

**Community, Continuing & Corporate Education**

Cañada College • College of San Mateo • Skyline College

**Spring 2019**



**New! Guided Autobiography**



**New! Artisan Chocolate Bars**



*Youth No Bake Desserts*



*Kids Photography Bootcamp*



*Organize for Success*



*Adult Drawing and Painting*



*Portrait Workshop*



*Food Entrepreneur*



**Digital Marketing Science Program**



## Nonprofit Leadership Certificate Program

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

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

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

Working in the nonprofit sector can be challenging. Complicated financials, reliance on fundraising, managing a board ... these are just a few of the core competencies needed to survive and thrive. It is essential to understand the nonprofit business model to do your job effectively. This course is your opportunity to learn from industry experts, explore your leadership style, and develop your management skills. Participants will leave with practical tools and deep connections. This 13-week program will be comprised of 39 total required hours, including 30 hours of core course content and 9 hours of special topic content.

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

### Core Courses

**Leadership:** Get ready to learn how to make the shift from individual contributor to leader, how to navigate the difference between managing and leading, how to hone your leadership, and how to increase your impact by building and managing a strong team.

**Financial Leadership:** You will learn to understand the unique aspects of nonprofit financials and to use this information to create greater financial stability for your organization.

**Strategic Planning & Thinking:** The core principles of creating and casting your vision, how to create a strategic framework for implementation and assessment, and how to build capacity through efficient and effective operational planning will be presented.

**Fund Development:** You will learn comprehensive, proven fundraising concepts and principles incorporating the latest research. Specific tools and techniques that enable and empower fundraiser's to effectively plan and manage developmental efforts as they relate to overall strategic vision of the organization, including both the horizontals and verticals of fundraising will be presented.

**Governance:** In this course you will learn about the role and responsibilities of a nonprofit board of directors, how build a board to meet your strategic vision and how to engage your board members.

**Special Topics:** Special topics will include: Marketing & Social Media for Non-Profits, Measuring Impact, Technology & Nonprofits.

### Core Courses

**13-Week Program:** Feb 21-May 16| Tuition: \$975 (Earlybird tuition until 12/31/18-\$875)

Taught by experienced CEN facilitators, the 13-week course meets each Thursday evening from 6:00-9:00pm. The text book is included in the tuition cost.



**CEN**  
Center for Excellence in Nonprofits

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

Community, Continuing & Corporate Education  
Cabrillo College • College of San Mateo • DePaul College  
San Jose State University



Welcome Message

We are excited to invite you to grow and learn with us this spring through our many diverse offerings. Whether you are seeking to invest in yourself, your family, or your organization, we have something for you! Join a CCCE class or workshop in Spring 2019 and begin building towards your best future.

Jonathan Bissell, CCCE Executive Director



Community, Continuing & Corporate Education



TABLE OF CONTENTS

**CREATIVE ARTS**

Language Institute . . . . . 4

Arts & Crafts. . . . . 6

Woodworking. . . . . 8

Television & Video Production . . . . . 9

Music. . . . . 10

Photography . . . . . 11

Writing . . . . . 14

Emeritus Institute . . . . . 15

**PROFESSIONAL DEVELOPMENT**

Management Series . . . . . 16

Staff Development . . . . . 17

**COMPUTERS & TECHNOLOGY**

Live . . . . . 18

Online. . . . . 19

**CAREER & CERTIFICATE**

Certificate (Live and Online). . . . . 20

Entrepreneurial . . . . . 22

Career (Live and Online) . . . . . 24

**PERSONAL FINANCE**

Retirement . . . . . 25

Real Estate . . . . . 26

**NEW MEDIA & MARKETING**

Live & Online . . . . . 27

**YOUTH & PARENTING**

BAPA & Youth/Parent Classes . . . . . 27

**LIFESTYLE**

Fitness. . . . . 29

Dance . . . . . 30

Personal Growth . . . . . 31

**FOOD, WINE & GARDEN**

Food. . . . . 32

Garden . . . . . 34

Wine and Spirits . . . . . 34

**TOURS & TRAILS** . . . . . 35

**COURSES BY DATE** . . . . . 36

**REGISTRATION INFO** . . . . . 37

**DIGITAL MARKETING SCIENCE PROGRAM.** . . 39

**BAPA 2019** . . . . . 40

**SENIOR DISCOUNT PROGRAM**

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



LANGUAGE INSTITUTE

Chinese Conversation

“Let’s speak Chinese!” Chinese Conversation I is designed for beginners who are novices or have some experience in Chinese. You will learn basic daily expressions and topics such as greeting, shopping, ordering food, asking for directions and time, etc. Instructor **Xiaohong (Lucy) Sui**, originally from Beijing, will have you experience the local color of Beijing, including its scenic spots, traditional food, and customs. The goal of the class is to allow students to demonstrate in meaningful and unrehearsed ways what they have learned.

Text book: Required textbook info is online at [communityed.smccd.edu](http://communityed.smccd.edu). Go to class info for Chinese Conversation

12 Sat., 1/19-5/4; 10am-12pm (no class 2/16, 2/23, 4/6 & 4/13)  
CSM, Bldg. 14, Rm. TBA ..... \$240



Conversational Japanese

Discover how easy and fun it is for beginners to learn the essentials of the Japanese language from Professor **Machiko Conway**, a native Japanese instructor.

Learn basic greetings, vocabulary and pronunciation. Explore Japanese etiquette and understand the traditional Japanese culture. Enjoy a delightful and unforgettable experience of the traditional Japanese tea ceremony presented at the end of the course.

Materials Fee: \$5 payable to instructor in class.  
7 Thurs., 2/7-3/21; 7:00-8:30pm  
CSM, Bldg 16, Rm. TBA.....\$119



French Beginner 1

Discover French culture and learn to create a real contact with French people by introducing and presenting yourself in French. You will be able to introduce yourself and ask questions of others, while understanding their answers. With a very interactive method, professor **Nacer Chambi** will guide you through your first steps in French language and civilization.

Text book: Required textbook info is online at [communityed.smccd.edu](http://communityed.smccd.edu). Go to class info for French I .

6 Sat., 1/12-2/16; 9:30-11:30am  
CSM, Bldg. 16 , Rm. 242 .....\$139



French Beginner 2

Beyond introducing yourself, you will be able to discuss where you live, describe your home and ask questions of others while understanding their answers. You will also be able to research and rent a room or an apartment. With an interactive method, professor **Nacer Chambi** will guide you through this new step in French language and culture.

Text book: Required textbook info is online at [communityed.smccd.edu](http://communityed.smccd.edu). Go to class info for French I .

6 Sat., 3/2-4/6; 9:30-11:30am  
CSM, Bldg 16, Rm. 242 ..... \$139

## American Sign Language-Beginners

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

Text book: Required textbook info is online at [communityed.smccd.edu](http://communityed.smccd.edu). Go to class info for American Sign Language.

12 Thurs., 1/31-4/18; 6:30-8:00 pm  
CSM, Bldg 14, Room TBA ..... \$190



## American Sign Language-Intermediate

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

Text book: Required textbook info is online at [communityed.smccd.edu](http://communityed.smccd.edu). Go to class info for American Sign Language.

12 Weds., 1/23-4/10; 6:30-8:00 pm  
CSM, Bldg 14, Room TBA .....\$190

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

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

**For more information please visit <http://smccd.edu/sviep>, email us at [sviep@smccd.edu](mailto:sviep@smccd.edu) or call 650-381-3514.**



## Instant Italian I

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

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

12 Tues, 2/5-4/30; 7-9pm, (no class 4/2)  
CSM, Bldg 14, Room TBA.....\$209

## Instant Italian II

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

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

12 Wed., 2/6-5/1; 7-9pm, (no class 4/3)  
CSM, Bldg 14, Room TBA.....\$209

## Spanish for Beginners

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

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

12 Sat., 1/12-4/6, 10 - 11:30am, (no class 2/16)  
CSM, Bldg.14, Rm.116.....\$228

## Spanish - Intermediate

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

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

12 Thurs., 1/10-3/28, 6:30 - 8pm  
CSM, Bldg. 14, Rm. 201 ..... \$228

ARTS & CRAFTS



**New! DRAWING AND PAINTING WORKSHOP**

**Bigger, Faster, Fresher, Looser Abstract Painting Workshop (Emanuela Quaglia)**

Have you ever wondered how to Loosen-Up your painting style? Paint with more Freedom? Be more Expressive? If the answer to any of these questions is yes, then Bigger, Faster, Fresher, Looser Abstract Painting Workshop is for you! **Emanuela Quaglia** will teach you how to do each of these realizing there should also be a firm foundation of structure for your paintings using shape, value, color, edges and center of interest. During this intense 2-days workshop for beginners you will work with oil painting and acrylic and you will explore the techniques used by the masters of abstract expressionism as Pollock, Rothko, Kooning, and others. Discover the laws of abstract geometry, color, and contrast to create meaningful, nonfigurative compositions and enjoy painting as you never did before.

**Drawing and Water based Painting Workshop (Nobuyuki Kaji)**

Any Drawing material is welcome. Pencil, Charcoal, Pastel, Color pencils, Felt pens, Markers and water based materials (like watercolor, watercolor pencils and acrylic paints). This class emphasize freedom and flexible mediums to create a unique artwork from photograph objects. Bring your favorite drawing material and a sketch book bigger than 9x12". Experimenting drawing with watercolor, acrylic and pen and ink and mix-media, use of photo research and sketchbook to draw from real life situations and illustration techniques. This workshop focuses on beginning level of how to prepare for the profession of artwork and learn the processes by which one gets final results include basics of perspective, Design composition, rendering, handling human element, exaggeration, distortion and caricature. **Nobuyuki Kaji** will teach you basic drawing and color theory as you experiment with all drawing and water based painting materials. Enjoy using those wonderful and flexible medium.

2 Sat., 2/23-3/9; 9:00 am-5:30 pm  
CSM, Bldg. 4, Rm. TBA.....\$250

**Oil Painting**

Join this fulfilling and relaxing oil painting class where everyone paints at his or her own level and speed. Learn important oil painting techniques such as color mixing, composition, brushwork, paint application, and more through practice and demonstration. Instructor **Dmitry Grudsky**, a signature member of the Society of Western Artists, holds a Master's degree in Fine Arts from the Tashkent Art Institute in Russia. He has received numerous awards for his artwork and has exhibited extensively.

