

Community, Continuing & Corporate Education

Cañada College • College of San Mateo • Skyline College

Spring 2018



CULINARY PROGRAM
Page 39 & Inside Back Cover



BIRDING
Page 32



2 DAY PHOTOGRAPHY WORKSHOP
Page 11 & Back Cover

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!

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

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.

"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."

Course Components

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

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

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

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

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

Special Topics: Have included, but are not limited to; Social Media & Marketing, Partnership Development, Social Sector Policy & Advocacy, and more!

Offerings (Not-for-Credit Course)

13-Week Course | Kicks-off January 23rd | Tuition \$975

This cohort will meet weekly, on Tuesday from 6pm - 9pm, for 13 weeks. The course is taught by experienced CEN facilitators and features expert guest speakers. Text book purchase required.

3-Day Boot Camp | April 5-7th | Tuition \$875

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



CEN
Center for Excellence in Nonprofits



Education That Works
Innovative Education | Signature Programs | Global Impact

Community, Continuing & Corporate Education
Cabrillo College | College of San Mateo | Sutter College
800.822.5774 x1100



ASSOCIATION OF
COMMUNITY
COLLEGE TRUSTEES

Welcome Message

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

Jonathan Bissell, CCCE Executive Director



Community, Continuing & Corporate Education



TABLE OF CONTENTS

CREATIVE ARTS

Language Institute 4

Arts & Crafts. 6

Woodworking. 8

Music. 9

Photography 10

Writing 12

Emeritus Institute. 13

PROFESSIONAL DEVELOPMENT

Management Series 14

Staff Development. 15

COMPUTERS & TECHNOLOGY

Live 16

Online. 18

CAREER & CERTIFICATE

Certificate 19

Entrepreneurial 21

Career 23

PERSONAL FINANCE

Retirement 24

Real Estate 25

NEW MEDIA & MARKETING

Live & Online 26

YOUTH & PARENTING

BAPA 2018 INFO 27

2018 Spring Camp 27

LIFESTYLE

Fitness 28

Dance. 29

Personal Growth 30

FOOD & GARDEN

Food 31

Garden 32

TOURS & TRAILS 32

COURSE BY DATE 34

REGISTRATION INFO 35

PROFESSIONAL COOK CERTIFICATE 39

PHOTOGRAPHY WORKSHOP. 40

NEW SENIOR DISCOUNT PROGRAM

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

LANGUAGE INSTITUTE

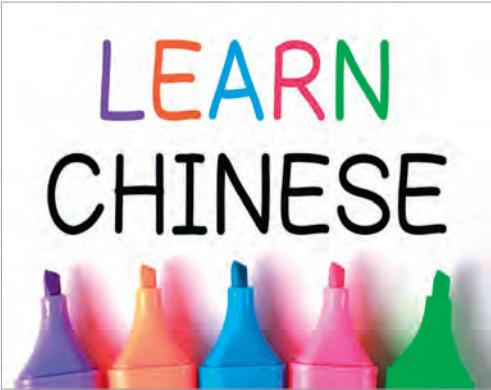
Chinese Conversation I

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

Text book: *Yong Ho’s Beginning Chinese I**

*Available at CSM and other bookstores

7 Sat., 1/20-3/17; 10am-12pm, (No class 2/17 & 2/24)
CSM, Bldg. 14, Rm. 215 \$136



Chinese Conversation II

“Let’s speak Chinese!” Chinese Conversation II is designed for the students who have some experience in Chinese. Students will enhance basic daily expressions skills. By the end of the session, students will be able to communicate on a number of everyday topics. The conversational topics will be shopping, ordering food, going to see a doctor, talking about habits, etc. Instructor **Xiaohong (Lucy) Sui**, originally from Beijing, will have you experience the local color of Beijing, including its scenic spots, traditional food and customs. The goal of the class is to allow students to demonstrate in meaningful and unrehearsed ways what they have learned.

Text book: *Intermediate Chinese*, Yong Ho’s (ISBN: 0-7818-1096-5)*

*Available at CSM and other bookstores

7 Sat., 3/31-5/12; 10am-12pm
CSM, Bldg. 14, Rm. 215 \$136



French Beginner 1

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

Required textbooks: *Saison 1 methode* ISBN 978-2-278-082650* et *Saison 1 exercices* ISBN 978-2-278-08267-4

6 Sat, 1/20-3/3; 9:30-11:30am, (No class 2/17)
CSM, Bldg. 16, Rm. 242 \$139

*Available at CSM and other bookstores.



French Beginner 2

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

Required textbooks: *Saison 1 methode* ISBN 978-2-278-08265-0* et *Saison 1 exercices* ISBN 978-2-278-08267-4

6 Sat., 3/17-4/21; 9:30-11:30am
CSM, Bldg 16., Rm. 242 \$139

*Available at CSM and other bookstores.

Spanish for Beginners

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

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

10 Sat., 1/20-4/7; 10 - 11:30am, (no class 2/17 & 3/31)
CSM, Bldg.14, Rm.116. \$190

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.

10 Thurs., 1/18-3/29; 6:30 - 8pm, (no class 2/15)
CSM, Bldg. 14, Rm. 201 \$190

American Sign Language - Beginning 1

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

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

6 Wed., 2/7-3/21; 6:30 - 8pm
CSM, Bldg 16, Room 102 \$89



Instant Italian!

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

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

12 Tues., 2/13-5/1; 7 - 9pm
CSM, Bldg 16., Rm. 202 \$209



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

This exciting program of study in Silicon Valley is for students seeking high-quality, intensive English instruction and the opportunity to attend one of our three colleges upon successful completion of the program. Upon successful completion of SVIEP level 4, students will be guaranteed admission to one of our three colleges (Cañada College, College of San Mateo, and Skyline College) and will take an Exit and Placement Exam to determine appropriate placement.

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



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

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

Visit our site at www.ed2go.com/cce to register for and see ALL of the above offerings!

ARTS & CRAFTS

New!

Creativity and Relaxation with Pencils and Pastels Drawing

When painting with pastels you use a technique whereby colors are mixed on the paper not on the palette. Overlaying and blending colors produces distinctive and very attractive paintings. In this amazing course from instructor **Emanuela Quaglia**, artist and pastel drawing expert, you will have a wonderful experience of learning that will develop your artistic talent through a process of relaxation and mindfulness. The purpose of the class is unleashing your creative skills, learning the basics of pencils and pastel drawing through the example of the masters. All your materials are provided, and we have a wide range of paper, soft pastels and pencils for you to work with. You will choose from still life, nude, flowers, and landscape subjects.

