

Lifelong Learning, Career & Personal Development

NEW!
**Veterinary
Assistant
Training**



RAPID **EMPLOYMENT TRAINING**

Community Education

Spring 2023 Schedule • Classes through May 2023

Register Online:

www.laspositascollege.edu/communityed



LAS POSITAS
COLLEGE

Welcome to SPRING 2023

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 live remote, in-person and full online classes for our community! Upskill for your job, get a new career, make some homemade gifts for Valentines and Mother's Day, and attend one of our 4 new Community Experience events: Xanadu Movie and Musical Experience, Community Read There There by Tommy Orange, Earth Day Film Event: Soy lent Green, and mak-'amham/Cafe Ohlone Tea & Foodways Talk hosted in Berkley at Cafe Ohlone.

Whether you are coming to campus or still enjoying our online offerings this Spring, we encourage you to indulge your love of lifelong learning with Las Positas College!



Take care and take classes!

Frances DeNisco

Program Coordinator

*"What we learn with
pleasure, we never forget."*

— Alfred Mercier

Featured Instructor Ken Ross

Ken Ross has an extensive background in musical theater as director, producer, performer, writer, and long-time theater-goer. From 1989 to 2010 he was head of the LPC Theater Department.



Take The Musicals of Rodgers and Hammerstein, details on page 4

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Many more classes available on the website!

Chabot-Las Positas Community College District Board of Trustees

Mr. Tim Sbranti, President • Ms. Linda Granger, Secretary

Dr. Hal G. Gin • Mr. Harris Mojadedi • Ms. Maria L. Heredia • Dr. Luis Reynoso

Mr. Ronald P. Gerhard, Chancellor • Dr. Dyrell Foster, President, Las Positas College

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. Las Positas College follows Alameda County masking requirements on campus.

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

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



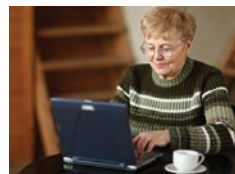
LIVE REMOTE

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



IN PERSON

You will meet in person to take this class.



ONLINE (24/7)

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

Back By Popular demand! CTE Summer camps!

Summer
camps

- **Registration Starting March 2023 Available on the Website!**
- **NEW Online & In Person Summer Camp Opportunities!**
- **Check back in March or call the office for more info!**



NEW! The Musicals of Rodgers & Hammerstein

From familiar musicals like "South Pacific" and "The Sound of Music" to less well known shows like "Allegro" and "Me and Juliet", join this exploration of the eleven musicals created by the team of Richard Rodgers and Oscar Hammerstein. The class consists of watching video clips of songs and dance numbers from stage productions of their shows, plus live commentary by the instructor about the background, content and creative process behind their creation. Instructor Ken Ross was head of the LPC Theater Department from 1989 to 2010 and has extensive experience in musical theater as a director, performer, teacher and attendee.

LIVE REMOTE • Instructor: Ross

AMT639 3/02-3/16 Thur (7 PM - 9 PM)

\$49

NEW! Roller Dance & Xanadu! Experience (IN PERSON)

Remember the roller skating movie/musical cult classic from 1980 starring Olivia Newton John? Xanadu follows the journey of a magical and beautiful Greek muse, Kira, who descends from the heavens of Mount Olympus to Venice Beach, California in 1980 on a quest to inspire a struggling artist, Sonny, to achieve the greatest artistic creation of all time – the first ROLLER DISCO! (Hey, it's 1980!) But, when Kira falls into forbidden love with the mortal Sonny, her jealous sisters take advantage of the situation, and chaos abounds. What possessed her to get on those skates and what possessed Gene Kelly to participate? What's the history of roller dance? Roller skating, roller dancing and roller disco have had a resurgence in covid and post-covid times. This Spring, Las Positas College Theater department is producing the Xanadu musical and we're getting ready with a Xanadu Experience! Class includes: Talk on the history of Roller Dance through lived experience in the Bay Area by Richard Humphrey who is a world-renowned skater, instructor, performer and inventor, featured on TV and in print. He choreographed many of the classic line dance steps that are still popular today and has also partnered with Riedell to create the innovative "No Strings Attached" skate boot and established the Rollerdance Academy in San Francisco in 2016. Class Includes A TICKET to the Spring 2023 musical Xanadu and snacks during the show! (Tickets are \$29 for students with a W# (call the office to enroll if you are a student)).

RDX 411 2/24 Fri (6:30 PM - 10 PM)

\$49

OnAfrican Music

OnAfrican American Music explores African American music traditions and cultural values reflected in its multiple genres, plus the unique contributions of many notable figures throughout its history. The goal of the course is to expand students' awareness, appreciation, and knowledge of the glory and variety of African American music and the far-reaching contributions of its most salient exponents.

