

Cerritos College

COMMUNITY EDUCATION

Fall 2020/Winter 2021

Sept • Oct • Nov • Dec • Jan • Feb

Schedule of Classes



**MAKE MUSIC
ANYWHERE!**

Virtual Ensemble, Guitar & Piano classes...join us! (p. 17 & 22)

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

CerritosCommunityEd.com

Online Remote Live Classes...

What are these?

Your favorite Cerritos College, Community Education classes are now online remote and live! This means that classes are conducted over an audio-visual conferencing tool like Zoom or other similar program. It allows for live instruction and as much instructor-student interaction as possible.

Also offered are the Ed2Go online courses, which don't have a set date and time you have to be online....you choose when you want to do your course.

Whichever type of online course you choose you can do it from the comfort of your couch, your backyard, or the beach...wherever you like! No traffic. No parking fees. All you need to join is a laptop, tablet or smartphone. *It's that easy!*

Check out frequently asked questions below.

Q. What is Zoom?

- A. Zoom is an online audio-visual conferencing tool that allows people to call each other and host virtual meetings or classes.

Q. Do I need my own Zoom account to take a remote class?

- A. No, you do not need your own Zoom account in order to join a Zoom classroom. You only need the Zoom meeting room link provided by the host, which in this case will be your instructor.

Q. How do I join a Zoom classroom meeting?

- A. You can join a Zoom meeting by clicking on the meeting room link emailed to you by your instructor. When you click on the link, you will then be prompted to either install Zoom software or open a Zoom meeting file. Once you have completed this step, you will be prompted to join the meeting room. Click "Join" and then click the "Join Audio by Computer" button to have Zoom use the default audio/video devices currently connected to your computer. You should now be able to access the meeting room.

Q. When will I get my Zoom link for the class?

- A. Your instructor will email the Zoom meeting room link to the email address on file approximately 24 hours before the class begins. If you register after this point, the instructor will send you a link on the first day of class.

Q. Can I attend a remote class if I don't have a camera, or don't feel comfortable being on camera?

- A. In many cases, cameras are encouraged, but not required for our classes. However, for some of our classes, you might find that having a camera is important.

Q. I still have questions about remote classes and/or using Zoom. Who should I contact?

- A. If you have any follow-up questions, contact Community Education by email at

CommunityEd@cerritos.edu



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We Miss You!

Stay Connected While Staying Safer at Home

We look forward to the time when we can welcome you back to campus. In the meantime, take one of our new classes or catch one of our old favorites. Live remote, and online, self-paced formats available.

PROFESSIONAL DEVELOPMENT

BUSINESS & MANAGEMENT

PROJECT MANAGEMENT CERTIFICATE SERIES

16-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:

- What are 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
- How projects are created and selected
- How to make your projects effective and complete successfully

Sat, 10/31

8:30am-12:30pm

\$75 (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
- What are the major elements of a project management plan
- What are other subsidiary management plans
- How to manage changes to the baseline plans

Sat, 11/07

8:30am-12:30pm

\$75 (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:

- Become familiar with scheduling terminologies
- 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 and to forecast remaining work on the project
- Understand reserve analysis to distinguish between project's contingency and management reserves

Sat, 11/14

8:30am-12:30pm

\$75 (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. Trends and emerging practices seek to minimize variations and to deliver results with emphasis on customer satisfaction and continuous improvement.

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:

- Identify responsible owners of quality within an organization
- 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
- Perform qualitative and quantitative assessments of risk events
- Select appropriate response for a given risk event

Sat, 11/21

8:30am-12:30pm

\$75 (plus a \$5 material fee, payable upon registration).

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



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, 10/17 9:00am-11:30am
\$45 (plus \$10 material fee, payable upon registration).

Instructor: *Angela Scott-Betton* teaches career skills to adults on topics such as workplace computer skills, communication, and problem solving.

MANAGE YOUR EMOTIONS INTELLIGENTLY IN THE WORKPLACE & BEYOND [\(online\)](#)

CERTIFICATE AWARDED

Emotional fitness in the workplace is as important as educational training. Learning to manage the needs and feelings of yourself as well as responding to the needs and feelings of others is key in creating a successful, productive work environment. Team projects, group dynamics and interpersonal relationships require the ability to maneuver emotional issues while meeting objectives and long-term goals. This seminar outlines components of Emotional Intelligence theory with engagement strategies, lecture and role play scenarios in order to gain practical experience.

Sat, 12/12 9:00am-11:30am
\$45 (plus \$10 material fee, paid upon registration).

Instructor: *Angela Scott-Betton* teaches career skills to adults on topics such as workplace computer skills, communication, and problem solving.

NAVIGATING A DIVERSE WORKPLACE [\(online\)](#)

NEW

CERTIFICATE AWARDED

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, well thought-out activities, and how best to address various scenarios from the perspective of others.

Sat., 12/12 1:00pm-3:30pm
\$45 (plus \$10 material fee, payable upon registration).

Instructor: *Angela Scott-Betton* teaches career skills to adults on topics such as workplace computer skills, communication, and problem solving.



