

*Become
an Optical
Assistant
see p.5*

FOCUS ON YOUR EDUCATION

Start a Pet Sitting Business
Veterinary Medical Terminology
Become a Veterinary Assistant
see p.15 ...and more

Lifelong Learning, Career & Personal Development

Community Education

Spring 2022 Schedule • Classes through May 2022

Register Online:

www.laspositascollege.edu/communityed



LAS POSITAS
COLLEGE



Welcome to SPRING 2022

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.

This Spring, we are offering a limited number of in person on campus classes while we work to implement the Vaccination Mandate from the District for Community Education students. We appreciate your patience with the development of this process for bringing Community Education students back to our Campus!

Please feel free to call the office for more information on how to register. As always, there is more information at our website. Whether you are coming to campus or still enjoying our online offerings this Spring, we encourage you to focus on your learning and thank you for supporting your local Community College!



Take care and take classes!
Frances DeNisco
Program Coordinator

*“What we learn with
pleasure, we never forget.”*
— Alfred Mercier

Featured Instructor

Hazel Wood is a Certified Master Chi Running and Chi Walking Instructor and has been teaching the techniques since 2004 to runners and walkers throughout the San Francisco Bay Area. She considers herself lucky to have been trained directly by Danny Dreyer, the founder of Chi Running. Inspired by the transformation in her own running program —running with greater ease, more energy, no injuries and less recovery — Hazel founded Stride by Stride to bring the benefits of Chi Running and Chi Walking to runners and walkers of all abilities. She has taught the techniques to thousands of runners including groups such as Leukemia Team in Training (TNT), running clubs, health agencies, Marin Community College, and corporations as well as individual runners, walkers and triathletes in Marin and throughout the San Francisco Bay Area. In her own running program, Hazel is equally at home on trails and on the roads and has raced all distances from 5K to 50 miles often finishing in the top 5 of her age group. She is also addicted to the Dipsea Race from Mill Valley to Stinson Beach.



Take Hazel’s Chi Walking and Running classes on p. 10

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Many more classes available on the website!

Chabot-Las Positas Community College District Board of Trustees

Ms. Genevieve Randolph, President • Ms. Linda Granger, Secretary
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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.
- F. Proof of Vaccine is required for in-person classes.

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.



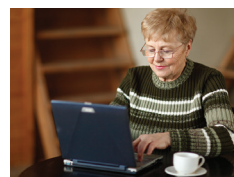
LIVE REMOTE

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



IN PERSON

You will meet in person to take this class.



ASYNCHRONOUS (24/7)

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

Vaccine Mandate for “In Person” Classes

Effective January 3, 2022

In order to access the District’s campus and facilities, all persons must be fully vaccinated against COVID-19 and submit proof of vaccination.

Event and Performance Visitors: For reservation-based events at District facilities, including performance theatres, visitors will be subject to the vaccination requirement and verified prior to entrance. Additionally, event and performance visitors will be required to wear a mask while indoors at any district facility, and all large events will follow CDPH and local county health officer guidance.

There are no exemptions or alternatives available for Community Education students, because their attendance to Community Education classes is entirely voluntary, such as it is for other visitors to campus and campus events. All students ages 5 and up must be vaccinated to attend in person classes on campus at Las Positas college.

Definition of Fully Vaccinated: A person is fully vaccinated two weeks (14 days) after receiving the second dose in a two-dose series or following a single-dose vaccine. See the website for information on how to prove vaccination status and enroll for in person classes.



See the Community Education website: <https://laspositas.augusoft.net> for information on how to provide vaccination status and enroll for in person classes.



Save the date!

May 7, 2022, on campus

Featuring:

Taninn Ansary (*West of Kabul, East of New York*)

Brian Turner (*Here, Bullet*)

Reyna Grande (*A Dream Called Home*)

Screenwriting with Paul Guay (*Liar, Liar*)

Michelle Cruz Gonzales (*The Spitboy Rule*)

Race and the Graphic Novel Panel & Workshop

Food & Wine Writing Panel

Memoir Masterclass

LPC Poetry Slam with Bri & Tri

Havik Publication & Awards Ceremony

LasPositasCollege.edu/Literary-Festival

WRITING

Certificate in Business Writing

Teaching: Kathryn Will

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. 3 one-month online courses

BW659	2/7-4/29	\$495
or		
BW659	4/4-7/1	\$495

Get Paid to Teach English

Instructor: Gina Henry

Get Paid to Teach in the USA and Overseas - Plus Other Teaching and Administrator Assignments Learn how Gina has taught her way around the world and paid for vacations and travel to over 98 countries. If you speak English, you can teach conversational English! You don't have to be certified or speak the local language. Make money from home by teaching English online. Earn a free vacation, 2-month paid summer job, or full-time work that earns up to \$90K a year. Learn the best paying jobs, qualifications, certification programs and specific hiring organizations. Tuition includes instructors 70-page digital book (a value \$39.95). Go to www.GinaHenry.com for more instructor information.

