

Cerritos College

COMMUNITY EDUCATION

Fall 2021/Winter 2022

Oct • Nov • Dec • Jan • Feb

Schedule of Classes



***We're Back, In-Person
and Online!***



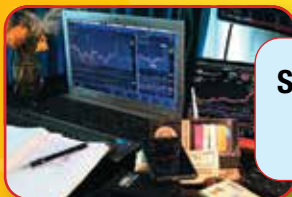
***Professional Development • Career Advancement
Online Courses & Programs • Personal Growth
Enrichment & Interests • Child & Teen Classes***

CerritosCommunityEd.com

Check Out Our New In-Person Fall-Winter Classes!



**NOTARY & NOTARY
RENEWAL**
Pg. 8



**STOCKS, BONDS &
MUTUAL FUNDS**
Pg. 12



**CARIBBEAN DANCE
& SALSA**
Pg. 14

TRAFFIC SCHOOL
Pg. 17



TAI CHI CHUAN
Pg. 15

All in-person classes are anticipated to be held as printed. However, some classes may have to revert back to online offerings, due to the uncertainty of COVID-19. See Pg. 21 for guidelines regarding in-person classes.

TABLE OF CONTENTS

FALL & WINTER, 21/22

ADULT CLASSES

Professional Development

Business & Management 2 - 3

Leadership & Communication Skills 4 - 5

Career Advancement

Ed2GO 6-week Online Courses 6

ProTrain Career Certification Online Programs 7

Career Training Opportunities 8 - 9

Film, TV & Radio 10

Personal Growth

Language: Intensive English Program (IEP) 11

Money & Investments 11 - 12

Retirement & Your Golden Years 12

Enrichment & Interests

Motorcyclist Training 13

Home & Garden 14

Dance 14

Mind, Body & Soul 15

Music 15

Something for Everyone 16 - 17

CHILD & TEEN CLASSES

Academics: Math 18

Enrichment 18

Academics: Language 19

Academics: Reading & Writing 19

Music 20

GENERAL INFORMATION

Information Regarding In-Person & Online Classes . . 21

Registration Info, Transfer & Cancellation Policies . . 22

Four Easy Ways to Register 23

Registration Form 23

Index 24

PROFESSIONAL DEVELOPMENT

BUSINESS & MANAGEMENT

PROJECT MANAGEMENT CERTIFICATE SERIES

20-hour Project Management certificate upon completion of four courses

SERIES DISCOUNT: save 10% for registering for the series!

PROJECT MANAGEMENT INTRODUCTION *(online)*

Businesses use project management to manage projects and achieve outcomes typically with limited resources and under critical time and cost constraints. This introductory class will provide you with an overview of the key concepts and terminologies of project management. You will learn the basics of project management related to the project approach within different organizational structures and environments with their respective strategy of governance, and how their goals and objectives dictate project success.

In this class, you will learn about:

- The skills and responsibilities of a project manager
- Who are stakeholders and how they influence projects
- How a project team is formed and developed
- Differences between project and product life cycles
- Making your projects effective and complete successfully

Sat, 1/15 8:00am-1:00pm
\$85 (plus a \$5 material fee, payable upon registration).

PROJECT REQUIREMENTS AND PLANNING MANAGEMENT *(online)*

The primary contributors to challenged and failed projects are poor, ill-defined requirement definitions and failure to adequately plan to properly execute on the project. This class will provide you with the knowledge, tools and techniques required to minimize or avoid requirements related problems. Proper advance planning on a project guides its execution toward ensuring its successful performance.

In this class, you will learn about:

- Development of the project's requirements
- How to create the project charter
- Role of Work Breakdown Structure (WBS) and its components to link project's deliverables, scope, requirements and work
- The major elements of a project management plan
- How to manage changes to the baseline plans

Sat, 1/22 8:00am-1:00pm
\$85 (plus a \$5 material fee, payable upon registration).

PROJECT TIME AND COST MANAGEMENT *(online)*

Time and cost represent two-thirds of a project's triple constraint. Building a time schedule to meet the project plan is a group technique that requires project manager's leadership skills and attention to the big picture as well as the details. In addition, financial viability is a priority concern of stakeholders examining a project, so Project Cost Management is primarily concerned with the cost of labor and material resources needed to complete the project work.

At the end of this class, you will be able to:

- Create network diagrams relating project activities
- Identify the critical path for the project and how to reduce it
- Distinguish between static (waterfall) and dynamic (agile) scheduling
- Implement cost estimating techniques to develop an estimate
- Use Earned Value Management (EVM) method to measure project performance, forecast remaining work.

Sat, 1/29 8:00am-1:00pm
\$85 (plus a \$5 material fee, payable upon registration).

MANAGING QUALITY AND RISKS IN PROJECTS *(online)*

Managing quality in projects is to ensure the project's product conforms to the intended requirements as well as meets (or even exceeds) the expectations of its customer.

All projects are inherently risky due to their unique characteristics, so managing the negative risks (threats) by mitigating them while enhancing the positive risks (opportunities) helps the project manager maximize the probability of achieving overall project objectives.

At the end of this class, you will be able to:

- Define costs of quality, conformance and non-conformance
- List 7 basic quality control tools and how to apply them
- Know various risk categories and what risk register is
- Select appropriate response for a given risk event
- Perform qualitative and quantitative assessments of risk events

Sat, 2/5 8:00am-1:00pm
\$85 (plus a \$5 material fee, payable upon registration).

SERIES DISCOUNT:

**Sign up for the PROJECT MANAGEMENT SERIES
to register for all four classes on this page
and save 10% (\$305 for series)**

Instructor: Ajay Bengali holds a Ph.D. degree in Engineering and has 40+ years of industrial technical experience in Aerospace industries. He holds Project Management Professional (PMP) credentials from the Project Management Institute (PMI) and is currently an independent Project Management consultant.

PROFESSIONAL DEVELOPMENT

BUSINESS & MANAGEMENT

DIVERSITY IN THE WORKPLACE (online)

*New
Content*

With the ever-changing dynamic in society, it is more important than ever to recognize and respect various cultures and individual differences. Therefore, it is essential to seek understanding and learn several practices to better navigate situations and issues that might arise. This course will inform you of the differences in the workplace, use well thought-out activities to teach concepts, and how best to address various scenarios from the perspective of others.

Sat., 11/13

9:00am-11:30am

\$45 (plus a \$10 material fee, payable upon registration)

Instructor: *Angela Scott-Betton*, is a credentialed teacher with experience teaching career skills to adults and teens entering and re-entering the job force. She has presented workshops focusing on computer skills, effective communication, and problem solving.



HOW TO CREATE YOUR WEBSITE FOR FREE IN ONE HOUR (online)

In today's technology driven world, people start by looking for anything and everything on the web.

Having your own website that you can create, change, and control by yourself, gives you the ability to tell people about you, your business and how to do business with you.

You'll be shown how to can create your site in minutes for FREE including text, graphics, YouTube video links, a shopping cart and the ability to customize it any way you want it.

You'll learn how to:

- Get your domain name,
- Choose a web host and sign up for an account,
- Design your web pages, collect credit card information, and
- Be listed with major search engines.

This class is suitable for both beginners and laypersons (non-technical types!).

Sat, 2/5

9:00am-12:00pm

\$39 (plus \$20 material fee payable upon registration)

Instructor: *Mike Rounds*, of Rounds, Miller, and Associates, is a speaker, trainer, author, with more than 200 published works. He owns a micro-publishing company and is the creator "...for the Clueless) series



GOOGLE SUITE FOR HOME AND BUSINESS (online)

Google Suite is an introduction to Google Docs: slides, sheets, forms. During this hands-on course, you'll learn the basics of this very popular software that can be used both in business, and in your personal life, to create professional and efficient documents that will impress those around you.

Sat, 11/6

10:00am-1:00pm

\$45

Instructor: *Dr. Dorothy Kegler* is the Owner of Kegler's Consulting, an educational and career consulting firm. She is destined to assist you with realizing your dreams and goals.

