & 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., 4/2-4/16; 1:00 - 3:00 pm  
CSM, Bldg. 14, Rm. 206. . . . . \$79

*“Detailed information regarding how to work with a contractor.”*

— An-Tzu Chin  
*Kitchen & Bath Remodel/Design*



### 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 professional Master Gardener and instructor, will address a variety of design issues and offer ways to turn problems into design opportunities.

4 Sat., 2/6-3/5; 9:30 am - 12:00 pm (No class 2/13)  
CSM, Bldg. 18, Rm. 307. . . . . \$129

## FOOD & WINE



### Passport to Sommelier Certificate Program

Under the tutelage of Advanced Sommelier Philippe Glaize, Passport to Sommelier will provide hospitality professionals and serious oenophiles the opportunity to master the origins, geography, varietals and main producers of both Old World and New World wines.

Students will graduate with the ability to recognize the main varietal composing the wines, properly manage wine stocks, properly present, serve and pour wines, and make appropriate wine pairings according to Chef's seasonal foods.

Instructor Philippe Glaize comes from 3 generations of vintners from the Cotes du Rhone Region of France, which instilled a passion that still resonates more than 30 years later. Philippe has a degree in Viticulture and Enology under Paul Defranoux, and a Bachelor's Degree in Business Management from University Pierre Mendès France in Grenoble.

Philippe began as an Assistant Wine Maker for the Professional Center of Wines of Champagne before becoming a Regional Buyer and Sales Manager for large French beverage retailers as well as a Consultant for the Champagne Vintners Associations. Philippe obtained his Advanced Sommelier certification from the United States Sommelier Association in 2011 and has served as a consultant for restaurants in Silicon Valley, as well as a wine instructor for several local community colleges.

Passport to Sommelier is a 48-hour non-credit certificate program covering Old World wines from France, Spain, Italy and other European countries as well as New World wines from North and South American, New Zealand, Australia, South Africa, and other countries around the world. The program will be held at the College of San Mateo and includes classroom instruction and wine tasting labs, as well as sections on restaurant wine management and best practices for service. Passport to Sommelier will run on select Mondays from 6:00 - 9:00 pm and will conclude with a final comprehensive exam, followed by a graduation ceremony. You must pass the final exam to qualify for the certificate.

**Passport to Sommelier \$3,950; Price includes instruction and materials (wines, glasses, maps, water solutions, maps, handouts, and final exam).**

**Mondays 6:00 - 9:00 pm. Program dates: 2/22, 2/29, 3/14, 3/28, 4/11, 4/25, 5/9, 5/23, 6/13 (Summer Break) 9/12, 9/26, 10/10, 10/24, 11/7, 11/21 & 12/12**

16 Mon., 2/22-12/12 (see above dates); 6:00 - 9:00 pm  
CSM, Bldg. 14, Rm. 213. . . . . \$3,950



**Let's Make Sushi\***

Bring your own sushi bento to work and save your lunch money. Have fun learning essential sushi-making techniques from our popular professor Machiko Conway. Enjoy creating a variety of delicious sushi and sampling what you make. Take some sushi home for your family and friends too. Bonus: a famous sushi chef will demonstrate the art of sushi-making. *\*Bring a cutting board and long-blade knife.*

Materials Fee: \$25 payable to instructor in class.  
2 Sat., 4/16 & 4/23; 1:00 - 3:00 pm  
CSM, Bldg. 19, Rm. 107. . . . . \$55

*"Learned to make sushi at home."*

— Beth Jordan  
*Let's Make Sushi*



**Floral Cupcake Decorating**

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

Materials Fee: \$15 payable to instructor in class.  
Wed., 4/20; 6:30 - 9:30 pm  
629 South B. St., San Mateo. . . . . \$59



*"Wide variety of teas to sniff and taste (properly prepared)."*

— Tracy Waddell  
*The Art of Brewing & Drinking Tea*

**The Art of Brewing & 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., 3/19; 1:00 - 4:00 pm  
CSM, Bldg. 14, Rm. 102. . . . . \$49

