

DESIGN YOUR SUMMER LEARNING



@ HOME

Lifelong Learning, Career & Personal Development

Community Education

Summer 2021 Schedule • Classes through August 2021

Register Online:

www.laspositascollege.edu/communityed



LAS POSITAS
COLLEGE

Welcome to Summer 2021

Community Education at Las Positas College provides an avenue for all people in the Tri-Valley area to teach and to learn. We work cooperatively with a number of programs on campus in support of credit and noncredit students as well, to offer just-in-time and key learning that can only be provided through fee-based means, in a quick and timely manner.

Once again this summer we are fully online, and we want to take a moment to thank our incredible teachers and students who have supported Community Education and Las Positas College during this unbelievable year.

Take a look at our online Summer Camp offerings and turn to the back of the book for more information on how you can take regular college classes at Las Positas as well this summer! We look forward to seeing you on campus soon, but until then, Design Your Summer Learning @home with Community Education !



Take care and take classes!
Frances DeNisco
Program Coordinator

“What we learn with pleasure, we never forget.”

— Alfred Mercier

Featured Instructor

I was unsure as to what career path I wanted to take for quite a while, and I took a few English courses at Las Positas College during my first few semesters. Those classes really pushed me as a writer, and I felt engaged with the material, so I decided to pursue an English degree. I specifically wanted to teach at a community college. I wanted to show students that you can be successful, and community college is an excellent place to start. I am thrilled to be able to work for the college that I once attended as a student. I think that the best part about teaching is seeing my students’ joy when their hard work has paid off. The main struggle this past year with online teaching has been trying to make the Zoom meetings engaging. Also, there are a lot of distractions when you are teaching and learning from home, although I have enjoyed seeing my students’ children, cats, and dogs!



If you want to brush up on your writing skills Megan Garcia’s classes are for you! p. 6

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Many more classes available on the website!

Chabot-Las Positas Community College District Board of Trustees

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Las Positas College Community Education

- Tamica Ward, Dean of Enrollment Services • Frances DeNisco, Program Coordinator

How To Register



Scan this code to go to our registration website.

A. There are two ways to register:

1. Online with a credit card at: www.laspositascollege.edu/communityed
2. By phone at 925.424.1467 with a credit card

B. Registration confirmations are sent via email only. **Please provide an email address when registering if you want a confirmation of enrollment.**

C. Refund Policy: Refunds are not given for Community Education courses except when a class is cancelled. In the event of a class cancellation, full refunds will be given. Please see website for full refund policy.

D. When you register for a Community Education class you are agreeing to a Student Code of Conduct. Please see website FAQ for more information.

E. Some online classes in this catalog are available for registration at www.ed2go.com/lpccommed. They will be noted. Questions? Send us an email.

No college credit is offered. Classes do not require admission to the college, and do not involve exams. There are no transcripts or grades and classes are not transferable. Minimum enrollment is required for classes to start. Community Education is a self-supporting entity of LPC and is not funded by taxpayer dollars. Community Education classes are offered in addition to the LPC instructional program. Community Education classes do not necessarily reflect the views or policies of Las Positas College. Las Positas College does not endorse any person or product.

A Glossary of Online Learning Terms

Scheduled classes will still have days and times listed for attendance, but you will attend online.

Instructors will email you access to the classroom just prior to the class start date for scheduled classes.

LIVE REMOTE: This class is conducted by an instructor live during class times listed.

SELF-PACED: You can take your time with this class, and you can choose your own start date.

ASYNCHRONOUS: This class is accessible 24 a day, 7 days a week (24/7)

HYBRID: This class requires you to do work on your own and meets for scheduled Live Remote sessions.

Remodel This Summer!

If you are thinking of doing a bath or kitchen remodel, these classes are for you! You will learn what you should consider before you do a remodel—budget, design considerations, contractor selection, and more! Resources and tips will be given along with how to budget for your new bath or kitchen. Most importantly, you will learn about fine tuning the small details in a bath design or kitchen design that can often turn into costly mistakes

Bathroom Remodel Tips

Instructor: Hornbeck

LIVE REMOTE

ID326 6/23 Wed 7:00 - 9:30pm \$39

or

ID326 7/21 Wed 7:00 - 9:30pm \$39

Kitchen Remodel Tips

Instructor: Hornbeck

LIVE REMOTE

ID326 6/21 Mon 7:00 - 9:30pm \$39

or

ID326 7/19 Mon 7:00 - 9:30pm \$39



Jill Hornbeck has been a Las Positas College Interior Design instructor for 19 years as well as at other community colleges in the Bay Area. Jill prides herself in the use of practical design, not just with things that look good, but are functional and make budget sense.

**Budget • Design • Contractors
Resources & tips**

SUMMER CAMPS

Back by Popular Demand!

BioTech Boot Camp: Beginning

Instructor: Chovnick

LIVE REMOTE

Molecular biologists have been some of the unsung heroes of the current pandemic- working non-stop developing Covid tests and vaccines so we can all get back to our classrooms. In this week-long camp you will get a chance to utilize some basic molecular biology tools used in biotech to observe and measure cells, viruses, proteins and DNA. We will provide a laboratory kit with safe supplies to run experiments in your home and we will collaborate just like scientists have done during the past year- over Zoom. Lab kits will be available for pick up on campus the week before the camp. There will also be online guest scientists who will provide a glimpse of life in a biotech lab.

BioTech Bootcamp is supported by a National Science Foundation grant that provides enrollment fee grants to 5 qualifying applicants. Please visit <https://forms.gle/ZQUAwkX5pPQuSAb29> to apply for a grant and for more information.

Ages 15 to 17

BBC17 7/12-7/15 M-Th 10:00am - 3:00pm \$100

NEW

Commercial Music Camp

Instructor: Godoy

LIVE REMOTE

Making Music for Film and Games: The Commercial Music summer camp will be action filled with creating short pieces for film scenes and game projects. It will cover the basics of the topics covered in the Scoring for Film and Multimedia course including an intro to Logic Pro X and using MIDI to create music digitally. This camp is for people with at least some musical experience (familiar with notes, scales, and rhythms), and a willingness to dedicate time to creating. We will be using Logic Pro X, a Mac based program, but will be accessible for PC users, or those who do not have their own license, through a remote access application.

