



Community, Continuing & Corporate Education

Education That Works • Fall 2016



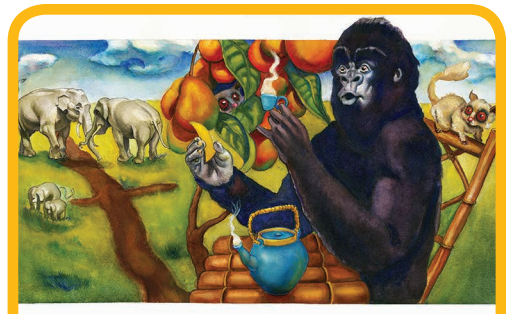
Photograph by Julie Elmquist



New Small Business Offerings



Pharmacy Technician Program — Live Offering



Watercolor By Any Means Necessary

2016 LIVE HEALTHCARE PROGRAM OFFERINGS

Clinical Medical Assistant Program

This program is intended for students who want to prepare for an exciting, challenging and rewarding career in healthcare. This program will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes among other things preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy and the cardiac life cycle. Students will review important topics including phlebotomy, pharmacology, the proper use and administration of medications, taking and documenting vital signs, cardiology including proper lead placements, a professional workplace behavior, ethics and the legal aspects of healthcare. This program includes 140 hours of classroom lecture and hands on labs and a 160 hour clinical externship opportunity at a local healthcare provider. To be eligible for the clinical rotation, students must successfully complete the 140 hour program, submit to a thorough background check, drug screening, and meet other requirements.

Note: Upon successful completion of this program, students will be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination.



Attend Our Free 1 Hour Information Session Wednesday, August 3rd from 6:30 - 7:30 pm

Call Julie Elmquist at (650) 574-6149 to sign up for this 1 hour presentation to learn about the Clinical Medical Assistant career and our live CMA class beginning Tuesday, August 23rd, 2016! The class instructor will be on hand to present an overview of this dynamic program and answer any questions that you might have!

28 Tuesday & Thursday Evenings: 8/23 - 11/29 from 6:00 - 9:30 pm (No Class 11/24)

7 Saturdays: 9/10, 9/24, 10/8, 10/22, 11/5, 11/19 & 12/3 from 9:00 am - 4:30 pm

Externship - 160 hours

\$2,599 (Externship & Textbooks Included)

Pharmacy Technician Program

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

Course Contact Hours: 55 hours

Student Tuition: \$1,699 (Externship & Textbooks Included)

Saturdays, September 10th - November 12th, 2016 from 9:00 am - 3:30 pm

80 Hour Externship: Date TBD

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

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

Attend Our Free 1 Hour Information Session Wednesday, August 17th from 6:30 - 7:30 pm

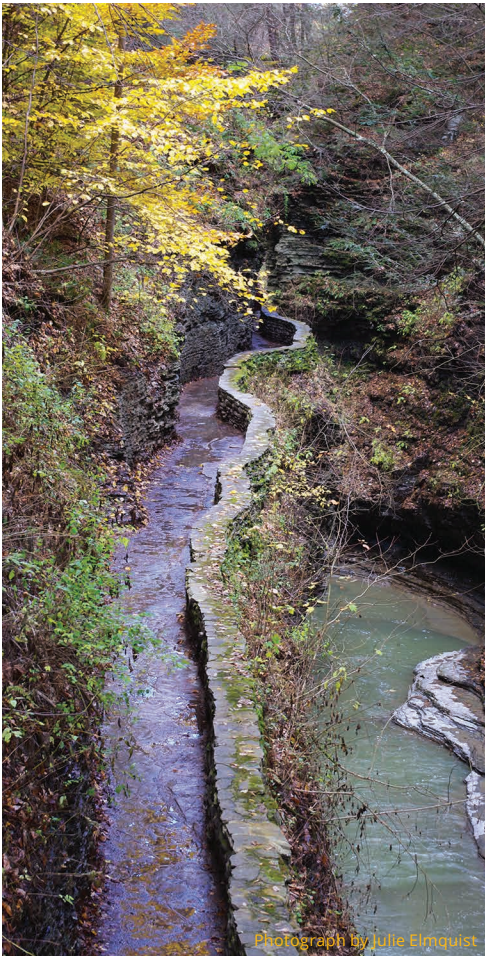
Call Julie Elmquist at (650) 574-6149 to sign up for this 1 hour presentation to learn about the Pharmacy Technician career and our live Pharmacy class beginning September 10th, 2016! The class instructor will be on hand to present an overview of this dynamic program and answer any questions that you might have!



Director's Welcome Message

Community, Continuing & Corporate Education (CCCE) is pleased to welcome you to our Fall 2016 semester! Take advantage of our popular Nonprofit Leadership Program, our new Building Information Modeling (BIM) or Adobe Photoshop courses, or dive into our exciting array of personal and professional advancement opportunities! Whether you are new or returning, we look forward to serving you and enriching your life or career. Visit edthatworks.smccd.edu to learn more!

Best Regards,
Jonathan Bissell, CCCE Director



Community, Continuing & Corporate Education



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT



TABLE OF CONTENTS

CAREER & BUSINESS

Career/Entrepreneurship.2
Healthcare Certificate Programs.4
Small Business.6
Non-Profits.8
Personal/Professional Development.9
Computers & Technology.11
Investing & Retirement Planning.13
Real Estate.14

HEALTH & WELLNESS

Fitness/Nutrition Trainer Certifications.15
Fitness & Relaxation.16
Dance.18

CREATIVE ARTS & LANGUAGES

Languages.19
Arts & Crafts.22
Music.24
Photography.26

HOME & GARDEN

Home Design/Landscaping.28
Food & Wine.29

ENRICHMENT

Emeritus Institute.30
Test Preparation.31
Classes For Kids.32
Special Interests.33
Travel Abroad.35
BIM Classes.36
Corporate Education.37
Courses by Date.38
Registration Information.39
Registration Form.40
Non-Profit Leadership.	Inside Back Cover
Small Business Offerings.	Back Cover

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!

CAREER/ENTREPRENEURSHIP

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.

Optional Notary Exam: For new students and renewing notaries, the 50 minute test is administered at the end of the workshop. *Bring two #2 pencils, driver's license, a 2"x2" color passport photo, and a \$40 check made payable to the "Secretary of State."*

Please Note: 2"x2" passport photo will be taken the day of class for a \$10.00 fee. Livescans are offered the day of class for an \$80.00 fee.

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

Sat., 9/24; 8 am - 6 pm (Exam: 5 - 5:50 pm)
CSM, Bldg./Rm. TBD. \$125

Sat., 12/10; 8 am - 6 pm (Exam: 5 - 5:50 pm)
Cañada College, Bldg./Rm. TBD. \$125



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 a open book, take home exam. Upon successful completion of the exam you will receive your certification. The prerequisite for this course is successful completion of the Notary Public Exam.

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

Sat., 11/5; 9:00 am - 4:00 pm
CSM, Bldg./Rm. TBD. \$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.

Mon. & Tues., 9/19 & 9/20; 6:00 - 9:00 pm
CSM, Bldg./Rm. TBD. \$89

Become 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 from a professional organizer 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; 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).

Thurs., 8/25; 6:00 - 9:00 pm
CSM, Bldg./Rm. TBD. \$49

Sidelines for Seniors!

Retired doesn't mean you need to live on a fixed income! We cover a variety of ways that seniors can bring in extra money. These are part-time businesses and freelance gigs that are particularly well suited for those over 50. They can be fun, can be started with very little investment, and can greatly improve your financial situation. While doing full-time business is always an option, we present those that can fit easily into any lifestyle. This information packed seminar with Steve Veltkamp, founder of the profitable Bizshop series of online sites, will present all of your options. He has been teaching community education classes for over a decade.

Tues., 9/27; 3:45 - 6:45 pm
 CSM, Bldg./Rm. TBD. \$49

“The instructor provided several different options for part-time work which was imaginative and not the typical type of P/t jobs.”

— Pam Miller
Sidelines for Seniors

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

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

Wed., 9/28; 6:30 - 9:30 pm
 CSM, Bldg./Rm. TBD. \$49

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.

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

The instructor Mike Rounds is 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).

Thurs., 8/25; 6:00 - 9:00 pm
 CSM, Bldg./Rm. TBD. \$49



Animation Voiceovers

“Ehhhh. . .What’s Up Doc?” Enjoy learning how to become the voice and personality behind animated characters in television show, commercials and films. Explore acting techniques to create unique voices, attitudes, emotions, dialects and accents. Professor Cathy Foxhoven will help you develop your own animation character with a specific voice. Your voice will be recorded and critiqued. Cathy Foxhoven, B.A., M.A. has over 30 years as a professional actress in voiceovers, commercials, film, television and theatre.

Materials Fee: \$5 payable to instructor in class.
 3 Sat., 9/10-9/24; 1:00 - 3:00 pm
 CSM, Bldg./Rm. TBD. \$89

Construction Management & Building Information Modeling (BIM)

Created to run parallel with Skyline College’s brand new Construction Management Career Certificate program, CCCE is excited to help you take your career to the next level with a suite of not-for-credit advanced courses that will help you to master Revit and Navisworks software. These courses go in-depth, allowing you to explore the concepts and principles for Building Information Modeling, including Revit structure, Revit mechanical/plumbing, Revit electrical, clash detection with Navisworks Manage and 4D sequencing with Autodesk Navisworks AND Synchro 4D. The Revit courses will prepare you to take the certification exam. This affordable track of courses will take your career to new heights! See page 36 for more information.

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

HEALTHCARE CERTIFICATE PROGRAMS

Clinical Medical Assistant Program — Live Offering!

This program is intended for students who want to prepare for an exciting, challenging and rewarding career in healthcare. This program will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office. Students will review important topics including phlebotomy, pharmacology, the proper use and administration of medications, taking and documenting vital signs, cardiology including proper lead placements, a professional workplace behavior, ethics and the legal aspects of healthcare. This program includes 140 hours of classroom lecture and hands on labs and a clinical externship opportunity at a local healthcare provider. To be eligible for the clinical rotation, students must successfully complete the 140 hour program, submit to a thorough background check, drug screening, and meet other requirements.

Note: Upon successful completion of this program, students would be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination.

28 Tues. & Thurs. Evenings, 8/23-11/29;
from 6:00 - 9:30 pm (No class 11/24)

7 Sat., 9/10, 9/24, 10/8, 10/22, 11/5, 11/19 & 12/3;
from 9:00 am - 4:30 pm
(No class 9/17, 10/1, 10/29, & 11/12)

Externship - 160 hours

CSM, Bldg./Rm. TBD. \$2,599



Pharmacy Technician Program — Live Offering!

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

- All students will be scheduled with an 80 hour externship upon completion of their classroom portion of the course.
- National Certification: Students would be eligible to the Pharmacy Technician Certification Board (PTCB) national certification exam.

10 Sat., 9/10-11/12; 9:00 am - 3:30 pm

Externship - 80 hours

CSM, Bldg./Rm. TBD. \$1,699

"The instructor provided a combination of textbook information and real world work experiences creating a well-rounded learning experience."

— Jeff Supan
Pharmacy Technician Program

Attend Our Free 1 Hour Information Session Wednesday, August 3rd from 6:30 - 7:30 PM

Call Julie Elmquist at (650) 574-6149 with any questions about this program and to sign up for this 1 hour presentation to learn about the Clinical Medical Assistant career and our live CMA class beginning Tuesday, August 23rd, 2016! The class instructor will be on hand to present an overview of this dynamic program and answer any questions that you might have!