*"Exposure to a variety of teas. Interesting personal stories."*

— Elizabeth Uno  
*The Art of Brewing & Drinking Tea*







*“Kathy is so welcoming and gracious!  
Loved the airbrushing.”*

— Tina Chang  
Basic Cake Decorating



*“Small class and personal instruction.”*

— Prater Jamesina  
Basic Fondant Cake Decorating

### 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.

Tues., 3/8; 6:30 - 9:30 pm  
629 South B. St., San Mateo. . . . . \$59

*“I was given a free hand; techniques  
were explained.”*

— Shilpa Dogra  
Basic Cake Decorating

### 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 instructor in class.

Mon., 5/9; 6:30 - 9:30 pm  
629 South B. St., San Mateo. . . . . \$59

*“The explanation was very clear.”*

— Mireya Hino  
Basic Fondant Cake Decorating



### Intermediate Shape Cake Class

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 techniques to carve/shape a cake into an item of your choosing. Surprise someone with your creation! You will work with cakes provided by Kathleen and take your edible masterpiece home with pride.

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

Tues., 5/24; 6:30 - 9:30 pm  
629 South B. St., San Mateo. . . . . \$69

## EMERITUS INSTITUTE



*"Informative and fun. Jim is a great actor. I would definitely recommend this course to others!"*

— Julie Schwengels  
*An Enchanting Evening with Leonardo da Vinci*

### 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 props and artistic presentation. *Bring a pencil and a notebook.*

Fri., 5/13; 7:00 - 9:00 pm  
CSM, Bldg. 5, Rm. 202. . . . . \$49

*"Unique and entertaining while being educational."*

— Scott Broadbent  
*An Enchanting Evening with Leonardo da Vinci*

### 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., 1/26-3/15; 1:30 - 3:30 pm  
CSM, Bldg. 4, Rm. 135. . . . . \$49

8 Tues., 3/22-5/17; 1:30 - 3:30 pm (No class 3/29)  
CSM, Bldg. 4, Rm. 135. . . . . \$49

*"Learning SO much about different musicians and types of jazz."*

— Sue Santoro  
*Jazz from the Hill*



## TEST PREPARATION

### SAT Prep for the New SAT


Hoping to get into your dream school or win thousands in scholarship money? Acing the new SAT can help, and Eva Holtz — a perfect SAT scorer and graduate of Harvard University — will show you how. We'll teach both the key academic content and dozens of techniques and strategies to maximize performance on the new Writing and Language, Reading, and Math sections, as well as the new SAT Essay. Multiple practice tests, an SAT textbook and supplementary prep materials are included in the \$30 materials fee, payable to the instructor during the first session.

Any questions? Contact the instructor at [eva@PrepPoint.com](mailto:eva@PrepPoint.com)

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

Sat./Sun., 4/23-4/24; 9:30 am - 12:00 pm

CSM, Bldg. 18, Rm. 204. . . . . \$139

 The following online Test Preparation courses are available **anytime** & begin monthly for a \$160 tuition fee:

- **SAT/ACT Preparation**
- **GED Preparation**
- **GRE Preparation**
- **GMAT Preparation**
- **LSAT Preparation**

Visit our website at [www.ed2go.com/cce](http://www.ed2go.com/cce) to register for & see **ALL** of our offerings (hours & fees vary)!

*"It showed me that I wasn't as prepared for the SAT as I thought... They prepared me."*

— Daniel Dorsey  
SAT Prep for the New SAT



### ***New!* Silicon Valley Intensive English Program™ (SVIEP)**

The Silicon Valley Intensive English Program (SVIEP) operates at Cañada College in Redwood City and Skyline College in San Bruno and provides high-quality programs of relevant and effective English language instruction and American cultural enrichment for academic, professional and personal purposes. SVIEP offers a multi-level program with 5 admission dates per year and small classes with hands-on personal attention taught by experienced instructors with Master's Degrees. Classes will cover listening, speaking, pronunciation, reading, writing and grammar, as well as Business English & Accent Modification. **Please visit [smccd.edu/sviep](http://smccd.edu/sviep) to register or email us at [sviep@smccd.edu](mailto:sviep@smccd.edu) to learn more.**

## SPECIAL INTERESTS



*New!*

### **Dive Course – Open Water & Research Diver Certification**

It's the journey of a lifetime and it all starts here! If you want to learn to scuba dive and/or explore the possibility of future underwater opportunities as a scientific diver, citizen scientist, public safety diver, commercial diver or other recreational, academic or professional underwater ratings, this is the class for you. The fun part about this course is . . . well, just about all of it, because learning to dive is incredible. You will breathe underwater for the first time; something you'll never forget. Upon successful completion, you will receive both your recreational open water certification and research diver certification. During the course, you'll complete several pool dives and six ocean dives (over 3 days). This class is brought to you by the local underwater 501c3 nonprofit, Blue Endeavors, whose mission includes environmental awareness, innovative science, academic excellence and ocean stewardship. This course is the first course offering at CSM in collaboration with Blue Endeavors, and future planned courses at CSM will include Scientific Diving, ERDI Public Safety Diving and additional professional level courses.

