

Lifelong Learning,  
Career and  
Personal  
Development



# @home Learning

**Community Education**

Fall 2020 Schedule • Classes through December 2020

Register Online: [www.laspositascollege.edu/communityed](http://www.laspositascollege.edu/communityed)



**LAS POSITAS**  
COLLEGE

# Learn Local!

This Fall, we're all learning at home! And with Community Education, you can contribute to your Tri-Valley Community by taking a class at home and Learning Local!

You have a lot of choices in online classes, but when you take a class with Community Education at Las Positas College, you're getting a quality product and supporting your local community. Many of our instructors are from here, and your enrollment fee supports them, and directly supports the program's ongoing operation. Programming reflects what our community wants to take, and requests of us!

So, this Fall, LEARN LOCAL! with Community Education at Las Positas College!



Take care and take classes!  
Frances DeNisco  
Program Coordinator

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

— Alfred Mercier

## Featured Instructor



Kris G. Patterson is the owner of KGP Consulting, LLP, a practice management consulting firm. As a consultant for small and medium sized businesses, community colleges, and private practitioners, she advises, performs audits and makes recommendations on medical billing, insurance, and front office management. She began her career in the healthcare field in 1988, after completing a Certificate Program at California State University, Los Angeles. Before becoming an instructor, she worked as a Medical Insurance Biller and owned Kris & Company, her first Medical Billing company. In 1990, she became an instructor for a Certificate Program which she now teaches at Community

Colleges throughout California. She has taught at more than 35 different California colleges, as well as major corporations such as AT&T. Kris refreshes her curriculum to encompass ever changing industry technical practices. Her hobbies include camping and fishing. Kris loves traveling and spending time with her pets. **See her Medical Billing and Front Office online classes, page 5.**

### What's Inside!

**Many more  
classes on the  
website!**

|                                   |     |                           |         |
|-----------------------------------|-----|---------------------------|---------|
| Trendy Topics . . . . .           | . 4 | Languages . . . . .       | 11      |
| Allied Health . . . . .           | . 5 | Computer Skills . . . . . | . 9-12  |
| Social Media Savvy . . . . .      | . 5 | Music . . . . .           | 12-13   |
| Career Training . . . . .         | 6-7 | Kids Classes . . . . .    | 12-13   |
| Business Skills . . . . .         | 6-8 | Writing . . . . .         | 13-14   |
| Marketing . . . . .               | 8-9 | Sewing . . . . .          | . 4, 14 |
| Management Skills . . . . .       | . 9 | Photography . . . . .     | 15      |
| Real Estate and Remodel . . . . . | 10  | Gift Cards! . . . . .     | 15      |

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

Mr. Edralin J. Maduli, President • Ms. Genevieve Randolph, Secretary  
Dr. Hal G. Gin • Ms. Linda Granger • Ms. Maria L. Heredia • Mr. Tim Sbranti • Dr. Marshall Mitzman  
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](http://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](http://www.ed2go.com/lpccommed). They will be noted. Questions? Send us an email.

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

## A Glossary of Online Learning Terms

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

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

### ASYNCHRONOUS:

This class is accessible 24/7

### SYNCHRONOUS:

You must attend this class at certain times on certain days.

### LIVE REMOTE:

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

### SELF-PACED:

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

### SCHEDULED:

This class has a beginning and end date that you will need to adhere to.

### HYBRID:

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

### PLATFORM OR LEARNING MANAGEMENT TOOL:

This is the “software” that your instructor is using to teach the class. Examples would be ConferZoom, Con-ed Cranium Cafe, Canvas, Blackboard, among others.

## Programas de Entrenamiento Profesional POR INTERNET EN ESPAÑOL



### PROGRAMA DE CERTIFICADO DE CONOCIMIENTO BÁSICO DE HVACR NATE CORE

90 Horas

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

### FUNDAMENTOS DE PRESTON BAILEY PARA EL DISEÑO FLORAL

240 Horas

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

Inscríbete hoy, o para más informes visita:

[careertraining.ed2go.com/lpccommed](http://careertraining.ed2go.com/lpccommed)

NEW

**Community Service class: Sew a Mask***Instructor: Kate Ruddle*

In this class you will learn to sew a mask. With this ability you will be able to make masks for yourselves and others. We will be making masks according to current best practices, Dartmouth Hitchcock recommendations, and discuss fitting, options and styles. We will all sew a mask with pleats during the class. Once you have it down - the second one goes quicker! Students must have taken a beginning sewing course and/or be comfortable with their machine to participate in this class.

|       |       |                   |      |
|-------|-------|-------------------|------|
| AL501 | 9/8   | Tue 4:00 - 5:30pm | FREE |
| OR    |       | LIVE REMOTE       |      |
| AL501 | 10/15 | Thurs 4:00-5:30pm | FREE |
|       |       | LIVE REMOTE       |      |

HOT:

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

Are you frustrated by the communication gap that can occur between you and your Spanish-speaking patients? If you answered yes, this Spanish class - designed specifically for healthcare professionals - will help you bridge that gap. You will complete the course with the skills you will need to effectively communicate with your Spanish-speaking patients. Requirements Internet connection, IE8 or higher, Chrome, FireFox and access to Adobe Flash Player

SMP485 9/8-10/30 Online 24/7 \$290

**Learn to sew with****Beginning Machine Sewing**

See page 14

NEW

**Create Your Emergency Grab & Go " Rapid Exit Plan"***Instructor: Kevin Boyd*

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, 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.

EP411 11/12 Thu 6:00 - 9:00pm \$49  
LIVE REMOTE

NEW

**Tai Chi And Yoga: Evening Reset***Instructor: Sophie Rheinheimer*

Tai Chi and yoga are subtle yet powerful exercise systems that are energizing and relaxing at the same time. Experience and learn simple exercise movements that will provide stress relief and also give you a stronger and healthier body. Join master teacher Sophie Rheinheimer as she helps provide harmony and balance in your life. Sophie is one of the founding faculty members of Las Positas College, and she is still teaching in her areas of expertise.

