

# COMMUNITY EDUCATION

Lifelong Learning, Career & Personal Development
COURSE CATALOG SPRING 2024





# **Welcome to SPRING 2024**

"Education is education. We should learn everything and then choose which path to follow. Education is neither Eastern nor Western, it is human."

- Mala Yousafzai

# Community Education at Las Positas College is excited to announce the Spring 2024 catalog!

**Who are we:** Our program provides an avenue for all people in the Tri-Valley and surrounding area to learn and to teach. We collaborate with a number of campus programs in support of credit and noncredit students as well as offer just-in-time and key learning that can only be provided through fee-based means in a quickly and timely manner.

# **Highlights for this Spring:**

- We continue to offer in-person, live remote, and fully online classes for our community.
- Upskill your job, explore a new career, learn a new language, focus on your mental health, travel to a new country, and get ready for our Community Read of *High Dessert* by James Spooner-These are just a few highlights of our new course offerings.
- Take a look at our expanded Perennials 55+ section!
- New courses in Non-profit management!
- We have a new coordinator, Megan Garcia. She is excited to be in this new role and looks forward to finding new and innovative ways to provide the community with courses that support career and personal development, as well as encourage some fun! A bit about Megan: She is from Pleasanton and attended Amador Valley High, LPC, and SFState. Have ideas for a course? Want to teach with us? Please call at (925) 424-1467. Megan Garcia





# What's Inside!

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# **Chabot-Las Positas Community College District Board of Trustees**

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# **Las Positas College**

Dr. Nan Ho, Vice President of Academic Services • Megan Garcia, Program Coordinator

# **How To Register**

- 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 <a href="https://www.ed2go.com/lpccommed">www.ed2go.com/lpccommed</a>. They will be noted. Questions? Send us an email.

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

# A Glossary for Learning Modalities



\*LIVE REMOTE

This class is conducted by an instructor live online 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.

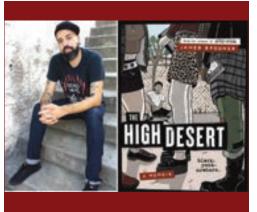
\*Instructors will email you access to the classroom just prior to the class start date for scheduled online classes.

# Follow us on Social Media



# THE ARTS





# Community Read: High Desert: Black, Punk, Nowhere

Get ready for our annual Literary Arts Festival keynote speaker and join Michelle Cruz Gonzales, author of *The Spitboy Rule: Tales of a Xicana in a Female Punk Band* (2016) to discuss *High Desert: Black, Punk, Nowhere* (2022), the acclaimed graphic memoir by James Spooner, director of the award-winning documentary film Afropunk. In High Desert, James is mixed race, acutely aware of his Blackness, and he doesn't know where he fits until he meets Ty, a young Black punk who introduces him to the school outsiders – skaters, unhappy young rebels also coming of age in Apple Valley, a thirsty, desert town somewhere in California. We will start the discussion with light refreshments and an ice breaker activity. Copies of his book will soon be available at the library and campus bookstore.

IN PERSON • Instructor: Gonzales

T0421 4/24 Wed (2:30 PM - 4 PM) FREE T0421 5/02 Thur (4 PM - 5:30 PM) FREE

# Las Positas College Institute of Piano Technology Part 2

This is Part 2 of a certificate course & training program for motivated students in the field of piano technology. Piano tuning, repair & regulation will be taught in an immersive, hands-on program using practice pianos & the LPC Fleet. At the end of the course, you should be able to tune a piano competently, initiate common field repairs & prepare to study for the Piano Technician Guild Examinations. Students are required to practice, purchase reading materials & tools. This class utilizes tuning software to learn to tune solid unisons & gain competency expeditiously, so it is recommended to obtain a free/affordable piano tuning software/app. Both parts, Part 1 and 2, must be completed, classes attended regularly & milestones met to receive the Certificate of Occupational Preparation. Access to a piano to practice on is recommended, but other arrangements may be made with the instructor. Minimum of 5 documented piano tunings must be performed. Students arrange their own externships after they have received adequate training.

IN PERSON • Instructor: Acronico

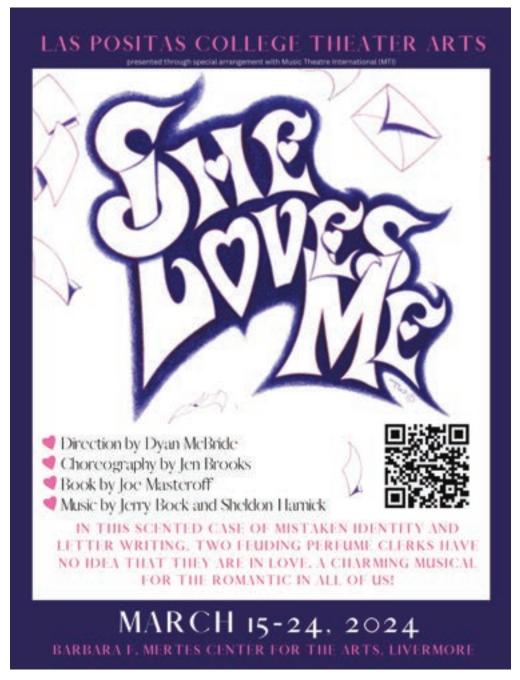
IN FERSON - INSTRUCTOR. ACTORICO

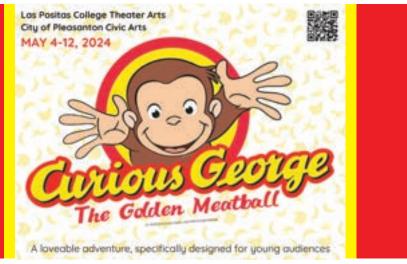
ΨΔ7

+ Material Fee \$199









# **LANGUAGES**





# SPANISH LANGUAGE SERIES

Develop your Spanish language skills through our series of three courses: beginning, intermediate, and advanced.