#### **Your tuition includes:**

- All of your class, pool and ocean instruction in Monterey for the two certifications, Open Water Diver and Research Diver
- Online training programs are included in the price, and will be emailed out to you
- Use of all rental gear in the pool; no gear purchasing requirement to take the class

We encourage you NOT to buy equipment before your class, so you can try out our selection of demo gear. We DO NOT require you to purchase a gear package in order to take our classes; however, if you choose to, we offer a student discount, as well as free use of rental gear for your final ocean dives (\$120 value).

Tues./Thurs., 1/12-2/16; 12:00 - 2:00 pm (No class 1/14, 1/19, 1/21)

CSM, Bldg. 5, Pool. . . . . \$995

Sat./Sun., 2/20-2/27; 7:30 am - 3:00 pm

Ocean Dive in Monterey

**Couple Communication: Top Ten Best Practices for Successful Communication with Your Partner**

Whether you are dating or have been together for years, you will enhance your relationship skills by attending this class. Learn how to get what you need from your partner in a way that brings out the best in both of you, such as: How to use empathy to create a stronger relationship; Language and behavior practices that foster closeness and generosity; How to avoid problems/bad couples' habits and solve problems with maximum success; How to help your partner understand what s/he needs to contribute without causing resentment; How to get the support you need; How to deal with divergent views (sex, parenting, work, social, life goals, etc.); How to rekindle a lackluster relationship. Instructor Jennifer Abbott Bulka, SLP-CCC Ca#14,006, Founder of The Social Moment. com, Social Skills & Executive Function Therapist: Corporate & Individual.

Materials Fee: \$3 payable to instructor in class.  
 Thurs., 3/24; 7:00 - 9:30 pm  
 CSM, Bldg. 14, Rm. 205. . . . . \$89



**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., 2/27; 1:00 - 4:00 pm  
 CSM, Bldg. 14, Rm. 116. . . . . \$59



**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., 2/27; 9:00 am - 12:00 pm  
 CSM, Bldg. 14, Rm. 116. . . . . \$59

 The following online Money Management 6-week courses are available anytime & begin monthly for a \$160 tuition fee:

- **Where Does All My Money Go?**
- **Keys to Successful Money Management!**

Visit our website at [www.ed2go.com/cce](http://www.ed2go.com/cce) to register for & see ALL of our offerings (hours & fees vary)!



**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 9:00 am - 12:00 pm, CSM Lot 1B  
 Call (650) 583-4044  
[www.sanbrunodogobediencesschool.com](http://www.sanbrunodogobediencesschool.com)



**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. We will stop frequently to examine natural and historical features and to sample tasty treats made from native edible plants. We will explore spectacular views and wildflowers where San Francisco Bay was discovered from atop Sweeney Ridge; sweeping vistas, a beautiful reservoir, and wildflowers at Fremont Older Open Space; and huge old-growth redwoods, a beautiful river, and a unique sand hill ecology at Henry Cowell Redwoods State Park.

†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.

**Lectures:**

2 Thurs., 4/7 & 5/5; 7:00 - 8:30 pm  
 (No class 4/14, 4/21, 4/28)  
 CSM, Bldg. 16, Rm. 140. . . . . \$79

**Fieldtrips:**

3 Sat., 4/9, 4/23, 5/7; 10:00 am - 4:00 pm

*"Tom is a font of knowledge."*

— J. Grainger  
*Peninsula Parks & Trails*

**Become a Mystery Shopper**

Do you want to earn extra money while doing the things you love? Elaine Moran, Mystery Shopper of the Year nominee and Gold Certification recipient will show you how. Get paid to eat and shop as a mystery shopper to help businesses improve their service through your experience.

