

Lifelong Learning, Career & Personal Development

SUMMER
CAMPS!



LEARNING HAPPENS EVERYWHERE THIS SUMMER

Community Education

Summer 2023 Schedule • Classes through August 2023

Register Online:

www.laspositascollege.edu/communityed



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:** We will gladly process your request for a refund if it is received in our office by 4 pm, five business days prior to the starting date of the class. No refunds will be granted after the five-day deadline. 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. Las Positas College follows Alameda County lasy masking requirements on campus.
- F. **Questions? Send us an email:** commmed@laspositascollege.edu

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.

Featured Instructor Peter Acronico

"The piano is simply my passion! With unbridled dedication, I strive to achieve the highest level of craftsmanship and service. Earlier in my life, I competed on high school and college tennis teams, and became a tennis teaching professional for 10 years. Somewhere along the way I realized my heart and soul loved 'all things piano related.' I now enjoy ...discovering photo opportunities, playing the piano, and creating educational videos under the alias 'The Avid Piano Technician.'"

Take Peter Acronico's "The Piano Explored" class, see page 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

PERENNIALS

Classes for 55+ Community Members (But everyone is welcome!)

Save Money and Time with an Easy Computer Tune-up at Home!

Save money and fix your computer yourself! No great skills needed. Use three proven free online software to fix most software related issues like malware and viruses with a few clicks of a button! Speed up your computer in no time! (Not for Apple/Mac users.) Enter your instructor-led classroom with 3 simple clicks from your e-mail!

LIVE REMOTE • Instructor: Wilson
CTU743 5/12 Fri (11 AM - 12 PM) \$20

NEW! Computer Literacy Training for those who Struggle with Computers

Take this basic Zoom training with a live instructor! This module will cover the essentials of: Basic Navigating Skills, Internet Essentials, Email and Browser Use, and Windows 10 & 11 Essentials. Become more proficient in the practical and everyday use of computers. (Not for Mac, Chromebook, or tablet users) **WHO NEEDS TO TAKE THIS COURSE:** Those who struggle to be proficient with digital literacy • Those who are not computer savvy • Workers who need basic technology for job change • Students who attend institutions and struggle with basic computer literacy.

LIVE REMOTE • Instructor: Wilson
ET411 6/4 - 6/25 Sun (1 PM - 2 PM) \$99

NEW! Workplace Skills Training for those who Struggle with Computers

Take this basic Zoom training with a live instructor! Will cover the essentials of: Basic Navigating Skills, Internet Essentials, Email and Browser Use, and Windows 10 & 11 Essentials. (Not for Mac, Chromebook, or tablet users) **WHO NEEDS TO TAKE THIS COURSE:** Those who struggle to be proficient with digital literacy • Those who are not computer savvy • Workers who need basic technology for job change • Students who attend institutions and struggle with basic computer literacy • Those who may want certificates of completion for basic essential training. Gain a working knowledge of the following three programs, and the search feature • Microsoft Word • Microsoft Excel • Microsoft PowerPoint • Searching Google

LIVE REMOTE • Instructor: Wilson
ET411 7/9 - 7/30 Sun (1 PM - 2 PM) \$99

Certificate in Healthy Aging

As the population in the United States ages, there are many opportunities to learn how to work with seniors in multiple settings in a way that supports quality care and quality of life. This certificate is designed for individuals who are working in the health care field, those who are interested in the topic, those who are working with the aging population, or anyone who wishes to prepare for careers in aging services or gerontology. Topics include nutrition and healthy aging, the healthy aging brain, physical activity and healthy aging, the role of intimacy and sexuality on healthy aging, keys to longevity in the centenarian population, and important behavioral and mental health issues in the aging adult.

ed2go.com/lpccommed ONLINE 24/7 \$79

Photography Courses

Prices start as low as: \$99

Travel Photography
 Secrets of Better Photography
 Photoshop for Digital Photographers

ed2go.com/lpccommed



Iceland's Magical Northern Lights

November 19 - 25, 2023

More information: www.laspositascollege.edu/communityed

Summer camps



- **Register today at the website!**
- **NEW Sports Journalism camp**

Character Design Workshop (High School)

Have you ever wanted to create your own character and bring it to life? Designing a captivating character is vital for graphic novels, movies, video games and many other industries. Draw and paint your own character in Photoshop, taking style, costuming and props into consideration, as well as expressions and gestures.

IN PERSON • Instructor: Kuo

DSC100 6/12-6/15 M•T•W•Th (9 AM - 2 PM) \$100

Creature Design Workshop

Learn the fundamentals of creature design! Whether your creature is a faithful companion, adorable pet, or evil boss, creatures are vital to the creation of any fictional universe. Many illustrators focus on creature design, creating works for movies, games, and animation. In this camp, we will use Adobe Photoshop to sketch and paint our own creature, taking into consideration their anatomy, environment, and behavior.

