



COMMUNITY EDUCATION

Lifelong Learning, Career & Personal Development



Summer 2024 Course Catalog

Register Online!

laspositascollege.edu/communityed

Call Us!

925. 424. 1467



WELCOME TO SUMMER 2024

“Through my education, I didn’t just develop skills, I didn’t just develop the ability to learn, but I developed confidence”

- Michelle Obama

Who we are : Community Education at Las Positas College is an inclusive, learning-centered program providing educational and personal enrichment opportunities to the Tri-Valley and surrounding area.

Highlights for this Summer

- Youth summer camps are back! We offer a variety of educational and fun opportunities for children, tweens, and teens, both in-person and online. Check out some of our new ones: DJ Summer Camp, LEGO™ Camps, and Hindi for Beginners! **Check them out on pages 5 & 6.**
- Check out our new Real Estate section on **page 9.**
- Want to stay active? We’re excited to offer a pickleball and golf course! **See pages 10 & 11.**
- We have added even more travel opportunities! **See page 14.**
- We have a new course in our “55 and Better” Section: Estate Planning 101. **See page 12.**
- Our partnership with Ed2Go offers you access to quality online courses for professional and personal development. We recently expanded our certificate program offerings with now over 100, including HVAC/R Certified Technician, Project Manager with CAPM® and PMP® Prep, and Freight Broker/Agent training! **See page 15 for more information.**

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Chabot-Las Positas Community College District Board of Trustees

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Las Positas College Community Education

Dr. Nan Ho, Vice President of Academic Services
 Traci Peterson, Educational Partnerships Project Manager
 Megan Garcia, Community Education Program Coordinator

HOW TO REGISTER

“I am ready to take a class. How do I get started?”

- 1) Create an account here: laspositascollege.edu/communityed
Go to “**Current Catalog & Online Registration**”.
- 2) Add the course(s) you would like to take to your **shopping cart** and **pay** with a credit or debit card.
- 3) Carefully review our policies, such as refunds, course cancellations, etc., which can be found at laspositascollege.edu/communityed/support.php
- 4) Having a hard time finding the course you would like to take? Call us at **(925) 424 - 1467.**
*Please note that ComEd courses DO NOT require LPC admission.

A Glossary for Learning Modalities

IN PERSON

You will meet **in person.** Classes meet at the Las Positas College Livermore campus, unless otherwise stated.

ONLINE

This class is accessible **24 hours a day, 7 days a week.**

HYBRID

This class is a mix of **in-person and online** sessions.

LIVE REMOTE

This class is **live and online** during the dates and times in the catalog. Instructors will email you access to the class prior to the start date.



“We are always looking for new, fresh ideas for courses to offer our community. Have an idea for a course? Interested in teaching with us? Please email us at commed@laspositascollege.edu or give us a call 925-424-1647.”

- Megan Garcia
Community Education Coordinator



"We are all about supporting our community members lifelong learning goals and our teachers! Community Education offers a unique opportunity to learn from, connect with, and support local community members that are eager to share their expertise."

- Megan Garcia, Community Education Coordinator



Alka Gupta is an author and native Hindi speaker from Delhi, India. She has been teaching Hindi to students in the Bay Area for almost 18 years. She is a credentialed teacher in CA and has the Masters degree from India. She is offering "Hindi for Beginners" for ages 5-12. **See page 5 for information. Check out Alka's interview here:** laspositascollege.edu/communityed/gettoknowourinstructors.php

Deborah Finestone has a 20-year career in communications and marketing and has spent the last 7 years focusing on social media marketing. She's a certified social media marketer who helps small businesses and nonprofits have a bigger impact in the world. We are excited to partner with Deborah to offer her course "Fundamentals of Social Media Marketing for Small Business and Nonprofits." **See page 10 for details.**



Peter Zimmer is a former LPC student who now teaches English there! Peter also works as a reading and writing tutor and is an assistant advisor for the school's anthology class. He is excited to offer "The Craft of the Sentence" this summer. **See page 12 for information.**

Lana Shartle has over 10 years of real estate and construction experience. She has navigated many unique and challenging real estate transactions, including short sales, reverse mortgage sales, and probate situations. Lana loves sharing all that she knows about buying a home, including the steps that takes place before, during, and after the purchase.



Stacey Stowe has over 25 years of experience working in the Escrow and Title Insurance side of real estate transactions. In 2016, she received her Mortgage Loan Originator's license. Stacey is very excited and grateful to have the opportunity to help you make those dreams become a reality! Lana and Stacey are teaching "First Time Home Buyer Preparation." **Take Lana & Stacey's class. See page 9.**

YOUTH SUMMER CAMPS & ACTIVITIES

Jazz Camp: Middle & High School

Instructor: Marschak and Rosefield

IN PERSON

Each summer, we welcome Middle & High school students of all ability levels to our campus for 4 intensive days where we hone skills in Improvisation, Music Theory, Performance, Technique, Rehearsal, and much more. Campers work directly with LPC Music Faculty and present a public performance on the last day of camp on the Mertes Main Stage. This year, the theme for the camp is "Women in Jazz". This course is for Middle School students age range 11-14, & High School students age range 14-18.

H099 (Middle School)		\$150
6/17 - 6/20	Mon - Thurs:	10 AM - 3 PM
H099 (High School)		\$200
6/24 - 6/27	Mon - Thurs:	10 AM - 4 PM

Creature Design Workshop: Middle & High School

Instructor: Kuo

IN PERSON

Learn the fundamentals of creature design. Many professional illustrators focus on creature design; they create works for movies, games, and animation. In this camp, we will use Adobe Photoshop to sketch and paint creatures, taking into consideration their anatomy, environment, and behavior. This course is for Middle School students age range 11-14, & High School students age range 14-18.

DSC100 (Middle School)		\$100
6/24 - 6/27	Mon - Thurs:	9 AM - 2 PM
DSC100 (High School)		\$100
6/17 - 6/20	Mon - Thurs:	9 AM - 2 PM

Interior Design Summer Camp

Instructor: Hornbeck

LIVE REMOTE

Interested in learning how to decorate homes or become an interior designer? Learn the elements and principles of interior design with an emphasis on the use of color and texture in the selection of home furnishings using a computer aided design (CAD) program. This course is for High School age students 14 and above.

