

## Community, Continuing & Corporate Education

Cañada College - College of San Mateo - Skyline College

**Fall 2017**



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## Advance your career in the nonprofit sector!

The intensive Nonprofit Leadership Certificate Boot Camp is a 3 day, not-for-credit certificate course designed for new executives, managers, and emerging professionals from the nonprofit sector.

Our goal is to develop leaders who can sustain themselves and their organizations while also improving their leadership capabilities and people management skillset. Participants will develop a robust toolkit of strategic and tactical skills to easily apply in their jobs.

*"This class fills a niche void and was exactly what I hoped existed out there for nonprofit leaders. The information and professional development were top notch."*

### Nonprofit Leadership Certificate Boot Camp: Course Breakdown

Day	Module	Description
Thursday	<b>Intro to the Nonprofit Industry</b>	<ul style="list-style-type: none"> <li>• Introductions</li> <li>• What does it mean to be a nonprofit?</li> <li>• Industry challenges</li> <li>• Skills needed to run a nonprofit</li> </ul>
	<b>Personal Leadership</b>	<ul style="list-style-type: none"> <li>• The 5 Practices of Exemplary Leadership</li> <li>• Personal LPI</li> <li>• Social styles</li> <li>• Team building</li> <li>• Effective meetings</li> </ul>
	<b>Governance</b>	<ul style="list-style-type: none"> <li>• 10 basic responsibilities of a nonprofit board</li> <li>• Working with boards</li> </ul>
Friday	<b>Strategic Planning and Thinking</b>	<ul style="list-style-type: none"> <li>• Mission, vision, impact, operational planning</li> <li>• Basic steps to strategic planning</li> <li>• Measuring impact &amp; making your vision a reality</li> </ul>
	<b>Financial Leadership</b>	<ul style="list-style-type: none"> <li>• Basics to nonprofit financials</li> <li>• How to read a nonprofit financial statement</li> <li>• Nonprofit funding types</li> <li>• Overhead myth &amp; dual bottom line</li> <li>• Is my nonprofit financially sustainable?</li> </ul>
Saturday	<b>Fund Development</b>	<ul style="list-style-type: none"> <li>• Stages of fundraising</li> <li>• Fundraising strategies</li> <li>• How to create a fund development plan</li> <li>• Creating a case of support</li> <li>• Role playing</li> </ul>

#### CEN Experienced Instructors:

Jennifer Simmons, Executive Director & Donna Wies, Senior Consultant

*Guest Speakers Have Included: Edward W. (Ned) Barnholt, former Chairman, President, & CEO - Agilent Technologies, Annette Eros, CEO - Ronald McDonald House at Sanford, Ira Holtzman, CFO - The Health Trust, and Amari Romero-Thomas, CEO & Principle Consultant - Mosaic Training Consulting*

**Student Tuition: \$975 | Dates: August 24-16 or October 12-14**

**\*Register online at [communityed.smccd.edu](https://communityed.smccd.edu) or call 650-574-6149**

You can also visit [cen.org](https://cen.org) for additional nonprofit leadership resources!

Welcome Message

Greetings, and welcome to our Fall 2017 semester! We invite you to continue your personal and professional growth this fall as you explore and participate in our many new and popular classes. Let us help you enrich and enhance your life and career!

Jonathan Bissell, CCCE Executive Director



Community, Continuing & Corporate Education



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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!

LANGUAGE INSTITUTE



Chinese Conversation I

“Let’s speak Chinese!” Chinese Conversation I is designed for beginners who are novices or have some experience in Chinese. You will learn basic daily expressions and topics such as greeting, shopping, ordering food, asking for directions and time, etc. Instructor **Xiaohong (Lucy) Sui**, originally from Beijing, will have you experience the local color of Beijing, including its scenic spots, traditional food, and customs. 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., 8/19-10/14; 10am-12pm, (No class 9/2 & 9/23)  
CSM, Bldg. 14, Rm 215 . . . . . \$136

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 on a number of everyday topics. The conversational topics will 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 its scenic spots, traditional food and customs. The goal of the class is to allow students to demonstrate in meaningful and unrehearsed ways what they have learned.

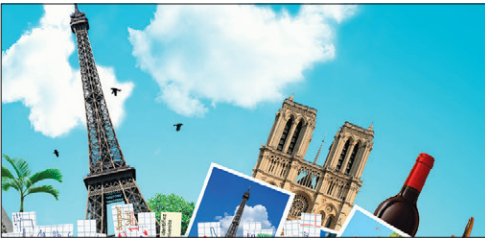
Text book: *Intermediate Chinese, Yong Ho's* (ISBN: 0-7818-1096-5).  
\*Available at CSM and other bookstores  
7 Sat., 10/21-12/16; 10am-12pm  
(No class 11/11 & 11/25)  
CSM, Bldg. 14, Rm. 215 . . . . . \$136

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., 9/21-11/2; 7:00 - 8:30 pm  
CSM, Bldg. 16, Rm. 245. . . . . \$119

French Beginner 1

Discover French culture and learn to create a real contact with French people by introducing and presenting yourself in French. You will be able to introduce yourself and ask questions of others, while understanding 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 978-2-278-082650\* et Saison 1 exercices ISBN 978-2-278-08267-4  
6 SAT., 9/9-10/21 (No class 10/14); 9:30-11:30am  
CSM, Bldg. 16, Rm. 242 . . . . . \$139  
\*Available at CSM and other bookstores.



French Beginner 2

Beyond introducing yourself, you will be able to discuss where you live, describe your home and ask questions of others while understanding their answers. You will also be able to research and rent a room or an apartment. 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  
6 Sat., 10/28-12/16; 9:30-11:30am  
(No class 11/11 & 11/25)  
CSM, Bldg 16., Rm. 242 . . . . . \$139  
\*Available at CSM and other bookstores.

## French Intermediate 1

After reviewing how to present yourself, describe people and things, and explain your plans for the future. In this class, you will learn how to describe something that happened in the past and tell how you liked it. 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

6 SAT., 09/9- 10/21; 12:00am-2:00pm;  
(No class 10/14)  
CSM, Bldg.16 , Rm. 242 . . . . . \$139  
\*Available at CSM and other bookstores.

## French Intermediate 2

In this class, you will practice telling or writing to friends about past stories and plans for future events. You will also explore how to do 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

6 SAT., 10/28-12/16 ; 12:00am-2:00pm;  
(No class 11/11 & 11/25)  
CSM, Bldg.16 , Rm 242. . . . . \$139  
\*Available at CSM and other bookstores.

## Spanish for Beginners

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

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

7 Sat., 9/9-10/21; 10 - 11:30am  
CSM, Bldg.14 , Rm. 117 . . . . . \$129

## 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., 9/14-10/26 6:30 - 8pm  
CSM, Bldg. 14, Rm. 117 . . . . . \$129



## 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., 9/26-12/12; 7 - 9pm  
CSM, Bldg 16., Rm. 202 . . . . . \$209

*"Professoressa Balestra is a fantastic teacher, full of energy and exuberance. We covered a considerable amount of material."*

- Michele Moss  
*Instant Italian!*

## American Sign Language - Beginning 1

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

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

6 Wed., 10/4-11/8; 6:30 - 8pm  
CSM, Bldg 16, Room 102 . . . . . \$89



**Silicon Valley Intensive English Program (SVIEP)** CCCE is pleased to offer the **Silicon Valley Intensive English Program (SVIEP)** in collaboration with Skyline College and Cañada 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 and Placement Exam to determine appropriate placement.

**For more information please call SVIEP at 650-738-7177 (at Skyline College) or 650-381-3514 (at Cañada College), or visit <http://smccd.edu/sviep>.**



*"I just got my TOEFL score back today and it was 86! I took TOEFL a while ago and it was 67. This is absolutely because of what I learned at SVIEP. Thank you for all your support!!"*

— Deborah Dong



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

- **Spanish in the Classroom**
- **Spanish for Medical Professionals (U Got Class)**
- **Spanish for Law Enforcement Professionals**
- **Speed Spanish I/II/III**
- **Beginning Conversational French**
- **Discover Sign Language**
- **Instant Italian**

Visit our site at [www.ed2go.com/cce](http://www.ed2go.com/cce) to register for and see ALL of the above offerings!



## ARTS & CRAFTS

### 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., 9/19-11/28; 6:00 - 8:30 pm (No class 10/31)  
CSM, Bldg. 4, Rm. 241. . . . . \$170



*"I love the way the teacher made each one of us expand our capabilities"*

- Lori Voreyer

*Watercolor by Any Means Necessary*



### 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., 8/23-12/6; 6:30 - 9:00 pm (No class 11/22)  
CSM, Bldg. 4, Rm. 111. . . . . \$135

### 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., 8/19-9/23; 1:30 - 5:30 pm (No class 9/2)  
CSM, Bldg. 4, Rm. 241. . . . . \$150



### 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., 8/17-9/21; 2:30-4:30 pm  
CSM, Bldg. 14, 201. . . . . \$89

6 Thurs., 9/28-11/2; 2:30-4:30 pm  
CSM, Bldg. 14, 201. . . . . \$89

5 Thurs., 11/9-12/14; 2:30-4:30 pm (No class 11/23)  
CSM, Bldg. 14, 201. . . . . \$79

Drawing in Color

Water-soluble colored pencils are pure magic! Enjoy using this wonderful and flexible medium to create a unique artwork. **Nobuyuki Kaji**, an accomplished portrait artist, will teach you basic drawing and color theory as you experiment with colored pencils. This class is perfect for all levels. Bring colored pencil set and water color paper pad 8"x 10" or 9"x 14".

