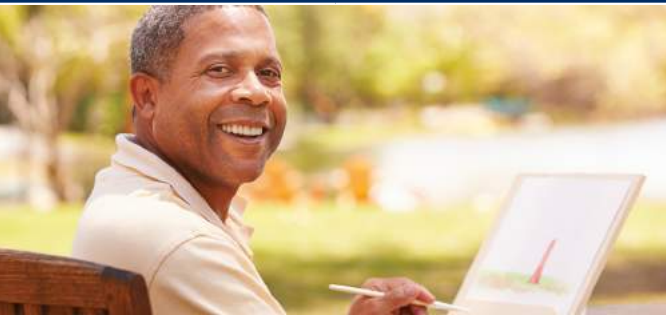


COMMUNITY EDUCATION PROGRAM



Beginning Drawing



Medical Billing Certification



Get Your FAA Part 107 Drone Commercial License

SPRING 2021

SCHEDULE OF CLASSES AND WORKSHOPS

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Become a Notary Public



College For Kids & Teens



Home-Care Aide Training



Become a Robotics Technician



**SANTA ANA
COLLEGE**

sac.edu/cms



**Santiago
Canyon
College**

sccollege.edu/cs

How to Register

ONLINE REGISTRATION: sac.edu/cms or sccollege.edu/cs with your MasterCard, VISA, Discover, or AMEX

FAX REGISTRATION: Send your credit card information. Complete the registration form on the inside back cover and FAX to (714) 564-6309.

PHONE REGISTRATION: MasterCard, VISA, Discover, or AMEX. Call (714) 480-7443

MAIL-IN REGISTRATION: Complete the registration form located on the inside back cover, include payment, and mail to:

Santa Ana College Community Education Program
1530 W. 17th Street, S-203, Santa Ana, CA 92706

or
Santiago Canyon College Community Education Program
8045 E. Chapman Ave., Orange CA 92869

CONFIRMATION:

Registration received by mail will be confirmed if you send a self-addressed stamped envelope. Registration received by phone and online will automatically receive a confirmation. If you do not receive a confirmation in 5 business days, call our office at (714) 564-6309. Non-receipt of confirmation does not warrant a refund.

REFUND & TRANSFER POLICY FOR ALL EVENTS:

Refund and transfer requests must be made (5) business days prior to the event less a \$15 processing fee per person. Day Tours: may be canceled up to 10 days prior to departure date less a \$15 processing fee. A refund will only be issued if your space can be re-sold. You may send a substitute in place. Multi Day Tours: Travel Protection insurance is highly recommended. A refund will be issued less a \$50 cancellation fee. Non receipt of confirmation does not warrant a refund for any event.

RETURNED CHECKS & REFUNDS BY CHECK, CASH OR MONEY ORDER:

A \$25 fee will be charged for any returned check. In addition, an administration hold placed against your student records and a class stop will be issued. Refunds issued for cash, check or money order transactions may take 4-5 weeks to process with a completed W-9 form.

PARKING POLICY:

Daily parking permits are required seven days a week and are available for \$2.00 (coin or dollar) at the permit dispensers located in each parking lot at both Santa Ana College and Santiago Canyon College.

ACCOMMODATIONS FOR DISABILITIES

Students with disabilities who want to request academic accommodations are responsible for informing their instructors and Disabled Students Program and Services (DSPS) as early in the semester as possible, or at least two weeks before the accommodation is needed. To have accommodations authorized, students must provide DSPS with verification of disability and meet with a DSPS professional for an evaluation of needs. Students may schedule an appointment at Santa Ana College DSPS Office in VL-204, by calling 714-564-6264 or by emailing dsps@sac.edu. Students may also schedule an appointment at Santiago Canyon College DSPS office in E-105, by calling 714-628-4860, or by emailing dsps@sccollege.edu.

NONDISCRIMINATION POLICY:

The Rancho Santiago Community College District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or because of his or her association with a person or group with one or more of these actual or perceived characteristics. Inquiries regarding compliance and/or grievance procedures may be directed to District's Title IX Officer and/or Section 504/ADA Coordinator, 2323 N. Broadway, Santa Ana, CA 92706, 714-480-7490.

RSCCD BOARD OF TRUSTEES

Tina Arias Miller, Ed.D. • David Crockett • John R. Hanna • Zeke Hernandez • Lawrence "Larry" R. Labrado
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COMMUNITY EDUCATION PROGRAM

SANTA ANA COLLEGE • SANTIAGO CANYON COLLEGE

SPRING 2021

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CLASS FORMATS

Our Spring 2021 classes have moved to an online format for your safety. Please make sure we have your current email address. The link to access your classes will be sent before the start of class. We offer classes in five different formats to meet your learning needs.



REMOTE LIVE

Participants use an online platform to meet instead of a classroom. Your class will be held at a set class time where you will meet with your teacher and classmates.



ONLINE

This class is 100% online and there is not a set class time. You take part in learning activities on an online learning platform. You communicate with your teacher through online discussions, video recordings, and class activities.



IN PERSON

This type of class takes place in person. Participants are required to wear face covering and practice social distancing.



REMOTE BLENDED 1:

REMOTE LIVE + IN PERSON

Part of this class meets online at a set class time and part of the class takes place in person. This is for classes that require 'hands-on' training.



REMOTE BLENDED 2:

ONLINE + IN PERSON

Part of this class is completed online and will meet for scheduled hands-on training.

Community Education Staff:
Lithia Williams, Cristina Morones
Stephanie Correra
Office Hours:
Monday – Thursday 9:00a - 4:30p
Friday: 9:00a – 12:00p
(714) 480-7443



SANTA ANA
COLLEGE

Santa Ana College
Community Education Program
1530 W. 17th Street, Santa Ana CA 92706
email: sacccs@sac.edu
website: sac.edu/cms



Santiago
Canyon
College

Santiago Canyon College
Community Education Program
8045 E. Chapman Ave., Orange CA 92869
email: sacccs@sccollege.edu
website: sccollege.edu/cs

ACTIVE ADULTS



GOVERNMENT GRANTS AND SUBSIDIES FOR LONG TERM NURSING HOME CARE

This workshop is designed to educate, clarify, and empower you with options and directions. Learn special laws that can eliminate spend down, forfeiture, penalties, and liens. Educate yourself and take that first step towards protecting your family, your home and your savings from the devastating cost of long term care. Millions of dollars in government funds go unclaimed and unused every year, only because people don't know they exist or how the application process works. This program is available for everybody who needs nursing home eldercare. Learn how the long term healthcare system works, and how to legally make it work for you.

Event: 96990 2:00p-4:00p Tu 02/02
 Event: 96991 2:00p-4:00p Tu 04/13

Fee: \$25 1 session Leiter C



YOGA FOR EVERYBODY

Yoga exercises will help you gain strength, increase flexibility and balance while focusing your awareness on your body, breath, and mind. We will practice standing poses, floor exercises, and flowing movements. We will offer modifications so that everyone can participate and work at their own pace. You should be able to do floor exercises and get up easily. This class will be taught via ZOOM so you will be able to see the instructor close up and practice in the comfort of your own home. Recommended: yoga mat, 2-3 firm blankets, 2 blocks, chair, and a strap. Each class will end with yoga breathing exercises, meditation, and deep relaxation.

(No class 2/12, 3/31)

Event: 97147 5:00p-6:45p Wed 02/03-05/26
 Event: 97148 10:30a-12:15p Fri 02/05-05/28

Fee: \$64 16 sessions Fischer-Militaru M



RETIREMENT PLANNING TODAY

Taught by a Certified Financial Planner, this two-day financial planning course is designed to help students make informed decisions for retirement. With topics ranging from building a nest egg to converting an IRA to a Roth IRA, the course gives students the tools & confidence to plan for retirement or employ advanced strategies that will help the student with choices today that effect how well they live in retirement in the future.

Event: 97216 6:30p-8:30p Wed 02/03 & 02/10
 Event: 97217 6:30p-8:30p Th 02/11 & 02/18
 Event: 97218 6:30p-8:30p Tu 03/09 & 03/16
 Event: 97219 6:30p-8:30p Th 03/18 & 03/25

Fee: \$49 2 sessions Pure Financial



DRAWING FOR BEGINNERS

Gain a solid foundation in the basics of drawing to become the artist you've always wanted to be. This course will help you become familiar with paper type, drawing styles, techniques, and basic principles of perspective, layout and design.

Event: 97119 Wed Fri 02/10-03/19
 Event: 97120 Wed Fri 05/12-06/18

Fee: \$125 12 sessions Walker C



CRUISING 101

Have you ever wondered what happens on a cruise? If you haven't been on a cruise this is a great opportunity to learn the ins-and-outs. Learn to choose the best cruise for you, the types of cruises available, what happens at the ports of call, and what not to do. Don't miss this great opportunity! The best way to travel safely is knowing what to expect!

Event: 97158 6:00p-8:00p Wed 03/03

Fee: \$29 1 session Quinonez D

AROUND THE HOME & GARDEN



ELIMINATE CLUTTER: HOME & OFFICE

Tired of searching for lost things and stumbling over stuff? You CAN change your surroundings to work for you with simple, easy and practical ideas on how to remove clutter from your life and get organized. Attend this fun interactive program and learn, how to stop junk mail, how to remove clutter, distinguish between organized and neat, and the cost of your stuff. A \$20 manual fee is payable in class.

Event: 96966 6:00p-9:00p Wed 02/10

Fee: \$39 1 session Miller N



FURNITURE UPHOLSTERY

This class welcomes all students, from beginning to advance, interested in learning various steps, terminology and procedures for upholstery projects. Topics will include springing-up, types of springs and arms, cushion making, stuffing and more. All upholstery projects will be at the discretion of the instructor. The first class meeting is an ORIENTATION from 6pm - 7pm. A supply list will be provided in class.

Location: Paul's Upholstery
 3325 W. Harvard, Santa Ana

Event: 96981 6:00p-9:00p Tu 02/16-03/30

Event: 96982 6:00p-9:00p Th 02/18-04/01

Fee: \$125 7 sessions Dominguez P

CAREER ONLINE TRAINING

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Register at: ed2go.com/saccoserv





INTERIOR DESIGN

Learn to transform plain living spaces into beautiful and functional rooms. This course will give you the know-how to design a room floor to ceiling with understanding of color theory, industry trends, special arrangements, floor plans, design ideas, and interior design basics.

Event: 97070 Wed Fri 03/17-04/23
Event: 97071 Wed Fri 05/12-06/18

Fee: \$115 12 sessions Smallwood S

BASIC ELECTRICAL REPAIRS

Repair your own electrical problems, and avoid expensive electricians! Learn how to safely troubleshoot and install electrical outlets, switches, light fixtures, and ceiling fans. Discover the "magic" of a Ground Fault Circuit Interrupter (GFCI), Arc Fault Circuit Interrupter (AFCI), and Split-Outlet Circuit. "Hands-On" experience is included.

Event: 96692 6:00p-9:00p Th 02/25-04/01

Fee: \$125 6 sessions Famolaro F

ADVANCED ELECTRICAL REPAIRS

This is an advanced electrical course that starts off with Three-Way Switch circuits, and progresses through Four-Way Switch circuits, multi-wire circuits, and prime power (circuit breaker) circuits. Learn how electrical power comes from the power pole and is distributed through the power panel (circuit breaker) box. Limited hands-on experience is available, including how to remove, test and replace circuit breakers. Prerequisite: Basic Electrical Repairs course or equivalent, subject to approval of instructor.