H382 9/14-10/7 M, W 6:00 - 7:30pm \$79  
LIVE REMOTE**Certificate in Online Teaching***Instructor: William A. Draves*

This Certificate is for those new to teaching online or those already teaching online. Get the best instruction from the foremost authorities in online learning. 3 one-month courses.

OT485 9/8-11/27 Online 24/7 \$495

HOT:

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

Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. Add a whole new skill set to your portfolio, and make a big difference in the success of your organization by acquiring data analysis skills. Whether your business is home-based or a large company, this certificate will take you to the next level where important decision-making is concerned. 3 one Month classes.

DA485 9/8-11/27 Online 24/7 \$495

**Certificate in Digital Marketing***Instructor: Dan Belhassen*

Come get a fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing your website traffic, doing search engine optimization, and how to successfully employ online advertising. Relevant for any type of organization, including businesses, companies, non-profits, and government agencies. No eMarketing experience or expertise is necessary. 3 one month courses.

DM485 9/8-11/27 Online 24/7 \$495



*Sophie Rheinheimer is a master teacher who has recently retired from LPC after 34 years of full time teaching. She continues to teach at the college and shares her wisdom and expertise in a variety of classes, including yoga, fitness walking and fencing. Her unique teaching style and energy will make this an unforgettable class.*

*"Coach Sophie is amazing and always goes above and beyond!"*

*—Fall 2019*



**Certified Phlebotomy Technician Course (CPT 1)**

*Instructor: AUMT Institute*

Phlebotomy Technicians are in demand as one of the fastest growing occupations in healthcare. Launch your career as a Certified Phlebotomy Technician 1. This course provides a complete learning experience—with 48 hours of classroom instruction and a 40-hour hands on externship. The course is also designed to prepare you to take the National Certification exam to become a California Certified Phlebotomy Technician 1 (CPT1).

CPT1 9/5-10/24 Sat 9:00am - 3:30pm \$2,500  
IN PERSON  
 Materials Fee: \$217

**Social Media for Business Certificate**

*Instructor: Jennifer Selke*

Get in on this exciting and growing way to communicate, market and serve your customers and clients. For businesses, nonprofits, government, and other organizations. From Facebook to Twitter, blogging, YouTube, LinkedIn, and more, discover the new principles of communication that apply across all networks and how these specific social networks work and the possible uses for your organization. Your instructors are outstanding practitioners who also speak, write, and train others on social networks. 3 1-month courses.

SMB485 9/8-11/27 Online 24/7 \$495



**Instagram for Business**

*Instructor: Nicole Siscaretti*

With over 100 million users, Instagram is a marketing gold mine. Discover ways to have your audience generate excellent content for you. Build your community while doing it. Learn how to make hashtags work for you, how to make and keep your followers happy and how a small input can cause exponential growth. We'll also explore Dos and Don'ts of Instagram to get you on the fast track to success. Make the most of Instagram and lead your business to unending exposure. An Android or iOS device is needed to take full advantage of the exercises in this class. Requirements Internet connection, IE8 or higher, Chrome, FireFox and access to Adobe Flash Player.

IGB987 9/8-10/2 Online 24/7 \$195

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

*Instructor: LeeAnne Krusemark*

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

BLG156 10/15 Thu 6:00 - 7:00pm \$25  
LIVE REMOTE



**Back by Popular Demand!**

**Medical Insurance Billing Certificate Program**

*Instructor: Kris G Patterson*

Learn medical billing and become a valued professional in the fast-growing healthcare field. Topics include: CPT, ICD-10, and HCPCS coding as well as Worker's Compensation/personal injury billing and computerized billing software. Courses are taken consecutively in a synchronous, instructor-led, online format. Students will receive a "Certificate of Study" issued from KGP Medical Billing. Basic computer proficiency is recommended. Visit the website for more information on class days and times, and for the orientation link to a mandatory online orientation.

MIBC101 9/8-9/29 Various \$150  
LIVE REMOTE  
 Materials Fee: \$225

**Medical Front Office Certificate**

*Instructor: Kris G Patterson*

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

MO215 9/30-10/1 W, Th 6:30 - 8:30pm \$25  
LIVE REMOTE  
 Materials Fee: \$89

**Start Your Own Medical Billing Service**

*Instructor: Kris G Patterson*

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

MBS634 10/7 Wed 10:00am - 12:00pm \$25  
LIVE REMOTE  
 Materials Fee: \$29

**Boosting Your Website Traffic**

*Instructor: Susan Hurrell*

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

BO411 10/5-10/30 Online 24/7 \$195

**Podcasting**

*Instructor: Travis Allison*

Businesses are turning to podcasting to grow their brand and connect with customers. People with a niche hobby are turning podcasts into a business. Podcasting is experiencing a rebirth as mobile devices are everywhere. The intimate nature of the audio medium allows potential clients to get to know who you are and determine if you are the kind of company with which they want to do business. Learn how to take your business or hobby and turn it into a podcast. This step-by-step class will take you from start to finish and cover the required elements needed to get your show online. Come to class with your idea and end with your show online for all to hear.

PC485 9/8-10/2 Online 24/7 \$245



**You Can Make Money Teaching**

*Instructor: Teri Donat*

Hidden skills in macramé? Maybe you are a whiz with tiktok? Do you have a profession, skills, or hobby others would like to learn? You can share those talents through teaching. Teaching at local community organizations is a great way to start. Listing your class in their brochures introduces you and your talents to the community. Learn about organizations where you can offer classes, how to write a class description and titles that will get SEO hits on the internet, meeting deadlines and paperwork, getting paid, techniques to organize your course and ideas for promoting yourself and your class. Many of these opportunities don't require anything but your degree of passion and skill. Class has a local focus, but the skills you will gain can take you statewide, even nationally.

