

Lifelong Learning, Career and Personal Development



Summer Learning  
is  
Everywhere

**Community Education**

Summer 2020 Schedule • Classes through August 2020

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



**LAS POSITAS**  
COLLEGE

# Welcome to Summer!

## Las Positas College Community Education

Last summer, we let you know that Community Education can help you set your own pace for learning. Well, this summer that is more true than ever!

Our Community Education mission is to provide you with personal enrichment, job skill and entertaining classes that will improve your life professionally and personally, no matter whether we are sheltering-in-place or visiting in person. This Summer, Community Education and Las Positas College are both offering classes in an online only format. We have so many online classes to choose from! Take a look through the catalog and email or call us if you have any questions.

Our Tri-Valley community is full of curious lifelong learners, and we know here in Community Education that our current global circumstances won't keep you from learning for a lifetime!



Take care and take classes!  
Frances DeNisco  
Program Coordinator

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

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

## Featured Instructor



**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. See page 4 for information!

*At Progressive Kids, we strive to make a difference in kids' futures through coding. We teach coding for kids grade 4th and up. We are dedicated to developing a programming curriculum that is age-appropriate and fun. Our mini-projects and exercises teach kids coding concepts and their implementation in the real-time tech environment. Our mission is to teach coding to kids by providing real knowledge of coding that can impact their educational lives.*

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

Mr. Edralin J. Maduli, President • Ms. Genevieve Randolph, Secretary  
Ms. Linda Granger • Mr. Donald L. "Dobie" Gelles • Mr. Tim Sbranti • Dr. Marshall Mitzman  
Mr. Ronald P. Gerhard, Chancellor • Dr. Dyrrell Foster, President, Las Positas College

### Las Positas College Community Education Staff

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.

## A Glossary of Online Learning Terms

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

### **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, ConexEd Cranium Cafe, Canvas, Blackboard, among others.

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## SUMMER CAMPS

### Digital Media Summer Camp 2020

Is Digital Media your career or your passion? During this camp, you'll invent a fictional product and bring it to life using several 2D & 3D creative tools such as Adobe Photoshop, TinkerCAD, and Adobe Spark. At the end of the camp, you leave with a complete website to showcase your invention to the world! See website for additional fees and technology requirements to participate in this camp. NOTE: You will need a computer with a camera and mic to take this class. *Peter Kuo is the Coordinator of the Graphic Design and Digital Media Department at Las Positas College. He is a certified technical trainer and Adobe certified instructor. Chris Meyer is a Digital Media Arts instructor and the TVROP Teacher of the year 2019*

DSC100 6/8-6/11 M-Th 9:00 - 11:00am \$100  
and 12:00 - 2:00pm  
HYBRID

### Real Coding for Real Kids: Java Programming Basics

Java is an established, popular, and cross-compatible programming language. In this course students will be exposed to all of core Java programming and will be introduced to concepts such as object-oriented programming principles and will gain a strong foundation on the language. This course will cover the topics of variables, loops, conditions, classes, void methods and GUI programming widgets such as buttons and labels. *Progressive Kids is a team of programmers and leaders with extensive experience in computer programming as well as teaching. We are dedicated to empowering kids by teaching them the world's most powerful language, computer programming, in the easiest way possible!*

PPP101 6/8-6/12 M-F 2:00 - 4:30pm \$310  
LIVE REMOTE

### Real Coding for Real Kids: Java Programming Advanced

Java is an established, popular, and cross-compatible programming language. In this course, students will be exposed to all of core Java programming and will be introduced to concepts such as object-oriented programming principles and will gain a strong foundation on the language. This course will cover the topics of class, objects, constructor, inheritance, polymorphism, encapsulation, IO to files, and one final project.