Ages 14 to Adult

CMS 879 7/5-7/9 M-F 9:00am - 2:00pm \$100

NEW

Interior Design Camp

Instructor: Hornbeck

LIVE REMOTE

The Interior Design summer camp teaches students about interior design through practical application of hands-on creative spaces as well as digital means. Students will develop an understanding of measuring, designing human centered spaces, while investigating relationships of human behavior and the space they occupy. Students will engage in design elements and principles including use of color and textures within the design space. Design kits will be available for pick up on campus the week before the camp. Students will have access to model home tours, construction site tours, and showroom tours.

Ages 14 to Adult

IDS 467 7/19-7/22 M-Th 10:00am - 12:30pm \$100



Back by Popular Demand!

Graphic Design and Digital Media Camp

Instructors: Kuo, Meyer

HYBRID

Have you ever wanted to create your own character and bring it to life? Throughout the Graphic Design & Digital Media summer camp, you will learn how to sketch and draw your own character in Photoshop, and then model it 3D using Maya. At the end of the camp, you will receive a 3D printed figure of your own design!

Ages 15-17

DSC100 7/12-7/15 M-Th 9:00 - 11:00am \$100
and 12:00 - 2:00pm

Ages 12-14

DSC100 7/19-7/22 M-Th 9:00 - 11:00am \$100
and 12:00 - 2:00pm

Java Programming for Young People: Basics

Instructor: Progressive Kids

LIVE REMOTE

Java is an established, popular, and cross-compatible programming language. Students will be exposed to all of core Java programming and will be introduced to concepts such as object-oriented programming principles and will gain a strong foundation on the language. Topics: variables, loops, conditions, classes, void methods and GUI programming widgets such as buttons and labels.

Age 12 to 16

PPP101 6/14-6/18 M-F 2:30 - 5:00pm \$310

Java Programming: Advanced Projects

Instructor: Progressive Kids

LIVE REMOTE

Course will cover the more advanced topics of objects, constructor, inheritance, polymorphism, encapsulation, IO to files and one final project. Please be familiar with JAVA Basics or have attended Java BASICS with Community Education.

Age 12 to 16

PPP101 6/21-6/25 M-F 2:30 - 5:00pm \$310

Python for Young People: Beginner

Instructor: Progressive Kids

LIVE REMOTE

Python for Beginners is specifically designed to help kids understand the basics of programming, data analysis, game coding and GUI interface using Tkinter. It is an exercise-based program where kids write their own code in real-time programming environment. Students learn installations, list, I/O to file, tuple, dictionary, looping, Tkinter widgets like frame, button, canvas, animation, object creation and Game. They work on many mini-projects and develop one fun game.

Ages 10 to 15

PPP101 6/28-7/2 M-F 2:30 - 5:00pm \$310

or
PPP101 8/2-8/6 M-F 2:30 - 5:00pm \$310

Python for Young People: Intermediate

Instructor: Progressive Kids

LIVE REMOTE

Recommended: Have Python beginner experience or have taken Python for Young People: Beginner from Community Education.

Ages 10 to 15

PPP101 7/5-7/9 M-F 2:30 - 5:00pm \$310

Python for Young People: Advanced

Instructor: Progressive Kids

LIVE REMOTE

Course covers the concepts of lambda, inheritance, initialization, encapsulation, polymorphism, cloning, and much more. Therefore, students can explore the OOP concepts in depth. Each concept taught leads to a corresponding project which allows for a deeper understanding of more complex Python components. By completing the program, young people will have comprehensive knowledge of python object-oriented coding. Recommended: Python for Young People: Beginner and Python for Young People Intermediate with Community Education or equivalent knowledge.

Ages 10 to 15

PPP101 7/12-7/16 M-F 2:30 - 5:00pm \$310

Web Design for Young People: HTML, CSS

Instructor: Progressive Kids

LIVE REMOTE

Web Design: HTML CSS is mainly focused on web designing, HTML tags, forms, tables, navigation, styling and creating layout. Young people will learn how to develop a mobile-friendly responsive webpage with embedded pictures and videos and how to upload it online.

Ages 10 to 15

PPP101 7/19-7/23 M-F 2:30 - 5:00pm \$310

Web Design for Young People: JavaScript

Instructor: Progressive Kids

LIVE REMOTE

Web Design: JavaScript covers JavaScript programming basics like conditions, looping, arrays, function, image animation, integration with HTML & CSS, and logical development of games. Towards the end of this session, students will develop one interactive game, learn about web hosting, and will be given the opportunity to upload their work online. Recommended: take Web Design for Young People: HTML, CSS with Community Education or have equivalent knowledge.

Ages 10 to 15

PPP101 7/26-7/30 M-F 2:30 - 5:00pm \$310



“Teacher is very knowledgeable, patient and nice.”

— Python: Beginner student Summer 2020



NEW

Let's Roll! Summer D&D

Instructor: Blehart

LIVE REMOTE

Interested in Dungeons and Dragons? Come play with an experienced DM who can show you how to play as well as how you can run games of your own! Dungeons and Dragons is a multilayered, nuanced game. It has a rulebook the size of a small phonebook! Because of this, it can be intimidating to new players. We'll run a game in a welcoming and learning environment wherein each player will learn game basics and the and improve on following life and academic skills: Communication, cooperation and team building, writing skills, improvisation/acting, and problem solving. Class size is limited to ensure fun and learning so sign up quickly to play! Strong reading ability is recommended.

Ages 13 to 15

DD411 6/14-6/16 MW 3:30 - 6:30pm \$69

Ages 16 and Up

DD411 7/12-7/14 MW 6:00 - 9:00pm \$69

Summer Camp: Ukulele!

Instructor: Galina's Music Studio

LIVE REMOTE

Want to play an instrument that can't help but bring a smile to your face? Then learn to play the oh-so-hip ukulele! This course is for the absolute beginner who has never played the instrument before, or for those who have merely dabbled and would like to take the next step forward.