Attend Our Free 1 Hour Information Session Wednesday, August 17th from 6:30 - 7:30 pm

Call Julie Elmquist at (650) 574-6149 with any questions about this program and to sign up for this 1 hour presentation to learn about the Pharmacy Technician career and our live Pharmacy class beginning Saturday, September 10th, 2016! The class instructor will be on hand to present an overview of this dynamic program and answer any questions that you might have!

New!

PTCB Intensive Review Course

Prepare for your PTCB National Exam to become a Registered Pharmacy Technician. This course is designed to prepare the Pharmacy Technician student to take their **PTCB national examination**. The prerequisite for this course is one of the following: Have completed a PT course in the past 5 years, have worked as a PT Aide for 2 years or more, or have practiced as a Licensed Pharmacist in another country.

This 14-hour/2-day intensive review will help to prepare you to successfully study for the exam. You will be required to purchase a workbook (*Mosby's Review for the Pharmacy Technician Certification Exam*) prior to the class. The workbook can be purchased on Amazon.


2 Sat., 12/3 & 12/10; 9:00 am - 5:00 pm

CSM, Bldg./Rm. TBD. \$199

Online E-Learning Healthcare Certificate Courses!

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



 The following online Healthcare courses are available **anytime!** Course fees include textbooks, workbooks, and related course materials.

Pharmacy Technician Training

Open enrollment. \$1,299

Clinical Medical Assistant Program

Open enrollment. \$2,499

Electronic Health Record Management Program

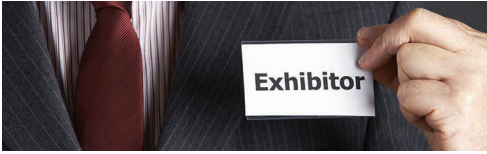
Open enrollment. \$2,499

Visit our website at www.healthtoday.com/smccd to experience a Course Demo and to learn more about these exciting new programs!

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



SMALL BUSINESS



New!
**Small Business Marketing:
Introduction to Exhibiting**

Looking to take your small business to the next level? Ever want to expand your company sales and marketing? Get in front of the decision-makers by participating at tradeshows as an Exhibitor! Gain the edge over your competitors and get in the game. Learn the ropes in this Event Marketing Class specifically designed for the small business. You will acquire knowledge of exhibiting at tradeshows; working on your company's show-specific budget, setting expectations, maneuvering union jurisdictions, selling and obtaining future sales leads. There's no better way to do business than face-to-face to interactions. Instructor Suzanne Drake has over 15 years in the exhibits/events industry.

Materials Fee: \$15 payable to instructor in class.
2 Sat., 10/15 & 10/22; 9:00 am - 3:30 pm
CSM, Bldg./Rm. TBD. \$129

New!
**Starting a Successful Small
Consulting Business**

Whether it's your first business startup, a second career, or a part-time business during your retirement years this class will help you learn how to effectively establish your own successful consulting business. You will learn how to research and comply with state, county and city laws that govern setting up a local business; what professional business support you'll need and where to find it; how to determine competitive pricing for your services; what paperwork may need to be completed per project; how to gauge hours and materials in order to keep you successful; how to find and consult with clients; and many other aspects of running your consulting business in success mode. *(Note: you should come to class with a good sense of the kind of consulting business you want to establish.)* This class is taught by Hilda Sendyk, founder of a successful Training and Technical Writing consulting company.

Materials Fee: \$15 payable to instructor in class.
Sat., 10/1; 9:00 am - 1:00 pm
CSM, Bldg./Rm. TBD. \$69

New!
**Strategic Planning for Small &
Medium Sized Organizations**

While strategic planning is important it is also difficult, so most plans fail. Participants in this workshop will learn a new approach that is easier, more fun, more likely to be successful, and be immediately applicable in the real world. We will build a basic strategic knowledge map (SKM) using a new table-top "gamified" approach and participants will learn how to use that map to engage people more collaboratively, evaluate their plans to predict their success, and improve their changes for reaching their goals. Instructor Steven E. Wallis has presented his ground-breaking research around the world - recently winning a "best paper" award and serving as a Fulbright Specialist to a research center in Germany.

Materials Fee: \$15 payable to instructor in class.
Sat., 10/22; 9:00 am - 3:30 pm
CSM, Bldg./Rm. TBD. \$99



New!
How to Run an Effective Meeting

Whether you facilitate staff meetings, town hall discussions or any other type of meeting, this hands-on, experiential training will provide you with the skills necessary to run an effective meeting. Participants will learn how to develop agendas, work with diverse groups, manage disruptive behavior, and other basic meeting management techniques with an opportunity to learn from one another and use real life examples of challenging meetings. Taught by senior staff from the Peninsula Conflict Resolution Center, a respected agency providing mediation, training, and facilitation in San Mateo County for 30 years.

Materials Fee: \$15 payable to instructor in class.
Tues. & Thurs., 10/11 & 10/13; 6:30 - 9:30 pm
CSM, Bldg./Rm. TBD. \$169

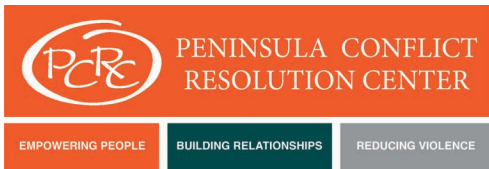
New!

How to Increase Employee Buy-in & Accountability

In this hands-on, interactive training, you will learn how to effectively manage conflict in the workplace and cultivate a team-based approach to problem solving. Learn about the various causes of conflict, practice effective communication techniques, and explore collaborative problem solving processes, as you gain practical skills and new ideas that will be useful in emerging leadership roles. Taught by senior staff from the Peninsula Conflict Resolution Center, a respected agency providing mediation, training, and facilitation in San Mateo County for 30 years.

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

Wed., 9/14; 6:00 - 9:00 pm
 CSM, Bldg./Rm. TBD. \$99



New!

Navigating & Addressing Conflict in the Workplace

How do people productively navigate conflict to increase teamwork and collaborative environment? This interactive class encourages dialogue in the workplace as a way of assuming leadership posture. Participants will also be able to discover how to efficiently promote diverse postures within a common topic. Because connecting theory and application is the best way to deepen acquired knowledge, case studies based on real or hypothetical situations will enable a better comprehension of the mediation strategies and their practical uses. Taught by senior staff from the Peninsula Conflict Resolution Center, a respected agency providing mediation, training, and facilitation in San Mateo County for 30 years.

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

Sat., 12/3; 9:00 am - 4:00 pm
 CSM, Bldg./Rm. TBD. \$169



Importing as a Small Business

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

Sat., 10/15; 9:00 am - 5:00 pm
 CSM, Bldg./Rm. TBD. \$99



Make Your Website Make Money

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

Mon., 9/26; 6:30 pm - 9:30 pm
 CSM, Bldg./Rm. TBD. \$49

NON-PROFITS



Non-Profit Leadership Certificate Program

The Non-Profit Leadership Certificate Program is a not-for-credit certificate course intended for new executives, managers and emerging professionals from the non-profit sector who wish to enhance their ability to lead and manage. The goal of this program is to foster leaders who are able to sustain themselves and their organizations, improve their own leadership capabilities and people management skills, and develop a robust toolkit of strategic and tactical skills to apply to their day-to-day jobs. This 13-week program will be comprised of 39 total required hours, including 30 hours of core course content and 9 hours of special topic content. All core courses and special topics will be taught by experienced subject matter experts and practitioners from the Center for Excellence in Non-Profits (CEN).

CORE COURSES: Core courses will be six (6) hours in length and will be taught in two 3-hour sessions. Courses will include a combination of lecture, discussion and in-depth examination of expert-led case studies designed to give nonprofit emerging leaders the opportunity to explore their leadership style and gain tactical ways to more effectively achieve their organization’s mission.

- **Leadership** (6 hours): Get ready to learn how to make the shift from individual contributor to leader, navigate the difference between managing and leading, hone your leadership, and increase your impact by building and managing a strong team.
- **Financial Leadership** (6 hours): You will learn to understand the unique aspects of non-profit financials and to use this information to create greater financial stability for your organization.
- **Strategic Development & Operational Planning** (6 hours): You will learn the core principles of creating and casting your vision, how to create a strategic framework for implementation and assessment, and how to build capacity through efficient and effective operational planning.
- **Fund Development** (6 hours): You will learn comprehensive, proven fundraising concepts and principles incorporating the latest research. At the same time, you will learn specific tools and techniques that enable and empower fundraisers to effectively plan and manage developmental efforts as they relate to the organization's overall strategic vision, including both the horizontals and verticals of fundraising.
- **Governance** (6 hours): One of the key determinates of a successful non-profit is the relationship between the board and staff. In this course you will learn about

the role and responsibilities of a non-profit board of directors, how to build a board that meets your strategic vision and how to engage your board members.

SPECIAL TOPICS: Special topics will be three (3) hours in length and will be taught in one session using lecture and discussion format.

- **Marketing & Social Media for Non-Profits**
- **Measuring Impact:** How to measure your impact for funders
- **Technology & Non-Profits:** How to get the most out of all the “free” resources available to non-profits

13 Tues., 9/20-12/13; 6:00 - 9:00 pm
CSM, Bldg./Rm. TBD. \$975

“I enjoyed this course as it covered a wide breadth of relevant issues, utilized good use of practice exercises, and I really enjoyed guest lectures by industry experts.”

— Christina Johnson
Non-Profit Leadership Certificate Program



PERSONAL/PROFESSIONAL DEVELOPMENT

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

*Available at CSM or other bookstores

Mon., 9/12; 8:30 am - 6:00 pm
District Board Room. \$159
3401 CSM Drive, San Mateo

Mon., 10/3; 8:30 am - 6:00 pm
District Board Room. \$159
3401 CSM Drive, San Mateo

Mon., 12/5; 8:30 am - 6:00 pm
District Board Room. \$159
3401 CSM Drive, San Mateo

Communication Success Skills for Introverts

Are you an introvert looking to improve your communication skills? Do you feel overwhelmed and pressured in situations that require a high level of extroversion? What are the keys to leveraging your introvert qualities and maximizing success? Come to this practical workshop and learn how you can become a highly effective introverted communicator! This course is taught by Professor Preston Ni, whose work with introverts is documented in the *New York Times* bestseller "Quiet: The Power of Introverts in a World That Can't Stop Talking." You will learn: How to maximize your strengths as an introvert and gain respect; Six keys to communicating effectively as an introvert in conversation, group settings, and workplace meetings; Secrets to communicating effectively with extroverts; Easy ways for introverts to re-energize and re-focus; and How to successfully relate to extroverts in your life.

Sat., 10/8; 10:00 am - 12:30 pm
CSM, Bldg./Rm. TBD. \$39



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.

First Aid: Learn how to respond to common first aid emergencies, including burns; cuts; head, neck and back injuries and more. Pediatric option available.

CPR/AED: Learn how to respond to cardiac and breathing emergencies in adults, children, and infants including the use of automated external defibrillators (AED). Red Cross Certificate Fee \$30 cash only payment to instructor in class.

Materials Fee: \$30 payable to instructor in class.

Sat., 8/13; 9:00 am - 4:00 pm
Cañada College, Bldg./Rm. TBD. \$99

Sat., 10/8; 9:00 am - 4:00 pm
Cañada College, Bldg./Rm. TBD. \$99

Sat., 12/10; 9:00 am - 4:00 pm
Cañada College, Bldg./Rm. TBD. \$99

New!

