



Community, Continuing & Corporate Education

Education That Works • Fall 2015



Passport to Sommelier



Pharmacy Technician



Business Skills Training

edthatworks.smccd.edu

Pharmacy Technician Program

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



Course Contact Hours: 55 hrs.

Student Tuition: \$1,299 (Textbooks Included)

Saturdays, September 26th – December 12th, 2015 from 9:00 am – 3:30 pm

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

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



Attend Our Free 1 Hour Information Session at College of San Mateo

Call Julie Elmquist at (650) 574-6149 to sign up for this 1 hour presentation to learn about the Pharmacy Technician career and our live Pharmacy class beginning September 26th, 2015! The class instructor will be on hand to present an overview of this dynamic program and answer any questions you might have!

Corporate Education

Education That Works

If you're looking for classes your supervisors and managers can attend 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.



Corporate Education at the San Mateo County Community College District was established to work closely with executive-level leaders of San Mateo County and Silicon Valley businesses, nonprofits, government agencies and unions to contribute to the economic development of San Mateo County through performance improvement solutions as well as a full range of supervisory and managerial classes, customized training and related business services.

Training options include instructor-led classes at our site or yours, online classes you and your staff can take from anywhere at any time, and customized training delivered when and where you need it.

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

Director’s Welcome Message

Greetings, and welcome to our fall 2015 semester! As you may have noticed on the catalog cover, we recently changed our name from Community Education to Community, Continuing & Corporate Education (CCCE). As the new Director of this expanded department, I am pleased to share our vision to add many new and exciting courses and programs over the next few semesters, such as certificate programs for working professionals, corporate education for public and private-sector organizations, ESL programming for internationals, and much, much more! Visit us at edthatworks.smccd.edu to learn more.

Best Regards,
Jonathan Bissell, CCCE Director



Community, Continuing & Corporate Education



**SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT**



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COMING SOON

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- Emergency Management Academy
- Revit Certification
- Construction Management
- Silicon Valley Intensive English Program (SVIEP)

CAREER/ENTREPRENEURSHIP



How to Start Your Own Business

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

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

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

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

Sat., 9/19; 9am - 4pm
CSM, Classroom to be assigned. \$99

“Dorcas is fantastic! I have now got a good grasp on the fundamental of how to start a business.”

— Teresa Ferrer
Start Your Own Business

New!

High-Impact Business Writing

Increasingly, clear, concise, and compelling business writing is a business necessity—a skill that enables us to get our ideas across, stand out in the crowd, and ultimately be more effective in all our business communications. While improving our writing is an ongoing process, we can make major strides forward quickly by learning—and adopting—five key strategies of successful business writers. In this highly interactive, hands-on, half-day workshop veteran business writer David Meuel will describe these strategies and take participants through fun, illuminating exercises to better understand how they can dramatically strengthen any piece of business writing from reports and evaluations to emails and blogs.

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

Sat., 9/19; 9:00 am - 12:30 pm
Cañada College, Classroom to be assigned. . . \$99

Sat., 9/26; 9:00 am - 12:30 pm
CSM, Classroom to be assigned \$99



New!

Lead Canvas Business Planning

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

Tue., 9/8; 6:30 - 8:00pm
CSM, Classroom to be assigned \$39

The San Mateo Small Business Development Center (SBDC) offers a wide variety of services for present and potential small business owners that produce positive economic impacts in areas including: new jobs created and jobs retained; businesses created, capital infusion and products exported. SBDC clients include minorities, women and veteran business owners. SBDC services include no-charge confidential expert counseling. Visit www.sanmateosbdc.org or call 650-574-6402.



New!

What’s Your Value Proposition?

The most efficient way to grow your sales is by converting more of the prospects you already have in your pipeline. In most cases, businesses don’t dominate market segments because they have superior products or services, but because they know how to clearly communicate an effective value proposition to the appropriate customer segments at the right times. During the course you’ll learn proven techniques you can immediately implement, including: How to identify and articulate a value proposition; how to adjust the four elements of force to maximize the impact and effectiveness of your value proposition on a prospect; and how to infuse your value proposition into all of your marketing collateral for continuity and consistency. Taught by Robert Shoffner of the SBDC.

3 Tue., 9/15 – 9/29
 Session 1 6:30 - 8pm
 Session 2 6:30 - 7:30pm
 Session 3 6:30 - 7:30pm
 CSM, Classroom to be assigned \$99

New!

Sales Process and Sales Management

In Session One, the Sales Process, you will learn the steps involved in a sales process by developing a sales plan. This includes prospecting, sales pre-planning, writing sales proposals, preventing and handling objections, sales closing and post sales servicing. How to sell within and ethically based relationship-selling approach. In Session Two, Sales Management, you will learn the three processes that need to be taken into account to effectively manage a sales force. These include formulating a strategic sales program, implementing the formulated sales program, as well as evaluation, control and measurement of sales performance. Sales management issues including selecting and hiring sales people, sales force motivation, compensation structures, new client acquisition and current client development will be examined. Taught by Robert Shoffner of the SBDC.

2 Tue., 10/6 – 10/13; 6:30 - 8pm
 CSM, Classroom to be assigned \$59

New!

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

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

3 Tue., 10/20 – 11/3; 6:30 - 7:15pm
 CSM, Classroom to be assigned \$99

New!

Customer Service as a Competitive Advantage

All companies have competition. Depending on the industry, a company’s competitors may count in the tens, hundreds, or even thousands. All these companies are working hard to gain customer attention. Customers prefer to spend their money with companies that deliver great service, respect their needs, and are willing to build a positive relationship with them. Companies that invest in creating a strong service-oriented culture are more likely to deliver exceptional customer service; this in turn becomes a strategic advantage for the company. This course discusses exceptional customer service and how to leverage it into a competitive advantage. Topics will include: How exceptional service becomes an advantage; the role of building trust; understanding customer perceptions; how to earn loyalty; and best practices. Taught by Robert Shoffner of the SBDC.

Tue., 11/10; 6:30 - 8pm
 CSM, Classroom to be assigned \$39

Notary Public Workshop and Exam

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

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

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

Sat., 10/3; 8am - 6pm (Exam: 5 - 5:50pm)
CSM, Classroom to be assigned \$125

Sat., 12/12; 8am - 6pm (Exam: 5 - 5:50pm)
Cañada College, Classroom to be assigned. . . \$125

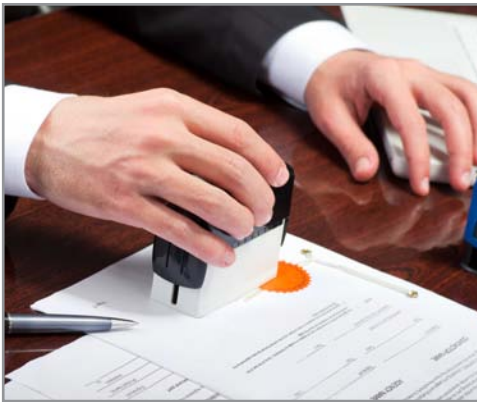


DMV Auto Wholesale

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

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

Mon., Tues., 9/14 - 9/15; 6 - 9pm
CSM, Classroom to be assigned \$89



Notary Loan Signing and Certification

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

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

Sat., 11/7; 9am - 4pm
CSM, Classroom to be assigned \$109



Importing as a Small Business

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

Sat., 10/24; 9am - 5pm
CSM, Classroom to be assigned \$99

Trades Introduction Program

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

Wed. & Fri, 5/6 - 12/18; 6 - 9pm
CSM, Classroom to be assigned Free

To register, call Dan Pasini (650) 576-1057



Exciting Animation Voiceovers

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

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

3 Sat., 9/12 – 9/26; 1 - 3pm
 CSM, Classroom to be assigned \$99



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

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

Thur., 10/22; 6:30 - 9:30pm
 CSM, Classroom to be assigned \$49

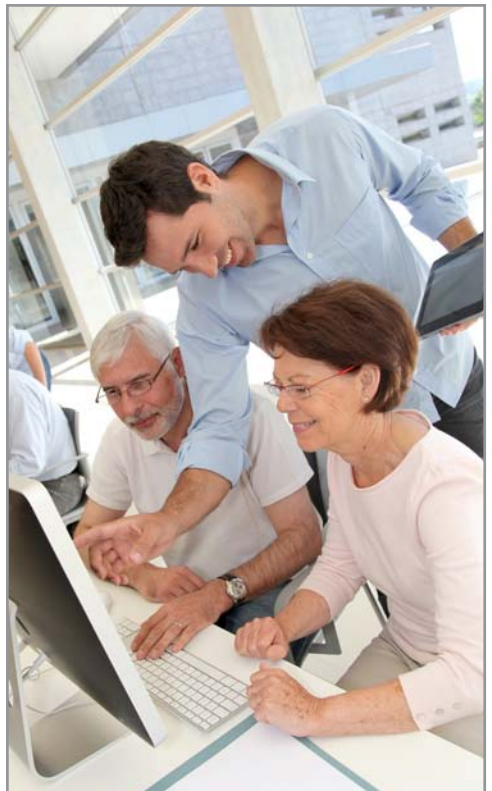
New!