# **Beginning Conversational Spanish**

Conversational Spanish starts with language fundamentals including the alphabet, pronunciation, basic vocabulary & grammar rules. Emphasis will be placed on simple conversational situations. Learn sentences & phrases needed to express yourself in Spanish at work & while traveling. Book purchase required prior to the first class meeting.

#### IN PERSON • Instructor: Mover

Session 01- AL110	1/31 - 3/6	Wed (7:30 PM - 9 PM)	\$139
Session 02- AL110	3/13 - 4/24	Wed (7:30 PM - 9 PM)	\$139
Session 03- AL110	5/1 - 6/5	Wed (7:30 PM - 9 PM)	\$139

#### Spanish 2A Series (Intermediate)

After Beginning Conversational Spanish, why not continue? In this intermediate-level course, students build upon their prior knowledge to develop the foundational vocabulary necessary to carry on basic conversations, such as greetings, farewells, addresses, phone numbers, directions, & interaction with other Spanish speakers. Students also learn more about how Spanish culture differs in various Spanish speaking countries throughout the world. Conversation & reading abilities will improve with this intermediate series. Bring your book back with you to class, and call the office if you will just be joining at this level to get the book name and ISBN prior to class so you can order it online.

#### IN PERSON • Instructor: Mover

Session U1-ALTTUX4 2/1 - 3/7	Thur (6 PM - 7:30 PM)	\$139
Session 02-AL110x4 3/14 - 4/25	Thur (6 PM - 7:30 PM)	\$139
Session 03-AL110x4 5/2 - 6/6	Thur (6 PM - 7:30 PM)	\$139

### Spanish 3A Series (Advanced)

This course is designed for people who have completed at least 2 years of Conversational Spanish. A more complex look at Spanish Grammar is a part of this class. Learn even more about different Spanish cultures throughout the world. Improve your reading & comprehension as well. In this conversation course, students will be given the opportunity to communicate using the Spanish they have been learning through former classes. This practice will enhance their travel, work & everyday interactions with Spanish-speaking people. Completion of Intermediate course is necessary to take this class. You can also enroll with instructor permission. Class is hybrid, available from home or in person.

# HYBRID • Instructor: Moyer

Session 01-SP743	1/31 - 3/6	Wed (6 PM - 7:30 PM)	\$139
Session 02-SP743	3/13 - 4/24	Wed (6 PM - 7:30 PM)	\$139
Session 03-SP743	5/1 - 6/5	Wed (6 PM - 7:30 PM)	\$139

#### Spanish for Law Enforcement

Communicate more effectively with the Spanish-speakers around you, and add a valuable skill to your resume. This course will help you master basic Spanish and gain more power handling situations that involve Spanish-speaking victims, witnesses, or criminals.

ed2go.com/lpccommed ONLINE OR LIVE REMOTE 24/7 \$129

# **Spanish for Medical Professionals**

Prepare for any situation by bridging the communication gap between you, your patients, and worried family members. This course provides knowledge of basic medical phrases to help you better communicate with the Spanish-speaking community.

ed2go.com/lpccommed ONLINE OR LIVE REMOTE 24/7 \$135

# **Beginning Conversational French**

Proper pronunciation is essential for excellent communication. So, whether you intend to travel abroad or simply want to learn a fun new skill, the Beginning Conversational French course will help you master the basics of French pronunciation.

ed2go.com/lpccommed ONLINE OR LIVE REMOTE 24/7 \$115

# **Discover Sign Language**

This course offers an immersive experience in silence, allowing you to gain a deeper understanding of the perspective of the Deaf community and build your confidence in signing. Through video demonstrations, you will learn not only how to make signs but also how to communicate with facial expressions effectively. By taking this course, you can develop your skills and enhance your ability to communicate with the hard of hearing community. ed2ao.com/loccommed ONLINEOR LIVE REMOTE 24/7 \$115



# Introduction to Japanese Language & Culture

Are you interested in taking the Japanese Language Proficiency Test (JLPT), living or studying in Japan or working in the animation & 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 & writing. We will cover both hiragana, katakana & an introduction to Kanji. The instructor is half Japanese, lived in Japan for almost twenty years, is credentialed & is a certificated language teacher. She is also a member of the American Association of Japanese Language Teachers. This virtual class is open to the community & recommended for those ages 13+. The textbook introduces the Japanese language in a manner that is easy to understand. View website for required books & more information.

LIVE REMOTE • Instructor: Belardino

L723 3/13 - 5/29 Wed (7:30 PM - 8:30 PM) \$16

# ONLINE COURSES 24-Hour Access Learn from 6 Week Format the comfort Affordable of home! Instructor-Led

Over 300 Online Courses Available! ed2go.com/lpccommed

# **PERENNIALS**

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

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

Save money and fix your computer yourself! No great skills needed. Use 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.)

