

Cerritos College

COMMUNITY EDUCATION

Spring 2019

Dec • Jan • Feb • March • April

Schedule of Classes



Interviewing Skills That Deliver

see page 10



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

CerritosCommunityEd.com

Ways To Make Additional Income- Brand New Workshops!



**Get into
E-Commerce
for Free!**
(p.4)

**I Have My Notary
Commission...Now What?**
(p.8)



**Writing for Online
Blogs, Magazines &
Websites**
(p.9)

Advanced Selling on eBay
(p.10)



TABLE OF CONTENTS

SPRING 2019

ADULT CLASSES

Professional Development

Business & Management	2-4
Leadership Skills	5

Career Advancement

Career Training Opportunities	6-11
Film & TV	12
Health & Beauty Industries	13

Personal Growth

Communication Skills	14-15
Self-Care	15
Language: Intensive English Program (IEP)	16-17
Money & Investments	18
Retirement & Your Golden Years	18-19

Enrichment & Interests

Motorcyclist Training	20-21
Woodworking	22
Ceramics	23
Dance	23
Music	24
Mind, Body & Soul	25-26
Something for Everyone	27-31

Online Education 32

CHILD/TEEN CLASSES

Academics	33
College & Career Preparation	34
Music	34-35
Athletics & Movement	35-36

GENERAL INFORMATION

Campus Map & Parking Info	37
Registration Info, Transfer & Cancellation Policies . .	38
Registration Form	39
Index	40



PROJECT MANAGEMENT CERTIFICATE SERIES

Take these six classes (on pages 2 & 3) to receive a 36-hour Project Management certificate

PROJECT MANAGEMENT

In this class, you will learn and apply project management principles to a real class project. This is not a class to prepare you for the Project Management Professional (PMP®) exam but it does help you toward that goal. The class explores all areas of project management:

Introduction and Planning - Learn project management concepts, applications, and the project lifecycle.

Cost Management - Learn cost management and controls for project.

Leadership and Teams - Discover approaches to leading teams and working with people as well as how to empower yourself and other team members.

Quality - Explore quality processes, quality control, quality assurance, and measurement concepts.

Risk Management - Know what is required to plan for the things that could go wrong to save time and money in a proactive simple approach.

Procurement and Contracting - Understanding the contracting and procurement process as well as the unique terminology.

Complete your project on time, within budget, and with satisfied customers. Leave the class with a new and successful outlook towards managing projects successfully.

Sat & Sun, 1/12 & 1/13 9am-4pm
Skills Lab, room 108
\$175 (plus \$30 material fee, payable to Instructor).

"Instructor was very knowledgeable with lots of wisdom & experience. This class has definitely enhanced my knowledge and has given me a greater confidence."
— Art A.

PROJECT REQUIREMENTS: DEFINITION AND MANAGEMENT

The primary contributors to challenged and failed projects are poor requirement definitions in conjunction with a lack of adequate change management and control procedures to those requirements. This workshop will provide you with the knowledge, tools and techniques required to minimize or avoid requirement related problems.

Industry standard templates will be provided to complete workshop exercises.

In this workshop, you will learn how to:

- Develop and document complete project requirements
- Use the WBS to link deliverables, scope, requirements, work and risks
- Implement and manage a change and configuration management approach
- Use standard documents and checklists
- Describe benefits of requirements gathering
- Apply techniques to prioritize requirements

Sat, 1/26 9am-3pm
Skills Lab, room 108
\$99 (plus \$20 material fee, payable to Instructor).

PROJECT PLANNING & SCHEDULING TECHNIQUES

Planning and scheduling a project is a difficult but required task. Not only must the project manager know everything about the project but must also consolidate ALL the tasks into a cohesive schedule to guide the project and the team. Building a plan and a schedule is a group technique that requires leadership skills and attention to the big picture as well as the details.

This hands-on class has participants developing a plan and setting up a schedule using simplified techniques that do not require a software tool.

Be ready to work when you sign up for this class!

Sat, 2/9 9am-3pm
Skills Lab, room 108
\$99 (plus \$20 material fee, payable to Instructor).

