



Education That Works

Innovative Education | Signature Programs | Global Impact



Community, Continuing & Corporate Education

Cañada College • College of San Mateo • Skyline College

Spring 2017



Photograph by Julie Elmquist

Language Institute

Clinical Medical Assistant Program — Live Offering

**Coding for Beginners
Intro to HTML 5 & CSS 3**

2017 LIVE HEALTHCARE PROGRAM OFFERINGS

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 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.

Attend Our Free 1 Hour Information Session Wednesday, January 18th 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 February 21st, 2017! The class instructor will be on hand to present an overview of this dynamic program and answer any questions that you might have!



28 Tuesday & Thursday Evenings:

2/21 – 5/25 from 6:00 – 9:30 pm

6 Saturdays: 3/4, 3/25, 4/8, 4/22, 5/6 & 5/20 from 9:00 am – 4:30 pm

Externship – 160 hours

\$2,599 (Externship & Textbooks Included)

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

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 4th – April 22nd, 2017 from 9:00 am – 3:30 pm (No Class: 2/18 & 4/15)

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



Attend Our Free 1 Hour Information Session Thursday, January 5th 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 4th, 2017! The class instructor will be on hand to present an overview of this dynamic program and answer any questions that you might have!

Welcome Message

Community, Continuing and Corporate Education (CCCE) is pleased to welcome you to our Spring 2017 semester! Take advantage of our popular Non-Profit Leadership Program or our new Coding for Beginners and Adobe Photoshop courses, dive into our exciting array of personal and professional advancement opportunities, or enroll your child in the Bay Area Pathways Academy (BAPA)! Whether you are new or returning, we look forward to serving you and enriching your life or career through our not for credit offerings.

Best Regards,
Jonathan Bissell, CCCE Executive Director



Photograph by Julie Elmquist

Community, Continuing & Corporate Education



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT



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NEW SENIOR DISCOUNT PROGRAM

All registrants ages **62 and above** now qualify for our **5% discount** on ANY of our live classes. Please call (650) 574-6149 to register and receive your discount!

CAREER/ENTREPRENEURSHIP

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.

Optional Notary Exam: For new students and renewing notaries, the 50 minute 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., 1/21; 8:00 am - 6:00 pm (Exam: 5 - 5:50 pm) CSM, Bldg. 10, Rm. 192. \$125

Sat., 4/1; 8:00 am - 6:00 pm (Exam: 5 - 5:50 pm) Cañada College, Bldg. 13, Rm. 111. \$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. The prerequisite for this course is successful completion of the Notary Public Exam.

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

Sat., 4/29; 9:00 am - 4:00 pm CSM, Bldg. 10, Rm. 192. \$109

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.

Wed., 4/12; 6:30 - 9:30 pm CSM, Bldg. 16, Rm. 140. \$49



DMV Auto Wholesale Business from Home

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

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

Mon. & Tues., 2/6 & 2/7; 6:00 - 9:00 pm CSM, Bldg. 16, Rm. 107. \$89

How to be Published for FREE!

If you want to be published, but don't know where to start, 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 Mike Rounds is 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).

Wed., 3/22; 6:00 - 9:00 pm CSM, Bldg. 16, Rm. 143. \$49

Memory Skills

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.

Mon., 5/8; 6:30 - 9:30 pm CSM, Bldg. 14, Rm. 102. \$55



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. If you want to use your aptitude for organization to change lives and earn a living, this class is for you. You'll be given the tools and knowledge to succeed as a professional organizer! Instructor Nancy Miller, CPC, is 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).

Wed., 3/22; 6:00 - 9:00 pm
 CSM, Bldg. 14, Rm. 116. \$49

Sidelines for Seniors!

Retired doesn't mean you need to live on a fixed income! We cover a variety of ways that seniors can bring in extra money. These are part-time businesses and freelance gigs that are particularly well suited for 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 of your options. He has been teaching community education classes for over a decade.

Fri., 4/14; 2:00 - 5:00 pm
 CSM, Bldg. 14, Rm. 102. \$49

"The presenter did a good job of sharing ideas that I had not thought about."
 — Robin Blackman
Sidelines for Seniors

Animation Voiceovers

"Ehhhh. . .What's Up Doc?" Enjoy learning how to become the voice and personality behind animated characters in television show, commercials and films. Explore acting techniques to create unique voices, attitudes, emotions, dialects and accents. Professor Cathy Foxhoven will help you develop your own animation character with a specific voice. Your voice will be recorded and critiqued. Cathy Foxhoven, B.A., M.A. 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., 1/28-2/11; 1:00 - 3:00 pm
 CSM, Bldg. 14, Rm. 213. \$89

Construction Management & Building Information Modeling (BIM)

Created to run parallel with Skyline College's brand new Construction Management Career Certificate program, CCCE is excited to help you take your career to the next level with a suite of not-for-credit advanced courses that will help you to master Revit and Navisworks software. These courses go in-depth, allowing you to explore the concepts and principles for Building Information Modeling, including Revit structure, Revit mechanical/plumbing, Revit electrical, clash detection with Navisworks Manage and 4D sequencing with Autodesk Navisworks AND Synchro 4D. The Revit courses will prepare you to take the certification exam. This affordable track of courses will take your career to new heights.

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

HEALTHCARE CERTIFICATE PROGRAMS — LIVE OFFERINGS!

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.**

28 Tues. & Thurs. Evenings, 2/21-5/25;
from 6:00 - 9:30 pm

6 Sat., 3/4, 3/25, 4/8, 4/22, 5/6, & 5/20;
from 9:00 am - 4:30 pm
(No class 3/11, 3/18, 4/1, 4/15, 4/29, & 5/13)

Externship - 160 hours

CSM, Bldg. 14, Rm. 118. \$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., 2/4-4/22; 9:00 am - 3:30 pm
(No class 2/18 & 4/15)

Externship - 80 hours

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

“The presenter was very knowledgeable, well organized, and taught the class well.”

— Ellery Fajardo
Pharmacy Technician Program

Attend Our Free 1 Hour Information Session Wednesday, January 18th from 6:30 - 7:30 PM

Call Julie Elmquist at (650) 574-6149 with any questions about this program and to sign up for this 1 hour presentation to learn about the Clinical Medical Assistant career and our live CMA class beginning Tuesday, February 21st, 2017! 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 Thursday, January 5th from 6:30 - 7:30 pm

Call Julie Elmquist at (650) 574-6149 with any questions about this program and to sign up for this 1 hour presentation to learn about the Pharmacy Technician career and our live Pharmacy class beginning Saturday, February 4th, 2017! The class instructor will be on hand to present an overview of this dynamic program and answer any questions that you might have!



PTCB Intensive Review Course

Prepare for your PTCB National Exam to become a Registered Pharmacy Technician. This course is designed to prepare the Pharmacy Technician student to take their **PTCB national examination**. The prerequisite for this course is one of the following: Have completed a PT course in the past 5 years, have worked as a PT Aide for 2 years or more, or have practiced as a Licensed Pharmacist in another country.

This 14-hour/2-day intensive review will help to prepare you to successfully study for the exam. You will be required to purchase a workbook (*Mosby's Review for the Pharmacy Technician Certification Exam*) prior to the class. The workbook can be purchased on Amazon.

2 Sat., 4/29 & 5/6; 9:00 am - 5:00 pm

CSM, Bldg. 14, Rm. 202. \$199

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



SMALL BUSINESS



Leading Productive Meetings

Whether you facilitate staff meetings, town hall discussions or any other type of meeting, this hands-on, experiential training will provide you with the skills necessary to run an effective meeting. Participants will learn how to develop agendas, work with diverse groups, manage disruptive behavior, and other basic meeting management techniques with an opportunity to learn from one and other and use real life examples of challenging meetings. Taught by senior staff member Debbie Schechter from the Peninsula Conflict Resolution Center, a respected agency providing mediation, training and facilitation in San Mateo County for 30 years.

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

Tues. & Thurs., 4/25 & 4/27; 6:30 - 9:30 pm
CSM, Bldg. 14, Rm. 201. \$169

Keys to an Online Money Empire

Everything is Internet today, including the way many make a very good income. A website can bring in sales, and can also bring streams of passive income. We'll discuss how to get high in the search engines, and how to keep adding more income streams to your site. We even cover how to flip your site or grow it into a cluster of profitable sites. This is an eye-opening session about making real money online. Steve Veltkamp runs a webmaster service. He has been teaching community education classes for over a decade.

Thurs., 4/13; 6:30 pm - 9:30 pm
CSM, Bldg. 14, Rm. 116. \$49

Importing as a Small Business

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

Sat., 1/28; 9:00 am - 5:00 pm
CSM, Bldg. 14, Rm. 115. \$99



Small Business Marketing: Introduction to Exhibiting

Looking to take your small business to the next level? Ever want to expand your company sales and marketing? Get in front of the decision-makers by participating at tradeshows as an Exhibitor! Gain the edge over your competitors and get in the game. Learn the ropes in this Event Marketing Class specifically designed for the small business. You will acquire knowledge of exhibiting at tradeshows, working on your company's show-specific budget, setting expectations, maneuvering union jurisdictions, and selling and obtaining future sales leads. There's no better way to do business than face-to-face to interactions. Instructor Suzanne Drake has over 15 years in the exhibits/events industry.

Materials Fee: \$15 payable to instructor in class.
2 Sat., 3/11 & 3/18; 9:00 am - 1:00 pm
CSM, Bldg. 14, Rm. 115. \$109

"The presenter is well-informed."
— Chita Albert
Importing as a Small Business





Starting Your Own Small Business Consulting Company

Whether it's your first business startup, a second career, or a part-time business during your retirement years this class will help you learn how to effectively establish your own consulting business. You will learn how to find and comply with state, county and city laws that govern setting up a local business; what professional business support you'll need and where to find it; how to determine competitive pricing for your services; what paperwork may need to be completed per project; how to gauge hours and materials in order to keep you successful; how to find and consult with clients; and many other aspects of running your consulting business in success mode. *(Note: you should come to class with a good sense of the kind of consulting business you want to establish.)* This class is taught by Hilda Sendyk, a 20+ years Learning & Development & Workforce consultant!

Materials Fee: \$12 payable to instructor in class.

Sat., 4/8; 9:00 am - 1:00 pm
 CSM, Bldg. 14, Rm. 115. \$75

Strategic Planning for Small & Medium Sized Organizations: Four Common Problems: One Fun & Successful Solution

While strategic planning is important it is also difficult, so most plans fail. Participants in this workshop will learn a new approach that is easier, more fun, more likely to be successful, and be immediately applicable in the real world. We will build a basic strategic knowledge map (SKM) using a new table-top "gamified" approach and participants will learn how to use that map to engage people more collaboratively, evaluate their plans to predict their success, and improve their changes for reaching their goals. Instructor Steven E. Wallis has presented his ground-breaking research around the world - recently winning a "best paper" award and serving as a Fulbright Specialist to a research center in Germany.

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

Sat., 3/25; 9:00 am - 3:30 pm
 CSM, Bldg. 14, Rm. 116. \$99

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 today to speak with Jonathan Bissell, Executive Director of Community, Continuing and Corporate Education, about how we can help you.

NON-PROFIT LEADERSHIP



Non-Profit Leadership Certificate Program

The Non-Profit Leadership Certificate Program is a not-for-credit certificate course intended for new executives, managers and emerging professionals from the non-profit sector who wish to enhance their ability to lead and manage. The goal of this program is to foster leaders who are able to sustain themselves and their organizations, improve their own leadership capabilities and people management skills, and develop a robust toolkit of strategic and tactical skills to apply to their day-to-day jobs. 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 from the Center for Excellence in Non-Profits (CEN).