AL876 9/22-9/23 Tu, W 6:30 - 8:00pm \$49  
LIVE REMOTE



**How to be Independently Employed: Local Focus**

*Instructor: Teri Donat*

Turn working as a driver, shopper, tutor or teaching your hobby or skills into a business. Get the precise steps you'll need to launch a business. We will cover establishing and recording a business name, creating a system to track income and expenses, discuss soft skills to attract and keep customers. Get tips for technology tools you can use to operate and promote your business. Course with hands-on activities and live interactive instructor sessions. Course is locally focused for our area, but what you learn can be applied wherever you live and work.

IE411 10/15-11/5 Thu 7:00 - 8:00pm \$49  
LIVE REMOTE

**Explore 250 Legitimate Home-Based Business Ideas**

*Instructor: LeeAnne Krusemark*

Tired of working for someone else? Do you need to make more money? Turn your talents and hobbies into profits by starting a home business. Taught by a Chamber of Commerce Past President and award winning business owner, this is probably the most comprehensive business start up workshop you will ever find. You will discover: more than 250 legitimate home business ideas, mandatory legal documentation, many ways to market your product/service, how to take tax deductions (this workshop included!) If you really want to succeed in a home business, this step-by-step session is a must!

B106 10/12 Mon 6:00 - 8:00pm \$45  
LIVE REMOTE

**Make Money with a Home-Based Virtual Assistant /Word Processing Business**

*Instructor: LeeAnne Krusemark*

Prerequisite: Explore 250 Legitimate Home-Based Business Ideas Learn the skills you need to be operate a virtual office, both for yourself if you are working remotely, and as a new home business. If you can type, then you can make money at home using your computer. Having already learned all about home-based business success (participants must attend Explore 250 Legitimate Home-Based Business Ideas, you will then discover how and where to find clients, 50 ways to advertise/market your services, effective home office equipment choices, and 100 ways to make money with a computer. There really is a need for your services, so learn to be your own boss, set your own hours, and make more money.

B107 10/12 Mon 8:00 - 9:00pm \$25  
LIVE REMOTE

**Earn Extra Money Mystery Shopping**

*Instructor: LeeAnne Krusemark*

Have you seen ads telling you how to become a shopper, but only if you send them a lot of money? You do not have to pay to begin your new career in this exciting field. You will learn how to sign up with many legitimate mystery shopping companies WITHOUT FEES, avoid the pitfalls and scams, create a required mystery shopping resume and profile, and take care of legalities and taxes regarding this income. You will leave with a list of 25 legitimate companies to work for.

MS134 10/12 Mon 5:00 - 6:00pm \$25  
LIVE REMOTE



*Teri Donat has over 30 years' experience as an independent contractor teaching workshops and classes with Community Education organizations, businesses and educational institutions throughout the Bay Area. She has a Master's in Education and through her business, Ez 4 U Technology, she designs and delivers job skill classes to meet the current demands of the community. Two words students use to describe her are patient and knowledgeable.*

**Beginner's Guide to Starting a FREE Blog**

*Instructor: LeeAnne Krusemark*

Online blogging is a great way to get the word out about you, your service, your product, or information you want to share! You will learn step-by-step how to start a FREE blog with WordPress, choose a blog template, emphasize your blog content with a creative name, use your unique voice to share your expertise, connect your domain/website You will also learn how to earn an income with your blog, including links to other websites and advertising on your blog, as well as increase your internet ranking. A detailed tutorial will be emailed to set up your free Zoom account, then the webinar login information and materials will be sent the day of class.

BLG156 10/14 Wed 6:00 - 8:00pm \$45  
LIVE REMOTE

**California Approved 6 hour Notary Class**

*Instructor: Academy for Notaries*

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

B102 10/24 Sat 8:00am - 4:00pm \$69  
LIVE REMOTE

**California Notary Renewal** Materials Fee: \$25

B102 10/24 Sat 12:30-4:00pm \$49  
LIVE REMOTE

Materials Fee: \$25

**Voice-Overs...Now is Your Time!**

*Instructor: Wendy Shapero*

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

B241 11/7 Sat 10:00am - 12:00pm \$29  
LIVE REMOTE

**Advanced Teaching Online**

*Instructor: Travis Allison*

The opportunities are tremendous for teaching online. Discover how to plan, develop and teach an online course. Take home a ten step model for developing your online course. An instructor's book, Advanced Teaching Online, is included.

ATO107 9/8-10/2 Online 24/7 \$195

**Designing Online Instruction**

*Instructor: Dionne (Dee) Felix*

Being engaged with your online learners throughout the course is one of the three biggest weaknesses of online teachers. It is also one of the three biggest ways to take your online course to the next level, making it a superior learning experience for your learners. Come experience how to do it from the creator of the concept and practice of 'continual engagement' in teaching. Discover how to build student success through your interaction, how to give online learners feedback, communicating with them about everything from subject matter to delicate issues to grading. You will come away with advanced, practical, how-to tips from one of the foremost authorities on fostering online discussion. And you will see how your instructor models great interaction and engagement in the online environment.

DOI245 10/5-10/30 Online 24/7 \$195



**Fostering Online Discussion**

*Instructor: Mary I. Dereshiwsky*

Being engaged with your online learners throughout the course is one of the three biggest weaknesses of online teachers. It is also one of the three biggest ways to take your online course to the next level, making it a superior learning experience for your learners. Come experience how to do it from the creator of the concept and practice of 'continual engagement' in teaching.