<https://lpc-ce.c4edu.com> ONLINE 24/7

\$79.95

OnWorld Music

OnMusic of the World takes students on an exciting journey, discovering musical cultures of the world. The class contains music from Africa, the Caribbean, North America, Latin America, South Asia, Korea, Central Asia, Indonesia, Japan, and China. This course includes engaging material with highly interactive maps, 10 listening guides, 45 music examples, 22 original performance videos, and links to YouTube videos.

<https://lpc-ce.c4edu.com> ONLINE 24/7

\$79.95

NEW! Earth Day Film Event: Predictions & Prophecies of SoyLent Green

For this special Earth Day event, please join us for a thoughtful community viewing and lively discussion of the classic 1973 science-fiction film SoyLent Green. Celebrating its 50th anniversary, this influential film depicts a dystopian future that is brought about by a toxic combination of environmental degradation, housing shortages and disinformation. So, we might ask: how is all this working out for us? Be a part of this fun but intentional Earth Day community event, watch and learn about SoyLent Green and its themes and consider the important questions and lessons it might have for us today. One warning: if you've seen this film, please no spoilers! Light snacks available.

LIVE REMOTE • Instructor: Chiolis

EFD78 4/21 Fri (7 PM - 9:30 PM)

\$29

LAS POSITAS COLLEGE DEPT OF THEATER ARTS

XANADU

THE MUSICAL

Directed by: Dyan McBride

PERFORMING 3/17-3/26

A Tony Award-nominated, hilarious, roller skating, musical adventure about following your dreams despite the limitations others set for you. Based on the Universal Pictures cult classic movie of the same title, which starred Olivia Newton-John and Gene Kelly, Xanadu is hilarity on wheels for adults, children and anyone who has ever wanted to feel inspired.

BARBARA F. MERTES
CENTER FOR THE ARTS
BLACK BOX THEATER
3000 CAMPUS HILL DRIVE, LIVERMORE

Vaccination Required

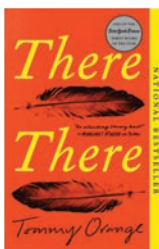
Tickets \$20
laspositascollege.edu/theater
925-424-1122



Save the date!

Las Positas College
Literary Arts Festival
Saturday
May 13, 2023
Las Positas College Campus

NEW! Community Read: There There by Tommy Orange



Please join us for the Spring 2023 Campus Read of Tommy Orange's novel, *There There*, winner of an American Book Award and The PEN/Hemingway Award and finalist for the 2019 Pulitzer Prize.

Attend one or both of the discussion groups. Enjoy conversation about the book and light refreshments. Focus questions will be sent out to all participants. In conjunction with the President's Speaker Series, and with support from the LPC Foundation, Tommy Orange will also be the keynote speaker at the 2023 Las Positas College Literary Arts Festival on May 13th. Copies of his book are available at the library and campus bookstore. Hailing from Oakland, Tommy Orange is an enrolled member of the Cheyenne and Arapaho tribes of Oklahoma. His novel centers on the lives of twelve Native people living in Oakland. The New York Times called it a "groundbreaking, extraordinary" work. Topics of the novel include cultural and personal identity, generational trauma, contemporary urban American Indian life, Native American history, gentrification, storytelling, addiction and the history of Oakland, among others.

IN PERSON & ONLINE

TO421	4/22	AND/OR	Sat (9:30 AM - 11 AM)	FREE
TO421	5/03		Wed (5:30 PM - 7 PM)	FREE

Intro to Japanese Language and Culture - Genki 1

Are you interested in taking the Japanese Language Proficiency Test (JLPT), living or studying in Japan, or working in the animation and gaming industry? This class is for the academically inclined individual not afraid to take a deep dive into the complicated world of Japanese grammar, reading, and writing. We will cover both hiragana, katakana, and an introduction to Kanji. Required Book: Genki 1 (second edition) Welcoming new students and students from last fall to continue.

LIVE REMOTE • Instructor: Belardino

AL723	3/02-5/18	Thu (8 PM - 9 PM)	\$160
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HOT! Beginning Conversational Spanish-Session 1

Begin with language fundamentals including the alphabet, pronunciation, basic vocabulary and grammar rules. Emphasis is placed on simple conversational situations. Learn sentences and phrases needed to express 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.

IN PERSON • Instructor: Moyer

AL110	1/25-3/01	Wed (7:30 PM - 9 PM)	\$139
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HOT! Italian Conversation and Culture

Do you know basics of the Italian language? Do you want to improve your conversational skills? This class is what you need! Ideal for adults who have some previous knowledge of Italian and want to practice and improve. We will talk about Italian culture, food, society and lifestyle. You don't need to be fluent, but speaking in Italian will be encouraged. Instructor will help with new vocabulary and phrases and pronunciation. Will also give ideas and tips about traveling in Italy!