Event: 96778 6:00p-9:00p Th 04/22-05/27

Fee: \$125 6 sessions Famolaro F

FOUNDATIONS OF PLUMBING

There is a shortage of skilled plumbers. With an aging infrastructure and dwindling trade workforce, the demand for plumbers has never been greater. In fact, the Bureau of Labor Statistics predicts that plumbing jobs will increase at a faster than normal rate over the next 10 years. With the right training, you could enter and build a scalable career in this high-demand field. If you want to work as a plumber, the Foundations of Plumbing course will teach you the fundamental, job-ready skills relevant to the plumbing and piping industry. In this self-paced course, you will learn how to work on modern plumbing systems from in-depth course material developed by industry experts and employers. When you register, you will receive twelve (12) months to complete the course.

Event: 97329 **Fee: \$2195** **Seek A**

ARTS & CRAFTS



PAINTING & DRAWING WITH PASTELS

This course is appropriate for beginners to advanced learners. It will provide the basics of picture making and pastel drawing/painting techniques. The student will be introduced to various pastel papers and pastel application techniques. Color theory will be emphasized. For more advanced students, creativity and development of one's style will be encouraged as well as possible mixed media alternatives and use of various surfaces. Come and enjoy the art medium so loved by many artists of the past and present. Supply List available online or upon request. **(No class 4/8, 4/9)**

Event: 97185 5:00p-7:30p Th 02/18-04/29
Event: 97187 9:30a-12:00p Fri 02/19-04/30

Fee: \$120 10 sessions Dewberry D



SPRING FLORAL DESIGNS

Brighten your home or office this year with beautiful and colorful fresh spring flowers. Projects include baskets of colorful mixed flowers, terra cotta topiaris, vases of spring mix and roses and festive party creations. Give your friends and family the gift of flowers. They will be impressed with your eye for color and your touch of style. **A \$70 material fee is payable in class to the instructor.**

Location: Mina Wholesale Flowers
1918 E. Edinger Ave., Santa Ana

Event: 96685 9:00a-11:30a Sat 02/20-03/13

Fee: \$70 4 sessions Asadirad M



SECRETS OF BETTER PHOTOGRAPHY

Whether you use a DSLR, a point-and-shoot camera, or your phone for your photography, you will learn how to get the best results from your camera. This course will teach you how to take outstanding photos, introduce you to features found on your equipment such as shutter speed, aperture, ISO settings, photo journaling, and digital editing techniques. Each lesson includes exercises and assignments designed to develop your artist eye and memorialize events in your life.

Event: 97111 Wed Fri 03/17-04/23
Event: 97112 Wed Fri 06/16-07/23

Fee: \$115 12 sessions Richards Schulz B



WEDDING FLORAL DESIGNS

Students will learn the fundamentals of planning a wedding day. Topics include a consultation with the bride and groom, developing timelines, budget contracts and more. Floral designs will include boutonnières, corsages, bridal bouquets, flower girl and ring bearer flowers. Traditional and cultural decoration concepts for the church, reception hall, centerpieces, and table set-ups will be discussed. **A \$70 material fee is payable in class to the instructor.**

Location: Mina Wholesale Flowers:
1918 E. Edinger Ave., Santa Ana,

Event: 96689 9:00a-11:30a Sa 03/27-04/17

Fee: \$70 4 sessions Asadirad M

DMV APPROVED AUTO WHOLESALE BUSINESS

You learn how to get your auto dealer license and how to operate a profitable used car business.



BEADS, CRYSTALS & SEMI-PRECIOUS STONES

This beginning jewelry design class will introduce students to basic jewelry construction. Learn designing techniques using bead wire, toggles, clasps, eye/head pins and hooks. Students will have a choice to create a necklace and earring set or necklace and bracelet set using beads, crystals or semi-precious stones. Students should bring a pair of the following tools to class: round nose pliers, chain nose pliers, wire cutters and crimping pliers. These tools can be purchased at craft stores. **A \$20 material fee is payable in class.**

Event: 96987 5:30p-8:30p Tu 04/20

Fee: \$30

1 session

Burns B



BASIC WIRE-WRAPPING

This hand-wiring class will teach you techniques to design and create beautiful jewelry at a fraction of the cost of retail. With simple wire-wrapping techniques learned in class you'll create a bracelet and earring set using sterling silver or gold filled wires to link semi-precious stones, beads or crystals. Students should bring a pair of the following tools to class: round nose pliers, chain nose pliers, wire cutters and crimping pliers (optional). These tools can be purchased at craft stores. **A \$20 material fee is payable in class.**

Event: 96988 5:30p-8:30p Tu 05/04

Fee: \$30

1 session

Burns B



CREATIVE CARDS

This workshop will introduce you to the art of quilling and iris folding. Come create a variety of greetings cards with decorative coils, delicate shapes or beautiful embellishments created from layered patterns of folded strips of paper. Show someone how much you care by adding a personal touch to a special note or card. **A \$10 material fee is payable in class.**

Event: 96989 5:30p-8:30p Tu 05/18

Fee: \$30

1 session

Burns B



CANDLEMAKING (LIVE REMOTE)

Decorating with candles makes a beautiful addition to any home. Fragrant, multi-colored candles also make great gifts! Join us to create unique gifts for any occasion, maybe even start your own candle business! Topics include: getting started, different types of candles, using molds, how to add fragrance and natural color additives, resources for materials and supplies. Students will make 3-5 candles in this hands-on workshop. Please dress accordingly. Registered students will receive a Zoom login prior to the start of class.

Event: 97719 6:30p-9:30p Tu 01/19

Fee: \$35

1 session

Abdul Q



SOAPMAKING

Do you love the sensual pleasure of beautiful aromatic soaps? Why not learn to make your own? It's easier than you think. Custom-made soaps are perfect for gifts, bathroom decor and people with sensitive skin. You will create 4 - 6 different soaps, layer colors, use molds, add fragrances, herbs or toys. Express your creativity in this hands-on class. Please dress accordingly. Registered students will receive a Zoom login prior to the start of class.

Event: 97720 6:30p-9:30p Tu 02/16

Fee: \$35

1 session

Abdul Q



BATH & BODY BALMS

Nothing makes you feel more pampered and rejuvenated than a hot bath filled with fragrant oils, soaps, gels or effervescent bubbles. Students will learn how to make aromatic bath products from shower gels to fizzy bath bombs. Enjoy these products for yourself or give them as a special gift. This is a hands-on class, please dress accordingly. Registered students will receive a Zoom login prior to the start of class.

Event: 97721 6:30p-9:30p Tu 03/16

Fee: \$35

1 session

Abdul Q

BODY BUTTER

Making your own body butter is not that difficult. It is really a very simple process using tools found in your kitchen. Most body butter recipes include just a handful of ingredients that are mildly fragrant to therapeutic qualities. Students will whip up a batch of customized body butter with your favorite ingredients and scents. This is a hands-on class please dress accordingly. Registered students will receive a Zoom login prior to the start of class.

Event: 97722 6:30p-9:30p Tu 04/13

Fee: \$35

1 session

Abdul Q

AUTOMOTIVE TECHNOLOGY



DMV APPROVED AUTO WHOLESALE BUSINESS

Come learn to make extra money buying and selling wholesale car as a home-based business; or, simply buy cars for your friends, family and co-workers at great wholesales prices. You can earn \$3000 just selling 3-4 cars a month. In this DMV approved course, you learn how to get your auto dealer license and how to operate a profitable used car business. Find out the how and where of buying at wholesale prices and how to sell at retail for very good profits. You'll get a FREE list of all the dealer-only auctions in the USA. You'll receive a DMV certificate of completion at the end of class. **A \$25 material fee is payable in class.**

Event: 96962 6:00p-9:00p Mon Tu 02/22-02/23

Event: 96963 6:00p-9:00p Mon Tu 05/10-05/11

Fee: \$95

2 sessions

Williams R



BECOME A NOTARY PUBLIC:

Establish yourself as a Notary Public, earn additional income and provide a service to your community.



AUTO UPHOLSTERY

Students will learn the fundamental skills of automobile upholstery. This course will address design, modifications, replacements and repairs. The principles of cutting, stitching and fitting material to small projects i.e. sunvisor, head and armrest will be covered. The first class meeting is an orientation from 6pm-7pm. A supply list will be provided in class.

**Location: Paul's Upholstery
3325 W. Harvard, Santa Ana**

Event: 96983 6:00p-9:00p Tu 04/13-05/25

Fee: \$125 7 sessions Dominguez P

BUSINESS & CAREERS



INTRODUCTION TO VOICEOVERS

Explore the fun, rewarding possibilities of the voiceover industry! Discover current trends and how they make it easy and affordable for just about anyone to get involved. You'll learn about different types of voiceovers and tools you'll need to find success. Your instructor, a professional voice actor from Voices For All, will take notes as you read a real script in this one-on-one video chat setting, and offer some coaching to improve your delivery. You'll receive a professional voiceover evaluation later. This introductory class is for students 18yrs. and up. **Upon registration students will schedule the 90-minute session directly with the instructor.**

Event: 97166 Fee: \$49 Voices For All, LLC



FUNDAMENTALS SUPERVISION & MANAGEMENT

If you have recently been promoted to a supervisory or management position or want to learn how to become a more effective manager, this course will help you master the basics of business by learning the language of management. You will learn how to make a successful transition from employee to manager and you will learn how to manage your time so that you can deal with the constant demands of a managerial job. You will learn the skills required to delegate responsibility and motivate your employees. A large part of a manager's job involves getting things done through other people, and this course will help you understand how to influence and direct other people's performance. Finally, you will learn how to solve problems and resolve conflicts so you can accomplish your job more effectively.

Event: 97194 Wed Fri 02/10-03/19

Event: 97195 Wed Fri 05/12-06/18

Fee: \$125 12 sessions Addesso P



BECOME A NOTARY PUBLIC

Establish yourself as a Notary Public, earn additional income and provide a service to your community. Successful notaries provide a valuable service to their company, friends and private clients. Notary skills are valuable in almost any industry: real estate, legal, medical and banking to name just a few. Livestream with a notary expert for three sessions and you will be ready to take the official notary exam and practice as a safe and effective notary. Next, consider becoming a Loan Signing Agent and make \$200 to \$300 per signing. Students are eligible to access our private Facebook page to ask questions, watch webinars and receive updates. All you need is a smartphone to join. Must be at least 18 years of age. A serious conviction may disqualify an applicant. Register for the official notary exam 15 days in advance or be a walk-in candidate. Use this link to view schedule and register:

cpshr.us/notary/exam_registration.php

A \$20 material fee included in registration fee.

Event: 97037 6:00p-8:15p Mon Tu Th 02/08-02/11

Event: 97161 6:00p-8:15p Mon Tu Th 03/08-03/11

Event: 97039 6:00p-8:15p Tu Wed Th 04/06-04/08

Event: 97040 6:00p-8:15p Mon Tu Th 05/03-05/06

Fee: \$119 3 sessions Notary Public Seminars, Inc

RENEW NOTARY COMMISSION-3 HR REQUIRED

Renewing Notaries may take a three hour Approved Notary Refresher course. We will review all laws and regulations you are required to know to continue as a Notary. You must take the exam and be fingerprinted again. A 6 hour approved course must be taken first without a lapse in your commission. Commission is valid for 4 years. Serious conviction may disqualify applicant. Register for the official notary exam 15 days in advance or be a walk-in candidate. Use this link to view schedule and register:

cpshr.us/notary/exam_registration.php

A \$20 material fee included in registration fee.