PROFESSIONAL DEVELOPMENT

LEADERSHIP & COMMUNICATION SKILLS

HOW TO DEVELOP SKILLS OF A SUCCESSFUL LEADER [\(online\)](#)

CERTIFICATE AWARDED

To be an effective leader today is to empower, show by example, communicate, and coordinate resources to achieve success. How does a leader lead? How does the leader influence the team?

Learn how to:

- Develop the qualities of highly successful leaders
- Shift leadership styles when necessary
- Help others manage change
- Delegate and motivate
- Administer discipline
- Communicate your leadership
- Recognize, reward and celebrate victories

Leadership is the art of influencing people to follow you willingly and eagerly. The leader wears several hats as developer, coach, visionary guide, facilitator, expeditor, and planner. Leadership skills can be learned.

Sat, 11/6 9:00am-11:00am
\$49 (plus \$10 material fee, payable upon registration).

ESSENTIAL SKILLS OF MASTERFUL COMMUNICATION [\(online\)](#)

CERTIFICATE AWARDED

The need to communicate with impact is one of the most difficult challenges we encounter...and the one that will lead to the greatest rewards. Most of what we do, we do in the context of a relationship. Communication is the key to all relationships. To be successful in your endeavors you need to become an effective communicator.

Topics include:

- Projecting a positive, confident image
- How to communicate with difficult people
- How to reduce fear barriers to effective presentation
- Which communication style to use and when
- Keys to better listening skills
- The power of non-verbal signals.

Sat, 11/6 12:00pm-2:00pm
\$49 (plus \$10 material fee, payable upon registration).

DEAL WITH DISAGREEMENTS, CONFLICT AND CONFRONTATION [\(online\)](#)

CERTIFICATE AWARDED

Conflict is a universal, inescapable situation. In this seminar, we will redefine and analyze the reasons for conflict. Once you can accept the inevitability of conflict, you can reduce your stress and fear. You will learn to view conflict as a situation to analyze and develop skills to more effectively deal with it.

Topics include:

- Four helpful principles of why people act this way
- The special distinction between disagreements and misunderstandings
- Basic steps in problem solving
- Rules for fighting fair during conflict
- How to confront anyone about anything
- How to face an angry person.

Sun, 11/7 9:00am-11:00am
\$49 (plus \$10 material fee, payable upon registration).

COMMUNICATE WITH DIFFICULT PEOPLE WITH TACT AND SKILL [\(online\)](#)

CERTIFICATE AWARDED

What would life be if the world weren't full of difficult people? In this seminar, we will focus on ways to analyze types of difficult behavior. You will learn constructive ways to communicate with difficult people and the powerful tools of pacing, paraphrasing and inquiry.

Topics include:

- Difficult people in your life, their specific behaviors and your reaction to their behaviors
- Three models of face-to-face communication
- Guidelines to confront anyone about anything
- Task vs. people; passive vs. aggressive; behavioral analysis (Modified Myers-Briggs individual exercise)
- Tips for how to communicate with each personality type: director, entertainer, supporter, analyst
- How to deal with specific situations, such as an angry person or a backstabber.

Sun, 11/7 12:00pm-2:00pm
\$49 (plus \$10 material fee, payable upon registration).

SERIES DISCOUNT:
Register for COMMUNICATION SERIES
(all four classes at the same time)
and save 20%!
(\$155 for the series)

Instructor: Angela Scott-Betton: is a credentialed teacher with experience teaching career skills to adults and teens entering and re-entering the job force. She has presented workshops focusing on computer skills, effective communication, and problem solving.

PROFESSIONAL DEVELOPMENT

LEADERSHIP & COMMUNICATION SKILLS

HOW TO BECOME AN ASSERTIVE COMMUNICATOR *(online)*

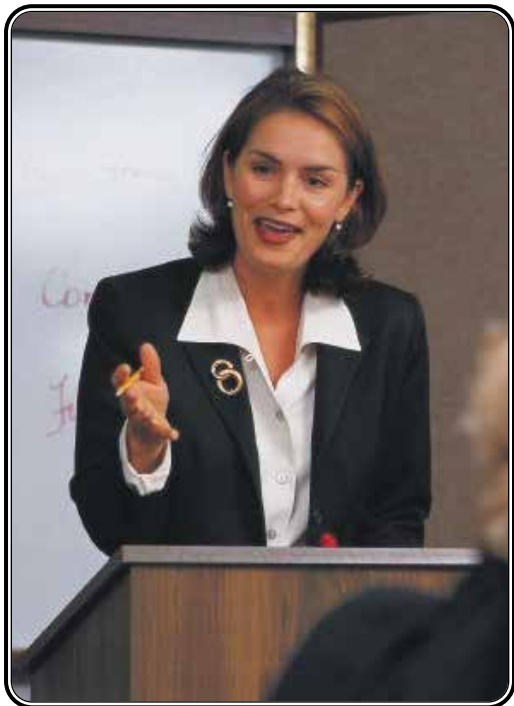
*Back by
Popular
Demand*

You can become a more effective communicator in your business relations, friendships and your marriage. Develop assertive communication skills, build your self-esteem and confidence, learn to say “no” without feeling guilty and identify what you want and go after it. Learning to assert yourself will enhance your chances for happiness and success in everyday living. Become an “Active Listener” by learning how to “seek to understand” and by becoming an “Other-Centered” listener.

Mon, 2/7

7:00pm-9:00pm

\$39 (plus \$25 material fee, payable upon registration).



OVERCOME YOUR FEAR OF PUBLIC SPEAKING *(online)*

Is your public speaking anxiety limiting your business, school or personal goals? Join Performance Psychologist Dr. Nick Lazaris as you learn the essential skills necessary for controlling the terrifying physical and emotional feelings of anxiety and panic.

Discover key techniques to reduce speech anxiety and gain confidence. You can turn your fear of public speaking into energized performances every time.

Mon, 11/8

7:00pm-9:00pm

\$39 (plus \$25 material fee, payable upon registration).

Instructor: Dr. Nick Lazaris is a Clinical Psychologist & Professor at California Southern University with over 35 years' experience helping his clients achieve their absolute personal best in life, business and relationships.



*“Excellent information,
right on target to help me.
Breathing and relaxation
activities were very helpful.
Lots of other helpful hints
including diet, positive self-
talk and much more.”*

- Jeanie

CAREER ADVANCEMENT

ED2GO ONLINE SIX-WEEK COURSES

**Learn
from the
comfort
of home!**

- EXPERT INSTRUCTORS
- 24-HOUR ACCESS
- 6 WEEKS OF INSTRUCTION
- COURSES BEGIN MONTHLY
- ONLINE DISCUSSIONS
- CERTIFICATE AWARDED UPON COMPLETION

**COURSE
COSTS
RANGE
FROM
\$85-\$299**

**ENROLL
NOW!**



HUNDREDS OF 6-WEEK ONLINE COURSES...HERE'S JUST A FEW!

A to Z Grant Writing
Accounting Fundamentals
Business & Marketing Writing
Computer Skills for the Workplace
Digital Marketing Suite
Entrepreneurship Suite
Intro to Google Analytics
Intro to Quickbooks

Certificate in Gerontology
Certificate in Holistic & Integrative Health
Handling Medical Emergencies
Medical Terminology Series

Speed Spanish
Intro to Interior Design
Grammar Refresher
Genealogy Basics
Discover Sign Language
Blogging & Podcasting



***to see the complete list of courses,
their descriptions and to register, go to:***

ed2go.com/cerritos

CAREER ADVANCEMENT

PROTRAIN CERTIFICATION TRAINING PROGRAMS

ProTrain offers certification programs that are designed to help you begin a new high-demand career or advance your current career.