IDS468		\$100
6/24 - 6/27	Mon - Thurs:	10:30 AM - 12:30 PM

JAMS Press Pass Journalism Summer Camp: High School

Instructor: Korber & Thompson

IN PERSON

Interested in entertainment journalism? A career in entertainment journalism might just begin here. This camp will give students an opportunity to try their hand at the craft and gain insight on industry practices. Develop skills including writing, interviewing, storytelling, multimedia reporting, and even debate. This course is for High School students age range 14-18.

PRJ411		\$100
6/24 - 6/27	Mon - Thurs:	10 AM - 3 PM

3-D Modeling Summer Camp: High School

Instructor: Meyer

IN PERSON

Want to learn how to make games and motion pictures? Learn basic 3D modeling techniques and animation using Autodesk Maya and Adobe Photoshop Tools. This course is for High School students age range 14-18.

3DM101		\$100
7/8 - 7/11	Mon - Thurs:	9 AM - 2 PM

Call Us at : 925.424.1467

Welding Technologies Summer Camp: High School

Instructor: McNealy

IN PERSON

Want to learn about welding career paths in a state of the art facility? This hands-on camp is designed to introduce the basics of shop safety, hand tools, and metal fabrication. This course is for High School students age range 14-18.

WT100		\$100
6/10 - 6/20	Mon - Thurs:	8 AM - 1 PM

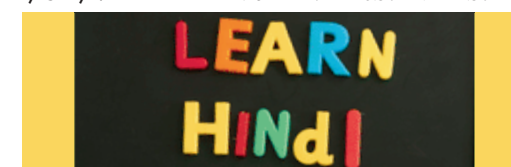
DJ Summer Camp

Instructor: Moen

NEW! IN PERSON

DJ/Turntable Summer Camp is a fun and interactive opportunity to learn the basics of DJ'ing and how to use a turntable so you can DJ anywhere, anytime. You will learn how to create your own set list, transition between songs seamlessly, mashup different tracks, create original sounding effects, and much more! This immersive program is perfect for beginners eager to explore the world of mixing and scratching or for those with a passion for music looking to enhance their DJ skills. This course is for age group: 13 - 18. Note: Participants will need to purchase their own DJ Controller. The instructor recommends the Hercules DJ Control Inpulse 200 MK2.

DJ100		\$100
7/15 - 7/19	Mon - Fri:	8:30 AM - 12:30 PM



Hindi for Beginners: Age Range 5-8

Instructor: Gupta

NEW! LIVE REMOTE

Ready for your child to start learning Hindi? Why not start this summer. This introductory Hindi language course is designed for students with little or no previous knowledge of the language. The class will focus on the four essential language skills - listening, speaking, reading and writing. Students will gain an understanding of Hindi vowels and consonants, everyday greetings and simple sentence formation through simple transliterated stories. Materials: There is no required textbook for this course but the students can buy magnetic letters (\$6) to practice from the instructor. This section of this course is for students age range 5-8.

HB0624		\$199
6/10 - 6/26	Mon, Wed, Fri:	3 PM - 4 PM
7/8 - 7/22	Mon, Wed, Fri:	3 PM - 4 PM

Hindi for Beginners: Age Range 9-12

Instructor: Gupta

NEW! LIVE REMOTE

Ready for your child to start learning Hindi? Why not start this summer. This introductory Hindi language course is designed for students with little or no previous knowledge of the language. The class will focus on the four essential language skills - listening, speaking, reading and writing. Students will gain an understanding of Hindi vowels and consonants, everyday greetings and simple sentence formation through simple transliterated stories. Materials: There is no required textbook for this course but parents of the 9-12 year old students can buy magnetic letters (\$6) and can also buy a textbook Namastejee from the instructor (\$15) only. This section of this course is for students age range 9 - 12 years old.

HB0624		\$199
6/10 - 6/26	Mon, Wed, Fri:	4:15 PM - 5:15 PM
7/8 - 7/22	Mon, Wed, Fri:	4:15 PM - 5:15 PM

Continuing Summer Fencing Camp: Epee

Instructor: Rheinheimer

IN PERSON

This competitive summer EPEE fencing camp is exclusively geared to those fencers going to Summer Nationals, to physically, mentally, and emotionally prepare to win. This is a 7-day training camp, and students are expected to attend all 7 days.

CF823 **\$135**
6/11, 6/13 & **Tues & Thurs:** 5:30 PM - 8 PM
6/17 - 6/20 & **Mon - Thurs:** 5:30 PM - 8 PM
6/25 & **Tues:** 5:30 PM - 8 PM

Continuing Summer Fencing Camp: Foil

Instructor: Rheinheimer

IN PERSON

The intermediate FOIL camp is for the foilist who is ready to go to the next level in skill and technique and competitive tactics. Pre-requisite: At least one year of beginning level is required. This is a 7-day training camp, and students are expected to attend all 7 days.

CF823 **\$120**
6/11, 6/13 & **Tues & Thurs:** 3:30 PM - 5:30 PM
6/17 - 6/20 & **Mon - Thurs:** 3:30 PM - 5:30 PM
6/25 & **Tues:** 3:30 PM - 5:30 PM



Wizarding World of Engineering using LEGO® Materials

Instructor: Play-Well TEKologies

NEW! IN PERSON

Master the magic of Harry Potter using LEGO®! Visit Diagon Alley, play a game of Quidditch, and duel the evil Lord Voldemort. Hone your magical skills while learning about advanced Muggle (STEM) concepts. Age range: 7 - 12

LSC2407 **\$259**
8/12 - 8/16 **Mon - Fri:** 1 PM - 4 PM

Minecraft Engineering using LEGO® Materials

Instructor: Play-Well TEKologies

NEW! IN PERSON

Venture into the world of Minecraft in our unique LEGO® experience. Get ready to build your base, craft your tools, use your Minecart to harvest raw resources, and battle to stop the Ender Dragon from ending the world. Come explore the endless possibilities of LEGO® with a trained Play-Well instructor. Age group: 5-7.

LSC2407 **\$155**
7/1 - 7/3 **Mon - Wed:** 9 AM - 12 PM

Minecraft Master Engineering using LEGO® Materials

Instructor: Play-Well TEKologies

NEW! IN PERSON

Bring your favorite Minecraft adventures to life with our enthusiastic Play-Well instructors. In a Minecraft world powered by LEGO® resources, we will build shelters to keep out Creepers, craft mystical items that only true masters can wield, and perfect our crossbow skills to stop the Wither from taking over! If you can imagine it, we can build it. Age group: 7-12.