- 6 Wed., 8/16-9/20; 6:30 - 8:30pm  
CSM, Bldg 4, Room 241 ..... \$89
- 6 Wed., 9/27-11/1; 6:30 - 8:30pm  
CSM, Bldg 4, Room 241 .....\$89
- 5 Wed., 11/8-12/13; 6:30 - 8:30pm (No Class on 11/22)  
CSM, Bldg 4, Room 241.....\$79



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., 8/14-9/25; 6:30 - 8:30pm (No class 9/4)  
CSM, Bldg. 4, Rm 241 ..... \$89
- 5 Mon 10/2-11/6 ; 6:30 - 8:30pm (No Class 10/9)  
CSM, Bldg. 4, Rm 241 ..... \$79
- 5 Mon 11/13-12/11; 6:30 - 8:30pm  
CSM, Bldg. 4, Rm 241 ..... \$79

"I enjoyed the instructor's encouragement and utilization of other student's sketches to demonstrate how differently our perspective was. His approach to critiquing student's work was gentle but effective."

- Monnie H.M. Boldt  
*Easy Pencil Sketching*

New!

Drawing Workshop

Bring your choice of drawing material; Pencils, charcoal, pastels, color pencils, felt pens or markers. This class will emphasize freedom by using the medium of your choice to create unique artwork from still-life objects. Please bring your choice of mediums and a 9 x 12" sketch book (or larger). Instructor **Nobu Kaji** will teach you basic drawing and color theory as you experiment!

6 Sat., 8/19-9/30; 1:30-3:30 pm (No class on 9/2)  
CSM, Bldg. 4, Rm 241 .....\$89

5 Sat., 10/7-11/4; 1:30-3:30 pm  
CSM, Bldg. 4, Rm 241 .....\$79

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 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). What you learn in this workshop will help you do future projects on your own. **Mychelle Fitzgerald** 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., 9/30; 10am-3pm  
CSM, Bldg 4, Rm.137. .... \$90



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!

4 Tues., 11/28-12/19 6:30-8:30pm  
CSM, Bldg 14., Rm 116. . . . . \$100



Floral Centerpiece: Ring of Fall Flowers

Create a ring of fresh flowers perfect for framing your personal candle, bowl or other holiday decoration. Certified floral designer **Liane Benedict** guides you as you create a lovely Thanksgiving centerpiece guaranteed to amaze your friends. She'll help you explore the principles of floral design as you learn the techniques, tips and tricks used by professional florists. Please bring clippers or a floral knife to class. You may also bring your display item (less than 2.5 inches in diameter) for the center of your floral ring. Please register at least 3 days before class.

Bring clippers or a floral knife. You may also bring your display item (less than 2.5 inches in diameter) for the center of your floral ring.

Your \$65 fee includes all of the fresh flowers you will be using in your centerpiece.

Sat., 11/18; 2 – 4:30pm  
CSM, Bldg 14., Rm.115 . . . . . \$65

"I loved my arrangement, which was possible with Liane's hands on approach."  
— Marvalyn Tucker  
Tropical Splendor Floral Design



New!

Home Decor Art Projects

Unplug from your computers and cell phones and join us as we create special home decor projects. The instructor will provide you with several different options to choose from as she shows you how to design one of a kind pieces. A few examples are picture frames, vases, mirrors, bird houses, jewelry boxes and wood signs with your own special message. Whether you like bohemian style or cozy cottage is your preference this course will have something to fit into your home. You will be using paint, stencils, embellishments and much more to bring your piece to life. Instructor **Mychelle Fitzgerald** has several years of experience in furniture and home decor design. She works with several different clients to help them make their home beautiful.

Materials Fee: \$30 payable to instructor in class.  
Sat.,10/21; 10am-1pm  
CSM, Bldg 4., Rm 241. . . . . \$49



MUSIC



Beginning Music Reading  
for Instruments & Voice

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

Materials Fee: \$6 payable to instructor in class.  
Sat., 9/9; 9:30am - 1pm  
CSM, Bldg.14, Rm 118. .... \$59

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., 8/19-9/30; 1 - 2:30pm (No Class 9/2)  
CSM, Bldg. 5, Rm. 354. .... \$119



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 10/21-12/9; 1 - 2:30pm (No Class 11/11 & 11/25)  
CSM, Bldg. 5, Rm. 354 ..... \$119

“Hiram has a very motivating and interesting style. He slowed down when he noticed someone was left behind.”

- Ulrike Maria Schindler  
*Ukulele – Beginner*

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., 9/9-10/21; 12:30-2pm  
CSM, Bldg. 5, Rm 352 ..... \$129  
6 Sat.,10/28-12/16; 12:30-2pm (No Class 11/11 & 11/25)  
CSM, Bldg. 5, Rm 352 ..... \$111

Instant Piano for Hopelessly  
Busy People

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

Materials Fee: \$25 payable to instructor in class.  
Sat., 9/9; 1:30-5:00PM  
CSM, Bldg 14., Rm.115. .... \$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., 9/9-10/21; 10:30am – 12pm

CSM, Bldg.5, Rm. 354 .....\$129



## 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., 9/7-11/30 (No class on 11/23)

5:30 - 7:30pm intermediate

6:30 - 8:30pm advanced

CSM, Bldg 5, Room 354. .... \$159



*“I like the variety of music, and the high level of the group. It was a lot of fun!”*

- Kristine Rubenis  
*Magic Flute, Flute Orchestra*



## 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.

6 Sat. 10/28-12/16 ; 10:30am-12:00pm (No Class 11/11 & 11/25)

CSM Bldg 5, Room 354. .... \$111

*“Clear, concise, well-thought out for the beginning student as well as those who have some knowledge of the subject without either feeling held back or left behind.”*

- Michele Pelter  
*Beginning 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., 10/21; 10am - 3pm

CSM, Bldg. 14, Rm 202. ....\$69

PHOTOGRAPHY

DSLR & Digital Photography Fundamentals

Taking great pictures with a DSLR camera is not so easy, and every photographer knows this. If you are a really passionate about photography, if you are a beginner-intermediate photographer who wants to learn how 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.

Materials Fee: \$5 payable to instructor in class.  
10 Thurs; 9/21 - 11/30; 6:30 - 8:30 pm (no class 11/23)  
CSM, Bldg. 10, Room 163. . . . . \$200



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., 9/30-10/21 & Critique TBD in class (1st class- 9am-12pm, 2nd class 7:30-10:30am, 3rd class 7:00-9:00 PM, 4th class TBD  
CSM, Bldg 16, Room 143. . . . . \$85



Adobe Lightroom CC for Photographers

Lightroom was designed to assist 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. Learn the best software to organize, edit and share your photographs with ease and speed. Instructor **Emanuela Quaglia** is a digital artist and Photoshop expert.

10 Mon; 9/25-11/27; 6:00-8:00pm  
CSM, Bldg 10, Room 163. . . . . \$200

"Emanuela, the instructor, is very knowledgeable and always willing to help. She's very flexible with the curriculum, making sure her students' needs are addressed. She's so kind and very patient."  
– Elisabeth Paoletti  
Adobe Lightroom CC

New! Shoot Like a Pro With Your Digital Camera

Photography means: “writing with light”. This hand-on short course will give you a better understanding of how to use your DSLR camera and produce great photographs. Instructor **Nico Van Dongen** will start with a brief overview of the history of the camera and photography and look at some of the most famous photographs and photographers. The exposure triangle; shutter speed, ISO, aperture and white balance will be discussed. The course will also explore camera shooting modes, what light is, and how we see light vs how our camera sees it resulting in using light effectively in our photographs. We will review the various types of digital point and shoot and DSLR cameras and their different lenses, lens filters as well as interesting and educational web resources for photography.

2 Wed; 8/16-8/23; 11:00am-3:00pm  
CSM, Bldg 19, Room 100. . . . . \$100

## Introduction to Adobe Photoshop CC

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 program ever developed.

6 Wed; 9/20-10/25; 6:00-8:00pm  
CSM, Bldg 10, Room 163. . . . . \$150

*"Emanuela did a great job catering the class to our knowledge level. It was clear the majority of us were beginners and she did a great job accommodating that."*

—Melissa May  
*Adobe Photoshop CC*



**New!**

## Adobe Photoshop Elements

Learning Photoshop Elements is easy and fun! By the end of the course you will be confident in using the main features of Photoshop Elements, such as using Quick Fix, Selections and Layers to manipulate images and photographs. Be prepared for a fun and creative course! You will learn to organize, manage and manipulate your images in this popular image editing program. Delegates must have basic computer skills. This course is for anyone who has never used Photoshop Elements before. The instructor **Emanuela Quaglia**, is a digital artist and Photoshop expert.