Ages 7 to 9

MU442 6/12-8/21 Sat 11:45am - 12:30pm \$265

Ages 10 to 12

MU442 6/16-8/18 Wed 1:30 - 2:15pm \$265

Ages 13 to 17

MU442 6/3-8/26 Thu 2:15 - 3:00pm \$360

Ages 18 and Up

MU442 6/3-8/26 Thu 7:30 - 8:15pm \$360

Summer on Guitar

Instructor: Galina's Music Studio

LIVE REMOTE

Learn to play one of the most popular instruments in the world—the acoustic guitar. Learn pick style guitar by playing folk and popular songs as well as improvising in a rock style. Students must have their own guitar for the class.

Ages 10 - 12

AL568 6/12-8/21 Sat 10:30 - 11:15am \$265

Summer Singing!

Instructor: Galina's Music Studio

LIVE REMOTE

What musical instrument are you born with? Your voice, of course. Whether you just want to learn to sing for your own enjoyment or pursue a professional career in music, this course provides your start!

Ages 16 to Adult

MU756 6/3-8/26 Thu 5:30 - 6:15pm \$360

Ages 8 to 12

MU756 6/17-8/19 Thu 2:00 - 2:45pm \$265

CAREER TECHNICAL EDUCATION SUMMER CAMPS

For these camps, you need to apply to the college.
Use the QR code for more information



Automotive Technology

Non-Credit Tuition and Fees Apply
Age Group: High School and Adults

Have you ever wanted to know more about your car but do not have time to take an 18-week course? Have you ever wanted to change your own oil? Learn what the cryptic code on the tire means? Learn general knowledge about cars? If so, then this is the summer camp for you! Note: A lab section will be held on campus for students to gain hands-on experience on your personal vehicle.

7/5-7/8 8:00am-2:00pm
Via Zoom/Labs on Campus Hybrid

Welding Technology

For Credit Tuition and Fees Apply
Ages: High School

The Welding Technology summer camp gives high school students an opportunity to earn college credit while igniting their interest in the field of welding. The two week camp introduces the basics of shop safety, hand tools, and fabrication of simple metal projects. There is an emphasis on practical uses and applications. This is a one unit for credit course that is CSU transferrable. Note: A lab section will be held on campus for students to gain hands-on experience with welding technology.

6/14-6/24 8:00am-2:00pm
Via Zoom/Labs on Campus Hybrid

*"Material presented was exactly what I was looking for.
Instructors were both experts in their knowledge."*

—March 2021

WRITING

Essay Structure: Basics

Instructor: Garcia

LIVE REMOTE

Not sure if you are ready for college writing? Need a refresher? Whether you are new to college or are coming back, this class will cover essay basics and help prepare you for college writing with the guidance and support of a current college professor. A mix of instruction and workshop, this class will also give you a feel for what it is like to be in a college classroom and what you can expect from your instructors. This class is suitable for those who are in high school, transitioning to college, returning to college, or simply wanting a refresher on writing essays and papers. Please bring a pencil and notebook or paper to class.

AL601 6/14-6/30 MW 10:00am - 12:00pm \$129
or

AL601 7/19-8/4 MW 10:00am - 12:00pm \$129

Grammar 101: Writing Strong Sentences

Instructor: Garcia

LIVE REMOTE

Do you need help constructing sentences with proper grammar, punctuation, and sentence structure? Whether you have ever attended a college class, are a returning student, an ESL learner, or just want to brush up on your grammar skills for school, work, or fun, this class is for you! No matter your age or background, you will learn how to write more efficiently and effectively through strong sentence grammar. In just a few hours, you can learn the tools needed to become a more confident writer. Suitable class for teens and adults, anyone who wants to improve their writing life!

WR235 5/31-6/2 MW 10:00am - 1:00pm \$49
or

WR235 6/7-6/9 MW 10:00am - 12:00pm \$49
or

WR235 6/8-6/10 T Th 10:00am - 12:00pm \$49
or

WR235 6/22-6/24 T Th 5:00 - 7:00pm \$49
or

WR235 7/20-7/22 T Th 5:00 - 7:00pm \$49

\$Monetize\$ Websites, Blogs & Social Media with a 1000+ Affiliate

Instructor: Krusemark

LIVE REMOTE

Earn a passive monthly income from selling other people's products by placing a merchant-provided advertisement link on your site and get a commission for every sale, click or lead. Learn where to find 1000+ free and low cost opportunities and how to avoid scams or links that won't offer a beneficial ROI (return on investment). Learn how to find high, recurring, and second-tier commissions. You'll also learn SEO secrets to increase your site's ranking and visibility on search engines like Google.

BLG156 6/24 Thu 5:00 - 6:00pm \$29



Beginner's Guide to Getting Published

Instructor: Krusemark

LIVE REMOTE

Did you know Stephen King was rejected 75 times before he sold his first novel? 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. 100 ways to make money as a freelance writer If you really want to succeed, this step-by-step workshop is a must!

AL261 6/22 Tue 7:00 - 9:00pm \$45

Effective Copywriting

Instructor: Will

ASYN

Whether you are sending out a press release, communicating internally with a memo or promoting your own skills on LinkedIn, strong writing skills are the key to success. Come away with the tools and techniques you need to improve your copywriting skills and learn how to avoid the common writing mistakes that can hold you back.

CWR386 7/6-7/30 \$195

NEW

Using Amazon Kindle Direct to Self-Publish your book for FREE!

Instructor: Krusemark

LIVE REMOTE

Whether you're looking to publish a paperback novel or short eBook now or in the future, this detailed tutorial will teach you step-by-step how to create an Amazon KCP account, format your manuscript and upload it to the platform, easily create a book cover from available templates, determine pricing and royalties, develop a sales pitch for your Amazon page, and write an Amazon author bio.

WR411 6/24 Thu 7:00 - 8:00pm \$29

Beginner's Guide to Starting a FREE Blog

Instructor: Krusemark

LIVE REMOTE

Online blogging is a great way to get the word out about you, your service, your product, or information you want to share! You will learn step-by-step how to: start a FREE blog with WordPress, choose a blog template, emphasize your blog content with a creative name, use your unique voice to share your expertise and connect your domain/website You will also learn how to earn an income with your blog, including links to other websites and advertising on your blog, as well as increase your internet ranking.

