

Community, Continuing & Corporate Education

Cañada College • College of San Mateo • Skyline College

Fall 2018



New! Television & Video Production
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New Online Certificate Courses!
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New Photography Courses!
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Nonprofit Leadership Certificate Program!

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

Deepen your impact and develop your nonprofit career! Are you a new executive director, manager, or emerging professional looking to enhance your resume and gain both the skill set and resources needed to effectively manage an organization? The Nonprofit Leadership Certificate Program is your answer!

"The Certificate program was a valuable, richly dense, and informative course and an excellent primer for me in my first venture as an executive director."

Working in the nonprofit sector can be challenging. Complicated financials, reliance on fundraising, managing a board ... these are just a few of the core competencies needed to survive and thrive. It is essential to understand the nonprofit business model to do your job effectively. This course is your opportunity to learn from industry experts, explore your leadership style, and develop your management skills. Participants will leave with practical tools and deep connections.

"It's like a mini-MBA for Nonprofits!"

Course Components

Leadership: The 5 practices of exemplary leadership, personal 360 leadership perspectives inventory, social styles, team building and effective meetings.

Financial Leadership: Core components of nonprofit financials, reading a financial statement, nonprofit funding types, overhead myth and dual bottom line, sustainability.

Strategic Planning & Thinking: Mission/vision/impact, operational planning, fundamental steps to strategic planning, and measuring and making your vision a reality.

Fund Development: Stages of fundraising, fundraising strategies, how to create a fund development plan, creating a case of support, and role playing.

Governance: 10 Basic responsibilities of a nonprofit board and how to work with one.

Special Topics: Marketing, Partnership Development, Social Sector Advocacy, and more! (varies)

Offerings (Not-for-Credit Course)

3-Day Boot Camp: October 4-6 | Tuition: \$875 (Save \$100 when you register by Aug. 31!)

Taught by experienced CEN facilitators, the 3-day intensive meets from 8:30am - 4:30pm each day. Both the text book & morning refreshments are included in tuition cost.



CEN
Center for Excellence in Nonprofits

CCCE Education That Works
Innovative Education | Signature Programs | Global Impact

Community, Continuing & Corporate Education
Cleveland Campus | College of Job, Skills, & Career Training
800.550.2774 (Toll Free)



Welcome Message

CCCE seeks to educate and enhance the lives of San Mateo County residents, families, businesses, nonprofits, government agencies, and internationals through self-supporting not-for-credit instruction that serves the whole community. We hope you enjoy our offerings for Fall 2018!

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 allow students to demonstrate in meaningful and unrehearsed ways what they have learned.

Text book: *Yong Ho’s Beginning Chinese**
ISBN-10: 078180566X
*Available at CSM and other bookstores
7 Sat., 8/18-10/6; 10am-12pm, (No class 9/1)
CSM, Bldg. 14, Rm. 215 \$136



Chinese Conversation II

“Let’s speak Chinese!” Building on Chinese Conversation I, Chinese Conversation II will continue to enhance students 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, 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., 10/13-12/15, 10am-12pm, (no class 10/20, 11/17 & 11/24)
CSM, Bldg. 14, Rm. 215 \$136



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 **Nacer Chambi** 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., 9/8-10/13, 9:30-11:30am, (no class 11/24)
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 **Nacer Chambi** 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., 10/20-12/1, 9:30-11:30am, (no class 11/24)
CSM, Bldg 16. , Rm. 242 \$139
*Available at CSM and other bookstores.

American Sign Language-Beginners

This introductory course is designed to provide students with basic receptive/expressive skills needed to communicate with Deaf people. Instructor **Burnie Gipson** will incorporate every day culturally appropriate communication, vocabulary, grammar, a basic understanding of Deaf culture and Deaf community into the class. Prior skills in or knowledge of American Sign is not required for this class. Historical figures of the Deaf community will be introduced to class.

Book: Signing Naturally Unit 2
ISBN-13: 978-1581211313
Used at Amazon for around \$14
12 Weds., 8/22-11/14; 6:30-8:30 pm
CSM, Bldg 14, Room 104 \$190



American Sign Language-Intermediate

This course could be described as beyond basics. Instructor **Burnie Gipson** will incorporate every day culturally appropriate communication, vocabulary, grammar, a basic understanding of Deaf culture and Deaf community. Continued development from Beginning Amer. Sign Lang or previous basic class or knowledge while advancing basic receptive/expressive skills needed to use when communicating with Deaf people.

Book: Signing Naturally Unit 2
ISBN-13: 978-1581211313
Used at Amazon for around \$14
12 Thurs., 8/23-11/8; 6:30-8:30 pm
CSM, Bldg 14, Room 104 \$190

The **Silicon Valley Intensive English Program** (SVIEP) is an exciting, accelerated program of study for students seeking high-quality English language preparation for college.

Students who successfully complete SVIEP Level 4 are guaranteed admission into Cañada College, College of San Mateo, and Skyline College and take an exam to determine appropriate placement. The program is open to F-1 international students as well as local students, au pairs and individuals on spousal visas (contact us for local student pricing).

For more information please visit <http://smccd.edu/sviep> email us at sviep@smccd.edu or call 650-381-3514.



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.
12 Sat., 9/8-12/1, 10 - 11:30am, (no class 11/24)
CSM, Bldg.14, Rm.116.....\$228

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.
12 Thurs., 8/30-11/15, 6:30 - 8pm
CSM, Bldg. 14, Rm. 201 \$228

Instant Italian I

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.

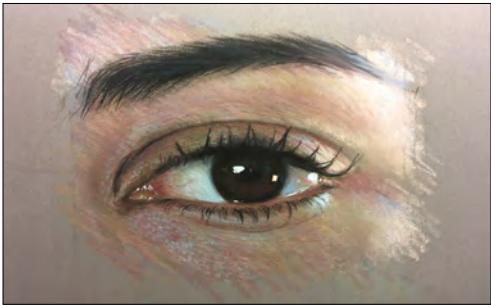
Materials Fee: \$5 payable to instructor in class.
12 Tues, 9/11-12/4; 7-9pm, (no class 11/20)
CSM, Bldg 14, Room 213.....\$209

Instant Italian II

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

Materials Fee: \$5 payable to instructor in class.
12 Wed., 9/12-12/12; 7-9pm, (no class 10/31 & 11/21)
CSM, Bldg 14, Room 213.....\$209

ARTS & CRAFTS

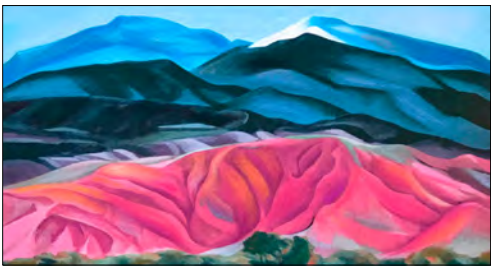


Creativity and Relaxation with Pencils and Pastels Drawing

When painting with pastels you use a technique whereby colors are mixed on the paper, not on the palette. Overlaying and blending colors produces distinctive and very attractive paintings. In this amazing course from instructor **Emanuela Quaglia**, artist and pastel drawing expert, you will have a wonderful experience of learning that will develop your artistic talent through a process of relaxation and mindfulness. You will choose from still life, nude, flowers, and landscape subjects.

5 Tues., 10/2-10/30; 4:30 - 6:15 pm
CSM, Bldg. 4, Rm. 137 \$150

“Emanuela is a very positive teacher and makes everyone feel good about their work. She takes the time with each and every student. Outstanding!”
— Sandra Krejci
Creativity and Relaxation with Pencils and Pastels



New!

Celebrate Your Creative Self with Mixed Media Creative Drawing!

Develop the skills you need to joyfully express yourself and explore your favorite mediums. Break the “rules” of drawing and color composition that inhibit your creativity. Create your own dynamic designs for paintings with more impact. Imbue your work with a touch of fantasy and recapture the magic you remember from childhood. No matter what your medium, no matter what your level of skill, instructor **Emanuela Quaglia** will help you make your artistic dreams a reality!

5 Thurs., 10/4-11/1; 4:30 - 6:15 pm
CSM, Bldg. 4, Rm. 137..... \$150

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.

12 Wed., 8/22-12/12; 6:30 - 9:00 pm, (no class 10/31 & 11/21)
CSM, Bldg. 4, Rm. 111 \$135



Ink & Watercolor Painting with Chinese Brush Techniques For Beginners

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: \$38 payable to instructor in class.
5 Sat., 9/15-10/13; 1:30 - 4:30 pm
CSM, Bldg. 4, Rm. 137..... \$150

Ink & Watercolor Painting-Chinese Brush Techniques - Intermediate Level

This class is intended for the advanced beginner students from **Lillian Wu’s** “Ink and Watercolor Painting with Chinese Brush Techniques”. We will cover aspects of painting Chinese landscapes and florals, along with methods of composition and perspective. This class will encourage students to develop their own style of composition.

Materials Fee: \$38 payable to instructor in class.
5 Sat., 9/15-10/13; 9:30am-12:30 pm
CSM, Bldg. 4, Rm. 137..... \$150



Watercolor Pencil Class

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".

8 Wed., 8/15-10/3; 6:30 - 8:30pm
CSM, Bldg 4, Rm.241 \$120

8 Wed., 10/10-12/10; 6:30-8:30pm, (no class 10/31 & 11/21)
CSM, Bldg 4, Rm.241 \$120

"I really like Nobu's presentation, teaching and encouragement."

— Dana Marie Griffin
Watercolor Pencil Class

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.*

8 Mon., 8/13-10/8; 6:30 - 8:30pm (No class 9/3)
CSM, Bldg. 4, Rm 241..... \$120

8 Mon., 10/22-12/10; 6:30 - 8:30pm
CSM, Bldg. 4, Rm 241 \$120

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.*

8 Thurs., 8/16-10/4; 2:30-4:30 pm
CSM, Bldg. 14, Rm.118 \$120

8 Thurs., 10/18-12/13; 2:30-4:30 pm (no class 11/22)
CSM, Bldg. 14, Rm.118 \$120

"Wonderful class. Highly recommend. Talented teacher with an excellent sense of humor. He made us feel like he really enjoyed teaching the class, which greatly improved the overall experience. Taking this class has opened new creative vistas for me personally."

— Ellen Finch
Learn to Draw



Thanksgiving Centerpiece

Unleash your creative powers and brighten your day with flowers. Create a centerpiece of fresh fall flowers perfect for a gift or your holiday table. 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. Bring clippers or a floral knife to class. Class fee includes all floral materials. Please register at least 3 days before class.

Sat., 11/17; 2-4:30pm
CSM, Bldg 4 ,Room 137 \$70

"Liane's class was well structured, very informative, learned a lot from the class and am able to apply principles when I do my own work."

