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Above: Mary Lou Groff, cake decorator at Merritt Bakery in Oakland, puts the final touches on the cake shown on the cover. She will teach the art of cake decorating in a six-session course starting on Monday, October 1 (see page 20). Photos by Greg Tarczynski

CHABOT COLLEGE
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NEW! Register online at www.chabotcollege.edu/comed
Courses By Date

September
9/8  Use a Mouse
9/8  Type Faster!
9/11  Computer Basicas en espanol
9/13  Barbershop Singing
9/15  Computer Basics
9/15  S.F. Tour: Barbary Coast
9/17  Spanish I
9/17  Japanese I
9/18  Belly Dancing
9/19  Spanish II
9/19  Japanese Read & Write
9/22  Make Millions in Real Estate
9/22  Hot Salsa Dance
9/22  Internet/Email
9/24  Volleyball
9/24  Book Group
9/25  Beginning Italian
9/27  Prep for SAT II-Chinese
9/29  Basketball for Kids
9/29  Beginning M.S. Word
9/29  Word II
9/29  Guitar for Beginners
9/29  Beg. Guitar for Kids
9/29  Retirement Pitfalls for Women
9/29  SAT Written Essay
9/29  S.F. Tour: Galleries/Bookstores
10/6  Calif. Real Estate, Pt. I
10/6  PSAT Prep
10/6  One-Stroke Painting
10/6  Drama Workshop
10/6  Essay for College Application
10/7  Online Classes Start
10/9  Mandarin Chinese
10/9  Texas Hold ‘Em
10/11  Retirement Planning
10/11  Digital Photography
10/13  Computer Repair
10/13  eBay Selling and Buying
10/13  Calif. Real Estate, Pt. II
10/13  Import/Export
10/13  Retirement Planning
10/13  Intro to Excel
10/13  Excel II
10/13  Cleaning Business
10/13  S.F. Tour: SOMA
10/14  Medical Insurance Billing I
10/18  Photos with Digital SLR
10/19  Fixer-Uppers
10/20  Self-Publishing for
10/20  Tours and Trips: Grand Hotels
10/20  Ballroom Dancing
10/20  Business Website
10/20  Home-Based Business
10/20  Become a Loan Officer
10/20  Foreclosures
10/20  Clutterology
10/20  Powerpoint
10/20  Intro to Macintosh
10/21  Medical Insurance Billing II
10/21  Billing Service From Home
10/22  Wild Successful Events
10/27  Photo Matting
10/27  Adopting a Child
10/27  All About Video Games
10/27  Avoid Failing in Business
10/29  Japanese II
10/29  Wonderful Watercolor

November
11/1  Mystery Shopping
11/1  Make Money with Camera
11/3  Intro to Excel
11/3  Excel II
11/3  Loan Officer Training
11/3  Psychology of Money
11/3  Car Care for Everyone
11/3  Organize your Photos
11/3  Gain High Self-Esteem
11/3  Initiating Relationships
11/3  Be a TV Producer
11/6  Belly Dancing
11/7  Portrait Drawing
11/8  Beautiful Skin
11/10  Guitar II
11/10  Guitar II for Kids
11/13  Internet Security and Safety
11/14  Internet Safety for Kids
11/14  Online Classes Start
11/15  Be a Community Ed Instructor
11/17  Loan Signing Specialist
11/17  Scrapbooking Made Easy!
11/17  Harmonica
11/29  Make Bath Salts

October
10/1  Cake Decorating
10/1  Violin, Viola, Cello
10/3  Oil Painting
10/4  Arabic Language
10/4  Arabic Language II
10/6  Notary Public

December
12/1  Notary Public
12/1  Digital Scrapbooking
12/12  Online Classes Start
How is Community Education different from the academic college program?

Community Education offers a wide variety of short-term, non-credit classes to community members ages 8 to 80+ to support lifelong learning. Because the classes do not offer college credit toward an academic degree, there are no exams or grades to worry about, and no transcripts or applications for admission required, and no comprehensive application to fill out. Many of the instructors are Chabot College faculty members and others are community members who are experts in their fields.

How do I register?

Go to www.chabotcollege.edu/comed to register online. You can also still register by mail, by e-mail, by phone, or by fax. The instructions are on the registration form on the inside back cover of this catalog.

Do you offer any kind of financial aid?

Sorry, we don’t. Because we are not a state-funded program, we must use the tuition to pay for our costs, including the printing and mailing of this catalog.

Do I have to pay for parking?

Yes. Chabot College parking regulations are in effect Monday through Saturday. Daily parking permits can be purchased for $2 from dispensers located in the student parking lots. A campus map showing the parking lots is on the last page of this catalog.

Will I get a refund if I cancel?

If we receive written notice of cancellation within five days before the course begins, you will be refunded your money, less a $10 processing fee. Once a class begins, we are unable to refund any portion of your fee. If the college cancels a class due to low enrollment, you will receive a full refund within three to six weeks if paid by check. There is also a $10 processing charge if you change classes once you are registered. You can only change a class once per semester, and the credit must be used within the same semester.

Why do classes get cancelled?

The Community Education Program is self-supporting and not funded by taxpayers’ dollars, so we rely on registration fees to pay for all costs associated with these classes. If we don’t have enough students enrolled in a class, we can’t afford to offer it. That’s a good reason to register early!

Will I get a confirmation letter?

If you register on our new online registration system you will get an automatic email confirmation. If you register any other way, we cannot automatically send you one. However, if you mail in your registration and send a self-addressed envelope along with your registration form, we will be happy to mail you a confirmation. If you register over the phone with a credit card, you will receive an immediate verbal confirmation. Be sure to mark your calendar with date, time, and location of your class so you don’t forget!

We have made every effort to make sure the information in this catalog is correct. Chabot College is not liable for publication errors. Courses, programs, instructors, and class locations together with other information contained herein are subject to change without notice by the Chabot College administration for reasons related to student enrollment, financial support, or for any other reason at the discretion of the college.

These classes are for your information and enjoyment. They do not necessarily reflect the views or policies of Chabot College, and Chabot College does not endorse any person, product or belief system.

Chabot College provides equal opportunity in education and employment and prohibits discrimination based on race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation, and/or Vietnam era or special disabled veteran status.

Chabot College Community Education Office Staff

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**Art & Dance**

**New! Wonderful Watercolor**

Experience the beauty and transparency of watercolor. This class for beginners will cover basic materials, color, composition, and techniques for making watercolor art. Students will practice still life, landscape and figurative painting. The instructor will provide demonstrations and will work individually with the students as needed. A supply list will be given as students register.

*Alice Hsu* began studying Chinese brush painting as a child in China specializing in landscaping. That experience led her to learn watercolors from a master artist and she has been painting ever since.

Course #110005
6 Mondays, October 29-December 10
(no class Nov. 12)
6-8 p.m., Room 1008
$89

**New! Picture Matting 101: Enhance Your Beautiful Artwork**

Now you can find out how to make your framed photos or artwork more elegant by making creative matting designs. There are hundreds of creative designs you can choose from and many objects that can be matted, such as pictures, postcards, watercolors, children’s drawings—any image can be framed with creativity. You’ll learn to cut, measure and paste each project and get advice on low-price framing. The instructor will work one-on-one with each student as they do two projects each. Great idea for holiday gifts! (We will give you a supply list when you register.)

*MATERIALS FEE: $15 for a variety of mats to choose from.*

*Carine Soriano* learned picture framing techniques in Paris and has taught in Canada and arts and crafts stores in the Bay Area. See her website at www.trendyframesandcrafts.com

Course #110006
Saturday, October 27
10 a.m.-4 p.m.
Room 317
$59

**Beginning Oil Painting**

In a lively and supportive environment, students will be introduced to the composition and color of oil painting through studying the artwork of the masters and copying their techniques. Those with previous experience in other art forms are welcome, as well as beginning painters. The instructor will work with students individually at their own pace. Supplies will be available for purchase from the instructor.

*Oleg Tumasov* studied art in Russia and holds degrees in drawing, oil painting, sculpting, and art education. He has been teaching art to all levels of students for more than 15 years. His work was recently exhibited at the San Francisco Gift Center Pavilion.

Course #110001
5 Wednesdays, October 3-October 31
6:30-8:30 p.m., Room 1008
$85

**Portrait Drawing**

This course is for beginner students who want to learn the fundamental skills and techniques of portrait drawing with emphasis on facial features, expressions and proportions. Students will increase their familiarity with major drawing masters like Leonardo da Vinci and Michelangelo. Each class will begin with a short lecture and will include individual instruction. Previous students can also enroll and continue at their own pace. Supplies will be available for purchase from instructor.

*Oleg Tumasov*

Course #110002
5 Wednesdays, November 7-December 12
(no class on November 21)
6:30-8:30 p.m., Room 1008
$85

**Chabot College Art Gallery**

**presents**

**Double Take**

*The Historic Hayward Area Re-photographed, 1880-2007*

Opening night: Thursday, October 18
6:30-9 p.m., Room 1002
(runs through December 11)

For more information and hours, call Diane Zuliani or Kevin Muller
(510) 723-6838
One-Stroke Painting: Holiday Theme
Here’s a way for even the artistically challenged to create beautiful, handcrafted gifts in no time! The fast and easy One-Stroke Painting technique blends, shades, and highlights—all in one stroke! Students will learn how to paint beautiful leaves, flowers, and holiday motifs using the practice and brush control method. Especially for the holidays, we will paint on pumpkins and make holiday ornaments. A supply list will be given after registering for the class. Class size is limited

Melanie Small is a One-Stroke instructor, certified by Donna Dewberry, the developer of this popular method of painting, which has been sweeping the country. Melanie enjoys escaping into the world of painting and loves to teach others to do the same.

Course #110003
October 6, 13, 27, November 3 (no class October 20)
9:30 a.m.-noon, Room 1008
$79

Hot Salsa Dancing
Have fun and get a great workout at the same time by learning this popular Latin dance. In this step-by-step course, you will learn the basics without feeling intimidated. First you’ll warm up, and then learn each step by repetition, continually adding new steps until you’ve learned a full dance combination. You will have a chance to incorporate your own style and expression. Both singles and couples are welcome.

Cris Gonzales
Course #130003
4 Saturdays, September 22-October 13
5:30-7:30 p.m., Room 2728
$75

Beginning Belly Dancing: Enrich Your Life!
Remove the daily stress from your life and enjoy a low-impact workout with Middle Eastern dance. This is intended for all body types, genders, and for all ages. The class will learn Middle Eastern movements and rhythms with focus on understanding the different dance styles. This class will also begin to use dance props and work with zills (finger cymbals). All ages welcome. Men, too!

Rachelle Karpeles loves to teach and perform many styles of Middle Eastern dance. She has been dancing for nearly 30 years and has performed at restaurants, social events and festivals in the Bay Area.

Course #130002
7 Tuesdays, September 18-October 30
7:15-8:30 p.m., Room 2301
$75

Note: When registering, please be sure to indicate the date of the class you want.

Ballroom Dancing: Dance Like the Stars!
Join the “Dancing with the Stars” craze and enjoy the fun, excitement, and fitness that ballroom dancing offers to your lifestyle. This introduction to ballroom dancing will include basic steps for some of the most popular ballroom dances that you’ve seen on the show: the two-step, cha-cha, tango and waltz. Compare the fee with popular name-brand dance studios—this one is a fraction of the cost. Singles and couples are welcome.

Cris Gonzales
Course #130001
4 Saturdays, October 20-November 10
5:30-7:30 p.m., Room 2728
$79

Take a Community Education class and create holiday gifts!