Effective Job Search Techniques for Boomers 50+ (and Anyone Else!)

Learn how to find a job in today’s job market at any age. Discover how organizations select job candidates for interviews and why others aren’t chosen. Understand current technology behind today’s recruiting selections and learn how to use this process to make your job search more successful. Learn how to write a more powerful resume and add strength to your LinkedIn profile. Discover how to become a powerful networker. Handle interviews and negotiations more effectively and actually enjoy the process. (Although this class addresses some boomer job search issues, the information it delivers can benefit job seekers of all ages.)

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

Sat., 9/12; 10am – 4pm
 CSM, Classroom to be assigned \$89



“What I liked about this course was the networking and learning the “biz.”

— Charlotte Gonzales
 Animation Voiceovers

PERSONAL/PROFESSIONAL DEVELOPMENT



New!

Passport to Sommelier Certificate Program

Under the tutelage of Advanced Sommelier Philippe Glaize, Passport to Sommelier will provide hospitality professionals and serious oenophiles the opportunity to master the origins, geography, varietals and main producers of both Old World and New World wines. Students will graduate this certificate program with the ability to recognize the main varietal composing the wines, properly manage wine stocks, properly present, serve and pour wine, and make appropriate food pairings according to Chefs' seasonal foods.

Instructor Philippe Glaize comes from three generations of vintners from the Cotes du Rhone Region of France and still has fond memories of summer vacations spent pruning, harvesting and growing new grapes. What began as a family tradition sparked a passion in Philippe that still resonates more than 30 years later. After obtaining his degree in Viticulture and Enology under Paul Defranoux and his Bachelor's Degree in Business Management from University Pierre Mendes France in Grenoble, Philippe began his career as an Assistant Wine Maker for the Professional Center of Wines of Champagne. He then leveraged his expertise to become a Regional Buyer and Sales Manager for large French beverage retailers as well as a Consultant for the Champagne Vintners Associations through the world-renowned VINEXPO tradeshow in Bordeaux, France. Philippe obtained his Advanced Sommelier certification from the United States Sommelier Association in 2011 and has served as a consultant for restaurants in Silicon Valley, as well as a wine instructor for several local community colleges.

Passport to Sommelier is a 16-week non-credit certificate program comprised of two major sections: Old World wines from France, Spain, Italy and other European countries, and New World wines from North and South American, New Zealand, Australia, South Africa, and other countries around the world. The program includes 43 hours of classroom instruction and wine tasting labs, and includes sections on restaurant wine management and best practices for service. The program will conclude with a final, comprehensive exam, followed by a graduation ceremony. Enrollment is permitted in either or both the Old World and New World section; however, you must complete both program sections and pass all exams to qualify for the certificate.

Register for the entire program at once and save \$100.

Old World Wines

Materials Fee: \$440 payable to instructor in class (covers handouts, maps, glasses, water solutions and wines, and final exam).

8 Mon., 8/24 – 10/19; 6 - 9pm (No class 9/7)
CSM, Classroom to be assigned \$1,499

New World Wines

Materials Fee: \$440 payable to instructor in class (covers handouts, maps, glasses, water solutions and wines, and final exam).

8 Mon., 10/26 – 12/14; 6 - 9pm
CSM, Classroom to be assigned \$1,499

New!

Peninsula Conflict Resolution Center's 40-Hour Basic Mediation Training

For over 30 years the Peninsula Conflict Resolution Center has been the premier mediation, facilitation and training agency assisting clients in San Mateo County in solving their most complex personal, organizational and social challenges. Build your expertise with this 15-week interactive, skills-building course with customized coaching, hands-on practice and a certificate of completion. Whether you are a manager, an attorney, human resources professional, religious leader, educator or consultant in this course you will:

- Gain skills for effective communication and conflict management applicable throughout professional and personal life.
- Learn practical strategies and techniques for moving into interest-based problem solving.
- Apply ideas and practice skills hands-on using scenarios that reflect actual mediation cases.
- Satisfy the volunteer mediation training requirements for the State of California.
- MCLE credit may be offered upon request.

15 Wed. 8/26 – 12/16; 6 - 9pm
 (No class 11/11, 11/25)
 CSM, Classroom to be assigned \$790

New!

Public Speaking Workshop

According to a 1973 survey by the Sunday Times of London, 41% of people list public speaking as their biggest fear. Forget small spaces, darkness, and spiders; standing up in front of a crowd and talking is far more terrifying for most people. Through this workshop your participants will become more confident and relaxed in front of an audience which will translate into a successful speaking event. However, mastering this fear and getting comfortable speaking in public can be a great ego booster, not to mention a huge benefit to your career. The Public Speaking workshop will give participants some basic public speaking skills, including in-depth information on developing an engaging program and delivering their presentation with power.

Materials Fee: \$5 payable to instructor in class.
 2 Sat., 9/12-9/19; 9:30am – 1:30pm
 CSM, Classroom to be assigned \$49



Food Handling Test Preparation Certification & Exam for Managers

California law requires that all food establishments have at least one certified food safety person on site. Passing the exam administered at the end of this workshop meets the California requirements for certification. New students and students who need re-certifying are welcome. Instructor, Laurie Green, has been teaching the ServSafe course for many years. Please see online description for required textbook information.

Mon., 10/26; 8:30am - 6pm
 District Board Room \$109
 3401 CSM Drive, San Mateo

Secrets of a Super Memory

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

Wed., 11/18; 6:30 - 9:30pm
 CSM, Classroom to be assigned \$55



New!

High Performance Patterns

Based on the groundbreaking work of Dr. Jerry Fletcher, this course provides a simple, solid, and proven way to help others raise and sustain their performance. HPP is a narrative-based assessment that identifies the key patterns that are present when a person is performing at an exceptional level. By recognizing the pattern, the person is motivated and equipped to follow the pattern in order to make exceptional performance the norm.

In this course, you will learn:

- The four stages of every high performance experience
- How to help others identify high performance experiences
- How to recognize the unique high performance patterns of those around you
- How to apply HPP in your own work and life

This course is ideal for managers, supervisors, leaders, coaches, and anyone else who succeeds through the performance of others. The course is taught online via Gotomeeting (provided) during four 2-hour sessions and is highly interactive. The course instructors are Chad Hall, MCC and Bill Copper, PCC who are both professional coaches and partners with Internal Impact, a global training and development organization based in West Lafayette, Indiana. For more information, visit highperformancepatterns.com.

Online class: course fee includes textbooks, workbooks, and related course materials.

4 Tue., 10/6, 10/20, 11/3, & 11/17; 6 - 8pm

Online \$750



New!

Winning Interview Skills – Master the Art!

Did you know most jobs are not offered to the most qualified, but to the one who interviewed best? In this competitive job market, it's more important than ever to stand out from the crowd. Come to this hands-on workshop and learn how to develop the confidence, poise, and communication skills necessary to achieve interview mastery! Highlights include:

- Six ways to develop a winning first impression
- How to prepare for difficult interview questions
- Turning your weaknesses into strengths
- Five keys to successful salary negotiation
- Winning words, tone, attire, and body language
- How to master the two most difficult moments

Dress for interview if you wish to receive a professional image analysis. Bring a copy of your current resume.

Sat., 9/26; 9am - 12noon

CSM, Classroom to be assigned \$49

Improve Your Social E.Q.

The Social moment leaves lasting impressions but often it's hard to figure out how to make the best impression. In a social moment people make decisions about others such as "They're the right person for our team," " He's the right man for our IPO tour," "She's someone I think I'd like to hang out with" or even just trying to understand what your boss or partner expect from you in a social dialogue. Improving your social behavior can assuredly help you move up the corporate ladder, have a happier family/social life, & according to new research, improve your well being.

Whether you need to improve your social acumen for work or pleasure, this course will help you build a social toolkit. You will learn:

- Failsafe conversational techniques to overcome social brainfreeze
- How to read nonverbal cues (facial expressions, body language, tone of voice, detect and deal with sarcasm) and respond with perfection
- Social techniques that will get anyone out of a pickle
- How to raise the bar on your social reputation
- When/how to use humor

Thurs., 11/19; 7 - 8:30pm

CSM, Classroom to be assigned \$49



Successful Communication Skills for Introverts

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

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

Sat., 10/10; 1 - 3:30pm
 CSM, Classroom to be assigned \$39

Confident Communication Skills

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

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

Preston Ni is a communications author and coach.

Sat., 10/10; 9am - 12noon
 CSM, Classroom to be assigned \$49

New!

Help Your Socially Awkward, Super Brain Employee’s Work Performance and Create Cooperative Team Behavior

This class is for the Human Resources professional who is passionate about helping his/her valued, bright employees(s) who have difficulty with team mates, social work events, management, time management, and organization. Why haven’t other team building & organizational techniques yielded results? Because the socially awkward employee needs a different kind of approach. You will learn the therapeutic language and neuroscience techniques that turn on the brain to positive change, empathy, increased work productivity, new attitude as well as how to measure success that resonates for the different but brilliant brain. You will learn how to support and motivate their executive functioning (impulse control, resiliency, short term memory, a sense of time, filters, prioritization, complex interpersonal problem solving, attention, etc.) in a way that benefits your company.