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 examination of expert-led case studies designed to give nonprofit emerging leaders the opportunity to explore their leadership style and gain tactical 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, navigate the difference between managing and leading, hone your leadership, and increase your impact by building and managing a strong team.
- **Financial Leadership** (6 hours): You will learn to understand the unique aspects of non-profit 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 the organization's overall strategic vision, including both the horizontal and verticals of fundraising.

- **Governance** (6 hours): One of the key determinates of a successful non-profit is the relationship between the board and staff. In this course you will learn about the role and responsibilities of a non-profit board of directors, how to build a board that meets 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 & Non-Profits:** How to get the most out of all the "free" resources available to non-profits

Materials Fee: \$30 payable to instructor in class.
13 Tues., 1/17-4/11; 6:00 - 9:00 pm
CSM, Bldg. 5, Rm. 352. \$975

PERSONAL/PROFESSIONAL DEVELOPMENT



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. You will be provided with the download information once you have registered. **Please study in advance. Bring picture I.D. and a #2 pencil.**

- *Available at CSM or other bookstores
- Mon., 2/6; 8:30 am - 6:00 pm
District Board Room. \$159
3401 CSM Drive, San Mateo
- Mon., 3/6; 8:30 am - 6:00 pm
District Board Room. \$159
3401 CSM Drive, San Mateo
- Mon., 4/10; 8:30 am - 6:00 pm
District Board Room. \$159
3401 CSM Drive, San Mateo

Couples Communication: Top 10 Best Practices

Whether you are dating or have been together for years, you will enhance your relationship skills by attending this class. Some of the topics this class will cover are: How to get what you need from your partner that brings out the best in both of you. How to use empathy to create a stronger relationship. How to rekindle a lackluster relationship (see website for complete list of topics covered). This class will be taught by Jennifer Abbott Bulka, Founder of The Social Moment & Talking Playhouse Social Skills & Executive Function Therapist: Corporate & Individual.

- Materials Fee: \$5 payable to instructor in class.
- 2 Thurs., 3/2 & 3/9; 7:00 - 8:30 pm
CSM, Bldg. 5, Rm. 352. \$100

Communication Success 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." You will learn: How to maximize your strengths as an introvert and gain respect; Six keys to communicating effectively as an introvert in conversation, group settings, and workplace meetings; Secrets to communicating effectively with extroverts; Easy ways for introverts to re-energize and re-focus; and How to successfully relate to extroverts in your life.

- Sat., 2/11; 9:00 am - 12:00 pm
CSM, Bldg. 5, Rm. 352. \$49

"Outstanding course! Mr. Ni is both knowledgeable and makes his knowledge accessible."

— Jesse Kornblum
Communication Success Skills for Introverts

Tackling ADD/ADHD with Neuroscience

If you feel like you are on a hamster wheel and things are taking too long to accomplish; if you 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. We will systematically, via proven neuroscience techniques, develop a sense of impulse control, sustained attention, manage frustrations, overcome complex problem solving, increase resiliency, learn strategies for organizational thinking and doing, and help you develop a sense of time. This class will be taught by Jennifer Abbott Bulka, Founder of The Social Moment & Talking Playhouse Social Skills & Executive Function Therapist: Corporate & Individual.

- Materials Fee: \$5 payable to instructor in class.
- Thurs., 1/26; 7:00 - 9:00 pm
CSM, Bldg. 16, Rm. 102. \$49

New!

Dream Building & Goal Setting Workshop with Vision Boards!™ (Adults)

You deserve to take some special time for yourself! The first hour and a half will be spent brainstorming and journaling about your dreams, goals, and visions in the various areas of your life: **Prosperity, Wealth, Careers, Health, Relationships, Travel and much, much, more!** We'll use meditation and visualization to help in the process. The second hour and a half will be spent taking those dreams and goals and putting them into action by manifesting them into the physical form with the use of a vision/dream board. Participants will have the option to decorate their journal, vision board and/or both. This class will be a relaxing, fun, and a great environment to begin fresh and new. Instructor Isabell Flores (Isabellflores.com) is an inspiring motivational speaker in the field of personal development and self-improvement. Isabell is an entertainer, entrepreneur, attorney and counselor at law.

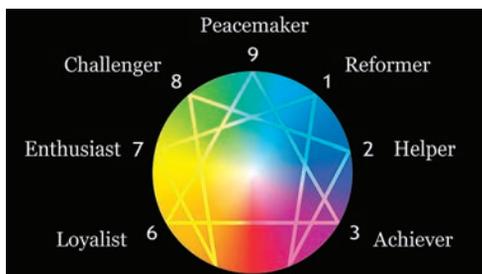
Material Fee: \$20 payable to instructor in class.
 Sun., 1/29; 1:00 - 4:00 pm
 CSM, Bldg. 14, Rm. 102. \$50



Finding a Job in Today's Cutting Edge Job Market!

During this class you will learn cutting edge tips and tricks in finding a job in today's job market. Whether you want to effectively pursue a new position or be successful in returning to work after a lengthy absence, you will leave with the skills required to perform a successful job search. You will learn how to network efficiently, come up to speed with newer technology, how the job market and recruiters perform, how to take advantage of the current job applicant tracking and selecting technology, the importance of a great LinkedIn profile, and many other topics to support you in your successful job search. This class is taught by Hilda Sendyk, a 20+ years Learning & Development & Workforce consultant.

Materials Fee: \$12 payable to instructor in class.
 Sat., 4/22; 9:00 am - 1:00 pm
 CSM, Bldg. 16, Rm. 104. \$75



New!

The Wisdom of the Enneagram: Your Pathway to Psychological & Spiritual Growth

No one should go through life without learning about the Enneagram — the most astounding system for psychological and spiritual growth. Based in 2500 years of ancient wisdom and modernized by psychologists, the Enneagram offers profound insights into the different ways in which we think, feel and behave. The precision in describing one's personality structure is enlightening — but mainly a “freeing” process of gaining self-knowledge and learning how to make life-changing shifts. The application of the Enneagram is vast. You'll learn specific ways to develop yourself, improve relationships, grow professionally, work more effectively with others at work, and much more. Start 2017 with renewed energy by joining Polly Ragusa, a seasoned and dynamic facilitator, in this deeply insightful and engaging workshop. You will leave enlightened, and likely a bit transformed.

Materials Fee: \$20 payable to instructor in class.
 2 Tues., 2/28 & 3/7; 7:00 - 9:00 pm
 CSM, Bldg. 16, Rm. 107. \$100

Dealing with Difficult People

Understanding and learning how to implement a few key strategies will change the trajectory of your relationship with a difficult person and yield a positive outcome. Some of the topics this class will cover are: Learn communication styles that work and avoid those that exacerbate; Problem-solving techniques that allow all parties to experience a win/win situation; Manage your emotions and optimize your outcomes; Develop a user friendly mediation protocol with winning strategies that make both parties feel satisfied; Understand the steps for proactive, trigger free methodologies that will achieve the positive and decrease the negative.

Materials Fee: \$5 payable to instructor in class.
 Thurs., 4/6; 7:00 - 9:00 pm
 CSM, Bldg. 5, Rm. 352. \$49



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 FirstAid Training Programs. *Wear comfortable clothing: T-Shirt & pants highly recommended. NO dresses, skirts, low-cut tops.*

First Aid: Learn how to respond to common first aid emergencies including: burns, cuts, breaks, head, neck, back injuries and more.

CPR/AED: Learn how to respond to cardiac and breathing emergencies in adults, children, and infants including the use of automated external defibrillators (AED).

2-Year Red Cross Certificate Fee **\$30 exact cash only**, payment to instructor in class (*instructor will not have change*).

- Sat., 1/28; 9:00 am - 4:00 pm
Cañada College, Bldg. 3, Rm. 104. \$100
- Sat., 3/11; 9:00 am - 4:00 pm
Cañada College, Bldg. 3, Rm. 104. \$100
- Sat., 5/13; 9:00 am - 4:00 pm
Cañada College, Bldg. 3, Rm. 104. \$100

“Hands on and practical. ‘I’ve shown you, now you do it,’ approach.”

— Richard Sawey
First Aid, CPR/AED, Adult & Pediatric

Peninsula Conflict Resolution Center’s Basic Mediation Training

For over 30 years the Peninsula Conflict Resolution Center 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.

- 15 Wed., 2/1-5/10; 6:00 - 9:00 pm
CSM, Bldg. 16, Rm. 208
Early Bird until December 15th, 2016. . . . \$750
After December 15th, 2016. \$790

To register, please go to:
www.tinyurl.com/basicmediationtraining
Or go to PCRC’s website at www.pccrcweb.org and click on the registration link.

Silicon Valley Intensive English Program™ (SVIEP)

CCCE is pleased to offer the Silicon Valley Intensive English Program (SVIEP) in collaboration with Cañada College and Skyline College. This exciting new program of study in Silicon Valley is for students seeking high-quality, intensive English instruction and the opportunity to attend one of our three colleges upon successful completion of the program. Upon successful completion of SVIEP level 4, students will be guaranteed admission to one of our three colleges (Cañada College, College of San Mateo, and Skyline College) and will take an Exit & Placement Exam to determine appropriate placement. For more information please call SVIEP at (650) 381-3514 (at Cañada College) or (650) 738-7177 (at Skyline College), or visit smccd.edu/sviep.

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, 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.

Fri., 3/24; 6:30 - 9:30 pm
CSM, Bldg. 16, Rm. 201. \$49



New!

iPhones, iPads & iCloud: Beyond the Basics

Make the most of iCloud for storing and sharing photos, syncing Contacts, managing your Calendar, keeping Notes, and using iCloud from any computer whether it's Windows or a Mac. Learn how to setup and manage your iCloud Settings on your iPhone and/or iPad, check and manage your storage in iCloud, and how to use iCloud for storing and sharing documents with word processing and office apps. Learn about different clouds from Microsoft, Google, and others. *Bring your Apple ID login information to class along with a fully charged iPhone or iPad.*

This class is for iPhone and iPad owners who have either a Windows or Apple Mac computer and NOT for Android smartphones.

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

Sat., 3/25; 9:00 am - 12:00 pm
CSM, Bldg. 16, Rm. 201. \$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, 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., 1/28-2/25; 1:00 - 3:00 pm (No class 2/18)
CSM, Bldg. 14, Rm. 103. \$79

Introduction to Microsoft Word

Learn how to use Microsoft Word correctly and effectively from the beginning! 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, graphics 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. *Prerequisite: Basic computer skills required.*

Note: Computer Lab using PC.

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

Sat., 2/25; 9:00 am - 4:00 pm
CSM, Bldg. 14, Rm. 101. \$85

Intermediate/Advanced MS Word

Go beyond the basics and learn how to create and edit long documents. Add headers, footers and page numbers; create a Table of Contents automatically; use Styles effectively, when and why to use Sections, and insert and place graphics in a document or newsletter. Word is a rich complex word processing and desktop publishing application. This hands-on class will help you work more effectively with advanced and time-saving Word features to help you fulfill your writing and document production needs. Instructor Hilda Sendyk is an experienced Microsoft applications Learning & Development specialist. *Prerequisite: an Introduction to MS Word class or experience using MS Word.*

Note: Computer Lab using PC.