4 Sun; 9/24-10/15; 9:00am-12:00pm  
CSM, Bldg 10, Room 163,. . . . . \$150



## Adobe Photoshop CC - Intermediate

Move your Photoshop skills to the next level! In this intermediate Photoshop course 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 course you'll also build proficiency in advanced Photoshop composing. You learn how to make advanced selections, use composite layers in ways you never thought possible, and be able to make photographs adjustments like a pro. Instructor **Emanuela Quaglia**, is a digital artist and Photoshop expert.

4 Wed; 11/1-11/29; 6:00-9:00pm (no class 11/22)  
CSM, Bldg 10, Room 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**
- **Intro to Photoshop CC**
- **Photoshop CC I**
- **Photoshop –CC II**
- **Mastering Your DSLR Camera**
- **Photoshop Elements 13**
- **Photoshop Elements 12**
- **Introduction to Digital Scrapbooking**

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

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## WRITING



**New!**

### Life Story Writing

The benefits of a shared autobiography writing class are many. Sharing one's writing in a positive supportive social setting is an affirming experience for the writer. Making connections with others, particularly for elders, contributes significantly to one's overall health and well-being. Students in Life Story Writing will learn to organize and write their life stories two pages at a time. Participants will learn how to bring stories alive by describing events using all the senses. By reading the individual stories in class each week, the students learn to listen deeply, understand and appreciate others and their life stories. At the end of the sessions the participants will have nine written stories, which could be made into a book for oneself or as a gift for family and friends. The students can go as far and wide with their writing as they choose. Instructor **Craig Siulinski** has more than 18 years of teaching experience.

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

10 Sat; 9/9-11/18; 1-3:00pm (No class 11/11)  
CSM Bldg 14, Room 206 . . . . . \$130

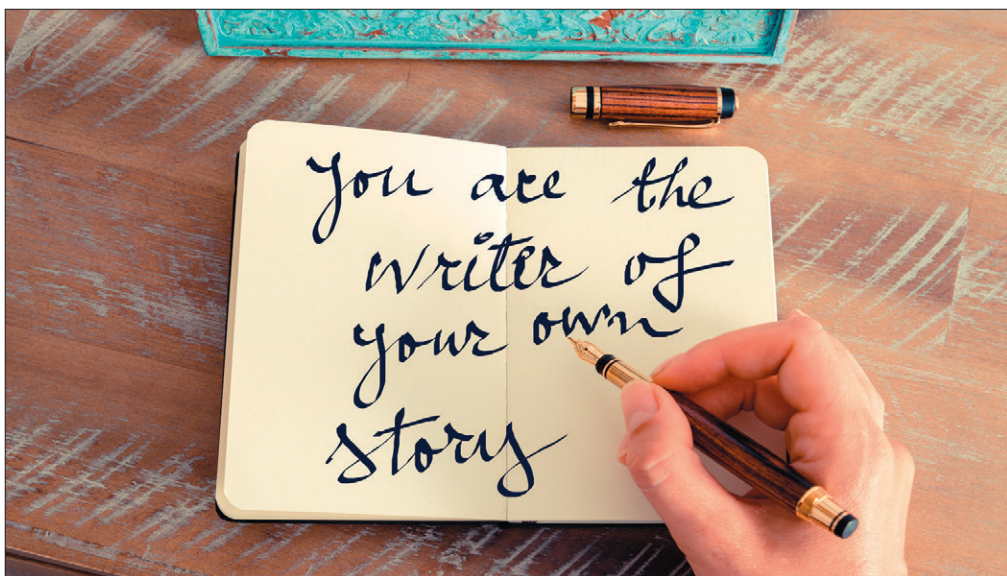
**New!**

### KidLit Bootcamp: Everything You Need to Know to Write for Children and Young Adults

Get a bird's eye view of the children's literature landscape, from developing a writing practice to the nuts and bolts of publishing. Learn the differences between picture books, early readers, chapter books, middle grade and young adult novels. Understand the foundations of good storytelling, and gather tools to improve your craft, including revision and self-editing checklists. This interactive workshop provides resources for every step of your writing journey, including goal-setting, learning to read like a writer, and finding a supportive writing community on your way to publication. Come discover the vibrant world of KidLit and the rewards of writing for children. Instructor **Danielle Sunshine** has a Bachelor's degree in English Literature from the University of California at Berkeley and a Masters in Creative Writing from the Vermont College of Fine Arts. Over the past twenty-five years, Danielle has taught at the elementary, middle school, high school, community college, and post-graduate level. She has experience teaching creative writing, critical writing, ESL, reading, literacy, literature, art, and art history. She is a knowledgeable editor and experienced teacher of small and large groups.

Materials fee: \$10 to instructor 1st day of class.

2 Sat; 10/7-10/14 9:00am-3:00pm (1 hour for lunch)  
CSM, Bldg 16, Room 105 . . . . . \$250



## 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. 8/22-10/10; 1:30 - 3:30pm  
CSM, Bldg.5, Rm. 352 . . . . . \$49

8 Tues. 10/17-12/5; 1:30 - 3:30pm  
CSM, Bldg. 5, Rm 352. . . . . \$49

"I liked EVERYTHING...ranging from the excellent presenter her topics for information she shares and the wonderful class mates who share wonderful ideas as well. It is the most informative and fun class I've taken in ages."

- Donna Eghbal  
*Jazz from the Hill*

### Wondrous Fall Skies\*

This two week course is an introduction to viewing the fall 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 digital video projector to project stars onto our planetarium dome, to show you the night sky. In addition, **Professor Stanford** will show you how to use your planisphere or Sky Wheel to locate the stars and constellations. If the sky is clear, we will view Saturn and the Moon in our rooftop observatory.

\*Please obtain planisphere from CSM bookstore before the first class

2 Fri; 9/22-9/29; 7:30pm-9:30pm  
CSM, Bldg. 36, Room 100. . . . . \$59

### 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 12/1; 7-9pm  
CSM, Bldg 5, Room 202 . . . . . \$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*

"Professor Stanford is a very effective, and informed professor. He is very good at what he does and knows how to present his considerable knowledge and love of astronomy."

- Larry Donoho  
*Exquisite Fall Skies*



MANAGEMENT SERIES

Management Live Courses



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 another 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 10/10-10/12; 6:30-9:30 pm  
CSM Bldg. 14, Rm. 215 . . . . . \$169



Nonprofit Leadership Certificate Boot Camp

Advance your career in the nonprofit sector! The intensive Nonprofit Leadership Certificate Boot Camp is a 3 day, not-for-credit certificate course designed for new executives, managers and emerging professionals from the nonprofit sector. Our goal is to develop leaders who can sustain themselves and their organizations while also improving their leadership capabilities and people management skill set. Participants will develop a robust toolkit of strategic and tactical skills to easily apply to the day-to-day in their jobs.

\*We reserve the right to take photos & use them for promotional purposes.

Thurs/Fri/Sat; 8/24-8/26; 8:00 am-5:00 pm  
(1 hour for lunch)  
  
Thurs/Fri/Sat; 10/12-10/14; 8:00 am-5:00 pm  
(1 hour for lunch)  
  
CSM, Building 14, Room 218 . . . . . \$975

Management Online Courses

*New Online !*

Certificate in Leadership Development

Especially geared for future leaders in the Gen Y generation (born 1980-1999), the certificate provides how-to practical information on advancing your leadership potential and making a difference in both the workplace and in society. Find out what it takes to become an effective leader. Discover your style of leadership. Discuss task completion, building relationships with your subordinates, becoming socially perceptive to changes in the workplace, utilizing your emotions in a positive and effective manner, and addressing challenging goals. Then learn the unspoken secrets that leaders know and the strategies they employ/exhibit for influencing others. Leadership skills are acquired and learned. You can become a leader if you know the do's and don'ts; what to say, what not to say; what to do, what not to do. At the end of completing the three course certificate, you will come away with a new understanding, new toolbox of leadership skills, and the information to move your leadership development into high gear.

Open enrollment.  
Tuition . . . . . \$395

*New Online!*

Executive Leadership Certificate

Executive leaders today require a new perspective on the external environment, as well as new tools to lead one's internal organizational structure and way of doing business. This unique certificate addresses both these sets of skills. Take away a new perspective about how to position your organization for success, and what new leadership skills executives need in the 21st century. Find out how leaders behave and speak differently from others in the organization in order to be effective and supportive. Discover why empowering leaders are more successful than others. After successfully completing the Executive Leadership Certificate, you will have new information about leadership today, a new perspective on the external environment and workplace, and an understanding of the leadership skills needed to position your organization, and your career as a leader, for success. Three one-month courses.

Open enrollment.  
Tuition . . . . . \$695

STAFF DEVELOPMENT ONLINE COURSES

New Online!

Supervisory & Leadership Certificate

Your employees are your most valuable resources. Ensuring the efficiency of your team is the key to your success and is your most important responsibility. Get practical, easy to understand, and insightful methods for new and even experienced supervisors and managers. Learn about effective delegation, performance management, and writing performance reviews. Discuss the specifics of the supervisor's role and responsibilities, and strategies for improving your overall effectiveness as a leader. Take home practical information along with tips and techniques that can be applied at your job immediately.