Courses are created by Subject Matter Experts and prepare individuals for nationally recognized certifications

There are **LIVE ONLINE and **SELF-PACED** courses available - *you pick what works best for you!***

Our **LIVE ONLINE** courses offer the convenience of online study with an instructor-led course and allow students to interact with both instructors and classmates in real-time. **Students complete training in less than 3 months.**

Our **SELF-PACED** ONLINE courses provide access to all lessons immediately with the freedom to learn from virtually anywhere at your own pace. **Duration of access ranges between 6 -12 months.**

Here's a few of the LIVE ONLINE and/or SELF-PACED certification programs available:

**Certified Associate in
Project Management**

Project Management Professional

Human Resources Professional

Medical Billing & Coding

Six Sigma Green Belt

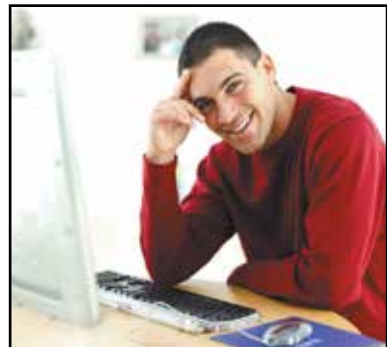
Bookkeeping Administrator

LEED Green Associate Career Prep

ServSafe Manager

DayCare Administration Career Prep

***Tuition
Assistance
options
available!***



To see the full list of LIVE and SELF-PACED online programs, read full program descriptions, and/or to register, go to

cerritos.theknowledgebase.org

CAREER ADVANCEMENT

CAREER TRAINING OPPORTUNITIES

BECOME A NOTARY PUBLIC NOTARY SEMINAR *(online)* & *(in-person)*

CERTIFICATE AWARDED (CPS test administered separately)

FOUR great reasons to attend the Notary Public training seminar:

1. Become more valuable as an employee
2. Provide customer service for your organization
3. Start your own business
4. Consider becoming a Notary as an option for income upon retirement

This seminar is designed to satisfy California's new requirements including the major changes in Notary affecting ALL California Notaries, such as: what must be done to avoid fines of \$500 to \$10,000, updated laws for identifying signers and thumbprint requirements and new laws regarding renewing commissions and journal entries.

PRIOR TO CLASS, print out the Secretary of State application, found at www.sos.ca.gov/notary. You are encouraged to review (download or print) the Notary Handbook at www.sos.ca.gov/business/notary/notary_hdbk.htm. Alternatively, you can request a free copy of the Handbook - contact C.P.S. at (916) 263-3520 (note: to ensure you have it before your class, you will need to request the copy at least 2 weeks prior to your scheduled class).

Due to the class being offered remotely, you must be able to adhere to the following:

1. You must have an electronic device (computer, laptop or phone) that will allow you to connect to zoom and remain logged in for the duration of each class.
2. You must be able to be seen and heard by the instructor throughout the duration of each class. Your electronic device must have a speaker and a camera, and you must have them on during the entire class.
3. A Proof of Completion Certificate (which the state requires to become a notary) can only be issued if you attend the course in its entirety.
4. You must present a valid form of ID in order to take the class: CA Drivers License or ID, Passport, and Military ID are acceptable. Your picture must be clear and must be the same person who checks in.
5. A \$10 material fee will be collected, and your materials will be emailed to you before class begins.

Choose one:

Sat & Sun, 10/23 & 10/24	8:30am-1:00pm
Sat & Sun, 12/3 & 12/4	8:30am-1:00pm
Sat, 1/8 <i>(IN-PERSON)</i>	8:30am-4:30pm
Or	
Sat, 2/26 <i>(IN-PERSON)</i>	8:30am-4:30pm

\$95 (plus \$10 material fee, payable upon registration).

Instructor: Kathy Houck

NOTARY RENEWAL NOTARY SEMINAR *(online)* & *(in-person)*

CERTIFICATE AWARDED (CPS Test administered separately)

If you are a Notary Public and your commission is up for renewal, you need to take this class so that you can continue to notarize without penalty or interruption in your commission. We will go over renewal information and supply you with a separate list of all the changes and updates to the Notary laws in the last four years.

Due to the class being offered remotely, you must adhere to the same policies as the Notary 2-day course (see description to the left).

Choose one:

Sun, 10/24	8:30am-1:00pm
Sun, 12/4	8:30am-1:00pm
Sat, 1/8 <i>(IN-PERSON)</i>	8:30am-4:30pm
Or	
Sat, 2/26 <i>(IN-PERSON)</i>	8:30am-4:30pm

\$49 (plus \$10 material fee, payable upon registration).

Instructor: Kathy Houck has owned and operated her own notary business for over 30 years and has been teaching Notary Law and Regulations for over 20 years.

BECOME A LOAN SIGNING AGENT *(online)*

CERTIFICATE AWARDED

Now that you are a Notary, how do you build and maintain your signing business? This workshop features how to properly notarize loan packages, step by step. Learn how to negotiate your fee, get called back, and brand yourself as a professional in the market.

Topics include:

- How to develop/build your own business in five easy steps
- Contacting lucrative and profitable businesses and who your primary contact should be
- Get signed up with successful signing services/agencies that offer assignments

Prerequisite: Must have a current Notary Public commission.

Choose one seminar date:

3 mtgs., T/W/TH, 11/16, 11/17, & 11/18	6:00pm-8:00pm
Or	
3 mtgs., T/W/TH, 12/14, 12/15, 12/16	6:00pm-8:00pm
\$99 seminar fee paid upon registration +	
\$30 for seminar guide and reference book, payable at time of registration	

Instructor: Notary Public Seminars, Inc. has been a leading public course provider for over 15 years. Notary Public Seminars is one of the most widely known companies offering a range of career advancement and self-help courses.

AUTO WHOLESALE BUSINESS FROM HOME [\(online\)](#)

DMV CERTIFICATE AWARDED

Come learn how to make extra money buying and selling wholesale cars as a home-based business; learn six easy techniques to earn \$3,000 just selling 2-3 cars a month. Learn how to get your auto dealer license and how to operate a profitable used car business. You will get a FREE list of all the 300 dealer-only auctions in the USA where vehicles sell at below wholesale prices.

This class is DMV approved and you will receive a DMV certificate of completion at the end of class. With the certificate, you can take the 40-question exam with the DMV, and upon passing it, you have one year to apply for a dealer license if you choose to do so.

Mon & Tues, 11/15 & 11/16 6:00pm-9:00pm

Or

Sat, 2/19 10:00am-4:00pm

\$89 (plus \$25 material fee, payable upon registration).

Instructor: *Wayne Williams* has maintained an auto dealer's license for 9 years; insurance agent broker for six years; is a current law school student and a DMV Occupational Licensing approved instructor for five years.

HOW TO SELL ON EBAY [\(online\)](#)

Everyone has lots of stuff in closets, drawers, and garages. Some are even paying for storage areas to hold onto this stuff. Why not make some money and clear out your stuff at the same time? This class will show you how to sell on eBay.

Lessons include: opening a seller account, the anatomy of the listing, write descriptions to get into your buyers view, research tools for competitive pricing, best practices to keep your seller rating high, use of seller tools, complete transactions, best shipping practices to save you and your customer time and money, PayPal account set up, use and record keeping.

2-Tues, 11/9 & 11/16 6:30pm-8:30pm

\$69

Instructor: *Frances Greenspan* uses her corporate skills as an ISO Consultant to approach selling items on eBay from an organized business standpoint. She is currently teaching this class at various colleges.

HOW TO START A HOME-BASED BUSINESS [\(online\)](#)

If sheltering in place due to the Corona virus has taught us anything, it's that a home-based business can thrive in even desperate times. Do you know the basics of starting a home-based business? Are you currently operating a home-based business and worried that you're operating illegally? If you're thinking about starting a home-based business, online business, selling on E-Bay, having a small consumer business or becoming a consultant, this seminar is for you. You'll be shown what the different entities of a business structure are; federal, state, local taxes; licensing requirements; bookkeeping and tax records; and different ideas for starting a business.

Tues, 2/8

6:00pm-9:00pm

\$39 (plus a \$20 material fee, payable upon registration)

Instructor: *Nancy Miller*, has had several home-based businesses, including professional organization services, public speaking, a mail order company and a micro-publishing company. Nancy gives more than 150 presentations each year and has helped people launch successful businesses operated from their home.

CREATE BALLOON DÉCOR & MORE! [\(online\)](#)

Have you ever been to an event with beautiful balloon decor, (e.g. Birthday Party, Retirements, Baby Showers, Holiday Events, etc.) and wanted to learn how it was done? In this class you will learn how to create stunning centerpieces, eye-catching columns and learn the secrets of Organic balloon designs. If you would like to start a small business, balloon design is a perfect way to make extra money. This course will offer hands-on instruction and formulas to start a small balloon business. Bring your creativity and a pair of scissors.