IN PERSON • Instructor: Kuo

DSC100 (High School) 6/26-6/29 M•T•W•Th (9 AM - 2 PM) \$100

DSC100 (Middle School) 7/10-7/13 M•T•W•Th (9 AM - 2 PM) \$100

Interior Design

Work with a wonderful sampling of Interior Design materials and digital tools to use in the class provided to you when you enroll! Learn a Computer Aided Design program while learning the skills to become an interior designer. Design kits will be available for pick up on campus the week before the camp.

LIVE REMOTE • Instructor: Hornbeck

IDS 467 6/26-6/29 M•T•W•Th (10 AM - 12:30 PM) \$100



Intro to Biotechnology

Biotechnology is used to diagnose diseases, make vaccines, solve forensic cases, and improve the food we eat. In this week-long camp you will get a chance to utilize some basic molecular biology tools used in biotech to observe and analyze cells, viruses, proteins, and DNA. We encourage enrollment in both courses. (Ages 16 - 18)

BBC17 • IN PERSON • Instructor: Maxwell

6/19-6/22 M•T•W•Th (10 AM - 3 PM) \$100

AND

BBC17 Intermediate Biotechnology

6/26-6/29 M•T•W•Th (10 AM - 3 PM) \$100



Back By Popular Demand!

Jazz Camp

Each summer, we welcome Middle and High school students of all ability levels to our campus for 4 intensive days where we work on: Improvisation, Music Theory, Arranging, Performance, Rehearsal, and much more. Campers work directly with LPC Music Faculty and present a public performance on Thursday June 29 on the Mertes Main Stage headlined by a guest combo made up of faculty from the California Jazz Conservatory. Although the vast majority of campers will be accepted, and all abilities are welcome, an in-person audition will be required on Friday June 2nd (10 AM-4 PM). Please read detailed information on the website for this class prior to registering.

IN PERSON • Instructor: Marschak

H099 (Middle School)

6/19-6/22 M•T•W•Th (10 AM - 3 PM) \$100

H099 (High School)

6/26-6/29 M•T•W•Th (10 AM - 4 PM) \$100

Fencing Camp for Beginners

Engarde! Parry! Riposte! This 4-day course for beginners covers basic fundamentals of the sport of fencing. Class emphasizes conditioning and footwork, along with correct blade action. Equipment rental for the week is \$20, and equipment is rented the first day of class. Students must bring a pair of non-marking athletic shoes that are only worn inside the fencing room. No outdoor shoes are allowed. All fencers should bring a water bottle. No other liquids are allowed. Limit 12 students per class.

H102• IN PERSON

\$100

Instructor: Rheinheimer

+ \$20 Material Fee

(Ages 8-11) 7/17-7/20 M•T•W•Th (1 PM-3 PM)

(Ages 10-14) 7/17-7/20 M•T•W•Th (3:30-5:30 PM)

Press Pass JAMS Journalism Summer Camp

Get a taste of one of media's most-coveted professions - sports journalism. Get an opportunity to try your hand at the craft, learn from professionals in the field and get modern insight on the latest practices in the industry. Some of the skills developed: writing, interviewing, storytelling, game analysis and, yes, debate. Your career in sports media just might begin here.

IN PERSON • Instructor: Thompson

PRJ 411 7/17-7/20 M•T•W•Th (10 AM - 3 PM) \$100



Summertime Sips

Make your own Shrubs & Sodas, Mocktails: Join us to make these refreshing summer time sips including a Summertime Cosmo, Whiskey Smash, Tropical Sour, Seasonal Shrub Soda, n/a Daiquiri of course including all the non- alcoholic options! I'll show you how easy it is to make a simple shrub and how you can use that in your home made libations.

LIVE REMOTE • Instructor: Maser **\$39**
SDS413 5/30 Tues (6 PM – 7:30 PM) + Material Fee \$20

NEW! Matting & Framing Workshop

Tired of spending hundreds of dollars to frame your artwork? Come and learn how to do it yourself! Frame your art and photographs for gifts or exhibitions. This one-day workshop is geared to works on paper. Learn various matting and framing alternatives with a focus on cutting single and double beveled-edge window mats. Bring a paper artwork and optionally a frame. Mat board and other material will be provided. Class is limited to 12.

IN PERSON • Instructor: Fredrich **\$69**
AL270 8/5 Sat (10 AM – 4 PM) + Material Fee \$10

Don't Throw it Away – Sell it Online!