LSC2407 **\$155**
7/1 - 7/3 **Mon - Wed:** 1 PM - 4 PM

Pokémon Engineering using LEGO® Materials

Instructor: Play-Well TEKologies

NEW! IN PERSON

Calling all Pokémon trainers! With the Pokémon Championship approaching, join our enthusiastic PlayWell Instructors as we build and catch our favorite Pokémon, rescue Pikachu from Team Rocket, take a ride on the S.S. Anne to uncover rare and mystic Pokémon, and battle to see who will hold the title of Pokémon Master. Come along on our journey to catch 'em all! Age group: 5-7.

LSC2407 **\$259**
7/15 - 7/19 **Mon - Fri:** 9 AM - 12 PM

Pokémon Master Engineering using LEGO® Materials

Instructor: Play-Well TEKologies

NEW! IN PERSON

LEGO® Master, I choose you!! In the race to be crowned the Ultimate Pokémon Champion, we need your help! Learn to build your favorite Pokémon, level up by teaching them special moves, evolve them into more powerful versions, and come face to face with the current champion in an epic battle for the title. Learn from our Play-Well Pokémon Masters so you can make it to the top! Age group: 7-12.

LSC2407 **\$259**
7/15 - 7/19 **Mon - Fri:** 1 PM - 4 PM

Animal Adventures with LEGO® Materials

Instructor: Play-Well TEKologies

NEW! IN PERSON

Let your imagination run wild with tens of thousands of LEGO® parts as we design and build leaping dolphins, buzzing beehives, and towering giraffes. Play, create, and learn in a world inspired by the animal kingdom. Design and build as never before and explore your craziest ideas. Age range: 5-7.

LSC2407 **\$259**
8/12 - 8/16 **Mon - Fri:** 9 AM - 12 PM

LANGUAGES

Introduction to Japanese Language and Culture

Instructor: Belardino

LIVE REMOTE

Let's study Japanese! Are you interested in taking the Japanese Language Proficiency Test (JLPT), living or studying in Japan, or working in the animation and gaming industry? This class is for the academically inclined individual not afraid to take a deep dive into the complicated world of Japanese grammar, reading, and writing. We will cover both hiragana, katakana, and an introduction to Kanji. You will dive into sentence structure and basic mechanics of the Japanese writing system. You will also learn different aspects of Japanese culture. Please visit our website for the required textbook and more information. All 13+ are welcome!

Note: Class will not meet on 6/19 & will meet on 6/20 instead.

AL723 **\$118**
6/12 - 7/17 **Wed:** 7:30 PM - 9 PM



Register at : www.laspositascollege.edu/communityed

HOME & HOMEMADE CRAFTS

Candle Making For Beginners

Instructor: Abdul

LIVE REMOTE

Have you ever wondered how beautiful candles are made? Have you ever wanted to make fragrant, multicolored candles for yourself or friends? In this dynamic online workshop, students will learn how to create unique candles to admire and share for far less than what they cost in stores. In this course, you will learn how to get started, the different types of candles you can make, the different types of candle mold, how to add fragrance and color, and the materials and supplies you need. You will receive a zoom link and ingredient list in your email a week before the class.

CM267 **\$49**
6/20 **Thurs:** 6:30 PM - 9:30 PM

Soap Making: Simply & Naturally for Beginners

Instructor: Abdul

LIVE REMOTE

Your bath can become your at-home getaway when you add beautiful and fragrant handmade glycerin soaps. Making these beautiful soaps is easy and enjoyable, and expressing your creativity is part of the fun. In this online course, you will create different types of soaps while learning how to use colors, molds, fragrances, essential oils, extracts, herbs, and novelties. There will be a virtual discussion on how to make organic, natural or therapeutic soap. You will receive a zoom link and ingredient list in your a week before the class.

HG744 **\$49**
8/1 **Thurs:** 6:30 PM - 9:30 PM

Introduction to Solar Panel Design & Installation

Instructor: Abdul

LIVE REMOTE

Solar installation has become one of the highest growing industries worldwide. Whether you are in the real estate/construction business or are interested in installing solar for your own home, this course will not only help you understand how solar PV "photovoltaic" works but also how it is designed and installed. You will also learn troubleshooting and servicing, how to assess if PV is feasible in a variety of situations, how to calculate and measure PV power input and output, site assessment, system designing and permitting, battery and PV sizing, panel orientation and radiation calculation, electrical load calculation, how to analyze National Electrical Code (NEC), complete familiarization with equipment and installation, labeling, wire management, and commissioning.

SC789 **\$299**
7/2 - 7/11 **Tues - Thurs:** 6 PM - 10 PM

Introduction to Electric Vehicle Charging Station Design & Installation

Instructor: Abdul

LIVE REMOTE

Did you know that the California is hoping to make 100% of vehicles operate on battery power by the year 2035? Therefore, one of fastest growing businesses in California, United States, and worldwide is electric vehicles, which means there is a demand for EV (electric vehicle) charging station installers and service providers. This course will offer A to Z of EVCS (electric vehicle charging station) design, installation, and operation, including troubleshooting.

SC789 **\$199**
7/16 - 7/18 **Tues - Thurs:** 6 PM - 10 PM



Macrame for Beginners: Create your Own Plant Hanger

Instructor: Garcia

NEW! IN PERSON

The 70's are back! Join us for a fun and creative workshop creating macrame plant hangers. Macrame is a textile craft using different knotting techniques. It is often used as a way to create functional yet artistic home decor pieces, such as plant hangers. In this workshop, you will learn a few basic knotting techniques and then create your plant hanger with the support of the instructor. This course is for beginners, and no experience is necessary. But why hang your plants? It frees up counter and table space, helps your plants stay up and away from pets and child, and adds a personal touch your space; it is a fun, inexpensive activity that you can do for personal enrichment or even for profit! Anyone 14 + is welcome!