5 Tues., 1/23-2/20; 4 - 6 pm
CSM, Bldg. TBD, Rm. TBD. \$150



Ink & Watercolor Painting with Chinese Brush Techniques

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

Materials Fee: \$35 payable to instructor in class.
5 Sat., 2/24-3/24; 1:30 - 5:30 pm
CSM, Bldg. 4, Rm. 241. \$150



Oil Painting

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

15 Wed., 1/17-4/25; 6:30 - 9:00 pm
CSM, Bldg. 4, Rm. TBD \$135

Learn to Draw — Basic Drawing

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

6 Thurs., 1/18-2/22; 2:30-4:30 pm
CSM, Bldg. 14, Rm. TDB \$90

6 Thurs., 3/1-4/5; 2:30-4:30 pm
CSM, Bldg. 14, Rm. TDB \$90

7 Thurs., 4/12-5/25; 2:30-4:30 pm
CSM, Bldg. 14, Rm. TDB \$105



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".

- 6 Wed., 1/17-2/21; 6:30 - 8:30pm
CSM, Bldg 4, Rm.TDB\$90
- 6 Wed., 2/28-4/4; 6:30 - 8:30pm
CSM, Bldg 4, Rm.TDB\$90
- 7 Wed., 4/11-5/23; 6:30 - 8:30pm
CSM, Bldg 4, Rm.TDB\$105



Easy Pencil Sketching

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

- 6 Mon., 1/22-3/5; 6:30 - 8:30pm (No class 2/19)
CSM, Bldg. 4, Rm\$90
- 6 Mon 3/12-4/16; 6:30 - 8:30pm
CSM, Bldg. 4, Rm\$90
- 5 Mon 4/23-5/21; 6:30 - 8:30pm
CSM, Bldg. 4, Rm\$75

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

— Monnie H.M. Boldt
Easy Pencil Sketching

Floral Design: Miniature Spring Garden

Unleash your creative power and brighten your day with flowers! Create a vibrant tabletop garden of fresh-cut spring flowers. Amaze your friends with your arrangement perfect for a gift, the office or your home. Learn about selection, care and handling of fresh flowers, design color theory, and basic flower arranging skills. Certified floral designer, **Liane Benedict**, will share tips and tricks of professional florists. Bring clippers or a floral knife to class. Class fee includes all floral materials. Registration closes on 2/28.

- Sat; 3/3, 2-4:30pm
CSM, Bldg 4, Room TBD.\$70

"I loved my arrangement, which was possible with Liane's hands on approach."

— Marvalyn Tucker
Tropical Splendor Floral Design

Create One-of-a-Kind Furniture Finishes

Have you ever wanted to transform a piece of furniture to make a one-of-a-kind piece? Instructor **Mychelle Fitzgerald** will teach you techniques on how to paint, bling, emboss, distress, crackle, stencil or glaze a piece of furniture. She will demonstrate several different techniques and students will have hands-on experience with a small piece of furniture they will bring to class. You won't believe the transformation that takes place in one class. Go to www.MyfurnitureCreations.com to see more about Mychelle and her work.

- Materials Fee: \$30 payable to instructor the first day of class.
- Sat; 3/17, 9am-3pm,
CSM, Bldg 4, Rm TBD.\$90



New! WOODWORKING

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



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!

Wed., 2/21; 6-9pm \$65
Wed., 4/25; 6-9pm \$65
Woodcraft of San Carlos
40 El Camino Real, San Carlos, CA 94070

Maker Space*

Make your independent projects in our well-equipped San Carlos shop for 3 hours on Thursdays for 8 weeks. If you are new to the Shop and need ideas or help with basic projects, our experienced instructor **Jennifer Mineer** will be on site to answer questions. Sessions are individually driven: however, -the first session includes a mandatory Shop Safety lecture and each subsequent session will include a brief fabrication demonstration to help get those creative juices flowing! Scrap materials included: other materials may be purchased onsite. Maximum - 6 students.

***No prerequisite**
8Tues., 1/23-3/13\$250



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. ****Prerequisite:** Shop Safety Course-Hands-On (see left side description).

Sat., 2/24; 9am-5pm\$185
Sat., 4/28; 9am-5pm\$185
Woodcraft of San Carlos
40 El Camino Real, San Carlos, CA 94070



Introduction To Turning, Sharpening & Safety*

Interested in learning to use a wood lathe? Instructor **George Chisholm** will provide you with valuable information to help you get set up to begin turning. Lathe features, lathe operation, safety equipment, tool sharpening and ancillary tools will be covered. ***No prerequisites.**

Sat., 2/17; 6-9pm\$65
Sat., 3/17; 6-9pm\$65
Sat., 4/21; 6-9pm\$65
Sat., 5/19; 6-9pm\$65
Woodcraft of San Carlos
40 El Camino Real, San Carlos, CA 94070

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., 1/20-3/10; 10:30am – 12pm, (no class 2/17)
CSM, Bldg. 5, Rm. TDB \$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. 3/17-4/28 ; 10:30am-12:00pm
CSM Bldg 5, Rm. TDB. \$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., 3/24; 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., 2/8-5/3 (No class on 3/29)
5:30 - 7:30pm intermediate
6:30 - 8:30pm advanced
CSM, Bldg 5, Rm. 354. \$159

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., 1/20-3/10, 12:30-2pm, (no class 2/17);
CSM, Bldg. 5, Rm TBD \$129

7 Sat., 3/17-4/28; 12:30-2pm
CSM, Bldg. 5, Rm TBD. \$129

PHOTOGRAPHY



Adobe Photoshop CC for Photographers

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

9 Tue; 1/23-3/20; 6:30-8:30pm
CSM, Bldg 10, Rm. 163 \$200

"Emanuela did a great job catering the class to our knowledge level. It was clear the majority of us were beginners and she did a great job accommodating that."
—Melissa May
Adobe Photoshop CC

Adobe Photoshop Elements

Learning Photoshop Elements is easy and fun! By the end of the course you will be confident in using the main features of Photoshop Elements, such as using Quick Fix, Selections and Layers to manipulate images and photographs. Be prepared for a fun and creative course! You will learn to organize, manage and manipulate your images in this popular image editing program. Delegates must have basic computer skills. This course is for anyone who is new to Photoshop Elements. The instructor **Emanuela Quaglia**, is a digital artist and Photoshop expert.

4 Thu; 1/18-2/8; 6pm-8pm
CSM, Bldg 10, Room 163 \$150

Adobe Lightroom CC for Photographers

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

6 Wed; 2/21-3/28; 6-8pm
CSM, Bldg 10, Room 163. \$180

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



New!
I-Phone Creative Photography

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

2 Sat; 1/20-1/27; 2pm-5pm
CSM, Bldg 10, Room TBD. \$100



DSLR Camera & Digital Photography Fundamentals

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

5 Thurs; 2/22 - 3/22; 6:30 - 8:30 pm
CSM, Bldg. 10, Rm. 163. \$150

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

— Elisabeth Paoletti
DSLR & Digital Photography

Peninsula Photography Field Trips*

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

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

4 Sat., 4/7-4/28 & Critique TBD in class (1st class- 9am-12pm, 2nd class 7:30-10:30am, 3rd class 7:00-9:00 PM, 4th class TBD
CSM, Bldg 16, Rm. 143. \$85

New!