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

Sat., 3/4; 9:00 am - 4:00 pm
CSM, Bldg. 14, Rm. 105. \$85

Introduction to MS Excel

Learn how to use MS Excel effectively from the beginning during this hands-on course. A working knowledge of Excel is necessary for most jobs. You will learn how to create and format spreadsheets, work with formulas and functions, create a chart, print professional-looking reports, sort and select data from a database and many additional Excel topics. Instructor Hilda Sendyk is an experienced Microsoft applications Learning & Development specialist. *Prerequisite: Basic computer skills required.*

Note: Computer Lab using PC.
Materials Fee: \$15 payable to instructor in class for course manual.

Sat., 2/4; 9:00 am - 4:00 pm
CSM, Bldg. 14, Rm. 101. \$85



Intermediate/Advanced MS Excel

Elevate your Excel expertise to a new high in this hands-on class. You will learn how to use additional Excel functions and formulas, work with Excel's data management and organizing features, analyze data using pivot tables, and create charts to display data visually. Instructor Hilda Sendyk is an experienced Microsoft applications Learning & Development specialist. *Prerequisite: An Introduction to Excel class or experience using MS Excel.*

Note: Computer Lab using PC.
Materials Fee: \$15 payable to instructor in class for course manual.

Sat., 2/11; 9:00 am - 4:00 pm
CSM, Bldg. 14, Rm. 101. \$85

New!

Introduction to MS PowerPoint

Learn how to use PowerPoint in the way it was meant to be used — to help you deliver important and effective presentations. You will learn how to plan and then create presentations that contain lists, bulleted data, graphics, and tables. Then you will format the slides, use designs and templates, and much more. Hilda Sendyk is an experienced Microsoft applications Learning & Development specialist. *Prerequisite: Basic computer skills required.*

Note: Computer Lab using PC.
Materials Fee: \$12 payable to instructor in class for course manual.

Sat., 3/11; 9:00 am - 4:00 pm
CSM, Bldg. 14, Rm. 101. \$75

New!

Intermediate/Advanced MS PowerPoint

Create professional presentations with PowerPoint and learn how to deliver them effectively. You will learn how to create and edit presentations, how to use graphics and charts for better visuals, how to add animation and slide transitions to engage your audience, how to add videos and action buttons to maintain audience attention, and much more. Instructor Hilda Sendyk is an experienced Microsoft applications Learning & Development specialist. *Prerequisite: An introduction to Powerpoint class or experience using MS Powerpoint.*

Note: Computer Lab using PC.
Materials Fee: \$12 payable to instructor in class for course manual.

Sat., 3/25; 9:00 am - 4:00 pm
CSM, Bldg. 14, Rm. 101. \$75

New!

Coding for Beginners: Introduction to HTML 5 & CSS 3

Everything you see in a website is a result of the combination of HTML 5 and CSS 3. With these two languages, you will have the skills you need to bring your website to life. This class is about creating beautiful websites in HTML 5 and CSS 3 for absolute beginners. It doesn't require any experience to start. You will work with HTML 5 and CSS 3 source code, and you will learn the art of making a basic website. The goal of this class is to teach you how to work with source code, but also to understand web design concepts. You will get to know basic concepts and techniques of web development and be able to build your first website ever! Instructor Diana Bennett works in the industry and has taught at community colleges and universities for over 15 years.

Note: Computer Lab using Mac.
3 Sat., 3/11-3/25; 9:00 am - 1:00 pm
CSM, Bldg. 10, Rm. 182. \$150

 The following online Computer courses begin monthly for a \$100 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/cce to register for & see ALL of our offerings!

INVESTING & RETIREMENT PLANNING

Financial Strategies for Successful Retirement

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 204-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., 4/22 & 4/29; 12:30 - 4:45 pm
 CSM, Bldg. 16, Rm. 106. \$55

2 Sat., 4/1 & 4/8; 12:30 - 4:45 pm
 Cañada College, Bldg. 13, Rm. 110. \$55

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



Planning for Your Retirement

Given increased longevity, market volatility, and rising healthcare costs, most of us will have to take greater responsibility for our retirement planning. In this course, you will learn the tools to create a personal plan that integrates your financial objectives within a framework of your goals and values. Some topics to be addressed include: When can I retire? How can my portfolio create a lifetime income stream? How do I adjust my portfolio in turbulent markets? How do I navigate Social Security, Medicare and long-term care decisions? The instructors teaching this course are from The Crawford-Hogan-Wang Group at Morgan Stanley, a team of private wealth managers located in Palo Alto.

Sat., 2/4; 9:00 am - 1:00 pm
 Cañada College, Bldg. 2, Rm. 10. \$39

Save \$8! Register with a partner for only \$70



Understanding Your Medicare Options

This class will educate you on the Medicare basics so you are able to make an informed decision when enrolling into Medicare. Topics include: Medicare deadlines, understanding the difference between medigap policies, ways to reduce your premium and out of pocket costs, should you continue to take your work insurance or enroll into a medigap plan? Instructor Daniela Farina has taught at community colleges and universities for over 10 years.

Required Book: Medicare Simplified by Westbrook Publishing, can be purchased through Amazon.com at www.tinyurl.com/YourMedicareOptions

Sat., 1/28; 9:00 - 11:30 am
 CSM, Bldg. 14, Rm. 115. \$39

Sat., 3/11; 9:00 - 11:30 am
 Skyline College, Bldg./Rm. TBD. \$39

Sat., 4/22; 9:00 - 11:30 am
 Cañada College, Bldg. 2, Rm. 10. \$39

“Anyone about to turn 65 or ready for Medicare should take this class before signing up for the different plans.”

— Ray Muffly
Understanding Your Medicare Options

Life Insurance Basics: What to Know Before & After You Buy!

Been thinking about getting life insurance but don't know which one is right for you and your family? This single session seminar will help you determine what's right for you, how to get the most out of your policy, and how to benefit from it while you're still living. Instructor Sandra Nalls is a licensed insurance professional and has been teaching about life insurance for 8+ years.

Materials Fee: \$1 payable to instructor in class.

Sat., 2/4; 10:00 - 11:30 am
 CSM, Bldg. 14, Rm. 115. \$28

Sat., 3/4; 10:00 - 11:30 am
 Skyline College, Bldg./Rm. TBD. \$28

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.

Mon. & Tues., 2/6 & 2/7; 6:30 - 8:30 pm
 CSM, Bldg. 16, Rm. 140. \$55



New!
Homeselling 101

Become a savvy home seller by understanding the ins and outs of the selling process. Whether you are downsizing, upsizing, or relocating, this in depth course will help you feel confident and avoid any surprises. Learn about how to best prepare your home for sale, understand disclosures, how to time the market, contract negotiation, agency, closing, and how to choose a real estate agent. Raziel Ungar, who ranks in the top 1% of San Mateo County Realtors, has taught at community colleges and other venues.

Mon. & Tues., 1/23 & 1/24; 6:30 - 8:30 pm
 CSM, Bldg. 16, Rm. 140. \$55

“I liked Raziel’s explanations of the many loan products that are out there and real estate terms first-time home buyers may not know.”

— Crystal Chan
 Homebuying 101

“It really helped me to understand the selling process in real estate...general knowledge that one should know and be aware of.”

— Wendy Chan
 Homeselling 101

HEALTH & WELLNESS

FITNESS/NUTRITION TRAINER CERTIFICATIONS

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., 3/18; 8:30 am - 6:00 pm
 CSM, Bldg. 5, Rm. 352. \$109



Sports Nutrition Consultant Certification*

Explore in-depth principles of nutrition to assist your clients with specific dietary and nutritional needs. Mike Rickett will teach you about nutrition for athletic performance, ergogenic aids, body composition testing, diet planning, and more. He is a certified strength and conditioning specialist with an M.S. in Exercise Physiology.

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

Sun., 3/19; 8:30 am - 6:00 pm
 CSM, Bldg. 5, Rm. 352. \$109

“Instructor is very personable.”

— Joshua Bennett
 Personal Fitness Trainer Certification

FITNESS & RELAXATION



Ladies Night Boxercise – It’s a Hit!

Ladies, get your groove back in recreational boxing fitness classes run exclusively for women. No matter if one is shy or outgoing, novice or experienced, in or out of shape, we demonstrate the skills and drills that will reveal your inner champion. On the way to acquiring self-defense tactics, learn stance, footwork, and striking technique during motivational sessions devised to increase fitness, induce weight loss, elevate energy, improve confidence, and reduce stress. 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.

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

9 Wed., 1/18-3/15; 6:30 - 7:30 pm
Peninsula Boxing & Fitness. \$120
2860 Spring St. Unit 1, Redwood City, CA 94063

9 Wed., 3/22-5/17; 6:30 - 7:30 pm
Peninsula Boxing & Fitness. \$120
2860 Spring St. Unit 1, Redwood City, CA 94063

“It was an hour class, just enough time to take in the techniques, practice and warm down.”

— Krystal Voon
Ladies Night Boxercise



Boxercise 101

You don’t have to be a boxer to reap the tremendous benefits of a boxing workout. Whether male or female, novice or experienced, in or out of shape, we will have you performing skills and drills that will reveal your inner champion. Perfect for learning self-defence, stance, footwork and striking technique during motivational sessions devised to increase fitness, induce weight loss, elevate energy, improve confidence and reduce stress. Workouts to music will get your heart rate pumping as you explode with seasoned combinations on heavy bags for a super calorie burn! Using a variety of equipment and interval training you will build your strength, stamina and core stability.

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

9 Sat., 1/21-3/25; 9 - 10 am (No class 2/18)
Peninsula Boxing & Fitness. \$120
2860 Spring St. Unit 1, Redwood City, CA 94063

9 Sat., 4/1-6/3; 9 - 10 am (No class 4/15 & 5/27)
Peninsula Boxing & Fitness. \$120
2860 Spring St. Unit 1, Redwood City, CA 94063



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.

Tues. & Thurs., 1/24 & 1/26; 8:30 - 9:30 pm
United Studios of Self Defense. \$55
1345 Howard Ave., Burlingame, CA 94010

Tues. & Thurs., 1/31 & 2/2; 8:30 - 9:30 pm
United Studios of Self Defense. \$55
1345 Howard Ave., Burlingame, CA 94010



Tai Chi for Fitness & Well-Being — Beginners & Intermediate

Chen-style Taijiquan (Tai Chi) is widely acknowledged as the ancestor of all other styles of Taijiquan. This class will introduce the Chen-style Taijiquan form, Silk-reeling Exercises and Wuji Qigong. *The Chen-style Taijiquan form* is soft and graceful with strong rooted stands that will help students to develop strength, balance, coordination and an understanding of basic Taiji principles. *Silk-reeling Exercises* are a series of spiral movements which promote muscle relaxation and flexibility by reducing physical tension and strain. *Wuji Qigong* (standing meditation) will help students to cultivate internal energy (qi) with proper body alignment for better internal energy flow which will enhance their immune systems and reduce physical and mental stress. The instructor Master Wong Wai Yi (Tony) is a 20th Generation direct lineage of Chen Family Taijiquan.

Beginner Schedule

Session 1:

9 Wed., 1/18-3/15; 7:00 - 8:30 pm
CSM, Bldg. 8, Rm. 203. \$89

Session 2:

9 Wed., 3/29-5/24; 7:00 - 8:30 pm
CSM, Bldg. 8, Rm. 203. \$89

Session 3:

9 Wed., 6/14-8/9; 7:00 - 8:30 pm
CSM, Bldg. 8, Rm. 203. \$89

Intermediate Schedule

Session 1:

9 Wed., 1/18-3/15; 7:30 - 9:00 pm
CSM, Bldg. 8, Rm. 203. \$89

Session 2:

9 Wed., 3/29-5/24; 7:30 - 9:00 pm
CSM, Bldg. 8, Rm. 203. \$89

Session 3:

9 Wed., 6/14-8/9; 7:30 - 9:00 pm
CSM, Bldg. 8, Rm. 203. \$89

"The Tai Chi exercises helps loosen my joints, creates relaxation and internal energy. I enjoy the friendly atmosphere with fellow classmates!"