TEA 348	2/19	Live Remote	Sat 9:00am - 12:00pm	\$59
or				
TEA 348	5/14	Live Remote	Sat 9:00am - 12:00pm	\$59

120-Hour TEFL Certification

Instructor: Multiple

Learn how to teach English as a foreign language and earn your TEFL Certificate.

GES2100	ed2go.com/lpccommed	\$695
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ALLIED HEALTH/MEDICAL

Medical Billing & Collections

Certificate Program

Instructor: Kris G Patterson

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 and collections firsthand from Kris G. Patterson, an instructor with over 30 years of experience in the medical billing industry. **PREREQUISITE:** Ability to read and understand English. Basic computer skills. Internet access during class hours. Visit our website for detailed information.

MIBC101	3/1-4/7	Live Remote	T,W,Th 6:30 - 8:30pm	\$150
				Material Fee \$275

Medical Front Office Procedures

Instructor: Kris G Patterson

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. Visit our website for detailed information. Each student is required to attend a mandatory online orientation before the start of class. This class is synchronous and online. You must attend at your computer, viewing the class, at the dates and times listed. Complete MANDATORY online orientation before the first day of class. During Orientation, you will pay your materials fee.

MO215	4/12-4/14	Live Remote	T,Th 6:30 - 8:30pm	\$25
				Material Fee \$99



More writing classes, page 14

Start Your Own Medical Billing Service*Instructor: Kris G Patterson*

Many medical practices receive most of their income from insurance companies. Thus, medical billing services are in demand. Learn; How to obtain clients; Setting your fees; What other services a billing service could offer; Marketing your services; Where to obtain HIPAA compliant software; Sample HIPAA Business Associate Agreement and Independent Contractor Agreement; What billing organization you can join; How to obtain updates from insurance companies; Sole Proprietorship, Partnership, Corporation and LLCs discussed. Each student is required to attend a mandatory online orientation before the start of class. Complete MANDATORY online orientation before the first day of class. During Orientation, you will pay your materials fee.

MBS634 4/13 Live Remote Wed 6:30 - 8:30pm \$25
Material Fee \$39

**Certified Phlebotomy Information Meeting***Instructor: AUMT Institute*

Free meeting to get more information about the CPT1 Certification course happening in March 2022. This informational session is free. Please register to attend however. ALSO NOTE: We have a wait list of students to enroll in this course. Just because you attend the free information session, does not guarantee you a place in the course. We'll put your name in order on the wait list and offer you the class if we get to your name. Thank you!

PIM 411 1/12 Live Remote Wed 11:00am - 12:30pm FREE

IN PERSON**Certified Phlebotomy Technician Course (CPT 1)***Instructor: AUMT Institute*

Phlebotomy Technicians are in demand as one of the fastest growing occupations in healthcare. Launch your career as a Certified Phlebotomy Technician 1. Visit our website for more information about this course. ALSO NOTE: We have a wait list of students to enroll in this course. We'll put your name in order on the wait list and offer you the class if we get to your name. Thank you!

CPT1 3/19-5/7 Sat 9:00am - 3:30pm \$2,500
Material Fee \$217

Certified EKG Technician*Instructor: Jacqueline Garcia*

Prepare for a career as an EKG technician. This 100% online course will train you to work as an EKG tech and prepare you for nationally recognized EKG Technician certification exams.

GES1011 ed2go.com/lpccommed \$1,995

Medical Terminology: A Word**Association Approach***Instructor: Douglas Best*

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

EMET1221 ed2go.com/lpccommed \$99

Medical Terminology II: A Focus on Human Disease*Instructor: Holly Trimble*

Learn medical terminology related to all 11 of the body's organ systems, with an emphasis on human disease, diagnostic procedures, and treatment techniques.

EMD21221 ed2go.com/lpccommed \$99

Become an Optical Assistant*Instructor: Dr. Beverly Smith*

Learn why optical assisting is such an interesting job and how rewarding it can be to help people solve their vision problems. This course is a great way to start your career as it will help you better understand everything that's involved in the job and how you can become certified and licensed optical assistant.

EBOT1221 ed2go.com/lpccommed \$99

LANGUAGES**Spanish for Medical Professionals***Instructor: Cristina Sempé*

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 2/7-4/1 \$290

or

SMP485 4/4-5/29 \$290

IN PERSON**Beginning Conversational Spanish***Instructor: Aida Moyer*

Beginning Conversational Spanish starts with language fundamentals including the alphabet, pronunciation, basic vocabulary and grammar rules. Emphasis is placed on simple conversational situations. Students learn sentences and phrases they need to express themselves in Spanish at work and while traveling. Take each class in sequence. Required Text: Practical Spanish Grammar, by Marcial Prado (ISBN: 0-471-13446-5) available online. Please purchase the book prior to the first class meeting.