Get rid of your “stuff” and get paid! There are several apps and platforms that provide an excellent way for you to generate revenue by selling your unwanted used items or by creating a new e-commerce business. This class presents the most popular yet easy to use apps for each of the top categories including Furniture, Electronics, Clothing, Books, Art, and more. Learn which used items sell best and what can't be sold. Includes photography tips, pros and cons, dos and don'ts, tips and strategies, costs and how you get paid. Determine which apps are the best match for the items you want to sell.

LIVE REMOTE • Instructor: Boyd
EXST101 7/10 Mon (6 PM – 9 PM) \$59

NEW! The Piano Explored

A series of three (3) in-person presentations by Peter Acronico, Registered Piano Technician, utilizing audio/video technology, for people interested in all things Piano. Perhaps you're a potential buyer, piano student or performer, music teacher, hobbyist, parent of talented children or even someone interested in learning about the trade of Piano Tuning and Repair. We delve into history, differences among pianos and how to maintain the piano in optimal condition. The inner workings of the instrument will be demonstrated both in the piano and using models. Touch, tone, regulation, repair, reconditioning, and rebuilding will be addressed. A list of optional study materials that you can purchase for the class is listed online.

IN PERSON • Instructor: Acronico
PE 411 7/11-7/25 Tues (7 PM – 9 PM) \$89

Create Emergency Grab & Go “Rapid Exit Plan”

You have 30 minutes to get out, what do you do? There may be a wildfire, house fire, earthquake, flood, natural disaster or medical emergency. Don't panic and follow your plan. Determine now what you will do and take depending on the amount of time you have to vacate. Learn how to organize your vital information in a “Grab-&-Go” binder and/or easily convert everything to electronic documents including Photo Albums and Scrap Books. Then back it all up to the Cloud. Discover local evacuation routes, useful free apps and multiple tips. Learn how to create your own “Go” bags, backpacks & bins.

LIVE REMOTE • Instructor: Boyd
EP411 5/11 Thur (6 PM – 9 PM) \$59

Soap Making: Simply & Naturally for Beginners

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. Have fun creating different types of soaps while learning how to use colors, molds, fragrances, essential oil, extract, herbs, and, also, novelties. Discuss how to make organic, natural or therapeutic soap. Each participant will receive zoom link and ingredient list in their email week before the class.

LIVE REMOTE • Instructor: Abdul
HG744 6/4 Sun (2 PM – 5 PM) \$49

Wire Wrap Jewelry Design & Craft Basics

Learn to design and assemble their own jewelry. The instructor's 25 years of vast knowledge and experience in jewelry making allows students to understand how best to assemble beautiful findings and to manufacture their own personal, meaningful designs. This class gives basic style and technique information in a hands-on in-person environment. Material fee includes one necklace, one bracelet and one set of earrings.

IN PERSON • Instructor: Serratos **\$59**
JD236 8/26 Sat (9 AM – 1 PM) + Material Fee \$52

Wire Wrap Jewelry: Chandelier Earrings & Eye Glass Holders

Learn to design and assemble their own jewelry. The instructor's 25 year vast knowledge and experience in jewelry making allows students to understand how best to assemble beautiful findings and to manufacture their own personal, meaningful designs. This class is a hands-on in-person environment. Material fee includes one set of chandelier earrings and an eye glass holder. Pre-Requisite: Wire Wrap Jewelry Design & Craft Basics

IN PERSON • Instructor: Serratos **\$49**
JD236 8/26 Sat (2 PM – 5 PM) + Material Fee \$42

Candle Making for Beginners

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. Materials and supply sources with Digital book in registration fee.

LIVE REMOTE • Instructor: Abdul
CM 267 5/21 Sun (9 AM – 12 PM) \$45



Megan Garcia is a community college instructor, instructional assistant, and tutor. She received her Master of Arts in

Composition: Teaching Reading and Writing from San Francisco State University, and she has taught students of all levels and backgrounds. Megan is teaching Grammar 101. (see pg. 10 for class information)



CAREER

Get Paid to Teach English

in the USA, Overseas and Online - 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. Teaching English is a high paying career or simply a great way to go on vacation for free. English is the world's business and travel language. Being able to speak English helps people get better paying jobs. 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. Includes 80-page digital book. (a \$39.95 value)

LIVE REMOTE • Instructor: Henry
TEA 348 5/20 Sat (9 AM - 12 PM) \$59

NEW! Gig & Side Hustle Extravaganza

Participants will learn how to earn extra income in 2023 through ways they didn't even know existed based on their interests, hobbies, and things they are ALREADY doing. Ideas will be focused on ways to get started under \$100 and are for people who are in high school through retirement seeking to earn extra income in over 15 different interest areas including sports, fashion, pop culture, food, nature, animals, children, video games, and much more. Perfect for those who are not tech savvy and will not include any multi level marketing, affiliate programs, or get rich quick schemes.

