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CHABOT COLLEGE
Community Education Office
25555 Hesperian Blvd.
Hayward, CA 94545
Phone: (510) 723-6665 • Fax: (510) 723-6795
E-mail: chabotcomed@chabotcollege.edu
Website: www.chabotcollege.edu/comed

Register online at www.chabotcollege.edu/comed

Attention Kids! How popular summer camp classes are being offered in the fall (see page 20)!

Cover: Mother and daughter Rosalba and Madina Tutakhil both enjoy taking guitar lessons through Community Education. Fall guitar classes for adults and kids start on September 26. See pages 21 and 25. (Photo by Sean Jones)
# Courses By Date

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<th>Date</th>
<th>Course</th>
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<tbody>
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<td>8/11</td>
<td>August Online Classes Start</td>
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## September

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<td>9/12</td>
<td>SAT Prep</td>
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<td>Use a Mouse</td>
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<tr>
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<td>Computer Basics</td>
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<td>9/16</td>
<td>September Online Classes Start</td>
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<td>9/17</td>
<td>Computacion Basica</td>
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<tr>
<td>9/22</td>
<td>Medical Insurance Billing I</td>
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<tr>
<td>9/22</td>
<td>Beg. Word</td>
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<td>9/22</td>
<td>Pilot Ground School</td>
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<td>9/22</td>
<td>Beg. Belly Dancing</td>
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<td>Adv. Belly Dancing</td>
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<td>9/24</td>
<td>Word II</td>
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<td>Intro to Excel</td>
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<td>Medical Insurance Billing II</td>
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<td>Med Billing from Home</td>
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<td>Grand Hotels 2</td>
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<td>Beginning Guitar</td>
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<td>Guitar for Kids</td>
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<td>Med Billing-Computerized</td>
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<td>Med Billing-Workers' Comp</td>
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<td>Beg. ESL for Workplace</td>
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<td>Flash Animation</td>
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<td>Excel II</td>
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<td>Picture Matting</td>
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<td>Notary Public</td>
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<td>Pastels</td>
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<td>Piano for Kids</td>
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<td>Conversational Spanish</td>
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<td>Holiday Soap Making</td>
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<td>Outdoor Sketching</td>
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<td>Spend Smart, Live Rich: Money &amp; Home</td>
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<td>Real Estate Rescue</td>
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<td>Calligraphy</td>
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<td>October Online Classes Start</td>
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<td>Retirement Planning</td>
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<td>Mystery Shopping</td>
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<td>Alternative Energy System</td>
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<td>Home Electrical Repair I</td>
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<td>Home Electrical Repair II</td>
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<td>Grant Writing</td>
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<td>Finish That Writing Project!</td>
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<td>10/24</td>
<td>Hidden Chinatown</td>
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<tr>
<td>10/24</td>
<td>Perfect Your Make-up!</td>
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<td>10/24</td>
<td>Sloppy Science Workshop</td>
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<td>Still Life Acrylic Painting</td>
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<td>Music Reading</td>
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<td>Instant Piano</td>
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<td>One-Stroke Painting</td>
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<td>Ballroom Dancing</td>
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## November

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<tr>
<td>11/3</td>
<td>Beg. Belly Dancing</td>
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<tr>
<td>11/3</td>
<td>Adv. Belly Dancing</td>
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<td>11/4</td>
<td>Mineral Makeup</td>
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<td>11/7</td>
<td>Profitable Exporting</td>
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<td>11/7</td>
<td>Make Wine with Fruit</td>
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<td>11/7</td>
<td>Spend Smart, Life Rich: Afford the Fun Stuff</td>
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<tr>
<td>11/7</td>
<td>Guitar for Kids II</td>
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<tr>
<td>11/7</td>
<td>Beg Guitar II</td>
</tr>
<tr>
<td>11/7</td>
<td>Sewing 101</td>
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<tr>
<td>11/7</td>
<td>Open Mac Night</td>
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<td>11/7</td>
<td>iPhoto Your Digital Shoebox</td>
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<td>Project Runway</td>
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<td>11/11</td>
<td>November Online Classes Start</td>
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<td>11/14</td>
<td>Drum Circle</td>
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<td>11/14</td>
<td>Murals of the Mission</td>
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<td>11/14</td>
<td>Buy a Small Business</td>
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<td>11/16</td>
<td>Adv. Cake Decorating</td>
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<td>11/17</td>
<td>Adv. Cake Decorating</td>
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<td>11/17</td>
<td>Voiceovers</td>
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<td>11/21</td>
<td>Healthy Harmonica</td>
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<td>11/21</td>
<td>Blues Harmonica</td>
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<td>11/21</td>
<td>Home-Based Business</td>
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<td>Typing Business</td>
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## December

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<tr>
<td>12/5</td>
<td>Car Care</td>
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<tr>
<td>12/5</td>
<td>Bath Salts</td>
</tr>
<tr>
<td>12/9</td>
<td>December Online Classes Start</td>
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</table>
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!

Chabot College Community Education Office Staff

Susan May, Director
Judy Vetters, Kim Bononcini

Chabot-Las Positas Community College District Board of Trustees

Hal G. Gin, Ed.D., President • Donald L. “Dobie” Gelle, Secretary • Arnulfo Cedillo, Ed.D.
Isobel F. Dvorsky • Barbara F. Mertes, Ph.d. • Marshall Mitzman, Ph.D. • Carlo Vecchiarelli

Dr. Celia Barberena, Chabot College President
New!

Outdoor Sketching:
Capture a Moment in Time

Take this unique art class and enjoy creating works of art in outdoor social settings. You'll find out how the eye, brain, and hand can all work together to capture a moment in time with a drawing or painting. As we draw real people and natural settings on the Chabot College campus, you'll learn techniques for how to quickly catch the essence of a scene, figure, or still life. Classes will begin with live drawing demonstrations, proceed with group drawing exercises, and conclude with sharing and discussing student artwork.

Materials required: Call to get supply list, (510) 723-6665.

Vincent Pagniucci received a BFA with a focus in illustration from the prestigious Ringling College of Art and Design in Sarasota, Florida. He carries a sketchbook and drawing materials almost everywhere he goes and can be seen drawing in public places all around the Bay Area. You can view his recent artwork at www.vincentserrano.blogspot.com

Course #110014
5 Saturdays, October 10-November 7
1-3 p.m., Room 1006, $79

---

Pastels for Beginners

Have you ever seen something beautiful and wished you could capture it on paper? This introductory class will teach you how to express your artistic vision using pastels—a soft, colored chalk. The instructor will demonstrate the technique and cover basic design theories and work individually with each student to create still-life paintings. As a group, the class will also analyze some famous paintings to become familiar with the composition of colors and designs. Previous students are encouraged to register again for more advanced work. Ages 14 and up.

Materials required: Call to get supply list, (510) 723-6665.

Kith Leal graduated from the Academy of Art University in San Francisco with a Bachelor of Fine Arts degree. He enjoys illustrating books as well as teaching how to do artwork in all mediums.

Course # 110011
6 Saturdays, October 3-November 7
9 a.m.-noon
Room 1008, $99

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Art & Dance

Chinese Brush Painting

Chinese Brush Painting is an ancient art form that developed in China hundreds of years ago and has recently gained new popularity among artists all over the world. The style and technique of Chinese painting have varied greatly over the years -- from very detailed portraits to paintings of flowers executed with large brush strokes. Now you can learn this art form as well as the cultural beliefs behind them.

Materials required: Call to get supply list, (510) 723-6665.

Alice Hsu began studying Chinese brush painting as a child in China specializing in landscaping. She also has taught watercolor to adults and children in this program.

Course #110012
4 Wednesdays, October 21-November 11
6-8 p.m., Room 1008, $79

---

Vincent Pagniucci

Kith Leal

Alice Hsu
Community Education                  Fall 2009

One-Stroke Painting
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! Basic techniques for painting flowers, animals, and landscapes will be covered and students will incorporate these designs onto their own creations. Take this class multiple times and make new gifts each time!

Materials fee: $20, payable to the instructor, for supplies.

Melanie Small is a certified One-Stroke instructor 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. In “real life,” she directs the career center at Castro Valley High School.