IN PERSON • Instructor: Williams

AL843	2/21-3/28	Tues (6:30 PM - 7:30 PM)	\$139
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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	2/11	OR	Sat (9 AM - 12 PM)	\$59
TEA 348	5/20		Sat (9 AM - 12 PM)	\$59

**NEW! mak-'amham/Cafe Ohlone
Tea & Foodways Talk**

Cafe Ohlone's newest iteration, 'o??oy: A Collaboration Between Café Ohlone and the Hearst Museum at UC Berkeley, is located outside the Hearst Museum of Anthropology on the UC Berkeley campus, at Bancroft on College Avenue. (The Hearst Museum has set up a fund dedicated to supporting 'o??oy and the cultural activities held there; please consider making a contribution.) Meet at the Cafe and experience a talk on native foodways and enjoy a traditional brownie and tea.

Ohlone Cafe in Berkeley

mohl411	3/24	Fri (3 PM - 4 PM)	\$79
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WRITING

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

Your Life Story

Writing 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 will have an outline to help you organize and write your memoir step-by-step. Printing/publishing options will also be discussed. The webinar login information will be emailed the day before class.

LIVE REMOTE • Instructor: Krusemark
DIW890 3/04 Sat (8 AM – 9 AM) \$29

Outline & Write an Irresistible Romance

Outline and Write an Irresistible Romance. Romance is the #1 selling fiction genre. Whether you're a new or experienced writer, this comprehensive session will help you sharpen your skills with practical step-by-step advice. You will discover different romance sub-genres and understand the proven romance formula. You will learn to create a unique setting, introduce your protagonist (lead character), percolate friction, and write relatable dialogue as well as intimate scenes. Publishing options will also be discussed.

LIVE REMOTE • Instructor: Krusemark
DIW890 3/04 Sat (9 AM – 10 AM) \$29

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 3/04 Sat (10 AM – 11 AM) \$29

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 3/04 Sat (11 AM – 12 PM) \$29

Comedy on Paper and for Stage

Whether you need to make a dull work presentation more lively, mix laughter with learning in the classroom, or ultimately want to write for print/production or perform your own stand up routine, this fast-paced session will show you how to apply humor to all aspects of your life. You will learn the anatomy a joke, how to use your powers of observation to sharpen your wit, write different types of jokes, and use humor to entertain and influence people. Informative handouts for future use are included.

LIVE REMOTE • Instructor: Krusemark
DIW890 3/04 Sat (12 PM – 1 PM) \$29

Screenwriting for TV and Movies

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

LIVE REMOTE • Instructor: Krusemark
DIW890 3/11 Sat (10 AM – 11 AM) \$29

Blogs, Magazines, and Websites

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

LIVE REMOTE • Instructor: Krusemark
DIW890 3/11 Sat (11 AM – 12 PM) \$29

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 3/11 Sat (12 PM – 2 PM) \$39

AUDIT A CLASS



Are you a lifelong learner? Do you wish you could take a college class to learn about a topic without homework or exams?

NOW YOU CAN!

We invite adults of all ages for our new auditing program!

\$30 for 1 course + \$1 for each additional course

- Introduction to Nutrition Science
- Introduction Gender, Sexuality, and Politics
- Global Issues
- Introduction to Archaeology
- Introduction to Film Studies
- Philharmonic Orchestra
- Instrumental Chamber Music
- Jazz Ensemble
- Chamber Choir
- Jazz Combo
- Vocal Jazz Ensemble

January 18 - May 20, 2023
www.laspositascollege.edu/communityed/audit

Iceland's Magical Northern Lights

November 19 - 25, 2023

More trips & information: www.laspositascollege.edu/communityed

TRAVEL

How to Travel Free & Safely

During these unparalleled times we're ready to get back to our travels! When it is safe to go, 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 2023. 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 \$39.95 value).

LIVE REMOTE • Instructor: Henry

TFS411	2/04	OR	Sat 9 AM - 12 PM	\$59
TFS411	4/01		Sat 9 AM - 12 PM	\$59

The Secrets of Travel-Hacking

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. Tuition includes instructors 70-page digital book "The Secrets of Traveling Hacking - Free Air, Hotels & Cash Back" (a \$39.95 value)

LIVE REMOTE • Instructor: Henry

THK587	2/25		Sat 9 AM - 12 PM	\$59
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Get Paid to be a Tour Guide and Travel Free

Many well-paying professional jobs are now available, both domestically and internationally! We are getting back to our travels and many Americans are motivated to travel all across the USA and worldwide. Before Covid, foreign tourists were finding America to be a great value and this is quickly returning. Many people won't travel unless they book a tour, take a cruise or travel with a friend who knows the destination. Travel and tourism is the world's fastest growing industry and relatively recession proof. If you love to travel, earn income as a tour director and work part or full-time leading tours for major companies. Plus, get a FREE tour by promoting trips for tour companies or putting trips together for friends, family or groups. Work for a company or start your own business. Learn the qualifications needed, the "Five Easy Ways To Get A Job In the Tour Industry", how to start your own tour company (with little investment), how to design tours and negotiate group discounts, tour director salaries, and "101 Ways To Promote Your Tour & Make It A Success". Instructor, Gina Henry, is an INTERNATIONAL TOUR MANAGEMENT INSTITUTE (ITMI) certified tour director and teaches travel classes nationwide. Includes digital book "GET PAID TO BE A TOUR GUIDE & TRAVEL FREE" (\$39.95 value) which provides names, phone numbers and websites of all of the contacts you need to put this practical information to use).