Venus & Mars Not Aligning? Effective Communication Styles

If you are starting a new relationship or have been in one for 40 years, this class is for you. Instructor Jennifer Bulka will teach you about understanding your needs, styles and antidotes for moving forward in a relationship successfully. The tools will help you and your significant other better navigate the rocky times and bring out the best in both of you. Isn't it time to change?

2 Thurs., 10/27 & 11/10; 7:00 - 9:00 pm
CSM, Bldg./Rm. TBD. \$159

Save \$! Register with a partner & receive ½ off second registration!

Building & Leveraging Your LinkedIn Profile Hands-on Workshop

Bring your laptop and start transforming your LinkedIn profile into a powerful professional tool. Enhance your personal brand and promote your expertise. During this practical, hands-on workshop you will learn to use the world's largest business network to get the attention of recruiters, potential employers or business prospects. You will learn how to create an inviting profile that effectively markets you by choosing proper keywords, showcasing your expertise, managing your profile and account settings, and learning how to use your LinkedIn presence effectively. This class will be beneficial for job seekers and small business owners who want to create a professional and effective LinkedIn profile. Instructor Sandra Clark is a LinkedIn Coach and Trainer with over 20 years of training experience.

Prerequisites: a LinkedIn account and a laptop

Sat., 10/15; 9:00 am - 12:00 pm
CSM, Bldg./Rm. TBD. \$69

New!

Successful Job Transitions (How to Return to Work, Change Jobs, Upgrade Your Skills for a New Job)

This class will help you learn how to effectively pursue a new position or be successful in returning to work after a lengthy absence. You will learn how to network efficiently, come up to speed with newer technology, how the job market works currently, how to use cutting edge methods in your job search, the importance of a great LinkedIn profile, and many other topics to support you in your successful job transition. Instructor Hilda Sendyk is a 20+ years Learning & Development & Workforce consultant.

Material Fee: \$12 payable to instructor in class.

Sat., 10/8; 9:00 am - 1:00 pm
CSM, Bldg./Rm. TBD. \$69

Improve Your Social E.Q.

The Social Moment leaves lasting impressions but often it's hard to figure out how to make the best impression. In a social moment people make decisions about others such as "They're the right person for our team," "Is h/she right for me...," or even just trying to understand what your boss or partner expect from you in a social dialogue. Improving your social behavior can assuredly help you move up the corporate ladder, have a happier family/social life, and according to new research, improve your well-being. Whether you need to improve your social acumen for work or social, this course will help you build a social toolkit. You will learn: Fail safe conversational techniques to overcome social brain freeze; How to read nonverbal cues (facial expressions, body language, tone of voice detect and deal with sarcasm) and respond with perfection; Social techniques that will get anyone out of a pickle; How to raise the bar on your social reputation; and When/how to use humor. Instructor Jennifer Abbott Bulka, Founder of The Social Moment and Talking Playhouse Social Skills & Executive Function Therapist: Corporate & Individual.

Thurs., 10/6; 7:00 - 9:00 pm
CSM, Bldg./Rm. TBD. \$159

Secrets of a Super Memory

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

Thurs., 11/10; 6:30 - 9:30 pm
CSM, Bldg./Rm. TBD. \$55

Silicon Valley Intensive English Program™ (SVIEP)

CCCE is pleased to offer the Silicon Valley Intensive English Program (SVIEP) in collaboration with Cañada College and Skyline College. This exciting new program of study in Silicon Valley is for students seeking high-quality, intensive English instruction and the opportunity to attend one of our three colleges upon successful completion of the program. Upon successful completion of SVIEP level 4, students will be guaranteed admission to one of our three colleges (Cañada College, College of San Mateo, and Skyline College) and will take an Exit & Placement Exam to determine appropriate placement. For more information please call SVIEP at (650) 381-3514 (at Cañada College) or (650) 738-7177 (at Skyline College), or visit smccd.edu/sviep.

COMPUTERS & TECHNOLOGY



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., 8/20-9/17; 1:00 - 3:00 pm (No class 9/3)
CSM, Bldg./Rm. TBD. \$79

4 Sat., 10/8-10/29; 1:00 - 3:00 pm
CSM, Bldg./Rm. TBD. \$79

“The teacher was helpful and patient with me.”

— Marianne Reichel
Computer Basics

Introduction to Microsoft Word

Learn how to use Microsoft Word correctly and effectively from the beginning during this hands-on class! 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., 9/24; 9:00 am - 4:00 pm
CSM, Bldg./Rm. TBD. \$79

Intermediate/Advanced MS Word

Go beyond the basics and learn how to create and edit long documents, manuscripts and books; add headers, footers and page numbers; create a Table of Contents automatically; use Styles effectively, when and why to use Sections, and how to 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 effectively with more advanced and time-saving Word features and help you fulfill your writing and document production needs. Instructor Hilda Sendyk is an experienced Microsoft applications Learning & Development specialist. *Prerequisite: an Introduction to MS Word class or experience using MS Word.*

Note: Computer Lab using PC.

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

Sat., 10/15; 9:00 am - 4:00 pm
CSM, Bldg./Rm. TBD. \$79

“Hilda has supreme patience, enthusiasm, humor, and knowledge. She is a superb presenter. Extremely clear and complete.”

— Karen Kalumuck
MS Word for Writers



Introduction to MS Excel

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

Note: Computer Lab using PC.

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

Sat., 10/22; 9:00 am - 4:00 pm
CSM, Bldg./Rm. TBD. \$79



Intermediate/Advanced MS Excel

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

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

Sat., 10/29; 9:00 am - 4:00 pm
CSM, Bldg./Rm. TBD. \$79

"I loved how personable Ms. Sendyk was, and how much she was able to show us in Excel."

— Brittany Sewell
MS Excel — Beyond the Basics

QuickBooks 2015 Basics

Discover how QuickBooks make it easy to gain control over the financial aspects of your business. Sandra Raeber Dorsett, a popular CSM accounting professor, will teach you how to effectively set up and manage accounts, customer and vendor lists, and sales and expenses; track your payables and inventories; reconcile bank accounts; create and print invoices; and generate reports.

Note: Computer Lab using PC.
2 Sat., 11/12 & 11/19; 9:00 am - 4:00 pm
CSM, Bldg./Rm. TBD. \$159



New!
Create Professional Presentations with MS PowerPoint

Create professional presentations with PowerPoint and learn how to deliver them effectively. You will learn how to create and edit presentations, how to use graphics and charts for better visuals, how to add animation and slide transitions to engage your audience, how to add videos and action buttons, maintain audience attention, and much more. 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., 11/5; 9:00 am - 4:00 pm
CSM, Bldg./Rm. TBD. \$79



The following online Computer courses are available anytime & begin monthly for a \$100 tuition fee:

- **Advanced Microsoft Excel 2013**
- **Introduction to Microsoft PowerPoint 2013**
- **Introduction to SQL**
- **Creating Web Pages**
- **Designing Effective Websites**

Visit our website at www.ed2go.com/cce to register for & see ALL of our offerings (hours & fees vary)!

INVESTING & RETIREMENT PLANNING



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.

2 Sat., 9/10 & 9/17; 12:30 - 4:45 pm
 CSM, Bldg./Rm. TBD. \$55

2 Sat., 9/24 & 10/1; 12:30 - 4:45 pm
 Cañada College, Bldg./Rm. TBD. \$55

**Register with a partner
for only \$99**

“I liked the tools to get organized and steps to take for retirement.”

— Nancy Solomon
*Passport to Retirement: Your “How to”
 Guide for Financial Success*

New!
Life Insurance Basics: What to Know Before & After You Buy!

Been thinking about getting life insurance but don’t know which one is right for you and your family? This single session seminar will help you determine what’s right for you, how to get the most out of your policy, and how to benefit from it while you’re still living. Instructor Sandra Nalls is a licensed insurance professional and has been teaching about life insurance for 8+ years.

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

Sat., 9/24; 10:00 - 11:30 am
 CSM, Bldg./Rm. TBD. \$39

Sat., 10/15; 10:00 - 11:30 am
 Skyline College, Bldg./Rm. TBD. \$39

Planning for Your Retirement

Given increased longevity, market volatility, and rising healthcare costs, most of us will have to take greater responsibility for our retirement planning. In this course, you will learn the tools to create a personal plan that integrates your financial objectives within a framework of your goals and values. Some topics to be addressed include: When can I retire? How can my portfolio create a lifetime income stream? How do I adjust my portfolio in turbulent markets? How do I navigate Social Security, Medicare and long-term care decisions? The instructors teaching this course are from The Crawford-Hogan-Wang Group at Morgan Stanley, a team of private wealth managers located in Palo Alto.

Sat., 8/20; 9:00 am - 1:00 pm
 CSM, Bldg./Rm. TBD. \$39

Sat., 11/5; 9:00 am - 1:00 pm
 Skyline College, Bldg./Rm. TBD. \$39

**Register with a partner
for only \$70**



New!
Understanding Your Medicare Options

This class will teach you how and when to enroll in a Medicare Supplement Plan. Topics include: medigap deadlines, understanding the difference between medigap policies, ways to reduce your premium and out of pocket costs, and how to decide if you should continue to take your work insurance or enroll into a medigap plan. Instructor Daniela Farina has taught at community colleges and universities for over 10 years, as well as provided education on medicare to individuals and businesses.

Sat., 9/17; 9:00 - 11:30 am
 CSM, Bldg./Rm. TBD. \$39

Sat., 10/15; 9:00 - 11:30 am
 Skyline College, Bldg./Rm. TBD. \$39

Sat., 11/19; 9:00 - 11:30 am
 Cañada College, Bldg./Rm. TBD. \$39

REAL ESTATE



New!

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. Instructor Raziel Ungar, who ranks in the top 1% of San Mateo County Realtors, has taught at community colleges and other venues.

Tues. & Wed., 8/23 & 8/24; 6:30 - 8:30 pm
CSM, Bldg./Rm. TBD. \$55

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. Instructor Raziel Ungar, who ranks in the top 1% of San Mateo County Realtors, has taught at community colleges and other venues.

Tues. & Wed., 9/27 & 9/28; 6:30 - 8:30 pm
CSM, Bldg./Rm. TBD. \$55

“Presenter was extremely knowledgeable on the subject!”

— Nora Lozada
Homebuying 101



FITNESS/NUTRITION TRAINER CERTIFICATIONS



Personal Fitness Trainer Certification*

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

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

Sat., 11/5; 8:30 am - 6:00 pm
 CSM, Bldg./Rm. TBD. \$109

Sports Nutrition Consultant 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., 11/6; 8:30 am - 6:00 pm
 CSM, Bldg./Rm. TBD. \$109

“Liked Mike’s real world knowledge.”

— Jon Suzukawa
 Personal Fitness Certification

“Loved the subject – love to exercise.”

— Ellen Peters
 Personal Fitness Certification

“Instructor is very personable.”

— Joshua Bennett
 Personal Fitness Certification



FITNESS & RELAXATION



Ladies Night Boxercise – It’s a Hit!

Ladies, get your groove back in recreational boxing fitness classes run exclusively for women. No matter if one is shy or outgoing, novice or experienced, in or out of shape, we demonstrate the skills and drills that will reveal your inner champion. On the way to acquiring self-defense tactics, learn stance, footwork, and striking technique during motivational sessions devised to increase fitness, induce weight loss, elevate energy, improve confidence, and reduce stress. Employ explosive combinations on heavy bags and mitts for a super calorie burn. While providing a total body conditioning workout, interval training figures into the mix to enhance muscle tone, as well as build the ultimate in strength, stamina, and core stability. Cool down and flexibility follows to conclude what is an awesome workout.