MB2407 **\$29 + \$20 Materials Fee**
6/18 OR 6/25 **Tues:** 5 PM - 7 PM

RAPID EMPLOYMENT TRAINING

Starting A Medical Billing Service

Instructor: Patterson

LIVE REMOTE

Many medical practices receive most of their income from insurance companies. Thus, medical billing services are in demand. Learn how to obtain clients, set your fees, what other services a billing service could offer, marketing your services, where to obtain HIPAA compliant software, sample HIPAA Business Associate Agreement & Independent Contractor Agreement, what billing organization you can join, how to obtain updates from insurance companies and sole Proprietorship, Partnership, Corporation & LLCs discussed. Complete the MANDATORY ONLINE REGISTRATION before the first day. Visit our website for details.

MBS634 **\$25 + \$39 Materials Fee**
7/2 **Tues:** 6:30 PM - 8:30 PM

EKG Technician Training

Instructor: AUMT Institute

HYBRID

This combination online/hands-on in person EKG Technician Program will allow students to obtain employment as an Electrocardiograph (EKG/ECG) Technician. The EKG Technician is responsible for performing diagnostic tests to access the heart rhythm and rate in patients. EKGs are also performed before and after operations, during physicals examinations of patients, for patients with a history of heart disease, when patients are experiencing chest pains, and when the ordering physician deems it necessary. This course includes 48 hours in a hands-on classroom training at Las Positas College along with the ability to sit for the National EKG Technician Certification Exam.

EKG411 **\$1,195 + \$194 Materials Fee**
7/29 - 8/17 OR 8/26 - 9/16
(ONLINE) **Mon, Wed, Fri:** 6 PM - 10 PM
& **Sat:** 9 AM - 1 PM
(IN PERSON)

Clinical Medical Assistant, California Focus

Instructor: AUMT Institute

HYBRID

This course prepares you to become a Medical Assistant with a short yet comprehensive course of study. This fast-track training prepares the student to sit for the Medical Assistant (CCMA) national certification exam offered through the National Healthcareer Association (NHA) using a variety of classroom and externship training experiences. Learn to assist doctors with administrative and clinical procedures. Instruction includes a basic overview of the administration of the medical office, anatomy, and physiology of the body systems, and clinical components, utilizing didactic and hands-on practice. The didactic lecture covers the theory of every subject associated with the front and back office. Laboratory instruction provides hands-on training associated with listed clinical and administrative procedures, verified through a skills check-off system. Upon successful completion of the didactic portion of the program, each candidate is required to complete 160 hours of externship. Requirements: Students must be 18 years or older, have either a high school diploma or a GED certificate (or equivalent), and a current resume.

CCMA743 **\$2,999 + \$160 Materials Fee**
6/17 - 8/23 OR 7/15 - 9/20 OR 8/26 - 11/1
(Online) Mon - Thurs: & (In Person) Fri:
9 AM - 1 PM OR 6 PM - 10 PM 6 PM - 10 PM

Medical Billing & Collections Certificate Program

Instructor: Patterson

LIVE REMOTE

Become an essential anchor for a medical practice and get a competitive edge in the job market by attending the updated Medical Billing & Collections Certificate Program (MBCCP). Learn medical billing & collections firsthand from Kris G. Patterson, an instructor with over 30 years of experience in the medical billing industry. Upon completing the MBCCP, students will receive a certificate and be added to the instructor's database for potential job leads. Prerequisite: Ability to read and understand English, Basic computer skills, and internet access during class hours. Complete the MANDATORY ONLINE REGISTRATION before the first day. Visit our website for details.

MIBC101 **\$150 + \$275 Materials Fee**
7/9 - 8/8 **Tues - Thurs:** 6:30 PM - 8:30 PM

Certified Phlebotomy Technician Course

Instructor: AUMT Institute

IN PERSON

Phlebotomy Technicians are in demand as one of the fastest growing occupations in healthcare. Learn what you need to know about the circulatory system, venipuncture technique, specimen collection, risk factors, complications, and quality assurance. This course provides a complete learning experience—with 48 hours of classroom instruction and a 40-hour hands-on externship. The course is also designed to prepare you to take the National Certification exam to become a California Certified Phlebotomy Technician 1 (CPT1). A certificate of completion is awarded upon successful completion of the course. If you complete the course and pass the licensure exam, you will be a licensed Phlebotomist. Must be least 18 + years and have a high school diploma or GED Certificate (or equivalent) to enroll.

CPT 1 **\$2,500 + \$225 Materials Fee**
8/28 - 9/18 **Mon - Thurs:** 6 PM - 10 PM

Pharmacy Technician Training

Instructor: Career Training Solutions

LIVE REMOTE

Train for a rewarding new career as a pharmacy technician in as little as 6 months! Learn to assist the pharmacist in mixing prescriptions, maintaining patient records, purchasing and inventory management, billing and reimbursement, and more. Topics include pharmacology for technicians, pharmacy law and regulations, sterile and non-sterile compounding, quality assurance, and medication safety. Included in the program is a 120-hour externship where you will receive hands-on training in a local pharmacy under the direction of a pharmacist. This training meets the training requirements of the California Board of Pharmacy and qualifies students to apply for their California pharmacy technician license under Title 6 California Code of Regulation section 1793 6(c). The class also prepares students to sit for PTCE and ExCPT national certification exams. Payment plans available! See course description to sign up for a free information session.

PHMT127 **\$2,399 + \$200 Materials Fee**
7/27 - 12/17 OR 8/20 - 1/28
Tues: 6 PM - 9:30 PM & **Sat:** 9 AM - 12:30 PM

Medical Front Office Receptionist

Instructor: Patterson

LIVE REMOTE

This course is intended for students interested in becoming a Medical Front Office/Medical Receptionist, sometimes referred to as the Intake Coordinator. This class will ensure students are prepared to begin a rewarding career and to become an integral part of the medical office team. Topics covered include Basic Medical Terms and Plans, Eligibility and Insurance Benefits Verification, Appointment Scheduling (Manual and Computerized), Improving Telephone Skills, Patient Arrival, Check-in and Departure, Handling Medical/Office Forms, HIPAA/Patient Privacy & Confidentiality and Medical Terminology (specific to the front office). Upon completing the Medical Front Office class, students will receive a certificate and be added to the instructor's database for potential job leads. Complete the MANDATORY ONLINE REGISTRATION before the first day. Visit our website for details.