Session 1

AL110 1/27-3/3 Thu 7:30 - 9:00pm \$139

Session 2

AL110 3/10-4/21 Thu 7:30 - 9:00pm \$139

Session 3

AL110 4/28-6/2 Thu 7:30 - 9:00pm \$139

More Spanish classes for different level learners on the website.

Italian For Beginners

Instructor: Isabella Mariano

Dreaming about Italy? Spend the Spring in Italy (or at least feel like you did!). If you are up for the challenge, this is the course for you. Join this class for beginners and you will learn all the language skills you need in a live-lesson on Zoom on Tuesdays. Course is a combination of live classes with an Italian teacher (on Zoom), and optional practice meetings with peers (on Zoom to be scheduled). By the end of the course, you will be ready for a trip to Italy! One hour of instruction combined with one half-hour of conversational practice. No book is required for this class. If the student prefers to have a textbook, the book recommended is: Nuovo Progetto Italiano 1 - with DVD (ISBN-13: 978-9606632259 and ISBN-10: 9606632253). There are several versions available in different formats as well as used.

AL415 2/15-3/22 LIVE REMOTE Tu 6:30 - 8:00pm \$139
Th 7:30 - 9:00pm

BUSINESS

Bookkeeping Using Quickbooks: Restaurant and Small Business Focus

Instructor: Sriramkumar Lakshminarayanan

QuickBooks is one of today's most popular accounting applications, especially for small business enterprises. The software can help various businesses manage sales, track the costs of the business, record payroll, on top of facilitating accounts payables and receivables and ensuring your yearly tax preparation is accurate, timely and frustration-free. This course is aimed to give students exposure to the practical world of accounting in restaurants using the Quickbooks software. The students are expected to learn various real life aspects of the restaurants and other types of small businesses and maintaining books of accounts to reflect the accurate financial position of the enterprise. PREREQUISITE: Students need to have Quickbooks Online Subscription

B155 1/31-3/21 Live Remote Mon 6:00 - 7:00pm \$49 continuing

B155 3/28-5/16 Live Remote Mon 6:00 - 7:00pm \$49



Financial Analysis and Planning for Non-Financial Managers

Instructor: Jodie Trana

With the demands of daily operations, non-financial managers may put financial reports on the shelf. But take a look at some of the most admired companies like Apple, Google, and Berkshire Hathaway. Sure, they are evaluated by their products, innovation, and culture but they wouldn't be in the limelight without profits. Money matters! This course will help you build on your understanding of financial concepts and help you establish your role in the financial success of your organization. Designed for non-financial managers, business owners, entrepreneurs, and other decision-makers, this advanced course will take the mystery out of money matters.

AN1677 4/4-4/29 \$195

Certificate in NonProfit Administration

Instructor: Myia Welsh

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.

NA359 2/7-4/29 \$595

or

NA359 4/4-7/1 \$595

Revenue Generation for Non-Profits

Instructor: Myia Welsh

Build revenue streams for your non-profit organization. They are essential not only to keep your doors open but also to expand your services. Discover how to increase revenue from your current activities. Develop strategies for building new ones. Know how to effectively set prices or fees. Understand the 20% that generates 80% of your revenue. These are basic concepts that will yield greater results. After taking this course you will have the knowledge to improve your revenue generation and generate a better surplus.

RG1608 2/7-4/1 \$495

or

RG1608 4/4-5/27 \$495

Digital Marketing Certificate

Instructor: Dan Belhassen

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 online courses

DM485 2/7-4/29 \$495

or

DM485 4/4-7/1 \$495

NEW**Live Your Best LinkedIn Life***Instructor: McWhorter*

Attention: College students, job seekers and professionals! Join an LPC educator and LinkedIn Creator with work-based learning expertise for a virtual, interactive course on building and maintaining your LinkedIn profile, a key tool for anyone in search of a career/job/volunteer role, a college education, and/or networking opportunities. We'll discuss why you need LinkedIn, how you can look your best, how to assess how the world sees you digitally, and much more. I'll coach you in building your LinkedIn profile (top features, growing your network, advice on static and dynamic content) or improving your profile. You'll get 1:1 feedback, time for questions and discussion.