— Liping Zhang
Floral Centerpiece: Ring of Fall Flowers

WOODWORKING

CCCE is happy to announce a partnership with Woodcraft of San Carlos to provide you with classes in woodworking. Woodcraft Supply, LLC is one of the nation's oldest and largest suppliers of quality woodworking tools and supplies.



Combined- Shop Safety & Introduction to Woodworking Class

Introduction to Woodworking

This class uses a lidded box project to teach beginner skills in the shop. Instructor **Claude Godcharles** will teach you the flow of a project from initial design, choosing wood, milling rough material, joinery work, glue-up and assembly. Tools Required: Safety glasses & hearing protection.

Saturday; 9am-5pm

Shop Safety Hands-On This 3 hour safety course is a prerequisite to any courses you would like to take at Woodcraft. This course will cover all the basics to get you started in the wood shop. Instructor **Claude Godcharles** will cover the miter saw, planer, joiner, table saw, drill press, band saw, router and more. Sign up today and open up all the possibilities of the wood shop!

Wednesday; 6-9pm

Session 1:

Wed., 9/19; 6-9pm

Sat., 9/22; 9am-5pm

Woodcraft of San Carlos

40 El Camino Real, San Carlos, CA 94070

Session 2:

Wed., 11/14; 6-9pm

Sat., 11/17; 9am-5pm

Woodcraft of San Carlos

40 El Camino Real, San Carlos, CA 94070



New!

Pen Turning

Create a unique wooden pen in this fun two hour class. Pen turning is a great entree into the world of woodturning and students get to create something that they can use everyday. There are many options in the world of pen turning and students will start with a simple slimline pen. Students will be introduced to the basics of lathes and the proper chisels used for creating pens.

Session 1:

Mon., 9/17; 6-8pm

Woodcraft of San Carlos

40 El Camino Real, San Carlos, CA 94070

.....\$80

Session 2:

Mon., 10/15; 6-8pm

Woodcraft of San Carlos

40 El Camino Real, San Carlos, CA 94070

..... \$80



"This was a wonderful course. Claude did a great job with organizing, teaching, being patient, and keeping us safe!"

— Lauren Davis
Introduction to Woodworking

NEW! TELEVISION & VIDEO PRODUCTION

CCCE is happy to announce a partnership with Midpen Media Center located in Palo Alto at 900 San Antonio Rd. right off the 101 Freeway. The Midpeninsula Community Media Center is a nonprofit agency with digital media resources and training available to the public. All classes are held at 900 San Antonio Road, Palo Alto CA.

Make Your Own TV Show! Studio Production

Want to produce or star in your own cable TV Show, or want to help other community members bring their show ideas to reality? This is the class for you! You'll learn producing, directing, camera operation, audio, graphics, floor directing, and switching in our HD, all digital studio. As a class, you'll produce, crew, or star in your own show, which will air on the Midpen Media Center's cable channels and simulcast on the web.

5 Class Sessions (W/Th/F/M/F)

8/29, 8/30, 9/7, 9/10, 9/14
6-10 pm

Tuition.....\$240

Video Editing with iMovie

In this 6 hour class, students learn basic video editing and get hands-on experience needed to tell their stories using iMovie, an editing software that is already on your Mac computer. With class size limited to 8, each participant can count on individualized instructor help. We'll provide raw footage and everything else you need to try out your new skills. Class includes 3 months of classroom computer access.

2 Class Sessions (Tues/Thurs)

8/21-8/23; 7-10 pm

Tuition.\$120

Studio Music Mix

Calling all music enthusiasts and live sound engineers to be! Come join our studio music mix training, and all inclusive, hands on, advanced audio workshop designed for micing and mixing live musical performances in the TV studio environment. This workshop takes students from theory, through board and band setup, to multi-track monitoring and recording with a LIVE musical group.

3 Class Sessions (F/Sat/Sun)

9/28; 6-10 pm
9/29; 10 am-5:30 pm
10/7; 12-6 pm

Tuition \$180

Story Telling

Shape and present a story from your life. Great for team building, activism, community and consensus building - in the workplace, classroom, communities of faith, and at events. We work as partners and in small groups to build and hone our "Who Am I?" stories, and to present them in compelling ways. In a supportive environment, through interactive exercises we practice active listening and energizing feedback. We illuminate the ingredients that make stories live on.

1 Session-10/17; 6-10 pm

Tuition.....\$40

Video Editing with Adobe Premiere Pro

Get the knowledge and experience you need to tell your video stories using Adobe Premiere, one of the most powerful and versatile editing tools in the business. In this 8 hr. class, you'll learn the basics of Premiere and of video editing and get hands-on time to practice and explore this widely used program. With class size limited to 8 each participant can count on individualized instructor help. We'll provide raw footage & everything else you need to try out your new skills. Previous experience with other video editing (Final Cut, iMovie, MovieMaker, etc.) will be useful, not required. Class includes 3 months of classroom computer access.

2 Class Sessions (Sat/Sun)

8/25-8/26; 1-5 pm

Tuition.....\$120

Zoom-In Field Production

In this intensive video workshop, you will learn everything you need to know to create your own video, from shooting to editing and uploading. By the end of the class you will have produced a short video, which will air on cable TV! Class includes all software and equipment, plus a 3-month membership to the Zoom-In collaborative. Students will need to plan for additional time outside of the class sessions for shooting in the field.

Session 1:

5 Class Sessions (M/W/F/M/W)

9/17, 9/19, 9/21, 10/1, 10/3
6:30-9:30 pm

Session 2:

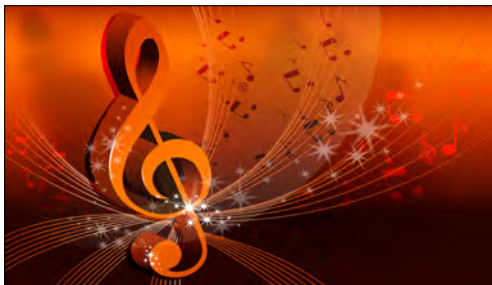
5 Class Sessions (W/F/M/W/F)

11/14, 11/16, 11/19, 11/28, 11/30
6:30-9:30 pm

Tuition..... \$240

For a deeper dive in to the world of broadcasting, consider the following courses offered at CSM:
Digital Media 112 TV Studio Production; Digital Media 113 Digital Video Production; Digital Media 118 Digital Audio Production; Digital Media 128 On-Air Talent.
For certificate and degree options and additional information, see <http://collegeofsanmateo.edu/broadcast>

MUSIC



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., 9/8-10/20; 10:30am – 12pm
CSM, Bldg. 5, Rm. 354\$129



Beginning Guitar II*

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

Materials Fee: \$10 payable to instructor in class.
7 Sat., 10/27-12/15; 10:30am-12:00pm (no class 11/24);
CSM Bldg 5, Rm. 354..... \$129

Learn to Play Guitar in a Day!*

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

Materials Fee: \$15 payable to instructor in class for the “Learn to Play Guitar in a Day!” book and a Snark clip-on electronic tuner.

Sat., 10/6; 10am - 3pm
CSM, Bldg. 14, Rm. 202\$69

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.,9/6-11/29; (no class on 11/22)
5:30 - 7:30pm intermediate
6:30 - 8:30pm advanced
CSM, Bldg 5, Rm. 354.....\$160

“I look forward to taking more classes with Doug. I feel challenged by his classes and am very enthusiastic about growing my skills as a guitarist.”
— Gustave Bergnes
Beginning Guitar II

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., 9/8-10/20; 12:30-2pm
CSM, Bldg. 5, Rm 354 \$129
7 Sat., 10/27-12/15; 12:30-2pm, (no class 11/24)
CSM, Bldg. 5, Rm 354..... \$129

PHOTOGRAPHY



DSLR Camera & Digital Photography

If you are a beginner-intermediate photographer who wants to learn how to make the most of your DSLR camera, this course is perfect for you. You will learn how to have full control of your DSLR camera settings, you will understand the principals of digital photography, and improve the quality of your 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.

6 Thurs., 9/27-11/1; 6:30 - 8:30 pm
CSM, Bldg. 10, Rm. 182..... \$200

"Emanuela is a wonderful instructor. She is always making sure you understand, and if you don't she is very patient and re-explains."

— Elisabeth Paoletti
DSLR & Digital Photography

Adobe Photoshop CC for Photographers

Learn Photoshop fundamental techniques for photographers 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.

7 Mon., 9/24-11/15; 6:30-8:30pm
CSM, Bldg. 10, Rm. 163 \$200

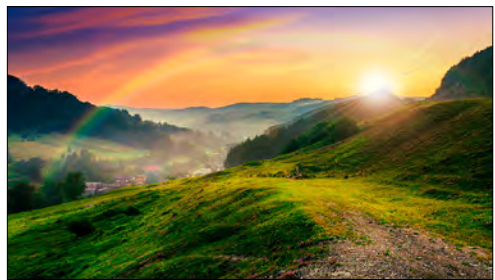
"Emanuela was very patient and informative with her students. I went from knowing almost nothing about PS to being able to restore a vintage photo by week 3".

— Carlota Garcia
Adobe Photoshop CC

I-Phone Creative Photography

Smartphone photography tells the story of our lives through images. It's how we see the world around us. It gives us the ability to capture and share amazing high quality photos with a camera that we carry with us, every day of our lives. This two week course with instructor **Emanuela Quaglia**, professional photographer and digital artist, will provide you the skills and knowledge to produce high quality images that will take your photographs to a whole new creative level. You will learn to compose the perfect shot, understand how to share your images on different social media and explore creative enhancements with mobile photo editing apps. Mastering these skills will transform your images and give them an amazing impressive edge.

2 Sat., 9/29-10/06; 2pm-5pm
CSM, Bldg 10, Room 182.....\$100



"The course is packed with information, which is well presented by Emanuela. I also enjoyed the presentation of her work."

— Andrea Hult
I-Phone Photography

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.

7 Tues., 9/25-11/6; 6:30-8:30pm
CSM, Bldg 10, Room 182..... \$200

New!

BEGINNER PRE-REQUISITES LANDSCAPE AND NIGHT BOOTCAMP COURSES

These classes are mandatory prerequisites for beginner photographers who wish to attend the Landscape and Night Photography bootcamp.

DSLR CAMERA IN A DAY For Landscape Photographers - Beginners

In this 2 hour workshop instructor **Emanuela Quaglia** will provide you with the foundation you need to participate in the Landscape and Night Photography Bootcamp. We will cover exposure, shutter speeds and f/stops. You will learn composition techniques such as: the rule of thirds, leading lines, S curves, and much more. Move beyond the fully automatic functions and get ready for your Landscape and Night Photography bootcamp!