Materials Fee: \$20 payable to instructor in class.  
 Thurs., 6/2; 6:00 - 8:30 pm  
 CSM, Bldg. 18, Rm. 207. . . . . \$49



**Astronomy—Enchanting Spring Skies**

This 2-week course is an introduction to viewing the spring skies as seen from San Mateo and the northern California area. We will be using our **Chronos/Hybrid** system consisting of a **GOTO Chronos** optomechanical star projector and a **Digistar 3 SP 2 digital video projector** to project stars onto our planetarium dome, to show you the night sky. The professor will show you how to use your planisphere or Sky Wheel to locate the stars and constellations. Professor Darryl Stanford is an astrophysicist at CSM. *Bring a planisphere\* and a small flashlight.*

\*Planisphere available at the CSM Bookstore  
 2 Fri., 3/18 & 3/25; 7:30 - 9:30 pm  
 CSM, Bldg. 36, Planetarium. . . . . \$59



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

**Riding Range:**

Sat./Sun., CSM Lot 1A

Fee: \$258 for persons 21 years of age or older  
 \$180 for persons 20 years and younger

*Open enrollment. Register anytime.*  
 Northern California Motorcycle Training  
 Call (877) 888-6268  
 www.motorcycle-skills.com

## TRAVEL ABROAD

### Collette Tour for 2016



#### Discover Tuscany

Rolling landscapes, savory wines, delicious food and stunning architecture. . .this can only be Tuscany. On this special journey you will enjoy walking tours in Italy's most charming towns, visit magnificent historic monuments and sample mouth-watering cuisine and wines.

10 days; 4/28/16 - 5/7/16  
Tuscany, Italy

.....Double \$4,129  
.....Single \$4,429  
.....Triple \$4,099



#### Islands of New England

Join us on a journey highlighting the natural beauty, traditional charm and friendly people of New England. Your tour begins in Providence, the capital of Rhode Island and ends at a beach front hotel in South Yarmouth.

8 days; 8/26/16 - 9/2/16  
Rhode Island, USA

.....Double \$3,119  
.....Single \$3,919  
.....Triple \$3,089



#### Panama

Panama is a country of lush rainforests, rich history, diverse wildlife and spectacular coastlines. Your tour opens at Gamboa Rainforest Resort in a deluxe river view room and features a traverse through the Panama Canal and travel by dugout canoe to a traditional indigenous village.

9 days; 11/10/16 - 11/18/16  
Panama Canal, Panama

.....Double \$3,279  
.....Single \$3,979  
.....Triple \$3,249

**Attend Our Free 1 Hour Information Session  
Wednesday, January 20th from 11:00 am - 12:00 pm**

Call Julie Elmquist at (650) 574-6149 with any questions about these tours and to sign up for this informational 1 hour presentation to learn about the various tours that we are offering in 2016! A Collette Tour representative will be on hand to present an overview of these dynamic tours and answer any questions that you might have!

COURSES BY DATE

January

1/12 Open Water & Research Diver Cert. . . . .34  
 1/13 Tai Chi – Beginners & Intermediate. . . . .17  
 1/20 American Sign Language (ASL) – Beg I. . . . .19  
 1/20 Collette Tour Information Session. . . . .37  
 1/20 Pharmacy Tech Information Session. . . . .14  
 1/21 Sensational Salsa Dancing. . . . .18  
 1/21 Spanish – Intermediate. . . . .20  
 1/23 Beginning Chinese Conversational. . . . .20  
 1/23 French I. . . . .19  
 1/23 Graceful Hawaiian Hula I & II. . . . .18  
 1/23 Notary Public Workshop & Exam. . . . .3  
 1/23 Spanish for Beginners. . . . .20  
 1/23 Ukulele – Fun & Easy I. . . . .24  
 1/23 What's a Voiceover? . . . . .4  
 1/25 Beg & Interm Watercolor Painting. . . . .22  
 1/25 Easy Pencil Sketching. . . . .21  
 1/25 Ladies Night Boxercise. . . . .17  
 1/25 White Collar Boxing. . . . .17  
 1/26 Homebuying 101. . . . .12  
 1/26 Jazz from the Hill. . . . .32  
 1/27 Clinical Medical Assistant Info Session. . . .14  
 1/27 Drawing in Color. . . . .21  
 1/27 Financing Your New Home. . . . .11  
 1/27 PCRC's Basic Mediation Training. . . . .5  
 1/28 Learn to Draw. . . . .21  
 1/30 Aquaponics 1: Introduction. . . . .27  
 1/30 Computer Basics. . . . .9  
 1/30 Fun with Guitar I & III. . . . .25  
 1/30 How to Start Your Own Business. . . . .2