C229 2/9-5/11 LIVE REMOTE 7:30 - 8:30pm \$49

Social Media for Business Certificate*Instructor: Jennifer Selke*

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. Learn how social networks are used to develop a two-way communication and marketing strategy for your organization. Then find out what you can be doing, what you should be doing, and take back a plan to integrate social networks into your communication and marketing. 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. Your instructors are outstanding practitioners who also speak, write, and train others on social networks. *3 one-month online courses*

SMB485	2/7-4/29	\$495
or		
SMB485	4/4-7/1	\$495

PROFESSIONAL DEVELOPMENT**Certificate in Data Analysis***Instructor: Jeff Kritzer*

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. 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	2/7-4/29	\$495
or		
DA485	4/4-7/1	\$495

Certificate in Leadership Development*Instructor: William A. Draves*

Especially geared for future leaders in the Gen Y generation (born 1980-1999), the certificate provides how-to practical information on advancing your leadership potential and making a difference in both the workplace and in society. Find out what it takes to become an effective leader. Discover your style of leadership.

LD485	2/7-4/29	\$395
or		
LD485	4/4-7/1	\$395

Management Certificate*Instructor: Sally Klauss, MBA, CPMC*

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	2/7-4/29	\$595
or		
MC485	4/4-7/1	\$595

Supervisory and Leadership Certificate*Instructor: Sally Klauss, MBA, CPMC*

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

SL485	2/7-4/1	\$395
or		
SL485	4/4-5/29	\$395



**Use Power BI to enhance
your data analysis, page 13**



Homeschool With Success

Instructor: Beverly Richards Schulz

Discover how to homeschool your children in a way that ensures they get what they need both academically and socially.

EHSS1221

ed2go.com/lpccommed

\$99

CAREERS AND TRAINING

Certificate in Project Management

Instructor: Ronald DeCamp

In today's business environment, there is a need for good project management. Project management provides visibility of project health to the business and the customer. Through continuous monitoring, early detection of variations to plan, schedule, and budget can be communicated to stakeholders for quick resolution, including project cancellation. Project management is one of the fastest paths to promotion by increasing your network through greater exposure. 3 one-month online courses

PM485 2/7-4/29 \$495

or

PM485 4/4-7/1 \$495

Blockchain Fundamentals

Instructor: David Iseminger

Learn how blockchain is used for secure, real-time transactions through mining, minting, and the algorithms that determine consensus.

EBLF1221 ed2go.com/lpccommed \$99

Certificate in Teaching Adults

Instructor: William A. Draves

This is your invitation to teach others in-person and join in one of the more important functions in life - passing on knowledge and skills to others. It is both an opportunity and a responsibility. Whether you want to teach others or currently teach others, in any setting, either formally or informally, this course is for you. We will give you both the fundamental and advanced information to improve your teaching. Your lead instructor is author of How to Teach Adults, the best-selling book on the subject. The ebook version is included in the course.

TA485 2/7-4/1 \$295

Students with ASD (Autism Spectrum Disorder)

Instructor: Julie Coates

Today, every school in America has students who have been diagnosed with ASD (Autism Spectrum Disorder)—a neurological disorder on the autism spectrum. The effects of this disorder vary widely, but it is important for every teacher to understand how to recognize behaviors that may indicate Asperger's Syndrome. In this course, you take away strategies for working effectively with Asperger's students. You will find out how to work effectively with parents to create the most positive learning environments for children and teens with this disorder. The course is geared for K-12 teachers, but it is also relevant for counselors, faculty in higher education, parents and anyone else interested in understanding this important issue.

STU1939 3/7-4/1 \$145

or

STU1939 5/2-5/27 \$145



Become a Notary Loan Signing Agent

Instructor: The Academy for Notaries

Make the most out of your notary commission by becoming a certified Loan Signing Agent. Our live stream seminar will teach you how to notarize loan documents and give you a simple strategy to launch your new business. Learn marketing, and all information and tools you need to succeed as a Signing Agent from the comfort of your home. Our specialized loan signing teacher is seasoned in the business; you will learn the process of completing a signing, best practices in the industry, and how to get loan signing assignments. Certification is included.

PT352 2/5 Live Remote Sat 9:00am - 2:00pm \$69
Material Fee \$45

or

PT352 4/21 Live Remote Thu 9:00am - 2:00pm \$69
Material Fee \$45



Back by Popular Demand!

California Approved 6 hour Notary Class

Instructor: The Academy for Notaries

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. Materials Fee: \$35 payable to instructor prior to the class for textbook and handouts (These will be mailed to you along with a pdf). 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.

B102 1/29 Live Remote Sat 8:00am - 4:00pm \$69
Material Fee \$35

or

B102 3/22 Live Remote Tue 8:00am - 4:00pm \$69
Material Fee \$35

or

B102 4/9 Live Remote Sat 8:00am - 4:00pm \$69
Material Fee \$35

Renewal for California Notaries Public

Instructor: The Academy for Notaries

Renew your notary commission! Brush up on your notary knowledge and skills to pass the State Notary Public Exam and renew your notary commission California notary in one three hour class. Materials Fee: \$35 payable to instructor in class for textbook and handouts.