Sat., 10/27; 2-4pm
CSM Bldg. 10, Rm. 182 \$60

LIGHTROOM IN A DAY For Landscape Photographers - Beginners

In this one day workshop, participants will learn to process images and manage digital files more effectively using Lightroom. This workshop is designed for beginner landscape photographers who wish to take advantage of the powerful post production tools available with today's computer technology. Students will be guided through the fundamentals of managing digital files, making adjustments in colors, curves, contrast and tonality. Instructor **Emanuela Quaglia** has been using Lightroom in her professional practice since its very first version.

Sat., 10/27; 4:30-6:30pm
CSM Bldg. 10, Rm. 182 \$60

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 & 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 & functions will strengthen your photographic & technical skills for the upcoming morning day trip & the evening night excursion. The final class covers post-processing & a supportive critique. This is a great class for both beginners & advanced photographers. **Bring your camera and manual.*

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

4 Sat., 9/8-10/6 (no class 9/22) (1st class-9am-12pm, 2nd class 7:30-10:30am, 3rd class 7:00-9:00 pm, 4th class, 9am-12pm
CSM, Bldg 16 , Rm. 143..... \$90



New!

LANDSCAPE AND NIGHT PHOTOGRAPHY BOOTCAMP

From the Panoramic Highway 1, to the scenic drive across Golden Gate Bridge, in the Bay Area there are thousands of amazing photographic spots. "The question is not what you look at, but what you see" Henri David Thoreau. In photography, it's what you do with what you see that counts. Subject matter provides the building blocks while composition acts like the glue holding it all together, and light sets the stage for capturing a moment capable of conveying a sense of being there.

This 3 day landscape & night photography workshop begins with a 4-hour classroom orientation & presentation on "The Art of Landscape and Night Photography", covering the aesthetics of photography & technical aspects of camera functions.

Day 2 will be an 8 hour day shooting in the field (the first shoot will take place at various points on Hwy1 south, while the second will convene on Hwy1 north across Golden Gate Bridge). Walking and driving distances will vary from roadside vantage points to moderate trail hikes. During the shooting day, from late afternoon to sunset, and then in the early evening to night time, instructor and fine art photographer **Emanuela Quaglia**, landscape photographers **Gino De Grandis** and **Christian Peacock** will work with you to capture amazing images.

On day 3, you will work in the classroom with landscape post-processing techniques using Lightroom and Photoshop. You will also discuss your images in an open critique covering subjects from capture to post. Individual and group instruction, viewing images and critiques will help you build confidence and improve your creative and technical skills in landscape photography.

Sat., 11/3; 1-5pm; CSM, Bldg. 10, Rm. TBA
Sat., 11/10; 3-11pm; TBA
Sun., 11/18; 10am-4pm;
CSM Bldg. 10, Rm. 182 \$350

WRITING

LIVE

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

Understand the children's literature landscape, from developing a writing practice to the nuts and bolts of publishing. Understand the foundations of good storytelling and gather tools to improve your craft. This interactive workshop provides resources for every step of your writing journey, including goal-setting, reading 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 UC Berkeley and an MFA from Vermont College of Fine Arts. Instructor **Anne-Marie Strohman** has a PhD in English Literature from Amherst College.

Materials fee: \$25 to instructor first day of class.

2 Sat., 11/3-11/10; 9am-3pm (1 hour for lunch)
CSM, Bldg 16, Rm. 105 \$250

"I had an excellent learning experience with our instructors: Anne-Marie Strohman and Danielle Sunshine. I wrote 3 chapters of my book already. Thank you so much."

— Helena Ting
KidLit Bootcamp

Online learning is a fun, enjoyable and very productive way to learn. Millions of people are learning online each year. You will engage with the instructor and other participants. It's easy. It's fun.

ONLINE



Write Your Life Story

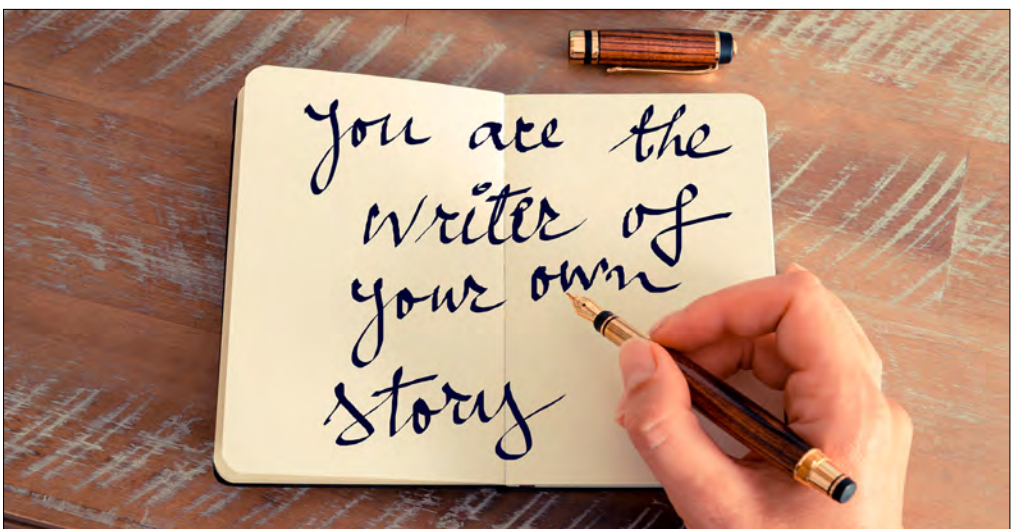
Have you thought about writing your story, sharing life-altering events? Does your family really know about their heritage? If you've ever thought about writing your life story, now is the time. You will have the satisfaction of telling history your way. You may even find a lucrative market for your story, just like the authors of the bestselling *Rocket Boys* and *Angela's Ashes*. This course walks you step-by-step through the process of writing your life story. It's fun. It's exciting. It's a story only you can tell.

This on-going 6 week online course begins August 15th and repeats each successive month. The tuition is \$100.

Go to our site at www.ed2go.com/cce to register for and see ALL of the offerings below:

These 6 week online Writing courses are also available anytime and begin monthly for a \$100-115 tuition fee:

- **Writing Essentials**
- **Beginning Writer's Workshop**
- **Writeriffic: Creativity Training for Writers**
- **How to Make Money From Your Writing**
- **Writing Essentials**
- **Research Methods for Writing**



EMERITUS INSTITUTE



Beautiful Late Summer & Early Fall Skies

This two week course is an introduction to viewing the late summer and early fall skies as seen from San Mateo and the northern California area. We will be using our RSA **Chronos/Hybrid** system consisting of a **GOTO Chronos** optomechanical star projector and an RSA Cosmos 4K resolution **digital video projector** to project stars onto our planetarium dome, to show you the night sky. **Professor Stanford** will show you how to use your planisphere or Sky Wheel to locate constellations such as Scorpius the Scorpion and Pegasus the Flying Horse. If the skies are clear, we will go up to our rooftop observatory and view Mars and Saturn with our telescopes!

2 Fri., 8/24-8/31; 7:30 - 9:30 pm
CSM, Bldg. 36, Planetarium. \$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. Bring a pencil and a notebook.

Tues., 11/13; 7-9 pm
CSM, Bldg. 5, Rm.202..... \$49

"Professor Stanford was very knowledgeable and engaging. His enthusiasm for the subject was contagious."

— Ashley Hartoch
Magnificent Skies of Spring



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., 8/21-10/9; 1:30 - 3:30pm
CSM, Bldg.19 , Rm. 121..... \$49

8 Tues., 10/16-12/4; 1:30 - 3:30pm
CSM, Bldg. 19, Rm 121.....\$49



"I learn something new every week-after attending for 15 years-and like the camaraderie among my classmates!"

— Howard Eisenberg
Jazz from the Hill

MANAGEMENT SERIES

LIVE COURSES

ONLINE COURSES



Nonprofit Leadership Certificate – 3 Day Bootcamp

Deepen your impact and develop your nonprofit career! Are you a new executive director, manager, or emerging professional looking to enhance your resume and gain the skill set and resources needed to effectively manage an organization? The Nonprofit Leadership Certificate Program is your answer. Working in the nonprofit sector can be challenging. Complicated financials, reliance on fundraising, managing a board... these are just a few of the core competencies needed to survive and thrive. It is essential to understand the nonprofit business model to do your job effectively. This course is your opportunity to learn from industry experts, explore your leadership style, and develop your management skills. Participants will leave with practical tools and deep connections.

Boot Camp
Thurs/Fri/Sat;10/4-10/6/18;8:30am-4:30pm
CSM, Bldg. TBA, Rm. TBA
Tuition.....\$875

Taught by experienced **CEN** facilitators, the 3-day intensive meets from 8:30am - 4:30pm each day. Both the text book & morning refreshments are included in tuition cost.



"Incredibly informative & fun. Learned more than I thought I would. Thank you to all."

— Jan Shroyer
Nonprofit Leadership Certificate Bootcamp



Certificate in Leadership in the 21st Century

Leadership today demands increasingly more sophisticated skills. Executives today need to know traditional leadership principles and standard practices. At the same time, our economy is moving swiftly out of the industrial age into the new economy of the Internet, knowledge and innovation. So 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 of these skill sets in 3-one month online courses. We will begin with information not available anywhere else about how the marketplace and business are changing. Find out what you as an executive need to know about the external environment and how the workplace is changing rapidly internally. We will review cases of real leaders in business, education, and government who experienced initial success but ultimately failed because of their own actions. Find out the leading fatal leadership errors, and acquire practical recommendations to help you minimize these errors and help you perform your leadership role to an optimal level of efficiency. Finally, you will get information about leadership styles, traits, and values. Learn 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. Instructors **Constance Yates, William Draves & Henry Findlay** will provide you with 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.

9/4-11/30; Online(48total hours).....\$495

The Following Online Management Courses are available on our Website or call 650-574-6149:

- Management Certificate..... \$595**
- Change Management Skills.....\$245**
- Collaborative Management.....\$245**
- Management Boot Camp.....\$295**

STAFF DEVELOPMENT ONLINE COURSES

Presentation Skills Certificate

Presentations. Whenever people hear that word they have an emotional response. Some people get excited and others (most) get nervous. In this Certificate series, you will learn how to effectively deliver a presentation to one person across the table, in front of a small group in a boardroom, from on-stage for a large audience, and host tele-seminars or webinars online. Instructor's **Fred Bayley, Bridget Brady and Michael Weiss** will arm you with ideas on how to maintain eye contact, what to do when your equipment fails, and the top 10 things you must do before you present. Finally, learn how your audience processes your information. You'll find simple, key ideas that will maximize your presentation for all learning styles in this 3 course certificate offering.