— Helen Lum-Leong
Intermediate Tai Chi & Applications



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., 1/17-3/9; 7:30 - 9:00 pm
CSM, Bldg. 8, Rm. 202. \$145

8 Tues. & Thurs., 3/14-5/4; 7:30 - 9:00 pm
CSM, Bldg. 8, Rm. 202. \$145

*"All levels of fencers are welcomed.
Full workout; excellent instructions.
Always learn something new.
Presenter is outstanding and knowledgeable."*

— Susan Montgomery
Fencing — Fitness with a Sword

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.

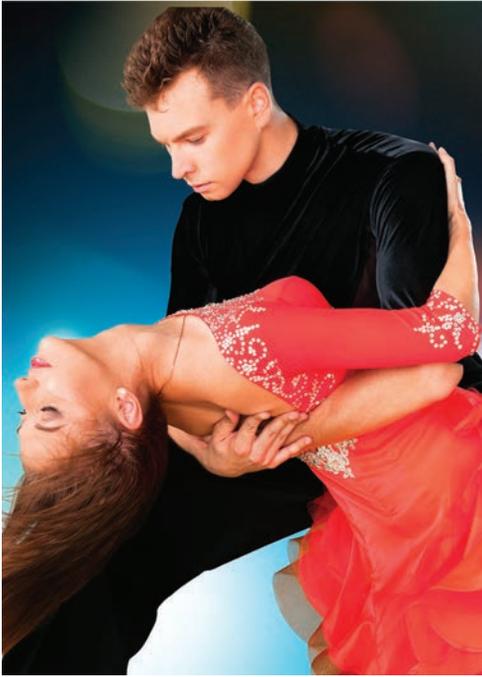
Materials Fee: \$6 payable to instructor in class.

Sat., 3/4; 10:00 am - 1:00 pm
CSM, Bldg. 14, Rm. 117. \$49

"Carol clearly has a lot of knowledge on the subject, and she had gone to a lot of trouble to bring in many items for us to peruse."

— Kathryn Ryan
Using Essential Oils to Promote Your Well-Being

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., 1/21-3/25; 9:45 - 11:00 am (No class 2/11 & 2/18) CSM, Bldg. 8, Rm. 203. \$99

8 Sat., 4/1-6/3; 9:45 - 11:00 am (No class 4/15 & 5/27) 5/3 & 5/6 CSM, Bldg. 8, Rm. 202 CSM, Bldg. 8, Rm. 203. \$99

"I am so grateful for being able to take Millie's class. Thank you so much. I really appreciate her teaching and sharing the spirit of beautiful aloha. We learn both modern and traditional dances and I enjoy every minute of the class. I wish everyday was Saturday!"

— Ayako Tsutsui Graceful Hawaiian Hula I

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., 2/2-4/6; 6:30 - 7:30 pm (No class 2/16) CSM, Bldg. 8, Rm. 203. \$99

"I really enjoyed my Thursday night Salsa lesson and I am looking forward to more classes."

— Jennifer Huang Sensational Salsa Dancing

"Ken was very pleasant. Easy going. Always willing to repeat a dance step. Broke down the steps so it was easier to follow."

— Myrna Galindez Sensational Salsa Dancing

"Overall great course for beginners to learn the basics of Salsa. Classes were small so sometimes the classes were individualized, instructor was helpful, and you could always ask for help."

— David Magana Sensational Salsa Dancing



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., 1/21-3/25; 11:00 am - 12:15 pm (No class 2/11 & 2/18) CSM, Bldg. 8, Rm. 203. \$99

8 Sat., 4/1-6/3; 11:00 am - 12:15 pm (No class 4/15 & 5/27) 5/3 & 5/6 CSM, Bldg. 8, Rm. 202 CSM, Bldg. 8, Rm. 203. \$99

LANGUAGES INSTITUTE



Chinese Conversation I

“Let’s speak Chinese!” Chinese Conversation I is designed for beginners who are on 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. Instructor Lucy Sui, originally from Beijing, will have you experience the local color of Beijing, including the scenic spots, traditional food, and customs through the course. The goal of the class is to build toward allowing students to demonstrate in meaningful and unrehearsed ways that they are able to use what they have learned. Text book: *Yong Ho’s Beginning Chinese I**

*Available at CSM and other bookstores

7 Sat., 1/21-3/18; 10:00 am - 12:00 pm
 (No class 1/28 & 2/18)
 1/21 CSM, Bldg. 14, Rm. 115;
 1/28-3/18 CSM, Bldg. 14, Rm. 215. \$136

“Lucy is a really wonderful instructor! I felt really intimidated by Mandarin Chinese (okay, I still do), but now I have a lot more confidence in conversation and comprehension. I have loved taking her classes, and my grasp of Chinese has improved dramatically thanks to her well-paced lessons. It still means studying at home, but it’s a lot easier to retain when you are learning and reviewing in the classroom. This class is great, and I’d recommend Lucy as a teacher in a heartbeat to anyone interested in speaking Chinese.”

— Anna Wu
Chinese I

Chinese Conversation II

“Let’s speak Chinese!” Chinese Conversation II is designed for the students who have some experience in Chinese. Students will enhance basic daily expressions skills. By the end of the session, students will be able to communicate with a number of everyday topics. The conversational topics can be shopping, ordering food, going to see a doctor, talking about habits, and etc. Instructor Xiaohong (Lucy) Sui, originally from Beijing, will have you experience the local color of Beijing, including the scenic spots, traditional food and customs through the course. The goal of the class is to build toward allowing students to demonstrate in meaningful and unrehearsed ways that they are able to use what they have learned. Text book: *Intermediate Chinese, Yong Ho’s (ISBN: 0-7818-1096-5).*

*Available at CSM and other bookstores

7 Sat., 3/25-5/20; 10:00 am - 12:00 pm
 (No class 4/8 & 4/15)
 CSM, Bldg. 14, Rm. 215. \$136

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., 3/23-5/4; 7:00 - 8:30 pm
 CSM, Bldg. 16, Rm. 245. \$119

“Ms. Conway was so delightful and made learning Japanese so fun!”

— Vandee Furuya
Conversational Japanese

“The tea ceremony was a great cultural experience.”

— Tatiana Ivanova
Conversational Japanese

French I

Discover French culture and be able to create real contact with French people by introducing and presenting yourself in French. Tell about your name, age, job, nationality, and where you live. Ask questions about other people and understand their answers. With a very interactive method, Professor Marie Mathevon will guide you through your first steps in French language and civilization. *Required textbooks: Saison 1 methode ISBN 978-2-278-08265-0* et Saison 1 exercices ISBN 978-2-278-08267-4**

*Available at CSM and other bookstores

6 Sat., 1/21-3/4; 9:30 - 11:30 am (No class 2/18)
CSM, Bldg. 16, Rm. 242. \$129

French II

Beyond presenting yourself, describe your home, friends, and family. Explain the qualities and flaws of people and things. With an interactive method, Professor Marie Mathevon will guide you through this new step in French language and culture. *Required textbooks: Saison 1 methode ISBN 978-2-278-08265-0* et Saison 1 exercices ISBN 978-2-278-08267-4**

*Available at CSM and other bookstores

6 Sat., 3/11-5/6; 9:30 - 11:30 am
(No class 3/25, 4/15 & 4/22)
CSM, Bldg. 16, Rm. 242. \$129

New!

French III

In this class you will learn how to explain your plans for the future and talk about your activities. You will also start learning how to tell what you did yesterday. With an interactive method, Professor Marie Mathevon will guide you through this new step in French language and culture. *Required textbooks: Saison 1 methode ISBN 978-2-278-08265-0* et Saison 1 exercices ISBN 978-2-278-08267-4**

*Available at CSM and other bookstores

6 Sat., 1/21-3/4; 12:00 - 2:00 pm (No class 2/18)
CSM, Bldg. 16, Rm. 242. \$129

New!

French IV

You are now able to present yourself, describe people and things, and explain your plans for the next future. In this class, you will learn how to describe something which happened in the past, to give an order, and to enunciate quantities in order to do some shopping. With an interactive method, Professor Marie Mathevon will guide you through this new step in French language and culture. *Required textbooks: Saison 1 methode ISBN 978-2-278-08265-0* et Saison 1 exercices ISBN 978-2-278-08267-4**

*Available at CSM and other bookstores

6 Sat., 3/11-5/6; 12:00 - 2:00 pm
(No class 3/25, 4/15 & 4/22)
CSM, Bldg. 16, Rm. 242. \$129



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

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

8 Sat., 1/21-3/25; 10:00 - 11:30 am

(No class 2/18 & 2/25)

CSM, Bldg. 14, Rm. 201. \$129

“Maria Aviles provided interesting information as well teaching the Spanish language and kept all the class involved at all times.”

— Frank Brown
Spanish for Beginners

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: \$25 payable to instructor in class.

7 Thurs., 1/19-3/9; 6:30 - 8:00 pm (No class 2/23)

CSM, Bldg. 14, Rm. 116. \$129

“Ms. Aviles is always open to questions and uses questions to elaborate on grammar or particular cultural expressions. Her sense of humor and warmth are very appreciated.”

— Cindy Hart
Spanish — Intermediate

 The following online Spanish 6-week courses are available anytime & begin monthly for a \$100 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 to register for & see ALL of our offerings (hours & fees vary)!



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., 1/24-4/11; 7:00 - 9:00 pm

CSM, Bldg. 16, Rm. 202. \$209

Beginning German

This class is perfect for absolute beginners who want to get talking fast and for those coming back to studying German after a long time. In a fun, easy-going environment, you will learn basic German conversation and pick up some grammar along the way, too. You will learn how to make your own sentences rather than relying on a phrase book. The class introduces students to useful vocabulary when traveling in German-speaking countries and to aspects of contemporary German culture. Instructor Frauke Uhlenbruch is a native speaker from northwestern Germany, who has 10 years of experience teaching languages in Germany and abroad.

Materials Fee: \$2 payable to instructor in class.

10 Thurs., 1/26-3/30; 6:30 - 8:00 pm

Cañada College, Bldg./Rm. TBD. \$140

“The instructor was patient and gave us good information about German culture.”

— Carole Bianchi
Beginning German

ARTS & CRAFTS



Learn to Draw — Basic Drawing

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 basic drawing using charcoal pencil. *Bring 19"x24" news print pad (rough) and charcoal pencils.*

- 6 Thurs., 1/19-2/23; 6:30 - 8:30 pm
CSM, Bldg. 4, Rm. 137. \$89
- 6 Thurs., 3/9-4/13; 6:30 - 8:30 pm
CSM, Bldg. 4, Rm. 137. \$89
- 6 Thurs., 4/27-6/1; 6:30 - 8:30 pm
CSM, Bldg. 4, Rm. 137. \$89

“Nobu gives me the opportunity to learn at my own pace. Many challenges have presented themselves in this course; Nobu addresses them, and I am able to correct my drawing skills.”