2-Sat, 1/29 & 2/5

9:00am-12:00pm

\$55

Instructor: *Yvette Mack Yvette*, CBA (Certified Balloon Artist), has been providing balloon Decor for over 20 Years. She specializes in Classic Balloon Decor and Organic balloon designs.



CAREER ADVANCEMENT

FILM, TV, & RADIO

RADIO PRODUCTION INTRODUCTION [\(online\)](#)

The class will provide you with the beginning tools to work in the Production Department of radio stations. You will be coached on all the radio specifics from A-Z. You will learn creativeness of the voiceover for advertisement, beginning and advanced edits, selection of sounds and music to fit a specific audience, professional imaging, and get a chance to listen and edit never heard before Artist's audio and interviews. Come and receive specific training by an instructor who has worked in LA Radio for 10+ years; get the knowledge, confidence and tools to learn about a possible new, exciting career field.

Sat, 12/4

9:00am-12:00pm

\$45

Instructor: *Travon Smith, a radio production enthusiast for over 13 years, has worked at 93.5 Kday and Dash Radio as a Production, Community Show and Program Director. He has worked with well-known personalities such as: Snoop, Marcellus Wiley and Desean Jackson.*



MEET THE AGENT/PUBLISHER [\(ONLINE\)](#)

Have you ever wanted to talk to a real agent or publisher? Are you tired of having your manuscripts critiqued by non-professionals or paying an editor too much money to change your writing to their voice? Bring your in-progress manuscript for an in-class critique of one page of your poetry, article, short story, screenplay, novel, non-fiction book, or children's book. You can then leave a COPY of your manuscript for a professional critique of your entire manuscript (for an optional materials fee of \$50 for up to 25 double-spaced pages + \$1/page thereafter) and a list of publishers/agents who are interested in your type of work.

Sat, 2/26

4:00pm-5:00pm

\$39 (plus \$5 material fee, payable upon registration)

Instructor: *LeeAnne Krusemark is a journalist, author, screenwriter, agent, publisher and adjunct online Professor of Publishing at Harvard University.*



VOICEOVERS INTRO [\(online\)](#)

ONE-ON-ONE ONLINE CLASS

This 90 minute introductory one-on-one online workshop covers the different types of voiceovers and what tools are needed to find success. You will be coached as you read a script, and be recorded so you can receive a professional voice evaluation later. You will have the knowledge necessary to help you decide if this is something you'd like to pursue.

1.5 hour individual remote class, scheduled after registering.

\$49

Instructor: *Voices For All professional voice actors are known for their fun and informative presenting methods. They have many years of experience in the voiceover industry, and are masters at how to make it in voice acting.*

"Teacher is very approachable and friendly, well-versed in the industry." - Gina

INTENSIVE ENGLISH PROGRAM (I.E.P.)

Why Study English at Cerritos College?

Cerritos College offers the Intensive English Program (IEP), which is a four-month, not for credit program where you will receive 360 hours of Intensive English Language training. You will get instruction customized to your level, helping you to improve on your grammar and speaking abilities. Our class size is very small, so you get the individualized help from your teachers.

- 360+ hours of English instruction;
- Small class size;
- All program books & class materials;
- ESL individualized tutoring;
- Certificate upon completion of the program.
- No TOEFL needed.

The semester cost of the IEP is \$3,500 which is ALL-INCLUSIVE!

The program will be offered in Fall 2022,
in order to get started in the process feel free to contact our
office at [562-467-5050](tel:562-467-5050) (Press#1 ask for Martha),
or email communityed@cerritos.edu or go to
www.Cerritos.edu/OISS (click on Intensive English Program)

"I had an amazing experience here. The teachers are really good and my English improved a lot. Thank you everyone!"

- Elisa

MONEY & INVESTMENTS

INVESTMENT BOOTCAMP *(online)*

If you have any sort of retirement account - this class is a must to learn the language of investing! Learn the importance of portfolio allocation, how to select an investment advisor, and how to select investments for growth, income, and safety. Find out about the mechanics and potential return on mutual funds, annuities, stocks, bonds, real estate and life insurance. Discover tax strategies that allow you to keep more of what you earn. Learn the secrets of the money-management principles used by successful investors such as Warren Buffet and Suze Orman.

Sat, 11/13
\$45

10:00am-12:00pm

Instructor: Blanca Reynoso

WOMEN AND INVESTING *(online)*

Did you know that women often make the best investors? Also, women are the primary influencers of the financial decision-making in their homes, yet they are often under-educated about their choices. Whether you're single, widowed, married, employed or retired, come learn the language of investing in a fun and simplified way that everyone can understand.

Learn the importance of portfolio allocation, how to select an investment advisor, and how to select investments for growth, income, and safety. We will also cover estate planning, the stages of investing and planning for a safe and secure financial future, and much more! You cannot afford to be without this knowledge!

Sat, 12/11
\$45

10:00am-12:00pm

Instructor: Blanca Reynoso is college instructor and a holistic Financial Planner who has dedicated herself to educating and empowering women, seniors and business people to become savvy consumers. She teaches classes on financial planning, retirement and long-term planning.

PERSONAL GROWTH

MONEY & INVESTMENTS



SMART MONEY: YOUNG ADULT EDITION (ONLINE)



AGES 18-35

Get a job – they said. Earn some money – they said. Look for an employer with benefits – they said. Now What??? If you want to understand how to start saving towards your goals, what's the different between a 401(k) and a Roth 401(k), what's a target date fund and are they any good; then this is the class for you. We will talk about how to understand some of the benefits available for you at work, when to use them, and how to save on your own when your employer doesn't offer what you are looking for. You are starting off on your career- let's make sure you start off your financial life on the right foot as well!

Sat, 2/26 10:00am-12:00pm
\$45 (materials included)

Instructor: *Pamela Rodriguez is a financial planner and investment with over 14 years of experience. She is passionate about financial literacy and believes that it is instrumental in helping people make better financial decisions.*

STOCKS – BONDS – MUTUAL FUNDS (EFT'S) (online) & (in-person)

This course is perfect for those who want to learn more about the stock, bond and mutual fund markets including how they work, tracking and following them, what influences their prices, load and no-load mutual funds, and how interest rates can affect your financial well-being and how to manage risk.

The course will highlight issues such as stock and index options, domestic and global stock markets, new and hot issues, selling short, tax-free bonds, buying stock on margin, how the stock exchanges work, dollar cost averaging, how to read a typical account statement, retirement plans (IRAs, SEP-IRAs, Roth IRAs, 403Bs, 401ks, Annuities) and how market prices respond to news. Several stock market theories will be discussed and explained.

Tues, 11/9 6:30pm-9:00pm
\$39

Or

Sat, 1/22 (IN-PERSON) 9:30am-12:00pm
\$39

Instructor: *Jalon O'Connell is a Registered Representative, General Securities Principal and licensed Insurance Agent with National Securities. For over 12 years she has taught and lectured at numerous colleges and organizations.*

RETIREMENT & YOUR GOLDEN YEARS

ESTATE PLANNING FOR EVERYONE (online)

Did you know that your 'Estate' consists of everything of value—cash, clothes, cars, real estate, investment and retirement accounts, pensions, etc. that you've accumulated throughout your lifetime?

Join us for this informative, interactive class to learn how to preserve and manage your assets while you still can, and then transfer it to your loved ones after you pass away. This process involves weighing various personal and financial decisions and creating legal arrangements to carry out those decisions.

We will discuss how to properly receive an inheritance as well as how to give one, strategies to avoid expensive delays and legal challenges and intelligent distribution of assets, charitable giving. Wills, trusts, asset protection, probate and family businesses will also be discussed.