Photography Workshop Master Class

CCCE is proud to provide our students with an exceptional 2-Day Portrait and Landscape Workshop for both beginners and intermediate photographers. One of the most famous tornado photographers, **Gino De Grandis**, and award winning Fine Art photographer **Emanuela Quaglia**, will help you access intuitive, reflective ways of working that will lead you to create great portrait and landscape images. These sessions will provide hands-on, mentored learning in the field, and ample classroom time with your instructors to teach you to capture your work in a post-production workflow (end to creative end workflow) using Lightroom and Photoshop.



The 2- Day workshop will include post-production classroom instruction, a take away binder of course materials, post-class online support, and lunches on Saturday and Sunday. All you need to do is arrive with your camera, and away you go to some of the most incredible photographic sites (sites TBA- drive to sites - Saturday- a Peninsula Park TBD - and Sunday, Half Moon Bay - 6:30am fieldtrip), and professional hands-on training. Learn tools and techniques: stack focus, dynamic capture, lens choice and its compositional effects. Learn the art of landscape photography: sky and ground compositions, scenics and intimate landscapes, expressive-personal project methods, coloration, framing, and much more. Learn end-to-end post-production workflow for portrait and landscapes: develop baseline images using Lightroom and Photoshop, dynamic blending with luminosity masks, contrast and color methods, all with personal instruction.

Sat ; 3/24 ; 10am - 8 pm
Sun: 3/25 ; 6:30am - 3 pm
CSM, Bldg. TBD, Rm's TBD. \$340
Earlybird rate of \$300 if registered by February 16th, 2018



WRITING



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

Understand the children’s literature landscape, from developing a writing practice to the nuts and bolts of publishing. Understand the foundations of good storytelling and gather tools to improve your craft. This interactive workshop provides resources for every step of your writing journey, including goal-setting, reading like a writer, and finding a supportive writing community on your way to publication. Come discover the vibrant world of KidLit and the rewards of writing for children. Instructor **Danielle Sunshine** has a Bachelor’s degree in English Literature from UC Berkeley and an MFA from Vermont College of Fine Arts. Instructor **Anne-Marie Strohman** has a PhD in English Literature from Amherst College.

Materials fee: \$25 to instructor first day of class.
2 Sat; 2/3 - 2/10 9am-3pm (1 hour for lunch)
CSM, Bldg 16, Rm. 205 \$250

Life Story Writing

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

Materials Fee: \$10 payable to instructor in class.
10 Sat; 3/3-5/19; 1-3pm (No class 3/31, 4/7)
CSM Bldg 14, Rm’s 205 &206 \$150

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

— Helena Ting
KidLit Bootcamp



EMERITUS INSTITUTE



The Magnificent Skies of Spring

This two week course is an introduction to viewing the spring skies as seen from San Mateo and the northern California area. We will be using our Chronos/Hybrid system consisting of a GOTO Chronos optomechanical star projector and an RSA Cosmos 4K resolution digital video projector to project stars onto our planetarium dome, to show you the night sky. In addition, Professor Stanford will show you how to use your planisphere or Sky Wheel to locate the stars and constellations. Professor **Darryl Stanford** is an astrophysicist at CSM. *Bring a planisphere.* (Planisphere available at the CSM Bookstore).

2 Fri., 3/16; 7:30 - 9:30 pm
CSM, Bldg. 36, Planetarium. \$59



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

— Ashley Hartoch
Magnificent Skies of Spring



Jazz from the Hill

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

8 Tues. 1/23-3/13; 1:30 - 3:30pm
CSM, Bldg. 5, Rm. 352. \$49

8 Tues. 3/17-4/21; 1:30 - 3:30pm
CSM, Bldg. 5, Rm 352. \$49



"I like the continuation of community that is created through the instructor and the information presented... It is a lively and interesting group and I always leave feeling better informed and up-lifted by the experience."

— Ginny Martin
Jazz from the Hill

MANAGEMENT SERIES

Management Live Courses



Peninsula Conflict Resolution Center's Basic Mediation Training

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

15 Wed., 1/31-5/9; 6:00 - 9:00 pm
CSM, Bldg.16 , Rm.143
Early Bird until December 21, 2017. \$750
After December 21, 2017. \$790

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

"I loved the coaches and the teachers"
— Jeanne Honig
Basic Mediation Training



Nonprofit Leadership Certificate – 3 Day Bootcamp & 13 Week Course

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

Evening Course
13-Tues; 1/23-4/17; 6-9pm
CSM, Bldg. 19, Rm. 105
Tuition. \$975

The course is taught by experienced CEN facilitators and features expert guest speakers. Text book purchase required.

Boot Camp
Thurs/Fri/Sat; 3/29-3/31; 8:30am-4:30pm
CSM, Bldg. 19, Rm. 105
Tuition. \$875

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



"Great overview of nonprofit management; and especially appreciated having a guest speaker for "case study"

— Karen Kwan
Nonprofit Leadership Certificate Bootcamp

STAFF DEVELOPMENT ONLINE COURSES

Supervisory & Leadership Certificate

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

Open enrollment.

Tuition \$395

Certificate in Customer Service

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

Open enrollment.

Tuition \$245



CORPORATE EDUCATION

Education That Works

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

Call (650) 574-6179 or email bissellj@smccd.edu 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

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

4 Sat., 3/17-4/7; 1 - 3 pm
CSM, Bldg 14, 101 \$79



Comprehensive Introduction to Microsoft Word

Learn how to use Microsoft Word correctly and effectively from the beginning! MS Word is the most popular word processing software on the market. You will learn how to create and enhance a document with formatting, bullets, numbered lists, graphics and much more. Learn tips and tricks to make document creation easy and fast. Instructor **Hilda Sendyk** is an experienced Microsoft applications Learning & Development specialist. *Prerequisite: Basic computer skills required.* Note: Computer Lab using PC.

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

Sat., 2/3; 9 am-4 pm
CSM, Bldg 14, Room 101. \$79.00



Intermediate/Advanced MS Word

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

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

Sat., 2/24; 9 am-4pm
CSM, Bldg 14, Rm. 101. \$79



Comprehensive Introduction to MS Excel

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

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

Sat., 1/27 9 am-4 pm
CSM, Bldg 14, Room 101. \$79

Intermediate/Advanced MS Excel

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

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

Sat., 2/10 9 am-4 pm
CSM, Bldg 14., Rm. 101 \$79



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

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

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

Sat. 3/10; 9 am-4 pm
CSM, Bldg 14., Rm. 101 \$79

"The instructor was very likeable. What we learned was taught in a creative way and was a good introduction."

— Alison J Wertenauer
Introduction to MS Powerpoint




Coding for Beginners: Introduction to HTML 5 & CSS 3

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

3 Sat., 1/27-2/10; 1pm-5 pm
CSM, Bldg 10., Rm. 182 \$150

"It was exactly what I expected: a gentle introduction to coding for beginners. I didn't expect to learn everything in 3 Saturdays, but I walked away with a great foundation."