Course #110003
4 Saturdays, October 31-November 21
1-3 p.m., Room 1008, $79

New!
Still-Life Acrylics
Learn how to paint still life using acrylic techniques. You’ll have a choice of copying a master’s work of still life from pictures provided by the instructor or creating your own original still life (flowers, fruit, or vegetables, a vase, or other objects)

Materials fee: $25, paid to instructor, for all necessary art supplies.

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 and at Chabot for six years.

Course #110015
5 Mondays, October 26-November 23
6:30-8:30 p.m., Room 1008, $89

Picture Matting Made Easy
Tired of spending hundred of dollars to mat your artwork or cherished family pictures? Come learn how to do it yourself! In this one day workshop, you will work one-on-one with the instructor as you learn to cut beveled edge window mats like a pro. You’ll get advice on low-price framing and places to go to buy framing equipment. At the end of the workshop, you’ll walk away with two masterpieces you can hang on your wall or give as gifts! You’ll also learn the tricks of the trade for a perfect double matting. Limit 12 students. Please bring to class: one image 4 by 6 inches (colored or black and white), one odd-size image that can fit in an 8 x10 frame, two wooden frames 8 by 10 inches. Instructor will provide tools and other supplies for your use. (Please note: We will not be cutting frames in class.)

Materials fee: $20, payable to the instructor, for 14 mats for use and practice and for instructional handouts.

Carine Soriano currently teaches picture matting and scrapbooking classes at adult schools and community colleges throughout the Bay Area. See samples of her work at www.trendyframesandcrafts.com.

Course #110006
Saturday, October 3
10 a.m.-4 p.m., Room 1826, $59

Beginning Calligraphy
Did you know that the Greek word “calligraphy” means “beautiful handwriting”? Take this class and you will dazzle your friends with impressive party invitations, thank you cards, labels, gift cards, and many other uses. Just a few basic guidelines and you are on your way to knowing this timeless art form. The instructor will have calligraphy pens to practice with or students may bring their own or purchase a pen in class.

Lisa Carlsen has been practicing calligraphy since she was 11 and has used it for many purposes, including on cards and envelopes, labels for homemade gifts and in her scrapbooking projects.

Course #110008
Saturday, October 10
1:30-3 p.m.
Room 1832, $25
Art & Dance

Fall 2009

Community Education

To register or for more information, call (510) 723-6665

Dance and Get Fit!

This energetic fitness class is full of fun dance moves you will learn while getting fit at the same time! You will learn jazz, hip hop, and lyrical to combine with floor exercise to target your thigh, abs and gluts for a full body workout. The instructor’s goal is to motivate you to develop your confidence, coordination and self-expression. The music is fresh, fun, and upbeat mixed with some old school rhythms. The last five minutes is a wonderful cool down stretch to relax your mind and body. Bring a mat, water, and towel. Participants should wear comfortable clothes and jazz or tennis shoes.

Dori Bermudez has been a professional dance fitness instructor since 1999. She is passionate about teaching jazz, hip hop, and cardio pilates for adults.

Course # 130010
6 Saturdays, October 10-November 14
11:55 a.m.-12:55 p.m., Room 2728, $69

Latin Dancing: Rhumba, American Tango, and Your Choice

Come and learn several Latin-flavored dances that are gaining new popularity with the influence of modern TV shows and music. You’ll learn the American Tango, the Rhumba, and you’ll be given the chance to choose one or two more dances suggested by the instructor. Register with a partner or come as a single and meet others. Wear shoes with leather soles (not rubber). Ages 16 and up.

Manny Goda is a certified dance instructor, specializing in Tango. He’s been dancing for many years and says he knows “all dances” so come and challenge him on that claim!

Course #130009
4 Saturdays, October 17-November 7
3-5 p.m., Room 2728, $79

Ballroom Dancing: Waltz, Foxtrot, East Coast Swing

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, including the Waltz, Foxtrot, and East Coast Swing. Compare the fee with name-brand dance studios—this one is a fraction of the cost. Singles and couples are welcome.

Emerlita DeLeon has been dancing most of her life and loves to teach others.

Course #130005
4 Saturdays, October 31-November 21
5-7 p.m., Room 2728, $79

Beginning Belly Dancing

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! If you’ve taken it before, take it again!

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 area.

Course #130002
6 Tuesdays, Sept. 22-Oct. 27
6:45-8 p.m., Room 2301, $75

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

Advanced Belly Dancing

Now you can learn even more! This is for the students who have taken three full sessions of the beginning classes, have mastered the moves and are ready to take on more challenging dances. We will focus on zill work, dance choreography, and performance.

Rachelle Karpeles

Course #130007
6 Tuesdays, Sept. 22-Oct. 27
8-9:15 p.m., Room 2301, $75

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

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’ll have a chance to incorporate your own style and expression. Both singles and couples are welcome.

Emerlita DeLeon

Course #130003
4 Saturdays, October 3-24
5-7 p.m., Room 2728, $79

Register Now! Classes fill quickly…

www.chabotcollege.edu/comed
(510) 723-6665
Business & Finance

Transforming Debt into Wealth

The key to achieving financial freedom is to first “in- vest” in your debts by using this simple methodology to eliminate all of your debts. You’ll learn how to pay off your credit cards, car payments, and even your mortgage in six to nine years and operate on 100% cash. You’ll leave the class with your personal debt elimination plan, ideas for finding extra money in your budget, and a “to-do” list to keep you motivated and on-course.

Optional Materials Fee: $49, payable to the instructor for a 250-page comprehensive workbook. Bring a list of all debts, calculator, and pencil.

Seewong Yee has been a financial planner and educator for more than 15 years. He conducts financial seminars throughout California and lectures extensively on real estate, debt, credit, and financial planning.

Course #230022
Tuesday, October 6
6:30-9:30 p.m., Room 1613, $49

Profitable Exporting for Small Businesses

Did you know that more than 70% of goods and services are exported by small businesses to 95% of the world’s markets outside of the United States? If you are a small business owner who wants to learn about lucrative export markets or if you’re a current exporter who wants to find out how to succeed in new markets, you too can be included in that impressive statistic. You’ll learn how to assess your export capability, locate offshore customers, solicit business in other countries, learn about government assistance, set up shipping, brokerage, banking, and other functions; understand and use international financial practices, and much more.

Materials fee: $30, payable to the instructor, for a comprehensive, 132-page manual “Profitable Export Practices for Small Businesses.”

Asim Khan has more than 10 years experience as an international export expert with profitable experience in exporting everything from cement to consulting services. As the principal of Kharstellation Group, Inc., he is a featured U.S. exporter recognized by the U.S. Department of Commerce.

Course #230008
Saturday, November 7
10:00 a.m.-1 p.m., Room 807, $39

Grant Writing: From Start to Finish

If you are looking for funding sources, economic uncertainty makes opportunities scarce and competitive. Because of that, fundraisers need to be equipped with knowledge and expertise to find the dollars needed to fulfill their organization’s mission. Are you ready for the challenge? Get a competitive edge as you learn the ins and outs of grant writing. Whether you are new to grant writing or looking for a refresher class to brush up on your skills and knowledge, this class is for you. You will learn how to research funding sources, understand basic grant proposal components, design measurable outcomes, develop budgets, and get other important tips. Students will be given the tools and resources to successfully complete their own proposals.

Materials fee: $10, payable to the instructor, for multiple handouts.

Kerry Beuthin, CFRE, is a seasoned development professional who has raised millions of dollars through grants, events, and annual fund campaigns over her career. For more than 10 years, she has assisted Bay Area nonprofit agencies, working with both small grassroots and large national organizations. A former healthcare worker, she has particular interest in health care access, equality, and disease prevention among underserved populations.

Course #230018
Saturday, October 24
10:30 a.m.-3 p.m., Room 807, $49
Retirement Planning Today: Making Decisions for Tomorrow

In the current economic downturn, it’s more important than ever to plan for your future. 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. 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. Materials fee: $30, 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  Course #230001
3 Thursdays  2 Saturdays
Oct. 22-Nov. 5  Oct. 17-Oct. 24
6:30-9 p.m.  9 a.m.-1 p.m.
Room 861  Room 861
$69  $69

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

Real Estate Rescue: Get Help With Housing Woes

The current housing market has created a crisis for traditional home ownership and real estate investing – but in any crisis there are solutions and opportunities. This seminar is designed for those who are in trouble and are looking for alternatives. Should you fight, or take flight? We will cover recourse and non-recourse loans, and advantages and disadvantages of refinance, short refinance, loan modification, forbearance, payment rate and/or interest rate reduction, foreclosure, deed in lieu of foreclosure, and short sales. You’ll find out who can help you and who you should avoid. Materials fee: $15, payable to the instructor, for comprehensive handouts.