— Deborah Dong
Learn to Draw

Drawing in Color

Water-soluble colored pencils are pure magic! Enjoy using this wonderful and flexible medium to create a unique artwork. Instructor 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"x10" or 9"x14".*

- 6 Wed., 1/18-2/22; 6:30 - 8:30 pm
CSM, Bldg. 4, Rm. 241. \$89
- 6 Wed., 3/8-4/12; 6:30 - 8:30 pm
CSM, Bldg. 4, Rm. 241. \$89
- 6 Wed., 4/26-5/31; 6:30 - 8:30 pm
CSM, Bldg. 4, Rm. 241. \$89

“Nobu gives great advice and is very encouraging.”

— Keiko Sakuma
Drawing in Color

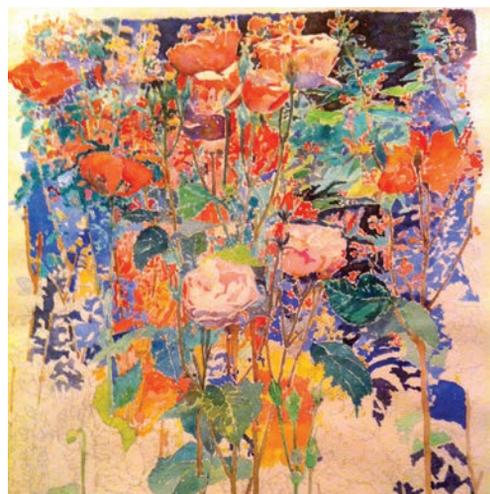
Easy Pencil Sketching

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 of 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., 1/23-2/27; 6:30 - 8:30 pm
CSM, Bldg. 4, Rm. 241. \$89
- 6 Mon., 3/6-4/10; 6:30 - 8:30 pm
CSM, Bldg. 4, Rm. 241. \$89
- 6 Mon., 4/24-5/29; 6:30 - 8:30 pm
CSM, Bldg. 4, Rm. 241. \$89

“Nobu regularly displayed students’ work to discuss in class. Made you feel worthy and you learned from others, alternate techniques, approaches and skill levels.”

— Robert Wineland
Easy Pencil Sketching





Watercolor by Any Means Necessary

This class will destroy your preconceived ideas of what you can achieve with watercolor. You will be guided with various techniques to realize your artistic vision. Instructor Jason Goodwin is a working artist and has taught classes on the Peninsula since 2008. *A list of supplies to purchase will be posted on the registration page as well as emailed to you after you register.*

10 Tues., 1/24-3/28; 7:00 - 9:30 pm
 CSM, Bldg. 4, Rm. 241. \$170



Ink & Watercolor Painting with Chinese Brush Techniques

Chinese Brush Painting is known as a traditional art form, expressed in paintings and calligraphy. In this workshop you will learn the basics of using the materials of the Chinese brush, rice or Xuan paper, ink and watercolor medium. Subjects taught will be based on contemporary Chinese paintings of the 20th century artists of the flowers, birds, and landscape categories. Instructor Lillian Wu will make it fun and an inspiring workshop for beginners as well as repeat art students. Lillian has taught Chinese Brush Painting since 2012.

Materials Fee: \$35 payable to instructor in class.
 5 Sat., 2/4-3/11; 2:00 - 6:00 pm (No class 2/18)
 CSM, Bldg. 4, Rm. 137. \$140

“Lilian Wu patiently took time to teach me individually. She was caring and very passionate about her art. She is a great artist with an extensive experience.”

— Rosario Calderon
Ink & Watercolor Painting with Chinese Brush Techniques



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.

15 Wed., 1/25-5/3; 6:30 - 9:00 pm
 CSM, Bldg. 4, Rm. 111. \$135

“The instructor is an exceptional artist, who is supportive and helpful. He creates positive rapport individually and in a group setting with his upbeat attitude and gentle nature.”

— Jeanne Rayher
Oil Painting

Tropical Splendor Floral Design

Unleash your creative power and brighten your day with flowers! Create a beautiful arrangement of fresh tropical 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. All floral materials are included.*

Sat., 2/25; 2:00 - 4:30 pm
 CSM, Bldg. 4, Rm. 139. \$65

“Lianne is excited about teaching us all about color, flower arranging, different types of flowers, care of flowers. I love the result. You have something you made and feel happy and proud. She shows you how to do it and makes helpful suggestions.”

— Susan Morgan
Modern Floral Centerpiece



Repurpose Your Furniture

Do you have a piece of furniture in your home that you would love to redesign or one that you picked up at a garage sale that needs to be re-purposed? In this 5 hour workshop the instructor Mychelle Fitzgerald will walk you through how to sand, paint, stain, use special techniques, decorate with stencils, make repairs and enhance the overall look of your furniture. You will be amazed at the transformation that takes place in just 5 hours. All you need to do is bring in a piece of furniture (something you can carry yourself) such as a nightstand, end table, small coffee table, mirror or chair and the instructor will provide all of the high end supplies. The class size has been limited to provide one-on-one attention to each student. The instructor will cover several different techniques to provide you with a wide variety of choices (Shabby Chic, Modern Restoration Hardware, antique staining, embellishments, Baroque Pasting and much more). You will be proud to show off your work and make it the center piece of your home. The instructor will not only cover helpful techniques but she will also offer tips on the best products and show samples of her work. What you learn in this workshop will help you do future projects on your own. Mychelle has been teaching since 2006 and owns her own Re-purposing Furniture business where she has worked on 1000's of pieces for resale.

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

Sat., 3/25; 10:00 am - 3:00 pm
CSM, Bldg. 4, Rm. 137. \$90

"This is the second time I took this course, and I learned so much more. Great instruction, Mychelle is very organized and knowledgeable about her profession."

— Judy Miyake
Repurpose/Redesign Your Furniture!

Hat's Off to Knitting!

Come explore the art and craft of knitting! You will learn how to cast on, knit, purl and cast off. This is NOT your grandma's knitting. Bring a sense of adventure and a mindset of can-do. We will have fun and create at the same time! You will make a hat for you or someone you love. If you already know how to knit, we can work on some new skills and techniques! Instructor Erin Laser is a lawyer turned addicted knitter and fiber arts enthusiast, who thoroughly enjoys teaching and learning from students of all ages!

6 Wed., 4/19-5/24; 2:00 - 3:30 pm
CSM, Bldg. 14, Rm. 116. \$120



New!

Knitting It's not just for the Birds

Knitting stuffed animals is not just for the kids! Unleash your inner child and let's make a bunny rabbit...and then a sheep... and then a teddy bear...and then maybe a bird! All levels of knitters are welcome, even very beginners! This class is great for learning new techniques and skills. We will also be using pom poms and crochet techniques to finish our animals. Instructor Erin Laser is a lawyer turned addicted knitter and fiber arts enthusiast, who thoroughly enjoys teaching and learning from students of all ages!

5 Wed., 3/1-3/29; 6:30 - 8:00 pm
CSM, Bldg. 14, Rm. 117. \$100



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.

Sun., 4/2; 9:30 am - 1:00 pm
 CSM, Bldg. 14, Rm. 213. \$59



Magic Flutes, Flute Orchestra*

Join the award-winning Magic Flutes Flute Orchestra! Auditions are required to demonstrate flute-playing ability. Magic Flutes orchestra is a 28-30 piece orchestra made up entirely of flutes. The ensemble performs regularly in the San Francisco Bay area. Instructor Pamela Ravenelle is a professional flutist and has taught at colleges and music conservatories. **Bring a flute and a music stand.*

12 Thurs., 2/9-5/4 (No class 4/13)
 5:30 - 7:30 pm intermediate
 6:30 - 8:30 pm advanced
 CSM, Bldg. 2, Rm. 110. \$159

“I feel the course provides a valuable opportunity for flute players and definitely enhances the musical life of, not just on the Peninsula, but the entire Bay region, as students come from long distances to take the course.”

— Barbara Breeden
Magic Flutes

Ukulele for Beginners!

Have fun playing one of the easiest musical instruments to learn – the ukulele. You can start playing some of the songs you hear in commercials and movies in no time. Enjoy songs from Bach and Beethoven to the Beatles, and songs like Iz’s “Over The Rainbow,” or Jason Mraz “I’m Yours.” Hiram Bell is a world-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., 1/21-3/4; 1:00 - 2:30 pm (No class 2/18)
 CSM, Bldg. 14, Rm. 116. \$119

“Combining theory with fun and wonderful song arrangements. Hiram was patient when we struggled; he wanted us to like the uke as much as he does. He brought interesting songs to learn, no ‘Down in the Valley’ or ‘Jingle Bells’ stuff, but Edith Piaf, Hawaiian mele, Led Zepplin, Elinor Rigby, and Santana.”

— Barbara Grote
Ukulele — Fun & Easy I

Ukulele Continued

Continue to improve your ukulele playing skills. This popular class taught by Hiram Bell is ideal for those who have taken Ukulele for Beginners or who have had some ukulele experience. Some of the topics include improvising, songwriting, strum patterns, composition, and performing. You will learn songs and technique in this fun class! **Bring a ukulele.*

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

6 Sat., 3/18-4/29; 1:00 - 2:30 pm (No class 4/15)
 CSM, Bldg. 14, Rm. 117. \$119

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.

Sun., 4/2; 1:30 - 5:00 pm
 CSM, Bldg. 14, Rm. 213. \$59

Beginning Guitar I*

Are you interested in a beginning class that takes you beyond the “strumming campfire chords approach?” Taught by Doug Cameron, this class is for absolute beginners or any guitarist that wants to develop a solid foundation for playing music on the guitar. Students are taught proper guitar techniques, how to read music, musicianship skills, how to practice, and play with others. We have lots of fun and play a variety of folk, blues, classical, and pop music. **Bring a guitar.*

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

7 Sat., 1/21-3/11; 10:30 am - 12:00 pm
(No class 2/18)
1/21 CSM, Bldg. 5, Rm. 390
2/4 CSM, Bldg. 5, Rm. 352
CSM, Bldg. 5, Rm. 354. \$129

“Doug is an excellent teacher. After class, I can’t wait to get home and practice. I also like when Doug goes through some phrases on his own, very cool!”

— Mike Hendrick
Fun with Guitar I



Beginning Guitar II*

This second level class is open to guitarists who have some reading ability and would like to improve on the instrument. Beginning Guitar II, taught by Doug Cameron, picks up where the last class left off and the student moves further up the fretboard to learn basic bar chords and scales, and more advanced techniques that will enable the student to play solo guitar pieces. **Bring a guitar.*

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

7 Sat., 3/18-5/6; 10:30 am - 12 pm (No class 4/15)
CSM, Bldg. 5, Rm. 354. \$129

“Great mix of theory and practice. Doug always challenges us, but keeps it enjoyable.”