RESCORE YOUR BUSINESS OR PERSONAL CREDIT [\(online\)](#)

The burden of excessive student debt and poor credit can definitely hinder you from obtaining things you want – a house, car, etc. There is a legal way in which to resolve both of these issues independently.

This workshop will help you:

- resolve student debt,
- settle outstanding loans,
- erase negative entries, and
- stop collection calls INSTANTLY!

Do not be dismayed by your current situation, there is hope and solutions available.

Wed, 2/10 5:30pm-8:30pm
\$59 (plus \$30 material fee, payable upon registration).

Instructor: *Gene Konstant* has taught consumer credit programs at Southern California Colleges since 1983. He has helped hundreds of people erase students debt, stop the collection calls, obtain better credit, erase negative entries and lift their credit scores.

**Learn
from the
comfort
of home!**

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



WANT TO EXPLORE A NEW CAREER OR GAIN MORE SKILLS IN YOUR CURRENT JOB?

Microsoft Office 2019/365

Each course within the Microsoft Office 2019 Value Suite will introduce you to the basic features and functionality of Microsoft's 2019 software.

Project Management Professional Prep Series

This series will demystify the PMBOK® Guide, and bring clarity to such topics as: scope management, value management, risk management, sensitivity analysis, and make-or-buy analysis. You'll also discover powerful techniques you can use to continue preparing for the PMP® exam.

Using Social Media In Business

Learn how to use the five most popular social media platforms- Facebook, Twitter, LinkedIn, Pinterest, and Instagram- to connect with new customers, advertise products, and promote your brand/business.

Start A Pet Sitting Business

Discover how you can turn a love of animals into a profitable pet-sitting career. Learn about caring for pets from nutrition, exercise, first aid and everything that goes into starting a successful business.

Certificate In Infectious Diseases & Infection Control

Gain a solid understanding of the most common infectious diseases as well as a grasp of the procedures that can help contain them. This course offers insights into infectious diseases that are essential for medical professionals to understand.

Spanish for Medical Professionals

Prepare for any situation by bridging the communication gap between you, your patients, and worried family members. This course provides knowledge of basic medical phrases to help you better communicate with the Spanish-speaking community.

Accounting Fundamentals

Demand for accounting professionals currently exceeds supply. Gain accounting basics for career advancement, or learn how to more effectively manage your financial records.

**to see the
complete list
of courses go to
ed2go.com/cerritos
ENROLL NOW!**



PROFESSIONAL DEVELOPMENT

BUSINESS & MANAGEMENT

**Beginning in Jan., 2021,
Cerritos College Community Education
is pleased to partner with ProTrain to offer
Online Career Certification programs -
get you started in a new career!**

Professional in Human Resources (PHR)
Professional Tax Preparer Certification (DL)
Medical Billing & Coding
Bookkeeping Administrative Certification
Certified Cloud Security Professional (CCSP)
Certified Indoor Air Quality Manager (CIAQM)

JOB PREPAREDNESS

MASTER JOB SEEKER *(online)*

This course will help you effectively develop your hiring potential and enhance your employment application for today's job market by showing you the most effective way to search for jobs, how to sharpen your resume writing skills, provide you with tools to create an impressive resume (or to improve the one you already have), and giving suggestions on developing an effective cover letter. You will learn the different types of resumes that can specifically apply to your own personal career goals.

By the end of this course, you will combine effective language and design elements to produce a polished resume that can be tailored to each specific job.

Sat, 1/16
\$39

9:00am-11:00am

***SERIES
DISCOUNT:***
***Register for the
JOB SERIES,
(2 classes at the same time)
save 15%!
(\$65 for the series)***



INTERVIEWING SKILLS THAT DELIVER *(online)*

Preparing for your next job interview could very well be one of the most important moments of your career. Landing the perfect job can be challenging, but with the right skills and information, you will be prepared for any job interview!

This 2-hour course will go over many of the issues you will face and provide you with examples of responses to give during the interviewing process. We will address the "do's and don'ts" of proper interview etiquette, popular interview questions and the appropriate responses to tough questions.

Sat, 1/16
\$39

11:30am-1:30pm

Instructor: Dr. Amir Durrani, is a certified professional in human resources (PHR) and has a Ph.D. from Iowa State University in Hospitality Management. He has extensive experience in the human resources industry exceeding 27 years.

BECOME A NOTARY PUBLIC NOTARY SEMINAR [\(online\)](#)

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 from the instructor on the day of the class.

Choose one:

Sat & Sun, 11/14 & 11/15 8:30am-1:00pm

Or

Sat & Sun, 1/9 & 1/10 8:30am-1:00pm

Or

Sat & Sun, 2/20 & 2/21 8:30am-1:00pm

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

Instructor: Kathy Houck

NOTARY RENEWAL NOTARY SEMINAR [\(online\)](#)

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, 11/15 8:30am-1:00pm

OR

Sun, 1/10 8:30am-1:00pm

OR

Sun, 2/21 8:30am-1:00pm

\$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., Sat & Sun, 12/12 & 12/13 2:00pm-5:00pm

OR

3 mtgs., T/TH, 2/16, 2/17, & 2/18 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.

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

With very little money and the guidance of this class, you can build a successful business and determine your own job security. This class will brainstorm different home-based businesses which you can completely run from your home.