Thurs., 12/3; 7 – 8:30pm
 CSM, Classroom to be assigned \$49



“Very practical information that you could apply to your everyday life.”

— Tiana Turner
The Power of Confident Communication

New!

Climb the Corporate Ladder by Developing Social/Emotional Competencies: Become a Successful Team Member

Getting derailed from moving up the corporate ladder? Love your company but not satisfied with your work environment? Less qualified co-workers excelling even though they don't have your skill set? Frustrated because your expertise isn't enough to excel? Work reviews yielding deficiencies in social, emotional or organizational areas? If you said yes to even one of the questions above, this class is for you. Expertise and IQ are not enough. Learn how to develop the skills employers want:

- Emotional Intelligence: Learn impulse control, adaptability & creative responses to setback & obstacles
- Social Intelligence: Learn top 10 social skills to make connections that are satisfying and productive for work; strategies for developing group & interpersonal effectiveness, cooperativeness & teamwork, and how to negotiate complex disagreements
- Effectiveness in the organization, contributing and develop leadership potential
- How to overcome the negativity and use neuroscience proven strategies that yield a positive outcome
- Efficient personal management, confidence; how to be motivated to accomplish your goals
- Listening & Communication (oral, written, nonverbal, prosody, (tone, demeanor/ mood, humor, sarcasm & filters)

Thurs., 11/12; 7 - 8:30pm
CSM, Classroom to be assigned. \$49

New!

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

If you feel like a hamster on a wheel and things are taking too long to accomplish; if you jump around from task to task, can't seem to prioritize, are forgetful, disorganized, lose track of time, make too many errors, and too often say things you wished you hadn't, then this class is for you. We will systematically, via proven neuroscience techniques, develop a sense of impulse control, sustained attention, manage frustrations, overcome complex problem solving, increase resiliency, learn strategies for organizational thinking and doing, and help you develop a sense of time.

Thurs., 11/15; 7 - 8:30pm
CSM, Classroom to be assigned. \$49

New!

Become a Professional Organizer

Gain insider secrets from a professional organizer. Do label makers and putting things into 3-ring notebooks make you smile? You can turn your organizing skills into a moneymaking career! If you have a knack for neatness and are interested in starting your own business, this class will help you launch a career as a professional organizer. Some of the insider secrets revealed include:

- Organizing specialties and finding your niche
- Understanding and using the Clutter-Hoarding Scale
- Structuring your business for SUCCESS
- Business licensing and insurance
- How to get experience before your first client
- Preparing to impress your first client

If you want to use your aptitude for organization to change lives and earn a living, this class is for you.

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

Thurs., 10/22; 6 - 9pm
CSM, Classroom to be assigned. \$49

New!

Self-Publishing, E-Publishing and More!

- Do you want to enter the lucrative world of E-Publishing?
- Do to want to be the published expert?
- Do you want to see your stories and ideas in print?

Publishing your work is now much easier and cheaper than you think. This class will give you the know-how to fulfill your dream of creating your own books, booklets, and eBooks. In this cutting edge class, you'll gain information on how to:

- Decide between paper printing and E-books.
- Get your book paper printed for FREE!
- Create your own FREE web site to sell your paper book
- Convert your book for the iPad, Kindle and PDF formats
- Use copyrights and trademarks to protect your work

Don't get left out—publish your book NOW and start profiting from it immediately!

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

Thurs., 10/22; 6-9pm
CSM, Classroom to be assigned. \$49

COMPUTERS & TECHNOLOGY



New!

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

Become a master user of MS Word. Efficiently generate long documents, create a Table of Contents automatically, produce an index, insert and manipulate graphics, work with headers and footers properly, use and develop Styles, and understand how to use Sections correctly. Word is a rich complex word processing and desktop publishing application and this class will help you reap the rewards of understanding how to use it to fulfill your writing and production needs. (Prerequisite: An Introduction to Word class or experience using MS Word.)

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

Sat., 10/17; 9am - 1pm
CSM, Classroom to be assigned. \$69

New!

Powerful Tips to Save Time & Effort in Office Applications (for Word, Excel, PowerPoint, & Outlook)

Become a more efficient user of any of these MS Office applications by learning expert tips that are easy to implement and bring big rewards in productivity. You'll be amazed at how much faster you can create or edit a Word document or an Excel spreadsheet, how much time you'll save in entering text in PowerPoint and Outlook email. You'll employ your talents to generate better work products in less time rather than fighting the ribbon and other software complexities. Using the automation tips and keystroke shortcuts will give you more time for creativity and less time at work!

(Prerequisite: Attended a Beginning class in at least one of these Office applications or experience in using at least one application.)

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

Sat., 10/24; 9am – 1pm
CSM, Classroom to be assigned. \$69

Computer Basics

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

4 Sat., 9/12 – 10/3; 1 - 3pm
CSM, Classroom to be assigned \$79

Beginning Microsoft Word

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

4 Wed., 11/4 – 12/2; 6:30 - 8:30pm
(No class 11/25)
CSM, Classroom to be assigned \$69

Beginning MS Excel

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

4 Mon., 9/14 – 10/5; 6:30 - 8:30pm
CSM, Classroom to be assigned \$69



MS Excel – Beyond the Basics

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

4 Mon., 10/12 – 11/2; 6:30 - 8:30pm
CSM, Classroom to be assigned \$69

ONLINE CLASSES

Advanced Microsoft Excel 2010
Learn almost everything MS Excel has to offer. Discover a variety of advanced techniques for you to ‘excel’ in your job.

Introduction to Microsoft PowerPoint 2010
Learn how to create professional-quality slide presentations that grab and hold your audience’s attention.

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

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

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

Online classes start monthly \$99

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.

Corporate Education at San Mateo Community College District was established to work closely with executive-level leaders of San Mateo County and Peninsula/Silicon Valley-based businesses, nonprofits, government agencies and unions to contribute to the economic development of San Mateo County through performance improvement solutions and a full range of supervisory and managerial classes, customized training and related business services.

Training options include instructor-led classes at our site or yours, online classes you and your staff can take from anywhere at any time, and customized training delivered when and where you need it.

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

LEGAL & FINANCIAL PLANNING



New!

All About Reverse Mortgages

10,000 baby-boomers turn 62 every day, making them eligible for a reverse mortgage. 35% of retirees rely entirely on Social Security for their income. But you're not a statistic – you're a senior on a fixed income and you need cash. But stories about seniors being taken advantage of are all around. All you need to know is three things: A reverse mortgage is not automatically a good deal in every situation; To protect yourself you need to understand the terms and the strategy involved in getting a reverse mortgage. This class will help you understand how to protect yourself and make a well informed decision about your options.

Course Text is *The Loan Guide: How to Get the Best Possible Mortgage*. The book retails for \$24.88, and is available on Amazon with almost all 5 star reviews. The instructor will provide students the book directly at a steep discount from retail.

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

3 Tue., 10/6 – 10/20; 6:30 - 8:30pm
 CSM, Classroom to be assigned \$79

Financial Strategies for Successful Retirement

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

2 Sat., 9/5 – 9/12; 9am - 1:30pm
 Cañada College, Classroom to be assigned . . . \$55

2 Sat., 10/24 – 10/31; 9am - 1:30pm
 CSM, Classroom to be assigned \$55



"It is an excellent course, I learned a lot."
 — Simon Yeung
Financial Strategies for a Successful Retirement

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.

Tue & Wed., 9/1 – 9/2; 6:30 - 8:30pm
CSM, Classroom to be assigned \$55

Financing Your New Home

Are you thinking of buying a new home? A home is not the most expensive thing you will ever pay for – your mortgage is. The difference between making wise, well-informed choices and making poor choices can mean tens of thousands of dollars over the next 30 years – money that you will either pay to the bank or keep for yourself. This class examines credit and financial preparation for buying a home, your options for where to get your mortgage, types of mortgages, the tradeoff between price and interest rates, disclosures, and finally debt management strategies to pay off your loan faster. This class will save you tens of thousands of dollars (literally) over the life of your loan.

Course Text is The Loan Guide: How to Get the Best Possible Mortgage. The book retails for \$24.88, and is available on Amazon with almost all 5 star reviews. The instructor will provide students the book directly at a steep discount from retail.

Materials Fee: \$15 payable to instructor in class.
3 Wed., 11/4 – 11/18; 6:30 - 8:30pm
CSM, Classroom to be assigned \$79

“Thank you! I really enjoyed this and feel you provided great value!”

— Jeff Anderson
Homebuying 101

New! Refinancing Your Mortgage

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

Course Text is The Loan Guide: How to Get the Best Possible Mortgage. The book retails for \$24.88, and is available on Amazon with almost all 5 star reviews. The instructor will provide students the book directly at a steep discount from retail.