The three (1 month each) courses are:
Presentation Skills (16 hours), Effective Electronic Presentations (16 hours) & Powerful Presentations & Effective Speaking Techniques (16 hours).

9/4-11/30; Online (48 total hours)
Tuition\$495



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. Instructor's **Nanette Sanders-Cobb and Fred Bayley** will teach you 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

9/4-10/26; Online (32 hours).....\$245

The Following Online Staff Development Courses are available on our Website or by calling 650-574-6149:

Developing Your Professional Career
11/5-11/30; (16 hours).....\$145

Certificate in Data Analysis
9/4-11/30; (48 hours).....\$495

Certificate in Accounting and Finance for Non-Financial Managers
9/4-11/30; (48 hours).....\$495

Getting Started in Sales
10/1-10/26; (16 hours).....\$195

Creative Problem Solving
11/5-11/30; (16 hours).....\$195

Office Operations
9/4-9/28; (16 hours).....\$195

CORPORATE EDUCATION

Education That Works

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

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

<https://smccd.edu/corporateedu>

LIVE

Computer Basics for the PC

This course will give you hands-on experience with a PC computer. If you're new to computers or timid around them this class will make you comfortable using them. Most jobs require some computer knowledge and they are used extensively for personal use as well. You'll learn the computer components of a complete system, how to use the mouse and keyboard effectively, how to customize the components for your needs, and how to access computer programs, create files and folders. You'll learn to save, copy, move, find and delete files. You'll learn to access the Internet to search for data. You will leave with a new-found confidence using a computer. Instructor **Hilda Sendyk**, M.S. is a highly rate experienced Microsoft applications specialist. Note: Computer lab using PC.

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

2 Sat., 9/15-9/22; 1 - 4 pm
CSM, Bldg 14, 101 \$89



Introduction to Microsoft Word - New Comprehensive Content

Learn how to use Microsoft Word from the ground up correctly and effectively during this hands-on class! MS Word is the most popular word processing software in use today and is required for most jobs. You'll learn how to create and enhance a document by understanding Word basics and the underlying processes of how Word works. You'll gain experience applying Formatting, Bullets, Numbered Lists, and inserting Graphics. Learn how to print your documents in a professional manner. You will create Tables and Templates, and more. The class will also cover tips and tricks that make document creation fast and easy. Instructor **Hildy Sendyk**, M.S. is a highly rated experienced Microsoft applications specialist.

Prerequisite: Basic computer skills required.
Note: Computer Lab using PC.

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

Sat., 10/27; 9 am-4 pm
CSM, Bldg 14, Room 101..... \$89

Intermediate MS Word - New Comprehensive Content

Create and format complex and multiple-page Tables. Learn to create Table Styles for quick creation of future tables without the hard work. You'll learn how to Insert Tables into Excel and PowerPoint files. Learn to add Footnotes, Endnotes and Comments. Create professional-looking Newsletters with headlines and multiple text columns. Use tips and tricks that speed the creation of your documents. 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

Sat., 11/3; 9 am-4pm
CSM, Bldg 14, Rm. 101.....\$89

Advanced Microsoft Word – New Comprehensive Content

This class guides you through the intricacies of using Word for long documents, manuscripts and books. Learn to use Headers, Footers and Page Numbering when documents have multiple Sections. Use the Advanced Styles feature and generate a Table of Contents automatically. Learn how to create an Index. Work with the Captions feature. Insert Graphics in a document or newsletter and position graphics creatively. Gain experience with the Drops Cap feature. Learn to Revise documents and Track the revisions. Create customized letters, mailing labels and name tags using Word's Mail Merge feature. Add bookmarks and cross-references to your documents. Instructor **Hilda Sendyk**, M.S. is a highly rated experienced Microsoft applications specialist. Note:Computer lab using PC.

Materials Fee: \$15 payable to instructor in class

Sat., 11/10; 9 am-4pm
CSM, Bldg 14, Rm. 101..... \$89

Introduction to MS Excel – New Comprehensive Content

Build your Excel skills effectively from the ground up in this hands-on course. Learn to work with these important Excel components: spreadsheets, charts and databases. You'll also learn to create and work with formulas and functions effectively, use the Fill Handle to enter and copy data, and employ many time-saving tips & tricks and shortcuts. Instructor **Hilda Sendyk**, M.S. is a highly rated experienced Microsoft applications specialist. *Prerequisite: Basic computer skills required.* Note: Computer lab using PC.

Materials Fee: \$15 payable to instructor in class

Sat., 9/29 9 am-4 pm
CSM, Bldg 14, Room 101.....\$89

Intermediate Microsoft Excel – New Comprehensive Content

Raise your Excel expertise to higher level with this hands-on class. You will learn how to use important Excel Functions and Formulas such as =IF(), =VLOOKUP(), =PMT() and several others, how to Audit spreadsheets, use the Range Names feature, Link data, set Protection for your file and/or your spreadsheets, Format your reports professionally, create Headers and Footers for reports, add Conditional Formatting, use Styles, create a Custom Data Series, Find & Replace Data, insert Text Boxes and Comments, and use Group Editing to save valuable time when creating and editing spreadsheets. Instructor **Hilda Sendyk, M.S.** is a highly rated experienced Microsoft applications 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
Sat., 10/13; 9am-4 pm
CSM, Bldg 14., Rm. 101 \$89

Advanced Microsoft Excel – New Comprehensive Content

Bring your Excel skills to a professional level. Learn how to create professional Charts based on Excel data; Edit, Print, and Modify the Chart; Copy the chart into a Word document or a PowerPoint presentation. Learn how to Create a database correctly, Sort data, use the Data Filter and Advanced Filter features in a database, Parse data from other applications for Excel use, Outline data, generate Subtotals, create a Pivot Table to analyze data, create a Pivot Chart, and Record a Macro. Instructor **Hilda Sendyk, M.S.** is a highly rated experienced Microsoft applications specialist. *Prerequisite: An Introduction to Excel class or significant experience using MS Excel.* Note: Computer lab using PC.

Materials Fee: \$15 payable to instructor in class
Sat., 10/20; 9am-4pm
CSM, Bldg 14., Rm. 101\$89

Intermediate/Advanced PowerPoint Presentations

Create professional presentations using PowerPoint and learn how to deliver them effectively. You'll learn how to edit presentations, create templates, use graphics and charts for better visuals, add animation and slide transitions to engage your audience, and add videos. You will learn to use action buttons to link to the Internet, other files and to access external data. Learn tips and tricks when presenting to an audience. Instructor **Hilda Sendyk** is an experienced Microsoft applications specialist. *Prerequisite: An Introduction to PowerPoint course or familiarity with PowerPoint.* Note: Computer Lab using PC.

Materials Fee: \$15 payable to instructor in class
Sat. 11/17; 9 am-4 pm
CSM, Bldg 14., Rm. 101\$89



Coding for Beginners: Introduction to HTML 5 & CSS 3

HTML5 is the latest version of Hypertext Markup Language, the code that is used to create web pages. You will learn basic scripting skills necessary in web design. This course will include learning the basic components and structure of HTML 5 as well as learning the terminology. At the end of the course, you will understand the basics to website coding. Instructor **Diana Bennett** works in the industry and has taught at community colleges and universities for over 15 years. Note: Computer Lab using Mac. A *flash drive is required.*

2 Sat., 9/15-9/22; 9-11am
CSM, Bldg 10., Rm. 182\$199

CSS 3 - WEBSITE CODING (Intermediate)

This course introduces you to CSS (Cascading Style Sheets) the language used to create beautiful layouts for webpages. You will learn the basic scripting skills necessary in CSS 3, and will be able to control the look and feel of several pages by changing a single source. At the end of the course, you will understand how to manage the formatting of a website, maintain a cohesive design and exercise more control over individual elements in your website. Recommend HTML5 -Website Coding (beginners) prior to this course. Flash drive required. Instructor **Diana Bennett** works in the industry and has taught at community colleges and universities for over 15 years. Note: Computer Lab using Mac.

2 Sat., 9/29-10/6; 9-11am
CSM, Bldg 10., Rm. 182\$199

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 to register for & see ALL of our offerings!
*Exceptions noted

ONLINE



Creating Cell Phone Apps for Your Business

It seems that nearly everyone is carrying and using a smart phone these days. Whether you favor the Android, iPhone or Blackberry platforms, once you get used to having Internet access with you “everywhere” you go, it’s hard to be unplugged. Smart organizations across the globe are investing in building smartphone applications. The challenge with traditional smartphone applications is that development is highly technical and very expensive. Instructor **Dan Belhassen**, an expert in eMarketing, will provide you with step-by-step instructions on how non-technical users can build, deploy and market smartphone applications across Android and iPhone platforms. This course is ideal for business owners and executives who want to understand how smartphone applications can be inexpensively built and also for technical users who want to understand how to quickly deploy smartphone applications. 10/1-10/26; (16 hours).....\$295

Web Design Certificate

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. First discover the basics of web design using HTML and CSS. The No prior knowledge of HTML or web design is required. After the first course you will have the info you need to plan and design effective web pages. Then find out how to create effective and dynamic websites/applications. Take away a functioning web application hosted on a web server that is both accessible and Search Engine Optimized. Finally, learn about responsive design process, advanced layout and design features using the Bootstrap framework. Plus explore CMS frameworks and industry standard technologies and frameworks. Three one-month courses; **Tonya Wright** and **Marcus Lander**, instructors; Certificate fee includes all three courses and Certificate. 9/4-11/30; (48 hours).....\$595

 **The Following Online Computer & Technology Courses are available on our Website or by calling 650-574-6149:**

- **Intermediate Web Design.....\$245**
- **Advanced Web Design.....\$245**
- **Certificate in Designing Webinars..\$345**
- **Designing Successful Webinars.....\$195**
- **Boosting Your Website Traffic..... \$195**
- **Managing & Marketing Webinars..\$195**
- **Google Apps for Business..... \$195**



CERTIFICATE CLASSES

Professional Cook Certificate Program

Complete your training part time in 26 weeks. Affordable pricing (\$6583*) includes tuition, uniform, knife kit, manuals, externship and job placement assistance.

Contact us regarding eligibility for Tuition Assistance. *External exam fees (\$225) not included. See page 39 (inside back cover for details).

Program begins **August 2018!**
Part-Time Classes: 8/27-3/13/19
Call **650-574-6149** today for more **information or to REGISTER!**

*External exam fees (\$225) not included.