In addition, in this program, you'll learn the information needed to start or improve a business including how to:

- Legally form a business
- Accept your customer's credit cards
- Keep bookkeeping and tax records
- Calculate sales tax on product or from the internet
- Use your website as an effective business tool

Tues, 2/9

6:00pm-9:00pm

\$39 (plus \$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.*

HOW TO BE SELF-PUBLISHED FOR FREE... GUARANTEED! [\(online\)](#)

How to get your book on the market quickly and easily.

Want to be published and e-Published NOW? Do you dream of seeing your book featured on Amazon.com? Do you have useful knowledge or skills that you think others could use?

Publishing is easier than you think. We will give you the know-how to fulfill your dream of creating your own books, e-books.

In this cutting edge class, you will learn how to:

- Use quick and easy methods to get your work published
- Convert your book to Kindle for FREE
- Upload your finished books and e-books to Amazon and other major chains
- Offer it as a pay-per-download product from your Web site
- Use copyrights to protect your work

Wed, 2/3

6:00pm-9:00pm

\$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.*



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, 11/9 & 11/10

6:00pm-9:00pm

OR

Wed & Thu 2/3 & 2/4/21

6:00pm-9:00pm

\$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 recordkeeping.

2 Thurs, 10/22 & 10/29

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.*

CAREER ADVANCEMENT

CAREER TRAINING OPPORTUNITIES

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.

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, 12/5

10:00am-1:00pm

\$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.

INTRODUCTION TO SCREENWRITING FOR TELEVISION AND MOVIES [\(online\)](#)

In this comprehensive session, you will learn about special screenwriting terms and formats for television and the big screen. You will also learn how to plot a story, develop characters, and execute your work in the proper screenwriting format. You will discover the difference between a Treatment, a Spec Script and a Shooting Script and when to do each. And, you'll get an inside look into the business of selling your script to agents and producers

Tues, 11/3

3:00pm-4:00pm

\$29 (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.

FESTIVE HOLIDAY BALLOON DÉCOR AND MORE! [\(online\)](#)



In this class you will learn classic holiday balloon decor which includes Festive Centerpieces, Columns, Arches and the new trend "Yard Art" for those special Drive-By events. In addition, you will learn the art of creating New Year's Eve designs.

2-Sat, 12/5 & 12/12

10:00am-1:00pm

\$55

Instructor: *Yvette Mack Yvette*



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, 1/23 & 2/6

10:00am-1:00pm

\$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.

HOW TO BECOME A MYSTERY SHOPPER [\(online\)](#)

Mystery shopping is a wonderful way to earn extra income and have fun while shopping, dining and evaluating customer service at local businesses!

You will learn the ins and outs of mystery shopping including signing up with shopping companies, getting your first assignment, pitfalls to avoid and writing great reports.

Tues, 10/13

6:00pm-8:30pm

\$39 (plus \$10 material fee, payable upon registration).

Instructor: *Jennifer Hayes* became a Mystery Shopper in 2005 to supplement her income. Since her start in the business, she has evaluated some of the top businesses and restaurants in the country.

INTENSIVE ENGLISH PROGRAM (I.E.P.)

WHY STUDY ENGLISH AT CERRITOS COLLEGE?

- **No TOEFL needed!**
- **Low teacher/student ratio - lots of individual attention**
- **easy transfer to credit side when ready...we will help!**
- **rapidly increase proficiency**



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. Our top-notch faculty are dedicated to make your learning experience rewarding. You will also be provided other opportunities outside of the classroom to practice what you are learning, such as weekly conversation time, cultural events, and a group field trip.

The program will be offered in 2021, with classes being held Monday through Thursdays over the semester, 9am to 3pm. The semester cost of the IEP is \$3,500 which is ALL-INCLUSIVE!

- 360+ hours of English instruction;
- Small class size;
- All program books & class materials;
- ESL individualized tutoring;
- Access to specialized language workshops;
- Day trip/field trip to experience American culture; and
- Certificate upon completion of the program.

For more information, go to www.Cerritos.edu/OISS (click on Intensive English Program), call us at **562-467-5050** (Press#1 ask for Martha) or email communityed@cerritos.edu

COMMUNICATION SKILLS

OVERCOME ANXIETY AND FEAR – FOREVER! [\(online\)](#)

Do you experience intense fear, rapid heartbeat, difficulty breathing, fear of losing control, dizziness, or feel like you are going crazy or are going to die? Then please join us to learn more effective ways to overcome anxiety and panic. You will learn: 1) how to identify the underlying causes of panic and anxiety; 2) the keys to developing more effective bodily responses to stress/anxiety and; 3) the secrets of powerful thought responses to stress.

Mon, 11/16 7:00pm-9:00pm
\$39 (plus \$20 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, 2/15 7:00pm-9:00pm
\$39 (plus \$20 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.

PERSONAL GROWTH

COMMUNICATION SKILLS

MANAGE YOUR EMOTIONS INTELLIGENTLY IN THE WORKPLACE & BEYOND [\(online\)](#)

CERTIFICATE AWARDED

Emotional fitness in the workplace is as important as educational training. Learning to manage the needs and feelings of yourself as well as responding to the needs and feelings of others is key in creating a successful, productive work environment. Team projects, group dynamics and interpersonal relationships require the ability to maneuver emotional issues while meeting objectives and long-term goals. This seminar outlines components of Emotional Intelligence theory with engagement strategies, lecture and role play scenarios in order to gain practical experience.