—Brandon Steelman
Coding for Beginners: Intro to HTML 5 & CSS

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

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

Visit our website at www.ed2go.com/cce to register for & see ALL of our offerings!

ONLINE



Creating Cell Phone Apps for Your Business


It seems that nearly everyone is carrying and using a smart phone these days. Whether you favor the Android, iPhone or Blackberry platforms, once you get used to having Internet access with you “everywhere” you go, it’s hard to be unplugged. Smart organizations across the globe are investing in building smartphone applications. The challenge with traditional smartphone applications is that development is highly technical and very expensive. In this four week course, we will provide you with step-by-step instructions on how non-technical users can build, deploy and market smartphone applications across Android and iPhone platforms. This course is ideal for business owners and executives who want to understand how smartphone applications can be inexpensively built and also for technical users who want to understand to how quickly deploy smartphone applications.

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

Web Design

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

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

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

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

Visit our site at www.ed2go.com/cce to register for and see ALL of our offerings!



CERTIFICATE CLASSES

Professional Cook Certificate Program

Complete your training part time in 26 weeks or full time in 13 weeks. • Affordable pricing (\$6583*) includes tuition, uniform, knife kit, manuals, externship and job placement assistance.

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

Program begins **February 2018!**
Part-Time Classes: 2/26 - 8/23
Full-Time Classes: 2/27 - 5/8
Call **866-293-0683** today for more **information or to REGISTER!**

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

Personal Fitness Trainer Certification*

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

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

Sat., 3/17; 8:30am - 6pm
CSM, Bldg. 14, Rm. 117. \$110

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



ServSafe Food Manager Certification Test Preparation & Exam for Managers

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

Mon., 2/3; 8:30am - 5pm
CSM, Bldg 14, Rm. 202 \$159

Mon., 3/12; 8:30am - 5pm
CSM, Bldg 16, Rm. 202. \$159

Mon., 5/21; 8:30am - 5pm
CSM, Bldg 14, Rm. 202. \$159



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

Sports Nutrition Certification*

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

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

Sun., 3/18; 8:30am - 6pm
CSM, Bldg. 5 Rm. 352 \$110



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

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

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

Sat., 1/20; 9:00 am - 4:00 pm
Cañada College, Bldg 2 Rm. 10. \$100

Sat., 3/24; 9:00 am - 4:00 pm
Cañada College, Bldg 2 Rm. 10. \$100

Sat., 5/19; 9:00 am - 4:00 pm
Cañada College, Bldg 2 Rm. 10. \$100

"I loved the hands on learning and lots of observation by presenter, helping learn correct techniques."

— Kay Hitch

First Aid, CPR/AED, Adult & Pediatric



"I liked the instructor's enthusiasm!"

— Stephen Lopez

First Aid, CPR/AED, Adult & Pediatric



ENTREPRENEURIAL CLASSES

Notary Loan Signing & Certification

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

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

Sat., 5/12; 9am - 4pm

CSM, Bldg. 14, Rm 213 \$109



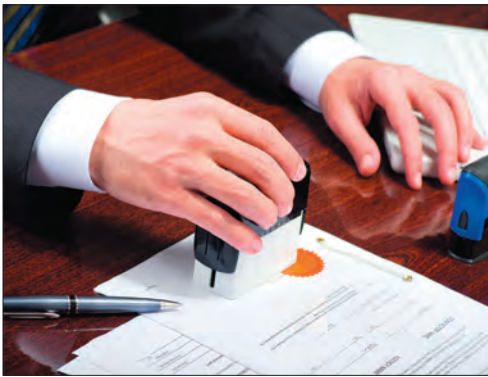
DMV Auto Wholesale

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

Wed & Thurs., 1/31 & 2/1; 6 - 9pm

CSM, Bldg. 14, Rm. 214 \$89



Notary Public Workshop & Exam

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

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

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

Sat., 1/13; 8am - 6pm (Exam: 5 - 5:50pm)

CSM, Bldg. 14, Rm 213 \$125

Sat., 4/7; 8am - 6pm (Exam: 5 - 5:50pm)

CSM, Bldg. 14, Rm 213 \$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., 1/27-2/10; 1-3 pm

CSM, Bldg. 14, Rm. 115 \$89

ENTREPRENEURIAL CLASSES

How to be Published for FREE!

If you want to be published, but don't know where to start, this class will show you how to do it all. You'll learn how to, get your book paper and E-Printed for FREE, create a FREE web site to sell your work, convert your book to an E-Book, use copyrights to protect your work and be listed with Amazon.com. Don't get left out—publish your book NOW and start profiting from it immediately! The instructor is **Mike Rounds**, a published author of over 200 products and owner of a publishing company.

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

Tues., 3/20; 6:30– 9:30pm
CSM, Bldg. 16, Rm. 104 \$39



How to Create a Website for Business or Personal Use for FREE!

You can create your site in minutes for FREE including text, graphics, YouTube video links, a shopping cart and the ability to customize it any way you want it. Instructor **Mike Rounds** will teach you to: get your domain name, choose a web host and sign up for an account, design your web pages, collect credit card information, be listed with major search engines, and get your site noticed.

Materials Fee: \$30 payable to instructor in class
Wed., 3/21; 6-9 PM
CSM, Bldg. 14, Rm. 117 \$39

"I liked the wealth of information and the teacher's first-hand personal experience with the material discussed."

— Susie Gaggero
How to Be Published for Free

New!

Curious About Starting a Home-Based Business?

Do you know the basics of starting a home-based business? Are you currently operating a home-based business and worried that you're operating illegally? If you're thinking about starting a home-based business, online business, selling on E-Bay, having a small consumer business or becoming a consultant, this program is for you. Instructor **Miller** will show you what the different entities of a business structure are; federal, state, local taxes; licensing requirements; bookkeeping and tax records; and different ideas for starting a business.

Materials Fee: \$30 payable to instructor in class
Wed., 3/21; 6-9 pm
CSM, Bldg. 14, Rm 205. \$39

Become a Professional Organizer

Gain insider secrets from a professional organizer. Do label makers and putting things into 3-ring notebooks make you smile? Do you enjoy watching organizing shows on TV? You can turn your organizing skills into a moneymaking career! If you have a knack for neatness and are interested in starting your own business, this class will help you launch a career as a professional organizer. Discover insider secrets that could only be acquired through hands-on experience (until now!). Some of the secrets revealed include: Organizing specialties and finding your niche; Understanding and using the Clutter-Hoarding Scale; Structuring your business for SUCCESS; Business licensing and insurance. How to get experience before your first client; and preparing to impress your first client. If you want to use your aptitude for organization to change lives and earn a living, this class is for you. You'll be given the tools and knowledge to succeed as a professional organizer! Instructor **Nancy Miller, CPC**, is a professional organizer, trainer, and seminar leader.