LIVE REMOTE • Instructor: Henry

CT546	3/18		Sat 9 AM - 12 PM	\$59
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All About Pictures - Finding, Organizing, Editing and Saving on your Computer!

During this class you will learn how to manage pictures on your computer. Also, find out how to name, rename, and move pictures into folders to get organized. We will take a look at using the Photo Gallery and minor editing of pictures (such as cropping and making enhancements.) We will use pictures for desktop backgrounds and insert a picture into Microsoft Word for flyers, invitations, and other printed materials. (Not for Apple/Mac users.) Enter your instructor-led classroom with 3 simple clicks from your e-mail!

LIVE REMOTE • Instructor: Wilson

AL505	2/12	OR	Sun 1 PM - 2 PM	\$20
AL505	3/12		Sun 4 PM - 5 PM	\$20

NEW! SPRING KIDS CLUBS

NEW! Minecraft Club

Join kids around the country in our Creator Corps Community of Minecraft maniacs who play and create together. Each week have fun playing Minecraft and learning new tricks from our Minecraft Masters. Each Friday one of our Coaches will teach a new technique and challenge to the club and let you show off your skills.

LIVE REMOTE • Instructor: Black Rocket
GC876 1/13-2/17 Fri 4 PM - 5 PM \$79



NEW! Roblox Club

Are you an avid Roblox player and creator? Join us on Friday nights to collaborate and play mini-games with one of our Roblox Coaches and make new friends in a safe and fun environment.

LIVE REMOTE • Instructor: Black Rocket
GC876 2/24-3/31 Fri 3:30 PM - 4:30 PM \$79



NEW! Esports Gaming Club for Kids

Black Rocket Esports Gaming Club for Kids. Whether you want to be the next pro gamer, streamer, or gamecaster this club will introduce you to the world of Esports. No longer just a hobby, esports is the fastest-growing career for the next generation. Each week participants will explore and compete in different multiplayer esports games in a safe and fun environment. Learn the skills of the craft and how to break into competitive video game playing.

LIVE REMOTE • Instructor: Black Rocket
GC876 2/24-3/31 Fri 4:30 PM - 5:30 PM \$79



Beginning Fencing is back Summer 2023!

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 4/26 Wed 1 PM - 2 PM \$20
CTU743 5/12 OR Fri 11 AM - 12 PM \$20

Computer Scams and What Not to Click On!

Don't let your computer control you! Find out what you should and should NOT click on. Instructor will discuss scams to know about; frustrating and suspicious popups; advertisements; your haywire computer, e-mail ads, and links. (Not for Apple/Mac users, or tablets.) Enter your instructor-led classroom with 3 simple clicks from your e-mail!

LIVE REMOTE • Instructor: Wilson
CPS411 2/26 Sun 11 AM - 12 PM \$20
CPS411 5/5 OR Fri 9 AM - 10 PM \$20

Working with and Organizing Your Documents on a Windows 10 Computer

The instructor will show you how to save files with Microsoft Word and your free installed Windows 10 word processor. We will also cover how to create a PDF file and why we would use them. You will see how to view, organize, and find your documents, as well as place them on flash drives, external drives, and the cloud. We'll explore features to preview documents without opening them and attach documents to your e-mail for sending. (Not for Apple/Mac users.) Enter your instructor-led classroom with 3 simple clicks from your e-mail!

LIVE REMOTE • Instructor: Wilson
C101 3/16 OR Thur 8 AM - 9 AM \$20
C101 4/21 Fri 4 PM - 5 PM \$20

Getting to Know your iPhone

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

LIVE REMOTE • Instructor: Wilson
CT429 1/25 - 1/27 W•Th•F 9 AM - 10 AM \$55
CT429 2/20 - 2/22 M•Tu•W 4 PM - 5 PM \$55

PERENNIALS

Getting to Know your iPad

Take this fun and informative iPad class! We will explore the practical uses of your iPad and how to use the features! You will learn how to navigate, use apps, work with e-mail, take pictures, go online, and do more as time permits. Your patient instructor's iPad screen and features will be clearly displayed over Zoom. Not for Android tablet users.