Sat, 12/12 9:00am-11:30am
\$45 (plus \$10 material fee, paid upon registration).

Instructor: Angela Scott-Betton

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, 10/17 1:00pm-3:30pm
\$45 (plus \$10 material fee, payable upon registration).

Instructor: Angela Scott-Betton

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.

Sat, 10/31 1:00pm-3:30pm
\$45 (plus \$10 material fee, payable upon registration).

Instructor: Angela Scott-Betton

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.

Sat, 10/31 9:00am-11:30am
\$45 (plus \$10 material fee, payable upon registration).

Instructor: Angela Scott-Betton

SERIES DISCOUNT:
Register for COMMUNICATION SERIES
(all four classes at the same time)
and save 20%!
(\$144 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.

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, 2/6
\$45

10:00am-1:00pm

Instructor: Blanca Reynoso



WOMEN AND INVESTING *(online)*

NEW

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, 11/7
\$45

10:00am-1:00pm

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.

5 STEPS FOR BUILDING A HOLISTIC FINANCIAL PLAN *(online)*

NEW

Wish you had a crystal globe to foretell the market? Instead of trying to predict the market learn how to set up a holistic financial plan so you can react to whatever may happen and even learn to take advantage of market downturns. This course will cover the 5 essential components of a proper plan including investments, taxes, retirement, insurance, and estate planning.

Sat, 1/16
\$39

10:00am-12:00pm

Instructor: 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.

STOCKS – BONDS – MUTUAL FUNDS (EFT'S) *(online)*

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.

Thurs, 1/21
\$39

6:30pm-9:00pm

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.

RESCORE YOUR CREDIT BUSINESS OR PERSONAL *(online)*

The burden of excessive student debt and poor credit can definitely hinder you from obtaining things you want – a house, car, etc. There is a legal way in which to resolve both of these issues independently.

This workshop will help you:

- resolve student debt,
- settle outstanding loans,
- erase negative entries, and
- stop collection calls INSTANTLY!

Do not be dismayed by your current situation, there is hope and solutions available.

Wed, 2/10

5:30pm-8:30pm

\$59 (plus \$30 material fee, payable upon registration).

Instructor: Gene Konstant has taught consumer credit programs at Southern California Colleges since 1983. He has helped hundreds of people erase students debt, stop the collection calls, obtain better credit, erase negative entries and lift their credit scores.



PERSONAL GROWTH

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.

Tues, 11/17

6:30pm-9:00pm

\$39 single OR \$49 per couple

Instructor: *Jalon O'Connell*

STRATEGIES TO MAXIMIZE YOUR SOCIAL SECURITY BENEFITS [\(online\)](#) **NEW**

The average retiree can leave tens of thousands of dollars 'on the table' simply because they do not understand how to optimize their Social Security Benefits – Do not be one of them!

Join us for this informative and easy to understand class where we explore ways to maximize your Social Security Benefits. This class is designed to assist someone who is not yet receiving their Social Security benefit, but plans to soon, or for someone who has started receiving payments within the last year.

Tues, 2/2

6:30pm-9:00pm

\$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.

IRA'S & 401K'S: NEW RULES & CHANGES IN WAYS OF INVESTING [\(online\)](#)

A secure retirement requires having assets generate an adequate income for as long as you live. The SECURE Act of 2019, along with the tax cuts and Job Act of 2017 have made many changes to both IRA's and 401k's that you need to understand.

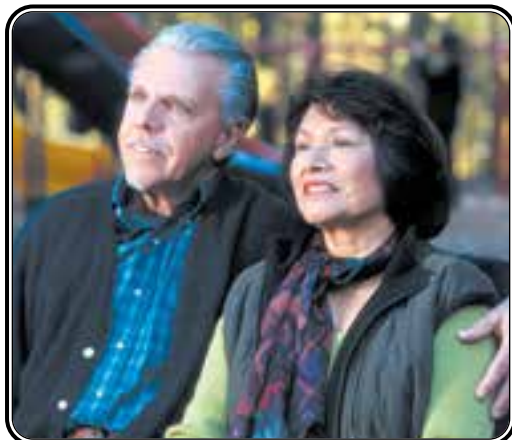
Knowing the rules, making wise investment and distribution choices (including required minimum distributions) and coordinating your plans based on your whole financial situation is VITAL for a secure retirement.

Sat, 10/24

9:00am-12:00pm

\$45

Instructor: *Ronald C. Gable, M.A., CFP*, is an author, lecturer, college instructor, and Certified Financial Planner. He has been doing financial planning for individuals and businesses since 1971. He is the author of a quarterly financial planning newsletter.





SOMETHING YOU ALWAYS WANTED TO LEARN ABOUT? CHECK OUT THESE AWESOME COURSES!

Handling Medical Emergencies

Learn how to help family, friends, and anyone in an emergency when every second counts. This course will help you recognize the early signs and symptoms of common medical conditions and emergencies, so you can provide appropriate treatment while waiting for the EMS to arrive.