Materials Fee: \$30 payable to instructor in class (for manual *How to Become a Clutterologist* ISBN 978-1-891440-56-4).
Tues., 3/20; 6:30 – 9:30pm
CSM, Bldg. 14, Rm. 116 \$39

"Far exceeded my expectations! Not only did I learn the business basics but also successful strategies when working with clients. Her book contains a ton of resources and instructions."

— Jan Saga
Become a Professional Organizer

CAREER LIVE & ONLINE CLASSES



New!

New Year = New Job = Successful Job Search

Are you ready to take on the trials and tribulations of beginning a job search? Extensive organization, persistence, and determination can lead you to a new position. Learn the ideal methodology from a staffing expert **Herb Deitz** utilizing his 25+ years of staffing experience in Silicon Valley.

Materials Fee: \$20 payable to instructor in class

Sat., 1/20; 10am-5pm
CSM Bldg. 14, Rm. 101. \$69

Certificate Online Teaching

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

Open enrollment.
Tuition. \$495



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., 3/10; 9 am-12 pm
CSM, Bldg. 16 Rm. 204 \$49



*"I liked the presenter and his presentation.
Useful information."*
— Anna-Lee Revis
Confident Communication Skills

Additional Courses Online:

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

For more information go to:
www.communityed.smccd.edu

RETIREMENT



Intelligent Investment for Successful Aging

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

2 Sat 4/21-4/28; 1-5pm
CSM, Bldg 14., Rm 118. \$55

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

"Very thought-provoking. We got a solid roadmap to start this very complex journey. I am glad I took the course."

— Jan Saga
Transition to Retirement

Transition to Retirement

Retirement is filled with both opportunities and challenge. Elements of a successful retirement include life purpose, financial planning, and social interaction. Instructor **Herb Deitz** has designed this course to help participants in the planning, implementing and completing of actions to realize both the challenge and opportunities that retirement brings to all of us.

Materials Fee: \$20 payable to instructor in class.
3 Mon; 2/5-2/19; 7pm - 8:30pm
CSM, Bldg.14, Rm. 102 \$69

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 3/13-4/3; 6:30-8:45pm
CSM, Bldg.16, Rm. 107 \$69
2 Sat., 3/10-3/17; 12:30-4:45pm
Cañada, Bldg.TBD, Rm. TBD \$69

New!
Tax Efficient Investing

Tax efficiency is a measure of how much of an investment's return is left over after taxes are paid. And these days, with higher capital gains taxes and the 3.8% Medicare investment income surtax (which affects certain filing status thresholds), being mindful of investment taxes is more important than ever. In this 8 hours course, **Qiumei Sun**, CFP®, instructor of Intelligent Investment for Successful Aging at CCCE, will show you how to defer, manage, and reduce your tax burden on your investment portfolio.

2 Sat 3/10-3/17; 1:00-5:00pm;
CSM, Bldg. 14, Rm.116. \$55

How do I choose the right Medicare Supplement Plan?

This educational course is for individuals enrolled in Medicare or those who want to understand their current Medicare Supplement plan options. Instructor **Daniela Farina** will help you understand the difference in the types and costs of Medicare Supplement plans available in the Bay Area to help you determine which is best for you. Finding the Medicare Supplement and prescription drug plan is the difference between paying just a few hundred dollars for your drugs to paying thousands of dollars*.

*Optional book sold on www.amazon.com: Medicare Simplified: Four simple steps to enrolling in Medicare and the right Supplement Plan Paperback – April 1, 2017; by Westbrook Publishing

Sat., 2/17; 9am-11:30pm
SKY, Bldg.TBD, Rm.TBD \$39
Sat., 4/21; 9am-11:30pm
CSM, Bldg.14, Rm.115 \$39
Sat., 5/12; 9am-11:30pm
Cañada, Bldg.TBD, Rm. TBD \$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 2/12-2/13; 6-8 pm
CSM, Bldg 14, Rm.116 \$55

"His knowledge was great. Liked that he had real experiences to share when explaining something."

— Joanne Dao
Homebuying 101



Homeselling 101

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

Tues. & Wed., 1/23-1/24; 6-8pm
CSM, Bldg 14, Rm. 117. \$55



All About Reverse Mortgages

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

2Weds., 3/7-3/14; 6:30-8:30pm
CSM, Bldg 14, Rm 117. \$39



New!

Smart Money Refinancing

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

Sat., 1/20; 9:00 am-1:00 pm
CSM Bldg.14 Rm.115. \$59

ONLINE



Managing Social Media Platforms Certificate

Different social networks have distinct characteristics, different features, and are used to develop a two-way communication and marketing strategy for your organization. Get a skill set for working and managing different social media platforms. Then find out what you can be doing, what you should be doing, and take back a plan to integrate social networks into your communication and marketing. You will get a firm foundation in Twitter, LinkedIn, and Facebook platforms. Come away with both an understanding of these social networks and practical, how-to techniques to integrate social networks into your organization or business. Your instructors are outstanding practitioners who also speak, write, and train others on social networks. Three one-month courses.

Open enrollment. (48 hours)
Tuition\$495.00



Additional Courses Online:

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

For more information go to:
www.communityed.smccd.edu

Digital Marketing Certificate

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

Open enrollment. (48 hours)
Tuition\$495.00



Entrepreneurial Marketing

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

Open enrollment. (16 hours)
Tuition\$195.00



YOUTH & PARENTING

Summer Camps 2018

Bay Area Pathways Academy 2018
(6-9th grades rising)

Session Dates:

First Session: 6/18/18-6/29/18 (pricing will be prorated for students ending after 6/18-San Mateo/Foster City & Bayshore Elementary).

Second Session: 7/2/18-7/13/18 (Off 7/4).

Third Session: 7/16/18-7/27/18

Pricing:

\$1195 Full Days-2 week sessions 1 & 3

\$1075 for Full Days-Session 2 (7/4 out)

\$595 Half Days-2 week session-1 & 3

\$535 Half Days-Session 2 (7/4 out)

Early Bird 10% off 1/22/18 - 3/31/18.

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

New!

Spring Break 2018 Camp for 5-7th & 6-9th Graders!

Dates: 4/2/18-4/6/18

Schedule: 8-9am-Drop off

9am-3pm-Classes (Class size is limited)

Four Track Choices Classes:

- 1. Young Inventors - (5-7th Grades)
- 2. Creative Arts (5-9th)
- 3. App Development (6-9th grades)
- 4. Community Service Projects(6-9th grades)

3-5:30pm Extended Care (additional fees)

Regular Pricing:

\$30 Extended Care

\$400 Camp

Registration will open-2/1/18



For Parents of Boys

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

Open enrollment. (16 hours)

Tuition \$95.00

Understanding Adolescents

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

Sessions (24 hour -new course released every 6 weeks- 6 week course):

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

Tuition \$100.00



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

— BAPA Parent

TEST PREPARATION

Visit the site below for all the following offerings:

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

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

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

FITNESS

Ladies Night Boxercise – It’s a Hit!