12 Wed., 1/23-4/17; 6:30 - 9:00 pm (no class 4/3)  
CSM, Bldg. 4, Rm. 111 ..... \$135



**Ink & Watercolor Painting with Chinese Brush Techniques For Beginners**

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

Materials Fee: \$38 payable to instructor in class.  
5 Sat., 2/23-3/23; 1:30 - 4:30 pm  
CSM, Bldg. 4, Rm. 241..... \$150

**Ink & Watercolor Painting-Chinese Brush Techniques - Intermediate Level**

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

Materials Fee: \$38 payable to instructor in class.  
5 Sat., 2/23-3/23; 9:30am-12:30 pm  
CSM, Bldg. 4, Rm. 241..... \$150





### Watercolor Pencil Class

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

8 Wed., 1/16-3/6; 6:30 - 8:30pm  
CSM, Bldg 4, Rm.241 ..... \$120

8 Wed., 3/13-5/8; 6:30 - 8:30pm  
CSM, Bldg 4, Rm.241 ..... \$120

*"The teacher is very attentive to each of his students. He encourages the students while providing valuable feedback and suggestions. It is also a fun environment because the teacher has a sense of humor."*

— Nora Pakulis  
Watercolor Pencil Class

### Easy Pencil Sketching

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

8 Mon., 1/14-3/11; 6:30 - 8:30pm (No class 2/18)  
CSM, Bldg. 4, Rm 241 ..... \$120

8 Mon., 3/18-5/13; 6:30 - 8:30pm (No class 4/1)  
CSM, Bldg. 4, Rm 241 ..... \$120

### Learn to Draw — Basic Drawing

Discover how fun and easy it is to draw. Instructor **Nobuyuki Kaji**, who has worked as an art director for architecture and graphic design firms, will teach you step by step basic drawing using charcoal pencil. *Bring 19"x24" news print pad (rough) and charcoal pencils.*

8 Thurs., 1/17-3/7; 2:30-4:30 pm  
CSM, Bldg. 14, Rm.118 ..... \$120

8 Thurs., 3/14-5/9; 2:30-4:30 pm (no class 4/4)  
CSM, Bldg. 14, Rm.118 ..... \$120

*"Nobu inspired me towards an art form that I was completely unfamiliar with....I will continue to work with charcoal and hope to explore other forms of creativity."*

— Ginny Martin  
Learn to Draw



### Fresh Floral Design in a Basket

Unleash your creative power and brighten your day with flowers! Create a beautiful basket arrangement of fresh spring flowers perfect for your table, a gift or the office. Certified floral designer **Liane Benedict** guides you as you explore the principles of floral design. Learn basic flower arranging skills and the techniques, tips and tricks used by professional florists. Bring clippers or a floral knife to class. Class fee includes all floral materials. Please register at least 3 days before class.

Sat., 2/23; 2-4:30pm  
CSM, Bldg 4, Room 111 ..... \$70

*"Loved Liane's great demonstration and hand's on project after!"*

— Karen Dawes  
Floral Design; Miniature Spring Garden

WOODWORKING

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



Combined- Shop Safety & Introduction to Woodworking Class

Introduction to Woodworking

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

Saturday; 9am-5pm

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

Wednesday; 6-9pm

**Session 1:**  
Wed., 1/16; 6-9pm  
Sat., 1/19; 9am-5pm.....\$250  
40 El Camino Real, San Carlos, CA 94070

**Session 2:**  
Wed., 2/20; 6-9pm  
Sat., 2/23; 9am-5pm .....\$250  
40 El Camino Real, San Carlos, CA 94070

**Session 3:**  
Wed., 3/20; 6-9pm  
Sat., 3/23; 9am-5pm.....\$250  
40 El Camino Real, San Carlos, CA 94070

**Session 4:**  
Wed., 4/24; 6-9pm  
Sat., 4/27; 9am-5pm.....\$250  
40 El Camino Real, San Carlos, CA 94070



Pen Turning

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

**Session 1:**  
Mon., 2/4; 6-8pm  
40 El Camino Real, San Carlos, CA 94070  
.....\$85

**Session 2:**  
Mon., 3/4; 6-8pm  
40 El Camino Real, San Carlos, CA 94070  
..... \$85

**Session 3:**  
Mon., 4/8; 6-8pm  
40 El Camino Real, San Carlos, CA 94070  
..... \$85



*"Claude was very knowledgeable and demonstrated interest in teaching fun of wood working."*

— Miriam M. Drucker  
*Introduction to Woodworking*



TELEVISION & VIDEO PRODUCTION

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

**TV Studio Production: Make Pro Videos for TV and the Web!**

Want to produce or star in your own web series or cable TV show? Want to break into film, TV, or video production? This is the workshop for you! You'll learn Producing, Directing, Cameras, Audio, Graphics, Floor Directing, and Switching in Midpen Media's HD, all-digital studio. As a production team, you'll produce, crew, or star in your own show, which will air on Midpen Media Center's cable channels and simulcast on the web. After completing the TV Studio Production workshop, new producers will have the practical experience to confidently move forward with their own studio projects, and all graduates of the training are eligible to volunteer as crew members on any Midpen Media studio production.

**3 Class Sessions (Fridays)**

2/23-3/9;  
2/23 & 3/2 -10am-6pm;  
3/9; 10am-2pm;  
Tuition.....\$240

**Video Editing with Final Cut Pro X\***

In this eight-hour class, you will learn the basics of Apple's Final Cut Pro X (FCPX), enhanced video editing software to "create and deliver your story at the speed of thought" (HYPERLINK "<http://www.apple.com/final-cut-pro>"[www.apple.com/final-cut-pro](http://www.apple.com/final-cut-pro)). This hands-on class provides you with ample time to explore and experiment with many of the user-friendly, intuitive features of FCPX. Making the transition from Apple's iMovie to FCPX is seamless, since they share an interface design philosophy. With class size limited to eight, each participant can count on individualized instructor help. We provide practice footage and everything else you need to try out your new skills. Some previous experience with video editing is strongly recommended; beginners will find that this class moves very quickly.

**2 Class Sessions (Sat/Sun)**

3/23-3/24; 1-5 pm  
Tuition. ....\$120



**Video Editing with Adobe Premiere Pro**

Get the knowledge and experience you need to tell your video stories using Adobe Premiere, one of the most powerful and versatile editing tools in the business. In this eight-hour class, you'll learn the basics of Premiere and of video editing; and get hands-on time to practice and explore this widely used program. With class size limited to eight, each participant can count on individualized instructor help.

*\*Some previous experience with video editing is strongly recommended; beginners will find that this class moves very quickly.*

**2 Class Sessions (Sat/Sun)**

3/16-3/17; 1-5 pm  
Tuition.....\$120



**TV Studio Music Mix**

Calling all music lovers and live-sound-engineers to be! Come join our Studio Music Mix training, an all-inclusive, hands-on audio workshop designed for micing and mixing live musical performances. This workshop takes students from theory, through audio board and band setup, to multi-track monitoring and recording with a local band in Midpen Media's HDTV studio!

**3 Class Sessions (F/Sat/Sun)**

4/26; 6-10 pm  
4/27; 10 am-5:30 pm  
5/5; 12-6 pm  
Tuition ..... \$180

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

MUSIC



Beginning Guitar I\*

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

Materials Fee: \$10 payable to instructor in class.  
7 Sat., 1/19-3/9; 10:30am – 12pm (no class 2/16)  
CSM, Bldg. 5, Rm. TBA .....\$129



Beginning Guitar II\*

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

Materials Fee: \$10 payable to instructor in class.  
7 Sat., 3/16-5/4; 10:30am-12:00pm (no class 4/20);  
CSM Bldg 5, Rm. TBA..... \$129

Learn to Play Guitar in a Day!\*

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

Materials Fee: \$30 payable to instructor in class for the “Learn to Play Guitar in a Day!” book and a Snark clip-on electronic tuner.  
Sat., 3/23; 10am - 3pm  
CSM, Bldg. 14, Rm. 202 .....\$69

Magic Flutes, Flute Orchestra\*

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

12 Thurs.,2/7-5/2;  
5:30 - 7:30pm intermediate  
6:30 - 8:30pm advanced  
CSM, Bldg 5, Rm. 354.....\$160

*"This course is awesome. We very efficiently went from an absolute beginner level through a variety of basic material to proficiency in a short amount of time. I look forward to continuing with the second class!"*  
— Mike Abell  
*Beginning Guitar II*

Fretboard Fundamentals\*

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

Materials Fee: \$10 payable to instructor in class.  
7 Sat., 1/19-3/9; 12:30-2pm (no class 2/16)  
CSM, Bldg. 5, Rm TBA ..... \$129  
7 Sat., 3/16-5/4; 12:30-2pm, (no class 4/20)  
CSM, Bldg. 5, Rm TBA..... \$129

## PHOTOGRAPHY



### DSLR Camera & Digital Photography

If you are a beginner-intermediate photographer who wants to learn how to make the most of your DSLR camera, this course is perfect for you. You will learn how to have full control of your DSLR camera settings, you will understand the principals of digital photography, and improve the quality of your photos. Take your photography to the next level! Unpack the potential of your DSLR camera in this great photography learning experience. Instructor **Emanuela Quaglia** is a digital artist and Photoshop expert.

6 Thurs., 1/24-2/28; 6:30 - 8:30 pm  
CSM, Bldg. 10, Rm. 182..... \$200

*"Really enjoyed Emanuela. She was very thorough and her presentations were well organized."*

— Yvonne Berriatua  
DSLR & Digital Photography

### Adobe Photoshop CC - Beginner

Learn Photoshop fundamental techniques for photographers in this amazing course from instructor **Emanuela Quaglia**, a digital artist and Photoshop expert. This popular photo-editing program is a very versatile software tool. Artists, photographers, and designers all rely on Adobe Photoshop for image creation and editing. The course will begin with an introduction to the Photoshop tools. Then you'll be editing your own photographs and you will fix the color, and correct image exposure. You'll master techniques for cleaning the dust, removing wrinkles and blemishes from photos, switching the backgrounds on images, and your images will look amazing, just like the ones on magazines. This hands-on course will be a lot of fun, and at the end of it you'll be able to express all your creativity with the most exciting program ever developed.