Integrating Technology in the Classroom

Discover simple ways to integrate technology in your classroom to enhance subject material and meet Common Core standards and other course goals. Learn how to integrate technology across curriculum with tools that will engage auditory, visual, and kinesthetic learners.

How To Make Money From Your Writing

Learn the secrets, methods, and tips to help you generate money with your writing. Whether you want to create your own business, add to your income, supplement your retirement, or boost what you're earning as a writer, this class includes practical information that rarely gets taught in writing classes.

Speed Spanish

Converse in Spanish in just a few weeks. This course will help you learn six easy recipes to glue Spanish words together into sentences so you can engage in conversational Spanish quickly.

Discover Sign Language

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

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from the
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of home!**

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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 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).

**Weekend course (online live classroom portion, in-person riding instruction.
Classes to resume in 2021; call or check website for available class dates.**

***MORE PRACTICE RIDING CLINIC
& INTERMEDIATE RIDING CLINIC (IRC)
will be offered in 2021***



ENRICHMENT & INTERESTS

HOME & GARDEN

TINY HOMES — AN INTRO [\(online\)](#)

WHAT YOU NEED TO KNOW BEFORE YOU PURCHASE OR BUILD YOUR OWN

Tiny homes are becoming trendier among singles, retirees, those looking to downsize and/or those priced out of the traditional housing market. They are an affordable and efficient option for those looking to make a change, create rental income or create a vacation home without the worry of the high price of hotels/cabins. Tiny houses or other similar structures, like garage conversions or sheds, can be built quickly and at a fraction of the cost of a typical home.

Seminar topics include:

- What type of living space is your best option: location, cost, tiny home, trailer, RV, back house, etc.
- Possibilities available in California and the U.S.A.

Sat, 1/23

10:00am-12:00pm

\$35

Instructor: *Gregori Niculitcheff, has been a steel manufacturing entrepreneur for over 20 years, is using his background in contracting and construction, as well as his education received at multiple college to be able to present workshops on creating tiny living spaces.*

PAINT & SIP PARTY! [\(online\)](#)



Join us for this fun virtual class, invite family, friends and/or co-workers to sign up and join you! Grab your beverage of choice and enjoy this interactive paint experience from the safety of your own home. Each participant will create their own masterpiece. No experience necessary.

Fri, 1/29

6:30pm-8:30pm

\$35

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



ADVANCED TINY HOMES [\(online\)](#)

This class builds on the Tiny Homes intro class by providing in-depth examples, real life scenarios and clear, concise ways in which to create the perfect “Tiny House” for your particular situation. During these very unique times in which families are having to re-think living situations, tiny home are ideal. They are an affordable and efficient option for those looking to make a change, create rental income or create a vacation home without the worry of the high price of hotels/cabins.

Learn what to watch out for and how to avoid the pitfalls of this growing market (risk, cost-benefit analysis).

Seminar topics include:

- How to find a location and negotiate by yourself
- Overview of manufacturer models, suppliers, DIY products
- Insurance, financing, certification, and legal considerations

Sat, 1/23

1:00pm-3:00pm

\$35

COOKIE DECORATING [\(online\)](#)

Learn to create beautiful Bake Shop Cookies with step by step instruction and creative techniques. You will learn how to tint icing, fill a decorating bag, and how to pipe a variety of decorations, including the popular rosette.



Students will complete 6 decorated cookies.

Wed, 1/20

6:30pm-8:30pm

\$35

Instructor: *Laykyn Wynn*

CUPCAKE DECORATING [\(online\)](#)

Learn to create Beautiful Bake Shop Cupcakes with step by step instruction and creative techniques. You will learn how to tint icing, fill a decorating bag, and how to pipe a variety of decorations, including the popular 1M swirl. Students will create 6 decorated cupcakes to share with others.

Students will complete 6 decorated cupcakes.

Wed, 1/13

6:30pm-8:30pm

\$35

Instructor: *Laykyn Wynn*

ENRICHMENT & INTERESTS

HEALTH - MIND, BODY & SOUL

TAI CHI CHUAN (online)

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.

6 Sat, 10/17-11/21

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.*

HATHA FLOW YOGA (online)

BEGINNER FRIENDLY

Boost Your Strength, Balance and Bliss

In this traditional-style Yoga class, we will work with both flowing and held postures that will open and cleanse your body, strengthen, tone and lengthen your muscles, and calm, soothe, and open your mind. You will burn calories as well as increase overall flexibility and fitness.

Suitable for beginners and those who wish to deepen their practice

6-Sat, 10/31-12/5

4:00pm-5:00pm

\$69

Instructor: *Prema Jyoti*

MEDITATION AND BREATHWORK (online)

BEGINNER FRIENDLY

Meditation is a health-boosting, calming practice as well as a state of being where the mind becomes still and awareness is strong and focused. When meditation is combined with breathwork, we also calm the nervous system and let go of old patterns that may be affecting our wellbeing.

Classes include access to recordings between sessions to support you to build up a regular practice.