Event: 97042 6:00p-8:15p Mon 02/08-02/09

6:00p-7:00p Tu

Event: 97043 6:00p-8:15p Tu 04/06-04/07

6:00p-7:00p Wed

Event: 97162 6:00p-8:00p Mon 03/08-03/09

6:00p-8:00p Tu

Event: 97044 6:00p-8:15p Mon 05/03-05/04

6:00p-7:00p Tu

Fee: \$79 2 sessions Notary Public Seminars, Inc



PODCASTING FOR PROFIT

Have you ever wanted to be a DJ or the host of a radio show? Would you like to be paid to host your own show? Would you like to promote your business, hobby or passion on radio? Now you can, by setting up your own Podcasting program! This course explains and demonstrates how to set up an audio podcast and monetize it including the equipment and software necessary, the procedures for creating and broadcasting, and over a dozen ways to make money with your podcasts. **A \$20 material fee includes instruction, references, resources, and software to set up and operate a Podcasting program.**

Event: 96965 6:00p-9:00p Tu 02/02

Fee: \$39 1 session Rounds M



BUILD YOUR OWN BUSINESS WEBSITE

You can have your own Web site for as little as \$5 a month. This workshop requires no prior Web site development experience and is suitable for: beginners, experts, managers & web designers. You will learn to: Improve your business web site, analyze your needs and select the best design criteria, Make the site user friendly, Get a FREE shopping cart that only costs if sales are made, Promote your site, and link with search engines to make you visible. When you complete this seminar, you'll have the confidence and tools to create your own web site. **A \$20 manual fee is payable in class to the instructor.**

Event: 969646:00p-9:00p Th 02/04

Fee: \$39 1 session Rounds M



START A HOME-BASED BUSINESS

If you are thinking about starting a home-based business, online business, selling on E-Bay, having a small consumer business or becoming a consultant, this workshop outlines the basics of starting a business. You will learn different entities of a business structure: federal, state, local taxes; licensing requirements; bookkeeping and tax records; and different ideas for starting a business. **A \$20 material fee is payable in class.**

Event: 96968 6:00p-9:00p Tu 02/09

Fee: \$39 1 session Miller N



ACCOUNTING FUNDAMENTAL SERIES

Whether you're a sole proprietor looking to manage your business finances or you simply want to gain an understanding of accounting basics for career advancement or for personal use, the courses in this bundle will give you a solid foundation in financial matters. If you're interested in increasing your financial awareness while also gaining a marketable skill, this series of courses is perfect for you.

Event: 97066 Wed Fri 02/10-03/19

Event: 97068 Wed Fri 04/14-05/21

Event: 97069 Wed Fri 06/16-07/23

Fee: \$199 24 sessions Messier C



INTRO TO QUICKBOOKS ONLINE

Manage the financial aspects of your small business quickly and efficiently using QuickBooks Online. This course will give you hands-on experience recording income and expenses; entering checks and credit card payments; tracking your payables, inventory, and receivables; and much more.

Event: 97088 Wed Fri 02/10-03/19

Event: 97089 Wed Fri 05/12-06/18

Fee: \$115 12 sessions Paxton S



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.

Event: 97228 Fee: \$245 Allison T



START ONLINE BUSINESS

Learn how to harness the power of the Internet to build and sustain a profitable business. This course will teach you the step-by-step process of creating a product, building a website, engaging a customer base, and finding new leads online.

Event: 97199 Wed Fri 02/10-03/19

Fee: \$115 12 sessions Semp B



VOICE-OVERS: NOW IS YOUR TIME

In what could be the most enlightening ONLINE class you've ever taken, our instructor and professional voice coach will show you how you can actually begin using your speaking voice for commercials, films, videos, and more. In this introductory class, you will learn about a unique, outside the box way to break into this creative, fulfilling, and potentially lucrative industry. Voice-overs can be managed on your own terms, on your own turf, in your own time, and with minimal overhead! Whether you choose to pursue voice-overs part-time or full-time, this could be the game changer you've been looking for. In addition to online instruction, you will be given the opportunity to book a 1-on-1 script read and voice evaluation via telephone with your instructor for the following day. This class will be presented via Zoom, you will receive a link the 24 hours prior to the class.

Event: 97723 6:30p-8:30p Th 03/04

Fee: \$35 1 session Reiss, J



SOLAR INSTALLATION TRAINING

Thousands of home & commercial owners are looking for "Solar Installers" to install solar panels on their roof-tops. Experienced solar installers are doing the same kind of work as independent contractors. In fact, independent contractor positions are in high demand. 65% of solar installation is done by independent solar installers. This course will prepare participants to design and install solar photovoltaics on roof-tops. Class topics include solar, electrical, and city codes as well as electrical wiring. A \$40 material fee (Covers class instructional and study materials) Payment via Venmo or PayPal. Optional opportunity to receive hands-on training in a real-world installation setting is available upon request, after successful completion of the course. Registered students will receive a Zoom login prior to the start of class.

Event: 97718 6:30p-9:30p M Tu W Th F 02/01 - 02/11

Fee: \$265 8 sessions Abdul Q



HOW TO START A BUSINESS IN 5 EASY STEPS

Transform your hobby into a legal business with these five essential steps. In this course you will write a simple business plan, choose a business structure, create and register your business name and brand, obtain business licenses & permits, explore bookkeeping practices and paying taxes. By the last session you can be in business!

Event: 97206 6:00p-7:00p Tu 02/16-03/16

Fee: \$149 5 sessions Diebolt-Price J



BECOME A LOAN SIGNING AGENT

Make the most out of your notary commission by becoming a certified Loan Signing Agent. Our livestream seminar will teach you how to notarize loan documents and give you a simple strategy to launch your new business. Learn the information and tools you need to succeed as a Signing Agent from the comfort of your home. Our expert teachers are seasoned in the business; they'll teach you the process of completing a signing, best practices in the industry, and how to get loan signing assignments. Students are eligible to access our private Facebook page to ask questions, watch webinars and receive updates All you need is your smartphone to join. A certificate is awarded upon completion of the course. Topics include: Notarize a loan package from any bank successfully every time The dos and don'ts of the profession What to discuss with your clients How to develop your own business Getting signed up with busy signing agencies Prerequisite: You must be a Notary or have completed the 'Become a Notary Public' seminar.

A \$30 material fee included in registration.

Event: 97045 6:00p-8:00p Tu Wed Th 02/16-02/18

Event: 97048 6:00p-8:00p Mon Tu Th 03/15-03/18

Event: 97163 6:00p-8:00p Mon Tu Th 04/13-04/15

Event: 97049 6:00p-8:00p Tu Wed Th 05/11-05/13

Fee: \$129 3 sessions Notary Public Seminars, Inc



ESSENTIAL DOCUMENTS TO PROTECT FAMILY

Prepare for the future, protect your family's finances, and save hundreds of dollars in legal fees. Students will spend six hours with an attorney who is experienced in preparing these four critical documents, and get step by step instructions to complete them by the end of class! This class will make difficult decisions easier on you and your family. Your instructor will discuss the following essential documents in detail, and cover how this will help your family, how to get started, what to include, where to file, legal requirements, do's and don'ts, and other important considerations. Revocable Trust, Durable Power of Attorney, and California Wills. **A \$20 material fee included in registration fees.**

Event: 97050 6:00p-8:00p Mon 02/22-03/08

Event: 97164 6:00p-8:00p Mon 04/19-05/03

Fee: \$119 3 sessions Notary Public Seminars, Inc



ONLINE EKG TECHNICIAN

This 48-hour Online EKG Technician Program will allow students to obtain employment as an Electrocardiograph (EKG/ECG) Technician. The EKG Technician is responsible for performing diagnostic tests to access the heart rhythm and rate in patients. EKG's are also performed before and after operations, during physicals examinations of patients, for patients with a history of heart disease, when patients are experiencing chest pains and when the ordering physician deems it necessary. This course includes 36 hours online live instruction; 12 hours hands-on training; along with the ability to sit for the National EKG Technician Certification Exam. **Students will need to provide photo identification, high school diploma or equivalent. After the initial registration fee, partial payment options available for remaining balance of \$845. In addition, a National Exam fee of \$117 is required.**

Event: 97612 6:00p-10:00p Mon Wed Fri 05/03-05/21
9:00a-4:00p Sa - R-318 05/08-05/22

Registration Fee: \$100 12 sessions Gill S



EXPLORE 250 LEGITIMATE HOME-BASED BUSINESS IDEAS

Turn your talents and hobbies into profit at home by learning how to start a home-based business. Topics include: 250 home business ideas, mandatory legal documentation, effective ways to market your product or service, taking tax deductions (including this workshop), and free future individual Q & A opportunities.

Event: 97207 7:00p-9:00p Mon 02/22

Fee: \$49 1 session Krusemark L



MAKE MONEY WITH A VIRTUAL ASSISTANT/WORD PROCESSING BUSINESS

If you can type, then you can make money at home using your computer. Following a review of the steps necessary to start a profitable, legal business at home, you will then discover the secrets to success in the virtual assistant/word processing business. Prerequisite: Explore 250 Legitimate Home Business Ideas.

Event: 97208 9:00p-10:00p Mon 02/22

Fee: \$39 1 session Krusemark L

ONLINE LEARNING

- Convenient & Affordable
- Instructor Led Format
- 6 Week Course



ed2go.com/sacomserv



ACCOUNTING BASICS

This class is design to introduce basic accounting concepts for students with no prior knowledge of accounting and who desire to apply it in learning the QuickBooks accounting software. Students will learn the definition of accounting and its terminologies. The concept of general accepted accounting principles and ethics will be taught along with basic accounting topics that include the following: The accounting equation, debits and credits, financial statements (income statement, balance sheet, owner's equity, and cash flow), budgeting, and auditing. Basic math and computer knowledge are recommended. Certificate of Completion will be provided for students who attend all class meetings.

Event: 97188 6:00p-8:00p Tu Th 02/23-03/11

Fee: \$129 6 sessions Villanea G



5-HOUR HOME-CARE AIDE CERTIFICATION TRAINING

This program is designed for home care providers who want to have the 5-hour initial training requirements of California Assembly Bill No. 1217 CHAPTER 790 – "Home Care Services Consumer Protection Act" Health & Safety Code Section 1796.44-1796.45. The AB1217 Home Care Services Consumer Protection Act has stricter requirements now and all Home Care Agencies must comply. Two hours of orientation training regarding his/her role as a caregiver and the applicable terms of employment. Three hours of Safety Training including basic safety precautions, emergency procedures, and infection control. Topics include: Introduction to Home Care, Roles and Duties of a HCA, Guide to Being a Companion Homemaker, Medical Emergencies, Emergency Preparedness, Infection Control, Bloodborne Pathogens, Fall Prevention.