Sat, 2/5 9:30am-12:00pm
\$39 single OR \$49 per couple

Instructor: *Jalon O'Connell is a Registered Representative, General Securities Principal and licensed Insurance Agent with National Securities. For over 12 years she has taught and lectured at numerous colleges and organizations.*

ENRICHMENT & INTERESTS

MOTORCYCLIST TRAINING

MOTORCYCLIST TRAINING COURSE (MTC)

*DMV CERTIFICATE AWARDED
(upon successful course completion)*



California Motorcyclist Safety Program offers the Motorcyclist Training Course (MTC), which is designed for the novice rider with no (or limited) street-riding experience. This 16-hour weekend course includes both classroom and on-cycle instruction. Although designed for new riders, any rider that has not taken a motorcycle course will benefit from this course. You will learn fundamental skills required to operate the motorcycle and progress to street riding skills and strategies. Topics covered include: overcoming fear, understanding how motorcycles turn, proper cornering strategies, and emergency crash avoidance skills.

This course is mandatory for those under 21 years of age desiring a motorcycle or scooter license. For students under 18, a parent must show ID (or legal guardian proof of guardianship) and sign a waiver at the start of the first class.

You will have 6 hours of in-class instruction and 10 hours of on the range, riding instruction and practice. You must be on time to every part of this course – if you are late, you will be dismissed from the class. Please bring water, and a sack lunch, as you will be in your class all day and will not have enough time to leave campus to purchase food.

A motorcycle and helmet will be provided for you in this course; if you want to complete the course on a scooter, you must notify us upon registering for the class. You need to bring either a valid a state issued driver's license, permit or ID card to the first class. Additionally, you will need to be dressed in a long sleeve shirt or jacket, full finger leather or leather like gloves, long pants and sturdy over the ankle boots.

In accordance with State safety standards, early dismissal may occur during the riding portion of the class if you do not demonstrate safe riding techniques (as determined by the instructor). Your attendance and participation is not a guarantee that you will be able to successfully complete the course.

Students successfully completing the class will receive the DMV completion certificate, which waives the riding portion of the DMV test. Your certificate will be mailed to you within 10 working days of your course completion. (Note: you will still need to take the written test at the DMV).

COMPLETE COURSE OVER 3-DAY PERIOD:

Thurs. online classroom, Sat. in-person riding and classroom,
Sun. in-person riding.

\$350 age 21 and over; \$295 under 21

Classes fill quickly - register today to reserve your spot!

INTERMEDIATE RIDING CLINIC (IRC)

1 DAY PREMIER COURSE, CHECK WEBSITE FOR DATES

MORE PRACTICE RIDING CLINIC

WILL BE OFFERED IN 2022



ENRICHMENT & INTERESTS

HOME & GARDEN

HALLOWEEN MONSTER CUPCAKES *(online)*

NEW

Everyone will have a crazy good time learning how to decorate this group of wild and hairy monsters! Using buttercream icing and a variety of fun techniques, you will create fun monster faces perfect for any Halloween party.

Wed, 10/27

6:00pm-7:00pm

\$25 (materials needed are listed online).



DEAR SANTA CUPCAKES *(online)*

NEW

Decorate Christmas cupcakes that will impress Santa himself! You'll use easy buttercream icing techniques such as pull-out fur, zigzags and printing to make festive cupcakes for your celebrations. Recommended for all skill levels. Great for kids.

Wed, 12/8

6:00pm-7:00pm

\$25 (materials needed are listed online)



Instructor: *Lakyn Wynn, who has taught baking and the arts for more than a decade, is an award winning cake decorating teacher. Her philosophy is to keep homemade and handmade alive.*

DANCE

SALSA *(in-person)*

If you have never tried Salsa but would love to experience the excitement and fast, fluid movements, this class is what you have been looking for! This course is designed for students who are beginning and those who are confident with the Salsa rhythm. You will work on the footwork, turns, patterns, shines as well as proper posture, weight transfer, frame and connection.

Come alone or come with friends; you will have the opportunity to dance with everyone including the instructors!

6-Wed, 1/12-2/16

7:30pm-9:00pm

\$59

CARIBBEAN AND LATIN DANCE *(in-person)*

Why waste your dollars at the gym? Dance (social) & workout your nights away in the Latin manner. Learn Merengue, Cha Cha, Salsa, Cumbia, and other Latin dances. Individual attention will be given to each student. Partners are welcome but not necessary. Instruction will be given in English and Spanish. Class may be repeated.

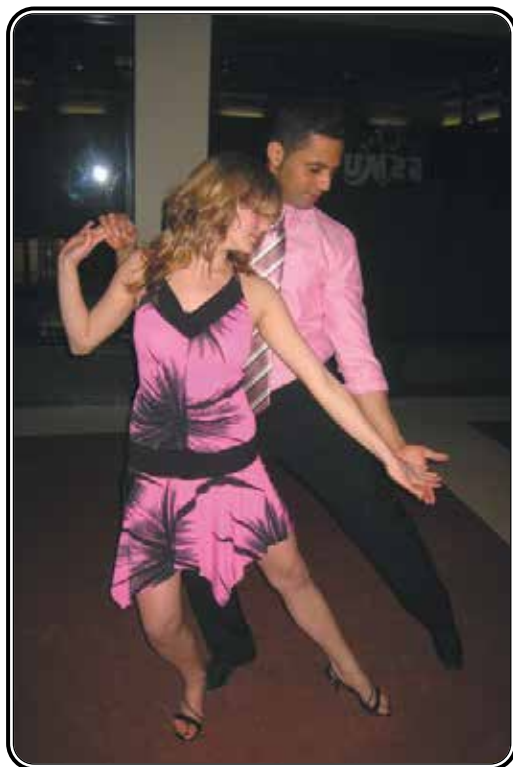
6-Mon, 1/10-2/28

7:30pm-9:00pm

(no class on 1/17 & 2/14)

\$59

Instructor: *Latin Spice Dance Group has over 20 years of experience teaching dance. Besides teaching, Latin Spice instructors also demonstrate at company events, weddings and private parties.*



ENRICHMENT & INTERESTS

MIND, BODY & SOUL

REIKI I (online)

7 HOURS – CERTIFICATE AWARDED

This course is on the Japanese natural healing system called Reiki, which translated from Japanese means “universal life force energy.” Reiki is an energy based system that allows relaxation thereby eliminating stress & toxins from the body while increasing the body’s natural ability to heal. Students will learn the first level of Reiki healing for self-care and healing as well as Holy Fire Reiki which is a more refined, powerful energy (hands-on).

The class emphasis will be on how stress, and habitual thinking patterns impact the body/ mind, and how to use Reiki to care for themselves. The instructor will teach how to transmit Reiki energy to the body with particular emphasis on the endocrine system and secondary function endocrine glands for overall body relaxation.

Sat, 2/5 10:00am-5:00pm
\$129

Instructor: Dr. Laura Luna

REIKI II (ENERGY HEALING) (online)

7 HOURS – CERTIFICATE AWARDED

Students will learn the second level of Reiki healing for the purpose of deepening their practice toward the healing of self and others. The class emphasizes the active and experiential practice of Reiki integrating hands-off or distance healing into the student’s knowledge of hands-on healing from Reiki Level I.

Additional self-care techniques will be introduced including mindfulness meditations focusing on breathing and awareness of subtle energies. Information on how to start a private practice will be provided.

Prerequisite: Reiki Level I. Class can be repeated if looking to renew previous teachings; all lineages welcome.

Sat, 2/6 10:00am-5:00pm
\$129

Instructor: Dr. Laura Luna is certified in Reiki I, II and Master level Reiki III. She completed training with two different Reiki masters, trained in the Usui for Reiki.

TAI CHI CHUAN (in-person)

Through lecture, demonstration, and the practice of the Tai Chi movements, students will experience the benefits of this ancient Chinese exercise and martial art, such as reduced stress, improved balance, and increased muscle tone. You will learn Chinese Chi Kung (breath work) as a calming exercise prelude to Tai Chi practice.

This course introduces students to a Chinese health exercise, which is neither vigorous nor strenuous. It is suitable for anyone who wants to exercise to gain or maintain good health. It will strengthen the muscles and organs, relax the mind and body, improve blood circulation, and increase memory and concentration.

6 Sat, 2/5-3/12 8:30am-9:45am
\$65

Instructor: Dan Layne, B.S. is certified as a specialist in Balance and Mobility through Cal State Fullerton and holds a “Master Trainer” certification for the Matter of Balance program sponsored by the Department of Ageing. He is certified to teach Tai Chi Chuan by the Hong Kong Royal Life Saving Society.