B102	1/29	Live Remote	Sat 12:30 - 4:00pm	\$49
or			Material Fee \$35	
B102	3/22	Live Remote	Tue 12:30 - 4:00pm	\$49
or			Material Fee \$35	
B102	4/9	Live Remote	Sat 12:30 - 4:00pm	\$49
			Material Fee \$35	

Legal Transcriptionist

Instructor: Merritt Gilbert

This course will prepare you for a career as a legal transcriptionist. The legal transcriptionist has the important job of correctly transcribing and punctuating the spoken word in order to create a verbatim record for legal proceedings. This course will also give you an understanding of the legal system including relevant ethics, professional standards, and procedures, and prepare you to sit for and pass the AAERT Certified Electronic Transcriber exam.

GES2095 ed2go.com/lpccommed \$995

Certified Staging Professional Training

Instructor: Natalie Hartsfield

Accredited by the Real Estate Staging Association® (RESA), The CSP® Staging Certification Course is A Proven Step-By-Step Process To Become A Home Stager and Get Your Staging Certification The CSP Home Staging Business Training and certification program comprises of a proven step-by-step process that teaches you exactly what to do, where to go, what to take with you, what to say, how to follow up and most importantly how to stage. Christine guides you every step of the way on how to start a home staging business, price for profit, protect yourself, have outstanding results in your work, provides scripts for phone and in person meetings, sales and marketing - everything right down to your social media and website. The CSP manual, the information, tools, systems, a year of coaching and support after class included with your tuition are priceless and second to none! CSP® Certification is the hallmark of professional staging. Visit the website below to pay and enroll: <https://www.stagingtraining.com/csp-las-positas>

CT822	2/19-3/12	Sat 7:30am - 2:30pm	\$2,299
or			
CT822	3/19-4/9	Sat 7:30am - 2:30pm	\$2,299
or			
CT822	4/5-6/7	Tue 4:00 - 7:00pm	\$2,299
or			
CT822	4/23-5/14	Sat 7:30am - 2:30pm	\$2,299



**Home remodeling
classes, page 13**



UC California Naturalist Program: Mt. Diablo Region

Instructor: Dr. Michal Shuldman

The UC California Naturalist Program seeks to foster a committed corps of volunteer naturalists and citizen scientists trained and ready to take an active role in natural resource conservation, education, and restoration. The UC California Naturalist course will introduce you to the wonders of our local ecology and engage you in the stewardship of California's natural communities. The course will combine a science curriculum with guest lecturers, field trips and project-based learning to immerse you in the natural world. This course has a focus on the lives and lands surrounding Mount Diablo. Please visit our website for more important details regarding this class.



UCN 411 1/26-4/20 Hybrid Wed 6:00 - 8:45pm \$475
no class 4/6
Material Fee \$39

IN PERSON **Back by Popular Demand!**

Certificate in Winery Tasting Room Sales and Service

Instructor: David Everett

4 day workshop, plus one required "shadow" day, will provide new and current hospitality workers with the knowledge, skills and abilities to be successful in wine sales and service in winery tasting rooms, restaurants, wine bars and catering events. Instruction focuses on wine service, sensory wine evaluation, tasting room set up and organization, sanitation protocols, and developing the social skills necessary to maximize guest experience. Also included are wine club sales, and legal compliance in the tasting room. Class includes a day required to "shadow" a tasting room attendant. This will take place during operational hours in the tasting room of any one of the host wineries. Completion of all classes including the shadowing class, is required to receive the Certificate In Winery Tasting Room Sales and Service. Class is limited to 12 students.

We are happy to offer in collaboration with two of our Community Partners:

- Viticulture program at: laspositascollege.edu/vwt/
 - The Friends of Open Spaces and Vineyards at: www.fov.org/
- You will receive a certificate of occupational preparation from Community Education upon completion of the all of the class components.*

CWS101 2/26-3/19 Sat 8:30 - 11:00am \$79



Electric Vehicle Charging Station Design, Installation and Operation

Instructor: Quayum Abdul

One of most growing businesses in USA and worldwide is electrical vehicle and EV charging station installation. Millions of electric cars, SUVs and trucks will be on the road in the next 10 years. To offset the carbon load on the environment, the government in California is hoping to make 100% of vehicles operate on battery power by the year 2035. This will require millions of charging stations to be installed at garages, parking lots, roadside electric poles, among many other convenient locations. Therefore, we need millions of EVCS installers and service providers all over US and worldwide. This course will offer A to Z of EVCS design, installation and operation, including troubleshooting the system once installed. This class is online live remote for lecture time of 12 hours.