Event: 97615 6:00p-8:30p Tu Th 03/16-03/18

Event: 97616 6:00p-8:30p Tu Th 05/11-05/13

Fee: \$150 2 sessions CA Caregiver Academy



10-HOUR HOME-CARE AIDE CERTIFICATION TRAINING

This 10-hour certification is designed for both initial and continuing education training. Topics include: Introduction to Home Care, Roles and Duties of a HCA, Guide to Being a Companion Homemaker, Medical Emergencies, Emergency Preparedness, Infection Control and Bloodborne Pathogens, Fall Prevention, Communication Skills, HIPAA for Caregivers, Understanding and Reporting Elder Abuse and Neglect, Nutrition, Meal Preparation for Older Adults, Helping Someone Who Uses a Wheelchair; Including Walkers, Crutches and Cane.

Event: 97617 6:00p-8:30p Tu Th 03/16-03/25

Event: 97618 6:00p-8:30p Tu Th 05/11-05/20

Fee: \$250 4 sessions CA Caregiver Academy



GET YOUR MANUSCRIPT CRITIQUED

Have you ever wanted to talk to a real publisher? Bring your in-progress manuscript for an in-class critique of one page of your poetry, article, short story, novel, non-fiction book, or children's book. You can then email a copy of your manuscript for a professional critique for an optional additional fee.

Event: 97209 5:00p-6:00p Tu 02/23

Fee: \$39 1 session Krusemark L



INTRODUCTION TO SCREENWRITING FOR TELEVISION OR MOVIES

In this fast paced 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, 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 and building your career as a screenwriter.

Event: 97210 6:00p-7:00p Tu 02/23

Fee: \$39 1 session Krusemark L



BEGINNER'S GUIDE TO GETTING PUBLISHED

If your goal is to become a published writer by selling a magazine article, short story, poem, or even a novel to a traditional publisher, this comprehensive workshop will show you how to become published quickly, find a publisher or agent, how to format a manuscript, and how to copyright your work.

Event: 97211 7:00p-9:00p Tu 02/23

Fee: \$49 1 session Krusemark L



EXPLORE 50 DIFFERENT SELF-PUBLISHING OPTIONS

Self-Publishing is all the rage, but is it the best option for YOU? You will learn about the pros and cons of all of the self-publishing options and how it compares to traditional publishing (participants must attend A Beginner's Guide to Getting Published), including vanity publishing, print on demand publishing, e-book publishing, and the Amazon option of KDP. You will also learn how and why you can do both!

Event: 97212 9:00p-10:00p Tu 02/23

Fee: \$39 1 session Krusemark L



TRAVEL DO'S & DON'TS

Get the most out of your vacation! Learn the do's and don'ts while traveling, as well as proper travel etiquette. After completing this class students will be aware of the precautionary measures necessary to stay safe while traveling; understand the different travel seasons in the travel industry; identify the legal documents required to travel nationally and internationally; learn what you should do and/or avoid to get the most out of your vacation. Turn your travels from just a vacation into a life time experience.

Event: 96993 6:00p-8:00p Wed 02/24

Event: 97160 6:00p-8:00p Wed 03/10

Fee: \$39 1 session Quinonez D



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 and materials will be sent the day of class.

Event: 97213 6:00p-7:00p Wed 02/24

Fee: \$39 1 session Krusemark L



START YOUR OWN BLOG FOR FREE!
 You will learn how to start a FREE blog with WordPress, choose a blog template, use your unique voice to share your expertise, and connect your domain/website. You will also learn how to earn an income with 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.
Event: 97214 7:00p-9:00p Wed 02/24
Fee: \$49 1 session Krusemark L

BECOME A TRAVEL AGENT
 Does the thought of planning exotic vacations and traveling to distant places inspire you? Do you enjoy meeting new people experiencing neMon Friooods, sites and cultures? This workshop will introduce you to opportunities that will put your interests into practice. Students will learn how to become a travel agent; the type of skills and training necessary in order to succeed; how to become a CTA or Certified Travel Associate and finding employment. In addition, discussions include covering the nitty-gritty legal requirements to starting a travel business, as well as the aspects of working from home as a Home-Based travel agent. Don't miss this opportunity to add travel into the lives of those seeking an adventure.
Event: 96992 6:00p-8:00p Th 02/25
Event: 97159 6:00p-8:00p Th 03/04
Fee: \$49 1 session Quinonez D

\$MONETIZE\$ WITH AFFILIATE MARKETING
 \$Monetize\$ Websites, Blogs, and Social Media with Affiliate Marketing. 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 and materials will be sent the day of class.
Event: 97215 6:00p-7:00p Th 02/25
Fee: \$39 1 session Krusemark L

YOUTUBE FOR BUSINESS
 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. Find out what types of video work best on YouTube, how other business organizations are using YouTube, how to create your own YouTube channel, and the techniques of adding captions, annotations and other extra features. YouTube can enhance your current marketing and communication strategy. How can your videos rise above the music mashups and cat antics? Learn how to get your YouTube video on the first page of Google Search. Just like Facebook, YouTube is a social network that needs to be set-up, optimized, and used regularly to be effective. Your patterns of behavior on YouTube may be working against you.
Event: 97229 Fee: \$245 Mon-Sun 03/01-03/26
Fee: \$245 28 sessions Lee R

SMALL BUSINESS BOOKKEEPING & TAXES
 Bookkeeping is a step-by-step approach to recording daily operational financial transactions in a small business organization. Students will learn how to set up accounting journals, analyze, interpret financials, and prepare financial statements. Topics include: accounting principles, budgeting, accounts receivables, expenditures, accounts payable, payroll, and preparation of Federal taxes for a small business. The course concludes with a Federal tax workshop presented by the Internal Revenue Service!
Event: 96779 6:00p-9:00p Tu 03/02-04/06
Fee: \$125 6 sessions Famolaro F

HOW TO SELL ON EBAY
 Everyone has lots of stuff in closets, drawers, and garages. Some are even paying for storage areas to hold onto this stuff. Why not make some money and clear out your stuff at the same time? This class will show you how to sell on eBay. Lessons include: opening a seller account, the anatomy of the listing, write descriptions to get into your buyers view, research tools for competitive pricing, best practices to keep your seller rating high, use of seller tools, complete transactions, best shipping practices to save you and your customer time and money, PayPal account set up, use and record keeping.
Event: 97150 6:30p-8:30p Tu 03/02-03/09
Fee: \$65 2 Sessions Greenspan F

CLOUD BASED QUICKBOOKS ONLINE
 Students that are familiar with accounting concepts and working in an accounting department will learn how to apply knowledge in the use of QuickBooks Online which is different from QuickBooks Desktop. Topics covered include all aspects of QuickBooks online, invoicing, billing, reports, vendors, customers, and all other accounting processes.
Event: 97189 6:00p-8:00p Tu Th 03/16-04/01
Fee: \$129 6 sessions Villanea G

COMMERCIAL DRONE LICENSE

A prospective pilot seeking to do business with drones must legally be FAA Part 107 Certified.



A to Z GRANT WRITING

As a grant writer, you can help nonprofit organizations, schools, religious institutions, and research organizations acquire the funds they need to operate and to thrive. This course will equip you with the skills and tools to successfully put together rewarding proposal packages that will capture the attention and fund of donors.

Event: 97081 **Wed Fri** **03/17-04/23**
Event: 97321 **Wed Fri** **04/14-05/21**
Event: 97082 **Wed Fri** **05/12-06/18**

Fee: \$149 **12 sessions** **Vallejo L**



BUSINESS WRITING SKILLS

Have you ever sat down to write a letter or responsive email but are frozen with writer's block? How do you begin? In this writing series, you will learn where to start, getting to the point, meeting goals, conveying your intentions, while constructing a detailed, comprehensive, responsive, business letter, emails, and more.

Event: 97094 **Wed Fri** **03/17-04/23**

Fee: \$125 **12 sessions** **Linquist A**



HUMAN RESOURCE MANAGEMENT

Become an employer of choice and attract top performing talent into your organization. This 3 course Human Resource Management Suite includes Understanding the Human Resources Function, Talent and Performance Management, and High-Performance Organization which targets the critical areas of an organization.

Event: 97259 **Wed Fri** **03/17-06/18**

Fee: \$299 **36 sessions** **Smith & Nevers**



MARKET BUSINESS ON INTERNET

Find out how to market your business on the Internet, even if you have little or no money to spend! In this practical, hands-on course, you'll discover proven methods that will help you establish an Internet presence and build an online brand identity. You'll learn how search engine optimization (SEO) works and how to track your site's performance using web analytics. You will discover how to use online advertising, email marketing, and social media (including blogs) to drive business to your website. Finally, you'll learn how to keep your visitors coming back again and again!

Event: 97196 **Wed Fri** **03/17-04/23**

Fee: \$115 **12 sessions** **Adams L**



FAA PART 107 DRONE COMMERCIAL LICENSE

The drone industry continues to have a positive impact many industries like photography, construction, public safety, delivery, inspection and more. There are endless opportunities and careers that are created in this rapidly growing field. A prospective pilot seeking to do business with drones must legally be FAA Part 107 Certified. The goal of this course is to prepare students to pass the Part 107 test with in dept coverage of exam topics, discussions, real life examples, and practice tests. After this course, students will not only learn how to pass the test but discover some of the ways they can use their commercial drone license.

Event: 97202 6:00p-9:00p **Wed** **04/14-05/12**

Fee: \$299 **5 sessions** **Tse J**



DRONE PHOTOGRAPHY AND EDITING

The drone industry continues to have a positive impact many industries like photography, construction, public safety, delivery, inspection and more. There are endless opportunities and careers that are created in this rapidly growing field. Aerial photography is the most widely used drone application touching upon entertainment, real estate, inspection, mapping, and many other industries. Using cameras on drones introduces a new perspective, but also many new concepts that needs to be taken into consideration. After this course, students will know how to use capture and edit drone photography in numerous applications for professional applications.

Event: 97201 6:00p-8:00p **Wed** **03/03 - 04/07**
12:00p-4:00p **Sat** **03/13**

Fee: \$399 **6 sessions** **Tse J**



DRONE FLIGHT PILOTING SKILLS

The drone industry continues to have a positive impact on many industries like photography, construction, public safety, delivery, inspection and more. There are endless opportunities and careers that are created in this rapidly growing field. Flying drones has a bit steeper learning curve compared to driving a car for instance since there are more degrees of freedom and you controlling the drone remotely. The goal of this course is to bridge that gap by providing the hands-on flight experience needed to fly drones proficiently and safely. After this course, students will have the fundamental skills and knowledge to safely pilot drones.

Event: 97200 6:00p-8:00p **Wed** **02/10 - 02/24**
12:00p-4:00p **Sat** **02/27 & 03/06**

Fee: \$299 **5 sessions** **Tse J**



BECOME A ROBOTICS TECHNICIAN

You will learn math, safety, quality, electrical systems, automation, mechanical systems, fluid systems, and rigging to be on your way to a successful career as a robotics technician.