PPP101 6/15-6/19 M-F 2:00 - 4:30pm \$310  
LIVE REMOTE

### Real Coding for Real Kids: Python Beginner

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. *Progressive Kids.*

PPP101 6/22-6/26 M-F 2:00 - 4:30pm \$310  
LIVE REMOTE

OR

PPP101 7/27-7/31 M-F 2:00 - 4:30pm \$310  
LIVE REMOTE

### Real Coding for Real Kids: Python Intermediate

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, list, I/O to file, tuple, dictionary, looping, Tkinter widgets like frame, button, canvas, animation, object creation and Game. They will work on many mini-projects and develop one fun game. *Progressive Kids.*

PPP101 6/29-7/3 M-F 2:00 - 4:30pm \$310  
LIVE REMOTE

OR

PPP101 8/3-8/7 M-F 2:00 - 4:30pm \$310  
LIVE REMOTE

### Real Coding for Real Kids: Python Advanced

Advance Python is a project-based program in which students gain an understanding of object-oriented Python programming. This course covers the concepts of lambda, inheritance, initialization, encapsulation, polymorphism, cloning, and much more. Therefore it allows students to explore the OOP concepts in depth. For example, each concept taught leads to a corresponding project which allows for a deeper understanding of more complex Python components. By completing this program, Kids will have comprehensive knowledge of python object-oriented coding. *Progressive Kids*

PPP101 7/6-7/10 M-F 2:00 - 4:30pm \$310  
LIVE REMOTE

### Real Web Designing for Real Kids: HTML, CSS

Web Design: HTML CSS is mainly focused on web designing, HTML tags, forms, tables, navigation, styling and creating layout. Kids will learn how to develop mobile friendly responsive webpage with embed pictures and videos and how to upload it online. *Progressive Kids.*

PPP101 7/13-7/17 M-F 2:00 - 4:30pm \$310  
LIVE REMOTE

### Real Web Designing for Real Kids: JavaScript

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. *Progressive Kids*

PPP101 7/20-7/24 M-F 2:00 - 4:30pm \$310  
LIVE REMOTE



**NEW**

**Certificate in Basic Game Design**

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. *Wolfenstein Moses is an experienced game designer and speaker at national game design conferences. He is a Senior Interaction Developer at the University of Wisconsin-Extension. He has over a decade of design experience. Moses holds a PhD from the University of Wisconsin-Madison and works with the Games, Learning, & Society research group.*

BGD101 6/1-7/31 Online 24/7 \$395  
ASYNCH

**Save \$Money\$ with Couponing!**

Learn how to save \$\$\$ every day with extreme couponing. Coupons are NOT just for groceries. The savings can add up to HUNDREDS or even THOUSANDS of dollars every year. This comprehensive workshop will teach you: where to find all different types of coupons, even for high ticket items, how to find the best coupon apps and websites, and how to match coupons with sales for maximum savings. This workshop is taught by someone who has used many couponing secrets to save thousands. A detailed tutorial will be emailed to set up your free Zoom account, then the webinar login information will be sent the day of class. Materials Included. *Krusemark*

EC328 6/22 Mon 5:00 - 6:00 PM \$25  
LIVE REMOTE

**NEW**

**Marriage and Relationships: Keys to Success**

Learn how to build a solid foundation for your relationship that will last far beyond "I do." Through this course, you will gain key strategies for maintaining your relationship and great tips to help keep the love alive.

online [www.ed2go.com/lpccommed](http://www.ed2go.com/lpccommed) \$99



**GALINA'S MUSIC STUDIO**  
 You will need a computer with audio and video.  
 You must have your own instrument  
 to take these classes.

**Beginning Ukulele Teens (Age 13 to 17)**

Learn the introductory techniques that can have you playing songs on the Ukulele for friends and family after the class concludes!

MU442 7/23-8/27 Thu 2:15 - 3:00pm \$155  
LIVE REMOTE

**Group Voice Training (Ages 8 to 12)**

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 summer.

MU756 7/23-8/27 Thu 2:00 - 2:45pm \$155  
LIVE REMOTE

**Piano for Beginning Kids**

Easy step-by-step instruction for wee beginners. Students will be able to play satisfying and entertaining pieces from the very first lesson. These lessons will be taught in a fun and supportive environment that will also teach the fundamentals of music notation, music theory and rhythm.

Ages 5 to 7  
 PB156 7/21-8/25 Tue 3:00 - 3:45pm \$155  
 LIVE REMOTE

Ages 8 to 12  
 PB156 7/25-8/29 Sat 10:00 - 10:45am \$155  
 LIVE REMOTE

**Teens and Tweens on Guitar**

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.