— Thomas Elam
Fun with Guitar II



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., 4/29; 10:00 am - 3:00 pm
CSM, Bldg. 5, Rm. 352. \$69



Fretboard Fundamentals*

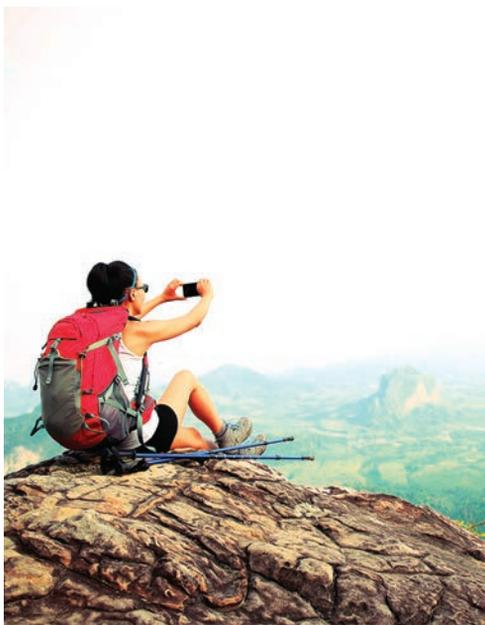
This is a continuing class for guitarists who already play and can read music to some degree. You’ll develop more techniques, vision of the fretboard (chords/scales), improvisation, practical theory, musicianship, and apply these skills to a variety of jazz, blues, classical, and rock tunes. Taught by Doug Cameron, this class is perfect for those who have taken *Fun with Guitar II* or for guitar players who have some music-reading ability. **Bring a guitar.*

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

7 Sat., 1/21-3/11; 12:30 - 2:00 pm (No class 2/18)
CSM, Bldg. 5, Rm. 354. \$129

7 Sat., 3/18-5/6; 12:30 - 2:00 pm (No class 4/15)
CSM, Bldg. 5, Rm. 354. \$129

PHOTOGRAPHY



New!

DSLR & Digital Photography Fundamentals

Taking great pictures with a DSLR camera is not so easy, and every photographer knows this. If you are really passionate about photography, if you are a beginner-intermediate photographer who wants to learn how to make the most of your DSLR camera, this course is perfect for you. You will learn how to have full control of your DSLR camera setting, you will understand the principals of digital photography, and you will definitely improve the quality of your photos. This course will get you into the creative modes of your camera, and on the road to amazing photos. Take your photography to the next level! Unpack the potential of your DSLR camera in this great photography learning experience. Instructor Emanuela Quaglia is a digital artist and Photoshop expert.

8 Thurs., 1/26-3/16; 6:00 - 8:00 pm
 CSM, Bldg. 10, Rm. 163. \$150

Cellphonography

There are more people taking photos in this era of Cellphonography than ever before. Out of the 7 billion people on our planet, 4 billion of us have cell phones with cameras. If you are one of them, now is the time to jump into this great cellphone revolution. Learn tips and tricks to understand and manage color, lighting, and composition while creating images with photographic power. We will explore the distinctive and more popular apps and you will be able to choose the artistic and practical apps that compliment your personal style. You can make your images look classic or bring them into apps that look like a retro plastic camera. Learn to make a digital negative, how and where to download your images and how to set up a good photo workflow. Whether you are into the candid, classic, still life, landscape or the urban documentary landscape, explore the impact of this medium during a photo walkabout at our lovely campus and you will be on the road of this amazing cultural journey. Instructor Marty Springer, a talented freelance photographer, will show you how to choose artistic and practical apps, organize your files and photos and teach you to manage color, lighting and photo styles. You will create a great library of apps and learn to tap into your personal style creating wonderful images through hands on activities and artistic experimentation.

Materials Fee: \$15 payable to instructor in class.
 2 Sat., 5/6 & 5/13; 9:00 am - 1:00 pm
 CSM, Bldg. 14, Rm. 117. \$62



Peninsula Photography Field Trips*

If you love taking pictures, you will certainly enjoy this class. Experience hands-on training with professional photographer Marty Rose Springer and enjoy the camaraderie of fellow photographers while taking outdoor pictures in bright sunshine, in shade, at dusk and the dark of night as you learn how to work with available light. During the first class, a hands-on introduction and review of your camera's modes and functions will strengthen your photographic and technical skills for the upcoming morning day trip and the evening night excursion. The final class covers post-processing and a supportive critique. This is a great class for both beginners and advanced photographers. **Bring your camera and manual.*

Materials Fee: \$15 payable to instructor in class.
 4 Sat., 4/22-5/13 & Critique Date TBD in class
 1st class: 9:00 am - 12:00 pm
 2nd class: 7:30 - 10:30 am
 3rd class: 7:00 - 9:00 pm
 4th class: TBD
 CSM, Bldg. 14, Rm. 117. \$85

Introduction to Adobe Photoshop CC for Photographers

Learn techniques for Photoshop across art, illustration, graphics and photography in this amazing course from instructor Emanuela Quaglia, a digital artist and Photoshop expert. This popular photo-editing program is a very versatile software tool. Artists, photographers, and designers all rely on Adobe Photoshop for image creation and editing. The course will begin with an introduction to the Photoshop tools. Then you'll be editing your own photographs and you will fix the color, and correct image exposure. You'll master techniques for cleaning the dust, removing wrinkles and blemishes from photos, switching the backgrounds on images, and your images will look amazing, just like the ones on magazines. This hands-on course will be a lot of fun, and at the end of it you'll be able to express all your creativity with the most exciting graphics program ever developed. This introductory course is open to everyone because it details the most essential Adobe Photoshop features for beginner level users. Topics include basic image editing, transformation, retouching and enhancement, compositing, layer management, layer masking and compositing, transparency and blending, typography, filter gallery, image exporting for web and print.

Materials Fee: \$5 payable to instructor in class.
8 Tues., 1/24-3/14; 6:30 - 9:30 pm
CSM, Bldg. 10, Rm. 182. \$150

New!
Advanced Photoshop CC for Photographers Workshop

In this advanced Photoshop workshop you'll move a step forward in your Photoshop editing techniques, improving the quality of your images to a professional level; master pro-retouching skills; discover professional industry secrets that will transform your images, work with high-impact typography, and learn professional editing methods that preserve the quality of your original images. In this intensive, hands-on workshop you'll also build proficiency in advanced Photoshop compositing, how to make advanced selections, use composite layers in ways you never thought possible, and be able to make photograph adjustments like a pro. Instructor Emanuela Quaglia is a digital artist and Photoshop expert.

Materials Fee: \$5 payable to instructor in class.
Sat., 3/18; 9:00 am - 1:00 pm
CSM, Bldg. 10, Rm. 163. \$85

New!
Adobe Lightroom CC — Essential Training for Photographers

Adobe Lightroom CC was designed to assist Adobe Photoshop users in managing large quantities of digital images and doing post-production work. It helps in viewing, editing and processing photos, in the same way photographers used to do in the non-digital world. In this amazing course you will learn to carry out sophisticated image editing techniques to maximize your image quality and efficiency to a professional level. Go far with your photography! Get excellence for every image. Use this nondestructive editing tool to bring out the best in every shot, from DSLR photographs to smartphone photos. Get everything you need to organize, perfect, and share your photographs with ease and speed. Instructor Emanuela Quaglia is a digital artist and Photoshop expert.

Materials Fee: \$5 payable to instructor in class.
6 Mon., 1/30-3/13; 6:30 - 9:30 pm (No class 2/20)
CSM, Bldg. 10, Rm. 163. \$150



 The following online Photography 6-week courses are available anytime & begin monthly for a \$100 tuition fee:

- **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/cc to register for & see ALL of our offerings (hours & fees vary)!

SHOPPING / FARMING

**Become a Mystery Shopper**

Love to shop? Love to eat out? How about enjoying both while getting paid for it? This is the fun world of mystery shopping. You'll learn how to find companies that will pay you to do this for a great sideline income, as well as how to turn this into a full-time business if you want. Learn how to get paid for eating in restaurants, staying in hotels, shopping in the mall and using services. Discover what skills mystery shopping companies are looking for, and how to set up your own. Instructor Steve Veltkamp will provide you with an Optional manual (\$35) that includes a list of over 350 companies that are using independent shoppers.

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

Tues., 4/11; 6:30 - 9:00 pm
CSM, Bldg. 16, Rm. 208. \$49

New!

Urban Farming for the City Dweller

Want to grow some of your own food in your own backyard? What do you need to know about city ordinances? Deciding what to grow? Providing for the growing needs of your plants? Novel places to grow vegetables when space is limited? Composting? Raising animals in the city? Preserving food when the harvest is abundant? Instructor Carol Faust will share resources & her experience doing just that for 40+ years with the Faust Family Farm in Oakdale.

Sat., 2/11; 10:00 am - 1:00 pm
CSM, Bldg. 14, Rm. 115. \$49

"I liked the balance of information conveyed - limited text book use, handouts with the latest updated information, helpful tips and personal stories. Informative and entertaining."

— Vince Siminitus
Become a Mystery Shopper

"The instructor was very informative and gave us an excellent presentation of Mystery Shopping, and how fun it could be."

— Floran Kopic
Become a Mystery Shopper



FOOD



New!

Healthy Japanese Cooking!

Let's cook healthy simple home style basic Japanese cooking! We will make a Main dish, a side dish, soup, rice ball and a dessert! Japanese Home style menu:

- Cucumber salad with Sesame seeds
- Teppanyaki: (grilled meat) & vegetables prepared on a flat Teppanyaki iron.
- Misoshiru: Miso Soup
- Onigiri: Rice Ball
- Fruit Sandwich

Instructor Machiko Conway is originally from Japan.

Materials Fee: \$20 payable to instructor in class.
Sat., 4/8; 11:00 am - 2:00 pm
CSM, Bldg./Rm. TBD. \$50

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., 3/21; 6:30 - 9:30 pm
629 South B. St., San Mateo. \$59

“Friendly atmosphere. The teacher is very helpful, and a very good use of time.”

— Lilia Graham
Basic Cake Decorating

Valentine's Day Cookie Decorating!

Learn how to make these adorable sugar cookies decorated with royal icing and fondant that will be sure to sweeten any valentine's heart! Kathleen Luzzi will teach you the basics of sugar flow icing techniques, how to print and use edible images on fondant icing sheets, and ways to adorn each cookie so that it becomes a work of art. You will work on a dozen sugar cookies in class that you will take home to your Valentine.

Materials Fee: \$15 payable to instructor in class.
Wed., 2/8; 6:30 - 9:30 pm
629 South B. St., San Mateo. \$59

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.
Tues., 3/11; 6:30 - 9:30 pm
629 South B. St., San Mateo. \$59

“I liked the hands-on experience. Enjoyed learning how to make details of a cake, such as flowers and leaves, while also learning how to work with fondant.”

— Melissa Risso
Basic Fondant Cake Decorating



Intermediate Fondant Cake Decorating

Discover the creativity of adorning your cakes with fondant with Instructor Kathleen Luzzi, owner of a popular local bakery. Have fun learning intermediate-level techniques and fundamentals of fondant artistry. You will take home your cake and a set of basic fondant modeling tools.

Materials Fee: \$15 payable to instructor in class.
Tues., 5/9; 6:30 - 9:30 pm
629 South B. St., San Mateo. \$59



EMERITUS INSTITUTE



Jazz from the Hill

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

8 Tues., 1/17-3/7; 1:30 - 3:30 pm
 CSM, Bldg. 5, Rm. 354. \$49
 8 Tues., 3/14-5/2; 1:30 - 3:30 pm
 CSM, Bldg. 5, Rm. 354. \$49

“Not only is Alisa extremely knowledgeable but she is fun-loving. Her joy is infectious and she creates a wonderful environment in which to learn.”

— Sandy Caldwell
Jazz from the Hill

Impressionist & Post-Impressionist Artists

Learn about the flowering of Parisian culture in the 19th century and the Impressionist and Post-Impressionist artists including women artists. We will view and discuss the paintings of Manet, Monet, Morisot, Cassatt, Van Gogh, Seurat, and Valadon who vividly depicted the era through their paintings. Judy Hiramoto is an artist who has taught modern and contemporary art history courses at University of California, Berkeley, Santa Cruz and CSM.

2/23 class will be a field trip to a museum (TBD). Participants will be responsible for museum entrance fees and transportation to the museum.