LIVE REMOTE • Instructor: Wilson

CT429	2/15 - 2/17	OR	W•Th•F	4 PM - 5 PM	\$55
CT429	4/15 - 4/29		Sat	8 AM - 9 AM	\$55

Getting More out of Microsoft WORD

Let's make your tasks in Microsoft Word a lot easier! You will save time and frustration and see how to properly use tabs. We will go on to explore dictation, easy paragraph functions, the sort feature, and using macros to eliminate laborious repetition. See the beauty of working with soft and hard returns and how to easily create and use tables. Get tips and tricks, as well as use shortcuts to save time. Let's look at creating headers/footers and using the Format Painter to easily format existing text. (Not for Apple/Mac users.) Enter your instructor-led classroom with 3 simple clicks from your e-mail!

LIVE REMOTE • Instructor: Wilson

C103	3/18		Sat	9 AM - 10 AM	\$20
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NEW! WINDOWS 11 - Starting from the Beginning

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

LIVE REMOTE • Instructor: Wilson

C101	3/19	OR	Sun	4 PM - 5 PM	\$20
C101	5/7		Sun	11:30 AM - 12:30 PM	\$20

Enjoy Navigating Your Windows 10 Computer!

Need help with your recently purchased computer? Your instructor will define and demonstrate the Windows 10 operating system and related features. See how to navigate the desktop, use the taskbar, and work with icons. Learn about apps and how they are organized in Windows 10 and use the start menu to explore even more features. (Not for Apple/Mac users.) Enter your instructor-led classroom with 3 simple clicks from your e-mail!

LIVE REMOTE • Instructor: Wilson

C101	1/29		Sun	12:30 PM - 1:30 PM	\$20
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HOME & HOME MADE GIFTS

Work Remotely and Become a Digital Nomad

Create a Money-Making Travel Lifestyle and Work Anywhere. Join thousands of individuals who are taking their work with them and hit the road! You can make your travels sustainable by earning a living as you travel. Professional traveler Gina Henry shares her wealth of knowledge including: downsizing, putting your stuff in storage, getting your mail, how to have a "physical address", the RV lifestyle, timeshares, international living, long-term rentals, housesitting, and more. Learn the best ways to set up your remote office and get quality wifi in your hotel, and long-term rentals. Learn about the many remote jobs available. Includes 80-page digital book. (a \$39.95 value)

LIVE REMOTE • Instructor: Henry

DNM 786	3/4		Sat	9 AM - 12 PM	\$59
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Mystery Shopping - Get Paid to Shop

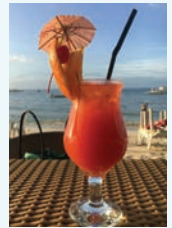
Do you like to shop? You can get paid to shop at almost every local store in your area, plus there are many online shopping assignments you can do from home. Mystery shop on vacation all across the USA and in over 70 countries worldwide - FREE hotels, restaurant meals, car rentals, sightseeing tours, etc. Mystery shopping has become the most cost-efficient way for stores and businesses to know their customers and stay in business. Learn how to avoid scams and work for the best mystery shopping companies that pay the most. Get the names and contact information for the TOP 100 MYSTERY SHOPPING COMPANIES including addresses, websites, and phone numbers and how to complete the paperwork. Get paid or keep the items you buy on assignment. FREE dinner for two at a nice restaurant, FREE hotel night, FREE tank of gas, FREE groceries, FREE dry cleaning and more! Learn how to play up your qualifications for the best assignments, and how to fit mystery shopping into your daily schedule. Instructor, Gina Henry has been a professional mystery shopper for over twenty years. Includes 100-page digital book. (a \$39.95 value)

LIVE REMOTE • Instructor: Henry

B108	3/11		Sat	9 AM - 12 PM	\$59
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KONA COCKTAIL ACADEMY CLASSES



Everything Aperitif

Spritzes, Sangrias, Pimms Cups & Bellinis with Mocktail (n/a) options. Sick of the chill? Warmer days are on the way! Plan out some easy, fun cocktails to enjoy as the weather starts to warm up! Learn how to make some aperitifs with bubbles, spring fruits and of course including all the non-alcoholic options!

LIVE REMOTE • Instructor: Maser

SDS413	2/21	Tue	6 PM - 7:30 PM	+ Material Fee	\$20
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Blended & Tropical Drinks

Pina Coladas, Lava Flow, Daiquiri, Red Grape Margaritas & Dessert: the Grasshopper w Mocktail (n/a) options. Every wondered how we get that perfect blend? I'll show you! Join me as we cover a bunch of fun blended cocktails including all the non-alcoholic options!

LIVE REMOTE • Instructor: Maser

SDS413	4/11	Tue	6 PM - 7:30 PM	+ Material Fee	\$20
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Summertime Sips

Make your own Shrubs & Sodas. Make refreshing summer cocktails & mocktails including; a Summertime Cosmo, Whiskey Smash, Tropical Sour, Seasonal Shrub Soda, and a Daiquiri (all with non-alcoholic options.) Learn to make a simple shrub and how you can use that in your home made libations.