Ages 10 to 12  
 AL568 7/25-8/29 Sat 10:30 - 11:15am \$155  
 LIVE REMOTE

Ages 13 to 17  
 AL568 7/24-8/28 Fri 3:00 - 3:45pm \$155  
 LIVE REMOTE

**Ukulele FUNDamentals**

Students receive a ukulele course book and learn from three irresistible ukulele experts – a clever, classical dog, one cool jazz cat, and a friendly alligator who loves the blues.

Ages 7 to 9  
 MU442 7/25-8/29 Sat 11:45am - 12:30pm \$155  
 LIVE REMOTE

Ages 10 to 12  
 MU442 7/22-8/26 Wed 1:30 - 2:15pm \$155  
 LIVE REMOTE

**Setchu-ryu Jujutsu**

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. *For more information about Craig Kutil, see his biography online.*

H216 6/2-8/6 TTh 7:15 - 9:15pm \$50  
LIVE REMOTE

*"Jitsu can be difficult,  
and Prof Kutil makes  
the course fun and safe.  
Excellent Instructor."*

—Fall 2017

**NEW**

**Intro to Natural Health and Healing**

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

online www.ed2go.com/lpccommed \$99

**Certificate in Online Teaching**

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. *William A. Draves is author of "Advanced Teaching Online" and "Learning On the Net." He has been teaching online for over a decade.*

OT485 6/1-8/28 Online 24/7 \$495  
ASYNCH

**Advanced Teaching Online**

In the 21st century, half of all learning will be online. 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. *Travis Allison is Social Catalyst's Creative Director and one of our Social Media experts and coaches.*

ATO107 6/1-6/26 Online 24/7 \$195  
ASYNCH

**Designing Online Instruction**

Learn about the online instructional environment, envisioning your online course, developing a web course, phases of design and development, design guidelines, and more. Discover the principles behind the adoption of technology innovation and the nature of the online learning environment. Then get tips for planning your online course, identifying resources and design guidelines. Your instructor is co-author of the book "The Online Teaching Survival Guide", which you will receive in the mail with this course. *Dionne (Dee) Felix is an experienced educator, mentor, and presenter with experience in instruction, course development, and face-to-face and online education.*

DOI245 7/6-7/31 Online 24/7 \$195  
ASYNCH

**NEW**

**Fostering Online Discussion**

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. *Mary Dereshiwsy is a Professor of Educational Leadership at Northern Arizona University. She has taught thousands of students in both credit and noncredit situations. Her new book, Continual Engagement: Fostering Online Discussion, is the leading book on the subject.*

FOD287 6/1-6/26 Online 24/7 \$145  
ASYNCH

OR

FOD287 8/3-8/28 Online 24/7 \$145  
ASYNCH

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

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

BLG156 6/22 Mon 6:00 - 7:00pm \$35  
LIVE REMOTE



Programas de Entrenamiento Profesional  
**POR INTERNET EN ESPAÑOL**

Inscríbete hoy, o para más informes visita:

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





### Beginner’s Guide to Starting a FREE Blog

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. NOTE: You will need a computer with video and audio to take this course. Materials Included. *LeeAnne Krusemark is an author, business owner, and adjunct professor at more than 200 colleges from Maine to Hawaii, including Purdue, and an online instructor at more than 1,000 facilities worldwide, including Harvard.*

BLG156 6/15 Mon 6:30 - 8:30pm \$45  
LIVE REMOTE

### Facebook for Business

Find out what goes on behind the scenes on Facebook Pages and how to increase the chances that your message is seen and acted on. Discover new tools and proven techniques to increase business and expand your reach. Discuss how to adapt your marketing message for the Facebook platform and how to integrate Facebook across all marketing areas. This is an advanced class and assumes you have started a Page on Facebook and have some basic knowledge of the platform. It includes the most current updates Facebook has made to Pages. *Siscaretti*