FOD287 11/2-11/27 Online 24/7 \$145

**Certificate in Nonprofit Administration**

*Instructor: Myia Welsh*

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

NA359 9/8-11/27 Online 24/7 \$595

**Revenue Generation for Non-Profits**

*Instructor: Myia Welsh*

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

RG1608 9/8-10/30 Online 24/7 \$495

**Graphic Design for Visual Presentations**

*Instructor: Rob Lee*

Make your visual presentations look professional and communicate effectively. Get the latest most advanced techniques on graphic design principles, including page layout, typography and basic design considerations. Take away more skills to create an effective and beautiful visual presentation on any presentation software program that you choose.

GDP208 11/2-11/27 Online 24/7 \$195

**Introduction to Data Analysis**

*Instructor: John Rutledge*

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. This course will give you a basic understanding of how to analyze data in a business setting. Businesses look for candidates with an understanding of how to analyze the data they have been collecting; this course will help you start on that journey.

IDA101 9/8-10/2 Online 24/7 \$195

**Intermediate Data Analysis**

*Instructor: Mary I. Dereshiwsky*

Many of your business decisions involve comparing groups for differences. For example, would men and women prefer different product features? In addition, you may look at relationships between variables. Does product recognition relate to subsequent product purchase? This Intermediate Data Analysis course will introduce you to the statistics behind these group differences and relationships. In addition, you'll learn how to work with ratings, graphs and user-friendly reports of statistical results.

IDA102 10/5-10/30 Online 24/7 \$195

**Advanced Data Analysis**

*Instructor: Jeff Kritzer*

After taking this Advanced course in Data Analysis, you will be able to perform inquiries that will be useful to your business or organization, and have the skill necessary to communicate these results through graphs and text that your fellow employees will understand. Take the guesswork out of important company decisions and make decisions based on statistically significant information. Whether your business is home based or a large company, this class will take you to the next level where important decision-making is concerned.

IDA103 11/2-11/27 Online 24/7 \$195

**Certificate in Customer Service**

*Instructor: Nanette Sanders-Cobb*

With the increase of technology, human interaction with customers becomes all the more important. Whether it relates to retaining customers, serving your audience, or turning inquiries into sales, good customer service is now one of the central factors in organizational success. Improve your customer service skills to enhance your career skill set, improve productivity, and increase your organization's success. Take away some extraordinary customer service techniques you won't find anywhere else. 2 one-month courses.

CS485 9/8-10/30 Online 24/7 \$245

**Extraordinary Customer Service**

*Instructor: Fred Bayley*

Transform your customer service into something extraordinary. As a result more repeat business will improve your bottom line. Customer service separates you from your competition. Extraordinary customer service comes from focusing on the few essential elements that yield big results. Discover how easy it is to tweak your customer service from the ordinary to the extraordinary. You'll take away a customer service plan that will help you focus on the key elements that will get you started on your pathway to success.

ECS202 10/5-10/30 Online 24/7 \$145

**Improving Email Promotions**

*Instructor: Susan Hurrell*

Discover new ways to improve your email promotions, including when to email, what to email, and testing email copy. Then find out how to analyze your email response rates, including getting the bench marks for open rates and click through rates. Learn how to improve your email promotion and responses with tracking and testing. Get a basic introduction to email promotions. If you are advanced, your instructor is an email expert and can answer your toughest questions as well.

EPRO1 9/8-10/2 Online 24/7 \$195

**Online Advertising**

*Instructor: Susan Hurrell*

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

IAD987 11/2-11/27 Online 24/7 \$195



**Mastering Video Marketing Certificate**

*Instructor: Rob Lee*

Video marketing is the latest hot new marketing trend. Shoppers who viewed product videos were 144% more likely to add the product to their cart. Video with good SEO has a 53% higher chance of showing up on page one of Google searches. When done correctly, video can tell a story, and stories connect people. Video also leads to an emotion 'trigger' that plain text cannot do. Two 1-month courses.

VM485 9/8-11/27 Online 24/7 \$395



**Get a Certificate in Data Analysis**

See page 4



**YouTube for Business**

*Instructor: Rob Lee*

Increase your business with YouTube, the online video site and now the second largest search engine. Discover the power of video for your organization, and how to use video as a marketing tool to reach and serve more people. After attending this course you will take back proven strategies and techniques for making YouTube work successfully for your organization. YouTube reaches a broad age and gender demographic and is the largest video search/discovery destination with over 35 hours of video being uploaded every minute.

UTB356 10/5-10/30 Online 24/7 \$245

**Change Management Skills**

*Instructor: Sally Schmall*

Strategically applying/utilizing the various disciplines in order to cause organizational change and add value is often referred to as “change management.” Managers and aspiring leaders in the workplace are increasingly being asked to develop the personal skills and attitudes for implementing change as well as a technical understanding of how to apply the tools for change. Learn how to successfully plan, implement, communicate, create employee involvement and commitment, and add value during change.

CM254 9/8-10/2 Online 24/7 \$195

**Collaborative Management**

*Instructor: Joyce Odidison*

Whether you manage or lead people, collaborative skills are essential to help harness the energy of groups and teams for maximum performance and productivity. Course will help you explore the principles of collaborative management and gain insight on how to expand your collaborative skills for success of your team or organization.

COL485 10/5-10/30 Online 24/7 \$245

**Workplace Conflict Solutions Certificate**

*Instructor: Dr. Kate Webster*

In today’s business environment, employers expect employees to have a solid set of interpersonal skills. The ability to solve problems quickly and effectively is a critical interpersonal skill well worth developing. You will take home techniques relevant for any organization or group context, but can also be easily adapted to work at an individual level.