#### LIVE REMOTE • Instructor: Wilson

CTU743	3/4	Mon 8 AM - 9 AM	\$20
CTU743	4/14	Sun 11 AM - 12 PM	\$20

# NEW! A Practical Computer Class for Older Adults

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

#### LIVE REMOTE • Instructor: Wilson

PCC101	3/30	Sat 9 AM - 10 AM	\$20
PCC101	4/7	Sun 12 PM - 1 PM	\$20
PCC101	4/23	Tue 11 AM - 12 PM	\$20

# Need to Host My Own Zoom Meeting?

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

# LIVE REMOTE • Instructor: Wilson

ZM102	1/28	Sun 10 AM - 11 AM	\$20
ZM102	4/4	Thu 1 PM - 2 PM	\$20

# All About Pictures - Finding, Organizing, Editing & Saving on your Computer!

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

# LIVE REMOTE • Instructor: Wilson

AL505	1/23	Tue 11 AM - 12 PM	\$20
AL505	2/17	Sat 11 AM - 12 PM	\$20

# **Enjoy Navigating Your Windows 10 Computer!**

Your instructor will define & demonstrate the Windows 10 operating system & related features. See how to navigate the desktop, use the taskbar & work with icons. Learn about apps & how they are organized in Windows 10 & use the start menu to explore even more features. (Not for Apple/Mac users.)

# LIVE REMOTE • Instructor: Wilson

CTUT 1/27 Sat 9 AM - 10 AM	C101 1/27	Sat 9 AM - 10 AM	\$20
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# WINDOWS 11 - Starting from the Beginning

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

#### LIVE REMOTE • Instructor: Wilson

C101	2/3	Sat 9 AM - 10 AM	\$20
C101	3/10	Sun 9 AM - 10 AM	\$20

# Working with & Organizing Your Documents on a Windows 10 & 11 Computers

The instructor will show you how to save files with Microsoft Word & your free installed Windows 10 & 11 word processors. We will also cover how to create a PDF file & why we would use them. You will see how to view, organize & find your documents, as well as place them on flash drives, external drives & the cloud. We'll explore features to preview documents without opening them & attach documents to your e-mail for sending. (Not for Apple/Mac users.)

#### LIVE REMOTE • Instructor: Wilson

C101	4/9	Tue 2 PM - 3 PM	\$20

# Microsoft Word: The Very Basics

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

#### LIVE REMOTE • Instructor: Wilson

C103	2/11	Sun 11 AM - 12 PM	\$20
C103	3/8	Fri 11 AM - 12 PM	\$20

# Computer Scams & 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	2/10	Sat 11 AM - 12 PM	\$20
CPS411	3/25	Mon 3 PM - 4 PM	\$20

# **Featured Instructor** MIKE WILSON

Register at: www.laspositascollege.edu/communityed

"Mr. Wilson simplifies what otherwise would be difficult to understand."



# WRITING

## DABBLE IN... WRITING!

A series of classes for dabbling in writing in a variety of styles! Take one or all of the classes. These are synchronous online classes. You will need to be in front of your computer at the scheduled date & time in order to participate.

# **Your Life Story**

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

LIVE REMOTE • Instructor: Krusemark

DIW890 3/2 Sat (8 AM - 11 AM)

# Write Your First Novel (in 90 Days!)

New Course in the Dabble in Writing Series! This intensive course provides a schedule of crafting a novel from start to finish, which you can finish in as little as 90 days! This class will also help you stay motivated throughout the journey. You will learn how to select your novel genre & develop a compelling premise, create multidimensional characters & immersive settings, craft a detailed plot outline, manage your time to keep your writing flow consistent, combat common roadblocks including writer's block, master the art of self-editing, refining your plot, fixing pacing, dialogue & characterization problems, receive constructive criticism from beta readers & explore publishing options. By the end of this class, you will know how to complete your novel & have the knowledge & confidence to move forward with the publishing process.

LIVE REMOTE • Instructor: Krusemark

DIW890 3/8 Fri (4 PM - 6 PM)

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

New Course in the Dabble in Writing Series! ChatGPT (AI) is here to stay & is the future for writers & content creators. Don't be left behind! No prior AI experience required. Do you want to learn how to incorporate the power of cutting-edge technology to gain ideas &inspiration, write web content, articles & even novels or scripts? In this beginner-friendly course, you'll learn how to register for a FREE ChatGPT account, input effective writing prompts to \$69 avoid nonsense responses, build creative content, from stories to marketing copy, determine its capabilities & limitations & understand ethical/legal considerations using ChatGPT.