7 Tues., 1/22-3/5; 6:30-8:30pm  
CSM, Bldg. 10, Rm. 182 ..... \$200

*"Emanuela's explanations were very helpful. Class notes and ample homework provided excellent start toward mastering this very powerful but complex software."*

—William L. Robinson  
Adobe Photoshop CC

### I-Phone Creative Photography and Amazing Creative Apps

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

3 Mon., 1/28-2/11; 6pm-8pm  
CSM, Bldg 10, Room 182.....\$150



*"Ms Quaglia was very patient answering questions and providing personal instruction when necessary."*

— Kristen Mayo  
I-Phone Photography

### Adobe Lightroom Classic

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

6 Wed., 1/23-2/27; 6:30-8:30pm  
CSM, Bldg 10, Room 182..... \$200



**BEGINNER PRE-REQUISITES COURSE  
For Portraiture Workshop**

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

**DSLR CAMERA IN A DAY For Portraiture Workshop - Beginners**

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

Sat., 2/9; 2-4pm  
CSM Bldg. 10, Rm. 163 ..... \$60

**LIGHTROOM IN A DAY For Portraiture Workshop - Beginners**

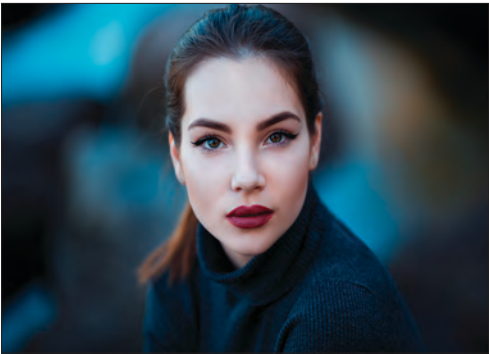
In this 2 hour workshop, participants will learn to process images and manage digital files more effectively using Lightroom. This workshop is designed for beginner landscape photographers who wish to take advantage of the powerful post production tools available with today's computer technology. Students will be guided through the fundamentals of managing digital files, making adjustments in colors, curves, contrast and tonality. Instructor **Emanuela Quaglia** has been using Lightroom in her professional practice since its very first version.

Sat., 2/9; 4:30-6:30pm  
CSM Bldg. 10, Rm. 163 ..... \$60

**LANDSCAPE PHOTOGRAPHY IN PARKS AND TRAILS**

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

Materials Fee: \$15 payable to instructor in class.  
3 Sat. with 4 meetings 1/26-2/9 (1st class-9am-12pm, 2nd class 7:30-10:30am and 6:00-8:00pm, 3rd class 9:00am-12:00 pm)  
CSM, Bldg 10, Rm. 163..... \$180



**New!**

**CONTEMPORARY PORTRAITURE WORKSHOP**

Learn how to successfully capture those special moments in time with more authentic portraits. We now live a fluid life experiencing new adventures and moments with people. Shoot portraits that capture those moments and memories. Create an image that exhibits the subject's personality with something more than just a testament of being there. This three-day workshop features instructors **Emanuela Quaglia & Christian Peacock** who will teach novice photographers ways to create modern portrait photographs on location. The end result will be the student having learned how to create images that capture the lifestyle they are living and to help tell the story of their lives.

*Day 1* - Begins with a four-hour classroom orientation on contemporary portrait photography. Become inspired by examples of successful location portraiture. Stressing the use of available light and digital technology. Describing how to see and anticipate exciting meaningful images waiting to be captured, also how to set up a scenario that feels realistic and not static. Telling a story, collaboration and preparation. Demonstrating basic camera operations for portrait photography. Learning camera functions that help archive a predictable portrait.

*Day 2* - In the field. Choosing locations, style, wardrobe, plus creating mood by learning how to set up a scene. There will be in the field demonstration on how direct your subject. Explore the wonderful gift of patience and being prepared. Discover how to study the light of the environment.

*Day 3* - Return to the classroom to process and enhance the images shot during Day 2's session using post-production techniques in Lightroom and Photoshop. Learn how to print and share the images you have created. There will be a constructive critique on the images captured and how to build upon your experiences in able to create more successful portraits in the future.

3 Sat., 2/23-3/9; 2-5pm  
CSM Bldg. 10, Rm. 182 ..... \$300

## New! PHOTOGRAPHY COURSES



### Introduction to Light Photography

Would you like to learn the basics of natural and home/studio light photography? You will learn technical skills and gain an understanding of the inhibitions that the camera may impose, whether you are photographing people, still life or architecture in an informal location or photographing formal portraits in a studio setting. Instructor **Emanuela Quaglia** will teach you how to use controlled lighting across a range of types of photography. You will learn to creatively use natural light, tungsten lights, studio flash and hand-held meters, while exploring studio lighting techniques for your desired outcome.

\*You must know the basics of DSLR camera to enroll in the course.

4 Thurs., 3/7-3/28; 6:30pm-9:00pm  
CSM, Bldg.10, Rm.182..... \$200



### Adobe Lightroom for Print and Web Publishing

Do you have foundational knowledge of Lightroom Classic CC, and want to move to the next level? Are you seeking for more in-depth training about Print, Slideshow, Web and Book Module? Then this is the course for you! Instructor **Emanuela Quaglia** will teach you how you can beautifully publish and present your work using different modules in Adobe Lightroom Classic. Share your beautiful photography work with the world!

3 Wed., 3/6-3/20; 6:30-8:30pm  
CSM, Bldg. 10, Rm. 182.....\$100

### Creating Your Online Photo Gallery

It's time to bring your portfolio to life and make it as engaging as possible! Instructor **Emanuela Quaglia** will help you filter and organize your photography work, and then create an online portfolio structure that can serve to display your work. Photo galleries open your photography to the world! Learn how to create a beautiful image gallery and to add video, slideshows, and other essential features to your website in this beginner-friendly class. We will explore how software like Lightroom and Dreamweaver can serve for web galleries purpose, but we will also learn how to customize web base galleries as Squarespace, SmugSmug, and others. During the class, the instructor will also provide a simple HTML web gallery template, and you will customize it learning some very basic HTML. Create Your Online Photo Gallery and enjoy sharing your work with the world!

5 Mon., 2/25-3/25; 6:30-8:30pm  
CSM, Bldg.10, Rm. 163.....\$180



### Design and Publish a Book for your Artwork

If you have ever wanted to create a beautiful book for your artwork then this is the book for you! Instructor **Emanuela Quaglia** will teach you how to use Blurb template for publishing to create your book\*. Don't wait anymore! Show your creative work in your book and make your dreams come true!

\*The cost of the book is not included in the course fee. Projects on Blurb.com begin at \$20 (dependant on pages and quality).

3 Tues., 3/12-3/26; 6:30-8:30pm  
CSM, Bldg. 10, Rm. 163.....\$150



WRITING

LIVE

**New! Guided Autobiography\***

Tell the story of your life two pages at a time! Have you been putting off recording your legacy for yourself and your family? Focused on themes, Guided Autobiography is a program that can help you begin putting pen to paper in a supportive group. Instructor **Liz Dossa** will help you come away with ideas and inspiration for more. **Liz Dossa** is an experienced Guided Autobiography instructor.

6 Wed., 1/23-2/27; 6-8pm  
CSM, Bldg 16, Rm. TBA ..... \$100

*"Guided Autobiography changed how I felt about some of my experiences, because I could see them as part of a larger whole instead of as isolated events."*

Guided Autobiography Student



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

ONLINE



**Write Your Life Story**

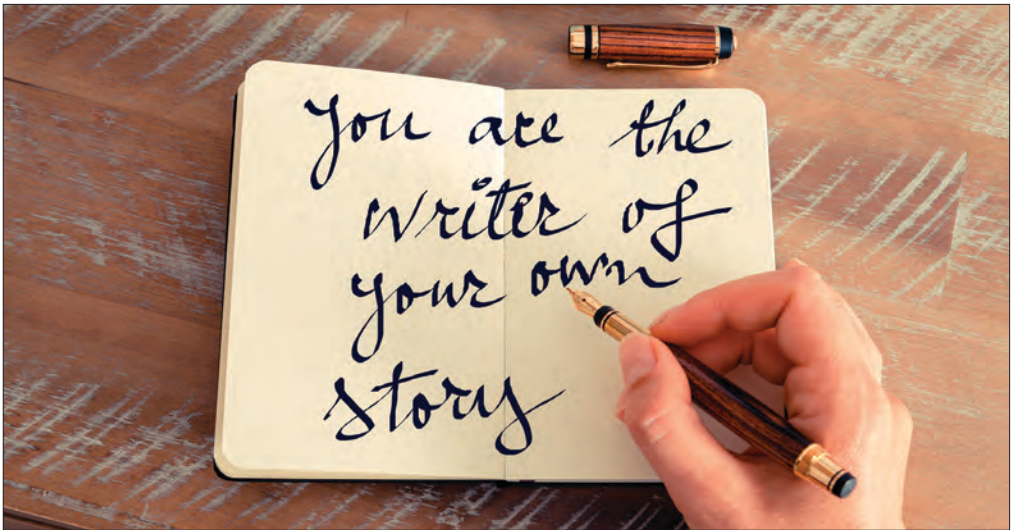
Have you thought about writing your story, sharing life-altering events? Does your family really know about their heritage? If you've ever thought about writing your life story, now is the time. You will have the satisfaction of telling history your way. You may even find a lucrative market for your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

This on-going 6 week online course begins January 16th and repeats each successive month. The tuition is \$100.

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

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

- **Writing Essentials**
- **Writeriffic: Creativity Training for Writers**
- **How to Make Money From Your Writing**
- **Writing Essentials**
- **Research Methods for Writing**





EMERITUS INSTITUTE

The Enjoyable Skies of Late Winter and Early Spring

We will explore the skies of late winter and those of early spring. This is a nice transition time as Orion the Hunter and Canis Major the Big Dog leave the sky and Virgo and Leo enter it. Let's check out the beautiful Orion Nebula and the Seven Sisters or Pleiades, as well as the Beehive Cluster in Cancer the Crab. The first quarter Moon is exciting to look at, with its many craters. If skies are clear, we will view the Moon using telescopes in our observatory and you will be able to take your own pictures, using your cell phone camera.