FBB327 7/6-7/31 Online 24/7 \$245  
ASYNCH

### Instagram for Business

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 the Do’s 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. *Nicole Siscaretti is an entrepreneur and travel blogger celebrating Disney, Orlando fun and more. She has a special skill at making simple photos look stunning while also telling a story. She has spoken at New Media Expo and teaches Marketing with Images, and iPhone Photography, two popular online classes.*

IGB987 6/1-6/26 Online 24/7 \$195  
ASYNCH

### Podcasting

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. *Allison*

PC485 6/1-6/26 Online 24/7 \$245  
ASYNCH

### Social Media for Business Certificate

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 one-month courses. *Jennifer Selke is a nationally known expert, speaker and consultant in the area of social media. She is a faculty member in the University of California Berkeley Graduate School of Education and is affiliated with the Berkeley Center for New Media.*

SMB485 6/1-8/28 Online 24/7 \$495  
ASYNCH

### WordPress Certificate

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. *Andy Helmi is a graphic and website designer, technical consultant and an online marketing specialist located in Vancouver, BC, Canada.*

WPC1709 6/1-8/28 Online 24/7 \$495  
ASYNCH



**Change Management Skills**

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. *Schmall*

CM254 6/1-6/26 Online 24/7 \$195  
ASYNCH

**Collaborative Management**

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. *Joyce Odidison is a Conflict Analyst, Author, Mediator, Workplace Wellness Expert and Coach, who has a passion for helping people work and live well.*

COL485 7/6-7/31 Online 24/7 \$245  
ASYNCH

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

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! A detailed tutorial will be emailed to set up your free Zoom account, then the webinar login information will be sent the day of class. Materials Included. *Krusemark*

B106 6/22 Mon 7:00 - 9:00pm \$45  
LIVE REMOTE



**Phlebotomy CPT-1**

Phlebotomy Technicians are in demand as one of the fastest growing occupations in healthcare. Launch your career as a Certified Phlebotomy Technician 1.

***Please call the office before you register!***

**Read all material regarding this class carefully before enrolling, as there is no refund.**

This class is an in person class that will be offered in the Fall 2020.

Sept. 5th to Oct. 24th 2020.

Instructor: AUMT Institute Cost: \$2500

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

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. *Selke*

PROD9 7/6-7/31 Online 24/7 \$245  
ASYNCH

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

In what could be one of the most enlightening 2 hours you’ve ever spent, class will show you how YOU could actually begin using your speaking voice for commercials, films, videos, and more! Most people go about it the wrong way. *You’ve heard Wendy Shapero on TV! (Robot Chicken with Seth Green, Cartoon Network shows) Now hear Wendy LIVE as she illustrates how YOU could actually begin using your speaking voice for commercials, films and videos. New companies are looking for new voices like never before. This exciting and fun class could be the game changer you’ve been looking for! Instructors will offer continuing education to those who wish to purchase. However, there is no obligation to purchase.*

B241 6/9 Tue 6:30 - 8:30pm \$29  
LIVE REMOTE

*“Voiceovers was informative and fun.”  
—Fall 2018*

**Certificate in Customer Service**

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. *Fred Bayley has extensive service working on non-profit boards.*

CS485 6/1-7/31 Online 24/7 \$245  
ASYNCH





## EXCEL IN A NEW FORMAT!


You will need a computer with Internet access and Microsoft Office or GoogleDocs. How to instructions will be sent on how to access webinar.

*Teri Donat has over 30 years' experience teaching technology classes. She has delivered interactive lectures through workshops, academic classes both in person and online. Though her business, Ez 4 U Technology, she consults with small businesses helping to improve the productivity and workflow by automating spreadsheet, database and word processing production. Two words students use to describe her are patient and knowledgeable.*


### Microsoft EXCEL Tips: Basics

This interactive webinar is 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. Students will have an opportunity to ask questions.

C107	6/11	Thu 7:30 - 8:30pm	\$29
OR		LIVE REMOTE	
C107	7/8	Wed 11:00am - 12:00pm	\$29
		LIVE REMOTE	



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ONLINE COURSES**  
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Areas 6 Week Format  
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### Microsoft EXCEL Tips: Multiple Worksheets and Data

This webinar is for experienced users who want to expand their knowledge of Microsoft Excel features. Explore how to manage data using formulas, Data Filter and to link worksheets. Students will have an opportunity to ask questions during the live session.