LEGAL DOCUMENT ASSISTANT

Whether you want to boost your income, create a new job opportunity, or take your experience in the legal field to the next level, this class is for you! Become a certified and bonded Legal Document Assistant, and tap into a multi-billion dollar industry. This specialized position allows you to prepare legal documents at competitive rates within this lucrative field. Whether you work for a law firm, help people in need of lower-cost alternatives to an attorney, or work independently for clients who want to represent themselves in court, LDAs experience great opportunities in the following fields: corporate, business, insurance, family law, personal injury, social service and estate planning, among others. We will give you the expert knowledge you need to confidently complete the documents below: Revocable Living Trusts, Evictions for Landlords and Eviction Defenses for Tenants, Represent Claimants for SSDI claims, Draft business contracts, and know the essential elements of a contract.

Event: 97051 6:00p-8:00p Mon Tu Th 03/22-03/25
Event: 97165 6:00p-8:00p Mon Tu Th 05/18-05/20

Fee: \$129 3 sessions Notary Public Seminars, Inc



DIGITAL MARKETING CERTIFICATE

Come get a fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing your web site 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. If you are already at an advanced level, your instructors are experts and can provide the latest most advanced information and answer your toughest questions.

Event: 97234 Mon-Sun 04/05-07/02

Fee: \$495 65 sessions Belhassen & Hurrell



ROBOTICS TECHNICIAN

This Robotics Technician course provides an intensive overview of the skills needed in the robotics industry. You will learn math, safety, quality, electrical systems, automation, mechanical systems, fluid systems, and rigging to be on your way to a successful career as a robotics technician.

Event: 97287 155 hours of instruction Fee: \$1695



CERTIFIED ONLINE INSTRUCTOR (COI)

Become a Certified Online Instructor (COI) For those new to teaching online, or those already teaching online. Get the best instruction from the foremost authorities in online learning. Thousands of people have taken this fundamental yet advanced training in teaching online. From building an online course to improving an online course, from fostering online discussion to encouraging student interaction, from traditional assessment to online tests, the program will give you both the fundamentals of teaching online, as well as the most advanced tips and techniques in the business. Your instructors are authors, speakers and consultants in online learning and teaching. Certified Online Instructor (COI) requires the registrant to take a 40 question exam. The registrant will have their students evaluate one of their online courses, and the Chair of the LERN Faculty Advisory Board will critique one of the registrant's online courses.

Event: 97232 Mon-Sun 04/05-07/02

Fee: \$795 65 sessions Felix, Dereshiwsky, Draves



ADVANCED CLOUD BASED QUICKBOOKS

Increase your knowledge of QuickBooks by learning new concepts and features. Students will build on their basic knowledge of QuickBooks and be taught advance features, which include the following: starting your own company profile, banking and reconciliation, Importing and exporting lists from excel, formatting reports, formatting general documents with company logos, and introduction to payroll. Introduction to Cloud Based QuickBooks is required.

Event: 97190 6:00p-8:00p Tu Th 04/06-04/15

Fee: \$99 4 sessions Villanea G



CAREER IN HEALTHCARE

Take your first steps toward a career in the healthcare industry. This course will explore the rewarding career of an administration medical assistant, introduce you to medical coding and transcription for most common medical reports used in both inpatient and outpatient settings.

Event: 97260 Wed Fri 04/14-07/23

Fee: \$299 36 sessions Della'Zanna & Dalgleish



BE PREPARED!

Adult, Child & Infant CPR
and Basic First Aid



See Page 16



MASTERING PUBLIC SPEAKING

Become an effective public speaker by discovering how to talk confidently and persuasively to both large and small groups. This course will help you equip yourself with the skills you need to communicate with ease and authority on the job or in any social setting.

Event: 97198 Wed Fri 04/14-05/21

Fee: \$115 12 sessions Simmons C



COMMERCIAL DRIVER TRAINING

The industry is facing a shortage of more than American Trucking Association. As the economy grows, so will the demand for goods and the need for these long-haul carriers. In fact, the jobs in the trucking industry will grow by 11 percent from 2012 to 2022. Earning a commercial driver's license (CDL) is the baseline for breaking into the trucking industry. While a CDL is needed to become a commercial truck driver, it also allows you to operate large passenger buses, flatbed trucks, and more based on the Class of license. The Commercial Driver Training course will teach you the skills you need to start a career as a commercial truck driver. You will learn about transporting cargo, operating commercial vehicles, and handling hazardous materials. You will also gain workplace preparedness soft skills, which increase your employability to prospect employers. When you finish this course, you will be prepared to sit for and pass your state's Commercial Drivers' License written exam.

Event: 97288 120 hours of instruction Fee: \$850

120-HOUR TEFL CERTIFICATION
(Teaching English as a Foreign Language)

With an estimated 1.5 billion English language learners around the world, the demand for TEFL certified teachers is sky high. Earn your internationally recognized TEFL certificate in this online course, so you can teach English online, abroad or wherever the need arises. Once qualified, you will be able to confidently walk into a classroom and deliver a lesson to English language learners. Does this course prepare for a certification? Yes, upon successful completion of this course you will receive your 120-Hour TEFL Certificate.

Event: 97328 Fee: \$695 Alex, Thomas, Dee & Asif



ARCHITECTURAL DRAFTING

This is a HANDS-ON course to learn how to design your dream house, and learn how to READ BLUEPRINTS. Architectural Drafting involves learning how to draw all the building plans for constructing a building, in accordance with the Uniform Building Code (UBC). In the process, you are learning how to read blueprints. This course is an opportunity to learn a life time skill to be a successful construction worker and/or General Contractor.

Event: 96691 6:00p-9:00p Tu 04/20-05/25

Fee: \$125 6 sessions Famolaro F



DESKTOP QUICKBOOKS

Learn the basics of one of the most highly used accounting software for business. After taking this class you will know how to navigate through all software sections, chart of accounts, create new accounts, add vendors and customers, create and pay bills, generate invoices and financial reports, plus backup and restore files. Accounting Basics for QuickBooks is required and basic Microsoft Windows knowledge is recommended.

Event: 97193 6:00p-9:00p Wed 04/21-05/26

Fee: \$149 6 sessions Villanea G

COLLEGE FOR KIDS & TEENS

Registration for **ALL** College For Kids events must include a completed Medical/Waiver Release form, located on the inside back cover.



BASIC MATH REVIEW (AGES 6-8)

In this class students will review basic math fundamentals that include addition and subtraction. A variety of problems and materials will be presented along with helpful hints. Students need to bring a folder, pencil, and paper to class. A Zoom link will be provided for all registered students.

(No class 03/13 & 03/27)

Event: 97275 9:00a-10:00a Sat 02/20-04/03

Fee: \$95 5 sessions Perez MA



BASIC MATH REVIEW (8-12)

Join us as we review the basic Math skills that prepare students for future academic success. Class will focus on developing student's understanding of math fundamentals including addition, subtractions, multiplication, division, fractions, decimals and percent concepts. Students will need paper and pencils for class assignments. **(No class 03/13 & 3/27)**

Multiplication & Division:

Event: 97276 10:15a-11:15a Sat 02/20-04/03

Fractions, Decimals & Percents:

Event: 97277 11:30a-12:30p Sat 02/20-04/03

Fee: \$95 5 sessions Perez, MA



MARTIAL ARTS (AGES 7-14)

This is an introductory Martial Arts class, introducing younger students to respect, discipline, self-control, communication, organization and decision making. We will cover age appropriate self-defense techniques, kicks, punches, blocks, and fun physical training! An optional \$35 uniform is available for purchase in class. Students should wear loose clothing, bring a bottle of water, yoga mat or towel to class.

Event: 96782 4:00p-5:00p Tu 02/23-05/11

Fee: \$120 12 sessions Bishop J



SPANISH FOR FUN (6-14 years)

Learn to speak and think in Spanish through fun, culturally-sensitive, and customized classes focusing on listening, reading speaking and vocabulary. Our program aims at their learning through visuals, songs, and activities with music, posters, pictures and theater.


Event: 97063 9:30a-11:00a Sat 04/03-05/29

Fee: \$89 8 sessions Gate Languages


TIPS FOR PARENTS

- Students are expected to abide by RSCCD BP 5500 Standards of Student Conduct during online instruction.
- Parents sign in and sign out your child for all online courses
- A responsible adult must monitor your child's online activities.




 **NASA SPACE ACADEMY**
 Join us for this 8 week class that is OUT OF THIS WORLD! NASA and Mad Science collaborate to take you on a voyage of discovery with unique hands-on activities, and amazing demonstrations that explore the sun and stars, space technology, rocket science and more! Our Mad Scientist will guide your child through 45-60 minute active virtual lessons (via ZOOM) and INCLUDES a **\$30 material fee delivery of Mad Science Projects** and additional materials that you will use throughout the class! We will also email parents a summary card and extra activity following each weeks lesson.


Event: 97315 2:30p-3:30p Mon 04/12-05/24
Fee: \$160 8 sessions Mad Science

 **INTRO TO GUITAR (AGES 12+)**
 Learn to play guitar, and become the musician you've always wanted to be! In these fun and informative lessons, you'll build basic guitar skills step-by-step with the help of hands-on exercises, audio and video recordings, and detailed illustrations. The classical guitar skills you'll master in this course will allow you to play any style of music, from hard rock to country-and-western. And that's not all! Whether you're a beginner or an intermediate student, this course will take your musical talent to the next level.


Event: 97258 Wed Fri 04/14-05/21
Fee: \$125 12 sessions Burns E

 **DRAWING FOR BEGINNERS**
 Gain a solid foundation in the basics of drawing to become the artist you've always wanted to be. This course will help you become familiar with paper type, drawing styles, techniques, and basic principles of perspective, layout and design.


Event: 97125 Wed Fri 04/14-05/21
Fee: \$125 12 sessions Walker C

 **READING DEVELOPMENT & COMPREHENSION (AGES 8-12)**
 Solid reading comprehension skills are the backbone of any student's academic success. This class will focus on fluency and comprehension. In addition to learning strong pre-reading skills, basic critical thinking, and how to use context clues, students will also have opportunities to engage in a variety of reading activities designed to address various learning styles. Students will increase their thinking skills as well as their ability to engage and interpret what they read.


Event: 97279 10:15a-11:15a Sat 04/17-06/05
Fee: \$89 6 sessions Neal P

 **ENGLISH COMPOSITION (AGES 9-12)**
 Students will review grammar and language skills and learn techniques to write using systematic outlining and note taking. Topics include: sentence and paragraph construction, with an emphasis on spelling and using the right word or phrase. Listening exercises, brainstorming, and troubleshooting will involve students in the intuitive and creative process of writing. Students will dissect short stories to illustrate outlining benefits. Students should bring a notebook, pencil, and dictionary/thesaurus to class.


Event: 97280 11:30a-1:00p Sat 04/17-05/08
Fee: \$65 4 sessions Neal P

 **EARLY READER (AGES 6 & 7)**
 In this class, students will be introduced to a variety of stories designed for first and second graders in which reading skills and strategies will be introduced and practiced. Vocabulary, writing sentences, and grammar also will be included along with a variety of examples will be provided. Students will cover different material in each session.

Event: 97278 9:00a-10:00a Sat 04/17-06/05
Fee: \$89 6 sessions Neal P

 **WRITING WORKSHOP (AGES 13-17)**
 This class will focus on teaching students to organize and create cohesive essays and short research based writing projects. In addition to strengthening the entire writing process, this class will explore specific essay formats such as persuasive, and narrative, as well as teach effective strategies for answering challenging writing prompts. Students will have opportunities to participate in class as well as individual writing exercises.