Picture Matting . . . . . . . . . . . . . . . . . . . page 6
Watercolor or Portrait Drawing . . . pages 6 & 7
Making Bath Salts . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . page 20

or

Give a gift certificate for a Community Ed class!
Notary Public Course & Exam
California is in great need of notaries! When you become a notary, you will be a more valuable employee, bring in additional income, and can even start your own business (see Build Your Notary Public Business). Now you can become a notary or be re-commissioned as a notary in one day by taking this state-approved course focused on passing the California State notary exam. Students must bring a black pen and a currently valid (or issued within last five years) identification (any state driver’s license or ID card, U.S. passport, active duty military ID with photo). Students have the option of taking the state-proctored notary exam at the end of class for $40 (check or money order only, payable to Secretary of State) and must have two #2 pencils to take the test. Bring a sack lunch.

Materials fee: $30, payable to instructor before class for comprehensive workbook.

Jed Gladstein, an attorney and educator, is a commissioned California Notary Public and teaches this state-approved notary course in colleges throughout California. He consistently receives rave reviews from his students who have a nearly 100% pass rate.

Course #240001
Saturday, October 6
7:45 a.m.-4:30 p.m.
Room 600
$89

Course #240001
Saturday, December 1
7:45 a.m.-4:30 p.m.
Room 600
$89

Note: When registering, please be sure to indicate the date of the class you want.

Loan Officer Underwriting Training Camp: Improve Your Lending Skills
This comprehensive, in-depth seminar is for loan processors, junior underwriters, loan officers, loan agents or realtors who are new to lending or have been in the business less than a year and want to substantially increase their depth of knowledge and improve their current lending skills. During this seminar, you will learn to:

• Read a credit report and identify areas of concern to underwriters
• Be exposed to a wide variety of income sources
• Calculate income, property taxes, insurance and debt payments
• Understand business structures and complete a basic tax analysis
• Follow the escrow process from beginning to end
• Understand the preliminary title report
• and much more...

Materials fee: $10, payable to the instructor, for handouts. (If you have taken the previous Loan Officer Underwriting Training class, bring your “Income Guide” to class).

Chuck Castagnolo has been involved in the field of real estate finance for more than 30 years and has taught many motivating financial seminars and classes to mortgage professionals throughout the western United States.

Course #210002
Saturday, November 3
9:30 a.m.-4:30 p.m., Room 317
$79

For more information, call (510)723-6665
How to Make Money With Your Digital Camera

Digital photography has made it easier than ever for new photographers to produce professional results and start finding ways to make money. The instructor will share the lessons he learned when he left a corporate career to pursue his passion for photography. If photography is your passion too, this course will show you how to get into the competitive business of photography. During this information-packed session we will:

• Focus on specific markets such as wedding, travel, editorial, studio, and commercial photography
• Plan your equipment needs for now and for future growth
• Walk through the digital workflow used by busy photographers to manage thousands of images
• Discuss options for setting up your business, managing cash flow, and paying taxes
• Show how to convert one-time projects into long-term customer relationships
• Create effective strategies to market your work

The class includes a free comprehensive handout listing the valuable information resources you will need to get started and prosper in this exciting field.

Greg Tarczynski is a California-based photographer whose recent clients include TIME Magazine, The New York Times, various national and international magazines, and corporations. He recently completed documentary photo assignments in Vatican City, Guatemala, and Jordan.

Course #210021
Thursday, November 1
6:30-9:30 p.m., Room 302
$39

New!

Become a Community Education Instructor

Do you have an expertise that you could share with others? If so, it’s easy to become a Community Education instructor and make money working part-time. You don’t need a teaching credential. Use your experience to help others. David has helped many others get started in this lucrative field. Now he wants to help you get started too! David will help you:

• Choose a subject
• Write a compelling description of your class
• Show you how to double your income with add-ons
• and much more…

Materials fee: $30, payable to instructor, for comprehensive handouts

David Cook is founder and president of the Bay Area Independent Speakers Association and teaches a community ed class, “Building Your Dream House for a Song” more than 100 times a year.

Course #210022
Thursday, November 15
6:30-9:30 p.m., Room 317
$39

New!

Be a TV Producer for a Day

Attention all adults and teens: Ever wonder what it would be like to be behind the camera producing television shows? Can you imagine having your work seen by millions of people on the Internet through websites like YouTube? Whether you are just curious about the industry or if you want to make it your career, this all-day course will introduce you to the world of television production and television over the Internet. In a real TV studio, you will learn techniques of camera shooting, on-location field production, conducting interviews, editing, and even adding special effects like fire and rain. You will produce a show on Chabot’s own KCC-Channel 27, which broadcasts to over 65,000 people in the Bay Area and make “video shorts” for YouTube, MySpace, or other websites.

Sujoy Sarkar is the co-founder of Clearwater Filmworks and has more than 30 years experience as a videographer, producer, director, editor, and instructor.

Course #210023
Saturday, November 3
9 a.m.-5 p.m. (with breaks)
TV Studio – Room 124
$79

Be a Mystery Shopper: Make Money While You Shop!

How would you like to get paid to go shopping? Mystery shopping is used by hundreds of well-known businesses to ensure consistent, top-quality service from their employees. It’s a splendid way to earn extra money and have fun at the same time doing what you love to do. Mystery shoppers get assignments to do evaluations on retail stores, restaurants, banks, hotels, and other places of business. This class will provide an overview of how mystery shopping works, the do’s and don’ts of completing assignments, and how to get hired.

Materials fee: $15, payable to the instructor, for comprehensive workbook “How To Be a Mystery Shopper.”

Elaine Moran has been a mystery shopper for more than 20 years and has taught this class and others throughout California.

Course #210024
Thursday, November 1
6-9 p.m., Room 317
$49
New!

Clean and Get Rich: How to Start an Office Cleaning Business

Imagine owning your own business. You have very little start-up costs. You have no boss. You ask for and receive pay raises automatically. You set your own hours and determine your pay rate. Sound too good to be true? Take this class from the owner of an office cleaning business who has enjoyed all the above benefits. He'll teach you all the secrets to his success: how to write a sizzling proposal, how to bid like a pro, where to buy supplies and everything else you need to start this business. Be ready to be inspired!

Materials fee: $20, payable to instructor, for comprehensive binder of information.

David Dallas Rivers is a current owner of an office cleaning business with a proven track record of exponential growth since he founded the business. He has written articles about his success, sold an e-book about the cleaning business, and will have a book published this year.

Course #210025
Saturday, October 13
1-4 p.m., Room 315
$49

Online!

Grantwriting A-Z Online

A to Z Grant Writing will equip you with the skills and tools you need to enter the exciting field of grant writing! You'll learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. You'll also learn how to network and develop true partnerships with a variety of funders, how to organize a successful grant writing campaign, and how to put together a complete proposal package.

Linda Vallejo has been a development officer and grant writer for more than 20 years. She has developed and implemented successful grantwriting campaigns for multiple non-profit organizations including proposals for education, arts, environment, mental health, medical and community concerns.

This is a 6-week online class with two lessons a week. New classes start every month: 8/15, 9/19, 10/17, 11/14, and 12/12. To register, go to www.ed2go.com/chabotcomed. For more information, go to page 30.

New!

7 Sure-Fire Ways to Fail at Your Own Business—and How to Avoid Them

What is the biggest mistake many small business owners make? Why do so many new businesses fail? Should you buy an existing business, a franchise, or “start from scratch”? Do you really need a written business plan? Take this class and turn information and theory into action! Learn how to succeed by learning how NOT to fail. Learn how successful business owners do it. We will go beyond the nuts and bolts of accounting, legal, licenses, etc. into what personal characteristics, work habits, cash flow management, and other skills and abilities make a business owner successful.

Sharon Love has started, bought, and sold successful retail businesses for more than 20 years. She is a “turnaround specialist” who converts failing or underperforming businesses into successful enterprises with revenues in the millions of dollars.

Course #210026
Saturday, October 27
1-4 p.m., Room 311
$39

Psychology of Money: Discover Your Midas Touch

Money has a mystique of its own, and your ability to earn a living often has no relationship to your talents, intelligence, education or dedication. Other forces are at play that influence, and frequently even determine, your financial successes and failures. We all possess a Midas Touch, a unique ability to manifest prosperity, which can be discovered in this class. You will:

• Explore functional and dysfunctional financial strategies that they may have inherited from their family of origin.
• Discover the unique pattern of their financial and professional successes and failures.
• Find the path of least resistance to prosperity.
• Learn about dozens of unconventional financial strategies that can be applied immediately.
• Learn how to liberate yourself from stifling routine, unnecessary stress and personal sacrifice.

Materials fee: $15, payable to the instructor, for textbook.

Ilya J. Tepiltsky, MS, MA, MFT, has taught hundreds of personal development courses at 13 California community colleges since 1992. He has published three books: Psychology of Money, Discover Your Life Purpose and Mid-Life Career Change.

Course #210027
Saturday, November 3
9 a.m.-noon, Room 320
$49

Now you can register online! Just go to

www.chabotcollege.edu/comed

For more information, call (510)723-6665
How to Buy and Sell On eBay
Learn everything you need to know about how to buy and sell on the largest online marketplace in the world! Find out how to search for what you want, how to bid to win the auctions, how to sell, what the costs and fees are, how to create an ad, what makes the perfect listing, how to calculate shipping costs, close the deal, get paid and exchange money safely, and keep records of all your transactions. You’ll get hands-on computer experience and materials to take home. Learn success strategies for making a living on eBay, how to set up and manage a virtual store, and manage accounting effortlessly.

Optional materials fee: $20 payable to instructor.

Bonnie Tomosvary has been doing business on eBay since 1999, owns an eBay Virtual Store, and has completed over 1,000 successful transactions on eBay.

Course #210005
Saturday, October 13
10 a.m.-3 p.m., Room 313B
$59

How to Start a Home-Based Business
Starting and operating a home-based business doesn’t take a lot of money to get started—just the knowledge of what to do and how to do it. What you need is street smart “how to” material that you can use right away to build your own business. In this practical program, you’ll learn the basic information needed to either start a business or enhance an existing one including:

• business licensing and taxes,
• basic business laws
• how to get customers, including advertising and marketing with postcards

Materials fee: $30, payable to instructor for comprehensive manual and video.

Nancy Miller teaches at colleges throughout the state on a variety of business, entrepreneurial, and motivational topics.

Course #210029
Saturday, October 20
1-4 p.m., Room 505
$39

Online!

Accounting Fundamentals
Learn everything you need to know about how to gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more. We’ll cover all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period.

Charlene Messier has more than 20 years experience teaching business subjects and more than 12 years practical experience.

This is a 6-week online class with two lessons a week. New classes start every month: 8/15, 9/19, 10/17, 11/14, and 12/12. To register, go to www.ed2go.com/chabotcomed. For more information, go to page 30.

Self-Publishing for the Clueless®
In this informative and entertaining class, you’ll learn everything you need to know to create your own books, booklets and other products. Plus, discover how to profitably produce your products and get them ready for the marketplace—at minimal cost and risk.

During this essential seminar, you will learn how to:

• Write a book in 30 days or less (or a tips booklet in one day)
• Create audio products in two weeks
• Create 12 different kinds of books you can self-publish
• Obtain ISBN and bar codes
• Obtain copyright and trademark protection for your work.

Materials fee: $30, payable to instructor.

Mike Rounds is a professional speaker, patented designer and copyrighted author with over 50 books, tapes and workbooks in distribution that produce six figure revenues, annually.