Open enrollment.  
Tuition . . . . . \$395

New Online!

Certificate in Customer Service

Customer service is now essential for business and all work organizations. With the increase of technology, human interaction with customers becomes all the more important. Whether it relates to retaining customers, serving your audience, or turning inquiries from potential customers into sales, good customer service is now one of the central factors in organizational success. Learn to improve your customer service skills to enhance your career skill set, improve productivity, and increase your organization's success. You will also take away some extraordinary customer service techniques you won't find anywhere else. Two one-month courses.

Open enrollment.  
Tuition . . . . . \$245



CORPORATE EDUCATION

Education That Works

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

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

LIVE

Computer Basics

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

4 Sat., 9/16-10/7; 1 - 3pm  
CSM, Bldg 14, 101 . . . . . \$79



Comprehensive 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., 10/14; 9:00 am-4:00 pm  
CSM, Bldg 14, Room 101. . . . . \$79.00



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., 12/2; 9:00 am-4:00 pm  
CSM, Bldg 14, Room 101. . . . . \$79



Comprehensive 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., 10/21; 9:00 am-4:00 pm  
CSM, Bldg 14, Room 101. . . . . \$79

## 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., 10/28; 9:00 am-4:00 pm

CSM, Bldg 14., Rm. 101 . . . . . \$79

Note: Computer lab using PC.

"Wonderful instructor who demonstrated significant knowledge of the subject matter and incredible patience for those in attendance"

— Kim Olivares

*Create Presentations with MS PowerPoint*



## Introduction to MS PowerPoint: Create Presentations, Posters, Process Diagrams

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

Sat. 11/4; 9:00 am-4:00 pm

CSM, Bldg 14., Rm. 101 . . . . . \$79

Note: Computer lab using PC.



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

Sat., 11/18; 9:00 am-4:00 pm

CSM, Bldg 14., Rm. 101 . . . . . \$79

"Very good documentation. Good demonstrations"


— Lilian Svec

*Introduction to MS PowerPoint*

"It gave a good general overview of Excel and our teacher was excellent!"

— Betsy Mueller

*Introduction to MS Excel*

 The following online Computer courses begin monthly for a \$100 tuition fee:

- **Intermediate Microsoft Excel 2016**
- **Introduction to Microsoft Excel 2016**
- **Intro to Microsoft Access-\$129**
- **Introduction to Microsoft PowerPoint 2013**
- **Introduction to Indesign CS6**
- **Quickbook Bundle-\$199**

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

ONLINE



**New!**

**Designing Online Instruction**

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


Open enrollment.  
Tuition.....\$195

**New!**

**Web Design**

Online users say a website’s design is the number one criteria for deciding whether a company is credible or not, according to recent research. Understanding what it takes to produce effective web design is essential in today’s market of highly saturated digital competition. Discover the basics of web design using HTML and CSS. No prior knowledge of HTML or web design is required. Throughout the course you will get the info you need to plan and design effective web pages. Discover ways to enhance web pages with the use of page layout techniques, text formatting, graphics, and images.

Open enrollment.  
Tuition.....\$245

 The MULTIPLE ONLINE COMPUTER CLASSES BEGINNING MONTHLY (\$100-Classes listed below):

- **Intermediate Microsoft Excel 2016**
- **Introduction to Microsoft Excel 2016**
- **Intro to Microsoft Access-\$129**
- **Introduction to Microsoft PowerPoint 2013**
- **Introduction to Indesign CS6**
- **Quickbook Bundle-\$199**

Visit our site at [www.ed2go.com/cce](http://www.ed2go.com/cce) to register for and see ALL of our offerings!



## CERTIFICATE CLASSES

### CEN Nonprofit Leadership Certificate Boot Camp

Advance your career in the nonprofit sector! The intensive Nonprofit Leadership Certificate Boot Camp is a 3 day, not-for-credit certificate course designed for new executives, managers and emerging professionals from the nonprofit sector. Our goal is to develop leaders who can sustain themselves and their organizations while also improving their leadership capabilities and people management skill set. Participants will develop a robust toolkit of strategic and tactical skills to easily apply to the day-to-day in their jobs.\*We reserve the right to take photos & use them for promotional purposes.



# CEN

Center for Excellence in Nonprofits

Thurs/Fri/Sat; 8/24-8/26; 8:00am-5:00pm  
(1 hour for lunch)

Thurs/Fri/Sat; 10/12-10/14; 8:00am-5:00pm  
(1 hour for lunch)

CSM, Building 14, Room 218. . . . . \$975



### Boot Camp Schedule

#### Thursday

##### **Understanding the Nonprofit Industry**

- Introductions
- What does it really mean to be a nonprofit?
- Industry challenges
- Skills needed to run a nonprofit

##### **Personal Leadership**

- The 5 Practices of Exemplary Leadership
- Personal 360 Leadership Perspectives Inventory
- Social Styles
- Team building
- Effective meetings

##### **Governance**

- 10 basic responsibilities of a nonprofit board
- Working with boards

#### Friday

##### **Strategic Planning and Thinking**

- Mission, vision, impact, operational planning
- Fundamental steps to strategic planning
- Measuring impact & making your vision a reality

##### **Financial Leadership**

- Core components of nonprofit financials
- How to read a nonprofit financial statement
- Nonprofit funding types
- Overhead myth & dual bottom line
- Is my nonprofit financially sustainable?

#### Saturday

##### **Fund Development**

- Stages of fundraising
- Fundraising strategies
- How to create a fund development plan
- Creating a case of support
- Role playing

"Thank you for creating this program. The topics were useful and wonderful. I truly learned a lot about NP financials and leadership."

CERTIFICATE CLASSES



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 AAI/ISMA certification exam is included in the workshop.

Sat.,11/4; 8:30am - 6pm  
CSM, Bldg.14, Rm. 117 .....\$109

"I enjoyed Mike's clarity of subject matter and his overall knowledge."  
—David Skarlanic  
Personal Fitness Trainer Certification



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

Mon.,8/28; 8:30am - 5pm  
CSM, Building 14, Room.202. .... \$159

Mon.,10/9; 8:30am - 5pm  
CSM, Building 14, Room.202. .... \$159

Mon.,12/4; 8:30am - 5pm  
CSM, Building 14, Room.202. .... \$159



Holistic Health Life Coaching Certification\*

The Life Wellness Coach/Holistic Health Certification will show alternative ways of looking at the Personal Training industry. Learn ways to understand your client from alternative health modalities. Develop your own team of fitness professionals (acupuncture, reflexology, massage, ayurveda, etc.) and create the ultimate training environment. This course is great for personal trainers who have clients for whom nothing else has worked. **Mike Rickett** is a certified strength and conditioning specialist with an M.S. in Exercise Physiology.

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

Sun., 11/5; 8:30am - 6pm  
CSM, Bldg 14 Rm 117.....\$109



## First Aid, CPR/AED, Adult & Pediatric—AMERICAN RED CROSS

Would you know what to do in a cardiac, breathing or first aid emergency? The right answer could help you save a life. With an emphasis on hands-on learning, instructor **Makalea Kim-Darmer** will instruct you in the First Aid/CPR/AED Adult and Pediatric courses that will provide you with the skills to save a life. All course options align with OSHA's Best Practices for Workplace First Aid Training Programs. Wear comfortable clothing; T-Shirt and pants highly recommended. NO dresses, skirts, low-cut tops. CPR/AED: Learn how to respond to cardiac and breathing emergencies in adults, children and infants, including the use of Automated External Defibrillators (AED). First Aid: Learn how to respond to common first aid emergencies including: burns, cuts, breaks, head, neck, back injuries and more.

Materials fee: 2-Year Red Cross Certificate Fee:  
\$30 exact cash only: payment to Instructor in  
class (Instructor will not have change)

Sat., 8/19; 9:00 am - 4:00 pm  
Cañada College, Bldg 2 Room 10.....\$100

Sat., 10/21; 9:00 am - 4:00 pm  
Cañada College, Bldg 2 Room 10. . . . . \$100

Sat., 12/16; 9:00 am - 4:00 pm  
Cañada College, Bldg 2 Room 10. . . . . \$100

"Well presented, done in 1 day, learned and comfortable performing and first aid and CPR/AED"

—Theresa Ann Bretanus  
*First Aid, CPR/AED, Adult & Pediatric*



"Hands on, lots of observation by presenter, helping learn correct technic."

— Kay Hitch  
*First Aid, CPR/AED, Adult & Pediatric*

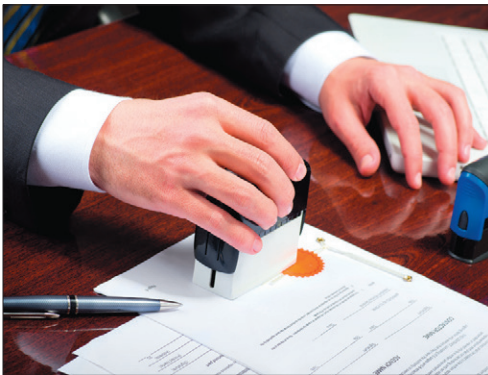


ENTREPRENEURIAL CLASSES

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., 11/4; 9am - 4pm  
CSM, Bldg. 14, Rm 213 .....\$109



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. For new students and renewing notaries, the 50 min. test is administered at the end of the workshop.