5 Thurs., 2/2-3/2; 2:00 - 3:30 pm
 CSM, Bldg. 5, Rm. 354. \$49



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., 5/12; 7:00 - 9:00 pm
 CSM, Bldg. 5, Rm. 352. \$49

“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



TEST PREPARATION

The following online Test Preparation 6-week courses are available anytime & begin monthly for a \$100 tuition fee:

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

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



CLASSES FOR KIDS



Common Core Writing: Persuasive

Win arguments with a compelling evidence. Your student will learn the art of persuasion through engaging writing activities. Students analyze persuasive texts and learn techniques for effective word choice, developing points of view, and crafting opinion pieces. Small classes of 12 students allow for ongoing feedback from expert instructors!

Materials Fee: \$25 due at the first day of class.

Ages 9-11

8 Sat., 1/21-3/18; 2:30 - 3:30 pm (No class 2/18)
CSM, Bldg. 14, Rm. 102. \$195

Ages 11-14

8 Sat., 1/21-3/18; 11:30 am - 12:30 pm
(No class 2/18)
CSM, Bldg. 14, Rm. 102. \$195

Common Core Writing: Narrative

Tackle that Common Core test with confidence! Directed writing strategies and preparation teaches six skills of effective writing: organization, voice, content, clarity, grammar/mechanics and sentence fluency. Includes a strong grammar and reading comprehension component. Experienced educators, detailed feedback!

Materials Fee: \$25 due at the first day of class.

Ages 9-11

8 Sat., 4/1-5/27; 2:30 - 3:30 pm (No class 4/15)
CSM, Bldg. 14, Rm. 102. \$195

Ages 11-14

8 Sat., 4/1-5/27; 11:30 am - 12:30 pm
(No class 4/15)
CSM, Bldg. 14, Rm. 102. \$195

Public Speaking: Impromptu

What is crucial to success in school and personal life? Good communication! Impromptu Speech teaches skills critical to speaking on the spot. Students learn to manage anxiety, present themselves with confidence, organize concepts quickly, and speak effectively. With small classes of 12 students and weekly practice, students gain confidence and receive detailed feedback from professional coaches!

Materials Fee: \$25 due at the first day of class.

Ages 9-11

8 Sat., 1/21-3/18; 1:15 - 2:15 pm (No class 2/18)
CSM, Bldg. 14, Rm. 205. \$195

Ages 11-14

8 Sat., 1/21-3/18; 10:15 - 11:15 am (No class 2/18)
CSM, Bldg. 14, Rm. 205. \$195

Public Speaking: Expository

What is crucial to success in school and beyond? Good communication! Expository utilizes the essentials of clear effective presentation. Students create a speech on a topic of their choice and learn to manage nervousness develop research/organizational skills and communicate effectively. Most importantly students gain confidence. Detailed feedback professional coaches! Final speeches recorded.

Materials Fee: \$25 due at the first day of class.

Ages 9-11

8 Sat., 4/1-5/27; 1:15 - 2:15 pm (No class 4/15)
CSM, Bldg. 14, Rm. 205. \$195

Ages 11-14

8 Sat., 4/1-5/27; 10:15 - 11:15 am (No class 4/15)
CSM, Bldg. 14, Rm. 205. \$195

**For additional information call
(408) 777-8876 or visit
www.communicationacademy.com**

SPECIAL INTERESTS



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, history and wildflowers 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. Explore old growth redwoods and beautiful views at Sam McDonald County Park, spectacular fields of wildflowers at Edgewood Park, and an oak woodland with lots of views and wildflowers at Calero County 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., 3/30 & 4/27; 7:00 - 8:30 pm
 (No class 4/6, 4/13 & 4/20)
 CSM, Bldg. 14, Rm. 102. \$79

Fieldtrips:

3 Sat., 4/1, 4/15, & 4/29; 10:00 am - 4:00 pm

“Love Peninsula Parks & Trails, I’ve been taking this course for many years and will continue to do so until Tom and I can no longer walk!”

— Lisa Kohn
Peninsula Parks & Trails

City of San Mateo History Walk†

The city of San Mateo has a fascinating history that goes back to the 18th century Spanish explorers. Join instructor and guide Tom Taber for a fun and informative course that combines history with a 4 mile walking tour. The convoluted route, includes frequent stops to view beautiful historic homes, commercial and public buildings, and public art from the 19th through the 20th centuries. Interesting stories will be told and old photos shown along the way.

†This tour requires moderate physical activity. Wear comfortable walking shoes. Layered clothing is recommended. Bring a lunch and a drink. No pets on tour.

Sat., 5/20; 10:00 am - 3:00 pm
 300 S. El Camino Real, San Mateo
 (Bank of America Plaza). \$49



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



Astronomy — The Magnificent Skies of Spring

This two 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 an RSA Cosmos 4K resolution digital video projector to project stars onto our planetarium dome, to show you the night sky. In addition, I 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.**

*Planisphere available at the CSM Bookstore
 2 Fri., 3/17 & 3/24; 7:30 - 9:30 pm
 CSM, Bldg. 36, Planetarium. \$59

“I liked the spontaneous enthusiasm and broad range of information to satisfy beginners as well as experienced.”

— Jerry Bolick
Astronomy

“Dr. Stanford was an excellent lecturer who made use of the planetarium as well as the telescope on the top of the building to offer me an initial appreciation of astronomy.”

— Stephen Green
Astronomy

“What fun in a fabulous Planetarium with a gifted teacher!”

— Stuart Fox
Astronomy



Returning to College — Earn That Degree

Do you want to go back to school and earn that college degree you always wanted or finish up a degree you have already started? How do you realign your professional life, family life, and personal life so that you can be successful? These can be daunting questions. Learn the steps you will need to take to make this dream come true from the application process through the class registration process, all the way to graduation. Gain knowledge of local accredited programs that offer the most flexibility, support, and pathways to transfer and/or graduation. Instructor Jeri Eznekier is the project director for SMCCD College for Working Adults.

Materials Fee: \$5 payable to instructor in class.
 Wed., 4/19; 7:00 - 8:30 pm
 CSM, Bldg. 5, Rm. 352. \$20



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., 6:00 - 9:30 pm
 CSM, Bldg. 4, Rm. 135

Riding Range:
 Sat. & Sun., CSM Parking 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 to confirm the days and hours of the classroom portion of the training.
www.motorcycle-skills.com

TRAVEL ABROAD

SMCCCD Community Travel Program

Participate in one of our upcoming not-for-credit educational travel tours and \$500 (tax-deductible) of your registration fee goes directly into our foundation's scholarship fund to help students live and learn in other countries. It's a win-win — a curated travel experience for you, and a life-changing time for a student. We've designed these trips with you in mind: Hitting the high points destinations you'll never forget. Enjoy local food, special attractions, and guided sightseeing with the reassurance of a San Mateo travel ambassador and professional tour director on the trip.

All tour costs include round-trip international airfare from San Francisco, double occupancy rooms in upgraded hotels, breakfast daily and up to five regional style dinners, ground transportation, and entrance fees to attractions. Read on to learn about each individual travel option. In 2017, take yourself someplace you've always wanted to go!



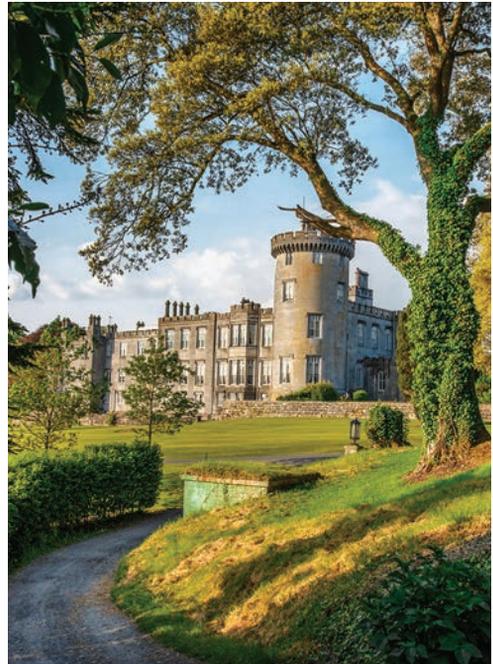
Italy: The Grand Tour of Italy (May 25 – June 3, 2017) | \$4,940

From Venice's endless canals to each Roman piazza, Italy has no shortage of awe-inspiring sights. Watch the Doge's Palace pale façade change color at sunset, stroll over the Bridge of Sighs, and explore the ruins of the ancient Roman Forum on this show-stopping tour of Italian culture.



Spain: The Land of Many Cultures (May 25 – June 4, 2017) | \$4,930

Dive into this unexpected melting pot, where a history of international influence has formed a land of many cultures. A millennia of cultivation finds synagogues, mosques and cathedrals sitting side by side. Be greeted by the flower vendors and street performers and admire the avant-garde gems in open-air plazas such as the Plaza de Catalunya and the Plaza de España.



Ireland: The Irish Heritage Tour (May 29 – June 6, 2017) | \$4,305

Let us roll out the green carpet so you can enjoy the raw beauty of this timeless landscape. See it cover the streets of Dublin in a quilt of fact and lore, from the fiction of James Joyce to the legend of Big Jim Larkin, whose bronze monument is a bold reminder of his realness. And before the city streets lose their charm, follow the trail of daffodils that outlines the Ring of Kerry.

Visit www.smccd.edu/travelabroad to enroll or RSVP to one of our information sessions to meet with the San Mateo travel ambassador and learn more about the tours. For questions about the tours, email communitytravel@smccd.edu or call (650) 738-7098.

ANNOUNCING BIM CLASSES AT SKYLINE!

Clash Detection with Navisworks

This class will teach you how to coordinate BIM projects by aggregating 3D models from multiple disciplines. The student will learn how to perform clash detection for construction risk mitigation. The student will learn how to create clash reports for all project stakeholders.

Thurs. & Fri., 3/16 & 3/17; 9:00 am - 6:00 pm
Skyline College, Bldg./Rm. TBD. \$995

Navisworks / Synchro 4D

This class will teach you how to sequence BIM projects and integrate your construction schedule built from Oracle Primavera or Microsoft Project. You will learn how to create a 4D schedule from your building information model.

Thurs.-Sat., 3/23-3/25; 9:00 am - 6:00 pm
Skyline College, Bldg./Rm. TBD. \$995



PROFESSIONAL CORPORATE TRAINING AVAILABLE

Providing a Full Range of Training, Educational, & Workforce Development Programs Customized for Your Organization

Community, Continuing and Corporate Education (CCCE) offers a wide variety of professional courses that address the needs and goals of Bay Area organizations. We can provide instructor-led, distance learning, e-learning or blended methodologies based on your organization's requirements and needs. Training is provided by our skilled and highly-rated industry trainers who each have over 15 years of corporate training experience in delivering excellent curriculum development and training. We can customize training for specific industries and segments of your workforce. We have specialists in the Biotech, Pharma, Manufacturing, Utilities, Software, High-Tech, Government and Not-for-Profit sectors. Our trainers have addressed the development needs of employees at all levels of the organization, from admins to C Suite executives, from scientists to finance professionals.