Materials Fee: \$15 payable to instructor in class.
3 Tue., 12/1 – 12/15; 6:30 - 8:30pm
CSM, Classroom to be assigned \$79

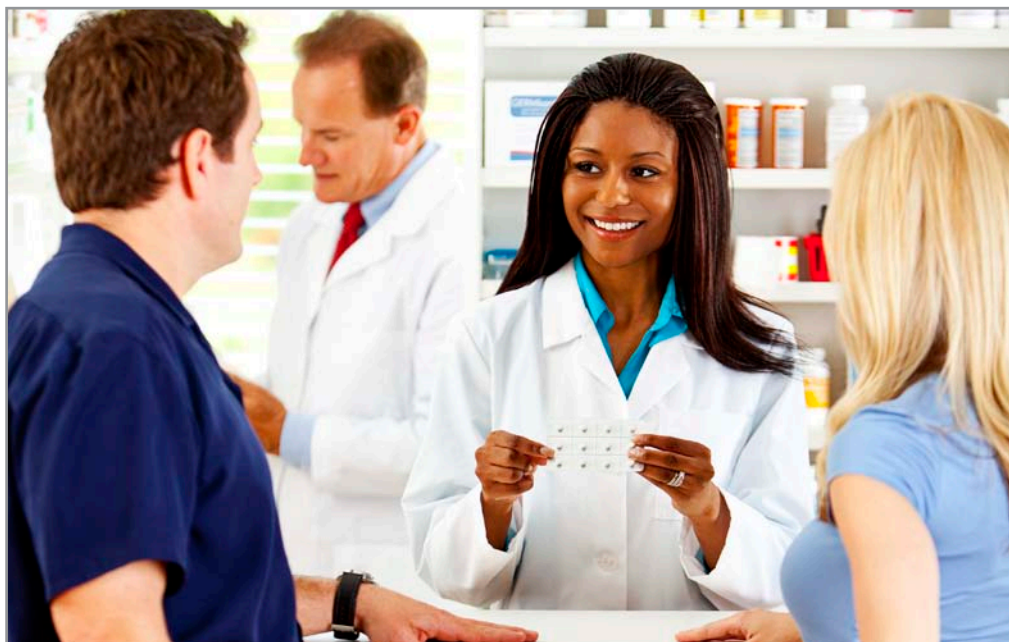


New! Financing Major Home Improvements

Remodeling is booming, especially in Silicon Valley. Many families are finding that it is less expensive to remodel or expand their home than to sell and buy up, and they get exactly what they want. But unless you have a ton of cash, you’ll have to figure out how to finance your home improvements and then how to pay them off. This class explores financing options and the risks, costs, and benefits of each, enabling students to make well-informed decisions and potentially save thousands of dollars in financing costs.

Materials Fee: \$15 payable to instructor in class.
3 Wed., 9/23 – 10/7; 6:30 - 8:30pm
CSM, Classroom to be assigned \$79

PROFESSIONAL CERTIFICATIONS



Pharmacy Technician Program-Live Offering

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

Pharmacy Technician Program Overview – 55 Classroom Hours; Tuition \$1,299

- The history of pharmacy; and the retail, hospital, home health, mail order and institutional pharmacies
- Pharmacy medical terminology
- The role of the pharmacy technician; drug regulations and controls and HIPAA
- An extensive review of Pharmacy Calculations and pharmacy math – critical to PTCB certification
- Drug Classifications and the “Top 200 Drug Review”; and major classes of drugs including top brand names and generic drugs
- Basic Biopharmaceuticals and a review of “Routes and Formulations”
- A review of Parenterals and Drug Compounding
- Aseptic technique and the handling of sterile products
- Prescription Interpretation; Parts of a Prescription Label; Parts of a Written Prescription; and Auxiliary Labels
- Inventory management and financial issues
- Total Parenteral Nutrition (TPN), demonstration of TPN admixture, hands-on practice of IV admixture; basics of IV solutions; calculating 24 hour supply of IV solutions; etc.
- National Certification: Students would be eligible to the Pharmacy Technician Certification Board (PTCB) national certification exam.

10 Sat., 9/26– 12/12; 9am - 3:30pm,
(No class 11/7, 11/28)

CSM, Classroom to be assigned \$1,299

Attend our Free 1 Hour Information Session

September 9th from 6:30-7:30 PM

Call Julie Elmquist at 650-574-6149 to sign up for this 1 hour presentation to learn about the Pharmacy Technician career and our live Pharmacy class beginning September 26th, 2015! The class instructor will be on hand to present an overview of this dynamic program and answer any questions that you might have!

New!

**Online E-Learning
Healthcare Courses!**

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

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

The following online courses are available anytime!

Pharmacy Technician Training

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

Online class: course fee includes textbooks, workbooks, and related course materials.

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

Clinical Medical Assistant Program

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

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

Online class: course fee includes textbooks, workbooks, and related course materials.

EKG Technician Program

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

Online class: course fee includes textbooks, workbooks, and related course materials.

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

Electronic Health Record Management Program

The Electronic Health Record (EHR) Management program prepares students to understand and use electronic records in a medical practice. Course reviews the implementation and management of electronic health information using common electronic data interchange systems and maintaining the medical, legal, accreditation and regulatory requirements of the electronic health record

Online class: course fee includes textbooks, workbooks, and related course materials.

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

Visit us online at <http://www.healthtoday.com/smccd> to experience a Course Demo and to learn more about these exciting new programs!

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

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 AAAP/ISMA certification exam is included in the workshop.

Sat., 11/7; 8am - 6pm
CSM, Classroom to be assigned \$109

HEALTH & WELLNESS

*New!***Become an Empowered Patient:
Positive Patient – Doctor
Engagement**

Learn how to become an empowered patient: Controlling in a positive way the health care you receive and who provides it. Find practitioners and medical organizations that provide a high standard of care. Learn how to establish effective relationships with your providers and deliver to them the information they need to give you the best of care. Learn how to be your own advocate, to perform research on the internet (and the dangers of doing so), locate medical information from ePatient sites, and the proper ways to share information with your providers. Protect yourself from medical identity theft, medication errors and dangers in the medical environment. Benefit from achieving an overall excellent working relationship with your medical providers.

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

Sat, 9/19 ; 9:30am – 1pm

CSM, Classroom to be assigned \$59

*New!***Fit At Any Age!**

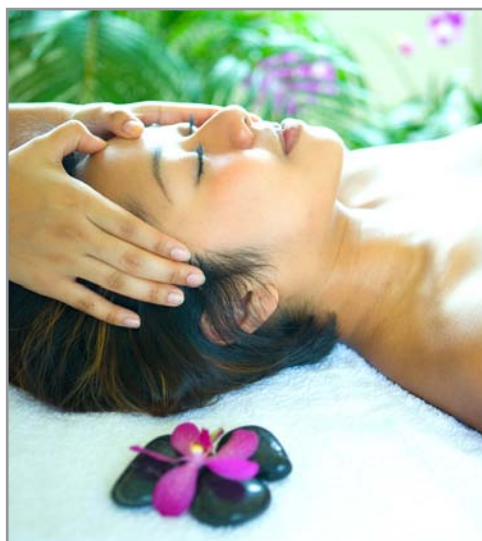
Boost your brain power, reduce your stress, and form healthy habits for a lifetime! You can take control of your health and happiness as the years go by! Each of us has the power to keep our brains and memories sharp, to positively deal with the stress in our lives, to eat well and stay active, and to set realistic goals to achieve the above. We can show you how! The Fit At Any Age Workshop is presented in a series of four 90 minute sessions, each addressing a specific area of importance in maintaining our health:

- Brain Fitness and Memory
- Stress Management
- Healthy Lifestyles (including fitness, nutrition and sleep)
- Goal Setting and Habit Formation

Sessions include both education and practical information about how to implement the ideas presented, and participants will walk away with a tool kit at each session to address the aspects of their lives that need attention in order to have a life of vitality and health. Each session ends with personal interactions with the group to help participants begin the process of change by establishing a plan for the future. Suzanne Stephanik and Elaine Silver are Certified Personal Trainers. In addition, Suzanne is a Licensed Clinical Social Worker and Elaine is an experienced Nutritionist. They bring a passion for helping others achieve their personal goals along with their own pursuit of aging gracefully.

4 Sat., 9/12 – 10/3; 10 - 11:30am

CSM, Classroom to be assigned \$109

**Life Wellness Coach/Holistic
Health**

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.

Sun., 11/8; 8:30am - 5pm

CSM, Classroom to be assigned \$109



Sleep Better Through Mind-Body Techniques

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

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

Sat, 8/29; 1 - 4pm
CSM, Classroom to be assigned \$49

Sat, 11/14; 1 - 4pm
CSM, Classroom to be assigned \$49

New!

Couples Communication: Top 10 Best Practices for Successful Communication with your Partner.