2 Fri., 3/15-3/22; 7:30 - 9:30 pm  
CSM, Bldg. 36, Planetarium. .... \$59



*"Professor Stanford was terrific on every level. He clearly knows an incredible amount about all things related to astronomy, but on top of that he presented in a fun, easy-going and informational manner that was perfect for the group. I enjoyed every moment and only wish the course would be offered more frequently."*

— Susan Koegel  
*Magnificent Skies of Spring*

Memory Skills

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

Weds., 2/13; 6:30-9:30pm  
CSM, Bldg. 16, Rm. TBA.....\$55



Jazz from the Hill

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

8 Tues., 1/15-3/5; 1:30 - 3:30pm  
CSM, Bldg.5, Rm. 352..... \$49

8 Tues., 3/12-5/7 (no class 4/2); 1:30 - 3:30pm  
CSM, Bldg. 5, Rm. 352.....\$49



*"Alisa is highly knowledgeable, an excellent presenter who creates a fun environment for learning. Alisa provides us with a variety of listening experiences to help us learn about and appreciate all kinds of jazz."*

— Howard Eisenberg  
*Jazz from the Hill*

MANAGEMENT SERIES

LIVE COURSES



Nonprofit Leadership Certificate Program

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

13 Thurs 2/21-5/16; 6-9:00pm

CSM, Bldg. 5, Rm. 352

Tuition.....\$875 Earlybird till 12/31/18

Tuition after 12/31/18.....\$975 Regular Pricing

Taught by experienced **CEN** facilitators, this 13 week class meets from 6:00pm - 9:00pm each Thursday.



*"This course covered a wide breadth of relevant issues, good use of practice exercises, and I really enjoyed guest lectures by industry experts."*

— Sol McKinney  
Nonprofit Leadership Certificate Program



Peninsula Conflict Resolution Center's Basic Mediation Training

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

15 Weds., 1/30-5/8; 6-9:00pm

CSM Bldg. 5, Rm. 354

Tuition.....\$790

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

**Management Certificate..... \$595**

**Change Management Skills.....\$245**

**Collaborative Management.....\$245**

**Management Boot Camp.....\$295**





## STAFF DEVELOPMENT ONLINE COURSES



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

|  |       |
|--|-------|
| Intermediate Web Design.....               | \$245 |
| Advanced Web Design.....                   | \$245 |
| Certificate in Designing Webinars.....     | \$345 |
| Designing Successful Webinars.....         | \$195 |
| Boosting Your Website Traffic.....         | \$195 |
| Managing & Marketing Webinars.....         | \$195 |
| Google Apps for Business.....              | \$195 |
| Creating Phone Apps for Your Business..... | \$295 |
| Web Design Certificate.....                | \$595 |



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

|  |       |
|--|-------|
| Developing Your Professional Career<br>(16 hours).....                                 | \$145 |
| Certificate in Data Analysis<br>(48 hours).....  | \$495 |
| Certificate in Accounting and Finance for<br>Non-Financial Managers<br>(48 hours)..... | \$495 |
| Getting Started in Sales<br>(16 hours).....  | \$195 |
| Creative Problem Solving<br>(16 hours).....  | \$195 |
| Office Operations<br>(16 hours).....   | \$195 |
| Certificate in Customer Service<br>(32 hours).....                                     | \$245 |
| Presentation Skills Certificate<br>(48 hours).....                                     | \$495 |
| Presentation Skills<br>(16 hours).....   | \$195 |
| Effective Electronic Presentations<br>(16 hours).....                                  | \$195 |
| Effective Speaking Techniques<br>(16 hours).....                                       | \$195 |



## CORPORATE EDUCATION

### Education That Works

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

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

<https://smccd.edu/corporateedu>



LIVE

Computer Basics for the PC

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

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

2 Sat., 1/19-1/26; 1/19-9am-4pm; 1/26-9am-12pm  
CSM, Bldg. 14, Rm.101 .....\$150



Introduction to Microsoft Word - New Comprehensive Content

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

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

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

Sat., 2/2; 9 am-4 pm  
CSM, Bldg. 14, Room 101..... \$99

Intermediate MS Word - New Comprehensive Content

Create and format complex and multiple-page Tables. Learn to create Table Styles for quick creation of future tables without the hard work. You'll learn how to Insert Tables into Excel and PowerPoint files. Learn to add Footnotes, Endnotes and Comments. Create professional-looking Newsletters with headlines and multiple text columns. Use tips and tricks that speed the creation of your documents. Instructor **Hilda Sendyk** is an experienced Microsoft applications Learning & Development specialist. *Prerequisite: an Introduction to MS Word class or experience using MS Word.* Note: Computer lab using PC.

Materials Fee: \$15 payable to instructor in class

Sat., 2/23; 9 am-4pm  
CSM, Bldg. 14, Rm. 101.....\$99

Advanced Microsoft Word - New Comprehensive Content

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

Materials Fee: \$15 payable to instructor in class

Sat., 3/9; 9 am-4pm  
CSM, Bldg. 14, Rm. 101..... \$99

Introduction to MS Excel – New Comprehensive Content

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

Materials Fee: \$15 payable to instructor in class

Sat., 2/9 9 am-4 pm  
CSM, Bldg. 14, Room 101.....\$99

### Intermediate Microsoft Excel – New Comprehensive Content

Raise your Excel expertise to higher level with this hands-on class. You will learn how to use important Excel Functions and Formulas such as =IF(), =VLOOKUP(), =PMT() and several others, how to Audit spreadsheets, use the Range Names feature, Link data, set Protection for your file and/or your spreadsheets, Format your reports professionally, create Headers and Footers for reports, add Conditional Formatting, use Styles, create a Custom Data Series, Find & Replace Data, insert Text Boxes and Comments, and use Group Editing to save valuable time when creating and editing spreadsheets. Instructor **Hilda Sendyk, M.S.** is a highly rated experienced Microsoft applications specialist. *Prerequisite: An Introduction to Excel class or experience using MS Excel.* *Note: Computer lab using PC.*

Materials Fee: \$15 payable to instructor in class

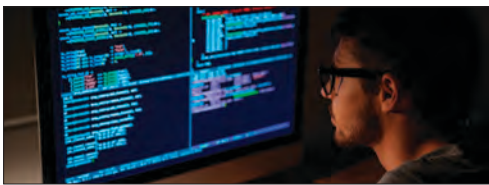
Sat., 3/2; 9am-4 pm  
CSM, Bldg 14., Rm. 101 ..... \$99

### Advanced Microsoft Excel – New Comprehensive Content

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

Materials Fee: \$15 payable to instructor in class

Sat., 3/23; 9am-4pm  
CSM, Bldg 14., Rm. 101 ..... \$99



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

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

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

\*Exceptions noted

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

Learn to use PowerPoint to create professional presentations, posters, and diagram processes for business or other uses. This introduction to the multi-purpose features of PowerPoint will give you hands-on experience on how to use this popular software application correctly from the start. You will learn how to enter, edit and format content; add graphics and pictures; plan a presentation from beginning to end; size and produce posters and signs; and use design themes to produce dynamic looks for your end product. Class includes Do's and Don'ts when delivering talks using PowerPoint. Instructor **Hilda Sendyk, M.S.** is an experienced Microsoft applications specialist. *Prerequisite: An Introduction to PowerPoint course or familiarity with PowerPoint.* *Note: Computer Lab using PC.*

Materials Fee: \$15 payable to instructor in class

Sat. 3/16; 9 am-4 pm  
CSM, Bldg 14., Rm. 101 .....\$99

### HTML 5 - Website Coding (Beginners)

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

Sat., 3/16; 9am-1pm  
CSM, Bldg 10., Rm. 182 .....\$199

### CSS 3 - Website Coding (Intermediate)

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

Sat., 3/23; 9am-1pm  
CSM, Bldg 10., Rm. 182 .....\$199

CERTIFICATE CLASSES



Personal Fitness Trainer Certification\*

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

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

Sat., 3/9; 8:30am - 6pm  
CSM, Bldg. 14, Rm. 118. ....\$110

*"Mike had great energy, delivered material in a way that was fun and easy to understand. He kept things simple and was well prepared to elaborate on concepts and demonstrate where necessary."*

— Emily Basora  
Personal Fitness Trainer Certification



ServSafe Food Manager Certification Test Preparation & Exam for Managers

California law requires that all food establishments have at least one certified food safety person on site. Passing the exam administered at the end of this workshop meets the California requirements for certification. New students and students who need re-certifying are welcome. Instructor **Laurie Green** is a Certified ServSafe Food Manager Instructor and Certified Proctor. The class fee includes the \$20 downloadable study guide & quiz to prepare for the class and the \$59 scan-tron exam sheet. The study guide is a downloadable product and is nonrefundable. You will be provided with the download information once you have registered. **Please study in advance.** *Bring picture I.D. and a #2 pencil.*

Mon., 2/11; 8:30am - 5pm  
CSM, Bldg 14, Rm. 101 ..... \$159

Mon., 3/4; 8:30am - 5pm  
CSM, Bldg 14, Rm. 215.....\$159

Mon., 5/13; 8:30am - 5pm  
CSM, Bldg 14, Rm. 215..... \$159



*"I liked Mike's knowledge and enthusiasm."*  
— Kathleen Geier  
Sports Nutrition Consultant Certification

Sports Nutrition Certification\*

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

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

Sun., 3/10; 8:30am - 6pm  
CSM, Bldg. 14, Rm. 118 .....\$110



## ONLINE CERTIFICATE CLASSES

### Coaching Conversations for Workplace Wellness

**(Blended Learning format e-course & instructor led online classes)**

Are you a team leader? Leadership today is more complex and challenging than ever before. Leaders need to increase accountability while they strive to maintain a level of cordiality and balance to the work environment that will keep employees happy, engaged and well enough to produce at higher levels.

**Date:** January 17th to February 14th, 2019

**Time:** 12:00 pm to 1:00 pm (5 Thurs.)

**Tuition:** \$699

Register Online at: <https://institute.interpersonalwellness.com/sanmateoworkplace-coaching-registration/>



### Certificate in Workplace Communication

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

2/4-8/5; Online (56 hours) . . . . . \$595

Call 650-574-6149 or register online.

### Business Coaching Certificate

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

*Agenda - One Unit 1 - Introduction to Mentoring/Coaching Coaching and Mentoring .*

*Unit 2 - Coaching versus Mentoring (What's the Difference?) Role Model .*

*Unit 3 - The Effective Mentor or Coach (Leadership Tools & Techniques etc.) .*

*Unit 4 - Issues in Mentoring and Coaching Teamwork (Group Dynamics).*

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

2/4-3/29; Online (32 hours).....\$395

**Call 650-574-6149 or register online.**

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

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

ENTREPRENEURIAL CLASSES

Notary Loan Signing & Certification

This is a complete one day certification workshop. The workshop includes many tools to start and enhance your career as a Certified Mobile Notary Loan Signing Agent. Instructor **Kim Sharon** will provide many hands on activities to help you gain knowledge of the role of a signing agent in the loan industry and your job as a notary public. The Certification test is an open book, take home exam. Upon successful completion of the exam you will receive your certification. The prerequisite for this course is successful completion of the Notary Public Exam.