SC104	6/25	Thu 7:30 - 8:30 PM	\$29
OR		LIVE REMOTE	
SC104	7/22	Wed 11:00am - 12:00pm	\$29
		LIVE REMOTE	

### Microsoft EXCEL Tips: Worksheets & Formulas

Do you have some experience using Microsoft EXCEL and want to be more efficient? This webinar will expand your skills exploring shortcuts to enter data and modify the worksheet. Class will explore the different categories of functions with a focus on how to use functions and formatting to analyze data. Learn to modify worksheets for efficient printing. Students will have an opportunity to ask questions during the live session.

SC102	6/18	Thu 7:30 - 8:30pm	\$29
OR		LIVE REMOTE	
SC102	7/15	Wed 11:00am - 12:00pm	\$29
		LIVE REMOTE	

### Adobe Photoshop Essentials

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. One-month course. Access to Adobe Photoshop software required. *Helmi*

PTS105	7/6-7/31	Online 24/7	\$225
		ASYNCH	



Looking for  
more  
Photography  
classes?

We have many online  
digital Photography classes!



To enroll, visit: [www.ed2go.com/lpccommed](http://www.ed2go.com/lpccommed)

### Certificate in Data Analysis

Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. Add a whole new skill set to your portfolio, and make a big difference in the success of your organization by acquiring data analysis skills. 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. *Jeff Kritzer has many years of experience as a Special Education Resource Teacher and has assessed thousands of students during his long career. He has studied applied statistics at the graduate level and has attended the Summer Program in Quantitative Research at the University of Michigan. He has a Ph.D. in Education and is currently a Professor in Teacher Education at a leading Midwestern University.*

DA485	6/1-8/28	Online 24/7	\$495
		ASYNCH	

### Introduction to Data Analysis

Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. 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. *With over 25 years' experience in transforming data, John Rutledge has worked with a variety of companies to analyze their data and help make business decisions.*

IDA101	6/1-6/26	Online 24/7	\$195
		ASYNCH	

**Intermediate Data Analysis**

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. *Dereshiwsky*

IDA102 7/6-7/31 Online 24/7 ASYNCH \$195

**Advanced Data Analysis**

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. *Kritzer*

IDA103 8/3-8/28 Online 24/7 ASYNCH \$195

**Google Analytics**

If you are not reviewing your website statistics, then you are missing several key opportunities to profit from your website traffic. This course, aimed at non-technical users, will take you through all the key techniques and how to use website analytics using the world-standard Google Analytics, a free online tool. *Hurrell*

GAN837 6/1-6/26 Online 24/7 ASYNCH \$195

**Entrepreneurship Certificate**

Boost your chances of success for your new or small business and reduce your risks. Get the latest on planning your business, brainstorming business ideas and a checklist for going into business. *Conrad Brian Law, COI is an award winning speaker, author, motivational coach and entrepreneur. He is the CEO of Knowledge Learning Solutions LLC, a management consulting firm.*

EP485 6/1-8/28 Online 24/7 ASYNCH \$495

**Accounting and Finance for Non Financial Managers**

Every successful person in the workplace utilizes financial information to aid effective decision making. Accounting and Finance for Non-Financial Managers explains the financial concepts and accounting processes used in most businesses and will provide practical techniques that will increase your effectiveness and career.

A1606 6/1-6/26 Online 24/7 ASYNCH \$195

**Financial Analysis and Planning for Non-Financial Managers**

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

AN1677 8/3-8/28 Online 24/7 ASYNCH \$195

**Revenue Generation for Non-Profits**

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. *Bayley*

RG1608 6/1-7/31 Online 24/7 ASYNCH \$495



**Spanish for Medical Professionals**

Are you frustrated by the communication gap that can occur between you and your Spanish-speaking patients? If you answered yes, this Spanish class - designed specifically for healthcare professionals - will help you bridge that gap. You will complete the course with the skills you will need to effectively communicate with your Spanish-speaking patients. *Cristina Sempé specializes in teaching her native language to adults, having taught more than 35 years at community colleges, community education programs, and for Cleveland City Schools' adult education.*