Whether you are dating or have been together for years, you will enhance your relationship skills by attending this class taught by Jennifer Abbott Bulka, CCC-SLP, who has celebrated 37 years of marriage. This class will cover:

- How to get what you need from your partner that brings out the best in both of you
- How to use empathy to create a stronger relationship
- Language and behavior practices that foster closeness and generosity
- How to avoid problems/bad couples' habits and solve problems with maximum success
- How to help your partner understand what s/he needs to contribute without causing resentment
- How to get the support you need.
- How to deal with divergent views (sex, parenting, work, social, life goals, etc.)
- How to rekindle a lackluster relationship

Thurs., 10/29; 7 - 8:30pm
CSM, Classroom to be assigned \$49



Using Essential Oils to Promote Your Well-Being

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

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

Sun., 10/25; 10am - 1pm
CSM, Classroom to be assigned \$49

FITNESS & RELAXATION

Street Smart Self-Defense

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

3 Mon., 9/14 – 9/28; 6:30 – 8pm
CSM, Classroom to be assigned \$55

New!

Ladies Night Boxercise - It's a Hit!

Ladies, get your groove back in recreational boxing fitness classes run exclusively for women. Let our talented and knowledgeable instructors along with some energizing sounds take you to the next level and beyond. Learn stance, footwork, and striking technique during motivational sessions devised to increase fitness, induce weight loss, elevate energy, improve confidence, and reduce stress. Employ explosive punch combinations on heavy bags and mitts for a super calorie burn, while interval training tops things off with a total body conditioning workout to build the ultimate in strength, stamina, and core stability. Conclude with a cool down and flexibility.

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

7 Mon., 9/14 – 10/26; 6:30 – 7:30pm
Peninsula Boxing & Fitness \$84
2860 Spring St. Unit 1 Redwood City CA 94063

7 Mon., 11/2 – 12/14; 6:30 – 7:30pm
Peninsula Boxing & Fitness \$84
2860 Spring St. Unit 1 Redwood City CA 94063

Fencing—Fitness with a Sword

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

8 Tues. & Thurs., 8/25 – 10/15; 7:30 – 9pm
CSM, Classroom to be assigned \$145

8 Tues. & Thurs., 10/20 – 12/15; 7:30 – 9pm,
(No class 11/26)
CSM, Classroom to be assigned \$145

New!

White Collar Boxing

Perfect for early rising clientele looking to gain an edge or excel in the workplace, our White Collar boxing program will have you hit the ground running. Challenge one's inner being, learn and execute the skills and drills of champions during recreational classes devised to increase cardiovascular fitness, induce weight loss, elevate energy, enhance muscle tone, improve confidence, and reduce stress. Acquiring stance, footwork, and striking technique, employ explosive punch combinations on heavy bags and mitts for a serious calorie burn while interval training tops things off to build the ultimate in strength, stamina, and core stability. Conclude with cool down and flexibility.

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

7 Mon., 9/14 – 10/26; 6 – 7am
Peninsula Boxing & Fitness \$84
2860 Spring St. Unit 1 Redwood City CA 94063

7 Mon., 11/2 – 12/14; 6 – 7am
Peninsula Boxing & Fitness \$84
2860 Spring St. Unit 1 Redwood City CA 94063

Tai Chi for Fitness and Well-Being—Beginners

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

9 Wed., 8/19 – 10/14; 7 – 8:30pm,
CSM, Classroom to be assigned \$89

9 Wed., 10/21 – 12/16; 7 – 8:30pm,
CSM, Classroom to be assigned \$89

Intermediate Tai Chi and Applications

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

9 Wed., 8/19 – 10/14; 7:30 – 9pm,
CSM, Classroom to be assigned \$89

9 Wed., 10/21 – 12/16; 7:30 – 9pm,
(No class 11/25)
CSM, Classroom to be assigned \$89

DANCE



Country Western Dance

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

7 Tues., 10/6 – 11/17; 7 - 8pm
CSM, Classroom to be assigned \$69



Sensational Salsa Dancing

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

9 Fri., 9/11 – 11/6; 6:30 - 7:30pm
CSM, Classroom to be assigned \$99

"What I liked most about this course was that it was easy to understand and simple!"

— Alex Castro
Sensational Salsa Dancing

Graceful Hawaiian Hula I

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

8 Sat., 8/22 – 10/17; 9:45 - 11am,
(No class 9/5)
CSM, Classroom to be assigned \$99
8 Sat., 10/24 – 12/19; 9:45 - 11am,
(No class 11/7)
CSM, Classroom to be assigned \$99



Graceful Hawaiian Hula II

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

8 Sat., 8/22 – 10/17; 11am - 12:15pm,
(No class 9/5)
CSM, Classroom to be assigned \$99
8 Sat., 10/24 – 12/19; 11am - 12:15pm,
(No class 11/7)
CSM, Classroom to be assigned \$99

LANGUAGES



American Sign Language— Beginning

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

6 Wed., 9/9 – 10/14; 6:30 - 8pm
 CSM, Classroom to be assigned \$89

“The teacher was very attentive to everyone. I have taken two credit courses in ASL but learned more from (Sandra).”

— Mimi Granala
 American Sign Language

American Sign Language— Beginning Conversation

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

6 Wed., 10/28 – 12/9; 6:30 - 8pm
 (No class 11/25)
 CSM, Classroom to be assigned \$89

“I really enjoyed the course. Madame Carter is fantastic! I hope to take another course of hers.”

— Adrian Huh
 French I

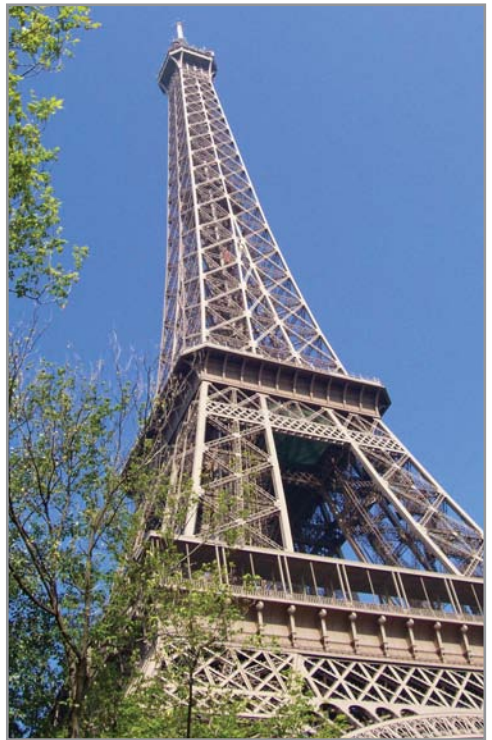
French I

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

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

6 Sat., 9/12 – 10/17; 10am - 12noon
 CSM, Classroom to be assigned \$129

*Available at CSM and other bookstores.



French II

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

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

6 Sat., 10/24 – 12/12; 10am - 12noon
 (No class 11/7, 11/28)

CSM, Classroom to be assigned \$129

Beginning Chinese I

Let's speak Chinese! This fun class will open the door to one of the world's most ancient and intricate languages. Learn basic conversational skills with emphasis on everyday activities and social settings in a fun, supportive environment from a native speaker. Instructor Xiahong Sui, originally from Beijing, will guide you through the local color and culture of China.

Required text: Yong Ho, *Beginner's Chinese* (with audio CDs) from Hippocrene Book, Inc.*

7 Sat., 9/19 – 10/31; 1 - 3pm

CSM, Classroom to be assigned \$139

*Available at CSM and other bookstores

Conversational Japanese

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

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

7 Thur., 9/24 – 11/5;; 7 - 8:30pm

CSM, Classroom to be assigned \$119

Spanish for Beginners

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

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

7 Sat., 9/19 – 10/31; 10 - 11:30am

CSM, Classroom to be assigned \$129

“What I liked most about this course was the conversation we practiced.”

— Liz Baggetta
Intermediate Spanish

Spanish—Intermediate

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

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

7 Thurs., 9/24 – 11/12; 6:30 - 8pm (No class 11/5)

CSM, Classroom to be assigned \$129

Instant Italian!

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

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

12 Tues., 9/22 – 12/8; 7 - 9pm

CSM, Classroom to be assigned \$209

Spanish in the Classroom

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

Online classes start monthly \$99

Spanish for Medical Professionals

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

Online classes start monthly \$99

Spanish for Law Enforcement Professionals

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

Online classes start monthly \$99

Speed Spanish I/II/III

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

Online classes start monthly \$99



ARTS & CRAFTS

Watercolor Painting

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

8 Tues., 9/7 – 10/26; 6pm - 8:30pm
 CSM, Classroom to be assigned \$140



Contemporary Chinese Painting

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

Materials Fee: \$35 payable to instructor in class.
 6 Tue., 11/10 – 12/15; 6:30 - 9:30pm
 CSM, Classroom to be assigned \$99

One-Stroke Decorative Arts Painting

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

Materials Fee: \$25 payable to instructor in class
 4 Sat., 10/10 – 10/31; 10am - 12noon
 CSM, Classroom to be assigned \$79

Vibrant Acrylic Painting

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

Materials fee: \$30 payable to instructor in class
 6 Sat; 10/24 – 12/12; 9:30am - 12noon
 (no class 11/7, 11/28)
 CSM, Classroom to be assigned \$125

“I liked learning the techniques from a patient teacher with an in-depth perception.”