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

Sat., 3/2; 9am - 4pm  
CSM, Bldg. 14, Rm. 213 ..... \$109



Notary Public Workshop & Exam

Start a new career or part time business and earn additional income! Instructor **Kim Sharon** will give you the knowledge and skills to pass the California Notary Public Exam and become a Notary Public. For new students and renewing notaries, the 50 min. test is administered at the end of the workshop.

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

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

Sat., 1/19; 8am - 6pm (Exam: 5 - 5:50pm)  
CSM, Bldg. 14, Rm 213 .....\$125

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



What is a Voiceover?

Ever wonder who that voice is on your favorite radio or television commercial? Does that person make much money and how much time does it take? This is a fun, entertaining and non-threatening class to learn about voiceovers. You will be working with actual scripts to assist you in developing the right materials that show off your talents. **Cathy Foxhoven**, BA, MA, has over 30 years as a professional actress in voiceovers, commercials, film, television, and theatre. Materials Fee: \$5 payable to instructor in class.

3 Sat.,2/9-3/2; 1- 3 pm (no class on 2/16)  
CSM, Bldg.14, Rm.201..... \$89

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.; 1/28 & 1/29; 6 - 9pm  
CSM, Bldg. 14, Rm.101..... \$89

Mon & Tues.; 5/6 & 5/7; 6-9pm  
CSM, Bldg. 14, Rm. TBA.....\$89

*"Instructor Wayne Williams clearly knows the material."*

— Brian Henry  
DMV Auto Wholesale

ENTREPRENEURIAL CLASSES

**New! Become a English/Spanish Legal Interpreter\***

Take advantage of the growing need for qualified and trained court interpreters, and embark on a new and lucrative career! Learn legal terminologies and courtroom protocols. Understand how to sight-translate legal documents, interpret advisement of rights, statements by judges and attorneys and jury instructions. Instructor **Lou Villet** has extensive interpreting and translation experience.

Materials Fee: \$80 payable to instructor in class for a textbook and 4 CD's/ cassette set. Cash only.

\*Current Spanish fluency is recommended.

8 Sat., 1/19-3/16; 1:00-4:00pm (no class 2/16)  
CSM, Bldg. 14, Rm. 104 ..... \$250



**New! How to Start a Food Business**

Do you have a food product that you would like to sell at a farmers market, retail store or online but don't know how to get started? Learn what is needed to start a successful food business and how to avoid common mistakes. With over 30 years of experience, instructors **Christine Doerr and Tammy Tan**, owners of Kitchen 519\* a shared-use commercial kitchen, will give you valuable advice on getting your food business started.

Materials Fee: \$15 to instructors

\*Kitchen 519 is a shared commercial kitchen space in Belmont California. The kitchen houses several culinary businesses in which owners Christine Doerr (NeoCocoa) and Tammy Tan (Spice Hound) both run their respective businesses.

Tues. & Thurs.; 6/4-6/6; 6:00-8:30pm  
CSM, Bldg. 14, Rm. TBD .....\$125



**New! Become a English/Spanish Medical Interpreter\***

The new Health Care Language Assistance Act requires health and dental insurers to provide interpreter services to insured patients with limited English proficiency. There is a growing demand for interpreters trained in medical terminology. Get in on this hot new career opportunity today! After completing this class, you will receive a valuable industry-specific Certificate of Completion as well as employment and career placement information from the instructor. This class is also recommended for doctors, nurses, receptionists, and other healthcare professionals. Instructor **Lou Villet** has had extensive interpreting and translation experience.

Materials Fee: \$80 payable to instructor in class for a textbook and 4 CD's/ cassette set. Cash only.

\*Current Spanish fluency is recommended.

8 Sat., 1/19-3/16; 9:00am-12:00pm; (no class 2/16)  
CSM, Bldg. 14, Rm. 104.....\$250





CAREER LIVE & ONLINE CLASSES

New!

Powerful Speaking Skills

If you plan on speaking at an event, job interview, local government meetings, pitching a new product idea to investors, being interviewed by the media, attending or testifying in court, or speaking in public for any reason---this is the class for you! In this interactive class instructor **Hilda Sendyk** will cover many important topics that will help you plan your talk, handle anxiety, employ your body language effectively, understand your best speaking style for each type of engagement, speak in a professional and appropriate way based on topic and audience, use presentation aids (slides, videos, etc.) effectively, understand group dynamics, employ technical equipment speakers often use, and handle questions from an interviewer and an audience.

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

2 Sat., 3/30 & 4/6; 3/30-9am-4pm, 4/6-9am-12pm  
CSM, Bldg. 14, Rm. TBA.....\$150



*"I liked Preston and his presentation. Useful information. He provided reading material for purchase as well as follow up reading material."*

— Anna-Lee Revis  
*Confident Communication Skills*



Confident Communication Skills

Research shows possessing strong communication skills can make a critical difference in your professional and personal success. In today's competitive and challenging world, it's more important than ever to acquire the necessary know-how to succeed. Come to this practical workshop and Instructor **Preston Ni** will show you how you can become a more confident communicator! Minimum age is 15.

Sat., 3/23; 9am-12pm  
CSM, Bldg. 14, Rm. TBA.....\$49



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

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

## RETIREMENT



### **New! Understanding Wall Street and Stock Analysis**

Investors have found it difficult to educate themselves in the stock market, even with the flood of literature available to date. In this 7 hours course, **Qiumei Sun**, CFP®, certified financial planner, formerly senior economist of China's equivalent of Federal Reserve Bank with over 20 years first-hand financial and investment experience, will provide a practical education by combining investment fundamentals and useful analytical techniques to two groups: first, the individuals who know little or nothing about the stock market but have always wanted to understand it; and second, the "experienced" investors who recognizes that there is much more to learn. This course offers asset allocation, securities selection, fundamental and technical analysis of stocks. In addition, how to select your brokerage platform and financial advisor and how to benchmark and evaluate your investment portfolio are included.

2 Sat 4/27-5/4; 1-4:30pm  
CSM, Bldg 14., Rm 118.....\$55

**Save \$11 on Understanding Wall Street Course above!!  
Call & Register with a partner for only \$99**

### **New! Taking Control: Financial Strategies for Women**

This course is a whole lot more than stocks, bonds and bottom lines. Instructor **Flor Santana** will teach you how to use tools to get your financial house in order. You will learn to set specific and measurable goals for a realistic outcome, navigate through financial challenges and implement a well-designed risk-management program for you and your families retirement.

3 Wed., 3/13-3/27; 6:30-8:00pm  
CSM, Bldg.14, Rm.104 .....\$55

### **Financial Strategies for Successful Retirement**

Will you be able to retire early? Could your investments be earning more? Learn how to protect your hard-earned money from market volatility and inflation, taxes and long-term care needs. You will receive a free 204-page workbook along with a personalized financial blueprint to help you plan for a comfortable retirement. **David Cuellar**, a certified financial planner and VP of wealth management, has been teaching financial planning workshops for years.

4 Tues., 4/9-4/30; 6:30-8:30pm  
CSM, Bldg.14, Rm. 101 ..... \$79  
2 Sat., 4/6-4/13; 10:30am-2:30pm  
Cañada, Bldg.2, Rm. 10 ..... \$79



### **Understanding your Medicare Options**

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

Text book: Optional textbook info is online at [communityed.smccd.edu](http://communityed.smccd.edu). Go to class info for Understanding Your Medicare Options

Sat., 1/19; 10-11:30am  
CSM, Bldg.14, Rm.115 .....\$39  
Sat., 2/23; 10-11:30am  
Cañada, Bldg.2; Rm. 10 .....\$39  
Sat., 3/23; 10-11:30am  
CSM, Bldg. 14, Rm., 115.....\$39



REAL ESTATE

Homebuying 101

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

Mon & Tues 2/25-2/26; 6-8 pm  
CSM, Bldg 14, Rm.TBA ..... \$55

*"Raziel has great knowledge and expertise."*  
— Jurgen Ostertag  
Homebuying 101



Homeselling 101

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

Tues. & Wed., 1/28-1/29; 6-8pm  
CSM, Bldg 14, Rm. TBA..... \$55



All About Reverse Mortgages

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

2Weds., 4/10-4/17; 6:30-8:30pm  
CSM, Bldg 14, Rm 115 .....\$39



Go to <https://www.ed2go.com/ccce/> to access and register for the following online courses:

The courses below begin monthly and are 6 weeks in length.

|                                    |       |
|------------------------------------|-------|
| Real Estate Law.....               | \$115 |
| Real Estate Suite.....             | \$299 |
| Real Estate Investing.....         | \$100 |
| Personal Finance.....              | \$115 |
| Stock Trading Suite.....           | \$299 |
| Stocks Bonds & Investing.....      | \$100 |
| Analysis & Valuation of Stock..... | \$100 |
| Introduction to Stock Options..... | \$115 |
| Successful Money Management.....   | \$100 |



NEW MEDIA ONLINE



Digital Marketing Science  
Certification Program

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

Our Digital Marketing Science Certification Program, is the only hands-on course of its kind. In just 20 weeks (192 hours), you'll learn innovative technologies while mastering digital platforms working with industry experts in top positions, including chief marketing officers and other global experts.

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

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

- Marketing Operations
- Content Strategist
- Digital Marketing Manager
- Digital Strategist and many more

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

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

1/15-5/3/19;Hybrid(Online/Live).....\$2500

Limited scholarships available for those who qualify.

YOUTH & PARENTING

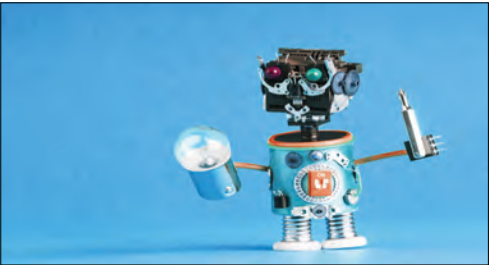
**New!** Silicon Valley Robotics Camp  
(Introductory)

This exciting introductory-level robotics camp provides students the opportunity to build teleoperated robots (mechanical & electrical), learn the terminologies associated with robotics, and gain insights into engineering concepts. Students will engage in hands-on activities to physically build mechanical systems such as cranes & clawbots via VEX IQ. Activities performed during camp teach students how to successfully build a working teleoperated robot.