CON1708 9/8-11/27 Online 24/7 \$495

**Certificate in Project Management**

*Instructor: Ronald DeCamp*

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

PM485 9/8-11/27 Online 24/7 \$495

**Productivity eTools: Be Organized and Get Stuff Done**

*Instructor: Jennifer Selke*

Find out the top 40 favorite applications and eTools of productive workers. Get the latest tools, sites, iPhone and iPad applications to turbo-charge your work and simplify your life. Then discover how to select the right tools for your needs, evaluate your productivity system and develop a framework that gets things done. Learn about different new productivity tools each week, while also blending an evaluation of your own productivity needs. After completing this course you will work more efficiently and uncover more time in your day.

PROD9 10/5-10/30 Online 24/7 \$245

Community Education at Las Positas College

**SELF-PACED TUTORIAL  
ONLINE COURSES**



These high-quality online courses are designed to quickly deliver specific skills and knowledge that help to advance personal or professional development. Our online classroom is informative, convenient, and highly interactive.

- Twelve Steps to a Successful Job Search
- Medical Terminology
- Human Anatomy and Physiology
- A to Z Grant Writing
- Accounting Fundamentals
- Keyboarding
- Introduction to Natural Health and Healing
- Computer Skills for the Workplace
- Administrative Assistant Fundamentals
- Understanding Adolescents
- Certificate in Gerontology
- Medical Math
- Fundamentals of Supervision & Management
- Stocks, Bonds, and Investing: Oh, My!
- Achieving Success with Difficult People
- Write Fiction Like a Pro
- Keys to Effective Communication
- Personal Finance



24/7 Access • Start course at any time • Certificate of completion • 3 Month access  
Work at your own speed • Discussion boards • Mobile accessible

Enroll, learn more, or view all our Self-Paced Tutorial online courses at:

[www.ed2go.com/lpccommed](http://www.ed2go.com/lpccommed)

**NEW****Create a Website for Fun, Profit & Business!***Instructor: Kevin Boyd*

No programming required! Discover easy-to-use, copy/paste, drag & drop design tools that can build your personal or small business website quick and cheap! Covers proper website layout planning including your Initial Focal Point. Plus, Search Engine Optimization (SEO), Social Media Marketing, and the tips and traps, dos and don'ts of website design. Learn the #1 Secret to a successful website! Taught by a multi award-winning instructor and published author.

B236 11/5 Thu 6:00 - 9:00pm \$49  
LIVE REMOTE

**WordPress Certificate***Instructor: Andy Helmi*

WordPress is the most popular content management system (CMS) for website and blog design. During the first week you will learn or refresh your knowledge of all the initial steps and the required elements for having a website. Then find out how to build a simple WordPress website or blog. Topics include introduction to CMS, WordPress installation and setup, page and content creation, administration, themes (selection, purchase, installation and setup), working with widgets and plugins, and more. Finally, acquire advanced knowledge about WordPress options and features. 3 one-month courses.

WPC1709 9/8-11/27 Online 24/7 \$495

**Programming for Non Programmers Certificate***Instructor: Tonya D. Wright*

With virtually every organization now involved or even dependent on programming, managing or working with programmers is now an important part of your toolkit. If you wish to communicate technically with programming teams or wish to code a bit yourself, this certificate is for you. Begin by learning about how programming works, including processes, timelines and how projects are planned. Then learn the basic concepts of programming, so you can communicate more effectively with programmers and techies. Finally, pick up the communication strategies to make your projects more successful, creating a win-win situation for both you and your programmers. 3 one-month courses.

PNP1727 9/8-11/27 Online 24/7 \$495

**Kitchen Remodel Tips***Instructor: Jill Hornbeck*

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

ID326 10/13 Tue 7:00 - 8:30pm \$39  
OR  
ID326 11/10 Tue 7:00 - 8:30pm \$39  
LIVE REMOTE



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

**Buy Out-of-State Rental Properties***Instructor: Seewung Yee*

You will learn: Where are the best locations to buy investment real estate. Hint: It's not in your backyard! Where to buy single family home rentals for \$50K and rents for \$1,000 each month. Also, buy a duplex (2 units) for \$60K and rents for \$1,200.00 a month! How to use your IRA, Roth IRA, previous employer 401K and SEP IRA, to Self-Direct into Real Estate investing You may be able to retire within a year with \$4,500.00 monthly passive income for life with only \$150K in initial cash outlay. Buy now at the bottom of the market and watch your wealth double in value in about 7-10 years while most Americans are struggling living paycheck to paycheck.

**PART 1**

B676 10/6 Tue 6:00 - 9:00pm \$39  
LIVE REMOTE

**PART 2**

B676 10/7 Wed 6:00 - 9:00pm \$39  
LIVE REMOTE

**Tax Secrets for Real Estate Investors***Instructor: Seewung Yee*

Learn legitimate strategies that may REDUCE YOUR TAXES BY 50% By the end of this seminar you will walk away learning: How to use your rental properties to legally reduce your taxable income; Tax-deferral and tax-free techniques to significantly increase your return on investments; How to supercharge your nest egg with self-directed investment strategies; Strategies to take cash out of a 1031 exchange without paying taxes; How to take advantage of the tax reform benefits in all of your real estate deals ;Common retirement-investing tax traps and how to avoid them. You will walk through a sample tax return to see the impact of your deductions.

B431 10/8 Thu 6:00 - 9:00pm \$39  
LIVE REMOTE

**Bathroom Remodel Tips***Instructor: Jill Hornbeck*

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

ID326 10/20 Tue 7:00 - 8:30pm \$39  
OR  
ID326 11/17 Tue 7:00 - 8:30pm \$39  
LIVE REMOTE



### How To Certify Your Pet as an Official Therapy Dog

Instructor: Richard Katz

Have you ever wanted to become a trained therapy dog handler, from a legitimate, recognized, certifying agency, and bring joy and smiles to people in different environments and types of facilities? Meet a practicing therapy dog and handler and be shown how to pass the therapy dog handler written and behavioral tests at the least cost and quickest way. Be prepared and ready when visits open up again. Course provides a list of facilities using therapy dog services (currently in hiatus because of COVID-19) in your area, leading certifying agencies, dog training tips and resources, and post-class support as you work toward your therapy dog certification. We combine live student questions and answers, lecture, demonstrations, and videos of therapy dog evaluations used by different registering agencies. A comprehensive therapy handler resource guide with over 50 valuable website links is included in the course fee. The course is taught by Richard Katz, a nationally recognized therapy dog handler and college educator.