*Bring two #2 pencils, driver's license, a 2"x2" color passport photo and a \$40 check made payable to the "Secretary of State." Please Note: 2"x2" passport photo will be taken the day of class for a \$10.00 fee. Livescans are offered the day of class for an \$80.00 fee.*

Materials Fee: \$25 payable to instructor in class for textbook and handouts.  
Sat., 8/26; 8am - 6pm (Exam: 5 - 5:50pm)  
CSM, Bldg. 14 Rm 213 ..... \$125  
  
Sat.,10/28; 8am - 6pm (Exam: 5 - 5:50pm)  
CSM, Bldg. 14, Rm 213 .....\$125



DMV Auto Wholesale

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

Materials Fee: \$25 payable to instructor in class  
  
Mon & Tues., 9/11 & 9/12; 6 - 9pm  
CSM, Bldg. 14, Rm. 116. .... \$89



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., 9/9-9/23; 1 - 3pm  
CSM, Bldg.14. Rm.213. .... \$89

ENTREPRENEURIAL CLASSES

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 is **Mike Rounds**, a published author of over 200 products and owner of a publishing company.

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

Tues., 10/17; 6:30 – 9:30pm  
CSM, Bldg. 16, Rm. 143 . . . . . \$39



Make Your Website Make Money

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

Wed., 9/27; 6:30-9:00 PM  
CSM, Bldg 14, Room 118. . . . . \$49

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.

Tues. 9/26; 6:30 - 9:00pm  
CSM, Bldg 14, Room 118. . . . . \$49

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).

Tues., 10/17; 6:30 – 9:30pm  
CSM, Bldg. 14, Rm. 116. . . . . \$49



## CAREER LIVE & ONLINE CLASSES



### Search for a Job/Find a Job - Methods that Work!

Are you looking for: your first job? a new job? a new job in another field? Are you returning to work after a long absence? Then this is the class for you! You will learn how recruiters really find people to fill a job vacancy, how to upgrade your skills, how to network and make it fun, how to interview effectively, how to create a winning resume and cover letter, job search etiquette that makes a difference, where to look for a job, how to handle online applications and many other important current tips and tricks to get you to your goal. This class is taught by **Hilda Sendyk**, a 20+ years Learning Development & Workforce consultant!

Materials Fee: \$12 payable to instructor in class

Sat 9/23; 9:00am-4:00pm  
CSM Bldg. 14, Rm. 103 . . . . . \$79

### Confident Presentation, Meeting and Phone Conference Skills

Did you know that public speaking is the #1 fear in America? The good news is that you can increase not only your presentation confidence, but also your meeting and telephone savvy by following a few helpful tips. Come to this informative session and find out how to enhance your presentation, meeting, and telephone charisma! Learn the keys to confident presentation and meeting skills from **Preston Ni**, whose work with introverts is documented in the New York Times bestseller "Quiet: The Power of Introverts in a World that Can't Stop Talking".

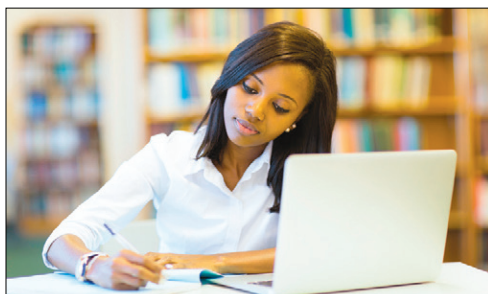
Sat., 10/28; 10:00 am-1:00 pm  
CSM, Bldg. 14 Rm. 205. . . . . \$49

**New!**

### How to Find a Job in Silicon Valley

Searching for a position in Silicon Valley is full of challenges, disappointments, as well as false starts. Learn how to organize, network and overcome the many obstacles one faces in a job search. **Herb Deitz** has many years of experience as both a Human Resources Manager Director, running his own business creating and implementing recruiting programs for over 200 firms during 25+ years of his career.

5 Wed; 9/20-10/18; 7:00-8:30pm  
CSM Bldg. 16, Rm. 105. . . . . \$100



**New Online!**

### Certificate Online Teaching

This Certificate is for those new to teaching online or those already teaching online. Get the best instruction from the foremost authorities in online learning. Thousands of people have taken this fundamental yet advanced training in teaching online. From building an online course to improving an online course, from fostering online discussion to encouraging student interaction, from traditional assessment to online tests, the program will give you both the fundamentals of teaching online, as well as the most advanced tips and techniques in the business. Your instructors are authors, speakers and consultants in online learning and teaching. Three one-month courses. Take the courses in any order you choose.

Open enrollment.

Tuition. . . . . \$495

### Additional Courses Online:

- **Advanced Teaching Online (48 hour course)**
- **Certificate in Designing Webinars (32 hours)**
- **Certificate in Blended Instruction (48 hours)**
- **Using Cell Phones in the Classroom (16 hours)**
- **Developing Hybrid Courses (16 hours)**

For more information go to:  
[www.communityed.smccd.edu](http://www.communityed.smccd.edu)

RETIREMENT



**New!**  
**Intelligent Investment for Successful Aging**

One of the pillars of successful aging is reaching and maintaining one's financial independence, which requires you to invest your money intelligently. This course provides insights into the strategies for intelligent investing in evolving stock and bond markets with focuses on asset allocation and risk management. In this 8 hour course, **Qiumei Sun**, CFP®, certified financial planner, formerly senior economist of China's equivalent of Federal Reserve Bank with over 20 years first-hand financial and investment experience will show you how to build optimal portfolios that account for your own investment objectives, time frame and risk tolerance.

2 Sat 9/16-23; 1-5pm;  
CSM, Bldg 14., Rm 118. .... \$55



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

"I liked that the presenter was very open to questions and adeptly answered them during lecture time"

— Student  
Financial Strategies for Retirement

**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.

4 Thurs 9/7-9/28; 6:30-8:45pm  
CSM College, Bldg.16, Rm 105 .....\$55

2 Sat., 9/9-9/16; 12:30-4:45pm  
Cañada College, Bldg.13, Rm 111 .....\$55



**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.

Sat., 8/19; 10:30am-12:30pm  
CSM College, Bldg 14., Rm 115 ..... \$39

Sat., 10/14; 10:30am-12:30pm  
Cañada College, Bldg 13., Rm.111. .... \$39

Book Required: Medicare Simplified  
By: Westbrook Publishing  
[https://www.amazon.com/Medicare-Simplified-simple-enrolling-Supplement/dp/0578179865/ref=sr\\_1\\_2?ie=UTF8&qid=1476654073&sr=8-2&keywords=medicare+simplified](https://www.amazon.com/Medicare-Simplified-simple-enrolling-Supplement/dp/0578179865/ref=sr_1_2?ie=UTF8&qid=1476654073&sr=8-2&keywords=medicare+simplified)

RETIREMENT



New Online!

Retire Rich: Smart Retirement Steps for 20 and 30-somethings

Retirement should be thought of as a Do you want to achieve financial independence and true freedom to indulge in whatever makes you happy? Do you want to live life to the fullest, while only working when you want to? Imagine how great it would be to spend all of your time doing the things that matter most to you, all the while knowing you are financially secure. Imagine a life filled with enjoyment, leisure, and satisfaction. Envision your future free from the typical 9 to 5 grind. This course will show you how. The course will also help you avoid being one of the many American"s who struggle financially. Did you know 56% of American"s retire with less than \$10,000 and that many people, even rich people, live paycheck to paycheck. This course will show you how to budget, plan, and invest for a comfortable, successful retirement and future. This course covers tools that will help you set yourself up for financial success. If you follow the simple, easy to follow principles explained in this course, you will achieve success.

Open enrollment. (16 hours)  
Tuition. . . . . \$195.00

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 10/21; 10:00-11:30am  
CSM College, Bldg 14, Rm 115 . . . . . \$28

New!

Transition to Retirement

Retirement should be thought of as a journey! It is filled with both opportunities and challenges. Elements of a successful retirement include life purpose, financial planning, social interaction, lifestyle, physical, mental and spiritual wellness. It is critical that individuals begin planning for these items prior to retiring. This course is designed to help participants in planning, implementing and completing actions to realize opportunities as well as solve challenges that retirement may present. Instructor **Herb Dietz** has been retired for 2 years and has taught several classes for adults transitioning into retirement during that time.

5 Mon; 9/18-10/16; 7:00 pm - 8:30 pm  
CSM, Bldg. 14, Room 102. . . . . \$100



Sidelines For Seniors!

"Retired" doesn't mean you need to live on a fixed income! Seniors can bring in extra money through fun part-time businesses and freelance gigs that are particularly well suited for those over 50. They can be started with very little investment, and can greatly contribute to your financial independence. Work as little or as much as you like, make money, and have fun doing it! Instructor **Steve Veltkamp** is a speaker, trainer and entrepreneur with a passion for freedom through self-employment.