Andrew Smith is a longtime investor and has taught real estate classes in more than 30 colleges and adult schools. He is a Certified Financial Planner.

Course #230021
Saturday, October 10
9 a.m.-noon, Room 807, $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. New classes start each month. To register or for more information go to page 28 or www.ed2go.com/chabotcomed

Careers

How to Start a Successful Home-Based Business

Tired of working for someone else? Need more money? Turn your talents and hobbies into profits at home. Learn from a former Chamber of Commerce president and successful California entrepreneur. Discover many details other entrepreneurs took years to find on their own, including:
• more than 100 home business ideas
• all the mandatory legal documentation
• many ways to market your product/service
• taking tax deductions (this workshop included)
• free future individual Q&A opportunities

Materials fee: $10, payable to the instructor, for handouts.

LeeAnne Krusemark, a home business entrepreneur, publisher, and real estate investor.

Course #210009
Saturday, November 21
9-11 a.m., Room 1842, $29

Making Money with a Typing/Word-Processing Business

If you can type, then you can make money at home. You will discover the secrets to profits in the typing/word processing business, including:
• how and where to find clients
• 50 ways to advertise and market your services
• effective home office equipment choices
• 100 ways to make money with a computer
• free national networking information

Materials fee: $25, payable to the instructor.

LeeAnne Krusemark
Course #210010
Saturday, November 21
11 a.m.-1 p.m., Room 1842, $29

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 an easy way to earn extra money and have fun while 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: $20, payable to the instructor, for the 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, October 22
6-9 p.m., Room 803, $49
Get Paid to Talk: Find a Career in Voice Acting

Have you ever wondered whose voice you are listening to on TV and radio commercials, documentaries or audio books? It could be yours! This fun, informative and empowering class will teach you the basics of developing a successful career as a voiceover artist. Topics include details about the industry, marketing information, your voiceover demo, and more. During this three-hour introductory session, you will be coached, produced, recorded and evaluated, and you will learn about this huge and lucrative industry. So come ready to laugh, learn, and be inspired.

**Voices for All** is a national organization specializing in teaching people to enter the voiceover profession and succeed. Instructors are known for their fun and informative presenting methods.

**Course #210042**

Tuesday, Nov. 17
6-9 p.m., Room 1613, $49

How to be a Special Event/Wedding Planner

Whether you are looking for a new, exciting career in event planning or just want to create one great party, wedding, fundraising or corporate event, or a small, intimate gathering, this information-packed seminar includes the basic tools and techniques and valuable trade secrets to make it a success. You will learn how to create a budget and timeline, put together creative invitations, find unique locations, create exciting themes, choose a caterer and menu, choose floral décor, design dazzling favors, choose the perfect photographer and videographer, select unforgettable music and entertainment, and create a memorable event for your guests.

**Materials fee:** $25, payable to instructor.

**Farla Binder** has been designing and executing special events for more than 20 years. Based in Los Angeles, she has orchestrated celebrity weddings, parties for political figures and royalty, and for movie and TV events. She’ll rivet you with her stories of the rich and famous.

**Course #210043**

Monday, October 12
6-9 p.m., Room 301, $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 17
9 a.m.-4 p.m., Room 807, $79

Become a Notary Public

If you are looking for a way to bring in extra income, become a more valuable employee, or even start your own business, consider becoming a notary public. In this one-day, state-approved class to become a notary public or be re-commissioned as a notary, you will learn the principal notary laws and responsibilities, with a major focus on how to pass the California state notary exam (see box below for exam schedules and locations). You 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). There are two 15-minute breaks and one-half hour for lunch. It is recommended students bring a sack lunch. Sign-in will be at 8:45 a.m. the morning of class.

**Materials fee:** $35, 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 receives rave reviews from his students who consistently receive high pass rates on the exam.

**Course #240001**

Saturday, October 3
9 a.m.-5 p.m., Room 1832, $89

| Take the State Notary Exam at a local exam site at your convenience. Go to www.cps.ca.gov/takeatest/notary to find the location closest to you. |

Start Your Own Medical Transcription Business

If you want to choose your own hours, have a business at home, find clients easily, and make great money, this class will get you started. Discover a step-by-step guide to: learning medical transcription simply and cost-effectively avoiding expense and common mistakes, marketing your business and getting clients, and everything you wanted to know about pricing, collections, equipment, software, professional organizations, networking, and much more.

**Materials fee:** $20, payable to instructor, for comprehensive workbook

**Deborah Burns** owns and manages a large medical transcription service, which services clients from coast to coast. She teaches medical transcription at colleges and adult learning programs nationwide. You’ll enjoy her warmth, humor and practical advice.

**Course #210046**

Wednesday, October 7
6:30-9:30 p.m., Room 1721, $49
Learn about Medical Insurance Billing and become a valued professional in the fast-growing health care field—or start your own business. You can take individual classes or enroll in the Certificate Program in Medical Billing and save money. Students will receive a Certificate of Attendance from the instructor at the end of each course. Those who enroll in all four courses in the Certificate Program will receive a discount and a Certificate of Completion issued by the college.

Instructor Kris Hall has been teaching Medical Insurance Billing courses for more than 18 years in colleges throughout California. She owns her own medical billing and consulting firm in Los Angeles.

Certificate Program
1. Introduction to Medical Insurance Billing
2. Advanced Medical Insurance Billing
3. Workers’ Compensation & Personal Injury

Enroll in Course #270006 to take all four classes and save $25
Start Your Own Medical Billing Service

Intro to Medical Insurance Billing
One of the physicians’ most valued employees is the one who does the insurance billing. Learn medical billing techniques and how to follow up and collect on billed claims. In this course you will learn how to:

- bill Medicare, Medicaid (MediCal in California), TRICARE and CHAMPVA
- complete the CMS 1500 (universal insurance claim form) used to bill insurance carriers
- keep current on changes on rules and regulation of government plans and where to take free continuing education courses offered by major insurance carriers
- read an Explanation of Benefits (EOB) and how to use it to bill secondary insurance carriers
- look up diagnosis codes, procedure codes and modifiers; codes are necessary for billing insurance carriers for payment reimbursement.

Materials fee: $69 (cash or money order), payable to instructor.

Course #270001
Saturday-Sunday, September 19-September 20
9 a.m. – 4:30 p.m., Room 3902, $105

Advanced Medical Insurance Billing
This workshop is for those students who have completed the Introduction to Medical Insurance Billing course or students who are already Billers and want to further their knowledge in medical billing. In this course you will learn:

- the difference between PPOs, HMOs, IPAs and other managed care issuers
- the ins and outs of contracting with managed care plans
- HCPCS coding – when to use these codes
- how to analyze and solve difficult billing problems
- what is HIPAA – Health Insurance Portability & Accountability Act
- various issues of concern to Medical Billers

Prerequisite: Experience as a Medical Biller or completion of Introduction to Medical Insurance Billing

Materials fee: $39, (cash or money order), payable to the instructor.