LIVE REMOTE • Instructor: Krusemark

DIW890 3/9 Sat (11 AM - 1 PM)

# Writing for Online Blogs, Magazines & Websites

\$49

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 & more. In this fast-paced session, you will learn how to: find ideas, sources & more than 1,000 opportunities that nav. conduct interviews & create interesting content, protect your copyright, write query letters & 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 3/5 Tue (2 PM - 4 PM) \$49

# **Beginner's Guide to Getting Published**

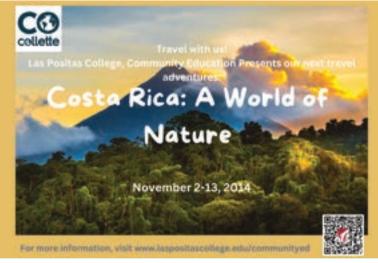
If your goal is to become a published freelance writer by selling a magazine article, short story, poem, or even a novel to a traditional publisher, then this comprehensive workshop will quide you to, then past, the editor's desk. You will discover how to become a "published" writer overnight, submit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

\$49

LIVE REMOTE • Instructor: Krusemark

AL261 3/5 Tue (4 PM - 6 PM)

# **TRAVEL**



Register Now! • Telephone 925.424.1467



#### Get Paid to be a Tour Guide & Travel Free

domestically & internationally! If you love to travel, earn income as a tour director. Travel & tourism is the world's fastest growing industry & relatively recession proof. Learn about tour director salaries & work part or full-time leading tours for major companies. Travel free on a tour by becoming an "affiliate" or "tour coordinator," put together a group of friends to go on a trip & you go FREE (& possibly earn income). Learn to put together your own tours & how to market them. Learn the qualifications needed to be a tour guide. In this online class, instructor, Gina Henry, founder of Go Global, Inc. leads tours worldwide, works with major tour companies and operates her own tour business. She is an INTERNATIONAL TOUR MANAGEMENT INSTITUTE (ITMI) certified tour director & teaches travel classes nationwide. Tuition includes the digital book "GET PAID TO BE A TOUR GUIDE & TRAVEL FREE" which provides names, phone numbers & websites of all of the contacts you will need to put what you learn to use.

LIVE REMOTE • Instructor: Henry

CT546 4/6 Sat (9 AM - 12 PM)

# **Work Remotely & Become a Digital Nomad**

Working remotely is now the thing. Why not add travel into the mix? Join thousands of individuals who are taking their work with them & hitting the road! You can make your travels sustainable by earning a living as you travel. Get the "how to" of living on the road, 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, & more. Learn the best ways to set up your remote office & get quality wifi in your hotel, long-term rental, & out of your car or RV. Plus learn about the many remote jobs available. Tuition includes digital book, "Work Remotely & Become a Digital Nomad."

LIVE REMOTE • Instructor: Henry

DNM786 3/30 Sat (9 AM - 12 PM)

# Get Paid to Teach English

Many well-paying professional tour quide & travel jobs are available Overseas, in the USA & online, teaching English can be a high paying career or simply a great way to travel free. Because English is the world's business & travel language, many other teaching & administrator opportunities are also available. Being able to speak English helps people get better paying jobs with life changing choices. If you speak English, you can teach conversational English! You don't have to be certified or speak the local language. However, getting certified can help you make more money & get a job faster & easier. Make money teaching English online, earn a free vacation. a 2-month paid summer job, or full-time work that can earn up to \$90K a year. Learn about the best paying jobs, how to promote your teaching qualifications, the best certification programs (online & in-person) & specific hiring organizations. Tuition includes digital book, "Get Paid To Teach English."

LIVE REMOTE • Instructor: Henry

TFA348 2/10 Sat (9 AM - 12 PM) \$59

# How to Travel Free & Make Money Traveling

We're back to our travels! Everything is getting more expensive, so how do we make our travel free? Learn how to find the deep travel discounts motivating us to see the world. Learn about any Covid issues affecting travel. If you are retired, 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 has traveled for free to 100 countries & all 50 states. Plus, you will learn important tips on travel safety, trip insurance, affordable retirement opportunities & other inspirational life enhancing strategies. Earn free airline tickets, hotel nights, tours, cruises & more! Volunteer, fun workvacations, paid travel, teach English, mystery shopping, importing, drop shipping & remote employment opportunities. Tuition includes digital book, "How to Travel Free."

LIVE REMOTE • Instructor: Henry

TFM411 2/3 Sat (9 AM - 12 PM) \$59

# KIDS CLUB: ONLINE







\$99

#### Minecraft Club

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

LIVE REMOTE • Instructor: Black Rocket

1/19 - 2/23 Fri (3:30 PM - 4:30 PM)

#### **Roblox Club**

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

LIVE REMOTE • Instructor: Black Rocket

GC876 3/1 - 4/12 Fri (3:30 PM - 4:30 PM)

# **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 explore & compete in different multiplayer Esports games in a safe & fun environment. Learn the skills of the craft & how to break into competitive video game play.

LIVE REMOTE • Instructor: Black Rocket

GC876 3/1 - 4/12 Fri (4:30 PM - 5:30 PM)



# **WELLNESS**

# Introduction to Health & Healing

Take charge of your own health& healing by discovering how to achieve total health of the mind, bod & spirit. This course allows you to explore a variety of methods including diet, hydrotherapy, positive attitude, relaxation, yoga, chiropractic, natural remedies & more to achieve total health.

ed2go.com/lpccommed ONLINE OR LIVE REMOTE 24/7 \$125

# The Impact of Drugs on Our Community

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

IN PERSON • Instructor: McRevnolds

4/13 & 4/20 Sat (10 AM - 12 PM) DS411 5/8 & 5/15 Wed (5 PM - 7 PM) \$59

#### Setchu-rvu Juiutsu

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 Rvu Juiitsu. Tenio DeCuerdas Eskrima. Lua Halau O Kaihewalu & Wa Ko Ryu Jujutsu, though students will also learn concepts from Kosho Ryu Kenpo, Aikido & Rillamas Serrada Escrima. Students will be taught how to apply & receive throws safely, apply & escape locks, manipulate joints, control an opponent's balance, strike quickly & effectively, activate nerves, take advantage of vital points & use & defend against weapons. This course is physically demanding & will require regular attendance & conditioning for progression. Class is open to community members age 16+.