LIVE REMOTE • Instructor: Beck
LG101 7/12 Wed (6 PM - 8:30 PM) \$25

Certificate in QuickBooks Online

Save time, track money, and get important insights with Quickbooks Online. Quickbooks Online is the leading online accounting platform. It is the preferred choice for small business managers, owners, bookkeepers and accounting professionals. There are patches and regular automatic upgrades to the software. Get a comprehensive understanding of QuickBooks Online. Then learn how to work with more advanced Quickbooks Online topics.

CQB411 • ONLINE 24/7 • Instructor: Lander 6/5-7/28 \$395

NEW! Certificate in Workplace Diversity, Equity and Inclusion

75% of the world's major conflicts have a cultural dimension and the culture sector now accounts for 6.1% of the global economy. The United Nations reports that creative and cultural industries (CCI) generate annual revenues of US\$ 2,250 billion and nearly 30 billion jobs worldwide, employing more people aged 15 to 29 than any other sector. To improve diversity, achieve equity, and foster inclusion one must be intentional, consistent, and courageous. LERN's Diversity, Equity, and Inclusion (DEI) in the Workplace Certificate focuses on improving cultural competence and encourages continuous learning. Students will gain a better understanding of DEI.

DEIW106 • ONLINE 24/7 • Instructor: Wright 6/5-9/1 \$495



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 9

Social Media for Business Certificate

For small businesses, nonprofits, government, and other organizations and their employees. From Facebook to Twitter, blogging, YouTube, LinkedIn, and more. Discover new principles of communication that apply across all networks and how these specific social networks work and the possible uses. Learn how they are used to develop a two-way communication and marketing strategy. 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. Come away with both an understanding of social networks and practical, how-to techniques to integrate social networks into your organization or business.

SMB485 • ONLINE 24/7 • Instructor: Selke 6/5-9/1 \$495

Financial Analysis & Planning for Non-Financial Managers

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. This course helps you build your understanding of financial concepts and establish your role in 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. Throughout this course, financial information that drives your organization, as seen on the business's reports, will be assessed and analyzed to understand it. Understanding this information will help you make smart decisions when it comes to budgeting, setting goals, and assessing performance within your own area of influence.

Instructor: Trana \$195
AN1677 6/5-6/30 **OR** 8/7-9/1 **ONLINE 24/7**

Mastering Microsoft Excel

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. Stay current with this class, as it is always up-to-date and will change as the features of Excel change over time. Examine the life of an Excel worksheet and workbook, from creation to presentation. Learn how an Excel worksheet is constructed, populated with content, and edited for delivery. Master the options that can take your Excel worksheet from plain, drab numbers to exciting and engaging multimedia. You will leave class with a set of skills that are in high demand and will be a deciding factor in your future success.

MME411 • ONLINE 24/7 • Instructor: Flanagan 6/5-6/30 \$195

Power BI Certificate

Gain insights into your data. Power BI is a widely used free business analytics service & report tool offered by Microsoft. Create interactive reports, integrate financial, marketing, or any other source data in your accounting system, Excel, or Web. Streamline data using Power Query. Create charts, maps, and other visuals to see your data in real time. Delve into Power Query to ETL (Extract, Transform & Load) your data. Build the Data Model using relationships & DAX (Data Analysis Expressions). Utilize Time Intelligence functions to view YoY or YTD reports. Add user friendly features to enhance reports and analyze results. This certificate enhances your skills in data analysis, gives greater insight into your organization's performance & allows you to make more informed decisions.

PBI922 • ONLINE 24/7 • Instructor: Williams 6/5-9/1 \$495

CAREER

Supervisory & Leadership Certificate

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

SL485 • ONLINE 24/7 • Instructor: Klauss 6/5-7/28 \$395

Electric Vehicle Charging Station Design, Installation and Operation

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.

LIVE REMOTE • Instructor: Abdul \$199

SC789 6/11-6/25 Sun (2 PM -5 PM) + Material Fee \$20

NEW! Insider Tips: How to Get Into Screen Acting

Working Publicist, and acting manager, and designer at KISSHY jewelry brings you classes on how to get into screen acting. She has done the publicity for a production company since 2005. One of her client's has starred in The Walking Dead, as Selena on Netflix, and in Twilight. She also books clients at conventions and gets them exposure and up close and personal interactions with fans. Benefit from your instructor's research around scripts and books and insights into what is developing in the TV and movie world. Making it is a time consuming job to manage but if done well success, it is within reach! Includes book on breaking in.