MO215 **\$25 + \$99 Materials Fee**
6/25 - 6/27 **Tues - Thurs:** 6:30 PM - 8:30 PM

Veterinary Assistant

Instructor: Career Training Solutions

LIVE REMOTE

With more than 85 million households owning at least one pet, the veterinary field is a growing field! Veterinary Assistants are valued team members in veterinary practices, clinics, and hospitals. They work with veterinarians and veterinary technicians to provide quality care for healthy, sick, and injured animals. Students will receive hands-on training on the correct handling and care of pets, learn proper examination procedures, and discover how to check for signs of illness and injury. Additional topics covered include anatomy and physiology, medical terminology and acronyms, nutrition, legal, ethical, and professional standards, and maintenance and management of a veterinary practice. This class is entry level and specifically NOT a Veterinary Technician class. Textbook and scrubs purchased separately. Payment plans available! See course description to sign up for a free information session.

VAC101 **\$1,599**
9/9 - 12/9 **Mon & Wed:** 6 PM - 9 PM

REAL ESTATE

Tax Strategies for Real Estate Investors

Instructor: Yee

LIVE REMOTE

You will learn legitimate strategies that may reduce your taxes by 50%. By the end of this seminar you will walk away learning how to qualify for the Short-Term Rental Tax loophole, to use Cost Segregation & Bonus Depreciation to drastically reduce your taxes to qualify for "Real Estate Professional" status and claim unlimited passive losses to off-set your active income to buy real estate using your "self-directed IRA," to use the IRC 1031 tax deferred exchange rules to trade up to higher quality properties as well as to leverage into more investment properties, to maximize your car, travel and transportation deductions, and to hold title in your real estate: LLC, S Corp, C Corp. BONUS: Learn how to buy investment properties in the best real estate markets throughout the country.

B431 **\$59**
6/25 **Tues:** 6 PM - 9 PM

First Time Home Buyer Preparation

Instructor: Shartle & Stowe

NEW! IN PERSON

Buying your first home can be overwhelming and stressful; ease that stress by learning from local real estate experts. Tri-Valley Real Estate Agent, Lana Shartle, and Mortgage Advisor, Stacey Stowe, are eager to help. Whether you are ready right now or will be in two years, find out what you need to do to prepare to make your first home purchase, including investigating loan and down payment options, setting your budget, finding the right realtor and loan officer, analyzing your credit score, getting pre-approval for your loan, finding the right house for you, navigating the escrow process, making sure you understand insurance, and taxes and basic home maintenance.

HBP200 **\$20**
6/22 OR 8/24 **Sat:** 9 AM - 12 PM



Buy Long Distance Income Property in a Post-Pandemic New Normal

Instructor: Yee

LIVE REMOTE

You will learn valuable strategies and insights to help you escape the traditional work grind and build a passive rental income that can replace your W-2 income within 5-7 years. Instead of working long hours for several decades to retire, you'll discover how to leverage real estate investments to generate passive income. You'll gain the knowledge and tools necessary to make informed decisions about investing in rental properties, achieve financial independence, and enjoy the benefits of a passive income stream.

B676 **\$59**
6/24 **Mon:** 6 PM - 9 PM

CAREER BOOSTERS & FINANCIAL OPPORTUNITIES

How to Start Any Home Business + 250 Home Business Ideas!

Instructor: Krusemark

LIVE REMOTE

A class for anyone interested in starting a business from home! Tired of working for someone else? Do you need to make more money? Turn your talents and hobbies into profits by starting a home business. Taught by a Chamber of Commerce Past President and award winning business owner, this is probably the most comprehensive business start up workshop you will ever find. Discover more than 250 legitimate home business ideas, mandatory legal documentation, many ways to market your product/service, and how to take tax deductions (this workshop included!) Informative handouts for future use are included in class fee. Anyone 16 + is welcome!

SHB101 **\$49**
7/10 **Wed:** 4 PM - 6 PM

Make Money with a Virtual Assistant/ Word Processing Business

Instructor: Krusemark

NEW! LIVE REMOTE

If you can type, then you can make money at home using your computer. You will discover how and where to find clients, 50 ways to advertise/market your services, effective home office equipment choices, and 100 ways to make money with a computer. There really is a need for your services, so learn to be your own boss, set your own hours, and make more money. Informative handouts for future use are included in class fee. Prerequisite: Participants must also attend "How to Start Any Home Business + 250 Home Business Ideas!" for a clear understanding of this endeavor, which is offered before this class. Anyone 16 + is welcome!

SHB101 **\$25**
7/10 **Wed:** 6 PM - 7 PM

Community Outreach For Non profits & Businesses

Instructor: Reich

NEW! LIVE REMOTE

How do you do outreach? There are many ways to go out into the community that benefit your business or organization instead of them coming to you. This workshop will cover a variety of outreach opportunities. Some simply take imagination and very little time. Some take time but can produce surprising results. Some will take time and effort but will provide many benefits to your organization.

NPO101 **\$39**
6/18 **Tues:** 6:30 PM - 8 PM

Voice-Overs: Now is Your Time!

Instructor: Deese

LIVE REMOTE

In what could be the most enlightening webinar you've ever taken, our instructor and professional voice coach will show you how you can actually begin using your speaking voice for commercials, films, videos, and more. In this introductory class, you will learn about a unique, outside the box way to break into this creative, fulfilling, and potentially lucrative industry. Voice-overs can be managed on your own terms, on your own turf, in your own time, and with minimal overhead! Whether you choose to pursue voice-overs part-time or full-time, this could be the game changer you've been looking for. Anyone 16 + is welcome!

B241 **\$35**
7/13 **Sat:** 10 AM - 12 PM

Building Public Speaking Confidence

Instructor: Reich

NEW! LIVE REMOTE

Does the thought of speaking in front of people leave you speechless? Most people need to speak in front of groups of people in many situations including work or in our personal lives. This course provides techniques to become a more confident and effective speaker and help overcome your fears. This workshop is ideal for beginners, those who have been “winging” it or those with experience wishing to strengthen their public speaking skills.

PCS200 **\$99**
7/16 - 7/30 **Tues:** 6:30 PM - 8:30 PM

Become a Notary Public Seminar

Instructor: Notary Seminars

IN PERSON

Whether you want to boost your income, create a new job opportunity, provide a service to your community, or increase your value to your current employer, this is the perfect opportunity. In this Secretary of State approved class, you will learn how to perform valuable services by certifying or witnessing signatures on official documents. Notary skills are valuable in almost any industry: real estate, legal, medical and banking to name just a few. This class gives you the knowledge to pass the exam and practice as an effective Notary. Participants receive 2 practice tests and will take the official Notary exam directly following the class. You will receive a Guidebook, Proof of Completion, notary application and access to the instructor's site with additional educational materials to utilize.