Open to all students in grades 6 to 9. Maximum of 20 students.

Mon-Thurs., 2/18-2/12; 9:00 am – 4:00 pm  
.....\$399

Aftercare available from 4:00 – 5:30pm  
.....\$30 per family



**New!** Silicon Valley Robotics Camp  
(Intermediate)

This dynamic intermediate-level robotics camp provides students the opportunity to learn the fundamentals of programming in VEX IQ robotics software by exploring conditional statements and loops. Students will also learn about control systems and tinker with closed and open loop systems in order to explore the advantages and disadvantages of each system. Activities performed during camp will give students an understanding of how to program either a hybrid (open loop) robot or an autonomous (closed loop) robot. In addition to learning problem solving in programming, students will program robots to autonomously perform simple tasks.

Open to all students in grades 6 to 9. Maximum of 30 students.

Mon.-Thurs., 4/1-4/4; 9am-4pm  
.....\$399

Aftercare Available from 4:00 –5:30  
.....\$30 per family

Purchase both introductory & intermediate camp.\$749  
.....\$30 per family



YOUTH & PARENTING

Summer Camps 2019  
Bay Area Pathways Academy  
(6-9th grades rising)

Session Dates:

First Session: 6/17/19-6/28/19  
Second Session: 7/1/19-7/12/19 (Off 7/4).  
Third Session: 7/15/19-7/26/19

Earlybird registration will begin in late  
January/early February 2019.

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

New! Digital Photography Bootcamp  
for Kids

This two day class is the perfect introduction to DSLR Camera and Digital Photography. From day one, students will have a camera in hand, completing a variety of photography projects in the studio and outdoor. Students will progress to learn the basics of photo retouching in Adobe Lightroom and to build a professional online portfolio of their work. Instructor **Emanuela Quaglia** will take the students on field trips on the campus where they will complete a variety of assignments, including landscapes, portraits, still life and macro photography. Students will also learn basic studio techniques on lighting and portraiture taking portraits of their classmates. The class culminates in learning photo retouching and ultimately showcasing their work in the classroom for critique. Students will also create professional online portfolios to share with family and friends.

Sat., 3/16-3/23; 9am-1pm  
CSM Bldg. 10, Rm. 182

Tuition.....\$200

New! No Bake Desserts for Kids\*

This class will teach kids how to make desserts for friends and family without having to turn on the oven. Chocolatier and confectioner **Amanda Garcia** will show your kids how to make safe-to-eat snackable cookie dough, hot fudge sundae icebox cake, extreme cereal treats and more. Students will take home an array of desserts, and an icebox cake. Also includes a recipe book with tips and tricks for the items covered in class.

Material fee: \$20 payable to instructor in class.

Sat., 4/13; 1:00-3:00pm

\*Kitchen 519

519 Marine View - Unit F, Belmont, California 94002

Tuition.....\$80

Limited to 12 students, ages 9-12

\*Kitchen 519 is a shared commercial kitchen space in Belmont California. The kitchen houses several culinary businesses in which owners **Christine Doerr (NeoCocoa)** and **Tammy Tan (Spice Hound)** both run their respective businesses.

Take a CCCE class with your child !

The following classes welcome youth registered with their parent:

- Cake Classes (Basic Decorating & Valentine Cookies classes
- American Sign Language (Beg & Intermed.)
- Late Winter/Early Spring Skies
- Street Smart Self Defense
- Strategies for Student Success (see description below)

Call 650-574-6149 for info!

New! Strategies for Student Success  
Workshop

As students get older, their school workload, extracurricular activities, and social commitments become increasingly difficult to manage. This workshop helps both parents and students learn the strategies they need to be successful! Academic coach and instructor **Penny Kostaras** has witnessed first-hand the challenge that students face and has helped students of all levels transition from struggling to confident & successful. Penny will share effective strategies that improve time management, organization, and study skills. Students will gain actionable plans that enhance executive functioning processes, promote mastery, independence, accountability, and improve student/parent communication. This workshop is ideal for middle school and high school students who want to feel organized, confident, and happy! Parent(s) and students should attend together.

Weds., 2/6; 7-8:30pm

CSM, Bldg. 5, Rm. 352.....\$35  
per family (up to 4 people per family)

New! Coding for Girls Bootcamp\*

Want to create your own personal website? Join us for a one day workshop covering the basics of web layout principles and basic coding (HTML & CSS). Students will create their own web page by the end of the workshop. Parents will be invited to attend the last half hour of the course for a demonstration. This course is designed for beginners and is intended for 6-8th graders. We will allow ages 10-18 to attend. \*Please bring a USB Drive to save your work. Instructor **Diana Bennett** works in the industry and has taught at community colleges and universities for over 15 years. Note: Computer Lab using Mac. Material fee: \$20 payable to instructor in class.

Sat., 2/23; 9am-4pm

CSM, Bldg. 10, Room 182.....\$299

FITNESS



Ladies Night Boxercise – It’s a Hit!

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

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

- 9 Tues., 1/16-3/13; 6:30 – 7:30pm  
Peninsula Boxing & Fitness  
2860 Spring St. Unit 1 Redwood City - CA 94063  
Tuition ..... \$135
- 9 Tues., 3/20-5/15; 6:30 – 7:30pm  
Peninsula Boxing & Fitness  
2860 Spring St. Unit 1 Redwood City - CA 94063  
Tuition ..... \$135

Boxercise 101

Whether male or female, novice or experienced, in or out of shape, we demonstrate the basic fundamental skills and drills that will reveal your inner champion. Perfect for self-defense, learn stance, footwork, and striking technique during motivational sessions devised to increase fitness, induce weight loss, elevate energy, improve confidence, and reduce stress. With the music pumping, we'll get your heart rate pumping too, as you explode with seasoned combinations on heavy bags for a super serious calorie burn. Course instructor **Nick Bellafatto** is a registered coach with over 20 years of experience running competitive & recreational programs

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

- 9 Tues., 1/15-3/12; 7:30-8:30pm  
Peninsula Boxing & Fitness  
2860 Spring St. Unit 1 Redwood City - CA 94063  
Tuition ..... \$135
- 9 Tues., 3/19-5/14; 7:30-8:30pm.,  
Peninsula Boxing & Fitness  
2860 Spring St. Unit 1 Redwood City - CA 94063  
Tuition. .... \$135

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

Chen-style Taijiquan (Tai Chi) is widely acknowledged as the ancestor of all other styles of Taijiquan. This class will introduce the Chen-style Taijiquan form, Silk-reeling Exercises and Wuji Qigong. The Chenstyle Taijiquan form is soft and graceful with strong rooted stands that will help students to develop strength, balance, coordination and an understanding of basic Taiji principles. The instructor Master **Wong Wai Yi (Tony)** is a 20th Generation direct lineage of Chen Family Taijiquan.

Session 1

- Beginner Schedule  
8 Wed., 1/16-3/6; 7:00-8:30pm, CSM, Bldg. TBA, Rm. TBA
- Intermediate Schedule  
8 Wed., 1/16-3/6; 7:30-9:00pm, CSM, Bldg. TBA, Rm. TBA  
Tuition.....\$100

Session 2

- 8 Wed; 3/20-5/15;(no class 4/3)  
Beginners: 7:00-8:30pm, CSM, Bldg. 8, Rm. 203  
Intermediate: 7:30-9:00pm CSM, Bldg. 8, Rm. 203  
Tuition.....\$100

Fencing — Fitness with a Sword

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

- 16 Tues. & Thurs., 1/29-3/21; 7:30pm -9pm  
CSM, Bldg.TBA, Rm. TBA .....\$145
- 16 Tues. & Thurs., 4/2-5/23; 7:30 - 9pm  
CSM, Bldg.8, Rm. 203 ..... \$145





Street Smart Self-Defense

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

4 Thurs.; 2/21-3/14; 8:30 – 9:30pm  
Burlingame United Studios of Self Defense  
1345 Howard Ave. Burlingame CA 94010  
Tuition ..... \$95



DANCE



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.

9 Sat., 1/12-3/16; 11am-12:15pm (no class 2/16)  
CSM, Bldg. 8, Rm. 203 ..... \$135  
9 Sat., 3/23-5/18; 11am-12:15pm  
CSM, Bldg. 8, Rm. 203. .... \$135

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.

9 Sat, 1/12-3/16; 9:45 - 11am (no class 2/16)  
CSM, Bldg. 8, Rm. 203.....\$135  
9 Sat., 3/23-5/18; 9:45 - 11am  
CSM, Bldg. 8, Rm. 203.....\$135

*"Millie is very methodical, teaches consistent reinforcement of basic steps, in very easy to understand instructions."*

— Patsy Obayashi  
Hula II

Jazz Dance

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

7 Tues., 1/22-3/12; 6-7:30 pm (no class 2/19)  
CSM, Bldg. 8, Rm. 203 .....\$112  
7 Tues., 3/19-5/14; 6-7:30pm, (no class 4/16 & 4/30)  
CSM, Bldg. 8, Rm. 203..... \$112



*"Tamara makes the class fun and educational! It's also a great workout."*  
— Liana Sefanov  
Jazz Dance



## PERSONAL GROWTH



### Introduction to Flying Drones

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

2 Sat., 4/13-4/20; 9-11am  
CSM, Bldg.36, Rm.114.....\$149



### Dog Obedience Classes—All Levels

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

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



### Motorcycle Safety Training

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

#### Classroom Instruction (Varies by date):

Thurs., 6-9:30pm.

Riding Range: Sat/Sun 6:30am-5:00pm

Classroom: Sat/Sun 7:00am-11am

Riding Range: Sat/Sun 11:30am-5:00pm

Classroom: Sat 4:30pm-7:30pm

#### *Please call for specific dates.*

CSM, Bldg. 4, Rm. TBA depending on classroom date and time above.

Riding Range: Sat. & Sun., Parking Lot 1A

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

Open enrollment. Register anytime.

#### **Northern California Motorcycle Training**

Call (877) 888-6268

[www.motorcycle-skills.com](http://www.motorcycle-skills.com)





FOOD



Valentine’s Day Cookie Decorating!