IN PERSON • Instructor: Kutil

1/16 - 5/23 Tue • Thur (7:15 PM - 9:15 PM) \$100

# Chi Walking: Walk with Ease, Energy & Avoid Injury

The Chi Walking technique emphasizes walking formthe proper & effective biomechanics of walking & draws from the movement principles of Tai Chi to make walking easier on the body by promoting energy efficiency & injury prevention. You will be guided through exercises & drills designed to leave you with a clear sense of what the Chi Walking technique feels like in your body. You will learn & practice how to: develop, maintain & body sense, good posture & alignment; avoid over-using your legs by moving forward from your center; engage efficient arm swing for different walking speeds: loosen joints & increase endurance. Learn the essentials of how to walk comfortably with a powerful sense of balance, stability & relaxation in your body. Suitable for individuals of all conditioning & experience levels interested in efficient walking. Bonus-reference materials will be emailed post event.

IN PERSON • Instructor: Wood

CR832 4/13 Sat (1 PM - 3:30 PM)

# Chi Runnina: Run with Ease, Energy & Avoid Injury

The Chi Running technique emphasizes running form & draws from principles of Tai Chi to make running easier on the body by promoting energy efficiency & injury prevention. You will be guided through exercises & drills designed to leave you with a clear sense of what the Chi Running technique feels like in your body. You will learn & practice how to: develop, maintain & body sense good posture & alignment; avoid over-using your legs by moving forward from your center; use upper & lower body focuses & visualizations to conserve energy & vary speed. You'll also learn unique tips & visualizations to help you run with a relaxed & 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 & triathletes who want to increase distance or speed, or if you're just tired of getting injured. Bonusreference materials will be emailed post event.

IN PERSON • Instructor: Wood

CR832 4/13 Sat (9 PM - 12 PM)

\$89

\$75

# **HOME & HOMEMADE GIFTS**

# Don't Throw it Away - Sell it Online!

Get rid of your "stuff" & get paid! There are several apps & 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 & more. Learn which used items sell best & what can't be sold. Includes photography tips, pros & cons. dos & don'ts, tips & strategies, costs & how you get paid. Determine which apps are the best match for the items you want to sell.

# LIVE REMOTE • Instructor: Boyd

EXST101 2/22

Thu (6 PM - 9 PM)

# Sell it on eBay!

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

# LIVE REMOTE • Instructor: Boyd

Mon & Wed (6 PM - 9 PM) 2/12 & 2/14



# **Candle Making for Beginners**

Great gift idea or group activity! Have you ever wondered how beautiful candles are made? Have you ever wanted to make fragrant, multicolored candles for vourself or friends? In this dynamic online workshop, students learn virtually how to create unique candles to admire & share for far less than what they cost in stores. Students may be able to complete several candles & learn skills enabling them to continue on their own. Topics include: getting started, types of candles, candle mold, adding fragrance & color, materials & supply sources.

# LIVE REMOTE • Instructor: Abdul

CM267

2/12

Mon (6:30 PM - 9:30 PM)

# NEW! Growing Plants for Fun & Profit

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

ed2go.com/loccommed ONLINE OR LIVE REMOTE 24/7 \$125

# Soap Making: Simply & Naturally for Beginners

Great idea for a gift or group activity! Your bath can become your at-home getaway when you add beautiful & fragrant handmade glycerin soaps. Making these beautiful soaps is easy & enjoyable. Expressing your creativity is part of the fun. In this online course, students will create different types of soaps while learning how to use colors, molds, fragrances, essential oil, extract, herbs, & also, novelties. There will be a virtual discussion on how to make organic. natural or therapeutic soap. Digital book included in course price.

#### LIVE REMOTE • Instructor: Abdul

HG744 3/18 Mon (6:30 PM - 9:30 PM)



#### 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 & 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 2/8 OR 4/18

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 & 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

2/22 OR 5/2

Thu (6 PM - 8:30 PM)



# RAPID EMPLOYMENT TRAINING

# **Veterinary Assistant**

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 & hospitals. They work with veterinarians to provide quality care for healthy, sick & injured animals. In this program, students receive hands-on training on correct handling & care of pets, proper examination procedures & how to check for signs of illness & injury. Additional topics include anatomy & physiology, medical terminology & acronyms, nutrition, legal, ethical & professional standards & maintenance & management of a veterinary practice. This is an entry level class & specifically NOT a Veterinary Technician class. Textbook & scrubs purchased separately. Small group & large group discussions/activities, role play, teaching games & 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	2/5-5/1	M•W	(6 PM - 9 PM) (6:30 PM - 9:30 PM)	\$1,599
VAC101	4/2-6/25	T•Th	(6:30 PM - 9:30 PM)	\$1,599

# **FREE** Veterinary Assistant Information Sessions

Veterinary Assistant Program Information Session, Come learn all the details about our Veterinary Assistant Certification class. Ask guestions & learn about the program from the instructors