SMP485 6/1-7/31 Online 24/7 ASYNCH \$290



*"This was an amazing learning experience!! Thank you for this excellent online class!!"*

*—Shirley May 2019*

### Conversational Japanese

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.

online [www.ed2go.com/lpccommed](http://www.ed2go.com/lpccommed) \$99

**NEW**



### Summer Italian Conversation

Dreaming about Italy? Wondering when you can visit for real? Join this class for beginners and you will learn all the language skills you need. If you are up for the challenge. The class will meet in a live-lesson on Zoom on Thursdays. This course is

a combination of live classes with Italian teacher (on Zoom), and recorded videos that you can access remotely at your convenience. By the end of the course, you will be ready for your trip to Italy! You will understand and use essential Italian vocabulary; communicate in Italian basic information about yourself, your family, your work/study/interest/activity; participate in a simple conversation on everyday life (weather, food, tourism, school, etc.); explore culture and tradition of Italy. Materials fee for book listed online. *Isabella Mariano was born and raised in Rome, Italy, Isabella is a dedicated educator in the Bay Area. Before moving to California, she worked for the public broadcast RAI-Radiotelevisione 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.*

AL843 7/2-8/6 Th 6:00-7:00pm \$159  
HYBRID

### Speed Spanish

Imagine yourself speaking, reading and writing Spanish. Now you can with Speed Spanish! This course is designed for anyone who wants to learn Spanish pronto. You'll learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you'll be able to go into any Spanish speaking situation and converse in Spanish. ¡Qué Bueno!ed2go.

online [www.ed2go.com/lpccommed](http://www.ed2go.com/lpccommed) \$99

### Conversational French

Prepare for your next trip to France by mastering the basics of conversational French. This course will provide you with proper pronunciation of French words that you'll use in your travels as well as cultural tips including appropriate gestures and body language.

online [www.ed2go.com/lpccommed](http://www.ed2go.com/lpccommed) \$99

### Discover American Sign Language

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

online [www.ed2go.com/lpccommed](http://www.ed2go.com/lpccommed) \$99

### TAKE THESE 3 REAL ESTATE CLASSES AND GET A DISCOUNT!

#### Buy Out-of-State Rental Properties

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. Yee

Part 1  
B676 6/22 Mon 6:00 - 9:00pm \$39  
LIVE REMOTE

Part 2  
B676 6/23 Tue 6:00 - 9:00pm \$39  
LIVE REMOTE

#### Tax Secrets for Real Estate Investors

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. *Seewing Yee BBA, MS is a Certified FICO Credit expert. He is the CEO of Integrated Financial Solutions in Fremont. He specializes in helping business owners establish excellent business credit scores and then leverage those scores into access to cash and credit for their businesses.*

B431 6/24 Wed 6:00 - 9:00 PM \$39  
LIVE REMOTE



#### Boosting Your Website Traffic

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. *Hurrell*

BO411 7/6-7/31 Online 24/7 \$195  
ASYNCH



**Digital Marketing Certificate**

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 *Dan Belhassen is an expert in eMarketing. He does writing, training, and consulting all over North America on the topic.*

DM485 6/1-8/28 Online 24/7 \$495  
ASYNCH



**Improving Email Promotions**

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. *Susan Hurrell is an Online Marketing specialist with Modern Earth, Winnipeg, Manitoba, Canada.*

EPRO1 6/1-6/26 Online 24/7 \$195  
ASYNCH

**Beginner's Guide to Getting Published**

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! A detailed tutorial will be emailed to set up your free Zoom account, then the webinar login information will be sent the day of class. Materials Included. *Krusemark*

AL261 6/25 Thu 7:00 - 9:00pm \$35  
LIVE REMOTE

**Writing News and Press Releases**

Being able to write a good news story, press release or publicity notice is a skill that can set you apart in the workplace. Getting the word out is an essential activity for every organization. Acquire the skills good journalists have and learn how to craft a news story, press release or publicity notice that will get attention. *Draves*