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

9 Wed., 8/17-10/12; 6:30 - 7:30 pm
Peninsula Boxing & Fitness. \$120
2860 Spring St. Unit 1, Redwood City, CA 94063

9 Wed., 10/19-12/14; 6:30 - 7:30 pm
Peninsula Boxing & Fitness. \$120
2860 Spring St. Unit 1, Redwood City, CA 94063

“The class gave you a full body workout and the instructors are very encouraging.”

— Janet Jurian
Ladies Night Boxercise



New!

Boxercise 101

You don’t have to be a boxer to reap the tremendous benefits of a boxing workout. Whichever gender, novice or experienced, in or out of shape, we will have you performing skills and drills that will reveal your inner champion. Perfect for learning self-defence, stance, footwork, and striking technique during motivational sessions devised to increase fitness, induce weight loss, elevate energy, improve confidence and reduce stress. Workouts to music will get your heart rate pumping as you explode with seasoned combinations on heavy bags for a super calorie burn! Using a variety of equipment and interval training you will build your strength, stamina and core stability.

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

9 Sat., 8/20-10/15; 9 - 10 am
Peninsula Boxing & Fitness. \$120
2860 Spring St. Unit 1, Redwood City, CA 94063

9 Sat., 10/22-12/17; 9 - 10 am (No class 11/26)
Peninsula Boxing & Fitness. \$120
2860 Spring St. Unit 1, Redwood City, CA 94063



Street Smart Self-Defense

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

3 Mon., 9/12-9/26; 6:30 - 8:00 pm
CSM, Bldg./Rm. TBD. \$55

“This class exceeded my expectations and I came out with more knowledge than when I came in.”

— Sabrina Ho
Street Smart Self-Defense



Tai Chi for Fitness & Well-Being — Beginners

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

8 Wed., 8/31-10/19; 7:00 - 8:30 pm
CSM, Bldg./Rm. TBD. \$79

8 Wed., 10/26-12/21; 7:00 - 8:30 pm
CSM, Bldg./Rm. TBD. \$79



Intermediate Tai Chi & Applications

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

8 Wed., 8/31-10/19; 7:30 - 9:00 pm
CSM, Bldg./Rm. TBD. \$79

8 Wed., 10/26-12/21; 7:30 - 9:00 pm
CSM, Bldg./Rm. TBD. \$79

"I like Tony's ability to teach each movement through repetition and practice in order for us to memorize the form with fluidity. I'm a continuing student and will practice the Chen Tai Chi form forever."

— Ellie Rodriguez
Intermediate Tai Chi



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., 9/13-10/27; 7:30 - 9:00 pm
CSM, Bldg./Rm. TBD. \$145

"All levels of fencers are welcomed. Always learn something new. Presenter is outstanding and knowledgeable."

— Susan Montgomery
Fencing — Fitness with a Sword

Using Essential Oils to Promote Your Well-Being

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

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

Sun., 10/9; 10:00 am - 1:00 pm
CSM, Bldg./Rm. TBD. \$49

"Carol clearly has a lot of knowledge on the subject, and she had gone to a lot of trouble to bring in many items for us to peruse."

— Kathryn Ryan
Using Essential Oils to Promote Your Well-Being

DANCE



Sensational Salsa Dancing

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

9 Thurs., 9/8-11/3; 6:30 - 7:30 pm
CSM, Bldg./Rm. TBD. \$99

"Ken is a very well organized and patient instructor."

— Harriet Cellini
Sensational Salsa Dancing



Graceful Hawaiian Hula I

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

8 Sat., 8/20-10/15; 9:45 - 11:00 am
(No class 9/3)
CSM, Bldg./Rm. TBD. \$99

8 Sat., 10/22-12/10; 9:45 - 11:00 am
(No class 11/26)
CSM, Bldg./Rm. TBD. \$99



Graceful Hawaiian Hula II

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

8 Sat., 8/20-10/15; 11:00 am - 12:15 pm
(No class 9/3)
CSM, Bldg./Rm. TBD. \$99

8 Sat., 10/22-12/10; 11:00 am - 12:15 pm
(No class 11/26)
CSM, Bldg./Rm. TBD. \$99

"The hula choices were just the right difficulty and Mili was excellent in instructing."

— Susan M. Johnson
Graceful Hawaiian Hula II

LANGUAGES



New!

Fingerspell Your Way to Understanding!

Enhance your fingerspelling skills in this highly-interactive class designed by Instructor Sandra Nalls for you to practice your basic expressive and receptive skills in an encouraging environment. You will develop greater understanding of the letters by developing memory techniques and increase your ability to absorb what’s being communicated.

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

2 Wed., 8/17 & 8/24; 6:30 - 8:00 pm
 CSM, Bldg./Rm. TBD. \$49

2 Thurs., 9/29 & 10/6; 6:30 - 8:00 pm
 Skyline College, Bldg./Rm. TBD. \$49

2 Wed., 10/26 & 11/2; 6:30 - 8:00 pm
 CSM, Bldg./Rm. TBD. \$49

American Sign Language — Beginning I

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. Sandra Nalls has been integrating ASL into her life for 25 years.

Prerequisite: No previous skill necessary. Fingerspell Your Way to Understanding recommended.

Materials Fee: \$3 payable to instructor in class.

7 Wed., 9/7-10/19; 6:30 - 8:00 pm
 CSM, Bldg./Rm. TBD. \$89

7 Wed., 11/9-12/21; 6:30 - 8:00 pm (No class 11/23)
 Skyline College, Bldg./Rm. TBD. \$89

“I liked Sandra’s compassion and great knowledge of ASL. She makes the class feel comfortable while exposing us to a new Language.”

— Denise Kohlmann
American Sign Language — Beginning I

“I love Sandra’s vast knowledge of Sign Language. She presented the material in many ways, all very interesting. Sandra has a very positive approach and encourages interaction. She is very approachable and kind.”

— Denise Kohlmann
ASL — Beginning Conversation



Conversational Japanese

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

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

7 Thurs., 9/22-11/3; 7:00 - 8:30 pm
 CSM, Bldg./Rm. TBD. \$119

“Ms. Conway was so delightful and made learning Japanese so fun!”

— Vandee, Darryl, & Keala Furuya
Coversational Japanese

“The tea ceremony was a great cultural experience.”

— Tatiana Ivanova
Coversational Japanese





New!
Chinese I

“Let’s speak Chinese!” Beginning Chinese I is designed for those with a little or no prior experience in Chinese. Students will learn basic daily expressions and topics such as greeting, shopping, ordering food, asking for directions and time, etc. Instructor Lucy Sui, originally from Beijing, will have you experience the local color of Beijing, including scenic spots, traditional food, and customs. The goal of the class is to build toward allowing students to demonstrate in meaningful and unrehearsed ways that they are able to use what they have learned. Reference book *Yong Ho’s Beginning Chinese I** (not required).

*Available at CSM and other bookstores

7 Sat., 8/20-10/8; 10 am - 12 pm (No class 9/3)
CSM, Bldg./Rm. TBD. \$136

Beginning Chinese II

“Let’s speak Chinese!” Beginning Chinese II is designed for those with some experience in Chinese. Students will enhance basic daily expression skills. The conversational topics can 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 scenic spots, traditional food, and customs. The goal of the class is to build toward allowing students to demonstrate in meaningful and unrehearsed ways that they are able to use what they have learned. Reference book *Yong Ho’s Beginning Chinese I** (not required).

*Available at CSM and other bookstores

7 Sat., 10/15-12/3; 10 am - 12 pm (No class 11/26)
CSM, Bldg./Rm. TBD. \$136

“Lucy is extremely dedicated, enthusiastic, patient, and makes the class fun. I’ve had many language teachers (French, Spanish, German) over the years, and Lucy is the best!”

— Jonathan Horton
Beginning Chinese Conversational

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. Maria Aviles is a dedicated and energetic instructor, and has taught Spanish for over 20 years. No previous knowledge of Spanish is required.

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

7 Sat., 9/17-10/29; 10:00 - 11:30 am
CSM, Bldg./Rm. TBD. \$129

“Maria Aviles is very dynamic and full of information, very funny, and has a great way of teaching a foreign language.”

— Valeria Boquet
Spanish for Beginners

Spanish — Intermediate

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

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

7 Thurs., 9/15-10/27; 6:30 - 8:00 pm
CSM, Bldg./Rm. TBD. \$129



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

- Spanish in the Classroom
- Spanish for Medical Professionals
- Spanish for Law Enforcement Professionals
- Speed Spanish I/II/III

Visit our website at www.ed2go.com/cce to register for & see ALL of our offerings (hours & fees vary)!

French I

Discover French culture and be able to create a real contact with French people by introducing and presenting yourself in French. Tell about your name, age, job, nationality, and where you live. Ask questions about other people and understand their answers. With a very interactive method, Professor Marie Mathevon will guide you through your first steps in French language and civilization. *Required textbooks: Saison 1 methode ISBN 978-2-278-08265-0* et Saison 1 exercices ISBN 978-2-278-08267-4**

*Available at CSM and other bookstores

6 Sat., 9/17-10/22; 10:00 am - 12:00 pm
 CSM, Bldg./Rm. TBD. \$129



French II

Beyond presenting yourself, describe your home, friends, and family. Talk about your tastes, your activities, and your plans. Explain the qualities and flaws of people and things. With an interactive method, Professor Marie Mathevon will guide you through this new step in French language and culture. *Required textbooks: Saison 1 methode ISBN 978-2-278-08265-0* et Saison 1 exercices ISBN 978-2-278-08267-4**

*Available at CSM and other bookstores

6 Sat., 10/29-12/10; 10 am - 12 pm (No class 11/26)
 CSM, Bldg./Rm. TBD. \$129

“I liked the instructor’s sense of humor, depth of knowledge, and singing.”

— Anne Schoebelen
French I & II

“The professor is very knowledgeable in French.”

— Tanu Suri
French I & II



Instant Italian!

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

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

12 Tues., 9/27-12/13; 7:00 - 9:00 pm
 CSM, Bldg./Rm. TBD. \$209

“I liked the teacher’s enthusiasm, knowledge, love of subject, and sense of humor.”

— Kathleen Rogers
Instant Italian!

“Tiziana is great and keeps it interesting.”

— Candace Caballero
Instant Italian!

New!

Beginning German

This class is perfect for absolute beginners who want to get talking fast and for those coming back to studying German after a long time. In a fun, easy-going environment, you will learn basic German conversation and pick up some grammar along the way, too. You will learn how to make your own sentences rather than relying on a phrase book. The class introduces students to useful vocabulary when traveling in German-speaking countries and to aspects of contemporary German culture. Instructor Frauke Uhlenbruch is a native speaker from northwestern Germany, who has 10 years of experience teaching languages in Germany and abroad.

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

6 Tues., 8/23-9/27; 6:30 - 8:00 pm
 CSM, Bldg./Rm. TBD. \$119

6 Thurs., 10/6-11/10 ; 6:30 - 8:00 pm
 Cañada College, Bldg./Rm. TBD. \$119

ARTS & CRAFTS



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, the basic drawing using charcoal pencil. *Bring 19"x24" news print pad (rough) and charcoal pencils.*

6 Thurs., 9/8-10/13; 6:30 - 8:30 pm
 CSM, Bldg./Rm. TBD. \$89

8 Thurs., 10/20-12/15; 6:30 - 8:30 pm
 (No class 11/24)
 CSM, Bldg./Rm. TBD. \$119

"Nobu gives me the opportunity to find my style of drawing. He accepts art that is not perfect, and gives me excellent feedback."