# LIVE REMOTE • Career Training Solutions

FPTI101-Jan Session OR 1/13 Sat (9 AM - 10 AM) FPTI101-Mar Session 3/9 Sat (10 AM - 11 AM) FRFF FRFF

#### **Pharmacy Technician Training**

Train for a rewarding career as a pharmacy technician in as little as 6 months! This engaging live online class, you will learn to assist the pharmacist in mixing prescriptions, maintaining patient records, purchasing & inventory management, billing & reimbursement & more! Topics include: pharmacology for technicians, pharmacy law & regulations, sterile & nonsterile compounding, quality assurance & medication safety. Also included is a 120-hr externship where you will receive hands-on training in a local pharmacy under the direction of a pharmacist. This training meets the training requirements of the CA Board of Pharmacy & qualifies students to apply for their CA pharmacy technician license (under Title 6 CA Code of Regulation section 1793 6(c). The class also prepares students to sit for PTCE & ExCPT national certification exams.

LIVEREMOTE • Career Training Solutions + Material Fee \$200 PHMT127 (see website for class schedule information) 2/3-6/25 OR 3/11-8/1 OR 4/9-9/7

# **FREE Pharmacy Tech Information Sessions**

Come learn all the details about our Pharmacy Technician Certification class. Ask questions & learn about the program from the instructors. Visit website & register in advance for this meeting.

# LIVE REMOTE • Career Training Solutions

FPTI101-Jan Session (10 AM - 11 AM) FREE FPTI101-Feb Session 0R 2/17 Sat (10 AM - 11 AM) FREE FPTI101-Mar Session 3/16 Sat (10 AM - 11 AM) FREE

# Starting A Medical Billing Service

Learn how to obtain clients, set your fees, other services a billing service could offer, marketing your services, where to obtain HIPAA compliant software, sample HIPAA Business Associate Agreement & Independent Contractor Agreement, what billing organization you can join, how to obtain updates from insurance companies & sole Proprietorship, Partnership, Corporation & LLCs. MANDATORY ONLINE ORIENTATION before first day. Visit website for details.

LIVE REMOTE • Instructor: Patterson MBS634 3/14 Thu (6:30 PM- 8:30 PM) + Material Fee \$39

# Medical Billing & Collections Certificate Program

Get a competitive edge in the job market by attending the updated Medical Billing & Collections Certificate Program (MBCCP). Learn medical billing & collections first hand from an instructor with 30+ vrs of experience in the medical billing industry, PREREQ: Ability to read & understand English, basic computer skills, & Internet access. MANDATORY ONLINE ORIENTATION before the first day. Visit website

LIVE REMOTE • Instructor: Patterson \$150 MIBC101 2/13-3/13 T•W•Th (6:30-8:30 PM) + Material Fee \$275

# **Medical Front Office Receptionist**

Intended for those interested in becoming a Medical Front Office/ Medical Receptionist/Intake Coordinator. Prepares you to begin a rewarding career & an integral part of a medical office team. Upon completing the class, students receive a certificate & will be added to the instructor's database for potential job leads. MANDATORY ONLINE ORIENTATION before the first day. Visit website for details.

LIVE REMOTE • Instructor: Patterson \$25 M0215 2/6-2/8 T•Th (6:30 PM - 8:30 PM) + Material Fee \$99

# **Clinical Medical Assistant, California Focus**

Prepares you to sit for the Medical Assistant (CCMA) national certification exam offered through the National Healthcareer Association (NHA) using a variety of classroom & externship experiences. Learn to assist doctors with both administrative and clinical procedures. Includes a basic overview of the administration of the medical office, anatomy & physiology of the body systems & clinical components, utilizing didactic & hands-on practice. The didactic lecture covers the theory of every subject associated with the front & back office. Lab instruction provides hands-on training with clinical & administrative procedures, such as vital signs, injections. blood draws, basic lab tests, administration of medications, minor surgeries & positioning patients for examinations. Candidate is required to complete 160 hrs of externship. Must be 18+ yrs & have either a HS diploma or GED Certificate. Visit website for details.

CCMA743 2/26-5/3 OR 4/8-6/14 OR 5/6-7/12 + Material Fee \$160

# Certified Phlebotomy Technician Course (CPT 1)

Through lectures & hands-on training, learn to collect blood samples from patients in a hospital, clinical laboratory, medical office or clinical setting. 48 hrs of classroom instruction & 40 hrs hands-on externship learning the circulatory system, venipuncture technique, specimen collection, risk factors, complications & quality assurance. Designed to prepare you to take the National Certification exam to become a California Certified Phlebotomy Technician 1 (CPT1).