Course #270002
Saturday, September 26
8 a.m.-2:30 p.m., Room 3902, $85
Workers’ Compensation and Personal Injury
Learn how to bill California Workers’ Compensation and Personal Injury cases. Some of the areas this workshop will cover are:
• an overview of California’s Workers’ Compensation system
• filing Workers’ Compensation Appeals Board Liens
• tips for screening patients up-front to minimize payment problems
• maximizing reimbursements
• turning objection letters into payments
• negotiating with attorneys on lien cases
• how to make sure the case is really “pending”
• billing automobile insurance carriers and personal injury cases
Prerequisite: Experience as a Medical Biller or completion of Introduction to Medical Insurance Billing and Advanced Medical Insurance Billing
Materials fee: $39 (cash or money order), payable to instructor.
Course #270003
Sunday, September 27
9:30 a.m.-4:30 p.m., Room 3902, $85

Start a Medical Billing Service from Home (elective course)
Start your own medical billing service and work from your home! Medical billing services are in great demand because most medical practices receive most of their income from insurance companies. In this class you will learn:
• how to get clients
• how to set your fees
• what other services you could offer
• how to market your services
• where to obtain HIPAA compliant software
• what is a HIPAA Business Associate Agreement
• what billing organizations you can join
• how to obtain updates from insurance companies
• all about Sole Proprietorship, Partnership, Corporation and LLCs
Materials fee: $29 (cash or money order), payable to instructor.
Course #270005
Saturday, September 26
3-5:30 p.m., Room 3902, $65

Computerized Medical Insurance Billing
(A Home Study Course)
Learning computerized medical insurance billing is done in the convenience of your own home. In this hands-on course you will have two weeks to learn how to set up a medical practice using your own computer (most students complete it within six to eight hours). You will have the assistance of an instructor (via e-mail) for any questions or concerns. In this hands-on course you will set up the following:
• practice and provider information
• practice superbill
• patient/guarantor information
• insurance companies to be billed
• post charges, payments and adjustments
• print insurance claims, patient statements and management reports
• data base for electronic claims
You will meet the instructor for a 15-minute orientation to receive course material and practice software. (Windows 98 or above required)
Prerequisite: Experience as a Medical Biller or completion of previous classes.
Materials fee $89 (cash or money order), for book and tutorial software.
Course #270004
Sunday, September 27
9-9:15 a.m., Room 3902, $25

You may also be interested in:
Human Anatomy & Physiology
Become a Veterinary Assistant
Intro to Natural Health & Healing
Handling Medical Emergencies
Assisting Aging Parents
Certificates in Medical Office Assistant, Gerontology, Pain and Assessment Management, & more
For details, go to page 28 or www.ed2go.com/chabotcomed
New!

Flash Animation
Flash is the leading tool for creating animated web page content. In this class, you’ll use Adobe Flash software to find the tools and techniques used by professionals to produce web page effects like twinkling stars and animation like talking frogs. The course progresses through drawing techniques, special effects, animation tricks, adding a sound track, and more. No knowledge of Flash is required to start this course! But it will help if you have some computer knowledge, preferably using an art program like Paint. Ages 12 through adult.

Jenny Arnaiz has been using the Adobe Flash software for more than four years and enjoys teaching it to others.

Course #220031
3 Saturdays, October 3, 10, 17
10 a.m.-noon, Room 908, $59

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 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.

Course #220001
Saturday, September 12
9-10:30 a.m., Room 1602, $20

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. 

Rosa Landeros

Course #220002
Saturday, September 12
11 a.m.-1 p.m., Room 1602, $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).

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

Rosa Landeros

Course #220003
Tuesday, September 15
6-9 p.m., Room 1602, $49

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.

Dennis Mockel is a semi-retired engineer who has been teaching beginning computer and related classes for adults for many years.

Course #220012
Saturday, October 10
10:30 a.m-4:30 p.m., Room 1826, $59
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
Course #220004
Saturday, September 19
9 a.m.-noon, Room 1602, $49

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: Bring a USB flash drive.

Rosa Landeros
Course #220006
Tuesday, September 22
6-9 p.m., Room 1602, $49

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: Bring a USB flash drive.

Rosa Landeros
Course #220008
Thursday, September 24
6-9 p.m., Room 1602, $49

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: Bring a USB flash drive.

Rosa Landeros
Course #220009
Sat., September 26
10 a.m.-1 p.m.
Room 1602
$49

Thurs., October 15
6-9 p.m.
Room 1602
$49

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

Microsoft Excel II
This course is for students who have taken the Intro to Excel course or who have previous knowledge of Excel. It will cover some of the more advanced features of the program such as 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, and much more.

Materials required: Bring a USB flash drive.

Rosa Landeros
Course #220010
Sat., October 3
10 a.m.-1 p.m.
Room 1602
$49

Thur., October 15
6-9 p.m.
Room 1602
$49

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. 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. No previous knowledge of PowerPoint or presentation/graphics programs is required.

Materials required: Bring a USB flash drive.

Rosa Landeros
Course #220007
Saturday, October 17
10 a.m.-1 p.m., Room 1602, $25
How to Make Wine With Any Fruit (Besides Grapes)

Back by popular demand! We had a sell-out crowd for this class in the spring and expect the same this fall. Did you know it takes only 15 pounds of fruit like raspberries, apples, persimmons, blackberries, and cherries to make 20 gallons of wine, versus 100 pounds of grapes. Instructor Royce Wood found this out eight years ago when he didn’t know what to do with all the fruit his trees were producing. Once he found out the fruit wine tasted better and was less expensive to make than wine with grapes, he was hooked. In this fun, hands-on class, he will take you from the history of winemaking to where to get the ingredients, what equipment to use, what the process is, how to finish and store the wine, and how to bottle it. He’ll even tell you how you can get personalized labels and give your wine as gifts like he does. Must be 21 years or older.

Royce Wood has been asked how he makes his wine so many times that he finally decided to teach a class! He loves to share the process with the community. Ask him about his onion wine!

Course #2200032
Saturday, November 7
2-5 p.m., Room 302, $39

Groom Your Own Dog and Save $$$

As you probably have found out by now it can cost up to $100 to groom your dog at a pet salon. If you want to make your dog look and feel better and not pay exorbitant rates, take a couple of hours and learn to do it yourself! You will learn to groom your dog safely and efficiently by a pro. The instructor will cover nail clipping, plucking and cleaning ears, types of fur, proper grooming, diet and exercise, teeth and tartar, foxtails and burrs, skin conditions, and more (not fur trimming). Learn the simplest things you can do for your beloved pet. Feel free to ask any questions you have. Free handouts!

(Please don’t bring your dog to class.)

Kim Petersen is an experienced dog groomer who has worked in dog salons as well as keeping her own dogs looking and feeling good. She also owns a pet-sitting business.

Course #420030
Wednesday, October 14
6-8 p.m., Room 1721, $25

Open Mac Night

No, it’s not comedy. And it’s not at night. But it is an unscripted three hours where we try to answer your Mac questions. If you’re having problems using the web, getting email, setting up a spreadsheet, organizing your photos, or putting together a newsletter, then gather up your questions and bring them to this session.

Course #2200032
Saturday, November 7
9 a.m.-noon, Room 908, $39

From DVD to iPod: Make the Most of your Electronic Devices

Everyone who has a video iPod knows how to use iTunes to purchase and download their content. But do you know how to transfer an old collection of DVD movies and music CDs onto your iPod? This course will show you how to make the most of your video iPod, iPod Touch, iPhone, and others. Learn how to back up your existing DVDs to another DVD and/or a PC and then transfer the video onto your iPod. If you’ve already purchased music or video from iTunes, you will also learn how to transfer them to a DVD so you may watch them on any DVD player. Students are encouraged to bring their laptops, DVDs, and iPods.

Optional materials fee: $40, payable to instructor, for a binder of material that details DVD authoring, back up and transfer of converted media files onto a portable device like the iPod and a USB stick with special authoring software to convert video files.

Wallace Wong is an instructor, mentor, and engineer and has been teaching computer concepts to community college students for the past 11 years.

Course #2200033
Saturday, October 17
1-4 p.m., Room 908, $39
New! Home Electrical Repairs Made Easy I

Have you ever wondered how electricity flows through your home and how all those appliances work? Have you ever wished you could make electrical repairs, hang a light fixture, or replace a switch, without having to call an electrician? This hands-on course will answer all those questions and more. You will learn the basic concepts of electricity, how your home is wired, and how to do simple electrical repairs and install or replace electrical switches, outlets, and similar devices. Most of all, you will learn how to handle electrical devices safely and know when you really need to call in a professional.

**Materials fee:** $25, payable to instructor, for a packet of handouts and an assortment of electrical supplies for class projects which the students will take home.

**Tom Diskin** teaches basic electronics, wireless communications technology, and alternative energy system design and installation at the College of San Mateo.

**Course #420017**
Saturday, October 24
8 a.m.-2 p.m., Room 1826, $59

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Home Electrical Repairs Made Easy II (Advanced)

This course is a continuation of Home Electrical Repairs Made Easy I and will involve more advanced home electrical concepts. It will include three-way switches, GFCI outlets and circuits, heavy-duty appliance wiring, and how to add a secondary breaker panel to your home wiring. The theory portion of this course will emphasize the National Electric Code, how to interpret it and understand safe and unsafe practices in home electrical wiring.