Ladies, get your groove back in recreational boxing fitness classes run exclusively for women. No matter if one is shy or outgoing, novice or experienced, in or out of shape, we demonstrate the skills and drills that will reveal your inner champion. On the way to acquiring self-defense tactics, learn stance, footwork, and striking technique during motivational sessions devised to increase fitness, induce weight loss, elevate energy, improve confidence, and reduce stress 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 Wed., 1/17-3/14; 6:30 – 7:30pm
Peninsula Boxing & Fitness
2860 Spring St. Unit 1 Redwood City - CA 94063
Tuition \$135

9 Wed., 3/28-5/23; 6:30 – 7:30pm
Peninsula Boxing & Fitness
2860 Spring St. Unit 1 Redwood City - CA 94063
Tuition \$135

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

—Sherrill
Ladies Night Boxercise:

Boxercise 101

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

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

9 Wed., 1/17-3/14; 7:30-8:30pm
Peninsula Boxing & Fitness
2860 Spring St. Unit 1 Redwood City - CA 94063
Tuition \$135

9 Wed., 3/28-5/23; 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 & Intermediate Schedule
9 Wed., 1/17-3/14; 7:30-9:00pm,CSM, Bldg. 8, Rm. 203
Tuition \$89

Session 2-Beginner & Intermediate Schedule
9 Wed., 3/28-5/23; 7:30-9:00pm, CSM, Bldg. 8, Rm. 203
Tuition.. . . . \$89

Session 3
9 Wed; 6/13-8/8; Beginners: 7:00-8:30pm,CSM, Bldg. 8,Rm. 203
9 Wed; 6/13-8/8; Intermediate 7:30-9:00pm CSM, Bldg. 8, Rm. 203
Tuition. \$89

Fencing — Fitness with a Sword

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

16 Tues. & Thurs., 1/23-3/15; 7:30pm - 9pm
CSM, Bldg.8, Rm. TBD \$145

16 Tues. & Thurs., 3/20-5/17; 7:30 - 9pm
CSM, Bldg.8, Rm. TBD \$145

Street Smart Self-Defense

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

4 Tues; 1/23-2/13; 8:30 – 9:30pm
Burlingame United Studios of Self Defense
1345 Howard Ave. Burlingame CA 94010
Tuition \$95

DANCE

Graceful Hawaiian Hula I

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

9 Sat., 1/13-3/17; 9:45 - 11am, (No class 2/17)
CSM, Bldg. 8, Rm. 203... \$108

9 Sat., 3/24-5/19; 9:45 - 11am
CSM, Bldg. 8, Rm. 203... \$108



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., 1/13-3/17; 11am-12:15pm, (No class 2/17)
CSM, Bldg. 8, Rm. 203... \$108

9 Sat., 3/24-5/19; 11am-12:15pm
CSM, Bldg. 8, Rm. 203... \$108

Jazz Dance

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

9 Wed., 1/17-3/21; 6:30-8 pm, (No class 2/17)
CSM, Bldg. 8, Rm. 203... \$112

9 Wed., 3/28-5/23; 6:30pm-8:00pm
CSM, Bldg. 8, Rm. 203... \$112



New!

Cuban Salsa Dance

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

Session1: 9 Sat., 1/20-3/24; 1-2:30pm, (No class 2/17);
CSM, Bldg. 8, Rm 203... \$100

Session 2: 9 Sat., 3/31-5/26; 1:00-2:30pm
CSM, Bldg. 8, Rm 203... \$100



New!

Argentine Tango Dance

Come learn the essence of Argentine Tango (the dance of love, earth, and the most sensual dance in the world) and basic improvisational skills with instructor **Ken Delmar**. Connect musically and with your partner. Dance confidently in social settings anywhere in the world. All levels are welcome! No partner is necessary.

Session 1: 9 Sat; 1/20-3/24, 2:30-4pm (No class 2/17)
CSM, Bldg. 8, Rm. 203... \$100

Session 2: 9 Sat; 3/31-5/26, 2:30-4pm
CSM, Bldg. 8, Rm. 203... \$100

PERSONAL GROWTH

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.

Wed., 1/31; 6:30 - 9:30 pm
CSM, Bldg.16, Rm. 107 \$55

New!

Staying Healthy Through Releasing Stress

Got stress? Do you ever feel like time runs out and it is impossible to get it all done? Do you grab meals? Struggle to find time to exercise? Is your body showing signs of neglect? Learn to soothe and nurture your body and soul. Learn how to eat nourishing food, relax your body, and breathe deeply. Discover why your health, your job, and your family depend on your knowing how to unwind. Instructor **Rosie Bank** will teach you breathing and relaxation techniques you can practice at home.

Sat., 3/24, 10am-2pm
CSM, Bldg.16, Rm.101. \$69

New!

Nutrition for Health and Weight Loss

What are you going to make for dinner tonight? What foods help you lose weight and reduce inflammation? What are superfoods and should you eat them? How can you have plenty of energy and overcome cravings? What is “mindful eating”? These questions and more will be answered by instructor **Rosie Bank**. Bring a light lunch.

Sat., 3/17, 10am-2:00pm
CSM, Bldg.16, Rm.101 \$69

Dog Obedience Classes—All Levels

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

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



New!

EQ Superpowers – Strengthen Your Emotional Intelligence

What's YOUR super power? You have natural talents right now that you can use to cultivate your relationship with yourself and others. What kind of information do you focus on - emotional or rational? Do you lean towards careful or more spontaneous decisions? What drives your decision-making? Research shows that when we invest in identifying, developing and applying our strengths, we improve personal and professional effectiveness. In this class, we explore science-based tools for self-discovery and learn about and increase our EQ - social and emotional intelligence. By the end of this class, Instructor **Julie Berlin** will help participants understand factors that influence their focus, decision-making and motivation, and will identify and strengthen three super powers!

5Sat., 4/7-5/5; 9:30-11:30am;
SKY Bldg. TBD Rm. TBD. \$100

Motorcycle Safety Training

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

Classroom Instruction:
Thurs., 5:30 - 10:30pm,
CSM, Bldg. 4, Rm. 135
Riding Range:
Sat. & Sun., Parking Lot 1A
Fee: \$258 for persons 21 years of age or older.
\$180 for persons 20 years and younger

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

FOOD



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., 2/13; 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., 3/13; 6:30 - 9:30pm
629 South B St., San Mateo\$59

"Kathleen is very encouraging and very patient. She is wonderful"

— Bonnie Lemesh
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. 4/17, 6:30 – 9:30pm
629 South B. St., San Mateo\$59



"I love how the instructor made sure to help each of us individually. Instructor was great and paced the class perfectly."
— Kristie Ly
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.,5/15. 6:30 – 9:30pm
629 South B. St., San Mateo\$59



GARDEN



Container Gardening for Year Round Beauty

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

3 Sat., 4/28-5/12; 9:30am-12pm
CSM, Bldg. 14, Rm 118 \$120

TOURS & TRAILS

New!