Personal Fitness Trainer Certification*

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

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

Sat.,11/3; 8:30am - 6pm
CSM, Bldg.14, Rm. 118.\$110

"The instructor was very knowledgeable and enthusiastic. Loved the course. Thank you!"
— Andre Stewart
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.,8/27; 8:30am - 5pm
CSM, Bldg 19, Rm.100 \$159
Mon.,10/15; 8:30am - 5pm
CSM, Bldg 19, Rm.100.....\$159
Mon.,11/5; 8:30am - 5pm
CSM, Bldg 19, Rm.100..... \$159



"The presenter was excellent"
— Ann Cooney
ServeSafe Food Manager Cert. Test Prep & Exam

Holistic Health Life Coaching Certification*

Mike Rickett will show you an alternative way of looking at the Personal Training industry. Understand your client from other modalities of alternative health. Learn how to develop your own team of fitness professionals (acupuncture, reflexology, massage, ayurveda, etc.) to create the ultimate training environment. This course is great for Personal Trainers who have clients for whom nothing else has worked before.

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

Sun., 11/4; 8:30am - 6pm
CSM, Bldg.14 Rm. 116\$110

CERTIFICATE HYBRID (ONLINE/LIVE) COURSES

New!

Wellness Coach Training Certification

Maximize Your Skills and Ability to Help Clients Work and Live Well.

Are you a professional or leader looking to enhance your career or engage, motivate, and support your employees differently? The Wellness Coach Training Program creates a great platform for doing so.

"Taking this Wellness Coach Training Certification has changed my life and my career prospects. I have improved my own wellness and get to help clients everyday." - Linda Vickers

According to a Forbes study, coaching is one of the fastest growing professions in the world. As a coach, you will work with a wide range of clients to improve their lives, workplaces, or their well-being. The field of wellness coaching continues to experience consistent growth. The Wellness Improvement System Coach (WISC) Training Program is an International Coach Federation (ICF) Approved Coach Specific Training Hours Program that has been certifying coaches globally for 11 years. Participants will learn to Master the 8-step process of the world's most integrated wellness model to help clients reduce stress, tension, and improve their performance.

Program Components:

Wellness Improvement System Theory: Theory and perspectives of wellness improvement

Leadership Coaching: Learn to apply the wellness concept in leadership coaching

Wellness Assessment: Learn to offer wellness assessments to clients and groups

Wellness Coaching Conversation Model: Learn to facilitate wellness conversation groups, design wellness coaching plans, and provide wellness coaching support

Workplace Wellness: Learn to develop and support workplace wellness systems and coaching

Wellness Coach Training Certification (Not-for-Credit Course)

20-Week Certification: Tuesday & Thursday; 10/2/18-2/16/19; 6-7:30pm (PST).

Tuition: \$5300 or 3 payments of \$1767

This course will be taught by **ICF accredited coaches** and will feature coaching, wellness theory and practice. Get 60 ICF credit hours, 10 hours of mentor coaching, and your practicum online. (Blended online & live training credits). Also included is an optional live training-"Coaching Skills for Workplace Wellness" at CSM Friday 11/9; 8:30am-4:30pm (see details below).

"<https://institute.interpersonalwellness.com/sanmateo-coach-training-registration/>"

Register here

Coaching Skills for Workplace Wellness: 1-Day Intensive – Friday; 11/9/18; 8:30am-4:30pm (1 hour lunch break) CSM, Bldg TBA, Rm. TBA... Tuition \$599 (for those not enrolled in the above 20 week course).

Attendees will complete 4 full courses in 1 day from 8:30am to 4:30pm and receive 7 ICF credit hours after completing this course featuring coaching and wellness theory and practice by the program founder and team of coaches.

"<https://institute.interpersonalwellness.com/sanmateo-1dayworkplace-coaching-registration/>"

Register here



ONLINE CERTIFICATE CLASSES

Entrepreneurship Certificate

Boost your chances of success for your new or small business and reduce your risks. Get the latest on planning your business, brainstorming business ideas and a checklist for going into business. Then learn how to create a business plan, including assessing business feasibility and prepare the management and financial plans. Then take home a step-by-step approach to attract and keep customers, with an emphasis on customer-driven marketing decisions and building a strong brand. At the end of this certificate, you will be able to identify the abilities required of successful entrepreneurs and how to acquire them, develop goals to help establish your business, develop an outline for your plan, and take home techniques to successfully manage and market your new business. Instructor **Conrad Brian Law**, COI is an award winning speaker, author, motivational coach and entrepreneur. He is the CEO of Knowledge Learning Solutions LLC, a management consulting firm. He has presented nationally on such topics as entrepreneurship, technology, career advancement, diversity and finances. His Entrepreneur Boot Camp is an expansion of his successful face-to-face class. Conrad is MOODLE Teacher Certified (MTC), A+ certified, and a Certified Online Instructor (COI).

9/4-11/30; Online (48 hours)\$495
Call 650-574-6149 or register online.

Certificate in Workplace Communication

Good communication in the workplace is more important than ever. And critical to your career advancement and success. Come get a comprehensive and intensive preparation with skills and techniques you can put to use on Monday morning. Take back a workable conflict management model, along with successful and practical conflict management strategies. Then work with a pro to learn how to improve your negotiation skills for a win-win outcome, including helping others to get what they want, so you get what you want. Finally, find out more about yourself and others using personality profiles for better work performance. You will be learning from some of our more popular instructors, and taking away new how-to skills that work. Instructor **Sally Klauss, MBA, CPCC**, has an extensive background in management, employee training and development, total quality management and business management. She is also a leadership coach specializing in management development. She has experience teaching this program face-to-face for Riverside Community College.

9/4-11/30; Online (56 hours)\$595
Call 650-574-6149 or register online.

Business Coaching Certificate

Mentoring and coaching have come to be used more frequently in organizations to improve leadership competencies and provide employee support. It has benefits for the employer and employee. Develop skills in the development, implementation, and support of coaching and mentoring programs in your workplace. Take home the much-awaited toolkit you have been searching for to improve your employees' performance and create the working environment that your employees will find truly rewarding.

*Agenda - One Unit 1 Introduction to Mentoring/Coaching Coaching and Mentoring.
Unit 2 Coaching versus Mentoring (What's the Difference?) Role Model.
Unit 3 The Effective Mentor or Coach (Leadership Tools & Techniques etc.).
Unit 4 Issues in Mentoring and Coaching Teamwork (Group Dynamics).*

Instructor **Sherri Restauri** has worked full-time, part-time, and on a consultant basis for academic and professional organizations for the past decade, researching, evaluating, and presenting on topics of learning, individual and group interaction, and program evaluation. She has published a number of articles on her research in these areas, as well as on topics of distance learning and educational technology best use. **Dr. Restauri** has presented locally, regionally, nationally, and internationally since the late 1990's. She serves as the Operations Manager of Distance Learning at the University of Alabama Huntsville, where she also teaches psychology part-time.

9/4-10/26; Online (32 hours).....\$395
Call 650-574-6149 or register online.



The Following Online Career Development Courses are available on our Website or by calling 650-574-6149:

- **Productivity & Time Management Certificate.....\$595**
- **Certificate in Sales.....\$495**
- **Entrepreneurial Finance Certificate.....\$495**
- **Certificate in Workplace Communication.....\$595**
- **Certificate in Leadership Development (for Gen Y).....\$395**
- **Certificate in Non-Profit Administration.....\$595**

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. Instructor **Kim Sharon** will provide 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., 10/27; 9am - 4pm
CSM, Bldg. 14, Rm. 214 \$109

Notary Public Workshop & Exam

Start a new career or part time business and earn additional income! Instructor **Kim Sharon** will give you 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., 9/15; 8am - 6pm (Exam: 5 - 5:50pm)
CSM, Bldg. 14, Rm 214\$125

Sat.,11/3; 8am - 6pm (Exam: 5 - 5:50pm)
CAN, Bldg. 3, Rm. 104.....\$125

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**, BA, MA, has over 30 years as a professional actress in voiceovers, commercials, film, television, and theatre.

Materials Fee: \$5 payable to instructor in class.
3 Sat.,9/15-9/29; 1- 3 pm
CSM, Bldg.14, Rm.213..... \$89

New!

How to Make Money as a Meeting Planner

Start your own meeting planning business at home or find a career with Convention and Visitor Bureaus or hotels. Learn to plan conventions, workshops, fundraising events, and corporate/association events. Meeting planners work for small businesses, corporations, associations, travel agencies, hotels, and as independent planners. Instructor **Bill Wittich** will walk you through the step-by-step planning of a successful meeting. **Bill Wittich** is one of the nation's leading experts on association Leadership & Management. His books sell worldwide through Amazon, Barnes and Noble and Engizeinc.

Materials Fee: \$30 payable to instructor in class
Sat., 9/15; 9am - 1pm
CSM, Bldg. 14, Rm. 202.....\$50

New!

How To Make Money in the Seminar Business

Instructor **Bill Wittich** will walk you through the step-by-step planning of a financially successful seminar. The key to success in this business is taking your skills and knowledge, packaging it, and presenting it to others for a fee. You must know how to reach your potential seminar audience, and get them excited about your topic. **Bill Wittich** is one of the nation's leading experts on association Leadership & Management.

Materials Fee: \$30 payable to instructor in class
Sat., 9/15; 1:30-5:30pm
CSM, Bldg. 14, Rm. 202.....\$50

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.; 8/13 & 8/14; 6 - 9pm
CSM, Bldg. 14, Rm.116..... \$89

CAREER LIVE & ONLINE CLASSES

New!

Create Winning Resumés / Ace the Interview

This is a 2 part course. In part 1, you'll learn to create a resumé with hands-on experience that addresses employers' needs to get you the interview. Learn the types of resumés, key components of an effective resumé, resumé formatting, how to list and quantify your work experience, how to track the resumés you have sent, and more. The 2nd part of the course will prepare you for an interview, describe current types of interviews, how to answer questions to address employers' needs, increase your confidence and use correct body language. Attendees will participate in mock interviews. Instructor **Hilda Sendyk**, M.S. is an experienced workforce consultant who has worked with all levels of job seekers in Silicon Valley.

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

Sat., 9/15 & 9/22; 9am-12pm
CSM, Bldg. 14, Rm. 101 (9/15)
CSM, Bldg. 14, Rm. 102 (9/22).....\$89

"The course gave practical tools to find and apply for a job. Hilda is a delightful teacher with a quick wit."

— Jo-Anne Dao

Search for a Job/Find a Job – Methods that Work!

New!