IPNP396 **\$99 + \$50 Materials Fee**
8/3 **Sat:** 8 AM - 6 PM

Renew Your Notary Commission

Instructor: Notary Seminars

IN PERSON

This Secretary of State approved class will prepare you to take the exam again by reviewing all relevant Notary law. You will take the official notary exam directly following the class. Renewing Notaries are required to take the exam and be fingerprinted again. Your commission must be current to qualify for the three-hour class. You will receive a Guidebook, Proof of Completion, notary application and access to the instructor's site with additional educational materials to utilize.

IPNP396 **\$50 + \$50 Materials Fee**
8/3 **Sat:** 12:45 PM - 6 PM

Become a Loan Signing Agent

Instructor: Notary Seminars

LIVE REMOTE

Are you already a Notary and looking for ways to increase your income? Make the most out of your notary commission by becoming a certified Loan Signing Agent. You'll have an instructor in real time teach you how to notarize loan documents and give you a simple strategy and all the tools you need to launch your new business as a Loan Signing Agent. Our expert teachers are seasoned in the business; they'll teach you the process of completing a signing, best practices in the industry, and how to get loan signing assignments. Your materials fee includes a digital workbook, practice loan documents, and a Certificate of Completion. **Prerequisite:** You must have completed the "Becoming a Notary Public" seminar prior to taking this class.

LSA101 **\$129**
8/20 - 8/22 **Tues - Thurs:** 6 PM - 8 PM

Fundamentals of Social Media Marketing

Instructor: Finestone

NEW! LIVE REMOTE

Led by a certified social media manager, learn how small business owners and nonprofit leaders can attract more customers and supporters using social media. This 3-month program includes done-with-you social media marketing strategy so you gain clarity to set achievable goals, done-with-you content calendar and content plan that creates simple, and doable tasks to get you started fast. Also, get live, virtual trainings on writing effectively, improving photos and videos, how to get found by more people, and basics of analyzing your metrics so you keep improving. Receive lots of prompts that will help your potential clients know, like and trust you. Participate in support sessions for troubleshooting, answering questions and getting feedback from your instructor and other participants. You can also join the Facebook group to ask questions and resolve hang-ups at any time in between.

FSMM100 **\$695**
6/5 - 8/14 **Every Other Wed:** 11 AM - 12 PM

Building Partnerships Between Nonprofits & Businesses

Instructor: Reich

NEW! LIVE REMOTE

A win-win solution. Learn techniques and examples to develop mutually beneficial partnerships with businesses and other nonprofit organizations. Businesses have a lot to offer your organization, and your nonprofit can have a lot to offer to businesses. Collaborations with other nonprofits can benefit all organizations in many ways. It is not competition but collaboration.

NPO101 **\$39**
6/25 **Tues:** 6:30 PM - 8 PM

UPSKILL YOUR CAREER

Introduction to Medical Terminology

Instructor: Krusemark

NEW! LIVE REMOTE

Medical terminology is the first step to any career in the medical field or simply to understand your family's medical visits. No prior experience is necessary. This highly specialized language involves word building with root words, prefixes, suffixes, and abbreviations. You will leave with a solid foundation of medical language, as well as basic medical billing and coding terminology. After submitting and passing the open-book exam included in the workbook you receive in class, you will earn a Certificate of Completion. This comprehensive course is taught by longtime educator LeeAnne Krusemark, and Credentialed Medical Professional Vanessa Grinnell, RRT. Anyone 16 + is welcome!

MT100 **\$69**
7/15 **Mon:** 4 PM - 7 PM

WELLNESS & PHYSICAL ACTIVITY

Pickleball for Beginners

Instructor: Sapsford

NEW! IN PERSON

Pickleball is a fun, social physical activity that is growing in popularity. This course provides instruction on the fundamentals of Pickleball, incorporating scoring, rules, technique, and strategy. If you have paddles, feel free to bring, although we can provide if not. All community members over the age of 16 are welcome to join!

PB101 **\$99**
8/10 - 10/12 **Sat** 12:30 PM - 2 PM

Summer Golf Club

Instructor: Sapsford

NEW! IN PERSON

Looking to improve your golf game this summer? Learn with the guidance of an expert and with the support of other community members looking to improve. This course will analyze your grip, set-up, alignment and the full swing, and the instructor will provide video analysis and feedback on what to improve. You will learn various short game techniques including pitching, chipping, putting, and sand play. The last focuses on the theme of course management and involves playing 9 holes of golf. All levels welcome. This course is held at the Las Positas Golf Course. There is a small additional fee to purchase driving range golf balls. Please bring your clubs, but if you don't have any, we can provide. Anyone over the age of 16 is welcome to join! This course is held at Las Positas Golf Course.

SGC101 **\$99**
8/9 - 10/4 **Fri:** 5:30 PM - 6:45 PM

The Impact of Drugs on Our Community

Instructor: McReynolds

IN PERSON

We are pleased to offer a two day workshop with Dennis McReynolds, licensed Drug and Alcohol Counselor, where he invites families to learn about the way drugs in our society are impacting our community. His goal is to help students and families develop a realistic perspective of drug-related problems in our local community and in a societal context. Provides current information and perspectives on critical issues related to drugs, such as social and psychological reasons why drug use and abuse occurs, results of drug use and abuse, and how to prevent drug use and abuse. Policy making is also discussed. Anyone 14+ is welcome!

DS411 **\$49**
8/29 & 9/5 **Thurs:** 5 PM - 7 PM

WRITING

Write Your First Novel (in 90 Days!)

Instructor: Krusemark

LIVE REMOTE

This intensive course provides a schedule of crafting a novel from start to finish, which you can finish in as little as 90 days! This class will also help you stay motivated throughout the journey. You will learn how to select your novel genre and develop a compelling premise, create multidimensional characters and immersive settings.

DIW890 **\$49**
7/17 **Wed:** 4 PM - 6 PM



How to Write Your Life Story (for fun or profit)

Instructor: Krusemark

LIVE REMOTE

You don't need to be famous to have a legacy to leave behind. Create an inspirational autobiography for family, friends, and others. Learn how to recall vivid memories, analyze events and people that shaped who you are, and bring your story to life. Your handout, included in the class fee, will have an outline to help you organize and write your memoir step-by-step. Printing/publishing options will also be discussed. All 16+ are welcome!