IN PERSON • AUMT Institute \$2.500 +Material Fee \$225 CPT1 OR 1/2-1/23 Tue•Wed•Thu•Mon (6 PM - 10 PM) CPT1 3/28-4/17 Thu•Mon•Tue•Wed (6 PM - 10 PM)

# **CAREER BOOSTERS** & FINANCIAL OPPORTUNITIES



#### 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 many online shopping assignments from home. Mystery shopping has become the most cost-efficient way for stores & businesses to know their customers and stay in business. especially during challenging economic times. You can mystery shop on vacation across the USA & in over 70 countries worldwide. A FREE dinner for two at a nice restaurant, a FREE hotel night, a FREE tank of gas, FREE groceries, FREE dry cleaning & more! Learn to avoid scam companies & work for the best mystery shopping companies that pay the most. Students receive names, addresses & contact information for the TOP 100 MYSTERY SHOPPING COMPANIES. We review actual mystery shopping assignments so you know exactly what to do, including the paperwork. Get paid or keep the items you buy on assignment. Learn how to play up vour qualifications for the best assignments, how to fit mystery shopping into your daily schedul & how to earn the most income. Tuition includes digital book, "Mystery Shopping - Get Paid to Shop"

# LIVE REMOTE • Instructor: Henry

4/13

Sat (9 AM - 12 PM)

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

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

# LIVE REMOTE • Instructor: Krusemark

SHB101 3/6

Wed (4 PM - 6 PM)

# **Start a Pet Sitting Business**

If you're an animal lover, find out how you can start your own pet sitting business to translate your passion into a profitable career! This course covers everything you need to know about caring for pets- from nutrition, exercise & first aid, to everything that goes into starting a successful business.

ed2go.com/lpccommed ONLINE OR LIVE REMOTE 24/7 \$129

# **Create a Website for Fun, Profit & Business!**

Discover the best copy/paste, drag & drop website builders that will meet your needs & create an appealing, modern, dynamic, small business website. Included is a complete comparison review of the top Website & E-commerce Store builders. Determine the best planning & layout for your site's specific requirements, with an attentiongraphing Initial Focal Point, Learn Search Engine Optimization (SEO). Social Media Marketing & the Tips & Traps, Dos & Don'ts of website design. Discover the #1 Secret to a successful website!

LIVE REMOTE • Instructor: Boyd

2/13 R236

Tue (6 PM - 9 PM)

One of most growing businesses in USA & worldwide is electrical vehicle & EV charging station installation. Millions of electric cars. SUVs & trucks will be on the road in the next 10 yrs. To offset the carbon load on the environment, the government in CA 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 & service providers all over US & worldwide. This course will offer A to Z of EVCS design, installation & operation, including troubleshooting the system once installed.

Electric Vehicle Charging Station Design.

LIVE REMOTE • Instructor: Abdul

Installation & Operation

5/6 - 5/13

M • W (6 PM - 10 PM)

\$199



# **Solar Photovoltaic Design & Installation**

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

LIVE REMOTE • Instructor: Abdul

4/1 - 4/18

M • Th (6 PM - 10 PM)



# **NOTARY SEMINARS**

# ACK BY Become a Notary Public - Seminar

MAND 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

IPNP396 3/16 Sat (8 AM - 6 PM)

+ Material Fee \$50

#### **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 threehour class. Your registration fee includes access to our preseminar 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 prestudy options available.

IN PERSON • Notary Seminars

IPNP396 3/16 Sat (12:45 PM - 6 PM) + Material Fee \$50

# **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

IPNP396 3/16 Sat (4 PM - 6 PM)

# NEW! Become a Loan Signing Agent

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

LIVE REMOTE • Notary Seminars

LSA101 3/19 - 3/21 T•W•Th (6 PM - 8 PM)

# **Exceptional Customer Service has Become a Long Lost Art**

Why is it we notice good customer service when it should be common? Because we have come to accept mediocrity. This interactive class teaches wavs businesses & organizations can provide superior customer service to your patrons, supporters & customers. PowerPoint provided following each class at no additional fee.

LIVE REMOTE • Instructor: Reich

FCS101 5/13 Mon (6:30 PM - 8 PM)

# Strengthen The Functioning & Effectiveness of Your Board

\$39

\$39

\$39

\$99

How does your board function? Do they understand their roles & responsibilities? What is strong & what is missing? How do you choose, manage, evaluate & utilize your board members? The board is legally & functionally responsible for everything in the organization. vet many board members do not know or understand their roles & responsibilities. PowerPoint provided following each class at no additional fee.

LIVE REMOTE • Instructor: Reich

FEB101 3/11 Mon (6:30 PM - 8:30 PM)

# **Effective Fundraising & Grant Writing**

Whether you are asking for organizational contributions, selling school fundraising items, putting on an event, or other requests, is asking for & bringing in funds to support your organization or program a challenge? You are not alone. You don't have to apologize when asking for support & contributions for your organization. In this course you will learn techniques to bring in funds & resources for your project or organization. This workshop is valuable for staff, Boards, volunteers & anyone who is involved with raising funds for a nonprofit organization. PowerPoint provided following each class at no additional fee.

LIVE REMOTE • Instructor: Reich

FGW101 4/9-4/23 Tues (6:30 PM - 8:30 PM) \$99



# Are You Thinking About Starting a Nonprofit Organization?

Do you want an overview of the needs, processes, requirements, & planning for creating, incorporating & applying for nonprofit status with the IRS & state for the organization? This workshop will provide information to understanding what lies ahead. PowerPoint provided following each class at no additional fee.

LIVE REMOTE • Instructor: Reich

NP0101 2/5 Mon (6:30 PM - 8 PM)



\$25

\$129

# Techniques of Managing a Nonprofit Organization

Do you want an overview to learn, understand or review the techniques & functions of operating & managing a nonprofit organization & how they work together? This class can be valuable for staff, volunteers, or Board members, those considering starting a nonprofit organization, or want a refresher on needs & processes. PowerPoint provided following each class at no additional fee.