February

2/2 Instant Italian! . . . . .19  
 2/2 Non-Profit Leadership Certificate. . . . .13  
 2/3 Oil Painting. . . . .22  
 2/4 Improve Your Social E.Q. . . . .6  
 2/4 Magic Flutes, Flute Orchestra. . . . .24  
 2/6 Aquaponics 2: Construction. . . . .27  
 2/6 Beginning MS Excel. . . . .9  
 2/6 Landscape Design for the Homeowner. . . .28  
 2/6 Sleep Better Through Mind-Body Techn. . .16  
 2/16 Fencing – Fitness with a Sword. . . . .17  
 2/16 High Performance Patterns. . . . .6  
 2/17 Refinancing Your Mortgage. . . . .12  
 2/20 Importing as a Small Business. . . . .3  
 2/20 Introduction to Microsoft Word. . . . .9  
 2/20 Pharmacy Technician Program. . . . .14  
 2/22 Passport to Sommelier Cert Program. . . .29  
 2/22 ServSafe Food Cert Test Prep & Exam. . . .8  
 2/23 Clinical Medical Assistant Program. . . . .14  
 2/23 Lean Canvas Business Planning. . . . .2  
 2/24 DMV Auto Wholesale. . . . .3  
 2/24 You Can Sew! . . . . .23  
 2/25 How to Develop Competencies. . . . .7  
 2/27 Beginning Music Reading. . . . .24  
 2/27 Instant Piano for Hopelessly Busy People. .24  
 2/27 Money Talk for Couples. . . . .35  
 2/27 MS Word for Writers. . . . .9  
 2/27 Navigating Money Issues in Divorce. . . .35

March

3/1 Country Western Dance. . . . .18  
 3/1 Retail Series: Launching Your Retail Dream! .2  
 3/5 Job Search Techniques for Boomers 50+. .4  
 3/5 Speaking Without Words. . . . .5  
 3/5 Tantalizing Topiary-Style Floral Design. . .22  
 3/7 Become a Professional Organizer. . . . .8  
 3/7 Self-Publishing, E-Publishing & More! . . .8  
 3/7 Springtime Fiber Arts. . . . .23  
 3/8 Basic Cake Decorating. . . . .31  
 3/9 Financing Major Home Improvements. . .12  
 3/10 Overcoming ADD/ADHD in the Workplace. .7  
 3/12 Building & Leveraging Your LinkedIn Profile.4  
 3/12 French II. . . . .19

3/12 Personal Fitness Trainer Certification. . . .16  
 3/13 Sports Nutrition Consultant Cert. . . . .16  
 3/14 Easy Pencil Sketching. . . . .21  
 3/16 ASL – Beginning Conversation. . . . .19  
 3/16 Drawing in Color. . . . .21  
 3/16 Tai Chi – Beginners & Intermediate. . . .17  
 3/17 Help Your Socially-Awkward Employees. . .6  
 3/17 Learn To Draw. . . . .21  
 3/17 Street Smart Self-Defense. . . . .17  
 3/18 Astronomy – Enchanting Spring Skies. . . .36  
 3/19 Communication Skills for Introverts. . . . .5  
 3/19 Confident Communication Skills. . . . .5  
 3/19 First Aid, CPR/AED. . . . .7  
 3/19 MS Office Power Tips. . . . .10  
 3/19 Staging a Home for Sale. . . . .12  
 3/19 The Art of Brewing & Drinking Tea. . . . .30  
 3/22 Contemporary Chinese Brush Painting. . .22  
 3/22 Jazz from the Hill. . . . .32  
 3/24 Conversational Japanese. . . . .20  
 3/24 Couples Communication. . . . .35  
 3/31 Secrets of a Super Memory. . . . .8