We can provide on-site training or training rooms at our local up-to-date facilities. We want to partner with you to contribute to the successful development of your organization. Some of the training and development areas in which we specialize include:

- Employee Onboarding
- MS Office Suite (Word, Excel, PowerPoint, Outlook, Access)
- Presentation Coaching
- Enneagram Training
- Supervisory Skills for New Managers
- Customer Service Training
- Email Management and Best Practices
- Desktop Publishing (InDesign and more)
- Human Resources Training, Documentation, Support, Sexual Harassment Prevention
- Soft Skills Training including Leadership, Time Management, Emotional Intelligence, Negotiation Skills, and more

Please call us to learn about our full range of supervisory and managerial classes, to explore an ongoing training relationship to help create a culture of learning and development at your company or to request a one-time workshop to meet a particular need. Our Corporate Training team can help you achieve your objectives in ways that align with your goals and objectives through performance improvement solutions, customized training and related business services.

Call (650) 574-6179 or email bissellj@smccd.edu to speak with Jonathan Bissell, Executive Director of Community, Continuing and Corporate Education, about your needs.

COURSES BY DATE

January

1/5 Pharmacy Technician Info Session. 4
 1/17 Fencing — Fitness with a Sword. 17
 1/17 Jazz from the Hill. 31
 1/17 Non-Profit Leadership Certificate. 8
 1/18 Clinical Medical Assistant Info Session. 4
 1/18 Drawing in Color. 22
 1/18 Ladies Night Boxercise — It's a Hit! 16
 1/18 Tai Chi: Beginner & Intermediate. 17
 1/19 Learn to Draw — Basic Drawing. 22
 1/19 Spanish — Intermediate. 21
 1/21 Beginning Guitar I. 26
 1/21 Boxercise 101. 16
 1/21 Chinese Conversational 1. 19
 1/21 Common Core Writing: Persuasive (9-11). 32
 1/21 Common Core Writing: Persuasive (11-14). 32
 1/21 French I. 20
 1/21 French III. 20
 1/21 Fretboard Fundamentals. 26
 1/21 Graceful Hawaiian Hula I & II. 18
 1/21 Notary Public Workshop & Exam. 2
 1/21 Public Speaking: Impromptu (9-11). 32
 1/21 Public Speaking: Impromptu (11-14). 32
 1/21 Spanish for Beginners. 21
 1/21 Ukulele — Beginner. 25
 1/23 Easy Pencil Sketching. 22
 1/23 Homeselling 101. 15
 1/24 Instant Italian! 21
 1/24 Introduction to Adobe Photoshop CC. 28
 1/24 Street Smart Self Defense. 16
 1/24 Watercolor by Any Means Necessary. 23
 1/25 Oil Painting. 23
 1/26 Beginning German. 21
 1/26 DSLR & Digital Photography. 27
 1/26 Tackling ADD/ADHD with Neuroscience. 9
 1/28 Animation Voiceovers. 3
 1/28 Computer Basics. 12
 1/28 First Aid, CPR/AED, Adult & Pediatric. 11
 1/28 Importing as a Small Business. 6
 1/28 Understanding Your Medicare Options. 14
 1/29 Dream Building & Goal Setting Workshop. 10
 1/30 Adobe Lightroom CC — Essential Training. 28
 1/31 Street Smart Self Defense. 16

February

2/1 PCRC Basic Mediation Training. 11
 2/2 Impressionist & Post-Impressionist Artists. 31
 2/2 Sensational Salsa. 18
 2/4 Ink & Watercolor with Chinese Brush. 23
 2/4 Introduction to MS Excel. 13
 2/4 Life Insurance Basics. 14
 2/4 Pharmacy Technician Program. 4
 2/4 Planning for Your Retirement. 14
 2/6 DMV Auto Wholesale. 2
 2/6 Homebuying 101. 15
 2/6 ServSafe Food Cert. Test Prep & Exam. 9
 2/8 Valentine's Day Cookie Decorating! 30
 2/9 Magic Flutes, Flute Orchestra Beg & Inter. 25
 2/11 Communication Success Skills for Introverts. 9
 2/11 Intermediate/Advanced MS Excel. 13
 2/11 Urban Farming for the City Dweller. 29
 2/21 Clinical Medical Assistant Program. 4
 2/25 Introduction to Microsoft Word. 12
 2/25 Tropical Splendor Floral Design. 23
 2/28 Wisdom of the Enneagram. 10

March

3/1 Knitting...It's not just for the Birds. 24
 3/2 Couples Communication: Top 10 Practices. 9
 3/4 Intermediate/Advanced MS Word. 12
 3/4 Life Insurance Basics. 14
 3/4 Using Essential Oils. 17
 3/6 Easy Pencil Sketching. 22
 3/6 ServSafe Food Cert. Test Prep & Exam. 9
 3/8 Drawing in Color. 22
 3/9 Learn to Draw — Basic Drawing. 22
 3/11 Basic Fondant Cake Decorating. 30
 3/11 Coding for Beg: Intro to HTML 5 & CSS 3. 13

3/11 First Aid, CPR/AED, Adult & Pediatric. 11
 3/11 French II. 20
 3/11 French IV. 20
 3/11 Introduction to MS PowerPoint. 13
 3/11 Small Business Marketing: Intro to Exhibiting. 6
 3/11 Understanding Your Medicare Options. 14
 3/14 Fencing — Fitness with a Sword. 17
 3/14 Jazz from the Hill. 31
 3/16 Clash Detection Navisworks. 36
 3/17 Astronomy — Exquisite Fall Skies. 34
 3/18 Advanced Photoshop CC Workshop. 28
 3/18 Beginning Guitar II. 26
 3/18 Fretboard Fundamentals. 26
 3/18 Personal Fitness Trainer Certification. 15
 3/18 Ukulele — Continued. 25
 3/19 Sports Nutrition Consultant Certification. 15
 3/21 Basic Cake Decorating. 30
 3/22 Become a Professional Organizer. 3
 3/22 How to be Published for FREE! 2
 3/22 Ladies Night Boxercise — It's a Hit! 16
 3/23 Chinese Conversational 2. 19
 3/23 Conversational Japanese. 19
 3/23 Navisworks/Synchro 4D. 36
 3/24 iPhones, iPads & I'm Lost!©. 12
 3/25 Intermediate/Advanced MS PowerPoint. 13
 3/25 iPhones, iPads & iCloud: Beyond the Basics. 12
 3/25 Repurpose Your Furniture! 24
 3/25 Strategic Planning for Small & Medium Org. 7
 3/29 Tai Chi: Beginner & Intermediate. 17
 3/30 Peninsula Parks & Trails. 33

April

4/1 Boxercise 101. 16
 4/1 Common Core Writing: Narrative (9-11). 32
 4/1 Common Core Writing: Narrative (11-14). 32
 4/1 Financial Strategies for Retirement. 14
 4/1 Graceful Hawaiian Hula I & II. 18
 4/1 Notary Public Workshop & Exam. 2
 4/1 Public Speaking: Expository (9-11). 32
 4/1 Public Speaking: Expository (11-14). 32
 4/2 Beg. Music Reading for Instruments/Voice. 25
 4/2 Instant Piano for Hopelessly Busy People. 25
 4/6 Dealing with Difficult People. 10
 4/8 Healthy Japanese Home Cooking. 30
 4/8 Starting Your Own Small Bus. Consulting Co. 7
 4/10 ServSafe Food Cert. Test Prep & Exam. 9
 4/11 Become a Mystery Shopper. 29
 4/12 Sell Your Stuff on Non-eBay Sites. 2
 4/13 Keys to an Online Money Empire. 6
 4/14 Sidelines for Seniors! 3
 4/19 Hat's Off to Knitting! 24
 4/19 Returning to College — Earn that Degree. 34
 4/22 Financial Strategies for Retirement. 14
 4/22 Finding a Job in Today's Job Market. 22
 4/22 Peninsula Photography Field Trips. 27
 4/22 Understanding Your Medicare Options. 14
 4/24 Easy Pencil Sketching. 22
 4/25 Leading Productive Meetings. 6
 4/26 Drawing in Color. 22
 4/27 Learn to Draw — Basic Drawing. 22
 4/29 Learn to Play Guitar in a Day! 26
 4/29 Notary Loan Signing & Certification. 2
 4/29 PTCB Intensive Review Course. 5

May

5/6 Cellphonography. 27
 5/8 Memory Skills. 2
 5/9 Intermediate Fondant Cake Decorating. 30
 5/12 An Evening with Leonardo da Vinci. 31
 5/13 First Aid, CPR/AED, Adult & Pediatric. 11
 5/20 City of San Mateo History Walk. 33

June

6/14 Tai Chi: Beginner & Intermediate. 17

Open Enrollment

Open Dog Obedience Classes. 33
 Open Motorcycle Safety Classes. 34
 Open Online Courses. 5, 13, 28, 32

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.

62 or Older?

Please call (650) 574-6149 to receive your 5% discount off any live course we offer.

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

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College District

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Tom Bauer

*Does not apply to online classes.

Campus Maps

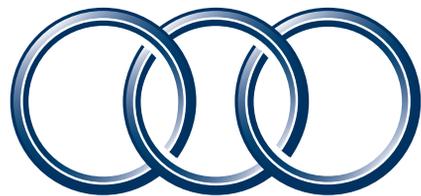
Parking in certain lots may be limited. Maps are subject to change. Please visit our website at: www.CommunityEd.smccd.edu and look under "FAQs" for updated maps and information before attending your classes.

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's Community, Continuing & Corporate Education office has 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.



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 (we send all info to you via email) May we add you to our email list? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Birth M/D/Y <input type="checkbox"/> 62 years or older ____/____/____

Confirmations will be sent via email only. To receive your 5% (62+ years discount) please call us at (650) 574-6149. If we have you on record as 62 or older and you are paying by check please take 5% off your tuition fee for any live course.

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 and/or my evaluation comments that may be used 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.



Non-Profit Leadership Certificate Program



CEN

Center for Excellence in Nonprofits

The Non-profit Leadership Certificate Program is a not-for-credit certificate course intended for new executives, managers and emerging professionals from the nonprofit sector who wish to enhance their ability to lead and manage. The goal of this program is to foster leaders who are able to sustain themselves and their organizations, improve their own leadership capabilities and people management skills, and develop a robust toolkit of strategic and tactical skills to apply to the day-to-day in their jobs. 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 from the Center for Excellence in Nonprofits (CEN).

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 examination of expert-led case studies designed to give nonprofit leaders and emerging leaders the opportunity to explore their leadership style and gain tactical 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 to 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.

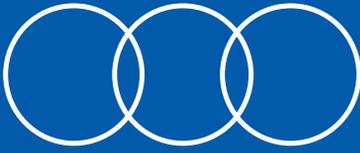
- **Marketing & Social Media for Non-Profits**
- **Measuring Impact:** How to measure your impact for funders
- **Technology & Non-Profits:** How to get the most out of all the "free" resources available to nonprofits

13 Tuesdays, 1/17-4/11 from 6:00 - 9:00 pm

Student Tuition: \$975

Materials Fee: \$30





BAY AREA PATHWAYS ACADEMY

Summer Programming. Year Round Impact.

June 19th – July 28th, 2017

"Overall a great experience and extremely well organized. Will definitely do it again next year – thank you!"

BAPA Parent

Join us for year two of the Bay Area Pathways Academy™ (BAPA), a comprehensive academic, enrichment, and fitness summer program for students entering grades 6 to 9.

Located at the College of San Mateo (CSM), BAPA provides up to 6 weeks of learning success, personal growth, and summer fun through academic, enrichment, fitness, and aquatics instruction!

BAPA classes are held Monday to Friday with the option to register full-day or half day for 2 weeks, 4 weeks, or 6 weeks, plus extended childcare. Visit our website to learn more or to register. Scholarships applications with eligibility requirements are available on the website.



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