Event: 97281 1:30p-3:00p Sat 04/17-05/08
Fee: \$89 4 sessions Neal P

 **ONLINE DRIVER'S EDUCATION (AGES 15+)**
 Independence is just a click away. Complete your Driver's Education requirement from home on your computer, tablet or phone. This is an interactive, online course with videos and animated driving scenarios. Learn the rules of the road, driver responsibility, DMV procedures and much more. Receive DMV-approved Certificate of Completion. A licensed instructor is available to answer any questions. Sign up anytime.

Event: 96682 Fee: \$39 Bay Area Driving

COMPUTERS



INTRO TO SQL

Gain a solid working knowledge of the most powerful and widely used database programming language. This course will provide you the skills to write SQL queries to create tables, retrieve data from single or multiple tables, manipulate data in a database, and gather statistics from data stored in a database.

Event: 97096 **Wed Fri** **02/10-03/19**
Event: 97098 **Wed Fri** **04/14-05/21**

Fee: \$125 **12 sessions** **Wilson M**



COMPUTER SKILLS FOR WORKPLACE

Confidently apply for jobs knowing that you possess the computer skills needed to perform on the job. This course includes a great introduction to Windows 10 and Office 2016 to provide the fundamental computer competencies you need to prosper in a modern workplace.

Event: 97083 **Wed Fri** **02/10-03/19**
Event: 97084 **Wed Fri** **04/14-05/21**

Fee: \$125 **12 sessions** **Paquin D**



BLOGGING & PODCASTING FOR BEGINNERS

Blogging and Podcasting are great ways to express yourself, but maybe you're not sure how to start. This course will teach you how to successfully plan and create your very own blog and podcast using hands-on exercises and free web tools.

Event: 97113 **Wed Fri** **02/10-03/19**
Event: 97114 **Wed Fri** **05/12-06/18**

Fee: \$115 **12 sessions** **Mansfield R**



MARKETING WITH FACEBOOK & SOCIAL MEDIA

Learn how to promote your business with time-saving methods and tools. You'll learn how to create a Facebook Page for your business and find ideas for posts and pictures to increase web traffic. Find out how others are using content that attracts and builds a fan base. Get valuable information on who uses sites like Instagram, Twitter, LinkedIn, SnapChat and save hours of marketing time. **A \$20 material fee is payable in class.**

Event: 97126 6:30p-9:30p **Tu** **02/23**

Fee: \$39 **1 session** **Cohen R**



IPHONES, IPADS & I'M LOST

Today's iPhone and iPad do so much more than simply make phone calls or send text messages. With either of these new devices, you now have a computer, Web browser, eBook reader, personal organizer, and more all in your hand. In this entertaining class, you will learn how to set up your iPhone and/or iPad, secrets for using the touch screen and hidden features. You also will discover how to take terrific photos and send them to friends, install apps, and figure out the best apps to make iPhone and/or iPad smarter. NOTE: For Apple devices only. **A \$20 material fee is payable in class.**

Event: 97129 6:30p-9:30p **Tu** **03/02**

Fee: \$39 **1 session** **Cohen R**



INTRO TO WINDOWS 10

In this course, you will gain the foundation you need to get started using Windows 10. File Explorer can help you manage your files and create basic text documents using WordPad. From managing files and editing photos to working with external drives, you will learn everything you need to know about getting the most from this operating system. Additionally, since security is important, you will also learn how to protect your files and how to protect and update Windows 10.

Event: 97251 **Wed Fri** **03/17-04/23**

Fee: \$115 **12 sessions** **Simmons C**



INTRO TO MICROSOFT WORD

Learn the most efficient methods to creating, editing, formatting, and printing letters and other documents. Beginners as well as experienced Word users will benefit from learning shortcuts and tips to make word processing easier and faster to use for home and work.

Event: 97284 **Wed Fri** **03/17-04/23**

Fee: \$129 **12 sessions** **Wang W**



INTRO TO MICROSOFT EXCEL

This class will cover the proper techniques to create, format, and edit spreadsheets for both business and personal use. Learn to sort and calculate your data easily. Create a graphical view of your data such as pie, line, and bar charts with color and 3-D effects. Learn how to do all these features with easy shortcuts, menus, and wizards. Basic computer and word processing knowledge is recommended.

Event: 97085 **Wed Fri** **03/17-05/21**

Event: 97086 **Wed Fri** **06/16-07/23**

Fee: \$129 **12 sessions** **Wambolt C**



DISCOVER DIGITAL PHOTOGRAPHY

Discover Digital Photography is designed for the novice photographer with no previous experience with digital cameras. This course will teach you all about digital cameras, from DSLRs to smart phone cameras and what different equipment is used for. You will learn about different display methods for your camera, including sizing, print options, online storage, and how social media factors into digital photography. And if you have old slides, negatives, or prints, this course will also teach you how to scan those "old school" photo assets. By the course completion, you will understand how composing photos has changed with the evolving capabilities of digital photography.

Event: 97203 **Wed Fri** **04/14-05/21**

Fee: \$115 **12 sessions** **Richards Schulz B**



USING SOCIAL MEDIA IN BUSINESS

Learn how to use the five most popular social media platforms-Facebook, Twitter, LinkedIn, Pinterest, and Instagram-to grow and promote your business. This course will help you harness the power of social media to connect with new customers, advertise products, and promote your brand.

Event: 97226 **Wed Fri** **04/14-05/21**

Fee: \$115 **12 sessions** **Semp B**



YOGA FOR RELAXATION & RENEWAL

Explore basic poses and sequences designed to increase your range of motion, and enhance your flexibility, strength, and balance.



INTRODUCTION TO MICROSOFT EXCEL

This class is an introductory course in the use of Microsoft Office Excel. The class will introduce the software to beginners that desire to apply it for both business or personal use. Students will learn to navigate, set up, and format spread sheets in order to organize data as they wish. Learn how to represent sets of data visually with the use of pie, line, bar, and other types of charts. Students will be taught basic formulas in order to sum, subtract, average, and total sets of data plus shortcuts, menus and the use of wizards. Basic computer knowledge is recommended.

Event: 97191 6:00p-8:00p Tu Th 04/20-05/06

Fee: \$129 6 sessions Villanea G



ADVANCED MICROSOFT EXCEL

Increase your basic knowledge of Excel by applying more advanced features and methods. Topics covered in this class include creating more complex charts, absolute vs. relative cell references, naming ranges, working with multiple worksheets and workbooks, filtering list information, integrating Excel and Word, and the introduction of logical and referencing formulas for data presentation. Basic Excel knowledge is required.

Event: 97192 6:00p-8:00p Tu Th 05/11-05/20

Fee: \$129 4 sessions Villanea G



CREATING WEB PAGES

Create and post your very own website using HTML! First, you'll learn about the capabilities of the World Wide Web and the fundamentals of web design. Then, you'll plan the content, structure and layout of your website, create pages full of neatly formatted text, build links between the pages and to the outside world, and add color, backgrounds, graphics, and tables. You'll also learn powerful no-cost or low-cost web marketing strategies.

Event: 97222 Wed Fri 05/12-06/18

Fee: \$115 12 sessions Simpson A



INTRO TO PHOTOSHOP

Photoshop is the world's most popular photo-editing program. Artists, photographers, designers, and hobbyists all rely on Adobe Photoshop for image creation and editing. The course provides detailed, step-by-step instructions that will teach you how to use Photoshop CC with confidence.

Event: 97233 Wed Fri 05/12-06/18

Fee: \$115 12 sessions London S



MICROSOFT EXCEL - PIVOT TABLES

Most organizations rely heavily on Microsoft Excel pivot tables to analyze and report financial information. This course will teach you how to utilize the numerous pivot tables to develop useful analysis models and reports within your company. Impress your coworkers by learning how to create functional and eye-catching interactive dashboards using a combination of pivot tables, Pivot Charts, and Slicers. You will discover advanced techniques for pivot tables, like creating Timelines, calculated fields, and calculated items. You will learn how to use Excel's Table function to efficiently manage changes to the pivot table's source data in order to avoid making mistakes when data is added or deleted.

Event: 97323 Fee: \$115 Wambolt C

HEALTH, FITNESS & BEAUTY



YOGA FOR RELAXATION & RENEWAL

End your day with a relaxing, all-levels, breath-centered yoga flow. Explore basic poses and sequences designed to increase your range of motion, and enhance your flexibility, strength, and balance. Expand your ability to connect with your breath, clear your mind, and focus your awareness as you move from one posture into another. Join us to experience the gifts of mindfulness and relaxation! Wear loose clothing and bring a mat or towel to class. **(No class 02/15)**

Event: 97121 5:15p-6:15p Mon 01/04-03/29

Fee: \$129 12 sessions Boggio A



RESTORATIVE YOGA

This course is a unique blend of restorative and yin yoga with heart-opening soothing music. The class focuses on deep relaxation and healing, using principles from therapeutic yoga, yoga nidra, and subtle body and breath work. In Restorative Yoga, participants are guided through a series of deeply relaxing poses and guided meditations. Crystal bowls and sound facilitates the healing process by providing a luxurious, peaceful space for the mind to rest while the body relaxes, rebalances, and restores itself. **(No class 02/15)**

Event: 97122 6:30p-7:30p Mon 01/04-03/29

Fee: \$129 12 sessions Boggio A

Register day or night online
sac.edu/cms or sccollege.edu/cs



or



CPR TRAINING

You will learn why CPR is important, how to administer it, and what to expect while you are providing CPR to a victim.



BASIC FIRST AID

In this class you will gain an understanding of basic first aid in a time of crisis.



MEDITATION 101 FOR BEGINNERS & BEYOND

There are many styles of meditation. Which one is right for you? Where do you begin? How do you create calm in your already busy mind? Meditation allows us to rest and regenerate. The beauty of meditation is that you can practice it anywhere, anytime and requires no equipment at all. This class is for those new and practiced alike to meditation, those that have tried, those wishing to practice in groups and those seeking new resources and options to their existing meditation practice. Various forms of meditation will be taught. Mindfulness, Mantra Meditation, Visualization, Loving Kindness, Tonglen, Meditation and Sound. Each form of meditation essentially has the same ultimate goal; to encourage you to stay in the present, let go of all that extra 'stuff' cluttering up your mind, and relax.

Event: 97123 5:00p-6:00p Tu 01/05-03/23

Fee: \$99 12 sessions Boggio A



LOSE WEIGHT & KEEP IT OFF

Discover how to establish a healthy approach to weight loss and weight management. By the end of this course, you'll know how to set effective goals for eating, exercise, and many other elements that affect your weight, and be on your way to losing weight and keeping it off for good.

Event: 97115 Wed Fri 02/10-03/19

Event: 97116 Wed Fri 05/12-06/18

Fee: \$100 12 sessions Acosta D



CERTIFICATION IN NUTRITION

Learn how nutrition impacts health and the development of chronic diseases. This course will give you expertise regarding the role food and water play in health and how making appropriate changes in nutrition can have powerful effects on health throughout life.