LIVE REMOTE • Instructor: Reich

NP0101 2/13-2/27 Mon (6:30 PM - 8:30 PM)



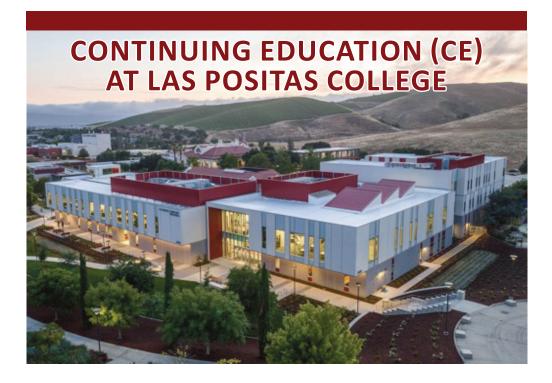
# A Nonprofit IS a Business & Needs To Be Operated That Wav

Many people do not view nonprofits as a business, which can create problems. A nonprofit MUST be run in a business-like manner to ensure success & survival. This workshop will show you how nonprofits are a business, with some variations from a for-profit business. PowerPoint provided following each class at no additional fee.

LIVE REMOTE • Instructor: Reich

NP0101 3/18 Mon (6:30 PM - 8 PM) \$39





Enroll now for one of our noncredit programs, or take noncredit courses! 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.

Some courses may require a materials fee or the purchase of a textbook. Noncredit courses do not earn college credit.

Not only do many of our departments offer noncredit courses, many of them also offer noncredit programs. Students can earn two types of noncredit certificates: Certificate of Competency and Certificate of Completion.



For more information, check out:

https://www.laspositascollege.edu/courses/noncredit.php

# FEATURED DEPARTMENTS WITH NONCREDIT COURSES:

# **Music Courses for Older Adults**

Our music department is offering two noncredit courses this Spring 24 semester: Jazz Band for Older Adults and Orchestra for Older Adults. Both start January 16th, so enroll now!



For more information, visit:

https://www.laspositascollege.edu/catalog/current/courses/nmus.php



# **ENGLISH AS A SECOND LANGUAGE**

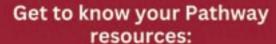
The ESL Department at Las Positas College offers tuition-free, noncredit courses designed to help students become proficient in English. Noncredit English as a Second Language courses lead to a College Grammar Pathway Certificate of Competency, and/or a College Reading and Writing Pathway Certificate of Competency. Most classes in the ESL Department are mirrored and can be taken for credit or noncredit.

The Spring 24 catalog has many noncredit ESL course offerings. For more information, visit:

https://www.laspositascollege.edu/courses/nesl.php

# **EXPLORE YOUR Academic & Career Pathways** at Las Positas College

Academic and Career Pathways group common areas of interests together to enhance the college experience and career preparation for all Las Positas College students. These Pathways provide clear pathway course sequencing for our degrees and certificates, key milestone information for students to complete along their journey, and proactive and intentional support from dedicated Pathway Student Success Team members and our campus constituents.



Degree and Certificate Maps

General Course Sequencing

**Your Success Team** 

Faculty and Staff Dedicated to You!

My Pathway Checklist

to keep you on track

Career Spotlight

local job market data and salaries

Scan for vour pathway!









Engineering, Math, and Environment



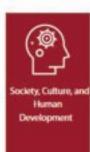
Health, Wellness and Public Safety

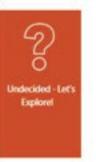














# Start your career now!

# Check out LPC's Career Education programs today!

Benefits of enrolling in a CE (Career Education) program at LPC:

- · Industry trained faculty and support staff
- Curriculum designed to improve job skills and marketability
- · Flexible class schedules to balance work-school-home
- · State of the art facilities







# Choose from over 20+ programs!

Administration of Justice - Automotive Technology - Business Studies - Commercial Music - Computer Studies - Drone Technology Early Care and Education - Emergency Medical Services- EMT/ Paramedic - Engineering Technology - Fire Service Technology -Graphic Design & Digital Media - Horticulture - Interior Design -Journalism - Kinesiology/Sports Medicine - Occupational Health & Safety - Photography - Technical Theater - Viticulture & Winery Technology - Welding Technology - Work-Based Learning



# Find your career at:

https://laspositascollege.edu/careereducation/





Spring classes begin Tuesday, January 16th, 2024 Career and Technical Education programs are regular, for-credit programs at Las Positas College



3000 Campus Hill Drive, Livermore, CA 94551 | 925.424.1000 | laspositascollege.edu



# SPRING 2024 COURSE CATALOG

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

Non Profit Org.
U.S. Postage
PAID
Livermore, CA

# RESIDENTIAL CUSTOMER \*\*\*\*\*\*ECRWSSEDDM\*\*\*\*\*\*

BACK BY POPULAR DEMAND! Conversational Spanish, pg 6

Chi Running & Walking, pg 11

Become a Notary Public, pg 15

Engage with our community by takin courses with local artists/experts: What's Coming Summer | Fall 2024

COMING SOON!

- Learn how to play the Ukulele with Karen Vifian & Nancy Krakauer
- our very popular Jazz Camp for middle and high school Our kids camps will be back for the summer, including
- earn about investing, purchasing your second/vacation nome & more with Real Estate Agent Lana Shartle