LIVE REMOTE • Instructor: Maser

SDS413	5/30	Tue	6 PM - 7:30 PM	+ Material Fee	\$20
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HOME & HOME MADE GIFTS

Kitchen Remodel Tips

Thinking of doing a kitchen remodel, this class is for you! Learn what to consider before you do a remodel: budget, design considerations, contractor selection, and more. Resources and tips will be given. Most importantly, you will learn about fine tuning the small details in a kitchen design that can often turn into costly mistakes.

LIVE REMOTE • Instructor: Hornbeck

ID326 2/1 OR 4/12 Thu 6 PM - 8:30 PM \$39

Bathroom Remodel Tips

Thinking of doing a bath remodel, this class is for you! Learn what to consider before a remodel: budget, design considerations, contractor selection, and more! Resources and tips will be given. Most importantly, you will learn about fine tuning small details in a bath design that can often turn into costly mistakes.

LIVE REMOTE • Instructor: Hornbeck

ID326 2/8 OR 4/19 Thu 6 PM - 8:30 PM \$39

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

ID326 3/11 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

ID326 3/11 Sat 2 PM - 5 PM + Material Fee \$42

Candle Making for Beginners

Great Valentines Day or Mother's Day gift idea! 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 1/28 OR 5/21 Sat 9 AM - 12 PM \$45

Soap Making: Simply & Naturally for Beginners

Great idea for Valentines Gifts! 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. Students will create different types of soaps while learning how to use colors, molds, fragrances, essential oil, extract, herbs, and, also, novelties. Discussion on how to make organic, natural or therapeutic soap. Digital book included.

LIVE REMOTE • Instructor: Abdul

HG744 1/28 Sat 2 PM - 5 PM \$45

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 4/3 Mon 6 PM - 9 PM \$59

Sell it on eBay!

Discover if your item will sell or not in just One Minute! Learn how to create a seller account, upload photos, accept online payments, and determine shipping costs. Includes insider tips, tricks and traps, what to sell and not sell, where to get FREE shipping supplies and FREE home pickup. Learn proven listing strategies that get the most clicks, draw the highest bids, beat your competition and close the sale. Covers eBay marketing research and how to find a profitable niche. Includes Marketing and Photography Tips that make your items "Pop." Plus, how to sell antiques, collectibles and large items you don't want to ship. Taught by a multi-award winning instructor and published eBay author.

LIVE REMOTE • Instructor: Boyd

B605 5/8-5/10 Mon & Wed 6 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

Dynamics of Fashion

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.

<https://lpc-ce.c4edu.com>

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WELLNESS

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 Jujutsu, 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 1/24-5/18 Tue • Thur 7:15 PM - 9:15 PM \$100

Introduction to Mindfulness

Curious about mindfulness, and how it might help you? Mindfulness can be described as a particular way of paying attention and being present in the moment. Practicing mindfulness on a regular basis has been proven to improve health and mental health. Participants in this workshop will experience a sampling of mindfulness practices, and learn how they are being used to relieve stress and stress-related illness, anxiety and depression, chronic pain and addiction, as well as to increase overall happiness and well-being. Resources for further learning will be provided.

IN PERSON • Instructor: Stanwyck

MIN101 1/28 Sat 9 AM - 12 PM \$59

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 2/8-3/1 Wed 7 PM - 9 PM \$149

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 4/1 Sat 1 PM - 3:30 PM \$75

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 4/1 Sat 9 PM - 12 PM \$89

Drugs & Society

Join Dennis McReynolds for a workshop on awareness of the way drugs in our society are impacting our community. The intent is to help students and families develop a realistic perspective of drug-related problems in our local community, and in a societal context. Provides current information and perspectives on critical issues related to drugs, such as: social and psychological reasons why drug use and abuse occurs; results of drug use and abuse; how to prevent drug use and abuse. Policy making is also discussed.

IN PERSON • Instructor: McReynolds

DS 411 5/6-5/13 Sat 9 PM - 12 PM \$69



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.

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RAPID EMPLOYMENT TRAINING

ALLIED HEALTH CAREERS

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 3/7-4/13 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 2/28-3/2 T•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: <https://forms.gle/bK2fX3VwArNy8oBBA>

LIVE REMOTE • Instructor: Patterson \$25
MBS634 3/1 Wed 6:30-8:30 PM + Material Fee \$39

FREE Pharmacy Tech Information Sessions

Come learn all the details about our Pharmacy Technician Certification class. Ask questions and learn about the program from the instructors.