DIW890 **\$69**
7/13 **Sat:** 8 AM - 11 AM

Beginner's Guide to Getting Published

Instructor: Krusemark

LIVE REMOTE

If your goal is to become a published freelance writer by selling a magazine article, short story, poem, or even a novel to a traditional publisher, this comprehensive workshop will guide you to, then past the editor's desk. You will discover how to become a "published" writer overnight, submit manuscripts the correct way, find the right publisher for your work, write irresistible query letters, determine when and how to get an agent, and 100 ways to make money as a freelance writer. If you really want to succeed, this step-by-step workshop is a must! Informative handouts for future use are included in class fee. All 16+ are welcome!

AL261 **\$49**
7/9 **Tues:** 4 PM - 6 PM

Explore 50 Different Self-Publishing Options

Instructor: Krusemark

LIVE REMOTE

Self-publishing is all the rage, but is it the best option for YOU? You will discover the pros and cons of all the self-publishing options, including print-on-demand and e-book publishing, as well as Amazon options, and see how they compare to traditional publishing. Informative handouts, including a rated description of 50 self-publishing companies for future use are included in class fee. **Prerequisite:** participants must also attend "Beginner's Guide to Getting Published," which is offered right before this class. All those 16+ are welcome!

AL261 **\$25**
7/9 **Tues:** 6 PM - 7 PM

Meet the Agent/Publisher:

Get Your Manuscript Critiqued

Instructor: Krusemark

LIVE REMOTE

Have you ever wanted to talk to a real agent or publisher? Are you tired of having your manuscripts critiqued by non-professionals or paying an editor too much money to change your writing to their voice? Email one page of your in-progress manuscript for an in-class critique of one page of your poetry, article, short story, screenplay, novel, non-fiction book, or children's book. Optional: You can then send your manuscript for a professional critique (for a critique fee of \$50 for up to 25 double-spaced pages + \$1/page thereafter, and a list of publishers/agents who are interested in your type of work. Informative handouts for future use are included in class fee.

AL417 **\$39**
7/18 **Thurs:** 4 PM - 6 PM

Beginner's Guide to Using FREE ChatGPT (AI) for Writers

Instructor: Krusemark

NEW! LIVE REMOTE

ChatGPT (AI) is here to stay and is the future for writers and content creators. Don't be left behind! No prior AI experience required. Do you want to learn how to incorporate the power of cutting-edge technology to gain ideas and inspiration, write web content, articles, and even novels or scripts? In this beginner-friendly course, you'll learn how to register for a FREE ChatGPT account, input effective writing prompts to avoid nonsense responses, build creative content, from stories to marketing copy, determine its capabilities and limitations, and understand ethical/legal considerations using ChatGPT. All 16+ are welcome!

DIW890 **\$49**
7/18 **Thurs:** 4 PM - 6 PM

Write a Riveting Mystery,Suspense or Crime Story

Instructor: Krusemark

LIVE REMOTE

Become a mystery writer for fun or profit! You will discover the different sub-genres and three-act story structure of mystery writing and create an intriguing cast of characters. Learn how to research and pick your setting, make sure your opening grabs readers' attention, use "red herrings" to misdirect your readers and create suspense until you're ready for the final reveal. Publishing options will also be discussed. Informative handouts for future use are included in class fee. All 16+ are welcome!

DIW890 \$49
7/11 **Thurs:** 4 PM - 6 PM

Explore the World as a Travel Writer

Instructor: Krusemark

LIVE REMOTE

If you love to travel and love to write, this is for you! We will discuss how to use all your senses in a new destination to create more detailed and in-depth descriptions that capture and maintain readers' interest, and whether or not you need to include photos with your work. You will also learn how to find and submit your finished product to print and online markets, the business side of travel writing (how to take travel tax deductions), and how to avoid worn-out travel writing cliches. Informative handouts for future use are included in class fee. Anyone 16+ is welcome!

DIW890 \$49
7/15 **Mon:** 2 PM - 4 PM

Introduction to Screenwriting for TV and Movies

Instructor: Krusemark

LIVE REMOTE

In this comprehensive session, you will learn about special screenwriting terms and formats for television and the big screen. You will also learn how to plot a story, develop characters, and execute your work in the proper screenwriting format. You will discover the difference between a Treatment, a Spec Script and a Shooting Script and when to do each. And, you'll get an inside look into the business of selling your script to agents and producers. Informative handouts for future use are included in class fee. Anyone 16+ is welcome!

DIW890 \$49
7/13 **Sat:** 11 AM - 1 PM

Craft of the Sentence

Instructor: Zimmer

NEW! IN PERSON

Want to write powerful sentences? With the guidance of a current college professor, this course covers basic sentence structure as well as introduces you to a variety of ways to craft your sentences; this course covers the components of a sentence, such as subjects and verbs, punctuation, subordination, coordination, common errors, and tips for revision. It is a mix of both lecture and workshop, where students share their writing with the instructor and with each other to receive feedback and guidance. Whether you are transitioning from high school to college, a returning student, an adult learner, or an English language learner, you will gain confidence as a writer and gain skills that will help you feel ready to tackle your first college English course. Anyone 14+ is welcome!

CS201 \$99 + \$19 Materials Fee
7/15 - 7/31 **Mon & Wed:** 5 PM - 7 PM

55 & BETTER

Estate Planning 101

Instructor: Thaete

NEW! IN PERSON

With the guidance of Jennifer Thaete, Estate Planning and Probate Attorney, we will review the primary options in creating an estate plan including: Trusts, Wills, Financial and Health Care Powers of Attorney; a general overview of Probate, Conservatorship and Estate Taxes will be discussed in concert with the above. All information is in plain English, and handouts will be provided.

EP105 \$15
8/20 **Tues:** 6 PM - 7:30 PM

A Practical Computer Class for Older Adults

Instructor: Wilson

LIVE REMOTE

Have you taken computer classes before and been totally lost? Well, this unique class is for those who are looking for simple and practical instructions. Your patient instructor has trained 1000s of older adults, with 4 and 5-star ratings! We will discuss the popular YouTube website that offers 1000s of free informative and entertaining videos, show a few email tips and tricks, demonstrate online shopping, visit AARP and other related websites for seniors, use some shortcut keys, and navigate Google Search to do research and get information. So, if you have been frustrated with other classes, consider taking this refreshing and informative computer class for older adults! You won't be disappointed!