BLG156 6/23 Wed 7:00 - 9:00pm \$45

Writing for Online Blogs, Magazines & Websites

Instructor: Krusemark

LIVE REMOTE

You don't need a journalism degree or previously published articles to write for anyone's online blog, magazine, or website. Some opportunities offer exposure, while many pay well — \$1 a word and more. In this fast-paced session, you will learn how to: find ideas, sources, and more than 1,000 opportunities that pay, conduct interviews and create interesting content, protect your copyright, write query letters, and then use this credibility to sell other articles or even your self published novel.

AL652 6/23 Wed 6:00 - 7:00pm \$29

Certificate in Business Writing

Instructor: Will

ASYN

Discover the keys to successful writing for the workplace. Whether you are writing a report, memo, letter or publicity notice, business writing has some defined characteristics for success. Successful communicators in the workplace move forward, others move back. Enhance your career by improving this critical communication skill. This certificate will take you to the next level where business writing is a skill for personal and organizational success. *3 one-month courses*

BW659 6/7-8/27 \$495



LeeAnne Krusemark is an author, speaker, business owner, Chamber of Commerce Past President, and guest instructor at more than 200 colleges.

Writing News and Press Releases

Instructor: Draves

ASYN

Being able to write a good news story, press release or publicity notice is a skill that can set you apart in the workplace. Getting the word out is an essential activity for every organization. Acquire the skills good journalists have and learn how to craft a news story, press release or publicity notice that will get attention.

NPR101 6/7-7/2 \$195

or

NPR101 8/2-8/27 \$195

TEACHING

Certificate in Online Teaching

Instructor: Draves

ASync

This Certificate is for those new to teaching online or those already teaching online. Get the best instruction from the foremost authorities in online learning. From building an online course to improving an online course, from fostering online discussion to encouraging student interaction, from traditional assessment to online tests, the program will give you both the fundamentals of teaching online, as well as the most advanced tips and techniques in the business. Your instructors are authors, speakers and consultants in online learning and teaching. *3 one-month courses*

OT485 6/7-8/27 \$495



Fostering Online Discussion

Instructor: Dereshiwsky

ASync

Being engaged with your online learners throughout the course is one of the three biggest weaknesses of online teachers. It is also one of the three biggest ways to take your online course to the next level, making it a superior learning experience for your learners. Come experience how to do it from the creator of the concept and practice of 'continual engagement' in teaching. You will come away with advanced, practical, how-to tips from one of the foremost authorities on fostering online discussion.

FOD287 6/7-7/2 \$145

or

FOD287 8/2-8/27 \$145



Gender in the Classroom

Instructor: Coates

ASync

Discover why girls waste 30% of their study time, why boys get worse grades than girls, why boys do less homework than girls, and the 5 learning habits girls get in school that hurts them in the workplace. Your female students learn differently than your male students. Discover how girls learn. Take away 10 top tips for helping girls learn more, and the 5 tips to help girls succeed more. Then discover how boys learn. Take away 10 top tips for helping boys learn more, and the 5 tips to help boys succeed more. Get info about research not available anywhere else.

CLG941 7/6-7/30 \$145



The Teen Brain

Instructor: Coates

ASync

One of the most turbulent periods in brain development occurs during adolescence. Come find out the important ways in which the teen brain is developing. Identify behaviors and attitudes that are influenced by these changes. Then learn to offer constructive strategies for establishing a better understanding of and communication with your amazing teen.

TTB946 6/7-7/2 \$195

MARKETING

Boosting Your Website Traffic

Instructor: Hurrell

ASync

Acquire the basic skills to boost your website traffic, including how to analyze your visitor traffic, how to use search engine optimization to get greater visibility and exposure in Google searches, and how to redesign your web site copy to increase your visitors and results. No experience necessary, but if you are at an advanced level, your instructor is an SEO expert and can answer your toughest questions as well.

BO411 7/6-7/30 \$195

Create a Website for Fun, Profit & Business!

Instructor: Boyd

LIVE REMOTE

No programming required! Discover easy-to-use, copy/paste, drag & drop design tools that can build your personal or small business website quick, cheap and easy! Determine proper planning and layout including an attention-grabbing Initial Focal Point. Learn Search Engine Optimization (SEO), Social Media Marketing, and the Tips and Traps, Dos and Don'ts of website design. Discover the #1 Secret to a successful website and the #1 Mistake that will ruin a business website!

B236 7/13 Tue 6:00 - 9:00pm \$39



Digital Marketing Certificate

Instructor: Belhassen

ASync

Come get a fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing your website traffic, doing search engine optimization, and how to successfully employ online advertising. Relevant for any type of organization, including businesses, companies, non-profits, and government agencies. No eMarketing experience or expertise is necessary. If you are already at an advanced level, your instructors are experts and can provide the latest most advanced information and answer your toughest questions. *3 one-month courses.*

DM485 6/7-8/27 \$495

Google Analytics Certificate

Instructor: Kritzer

ASync

If you are not reviewing your website statistics, then you are missing several key opportunities to profit from your website traffic. This Certificate, aimed at non-technical users, will take you through all the key techniques and how to use website analytics using the world-standard Google Analytics, a free online tool. A must for anyone serious about leveraging more success from their website.

GOTO6 6/7-8/27 \$345

Improving Email Promotions

Instructor: Hurrell

ASync

Discover new ways to improve your email promotions, including when to email, what to email, and testing email copy. Then find out how to analyze your email response rates, including getting the bench marks for open rates and click through rates. Learn how to improve your email promotion and responses with tracking and testing.

EPRO1 6/7-7/2 \$195

Online Advertising

Instructor: Hurrell

ASYNC

Get the keys to making online advertising work for you and your organization. See how pay-per-click advertising with Google AdWords works. Find out how to test low budget AdWord campaigns. Learn how you can target local audiences. Then discover Facebook advertising and how you can determine the demographics and even numbers of people you want to reach. No experience necessary, but if you are at an advanced level, your instructor is an online ad expert and can answer your toughest questions as well.