MUSIC

GUITAR: INTRODUCTION (online)

AGES 14 TO ADULT

Learn to play guitar in a friendly and supportive environment. You’ll learn to play chords, single note melodies and strum styles. No musical experience required.

You must have your own acoustic guitar.

6-Sat, 10/16-11/20 9:00am-10:00am
\$69 (plus \$5 material fee, payable upon registration).

Instructor: Katarina Giesler holds a single subject credential in music. She has directed musical ensembles, such as band, orchestra, choir and musicals. She also teaches small group lessons.

GUITAR: INTERMEDIATE (online)

AGES 14 TO ADULT

Students will continue learning acoustic guitar basics with emphasis on learning more chords, strum styles and single note melodies.

You must bring your own acoustic guitar.

Prerequisite: Students must first take Intro Guitar class OR have experience playing.

6-Sat, 1/8-2/12 9:00am-10:00am
\$69 (plus \$5 material fee, payable upon registration).

ENRICHMENT & INTERESTS

SOMETHING FOR EVERYONE

OVERCOME YOUR FEAR OF PUBLIC SPEAKING *(online)*

Is your public speaking anxiety limiting your business, school or personal goals? Join Performance Psychologist Dr. Nick Lazaris as you learn the essential skills necessary for controlling the terrifying physical and emotional feelings of anxiety and panic.

Discover key techniques to reduce speech anxiety and gain confidence. You can turn your fear of public speaking into energized performances every time.

Mon, 11/8 7:00pm-9:00pm
\$39 (plus \$25 material fee, payable upon registration).

Instructor: *Dr. Nick Lazaris is a Clinical Psychologist & Professor at California Southern University with over 35 years' experience helping his clients achieve their absolute personal best in life, business and relationships*

HOW TO SELL ON EBAY *(online)*

Everyone has lots of stuff in closets, drawers, and garages. Some are even paying for storage areas to hold onto this stuff. Why not make some money and clear out your stuff at the same time? This class will show you how to sell on eBay.

Lessons include: opening a seller account, the anatomy of the listing, write descriptions to get into your buyers view, research tools for competitive pricing, best practices to keep your seller rating high, use of seller tools, complete transactions, best shipping practices to save you and your customer time and money, PayPal account set up, use and record keeping.

Tues, 11/9 & 11/16 6:30pm - 8:30pm
\$69

Instructor: *Frances Greenspan uses her corporate skills as an ISO Consultant to approach selling items on eBay from an organized business standpoint.*

"The teacher was outstanding with her knowledge and guidance on the topic of selling and buying on eBay" - Candie

HALLOWEEN MONSTER CUPCAKES *(online)*



Everyone will have a crazy good time learning how to decorate this group of wild and hairy monsters! Using buttercream icing and a variety of fun techniques, you will create fun monster faces perfect for any Halloween party.

Wed, 10/27 6:00pm-7:00pm
\$25 (materials needed are listed online).

Instructor: *Lakyn Wynn*

DEAR SANTA CUPCAKES *(online)*



Decorate Christmas cupcakes that will impress Santa himself! You'll use easy buttercream icing techniques such as pull-out fur, zigzags and printing to make festive cupcakes for your celebrations. Recommended for all skill levels. Great for kids.

Wed, 12/8 6:00pm-7:00pm
\$25 (materials needed are listed online)

Instructor: *Lakyn Wynn, who has taught baking and the arts for more than a decade, is an award winning cake decorating teacher. Her philosophy is to keep homemade and handmade alive.*

HOW TO START A HOME-BASED BUSINESS *(online)*

If sheltering in place due to the Corona virus has taught us anything, it's that a home-based business can thrive in even desperate times. Do you know the basics of starting a home-based business? Are you currently operating a home-based business and worried that you're operating illegally? If you're thinking about starting a home-based business, online business, selling on E-Bay, having a small consumer business or becoming a consultant, this seminar is for you. You'll be shown what the different entities of a business structure are; federal, state, local taxes; licensing requirements; bookkeeping and tax records; and different ideas for starting a business.

Tues, 2/8 6:00pm-9:00pm
\$39 (plus a \$20 material fee, payable upon registration)

Instructor: *Nancy Miller, has had several home-based businesses, including professional organization services, public speaking, a mail order company and a micro-publishing company. Nancy gives more than 150 presentations each year and has helped people launch successful businesses operated from their home.*

ENRICHMENT & INTERESTS

SOMETHING FOR EVERYONE



CERTIFY YOUR PET AS A THERAPY DOG *(online)*

With COVID-19 immunity in sight, now is the right time to certify you and your dog to become part of the community healing process. In this live, engaging, two-hour online class, you will learn from practicing therapy dog handlers how they bring joy and happiness to people in various environments—from hospitals to airports, from courtrooms to community policing.

You'll learn how to pass the therapy dog handler's written and behavioral tests at the least cost and quickest way. The class provides a detailed understanding of the certifying process, therapy dog training tips, evaluation requirements, practice tests, a therapy handler resource guide, and post-class support as you work toward your therapy dog certification.

Sat, 11/6
\$39

9:00am-11:00am

Instructor: *Richard Katz is Executive Director of K9 Ambassadors, a California non-profit corporation located in Los Angeles. He pioneered and implemented therapy dog handler courses taught at selected community colleges and city parks and recreation departments.*

GOOGLE SUITE FOR HOME AND BUSINESS *(online)*

Google Suite is an introduction to Google Docs: slides, sheets, forms. During this hands-on course, you'll learn the basics of this very popular software that can be used both in business, and in your personal life, to create professional and efficient documents that will impress those around you.

Sat, 11/6
\$45

10:00am-1:00pm

Instructor: *Dr. Dorothy Kegler is the Owner of Kegler's Consulting, an educational and career consulting firm. She is destined to assist you with realizing your dreams and goals.*

TRAFFIC SCHOOL *(in-person)*

Pre-register to save \$5 on your class registration!

Traffic school classes fill quickly - if you register anytime before the day of class, you will ensure your spot AND save \$5!

Cerritos College (traffic school #TVS00087) offers an eight-hour class, taught in English. After obtaining permission from the courts to attend traffic school, you can then register for traffic school.*

You must bring your drivers license and citation to class - if you do not, your information cannot be entered into the CA DMV website and you will not get credit for your traffic school attendance. If your ticket was obtained out of state, you **MUST VERIFY BEFORE REGISTERING** with the out-of-state courts as to if they will accept the completion receipt (not all will). If you register and the out of state court rejects your completion receipt, no refund will be given.

Per DMV regulations, class begins at 8am sharp - you cannot arrive late. Please arrive approximately 15 minutes before class begins in order to buy your parking permit, find your class location on campus and fill out your paperwork you need to complete for your class. You need to be in your seat at the start of class - if you are late, you will not be let in, and no refund will be issued.

At the completion of class, you will receive a completion receipt. Within three business days, the office will enter your attendance and information you provided on the forms you completed into the CA DMV system electronically; this is how the courts will know that you completed your class.

*Per DMV regulations, commercial drivers are prohibited from attending traffic school except if they obtain a violation when operating a non-commercial vehicle (per AB 1888).

Sat, 2/5

8:00am-4:00pm

\$35 pre-registration, \$40 same day registration

Instructor: *Mr. Richard Jensen was a member of the Whittier Police Dept. for 24 years. He was awarded the 2018 "Case of the Year" award from the Orange County Traffic Investigators Association.*

CHILD / TEEN CLASSES

ACADEMICS: MATH

FRACTIONS, DECIMALS & PERCENTS SKILL BUILDING & TUTORING [\(online\)](#)

GRADES 4-7

One of the most difficult concepts for students to learn is fractions...your instructor will help your child become more familiar and comfortable with fractions, decimals & percentages. Through the teaching of concepts and attention to individual homework questions, students will learn the skills needed to handle problems with fractions, decimal and percentages and realize that fractions are friends and percentages are pals.

Students will work individually and in small groups with the teacher checking on their progress throughout the class.

Have your child bring their homework to every session.