— Neha Singla
 VibrantAcrylicPainting



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.

16 Wed., 8/26 – 12/16, 6:30 - 9pm
 (no class 11/25)
 CSM, Classroom to be assigned \$135



Learn to Draw

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

6 Mon., 9/14 – 10/19; 6:30 - 8:30pm
CSM, Classroom to be assigned \$89

Drawing in Color

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

6 Wed., 9/16 – 10/21; 6:30 - 8:30pm
CSM, Classroom to be assigned \$89

Easy Pencil Sketching

Pencil sketching is one of the easiest and least expensive ways in which to begin your pursuit in art. Unleash your creativity and develop your personal style! Learn the processes to acquiring professional results including basic human element, perspective, design composition, rendering, exaggeration, distortion and caricature. Instructor Nobuyuki Kaji has worked as an art director for architecture and graphic design firms. *Bring an 8.5x10 or bigger sketch pad and 3B to 6B pencils.*

6 Thurs., 9/17 – 10/22; 6:30 - 8:30pm
CSM, Classroom to be assigned \$89



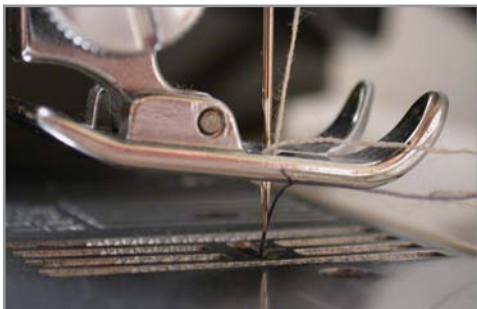
Creative Wreath Making

Unleash your creative power and brighten your home with flowers! Create a fall wreath arrangement of fresh flowers, dried materials and accents which can transition into the holidays. Certified floral designer, Liane Benedict, guides you as you learn the tips, techniques and tricks used by professional florists. Please register at least to 3 days before class.

Bring clippers or a floral knife

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

Sat., 11/7; 2 - 4:30pm
CSM, Classroom to be assigned \$45



You Can Sew!

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

6 Wed., 9/9 – 10/14; 6:30 – 8:30pm
CSM, Classroom to be assigned \$129

“The instructor offers different perspectives about Art. The class sessions are always interesting and fresh. Nobu is an inspiring, enthusiastic instructor!”

—Michael Kenny
Easy Pencil Sketch 2

MUSIC

Beginning Music Reading for Instruments and Voice

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

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

Sun., 10/4; 9:30am - 1pm
 CSM, Classroom to be assigned \$59

Instant Piano for Hopelessly Busy People

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

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

Sun., 10/4; 2 - 5:30pm
 CSM, Classroom to be assigned \$59



Ukulele—Fun and Easy I*

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

Materials Fee: \$5 payable to instructor in class.
 6 Sat., 8/29-10/10; 1 - 2:30pm
 (No class 9/5)
 CSM, Classroom to be assigned \$119

Ukulele—Fun and Easy II*

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

Materials Fee: \$5 payable to instructor in class.
 6 Sat., 10/24-12/12; 1 - 2:30pm
 (No class 11/7, 11/28)
 CSM, Classroom to be assigned \$119

"This course provided what it promised. I am excited about my musical journey!"

— Kayne Tusky
Instant Piano



Magic Flutes, Flute Orchestra

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

12 Thurs., 9/10 – 12/30,
 (No class 11/26)
 5:30 - 7:30pm intermediate
 6:30 - 8:30pm advanced
 CSM, Classroom to be assigned \$159

"Hiram Bell is a gem of a teacher! I am a repeat student! I love his sense of humor!"

— Vivian Aldridge
Ukulele I

Fun with Guitar I*

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

Doug Cameron has performed in classical and jazz ensembles, rock bands and pit musical orchestra for 30 years.

*Bring a guitar.

7 Sat., 9/12 – 10/24; 10:30am - 12noon
CSM, Classroom to be assigned \$129

Fun with Guitar II*

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

*Bring a guitar.

7 Sat., 10/31 – 12/19; 10:30am - 12noon
(No class 11/28)
CSM, Classroom to be assigned \$129

Fun with Guitar III*

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

*Bring a guitar.

7 Sat., 9/12-10/24; 12:30 - 2pm
(No class 11/28)
CSM, Classroom to be assigned \$129

7 Sat., 10/31-12/19; 12:30 - 2pm
CSM, Classroom to be assigned \$129

Learn to Play Guitar in a Day!*

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

*Bring a guitar.

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

Sat., 10/10; 10am - 3pm
CSM, Classroom to be assigned \$69

“This course was excellent!! Exactly the “jump start” one-day course I was looking for! I highly recommend Marlene’s class to anyone who is interested in starting to learn guitar.”

— Sue Davis
Learn To Play Guitar



PHOTOGRAPHY



Cell Phone Photography

There are more people taking photos in this era of Cellphonography than ever before. Out of the 7 billion people on our planet, 4 billion of us have cell phones with cameras. If you are one of them, now is the time to jump onto this great cellphone revolution. Learn tips and tricks to understand and manage color, lighting, and composition while creating images with photographic power. You will explore the distinctive and more popular apps and you will be able to choose the artistic and practical apps that look like a retro plastic camera. Learn to make a digital negative, how and where to download your images and how to set up a good photo workflow.

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

3 Sat., 9/19 – 10/3; 9am - 12noon
 CSM, Bldg. 18, Rm. 204. \$80

Peninsula Photography Field Trips

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

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

4 Sat./Sun., 8/15 – 8/16 \$75

Sat., 8/15; 9-11am

CSM, Classroom to be assigned

Sat., 8/15 12:30-3:00pm

Peninsula Field Trip

Sun., 8/16 7:30-9:30pm

Peninsula Night Shoot Field Trip

(See website for details)



AQUAPONICS



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

Classes will be taught by Jon Parr, an aquaponics enthusiast and teacher with a background in construction, architecture, mechanical design, and commercial farming. Jon designed and founded Viridis Aquaponics in Watsonville, CA in 2013, currently the largest commercial aquaponics greenhouse in the world. As President of Viridis, Jon proved that aquaponics and his unique methods were a commercially viable alternative to conventional agriculture. Jon sold all interest in Viridis in 2014 and founded SchoolGrown, a non-profit organization that builds and manages aquaponic greenhouses at schools and community sites. SchoolGrown promotes sustainable agriculture and offer a hands-on learning platform for students, at no cost or burden to the schools. Jon is an innovator in the field of aquaponics, and is a popular speaker and teacher at farming venues.



New!
Aquaponics 1: Introduction

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

Sat., 9/26; 8:30am – 5pm
CSM, Classroom to be assigned \$199

New!
Aquaponics 2: Construction

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

Sat., 10/3; 8:30am – 5pm
CSM, Classroom to be assigned \$199

*New!***Aquaponics 3: Commercial**

Aquaponics 3 is a 5-day class, 40 hours of intensive presentations and hands-on construction. Included with the class is an electronic commercial aquaponics workbook, troubleshooting guide, commercial data templates, resource guide, a simple commercial aquaponics system drawings with business plan, and daily lunch. See below for a full breakdown of topics:

Day 1, Aquaponics

- Brief review of aquaponic principles
- Commercial vs Hobby discussion
- Resilient design principles
- Media options
- Hands-on build of an aerobic digester (a solids filtration and treatment unit)

Day 2, Fish

- Fish selection and expectations
- Fish breeding, rearing, and harvest
- Fish problems and treatments
- Fish sales and legalities
- Hands-on build of an egg tumbler, fry harvester, catfish nesting box, and zooplankton system

Day 3, Plants

- Plant selection and expectations
- Seedling production
- Plant problems and treatments
- Produce sales and legalities
- Hands-on build of a vacuum seeder and a flood and drain seedling table

Day 4, Commercial (*"hardware" side of things*)

- Integrated Pest Management
- Aerobic and anaerobic probiotic "teas" for pests and foliar boosts
- Greenhouse design
- Off-grid aquaponic systems
- Bio-char, wood gasification, and other alternative and sustainable gadgets
- Fishless systems...Bioponics
- Organic and local DIY fish food, BSFL, compost, worms, and mushrooms
- Hands-on build of AACT vortex brewer and we will make Organic, locally sourced fish food

Day 5, Commercial (*"software" side of things*)

- Organic Certification procedure and worksheet
- GAP plan, Food Safety Certification procedure and worksheet
- Business plan
- Costs, CapEx projections, and P&L spreadsheet
- Marketing options and expectations
- Tour of working commercial aquaponics farm
- Certification ceremony

Mon.- Fri., 10/5-10/9; 8:30am - 5pm

CSM and Half Moon Bay \$1,999

Aquaponics is a closed-loop, recirculating, and sustainable practice that allows high-density production of both fish and plants.



HOME DESIGN/LANDSCAPING



Secrets of Home Interior Decorating

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

Instructor Beryn Hammil was the featured designer on many episodes of HGTV’s “Curb Appeal” and “Sensible Chic.”