Mon; 9/25 6:30 PM – 9:00 pm  
CSM, Bldg. 14, Rm. 118 . . . . . \$49



REAL ESTATE

Homebuying 101

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

Mon & Tues 9/25 & 9/26; 6:00-8:00 pm  
CSM, Bldg 14, Room 116 . . . . . \$55

*"His knowledge was great. Liked that he had real experiences to share when explaining something."*  
- Joanne Dao  
Homebuying 101



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., 8/28 & 8/29; 6-8:00pm  
CSM, Bldg 14, Room 116. . . . . \$55



All About Reverse Mortgages

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

Sat, 9/23; 9:00 am-1:00 pm  
CSM, Bldg 14., Rm 105. . . . . \$39

Financing Your New Home

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

Materials Fee: \$12 payable to instructor in class.  
2 Sat., 9/30-10/7; 9 am-1:00 pm  
CSM Bldg. 14 Rm. 104 . . . . . \$39

LIVE & ONLINE



Live

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; and work on your company's show-specific budget, set expectations, maneuver union jurisdictions, show sales and 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!

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

Sat., 9/9; 9 am-3:00 pm

CSM Bldg. 14, Rm. 115 . . . . . \$65



Additional Courses Online:

- **Managing & Marketing Webinars (16 hour course)**
- **Introduction to Mobile Marketing (48 hours)**
- **Video Marketing (16 hours)**
- **Improving Email Promotions (16 hours)**
- **Integrating Social Media into Your Organization (16 hours)**
- **Managing Social Media Platforms Certificate (48 hours)**
- **Podcasting (16 hours)**
- **Revenue Generation for Non-Profits (32 hours)**
- **YouTube for Business (16 hours)**

For more information go to:  
[www.communityed.smccd.edu](http://www.communityed.smccd.edu)

Online

New Online!

Digital Marketing Certificate

Come get a fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing your website traffic, doing search engine optimization, and how to successfully employ online advertising. Relevant for any type of organization, including businesses, companies, non-profits, and government agencies. No eMarketing experience or expertise is necessary. If you are already at an advanced level, your instructors are experts and can provide the latest most advanced information and answer your toughest questions. Three one month courses.

Open enrollment. (48 hours)

Tuition . . . . . \$495.00



New Online!

Entrepreneurial Marketing

To succeed in today's marketplace, entrepreneurs must know how to effectively market their product or service. This course offers you a step by step approach to attract and keep customers, all within a realistic budget. With an emphasis on customer-driven marketing decisions, you will learn how to build a strong brand, analyze which tactics to use, and implement your marketing plan. Whether you are starting a business or growing an existing one, you will take away practical marketing tips and tools that you can use to improve your marketing efforts.

Open enrollment. (16 hours)

Tuition . . . . . \$195.00



## YOUTH & PARENTING

### Summer Camps 2018

#### Bay Area Pathways Academy 2018

(6-9th grades rising-information coming soon)

For more information go to:  
<https://smccd.edu/bapa/>



#### Multimedia Arts Summer Academy 2018

(10-12th grades rising-information coming soon)

For more information go to:  
<https://smccd.edu/masa/>

#### Skyline Volleyball Camp 2018

(7-12 & 13-14 year olds)



#### New Online!

#### For Parents of Boys

Boys learn differently than girls, get worse grades than girls, and face certain challenges in school. Find out how you can help your son succeed more in school. Discover why males do 30% less school work than females, fidget more, like new and hard challenges, and more. Then take home nine tips for helping your boy learn and succeed more in school. You'll also find out something new about how you learn. Anyone interested is welcome to attend.

Open enrollment. (16 hours)

Tuition . . . . . \$95.00

### Understanding Adolescents

To know your kids is to love them. In this course, an experienced social worker will help you gain a deep understanding and appreciation of your adolescent's development and behavior. You'll uncover the secrets of the adolescent mind and gain valuable information on how they think, how they feel, and how their identities develop. Parents, family members, teachers and related support staff, child and youth workers, counselors, nurses and the like will all benefit from the information shared in this course.

Sessions (24 hour -6 week course): July 12, August 16, September 13 and October 18

Go to: <https://www.ed2go.com/cce/> to register.

Tuition. . . . . \$100.00



"My child liked all of her classes...she enjoyed the variety and really felt like she loved them all. Every day she was excited to tell me about all of her experiences and couldn't pick a favorite. Thanks for the wonderful program and summer. Wish we had done it sooner! "

— BAPA Parent

### TEST PREPARATION

**Visit the site below for all the following offerings:**

<https://www.ed2go.com/cce/>

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

FITNESS



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.

8 Wed., 8/16-10/4; 6:30 – 7:30pm  
Peninsula Boxing & Fitness  
2860 Spring St. Unit 1 Redwood City  
CA 94063  
Tuition . . . . . \$120

8 Wed., 10/11-12/6 (no class on 11/22);  
6:30 – 7:30pm  
Peninsula Boxing & Fitness  
2860 Spring St. Unit 1 Redwood City  
CA 94063  
Tuition . . . . . \$120

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 demonstrate the basic fundamental skills and drills that will reveal your inner champion. Perfect for self-defense, learn stance, footwork, and striking technique during motivational sessions devised to increase fitness, induce weight loss, elevate energy, improve confidence, and reduce stress. With the music pumping, we’ll get your heart rate pumping too, as you explode with seasoned combinations on heavy bags for a super serious calorie burn. Using a variety of equipment, top things off with interval training to build the ultimate in strength, stamina, and core stability. Course instructor **Nick Bellafatto** is a registered coach with over 20 years of experience running competitive & recreational programs as the Executive Director of Peninsula Boxing and Fitness.

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

7 Sat., 8/19-10/7 (No class 9/2); 9-10:00am  
Peninsula Boxing & Fitness  
2860 Spring St. Unit 1 Redwood City CA 94063  
..... \$105

9 Sat., 10/14-12/16 (No class 11/25); 9-10:00am  
2860 Spring St. Unit 1 Redwood City CA 94063  
..... \$135

“I liked the warm-ups, hitting the bags just everything.”  
—Sherrill  
*Ladies Night Boxercise:*

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.

4 Tues; 9/5-9/26; 8:30 – 9:30pm  
Burlingame United Studios of Self Defense @  
1345 Howard Ave. Burlingame CA 94010  
Tuition . . . . . \$95



## 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., 8/23-10/18; 8pm-9:30pm,  
CSM, Bldg. 8, Rm. 203 . . . . . \$89

#### Session 2

8 Wed., 10/25-12/20 (No class 11/22);  
8pm-9:30pm,  
CSM, Bldg. 8, Rm. 203 . . . . . \$79

### Intermediate Schedule

#### Session 1

9 Wed., 8/23-10/18; 8pm-9:30pm, CSM, Bldg. 8,  
Rm. 203. . . . . \$89

#### Session 2

8 Wed., 10/25-12/20 (Class Skip 11/22);  
8pm-9:30pm,  
CSM, Bldg. 8, Rm. 203 . . . . . \$79



## 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.*

16 Tues. & Thurs., 10/10-12/5

(No Class 11/23); 7:30 - 9pm

CSM, Bldg. , Rm. TBD . . . . . \$145

*"Enjoyed learning good posture and being confident and different."*

— Christin Renne

*Fencing — Fitness with a Sword*



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

— Susan Montgomery

*Fencing — Fitness with a Sword*

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.*

7 Sat., 8/19-10/7; (No class 9/2); 9:45 - 11am  
CSM, Bldg. 8, Rm. 203. . . . . \$99

6 Sat., 10/14-11/18; 9:45 - 11am  
CSM, Bldg. 8, Rm. 203. . . . . \$84

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.

7 Sat., 8/19-10/7; (No class 9/2); 11am-12:15pm  
CSM, Bldg. 8, Rm. 203 . . . . . \$99

6 Sat., 10/14-11/18; 11am-12:15pm  
CSM, Bldg. 8, Rm. 203. . . . . \$84

New!

Jazz Dance

Learn a variety of jazz styles while solidifying basic jazz steps, incorporating the fundamentals using both jazz and ballet techniques while getting a work out and having fun. Instructor **Tamara Shuttle** has been teaching Jazz dance for the past 11 years in San Francisco/San Mateo Counties for adults.

8 Wed., 8/16-10/11; (No class 9/6); 6:30-8:00 pm  
CSM, Bldg. 8, Rm. 203 . . . . . \$100

8 Wed., 10/18-12/13; (No class 11/22); 11am- 12:15pm  
CSM, Bldg. 8, Rm. 203. . . . . \$100

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., 9/14-11/9; 6:30 – 7:30pm  
CSM, Bldg. 8, Rm. 203. . . . . \$99

"Ken is an excellent teacher. He breaks the steps down, so everybody can understand it"

—Ulrike Maria Schind  
*Sensational Salsa Dancing*



New!