IN PERSON • Instructor: Serratos \$75

ABM256 8/25 Fri (6 PM - 9 PM) + Material Fee \$15

Voice-Overs...Now is Your Time!

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.

LIVE REMOTE • Instructor: Reiss

B241 6/3 Sat (10 AM - 12 PM) \$29

Become a Notary Public Seminar

Want to boost your income, create a new job opportunity, provide a service to your community, or increase your value to your current employer? In this Secretary of State approved class, students learn how to perform certifying or witnessing signatures on official documents. Notary skills are valuable across many industries such as real estate, legal, medical and banking. This class gives you the knowledge to pass the exam and practice as an effective Notary. Participants receive 2 practice tests and Includes the official Notary Exam directly following the class. Registration covers the Seminar Guidebook, SOS handbook, Proof of Completion, notary application and access to additional online educational materials. Class is fast paced and the exam is challenging. We suggest that you register early to take advantage of online pre-study options available.

IN PERSON • Notary Seminars \$99

IPNP396 8/19 Sat 8 AM - 6 PM + Material Fee \$35

Renew Your Notary Commission

Includes the official Notary Exam. This Secretary of State approved class will prepare you to take the exam again by reviewing all relevant Notary law. You will take the official notary exam directly following the class. Renewing Notaries are required to take the exam and be fingerprinted again. Your commission must be current to qualify for the three-hour class. Your registration fee includes access to our pre-seminar study guides and PowerPoint presentations, however this is optional. Class is fast paced and exam is challenging. We suggest that you register early and take advantage of pre-study options available.

IN PERSON • Notary Seminars \$85

IPNP396 8/19 Sat 12:45 PM - 6 PM + Material Fee \$35



PROGRAMAS DE ENTRENAMIENTO PROFESIONAL POR INTERNET EN ESPAÑOL

PROGRAMA DE CERTIFICADO DE CONOCIMIENTO BÁSICO DE HVACR NATE CORE

• 90 Horas

- Un programa de introducción a la industria
 - HVACR diseñado a fin de abordar el conocimiento fundamental de la calefacción, la ventilación, el aire acondicionado y la refrigeración.

FUNDAMENTOS DE PRESTON BAILEY PARA EL DISEÑO FLORAL

• 240 Horas

- El curso está diseñado para principiantes que no tienen experiencia con flores, arreglos florales o diseño floral. Los estudiantes aprenden los trucos que todo buen diseñador floral profesional depende.

Inscríbete hoy, o para mas informes visita: careertraining.ed2go.com/lpccommed

ALLIED HEALTH TRAINING

Clinical Medical Assistant, California Focus

This fast-track training prepares the student to sit for the Medical Assistant (CCMA) national certification exam offered through the National Healthcareer Association (NHA) using a variety of classroom and externship training experiences. Medical assistants assist doctors with administrative procedures such as answering the phone, scheduling appointments, bookkeeping, filing, insurance forms, and basic insurance billing. They also assist in clinical procedures such as vital signs, injections, blood draws, lab tests, administration of medications, minor surgeries, and positioning patients for examinations. See website for important information regarding a required externship, and other requirements prior to enrolling.

HYBRID • AUMT Institute **\$2,999**
CCMA743 5/22-7/28 OR 6/5-8/11 + Material Fee \$160

Medical Billing & Collections Certificate Program

PREREQUISITES: Ability to read and understand English, basic computer skills, and internet access during class. Become an essential anchor for a medical practice and get a competitive edge in the job market by attending the updated Medical Billing and 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. **MANDATORY ONLINE ORIENTATION.** See website for important information before registering.

LIVE REMOTE • Instructor: Patterson **\$150**
MIBC101 7/11-8/9 T•W•Th (6:30-8:30 PM) + Material Fee \$275

Medical Front Office Receptionist

This course is 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 a medical office team. **MANDATORY ONLINE ORIENTATION.** See website for important information regarding this class.

LIVE REMOTE • Instructor: Patterson **\$25**
MO215 7/5-7/6 W•Th (6:30-8:30 PM) + Material Fee \$99

Starting A Medical Billing Service

Medical practices receive most of their income from insurance companies so medical billing services are in demand. In this class you will 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. Complete **MANDATORY** online orientation before the first day of class. Orientation link at the website.

LIVE REMOTE • Instructor: Patterson **\$25**
MBS634 8/10 Th (6:30-8:30 PM) + Material Fee \$39



Phlebotomy classes are back this Fall!