TDH101 9/19

Sat 9:00 - 10:30am

\$39

LIVE REMOTE

### Certificate in Basic Game Design

Instructor: Moses Wolfenstein

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

BGD101 9/8-10/30 Online 24/7

\$395

**NEW**

### Sell it on eBay — The Basics

Instructor: Kevin Boyd

Are you looking to downsize? Need a some extra income. Looking for an extra sales channel for your small business? Learn how to create an eBay Seller account, create successful eBay listings, upload pictures and accept online payments. Included are selling "Tips, Tricks and the Traps" to avoid. Covers how to determine shipping costs, where to get FREE shipping supplies, how to print shipping labels from your home computer and get FREE home pickup. Taught by a multi-award winning instructor and published author.

B605 11/4

Wed 6:00 - 9:00pm

\$49

LIVE REMOTE

### Beginning Conversational Spanish

Instructor: Aida Moyer

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

AL110 9/17-10/22 Thu 7:30 - 9:00pm \$139

CONTINUED

HYBRID

AL110X 10/29-12/10 Thu 7:30 - 9:00pm \$139

HYBRID

### Italian For Beginners

Instructor: Isabella Mariano

Dreaming about Italy? Spend the Fall in Italy (or at least feel like you did!). If you are up for the challenge, this is the course for you. Join this class for beginners and you will learn all the language skills you need in a live-lesson on Zoom on Thursdays. Then, recorded videos help you learn remotely at your convenience. By the end of the course, you will be ready for your trip to Italy, when travel can resume safely! Participate in a simple conversation on everyday life and explore the culture and tradition of Italy. Book ISBN # listed online.

AL415 9/17-10/29 Thu 6:00 - 7:30pm

\$139

HYBRID



*Isabella Mariano was born and raised in Rome, Italy, and is a dedicated educator in the Bay Area. Before moving to California, she worked for the public broadcast RAI-Radio-televisione Italiana as author and director, and as journalist for several Italian magazines. When she is not teaching, she hikes and rides her bike with her family.*

### Conversational Japanese

Instructor: Ririko Hayashi

Whether you want to learn conversational Japanese for travel or just for fun, you'll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language.

EJPN0720

ed2go.com/lpccommed

\$99



*Aida Moyer Before coming to Livermore, Aida taught Literature, Philosophy and Spanish at Columbia University and Sacre Cœur private high school in Bogotá Colombia. Aida is passionate about her students success leaning Spanish. She thrives on the wonderful relationships that develop between she and her students over each instructional year.*

**Continuing Intermediate and Advanced Spanish classes are available online.**

**Real Coding for Real Kids: Python Beginner**

*Instructor: Progressive Kids*

Python for Kids is specifically designed to make kids understand the basics of programming, data analysis, game coding and GUI interface using Tkinter. It is an exercise-based program where kids write their own code in real-time programming environment. Kids will learn installations, variables, conditions, functions, string, looping, Tkinter widgets like frame, button, level and canvas and Game. They will work on many mini-projects and develop one fun game.

PPP101 9/14-11/16 Mon 4:00 - 5:30pm \$385  
LIVE REMOTE

**Real Web Designing for Real Kids: JavaScript**

*Instructor: Progressive Kids*

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

PPP101 9/14-11/16 Mon 5:35 - 7:05pm \$385  
LIVE REMOTE



*Jyoti Gupta is a program director and a web developer at Progressive Computers, dedicated to developing coding curriculum. As a web developer for Progressive Computers, Jyoti has developed and maintained many websites for small businesses. Other than web design, she also has strong coding experience in Python, Java, C++, Oracle Database, MySQL, PHP, React JS, Mobile apps and Word Press.*

**NEW**

**I Need Help with My Windows 10 Computer!**

*Instructor: Mike Wilson*

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

C101 9/13-10/4 Sun 11:00am - 12:00pm \$39  
LIVE REMOTE

OR

C101 9/15-9/24 Tu, Th 7:00 - 8:00am \$39  
LIVE REMOTE

**NEW**

**Microsoft Excel Basics**

*Instructor: Teri Donat*

This is a basic class for people who have little or no experience using Microsoft EXCEL. Learn the difference between a worksheet and a workbook. Learn to navigate the worksheet, select cells, enter text, values, how to write formulas and format a worksheet.

C107 10/14 Wed 7:00 - 8:00pm \$39  
LIVE REMOTE

**Microsoft Word Made Easy — Really!**

*Instructor: Mike Wilson*

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

C103 10/6-10/15 Tu, Th 7:30 - 8:30am \$39  
LIVE REMOTE

OR

C103 10/26-11/16 Mon 11:30am - 12:30pm \$39  
LIVE REMOTE

**NEW**

**Microsoft EXCEL Tune-UP**

*Instructor: Teri Donat*

Tips and Tricks for all levels of Excel users with possible time for help and support for individual projects. Come with questions and problems to resolve. Presentation will be on connecting multiple worksheets and managing lists of data.

SC104 10/28 Wed 7:00 - 8:30pm \$39  
LIVE REMOTE

**Ukulele!**

*Instructor: Galina's Music Studio*

Want to play an instrument that can't help but bring a smile to your face? Then learn to play the oh-so-hip ukulele! This course is for the absolute beginner who has never played the instrument before, or for those who have merely dabbled and would like to take the next step forward. You will learn the basics: the most commonly used chords, standard tuning, and simple strumming techniques. Each week, we will build on the previous lesson with new songs, new chords and new techniques. By the end, you'll be a player! Bring a ukulele in working order and start having fun.