Networking 101: Mix Like a Pro at Business Networking Event

Mix with confidence and ease at business networking events. Overcome mixing resistance & fear. Be prepared and at ease before & during a networking event. Gain mixing skills & strategies. In a matter of minutes, convert a stranger into a warm lead who is expecting your call. Learn how to follow up after an event for real results. Simple yet powerful techniques, plus tools to remember them on the spot. So many people stop themselves from going to a mixer. Others go and feel awkward so they never go again. Instructor **David M. de Leeuw** will empower you to go to a business networking event, with simple yet effective techniques to make it positive and profitable.

Session 1:

Wed., 10/3; 6:30-8:30pm
CSM, Bldg. 16, Rm. 105.....\$50

Session 2:

Sat., 10/27; 1-3pm
CSM, Bldg. 16, Rm. 105.....\$50



New!

Conduct a Successful Job Search in Silicon Valley & Beyond

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

Sat., 10/6; 9am-4pm
CSM, Bldg. 14, Rm. 101.....\$89



The Following Online Career Development Courses are available on our Website or by calling 650-574-6149:

- **Certificate in Online Teaching...\$495**
- **Advanced Teaching Online.....\$195**
- **Certificate in Designing Webinars...\$345**
- **Online Learning & Teaching for K-12 Teachers.....\$145**
- **Certified Online Instructor.....\$795**
- **3D Printed Science & Math: Visualizations & Experiments.....\$195**

RETIREMENT



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 9/15-9/22; 1-5pm
CSM, Bldg 14., Rm 118.....\$55

Save \$11 on Intelligent Investment Course above!!
Call & Register with a partner for only \$99

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! **Steve Veltkamp** is a speaker, trainer and entrepreneur with a passion for freedom through self-employment.

Wed., 8/15; 6:30-9pm
CSM, Bldg.14, Rm.104\$49

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., 9/6-9/27; 6:30-8:45pm
CSM, Bldg.16, Rm. 105 \$79
2 Sat., 9/8-9/15; 10:30am-2:45pm
Cañada, Bldg.2, Rm. 10 \$79

Understanding your Medicare Options

This educational course is for students who will be enrolling into Medicare or those who want to understand their current Medicare Supplement plan options. Instructor, **Daniela Farina**, will help you demystify the Medicare maze by simplifying your options on Supplement plan types and costs available in the Bay Area to help you determine which is best for you. Don't be one of those individuals who is subject to the enrollment penalties because you did not transition correctly from your work or private insurance to Medicare. Finding the right Medicare Supplement and prescription drug plan is the difference between paying just a few hundred dollars for your drugs to paying thousands of dollars

*Optional book sold on "http://www.amazon.com/"www.amazon.com : Medicare Simplified: Four simple steps to enrolling in Medicare and the right Supplement Plan Paperback; by "https://www.amazon.com/s/ref=dp_byline_sr_book_1?ie=UTF8&text=Westbrook+Publishing&search-alias=books&field-authorWestbrook Publishing

Sat., 10/27; 11am-12:30pm
CSM, Bldg.14, Rm.115\$39
Sat., 11/3; 11am-12:30pm
Cañada, Bldg.2; Rm. 10\$39



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 10/8-10/9; 6-8 pm

CSM, Bldg 18, Rm.302 \$55

"Raziel answered all our questions and personally engaged us as a class."

— Jeffery Clemens
Homebuying 101



Homeselling 101

Become a savvy homeseller 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.

Tues. & Wed., 8/14-8/15; 6-8pm

CSM, Bldg 18, Rm. 302..... \$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. Two 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.

2Weds., 10/3-10/10; 6:30-8:30pm

CSM, Bldg 14, Rm 115\$39



Smart Money Real Estate Refinancing

Did you know that over your lifetime you will probably spend more on your mortgage than on your home? This course explores loan options and teaches you insider secrets that help you uncover what the current interest rate should be, and how to get the best deal available for you. Instructor **Casey Fleming** will arm you with this information to shop and negotiate with confidence!

Course Materials: The Loan Guide: How to Get the Best Possible Mortgage (Available on Amazon, but instructor will bring to class and sell at a discount.) \$15 to instructor in class.

Sat., 9/8; 9:00 am-1:00 pm

CSM Bldg.14 Rm.115..... \$39

NEW MEDIA ONLINE COURSES

**New!****Digital Marketing Science Certification Program**

Real-world skills for today's digital jobs market.

Our Digital Marketing Science Certification Program, is the only hands-on course of its kind. In just 20 weeks, you'll learn innovative techniques and technologies while mastering digital platforms working with industry experts in top positions, including chief marketing officers and other global experts.

This program was created to help students and career professionals gain the digital skills and experience they need to succeed in today's rapidly growing digital jobs market.

Get specific skills for today's top jobs, including:

Marketing Operations
Content Strategist
Digital Marketing Manager
Digital Strategist
And many more

If you're looking to hit the job market running, advance your careers or jumpstart a new one, this is the program for you.

Apply today or learn more at <http://CCCE.greenfig.net/>

8/22-1/25/19; Online (48 hours).....\$1995

Additional Online Courses Starting September 4th::

- **Managing Social Media Platforms Certificate.....\$495**
- **Inbound Marketing Certificate.....\$495**
- **Video Marketing\$245**
- **Mastering Video Marketing.....\$395**
- **Integrating Social Media into Your Organization.....\$195**
- **Managing Social Media Platforms Certificate.....\$495**
- **Podcasting\$245**
- **Instagram for Business.....\$195**
- **YouTube for Business\$245**

For more info or to register for these online courses call 650-574-6149 or go to our registration platform- www.communityed.smccd.edu

Mobile Marketing Certificate

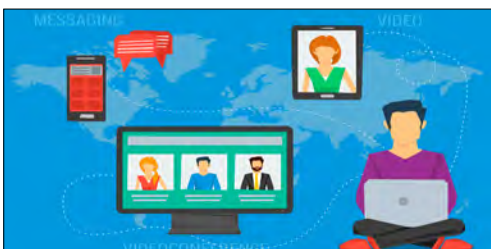
The way consumers are interacting with brands and connecting to the world is changing because of mobiles. Find out about location-based marketing, mobile payments, QR codes, applications, and mobile coupons. You will learn how mobile marketing can increase your capabilities to retain current customers and gain new ones. Then get step-by-step instructions on how non-technical users can build, deploy and market smartphone applications across Android, iPhone and Blackberry platforms. Finally, get the knowledge needed to implement a mobile marketing plan for your organization. Find out about proximity marketing, mobile marketing metrics, and developing a mobile marketing campaign. Instructor **Simon Salt** is CEO of Marketing Communications Agency IncSlingers. He is the Author of Social Location Marketing. A Blogger, Writer & Digital Strategist. He has been published online by Mashable, Read Write Web & others. He speaks internationally on the topic of Digital, Mobile and Social Marketing. He works with organizations as diverse as Fortune 500's to Startups and Global PR agencies as both a strategic consultant and as an online brand advocate.

9/4-11/30; Online (48 hours) \$595

Certificate in Google Tools

Increase your online savvy and ability to position yourself and your organization for greater success. Experience the interaction and big take-aways from studying with top-notch professionals. Your instructors not only work with these tools every day, but speak at national conferences and train others. Your teachers have tips you have not discovered yet. Learn more about Google Analytics, Google apps for business, and Google+ . Acquire new tips and techniques. Just one new tip can mean greater productivity, effectiveness and even profitability for your work. These three one month courses are instructed by the following industry experts; **Dan Belhassen** is an expert in eMarketing. He does writing, training, and consulting all over North America on the topic. **Susan Hurrell** is an Online Marketing specialist with Modern Earth, Winnipeg, Manitoba, Canada. **Dr. Jennifer H. Selke** consulting firm, WorkStrengths, provides career coaching services for 20-somethings, recent graduates, and new hires.

9/4-11/30; Online (48 hours).....\$495



YOUTH & PARENTING

Summer Camps 2018

Bay Area Pathways Academy 2018
(6-9th grades rising) Still time to register!

Session Dates:

First Session: 6/18/18-6/29/18 (pricing will be prorated for students ending after 6/18-San Mateo/Foster City & Bayshore Elementary).
Second Session: 7/2/18-7/13/18 (Off 7/4).
Third Session: 7/16/18-7/27/18

Pricing:

\$1195 Full Days-2 week sessions 1 & 3
\$1075 for Full Days-Session 2 (7/4 out)
\$595 Half Days-2 week session-1 & 3
\$535 Half Days-Session 2 (7/4 out)

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

Gender in the Classroom

Discover why girls waste 30% of their study time, why boys get worse grades than girls, why boys do less homework than girls, and the 5 learning habits girls get in school that hurt them in the workplace. Your daughters learn differently than your sons. Discover how girls learn. Take away 10 top tips for helping girls learn more, and the 5 tips to help girls succeed more. Then discover how boys learn. Take away 10 top tips for helping boys learn more, and the 5 tips to help boys succeed more. Get info about research not available anywhere else. Instructors **Julie Coates** and **William A. Draves** have more than ten years experience and expertise in documenting and reporting the research on gender and learning.

10/1-10/26; Online (16 hours).....\$145

Fors 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 in school. Discover why males do 30% less school work than females, fidget more, like new and hard challenges, and more. Learn 9 tips for helping your boy learn and succeed in school. eBook included.

William A. Draves, instructor

9/4-9/28; Online

Tuition \$95.00

For more info or to register for these online courses call 650-574-6149 or go to our registration platform- www.communityed.smccd.edu

"This is our first year at BAPA, but we loved every aspect of it. Thank you for doing a great job! We'll definitely be back next year, and we'll be letting all our friends know about your wonderful program."

—Lucy, parent of Charles & Audrey
Bay Area Pathways Academy

Take a CCCE class with your child in Fall 2018!

The following classes welcome youth registered with their parent:

Cake Classes (Basic Decorating & Halloween Mansion)
American Sign Language (Beg & Intermed.)
Beautiful Summer/Fall Skies
Street Smart Self Defense

Understanding Adolescents

Instructor **Sonya Jodoin** has been involved in social work and youth work for more than 25 years. She holds a diploma in Social Service Work; a degree in Social Development Systems (Social Policy); and numerous certifications in trauma assessment and treatment for children, youth, and adults; threat assessment for adolescents; risk assessment for adults; and compassion fatigue. She brings to the course both professional and personal experience in the field of adolescence, along with training in a multitude of treatment modalities, approaches, and therapies.

Online Sessions begin monthly (Sept/Oct/Nov/Dec).

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

Tuition \$100.00



TEST PREPARATION

Visit the site below for the following Online offerings:

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

The following online Test Preparation 6-week courses are available anytime & begin monthly for fees listed below:

- SAT/ACT Preparation Part 1 & 2 each....\$100
- GED Preparation\$115
- GED Math Prep.....\$115
- GED Preparation Series.....\$199
- GMAT Preparation\$100
- LSAT Preparation Part 1 & 2.....Each \$100

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 from instructor **Callie Strawn**. Cool down and flexibility follows to conclude what is an awesome workout.