Contemporary Modern Dance

Enjoy the art of moving in this Contemporary Modern Dance class. Participants will learn, develop and explore the many components of dance in a supportive environment. The class consists of preparing and strengthening the body, raising awareness and confidence in the body using various types of movement. Dancers will also have the opportunity to experiment with artistry and self expression. Come have fun exploring dance with Instructor **Gheisa Andrea Schmidt!** *No experience needed.*

6 Mon., 9/11-10/6; 7:00-8:00 pm  
CSM, Bldg. 8, Rm. 203 . . . . . \$100

6 Mon., 10/30-12/4; 7:00-8:00 pm  
CSM, Bldg. 8, Rm. 203. . . . . \$100

## PERSONAL GROWTH



### 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 the instructor in class.

Sat., 10/7; 10am - 1pm  
CSM, Bldg 14., Rm 213 ..... \$49



**New!**

### Having Crucial Conversations Post Election

Find yourself in challenging conversations with your colleagues since the election? Learn to navigate them with confidence. This hands-on, four-hour training teaches the advanced tools and skills needed to confidently engage in difficult conversations with colleagues, clients and others, amidst the current tumultuous and divided national climate. Explore how to create safe spaces and navigate the challenges resulting from uncomfortable conversations through an interactive and practice-based experience taught by communication coaches. Leave the training knowing you are ready to boldly engage in whatever conversation presents itself in the coming weeks.

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

Sat., 8/26; 9am - 1pm  
CSM Bldg 14, Room 201. .... \$99

### Dog Obedience Classes—All Levels

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

Every Sat. from 9am – 12noon, CSM Lot 1B  
Call (650) 583-4044  
[www.sanbrunodogobediencesschool.com](http://www.sanbrunodogobediencesschool.com)



### Motorcycle Safety Training

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

Classroom Instruction:

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

Riding Range:

Sat. & Sun., Parking Lot 1A

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

Open enrollment. Register anytime.  
Northern California Motorcycle Training  
Call (877) 888-6268  
[www.motorcycle-skills.com](http://www.motorcycle-skills.com)



FOOD



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.  
2 Sat., 10/7-10/14; 1 - 3pm  
CSM, Bldg 15, Rm. 114 .....\$50

Haunted Halloween Mansion

Get your Ghoulie on this year and learn how to make a spooky Halloween Haunted Mansion. Taught by **Kathleen Luzzi**, owner of well-known Kathys Creative Kakes in San Mateo. You will be provided with a fresh baked gingerbread house with some magic spells and eye of newt mixed in so that you can learn how to expertly decorate a haunted edible centerpiece that will make you the envy of all of Transylvania. You will learn to make all of the fondant decorative additions and take a super creepy haunted house home with you that night...if you dare!

Materials Fee: \$15 payable to instructor in class.  
Tues., 10/24; 6:30 - 9:30 pm  
629 South B. St., San Mateo. ....\$69



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. 10/3, 6:30 – 9:30pm  
629 South B. St., San Mateo ..... \$59



Basic Cake Decorating

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

Materials Fee: \$15 payable to instructor in class.  
Tue., 9/12; 6:30 - 9:30pm  
629 South B St., San Mateo. ....\$59



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.,11/7. 6:30 – 9:30pm  
629 South B. St., San Mateo ..... \$59

## FOOD &amp; HOME

**New!****Introduction to Wine**

Want to know why your Chardonnay tastes buttery and how to select the right bottle for your salmon fillet? Learn everything you need to know about the world of wine with a Ritz-Carlton Sommelier **Steven Allison**. Topics include wine tasting, the logic behind wine and food pairing, the science of wine making, French wine history, and wine service. Tasting will include two wine samples.

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

Thurs.; 11/9; 6:00 - 9:00pm

CSM Bldg 14/Rm 117 .....\$79

**Save 10% off by registering for both courses! Call us to register for Introduction to Wine and Wine Tasting and save \$18!! Get both courses for \$160!!**

**New!****Wine Tasting**

Students will delve into the Court of Master Sommelier's deductive tasting method and tasting grid. Taste seven wines (including one blind) as you expand your descriptor vocabulary and become fluent in linking your descriptions to grape varieties, regions, age-ability, and appropriate food pairings.

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

Thurs.; 11/16; 6:00 - 9:00pm

CSM Bldg 14/Rm 117 .....\$99

**New!****Sustainable Living: The Real Thing**

Need to set up your own apartment? Spruce up your house? Downsize to a smaller space? You can do all this and more at little or no cost. Learn how from experienced ASID, CID professional interior designer **Carol Tanzi**. Most people believe that the only way to decorate a room is to throw everything out and start from scratch. Not True. This class will show you how to stretch your imagination, pull your resources together, and create a well design, functional living space, all in a sustainable fashion. You'll recycle, reuse, repurpose and craft everything-on a minuscule budget. Your finished, upcycled, stylish interior will be a completely eco-friendly environment. You might say, "It's the real thing."

2 Sat.; 9/23-9/30; 9:00am-1:00pm

CSM Bldg. 14 / Rm. 205. .... \$85



GARDEN



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."

Materials Fee: \$10 payable to instructor in class.  
Sat., 10/28; 10:00am-1:00pm  
CSM, Bldg.14, Rm 115.....\$49

"Presenter had a great attitude - just try it & see. Don't worry about getting it right, just play around & see what develops."  
— Sonja Pasch  
*Urban Farming for the City*

New!  
Container Gardening for Year Round Beauty

Learn the practical and pretty of container gardening and how to choose and care for plants to reap months of blooms and beauty. Design ideas, working with color, and seasonal updates will be demonstrated. We'll use a wide range of plants including evergreens, herbs, perennials, annuals and succulents. Instructor **Laurel Nagle**, a professional Master Gardener is the owner of a container gardening business (Every Bloomin Thing) as well as has taught workshops at the SF flower and garden show and Lyngso. She has a certificate in Landscape Architecture from UC Berkeley Extension.

3 Sat., 10/21-11/4; 10:00 am - 12:30 pm  
CSM, Bldg. 114, Rm 118.....\$120



TOURS & TRAILS



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 logging history, old growth redwoods, and a beautiful creek at Pescadero Creek County Park; sand dunes, elephant seals, and seashore at Ano Nuevo State Park; and spectacular views and forests at Purisima Creek Open Space Preserve.

†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., 10/12 & 11/9, 7 - 8:30pm.

Fieldtrips: 3 Sat., 10/12-11/11 (no class 10/21 & 11/4) 10am - 3pm  
CSM Bldg. 14, Rm. 205..... \$79

“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*

New!

The History of The Personal Computer Industry (& Computer History Museum Field Trip)

A fun, fact-filled history of the Personal Computer Industry from its revolutionary origins to its tame acceptance as an industry supplying products the world must have. Get to know the creators, techies, disruptors, heroes and villains of this industry that’s morphed into a standard part of Technology and Wall Street. Instructor **Hilda Sendyk**, M.S. joined the industry in 1972 as Manufacturing manager for several of the early PC companies. She then served a stint in the PC Retail world. She’s now a software and soft skills consultant. She, one of few women in the iconic Homebrew Computer Club, recently event managed the 38th Homebrew Computer Club Reunion at the Computer History Museum where 400+ attendees interacted with founders of several early PC companies.

Sat.; 9/16; 9:00am-4:00pm  
CSM Bldg 14, RM 102.....\$79

Material Fee Paid to Instructor\*\*. . . . . \$20.00  
Plus binder with notes. And a Signed Copy of the book “What the Dormouse Said: How the Sixties Counterculture Shaped the Personal Computer Industry” by John Markoff, Pulitzer Prize winning author.

\*\*ADDITIONAL FEES:  
**Students will need to pay admission fee to Computer History Museum separately. Museum Admission: \$13.50 Seniors (65+); \$17.50 Adults. (Admission includes discounts at the Museum Shop and Café.)**