— Deborah Dong
Learn to Draw

Easy Pencil Sketching

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

6 Mon., 9/12-10/17; 6:30 - 8:30 pm
 CSM, Bldg./Rm. TBD. \$89

8 Mon., 10/24-12/12; 6:30 - 8:30 pm
 CSM, Bldg./Rm. TBD. \$119

"Nobu offers different perspectives about art; the class sessions are always interesting and fresh. He is an inspiring, enthusiastic teacher."

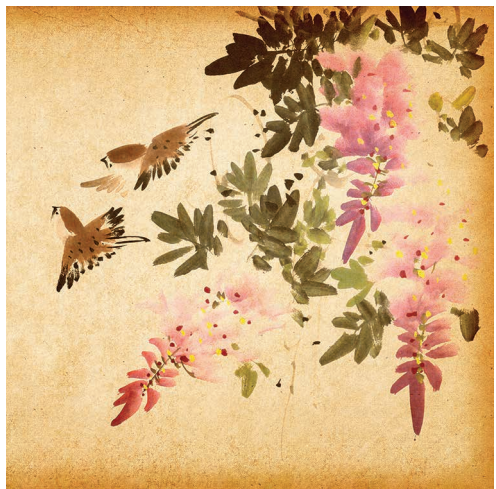
— Michael Kenny
Easy Pencil Sketching

Drawing in Color

Water-soluble colored pencils are pure magic! Enjoy using this wonderful and flexible medium to create a unique artwork. Instructor 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"x10" or 9"x14".*

6 Wed., 9/7-10/12; 6:30 - 8:30 pm
 CSM, Bldg./Rm. TBD. \$89

8 Wed., 10/26-12/14; 6:30 - 8:30 pm
 CSM, Bldg./Rm. TBD. \$119



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.
 6 Sat., 9/10-10/15; 2:00 - 6:00 pm
 CSM, Bldg./Rm. TBD. \$80

"Lillian is very congenial and encouraging. Course is stress relieving and meditative."

— Linda Kuhli
Chinese Brush Painting



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., 9/7-12/14; 6:30 - 9:00 pm
 CSM, Bldg./Rm. TBD. \$135

Modern Floral Centerpiece

Unleash your creative power and brighten your home with flowers! Create an arrangement of fresh fall flowers perfect for your holiday table. Certified floral designer Liane Benedict will guide you as you create a lovely Thanksgiving centerpiece with a modern flair guaranteed to amaze your friends. She'll help you explore the principles of floral design as you learn the techniques, tips and tricks used by professional florists. *Please register at least 3 days before class. Bring clippers or a floral knife.*

Materials Fee: \$20 payable to instructor in class.
 Sat., 11/19; 2:00 - 4:30 pm
 CSM, Bldg./Rm. TBD. \$45

New!

Watercolor by Any Means Necessary

This class will destroy your preconceived ideas of what you can achieve with watercolor. You will be guided with various techniques to realize your artistic vision. Instructor Jason Goodwin is a working artist and has taught classes on the Peninsula since 2008. *A list of supplies to purchase will be posted on the registration page as well as emailed to you after you register.*

13 Tues., 9/20-12/13; 7:00 - 9:00 pm
 CSM, Bldg./Rm. TBD. \$170

Repurpose/Redesign Your Furniture!

Do you have a piece of furniture in your home that you would love to redesign or one that you picked up at a garage sale that needs to be repurposed? In this 5 hour workshop, the instructor will walk you through how to sand, paint, stain, use special techniques, decorate with stencils, make repairs, and enhance the overall look of your furniture. You will be amazed at the transformation that takes place in just 5 hours. All you need to do is bring in a piece of furniture (something you can carry yourself) such as a nightstand, end table, small coffee table, mirror, or chair and the instructor will provide all of the high end supplies. The class size has been limited to provide one-on-one attention to each student. What you learn in this workshop will help you do future projects on your own. Mychelle Fitzgerald has been teaching since 2006 and owns her own Repurposing Furniture business where she has worked on 1000’s of pieces for resale.

Materials Fee: \$30 payable to instructor in class.
 Sat., 8/20; 10:00 am - 3:00 pm
 CSM, Bldg./Rm. TBD. \$90



Hat’s Off to Knitting!

Come explore the art and craft of knitting! You will learn how to cast on, knit, purl, and cast off. This is NOT your grandma’s knitting. Bring a sense of adventure and a mindset of can-do. We will have fun and create at the same time! You will make a hat for you or someone you love just in time for the holidays and winter. Instructor Erin Laser is a lawyer turned addicted knitter and fiber arts enthusiast, who thoroughly enjoys teaching and learning from students of all ages!

5 Tues., 10/25-11/22; 6:30 - 8:00 pm
 CSM, Bldg./Rm. TBD. \$100

MUSIC



Beginning Music Reading for Instruments & Voice

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

Materials Fee: \$6 payable to instructor in class.
 Sat., 9/17; 9:30 am - 1:00 pm
 CSM, Bldg./Rm. TBD. \$59

“I came into the class knowing NOTHING about music. After the class I can sit at a keyboard and practice reading sheet music, and even learn basic songs like Jingle Bells and Old McDonald. I would never have guessed that a half-day class would bring me to this point, but I am thrilled that it did...”

— Jayita Bhojwani
Beginning Music Reading for Instruments & Voice



Magic Flutes, Flute Orchestra*

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

12 Thurs., 9/8-12/1 (No class 11/24)
 5:30 - 7:30 pm intermediate
 6:30 - 8:30 pm advanced
 CSM, Bldg./Rm. TBD. \$159



Ukulele — Fun & Easy I*

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

Materials Fee: \$5 payable to instructor in class.
 6 Sat., 9/10-10/15; 1:00 - 2:30 pm
 CSM, Bldg./Rm. TBD. \$119
 6 Sat., 10/22-12/3; 1:00 - 2:30 pm (No class 11/26)
 CSM, Bldg./Rm. TBD. \$119

“I like Hiram’s method of teaching us how to play the ukulele. His explanations of music theory, his knowledge, he answered student’s questions, was helpful, has a good sense of humor, made it fun to be there, and to play.”

—Clara Yakushi
Ukulele — Fun & Easy II

Instant Piano for Hopelessly Busy People

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

Materials Fee: \$25 payable to instructor in class.
 Sat., 9/17; 1:30 - 5:00 pm
 CSM, Bldg./Rm. TBD. \$59

Fun with Guitar I*

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

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

7 Sat., 9/10-10/22; 10:30 am - 12:00 pm
CSM, Bldg./Rm. TBD. \$129

7 Sat., 10/29-12/17; 12:30 - 2:00pm (No class 11/26)
CSM, Bldg./Rm. TBD. \$129



Fun with Guitar II*

This second level class is open to guitarists who have some reading ability and would like to improve on the instrument. Guitar 2 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. Instructor Doug Cameron has been teaching this class for 10+ years. **Bring a guitar.*

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

7 Sat., 10/29-12/17; 10:30 am - 12:00 pm
(No class 11/26)

CSM, Bldg./Rm. TBD. \$129

"Doug does a great job of finding material that works for all of the students. Good balance of theory and practice."

— Thomas Elam
Fun with Guitar III

Learn to Play Guitar in a Day!*

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

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

Sat., 10/8; 10:00 am - 3:00 pm
CSM, Bldg./Rm. TBD. \$69

"Very well structured and organized. Instructor was fantastic!"

— Holly Baudler
Learn to Play Guitar in a Day!

New!
Fretboard Fundamentals*

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

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

7 Sat., 9/10-10/22; 12:30 - 2:00 pm
CSM, Bldg./Rm. TBD. \$129



PHOTOGRAPHY

Peninsula Photography Field Trips*

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

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

4 Sat., 9/10-10/1 & Critique Date TBD in class

1st class: 9:00 am - 12:00 pm

2nd class: 7:30 - 10:30 am

3rd class: 7:00 - 9:00 pm

4th class: TBD

CSM, Bldg./Rm. TBD. \$85

“Marty is very informative, helpful, dedicated to teaching and goes above and beyond.”

— Aparna Rao
Peninsula Photography Field Trips

New!

Introduction to Adobe Photoshop

Learn techniques for Photoshop across art, illustration, graphics, and photography in this amazing course from Instructor Emanuela Quaglia, a digital artist and Photoshop expert. This popular photo-editing program is a very versatile software tool. Artists, photographers, and designers all rely on Adobe Photoshop for image creation and editing. The course will begin with an introduction to the Photoshop tools. Then you'll be editing your own photographs, fixing the color, and correcting image exposure. You'll master techniques for cleaning the dust, removing wrinkles, and blemishes from photos, and switching the backgrounds on images. 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 graphics program ever developed. This introductory course is open to everyone because it details the most essential Adobe Photoshop features for beginner level users. Topics include basic image editing, transformation, retouching and enhancement, compositing, layer management, layer masking and compositing, transparency and blending, typography, filter gallery, image exporting for web and print.

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

8 Wed., 9/28-11/16; 6:30 - 9:30 pm

CSM, Bldg. 10, Rm. 163. \$150






Cellphonography

There are more people taking photos in this era of Cellphonography than ever before. Out of the 7 billion people on our planet, 4 billion of us have cell phones with cameras. If you are one of them, now is the time to jump into this great cellphone revolution. Learn tips and tricks to understand and manage color, lighting, and composition while creating images with photographic power. We will explore the distinctive and more popular apps and you will be able to choose the artistic and practical apps that compliment your personal style. You can make your images look classic or bring them into apps that look like a retro plastic camera. Learn to make a digital negative, how and where to download your images, and how to set up a good photo workflow. Whether you are into the candid, classic, still life, landscape or the urban documentary landscape, explore the impact of this medium during a photo walkabout at our lovely campus and you will be on the road of this amazing cultural journey. Instructor Marty Springer is a talented freelance photographer, who will show you how to choose artistic and practical apps, organize your files and photos, and teach you to manage color, lighting, and photo styles. You will create a great library of apps and learn to tap into your personal style creating wonderful images through hands on activities and artistic experimentation.

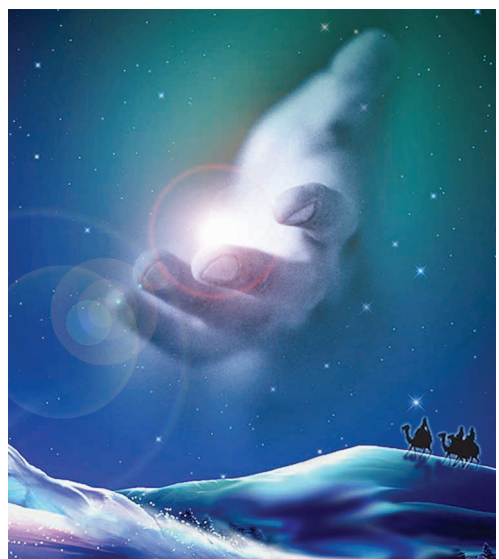
Materials Fee: \$15 payable to instructor in class.