Check the website for important information and to register

EKG Technician Training

48-hour combination online/hands-on in-person EKG Technician Program allows students to obtain employment as an Electrocardiograph (EKG/ECG) Technician. The EKG Technician is responsible for performing diagnostic tests to access the heart rhythm and rate in patients. EKG's are also performed before and after operations, during physicals examinations of patients, for patients with a history of heart disease, when patients are experiencing chest pains and when the physician deems it necessary. See detailed information on the website before enrolling. Class is fast paced and is taught in English.

\$1,195
HYBRID • AUMT Institute + Material Fee \$194
EKG411 8/21-9/11 M•W•F (6 PM-10 PM) & Sat (9 AM-1 PM)

Medical Terminology: A Word Association Approach

The Dynamics of Fashion, Fifth Edition, Digital Coursebook has the latest facts and figures, and the most current theories in fashion development, production, and merchandising providing the proper foundational knowledge of the fashion industry. Offers hundreds of real-life examples of leading brands and industry trends to show students fashion careers and how they apply within a professional setting. Covers sustainable fashion, wearable technology, social media, and more.

ed2go.com/lpccommed ONLINE 24/7 \$135

Human Anatomy & Physiology

The Dynamics of Fashion, Fifth Edition, Digital Coursebook has the latest facts and figures, and the most current theories in fashion development, production, and merchandising providing the proper foundational knowledge of the fashion industry. Offers hundreds of real-life examples of leading brands and industry trends to show students fashion careers and how they apply within a professional setting. Covers sustainable fashion, wearable technology, social media, and more.

ed2go.com/lpccommed ONLINE 24/7 \$135

Explore a Career in Medical Writing

Take your first step toward a lucrative and rewarding career as a medical writer; no specialized or advanced degrees required! In this course, you'll learn about the different types of medical writing that you can do, how to break into and succeed in this industry, and how to write effectively on medical topics, whether you're writing for healthcare providers, patients, or regulatory organizations like the U.S. Food and Drug Administration.

ed2go.com/lpccommed ONLINE 24/7 \$115

*"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*

WRITING

Grammar 101: Writing Strong Sentences

Do you need help constructing sentences with proper grammar, punctuation, and sentence structure? Whether you are a current college or high school student, a returning student, an English language 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. In just one week, you can gain the tools needed to become a more confident writer. Class is for anyone who wants to improve their writing life, and it is for both teens and adults! We are now offering a more flexible schedule. You will have access to the course for a week and complete it on your own time. Self-paced class. At the end of the course, you will have the ability to meet with the instructor over Zoom to ask questions and go over any of the material.

WR235	• ONLINE 24/7 • Instructor: Garcia	7/17-7/21	\$49
OR			
WR235	• ONLINE 24/7 • Instructor: Garcia	7/24-7/28	\$49
OR			
WR235	• ONLINE 24/7 • Instructor: Garcia	7/31-8/4	\$49

Effective Copywriting

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 • ONLINE 24/7 • Instructor: Will 7/4 - 7/28 \$195



Dabble in Writing EXPANDED!

A series of classes for dabbling in writing in a variety of styles! Take one or all of the classes.

Explore the World of Travel Writing

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

LIVE REMOTE • Instructor: Krusemark
DIW890 7/8 Sat (2 PM - 4 PM) \$49

Tips for Improvement, Now!

We write everyday: emails, social media posts, work projects, and even non-fiction or creative writing. Improving is just a matter of knowing some simple tricks to make your writing more impactful and readable, and may help get you a promotion at work or avoid rejection from a publisher. In this hands-on session, there will be writing/editing examples and exercises so you can see in real time how to make sentences flow properly while still maintaining reader interest, and you will leave with a workbook full of writing tips and tricks, which is included in the class fee.

LIVE REMOTE • Instructor: Krusemark
DIW890 7/8 Sat (8 AM - 11 AM) \$59

A Riveting Mystery, Suspense or Crime Story

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

LIVE REMOTE • Instructor: Krusemark
DIW890 7/8 Sat (12 PM - 2 PM) \$49

Your Life Story

You don't need to be famous to have a legacy to leave behind. Create an inspirational autobiography for family, friends, and others. Learn how to recall vivid memories, analyze events and people that shaped who you are, and bring your story to life. Your handout, included in the class fee, will have an outline to help you organize and write your memoir step-by-step. Printing/publishing options will also be discussed. The instructor LeeAnne Krusemark is a former journalist, current author and editor, and a nationwide Professor of Publishing at higher learning institutions, including Harvard Adult Education. The webinar login information will be emailed the day before class.