NPR101 6/1-6/26 Online 24/7 \$195  
OR ASYNCH

NPR101 8/3-8/28 Online 24/7 \$195  
ASYNCH



**Essay Structure: Basics**

Not sure if you are ready for college writing? Need a refresher? Whether you are new to college or are coming back, this class will cover essay basics and help prepare you for college writing with the guidance and support of a current college professor. A mix of instruction and workshop, this class will also give you a feel for what it is like to be in a college classroom and what you can expect from your instructors. This class is suitable for those who are in high school, transitioning to college, returning to college, or simply wanting a refresher on writing essays and papers. Please bring a pencil and notebook or paper to class. *Megan Garcia is a community college instructor, instructional assistant, and tutor. She received her Master of Arts in Composition: Teaching Reading and Writing from San Francisco State University, and she has taught students of all levels and backgrounds.*

AL601 6/16-7/2 TTh 5:00 - 7:00pm \$129  
OR LIVE REMOTE

AL601 7/13-7/29 MW 10:00am - 12:00pm \$129  
LIVE REMOTE



**Grammar 101: Writing Strong Sentences**

Do you need help constructing sentences with proper grammar, punctuation, and sentence structure? Whether you have ever attended a college class, are a returning student, an ESL learner, or just want to brush up on your grammar skills for school, work, or fun, this class is for you! No matter your age or background, you will learn how to write more efficiently and effectively through strong sentence grammar. In just a few hours, you can learn the tools needed to become a more confident writer. Suitable class for teens and adults, anyone who wants to improve their writing life! *Garcia*

WR235 6/15-6/17 MW 10:00 - 12:00pm \$49  
OR LIVE REMOTE

WR235 6/22-6/24 MW 10:00am - 12:00pm \$49  
OR LIVE REMOTE

WR235 7/13-7/15 MW 5:00 - 7:00pm \$49  
OR LIVE REMOTE

WR235 7/20-7/22 MW 5:00 - 7:00pm \$49  
LIVE REMOTE

**Introduction to Screenwriting for TV and Movies**

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

F102 6/25 Thu 5:00 - 6:00pm \$29  
LIVE REMOTE

### Writing for Online Blogs, Magazines & Websites

You don't need a journalism degree or previously published articles to write for anyone's online blog, magazine, or website. Some opportunities offer exposure, while many pay well — \$1 a word and more. In this fast-paced session, you will learn how to: find ideas, sources, and more than 1,000 opportunities that pay, conduct interviews and create interesting content, protect your copyright, write query letters, and then use this credibility to sell other articles or even your self published novel. A detailed tutorial will be emailed to set up your free Zoom account, then the webinar login information will be sent the day of class. Materials Included. *Krusemark*

AL652 6/25 Thu 6:00 - 7:00pm \$35  
LIVE REMOTE

**NEW**

### Certificate in Business Writing

Discover the keys to successful writing for the workplace. Whether you are writing a report, memo, letter or publicity notice, business writing has some defined characteristics for success. Successful communicators in the workplace move forward, others move back. Enhance your career by improving this critical communication skill. Begin with understanding the format, construction, and successful techniques of writing good business reports and proposals. Then improve your skills with editing and proofreading. Help your organization stand out with your new skills in business writing. This certificate will take you to the next level where business writing is a skill for personal and organizational success. 3 one-month courses. *Will*

BW659 6/1-8/28 Online 24/7 \$495  
ASYNCH

### Effective Copywriting

Whether you are sending out a press release, communicating internally with a memo or promoting your own skills on LinkedIn, strong writing skills are the key to success. Come away with the tools and techniques you need to improve your copywriting skills and learn how to avoid the common writing mistakes that can hold you back. *Kathryn Will is a professional writer, editor and content curator. She specializes in social media, content creation and inbound marketing as project coordinator for a national organization. She also spent five years working for Michigan's largest news and information source, MLive.com, where she won a number of awards for her writing and reporting. She has a Bachelor's of Science in Journalism.*

CWR386 7/6-7/31 Online 24/7 \$195  
ASYNCH

**NEW**

### Explore a Career in Medical Writing

Take your first step toward a lucrative and rewarding career as a medical writer. This course teaches the different types of medical writing, how to break into and succeed in the industry, and how to write effectively on medical topics.

online [www.ed2go.com/lpccommed](http://www.ed2go.com/lpccommed) \$99

**MUSIC CLASSES OFFERED BY GALINA'S MUSIC STUDIO**

You will need a computer with audio and video. You must have your own instrument to take these classes.