LIVE REMOTE • Career Training Solutions
• FPT1101 February Session - 1/14 Sat 9 AM - 10 AM FREE
• FPT1101 March Session - 2/25 Sat 10 AM - 11 AM FREE
• FPT1101 April Session - 3/18 Sat 10 AM - 11 AM FREE

Pharmacy Technician Training

Train for a rewarding new career as a pharmacy technician in as little as 6 months! In this online live instruction engaging class, learn to assist the pharmacist in mixing prescriptions, maintaining patient records, purchasing and inventory management, billing and reimbursement, and more. Topics include pharmacology for technicians, pharmacy law and regulations, sterile and non-sterile compounding, quality assurance, and medication safety. Included in the program is a 120-hour externship where the student will receive hands-on training in a local pharmacy under the direction of a pharmacist. This training meets the training requirements of the California Board of Pharmacy and qualifies students to apply for their California pharmacy technician license under Title 6 California Code of Regulation section 1793.6(c). The class also prepares students to sit for PTCE and ExCPT national certification exams.

\$2,199
LIVE REMOTE • Career Training Solutions + Material Fee \$200
PHMT127 (see website for class schedule information)
2/4-6/27 OR 3/13-8/3 OR 4/11-9/9

FREE Veterinary Assistant Information Sessions

Veterinary Assistant Program Information Session. Come learn all the details about our Veterinary Assistant Certification class. Ask questions and learn about the program from the instructors.

LIVE REMOTE • Career Training Solutions
FPT1101 1/14 Sat 10 AM - 11 AM FREE

Veterinary Assistant Certification

With more than 85 million households owning at least one pet, the veterinary field is a growing field! Veterinary Assistants are valued team members in veterinary practices, clinics, and hospitals. They work with veterinarians to provide quality care for healthy, sick, and injured animals. In this program, students receive hands-on training on correct handling and care of pets, proper examination procedures and how to check for signs of illness and injury. Additional topics include anatomy and physiology, medical terminology and acronyms, nutrition, legal, ethical, and professional standards and maintenance and management of a veterinary practice. This is an entry level class and specifically NOT a Veterinary Technician class. Textbook and scrubs purchased separately. Small group and large group discussions/activities, role play, teaching games and problem solving through the introduction of case-based scenarios. (75 hours instructor-led online instruction, 25 hours independent online training, 40-hour externship)

LIVE REMOTE • Career Training Solutions
VAC101 2/6-5/3 M•W 6 PM - 9 PM \$1,499

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 New training starts each month, see website for details
1/9-1/28 OR 2/6-2/25 OR 3/6-3/25 OR 4/3-4/22 OR 5/1-5/20
M•W•F 6 PM-10 PM (& Sat 9 AM-1 PM)

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 1/17-3/24 OR 3/27-6/2 + Material Fee \$160

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. You will practice the basic, practical language skills needed to effectively communicate with your Spanish-speaking patients and their families. Learn the basics of Spanish, 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. New lessons released at your own pace in this 16 hour course.

Instructor: Semke

\$290

SMP485 2/6 - 3/31 **OR** 4/3 - 5/26

ONLINE 24/7



Travel Free & Safely
see page 7

CAREER TRAINING

Become a Notary Public

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

INPN396 3/25 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

INPN396 3/25 Sat 12:45 PM - 6 PM

+ Material Fee \$35

Notary Public - Notary Test

Need to take only the Notary Exam? Register in advance with Las Positas College Community Education. A six-hour approved course must be completed before you are eligible to take the Notary Exam. We offer online and in person training for this exam. Exam is challenging. No refunds, be sure you are prepared.

IN PERSON • Notary Seminars

INPN396 3/25 Sat 3:45 PM - 6 PM

\$25



Certificate in Winery Tasting Room Sales & Service

This 2 weekend, 4 day workshop (plus 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. 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. Included are wine club sales and legal compliance in the tasting room. Includes a required day to "shadow" a tasting room attendant. This will take place during operational hours in a 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 and certificate of occupational preparation from Community Education. No certificate will be offered if a class is missed or the shadow day is not completed. Class is limited to 12 students. This class is offered in collaboration with The Las Positas College Viticulture Program (laspositascollege.edu/vwt) and The Friends of Open Spaces & Vineyards (www.fov.org).

Rodrigue Molyneaux • Instructor: Everett

CWS101 3/4-3/12 Sat & Sun 8:30 AM - 11 AM

\$79

"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

UPSKILL YOUR CAREER

Create a Website for Fun, Profit & Business!

Learn copy/paste, drag & drop website builders that create appealing, modern, dynamic, small business websites. Included is a complete comparison review of the top Website and E-commerce Store builders. Determine proper planning and layout with an attention-grabbing Initial Focal Point. Learn Search Engine Optimization (SEO), Social Media Marketing, and Tips & Tricks, Dos & Don'ts of web design.

LIVE REMOTE • Instructor: Boyd
B236 5/9 Tue 6 PM - 9 PM \$59

Social Media for Business Certificate

Get in on this exciting and growing way to communicate, market and serve your customers and clients. From Facebook to Twitter, blogging, YouTube, LinkedIn and more; discover the new principles of communication that apply across all networks and how the possible uses for your organization. Learn how social media is used to develop a two-way communication and marketing strategy. Make a plan to integrate social networks into your business communication and marketing with practical, how-to techniques to integrate into your organization or business.