**Prerequisite:** Recommended completion of Home Electrical Repairs I, or equivalent practical experience.

**Materials fee:** $25, payable to instructor, for a packet of handouts and an assortment of electrical supplies for class projects which the students will take home.

**Tom Diskin**

**Course #420018**
Saturday, October 24
2-6 p.m., Room 1826, $59

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Design an Alternative Energy System for Your Home or Small Business

Want to find a more efficient, less expensive energy system for your home or small business? This course covers the basic concepts, including solar photovoltaic electrical systems for both on-grid and off-grid applications, solar water heating systems, wind power-generating systems, mini-hydroelectric systems and alternative energy for transportation. You will learn how to apply for rebates and energy paybacks from the State of California, and make your electrical meter “run backwards,” allowing you to sell the surplus electricity you generate to the local utility. You will also learn the procedure for completing a detailed power usage analysis of your home and tips for energy conservation. A complete working system will be studied and analyzed.

**Materials fee:** $10, payable to the instructor, a comprehensive packet of handouts.

**Tom Diskin**

**Course # 420019**
Friday, October 23
6-10 p.m., Room 1826, $49

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Car Care for Everyone: Prevent Expensive Repairs

Do you really know what your mechanic is talking about when he describes a costly repair you must have? Are you familiar with when you should have regular maintenance checks done? Cars are an expensive investment—not just the initial cost but the bills you pay throughout its life. This course is for the average car owner who is unaware of what goes on beneath the hood. Through classroom lecture and demonstration in Chabot’s auto body lab, 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. You can’t afford NOT to take this class. For ages 13 to adults. (Great class for new teenage drivers!)

**Materials included:** “Car Care Guide: Maintaining Your Vehicle for Safety, Dependability and Value,” tire gauge, and other items courtesy of Vic Hubbard Auto Supply in Hayward.

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

**Course #420005**
Saturday, December 5
11 a.m.-4 p.m., Room 1404, $59

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Register Now! Classes fill quickly…

[www.chabotcollege.edu/comed](http://www.chabotcollege.edu/comed)  
(510) 723-6665
Fall 2009                                               Community Education

New!

Sewing 101: Learn the Basics
Do you want to learn to sew but don't know where to begin? Are you looking to refresh your sewing skills? Was your last sewing experience in your high school home ec class? If you’d like to find out how fun sewing can be, come learn to sew or to update your techniques from a creative fashion designer who makes her own clothes and loves to share her knowledge. She’ll go over sewing terms, fabric selection, how to read a pattern, pressing techniques, notions, garment construction, and sewing machine operation. You will sew an envelope pillow and make a custom-fit, elastic waist skirt (or pants for men). Must bring sewing machine! Ages 16+
Materials required: Call for supply list, (510) 723-6665.

Kamal Ragbotra has more than 20 years experience in apparel design and construction, pattern making, alterations, and fitting. She studied apparel design at the Academy of Art, has worked as a costume designer, and has both taught sewing and volunteered her services.

Course #420038
4 Saturdays, Nov. 7-Dec. 5
(no class 11/28)
9 a.m.-noon,
Room 1826, $99

Create Your Own 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, payable to instructor.

Lisa Carlsen started making bath salts eight years ago after taking a holistic health class. Since then she has been making decorative bath salts for herself and for family and friends as gifts for birthdays and holidays.

Course #420032
Saturday, December 5
1:30-3 p.m., Room 1826, $25

Decorate Cakes for Fun or Profit
How much money have you spent in the last year on buying beautifully decorated cakes for birthdays, anniversaries, graduations, weddings, and other occasions. Now you can learn to do it yourself to save money—and do it for others to make money! Our professional cake decorator/instructor 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, basket weaving and picture transferring, and much more. You will impress your friends and family at parties and start your own business to impress your customers and bring in some extra cash.
Materials fee: $20, payable to the instructor for a supply kit.

Mary Lou Groff has been teaching the art of cake decorating for 18 years. She was formerly head decorator at Merritt Restaurant and Bakery in Oakland.

Course #420011
6 Mon., Oct. 5-Nov. 9
7-9 p.m., Rm 315, $99

Course #420011
6 Tue., Oct. 6-Nov. 10
7-9 p.m., Rm 315, $99
Note: When registering, please be sure to indicate the date of the class you want.

Advanced Cake Decorating: New Designs, Shapes & Wedding Cakes
Now that you’ve learned the basics, it’s time to learn more intricate designs and even graduate to The Wedding Cake. If you’ve already taken our beginning cake decorating class or if you are already an experienced cake decorator, this class is for you. In this five-session class, you will learn more intricate designs, work with royal icing and fondant, make cakes in different shapes and designs, and, of course, create the elegant wedding cake!
Prerequisite: Ability to bake and frost a cake, make butter cream, and know basic techniques of cake decorating.
Materials required: Bring the supply kit from the previous class (tips, bags, and practice board) and some white butter cream to work with. A $20 advanced class kit can be purchased from the instructor on the first night if needed.

Mary Lou Groff
Course #420034
5 Mondays, November 16-December 14
7-9 p.m., Room 315, $99

Course #420034
5 Tuesdays, November 17-December 15
7-9 p.m., Room 315, $99
Note: When registering, please be sure to indicate the date of the class you want.
Living the Budget-Savvy Life: Spend Smart, Live Rich

Do you feel like there is never enough money to pay your bills, put money into your savings and retirement accounts, PLUS buy new clothes, go on a golfing vacation, or have dinner with friends? Does it always feel like you can either be financially responsible OR have fun? Meet Melissa Tosetti. For the past five years, the editor and publisher of the online Budget Savvy Magazine (www.budgetsavvymag.com) has been helping her readers discover how they can have it all. She has quickly become the “go to” expert on budget living and has been quoted all over the country, from the Miami Herald to the Chicago Tribune to U.S. News & World Report in Washington, as well as appearing on numerous television programs. Now, for the first time, she will bring her expertise to the classroom and teach a series of two-part classes that will show you how to be financially responsible and still have the money to do what you love. Take one or both classes!

Melissa Tosetti

Money & Home Management

No matter how much money you make, the key to successfully managing your finances is to spend less than you make. But how do you do it? This two-part class shows you how easy it is to successfully manage your finances so you can afford to spend money on the things that are important to you.

Money Management Basics shows you:

• how to spend less than you make
• how to save 15%-20% of your income
• how to create habits that make managing your finances easy
• how to afford to spend money on the things that are important to you

Home Management Basics shows you:

• how to create a home that reflects you
• how to use a Home Notebook to stay organized
• how to prioritize home projects
• how to shop for meals, not groceries
• how to manage your pantry and refrigerator

Course #420035
Saturday, October 10
9 a.m.-12:30 p.m., Room 1611, $39

How to Afford the Fun Stuff

What is important to you? Is it travel or going out with friends? Is fashion your passion? You CAN afford to travel, entertain and have fun without going broke. You can create a wardrobe full of clothes that make you look and feel wonderful. You can enjoy life with the money you are making right now. All it takes is a little budget savvy!

The Budget Savvy Recreation session shows you:

• how to entertain at home for less
• where to find admission discounts to movies, museums, and more
• how to plan ahead for dining out
• how to use restaurant coupons
• how to budget for vacations
• where to find those great vacation deals

The Budget Savvy Fashion session shows you:

• how to manage your wardrobe
• how to plan shopping strategies
• how to find treasure at thrift stores, vintage stores and auction sites

Course #420036
Saturday, November 7
9 a.m.-12:30 p.m., Room 1611, $39

The Perfect Holiday Idea:
A Gift Certificate for a Community Education Class!

• Has your brother always wanted to play the guitar?
• Does your best friend long to dance like they do on her favorite show?
• Wouldn’t your parents love to take a walking tour of San Francisco?
• Can’t you just see your little niece in a kids’ cooking class?

Look through this catalog and you’ll find something for everyone! Just call us at (510) 723-6665 and request a gift certificate for a class or a certain amount, and your shopping is over. There, wasn’t that easy?
Fall 2009

Community Education

See popular summer camp classes returning for fall!

Kids on Campus

New!