### Beginning Electric Guitar For Adults

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 7/24-8/28 Fri 7:30 - 8:15pm \$155  
LIVE REMOTE

### Learn to Sing! For Adults

What musical instrument are you born with? Your voice, of course. Whether you just want to learn to sing for your own enjoyment or pursue a professional career in music, this course provides your start!

MU756 7/23-8/27 Thu 5:30 - 6:15pm \$155  
LIVE REMOTE

### Piano for Adult Beginners

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.

PB156 7/21-8/25 Tue 8:00 - 8:45pm \$155  
LIVE REMOTE

### Ukulele for Adults

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.

MU442 7/23-8/27 Thu 7:30 - 8:15pm \$155  
LIVE REMOTE



# Try an online class, it's free!

Skills you might need now, available to study at your own pace, offered FREE from Community Education at Las Positas College. We believe that having the right skills and knowing how to utilize them is vital for both job seekers and those currently employed. Visit [ed2go.com/lpccommed](http://ed2go.com/lpccommed) and type "Free" into the search engine. Available for free enrollment until June 30, 2020. NOT FOR COLLEGE CREDIT



Gain new skills,  
wherever you are

## FREE SELF-PACED COURSES:

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- Keys to Effective Communication
- Managing Customer Service
- Marketing Your Business on the Internet
- Personal Finance
- Small Business Marketing on a Shoestring
- Individual Excellence

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to go directly to our  
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## INFORMATION FROM LAS POSITAS COLLEGE FOR THE WHOLE COMMUNITY

### Think you earn too much to qualify for a Pell Grant?

You may be eligible to receive a CCPG Registration fee waiver and up to \$1,200 for the 2020-2021 school year!

#### LPC PROMISE SCHOLARSHIPS AVAILABLE

##### CRITERIA

- File the [fafsa.gov](http://fafsa.gov) or [dream.csac.ca.gov](http://dream.csac.ca.gov)
- Receive a fee waiver
- Enroll in 9+ units
- Student has \$600 in unmet need
- No previous B.A. degree
- Not in disqualified status



[LPCFinAid@laspositascollege.edu](mailto:LPCFinAid@laspositascollege.edu)

*Community Education classes are not eligible for Financial Aid.*



LAS POSITAS  
COLLEGE







**LAS POSITAS COLLEGE**  
**FOUNDATION**

## #LPCTOGETHER COVID-19 Giving Initiative

The COVID-19 pandemic has changed many aspects of our daily lives. Through it all, Las Positas College students continue to work toward their educational and career goals. Currently, LPC classes have transitioned to an online learning format, requiring the ability to log in from home. The #LPCTOGETHER Giving Initiative was established to help support Las Positas College students by addressing unmet needs caused by this crisis. Areas of need include:

Student support for remote learning (wireless hot-spots, laptops, etc).

Emergency grants for students in support of their continued enrollment.

Support for campus based programs and activities.

## Make A Gift Today!

Visit: [WWW.LPCFOUNDATION.ORG](http://WWW.LPCFOUNDATION.ORG) and click on the "How You Can Help" link.

For additional information, you may contact  
Foundation Executive Director, Kenneth Cooper at:  
[kcooper@laspositascollege.edu](mailto:kcooper@laspositascollege.edu)

# Online classes for Twins, Teens and Adults!

## BACK BY POPULAR DEMAND

Essay Writing & Grammar, p. 12 • Certificate in Data Analysis, p. 9  
Real Coding for Real Kids!, p. 4



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directly to our  
registration website

## NEW!

Free classes in the skills you need right now!, p. 14  
Photoshop Essentials, p. 9  
Summer Italian, p. 11 • Business Writing, p. 13



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