Introduction to Birding by Ear

Let's learn to interpret the sounds of nature around us! In this course we'll work on the identification of local bird species, with a focus on using bird songs and calls with Instructor **Robert Furrow**. Come to class prepared to go for it - we'll use quiz birds, sketching, journaling, and many other active approaches to learning these challenging skills. Field trips with 1-2 miles of walking, birding with some directed activities to practice specific field skills.

Prerequisite: a few years of birding experience in the local area.

6Wed.- Lecture - 3/14-4/18; 7-9pm
3Sat.-Fieldtrips - 3/17, 3/31-8-10:30am & 4/14 8am-3pm, Locations TBD
CSM, Bldg. 14, Rm.106 \$165
Fieldtrips TBD-off campus





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, history and wildflowers as you discover the Peninsula’s scenic parks and trails. Each excursion will involve walking 4.5-6.5 miles in mountainous terrain. We will stop frequently to examine natural and historical features and to sample tasty treats made from native edible plants. Explore a redwood forest and ridge top views at Butano State Park; an oak woodland at Pulgas Ridge; and beautiful views and lots of wild flowers on San Bruno Mountain.

†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., 3/29 & 4/26; 7 - 8:30pm.

Fieldtrips: 3 Sat., 3/31-4/28 (no class 4/7 & 4/21)
10am - 3pm
CSM Bldg. 14, Rm.201\$79

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

— Lisa Kohn
Peninsula Parks & Trails



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. Wear comfortable walking shoes. Layered clothing is recommended. Bring a lunch and drink. No pets on tour.

Sat., 5/19; 10 am-3 pm
300S. El Camino Real, San Mateo (Bank of America Plaza)
Tuition.\$49

“Tom Taber’s knowledge is extensive, he has a wonderful sense of humor and a passion and excitement for what he is teaching that is infectious! The class was so much more than I expected!”

— Liz & Sonny Lai
City of San Mateo History Walk

Heroes, Villains and Nerds (History of the Personal Computer Industry)

A fun, fact-filled history of the Personal Computer Industry from its revolutionary origins to its acceptance as an industry supplying products we can’t live without! Get to know the era, the creators, techies, disruptors, heroes and villains of this industry by someone who lived through it. Instructor **Hilda Sendyk**, M.S. joined the industry in 1972 as Manufacturing Manager for several of the early PC companies. She was one of few women in the industry, met and worked with many of the players, and attended the iconic Homebrew Computer Club, where Steve Jobs and Steve Wozniak sold the first Apple Computers

Materials fee of \$22-Includes class notes and a Signed Copy of the book “What the Dormouse Said: How the Sixties Counterculture Shaped the Personal Computer Industry” by John Markoff, Pulitzer Prize winning author.

If students wish to take the tour of the Computer History Museum, they will need to pay Museum admission separately. Museum Admission-\$13.50 Seniors (65+); \$17.50 Adults. (Admission includes discounts at the Museum Shop and Café.) The museum tour will take place from 1-4pm.

Sat., 5/3; 9am-12pm,
CSM Bldg.14, Rm.102,.\$59
1-4pm Museum Fieldtrip

COURSES BY DATE

1/13	Hula I & II.....	29	3/10	Tax Efficient Investing.....	24
1/13	Notary Pub Wkshp & Exam.....	21	3/12	Easy Pencil Sketching.....	7
1/17	Boxercise 101.....	28	3/12	ServSafeFoodMgrCrtTestPrep&Exam19	
1/17	Jazz Dance.....	32	3/13	Basic Cake Decorating.....	31
1/17	LadiesBoxercise.....	28	3/13	Financial Strategies for Retire.....	24
1/17	Oil Painting.....	6	3/14	Intro to Birding.....	32
1/17	TaiChiBeg&Intermed.....	28	3/16	Astronomy - Spring Skies.....	13
1/17	WatercolorPencilClass.....	7	3/17	Beg. Guitar II.....	9
1/18	Adobe Photoshop Elements.....	10	3/17	Computer Basics.....	16
1/18	Learn to Draw.....	6	3/17	French Beg 2.....	4
1/18	Spanish - Intermed.....	5	3/17	Fretboard Fund.....	9
1/20	ArgentineTango.....	29	3/17	Nutri- Health&WeightLoss.....	30
1/20	Chinese I.....	4	3/17	One of a Kind Furniture Finish.....	7
1/20	Cuban Salsa.....	29	3/17	Personal Fit. Trainer Cert.....	19
1/20	FirstAid, CPR/AED.....	20	3/17	Turning/Sharp&Safety.....	8
1/20	French Beg. 1.....	4	3/18	Sports Nutrit Consult.....	19
1/20	Fretboard Fund.....	9	3/20	Become a Profess. Organizer.....	22
1/20	Guitar I	9	3/20	Fencing - Fitness.....	28
1/20	I-Phone photography.....	10	3/20	How to Self-Publish for Free!.....	22
1/20	Spanish for Beg.....	5	3/20	Jazz From Hill.....	13
1/20	Successful Job Search.....	23	3/21	Create a Website for Bus for Free.....	22
1/22	Pencil Sketching.....	7	3/21	Starting a Home Business?.....	22
1/23	AdobePhotoshopCC.....	10	3/24	FirstAid, CPR/AED.....	20
1/23	Fencing - Fitness.....	28	3/24	HulaI&II.....	29
1/23	Homeselling 101.....	25	3/24	Photography Wkshop-2 day.....	11
1/23	Jazz From the Hill.....	13	3/24	Play Guitar in a Day!.....	9
1/23	Nonprofit Leader. Cert. 13 Wk.....	14	3/24	Smart Money Refinancing.....	25
1/23	Relax - Pencils & Pastels.....	6	3/24	Staying Healthy-Release Stress.....	30
1/23	Street Smart Self-Defense.....	28	3/28	Boxercise 101.....	28
1/25	Makerspace Wdwking.....	8	3/28	Jazz Dance.....	28
1/27	Intro to Excel.....	16	3/28	LadiesBoxercise.....	28
1/27	Coding for Beg.....	17	3/28	Tai Chi Beg & Intermed.....	28
1/27	What is a Voiceover?.....	21	3/29	Nonprofit Cert Bootcamp.....	14
1/31	DMV Auto Wholesale.....	21	3/29	Penin. Parks & Trails.....	33
1/31	Memory Skills	30	3/31	ArgentineTango.....	29
1/31	PCRC-Mediation Training.....	14	3/31	Chinese II.....	4
2/3	Intro to Word.....	16	3/31	Cuban Salsa.....	29
2/3	KidLit Bootcamp.....	12	4/2	Spring Break 2018 Camp 5th-9th.....	27
2/3	ServSafe Food Mgr Crt Prep & Exam....	19	4/7	EQ Super Powers.....	30
2/5	Transition to Retirement.....	24	4/7	Notary Pub. Wkshp & Exam.....	21
2/7	ASL - Beg 1.....	5	4/7	Penin. Photo Field Trips.....	11
2/8	Magic Flutes-Advanced.....	9	4/11	Watercolor Pencil.....	7
2/8	Magic Flutes-Intermediate.....	9	4/12	Learn to Draw - Basic.....	6
2/10	Intermed/Advanced Excel.....	17	4/17	Basic Fondant Cake Dec.....	31
2/12	Homebuying 101.....	25	4/21	Choose Medicare Suppl. Plan.....	24
2/13	Instant Italian!.....	5	4/21	Intelli. Invest Success Aging.....	24
2/13	Valentine Day Cookie- Decorating.....	31	4/21	Turning/Sharp&Safety.....	8
2/17	How do I choose - Medicare - Plan?.....	24	4/23	Pencil Sketching.....	7
2/17	Turning/Sharp & Safety.....	8	4/25	Shop Safety Course.....	8
2/21	Adobe Lightroom CC.....	10	4/28	Container Garden-Year Round.....	32
2/21	Shop Safety Course.....	8	4/28	Intro to Woodworking.....	8
2/22	DSLR & Digital Photo.....	11	4/29	Turning/Sharp&Safety.....	8
2/24	Intermed/Advanced Word.....	16	5/3	Heroes, Villians & Nerds Tour.....	33
2/24	Intro To Woodworking.....	8	5/12	Choose Medicare Suppl. Plan?.....	24
2/26	Professional Cook PT.....	19	5/12	Notary Loan Sign & Cert.....	21
2/27	Professional Cook Full-Time.....	19	5/15	Intermed Fondant Cake Decorating....	31
2/28	Ink & Watercolor Painting.....	6	5/19	FirstAid, CPR/AED.....	20
2/28	Watercolor Pencil Class.....	7	5/19	San Mateo Hist. Walk.....	33
3/1	Learn to Draw - Basic	6	5/19	Turning/Sharp&Safety.....	8
3/3	Floral Design.....	7	5/21	ServSafe Food Mgr Cert Test & Exam 19	
3/3	Life Story Writing.....	12	6/13	Tai Chi-Beg & Intermed.....	28
3/7	All About Reverse Mortgages.....	25	6/18	BAPA Begins.....	27
3/10	Confident Comm Skills.....	23	Ongoing	Dog Obedience	30
3/10	Financial Strategies - Retirement.....	24	Ongoing	Motorcycle Safety Training.....	30
3/10	Intro to PowerPoint	29			