12 mtgs, T/Th, 10/26-12/9
(no class 11/11 & 11/25)
\$95

4:30pm-5:30pm

12 mtgs, T/Th, 1/18-2/24
\$95

3:00pm-4:00pm

Teacher: Karia Roche, is a certificated teacher with a International Business degree and a certificate in Child Development. She enjoys serving her community and helping youth in their academic journey.

PRE-ALGEBRA SKILL BUILDING & TUTORING [\(online\)](#)

GRADES 6-9

Are you just getting started with the fundamentals of pre-algebra? Do you need some help with your pre-algebra skills? This class will provide specific help to meet the needs of each student.

You meet twice a week for six weeks and the instructor will go over key pre-algebra concepts/skills, and then in the group setting, help students to work at their own level on their pre-algebra homework. The instructor will provide academic support as well as encouragement to help your son/daughter feel more confident in their understanding of Pre-Algebra.

Have your child bring their homework to every session.

12 mtgs., M/W, 10/25-12/1
\$95

3:00pm-4:00pm

12 mtgs., M/W, 1/19-3/2
(no class 2/21)
\$95

3:00pm-4:00pm

Teacher: Dr. Lisa Perez has taught math at both the high school and college level. She is passionate about increasing women in STEM.

ENRICHMENT

CREATING A MONEY MINDSET: MONEY MANAGEMENT FOR TEENS/YOUNG ADULTS [\(online\)](#)

GRADES 9-12

Money doesn't buy happiness, but it does buy everything else. Getting started with healthy habits is fundamental to long term financial success. In this class we will discuss the different types of income, credit, savings and checking. We will cover how to build a personal budget that will help you work towards your immediate financial goals like saving for a Playstation 4 or an iPhone and your bigger goals like paying for college or buying a car.

Sat, 1/22
\$39

10:00am-1:00pm

Teacher: Pamela Rodriguez leads a wealth management team. She is passionate about financial literacy and believes that healthy financial habits in children will empower them to make better financial decisions.



"I have taken two other finance classes and this one was by far the most helpful." - Jalen

CHILD / TEEN CLASSES

ACADEMICS: LANGUAGE

ASL (AMERICAN SIGN LANGUAGE) *(online)*

GRADES 5-12

In this Intro class, you'll learn basic signs, as well as a bit about the history of signing and etiquette when interacting with a deaf person. Lessons will be taught in an interactive manner through the use of role play, videos and worksheets.

Who knows, perhaps you'll decide to continue your learning and become a certified interpreter one day! This is also a good way to see if you might like to pursue ASL in college (ASL is recognized by the CSU's and UC's as a credit bearing class through the UC's or CSU's).

12-mtgs., T/Th, 10/26-12/9
(no class 11/11 & 11/25)
\$95

3:30pm-4:30pm



Teacher: *Jade Delao* is a faculty member at Cerritos College. She teaches ASL.

ACADEMICS: READING & WRITING

READING COMPREHENSION & IMPROVEMENT STRATEGIES *(online)*

GRADES 3-5

Master the skills needed to be an effective reader! You will learn how to find the main idea, increasing your vocabulary, drawing conclusions from what is read, spotting an author's purpose and point of view, sequencing, cause and effect, comparison and contrast and inference. Students will be exposed to different comprehension strategies that will aid in their reading and understanding of short stories and chapter books, as they learn to read more closely to identify themes, social commentaries, and purposely chosen words that give what they are reading a new and more rich meaning.

12 mtgs, T/Th, 10/26-12/9
(no class 11/11 & 11/25)
\$95

3:30pm-4:30pm

12 mtgs, T/Th, 1/18-2/24
\$95

4:00pm-5:00pm



Teacher: *Karia Roche*, is a certificated teacher with a International Business degree and a certificate in Child Development. She enjoys serving her community and helping youth in their academic journey.

CHILD / TEEN CLASSES

MUSIC

PIANO: INTRODUCTION *(online)*

GRADES 3-8

This class is for students with no piano/music experience. Lessons include activities related to reading notes, rhythm and music symbols. Listening skills and keyboard activities will be included.

6-Sat, 10/16-11/20 10:05am-11:05am
\$69 (plus \$5 material fee, payable upon registration).

6-Sat, 1/8-2/12 10:05am-11:05am
\$69 (plus \$5 material fee, payable upon registration).

Teacher: Katarina Giesler

PIANO: BEGINNING *(online)*

GRADES 3-8

Sequel to Piano Introduction. Upon entering this class, students should be able to count quarter, half and whole notes. Students should be able to name the white notes on the keyboard and read notes on the staff in Middle C position.

6-Sat, 10/16-11/20 11:10am-12:10pm
\$69 (plus \$5 material fee, payable upon registration).

6-Sat, 1/8-2/12 11:10am-12:10pm
\$69 (plus \$5 material fee, payable upon registration).

Teacher: Katarina Giesler

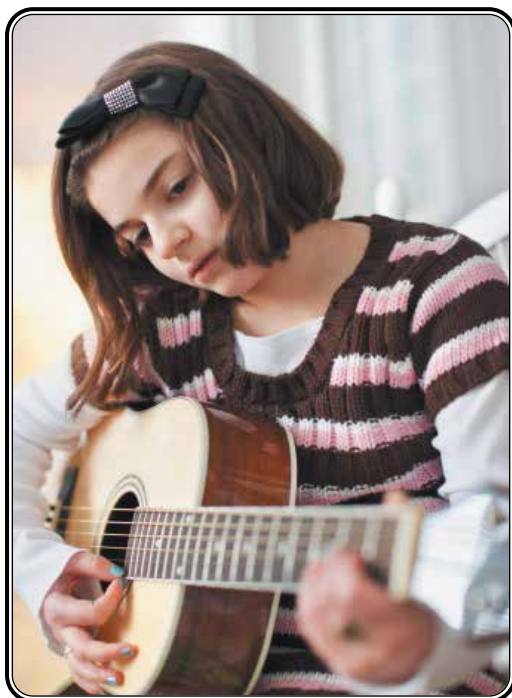
PIANO: INTERMEDIATE *(online)*

GRADES 3-8

Sequel to Beginning Piano. Upon entering this class, students should be able to read all notes on the lines and spaces of the grand staff and be able to identify intervals (leaps in the music) up to a 5th.

6-Sat, 10/16-11/20 12:15pm-1:15pm
\$69 (plus \$5 material fee, payable upon registration).

Teacher: Katarina Giesler



GUITAR: INTRODUCTION *(online)*

AGES 14 TO ADULT

Learn to play guitar in a friendly and supportive environment. You'll learn to play chords, single note melodies and strum styles. No musical experience required.

You must bring your own acoustic guitar.

6-Sat, 10/16-11/20 9:00am-10:00am
\$69 (plus \$5 material fee, payable upon registration).

Teacher: Katarina Giesler

GUITAR: INTERMEDIATE *(online)*

AGES 14 TO ADULT

Students will continue learning acoustic guitar basics with emphasis on learning more chords, strum styles and single note melodies.

You must bring your own acoustic guitar.

Prerequisite: Students must first take Intro Guitar class or have experience playing.

6-Sat, 1/8-2/12 9:00am-10:00am
\$69 (plus \$5 material fee, payable upon registration).

Teacher: Katarina Giesler holds a single subject credential in music. She has directed musical ensembles, such as band, orchestra, choir and musicals. She also teaches small group lessons.

IN-PERSON AND ONLINE CLASS INFORMATION

We are happy to be able to offer both in person and online classes. Below is very important information that you will need to know when accessing our classes in either format.

In-Person Classes – You will receive materials, classroom location, and parking information prior to the start of class. As a requirement, all classes follow COVID protocols thoroughly cleaning classrooms, social distancing, wearing masks, and hand hygiene.

Also, in an ongoing effort to improve health and safety the Cerritos College Board of Directors have made, upon the recommendation of the CDC, and local and state government, improvements to Cerritos College COVID protocols. **Beginning in January 2022 all students who attend any type of class on campus must submit proof of being fully vaccinated.** Full vaccination is complete two weeks after your last required shot. Please consider this when registering for in-person classes. You will receive additional information regarding proof of submission upon registration.