LIVE REMOTE • Instructor: Krusemark
DIW890 7/15 Sat (8 AM - 11 AM) \$59

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LANGUAGES

Introduction to Japanese Language & Culture

Learn basic Japanese. This course will introduce the Japanese writing system, conversation, and basic Japanese grammar. Aspects of the Japanese culture are also incorporated in this entry-level class. The instructor is half Japanese, lived in Japan for almost twenty years, is credentialed, and is a certificated language teacher. Her goal is to transform the "remote" environment into a safe, engaging, space where students can freely ask questions, and have an enjoyable learning experience. She does request that all students who sign up for her classes turn their cameras on to optimize the virtual learning experience. Required Book: Japanese from Zero! 1: Proven Techniques to Learn Japanese for Students and Professionals

LIVE REMOTE • Instructor: Belardino

AL723 6/15-7/20 Th (8 PM - 9:30 PM) \$118

Spanish for Medical Professionals

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. 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 • ONLINE 24/7 • Instructor: Sempé 6/5-7/28 \$290

Discover Sign Language

Gain confidence in your ability to sign with the Deaf community. This course immerses you in silence to help you gain an understanding of the perspective of the hearing impaired and uses videos to demonstrate not only how to make signs, but how to communicate with facial expression.

ed2go.com/lpccommed ONLINE 24/7 \$115

WELLNESS

Mindfulness Practice for Beginners

Ready to learn a simple yet powerful approach to dealing with stressful situations, negative thoughts, and difficult emotions? Then let's dive in to mindfulness meditation! Participants in this four week class will learn breathing techniques, exercises designed to transform habitual ways of thinking about and reacting to stress, and a variety of simple and brief meditative practices that can be readily incorporated into daily life. Daily practice at home is encouraged, for while mindfulness is not difficult to learn, like everything else in life it requires regular practice for mastery. While mindfulness and meditation are grounded in Buddhism and other ancient Eastern philosophies and traditions, I approach the teaching of mindfulness in a secular, down-to-earth way, to help you improve and maintain your cognitive function, physical health, emotional well-being, and interpersonal effectiveness. It's possible to learn mindfulness from books, videos, and apps, but there's just no substitute for an in-person class with an experienced teacher to jump start your practice!

IN PERSON • Instructor: Stanwyck

MIN 7/12-8/2 Wed (7 PM - 9 PM) \$149

Chi Running: Run with Ease, Energy & avoid injury

The ChiRunning 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. You will learn and practice how to: develop, maintain, and body sense good posture and alignment; avoid over-using your legs by moving forward from your center; use upper and lower body focuses and visualizations to conserve energy and vary speed. You'll also learn unique tips and visualizations to help you run with a relaxed and fluid stride. 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.

IN PERSON • Instructor: Wood

CR 832 8/5 Sat (9 AM - 12 PM) \$89



Chi Walking: Walk with ease, energy & avoid injury

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. You will learn and practice how to: develop, maintain, and body sense good posture and alignment; avoid over-using your legs by moving forward from your center; engage efficient arm swing for different walking speeds; loosen joints and increase endurance. Learn the essentials of how to walk comfortably with a powerful sense of balance, stability and relaxation in your body. Suitable for individuals of all conditioning and experience levels interested in efficient walking. Bonus-Reference materials will be emailed post event.

IN PERSON • Instructor: Wood

CR 832 8/5 Sat (1 PM - 3:30 PM) \$75

Setchu-ryu Jujutsu

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. Class is open community members age 16 and older.

IN PERSON • Instructor: Kutil

H216 6/15-8/3 Tue • Thur (7:15 PM - 9:15 PM) \$100

LAS POSITAS COLLEGE

JOIN ONE OF OUR NON-CREDIT PROGRAMS!

Noncredit courses at Las Positas College are financially supported by the state of California and are offered tuition-free. These courses are designed to provide students with a high-quality learning experience in programs such as Automotive Technology, Business, Computer Information Systems, Elementary and Secondary Basic Skills Math & English, Horticulture, Library Studies, and Tutoring. Some courses may require a materials fee or the purchase of a textbook. Noncredit courses do not earn college credit.

There are two types of noncredit certificates students can earn:

Certificates of Competency - for students who want to improve their basic skills in English or Mathematics or learn English as a second language (not intended for university transfer or employment).

Certificates of Completion - for students who wish to obtain the knowledge and preparation of skills needed for entry level positions in the workforce or obtain short-term vocational skills needed for immediate employment.



ENROLL NOW

Find your next program at

<http://www.laspositascollege.edu/programs/noncredit.php>

LAS POSITAS COLLEGE

Earn Two Business Certificates in 15 weeks!

The Business Department at LPC offers tuition free, short-term, noncredit courses designed to build skills needed to succeed in careers requiring introductory and advanced business skills.

Whether you would like to run your own business or enhance your current position, the courses offer valuable and practical education on leadership, customer service, and management skills.