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

9 Tues., 8/14-10/9; 6:30 – 7:30pm
Peninsula Boxing & Fitness
2860 Spring St. Unit 1 Redwood City - CA 94063
Tuition \$135

9 Tues., 10/16-12/11; 6:30 – 7:30pm
Peninsula Boxing & Fitness
2860 Spring St. Unit 1 Redwood City - CA 94063
Tuition \$135

“I liked the warm-ups, hitting the bags just everything.”

—Sherrill
Ladies Night Boxercise:

Boxercise 101

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. Course instructor **Nick Bellafatto** is a registered coach with over 20 years of experience running competitive & recreational programs

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

9 Tues., 8/14-10/9; 7:30-8:30pm
Peninsula Boxing & Fitness
2860 Spring St. Unit 1 Redwood City - CA 94063
Tuition \$135

9 Tues., 10/16-12/11; 7:30-8:30pm.,
Peninsula Boxing & Fitness
2860 Spring St. Unit 1 Redwood City - CA 94063
Tuition. \$135

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 Chenstyle 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. The instructor Master **Wong Wai Yi (Tony)** is a 20th Generation direct lineage of Chen Family Taijiquan.

Session 1
Beginner Schedule
8Wed., 8/15-10/3; 7:00-8:30pm, CSM, Bldg. 8, Rm. 203
Intermediate Schedule
8Wed., 8/15-10/3; 7:30-9:00pm, CSM, Bldg. 8, Rm. 203
Tuition..... \$89

Session 2
8 Wed; 10/10-12/12; (no class 10/31 & 11/21);
Beginners: 7:00-8:30pm, CSM, Bldg. 8, Rm. 203
Intermediate: 7:30-9:00pm CSM, Bldg. 8, Rm. 203
Tuition.....\$89

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., 8/14-10/4; 7:30pm - 9pm
CSM, Bldg.8, Rm. 203\$145

16 Tues.& Thurs., 10/16-12/11; (no class 11/20), 7:30 -9pm
CSM, Bldg.8, Rm. 203 \$145

Street Smart Self-Defense

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

4 Tues; 9/4-9/25; 8:30 – 9:30pm
Burlingame United Studios of Self Defense
1345 Howard Ave. Burlingame CA 94010
Tuition \$95

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., 9/8-10/20; 9:45 - 11am (no class 10/31)
CSM, Bldg. 8, Rm. 203.....\$105

7 Sat., 10/27-12/15; 9:45 - 11am (no class 10/31)
CSM, Bldg. 8, Rm. 203.....\$105



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., 9/8-10/20; 11am-12:15pm
CSM, Bldg. 8, Rm. 203 \$105

7 Sat., 10/27-12/15; 11am-12:15pm (no class 10/31)
CSM, Bldg. 8, Rm. 203. \$105

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.

9 Tues., 8/14-10/9; 6-7:30 pm
CSM, Bldg. 8, Rm. 203\$126

8 Tues., 10/16-12/11; 6-7:30pm, (no class 11/20)
CSM, Bldg. 8, Rm. 203..... \$112



Cuban Salsa Dance

Come learn to dance salsa in a fun, relaxed and supportive environment with instructor **Ken Delmar**. Liberate your body and spirit with Afro Cuban movements and isolations. Bring freedom and joy into your life by learning this most popular social dance. All levels are welcome! No partner is necessary.

Session 1: 5 Sat., 9/6-10/4; 6-7:30
CSM, Bldg. 8, Rm 203 \$60

Session 2: 5 Sat., 11/1-12/6; 6-7:30 (no class 11/22)
CSM, Bldg. 8, Rm 203\$60



"Tamara pays attention to strengths and needs of individual students and really helps us improve individually."

— Liana Sefanov
Jazz Dance

PERSONAL GROWTH

**New!****Introduction to Flying Drones**

Look before you fly! This short course will teach you all you need to know to fly a drone as a hobbyist. We'll cover how to select the right drone for you, safety precautions, and legal issues. Each student will then practice flying a school-provided drone under the supervision of an FAA-certified drone pilot **Professor Alex Wong**. **Dr. Wong** taught CSM's first ever class on drones and rocketry in the spring of 2018. He holds an FAA remote pilot certificate. Drones will be provided for this course.

2 Sat., 9/8-9/15; 9-11am

CSM, Bldg.14, Rm.102.....\$149

**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

New!**Learn How to Release Tension, Stress & Anxiety; Live in The Present**

Together we will experience what it is like to be present minded to be able to enjoy this moment that we have now. In this class you will become aware of what situations activate you and what calms and relaxes you. Instructor **Rocio Gonzalez** will teach you ways to regulate and release your nervous system and mindfulness tools to implement into your everyday life to help you cope with stress. You will also learn to activate your neurogenic tremor which will help you release deep rooted tension(or stuck energy) that was caused by physical or emotional stress or trauma. This class will help you improve your sleep, reduce stress & anxiety, improve flexibility, increase resiliency, improve focus and concentration, and last but not least live in the present moment. **Rocio Gonzalez** is a Certified TRE provider and has been teaching for 3 years.

8 Weds., 9/12-11/7; 6-7pm (no class 10/31)
CSM, Bldg. 8, Rm. 203.....\$130

**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

FOOD



Haunted Halloween Mansion

Get your Ghoulie on this year and learn how to make a spooky Halloween Haunted Mansion with instructor **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., 10/23; 6:30 - 9:30 pm
629 South B. St., San Mateo.....\$69



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

"This class is perfect for beginners like myself. The presenter was patient and kind. She showed skills and knowledge in the subject matter. I'm signing up for the subsequent 2 classes with this instructor."

— Letitia Yeung
Basic Cake Decoration

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. 10/2, 6:30 – 9:30pm
629 South B. St., San Mateo \$59



"Kathy is a wonderful instructor and we can't wait to take the next series of classes. Would highly recommend for a night of fun."
— Linda Patane
Basic Fondant Cake Decorating

Intermediate Fondant Cake Decorating

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

Materials Fee: \$15 payable to instructor in class.
Tues.,11/6; 6:30 – 9:30pm
629 South B. St., San Mateo \$59



WINE & SPIRITS



New!

Introduction to Spirits & Cocktails

Shaken or stirred? Rye or Bourbon? Cobbler or Boston Shaker? If you are curious to know more about the world of Spirits and Cocktails, including hands-on practice making the perfect Martini, Old Fashioned and Whiskey Sour, this class is for you. Ritz-Carlton Sommelier **Stephen Allison** will guide you through cocktail technique for delicious drinks prepared at home and clearly explains how your favorite spirits are produced.

Materials Fee: \$20 payable to instructor in class.
Tues., 11/13; 6-9pm
CSM, Bldg. 14, Rm. 116\$99



Introduction to Wines

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 Ritz-Carlton Sommelier, **Stephen 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.
Tues.,11/6; 6-9pm
CSM, Bldg. 14, Rm 116\$99



"I really enjoyed and appreciated the non-tasting material -- production, historical context, terminology, misconceptions, service and storage. Tasting was good, too, but other content was just intriguing. The instructor's interest in his topic was obvious and helped reciprocity."
— Fred Genter
Introduction to Wine

TRAILS

Peninsula Parks & Trailst

Learn about flora, fauna, geology, and history as you discover the Peninsula's interesting scenic parks and trails with instructor **Tom Taber**. Each excursion will involve walking 4.5-6.5 miles in mountainous terrain. We will stop frequently to examine natural and historical features and to sample tasty treats made from native edible plants. Explore old-growth redwoods, logging history, and a beautiful creek at Pescadero Creek County Park; a spectacular stretch of seashore at Wilder Ranch State Park; and beautiful views and fall foliage at Windy Hill Open Space.

†This tour requires moderate physical activity. You should be able to hike mountainous terrain and walk up to 6.5 miles. Wear comfortable walking shoes. Layered clothing is recommended. No pets on walking tours.

Lectures: 2 Thurs., 10/4 & 10/11; 7 - 8:30pm.

Fieldtrips: 3 Sat., 10/6, 10/20 & 11/3; 10am-4pm



"I enjoyed the chance to learn about San Mateo's history, especially the two properties we visited with special permission of the owners."

— Margo Diltz
City of San Mateo History Walk



City of San Mateo History Hike

The city of San Mateo has a fascinating history that goes back to the 18th century Spanish explorers. Join instructor and guide **Tom Taber** for a fun and informative course that combines history with a 4.5 mile walking tour. The convoluted route includes frequent stops to view beautiful historic homes, commercial and public buildings, and public art from the 19th through the 20th centuries. Interesting stories will be told and old photos will be shown along the way.

†This tour requires moderate physical activity. You should be able to hike mountainous terrain and walk up to 6.5 miles. Wear comfortable walking shoes. Layered clothing is recommended. No pets on walking tours.

Sat., 11/17; 9:30am-2:30pm

300 S. El Camino Real, San Mateo (Bank of America Plaza)
Tuition.....\$49



"The hikes were well organized. The instructor is very knowledgeable about local flora, and botany in general."