Flash Animation

If you missed our summer camp class – or you want to make more of your favorite characters come to life – come and find out how a simple sketch can turn into an animated object by learning the basics of Adobe Flash software. You’ll start by creating your own characters with moving motions and background. You’ll even find out how to put in your favorite soundtrack so your characters will move to music. Take home a DVD of your work to show your friends and family. Age 12 to adult. Prefer some computer knowledge, preferably using an art program like Paint.

Jenny Arnaiz has been using the Adobe Flash software for more than four years and enjoys teaching it to others, including the kids in last summer’s Kids on Campus program.

Course #220031
3 Saturdays, October 3, 10, 17
10 a.m.-noon, Room 908, $59

New!

Cooking for Kids

Take a trip around the culinary world with delicious foods from different countries that you’ll learn to make yourself! You’ll make a main dish and a yummy dessert from the same country each week. Do you like Italian food? Make calzones, garlic breadsticks, and tiramisu. Is Mexican your favorite? Then you’ll love tacos and cinnamon churros. You’ll take home the recipes. Surprise your family by making them dinner!

Materials fee: $5, payable to instructor

Eliana Martinez has taught baking classes for the Kids on Campus program for several years, including its summer camp, where Baking for Kids is the most popular camp. She owns her own business, Desserts Divine.

Course #320018
2 Saturdays, October 10 & 17
12:30-2 p.m., Room TBA, $25

Drama Workshop: Act it Out!

Popular instructor Vicky Haney is back from her successful drama and musical theater summer camps to put together a fall show! The more actors she has to work with, the better the show! This class combines acting, theater games, activities, and storytelling. Kids will use their creativity and imagination to be whoever they want (and build more self-confidence every week)! All students will have the opportunity to put on a show for their family and friends on the last day of class.

Vicky Haney is an actor and director with an enthusiastic interest in children’s theater. She has taught in Chabot’s Community Ed Program for several years, including this year’s summer camp program (see “Grease” performance at www.chabotcollege.edu/tv and click on “Kids on Campus”)

Course #310002
Saturday, Oct. 10-Nov. 7
10 a.m.-noon
Room 1842, $75

New!

Sloppy Science Workshop

Are you ready for gooey, yukky, slimy, explosive experiments to help you learn about science in a FUN way? Spend a couple of hours building rockets, creating an oozing batch of Lime Slime, experiencing a Mentos explosion in a bottle and discovering other really cool things. Come prepared to be surprised at what you find out!

Materials fee: $5, payable to instructor

Vicky Haney has more than 15 years experience working in children’s programs including theater, art, science, and music and has a reputation for keeping kids happy and busy for hours on end!

Course #320019
Saturday, October 24
12:30-2:30 p.m., Room 1820, $20

New!

Project Runway: Make It Work!

Express your fashion ideas and understand the design process in this exciting class! Learn from a real fashion designer how professionals develop and create original designs and styles. You’ll sketch your own designs and work with a variety of fabrics to construct fashion accessories. Bring a plain t-shirt and transform it into a high-fashion top or skirt using scissors, needle and thread, buttons, ribbons, and other materials. We’ll have a fashion show on the last day! (See summer camp fashion show at www.chabotcollege.edu/tv)

Materials fee: $10, payable to instructor

Course #320020
3 Saturdays, Nov. 7-21
12:30-3 p.m., Room 1826, $59

Kamal Ragbotra
(see bio, page 18)
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.  
Note: Must bring a guitar. (For age 15+, see adult guitar class under Music.)  
Materials fee: $15, payable to instructor on first day of class, for sheet music, CD, 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 26-October 31  
11 a.m.-12:15 p.m., Room 311, $75

Beginning Guitar for Kids II

Now that you are on your way to becoming a "rock star," continue 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. (Continuing students from Guitar I should bring their sheet music). Ages 9-14.  
Materials fee: $15 for new students ($10 for sheet music, $5 for CD), payable to instructor on first day of class. For former Guitar I students, $5 for CD (and bring sheet music from previous class).  
Bruce Brill  
Course #330002  
6 Saturdays, November 7-December 19  
(no class November 28)  
11 a.m.-12:15 p.m., Room 311, $75

New!

Drum Circle: Music, Song & Dance

Experience drumming in a truly multicultural way by playing a variety of hand drums (like congas ngomas, and djembe) and percussion instruments from Congo, Nigeria, Cuba, Puerto Rico, Trinidad and other countries. During this day-long workshop, you'll learn traditional and contemporary styles of music, songs, and dance and learn about the culture while playing in a traditional drum circle. The workshop will end with an exciting performance for family and friends. (See video from summer camp at www.chabotcollege.edu/tv).  
Sue Kaye has been an elementary school teacher and professional musician for many years. She has studied, performed and taught many styles of music from different countries and enjoys teaching workshops for all ages.  
Course #330004  
Saturday, November 14  
10 a.m.-2 p.m., Room TBA, $39

Piano for Kids

After taking this four-week introductory group class, students with little or no experience will be able to read and play 20 songs (classical, folk and blues) using both hands in treble and bass clef. You'll be playing your first song on the first day! You'll also learn chord progression that will serve as a basis to play many other songs when the lessons are over or go on to continue your piano education. Ages 10-17. Limit 15 students.  
Note: Must have keyboard or piano to practice on for 15-20 minutes a day. Intermediate students are welcome and will be given higher-level instruction.  
Materials fee: $13, payable to instructor: $10 for instruction packet with songs and CD for beginner players or returning players; $3 for required headphones.  
Kathleen Nelson has been successfully teaching piano in private practice since 1990.  
Course #330003  
4 Saturdays, October 3-24  
1:30-2:30 p.m., Room 1218, $59

Personal Narrative Writing 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. If you would like to arrange a private consultation about your essay, see the instructor after class. Age 15+  
Hilary Roberts has a Ph.D. in English from UC Berkeley and tutors students in essay writing (worddoc101@earthlink.net)  
Course #320008  
2 Saturdays, October 17-24  
1-4 p.m., Room 1611, $79
SAT Prep: Ace the Test!
Learn how to get a top score on the SAT coming up on October 10, November 7, or December 5. Instructor Eva Holtz—a perfect SAT scorer and Harvard graduate—will show you how to ace the test and help get into the college of your choice. Beyond reviewing key content, she will teach you literally dozens of test-taking techniques to improve speed, accuracy, confidence, and, ultimately, scores for this standardized test required to apply to four-year colleges. A practice test will be given during the first meeting and the instructor will score it and give you feedback.

Materials fee: $30, payable to instructor, for practice exams, the PrepPoint SAT guide, and supplementary materials.

Eva Holtz is the founder of PrepPoint, a Tri-Valley company specializing in group and one-on-one, in-home tutoring.

Course #360005
4 Saturdays, September 12-October 3
First session only: 8 a.m.-noon, Room 807
Next three sessions: 9 a.m.-noon, $160

Photography

Take one or more classes in this series taught by Greg Tarczynski

Take Great Digital Photos!
This fun and fast-paced course will show you how to take great photos like the pros even with your basic point-and-shoot digital camera! We’ll look at and demonstrate:

• simple settings that will transform your shots
• composition ideas that you can start using right away
• how to edit photos on your computer
• how to share photos with friends and family

Materials included: Handouts and link to Greg’s website for follow-up learning resources.

Greg Tarczynski is a California-based photographer whose recent clients include TIME Magazine, The New York Times, and various national and international magazines, and corporations.

Course #440001
Thursday, October 1
6:30-9:30 p.m., Room 859, $39

Go Beyond “Point and Shoot”: Take Great Photos with a Digital SLR
If you want to get more creative control over your photographs than you have with your “point and shoot” digital or film camera, you should think about purchasing an SLR (Single Lens Reflex) camera (or hopefully you already have)! The latest digital SLR cameras from Canon, Nikon, Pentax, and Olympus offer the beginning photographer unlimited creative control. We will cover all the basic and advanced functions of your digital SLR including composing pictures, controlling the flash, changing “film speed,” and more.

Materials included: Handouts and link to Greg’s website for follow-up learning resources.