3 Sat., 10/31 – 11/14; 10am - 12noon
 CSM, Classroom to be assigned \$79

Kitchen and Bath Remodel/Design

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

3 Sat., 10/31 – 11/14; 1 - 3pm
 CSM, Classroom to be assigned \$79

Home Decorating Detail in Depth

In Beryn’s other courses you’ll have learned the basics of interior decorating, color, and how to accessorize a room to get that “wow” factor in your home, and/or learned about how to choose products and work with contractors when you remodel your kitchen or bath. In this course you’ll go into greater depth with your understanding about lighting, flooring and carpeting, fireplaces, and window treatments.

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

Sat., 11/21; 1 - 4:30pm
 CSM, Classroom to be assigned \$69

Staging a Home for Sale

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

Instructor Beryn Hammil is the “Design Dilemma” columnist for the San Francisco Chronicle.

Sat., 10/24; 1 - 4:30pm
 CSM, Classroom to be assigned \$59

Landscape Design for the Homeowner

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

4 Tue., 10/6 – 10/27; 6 – 8:30pm
 CSM, Classroom to be assigned \$129



New!

No Water, No Problem! How to Grow Your Garden in a Drought

Now that the drought is a statewide crisis, what do you plant in your garden? Is brown really the new green? Master Gardener and Professional Gardener Laurel Nagle will present a range of water wise gardening techniques as well as possible plants for every situation. From dry shade, to erosion prevention on slopes, the class covers options that please humans, birds and bees alike. And brown will not be the only color option!

4 Sat., 9/12 – 10/3; 10am - 12noon
 CSM, Classroom to be assigned \$99

FOOD & WINE

*New!***Tour of Spain, La Vuelta**

This exciting course will offer students an opportunity to have better knowledge of the wines produced in Spain. The wine tasting will give some opportunities to create food pairing as well. Enjoy learning what makes a great wine and how to taste wines like a pro from a certified French sommelier, Philippe Glaize. Register early. Class size is limited.

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

2Thurs., 11/12 – 11/19, 7 - 9pm

CSM, Classroom to be assigned \$79

*New!***Discovering French Wines**

Gain an overview of the French vineyards and the wines, through lectures and wine tasting. It is a best way to travel to France while being close to home. Enjoy learning what makes a great wine and how to taste wines like a pro from a certified French sommelier, Philippe Glaize. Register early. Class size is limited.

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

4Thurs., 9/17 – 10/8; 7 - 9pm

CSM, Classroom to be assigned \$119

*New!***Trip to Italy**

This course will offer to the students an opportunity to have better knowledge of the wines produced in Italy. The wine tasting will give some opportunities to create food pairing as well. Enjoy learning what makes a great wine and how to taste wines like a pro from a certified French sommelier, Philippe Glaize. Register early. Class size is limited.

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

2Thurs., 10/22 – 10/29; 7 - 9pm

CSM, Classroom to be assigned \$79

Let's Make Sushi

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

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

2 Sat., 10/10 – 10/17; 1 - 3pm

CSM, Classroom to be assigned \$55

The Art of Brewing and Drinking Tea

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

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

Sat., 9/12; 1 - 4pm

CSM, Classroom to be assigned \$49

**New! Passport to Sommelier
Certificate Program**

See page 6 for details.

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., 9/15; 6:30 - 9:30pm
629 South B St., San Mateo \$59



Fun Cake Pops and Cupcake Decorating

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

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

Tue., 11/17; 6:30 - 9:30pm
629 South B. St., San Mateo. \$59

“The instructor’s explanation was very clear! I learned the basics and I can now decorate a cake on my own.”

— Mireija Nino
Basic Fondant Cake Decorating

Basic Fondant Cake Decorating

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

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

Wed., 10/7; 6:30 - 9:30pm
629 South B. St., San Mateo. \$59

Intermediate Cake Decorating with Fondant and Marzipan

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

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

Mon., 11/2; 6:30 - 9:30pm
629 South B. St., San Mateo. \$59



EMERITUS INSTITUTE



Jazz from the Hill

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

8 Tues., 8/25 – 10/13; 1:30 - 3:30pm
 CSM, Classroom to be assigned \$49

8 Tues., 10/20 – 12/8; 1:30 - 3:30pm
 CSM, Classroom to be assigned \$49

An Enchanting Evening with Leonardo da Vinci

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

Fri., 12/4; 7 - 9pm
 CSM, Classroom to be assigned \$49



“Terrific. Presenter had a lot of energy. Bravo”

— Mike Turturici
An Enchanting Evening with Leonardo da Vinci

TEST PREPARATION

PSAT Crash Course

Will you be ready for PSAT? Whether your goal is a strong PSAT score, a National Merit Scholarship, or getting a head-start on preparing for the SAT, this class can help. Instructor Eva Holtz, a perfect SAT scorer, will share dozens of tips and resources to help you shine on test day. Open to all ages, but recommended to students entering 10th and 11th grade.

Sat., 10/3; 9am - 12noon
 CSM, Classroom to be assigned \$49

Write Your Best College Application Personal Statement

A vivid and unique personal statement can make a difference in being accepted to a particular campus. Explore helpful techniques for choosing your best topic, organizing the essay for an effective impact, and making your writing sparkle. You will make a significant start on your admissions essay in class and leave with insights and tools to finish strong and be a more competitive college applicant. Dr. Hilary Roberts, a writing consultant and teacher for 25 years, has successfully tutored students seeking admission to top colleges and graduate schools.

Materials Fee: \$1 payable to the instructor in class.
 2Sat., 10/3 – 10/10; 1 - 4pm
 CSM, Classroom to be assigned \$95

“I enjoyed how simple and straight forward the steps, examples, rules and etc. were.”

— Nicole S.
Write Your Best College Application Personal Statement

🖥️ SAT/ACT Preparation

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

Online classes start monthly \$99

🖥️ GED Preparation

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

Online classes start monthly \$99

🖥️ GRE Preparation

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

Online classes start monthly \$99

🖥️ GMAT Preparation

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

Online classes start monthly \$99

🖥️ LSAT Preparation

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

Online classes start monthly \$99



SPECIAL INTEREST

*New!***Work Life Balance**

Having a balance between work and home life can be a challenge. With this challenge come great rewards when it is done successfully, By balancing a career with home life it will provide benefits in each environment. You will become healthier, mentally and physically, and you will be able to produce more career wise. With a Work-Life Balance you will be managing your time better. Better time management will benefit all aspects of life; you will be working less and producing more. This workshop will show how to focus on the important things, set accurate and achievable goals, and communicate better with your peers at work and your family at home.

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

Sat., 8/29, 9am – 1pm

CSM, Classroom to be assigned \$49

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

Whether you are dating or have been together for years, you will enhance your relationship skills by attending this class. What this class will cover:

- How to get what you need from your partner that brings out the best in both of you
- How to use empathy to create a stronger relationship
- Language and behavior practices that foster closeness and generosity
- How to avoid problems/bad couples' habits and solve problems with maximum success
- How to help your partner understand what s/he needs to contribute without causing resentment
- How to get the support you need
- How to deal with divergent views (sex, parenting, work, social, life goals, etc)
- How to rekindle a lackluster relationship

Thur., 10/29, 7 - 8:30pm

CSM, Classroom to be assigned \$49

Money Talk for Couples

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

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

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

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

Sat., 11/7, 9:30am - 1:30pm

CSM, Classroom to be assigned \$59

**Navigating Your Way Through
the Money Issues in the Divorce
Process**

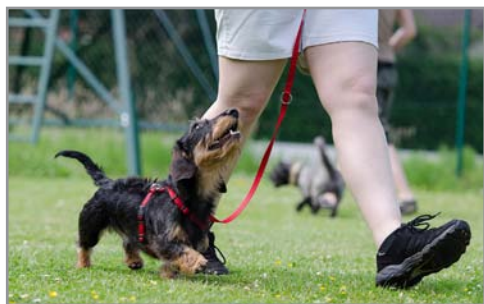
Divorce can be one of the most painful and difficult life transitions. Equip yourself by being psychologically prepared to face the challenges in maneuvering your way through the financial and emotional aspects of a divorce. You will learn:

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

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

Sat., 11/14; 9am - 2pm

CSM, Classroom to be assigned \$59



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



Astronomy—Fascinating Fall Skies

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

* Planisphere can be purchased at CSM Bookstore
 2 Fri., 9/18 – 9/25, 7:30 - 9:30pm
 CSM, Bldg. 36, Planetarium \$59

“I really enjoyed this course. Great to have an instructor who is enthusiastic about the subject matter.”

— Janice Estey
Become a Mystery Shopper

New!

How to “Read” a Film

Most of us watch films and TV shows purely for entertainment, not recognizing that a well-filmed story is something we can “read” as closely for meaning and enrichment just as we might read a good novel or poem. Often we simply don’t notice how every visual detail, a word of dialogue, or note of music has been carefully chosen to make a point and evoke a certain audience response.