REGISTRATION INFORMATION

QUESTIONS

For questions or assistance with registration, see page 36 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

San Mateo County Community
College District

Maurice Goodman

Richard Holober

Dave Mandelkern

Thomas Mohr

Karen Schwarz

Alfredo Olguin Jr.; Student Trustee

Chancellor

Ron Galatolo

Vice Chancellor

Auxiliary Services & Enterprise Operations

Tom Bauer

Campus Maps

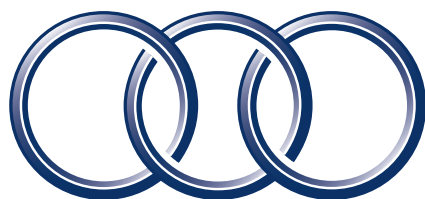
Parking in certain lots may be limited. Maps are subject to change. Please visit our website at: www.CommunityEd.smccd.edu and look under "FAQs" for updated maps and information before attending your classes.

Parking Policy

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

Accuracy Statement

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



**SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT**



*Does not apply to online classes.

SPRING 2018 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: <input type="checkbox"/> High School <input type="checkbox"/> AA degree <input type="checkbox"/> Bachelor's <input type="checkbox"/> Graduate Degree
Email Address (we send all info to you via email) May we add you to our email list? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Birth M/D/Y 62 years or older ____/____/____

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

Course Title	Course Date	Fee

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

Method of Payment:

☐ Check -Payable to SMCCCD ☐ Mastercard ☐ Visa



Card Number	Exp. Date	Security code
Signature		

How did you hear about us?

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

Thank you for supporting Community, Continuing & Corporate Education

Professional Cook Certificate Program



CRAVING A CHANGE?

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

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

Program begins February 2018!

Part-Time Classes: 2/26 - 8/23

Full-Time Classes: 2/27 - 5/8

In partnership with Rouxbe Online Culinary School, Community, Continuing and Corporate Education (CCCE) of the San Mateo Community College District is now offering an exciting Professional Cook Certificate Program. Ideal for working adults, this exciting new course combines online AND hands-on learning in a commercial kitchen and can be taken part time in just 26 weeks, or full time in only 13 weeks. This program is designed to prepare you to begin an exciting career as a professional cook in restaurants, hotels, catering, resorts, and other food service operations and will help you meet key eligibility requirements of becoming a Certified Fundamentals Cook (CFC)® through the American Culinary Federation (ACF).

REASONS TO ENROLL

In this unique PROFESSIONAL COOK Certificate Program:

- Engage with professional chefs online and in the kitchen to help you prepare for a new and exciting career as a professional cook.
- Train with Rouxbe's leading online cooking platform and hands-on with professional chef instructors in a live training kitchen.
- Gain hands-on experience with an externship at restaurants, hotels, caterers or other foodservice operations.
- Experience classes focusing on hands-on competency-based instruction.
- Participate in exciting local competitions against Professional Chefs.
- Sit for the American Culinary Federation Certified Fundamentals Cook (CFC) exam upon completion of the program.
- Complete your training part time in 26 weeks or full time in 13 weeks.
- Affordable pricing (\$6583*) includes tuition, uniform, knife kit, manuals, externship and job placement assistance.
- Contact us regarding eligibility for tuition assistance.

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

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

Community, Continuing & Corporate Education

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



College of San Mateo



Non-Profit
Organization U.S.
Postage
PAID
Permit No. 27
San Mateo, CA

ECRWSS

Residential Customer

CHECK OUT OUR NEW 2 DAY PHOTOGRAPHY WORKSHOP:

CCCE is proud to present an exceptional 2-Day Creative Portrait and Landscape Master Class Workshop. The course will be presented by the Bay Area's own successful event, portraiture, travel & commercial photographer Gino De Grandis (AKA world famous tornado chaser) and fine art photographer and instructor Emanuela Quaglia, and staff. They will assist you in accessing intuitive, reflective ways of working that will lead you to create great creative portrait and landscape images. These workshops will provide hands-on, mentored learning in the studio and in the field, as well as ample classroom time with your instructors. We will also provide you with post-production workflow, using Lightroom and Photoshop.

SATURDAY, MARCH 24, 2018:

10:00am-12:15pm - Workshop Introduction

12:15pm-1:00pm - Lunch

1:00pm-3:00pm - Portrait and Fashion Photography

4:00pm-8:00pm - Landscape and Nature Photography

SUNDAY, MARCH 25, 2018:

6:30am-10:30pm - Creative Landscape Photography

11:30am-12:15pm - Lunch

12:15pm-3:00pm - Postproduction and Critique



www.communityed.smccd.edu