Course #210030
Saturday, October 20
1-4 p.m., room 506
$39

New!
Build Your Own Business Website
You don’t have to be a programmer to design a professional looking and cost effective website. But you do need to decide what you want it to do, what you want to put on it, and how to promote it. With training and guidance, your website can become one of the most productive tools you’ve ever used. You will learn:

• What a website is and what you can put in it to improve your business
• How to analyze your needs and select the best web design criteria
• How to make the site user friendly
• How to promote your website and link with search engines

Materials fee: $30, payable to instructor

Mike Rounds
Course #210031
Saturday, October 20
9 a.m.-noon, Room 506
$39

Start an Import/Export Business
Few fields offer greater potential for self-employment and business expansion than international trade. This is a practical seminar covering: organizing for international trade, finding free help, finding practical products, distribution financing, taxes, and typical import/export business transactions.

Howard Goldsmith has been in the international trade field for more than 20 years and has written several books on the topic.

Course # 210033
Saturday, October 13
9 a.m.-4 p.m., Room 320
$75

NEW! Register online at www.chabotcollege.edu/comed
Medical Insurance Billing I for the Beginner

The physicians’ most valued employee is the one who does the insurance billing. Join thousands of others who make a great living doing medical insurance billing. This class was developed specifically for the beginner who wants to work full or part-time. You will receive step-by-step directions on:

• How to complete the NEW universal 1500 claim form (first change in 15 years) for physician billing working in a doctor’s office or at home
• CPT and ICD-9 coding
• Rules and regulations for Medicare, private insurance, and Blue Cross and Blue Shield
• Modifiers, what they are and how to use them to increase reimbursement
• Reading explanations of benefit forms
• Surgical terms to read an operative report

Bonus: After this one-day class you will have several claim form problems and coding assignments you can do at home to continue to learn. The instructor will be available by email for up to a month if you have questions about the material. Materials fee: $69, payable to the instructor in cash only for two comprehensive manuals—one with rules and regulations of billing and all class assignments and the other on CPT and ICD coding. (Please arrive 15 minutes early to purchase your materials).

Terry Rowen of TSR, Inc. is a consultant to the medical community and owns a successful billing service. She teaches college courses and seminars on medical business skills throughout California.

Course #210012
Sunday, October 14
9 a.m.-5 p.m., Room 302
$125

Save $45
Take both Medical Billing I and II.
Register for Course #210032 to enroll in both at once.
For questions, call (510) 723-6665

How to Start Your Own Medical Insurance Billing Service From Your Home

Learn what you need to start this business from your home: how the business works; how to set your fees, where to find a list of medical billing software vendors; successful ways on marketing your services; promotional literature you may use for your own business; sample contracts for your clients to sign; different types of billing services and the responsibility of each one. You will receive scripts of the questions doctors ask you and the answers to give them. Materials fee: $59, payable to instructor in cash only.

Course #210028
Sunday, October 21
4:6:30 p.m., Room 302
$55

Medical Insurance Billing II

This is highly recommended for those students who have just completed Medical Insurance Billing for the Beginner to give you a well-rounded learning experience in medical billing. This class is also necessary if you want to start a medical insurance billing service from your home. This class will cover:

• HICPCS
• Coding Medi-Cal
• Tricare
• Legal aspects of collections
• Basics of managed care
• Creative ways to find employment as an insurance biller.

Note: Students who complete both Medical Insurance Billing for Beginners and Medical Insurance Billing II will be placed on a list that the instructor maintains for doctors looking to hire medical insurance billers in our area. Certificates of Completion will be awarded. No tape recorders, please.

Materials fee: $49, payable to the instructor in cash only.

Terry Rowan
Course #210013
Sunday, October 21
8:30 a.m.-3:50 p.m., Room 302
$120

Medical Terminology: A Word Association Approach

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion using multiple graphics and study tips. Word Associations are provided as a learning tool with unusual and interesting facts given in regards to each term, and combining root terms with prefixes and suffixes. By the end of the course you will be able to interpret several paragraphs of medical notes.

Douglas Best started his career as a field medical instructor in the U.S. Army and has worked as a nurse in such medical specialty areas as pediatrics, home health, adult cardiac, intensive care units, the emergency room, and burn intensive care.

This is a 6-week online class with two lessons a week. New classes start every month, 8/15, 9/19, 10/17, 11/14, and 12/12. To register, go to www.ed2go.com/chabotomed. For more information, go to page 30.

You may also be interested in:

Assisting Aging Parents
Human Anatomy & Physiology
Handling Medical Emergencies

For more details, go to page 30.
Online Career Certificate Programs

Prepare for employment in some of today’s hottest careers with our online Career Certificate programs! Now you can learn everything you need to know to start your new career (or advance your existing one), right in the comfort of your own home. This cutting-edge technology will deliver rich multimedia lectures supported by audio, video, animation, and interactive charts and graphs and a caring instructor will be only a click away. And best of all, you can earn your Career Certificate in one of today’s fastest growing professions in a matter of months.

Enroll Today! You can begin these programs anytime. Tuition includes all textbooks and learning materials, and unlimited instructor support. Upon completion of your program, you will be awarded a Certificate of Completion. For detailed course information, go to www.ed2go.com/chabotcomed and click on Courses and then Career Certificate Programs. For more information, go to the Help link or call (510) 723-6665.

**Accounting** $998
As the number of business establishments increases, so does the need for accounting professionals. This program will provide you with the knowledge and skills to succeed in this dynamic and fast-growing field. A Career Certificate in Accounting will show future employers that you’re well trained in financial, managerial, and cost accounting; mathematics for business and finance; and financial management. (540 contact hours)

**PC Repair** $738
This certificate program will prepare you to work as a PC assembler or tester, upgrade technician, or field service PC repair technician. You’ll learn to repair and add peripherals, troubleshoot, install, and maintain the system, remove and replace CPUs, motherboards, and memory. You will be ready to start your own repair business, work for an existing repair business, or gain employment in any business, government agency, or other organization that relies on computers. (180 contact hours)

**Home Inspector** $588
Prepare to make money full- or part-time inspecting homes for structural or environmental defects. This certificate will show future employers (buyers and sellers alike) that you have been trained to evaluate structural quality, plumbing, roofing, heating and air conditioning systems, electrical wiring, and more. This could lead to a new career as a home inspector or establishing a home inspection business. (140 contact hours)

**Medical Coding and Billing – Comprehensive Program** $998
(Accelerated Program available) $898
Seven of the ten fastest growing occupations are currently in the health care industry. You will become well trained in billing, medical codes, creating paper records, generating billing statements, researching and auditing claims, and more. This Career Certificate program can provide you with the experience you need to find new opportunities in a fast-growing field. (586 contact hours)

**Medical Office Assistant – Comprehensive Program** $798
(Accelerated Program available) $698
This certificate will show future employers that you have a firm understanding of administrative and clinical duties. You’ll be ready to work in hospital admissions or administration, medical offices or clinics, insurance companies, or public health organizations at the federal, state or local government level. This 16-course program is designed for students who have no prior experience in the field and who want to learn the skills they will need to enter it (620 contact hours)

**Medical Transcriptionist – Comprehensive Program** $998
(Accelerated Program available) $898
Demand for medical transcriptionists is high, and employers favor transcriptionists who have completed a training program such as this one. A Medical Transcriptionist Career Certificate will attest to the fact that you have mastered medical terminology and know how to produce medical reports and documents, including discharge summaries; history and physical examination reports; operative, consultation, and autopsy reports; diagnostic imaging studies; progress notes; referral letters; and more. You will be well-prepared to start your own business or seek employment in doctor’s offices, hospitals, and medical clinics. (450 contact hours)

NEW! Register online at www.chabotcollege.edu/comed
Get to Know Your Computer: Repair, Maintenance, and Upgrades

Are you tired of paying exorbitant prices to have your computer worked on? Take this hands-on course and find out for yourself how you can repair, maintain and upgrade your own computer. Take apart a computer and examine the components yourself. You will find out their function, location and the terminology to describe the parts. You will learn about modifications, upgrades, and the common computer problems you encounter and what to do about them. You will get recommendations for proper maintenance of your computer. Come with all of your questions! Handouts included.

Dennis Mockel is a semi-retired engineer who has been teaching beginning computer and related classes for adults for many years. He has been a Teacher of the Year awardee for the East Bay Chapter of the California Council for Adult Education.

Course #220012
Saturday, October 13
10:30 a.m.-4:30 p.m., Room 505
$49

How to Use a Mouse

It is essential that you know how to use a mouse if you want to use a computer. By the end of this hour-long class, you will know how to use your mouse to “drag” and “click” and “point” and be ready to move on to Computer Basics! Class size is limited.

Rosa Landeros has degrees in English and Computer Technology and has more than 15 years experience working with computer programs and applications. She teaches computer applications at Chabot College, and she is bilingual.

Course #220001
Saturday, September 8
9-10:30 a.m., Room 301
$25

Learn to Type Faster!

Whether you are a student trying to type reports and “Instant Message” your friends or an adult who is frustrated at how long it takes to type letters and key-in online forms, this class is for you. In just one day you will build your speed and create fun documents. Register today. Class size is limited. This class fills up fast!

Rosa Landeros
Course #220002
Saturday, September 8
11 a.m.-1 p.m., Room 301
$25

Computer Basics: Starting from the Beginning

If you feel like you are the only person left on earth who doesn’t know how to use a computer, take this class and meet some others. By the end of this class, you will have learned to use a keyboard, work with your computer “desktop,” use the “menu” and “tool bar,” organize your files, and create, print, and save a simple document. If you have put off learning about your computer, now is the time. Seniors welcome! Limit 15. This class fills up fast! (This class is also offered in Spanish, see next page).

Prerequisite: Must know how to use the functions on a mouse (see How to Use a Mouse)

Rosa Landeros
Course #220003
Saturday, September 15
9 a.m.-noon, Room 301
$39
Computación Básica en español:
Comienzo del principio
Si usted se siente como si fuera la única persona en el mundo que no sabe cómo utilizar una computadora, tome esta clase. Al final de la clase, usted habrá aprendido cómo utilizar un teclado, el ratón, el menú y otras partes de la computadora. También aprenderá cómo organizar sus archivos, y crear, imprimir, y salvar un documento sencillo. Ahora es el tiempo para aprender! Para mas información o para registrarse, favor de llamar al (510) 723-6665. Limit 15.

Rosa Landeros
Curso #220014
martes y jueves, septiembre 11, 13, 18, 20
6-9 p.m., Salon 301
$79

Intro to Internet Explorer and Email
Find out all the ways the Internet can make your life easier, from looking for a job to finding recipes. You will create an email account and practice sending email to your friends and family. This easy-to-understand lecture and hands-on class will cover how to set up a free e-mail account, how to explore the most popular and useful sites, and how to send attachments as time permits. Limit 15. This class fills up fast!

Rosa Landeros
Curso #220004
Saturday, September 22
9 a.m.-noon, Room 301
$39

Beginning Microsoft Word
Come and learn how to use Word, the most popular word processing program on the market. This class is designed for the beginning student and will cover creating, saving, and printing documents; cutting, copying and pasting text, and other functions as time permits. Register early. This class fills up fast! Prerequisite: Some knowledge of the PC and basic typing skills.

Materials required: Please bring one blank 3-1/2" high-density diskette or USB flash drive.

Rosa Landeros
Curso #220006
Saturday, September 29
9 a.m.-noon, Room 301
$39

Microsoft Word II
Find out what exciting things you can do with Word once you get beyond the basics. You will create, edit, and format tables, and add borders and shading. Learn to use columns, including headers, footers and tabs plus much more (time permitting).