SC789 4/21-4/29 Th,F 6:30 - 9:30pm \$199
Material Fee \$20

Solar Photovoltaic Design and Installation

Instructor: Quayum Abdul

Online course 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 3/31-4/15 Live Remote Th,F 6:00 - 10:00pm \$279
Material Fee \$20

Work Remotely and Become a Digital Nomad

Instructor: Go Global

How to Create Your Money-Making Travel Lifestyle and Work Anywhere Working remotely is now the thing. Why not add travel into the mix? Join thousands of individuals who are taking their work with them and hitting the road! You can make your travels sustainable by earning a living as you travel. Professional traveler Gina Henry has been doing this for years and shares her wealth of knowledge.

DNM 786 3/5 Sat 9:00am - 12:00pm \$59
or

DNM 786 5/21 Sat 9:00am - 12:00pm \$59

Voice-Overs...Now is Your Time!

Instructor: Justine Reiss

In what could be one of the most enlightening 2 hours you've ever spent, class will show you how YOU could actually begin using your speaking voice for commercials, films, videos, and more! Most people go about it the wrong way. In this class, you will learn about a unique, outside-the-box way to cash in on one of the most lucrative full or part-time careers out there! This is a business that you can handle on your own terms, on your own turf, and in your own time, and with practically no overhead! and NOW is the best time to make this happen as new companies are always looking for new voices like never before. This exciting and fun class could be the game changer you've been looking for.

You will be offered the opportunity to take continuing classes at additional cost, if you choose to be contacted.

B241 4/27 Wed 6:30 - 8:00pm \$29

WELLNESS



NEW IN PERSON

Chi Running: Run with Ease, Energy and avoid injury

Instructor: Hazel Wood

The Chi Running technique emphasizes running form and draws from principles of Tai Chi to make running easier on the body by promoting energy efficiency and injury prevention. You will be guided through exercises and drills designed to leave you with a clear sense of what the Chi Running technique feels like in your body. We will not be doing lots of running, so no matter what condition you're in, have no fear. This class is for anyone – beginners who want to start off "right", seasoned runners and triathletes who want to increase distance or speed, or if you're just tired of getting injured. Bonus – Reference materials will be emailed post event.

CR 832 4/30 Sat 9:00am - 12:00pm \$89

NEW IN PERSON

Chi Walking: Walk with ease, energy and avoid injury

Instructor: Hazel Wood

The Chi Walking technique emphasizes walking form—the proper and effective biomechanics of walking and draws from the movement principles of Tai Chi to make walking easier on the body by promoting energy efficiency and injury prevention. You will be guided through exercises and drills designed to leave you with a clear sense of what the Chi Walking technique feels like in your body. Suitable for individuals of all conditioning and experience levels interested in efficient walking. Bonus – Reference materials will be emailed post event.

CR 832 4/30 Sat 1:00 - 3:30pm \$75

IN PERSON**Setchu-ryu Jujutsu***Instructor: Craig Kutil*

Setchu-ryu Jujutsu is an eclectic system of martial arts comprised of several distinct systems blended together into one seamless style. The primary systems incorporated in the system are Danzan Ryu Jujitsu, Tenio DeCuerdas Eskrima, Lua Halau O Kaihewalu, and Wa Ko Ryu Jujutsu, though students will also learn concepts from Kosho Ryu Kenpo, Aikido, and Rillamas Serrada Escrima. Students will be taught how to apply and receive throws safely, apply and escape locks, manipulate joints, control an opponent's balance, strike quickly and effectively, activate nerves, take advantage of vital points, and use and defend against weapons. This course is physically demanding and will require regular attendance and conditioning for progression.

H216 1/18-5/26 Tu,Th 7:15 - 9:15pm \$100

**THEATER****Musical Theater: The Great Performers, Choreographers, Composers and Lyricists***Instructor: Ken Ross*

Another fast paced and entertaining look at American musical theater through the viewing of video clips of songs and dance numbers from stage and screen musicals, plus in-class commentary by the instructor. Similar in style and format to the "American Musical Theater: From Show Boat to Hamilton" class, but this time, focusing on the artists who created musical theater from 1920 to 2020--specific performers, choreographers, composers, and lyricists. Instructor Ken Ross was head of the Las Positas College Theater Department from 1989 to 2010 and has extensive experience as a musical theater director, performer, teacher and attendee.

AMT639 3/8-3/29 Live Remote Tue 7:00 - 9:00pm \$49

ART**IN PERSON****Figure Drawing and Painting Weekend***Instructor: Carolyn Lord*

Join fellow art professionals and dedicated art students in this facilitated session to draw and paint live models. Enroll for 1 or 2 days. Morning model will hold the same pose Saturday and Sunday morning, resulting in a six hour pose. On both days, afternoon model will hold poses from 2 minutes to 40 minutes. Professional, nude models. Doors open at 9:30, model starts promptly at 10:00 am. All drawing, painting and sculpture media welcome. Not pro-rated. No refunds. No photography. All non-odorous painting, drawing, or sculpting media welcome. Bring your favorite portable easels, equipment, and art supplies. (Las Positas full-time students, no fee. Call the office to enroll). \$40 each day, \$80 dollars for both days. Register for each day separately for the weekend.