Instructor: Selke
SMB485 2/6 - 4/2 OR 4/3 - 6/30 \$495
ONLINE 24/7

Integrated Marketing Certificate

Discover advanced and new best practices in Integrated Marketing, the growing field that integrates traditional print marketing with digital marketing for greater success. Embracing print as well as online media and create an exciting new area of marketing. Find out the keys to success in the almost forgotten but still remarkably effective area of print, including catalogs, direct mail letters and post cards.

Instructor: Marsello
IMC1648 2/6 - 4/28 OR 4/3 - 6/30 \$495
ONLINE 24/7

Accounting & Finance for Non Financial Managers

Explains the financial concepts and accounting processes used in most businesses and provides practical techniques that will increase your effectiveness and career. Get a foundation to understand the seven steps in the accounting cycle and use financial information in decision making. Come away with knowledge to analyze resource allocation and evaluate financial performance.

Instructor: DeFonteny
A1606 2/6 - 3/3 OR 4/3 - 4/28 \$195
ONLINE 24/7

Certificate in NonProfit Administration

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 and program evaluation with our Certificate in NonProfit Administration.

Instructor: Walsh
NA359 2/6 - 4/28 OR 4/3 - 6/30 \$595
ONLINE 24/7

Certificate in Data Analysis

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.

Instructor: Kritzer
DA485 2/6 - 4/28 OR 4/3 - 6/30 \$595
ONLINE 24/7

Certificate in Mastering Excel

Succeed in business with the ability to create, edit and manage Microsoft Excel spreadsheets. Learn how a worksheet is constructed, populated and edited. Learn various menu items, commands, settings and processes. Increase efficiency by learning how to organize, display and calculate data into useful information. Identify different types of data and how it can be visually formatted using different data tools. Finally, you'll learn a variety of Excel's most powerful features to analyze data quickly and easily.

Instructor: Rutledge
EXCL194 2/6 - 4/28 OR 4/3 - 6/30 \$495
ONLINE 24/7

Adobe Photoshop Essentials

Cover Adobe Photoshop's most commonly used tools, menus and panels. Learn all the basics to effectively work with selection and editing tools, layers, and masks to edit, retouch and enhance existing images or create your own composite digital artwork. Access to Adobe Photoshop software required. One-month course.

Instructor: Helmi
PTS105 3/6 - 3/31 OR 5/1 - 5/26 \$225
ONLINE 24/7

Power BI Certificate

Gain insights into your data using free business intelligence software by Microsoft, Power Business Intelligence. Power BI is a widely used data analysis and creation tool for business analytics. Discover the process of creating interactive reports and integrate financial, marketing, or any other source data in your accounting system, Excel, or on the Web. Streamline the data to what is needed using Power Query. Create charts, maps, and other visuals to see your data in real time. Delve further into Power Query to ETL (Extract, Transform & 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 your reports and analyze your results. Certificate will enhance your skills in data analysis, giving greater insight into your organization's performance and more informed decisions.

Instructor: Williams
PBI922 2/6 - 4/28 OR 4/3 - 6/30 \$495
ONLINE 24/7

Certificate in QuickBooks Online

Save time, track money, and get important insights with Quickbooks Online. Quickbooks is the leading online accounting platform. It is the preferred choice for small business managers, owners, bookkeepers and accounting professionals.

Instructor: Lander
CQB411 2/6 - 3/31 OR 4/3 - 5/26 \$395
ONLINE 24/7

Statistics for Decision Making Certificate

Improve your decision making success with an advanced practical how-to process for gathering statistics. Help your organization design effective surveys to improve business and workplace effectiveness. Then road test evaluation research for your organization. Discover the features of action research and how it can be directly applied to answer questions and solve problems in collaboration with others in your specific professional context. Come away with the ability to develop an action research plan to partner with your key stakeholders to collect data, analyze data, and make better decisions.

Instructor: Kritzer
SDM834 2/6 - 4/28 OR 4/3 - 6/30 \$495
ONLINE 24/7

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- 24-Hour Access
- Online Discussion Areas
- 6 Weeks of Instruction
- Hundreds of courses to choose from
- Monthly start sessions

Grammar Refresher

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

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 (not intended for



ENROLL NOW

Find your next program at:

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

Enroll today at:

<https://www.openccapply.net/gateway/apply?cccMisCode=481>

Spring classes begin January 17, 2023

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.

Offered this Spring 2023!
Developing Your Business Plan, NBUS 212 and Legal Aspects of Small Business, NBUS 213.



Classes begin January 17th.

Register now!

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:

<http://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://www.laspositascollege.edu/auto/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>



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Snap this code to go
directly to our
registration website



Community Education
Las Positas College
3000 Campus Hill Drive
Livermore, CA 94551

Non Profit Org.
U.S. Postage
PAID
Livermore, CA
Permit #116
ECRWSS

Residential Customer

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