April

4/2 Fun with Guitar II & III. . . . .25  
 4/2 Graceful Hawaiian Hula I & II. . . . .18  
 4/2 iPhones, iPads & I'm Lost!©. . . . .9  
 4/2 Kitchen & Bath Remodel/Design. . . . .28  
 4/2 MS Excel – Beyond the Basics. . . . .10  
 4/2 Passport to Retirement. . . . .11  
 4/2 Peninsula Photography Field Trips. . . . .26  
 4/2 Re-purposing Your Furniture! . . . . .23  
 4/2 Secrets of Home Interior Decorating. . . .28  
 4/2 Ukulele – Fun & Easy II. . . . .24  
 4/7 Peninsula Parks & Trails. . . . .36  
 4/9 Learn to Play Guitar in a Day! . . . . .25  
 4/9 Notary Public Workshop & Exam. . . . .3  
 4/9 Sleep Better Through Mind-Body Techn. . .16  
 4/9 Using Essential Oils. . . . .16  
 4/12 Fencing – Fitness with a Sword. . . . .17  
 4/14 Sell Your Stuff on Non-eBay Sites. . . . .4  
 4/16 First Aid, CPR/AED. . . . .7  
 4/16 Let's Make Sushi. . . . .30  
 4/16 Make Your Website Make Money. . . . .2  
 4/16 Passport to Retirement. . . . .11  
 4/16 Sidelines for Seniors. . . . .4  
 4/18 Ladies Night Boxercise . . . . .17  
 4/18 White Collar Boxing. . . . .17  
 4/20 Floral Cupcake Decorating. . . . .30  
 4/23 Computer Basics. . . . .9  
 4/23 Home Decorating Detail in Depth. . . . .28  
 4/23 SAT Prep for the New SAT. . . . .33  
 4/25 ServSafe Food Cert Test Prep & Exam. . . .8  
 4/26 All About Reverse Mortgages. . . . .12  
 4/30 Notary Loan Signing & Certification. . . . .3

May

5/7 QuickBooks 2015 Basics. . . . .10  
 5/9 Basic Fondant Cake Decorating. . . . .31  
 5/13 An Enchanting Evening with da Vinci. . . .32  
 5/18 Tai Chi – Beginners & Intermediate. . . .17  
 5/24 Intermediate Shape Cake Class. . . . .31

June

6/2 Become a Mystery Shopper. . . . .36  
 6/4 Ukulele – Fun & Easy I. . . . .24  
 6/13 Bay Area Pathways Academy™. . .Back Cover

July

7/16 Ukulele – Fun & Easy II. . . . .24

Open Enrollment

Open Dog Obedience Classes. . . . .35  
 Open Motorcycle Safety Classes. . . . .36  
 Open Online Courses. . . . .Inside Back Cover  
 & Pages 10, 15, 20, 26, 33, 35  
 Travel 2016 (Tuscany, New England, & Panama) . .37



## REGISTRATION INFORMATION

### QUESTIONS

For questions or assistance with registration, see page 40 or call Julie 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, Continuing & Corporate 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, Continuing & Corporate 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, Continuing & Corporate Education, each participant in the class will be notified. You may obtain a full credit good for a year for other Community, Continuing & Corporate Education classes\*, or request a refund.

#### Board of Trustees

San Mateo County Community  
College District

Maurice Goodman

Richard Holober

Dave Mandelkern

Thomas Mohr

Karen Schwarz

#### Campus Maps

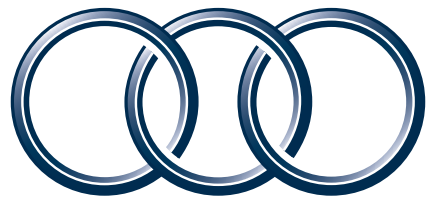
Parking in certain lots may be limited. Maps are subject to change. Please visit our website at: [www.CommunityEd.smccd.edu](http://www.CommunityEd.smccd.edu) and look under "FAQs" for updated maps and information before attending your classes.

#### 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, Continuing & Corporate 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.



## SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

CCCE offers not-for-credit classes and workshops geared to educate and enhance the lives of people of all ages living in our community. It is a self-supporting entity of the San Mateo County Community College District and is not funded by taxpayer dollars.



\*Does not apply to online classes.

**Register Now!**  
New classes start each week.



**ONLINE 24/7**  
**communityed.smccd.edu**



**PHONE**  
(650) 574-6149  
9 am - Noon  
1 - 4 pm M-F



**FAX**  
(650) 574-6104



**MAIL**  
Community, Continuing & Corporate Education  
1700 W Hillsdale Blvd.,  
Bldg. 1, Rm. 115  
San Mateo, CA 94402



**IN PERSON**  
Community, Continuing & Corporate 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 ( <b>we send all info to you via email</b> ) May we add you to our email list? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Birth M/D/Y ____/____/____

**Confirmations will be sent via email only.**

Course Title	Course Date	Fee

By registering for a Community, Continuing & Corporate Education (CCCE) 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 CCCE 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, Continuing & Corporate Education.