PCC101 6/29 **Sat:** 12 PM - 1 PM \$20
PCC101 8/7 **Wed:** 11 AM - 12 PM \$20

WINDOWS 11: Starting from the Beginning

Instructor: Wilson

LIVE REMOTE

This is an adult-friendly Windows 11 class! See how to use the desktop and the new task bar. We'll also explore the start menu and related features. In addition, you will learn about the new design, the use of widgets, and how Windows 11 is organized. (Not for Apple/Mac users.)

C101 6/27 **Thurs:** 8 PM - 9 PM \$20
C101 8/23 **Fri:** 3 PM - 4 PM \$20

All About Pictures: Finding, Organizing, Editing and Saving on your Computer!

Instructor: Wilson

LIVE REMOTE

During this class you will learn how to manage pictures on your computer. Also, find out how to name, rename, and move pictures into folders to get organized. We will take a look at using the Photo Gallery and minor editing of pictures, such as cropping and making enhancements. We will use pictures for desktop backgrounds and insert a picture into Microsoft Word to manipulate for flyers, invitations, and other printed materials. (Not for Apple/Mac users.)

AL505 6/20 **Thurs:** 10 AM - 11 AM \$20
AL505 8/17 **Sat:** 1 PM - 2 PM \$20

Computer Scams, and What Not to Click On!

Instructor: Wilson

LIVE REMOTE

Don't let your computer control you! Find out what you should and should NOT click on. Instructor will discuss scams to know about; frustrating and suspicious popups; advertisements; your haywire computer, e-mail ads, and links. (Not for Apple/Mac users, or tablets.)

CPS411 6/15 **Sat:** 7 AM - 8 AM \$20
CPS411 8/13 **Tues:** 2 PM - 3 PM \$20

I Need to Host My Own Zoom Meeting?

Instructor: Wilson

LIVE REMOTE

You will see how a host sends an e-mail, invites, and schedules meetings. Even the basic host controls can seem overwhelming, but we will explore those, as well. You'll learn how to Share Screen, invite, and send links to e-mails. This class is a great place to start before hosting your first Zoom meeting!

ZM102 8/9 **Fri:** 11 AM - 12 PM \$20
ZM102 8/30 **Fri:** 7 PM - 8 PM \$20

Microsoft Word: The Very Basics

Instructor: Wilson

LIVE REMOTE

Your instructor will break down the unknown Microsoft Word stuff, and present them to you in a clear, sensible, and enjoyable way! We will briefly look at the free and paid version of word processors. Then the instructor will open and show basic functions in Microsoft Word. We will go on to explore saving, alignments, bullets, numbering, and indents. (Not for Apple/Mac users.)

C103 \$20
7/8 or 7/15 **Mon:** 11 AM - 12 PM

Getting More out of Microsoft Word

Instructor: Wilson

LIVE REMOTE

Let's make your tasks in Microsoft Word a lot easier! You will save time and frustration and see how to properly use tabs. We will go on to explore dictation, easy paragraph functions, the sort feature, and using macros to eliminate laborious repetition. See the beauty of working with soft and hard returns and how to easily create and use tables. Get tips and tricks, as well as use shortcuts to save time. Let's look at creating headers/footers and using the Format Painter to easily format existing text. (Not for Apple/Mac users.)

C103 8/26 **Mon:** 3:30 PM - 4:30 PM \$20
C103 8/27 **Tues:** 3:30 PM - 4:30 PM \$20

Getting to Know Your Android

Instructor: Wilson

LIVE REMOTE

This class is designed for mature and recent Android users! Your instructor will demonstrate how to use your smart phone. This class is designed for mature and recent Android users! Mike will cover cell phone topics, such as: the photo app, texting, navigating, apps, contacts, e-mail, camera, the Play Store, settings, and the Internet. (Note: This course is not for iPhone users.)

GKA100 \$55
6/17 - 6/19 **Mon - Wed:** 9 AM - 10 AM



Call Us at : 925.424.1467

Excel for the Absolute Beginner

Instructor: Wilson

NEW! LIVE REMOTE

Your instructor will demonstrate how to navigate and interface with Excel's basic features. See how to create a simple contact list. You will view how to use calculations such as AutoSum and see how to generate simple formulas. Also, learn to use the fill handle, sort existing data, merge and center, move cells and ranges, and wrap text.

EAB100 \$20
6/23 or 8/18 **Sun:** 11 AM - 12 PM

AI (Ai) Made So Practical and Easy!

Instructor: Wilson

NEW! LIVE REMOTE

Are you curious about AI (Ai)? Then this class is for you! (Older and young adults will find this class very rewarding!) We will explore the practical benefits of using a basic form of AI called ChatGPT. If you have or have not used Google before to search for information, this AI will be a snap! Take your search, research, inquiries, and answers to questions to a whole new level! Find quick written solutions to problems based on your exact needs. Generate personalized text in seconds for invitations, letters, and any other materials you are looking to create. AI will quickly generate any text for you based on your interest. Also, never worry about grammar and spelling errors again! You will be amazed at how user-friendly this session will be. Take this class; you won't be disappointed!

AI100 6/24 **Mon:** 7 PM - 8 PM \$20
AI100 8/11 **Sun:** 12 PM - 1 PM \$20

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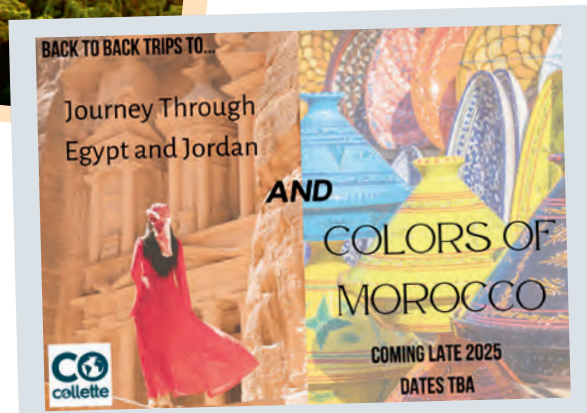
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- Community Education Traveler, Tillie
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