— Tom Rudolph
Peninsula Parks & Trails

COURSES BY DATE

August

8/13	Easy Pencil Sketching.....	7
8/13	Home Based Business.....	24
8/13	DMV Auto Wholesale.....	23
8/14	Fencing.....	30
8/14	Adult Jazz Dance.....	31
8/14	Boxercise.....	30
8/14	Ladies Night Boxing.....	30
8/14	Homeselling 101.....	27
8/14	Sell Your Stuff on FB, EBay, Amazon.....	24
8/15	Tai Chi Beg.....	30
8/15	Tai Chi Intermediate.....	30
8/15	Watercolor Pencil Class.....	7
8/15	Sidelines for Seniors.....	26
8/16	Learn to Draw - Basic Drawing.....	7
8/18	Chinese I.....	4
8/21	Jazz from the Hill I.....	14
8/21	Video Editing with I movie.....	9
8/22	American Sign Beg.....	5
8/22	Digital Marketing Sci Cert.....	28
8/22	Oil Painting.....	6
8/23	American Sign Intermed.....	5
8/24	Beautiful Late Summer.....	14
8/25	Video Editing with Premiere Pr.....	9
8/27	ServSafe Food Manager Cert.....	20
8/27	Professional Cook Cert.....	20
8/29	Make Your Own TV Show.....	9
8/30	Spanish - Intermediate.....	5

September

9/4	Online New Media Courses.....	28
9/4	Street Smart Self Defense.....	30
9/6	Magic Flutes, Flute Orchestra Int.....	10
9/6	Magic Flutes, Flute Orchestra Adv.....	10
9/6	Cuban Salsa.....	31
9/6	Financial Strategies for Retirement.....	26
9/8	Spanish for Beginners.....	5
9/8	Beginning Guitar I.....	10
9/8	Fretboard Fundamentals.....	10
9/8	Graceful Hawaiian Hula I.....	31
9/8	Graceful Hawaiian Hula II.....	31
9/8	Financial Strategies for Retirement.....	26
9/8	French Beginner I.....	4
9/8	Smart Money Real Estate Financing.....	27
9/8	Peninsula Photography Field Trips.....	12
9/8	Introduction to Flying Drones.....	32
9/11	Italian I.....	5
9/11	Basic Cake Decorating.....	33
9/12	Italian II.....	5
9/12	Release Tension, Stress, Anxiety.....	32
9/15	Ink & Watercolor Intermed.....	6
9/15	Computer Basics.....	17
9/15	Writing Resumes-Acing interview.....	25
9/15	HTML 5.....	18
9/15	Ink & Watercolor Painting for Beg.....	6
9/15	Animation Voiceovers.....	23
9/15	Notary Public Workshop and Exam CSM.....	23
9/15	Intelligent Investing for Successful.....	26
9/15	Make Money in the Seminar Business.....	23
9/15	Make Money as a Meeting Planner.....	23
9/15	Chinese Brush Painting Int.....	6
9/17	Zoom-In Field Production.....	9
9/17	Pen Turning.....	8
9/19	Introduction to Woodworking/Safety.....	8
9/24	Photoshop CC for Photographers.....	11
9/25	Lightroom CC for Photographers.....	11
9/27	DSLR Camera & Digital Photography.....	11
9/28	Studio Music Mixing.....	9
9/29	Introduction to Excel.....	17
9/29	CSS3 Website Coding Intermediate.....	18
9/29	I-Phone Creative Photography.....	11

October

10/2	Creativity and Relaxation with Pastels.....	6
10/2	Basic Fondant Cake Decorating.....	33
10/2	Wellness Coaching Cert.....	21
10/3	Networking 101.....	25
10/3	All About Reverse Mortgages.....	27
10/4	Mixed Media Creative Drawing.....	6
10/4	Non Profit Leader Btcmp.....	15
10/4	Peninsula Parks & Trails.....	35
10/6	Learn to Play Guitar in a Day.....	10
10/6	Conduct a Successful Job Search.....	25
10/8	Homebuying 101.....	27
10/9	Become a Professional Organizer.....	24
10/9	How to be Self-Published for Free.....	24
10/10	Tai Chi Beg.....	30
10/10	Tai Chi Intermediate.....	30
10/10	Watercolor Pencil Class.....	7
10/13	Intermediate Excel.....	18
10/13	Chinese II.....	4
10/15	ServSafe Food Manager Certif. Test.....	20
10/15	Pen Turning.....	8
10/16	Jazz from the Hill II.....	14
10/16	Fencing.....	30
10/16	Adult Jazz Dance.....	31
10/16	Boxercise.....	30
10/16	Ladies Night Boxing.....	30
10/17	Story Telling.....	9
10/18	Learn to Draw - Basic Drawing.....	7
10/20	Advanced Excel.....	18
10/20	French Beginner II.....	4
10/22	Easy Pencil Sketching.....	7
10/23	Halloween Mansion.....	33
10/27	Intro MS Word.....	17
10/27	DSLR Camera in A Day - Prereq!.....	12
10/27	Lightroom in a Day Pre.....	12
10/27	Beginning Guitar II.....	10
10/27	Fretboard Fundamentals.....	10
10/27	Graceful Hawaiian Hula I.....	31
10/27	Graceful Hawaiian Hula II.....	31
10/27	How Do I Choose Right Medicare Plan?.....	26
10/27	Networking 101.....	25
10/27	Notary Loan Signing and Cert. CSM.....	23

November

11/1	Cuban Salsa.....	31
11/3	Intermediate MS Word.....	17
11/3	How Do I Choose Medicare Plan?.....	26
11/3	Landscape & Night Photo Bootcamp.....	12
11/3	Personal Fitness Trainer.....	20
11/3	Notary Public Workshop and Exam Canada.....	23
11/3	Kid Lit Bootcamp.....	13
11/4	Holistic Health/Life Coaching.....	20
11/5	ServSafe Food Manager Certification.....	20
11/6	Intermediate Fondant Cake Dec.....	33
11/6	Intro to Wine.....	34
11/9	Coaching Workplace Wellness.....	21
11/10	Advanced MS Word.....	17
11/13	An Enchanted Evening-Leonardo Da Vinci.....	14
11/13	Intro to Spirits & Cocktails.....	34
11/15	Zoom-In Field Production.....	9
11/14	Introduction to Woodworking /Safety.....	8
11/17	Intermed/Advanced Powerpoint.....	18
11/17	Thanksgiving Centerpiece.....	7
11/17	City San Mateo History Hike.....	35

Open Enrollment

Open	Dog Obedience Classes.....	32
Open	Motorcycle Safety Classes	32
Open	Online Courses.....	13,15-16, 18-19
Open	Online Courses Cont.....	22,25,28-29,40

REGISTRATION INFORMATION

QUESTIONS

For questions or assistance with registration, see page 38 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.

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College District

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Campus Maps

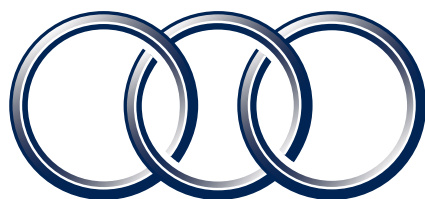
Parking in certain lots may be limited. Maps are subject to change. Please visit our website at: www.CommunityEd.smccd.edu and look under "FAQs" for updated maps and information before attending your classes.

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 (\$3) 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.

Register Now!
New classes start each week



ONLINE 24/7
communityed.smccd.edu



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



FAX
(650) 574-6104



MAIL
Community, Continuing & Corporate Education
1700 W Hillsdale Blvd.,
Bldg. 1, Rm. 207
San Mateo, CA 94402



IN PERSON
Community, Continuing & Corporate Education
1700 W Hillsdale Blvd.,
Bldg. 1, Rm. 207
San Mateo, CA 94402

Please print or type all information

Name (Last, First, Middle Initial)	Daytime Phone
Address	Evening Phone
City and Zip Code	Education: <input type="checkbox"/> High School <input type="checkbox"/> AA degree <input type="checkbox"/> Bachelor's <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

Professional Cook Certificate Program



Let your passion for cooking lead the way to your next career!

**Complete your culinary training at a fraction of the cost
and time of traditional culinary arts programs.**

***Program begins August 2018!
Part-Time Classes: 8/27/18-3/13/19***

In partnership with Rouxbe Online Culinary School, Community, Continuing and Corporate Education (CCCE) of the San Mateo County Community College District is now offering an exciting Professional Cook Certificate Program. Ideal for working adults, this exciting new course combines online AND hands-on learning in a commercial kitchen and can be taken part time in just 26 weeks. This program is designed to prepare you to begin an exciting career as a professional cook in restaurants, hotels, catering, resorts, and other food service operations and will help you meet key eligibility requirements of becoming a Certified Fundamentals Cook (CFC) ® through the American Culinary Federation (ACF).

REASONS TO ENROLL

In this unique PROFESSIONAL COOK Certificate Program:

- Engage with professional chefs online and in the kitchen to help you prepare for a new and exciting career as a professional cook.
- Train with Rouxbe's leading online cooking platform and hands-on with professional chef instructors in a live training kitchen.
- Gain hands-on experience with an externship at restaurants, hotels, caterers or other foodservice operations.
- Experience classes focusing on hands-on competency-based instruction.
- Participate in exciting local competitions against Professional Chefs.
- Sit for the American Culinary Federation Certified Fundamentals Cook (CFC) exam upon completion of the program.
- Complete your training part time in 26 weeks.
- Affordable pricing (\$6583*) includes tuition, uniform, knife kit, manuals, externship and job placement assistance.
- Contact us regarding eligibility for tuition assistance.

***External exam fees (\$225) not included.**

Call 866-293-0683 today for more information or to REGISTER!

Community, Continuing & Corporate Education

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



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CHECK OUT OUR NEW
ONLINE TECHNOLOGY CERTIFICATE COURSES:

CERTIFICATE IN BASIC GAME DESIGN

Games are increasingly recognized as a tool that can serve many business purposes beyond entertainment. This Certificate provides you with a general introduction to what goes into the design and development of both video and analog games, with a particular focus on the use of games outside of consumer entertainment. By successfully completing this Certificate in Basic Game Design, you will have taken the first steps into understanding game design, and being able to create your own games. Instructor **Moses Wolfenstein** is an experienced game designer and speaker at national game design conferences. Instructor **Jean Haefner** holds degrees in Graphic Design and Photography, and a MFA in Web Design and Interactive Media; She helped to develop the award winning interdisciplinary Game Design and Development program at the University of Wisconsin-Stout, and provided instruction in art and design for games there.

9/4-10/26; (32 hours).....\$395

GRAPHIC DESIGN SOFTWARE ESSENTIALS CERTIFICATE

The Adobe software tools are the leading software for graphic design. Adobe Illustrator is the industry standard computer illustration software. Use Illustrator to draw shapes and design logos, flyers, posters, banners, business cards or any other vector graphics for print or web. Adobe InDesign is the industry standard page-layout program that works with Adobe Illustrator and Photoshop seamlessly. InDesign allows you to create simple to complex multi-page documents such as brochures, flyers, books and magazines. Use Adobe Photoshop to effectively work with selection and editing tools, layers, and masks to edit, retouch and enhance existing images or create your own composite digital art work. Access to the Adobe software tools required. Instructor **Andy Helmi** is a graphic and website designer, an Adobe certified instructor, a technical consultant and an online marketing specialist located in Vancouver, BC, Canada.

9/4-12/1; (48 hours)\$545 for all three courses & certificate.



Wordpress Certificate



Coding Certificate



Game Design Cert.



Graphic Design

ADDITIONAL CERTIFICATE COURSES FOR FALL:

Managing Social Change Certificate - 9/4-11/30; (48 hours).....	\$495
Certificate in Google Tools - 9/4-11/30; (48 hours).....	\$495
Mastering Video Marketing - 9/4-10/26; (32 hours).....	\$395
Presentation Skills Certificate - 9/4-11/30; (32 hours).....	\$395
Coding Certificate- 9/4-11/30; (48 hours).....	\$595
WordPress Certificate - 9/4-11/9 (45 hours).....	\$495

Call 650-574-6149 with questions or to enroll in ANY of our Online Certificate Courses!

www.communityed.smccd.edu