**Online Learning** *Anytime, Anywhere...* **Just a click away!**



## Online Training – Earn Your CEs & PDUs

### Community, Continuing & Corporate Education at SMCCCD

#### LEARN MORE!

- **Expert Instructor**
- **24-Hour Access**
- **Online Discussion Areas**
- **6 Weeks of Instruction**
- **Course Sessions Begin Monthly**

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners.

All courses run for six weeks (with a 10-day grace period at the end). Courses are project oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office, any time of the day or night.

Nurses, Project Managers, Educators & MFCC/LCSW's – We offer affordable online courses for you to conveniently fulfill your continuing education needs!

#### TEACHER PROFESSIONAL DEVELOPMENT CEs

**Courses are acceptable for CE contact hours in all states (contact your Professional Development Coordinator for approval)**

##### **Creating the Inclusive Classroom: Strategies for Success (24 hours)**

In this professional development course for teachers, you'll get the training you need to reach the diverse mix of students you face every day—learning proven strategies that turn diversity into opportunity.

##### **Differentiated Instruction in the Classroom (24 hours)**

Improve your ability to teach diverse learners with real-world examples from elementary, middle, and high school classrooms.

##### **Empowering Students With Disabilities (24 hours)**

Explore common disabilities you'll encounter in the classroom and master techniques for promoting academic, behavioral, and social skills in students with special needs.

#### PMP® PREPARATION OR RECERTIFICATION

**Courses provide 24 PDUs. At the end of this course, you'll receive a certificate indicating your completion of PDUs equal to the number of hours of this course through ed2go, REP #3213.**

##### **PMP® Certification Prep I & II (24 hours)**

Begin a well-paying career as a project manager by preparing to take—and pass—the PMP® certification exam.

##### **Building Teams That Work (24 hours)**

What are the secrets to managing successful teams in the workplace? Explore communication techniques and problem-solving skills that will help you get your team on track in no time.

#### NURSING LICENSE CEs

**Courses are acceptable for CE contact hours in all states (ANCC Accredited). Provider approved by the California Board of Registered Nursing, Provider #CEP 14693, for the stated number of contact hours.**

##### **Certificate in End of Life Care (18 hours)**

This course will enhance the knowledge and skills of health care professionals and individuals who work with or care for those experiencing a terminal illness.

##### **Certificate in Pain Assessment and Management (12 hours)**

This certificate provides an overview of the mechanisms of pain, the multidisciplinary methods of assessment, management, and treatment of pain, which include adults, children, and the elderly with cancer related and non-cancer related pain.

**Visit our website to learn more & to see ALL of our CE/PDU offerings!**

**[www.ed2go.com/cce](http://www.ed2go.com/cce)**



# New! Bay Area Pathways Academy™ (BAPA)

Summer Programming, Year-Round Impact.

## June 13 – July 22

“Research indicates that, on average, students lose skills over the summer, particularly in mathematics. Most disturbing is that it appears that summer learning loss is cumulative...”

(Rand Education report)

Community, Continuing and Corporate Education (CCCE) is pleased to announce the inauguration of the Bay Area Pathways Academy™ (BAPA), a comprehensive academic and fitness summer program for students entering grades 6 to 9.

Located at the College of San Mateo (CSM), BAPA will provide up to 6 weeks of grade-appropriate instruction in Math, Science, English Language Arts and Social Studies, classes in Public Speaking, Self-Advocacy and other enrichment areas, and a wide variety of fitness, sports and aquatics classes. BAPA will also include an exciting opportunity for a select cohort of students to participate in a 1 unit CSM math class offered in partnership with the Math/Science Division at the College of San Mateo.

BAPA will run Monday to Friday in 2-week, 4-week or 6-week modules, with both full-day and half-day options, plus extended childcare. Visit our website to learn more about BAPA, to RSVP for an information session, or to register. Scholarships will be made available to eligible participants.



Residential Customer

Community, Continuing & Corporate Education

San Mateo Community College District  
1700 W. Hillsdale Blvd., San Mateo, CA 94402



College of San Mateo



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