Greg Tarczynski
Course #440002
Thursday, October 8
6:30-9:30 p.m., Room 859, $39

More Classes for Teens!
Since you are not technically a “kid” anymore, you are now eligible to take most of the classes in the catalog. Here are some you may be interested in:

Outdoor Sketching......................... page 6
Dance and Get Fit! ......................... page 8
Ballroom Dancing ......................... page 8
Type Faster................................. page 10
Computer Repair......................... page 14
PowerPoint................................. page 15
iPhoto........................................ page 16
Car Care..................................... page 17
Basic Sewing.............................. page 18
Cake Decorating............................ page 18
Take Great Digital Photos.............. page 22
French, Spanish, Japanese............ page 24
Blues Harmonica.......................... page 25
Perfect Your Make-Up..................... page 26

See what Greg’s students are saying about his classes:
“Organized and well presented”
“Nice handout; useful website”
“Great instructor, very knowledgeable”
“Helpful and overall good information”
“Found course very useful”
Photography

—Celeste Paradise
—Dorothy Soles
—Isabel Braunstein
—Risa Balajadia
—Lien Phan
—Raymond Kwong

Photo Field Trip: Practice at Japanese Garden

Whether you’ve taken one or more of Greg’s classes or you’re new to the program, come and practice your skills at the Japanese Gardens in Hayward. You’ll learn more tips and tricks to taking professional-looking outdoor photos with your digital camera. Whether you are a beginner with a point-and-shoot camera or more advanced with an SLR digital camera, you will benefit from this class and spend a nice day in this beautiful park with fellow photography enthusiasts. See photos below by students from the last trip in the spring.

Greg Tarczynski

Course# 440004
Saturday, October 10 • 9 a.m.-noon, $39 • Japanese Gardens, North Third and Crescent St., Hayward

Register online at www.chabotcollege.edu/comed
Japanese Language and Culture
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, count, order food and drinks, and more. Ages 14 to adult.

Hisako Endo Hintz was born in Japan and has taught ESL at Chabot College since 1996.
Course #140004
8 Wednesdays, September 30-November 18
6-8 p.m., Room 810, $99

Conversational Spanish
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 for the last day of class.

Required textbook: “Take Off in Latin American Spanish” by Rosa Maria Martin (available at the Chabot College Bookstore).

Susana Ferrer grew up in Spain, Honduras, and Nicaragua and is bilingual.
Course #140002
8 Mondays, October 5-November 23
6:30-8:30 p.m., Room 807, $99

You may also be interested in:
Instant Italian
Speed Spanish
Grammar for ESL
Braille Transcription

For details, go to page 28 or www.ed2go.com/chabotcomed
Music

Music Reading for Total Beginners
Have you always wanted to play a musical instrument but never had the chance to take lessons—or have you tried and failed to learn? In this program, designed more than 25 years ago for the complete beginner, you will quickly learn the basic music reading skills and can go on to follow up with the next class, “Instant Piano,” or continue with traditional music lessons. This is an ideal introduction to the music theory you need to play any instrument and you’ll also learn the fundamentals of the piano.

Materials fee: $15, payable to the instructor.

Carol Cox Faust has a master’s degree in music and has been a certified teacher of this highly acclaimed workshop for nearly 15 years.

Course #150008
Saturday, October 31
9:30 a.m.-1 p.m. Room 1218, $39

Instant Piano for Hopelessly Busy People: Learn to Play in One Day
Music teachers may not want you to know this, but adults can learn to play the piano after just a few hours of instruction. You can learn enough in this afternoon workshop to unlock your hidden musical talent, even if you don’t know how to read music. Now taught by more than 300 teachers nationwide, you will learn all the chords you’ll need to play any song. You’ll then perfect your technique at home, using a resource book and CD provided by the instructor. (You can request a free booklet to study before the class by sending a self-addressed, stamped envelope to SSM, P.O. Box 1602, Oakdale, CA 95361.)

Materials fee: $25, payable to instructor

Carol Cox Faust
Course #150009
Saturday, October 31
1:30-5 p.m., Room 1218, $50

Guitar for Beginners
In this beginning guitar class you will learn 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 & Teens)

Materials fee: $15 for sheet music and handouts.

Bruce Brill studied music at the Berklee School of Music in Boston and has studied with some of the top guitar players in California.

Course #150001
6 Saturdays, September 26-October 31
12:45-2 p.m., Room 311, $75

Guitar II
This class is for those who have had some guitar experience but may not know how to read music. Solo and group playing will be covered. Blues, classical, rock, jazz and folk are some of the styles that will be explored. Note reading, tablature, scales, chords and theory will be related to the guitar fingerboard. Bring a guitar with all six strings tuned and a pen or pencil.

Materials fee: $10 for sheet music and handouts (if not already purchased in Guitar I)

Bruce Brill
Course #150002
6 Saturdays, November 7-December 19
12:45-2 p.m., Room 311, $75

Healthy Harmonica
Breathing is the foundation for healthy, vibrant living—and for playing the harmonica. We will take simple pop, folk, and blues rhythms and invigorate them with powerful breathing. No previous musical ability is required. Students will need a “C” major diatonic harmonica which will be available from the instructor for $11 if you do not have one. Age 12-adult.

Materials fee: $13, paid to instructor, for instructional CD and handouts.

Dave Broida has been teaching and performing for 20 years throughout California.

Course #150007
Saturday, November 21
1-2:30 p.m., Room 317, $25

Take both classes—they fit together!

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 for $11 if you don’t have one. Ages 12-adult.

Materials fee: $13, paid to instructor, for instructional CD and handouts.

Dave Broida
Course #150004
Saturday, November 21
2:45-4:45 p.m., Room 317, $39
Secrets of a Super Memory

Success, both personally and professionally, is based on memory ability. Your confidence, self-esteem, and power are intertwined with your memory. If memory is so important to who you are, what would happen if you could increase your memory ability by up to 30%? This class is for business people, students, or anyone who wants the opportunity to become "memory literate," and to learn skills used by memory superstars. Within hours, you will see your memory improve. Topics include:

- how to memorize a book
- how someone can remember the names of 400 people they have just met
- how to learn 300 words in a foreign language in one weekend
- four habits that make or break your memory

Jim Wiltens is an award-winning columnist and the author of five books, including Memory Smart, and has practiced the skills to memorize books.

Course #430025
Thursday, October 15
6-9 p.m., Room 859, $39

Perfect Your Make-Up!

Love what you see in magazines…but think it can never be you? Come to Helene Rene's make-up class where she will teach you every step to achieve the latest and newest techniques to apply your make-up. You'll learn how to contour, shade your eyes, add special effects to your lips and cheeks, and get tips on skin care for all ages. You will also learn what colors work for you from head to toe. Bring a make-up mirror; come with a clean face and your hair pulled back. Bring your own make up or you can purchase make up from the instructor's own line.

Helene Rene is the owner of Helen Rene Hair and Make-up Salon, which was recently voted one of San Francisco's Ten Best Salons. She is the author of "Got a Minute? Never Have Another Ugly Day."

Course # 410009
Saturday, October 24
10:30-2 p.m., Room 317, $59

Learn to Fly: It’s Never Too Late

Have you always wanted to fly a plane? Whether you've considered a career as a pilot or just want to learn for fun, here's your chance! By taking this Ground School training class, you will be eligible to take the FAA Private Pilot written exam and continue on your way to getting your license. For information on what will be covered in the course and the further requirements to get your license, go to the instructor's website at www.cwiscombe.com where you can also ask questions. Ages 16 and up. Class limit is 15 students, so register early!

Chris Wiscombe has flown to remote areas that only a few lucky people will ever see: mountainous terrain, desert terrain, coastal areas—and says the view never gets old.

Course #430037
Tuesdays, September 22-November 17
(Optional orientation on Sat., Sept. 19)
5-8:30 p.m., West Valley Flying Club
Hayward Airport, 21015 Skywest Drive, $250

To register or for more information, call (510)723-6665
Make Holiday Soaps
Wouldn't you love to make cute candy corn soap for Halloween, or peppermint soap for Christmas? You can make these and more, even if you have never made soap before. During this fabulously fun class, you will learn how to make beautiful autumn and winter-themed soap bars, plus get lots of ideas for making and packaging your own soap crafts at home. You'll love your stunning creations, and will be surprised at how easy and inexpensive they are to make. These holiday soaps make special gifts for your family and friends. Come dressed to get messy, or bring an apron!

Materials fee: $15, payable by cash or check, for cost of all ingredients and supplies needed for the participant to create four soap bars to take home, plus handouts.