IAD987 6/7-7/2 \$195

or

IAD987 8/2-8/27 \$195

Adobe Photoshop Essentials

Instructor: Helmi

ASYNC

This fundamental course covers Adobe Photoshop CC most commonly used tools, menus and panels. You'll learn all the basics of Photoshop to effectively work with selection and editing tools, layers, and masks to edit, retouch and enhance existing images or create your own composite digital art work. Impress your business organization, friends and family by enhancing their photos and create magazine cover quality enhanced images. Access to Adobe Photoshop software required.

PTS105 7/6-7/30 \$225

SOCIAL MEDIA



Social Media for Business Certificate

Instructor: Selke

ASYNC

Get in on this exciting and growing way to communicate, market and serve your customers and clients. For businesses, nonprofits, government, and other organizations. From Facebook to Twitter, blogging, YouTube, LinkedIn, and more, discover the new principles of communication that apply across all networks and how these specific social networks work and the possible uses for your organization. Whether you are new to social networks or already involved, you will come away with both an understanding of social networks and practical, how-to techniques to integrate social networks into your organization or business. *3 one-month courses*

SMB485 6/7-8/27 \$495



WordPress Certificate

Instructor: Helmi

ASYNC

WordPress is the most popular content management system (CMS) for website and blog design. After successfully completing the WordPress Certificate you will know how to build a WordPress website or blog, customize your WordPress site by hand-coding HTML, CSS, and PHP, know necessary regular WordPress maintenance, create WordPress website backup, and know how to apply SEO techniques in WordPress. *3 one-month courses*

WPC1709 6/7-8/27 \$495

YouTube for Business

Instructor: Lee

ASYNC

Increase your business with YouTube, the online video site and now the second largest search engine. Discover the power of video for your organization, and how to use video as a marketing tool to reach and serve more people. Find out what types of video work best on YouTube, how other business organizations are using YouTube, how to create your own YouTube channel, and the techniques of adding captions, annotations and other extra features.

UTB356 7/6-7/30 \$245

DATA ANALYSIS



Certificate in Mastering Excel

Instructor: Rutledge

ASYNC

A must-have skill to succeed in business, whether an entrepreneur or a valued employee, is the ability to create, edit and manage spreadsheets. Microsoft Excel is the most used spreadsheet tool in the world. Begin with learning how an Excel worksheet is constructed, populated with content, and edited for delivery. Discover how various menu items, commands, settings and processes affects the look of your Excel worksheets and workbooks. Then, increase your efficiency by learning how to organize, display and calculate your data into useful information. Identify different types of data and how data can be best visually represented or formatted, by using different data tool techniques. Finally, you'll learn a variety of Excel's most powerful features to analyze data quickly and easily. This Certificate will help you discover how to attractively visualize your data into meaningful information with confidence.

EXCL194 6/7-8/27 \$495

Quick. Affordable. Effective.

Online Courses



Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners.

- Course Features:**
- 24-Hour Access
 - Online Discussion Areas
 - 6 Week Format
 - Monthly start sessions

www.ed2go.com/lpccommed

CAREERS



Certificate in Accounting and Finance for Non-Financial Managers

Instructor: Trana

ASYNCR

Every successful person in the workplace utilizes financial information to aid effective decision making. The Certificate in Accounting and Finance for Non-Financial Managers explains the financial concepts and accounting processes used in most businesses and will provide practical techniques that will increase your effectiveness and career. An understanding of this information will help you make smart decisions when it comes to budgeting, setting goals, and assessing performance within your own area of influence. *3 one-month courses.*

AC485 6/7-8/27 \$495

Certificate in NonProfit Administration

Instructor: Walsh

ASYNCR

Nonprofits today need to be run like a business in many respects. You have competition, a need to generate income and a surplus, and staff need to be even more productive. Get the best training on revenue generation for nonprofits, and program evaluation for nonprofits, with our Certificate in NonProfit Administration. You will come away with the best information from instructors who train people in nonprofits.

A359 6/7-8/27 \$595

NEW

Power BI Certificate

Instructor: Williams

ASYNCR

Gain insights into your data using business intelligence software – Power Business Intelligence. Power BI is a widely used business analytics service offered by Microsoft. Power BI Desktop is a complete data analysis and report creation tool that you install for free. Discover the process of creating interactive reports. Integrate financial, marketing, or any other source data in your accounting system, Excel, or on the Web. Streamline the data to what is needed using Power Query. Create charts, maps, and other visuals to see your data in real time. Delve further into Power Query to ETL (Extract, Transform and Load) your data. Build the Data Model using relationships and DAX (Data Analysis Expressions). Utilize Time Intelligence functions to view YoY or YTD reports. Add user friendly features to enhance your reports and analyze your results. This certificate will enhance your skills in data analysis, giving you greater insight into your organization's performance and allowing you to make more informed decisions.

PBI922 6/7-8/27 \$495

HOT!

Certificate in Data Analysis

Instructor: Kritzer

ASYNCR

Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. Add a whole new skill set to your portfolio, and make a big difference in the success of your organization by acquiring data analysis skills. Begin with getting a basic understanding of how to analyze data in a business setting. Then learn how many of your business decisions involve comparing groups for differences. You will know the statistics behind these group differences and relationships. Finally you will find out how to perform inquiries that will be useful to your business or organization, and have the skill necessary to communicate these results through graphs and text that your fellow employees will understand. Whether your business is home-based or a large company, this certificate will take you to the next level where important decision-making is concerned.

DA485 6/7-8/27 \$495

HOT!

Blockchain Fundamentals

Instructor: Iseminger

ASYNCR

This course provides a foundation in the underlying methodology of blockchain, including the roles of participants of mining, minting, and the algorithms that determine consensus.

6 WEEKS ed2go.com/laspositas \$99

Conflict Management

Instructor: Klaus

ASYNCR

A recent study conducted by the American Management Association (AMA) revealed that the average manager spends more than 20 percent of their day engaged in or reacting to a conflict situation. This study also identified that out of twenty-five management skills, conflict management was the only one positively correlated to higher earnings and promotion. Discover a workable conflict management model, discuss case studies in conflict management, and then take away successful conflict management strategies to apply in your workplace.