Prerequisite: You must have taken Beginning Microsoft Word or have prior Word experience.

Materials required: Please bring one blank 3-1/2" high-density diskette or USB flash drive.

Rosa Landeros
Curso #220008
Saturday, September 29
12:30-3:30 p.m., Room 301
$39

Introduction to Microsoft Excel
This course is designed for students who want to gain the skills necessary to create, edit, format and print basic Microsoft Office Excel worksheets. You will learn to create and format a worksheet, perform calculations, develop a workbook, print the contents of a workbook, customize the layout of the Excel window. Class size is limited.

Prerequisite: Some knowledge of PC and basic typing skills.

Materials required: Please bring one blank 3-1/2" high-density diskette or USB drive.

Rosa Landeros
Curso #220009
Saturday, October 13
9 a.m.-noon, Room 301
$39

Note: When registering, please be sure to indicate the date of the class you want.

Microsoft Excel II
This course is designed for students who have completed the Intro to Excel course or who have previous knowledge of Excel. It will cover some of the more advanced features of the program. Topics will include creating charts, using the SUM function to compute subtotals and grand totals, using the AVERAGE function to compute the arithmetic mean of a group of numeric entries, using the MAX function to compute the maximum of a group of numeric entries, and using the MIN function to compute the minimum of a group of numeric entries, and using the PASTE Function button to enter a function.

Materials required: Please bring one blank 3-1/2" high-density diskette or USB flash drive.

Rosa Landeros
Curso #220010
Saturday, October 13
12:30-3:30 p.m., Room 301
$39

Note: When registering, please be sure to indicate the date of the class you want.
Beginning PowerPoint
This course uses a combination of lecture, hands-on practice, and independent exercises to familiarize students with the PowerPoint program. No previous knowledge of PowerPoint or presentation/graphics programs is required. You will learn to create and edit text slides, format the presentation with the slide master, use the PowerPoint views to rearrange the presentation, add graphics and clip art to slides, and present a slide show.

Materials required: Please bring one blank 3-1/2” high-density diskette or USB drive.

Rosa Landeros
Course #220007
Saturday, October 20
9 a.m.-noon, Room 301
$25 (special price)

Intro to the Macintosh
The Macintosh is the world’s easiest computer to use—come learn the reasons why. If you’ve never used a computer before, are new to the Mac, or are thinking of switching to a Mac, then this course is for you. We’ll touch on all the key elements of using a Mac, including browsing the web, using email, listening to music, and organizing photos. We’ll have plenty of time for questions and answers. Seniors welcome!

Mike Matthews, a confirmed Macintosh user, has more than 15 years of Macintosh experience. He is a member of the Apple Consultants Network.

Course #220017
Saturday, October 20
12:30-4:30 p.m., Room 1615
$59

Online!
Creating Web Pages
Create and post your very own website on the Internet in this extensive, hands-on, six week workshop. You’ll plan the content, structure and layout of your website, create pages full of neatly formatted text, build links between the pages and the outside world, and add color, backgrounds, graphics, tables, hot buttons, and animation.

Craig Power has worked in adult continuing education for more than 18 years. A UCLA graduate, he created custom accounting software for state and local governments.

This is a 6-week online class with two lessons a week. New classes start every month, 8/15, 9/19, 10/17, 11/14, and 12/12. To register, go to www.ed2go.com/chabotcomed. For more information, go to page 30.
Retirement Planning Today: It’s Never Too Soon To Think About Your Future

It takes more than money to live a “rich life.” This course blends financial education with life planning to help you build wealth, align your money with your values, and achieve your retirement lifestyle goals. In this course, you will receive practical, easy-to-understand financial information and proven financial strategies to apply to your personal situation. You will find out how to manage investment risks, use new tax laws to your advantage, make informed decisions about your company retirement plan, and adjust your estate plan to function properly under the new laws. To try and meet everyone's scheduling needs, this eight-hour course is offered twice: in a two-session course on Saturdays and in a three-session course on Thursdays.

Materials fee: $25, payable to instructor, for comprehensive binder of material.

Mary Grodin of Grodin Financial Services in San Leandro is a registered investment advisor and a Chartered Financial Consultant and Certified Funds Specialist.

Course #230001
Thursdays
October 11, 18, 25
6:30-9 p.m.
Room 317
$69

Course #230002
Saturdays
October 13, 20
9 a.m.-1 p.m.
Room 317
$69

Note: When registering, please be sure to indicate the date of the class you want.

Retirement Pitfalls for Women

Women's financial goals of wealth accumulation and financial stability may ultimately be the same as men’s. However, statistics tell us that compared to men, women on average earn less, have more employment gaps in their career due to family caregiving, and have longer life expectancy in retirement. Consequently, women may have less money to fund a potentially longer retirement. These factors mean that women will most likely face more challenges when planning for retirement. In this class, we will learn about the most common mistakes women make in retirement planning and the ways to help avoid them. Some of the topics we will cover in this class include:

• The impact of inflation and longevity
• The financial implications of early retirement
• How to utilize a well-balanced “tax triangle” strategy to help lower income taxes in retirement
• How withdrawal rate and sequence of investment returns affect the longevity of your portfolio 401(K)
• Pension options upon retirement

M. Miranda Chang, CFP, EA, MBA, is a Certified Financial Planner Practitioner and an IRS Enrolled Agent.

Course #250008
Saturday, September 29
9:30-noon, Room 320
$39

How to Survive California Real Estate

What’s going on with the real estate market these days? Should you sell and keep your current home? While there is no crystal ball on future home values in the short run, there are benefits in accumulating real estate during a slow market. Come and find out if you should be a buyer that can take advantage of today’s real estate market condition or if you should stay put. We are offering two sessions: one about your home and one about buying real estate as an investment. Take one or both. There will be plenty of free handouts at both of them.

Note: As a student of this class, you are entitled to a one-hour consultation with the instructor at no charge to discuss your personal real estate needs.

Steve Mohseni has been a successful realtor and real estate advisor for more than 10 years and is a certified Residential Specialist. He has personally invested in multiple properties throughout northern California and has helped hundreds of others get their start and go on to make future investments.

Session I:
Advantages of Buying in a Slow Market

• Should you move up to a bigger home
• Investment analysis on pros/cons
• How to utilize a bridge-loan
• How to buy with little or no money out of pocket
• Are you an empty nester? If so,
• Should you downsize sooner or later?
• Should you carry a mortgage or buy your next home all cash?
• What about Prop 13, 60, and 90? How can you keep your tax basis and move?
• Advantages of being a buyer in a buyer’s market

Course #250009
Saturday, October 6
10 a.m. to 12:30 p.m., Room 302
$35

Session II:
Using Real Estate as an Investment

• Should you buy more real estate as an investment in a down market? If so,
• What kind of property to buy?
• What to look for when selecting a loan?
• Where to buy?
• Advantages/disadvantages on Short Sales & Foreclosures purchases
• Tax advantages of owning real estate regardless of market condition
• Tax deductions benefit
• Capital gain tax exclusions
• 1031 Exchange as a tax deferring strategy

Course #250010
Saturday, October 13
10 a.m. to 12:30 p.m., Room 302
$35

NEW! Register online at www.chabotcollege.edu/comed
Make Your Money the Old-Fashioned Way—Buy a Fixer-Upper

Some have determined that the best way to make real estate a great investment is to buy distressed properties at a discount, make repairs that will increase the property value to that of its neighbors and sell that property for a substantial profit. Others look to fixer-uppers for their next rental or live-in home. In this class, you will learn how to find fixer-uppers, examine the property for value, minimize the repair cost, find cash and financing, make an offer to the owner, and repair and sell your own property.

Warren Racine has been a structural engineer and a real estate broker in California for more than 32 years. He has taught more than 10,000 students since 1974.

Course #250003
Friday, October 19
6:30 p.m.-9 p.m., Room 320
$49

Foreclosures: The Good, the Bad and the Fantastic!

This is a two-part class—the morning workshop will cover distressed properties and how they can be acquired at a substantial discount. Learn how to make each kind of purchase and how to maximize the rewards. You will become familiar with the documents and forms through which property purchases are made. Innovative search techniques will be introduced which may increase your profit potential in each property. In the afternoon workshop, you will learn the five ways to purchase distressed property to evaluate an actual foreclosing property for profit. Go through the step-by-step process of looking for a high equity property to presenting a fair offer to the seller.

Warren Racine
Course #250004
Saturday, October 20
9 a.m.-4 p.m., Room 1904
$79

How to Make Millions in Real Estate

This seminar is for those who want to purchase their first home or investment property for little cash and then leverage it into many more pieces of property. It will also be beneficial for those who are concerned that they will not have enough to retire on or want to retire early.

Michelle Dietz, of Marshall Reddick Seminars, is a CPA and an active real estate investor.

Course #250011
Saturday, September 22
9 a.m.-5:30 p.m., Room 320
(includes an optional no-host lunch)
$79

You may also be interested in:

Building Wealth
Where Does All My Money Go?
Debt Elimination
Techniques that Work
Personal finance
Stocks, Bonds, and Investing
The Analysis and Valuation of Stocks
Introduction to Stock Options

For more details, go to page 30.

Registration is open for the new...

Chabot-San Leandro Adult Education Center

Now Chabot College is coming to your neighborhood with full-credit, academic classes at our new, conveniently located center in San Leandro, 1448 Williams Street. Take classes in a variety of topics including Math, History, Spanish, Speech, English as a Second Language, Business, Early Childhood Education, Sign Language, Real Estate, and Religious Studies.

Register now—online or in-person. Classes start August 27 (one week later than classes at Chabot’s main campus)

For more information, go to www.chabotcollege.edu/offsite or call (510) 723-6755.
Please join us for
Homecoming Harvest
Festival 2007
Saturday, October 20
Chabot College Athletic Field

Noon-4 p.m. – Line Dance Presentation • Kids’ Games • Food Booths
Arts and Crafts • KCRH Live Broadcast • and much more...

4 p.m. – Kickoff: Chabot Gladiators vs. West Valley College

The Chabot College Alumni Association invites all alumni and current students, faculty, staff, and the community to attend the Homecoming Alumni Celebration. Reconnect with friends, faculty, and the community!

Join the Alumni Association by calling the Chabot College Foundation, (510) 723-6854

Reserve your space(s) today by calling Karen Silva at (510) 723-6640.
**Home & Hobbies**

### Cake Decorating 101

Ever wanted to decorate a cake like a pro for birthdays, anniversaries, graduations, weddings, or any occasion? Now you can! Bay Area cake decorator/instructor Mary Lou Groff will show you the step-by-step techniques in this fun-filled class. In just six sessions you will learn frosting and filling, borders and balloons, writing and roses, basketweaving and picture transferring, and much more. Watch your talents bloom!

**Materials Fee:** $20 (at the first class session, you will be given a list of supplies.)

**Mary Lou Groff,** award-winning cake decorator has been decorating cakes for 28 years and teaching the art of cake decorating for almost 18 years. She is currently head decorator at Merritt Restaurant and Bakery in Oakland.

**Course #420011**
6 Mondays, October 1 to November 5
7 to 9 p.m., Room 311
$89

### Give a Gift of Bath Salts

Come learn the basics of aromatherapy and making bath salts and create your own in class. Bath salts can be used in a relaxing bath to rejuvenate a weary body or to soak a pair of tired feet. Enjoy a natural way to stimulate the senses and the spirit! By the end of the class you will be able to create your own inventive bath salt scents at home and package them beautifully to give them as gifts—or to decorate and use in your own home! Participants will be able to take home a sample at the end of the class and many handouts.