AL478	2/26	Sat 9:30am - 5:00pm	\$40
or			
AL478	2/27	Sat 9:30am - 5:00pm	\$40

TRAVEL**How to Travel Free & Safely***Instructor: Go Global*

During These Unparalleled Times 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? Plus learn how to benefit from the deep travel discounts being offered right now to motivate you to book future travel in 2021 and 2022. 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. Earn free airline tickets, hotel nights, tours and more in the USA and worldwide! Volunteering, fun work-vacations, paid travel, teaching English, mystery shopping, importing/drop shipping, and remote employment opportunities. Tuition includes Gina's 100-page digital book How to Travel Free & Safely (a value of \$39.95). Go to www.GinaHenry.com for more instructor information.

TFS411 2/12 Live Remote Sat 9:00am - 12:00pm \$59 or

TFS411 5/7 Live Remote Sat 9:00am - 12:00pm \$59

Photography Courses

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The Secrets of Travel-Hacking

Instructor: Go Global

Free Air, Hotels, and Cash Back You can earn hundreds of thousands of airline frequent flyer miles and hotel reward points without ever stepping foot on a plane or paying for a hotel and then redeem them for high-value trips. Flights and hotels are typically the most expensive part of your vacation budget. Gina will show you her easy "Beginner Strategy" then graduate you to more advanced strategies that earn you 1 million+ reward points a year. All the major reward programs will be detailed. Also learn tips for flying business and first class. Gina Henry, founder of Go Global, Inc, has been a professional traveler for over 26 years and earns 15 free airline tickets and dozens of free hotel nights each year. Materials fee is for The Secrets of Traveling Hacking - Free Air & Hotels (\$39.95 value). Go to www.GinaHenry.com for more instructor information.

THK 587 2/26 Live Remote Sat 9:00am - 12:00pm \$59

REAL ESTATE

IN PERSON

Profit from the Historic Post-Pandemic

Real Estate Boom

Instructor: SeeWing Yee

Buy out of state! Get in front of the tidal wave of change and profit from the current real estate boom. Learn: Where are the best locations to buy investment real estate? Hint: it's not your backyard. Instructor uses role play to give examples of actual real estate deals using hypothetical scenarios. Each student will walk away from the class with a new found knowledge and confidence to take action to achieve their financial freedom through real estate investing. Past students have said: "Class more than met my expectations! Highly informative and encouraging!" "The role-play was helpful" "Great Information. Very practical"

B676 5/7 Sat 9:00am - 12:30pm \$49

SeeWing Yee is an expert in the field of Comprehensive Real Estate consulting. He has been a popular seminar and public speaker for over 20 years. He has a MS degree in Taxation with Emphasis on Real Estate. He is a licensed broker in CA. He is a 20 year US Army veteran and created his company, Yee Real Estate Network in 2004.



Probate Law and Estate Planning

Instructor: Multiple

Learn all about the probate process and estate planning.

T14172 ed2go.com/lpccommed \$99

HOME

NEW



Bath Products: Make Your Own and Save!

Instructor: Quayum Abdul

In this fun, online virtual presentation participants will discover simple techniques for making one-of-a-kind bath products like shower gel, bubble bath, bath salt and exfoliate) Topics include: Ingredients and equipment; where to obtain supplies; tips for making bath gels; adding herbs, glycerin and extracts; aroma therapeutic effects of essential oils. Why purchase expensive commercial bath products when you can delight in making your own—reasonably? Each participant will receive zoom link information and ingredient list in their email the week before the class. Digital book cost of \$5 is included in the class fee.

PE898 5/9 Live Remote Mon 6:30 - 9:30pm \$45

Candle Making for Beginners

Instructor: Quayum Abdul

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 virtually how to create unique candles to admire and share for far less than what they cost in stores. Students may be able to complete several candles and learn skills enabling them to continue on their own through Zoom. Topics include: getting started, types of candles, candle molds, Adding fragrance and color, Materials and supply sources. Each participant will receive zoom link and ingredient list in their email a week before the class. Digital book cost \$5 included in registration fee.

CM 267 3/8 Live Remote Mon 6:30 - 9:30pm \$45

Soap Making: Simply and Naturally for Beginners

Instructor: Quayum Abdul

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, students will create different types of soaps while learning how to use colors, molds, fragrances, essential oil, extract, herbs, and, also, novelties. There will be a virtual discussion on how to make organic, natural or therapeutic soap. Digital book cost \$5 included in course price.