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

Materials Fee: \$15 payable to instructor in class.  
Tues., 2/12; 6:30 - 9:30 pm  
629 South B. St., San Mateo.....\$59



Basic Cake Decorating

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

Materials Fee: \$15 payable to instructor in class.  
Tue., 3/12; 6:30 - 9:30pm  
629 South B St., San Mateo.....\$59

*"Lots of useful tips to take away. Starter bag of items to use at home. Nice range of ages taking the class - from teens to retired."*  
— Linda Pettengill  
Basic Cake Decoration

Basic Fondant Cake Decorating

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

Materials Fee: \$15 payable to instructor in class.  
Tues. 4/16 6:30 – 9:30pm  
629 South B. St., San Mateo ..... \$59



*"Kathy was generous with her time, materials, equipment and her knowledge."*  
— -Catherine Hsu  
Basic Fondant Cake Decorating

Intermediate Fondant Cake Decorating

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

Materials Fee: \$15 payable to instructor in class.  
Tues.,5/14; 6:30 – 9;30pm  
629 South B. St., San Mateo ..... \$59





FOOD



CCCE is proud to partner with **Kitchen 519** to bring you additional culinary courses. Kitchen 519 is a shared commercial kitchen space in Belmont California. The kitchen houses several culinary businesses in which owners **Christine Doerr (NeoCocoa)** and **Tammy Tan (Spice Hound)** both run their respective businesses.

**New! Magic of Indian Cooking**

Create flavorful aromatic Indian dishes with spiceologist and instructor **Tammy Tan**, owner of Spice Hound, an online purveyor of spices and salts. She will share the secrets of Indian spices. Learn to make chicken vindaloo, fenugreek & lime fish, aloo gobi, spiced basmati rice and more. You will take home a starter set of spices.

Limit to 12 students  
Materials Fee: \$20 payable to instructor in class.  
Thurs., 4/25; 6:00 - 9:00 pm  
Kitchen 519, 519 Marine View Avenue Belmont CA .....\$80



**New! Hot Stuff-Mastering the Heat**

Do you love putting spicy stuff in everything you eat? Know someone who does? Bring them to learn about chilies from spiceologist **Tammy Tan**, owner of Spice Hound, including ghost peppers from India and the hottest chilies in the world the Carolina Reaper. We'll be tasting some famous hot sauces and chilies. You learn to make and take home a hot sauce. We will be eating throughout the class so bring an appetite. We'll have plenty of water ready for you!

Limit-12 students.  
Materials Fee: \$25 payable to instructor in class.  
Thurs., 2/28; 6-8:00pm  
Kitchen 519, 519 Marine View Avenue Belmont CA .....\$60

**New! Fun with Fermentation!**

Learn to make kimchi, kombucha, and preserved lemons with certified Master Food Preserver and chef/owner of Slow Brine. Students will leave with prepared ferments to look after at home, plus a kombucha starter kit, as well as creative recipe ideas that utilize their freshly fermented condiments.

Limited to 12 students  
Materials Fee: \$20 payable to instructor in class.  
Sat., 2/9, 11am-2pm  
Kitchen 519, 519 Marine View Avenue Belmont CA .....\$80

**New! Artisan Chocolate Bars**

Ever wanted to make your own chocolate bars? Learn the secret of working with tempered chocolate with Award-winning chocolate confectioner, **Christine Doerr**. Add nuts or sprinkles or swirls or all to your custom created bars then finish them by wrapping in foil and packaging in cellophane bags. Class fee includes your own professional bar mould so you can practice at home.

Limited to 12 students  
Materials Fee: \$25 payable to instructor in class.  
Thurs., 3/28; 6:30-8:30pm  
Kitchen 519, 519 Marine View Avenue Belmont CA .....\$80

**New! French Chocolate Truffles**

Learn how to make the classic French-style, unshelled, dark chocolate truffles with award-winning chocolate confectioner, **Christine Doerr**. Create your custom confections by rolling them in a variety of coatings or try some inclusions. Take home at least 40 of your own cupped and boxed chocolates. Make for mom, with mom or for yourself.

Limited to 12 students  
Materials Fee: \$25 payable to instructor in class.  
Thurs., 5/9; 6:30-8:30pm  
Kitchen 519, 519 Marine View Avenue Belmont, CA .....\$80



GARDENING

**New! Introduction to Gardening**

Many hobby gardeners view their labor of love as the perfect antidote to the modern world, a way of reclaiming some of the intangible things we've lost in our busy, dirt-free lives. Gardening can bring to you many benefits such as aerobic exercise, increases vitamin D, stress buster, improves mental health. Instructor **Patti Spezzaferro** will teach you the basic techniques to gardening including germination, sun requirements, watering, fertilizing, good bugs and bad bugs, composting, soil science and more. You will leave this course feeling confident and invigorated about your ability to plant, maintain, troubleshoot, and fall in love with gardening.

Materials Fee: \$20 payable to instructor in class.  
Sat., 4/13; 1-4pm  
CSM, Bldg. TBA, Rm. TBA.....\$150



WINE & SPIRITS

**Introduction to Wines**

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

Materials Fee: \$20 payable to instructor in class.  
Sat., 2/9; 3-6:00pm  
CSM, Bldg. 14, Rm 116 .....\$79



**Introduction to Spirits & Cocktails**

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

Materials Fee: \$20 payable to instructor in class.  
Sat., 2/23; 3-6pm  
CSM, Bldg. 14, Rm. 116 .....\$79



*"I really liked making the cocktails and learning about the differences between different spirits. The instructor's knowledge was incredibly extensive."*

-Beth Dominik  
*Introduction to Spirits & Cocktails*



TRAILS

Peninsula Parks & Trailst

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 some of the Peninsula’s interesting scenic parks and trails. Each excursion will involve walking 4.5-6.5 miles in mountainous terrain with frequent stops to examine natural and historical features and to sample tasty treats made from native edible plants. Explore a beautiful oak woodland with lots of wildflowers in Portola Valley; a spectacular ridgetop with lakes and an archaeological site at Skyline Ridge; and redwoods and a beautiful creek at Portola State Park.

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

Lectures: 2 Thurs., 4/4 & 5/2; 7 - 8:30pm.  
Fieldtrips: 3 Sat., 4/6, 4/20 & 5/4; 10am-4pm  
CSM Bldg. 14, Rm.102 .....\$79



*“The instructor was informative, great information, humorous at times, hike was steady pace but not hard.”*  
— Nancy Lacsamana  
City of San Mateo History Walk



City of San Mateo History Hike

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

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

Sat., 6/15; 9:30am-2:30pm  
300 S. El Camino Real, San Mateo (Bank of America Plaza)  
Tuition.....\$49



*“Tom provides interesting information about the history of the areas and about what we see as we hike along. I have learned a lot since I started taking this course, and I something new every time.”*  
— Jo Ann Miller  
Peninsula Parks & Trails



## COURSES BY DATE

### January

|      |   |    |
|------|---|----|
| 1/10 | Spanish-Intermediate.....                 | 5  |
| 1/12 | French Beginner I.....                    | 4  |
| 1/12 | Graceful Hawaiian Hula I & II.....        | 30 |
| 1/12 | Spanish- Beginners.....                   | 5  |
| 1/14 | Easy Pencil Sketching.....                | 7  |
| 1/15 | Boxercise 101.....                        | 29 |
| 1/15 | Digital Marketing Program.....            | 27 |
| 1/15 | Jazz from the Hill.....                   | 15 |
| 1/16 | Intro to Woodworking/Safety.....          | 8  |
| 1/16 | Ladies Night Boxercise.....               | 29 |
| 1/16 | Tai Chi for Fitness Beg & Intermed.....   | 29 |
| 1/16 | Watercolor Pencil Class.....              | 7  |
| 1/17 | Coaching Workplace Wellness.....          | 21 |
| 1/17 | Learn to Draw.....                        | 7  |
| 1/19 | Beginning Guitar I.....                   | 10 |
| 1/19 | Chinese Conversation.....                 | 4  |
| 1/19 | Computer Basics.....                      | 18 |
| 1/19 | Eng/Span Interpreter - Legal.....         | 23 |
| 1/19 | Eng/Span Interpreter - Medical.....       | 23 |
| 1/19 | Fretboard Fundamentals.....               | 10 |
| 1/19 | Notary Public Workshop/Exam - CSM.....    | 22 |
| 1/19 | Medicare Options.....                     | 25 |
| 1/22 | Photoshop CC- Beginners.....              | 11 |
| 1/22 | Adult Jazz Dance.....                     | 30 |
| 1/23 | Lightroom CC.....                         | 11 |
| 1/23 | American Sign Language- Int.....          | 5  |
| 1/23 | Guided Autobiography.....                 | 14 |
| 1/23 | Oil Painting.....                         | 6  |
| 1/24 | DSLR Camera & Digital Photo. Fund.....    | 11 |
| 1/26 | Landscape Photography Parks & Trails..... | 12 |
| 1/28 | DMV Auto Wholesale.....                   | 22 |
| 1/28 | Homeselling 101.....                      | 26 |
| 1/28 | iPhone Photography & Creative Apps.....   | 11 |
| 1/29 | Fencing - Fitness with a Sword.....       | 29 |
| 1/30 | Mediation Training.....                   |    |
| 1/31 | American Sign Language Beginners.....     | 5  |