## COURSES BY DATE

8/14	Easy Pencil Sketching.....	8	9/30	Financing your New Home .....	29
8/16	Shoot Like a Pro With.....	12	9/30	Peninsula Photography.....	12
8/16	Adult Jazz Dance.....	34	9/30	Repurpose your Furniture.....	8
8/16	Drawing in Color.....	8	10/2	Easy Pencil Sketching.....	8
8/16	Ladies Night Box.....	32	10/3	Basic Fondant Cake.....	36
8/17	Learn to Draw - Basic.....	7	10/4	American Sign Language.....	5
8/19	Boxercise 101.....	32	10/7	Drawing Workshop.....	8
8/19	Chinese Conversation I.....	4	10/7	KidLit Bootcamp.....	14
8/19	Drawing Workshop.....	8	10/7	Japanese Cooking.....	36
8/19	First Aid, CPR/AED.....	23	10/7	Using Essential Oils to.....	35
8/19	Graceful Hawaiian Hula I.....	34	10/9	ServSafe Food Manager.....	22
8/19	Graceful Hawaiian Hula II.....	34	10/10	Fencing - Fitness with a.....	33
8/19	Ink & Watercolor Painting.....	7	10/10	Leading Productive meetings.....	16
8/19	Ukulele for Beginners!.....	10	10/11	Ladies Night Boxercise.....	32
8/19	Understanding Your Medicare.....	27	10/12	Peninsula Parks & Trails.....	39
8/22	Jazz From the Hill.....	15	10/14	Boxercise 101.....	32
8/23	Intermediate Tai Chi.....	33	10/14	Comprehensive Introduction.....	18
8/23	Oil Painting.....	7	10/14	Graceful Hawaiian Hula I.....	34
8/23	Tai Chi for Fitness .....	33	10/14	Graceful Hawaiian Hula II.....	34
8/26	Having Crucial Conversations.....	35	10/14	Understanding your Medicare.....	27
8/26	Notary Public.....	24	10/17	Become a Professional org.....	25
8/28	Homeselling 101.....	9	10/17	How to be Self-Published.....	25
8/28	ServSafe Food Manager.....	22	10/17	Jazz From the Hill II.....	15
9/5	Street Smart Self-Defense.....	32	10/18	Adult Jazz Dance.....	34
9/7	Financial Strategies for .....	27	10/21	Chinese Conversation II.....	4
9/7	Magic Flutes, Flute Orc Adv.....	11	10/21	Comprehensive Intro to Excel.....	18
9/7	Magic Flutes, Flute Orc Int.....	11	10/21	Container Gardening for.....	38
9/9	Animation Voiceover.....	24	10/21	First Aid, CPR/AED, Adult.....	23
9/9	Beginning Guitar I.....	11	10/21	Home Décor Art Projects.....	9
9/9	Beginning Music Reading.....	10	10/21	Learn to Play Guitar in a Day!.....	11
9/7	Financial Strategies for.....	27	10/21	Life Insurance Basics: What.....	28
9/9	French Beginner I.....	4	10/21	Ukulele Continued.....	10
9/9	French Intermediate I.....	5	10/24	Haunted Halloween.....	36
9/9	Fretboard Fundamentals.....	10	10/25	Intermediate Tai Chi.....	33
9/9	Instant Piano for.....	10	10/25	Tai Chi for Fitness.....	33
9/9	Life Story Writing.....	14	10/28	Beginning Guitar II.....	11
9/9	Small Business Marketing.....	30	10/28	Confident Presentation.....	26
9/9	Spanish for Beginners.....	5	10/28	French Beginner II.....	4
9/11	Contemporary Mod Dance.....	34	10/28	French Intermediate II.....	5
9/11	DMV Auto Wholesale.....	24	10/28	Fretboard Fundamentals.....	10
9/12	Basic Cake Decorating.....	36	10/28	Int/Adv Excel.....	19
9/14	Sensational Salsa Dancing.....	34	10/28	Notary Public Workshop.....	24
9/14	Spanish - Intermediate.....	5	10/28	Urban Farming for the City.....	38
9/16	Computer Basics.....	18	10/30	Contemporary Modern.....	34
9/16	History of the Personal.....	39	11/4	Introduction to PowerPoint.....	19
9/18	Transition to Retirement.....	28	11/4	Notary Loan Signing.....	24
9/19	Watercolor by Any Means.....	7	11/4	Personal Fitness Trainer.....	23
9/20	How to Find a Job in Silicon.....	26	11/5	Holistic Health Life.....	22
9/20	Intro to Adobe Photoshop CC.....	13	11/7	Intermediate Fondant Cake.....	36
9/21	DSLR & Digital Photography.....	12	11/8	Drawing in Color.....	8
9/21	Conversational Japanese.....	4	11/9	Introduction to Wine.....	37
9/22	Astronomy - Wondrous.....	15	11/9	Learn to Draw - Basic.....	7
9/23	All About Reverse Mortgages.....	29	11/13	Easy Pencil Sketching.....	8
9/23	Search for a Job.....	26	11/16	Wine Tasting.....	37
9/24	Adobe Photoshop Elements.....	13	11/18	Floral Centerpiece: Ring of.....	9
9/25	Adobe Lightroom CC for.....	12	11/18	Int./Adv. Powerpoint.....	19
9/25	Homebuying 101.....	29	11/28	Hat's off to Knitting!.....	9
9/25	Sidelines for Seniors!.....	28	12/1	An Enchanting Evening with.....	15
9/26	Instant Italian!.....	5	12/2	Intermediate/Advanced Word.....	18
9/26	Sell your Stuff on Facebook.....	25	12/4	ServSafe Food Manager.....	22
9/27	Drawing in Color.....	8	12/16	First Aid, CPR/AED, Adult.....	23
9/27	Make your Website.....	25	Ongoing	Motorcycle.....	35
9/28	Learn to Draw.....	7	Ongoing	Dog Obedience.....	35

## REGISTRATION INFORMATION

### QUESTIONS

For questions or assistance with registration, see page 41 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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#### Campus Maps

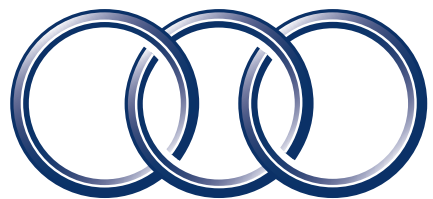
Parking in certain lots may be limited. Maps are subject to change. Please visit our website at: [www.CommunityEd.smccd.edu](http://www.CommunityEd.smccd.edu) and look under "FAQs" for updated maps and information before attending your classes.

#### Parking Policy

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

#### Accuracy Statement

The San Mateo County Community College District'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**



\*Does not apply to online classes.

FALL 2017 REGISTRATION FORM

Register Now!  
New classes start each week



<b>ONLINE 24/7</b> communityed.smccd.edu	<b>PHONE</b> (650) 574-6149 9 am - Noon 1 - 4 pm M-F	<b>FAX</b> (650) 574-6104	<b>MAIL</b> Community, Continuing & Corporate Education 1700 W Hillsdale Blvd., Bldg. 1, Rm. 115 San Mateo, CA 94402	<b>IN PERSON</b> Community, Continuing & Corporate Education 1700 W Hillsdale Blvd., Bldg. 1, Rm. 115 San Mateo, CA 94402
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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 <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      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	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

## Communication and Interpersonal Skills Boot Camp

In today's business environment, communication skills are more essential than ever. Face-to-face and digital conversations require you to establish connections with others. Learn the skills that will help you to communicate faster, better, and more powerfully. From developing your interpersonal and presentation skills to perfecting your business writing, the Communication and Interpersonal Skills for Professionals Boot Camp will give you an advantage in today's workplace.

Day	Module	Description
Friday 9am – 3pm	<b>Introduction &amp; Overview Assessing Your Skills</b>	<ul style="list-style-type: none"> <li>• Address challenges of today's competitive workplace</li> <li>• Assess your communication style</li> </ul>
	<b>Masterful Communication: People Skills for the Digital Age</b>	<ul style="list-style-type: none"> <li>• Build rapport</li> <li>• Strengthen relationships</li> <li>• Practice listening skills</li> <li>• Provide feedback and check for understanding</li> <li>• Use body language to create a powerful presence</li> </ul>
	<b>Powerful Presentation Skills</b>	<ul style="list-style-type: none"> <li>• Manage fear and project confidence</li> <li>• Break the “ho-hum” barrier</li> <li>• Develop well organized, targeted presentations</li> <li>• Practice effective delivery skills</li> </ul>
Saturday 9am – 3pm	<b>Business Writing for Results</b>	<ul style="list-style-type: none"> <li>• Overcome writer's block</li> <li>• Capture your reader's attention</li> <li>• Avoid the most common errors</li> <li>• Streamline the writing process</li> </ul>
	<b>Managing Conflict and Dealing with Difficult People</b>	<ul style="list-style-type: none"> <li>• Identify “difficult” issues</li> <li>• Use the skills and tools that best fit the situation</li> <li>• Practice a 5-Step Conflict resolution</li> <li>• Develop a plan for managing conflicts</li> </ul>
	<b>Putting It All Together</b>	<ul style="list-style-type: none"> <li>• Identify your communication strengths and challenges</li> <li>• Get feedback from others—how are you perceived; how well do you communicate?</li> <li>• Develop a personal “toolkit” of techniques to practice</li> <li>• Create an action plan for going forward</li> </ul>

**About the Trainer:** Rae Ann Ianniello is a dynamic, hands-on Training Facilitator, Leadership Coach, and Human Resources Consultant with more than 20 years' experience designing and delivering in-depth workplace solutions that are interactive, practical, and fun! She holds a Master's degree in Communication, two teaching credentials, a certificate in Human Resources Management and a Master Trainer certificate from NUMMI (Toyota affiliate).

**Student Tuition: \$495\* | Dates: November 3rd & 4th 2017**

**\*Register online at [communityed.smccd.edu](http://communityed.smccd.edu) or call 650-574-6149 (Materials Included).**

# CHECK OUT OUR NEW ONLINE CLASSES:

## TRAINING & EDUCATION:

Certificate in Teaching Online  
Certificate in Teaching Adults  
Certificate in Blended Instruction

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## DESIGNING WEBINARS:

Web Design Certificate  
Intermediate & Advanced Web Design Classes

## MANAGEMENT & STAFF DEVELOPMENT:

Certificate in Leadership Development  
Certificate in Customer Service

\*All certificates are not for credit



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

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



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