**Adults**

MU442 10/15-11/19 Thu 7:30 - 8:15pm \$155  
LIVE REMOTE

**Ages 7 to 9**

MU442 11/7-12/19 Sat 11:45am - 12:30pm \$155  
no class 11/28 LIVE REMOTE

**Ages 10 to 12**

MU442 10/14-11/18 Wed 1:30 - 2:15pm \$155  
LIVE REMOTE

**Community Partnership  
Galina's Music Studio**



*Music has been Galina's lifelong passion. She began her studies of classical piano, voice and choir at the age of five in Russia's highly competitive Vladivostok School of Music. Her musical studies continued at Vladivostok University where she graduated with her formal degree in piano and voice. Upon moving to the Bay Area in 2003, she opened her own studio which combines the best of Russian and American approaches to music for all ages and levels.*

**Piano for Beginners***Instructor: Galina's Music Studio*

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

**Adults**PB156 10/13-11/17 Tue 8:00 - 8:45pm \$155  
LIVE REMOTE**Ages 5 to 7**PB156 11/7-12/19 Sat 9:00 - 9:45am \$155  
no class 11/28 LIVE REMOTE**Ages 8 to 12**PB156 11/7-12/19 Sat 10:00 - 10:45am \$155  
no class 11/28 LIVE REMOTE**Learn to Sing!***Instructor: Galina's Music Studio*

What musical instrument are you born with? Your voice, of course. This fun exciting and informative class covers singing songs ranging from folk to popular music, Broadway to musical theater favorites. Lessons include ear training, breathing techniques, vocal and diction exercises as well as harmonizing with others. Come learn how to tune and train your instrument this fall.

**Adults**MU756 10/15-11/19 Thu 5:30 - 6:15pm \$155  
LIVE REMOTE**Ages 8 to 12**MU756 10/15-11/19 Thu 2:00 - 2:45pm \$155  
LIVE REMOTE**Beginning Electric Guitar For Adults***Instructor: Galina's Music Studio*

String bending, barre chords, pentatonic scales will be used with note reading and tablature to give you a strong foundation in technique and fingerboard knowledge. Students are expected to have a functional electric guitar and a power lead to plug your guitar into amplification.

AL568 10/16-11/20 Fri 7:30 - 8:15pm \$155  
LIVE REMOTE**Learn Guitar!***Instructor: Galina's Music Studio*

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

**Ages 10 to 12**AL568 11/7-12/19 Sat 10:30 - 11:15am \$155  
no class 11/28 LIVE REMOTE**Ages 13 to 17**AL568 10/16-11/20 Fri 3:00 - 3:45pm \$155  
LIVE REMOTE**Community Instrumental Chamber Music***Instructor: Leslie La Barre*

This online course is an instrumental music ensemble that performs selections from the standard classical repertoire, as well as modern compositions. Students develop all aspects of instrumental performance including technique, sight-reading, intonation, rhythmic interpretation, ensemble balance, and stylistic interpretation. Musical instruments may include members of the brass, woodwind, string, percussion, and keyboard families. Acceptance into the Community Instrumental Chamber music class is at the discretion of the instructor.

OR637 9/9-12/16 Wed 6:00 - 8:50pm \$59  
HYBRID**Effective Copywriting***Instructor: Kathryn Will*

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

CWR386 10/5-10/30 Online 24/7 \$195

**Writing for Online Blogs, Magazines and Websites***Instructor: LeeAnne Krusemark*

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. A detailed tutorial will be emailed to set up your free Zoom account, then the webinar login information and materials will be sent the day of class.

AL652 10/14 Wed 5:00 - 6:00pm \$25  
LIVE REMOTE**Introduction to Screenwriting for TV & Movies***Instructor: LeeAnne Krusemark*

In this comprehensive session, you will 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. The instructor is a journalist, author, screenwriter, agent, publisher, and adjunct online Professor of Publishing for Harvard.

F102 10/13 Tue 5:00 - 6:00pm \$25  
LIVE REMOTE

**Love Musical  
Theater?**

See page 14

**Beginner's Guide to Getting Published**

*Instructor: LeeAnne Krusemark*

Did you know Stephen King was rejected 75 times before he sold his first novel? If your goal is to become a published freelance writer by selling a magazine article, short story, poem, or even a novel to a traditional publisher, this comprehensive workshop will guide you to, then past the editor's desk. You will discover how to: become a "published" writer overnight; submit manuscripts the correct way; find the right publisher for your work; write irresistible query letters determine when and how to get an agent; 100 ways to make money as a freelance writer. If you really want to succeed, this step-by-step workshop is a must!

AL261 10/13 Tue 6:00 - 8:00pm \$45  
LIVE REMOTE

**Meet the Agent/Publisher: Get Your Manuscript Critiqued**

*Instructor: LeeAnne Krusemark*

Have you ever wanted to talk to a real agent or publisher? Are you tired of having your manuscripts critiqued by non-professionals or paying an editor too much money to change your writing to their voice? Email one page of your in-progress manuscript for an in-class critique of one page of your poetry, article, short story, screenplay, novel, non-fiction book, or children's book. (Optional: You can then send your manuscript for a professional critique (for a critique fee of \$50 for up to 25 double-spaced pages + \$1/page thereafter, and a list of publishers/agents who are interested in your type of work.) The instructor is a journalist, author, screenwriter, agent, publisher, and adjunct online Professor of Publishing for Harvard.