Event: 97102 Wed Fri 02/10-03/19

Event: 97103 Wed Fri 04/14-05/21

Fee: \$115 12 sessions Koopsen & Young



CPR & FIRST AID CERTIFICATION TRAINING

This class is for anyone looking to earn a 2 year certification. Students will learn to perform one-person CPR, CPR with rescue breaths, Hands Only CPR, how to administer CPR as part of a 2-rescuer team, and how to administer a shock from an AED. You will learn why CPR is important, how to administer it, and what to expect while you are providing CPR to a victim. Students will learn the following subjects during CPR class:

1. How to identify the victim's problem and need help
2. How to identify choking
3. How make sure the scene is safe
4. How to take the position to make compression and giving rescue breaths
5. How to check to chest in comping up
6. How hard the compression should be and steps of CPR.

Basic First Aid is designed to help non-medical professionals provide assistance in times of crisis, our courses allow you to gain an understanding of first aid best practices for a wide range of conditions, including: asthma emergencies, anaphylaxis, burns, choking, diabetic emergencies, external bleeding, environmental emergencies, heart attack, poisoning, neck, head and spinal injuries, stroke, and seizure.

Registered students will receive online access to complete the necessary training, prior to attending the hands-on compression training.

Event: 97613 12:30p-3:30p Sat SAC W-107 02/27

Event: 97614 12:30p-3:30p Sat SAC W-107 04/24

Fee: \$69 1 session CA Caregiver Academy



SINTONIA YOGA

Sintonia is a holistic style of yoga. This class will introduce students to postures and stretches, breathing and meditation techniques, and cardiovascular exercises that calms the mind, relieves stress and reduces tension. These movements will improve your energy, flexibility, strength and circulation. Students should wear comfortable clothing, bring a yoga mat, towel and bottled water to class. **(No class 04/10)**

Event: 96960 12:00p-1:30p Sat 02/20-05/15

Fee: \$95 12 sessions Bishop J

Event: 96783 6:00p-7:30p Mon 02/22-03/29

Event: 96784 6:00p-7:30p Mon 04/12-05/17

Fee: \$59 6 sessions Bishop J



Get Creative!
Painting & Drawing
with Pastels

See page 3



COMMERCIAL DRIVER TRAINING

The Commercial Driver Training course will teach you the skills you need to start a career as a commercial truck driver.

See Page 12

MARTIAL ARTS



Take an in-depth look into the world of self defense and Ba Gua Kung Fu. Learn proper stance, basic striking, kicking and practical techniques to defend yourself. Ba Gua Kung Fu is a soft internal style to train your mind, body and emotions for life issues and challenges. Each class will include a moderate to intense warm-up and cool down. An optional \$45 uniform is available for purchase in class. Students should wear comfortable clothing, bring a yoga mat, towel and bottle of water to class. **(No class 04/10)**

Event: 96781 9:00a-11:00a Sat 02/20-05/15

Fee: \$95 12 sessions Bishop J

WOMEN'S SELF DEFENSE (AGES 15+)



This course is to equip women to protect themselves from life threatening attacks. This course includes practical instruction in self-defense, escaping techniques and basic martial arts essentials such as punching and kicking. Participants will work on real life scenarios and we will also be discussing decision making and preventative strategies to avoid hostile and dangerous situations. Each class will include a mild warm up exercise period, instruction, and group work. Students should wear comfortable clothing, bring a towel and bottle of water to class. **(No class 05/31)**

Event: 96780 11:00a-12:30p Sat 02/20-04/10

Event: 96957 6:00p-7:30p Mon 02/22-04/12

Event: 96959 6:00p-7:30p Mon 04/19-06/14

Fee: \$75 8 sessions Bishop J



CERTIFICATE IN STRESS MANAGEMENT

In this online course, you will explore the physiological, social and psychological impacts of stress and study modalities to get stress under control. You will examine the relationship between stress and health, nutrition, and physical activity, and discover how stress can develop in the workplace. You will also learn about the different therapies that can help reduce stress, including how healthy living habits such as exercise and diet can help counteract the negative impact of stress.

Event: 97254 Wed Fri 03/17-04/23

Fee: \$115 12 sessions Koopsen & Young



COVID-19 CONTACT TRACING CERTIFICATE

According to the Medscape Coronavirus Resource Center, at least 44 states and the District of Columbia have begun expanding their contact tracing workforce. To help meet the need for training for contact tracers, we are offering this course, based on CDC and public health guidelines. This contact tracer training will provide you with a skill which is in demand on the job market. While taking this training does not guarantee that you will become employed as a contact tracer, the information and skills you learn in the course will provide you with skills necessary to be considered for employment.

Event: 97230 Mon-Sun 04/05-08/27

Fee: \$299 147 sessions Kritzer J



INTEGRATIVE MENTAL HEALTH CERTIFICATE

This groundbreaking certificate demonstrates the dramatic shift taking place as a growing number of alternative, holistic, and integrative therapies are being used to treat mental disorders. While the field of integrative medicine emphasizes treating the mind, body, and spirit, integrative mental health offers a new approach to treating mental disorders by applying conventional and evidence-based complementary and alternative therapies. While medication and psychotherapy can save lives, they can also be part of an integrative solution to mental health conditions. Topics covered include anxiety disorders, Alzheimer's disease, bipolar disorders in children and adolescents, chronic pain, depression, sleep disorders, and mental health and aging.

Event: 97286 Wed Fri 04/14-05/21

Fee: \$120 12 sessions Koopsen & Young



CERTIFICATE IN MEDITATION

Learn how to intentionally train your attention and concentration for effective meditation. In addition to meditation techniques, this course will also help you discover how meditation can be used to increase mindfulness, reduce stress, deal with pain and illness, and support overall health.

Event: 97235 Wed Fri 04/14-05/21

Fee: \$115 12 sessions Koopsen & Young



MUSIC THERAPY

At a time when people are increasingly turning to holistic methods of healing, music therapy has developed into a powerful and non-threatening method that can be used successfully with individuals of all ages and disabilities. Sound healing uses vibrational and sound frequencies to promote healing and bring the individual into a state of harmony and health. Music therapy influences an individual's physical, emotional, cognitive, and social well-being and is especially exciting as a modality that can improve the quality of life for individuals with Alzheimer's disease.

Event: 97285 Wed Fri 03/17-04/23

Fee: \$48 6 sessions Koopsen & Young



CERTIFICATE IN MINDFUL RELATIONSHIPS

This course will prepare you to earn a Certificate in Mindful Relationships. Mindfulness is an increasingly prominent tool used by individuals, professionals, corporations, and communities as a way to improve overall mental and physical health and cope with stressful situations. As a powerful stress management and health technique, it is used health/career coaches, corporate leaders, healthcare providers, and others in virtually every industry to support Personal health and productivity as well as the focus, creativity, and productivity of employees. Across industries, business leaders, clinical therapists, psychologists, mental/behavioral health workers, and social workers are all using these techniques as part of their practice.

Event: 97250 Wed Fri 05/12-06/18

Fee: \$79 6 sessions Koopsen & Young



CERTIFICATE IN MINDFULNESS

Lay the foundation for a career in health and wellness coaching with a deep understanding of the practice of mindfulness. This course will provide in depth knowledge of mindfulness and meditation, mindfulness and happiness, mindful eating, mindful movement, and mindful relationships.

Event: 97197 Wed Fri 03/17-04/23

Fee: \$115 12 sessions Koopsen & Young

LANGUAGE



SPANISH FOR BEGINNERS

Designed for beginner to intermediate students to provide a general introduction to the Spanish language, pronunciation, functional vocabulary related to everyday life, including phrases for commonplace work situations, travel, ordering in restaurants, cultural information and basic grammatical structures. Emphasis will be on the acquisition of four skills: listening, speaking, reading and limited writing. The main objectives is to give the students the ability to carry on a simple conversation and to provide the students a basic understanding of Spanish culture, vocabulary and grammatical concepts. **A \$15 material fee is payable to the instructor.**

Event: 97052 6:00p-8:00p Mon 02/01-03/15

Event: 97053 6:00p-8:00p Mon 04/05-05/10

Fee: \$89 6 sessions Gate Languages



CONVERSATIONAL SPANISH (AGES 16+)

This class is designed for anyone who wants to improve conversational Spanish skills. Instruction will focus on reading literature and current events to aid students in learning to speak and think in Spanish. Emphasis will also be placed on building confidence, proper pronunciation, and practical grammar. Students will have the opportunity to practice their conversational Spanish skills in a variety of activities. **A \$ 15 material fee is payable to the instructor.**

Event: 97061 6:00p-7:30p Tu 02/02-03/23

Event: 97062 6:00p-7:30p Tu 04/06-05/25

Fee: \$99 8 sessions Gate Languages



FAST FUN FRENCH (AGES 16+)

Thinking of traveling to France? This quick-paced class will teach you the basic phrases and vocabulary words essential to traveling in France. Learn simple sentence patterns for subjects relating to transportation, hotels, etiquette, food, sightseeing and more!

Event: 97151 7:00p-9:00p Wed 02/03-02/24

Fee: \$69 4 sessions Dr. Watson K



TGI FRENCH

Join us in French cyberspace, and learn about culture and customs while engaging in conversation at your own pace. This class is live online, using an electronic chat service and linking in real time to what is going on in the French-speaking world.

Event: 97152 12:00p-1:15p Fri 02/05-02/26

Fee: \$69 4 sessions Dr. Watson K



SPANISH I

Beginning level Spanish course with a focus on pronunciation, practical grammar, and everyday conversational skills. Learn vocabulary, verb conjunctions and phrases needed for a variety of situations. This course is perfect for those who wish to learn, practice and extend their vocabulary.

Event: 97220 6:30p-8:30p Tu 02/09-03/23

Event: 97225 6:30p-8:30p Wed 04/14-05/26

Fee: \$99 7 sessions Barreto R



SPANISH II

This course is the continuation course to Spanish I. This course will focus on practical everyday conversational skill. Learn practical vocabulary, verbs conjunctions and phrases needed for a variety of situations. This course is adequate for those who wish to learn, practice and extend their vocabulary with a focus on pronunciation and practical grammar.

Event: 97221 6:30p-8:30p Wed 02/10-03/24

Event: 97224 6:30p-8:30p Tu 04/13-05/25

Fee: \$99 7 sessions Barreto R



SPANISH III

This course is the continuation course to Spanish II. This course is perfect for those who wish to continue learning, practicing and extending their vocabulary with a focus on pronunciation and practical grammar. Learn new vocabulary, verbs, conjunctions, and phrases needed for a variety of situations.

Event: 97223 6:30p-8:30p Th 02/11-03/25

Fee: \$99 7 sessions Barreto R



INTERMEDIATE TO ADVANCED CONVERSATIONAL FRENCH

This class is for intermediate-to-advanced learners. Students will have conversation practice in French, covering food, fun, travel, tourism, and cultural proclivities.

Event: 97153 7:00p-9:00p Wed 03/10-03/31

Fee: \$69 4 sessions Dr. Watson K



SPANISH FOR MEDICAL PROFESSIONALS

Are you frustrated by the communication gap that can occur between you and your Spanish-speaking patients? If you answered yes, this Spanish class - designed specifically for healthcare professionals - will help you bridge that gap. You will practice the basic, practical language skills needed to effectively communicate with your Spanish-speaking patients and their families. You will learn the basics of the language, gain an understanding of the culture, and know how to ask the questions crucial to quality healthcare. Whether you speak some Spanish and need a refresher, or speak no Spanish, you will complete the course with the skills you will need to effectively communicate with your Spanish-speaking patients. NOTE: Students will also need to order an eBook for under \$15, or the paperback book version

Event: 97231 Mon-Sun 04/05-05/28

Fee: \$290 40 sessions Sempé C



FRENCH ON THE GO

This class is designed to help students learn French by interacting with the Santiago Canyon College Community. There is no better way to learn a new language than to practice speaking it. This class will be held outdoors, and in-PERSON. Students will meet in front of the SCC Library and learn French, on the go, while walking the campus grounds! Masks are required to participate in this class.