**Materials Fee:** $10

**Lisa Carlson** started making bath salts eight years ago after taking a holistic health class. Since then she has been making decorative baths salts for family and friends on various holidays and occasions.

**Course #410004**
Thursday, November 29
6:30-8 p.m., Room 302
$25 (special price)

### Beginning Digital Photography

If you purchased a digital camera, or plan to, and could use some tips on using it, you've come to the right place. This class will cover:

- what to look for in a digital camera
- a demonstration and explanation of the menus
- photo storage and filing systems
- how to print or email your favorite photos
- how to touch up your less-than-perfect photos.

Come to class with your camera and photos to show the class. The easy-to-follow information given in class will also be available on the instructor's website.

**Colin Pejman,** graphics designer at Chabot College, has an extensive knowledge of digital cameras and other high-tech equipment.

**Course #420012**
Thursday, October 11
6:30-9:30 p.m., Room 302
$49

### Car Care for Everyone

This course is for the average car owner who is unaware of what goes on beneath the hood. Through lecture and demonstration, you'll get an overview of major components and systems of your car, including the engine, fuel, electrical, drive train, brakes, and suspension systems. You'll also learn basic preventative maintenance to keep your car running smoothly and save money. The instructor will also give you tips on how to avoid getting "ripped off" when something goes wrong with your car. Ages 13 to adults. (There will be plenty of free handouts, including a tire gauge and other materials, courtesy of Vic Hubbard Auto Supply in Hayward.)

**Manuel Franko** is an auto technology instructor and a local mechanic.

**Course #420005**
Saturday, November 3
11 a.m.-4 p.m., Room 1404
$55

For more information, call (510)723-6665
New!  
Organize Your Photos...Finally!
Overwhelmed at getting those boxes and bags of pictures into an album? Fear no more! Join us for personal guidance on how to get those boxes, bags, and undeveloped rolls under control in this introductory class. Participants will gain the technique, tools, practice, and confidence for getting the job done and will be on the way to beginning their photo album projects. Note: Bring at least one bag or box of photos (about 250) to sort in class.  
_Materials fee: $15, payable to instructor, for Powersort Mini Box and labeling pencil._

Lisa Carlsen has been making her own scrapbooks for nearly 20 years and has been an independent consultant for four years. She has helped people through the common obstacles that deter them from beginning their photo album projects.

**Course #420014**  
Saturday, November 3  
9-noon, Room 302  
$25 (special price)

New!  
Scrapbooking Made Easy!
Now that your photos are organized (see above) you are ready put them in an album! You don't need a bunch of expensive tools and products to complete albums. By finding your style and selecting a few tools, you can keep the process simple and under control. You'll learn the basics of cropping, matting and page layouts. Note: Please bring to class about 50 photos of one theme or varied themes.  
_Materials fee: $50, for an album, page protectors, adhesive and all the materials you will need to complete an album._

Lisa Carlsen

**Course #420015**  
Saturday, November 17  
9 a.m.-noon. Room 302  
$39

New!  
Digital Scrapbooking:  
Rescue Your Photos!
Are your photos being held hostage in your computer? Now you can learn how to rescue them and give them the attention they deserve. You don't need a bunch of expensive tools or even a pair of scissors. You will learn how to complete a hardcover photo album in just an hour at home just using your photos and the internet. The best part is you can make copies of the album for friends and relatives. You'll wish you knew about this sooner.

Lisa Carlsen

**Course #420016**  
Saturday, December 1  
9 a.m.-noon, Room 302  
$39

Plan Wildly Successful Events
Make your next event a memorable, affordable and smoothly executed experience, whether you're planning a party, wedding, fundraiser, graduation, or school function. This class will give you a fast-paced overview teaching the hands-on, practical skills and planning tools needed for a successful event. Learn tricks of the trade on picking the right type of event or activity, location, food, decorations, invitations, and entertainment. Gain valuable insight into volunteer management. Through lectures, group discussions, and practical exercises, students will obtain the tools needed to produce successful special events. Each student will focus on his or her own area of interest and develop an event plan under the guidance of the instructor.

Helena Weiss-Duman is the assistant director of university events and ceremonies at UC Berkeley. Professionally, she has produced a wide range of events including graduations, reunions, galas, and fundraisers. At home, she enjoys planning neighborhood block parties, family celebrations, and birthday parties.

**Course #430004**  
2 Mondays, October 22 & 29  
6:30-9 p.m., Room 314  
$59

Clutterology: How to Eliminate Clutter in Your Life and Get Organized
You can change your environment to work for you with simple, easy, and practical ideas on how to remove clutter from your life and get organized. If you feel that your life is being controlled by your stuff, then attend this fun-filled, interactive program, where you'll learn such important lessons as what the true cost of your "stuff" really is, how to be removed from junk mail lists, how to decide whether to keep or toss reading material. Please note: Attendees are encouraged to bring one item from your kitchen and two from your closet for charitable donations, as well as old cell phones and empty ink cartridges.  
_Materials fee: $30, payable to the instructor, for the illustrated manual, Clutterology._

Nancy Miller teaches at colleges throughout the state on a variety of business, entrepreneurial, and motivational topics.

**Course #420006**  
Saturday, October 20  
9 a.m.-noon, Room 505  
$39
All About Video Games

If you are a video game fanatic and want to know everything there is to know about them—and even try your hand at creating one—this class is for you! Jason and Neal, who belong to the Game Zone Recreation Club at Chabot College, will take you through the history of video games, from the very first game to the present and then talk about current issues, technology, how video gaming influenced society, and the process behind creating a game. You’ll get hands-on experience in creating one! Ages 8-teen.

Neal Trotter and Jason Huck of the Game Zone Club, have been playing video games since they were young and are currently designing a video game of their own.

Course #320009
Saturday, October 27
9 a.m.-noon, Room 302
$25 (special price)

Drama Workshop: Act it Out!

Kids will love this acting class because they can use their creativity and imagination to be whoever they want. Parents will love it because it can help their children overcome shyness and build self-confidence. The class will combine acting, theater games, activities and storytelling. All students will have the opportunity to perform for their parents on the last day of class on the stage of Chabot’s beautiful Performing Arts Center. Ages 8-12.

Vicky Haney is an actor and director with an enthusiastic interest in children’s theater. She has worked with the Oakland Public Theater children’s series, “The Wind and the Willows,” and recently served as assistant director for “South Pacific” at the Pleasanton Playhouse.

Course #310002
5 Saturdays, October 6-November 3
9:30-11:30 a.m., Room 511
$75

Basketball for Kids

Develop your basketball skills through a series of fun drills and games. You will focus on different areas of the game: offense, defense, dribbling, shooting, and passing. In addition to the basic skills, several elements of team play and strategy will be covered. Good sportsmanship will be emphasized. Ages 8-16.

Dennis Aye is the Men’s Basketball Coach at Chabot College.

Course #340001
4 Saturdays, September 29-October 27
(no class October 20)
3:45-5:30 p.m., Chabot Gym
$75

Beginning Guitar for Kids

Have you always wanted to play the guitar like your favorite rock stars? Take this six-session class and you will learn note reading, chords, and the “tablature” system of playing the guitar. By the end of the class you will be able to impress your family and friends with easy-to-play songs. Ages 9-14. (Look for adult guitar class under Music)

Materials fee: $10, payable to instructor on first day of class, for sheet music and other handouts.

Bruce Brill studied music at the Berklee School of Music in Boston, has a degree in guitar performance from Cal State Hayward, and has studied with some of the top guitar players in California.

Course #330001
6 Saturdays, September 29-November 3
11 a.m.-12:15 p.m.
Room 318
$65

Beginning Guitar for Kids II

Now that you are on your way to becoming a rock star, continue taking the lessons that will lead you to stardom! Seriously, this class is for anyone who has taken the previous Guitar for Kids class and anyone else who has previous knowledge of guitar. Ages 9-14.

Materials fee: $10, payable to instructor on first day of class, for sheet music and other handouts.

Bruce Brill

Course #330002
6 Saturdays, November 10-December 22
(no class November 24)
11 a.m.-12:15 p.m.
Room 318
$65

Customized Team Soccer Training

Motivate your team! Take this team-training class for serious soccer players at the club, high school, and college level. The class emphasizes all aspects of offense and defense as well as goalie training. If you want your team to excel, this is the class for you. We will work on style and systems of play for the whole team. For more information, call (510) 723-6785.

Tony Igwe played soccer professionally and coached at Stanford University before coming to Chabot College to coach men’s and women’s soccer.

Course #340003
Date and time by arrangement
Chabot Soccer Field
$70 per player for five 2-hour sessions
Competitive Volleyball for Girls
This semester-long class is designed to introduce high school athletes to college-level volleyball. You will learn the basic fundamentals of volleyball, including offensive and defensive strategies, and be given the opportunity to practice basic skills, such as hitting, setting, serving, passing, and digging. The class, taught by Chabot’s volleyball coach, will play in game-like situations with their own age-level teams as well with Chabot students.

Hilary Roberts is the Women’s Volleyball Coach at Chabot College.
Course #340002
13 Mondays, September 24-December 17
6:30-8:30 p.m., Chabot Gym
$79

PSAT Prep
The PSAT is coming in October—will you be ready? Whether your goal is a strong PSAT score, a National Merit Scholarship, or a head-start on preparing for the SAT, this class can help. In this PSAT crash course, instructor Eva Holtz—a perfect SAT scorer—will share dozens of tips and resources to help students shine on test day. Open to all ages, but recommended to students entering 10th and 11th grade. For more information, contact the instructor at eva@PrepPoint.com.

Note: Please bring a calculator.
Materials fee: $10 payable to instructor.
Eva Holtz is the founder of PrepPoint, a Tri-Valley company specializing in group and one-on-one, in-home tutoring.
Course #360006
Saturday, October 6
9 a.m.-noon, Room 317
$39

Prepare for the New SAT Written Essay
Are you ready for the new SAT? Recently an essay section was included in this essential test for college-bound students and you should be ready for it if you want to go to your dream college. In this workshop, you will get important tips on the essay-writing portion of the new SAT. You will find out:

• the format and expectations of the SAT essay—how the questions are phrased, what the graders will look for
• how to prepare—critical thinking skills to practice, common grammar mistakes, and useful logic and coherence terms to get familiar with ahead of time
• strategies for test day—helpful breakdowns of the “brainstorming” process and elements of good essay structure

This class will also benefit any students looking to improve their general composition skills.

Hilary Roberts
Course #360002
Saturday, September 29
1-4 p.m., Room 302
$39

Writing Your Personal Statement for the College Application
Here’s an opportunity for college-bound high school juniors and seniors or transfer students to learn how to write a unique, dynamic personal narrative to prepare for your college application essay. At the same time, you’ll learn techniques that will benefit all the writing you do—from school assignments to the upcoming SAT essay. You’ll have the chance to practice writing portions of a personal essay and view samples of others. At the end of the workshop, you should have a great start to a personal statement that will lead admissions officers to welcome you to their college! Hand-outs included.