AL417 10/15 Thu 7:00 - 8:00pm \$25  
LIVE REMOTE

**Back by Popular Demand!**

**American Musical Theatre: Show Boat to Hamilton**

*Instructor: Ken Ross*

From *Show Boat* and *West Side Story*, to *Company* and *Dear Evan Hansen*, enjoy a fast-paced and entertaining look at the history of American musical theater through viewing videos clips of over 50 musical numbers from stage, concert and film versions of musicals, plus in-class commentary by the instructor. Discover the importance of 21 significant shows in this expansive look at the history of musical theater. Instructor Ken Ross was head of the LPC Theatre Department from 1989 to 2010 and has extensive experience as a musical theatre director, performer and teacher.

AMT639 9/22-10/13 Tue 7:00 - 9:0pm \$49  
LIVE REMOTE



*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.*

**NEW**

**Beginning Machine Sewing**

*Instructor: Kate Ruddle*

Class is for beginners with little or no sewing experience. Borrow a friend's machine or pull your old machine out of the garage and put it to good use. Learn four easy hand stitches and become comfortable with the use of a sewing machine. Learn care and use of your machine. Practical skills like learning to hem pants will be included as well as an introduction to the world of patterns. Leave the class having made a boa scarf, and a fancy bag. Playful creativity will be stressed throughout the class, so come prepared to play! Note: if you are planning to purchase a new machine--please contact us for recommendations.

AL501 9/10-10/8 Thu 4:00 - 5:30pm \$59  
LIVE REMOTE

**Want to Draw, But Don't Know How to Begin?**

*Instructor: Kate Ruddle*

Drawing is a great way to be present and mindful. Learn the fundamental skills and techniques of drawing: Explore contour drawing, sighting and measuring, perspective and the effects of light and shadow (shading). Class includes lecture, demonstration and individual attention to student work.

AL101 10/24-11/21 Sat 10:00 - 11:30am \$79  
LIVE REMOTE



*Kate Ruddle is an exhibiting artist in the Bay Area with an MFA in Sculpture. She received the Norfolk Fellowship for Drawing and Painting at Yale University in 1998 and has studied in Florence, Italy.*

**Photoshop for Presentations**

*Instructor: Daniel Hood*

Acquire the skills to navigate an extensive list of Photoshop features. You will gain both a foundational and advanced understanding of the popular software, and practice the most commonly used methods, such as managing text, working with layers, and image file properties. You will find out the purpose of each photo-editing tool and walk away with the skills to use them. You will even learn what the pros know.

PFP675 10/5-10/30 Online 24/7 \$195

**NEW**

**I Need Help with My Pictures, Files, Folders & Emails**

*Instructor: Mike Wilson*

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

AL505 10/20-10/29 Tu, Th 4:30 - 5:30pm \$39  
OR  
LIVE REMOTE

AL505 11/7-11/28 Sat 11:00am - 12:00pm \$39  
LIVE REMOTE

**Adobe Photoshop Essentials**

*Instructor: Andy Helmi*

This fundamental course covers Adobe Photoshop CC most commonly used tools, menus and panels. You'll learn all the basics of Photoshop to effectively work with selection and editing tools, layers, and masks to edit, retouch and enhance existing images or create your own composite digital art work. Impress your business organization, friends and family by enhancing their photos and create magazine cover quality enhanced images. Access to Adobe Photoshop software required. 1-month course.

PTS105 10/5-10/30 Online 24/7 \$225



**Digital Photography: Beginning**

*Instructor: Beverly Richards Schulz*

An informative introduction to the fascinating world of digital photography.

EDPH0720 ed2go.com/lpccommed \$99

**Digital Photography: People**

*Instructor: Curt Simmons*

Learn to take beautiful pictures of adults, children, and babies.

EPPS0720 ed2go.com/lpccommed \$99

**Digital Photography: Travel**

*Instructor: Beverly Richards Schulz*

Learn the tricks and techniques digital photographers need to capture scenes from around the world and bring them home.

ETDP0720 ed2go.com/lpccommed \$99

**How to Travel Free & Safely**

*Instructor: Gina Henry*

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

TFS411 10/14 Wed 6:00 - 9:00pm \$49  
LIVE REMOTE

**Setchu-ryu Jujutsu**

*Instructor: Craig Kutil*

Setchu-ryu Jujutsu is an eclectic system of martial arts comprised of several distinct systems of martial arts blended together into one seamless style. The primary styles incorporated in the system are Danzan Ryu Jujitsu, Tenio DeCuerdas Eskrima, Lua Halau O Kaihewalu, and Wa Ko Ryu Jujutsu, though students will also learn concepts from Kosho Ryu Kenpo, Aikido, and Rillamas Serrada Escrima. Course is physically demanding and will require regular attendance and conditioning for progression. The class is open to all members of the community age 18 and older.

H216 9/8-12/17 Tu, Th 7:15 - 9:15pm \$100  
LIVE REMOTE



*Craig Kutil has been studying the martial arts since 1988 and is recognized internationally as the founder of his own system of Setchu-ryu Jujutsu. He also is a Mathematics Professor and currently serves as the college's Articulation Officer. He also instructs Danzan Ryu Jujitsu and Tenio DeCuerdas Eskrima for college credit through the Kinesiology department at Las Positas College.*

**Give the Gift of Learning for the Holiday.**



**What a great idea!**

Community Education offers gift cards in any denomination and they are delivered electronically to your family and friends!

Your gift will directly support Community Education and Local Learning!  
Order gift cards here: <https://laspositas.augusoft.net/>



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**

**Classes for  
 kids & adults!**

**BACK BY POPULAR DEMAND**

Spanish for Medical professionals p. 4  
 Certificate in Data Analysis, p. 4  
 Medical Billing and Coding Program, p. 5

**NEW!**

How to Sew a Mask—Free Class!, p. 4  
 Grab and Go Emergency Kits, p. 4  
 Tai Chi and Yoga: Evening Reset, p. 4



Snap this code to go  
 directly to our  
 registration website



Guitar p. 13



Photography p. 14-15



Teach! p. 6