3 Sat., 9/24-10/8; 9:00 am - 12:00 pm
 CSM, Bldg./Rm. TBD. \$62

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

- **Mastering Your Digital SLR Camera**
- **Secrets of Better Photography**
- **Travel Photography**
- **Introduction to Photoshop Courses (Choose from: CC, CS5 or CS6)**
- **Intermediate Photoshop Courses (Choose from: CC or CS6)**
- **Photoshop for the Digital Photographer (Either: CC, CS5 & CS6)**

Visit our website at www.ed2go.com/cce to register for & see ALL of our offerings (hours & fees vary)!



HOME DESIGN/LANDSCAPING

Secrets of Home Interior Decorating

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

3 Sat., 9/24-10/8; 10:00 am - 12:00 pm
CSM, Bldg./Rm. TBD. \$89



Kitchen & Bath Remodel/Design

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

3 Sat., 9/24-10/8; 1:00 - 3:00 pm
CSM, Bldg./Rm. TBD. \$89

Become a Mystery Shopper

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

Materials Fee: \$20 payable to instructor in class.
Sun., 10/2; 10:00 am - 1:00 pm
CSM, Bldg./Rm. TBD. \$49



New!

Create Your Ideal Garden

Explore effective ways to create a beautiful and functional design for your garden. Learn where to place plants in your garden to improve their health and vitality and basic plant selection and arrangement for a variety of landscape situations. Evaluate the microclimate of your respective garden space to determine what plants will do well in that area. Decide what plants will not only do well but will create a pleasing look in your garden! We will focus on water-wise, environment-smart practices. Laurel Nagle, a professional Master Gardener and instructor, will address a variety of design issues and offer ways to turn problems into design opportunities.

4 Sat., 10/15-11/5; 9:30 am - 12:00 pm
CSM, Bldg./Rm. TBD. \$129

Home Decorating Detail in Depth

In Beryn's other courses you'll have learned the basics of interior decorating, color, and how to accessorize a room to get that "wow" factor in your home, and/or learned about how to choose products and work with contractors when you remodel your kitchen or bath. In this course you'll go into greater depth with your understanding about lighting, flooring and carpeting, fireplaces, and window treatments. As well, you'll get information about resources for these all important aspects of your home.

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

Sat., 10/15; 1:00 - 4:30 pm
CSM, Bldg./Rm. TBD. \$69

“Succinct, useful information, and well presented.”

— Christiane Evans
Home Decorating Detail in Depth

FOOD & WINE

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. Cakes will be provided for practice.

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

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



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. You will take home your cake and a set of basic fondant modeling tools.

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

Sat., 11/12; 6:30 - 9:30 pm
629 South B. St., San Mateo. \$59



New!

Haunted Halloween Mansion

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

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

Tues., 10/25; 6:30 - 9:30 pm
629 South B. St., San Mateo. \$69

Floral Cupcake Decorating

Enjoy learning how to make and decorate cupcakes in a variety of floral designs. Premier bake shop owner Kathleen Luzzi will teach you step-by-step how to apply the finishing touches to decorate the cupcakes with various creative techniques. Best of all, you get to bring home a basket bouquet of floral cupcakes you make!

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

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

Let's Make Sushi*

Bring your own sushi bento to work and save your lunch money. Have fun learning essential sushi-making techniques from our popular professor Machiko Conway. Enjoy creating a variety of delicious sushi and sampling what you make. Bonus: a famous sushi chef will demonstrate the art of sushi-making. **Bring a cutting board and long-blade knife. You must register by Thursday, October 13th for this class!*

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

2 Sat., 10/15 & 10/22; 1:00 - 3:00 pm
CSM, Bldg./Rm. TBD. \$55

New!

Preservation, Fermentation, & Cultured Foods for Health

Have you ever wanted to learn how to make cheese or butter; kombucha, sauerkraut or kimchee? In a **3-part** cooking series Chef Alison will demonstrate some basic recipes that will remove the mystery and reveal the benefits of preserving fruits, vegetables, and milk. Participants will have the opportunity to taste, create, and practice in class.

Materials Fee: \$20 payable to instructor in class (each of the three classes require this fee).

Class 1: Preserving Milk – Learn to prepare butter, crème fraiche, ricotta, yogurt and kefir.

Sat., 10/15; 10:00 am - 12:30 pm
CSM, Bldg./Rm. TBD. \$67

Class 2: Preserving Vegetables & Fruits – Learn to prepare sauerkraut, vinegars and pickling.

Sat., 10/22; 10:00 am - 12:30 pm
CSM, Bldg./Rm. TBD. \$67

Class 3: Beverages – Learn to prepare kombucha, shrubs and other probiotic beverages.

Sat., 10/29; 10:00 am - 12:30 pm
CSM, Bldg./Rm. TBD. \$67

EMERITUS INSTITUTE



Jazz from the Hill

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

8 Tues., 8/23-10/11; 1:30 - 3:30 pm
CSM, Bldg./Rm. TBD. \$49

8 Tues., 10/18-12/6; 1:30 - 3:30 pm
CSM, Bldg./Rm. TBD. \$49

"I like the feeling of community. Alicia is most knowledgeable. We've taken the class several times and it is always interesting and fun. Alicia encourages our participation."

— Patricia Norris
Jazz from the Hill

An Enchanting Evening with Leonardo da Vinci

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

Fri., 12/2; 7:00 - 9:00 pm
CSM, Bldg./Rm. TBD. \$49

"Informative and fun, Jim is a great actor. I would definitely recommend this course to others!"

— Julie Schwengels
An Enchanting Evening with Leonardo da Vinci



New!

Impressionistic & Post-Impressionistic Artists

Learn about the flowering of Parisian culture in the 19th century and the Impressionist and Post-Impressionist artists including women artists. We will view and discuss the paintings of Manet, Monet, Morisot, Cassatt, Van Gogh, Seurat, and Valadon who vividly depicted the era through their paintings. Judy Hiramoto is an artist who has taught modern and contemporary art history courses at University of California, Berkeley and Santa Cruz.

12/1 class will be a field trip to a museum (TBD). Participants will be responsible for museum entrance fees and transportation to the museum.

5 Thurs., 11/3-12/8; 2:00 - 3:30 pm (No class 11/24)
CSM, Bldg./Rm. TBD. \$49



TEST PREPARATION

SAT Prep for the New SAT

Hoping to get into your dream school or win thousands in scholarship money? Acing the new SAT can help, and Eva Holtz — a perfect SAT scorer and graduate of Harvard University — will show you how. We'll teach both the key academic content and dozens of techniques and strategies to maximize performance on the new sections on Evidence-Based Reading & Writing and on Math, as well as the new SAT Essay. Multiple practice tests, an SAT textbook and supplementary prep materials are included in the \$30 materials fee, payable to the instructor during the first session.

Any questions? Contact the instructor at eva@PrepPoint.com

Materials Fee: \$30 payable to instructor in first class.

Sat. & Sun., 9/17 & 9/18; 9:30 am - 1:30 pm
CSM, Bldg./Rm. TBD. \$139


"It showed me that I wasn't as prepared for the SAT as I thought... They prepared me."

— Daniel Dorsey
SAT Prep for the New SAT

PSAT Crash Course

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

Sat., 10/8; 1:30 - 4:30 pm
CSM, Bldg./Rm. TBD. \$49

 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**

Visit our website at www.ed2go.com/cce to register for & see **ALL** of our offerings (hours & fees vary)!



New! CLASSES FOR KIDS

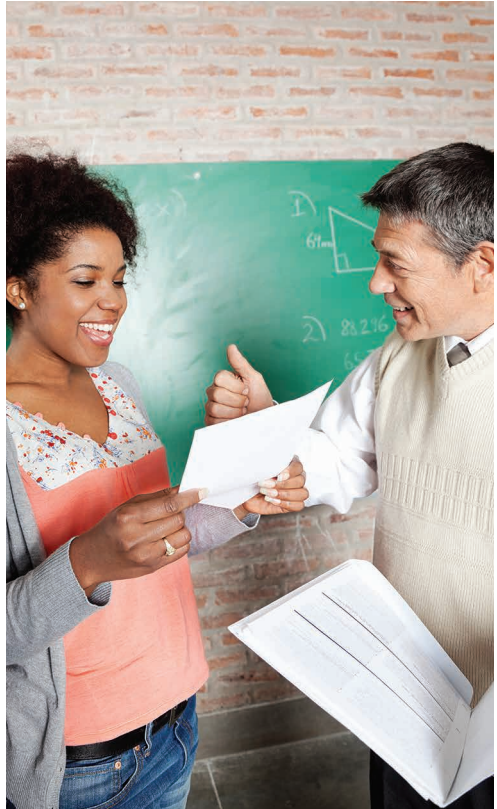


Common Core Writing: Expository

Write clear essays! Through the analysis of well-written cause and effect, compare and contrast, and how-to texts, students learn to classify and define a concept or idea. Small class sizes and ongoing feedback from expert instructors guides students to write structured and engaging essays. Classes focus on format, use of evidence, voice, word choice, and grammar. Max of 12 students.

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

8 Sat., 10/1-11/19; 11:30 am - 12:30 pm Ages 11-14 CSM, Bldg./Rm. TBD. \$195



Math Olympiad

Develop a love of math and boost math grades! Math Olympiad allows students to shine while tackling challenging problems from previous competitions. Our ongoing series is designed to improve math intuition, develop reasoning skills, and master strategies in creative problem solving. Topics can include logic, series, geometric configurations, and principles of divisibility. Students are introduced to new principles and topics each quarter, and courses can be taken in any order. Small classes of 12 students allow for ample individual feedback from expert instructors!

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

8 Sat., 10/1-11/19; 1:15 - 2:15 pm Ages 7-8 CSM, Bldg./Rm. TBD. \$195

8 Sat., 10/1-11/19; 2:30 - 3:30 pm Ages 9-11 CSM, Bldg./Rm. TBD. \$195

Public Speaking: Persuasive Speech

Articulate arguments clearly and cohesively! Continuous practice of loudness, body language, and eye contact helps to persuade an audience. Small class sizes and detailed feedback from professional coaches promotes academic growth. We record the final speeches to show your child's progress. Max of 12 students.

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

8 Sat., 10/1-11/19; 9:00 - 10:00 am Ages 9-11 CSM, Bldg./Rm. TBD. \$195

8 Sat., 10/1-11/19; 10:15 - 11:15 am Ages 11-14 CSM, Bldg./Rm. TBD. \$195

For additional information call (408) 777-8876 or visit our website at www.communicationacademy.com To register for these courses go to communityed.smccd.edu or call (650) 574-6149

SPECIAL INTERESTS



Peninsula Parks & Trails†

Join instructor and guide Tom Taber for a fun and informative course that combines in-class lectures with weekend field trips. Learn about flora, fauna, geology, and history as you discover the Peninsula's interesting scenic parks and trails. Each excursion will involve walking 4.5-6 miles in mountainous terrain. We will stop frequently to examine natural and historical features and to sample tasty treats made from native edible plants. We will explore spectacular views and wildflowers where San Francisco Bay was discovered from atop Sweeney Ridge; sweeping vistas, a beautiful reservoir, and wildflowers at Fremont Older Open Space; and huge old-growth redwoods, a beautiful river, and a unique sand hill ecology at Henry Cowell Redwoods State Park.

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

Lectures:

2 Thurs., 10/6 & 11/3; 7:00 - 8:30 pm
(No class 10/13, 10/20, 10/27)

CSM, Bldg./Rm. TBD. \$79

Fieldtrips:

3 Sat., 10/8, 10/22, 11/5; 10:00 am - 4:00 pm

"Tom Taber is ultra-knowledgeable about Bay Area parks and trails, and he's an excellent presenter."

— Nancy Hobson
Peninsula Parks & Trails

New!