Hilary Roberts, Ph.D., is an SAT instructor who tutors students in expository and college-admission essay writing and who consults and edits for working professionals. She has a Ph.D. in English from UC Berkeley. For more information, contact her at worlddoc101@earthlink.net.
Course #320010
2 Saturdays, October 6 & 13
Noon-4 p.m., Room 311
$79

Prep Workshop for SAT II Chinese Subject Test
If you have studied Chinese and are getting ready to take the SAT II Chinese Subject Test with Listening on November 3, this class is for you. This 10-hour workshop is designed to help organize your knowledge and prepare you for the test. It will include a review of Chinese vocabulary, phrases, sentence patterns, as well as provide opportunities to practice listening/reading comprehension, and grammar applications. Three practice tests will be given and a workbook will be assigned for the course. (This class is also beneficial for people who want to determine their level of proficiency in the language). The instructor will assign the book on the first day of class.

Materials fee: $10, payable to instructor.
Dr. Diana Kuo has been an instructor in the field of Chinese Language and Culture for more than 20 years. She founded the Multicultural Education Research Center (MERC) which has offered Chinese language courses to K-12 students since 1995.
Course #360007
5 Thursdays, September 27 to October 25
6:30-8:30 p.m., Room 315
$99

You may also be interested in:

SAT/ACT Preparation
Master the reading, writing, English, and science questions on the ACT and new SAT.
For more details, go to page 30.
Languages

Mandarin Chinese for Everyone
This vibrant class is an introduction to the culture, history and traditions of China, and you will learn to understand and speak basic Chinese. The course will cover the Ping-Yin pronunciation system, words and phrases for family, dates and times, hobbies, making appointments, asking directions and shopping. This class is for students seeking to learn more about their own heritage, business people, travelers, and anyone who wants to speak and understand Mandarin Chinese for everyday use.

Debbie Yan teaches Chinese in K-12, college, and adult schools.

Course #140001
8 Tuesdays, October 9-November 27
6:30-8:30 p.m., Room 315
$99

Conversational Spanish I
Do you want to communicate more effectively when traveling to a Spanish-speaking country, dining in a restaurant, or conversing with customers on the job? This class for beginners will emphasize listening and speaking skills, as well as comprehension. You will learn pronunciations, greetings, introductions, numbers, telling time, giving directions, and simple verbs. You’ll learn everyday words and common phrases that will help you in many situations. In this friendly, relaxed atmosphere you’ll get to know your classmates and plan a fiesta.

Required textbook: Information will be given after registering.
Course #140002
12 Mondays, September 17-December 10
(no class November 12)
6:30-8:30 p.m., Room 320
$99

Conversational Spanish II
Do you want to continue practicing your Spanish conversations and learn more vocabulary? This class is a continuation of Spanish I for students who have completed that class or who have some knowledge of Spanish.

Course #140003
12 Wednesdays, September 19-December 12
(no class on November 21)
6:30-8:30 p.m., Room 314
$99

Beginning Arabic Language and Culture
This course is an introduction to Arabic for those with no previous knowledge of the language. It is designed to enable the student to understand, speak, read, and write modern standard Arabic (MSA) as well as learn various cultures, customs and traditions. Ages teen to adult.

Materials fee: $15, payable to instructor, for lesson handouts.

Simon Bandar is a retired businessman with a love for languages. He enjoys speaking and teaching several different languages and sharing his passion with others.

Course #140006
8 Thursdays, October 4-November 29
(no class on November 22)
6:30-8 p.m., Room 508
$99

Arabic Language and Culture II
This second-level class is focused on the structure of the language and the ability to further advance conversation.

Materials fee: $40, payable to the instructor, for comprehensive textbook.

Simon Bandar
Course #140008
8 Thursdays, October 4-November 29
(no class on November 22)
8:30-10 p.m., Room 508
$99

You may also be interested in:

Speed Spanish I, II and III
Beginning Conversational French
Grammar for ESL
Introduction to Braille

For more details, go to page 30.
Japanese Language and Culture I
This is a great class if you are a business traveler, if you are going to Japan on vacation, or if you have a Japanese background and want to become familiar with the culture. In this fun and conversational language class you will learn pronunciation, everyday words and phrases, and useful expressions and etiquette for commonly encountered situations. Through role-playing, you will learn how to greet a Japanese person, ask for directions, order food and drinks, shop and return merchandise, and more. Ages 14 & up.

Hisako Endo Hintz was born and raised in Japan and has taught ESL at Chabot College since 1996. She also spent six years as an interpreter for private enterprise, government agencies, hospitals and schools. She received a master’s degree in English from Cal State Hayward.

Course #140004
6 Mondays, September 17-October 22
6-8 p.m., Room 318
$79

Japanese II
This fun and conversational language class continues the basic information taught in Japanese Language and Culture I.

Hisako Endo Hintz

Course #140005
6 Mondays, October 29-December 10
(no class on November 12)
6-8 p.m., Room 318
$79

Japanese Reading and Writing I
Would you like to take a step toward Japanese reading and writing? Hisako Hintz will introduce hiragana (one of the two sets of 46 phonetic scripts) and their combinations to form words. The students will be able to read and write some Japanese words with which they are already familiar. Time permitting, two to three dozen kanji characters will be introduced. In addition to writing practice, we will play a flash card game called “karuta” that Japanese children play to learn hiragana. Also, the students can bring in, share, and analyze samples of hiragana and/or kanji characters in actual use in various sources, such as ads, lyrics, and animation, during open sessions.

Prerequisites: Students should have some familiarity with the Japanese language to take this class.

Course #140007
8 Wednesdays, September 19-November 7
6-8 p.m., Room 522
$79

Beginning Italian
If you are planning to travel to Italy, want to get in touch with your Italian background, or just love languages, don’t miss this class. Taught by a native of Italy with a passion for languages, this class will familiarize you not only with the beautiful romance language of Italian but will educate you on the culture of Italy as well. You will learn simple grammar, everyday words and phrases, how to deal with situations in hotels, restaurants, shopping and sightseeing, and learn about the customs and history of the Italian people.

Required textbook: Avanti con l’italiano. Available in the Chabot College bookstore.

Mario D’Onofrio was born in Italy and trained early on to be an opera singer. Although he has taught languages for more than 35 years, he still has been known to burst into song when talking about Italian culture.

Course #140009
8 Tuesdays, September 25-November 13
6:30-9:30 p.m., Room 705
$99

Travel Tips
Are you thinking about traveling to Italy? Have you been to Italy and want to share your experiences? Do you want to sample some Italian treats?

The Italian Club of Chabot College is sponsoring a free seminar on travel tips to Italy. Come and meet some experienced travelers who will share their experiences, give advice, and answer all your questions in a lively, informal session. If you’ve been to Italy, come and share your experience with others. Ciao, C’e vediamo!

Tuesday, October 16 • 6:30-8 p.m.
Light refreshments • Free
To reserve a space, call 510-723-7425 or ChabottItalianClub@yahoo.com

Travel to Italy
May 31, 2008
Enjoy a 17-day excursion throughout Italy through EF Go Ahead Tours. Learn more about the trip on Tuesday, October 16, at the Travel Tips session (above) or contact Lisa Carlsen at 510-723-7425, lcarlsen@chabotcollege.edu

You don’t have to be Italian to join the…

Italian Club of Chabot College
Join this group of Italian and Italian wannabes. We study the Italian language and culture, eat the food, go on trips, plan fundraisers, and much more. For more information, contact us at: ChabottItalianClub@yahoo.com or 510-723-7425.
Music

Beginning Strings: Violin, Viola or Cello
If you’ve always wanted to play a string instrument and never had the chance or if you are a teen and want to get an introduction to a stringed instrument, this is the class for you. In this six-week course, we will learn how to read music and work on the mechanics of playing a stringed instrument. By the end of this class you will be able to play simple tunes. Ages 14-adult
Kate Meyer has been the Director of String Orchestras at the Mill Valley School District for five years. Previously she taught music in the Vacaville School District. She has performed with music groups throughout California.
Course #150006
6 Mondays, October 1-November 5
7-8 p.m., Room 317
$69

Guitar for Beginners
This is a beginning class taught by an East Bay veteran guitar player who will teach you the basic chords, strums, finger-picking, and tablature in a non-intimidating environment. You’ll also learn about different styles of music that can be played on the guitar, including classical, jazz, rock, country, and flamenco. Students will play solo and in groups of two and three. Reading music is not a requirement. Must have a guitar that has all six strings and is in tune. Ages 15 to adult. Also see Guitar for Kids ages 9-14, under Kids on Campus.
Bruce Brill studied music at the Berklee School of Music in Boston, has a degree in guitar performance from Cal State Hayward, and has studied with some of the top guitar players in California.
Course #150001
6 Saturdays, September 29-November 22
12:45-2 p.m., Room 318
$75

Beginning Blues Harmonica
If you’ve always wondered how those amazing sounds come out of a harmonica, here’s your chance to learn. This class will focus on both playing and having fun as you are introduced to many of the tricks and techniques. No previous musical experience is required. Students will need a “C” major diatonic harmonica. Instructor will have them available in class for $11 if you don’t have one.
Materials fee: $13, paid to instructor, for instructional CD and handouts.
Dave Broida has been teaching and performing for 20 years at colleges and recreation programs throughout northern California.
Course #150004
Saturday, November 17
2-5 p.m., Room 317
$25 (special price)

Sing in Barbershop-style: Join the New Dimension Chorus
Do you love to sing and are looking for others to share that experience with? The New Dimensions Chorus is a group of beginning to advanced-level singers who perform four-part a cappella harmony in the barbershop style, including gospel, patriotic, holiday, and standard songs. Join the group and work on developing your natural voice instrument and singing presence through vocal training sessions.
James Hall is the music director of the New Dimensions Chorus and Demaster Survine IV is the vocal coach. For more information, go to www.ndchorus.com.
Course #150003
Thursdays, starting September 13
(Can enroll anytime throughout the year)
7-10 p.m., Room 1232
$49 first-time semester fee
$29 per semester continuing fee

Join the Chabot College Community Concert Band
Open to community instrumental musicians for musical growth, friendship and to contribute to the local musical life.
Mondays, August 20-December 17
7-9:15 p.m
For more information, contact Band Director Tim Harris at (510) 723-6833 or tharris@chabotcollege.edu
(This is an academic, for-credit course (.5 unit). You can register online at www.chabotcollege.edu (MUSP 4915, CRN #22032)
Community Education Book Group: You’ll Never Read Alone Again!

Do you love to read good books but wish you had others to share your opinions with? Well, we in Community Ed are book lovers too and thought it might be fun to start a monthly book group for others like us. We will choose a book to start and then once everyone meets, the group will choose the next book together. We will meet on campus once a month for lively discussions and light refreshments and we may even go across the street to Eon Café for coffee. **September book: The Time Traveler’s Wife**

**Susana Ferrer,** who will facilitate the group, has been a book lover for most of her life. She is a Chabot College graduate, and a tutor and online instructor at the college, and a literature major at Cal State East Bay. Born in Nicaragua, she is bilingual and has participated in and led book groups in both English and Spanish.

**Course #430011**  
4 Mondays, 9/24, 10/22, 11/19, 12/17  
6:30-8:30 p.m., Room 502  
$39

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24 Ways to Gain High Self-Esteem

Do you often criticize yourself, behave in destructive ways or find yourself controlled by unpleasant emotions? You can change that! Your life can be glorious—learn how to gain happiness, health and peace of mind. Come experience a high-energy, practical class. Topics include:

- Learning specific behaviors to feel increased love and respect for yourself and others
- Conquering criticism, guilt, worry and anger
- Becoming more successful in love and work
- Creating a happy, balanced lifestyle
- Discovering goals, affirmations, forgiveness and positive thinking techniques
- Learning confident body language

**Jim Spillane** has taught over 60,000 students in 27 years and has appeared on national TV in his “Self Esteem Experience” Seminar.