### February

|      |  |    |
|------|--|----|
| 2/2  | Intro to MS Word.....                      | 18 |
| 2/4  | Pen Turning.....                           | 8  |
| 2/5  | Instant Italian!.....                      | 5  |
| 2/6  | Academic Success Youth.....                | 28 |
| 2/6  | Instant Italian II!.....                   | 5  |
| 2/7  | Conversational Japanese.....               | 4  |
| 2/7  | Magic Flutes, Flute Orchestra Int/Adv..... | 10 |
| 2/9  | DSLR Camera in a Day - Prereq.....         | 12 |
| 2/9  | Fun with Fermentation.....                 | 33 |
| 2/9  | Intro to MS Excel.....                     | 19 |
| 2/9  | Intro to Wine.....                         | 34 |
| 2/9  | Lightroom in a Day - Prereq.....           | 12 |
| 2/9  | What is a Voiceover?.....                  | 22 |
| 2/11 | ServSafe Food Manager Cert.....            | 20 |
| 2/12 | Valentine's Day Cookie Dec.....            | 32 |
| 2/13 | Secrets of Super Memory.....               | 15 |
| 2/18 | Silicon Valley Robotics Camp - Intro.....  | 27 |
| 2/20 | Intro to Woodworking/Safety.....           | 8  |
| 2/21 | Nonprofit Leadership Cert.....             | 16 |
| 2/21 | Street Smart Self-Defense.....             | 30 |
| 2/23 | Coding for Girls-Youth.....                | 28 |
| 2/23 | Contemp Portraiture Workshop.....          | 12 |
| 2/23 | Drawing & Painting Workshop.....           | 6  |
| 2/23 | Fresh Floral Design in a Basket.....       | 7  |
| 2/23 | Chinese Brush Techniques - Intermed.....   | 6  |
| 2/23 | Chinese Brush Techniques- Beg.....         | 6  |
| 2/23 | Intermediate MS Word.....                  | 18 |
| 2/23 | Intro to Cocktails & Spirits.....          | 34 |
| 2/23 | TV Prod: Make Pro Videos.....              | 10 |
| 2/23 | Medicare Options.....                      | 25 |
| 2/25 | Creating Online Photo Gallery.....         | 13 |
| 2/25 | Homebuying 101.....                        | 26 |
| 2/28 | Hot Stuff-Master Heat.....                 | 33 |

### March

|      |   |    |
|------|---|----|
| 3/2  | French Beg. II.....                             | 4  |
| 3/2  | Intermediate MS Excel.....                      | 19 |
| 3/2  | Notary Loan Signing a& Cert.....                | 20 |
| 3/4  | Pen Turning.....                                | 8  |
| 3/4  | ServSafe Food Manager Cert.....                 | 20 |
| 3/6  | Adobe Lightroom-Print & Web Publishing.....     | 13 |
| 3/7  | Intro to Studio Light Photo.....                | 13 |
| 3/9  | Advanced MS Word.....                           | 18 |
| 3/9  | Personal Fit Trainer Cert.....                  | 20 |
| 3/10 | Sports Nutrition Consult Cert.....              | 20 |
| 3/12 | Basic Cake Decorating.....                      | 32 |
| 3/12 | Design & Publish your Photography Book.....     | 13 |
| 3/12 | Jazz from the Hill II.....                      | 15 |
| 3/13 | Taking Control: Financial Strategies-Women..... | 25 |
| 3/13 | Watercolor Pencil Class.....                    | 7  |
| 3/14 | Learn to Draw.....                              | 7  |
| 3/15 | Enjoyable Skies Late Winter/Early Spring.....   | 15 |
| 3/16 | Beginning Guitar II.....                        | 10 |
| 3/16 | Digital Photography for Kids.....               | 28 |
| 3/16 | Fretboard Fundamentals.....                     | 10 |
| 3/16 | HTML 5 - Website Coding (Beg).....              | 19 |
| 3/16 | Intro to PowerPoint.....                        | 19 |
| 3/16 | Intro to Gardening.....                         | 34 |
| 3/16 | Notary Public Workshop & Exam- Can.....         | 20 |
| 3/16 | Video Editing - Adobe Premiere.....             | 9  |
| 3/18 | Easy Pencil Sketching.....                      | 7  |
| 3/19 | Adult Jazz Dance.....                           | 30 |
| 3/19 | Boxercise 101.....                              | 29 |
| 3/20 | Intro to Woodworking/Safety Class.....          | 8  |
| 3/20 | Ladies Night Boxercise.....                     | 29 |
| 3/20 | Tai Chi for Fitness - Intermed.....             | 29 |
| 3/20 | Tai Chi for Fitness - Beg.....                  | 29 |
| 3/23 | Advanced MS Excel.....                          | 19 |
| 3/23 | Confident Commun. Skills.....                   | 24 |
| 3/23 | CSS 3-Website Coding (Intermed.).....           | 19 |
| 3/23 | Graceful Hawaiian Hula I & II.....              | 30 |
| 3/23 | Learn to Play Guitar in a Day.....              | 10 |
| 3/23 | Medicare Options.....                           | 25 |
| 3/23 | Video Editing - Final Cut Pro X.....            | 9  |
| 3/28 | Artisan Chocolate Bars.....                     | 33 |
| 3/30 | Powerful Speaking Skills.....                   | 24 |

### April

|      |  |    |
|------|--|----|
| 4/1  | Silicon Valley Robotics Camp - Intermed..... | 27 |
| 4/2  | Fencing - Fitness Sword Session II.....      | 29 |
| 4/4  | Peninsula Parks & Trails.....                | 35 |
| 4/6  | Financial Strategies.....                    | 25 |
| 4/8  | Pen Turning.....                             | 8  |
| 4/9  | Financial Strategies.....                    | 25 |
| 4/10 | All About Reverse Mortgages.....             | 26 |
| 4/13 | Intro to Flying Drones.....                  | 31 |
| 4/13 | No Bake Desserts-Youth.....                  | 28 |
| 4/16 | Basic Fondant Cake Dec.....                  | 32 |
| 4/20 | Medicare Options.....                        | 25 |
| 4/24 | Intro to Woodworking/Safety Class.....       | 8  |
| 4/25 | Magic of Indian Cooking.....                 | 33 |
| 4/26 | TV Studio Music Mix.....                     | 9  |
| 4/27 | Understanding Wall Street/Stock.....         | 25 |

### May/June

|      |   |    |
|------|---|----|
| 5/6  | DMV Auto Wholesale.....                 | 22 |
| 5/9  | French Chocolate Truffles.....          | 33 |
| 5/11 | Medicare Options.....                   | 25 |
| 5/13 | ServSafe Food Mger Cert. Test Prep..... | 20 |
| 5/14 | Interm. Fondant Cake Dec.....           | 32 |
| 6/4  | How to Start a Food Busines.....        | 23 |
| 6/15 | San Mateo History Hike.....             | 35 |
| 6/17 | BAPA Begins.....                        | 28 |

### Open Enrollment

|                       |                    |
|-----------------------|--------------------|
| Dog Obedience.....    | 31                 |
| Motorcycle Saety..... | 31                 |
| Online Courses.....   | 14, 17, 21, 24, 26 |

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## REGISTRATION INFORMATION

### QUESTIONS

For questions or assistance with registration, see page 38 or call Julie at (650) 574-6149.

#### Pre-Registration is Important!

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

#### 62 or Older?

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

#### Confirmations by Email Only

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

#### Refund Policy

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

#### Canceled Classes

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

##### Board of Trustees

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#### Campus Maps

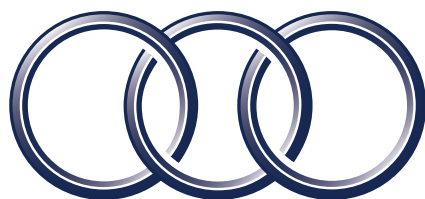
Parking in certain lots may be limited. Maps are subject to change. Please visit our website at: [www.CommunityEd.smccd.edu](http://www.CommunityEd.smccd.edu) and look under "FAQs" for updated maps and information before attending your classes.

#### Parking Policy

A parking permit is required at all times on weekdays (Monday – Friday). Parking permits are not required in student lots on weekends. Students can purchase a daily parking permit (\$3) or a semester-long permit online or in the administration building on each campus. Parking fees are subject to change.

#### Accuracy Statement

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



**SAN MATEO COUNTY  
COMMUNITY  
COLLEGE DISTRICT**



\*Does not apply to online classes.

SPRING 2019 REGISTRATION FORM

Register Now!  
New classes start each week



ONLINE 24/7  
communityed.smccd.edu



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



FAX  
(650) 574-6104



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



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

Please print or type all information

|  |   |
|--|---|
| Name (Last, First, Middle Initial)   | Daytime Phone   |
| Address  | Evening Phone   |
| City and Zip Code  | Education:<br><input type="checkbox"/> High School <input type="checkbox"/> AA degree<br><input type="checkbox"/> Bachelor's <input type="checkbox"/> Graduate Degree |
| Email Address (we send all info to you via email) May we add you to our email list? <input type="checkbox"/> Yes <input type="checkbox"/> No | Date of Birth M/D/Y    62 years or older<br>____/____/____  |

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

| Course Title | Course Date | Fee |
|--------------|-------------|-----|
|              |             |     |
|              |             |     |
|              |             |     |
|              |             |     |

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

Method of Payment:

☐ Check -Payable to SMCCCD    ☐ Mastercard    ☐ Visa



|             |           |               |
|-------------|-----------|---------------|
| Card Number | Exp. Date | Security code |
| Signature   |           |               |

How did you hear about us?

- ☐ Mailed to Home    ☐ Word of Mouth    ☐ Returning Community Education Student
- ☐ Catalog at \_\_\_\_\_ library
- ☐ Campus Bulletin Board    ☐ Events Calendar \_\_\_\_\_ (please specify)
- ☐ Internet site \_\_\_\_\_ (please specify)
- ☐ Other \_\_\_\_\_ (please specify)

Thank you for supporting Community, Continuing & Corporate Education





NEW!

## Digital Marketing Science Certification Program

This program is the only hands-on, instructor-led, online course of its kind. Learn innovative techniques and technologies working with industry experts in top positions, **including Silicon Valley chief marketing officers and other global experts.**

We are offering this program in conjunction with GreenFig, to help students gain the digital skills and experience they need to succeed in today's jobs market. You'll walk away with certifications in the leading digital marketing technologies, including: **Marketo, Hubspot, Google Ads & Analytics, and The Trade Desk.**

Real-world work experience is key to getting hired – that's why we enable students to collaborate with a team on a real digital marketing project for a real company with our Apprentorship™. Throughout the course, you will build your strategy, execute your program, and at the end of the course, present your findings.

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

**Marketing Operations, Content Strategist, Digital Marketing Manager, Digital Strategist, and more.**

### PROGRAM DETAILS

- January 15 - May 3, 2019
- Instructor-led live VIRTUAL broadcast Tuesdays and Thursdays 4-7pm PT, and about one Saturday a month
- Five in-demand technology certifications
- Tuition is \$2,500. Limited Scholarships available for eligible applicants.



Visit [ccce.greenfig.com](https://ccce.greenfig.com) to learn more and apply



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## Community, Continuing & Corporate Education

San Mateo Community College District  
3401 CSM Drive  
San Mateo, CA 94402



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[www.BayAreaPathwaysAcademy.org](http://www.BayAreaPathwaysAcademy.org)

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