How to “Read” a Film consists of two three-hour workshops designed to help participants improve their understanding of film craft and enrich their viewing experiences by discussing the basic elements of filmmaking. Session one will be a review of key filmmaking techniques interspersed with relevant film clips. In Session two, the class will watch a classic film then discuss how the film’s various component all mesh together to create a unified whole.

2 Sat., 10/17 - 10/24; 9:30am - 12:30pm
 CSM, Classroom to be assigned \$79
 2 Sat., 10/31 – 11/7; 9:30am - 12:30pm
 Cañada College, Classroom to be assigned \$79

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, Classroom to be assigned

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

Become a Mystery Shopper

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

Materials Fee: \$20 payable to instructor in class.
 Sat., 10/17; 1 – 4pm
 CSM, Classroom to be assigned \$49

Keys to Successful Money Management

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

Online classes start monthly \$99

Where Does All My Money Go?

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

Online classes start monthly \$99

Peninsula Parks & Trails†

Join instructor and guide Tom Taber for a fun and informative course that combines in-class lectures with weekend field trips. Learn about flora, fauna, geology, and history as you discover the Peninsula's interesting scenic parks and trails. Each excursion will involve walking 4.5-6 miles in mountainous terrain. We will stop frequently to examine natural and historical features and to sample tasty treats made from native edible plants. We will explore caves and spectacular views at Castle Rock; old-growth redwoods and a beautiful creek at San Mateo County Memorial Park; and sweeping vistas and fall foliage at Windy Hill.

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

Lectures: 2 Thurs., 10/1, 10/29, 7 - 8:30pm

Fieldtrips: 3 Sat., 10/3, 10/17 & 10/31, 10am - 4pm

CSM Classroom to be assigned \$79



How to Identify Wildflowers: Winter Workshop 1 Floral Characteristics

In this hands-on workshop, students will construct a variety of different California native wildflowers. Students will gain familiarity with the terminology of floral anatomy, and recognize characteristics of common native wildflower. The activities can be adapted to suit a range of different knowledge levels from absolute beginners, through intermediate, to brushing up old knowledge. Taught by Barry Thomson, a former Amazon Rainforest naturalist guide and long-time Biology/Botany Instructor at Cañada College.

Sat., 12/19; 1 - 4pm

Cañada College, Classroom to be assigned . . . \$49



TRAVEL ABROAD

Collette Tour for 2016



April 2016- Discover Tuscany

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

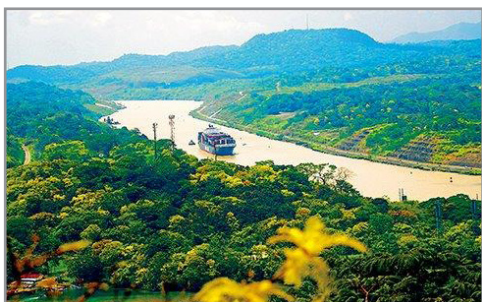
10 days; 4/28/16 – 5/7/16
Tuscany, Italy
Double \$4,129; Single \$4,429; Triple \$4,099



August 2016- Islands of New England

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

8 days; 8/26/16 – 9/2/16
Rhode Island, USA
Double \$3,119; Single \$3,919; Triple \$3,089



November 2016- Panama

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

9 days; 11/10/16 – 11/18/16
Panama Canal, Panama
Double \$3,279; Single \$3,979; Triple \$3,249

The following programs are coming soon!

- Nonprofit Leadership Certificate Program...
- Emergency Management Academy...
- Revit Certification at Skyline College
- Construction Management Certificate Program at Skyline College
- Silicon Valley Intensive English Program (SVIEP) at Cañada College



To learn more about these upcoming programs, contact Jonathan Bissell at bissellj@smccd.edu.



REGISTRATION INFORMATION

QUESTIONS

For questions or assistance with registration, see page 40 or call JULIE at (650) 574-6149.

Pre-Registration is Important!

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

Confirmations by Email Only

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

Refund Policy

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

Canceled Classes

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

Campus Maps

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



*Some exclusions apply.

Parking Policy

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

Accuracy Statement

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



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

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Register now!
New classes start each week.



ONLINE 24/7
edthatworks.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.,
San Mateo, CA 94402

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

Please print or type all information.

Registration form fields including Name, Address, City and Zip Code, Email Address, Daytime Phone, Evening Phone, EDUCATION (High School, AA degree, Bachelor's degree, Graduate degree), and Date of Birth.

Confirmations will be sent via email only.

Table with 3 columns: Course Title, Course Date, Fee. Multiple empty rows for registration.

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

Method of Payment:

- Check - Payable to SMCCCD
Mastercard
Visa



Fields for Card Number, Exp. Date, 3 digit security code, and 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
Internet site
Other

Thank you for supporting Community, Continuing & Corporate Education.

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



Online Career Training Programs

Community, Continuing & Corporate Education at SMCCCD

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these Programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

Programs are available in the following areas:

- **Business and Professional**
- **Healthcare and Fitness**
- **IT and Software Development**
- **Management and Corporate**
- **Media and Design**
- **Hospitality and Gaming**
- **Skilled Trades and Industrial**

Features:

- Facilitators and mentors are available to answer questions and help you through your studies
- Career Counselors will help you prepare for the transition from the classroom to the workplace
- Courses are all open-enrollment and self paced
- No additional charges - all materials, workbooks, and software are included in the course fee
- Payment plans available

Medical Billing and Coding

With the Medical Billing and Coding (MBC) program, you'll gain the skills you need to enter one of the fastest-growing fields in allied health as a medical billing specialist, medical coder, or medical office manager.

Pharmacy Technician

Pharmacy technicians support licensed pharmacists in providing health care to patients. Train to enter this rapidly growing field with this respected online program.

Paralegal

The Paralegal Online Training Program will prepare you for success in this growing career field. You'll learn about the American legal system, how to conduct legal research and legal interviews, how to perform legal analyses, and more. Your training will prepare you to become a legal secretary or paralegal and to take the certification exam.

Travel Agent Training

Learn the basic skills needed to operate a computer reservation system for airlines, travel agencies, cruise lines, hotels, or as a home-based agent, and get started in a career in the travel industry!

Certified Bookkeeper

The Certified Bookkeeper Online Training Program helps professional bookkeepers earn prestigious American Institute of Professional Bookkeepers (AIPB) certification.

Six Sigma Green Belt

The Six Sigma Green Belt Online Training Program encompasses all aspects of running a Six Sigma Green Belt business, including management, service delivery, design, production, and customer satisfaction.

CompTIA™ A+ Certification Training

CompTIA™ A+ certification is the industry standard for validating the skills of entry-level computer technicians. It opens the door to an exciting career in computer technology, and ed2go's online program makes training convenient and interactive.

CompTIA™ Security+ Certification Training

Take your first step toward a career as a security professional and prepare yourself for the CompTIA™ Security+ certification exam as you master the basics of system security, network infrastructure, access control, and organizational security.

CompTIA™ Network+ Certification Training

Prepare for a career as a network technician and qualify to take the CompTIA Network+ certification exam as you master basic networking concepts and gain a fundamental knowledge of network design, security, routing, and switching.

Certified Wedding Planner

This comprehensive program covers everything an aspiring wedding planner needs to know to get started in the business. Whether you plan on working part-time or full-time, this program will provide all the knowledge you need to work as a professional wedding planner or start your wedding planning business.

Project Management

This program takes you beyond the basics of project management. In this intermediate/advanced level program, you'll translate your knowledge into skills by exploring key project management topics in depth.

Visit our site to learn more!

careertraining.ed2go.com/cce



Fall 2015

New – Online E-Learning Healthcare Courses!

Take advantage of our new online e-learning healthcare courses from Health Ed Today! Courses are highly interactive and provide enriched learning experiences, including:

- Payment Plan Availability for 11 Months No Interest Charge
- 24 Hour a Day Instructor Support & Course Mentors
- Engaging Labs, Student Exercises & Course Videos
- All Textbooks, Workbooks, & Student Materials
- A "Secure Student Website" with Career Resources & Training
- Clinical Externships with Select Programs!

The following courses are available **anytime!**

- **Pharmacy Technician** - Student Tuition: \$1,299
- **Clinical Medical Assistant** - Student Tuition: \$2,499
- **EKG Technician** - Student Tuition: \$1,299
- **Electronic Health Records Management** - Student Tuition: \$1,299

Visit www.healthedtoday.com/smccd or
Call (888) 963-5967

For additional information, please contact Julie Elmquist at (650) 574-6149 or by email at elmquistj@smccd.edu. Ask us about national or state certification and **clinical externship opportunities** provided with some of these courses!



Attend Our Free 1 Hour Information Session at College of San Mateo

Call Julie Elmquist at (650) 574-6149 to sign up for this 1 hour presentation to learn about the Pharmacy Technician career and our live Pharmacy class beginning September 26th, 2015! The class instructor will be on hand to present an overview of this dynamic program and answer any questions you might have!

edthatworks.smccd.edu

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Community, Continuing & Corporate Education

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



College of San Mateo



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