City of San Mateo History Walk†

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, with 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 shown along the way.

†This tour requires moderate physical activity. Wear comfortable walking shoes. Layered clothing is recommended. Bring a lunch and a drink. No pets on tour.

Sat., 11/12; 10:00 am - 3:00 pm

300 S. El Camino Real, San Mateo. \$49

Astronomy — Exquisite Fall Skies

Do you want to finally make sense of those disconnected dots in the sky and tell a planet from a star? Learn to recognize constellations, such as Pegasus the Flying Horse and Andromeda the Princess. Discover what Perseus, Cassiopeia, and Andromeda have in common. You will learn to identify these constellations and more on our rooftop observatory. If the sky is clear, the Andromeda galaxy and the Double Cluster in Perseus will be visible through our rooftop telescopes. Professor Darryl Stanford is an astrophysicist at CSM. *Bring a planisphere* so that you can learn how to identify the constellations.*

*Planisphere available at the CSM Bookstore

2 Fri., 10/21 & 10/28; 7:30 - 9:30 pm

CSM, Bldg. 36, Planetarium. \$59

"Dr. Stanford was an excellent lecturer who made use of the planetarium as well as the telescope on the top of the building to offer me an initial appreciation of astronomy."

— Stephen Green
Astronomy — Enchanting Spring Skies





New!
Senior Safety — While at Home, Work & Traveling

70 ain't what it used to be! Seniors are living, working, and actively participating in more activities than ever before. But seniors can't function as easily as they once did and need to learn how to adapt to their individual needs. In this interactive program, seniors and/or their caregivers will learn how to review and adapt their home and workplace for maximum efficiency and comfort. Instructor Steve Veltkamp will review:

- Fall Prevention
- Home and Office Modifications
- Auto and Travel Considerations
- Adaptive Technology
- Communications and Emergency Alert Systems

Materials Fee: \$20 payable to instructor in class for the book *70 Ain't What it Used To Be™*

Fri., 8/26; 1:00 - 4:00 pm
 CSM, Bldg./Rm. TBD. \$39

New!
Returning to College — Earn That Degree

Do you want to go back to school and earn that college degree you always wanted or finish up a degree you have already started? How do you realign your professional life, family life, and personal life so that you can be successful? These can be daunting questions. Learn the steps you will need to take to make this dream come true from the application process through the class registration process, all the way to graduation. Gain knowledge of local accredited programs that offer the most flexibility, support, and pathways to transfer and/or graduation. Instructor Jeri Eznekier is the project director for SMCCD College for Working Adults.

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

Wed., 10/5; 7:00 - 9:30 pm
 Cañada College, Bldg./Rm. TBD. \$20

Wed., 10/12; 7:00 - 9:30 pm
 CSM, Bldg./Rm. TBD. \$20

Wed., 10/19; 7:00 - 9:30 pm
 Skyline College, Bldg./Rm. TBD. \$20



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 9:00 am - 12:00 pm, CSM Lot 1B
 Call (650) 583-4044
www.sanbrunodogobediencesschool.com



Motorcycle Safety Training

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

Classroom Instruction:
 Thurs., 5:30 - 10:30 pm
 CSM, Bldg./Rm. TBD

Riding Range:
 Sat. & Sun., CSM 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

New! TRAVEL ABROAD

SMCCCD Community Travel Program

Participate in one of our upcoming not-for-credit educational travel tours and \$500 (tax-deductible) of your registration fee goes directly into our foundation's scholarship fund to help students live and learn in other countries. It's a win-win — a curated travel experience for you, and a life-changing time for a student. We've designed these trips with you in mind: Hitting the high points destinations you'll never forget. Enjoy local food, special attractions, and guided sightseeing with the reassurance of a San Mateo travel ambassador and professional tour director on the trip.

All tour costs include round-trip international airfare from San Francisco, double occupancy rooms in upgraded hotels, breakfast daily, and up to five regional style dinners, ground transportation, and entrance fees to attractions. Read on to learn about each individual travel option. In 2017, take yourself someplace you've always wanted to go!

Visit www.smccd.edu/travelabroad to enroll or RSVP to one of our information sessions to meet with the San Mateo travel ambassador and learn more about the tours. For questions about the tours, email communitytravel@smccd.edu or call (650) 738-7098.



Italy: The Grand Tour of Italy **(May 25 – June 3, 2017) | \$4,940**

From Venice's endless canals to each Roman piazza, Italy has no shortage of awe-inspiring sights. Watch the Doge's Palace pale façade change color at sunset, stroll over the Bridge of Sighs, and explore the ruins of the ancient Roman Forum on this show-stopping tour of Italian culture.



Spain: The Land of Many Cultures **(May 25 – June 4, 2017) | \$4,930**

Dive into this unexpected melting pot, where a history of international influence has formed a land of many cultures. A millennia of cultivation finds synagogues, mosques and cathedrals sitting side by side. Be greeted by the flower vendors and street performers and admire the avant-garde gems in open-air plazas such as the Plaza de Catalunya and the Plaza de España.



England & France: The City Experience

(May 29 – June 5, 2017) | \$4,375

England and France may look small on the map, but navigating their wondrous sites can be daunting. If you like to move a little faster, chase the wealth of landmarks in an action-packed week of exploration. Start in the busy streets of London and say hello to Big Ben. Wander the smoky Dickensian streets of cobblestone and hanging lamps, or stroll across Windsor Bridge and admire its stout castle on the horizon. Take a train to Paris to enjoy a baguette under the Eiffel Tower or saunter through the gardens of Versailles.



Ireland: The Irish Heritage Tour **(May 29 – June 6, 2017) | \$4,305**

Let us roll out the green carpet so you can enjoy the raw beauty of this timeless landscape. See it cover the streets of Dublin in a quilt of fact and lore, from the fiction of James Joyce to the legend of Big Jim Larkin, whose bronze monument is a bold reminder of his realness. And before the city streets lose their charm, follow the trail of daffodils that outlines the Ring of Kerry.

New! ANNOUNCING BIM CLASSES AT SKYLINE!



Revit Structure

This class will teach the concepts and principals for Building Information Modeling (BIM) from a structural design and structural engineering perspective. The training course will teach you how to model and document your project within the BIM context.

Thurs. – Sat., 10/20-10/22; 9:00 am - 6:00 pm
Sat., 10/22; 9:00 am - 7:00 pm (includes exam)
Skyline College, Bldg./Rm. TBD. \$995
Certification Cost. \$200

Revit Mechanical/Plumbing

This class will teach the concepts and principals for Building Information Modeling (BIM) from a mechanical (MEP) and plumbing (MEP) design and engineering perspective. The training course will teach you how to model and document your project within the BIM context.

Thurs. – Sat., 11/3-11/5; 9:00 am - 6:00 pm
Sat., 11/5; 9:00 am - 7:00 pm (includes exam)
Skyline College, Bldg./Rm. TBD. \$995
Certification Cost. \$200

Revit Electrical

This class will teach the concepts and principals for Building Information Modeling (BIM) from an electrical (MEP) design and engineering perspective. The training course will teach you how to model and document your project within the BIM context.

Thurs. – Sat., 12/1-12/3; 9:00 am - 6:00 pm
Sat., 12/3; 9:00 am - 7:00 pm (includes exam)
Skyline College, Bldg./Rm. TBD. \$995
Certification Cost. \$200

Clash Detection with Navisworks

This class will teach you how to coordinate BIM projects by aggregating 3D models from multiple disciplines. The student will learn how to perform clash detection for construction risk mitigation. The student will learn how to create clash reports for all project stakeholders.

Thurs. & Fri., 3/16 & 3/17; 9:00 am - 6:00 pm
Skyline College, Bldg./Rm. TBD. \$995

Navisworks / Synchro 4D

This class will teach you how to sequence BIM projects and integrate your construction schedule built from Oracle Primavera or Microsoft Project. You will learn how to create a 4D schedule from your building information model.

Thurs. – Sat., 3/23-3/25; 9:00 am - 6:00 pm
Skyline College, Bldg./Rm. TBD. \$995



PROFESSIONAL CORPORATE TRAINING AVAILABLE

Providing a Full Range of Training, Educational, & Workforce Development Programs Customized for Your Organization

Community, Continuing and Corporate Education (CCCE) offers a wide variety of professional courses that address the needs and goals of Bay Area organizations. We can provide instructor-led, distance learning, e-learning or blended methodologies based on your organization's requirements and needs. Training is provided by our skilled and highly-rated industry trainers who each have over 15 years of corporate training experience in delivering excellent curriculum development and training. We can customize training for specific industries and segments of your workforce. We have specialists in the Biotech, Pharma, Manufacturing, Utilities, Software, High-Tech, Government and Not-for-Profit sectors. Our trainers have addressed the development needs of employees at all levels of the organization, from admins to C Suite executives, from scientists to finance professionals.



We can provide on-site training or training rooms at our local up-to-date facilities. We want to partner with you to contribute to the successful development of your organization. Some of the training and development areas in which we specialize include:

- Employee Onboarding
- MS Office Suite (Word, Excel, PowerPoint, Outlook, Access)
- Presentation Coaching
- Enneagram Training
- Supervisory Skills for New Managers
- Customer Service Training
- Email Management and Best Practices
- Desktop Publishing (InDesign and more)
- Human Resources Training, Documentation, Support, Sexual Harassment Prevention
- Soft Skills Training including Leadership, Time Management, Emotional Intelligence, Negotiation Skills, and more

Please call us to learn about our full range of supervisory and managerial classes, to explore an ongoing training relationship to help create a culture of learning and development at your company or to request a one-time workshop to meet a particular need. Our Corporate Training team can help you achieve your objectives in ways that align with your goals and objectives through performance improvement solutions, customized training and related business services.

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

COURSES BY DATE

August

8/3 Clinical Medical Assistant Info Session.4
 8/13 First Aid, CPR/AED, Adult & Pediatric.9
 8/17 Fingerspell Your Way (CSM).19
 8/17 Ladies Night Boxercise.16
 8/17 Pharmacy Technician Information Session. .4
 8/20 Boxercise 101.16
 8/20 Chinese I.20
 8/20 Computer Basics.11
 8/20 Graceful Hawaiian Hula I & II.18
 8/20 Planning for Your Retirement (CSM).13
 8/20 Repurpose/Redesign Your Furniture! . . .23
 8/23 Beginning German (CSM).21
 8/23 Clinical Medical Assistant Program.4
 8/23 Homeselling 101.14
 8/23 Jazz from the Hill.30
 8/25 Become a Professional Organizer.2
 8/25 How to be Published for FREE!3
 8/26 Senior Safety.34
 8/31 Tai Chi: Beginner & Intermediate.17