CM475 6/7-7/2 \$245

"I want to THANK YOU for your patience in teaching us. I enjoyed having you as an instructor in this course that I learned a lot from. You have a gift for teaching."
—Angelica Rameriz, Billing Student
Spring 2021



Kris G. Patterson is the owner of KGP Consulting, LLP, a practice management consulting firm. As a consultant for multi-sized businesses, community colleges, and private practitioners, she advises, performs audits and makes recommendations on medical billing, insurance, and front office management.

Take Kris' classes see page 12

NEW

Restaurant Management Certificate

SELF-PACED

Earn a Certificate of Occupational Preparation in Restaurant Management As one of today's most in-demand jobs, the salary for a restaurant manager is over \$50,000 on average. To become a successful restaurant manager, you must acquire the practical skills and theoretical knowledge necessary to execute all elements of a restaurant business. Restaurant Management provides this foundation by teaching each aspect of the process; from inception through creation to ultimately managing a successful restaurant. This course will impart the theory behind food and beverage production and management, human resource management and basic accounting practices for the restaurant industry. You will also learn how to market a restaurant to key customer groups and how to sustain a profitable restaurant while adhering to all legal requirements.

GES611 6 months \$995
 careertraining.ed2go.com/laspositascollege



Entrepreneurship Certificate

Instructor: Brian Law

ASYNC

Boost your chances of success for your new or small business and reduce your risks. Get the latest on planning your business, brainstorming business ideas and a checklist for going into business. Then learn how to create a business plan, including assessing business feasibility and prepare the management and financial plans. Then take home a step-by-step approach to attract and keep customers, with an emphasis on customer-driven marketing decisions and building a strong brand. At the end of this certificate, you will be able to identify the abilities required of successful entrepreneurs and how to acquire them, develop goals to help establish your business, develop an outline for your plan, and take home techniques to successfully manage and market your new business.

EP485 6/7-8/27 \$495

Management Certificate

Instructor: Klaus

ASYNC

Enhance your management skills through this program for supervisors, managers, and emerging leaders. Nothing creates success like a solid foundation. Discover the keys for effectively managing your employees. Find out how to create clear expectations, engage and motivate employees, and increase your effectiveness. Then learn how to improve your management of time and productivity. Get tips and techniques you won't get anywhere else for managing time and increasing productivity. Finally, get the keys to manage different generations in your workplace. Discover what motivates each generation at work, what incentives they respond to, and what messages they value. 3 one-month online courses

MC485 6/7-8/27 \$595

HOT!

California Approved 6 hour Notary Class

Instructor: Sharon

LIVE REMOTE

Start a new career or part-time business and earn additional income! Acquire the knowledge and skills to pass the State Notary Public Exam and become a California Notary Public. This is a live on line class that has participation exercises, questions and answers. State Notary exam is administered at any of the state testing sites (this information will be provided in the class. State approved ID (driver's license or passport, must be current, not expired) is required to take the class. Proof of Completion certificate will be provided at the end of class. California Notary Academy is a California state approved vendor of notary education. *More information online.*

B102 7/31 Sat 8:00am - 4:00pm \$69
 Material Fee \$35

Explore 250 Legitimate Home-Based Business Ideas

Instructor: Krusemark

LIVE REMOTE

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. You will 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!) If you really want to succeed in a home business, this step-by-step session is a must!

B106 6/21 Mon 7:00 - 9:00pm \$45

Certificate in Basic Game Design

Instructor: Wolfenstein

ASYNC

Games are increasingly recognized as a tool that can serve many business purposes beyond entertainment. This Certificate provides you with a general introduction to what goes into the design and development of both video and analog games, with a particular focus on the use of games outside of consumer entertainment. By successfully completing this Certificate in Basic Game Design, you will have taken the first steps into understanding game design, and being able to create your own games.

BGD101 6/7-7/30 \$395



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Certificate in Customer Service

Instructor: Sanders-Cobb

ASYNC

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

CS485 6/7-7/30 \$245

Medical Front Office Procedures

Instructor: Patterson

LIVE REMOTE

Running the front desk in a medical practice is a very rewarding experience and an excellent way to begin a career in the medical field. Are you interested in becoming a Medical Front Office/Medical Receptionist/Intake Coordinator. Class prepares you to begin a rewarding career and to become an integral part of a medical office team, Students will receive a Certificate of Training from KGP Medical Billing upon completion of the classes. Visit Kris Patterson's website for further information www.kgpilc.net. Class meeting online at a specific time. You must attend both class AND an Orientation.

MO215 6/22-6/24 T Th 6:30 - 8:30pm \$25
Material Fee \$89

Solar Photovoltaic Design and Installation

Instructor: Abdul

LIVE REMOTE

This is an ONLINE course on Solar Photovoltaic. It covers how solar PV energy works and how to assess if PV is feasible in a variety of situations. Topics include calculating and measuring PV power input and output, site assessment, system designing, permitting, battery and PV sizing, panels orientation and radiation calculation, electrical load calculation, system installation, troubleshooting and servicing, analyzing National Electrical Code (NEC), complete familiarization with equipment and installation, labeling, wire management and commissioning. Since beginning of 2020, all new construction and renovation require solar permit and installation. From 2045, residential, commercial and industrial properties must have solar installation. Solar installation became one of the highest growing industries worldwide.

SC789 5/17-5/28 MTWThF 6:30 - 9:30pm \$279
Material fee \$20

Start Your Own Medical Billing Service

Instructor: Patterson

LIVE REMOTE

Medical billing services are in demand. Learn how to obtain clients, set fees, and market your services. Where can you obtain HIPAA-compliant software? What organizations for billing professionals can you join? Plus many more topics. Once registered, you'll be provided with login instructions and information on how to purchase materials. Basic computer proficiency recommended.

MBS634 8/5 Thu 6:30 - 8:30pm \$25
Material Fee \$29



Spanish for Medical Professionals

Instructor: Sempé

ASYNC

Are you frustrated by the communication gap that can occur between you and your Spanish-speaking patients? If you answered yes, this Spanish class - designed specifically for healthcare professionals - will help you bridge that gap. You will practice the basic, practical language skills needed to effectively communicate with your Spanish-speaking patients and their families. You will learn the basics of the language, gain an understanding of the culture, and know how to ask the questions crucial to quality healthcare. Whether you speak some Spanish and need a refresher, or speak no Spanish, you will complete the course with the skills you will need to effectively communicate with your Spanish-speaking patients.