Angela Palmer  
Course #420033  
Wednesday, October 7  
6-9 p.m., Room 856, $39

Mineral Make Up
Don't spend a small fortune on mineral makeup, make your own for a fraction of the cost! In just a few short minutes, you can learn the basics and start blending your own custom formulations and shades. Your all-natural makeup will rival even the most expensive brands and is excellent for all skin types, including sensitive or acne prone. During class you'll make a powder foundation, blush, and eye shadow to take home.

Materials fee: $20, payable by cash or check, for all supplies and ingredients for participants to take home (makeup bases, colorants, spatulas, pipettes, smidge spoons, applicators, and containers for three makeup products, plus handouts).

Angela Palmer is an esthetician, specializing in holistic skincare treatments.  
Course # 410008  
Wednesday, November 4  
6-9 p.m., Room 856, $39

San Francisco Walking Tour Series
Our popular walking tour series continues as we spend several Saturday afternoons walking through some of the most fascinating areas of San Francisco and learning its history. The tours are led by Keary Kensinger, Chabot College Humanities instructor and architectural historian, whose love for San Francisco and its history will become obvious in his enthusiastic and informative stories about the city's highlights and little-known facts. Keary’s wife, Kathy, who also leads San Francisco tours and is a wealth of information about the city, often co-hosts the tours. All tours contain many more surprises than can be listed. All students must be pre-registered.

Grand Hotels 2: Nob Hill and the French Connection
Join us and learn about “The Big 4” and their impact on San Francisco’s palatial hotels like the Mark Hopkins and the Stanford during the Barbary Coast days. We’ll take a cable car ride up the hill to visit hotels where kings and queens have stayed and explore a little neighborhood known in the Gold Rush as “Frenchman’s Hill” with its many French restaurants and beautiful pocket hotels including a crypt dedicated to Joan of Arc. Add a labyrinth, giant murals, and a Gothic cathedral to have a wonderfully unique afternoon in the city.

Course #450008  
Saturday, September 26  
2-5 p.m., $39  
Meet at the Cable Car stop at the Embarcadero BART.  
Note: We will take the cable car up to Nob Hill and return from our walk down a steep hill. Bring $5 for the cable car ride up.

Murals of the Mission 1
Mural have always been a part of the Latino community as a way of celebrating their history and heritage. There are nearly 600 murals in San Francisco, with the richest concentration in the heart of the Mission District. We will see many of these murals painted on churches, schools, ordinary buildings, and in alleys. We will discover their historical, political and mythological significance. We’ll hear how the community has been involved in the creation, restoration, and maintenance of the murals. And we’ll visit a local folk art gallery, craft store, and some great little panaderias, where we can buy delicious pastries.

Course # 450004  
Saturday, November 14  
2-5 p.m., $39  
Exit the 24th Street BART station and meet on the corner of 24th & Mission Street, by McDonald’s

Hidden Chinatown
Find out about Chinatown from the pre-Gold Rush days through World War II and up to the present. Wander through hidden alleys, peek in at a temple, view historic statues, and get a real sense of how Chinatown has evolved. We might even hear the clatter of Mah-Jongg tiles in an alleyway and the gambling that still goes on. We’ll sample exotic teas and visit a fortune cookie factory as well as some unique shops that very few “outsiders” know about.

Course #450005  
Saturday, October 24  
2-5 p.m., $39  
Exit the Montgomery Street BART station and meet on the corner of Montgomery and Market by the Palace Hotel
ONLINE COURSES

Online Courses – Fall 2009

Courses start each month: August 19, September 16, October 21, November 11 and December 9

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.

How To Get Started

• Create a Student Profile by going to www.chabotcollege.edu/comed (if you already have one, click on Sign In and proceed from there)
• Click on “courses” and go to the Online column.
• Click on a course category and then choose the course you want (if you don’t know the course, click on “Search” and you can find a course by typing in any part of the title) Click on “See Syllabus” to see a summary of all 12 lessons.
• Click on “Add to my Shopping Cart.”
• Pay for your course online by using a credit card.
• When you want to access your course on the monthly start date, sign in and then click on “Current Registrations” and when it appears, click on “Go to Class” and you will be ready to start!

If you have any questions, call Judy Veters in Chabot College’s Community Education Program at (510) 723-6665.

Following are the most popular classes offered through Ed2Go. For a complete list of classes, go to www.chabotcollege.edu/comed, click “Courses” go to the “Online” column, and choose classes from the categories listed.

The Internet ($99)

- Achieving Top Search Engine Positions
- Introduction to the Internet
- Introduction to Microsoft Outlook 2007
- Introduction to Microsoft Outlook 2003

Web Page Design ($99)

- Creating Web Pages
- Creating Web Pages II
- Introduction to Dreamweaver CS3
- Introduction to CSS and XHTML
- Intermediate Dreamweaver CS3
- Intermediate CSS and XHTML
- Designing Effective Websites
- Achieving Top Search Engine Positions
- Introduction to Microsoft FrontPage 2003

Web Graphics & Multimedia ($99)

- Introduction to Flash 8
- Drawing for the Absolute Beginner
- Creating Web Graphics with Photoshop CS3

Web & Computer Programming ($99)

- Introduction to PHP and MySQL
- Introduction to Java Programming
- Introduction to C# Programming
- Introduction to ASP.NET
- Introduction to Visual Basic 2005
- Introduction to C++ Programming
- Intermediate C# Programming
- Intermediate PHP and MySQL
- Introduction to Ruby Programming
- Introduction to Perl Programming

Basic Computer Literacy ($99)

- Computer Skills for the Workplace
- Introduction to Windows Vista
- Keyboarding
- Introduction to Windows XP
- Introduction to the Internet
- 101 Tips and Tricks for the iMac and Macintosh

Computer Applications ($99)

- Introduction to Microsoft Excel 2007
- Introduction to Microsoft Excel 2003
Intermediate Microsoft Excel 2003  
Introduction to QuickBooks 2008  
Introduction to Microsoft Word 2007  
Introduction to Microsoft Access 2007  
Introduction to Microsoft Access 2003  
Intermediate Microsoft Excel 2007  
Introduction to Microsoft Word 2003  
Introduction to Microsoft PowerPoint 2003  
Introduction to Microsoft PowerPoint 2007  
Advanced Microsoft Excel 2003  
Introduction to Crystal Reports 10  
Introduction to Microsoft Outlook 2003  
Intermediate Microsoft Access 2003  
QuickBooks 2007 for Contractors  
QuickBooks 2006 for Contractors  
Performing Payroll in QuickBooks 2007  

Photographing People with your Digital Camera  
Photoshop CS3 for the Digital Photographer  
Introduction to Photoshop CS2  
Photoshop Elements 5.0 for the Digital Photographer  
Photoshop CS2 for the Digital Photographer  

Languages ($99)  
Speed Spanish  
Speed Spanish II  
An Introduction to Teaching ESL/EFL  
Writing for ESL  
Grammar for ESL  
Beginning Braille Transcription  

Writing & Publishing ($99)  
Grammar Refresher  
Beginning Writer’s Workshop  
The Keys to Effective Editing  
The Craft of Magazine Writing  
Fundamentals of Technical Writing  
Writing for Children  
Write Fiction Like a Pro  
The Craft of Magazine Writing  
Writing Great Technical Documents  
Travel Writing  
Pleasures of Poetry  
Introduction to Journaling  
Writing for ESL  

Grant Writing & Nonprofit Management ($99)  
A to Z Grant Writing  
Writing Effective Grant Proposals  
Get Grants!  
Wow, What a Great Event!  
Introduction to Nonprofit Management  
Advanced Grant Proposal Writing  
Market Your Nonprofit  
Becoming a Grant Writing Consultant  

Entertainment Industry ($99)  
Music Made Easy  
Get Paid to Travel  
Get Funny!  

Start Your Own Business ($99)  
Learn to Buy and Sell on eBay  
Wow, What a Great Event!  
Start and Operate your own Home-Based Business  
Start Your Own Small Business  
Creating a Successful Business Plan  
Business Law for the Small Business Owner  
Start Your Own Arts and Crafts Business  

Sales & Marketing ($99)  
Professional Sales Skills  
Effective Selling  
Principles of Sales Management  

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.

Portable Community Education Office will be at a new location effective January 7, 2008