For more information, visit:

http://www.laspositascollege.edu/busnstudies/noncredit_certs.php



Start a Career in Horticulture!

The Horticulture Department offers short-term, tuition-free, noncredit courses and a skills program designed to provide students both educational and vocational opportunities. A certificate will not only validate participation in the program, but it will also enhance the opportunities to secure gainful entry-level employment.

The program is open to all and specifically designed for students that have difficulty in a traditional classroom setting.

This program helps prepare students for work in fields related to retail nurseries and garden centers, wholesale nurseries or plant growers, landscape maintenance with either landscape contractors or various public agencies, interior plantscaping and plant rentals, and urban agriculture.

Find out more:

<https://www.laspositascollege.edu/degrees/horticulture/landscapedesign-certificateofachievement.php>

LAS POSITAS COLLEGE

FEATURED NON-CREDIT PROGRAMS

Join the Automotive Technology Department!

Our program offers tuition-free, noncredit courses and two certificate programs designed to provide students with the skills needed to secure employment and/or workplace advancement in the industry. Students work side by side and hands-on with industry professionals in a fully equipped and up-to-date facility. With this certificate, students will be able to pass an industry standard exam and enter careers such as Automotive Technician, Automotive Parts Personnel, Automotive Management, Shop Owners, Teaching, and Automotive Performance Personnel.



For more info, visit:

http://laspositascollege.edu/degrees/automotive-technology/automotive-smog-certificateofcompletion_noncredit.php

Start a Career Using Drones Technology



Together we will prepare you to plan, fly, and produce professional quality drone images. No prior experience is necessary. This is a hands-on program where you will quickly learn to operate

aircraft adeptly within an ethical and safe frame of mind.

Drone technology is one of the fastest growing emergent technologies which will become a defining feature of this century. Our program is diverse and is represented by various disciplines such as Photography, Entertainment, Journalism, Marketing, Public Safety (Search & Rescue), Agricultural, Land Use and Environmental Studies, Software Development and more!

Find out more: laspositascollege.edu/dronetechnology/index.php

LAS POSITAS COLLEGE

Racial Equity in Adult Credentialing in High Education (REACH)

LPC is a member of the REACH Collaborative, which aims to increase attainment of high-value non-degree credentials and associate degrees in community colleges by adult learners of color (age 25+), particularly Black and African American, Latinx, and Indigenous learners. Our goal is to create more functional degree pathways that incorporate employer-validated non-degree credentials and embed comprehensive support. Learn about our featured programs below.

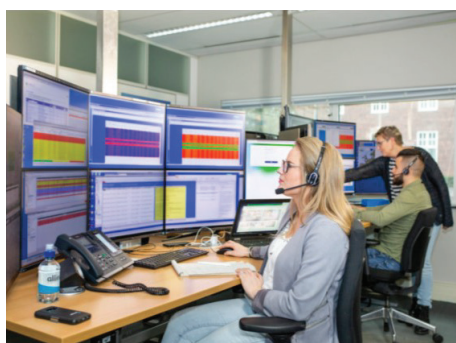
Find out more: laspositascollege.edu/educationalpartnerships/reachcollaborative.php

Launch a Career in Computer Networking Technology!

Get ready now for in-demand career opportunities in the computer networking and cybersecurity fields.

- Learn the latest in emerging technologies and skills employers are seeking in only one to four semesters.
- Prepare for highly recognized A+, Network+, Security+, Cisco, Red Hat, Microsoft certification exams and career opportunities as a computer support technician, network administrator, cybersecurity specialist, and more.
- Hands-on real-world skills training in Emerging Technologies like Wireless, VoIP, VPN, Computer Forensics, Incident Response, Network Security, OS Hardening, and Penetration Testing.

Choose from four certificates and a degree. Stackable credentials allow you to complete one and apply any completed courses to the others, plus the AS degree in Cybersecurity and Network Administration!



IT Support, Network Support, Cybersecurity, and Red Hat Professional Certificates provide quick paths to validate training in today's important tech knowledge areas. Students are also eligible to receive a certificate in IT Support Professional from Google.

Our coursework was developed in conjunction with our local national labs and industry partners to provide eligible students with internships, apprenticeships, work-based learning, industry certification, and job opportunities.

For more information, visit:
<http://www.laspositascollege.edu/educationalpartnerships/reachcollaborative.php>



Snap this code to go
directly to our
registration website

NEW!

Gig and Side Hustle
Ideas and Tips, p. 6

Certificate in Diversity,
Equity and Inclusion, p. 6

BACK BY POPULAR DEMAND!

Fencing Camp
for Kids, p. 5

Chi Running,
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