SMP485 6/7-7/30 \$290

ALLIED HEALTH/MEDICAL

Back by Popular Demand!

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. An introduction to CPT®, ICD, HCPCS coding, and medical terminology. Become familiar with medical office operations, office policy, procedures, and processing of individual office forms. Learn how to bill Medicare, Medicaid, TRICARE, CHAMPVA, Concierge Medicine, Workers' Compensation & Personal Injury, PPO, HMO, EPO, IPA, and a host of other payers. Critical thinking exercises to learn how to automate the billing process using cloud-based software. Set-up a mock medical practice and post charges, payments, and adjustments from patients and insurance companies. Learn about HIPAA mandates and rules for maintaining the privacy and security of medical claims information. Upon completing the MBCCP, students will receive a certificate and be added to the instructor's database for potential job leads.

MIBC101 7/6-8/4 TWTh 6:30 - 8:30pm \$150
Material Fee \$225

Medical Math

Instructor: Sellers

ASYNC

Master the math skills you need to succeed in the medical field from calculating dosages to using scientific formulas. Whatever medical field you are in, the hands-on activities in this course will help you perform day-to-day math tasks quickly, easily, and accurately.

6 WEEKS www.ed2go.com/laspositas \$99



As Founder and Executive Director of K9 Ambassadors, a California not-for-profit corporation, **Richard Katz's** mission is to expand therapy dog services to a broader range of facilities and populations.

Certify Your Pet as an Official Therapy Dog

Instructor: Katz

LIVE REMOTE

With COVID-19 immunity in sight, now is the right time to certify your pet as a therapy dog. If you believe in the healing power of dogs, have a love of animals, and compassion for others, join us to gain an understanding of the "Working Dog" industry, terminology, academic research, international animal-assisted activities, and current US legal issues. Determine if your pet has the temperament and qualifications to pass the evaluation. Prepare for a therapy dog and handler written and behavioral tests at the least cost. Bring joy and happiness to people in various facilities, such as airports, hospitals, courtrooms, schools, employment worksites, community policing, and many others. Locate dog training resources in your area. Succeed at registering your dog with the help of our ongoing, post-class support. We combine concise, informative presentations, student questions and answers, videos of therapy dog evaluations, and a comprehensive therapy handler resource guide with over 70 valuable website links.

TDH101 6/12 Sat 9:00 - 11:00am \$39

Certificate in Mindful Relationships

Instructor: Koopsen, Young

ASYNC

Explore the characteristics of mindful self-care, intimate relationships, communication processes and examine how these impact our relationships with others and the planet on which we live.

6 WEEKS ed2go.com/laspositas \$49

NUEVO

NASM Certified Personal Trainer (Spanish)

(Voucher Included)

ASYNC

Gane su Certificado de Preparación Ocupacional. Este curso completamente en línea lo preparará para exam de Certified Personal Trainer (CPT) ofrecido por National Academy of Sports Medicine (NASM). Aprenderá lo esencial para el entrenamiento físico personal, desde la ciencia básica del ejercicio hasta las relaciones con los clientes y el entrenador conductual. Se le presentará el sistema de movimiento humano y el modelo de entrenamiento de rendimiento óptimo (OPT), que son clave para su carrera como entrenador físico.

GES1009 6 months \$1,295
careertraining.ed2go.com/laspositascollege**PERENNIALS****Easy Computer Tune-up at Home!**

Instructor: Wilson

LIVE REMOTE

Save money and fix your computer yourself! No great skills are needed to maximize your computer's functioning. Use three proven free online software (chose with confidence by your instructor) to fix most software and related issues like malware and viruses with a few clicks of a button. Speed up your computer in on time! (Not for Chromebooks, Apple/Mac users or tablets.)

CTU743 6/29 Tue 9:00 - 10:00am \$25
or
CTU743 8/15 Sun 1:30 - 2:30pm \$25

NEW

Getting to Know Your iPhone

Instructor: Wilson

LIVE REMOTE

Demonstration class on how to use your smart phone. Class is designed for mature and recent iPhone users! Instructor Mike Wilson will cover cellphone topics such as: the photo app, texting, navigating, apps, contacts, email, camera, app store use, settings and the internet. Not suitable class for Android users. Learn about your phone in a supportive environment where everyone's learning!

CT429 8/8-8/22 Sun 9:00 - 10:00am \$55

NEW

Everything WORD—Microsoft WORD Reskill

Instructor: Wilson

LIVE REMOTE

Instructor Mike Wilson will break down the unknown Microsoft Word stuff and present them to you in a clear, sensible, and enjoyable way! Learn how to navigate basic functions in Word and go on to the explore alignments, bullets, hard/soft returns, indents, and the sort feature. You will see simple keyboard shortcuts and how to edit documents. Also, see a demonstration on paragraphs, margins, and how to fix unwanted vertical spacing. Learn how to use tabs and tables properly and easily. Finally gain knowledge of text boxes, page numbering, creating basic labels and helpful page views. Come away from this user-friends class with a working knowledge of Microsoft Word! (Not for Apple/Mac users).

C103 7/17-7/31 Sat 9:00 - 10:15am \$55
or
C103 8/24-8/31 TTh 12:00 - 1:00pm \$55**I Need Help with My Windows 10 Computer!**

Instructor: Wilson

LIVE REMOTE

Instructor Mike Wilson will define and demonstrate Windows 10 and related features. See how to navigate the desktop, icons, & taskbar and understand the ease of using the start menu. We will also explore the Microsoft Edge browser and visit a website or two. Learn about calendars, maps, and the Microsoft Store. See how to locate and use your Photos app and connect to a "Wi-Fi". Discover basic scanner use and antivirus protection. Finally, there will be an introduction to Microsoft Word, using keyboard shortcuts. You will come away from this user-friendly class with a working knowledge of Windows 10! (Not for Chromebooks, Apple/Mac users or tablets.)