Event: 97154 6:00p-8:00p Wed 04/21-05/12

Fee: \$69 4 sessions Dr. Watson K



SPANISH ON THE GO

This class is designed to help students learn Spanish by interacting with the Santiago Canyon College Community. There is no better way to learn a new language than to practice speaking it. This class will be held outdoors, and in-PERSON. Students will meet in front of the SCC Library and learn Spanish, on the go, while walking the campus grounds! Masks are required to participate in this class.

Event: 97227 5:30p-7:30p Mon 05/03-05/24

Fee: \$79 4 sessions Barreto R



MEDICAL BILLING

Mandatory Online Orientation Link: forms.gle/bK2fX3VwArNy8oBBA



MEDICAL FRONT OFFICE CERTIFICATE

This course is intended for students interested in becoming a Medical Front Office/Medical Receptionist sometime referred to as the Intake Coordinator. This class will ensure students are prepared to begin a rewarding career and to become an integral part of the medical office team. Topics covered include: Basic Medical Benefit Terms and Plans, Eligibility and Insurance Benefit Verification, Appointment Scheduling (Manual and Computerized), Improving Telephone Skills, Patient Arrival, Check-In and Departure, Handling Medical/Office Forms, HIPAA/Patient Privacy & Confidentiality, and Medical Terminology (specific to the front office). **There is a \$89 material fee payable to the instructor at orientation via PayPal.**

Event: 96985 6:30p-8:30p Tu Th 03/02-03/04

Fee: \$50 2 sessions Hall Patterson K



MEDICAL INSURANCE BILLING CERTIFICATE

PREREQUISITE: Ability to read and understand English, Basic computer knowledge using computer with high-speed Internet access with supported computer operating systems and Internet/Web browsers, Adobe Flash Player & Adobe Acrobat Reader. A comprehensive study of medical insurance billing, introduction to CPT, ICD & HCPCS coding and collection strategies. Procedures and paperwork involving various insurance providers including, Medicare, Medi-Cal, TRICARE, CHAMPVA, California Workers' Compensation System and Managed Care plans for inpatient and outpatient claims. Privacy rules and regulations involving patient confidential information governed by HIPAA. Set-up a mock medical practice using web-based software to enter new practice information, new patient demographic and insurance information, patient billing, electronic and paper claims processing. Students will be notified with access to the online class prior to orientation. Details on the purchase materials will be covered at the orientation. **There is a \$225 material fee payable to the instructor at orientation via PayPal. (No class 03/30)**

Event: 96984 6:30p-8:30p Tu Wed Th 03/09-04/08

Fee: \$150 14 sessions Hall Patterson K

LET YOUR EMPLOYER SEND YOU TO CLASS

Your employer will appreciate your desire to improve your skills.

- Put your request in a memo.
- Attach the class description to your memo.
- Stress the benefits, emphasizing how it will help you perform better.
- Compare pricing and convenience

Your employer will be pleased to know they are making a small investment for a LARGE return.



START A MEDICAL BILLING SERVICE

Many medical practices receive most of their income from insurance companies. Thus, medical billing services are in demand. In this class you will learn: How to obtain clients; Setting your fees; What other services a billing service could offer; Marketing your services; Where to obtain HIPAA compliant software; Sample HIPAA Business Associate Agreement & Independent Contractor Agreement; What billing organizations you can join; How to obtain updates from insurance companies; Sole Proprietorship, Partnership, Corporation & LLC's discussed. Students will be notified with access to their online class prior to the orientation. Details on the purchase of materials will be covered at orientation. **There is a \$29 material fee payable to the instructor at orientation via PayPal.**

Event: 96986 6:30p-8:30p Tu 04/13
Fee: \$35 1 session Hall Patterson K

Upon successful completion of all classes students will receive a Certificate of Completion



HANDLING MEDICAL EMERGENCIES

Recognizing the early signs and symptoms of common medical conditions and providing appropriate treatment can mean a better outcome for the patient and can greatly reduce the seriousness of the illness, which means a shorter hospital stay and lower medical costs. It's also very satisfying to know how to help someone in a time of need.

Event: 97256 Wed Fri 04/14-05/21
Fee: \$125 12 sessions Scyphers B

MONEY MATTERS & INVESTMENTS



STOCKS, BONDS, MUTUAL FUNDS (ETFs), WHAT THEY ARE & HOW THEY WORK

This course is perfect for those who want to learn more about the stock, bond, and ETF markets and how they work. Topics covered will include how to read the financial section of the newspaper, what influences the price of stocks, bonds, and mutual funds; load or no-load mutual funds; how interest rates can affect your financial well-being; and how to manage investment risk. We will also discuss how ETFs or alternative investments can increase your yield and reduce your volatility and investment risk. The course will highlight issues such as stock and index options, domestic and global stock markets, new and "hot" issues, selling short, tax-free bonds, buying stock on margin, how the stock exchanges work, dollar cost averaging, how to read a typical account statement, retirement plans (IRA's, SEP-IRA's, Roth IRA's, 403B's, 401K's, Annuities) and how market prices respond to news. Several stock market theories are discussed and explained.

Event: 97204 6:30p-9:00p Tu Th 03/02 & 03/04
Fee: \$79 2 sessions O'Connell J

REFUND & TRANSFER POLICY

Refund & transfer requests are accepted 5 business days prior to class and are subject to a \$15 processing fee person, per class. Refunds are not issued after class is held.



INTRO TO STOCK OPTIONS

If you've ever wanted to learn how to evaluate, buy, sell, and profit from stocks, this course will arm you with investment tools that were only known by the pros. Discussions include: fundamentals of trading stock options, examine the risks and rewards of investing and trading, an introduction to the industry language/jargon, symbols, stock option peculiarities, and exploring exchange-traded funds (ETFs), which offer investment options you can consider.

Event: 97118 Wed Fri 03/17-04/23

Fee: \$115 12 sessions Crabtree M



ESTATE PLANNING FOR EVERYONE

Did you know that your Estate consists of everything of value - cash, clothes, cars, real estate, investment and retirement accounts, pensions, etc. - accumulated throughout your lifetime? Join us for this informative, interactive class to learn how to preserve and manage your assets while you still can, and then transfer it to your loved ones after you pass away. We will discuss how to properly receive an inheritance as well as how to give one, strategies to avoid expensive delays and legal challenges and intelligent distribution of assets, charitable giving. Wills, trusts, asset protection, probate and family businesses will also be discussed.

Event: 97205 9:00a-12:00p Sat 03/20

Fee: \$49 1 session O'Connell J



STOCKS, BONDS & INVESTING

Stocks, Bonds, and Investing; Oh My! is an enjoyable class that walks you through the fundamentals of investing. The course will not only teach you about the stock markets, 401k plans, and retirement, but it will also address personal financial issues that are often ignored, but absolutely essential, to your success as an investor. Each lesson explains these concepts in detail, so you understand how and why things work in the investment world. Provide yourself with the independence and confidence you will need to make your own investment decisions.

Event: 97090 Wed Fri 04/14-05/21

Fee: \$115 12 sessions Iseminger K



SUCCESSFUL MONEY MANAGEMENT

In this course, a certified financial planner will walk you through the steps you need to take in order to achieve true financial success. You'll become comfortable with the broad array of investment choices available to you right now, and you'll discover the best ways to acquire and accumulate both cash and real property. You'll also learn about the tax implications of your investment decisions, along with steps you can take to protect any wealth you acquire.

Event: 97253 Wed Fri 05/12-06/18

Fee: \$100 12 sessions Iseminger K



INTRODUCTION TO GUITAR

The classical guitar skills you'll master in this course will allow you to play any style of music, from hard rock to country-and-western.

MUSIC



BEGINNING GUITAR (AGE 16+)

Playing the guitar is an enjoyable and relaxing way to enrich your life with music. Experience interaction with other beginning guitarist in a supportive small group environment. The aim of the class is to transform the novice into a self reliant musician. Learn to play easy chords, fun melodies, strum styles and many popular songs. Have a blast and bring your own guitar to class.

Event: 97167 6:30p-7:30p Th 02/11-03/11
Event: 97168 6:30p-7:30p Th 03/18-04/15

Fee: \$109 5 sessions Gorman R



BEGINNING UKULELE

Just one strum of the ukulele brings on a smile. Enjoy learning how to play the world's easiest string instrument in a supportive small group setting. This class will provide all the fundamentals to be able to play songs on your own. Learn simple chords, easy melodies, strum styles, finger picking and a wide assortment of great songs. Bring your own ukulele to class and let's have some fun!

Event: 97169 7:30p-8:30p Th 02/11-03/11
Event: 97170 7:30p-8:30p Th 03/18-04/15

Fee: \$109 5 sessions Gorman R



INTRODUCTION TO GUITAR

Learn to play guitar, and become the musician you've always wanted to be! In these fun and informative lessons, you'll build basic guitar skills step-by-step with the help of hands-on exercises, audio and video recordings, and detailed illustrations. The classical guitar skills you'll master in this course will allow you to play any style of music, from hard rock to country-and-western. Whether you're a beginner or an intermediate student, this course will take your musical talent to the next level.

Event: 97257 Wed Fri 03/17-04/23

Fee: \$125 12 sessions Burns E

REAL ESTATE



BUYING YOUR FIRST HOME

Buying a home is the most important purchase you're likely to make so you want to get it right the first time! Learn how to find the right house, at the right time, and the best home loan suitable for you including Down payment assistance programs. Understanding the principles prior to purchasing your first home will help you avoid costly common mistakes.

Event: 97273 10:30a-12:30p Sat 03/27
Event: 97274 10:30a-12:30p Sat 05/29

Fee: \$25 1 session Flores S



REAL ESTATE INVESTING

Discover how to make money in real estate, even if you have little to start with. This course includes specially designed worksheets and hands-on activities to take the guesswork out of your investing in the real estate market.

Event: 97101 Wed Fri 05/12-06/18

Fee: \$115 12 sessions Fuhrer J

TEST PREPARATION



GRE PREP SERIES

If you're planning to apply to graduate school, you'll likely have to take the GRE. This series is here to help! GRE Preparation - Part 1 (Verbal) Part 1 takes you through all the question types on the verbal reasoning and analytical writing sections, including reading comprehension, text completion, sentence equivalence questions, and both essay tasks. You'll also gain pointers on time management, anxiety relief, scoring, and general standardized test-taking. Be prepared to excel on exam day to achieve your best potential score! GRE Preparation - Part 2 (Quantitative) Part 2 features a math review and techniques for tackling the quantitative comparison, data interpretation, and standard math questions that make up the quantitative reasoning sections, as well as how to tackle the GRE's unique new question formats. You'll find pointers on time management, anxiety relief, scoring, and general standardized test-taking, too. Be prepared to excel on exam day and to achieve your best potential score!

Event: 97326 Fee: \$199 Davis. L

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