Some of the many proven benefits of meditation are:

- Decrease stress
- Gain more energy
- Improve hormonal balance
- Cope with life's ups and downs more easily.
- Lower blood pressure
- Reduce anxiety

6-Sat, 10/31-12/5

5:15pm-6:15pm

\$69

Instructor: *Prema Jyoti is a yoga therapist, instructor and meditation guide. She is trained in Natal Yoga, Yoga Nidra, Mantra and Pranic Healing.*

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.

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.

Sun, 11/22

10:00am-5:30pm

\$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.*

Sun, 1/24

10:00am-5:30pm

\$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.*

ENRICHMENT & INTERESTS

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.

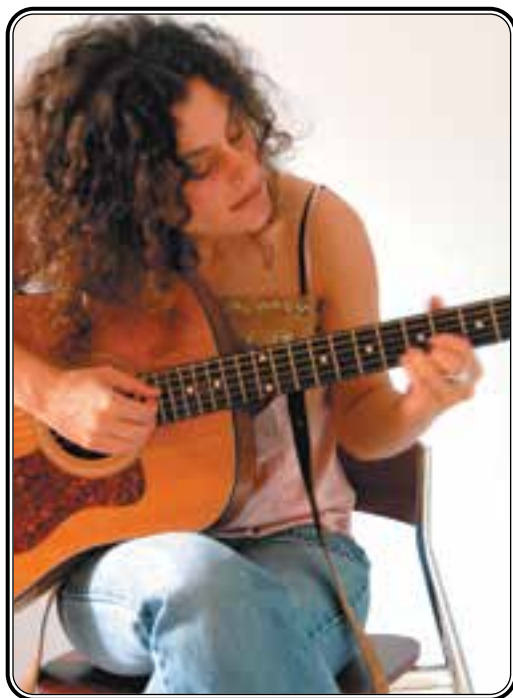
You must have your own acoustic guitar.

6-Sat, 10/24-12/12 9:00am-10:00am

(No class on 11/7, 11/28)

\$69 (plus \$5 material fee, payable upon registration).

Instructor: 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, 1/9-2/13 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.



VIRTUAL ENSEMBLE *(online)*



AGES 14 TO ADULT

This combined Community Band and Orchestra class will offer non-music majors and community members the opportunity to learn and grow, experience quality music, stay engaged, and contribute to our musical community.

The Cerritos music department believes that our communities need music, we need music, and we need to continue to share the power of music.

View this video, especially prepared for those interested in participating.

<https://www.youtube.com/watch?v=rZBBvMQQ7Gw>

During this online (self-paced) class, you can expect the following:

- Virtual performances: You will participate in virtual performances during the semester
- Practice and perform top tier ensemble literature
- The opportunity to participate in social outreach performances in your local community (solo, or in small chamber-size groups, while following Covid 19 safety protocols and guidelines)
- Engage, collaborate, connect, and participate with other musicians in music making, small group activities, and discussions (all online)
- Connect with world class musicians and conductors through online access in a group setting
- Develop best practices in honing your skills on your instrument

Prerequisite: Students must have prior musical experience. Call Mr. David Bettencourt at 562-860-2451, ext. 2631 prior to registering.

Self – Paced Online, 1/11-5/21

\$125

Instructor: Dr. David Bettencourt holds a music degree from USC. He has been Director of Bands & Orchestra at Cerritos College since 1998 and is the conductor for the Concert Band, Jazz Ensemble, Pep Band, Pop/Rock Ensemble and facilitates the Cerritos College Drumline.

ENRICHMENT & INTERESTS

SOMETHING FOR EVERYONE

PAINT & SIP PARTY! [\(online\)](#)



Join us for this fun virtual class, invite family, friends and/or co-workers to sign up and join you! Grab your beverage of choice and enjoy this interactive paint experience from the safety of your own home. Each participant will create their own masterpiece. No experience necessary.

Fri, 1/29

6:30pm-8:30pm

\$35

Instructor: Lakyn Wynn

RESCORE YOUR CREDIT BUSINESS OR PERSONAL [\(online\)](#)

The burden of excessive student debt and poor credit can definitely hinder you from obtaining things you want – a house, car, etc. There is a legal way in which to resolve both of these issues independently.

This workshop will help you:

- resolve student debt,
- settle outstanding loans,
- erase negative entries, and
- stop collection calls INSTANTLY!

Do not be dismayed by your current situation, there is hope and solutions available.

Wed, 2/10

5:30pm-8:30pm

\$59 (plus \$30 material fee, payable upon registration).

Instructor: Gene Konstant has taught consumer credit programs at Southern California Colleges since 1983. He has helped hundreds of people erase students debt, stop the collection calls, obtain better credit, erase negative entries and lift their credit scores

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, 2/15

7:00pm-9:00pm

\$39 (plus \$30 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 recordkeeping.

2 Thurs, 10/22 & 10/29

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.

BAKE SHOP BASICS – COOKIE DECORATING [\(online\)](#)

Learn to create beautiful Bake Shop Cookies with step by step instruction and creative techniques. You will learn how to tint icing, fill a decorating bag, and how to pipe a variety of decorations, including the popular rosette.

Students will complete 6 decorated cookies.