C101 7/11-7/25 Sun 11:30am - 12:45pm \$55

Should I Click on That? Computer Safety and Security for Adults

Instructor: Wilson

LIVE REMOTE

Are you frustrated with strange things that pop up on your computer? Your friendly instructor Mike Wilson will inform you about what you should and should NOT click on. Computers were made to enjoy and not have the user stuck with unknown and frustrating things that can occur. Here is what Mike will DEFINE and DEMONSTRATE: online safety; scams to know about; frustrating and suspicious pop-ups; turning on pop-up blockers; friendly windows 10 notifications; advertisement; email ads and links; malware protection; get control of your device; what is real and what is counterfeit? (Not for Apple/Mac Users, or tablets.)

CPS411 6/24-6/25 Thu, Fri 4:00 - 5:00pm \$39
or
CPS411 7/15-7/22 Thu 4:00 - 5:00pm \$39

Perennial classes are for older adults who just keep learning and blooming!

Understanding Browsers and Optimizing**Web Searches***Instructor: Wilson*

LIVE REMOTE

Learn the ins and outs of browsers, such as Microsoft Edge and Google Chrome. Set your home page and create favorite websites to easily return to. See how to use browser tabs, enlarge web pages and use "Read Aloud" features. Do you use Google's search box and type a Website into it and think that's about all there is to it? Understand how to use and get the best out of search engines for doing research. Valuable tips for searching for anything online! Learn how to limit your search for more accuracy. Find out about features from your browser and searching that will make life easier. Class is "Adult and user-friendly!"

C572 7/1-7/8 Thu, Fri 10:00 - 11:15am \$55

Certificate in Healthy Aging*Instructor: Koopsen, Young*

ASYNC

Gain an overview of aging, including the impact of nutrition and physical activity, changes in the healthy aging brain, and the role of sexuality in healthy aging.

6 WEEKS www.ed2go.com/laspositas \$65

HOME AND HOBBY**How to Travel Free & Safely***Instructor: Henry*

LIVE REMOTE

We're ready to get back to our travels! When it is safe to go on a trip, where can we go, how do we stay safe, and how do we make our travel free? If you are near retirement, changing careers, a student, or someone who likes the idea of making additional income to support your travel dream, this class is for you. World traveler Gina Henry shows you how she is prepared for the new "travel normal" including important tips on safety, trip insurance, what to do if you become sick, and other strategies. Discover over 200 ways to travel free. Earn free airline tickets, hotel nights, tours & more in the USA & worldwide! Volunteering, fun work-vacations, paid travel, teaching English and remote employment opportunities. Tuition includes Gina's 100-page e-book "How to Travel Free & Safely" (retail value \$39.95)

TFS411 5/18 Tue 6:00 - 9:00pm \$49

or

TFS411 7/17 Sat 9:00am - 12:00pm \$49

Digital Photography: Travel*Instructor: Schulz*

ASYNC

Learn the tips, tricks, and techniques that digital photographers use to capture inspiring scenes from around the world. This course teaches photography techniques that are both traditional and unique to digital technology so you can be prepared to create high-quality shots that will captivate viewers.

6 WEEKS www.ed2go.com/laspositas \$99

Photographing Nature with Your Digital Camera*Instructor: Simmons*

ASYNC

Discover how your nature photos can become works of art rather than just snapshots. This course will help you explore composition and lighting as you master your digital camera's controls and features to take exceptional nature photos in no time.

6 WEEKS www.ed2go.com/laspositas \$99

**I Need Help with My Pictures, Files, Folders and Emails!***Instructor: Wilson*

LIVE REMOTE

Create a digital album for your family as a gift! Are your files, digital pictures, emails, and information scattered everywhere on your computer? Instructor Mike Wilson will demonstrate how to create an orderly system with pictures, files, and folders. Discover how to download and copy files and pictures from the Internet. See pictures transferred from a cell phone to a computer and how minor picture editing changes are made. Save files and projects on your computer and flash drives, and easily find them. Learn how to create, copy, move, and relocate pictures, files, and folders. See a demonstration on arranging and deleting e-mails. In addition, search for misplaced pictures, files and e-mails and locate them. (Not for Chromebooks, Apple/Mac users or tablets.)

AL505 6/13-6/27 Sun 3:30 - 4:45pm \$55

Start Your Own Arts and Crafts Business*Instructor: Frazier*

ASYNC

Learn how to start your own arts and crafts business from a professional artist. This course helps you discover how to create a business identity, get into the best craft shows, design booths that draw customers, and price your work effectively.

6 WEEKS www.ed2go.com/laspositas \$99

Sell it on eBay!*Instructor: Boyd*

LIVE REMOTE

Discover if your item will sell or not in just One Minute! Learn how to create a Seller account, upload photos, accept online payments, and determine shipping costs. Includes insider Tips, Tricks and Traps, what to sell and not sell, where to get FREE shipping supplies and FREE home pickup. Learn proven listing strategies that get the most clicks, draw the highest bids, beat your competition and close the sale. Covers eBay marketing research, how to find a profitable niche. Includes Marketing and Photography Tips that make your items "Pop." Plus, how to sell Antiques, Collectibles and Large items you don't want to ship.

B605 7/12-7/14 MW 6:00 - 9:00pm \$69

Piano!*Instructor: Galina's Music Studio*

LIVE REMOTE

If you always wanted to try playing the piano or been intimidated by the thought of playing piano - then this is the class for you! This step by step course will guide the student through the fundamentals of playing piano. Students will learn the basics music notation, theory, hand position, rhythm and start playing songs from the very first lesson with the help of a patient and gifted teacher. Lessons are taught in a fun and supportive environment.

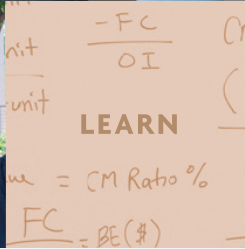
PB156 6/1-8/24 Tue 7:15 - 8:00pm \$360

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Registration is open for Summer 2021

Summer 2021 Sessions for Credit

- June 1 - July 1 1st 5-week session
- June 14 - Aug 5 8-week session
- June 21 - July 29 6-week session
- July 1 - Aug 5 2nd 5-week session
- July 5 Holiday
Independence Day Observance (college closed)
- August 5 Last day of Summer session



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registration website

BACK BY POPULAR DEMAND

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Classes for
kids & adults!



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