September

9/7 American Sign Language — Beg I (CSM). . .19
 9/7 Drawing in Color.22
 9/7 Oil Painting.23
 9/8 Learn to Draw — Basic Drawing.22
 9/8 Magic Flutes, Flute Orchestra.24
 9/8 Sensational Salsa Dancing.18
 9/10 Animation Voiceovers.3
 9/10 Financial Strategies for Retirement (CSM). .13
 9/10 Fretboard Fundamentals.25
 9/10 Fun with Guitar I.25
 9/10 Ink & Watercolor with Chinese Brush. . . .22
 9/10 Peninsula Photography Field Trips.26
 9/10 Pharmacy Technician Program.4
 9/10 Ukulele — Fun & Easy I.25
 9/12 Easy Pencil Sketching.22
 9/12 ServSafe Food Cert Test Prep & Exam. . . .9
 9/12 Street Smart Self-Defense.16
 9/13 Basic Cake Decorating.29
 9/13 Fencing — Fitness with a Sword.17
 9/14 How to Increase Employee Buy-in.7
 9/15 Spanish — Intermediate.20
 9/17 Beginning Music Reading.24
 9/17 French I.21
 9/17 Instant Piano for Busy People.24
 9/17 SAT Prep for the New SAT.31
 9/17 Spanish for Beginners.20
 9/17 Understanding Your Medicare Options. . .13
 9/19 DMV Auto Wholesale.2
 9/20 Non-Profit Leadership Certificate.8
 9/20 Watercolor By Any Means Necessary. . . .23
 9/22 Conversational Japanese.19
 9/24 Cellphonography.27
 9/24 Financial Strategies for Retirement (CAN). .13
 9/24 Introduction to Microsoft Word.11
 9/24 Kitchen & Bath Remodel/Design.28
 9/24 Life Insurance Basics (CSM).13
 9/24 Notary Public Workshop & Exam (CSM). . .2
 9/24 Secrets of Home Interior Decorating. . . .28
 9/26 Make Your Website Make Money.7
 9/27 Homebuying 101.14
 9/27 Instant Italian!21
 9/27 Sidelines for Seniors!3
 9/28 Introduction to Adobe Photoshop.26
 9/28 Sell Your Stuff on Non-eBay Sites.3
 9/29 Fingerspell Your Way (SKY).19

October

10/1 Common Core Writing: Expository.32
 10/1 Math Olympiad (Ages 7-8 & 9-11).32
 10/1 Public Speaking (Ages 9-11 & 11-14). . . .32
 10/1 Starting a Small Consulting Business. . . .6
 10/2 Become a Mystery Shopper.28
 10/3 ServSafe Food Cert Test Prep & Exam. . . .9
 10/5 Returning to College (CSM).34
 10/6 Beginning German (CAN).21

10/6 Improve Your Social E.Q.10
 10/6 Peninsula Parks & Trails.33
 10/8 Communication Skills for Introverts. . . .9
 10/8 Computer Basics.11
 10/8 First Aid, CPR/AED, Adult & Pediatric. . . .9
 10/8 Learn to Play Guitar in a Day!25
 10/8 PSAT Crash Course.31
 10/8 Successful Job Transitions.10
 10/9 Using Essential Oils.17
 10/11 How to Run an Effective Meeting.6
 10/12 Returning to College (CSM).34
 10/15 Beginning Chinese II.20
 10/15 Building/Leveraging Your LinkedIn Profile. .10
 10/15 Create Your Ideal Garden.28
 10/15 Home Decorating Detail in Depth.28
 10/15 Importing as a Small Business.7
 10/15 Intermediate/Advanced MS Word.11
 10/15 Let's Make Sushi.29
 10/15 Life Insurance Basics (SKY).13
 10/15 Preservation/Fermentation of Foods. . . .29
 10/15 Small Business Marketing.6
 10/15 Understanding Your Medicare Options. . .13
 10/18 Jazz from the Hill.30
 10/19 Ladies Night Boxercise.16
 10/19 Returning to College (SKY).34
 10/20 BIM Classes (SKY).36
 10/20 Learn to Draw — Basic Drawing.22
 10/21 Astronomy — Exquisite Fall Skies.33
 10/22 Boxercise 101.16
 10/22 Graceful Hawaiian Hula I & II.18
 10/22 Introduction to MS Excel.11
 10/22 Preservation/Fermentation of Foods. . . .29
 10/22 Strategic Planning for Organizations. . . .6
 10/22 Ukulele — Fun & Easy I.24
 10/24 Easy Pencil Sketching.22
 10/25 Hat's Off to Knitting!23
 10/25 Haunted Halloween Mansion.29
 10/26 Drawing in Color.22
 10/26 Fingerspell Your Way (CSM).19
 10/26 Tai Chi: Beginner & Intermediate.17
 10/27 Effective Communication Styles.9
 10/29 French II.21
 10/29 Fun with Guitar I & II.25
 10/29 Intermediate/Advanced MS Excel.12
 10/29 Preservation/Fermentation of Foods. . . .29

November

11/3 BIM Classes (SKY).36
 11/3 Impressionistic & Post. Artists.30
 11/5 Create Presentations w/ MS PowerPoint. .12
 11/5 Notary Loan Signing & Certification.2
 11/5 Personal Fitness Trainer Certification. . .15
 11/5 Planning for Your Retirement (SKY). . . .13
 11/6 Sports Nutrition Consultant Certification. .15
 11/9 American Sign Language – Beg I (SKY). . .19
 11/9 Floral Cupcake Decorating.29
 11/10 Secrets of a Super Memory.10
 11/12 Basic Fondant Cake Decorating.29
 11/12 City of San Mateo History Walk.33
 11/12 QuickBooks 2015 Basics.12
 11/19 Modern Floral Centerpiece.23
 11/19 Understanding Your Medicare Options. . .13

December

12/1 BIM Classes (SKY).36
 12/2 An Evening with Leonardo da Vinci. . . .30
 12/3 Addressing Conflict in the Workplace. . . .7
 12/3 PTCB Intensive Review Course.5
 12/5 ServSafe Food Cert Test Prep & Exam. . . .9
 12/10 First Aid, CPR/AED, Adult & Pediatric. . . .9
 12/10 Notary Public Workshop & Exam (CAN). . .2

Open Enrollment

Open Dog Obedience Classes.34
 Open Motorcycle Safety Training Classes. . . .34
 Open Online Courses.5, 12, 20, 27 & 31
 Travel Abroad 2017.35

REGISTRATION INFORMATION

QUESTIONS

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

Pre-Registration is Important!

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

Confirmations by Email Only

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

Refund Policy

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

Canceled Classes

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

Board of Trustees

San Mateo County Community
College District

Dave Mandelkern, President

Thomas Mohr, Vice President-Clerk

Maurice Goodman

Richard Holober

Karen Schwarz

Dennis Zheng, Student Trustee

Campus Maps

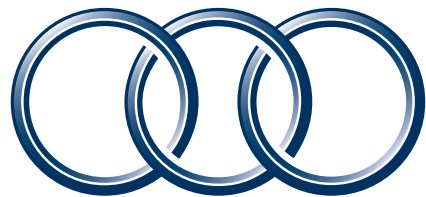
Parking in certain lots may be limited. Maps are subject to change. Please visit our website at: www.CommunityEd.smccd.edu and look under "FAQs" for updated maps and information before attending your classes.

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 (\$2) or a semester-long permit online or in the administration building on each campus. Parking fees are subject to change.

Accuracy Statement

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



SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

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



*Does not apply to online classes.

Register Now!
New classes start each week.



ONLINE 24/7
communityed.smccd.edu



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



FAX
(650) 574-6104



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



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

Please print or type all information.

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 degree <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 ____/____/____

Confirmations will be sent via email only.

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 for CCCE publicity.

Method of Payment:

- Check - **Payable to SMCCCD** Mastercard Visa



_____	_____	_____
Card Number	Exp. Date	3 digit 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.



Non-Profit Leadership Certificate Program



CEN

Center for Excellence in Nonprofits

The Non-profit Leadership Certificate Program is a not-for-credit certificate course intended for new executives, managers and emerging professionals from the nonprofit sector who wish to enhance their ability to lead and manage. The goal of this program is to foster leaders who are able to sustain themselves and their organizations, improve their own leadership capabilities and people management skills, and develop a robust toolkit of strategic and tactical skills to apply to the day-to-day in their jobs. This 13-week program will be comprised of 39 total required hours, including 30 hours of core course content and 9 hours of special topic content. All core courses and special topics will be taught by experienced subject matter experts and practitioners from the Center for Excellence in Nonprofits (CEN).

CORE COURSES: Core courses will be six (6) hours in length and will be taught in two 3-hour sessions. Courses will include a combination of lecture, discussion and in-depth examination of expert-led case studies designed to give nonprofit leaders and emerging leaders the opportunity to explore their leadership style and gain tactical ways to more effectively achieve their organization's mission.

- **Leadership** (6 hours): Get ready to learn how to make the shift from individual contributor to leader, how to navigate the difference between managing and leading, how to hone your leadership, and how to increase your impact by building and managing a strong team.
- **Financial Leadership** (6 hours): You will learn to understand the unique aspects of nonprofit financials and to use this information to create greater financial stability for your organization.
- **Strategic Development & Operational Planning** (6 hours): You will learn the core principles of creating and casting your vision, how to create a strategic framework for implementation and assessment, and how to build capacity through efficient and effective operational planning.
- **Fund Development** (6 hours): You will learn comprehensive, proven fundraising concepts and principles incorporating the latest research. At the same time, you will learn specific tools and techniques that enable and empower fundraisers to effectively plan and manage developmental efforts as they relate to overall strategic vision of the organization, including both the horizontal and verticals of fundraising.

- **Governance** (6 hours): One of the key determinates of a successful nonprofit is the relationship between the board and staff. In this course you will learn about the role and responsibilities of a nonprofit board of directors, how to build a board to meet your strategic vision and how to engage your board members.

SPECIAL TOPICS: Special topics will be three (3) hours in length and will be taught in one session using lecture and discussion format.

- **Marketing & Social Media for Non-Profits**
- **Measuring Impact:** How to measure your impact for funders
- **Technology & Non-Profits:** How to get the most out of all the "free" resources available to nonprofits

13 Tuesdays, 9/20-12/13 from 6:00 - 9:00 pm

Student Tuition: \$975



Introducing Our Newest Category of Classes: SMALL BUSINESS OFFERINGS

Whether you are interested in learning to exhibit your business at a tradeshow, start a consulting business or a small importing business, develop a successful business plan, address conflict in the workplace, run an effective meeting or increase employee accountability levels, we have a course for you!

See a few examples of our newest classes below:

New! Navigating & Addressing Conflict in the Workplace

How do people productively navigate conflict to increase teamwork and build a collaborative environment? This interactive class encourages dialogue in the workplace as a way of assuming leadership posture. Taught by senior staff from the Peninsula Conflict Resolution Center, a respected agency providing mediation, training, and facilitation in San Mateo County for 30 years.

New! Starting a Successful Small Consulting Business

Whether it's your first business startup, a second career, or a part-time business during your retirement years, this class will help you learn how to effectively establish your own consulting business. (Note: you should come to class with a good sense of the kind of consulting business you want to establish.) Instructor Hilda Sendyk is a 20+ years Learning & Development & Workforce consultant!



New! Small Business Marketing: Introduction to Exhibiting

Looking to take your small business to the next level? Ever want to expand your company sales and marketing? Get in front of the decision-makers by participating at Tradeshows as an Exhibitor! Learn the ropes in this Event Marketing Class specifically designed for the small business. There's no better way to do business than face-to-face interactions. Instructor Suzanne Drake has over 15 years' experience in the exhibits/events industry!

New! Strategic Planning for Small & Medium Sized Organizations

While strategic planning is important it is also difficult, so most plans fail. Participants in this workshop will learn a new approach that is easier, more fun, more likely to be successful, and be immediately applicable in the real world. Instructor Steven E. Wallis has presented his ground-breaking research around the world — recently winning a "best paper" award and serving as a Fulbright Specialist to a research center in Germany.

Our 1 & 2 day Courses Begin in mid-September and are offered throughout the Fall 2016 semester.

See our *New Small Business* Section – Pages 6 & 7

Residential Customer

Community, Continuing & Corporate Education

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



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