**Course #430001**  
Saturday, November 3  
10 a.m.-1 p.m., Room 505  
$39

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Seven Secrets of Initiating a Relationship

How many times have you noticed someone you would like to meet but were unable to make the first move? Has dating lost its appeal? This class will help you to:

- Discover good places to meet people
- Conquer aloneness and fear of rejection
- Hold interesting conversations
- Be comfortable and playful
- Make favorable first impressions
- Recognize and choose a lifelong companion
- Learn successful tips on dating

**Jim Spillane** teaches with insight and wit. Come learn how to meet compatible partners in surprisingly successful ways!

**Course #430002**  
Saturday, November 3  
2-5 p.m., Room 505  
$39

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Texas Hold ’Em—Learn to Win Big at Poker!

Confused about the difference between a showdown and a flop, or a small blind and a big blind? Join a sweeping new trend and learn the basics of Texas Hold ‘Em, the world’s premier poker game. This class will unlock the secrets of Texas Hold ‘Em beginning with the basics and guiding participants through critical decision-making processes including advanced techniques in bluffing, trapping, reading tells, calculating pot odds, position play, and much more. Each lesson is mixed with game experience.

**Dennis Aye**

**Course #430002**  
4 Tuesdays, October 9-30  
7:30-9:30 p.m., Room 402  
$79

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Online! Grammar Refresher

Revive your lost or forgotten knowledge of English grammar and gain confidence in your ability to produce grammatically correct writing. Whether you’re a student or professional, a published or beginning writer, this course will help you navigate and master English grammar. A patient instructor will support you throughout the course, and plenty of interactive exercises will give you ample opportunity to put into practice everything you learn.

This is a 6-week online class with two lessons a week. New classes start every month: 8/15, 9/19, 10/17, 11/14, and 12/12. To register, go to www.ed2go.com/chabotcomed. For more information, go to page 30.
Adopting a Child: Myths & Realities
Have you been thinking about adopting a child but don’t know where to begin? Are you worried about the high costs of private adoption, the impact of child abuse on children available for placement, the conditions in orphanages overseas, or the U.S. birthmother changing her mind? This workshop will demystify the adoption process and provide you with basic information and resources to help you make informed decisions about whether or not to adopt, and about what type of adoption might be right for you.

Sara Lively, M.S.Ed., is the founder of Adoption Paths, an organization that provides education and support to prospective adoptive parents through workshops, seminars, and private consultations. A mother both by adoption and by birth, she provides expert, unbiased guidance about all aspects of adoption.

Course #430003
Saturday, October 27
9:30 a.m.-noon, Room 315
$39

Have Beautiful Skin—Naturally
Are you looking for natural, gentle and effective skincare treatments that won’t break your budget? Learn how to create the beautiful skin you’ve always wanted, naturally! This fun, hands-on class will help you understand and care for your skin like never before. Topics include:

• effective treatments for your unique skin type and skin condition
• inexpensive, natural alternatives to pricey salon products
• dealing with seasonal and hormonal changes of the skin
• super-foods and vitamins for youthful, glowing skin

You will learn how to build a healthy skin from the inside out, as well as how to create the perfect skincare routine for you. Bring any questions you want answered! During class you will also make a customized cleansing wash, exfoliant mask, skin-soothing mask, and moisturizing gel to take home. Materials fee: $12 payable to instructor, for supplies and handouts.

Angela Palmer is an esthetician, specializing in holistic skincare treatments. She trained at Federico College, Sacramento and the International Dermal Institute, San Francisco. She has been teaching clients about their skin since 2000.

Course #410001
Thursday, November 8
6:30-9:30 p.m., Room 315
$45

Internet Security and Safety
Every Computer User Should Know
How secure is your computer? How safe are you while you’re on line? What are the current risks when surfing the net? If these questions bother you (and they probably should), you’ll find the answers PLUS the most effective ways to ensure that you and all your vital information are safe from cyber harm. In this entertaining and informative class, you’ll learn the latest techniques for protecting your computer from unwanted intrusion and damage including:

• How to determine the true security of your computer
• Internet identify theft and how to prevent it
• Identifying and preventing “phishing” and other internet scams
• Blocking spam and junk messages
• Dozens of tips to keep you safe and productive

Materials fee: $30, payable to instructor in class for comprehensive manual plus a CD with software for securing your computer against cyber harm.

Bob Cohen specializes in researching and developing ways to prevent cyber crimes and abuse. He is a former Pinkerton security agent.

Course #430012
Tuesday, November 13
6-9 p.m., Room 402
$25 (special price)

What’s Up with MySpace?: A Guide to Internet Safety for Kids
From kiddie porn to cyber stalking, parents everywhere are concerned about keeping their children cyber-safe. In this entertaining and informative class, you’ll learn the latest techniques for protecting your children while they’re on line including:

• Warning signs for parents to watch for
• How predators work
• Keeping private information off the Internet
• Tools and software for helping parents

Materials fee: $30, payable to the instructor for comprehensive manual plus a CD with software for cyber-proofing your child’s computer.

Bob Cohen

Course #430013
Wednesday, November 14
6-9 p.m., Room 1904
$25 (special price)

See the Stars!
Bring your friends, relatives and kids to Chabot College for an out-of-this-world adventure you won’t soon forget: a fascinating planetarium show and a real-life look at the night sky through powerful telescopes and you’ll enjoy intergalactic refreshments: Moon Pies and Milky Ways!

“An Evening at the Planetarium”
Saturday, October 20
6:30-8:30 p.m.
$5 kids/$10 adults
(see page 19 for more details)
Historic Barbary Coast Trail

“San Francisco was founded physically and morally on mud”—Mark Twain

Find out what was behind Mark Twain’s quote as we explore the heart of darkness on the historic Barbary Coast. Gold rush fever, shanghaied sailors, corrupt politicians, vigilantes, femme fatales. Nothing changes. Visit the sites of ship bone yards, the end of the Pony Express, the first jazz clubs, and dens of ill repute mixed in with the commercial buildings of the emerging forces of civilization such as the frequently looted liquor warehouses.

Course #450007
Saturday, September 15
2-5 p.m.
Meet at Montgomery BART by Palace Hotel
$39

Arts & Letters: A Tour of Galleries and Bookstores

San Francisco has the most concentrated number of downtown galleries west of Manhattan. Be inspired by kitsch to contemporary works of art that will awaken your dried brushes. Set among the galleries are one-of-a-kind bookstores guaranteed to flip your pages. We’ll examine many of these galleries and bookstores that will fascinate art lovers and book lovers, as well as anyone else who loves history, adventure, discovery, and San Francisco! All of this within six square blocks!

Course #450001
Saturday, September 29
2-5 p.m.
Meet at Montgomery BART by Palace Hotel
$39

Do you have ideas for other San Francisco tours you’d like to go on?

Send us an e-mail and let us know: chabotcomed@chabotcollege.edu.

We appreciate your input!

NEW! SOMA: The New San Francisco

Join us on this exciting new tour and find out how the South of Market (SOMA) area of San Francisco developed from the post-war ideology of Urban Renewal. You will visit some recently built grand hotels and restaurants; check out the large concentration of museums in the Yerba Buena Center created to celebrate cultural diversity, including the African Diaspora Museum, Contemporary Jewish Museum, and the Museum of Modern Art (we will not enter the galleries); visit contemporary residential structures with high-end lofts and discrete enclaves in new SOMA neighborhoods; visit the Moscone Center’s rooftop park with an NHL-size skating rink, and meander through South Park, a quaint Victorian neighborhood organized around a small park, reminiscent of Paris.

Course #450006
Saturday, October 13
2-5 p.m.
Meet at Montgomery BART by Palace Hotel
$39

Grand Hotels and The Path of Gold

Learn about several of the great hotels in and around Union Square from the magnificent to the discrete. Discover tastefully restored pocket hotels, beautiful ornamentation and great places to dine. Then find out why Market Street was known as The Path of Gold as we examine important historic and architectural sites on our way to the Ferry Building. We’ll end our walk with an insider’s view of one of the newer Grand Hotels.

Course #450003
Saturday, October 20
2-5 p.m.
Meet at Powell BART by Cable Car turnaround
$39

During the Grand Hotels tours, instructors Kerry and Kathy Kensinger (front right) take a moment to pose in front of the Serrano Hotel, one of more than a dozen hotels on this fascinating excursion.
Online Courses – Fall 2007

Courses start each month: August 15, September 19, October 17, November 14, and December 12.

Update your computer skills, discover a new talent, or begin a new career path at your own pace and at your convenience with one of our new instructor-led courses. By contracting with Education to Go, we can offer more than 300 courses in everything from computers, Internet, writing, personal enrichment, test prep, business, legal studies, and health care. Each course runs for six weeks and consists of 12 lessons. The courses include interactive quizzes, assignments, tutorials, and on-line discussion areas. All you need is Internet access, an e-mail address, and a Web browser.

Online Instruction Center
To learn more about our online courses, visit our Online Instruction Center at www.ed2go.com/chabotcomed. You will find complete course descriptions, lesson outlines, evaluations from former students, course requirements, instructor credentials, and a demo course.

Requirements
All courses require Internet access, e-mail, Netscape Navigator, or Internet Explorer. Some courses may require additional software or have other requirements not listed. Before registering for any course, go to our Online Instruction Center and read the complete requirements for that course.

How to Get Started

• Visit our Online Instruction Center at www.ed2go.com/chabotcomed, Click the Orientation link and follow the instructions to enroll and pay for your course (either by credit card online through Ed2Go or check/credit card through Chabot College by calling (510) 723-6665). During orientation you will be provided an opportunity to choose the name and password you will use to access your course. This step is important! You cannot access your course until you complete orientation.

• When the course is scheduled to start, return to the Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the name and password you provided during orientation.

The Internet ($89)
Introduction to the Internet
Achieving Top Search Engine Positions
Introduction to Outlook Express
Introduction to Microsoft Outlook 2003
Learn to Buy and Sell on eBay
Web Page Design
Creating Web Pages
Creating Web Pages II
Introduction to CSS and XHTML
Designing Effective Websites
Introduction to Dreamweaver 8
Introduction to Flash 8
Introduction to Microsoft FrontPage 2003
Achieving Top Search Engine Positions
Introduction to Flash MX 2004
Introduction to Dreamweaver MX 2004
Introduction to Dreamweaver MX

Web Graphics and Multimedia ($89)
Introduction to CorelDRAW X3
Introduction to FreeHand MX
Introduction to Flash 8
Introduction to Flash MX 2004
Imaging for the Web Using Fireworks MX 2004
Introduction to Macromedia Director MX 2004
Drawing for the Absolute Beginner
Imaging for the Web Using Fireworks MX

Web and Computer Programming ($89)
Introduction to ASP.NET
Introduction to PHP and MySQL
Introduction to JSP Programming
Java for the Absolute Beginner
Introduction to Alice 2.0 Programming
Introduction to C++ Programming
Introduction to C# Programming
Intermediate C# Programming
Introduction to Perl Programming
Introduction to VBA
Introduction to Visual Basic 2005
Intermediate Visual Basic 2005
Introduction to Visual Basic .NET
Intermediate Visual Basic .NET

Basic Computer Literacy ($89)
Introduction to Windows Vista
Computer Skills for the Workplace
Keyboarding
Community Education Fall 2007