Wed, 1/20

6:30pm-8:30pm

\$29

Instructor: Lakyn Wynn

BAKE SHOP BASICS – CUPCAKE DECORATING [\(online\)](#)

Learn to create Beautiful Bake Shop Cupcakes with step by step instruction and creative techniques. You will learn how to tint icing, fill a decorating bag, and how to pipe a variety of decorations, including the popular 1M swirl. Students will create 6 decorated cupcakes to share with others.

Students will complete 6 decorated cupcakes.

Wed, 1/13

6:30pm-8:30pm

\$29

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

ENRICHMENT & INTERESTS

SOMETHING FOR EVERYONE

HOW TO BE SELF-PUBLISHED FOR FREE... GUARANTEED! [\(online\)](#)

How to get your book on the market quickly and easily.

Want to be published and e-Published NOW? Do you dream of seeing your book featured on Amazon.com? Do you have useful knowledge or skills that you think others could use?

Publishing is easier than you think. We will give you the know-how to fulfill your dream of creating your own books, e-books.

In this cutting edge class, you will learn how to:

- Use quick and easy methods to get your work published
- Convert your book to Kindle for FREE
- Upload your finished books and e-books to Amazon and other major chains
- Offer it as a pay-per-download product from your Web site
- Use copyrights to protect your work

Wed, 2/3

6:00pm-9:00pm

\$39 (plus \$20 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.*



PROCESSING GRIEF AND LOSS DURING THE PANDEMIC [\(online\)](#)



As a nation and within our communities we have experienced a tremendous and devastating impact of loss throughout this pandemic, COVID-19. It

is critical that we address them individually, as families, and as a society. We can do this by allowing the HEALING TO BEGIN.

Loss is an inevitable part of life, and grief is a natural part of the process. In this class you will learn about the Stages of Grief and Loss and have an opportunity to share your experiences with others who are going through the same experience. The course objective is to provide knowledge, personal growth, and an experience of the loss of a loved one. Additional resources that can help you continue your journey of healing will be provided.

Sat, 1/9

9:30-12:30 pm

\$39 (plus \$10 material fee, payable upon registration).

Instructor: *Teresa Estrada, is an experienced educator and counselor. She teaches workshops on grief and loss and many other essential topics at various locations. She also has taught grades K-12, ESL, Spanish, college prep courses, psychology courses at Webster Career Business College.*



CHILD / TEEN CLASSES

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, 1/2

10:00am-1:00pm

\$39

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.*



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 & percents. Through the teaching of concepts and attention to individual homework questions, students will learn the skills needed to handle problems with fractions, decimal and percents and realize that fractions are friends and percents 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, 10/13-11/19 3:00pm-4:00pm
\$95

12 mtgs., M/W 1/11-2/24 3:00pm-4:00pm
(no class on 1/18, 2/15)
\$95

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, 10/12-11/23 4:00pm-5:00pm
(no class 11/11)
\$95

12 mtgs., T/Th, 1/12-2/18 4:00pm-5:00pm
\$95

Teacher: Dr. Lisa Perez

ACADEMICS: MATH ALGEBRA SKILL BUILDING & TUTORING [\(online\)](#)

GRADES 6-12

Is your teen bringing home Algebra homework that you can't even begin to help them with? Let our amazing Ph.D. level math teacher answer their questions!

The teacher will review specific concepts in Algebra, then work in the group setting to answer students' individual homework questions and, provide encouragement and support for independent growth.

Have your child bring their homework to every session.

12 mtgs., M/W, 10/12-11/23 3:00pm-4:00pm
(no class 11/11)
\$95

12 mtgs., T/Th, 1/12-2/18 3:00pm-4:00pm
\$95

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

CHILD / TEEN CLASSES

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, 10/13-11/19 4:00pm-5:00pm
\$95

12 mtgs., M/W, 1/11-2/24 4:00pm-5:00pm
(no class on 1/18, 2/15)
\$95

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.

POWERHOUSE WRITING (online)

GRADES 6-8

Students will work on developing clear and precisely written paragraphs on a variety of topics. They will create strong topic sentences, interesting details and sensational closing sentences using a "powerhouse" format. They will learn to write expository, narrative and descriptive paragraphs and work on how to put these together effectively to create a longer piece by the end of the course.



12 mtgs., M/W, 10/12-11/23 4:00pm-5:00pm
(no class 11/11)
\$95

12 mtgs., M/W, 1/11-2/24 4:00pm-5:00pm
(no class on 1/18, 2/15)
\$95

Teacher: Anita Maxon has extensive experience in education as both a Middle School Principal and a teacher.

COLLEGE PREP

SAT PREPARATION (online)

GRADES 9-12

Our in-depth course is designed to better prepare you to take the new SAT or PSAT exam. Covered in this 18-hour class are general test taking techniques and the verbal and math strategies needed to help improve your scores for the newly revised SAT & PSAT exam.

Students will take a sample SAT math exam and be given helpful approaches to the various kinds of math problems found on the new exam. Students will then take a sample SAT verbal exam, be given test strategies to improve scores, be given step-by-step procedures for solving the new story

problems, learn the importance of a good vocabulary in scoring well on the exam, discover shortcuts to vocabulary improvement and learn techniques for improving reading speed and comprehension.