HG744 4/4 Live Remote Mon 6:30 - 9:30pm \$45



Bathroom Remodel Tips

Instructor: Jill Hornbeck

If you are thinking of doing a bath remodel, this class is 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. Most importantly, you will learn about fine tuning the small details in a bath design that can often turn into costly mistakes.

ID326 2/24 Live Remote Thu 7:00 - 9:30pm \$39 or

ID326 5/5 Live Remote Thu 7:00 - 9:30pm \$39

Kitchen Remodel Tips

Instructor: Jill Hornbeck

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

ID326 2/9 Live Remote Wed 7:00 - 9:30pm \$39 or

ID326 4/21 Live Remote Thu 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.

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

—March 2021

SOFTWARE SKILLS

Adobe Photoshop Essentials

Instructor: Andy Helmi

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. *One-month course.*

PTS105 3/7-4/1 \$225

or

PTS105 5/2-5/27 \$225



Power BI Certificate

Instructor: Marion Williams

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.

PBI922 2/7-4/29 \$495

or

PBI922 4/4-7/1 \$495

Advanced Power BI

Instructor: Marion Williams

Expand your knowledge of Power BI Desktop to the highest level. This course focuses on the advanced capabilities of Power Query, Data Modeling and Reports. Check for data inconsistencies, design efficient queries, create proper relationships, and write DAX code to ensure reports update quickly and accurately. Add navigation and analytical features to your reports to enable consumers to analyze the results.

PBI 202 4/4-4/29 \$195



Certificate in Mastering Excel

Instructor: John Rutledge

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 2/7-4/29 \$495

or

EXCL194 4/4-7/1 \$495

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Whatever your goals, a grasp of English grammar is important if you want to improve your speaking and writing skills.

Writing Essentials

Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

Growing Plants for Fun and Profit

Turn your love of plants into an enjoyable and profitable home business. This course provides information on licensing, site preparation, equipment, how and where to find supplies, how to select and produce plants, how to produce quality material, and how to market your product.

Wow, What a Great Event!

Learn proven techniques for planning successful events from a master event planner. This course will teach you how to develop the skills, find the resources, and gain the confidence to plan any event.

Healthy Living Suite

In this program you'll learn how to establish a healthy approach to successful weight loss and weight maintenance for a lifetime. You'll learn how to save money and prepare home-cooked meals that are fast, easy, and delicious, and how to grow nutritious fruit and vegetables that can be used in your meals.

Discover Sign Language

Discover the fun of learning sign language and using your hands to communicate with Deaf people.

For more information or to enroll visit:

ed2go.com/lpccommed

1210-01

Las Positas in Partnership with Ohlone FOR Kids AND TEENS GRADES 3-12

SPRING 2022 AFTER SCHOOL PROGRAM

Visit ohloneforkids.com for upcoming start dates and use Promo code **LasPositas5** for 5% off of your enrollment in these kids online classes!



We are excited to partner with Ohlone to offer more choices to your kids for online learning in Spring 2022! Students develop confidence in a safe environment while engaging in hands-on learning activities that stimulate their interest and growth.

Computer Programming

Students will learn the fundamental concepts of programming.

- Python for Kids
- Unity 2D Game Design

Computer Animation

Students will learn how to create animated cartoons and video games that they can play.

- Create your own video game
- Create your own cartoon with Adobe Animate

Modern Brushpen Calligraphy

Come join and explore endless possibilities for card making bookmarks, gift tags, and more!

Business

Students will come away with a strong appreciation of how businesses work so they can be more informed as they start thinking about the types of jobs they would like to pursue in the future.

- Introduction to Business
- 7 Habits of Highly Effective People



ON THE COVER

Are you passionate about pets?
These are perfect classes for you!

Start a Pet Sitting Business

Instructor: Jeff Grognet

Discover how you can turn your love of animals into a profitable pet-sitting career. This course covers everything you need to know about caring for pets from nutrition, exercise and first aid and everything that goes into starting a successful business.

EPSB1221 ed2go.com/lpccommed \$99

Veterinary Medical Terminology

Instructor: Dr. Janet Romich

Learn to pronounce, spell, and define veterinary medical terms. This course provides a step-by-step process that will help you build an understanding of medical language specific to the veterinary field.

EVMT1221 ed2go.com/lpccommed \$99

Become a Veterinary Assistant

Instructor: Jeff Grognet

Are you considering a career as a veterinary assistant? This course will answer all of your questions and more as you learn about pet nutrition, preventing parasites, health and safety issues, reasons for and against spaying and neutering, and how to best assist owners in times of need.

EPCV1221 ed2go.com/lpccommed \$99



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