Online Classes – We will continue to offer most of our amazing classes live online via zoom or another similar program. These classes allow for live instruction and as much student-teacher interaction as possible. You will receive your materials and zoom link log on information prior to the start of class.

Whichever online course you choose, you can do it from the comfort of your couch, your backyard, or the beach . . . wherever you like! No traffic, all you need is a computer, laptop or smartphone, it's that easy!

Whichever way you decide to take our classes we are happy that you've chosen our program and looking forward to "seeing" you either in-person or online. As always, feel free to contact us at CommunityEd@Cerritos.edu or (562) 467-5050 (press #1).

Have a Great Class!

Community Education

REGISTRATION INFO

TRANSFERS & CANCELLATION POLICIES

Once you are registered in a class(es), you will receive an emailed receipt along with an email confirmation. The confirmation contains all the class information you need to know about your class(es).

TRANSFERS

To transfer registration to another class, your request must be received three or more business days before the first class meeting of the original class. There is a \$10 transfer fee for all transfers completed. We cannot complete any transfer once a class has begun.

CANCELLATIONS

We make every effort to publish accurate course information, but due to the COVID-19 restrictions and uncertainty of the situation, some class dates/times may be subject to being rescheduled or cancelled. Any class that does not meet minimum enrollment may be cancelled. If Community Education cancels a class, you will be notified by email and phone prior to when the class was to begin. If our department has to cancel a class, a full refund will be issued to you.

If you want to cancel a class(es), you need to notify us about the cancellation three (3) or more business days prior to the start of the original class. There is a \$10 cancellation fee for all cancellations completed. If you notify us after a class has begun, no cancellation can be given.

If you are given a refund, registration fees paid by credit card will be returned to that card within 72 hours or less. Payments made by cash or check will be refunded by check from the District within 2-4 weeks and will be mailed directly to you.

STUDENT CONDUCT AND DISCIPLINARY PROCEDURES

Students enrolling in any Cerritos College, Community Education course assume an obligation to abide by all District regulations and are subject to disciplinary actions if they fail to adhere to these regulations. The Office of Judicial Affairs is responsible for the student conduct and disciplinary procedures of the college. <http://www.cerritos.edu/activities/office-of-student-conduct-and-grievances/default.htm>.

STUDENTS WITH DISABILITIES

Reasonable accommodations for students with a disability are available upon request. Requests must be made a minimum of 10 business days in advance of the class start date. Contact the Community Education office to begin the process of consideration of your accommodation request.

CERRITOS COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

JAMES CODY BIRKEY
President
Trustee Area 3

DR. SHIN LIU
Vice President
Trustee Area 5

CARMEN AVALOS
Clerk
Trustee Area 2



MARISA PEREZ
Trustee Area 4

ZURICH LEWIS
Trustee Area 7

DR. SANDRA SALAZAR
Trustee Area 6

MARIANA PACHECO
Trustee Area 1

4 EASY WAYS TO REGISTER!



ONLINE

CerritosCommunityEd.com

- If you are a new student, click on “sign in” and create a new profile.
If you are a returning student, simply login using your login & password.
- Select classes you want to register for by putting them in your “cart.”
- Check-out and pay for your classes, using a VISA, Mastercard or Amex.
- You will get an email confirmation of your payment and class registration.



PHONE

562-467-5050 (press #1)

- A registrar will help you over the phone to register for the class(es) you want.
- You will pay over the phone with VISA, Mastercard or Amex
- You will get an email confirmation of your payment and class registration.



SCAN/EMAIL

CommunityEd@Cerritos.edu

- Complete this registration form including credit card info for payment.
- Scan form or take a picture and email to CommunityEd@Cerritos.edu.
- You will get an email confirmation of your payment and class registration.



MAIL

Cerritos College Community Education 11110 Alondra Blvd., Norwalk, CA 90650

- Complete the registration form and include your payment (check or credit card).
- You will get an email confirmation of your payment and class registration.

REGISTRATION FORM

TO BE COMPLETED BY ADULT STUDENT OR PARENT OF YOUTH STUDENT

Adult Name (required): _____
First Middle Last

Address (required): _____

City (required): _____ Zip (required): _____

Primary Phone (required): _____ Secondary Phone: _____

Email (required): _____ Date of Birth (required): _____

Note: This is where we will send your receipt, registration confirmation and log-in information.

COMPLETE IF YOUTH STUDENT (AGES 1-17). (If adult student, skip section)

Youth Name (required): _____
First Middle Last

Date of Birth (required): _____ Grade Level (required): _____

Emergency Contact (required): _____ Phone (required): _____
First Last

REGISTER FOR THESE CLASS(ES)

Class Title	Class Date(s)	Class Fee(s)
Total Registration Amount:		\$

PAYMENT INFORMATION

☐ Credit Card - Visa / MC / AMEX: _____
(circle type) (credit card number) (expiration date)

☐ Card Billing Address (if different): _____
Note: The billing address of the credit/debit card will be verified to match the address your credit or debit provider has on file.

☐ Check Amount: _____
(check number)

Signature (required): _____ Date (required): _____

INDEX - ADULT CLASSES

Auto Wholesale Business from Home	9	IEP (Intensive English Program)	11
Become a Loan Signing Agent	8	Investment Bootcamp.....	11
Become a Notary Public Seminar	8	Managing Quality and Risks in Projects	2
Become an Assertive Communicator	5	Meet the Agent/Publisher	10
Caribbean and Latin Dance	14	Motorcyclist Training Course (MTC)	13
Certify Your Pet as a Therapy Dog	17	Notary Renewal Seminar.....	8
Communicate with Difficult		Overcome Your Fear of Public Speaking.....	5 & 16
People with Tact and Skill	4	Project Management Introduction	2
Create Balloon Décor & More	9	Project Requirements and Planning Management.....	2
Create Your Website for Free	3	Project Time and Cost Management	2
Deal With Disagreements,		Pro-Train Career Cert. Programs.....	7
Conflict and Confrontation.....	4	Radio Production Introduction	10
Dear Santa Cupcakes – NEW!	14 & 16	Reiki I	15
Develop Skills of a Successful Leader	4	Reiki II	15
Diversity in the Workplace	3	Salsa	14
Ed2GO Online 6-week courses.....	6	Sell on eBay	9 & 16
Essential Skills of Masterful Communication	4	Smart Money: Young Adult Edition – NEW!	12
Estate Planning for Everyone	12	Stocks-Bonds-Mutual Funds (EFT'S)	12
Google Suite Basics	3 & 17	Tai Chi Chuan	15
Guitar: Intermediate.....	15	Traffic School	17
Guitar: Introduction	15	Voiceovers Intro	10
Halloween Monster Cupcakes – NEW!	14 & 16	Women and Investing	11
How to Start a Home Based Business	9 & 16		

INDEX - YOUTH CLASSES

American Sign Language (ASL).....	19	Piano Classes	20
Creating a Money Mindset.....	18	Pre-Algebra Skill Building	18
Fractions, Decimals and Percents	18	Reading Comprehension & Improvement Strategies ...	19
Guitar.....	20		

FEELING FESTIVE THIS FALL? TRY ONE OF OUR NEW CLASSES!

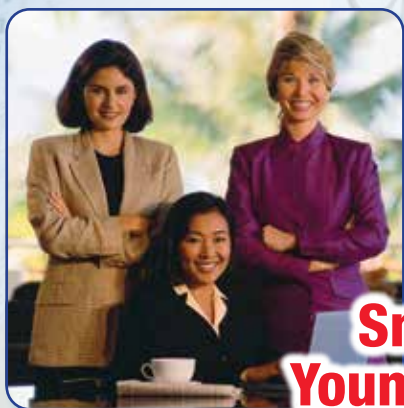
Halloween Monsters Cupcakes

Pg. 14



Dear Santa Cupcakes

Pg. 14



Smart Money: Young Adult Edition

Pg. 12



**Cerritos College District
Community Education**
11110 Alondra Blvd.
Norwalk, CA 90650

Non-Profit
Organization
U.S. POSTAGE
PAID
Cerritos College

DATED MATERIAL

Are You Ready To Ride?

Take Our
**Motorcyclist Training
Course!**



see page 13

CerritosCommunityEd.com