Online Courses

Computer Applications ($89)
- Introduction to Microsoft Excel 2007
- Introduction to Microsoft Word 2003
- Intermediate Microsoft Word 2003
- Advanced Microsoft Word 2003
- Introduction to Microsoft Excel 2003
- Intermediate Microsoft Excel 2003
- Advanced Microsoft Excel 2003
- Introduction to Microsoft Access 2003
- Intermediate Microsoft Access 2003
- Introduction to Microsoft PowerPoint 2003
- Intermediate Microsoft PowerPoint
- Introduction to Microsoft Visio 2003
- Introduction to Microsoft Project 2003
- Introduction to Microsoft Outlook 2003
- Introduction to QuickBooks 2007
- Intermediate to QuickBooks 2005
- QuickBooks 2007 for Contractors
- Intermediate to QuickBooks 2006 for Contractors
- Performing Payroll in QuickBooks 2007
- Introduction to Crystal Reports 10

Graphic Design ($89)
- Design Projects for Adobe Illustrator CS2
- Introduction to CorelDRAW X3
- Introduction to Photoshop CS2
- Intermediate Photoshop CS2
- Introduction to FreeHand MX
- Photoshop Elements 5.0 for the Digital Photographer
- Photoshop CS5 for the Digital Photographer
- Photoshop CS2 for the Digital Photographer
- Introduction to Adobe FrameMaker 7.1
- Introduction to Photoshop CS
- Photoshop 7 for the Absolute Beginner
- Introduction to Photoshop 7
- Design Projects for Adobe Illustrator CS
- Introduction to Microsoft Publisher 2003

PC Troubleshooting, Networking, & Security ($89)
- Introduction to PC Troubleshooting
- Introduction to PC Security
- Advanced PC Security
- Creating a Home Network
- Creating a Small Office Network
- Wireless Networking
- Introduction to Networking
- Intermediate Networking

Database Management & Programming ($89)
- Introduction to Database Development
- Introduction to SQL
- Introduction to Oracle
- Intermediate Oracle
- Introduction to Microsoft Access 2003
- Intermediate Microsoft Access 2003
- Introduction to Crystal Reports 10
- Introduction to ASP.NET
- Introduction to PHP and MySQL
- Introduction to the Game Industry
- Creating User Requirements Documents
- Introduction to Alice 2.0 Programming
- Introduction to C++ Programming
- Introduction to C# Programming
- Intermediate C# Programming
- Introduction to Perl Programming
- Introduction to VBA
- High Speed Project Management
- Introduction to Visual Basic 2005
- Intermediate Visual Basic 2005
- Introduction to Visual Basic .NET
- Intermediate Visual Basic .NET

Certification Prep ($99)
- CompTIA Security+ Certification Prep
- CompTIA Network+ Certification Prep
- Basic CompTIA A+ Certification Prep
- Intermediate CompTIA A+ Certification Prep
- Advanced CompTIA A+ Certification Prep
- PMP Certification Prep 1
- PMP Certification Prep 2
- Microsoft Windows Certification Prep: Exam 70-270

Digital Photography & Digital Video ($89)
- Making Movies with Windows XP
- Discover Digital Photography
- Secrets of Better Photography
- Photoshop Elements 5.0 for the Digital Photographer
- Photoshop Elements 5.0 for the Digital Photographer II
- Photoshop Elements 5.0 for the Digital Photographer II
- Photoshop CS3 for the Digital Photographer
- Photoshop CS2 for the Digital Photographer
- Graphing People with your Digital Camera
- Introduction to Photoshop CS2
- Intermediate Photoshop CS2
- Photoshop Elements 4.0 for the Digital Photographer
- Photoshop Elements 4.0 for the Digital Photographer II
- Photoshop Elements 3.0 for the Digital Photographer
- Photoshop Elements 2.0 for the Digital Photographer
- Photoshop Elements Projects
- Introduction to Macromedia Director MX 2004

Languages ($89)
- Speed Spanish
- Speed Spanish II
- Speed Spanish III
- Instant Italian
- Beginning Conversational French
- Writing for ESL
- Grammar for ESL
- Beginning Braille Transcription
- Intermediate Braille Transcription

Writing & Publishing ($89)
- Beginning Writer’s Workshop
- Romance Writing Secrets
- Writing for Children
- Mystery Writing
- Writing Fiction Like a Pro
- Advanced Fiction Writing
- Grammar Refresher
- Writerific: Creativity Training for Writers
- Writerific 2: Advanced Creativity Training for Writers
- Effective Business Writing
Writing for ESL
The Craft of Magazine Writing
Fundamentals of Technical Writing
Writing Great Technical Documents
Introduction to Adobe FrameMaker 7.1
The Keys to Effective Editing
Business Marketing Writing
Write Your Life Story
Beginner’s Guide to Getting Published
Travel Writing
Your Screenwriting Career
Creating a Sense of Place
Pleasures of Poetry
Research Methods for Writers
Introduction to Journaling
Publish It Yourself: How to Start and Operate Your Own Publishing Business
Demystifying Forensic Science: A Writer’s Guide
Introduction to Internet Writing Markets
Resume Writing Workshop
Becoming a Grant Writing Consultant

Entertainment Industry Careers ($89)
Introduction to the Game Industry
Marketing Tools for Actors
Theme Park Engineering
Get Funny!
Your Screenwriting Career
Music Made Easy
Get Paid to Travel

Grant Writing & Nonprofit Management ($89)
Creating Your Own Nonprofit
Introduction to Nonprofit Management
Marketing Your Nonprofit
Wow, What a Great Event!
A to Z Grant Writing
Get Grants!
Writing Effective Grant Proposals
Advanced Grant Proposal Writing
Becoming a Grant Writing Consultant

Start Your Own Business ($89)
Creating a Successful Business Plan
Learn to Buy and Sell on eBay
Marketing Your Business on the Internet
Start and Operate your own Home-Based Business
Publish It Yourself: How to Start and Operate Your Own Publishing Business
Secrets of the Caterer
Growing Plants for Fun and Profit
Wow, What a Great Event!
Start Your Own Consulting Practice
Caring for Children
Beginning Braille Transcription
Intermediate Braille Transcription

Accounting ($89)
Accounting Fundamentals
Accounting Fundamentals II
Creating a Successful Business Plan
Introduction to Microsoft Excel 2003
Intermediate Microsoft Excel 2003
Advanced Microsoft Excel 2003
Introduction to QuickBooks 2007
QuickBooks 2007 for Contractors
QuickBooks 2006 for Contractors
Performing Payroll in QuickBooks 2007
Performing Payroll in QuickBooks 2006

Business Administration ($89)
Project Management Fundamentals
Project Management Applications
Fundamentals of Supervision and Management
Fundamentals of Supervision and Management II
Administrative Assistant Fundamentals
Administrative Assistant Applications
Understanding the Human Resources Function
Mastery of Business Fundamentals
Mastery of Business Applications
Employment Law Fundamentals
Total Quality Fundamentals
Six Sigma: Total Quality Applications
Purchasing Fundamentals
Purchasing Applications
Introduction to Business Analysis
Managing Customer Service
Distribution and Logistics Management
Supply Chain Management Fundamentals
Supply Chain Management Applications
High Speed Project Management
Successful Construction Business Management
Principles of Sales Management
Manufacturing Fundamentals
Manufacturing Applications

Test Prep ($89)
GED Test Preparation
Prepare for the GED Language Arts, Writing Test
Prepare for the GED Math Test
SAT/ACT Preparation - Part 1
SAT/ACT Preparation - Part 2
GRE Preparation - Part 1
GRE Preparation - Part 2
GMAT Preparation
Grammar for ESL
LSAT Preparation - Part 1
LSAT Preparation - Part 2

Personal Development ($89)
Grammar Refresher
Computer Skills for the Workplace
Effective Business Writing
Administrative Assistant Fundamentals
Become a Veterinary Assistant
Mastery of Business Fundamentals
Get Assertive!
Merrill Ream Speed Reading
Leadership
Listen to Your Heart, and Success Will Follow
Communicating Like a Leader
Achieving Success with Difficult People

Sales & Marketing ($89)
Professional Sales Skills
Effective Selling
Business Marketing Writing
Principles of Sales Management
Marketing Your Business on the Internet
Community Education  Fall 2007

Online Courses

Get Paid to Travel
Keys to Effective Communication
Interpersonal Communication
Goodbye to Shy
High Powered Communication
Get Funny!
Individual Excellence: Secrets of Career Success
Introduction to Journaling
Twelve Steps to a Successful Job Search
Everyday Math
Resume Writing Workshop

Personal Finance & Wealth Building ($89)
Real Estate Investing
Debt Elimination Techniques That Work
Building Wealth
Where Does All My Money Go?
Personal Finance
Stocks, Bonds, and Investing: Oh, My!
The Analysis and Valuation of Stocks
Introduction to Stock Options

Health Care, Nutrition, & Fitness ($89)
Medical Terminology: A Word Association Approach
Human Anatomy and Physiology
Become a Veterinary Assistant
Become a Veterinary Assistant II: Canine Reproduction
Become a Veterinary Assistant III: Practical Skills
Luscious, Low-Fat, Lightning-Quick Meals
Introduction to Natural Health and Healing
Handling Medical Emergencies
Outdoor Survival Techniques
Assisting Aging Parents

Personal Enrichment ($89)
Genealogy Basics
Film Literacy
Luscious, Low-Fat, Lightning-Quick Meals
Wine Appreciation for Beginners
Goodbye to Shy
The Magic of Hypnosis
Keys to Effective Communication
Interpersonal Communication
Achieving Success with Difficult People
Merrill Ream Speed Reading
Write Your Life Story
Handling Medical Emergencies
Outdoor Survival Techniques
Assisting Aging Parents

Child Care & Parenting ($89)
Caring for Children
Parenting: The First Five Years
Ready, Set, Read!
Enhancing Language Development in Childhood
Understanding Adolescents
Guiding Kids on the Internet

Math, Philosophy, & Science ($89)
Theme Park Engineering
Everyday Math
Introduction to Algebra

Law & Legal Careers ($89-$159)
Employment Law Fundamentals
Workers’ Compensation
Introduction to Criminal Law
Introduction to Criminal Law II
Evidence Law
Real Estate Law
Winning Strategy for the Courtroom
Legal Nurse Consulting
Constitutional Law: Bill of Rights
Paralegal Preparation 1
Paralegal Preparation 2
Paralegal Preparation 3
Paralegal Preparation 4
Paralegal Preparation 5
Paralegal Preparation 6
LSAT Preparation - Part 1
LSAT Preparation - Part 2

Health Care Continuing Education ($45-199)
Certificate in Gerontology
Certificate in Complementary and Alternative Medicine
Certificate in Spirituality, Health, and Healing
Certificate in End of Life Care
Certificate in Growth and Development
Through the Lifespan
Certificate in Legal and Ethical Issues in Nursing
Certificate in Issues in Oxygenation
Certificate in Pain Assessment and Management
Certificate in Perinatal Issues

Career Certificate Programs ($588-$998)
Accounting Career Certificate Program
Medical Coding and Billing - Comprehensive
Medical Coding and Billing - Accelerated
Medical Transcriptionist - Comprehensive
Medical Transcriptionist - Accelerated
Medical Office Assistant - Comprehensive
Medical Office Assistant - Accelerated
Home Inspector Career Certificate Program
PC Repair Career Certificate Program

For a complete list of classes, descriptions, instructor bios, and lesson plans, and to register online for classes, please go to www.ed2go.com/chabotcomed
Parking fees are enforced Monday through Saturday. Daily parking permits can be purchased for $2 from dispensers located in the student parking lots.

In all two-story buildings on campus, the first floor classrooms are even-numbered and the second floor classrooms are odd-numbered.