3-Sat, 11/14, 11/21 & 11/28 9:30am-4:30pm

OR

3-Sat, 2/20, 2/27 & 3/6 9:30am-4:30pm

\$129 (plus \$12 material fee, payable upon registration).

Teacher: Joseph Benoun M.A. is currently teaching in the Santa Anna Unified School District, he has been an educator for over 27 years and had the highest CAHSEE passing rate for four straight years. **Bryant Begany** has taught elementary and junior high school for over 12 years, & has taught SAT prep for the past decade at Cerritos College.

COMPUTERS

TECHKIDZ WORKSHOP (online)

GRADES 5-8

Experience a combination of Video Game Design, Coding Wizards, and Minecraft classes, all in one beginning combo class! Students will learn how to design and modify their own exciting arcade-style video games. They will also create their own animations, programs and games with MIT's Scratch. Lastly, students will learn Minecraft building techniques, details of command blocks, and how to change the look of the game, while playing Minecraft in a fun, safe, and supervised environment! Come join the fun!

4-Sat, 10/24-11/14 10:00am-11:30am
\$85



Teacher: Parker Anderson has been in business over 30 years and provides an extensive selection of tech, STEM and STEAM classes.

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, 10/24-12/12 10:05am-11:05am

(No class on 11/7 and 11/28)

\$69 (plus \$5 material fee, payable upon registration).

6-Sat, 1/9-2/13 10:05am-11:05am

\$69 (plus \$5 material fee, payable upon registration).

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, 10/24-12/12 11:10am-12:10pm

(No class on 11/7 and 11/28)

\$69 (plus \$5 material fee, payable upon registration).

6-Sat, 1/9-2/13 11:10am-12:10pm

\$69 (plus \$5 material fee, payable upon registration).

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, 1/9-2/13 12:15pm-1:15pm

\$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.

VIRTUAL ENSEMBLE *(online)*

AGES 14 TO ADULT

This combined Community Band and Orchestra class will offer non-music majors and community members the opportunity to learn and grow, experience quality music, stay engaged, and contribute to our musical community.

During this online (self-paced) class, you can expect the following:

- Virtual performances: You will participate in virtual performances during the semester
- Practice and perform top tier ensemble literature
- The opportunity to participate in social outreach performances in your local community (solo, or in small chamber-size groups, while following Covid 19 safety protocols and guidelines)
- Engage, collaborate, connect, and participate with other musicians in music making, small group activities, and discussions (all online)
- Connect with world class musicians and conductors through online access in a group setting
- Develop best practices in honing your skills on your instrument

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, 10/24-12/12 9:00am-10:00am

(No class on 11/7 and 11/28)

\$69 (plus \$5 material fee, payable upon registration).

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, 1/9-2/13 9:00am-10:00am

Burnight Center, room 68

\$69 (plus \$5 material fee, payable upon registration).



The Cerritos music department believes that our communities need music, we need music, and we need to continue to share the power of music.

View this video, especially prepared for those interested in participating.

<https://www.youtube.com/watch?v=rZBBvMQQ7Gw>

Prerequisite: Students must have prior musical experience. Call Mr. David Betancourt at 562-860-2451, ext. 2631 prior to registering.

Self – paced online, 1/11-5/21

\$125

Teacher: Dr. David Bettencourt holds a music degree from USC. He has been Director of Bands & Orchestra at Cerritos College since 1998 and is the conductor for the Concert Band, Jazz Ensemble, Pep Band, Pop/Rock Ensemble and facilitates the Cerritos College Drumline.

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. *Note: Motorcyclist courses have a different refund/transfer policy (see p. 32), as does the Intensive English Program. (listed on website in class details).*

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. (The code of conduct, discipline & grievance procedures can be found at <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

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How To REGISTER

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

CLASS(ES) REGISTERING FOR & PAYMENT INFORMATION

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

PAYMENT TYPE:

☐ 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): _____

You Work Hard for your Money.... ***MAKE IT WORK FOR YOU!***

INVESTMENT BOOTCAMP

Sat, Nov. 7th 10am-1pm

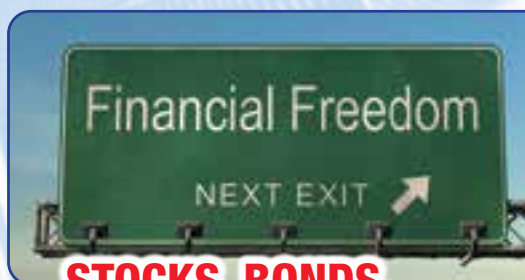


RESCORE YOUR CREDIT

Wed, Feb. 10th 5:30pm-8:30pm

5 STEPS FOR BUILDING A HOLISTIC FINANCIAL PLAN

Sat, Jan. 16th 10am-12pm



STOCKS, BONDS, MUTUAL FUNDS

Thur, Jan. 21st 6:30-9:30pm



WOMEN AND INVESTING

Sat, Feb. 6th 10am-1pm

See p.11 For descriptions & class details

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

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

DATED MATERIAL

LET'S GET CREATIVE!

***Grab a friend or your child...
meet online, create, and
have some fun!!***

Cupcake Decorating



Cookie Decorating

**Paint &
Sip Party!**



see page 15

CerritosCommunityEd.com