Instructor: Mo Aiken holds a B.S. from Cal Poly and completed graduate work at CSUN & UC Berkeley. He was a Program Planning and Controls Department Manager and PMO at Hughes Aircraft Co. for nine years, three years at TRW and two years at the Naval Surface Warfare Center. After 20 years in high technology R&D, Mo Aiken founded and is the Managing Director of Barra Gwynn Enterprises, a "best practices", problem-solving and leadership consultancy. He has been using the general application of project management principles during his 20+ years as a consultant.



BUSINESS PROCESS MAPPING

Numerous organizations have not defined their business processes. 85% of an organization's quality and efficiency problems either are built into its systems or are ill-defined. Learn how to identify and eliminate unnecessary costs and activities that do not add value.

Class subject areas include the identification of: core processes, non-value added work, and system flaws resulting in poor quality. Learn how to: define and develop process workflow; start Business Process Management (BPM) initiatives; dramatically improve efficiency and customer satisfaction. The skills learned can be applied in manufacturing, service, health care and public sector organizations.

Sat, 2/23 9am-4pm
Skills Lab, room 108
\$99 (plus \$20 material fee, payable to Instructor).

DIFFERENTIATING YOURSELF IN THE WORKPLACE THROUGH LEADERSHIP

Studies continue to indicate that approximately 47% of management is still acting like individual contributors.

The old adage that "Leaders are Born" is just not true. Leaders are developed over time through knowledge of self, diverse subject matters, mentoring and guidance and critical decision making in times of change or uncertainty. True leaders pay it forward, are able to see beyond the forest and inspire individuals to perform beyond expectations. This is not a class of skills assessment; it is a practical approach to developing the leader within you.

In this class, you will learn:

- Leadership practices and styles
- What will make you a leader?
- Identify and act on barriers to success
- Break through the culture of your organization to succeed
- Delegating - how far; how much
- Mentoring - for yourself and new employees

Sat, 3/9 8am-12pm
Skills Lab, room 108
\$79 (plus \$20 material fee, payable to Instructor).

Instructor: Mo Aiken holds a B.S. from Cal Poly and completed graduate work at CSUN & UC Berkeley. He was a Program Planning and Controls Department Manager and PMO at Hughes Aircraft Co. for nine years, three years at TRW and two years at the Naval Surface Warfare Center. After 20 years in high technology R&D, Mo Aiken founded and is the Managing Director of Barra Gwynn Enterprises, a "best practices", problem-solving and leadership consultancy. He has been using the general application of project management principles during his 20+ years as a consultant.

ORGANIZE, PRIORITIZE AND MANAGE YOUR TIME

An old saying about project work among experienced project managers is "the first 90% of a project is the easiest; the second 90% is the hardest". Getting organized and managing your time are skills that may benefit anyone at work or at home. These skills are normally acquired as we find out what does and does not work at the expense of numerous challenges or failures. Learn time-tested approaches to prioritizing your work and managing your time, free up more time in your day and accomplish more... doing it on your time.

In this class, you will take away methods, approaches and lessons about how to:

- Organize your workspace and environment
- Set up simple storage methods to retain information and work
- Keep track of information and the work you need to do
- Prioritize your work, making it easier to complete
- Manage your time in a simplified approach.

Sat, 3/16 8am-12pm
Skills Lab, room 108
\$79 (plus \$20 material fee, payable to Instructor).

DISCOUNT:
Sign up for the
PROJECT MANAGEMENT
SERIES
(six classes on these two
pages at the same time),
and save 15%!
(\$535 for the series)



RESCORE YOUR CREDIT (BUSINESS OR PERSONAL)

Credit rescoring and student debt resolution are heavily promoted by for profit companies - but you can do it yourself confidentially and affordably." Restore your identity and credit worthiness using the step-by-step instructions presented in this one-day workshop!

You will learn how to:

- Resolve student debt
- stop collection calls INSTANTLY,
- erase every legally defective entry
- prepare for divorce or bankruptcy
- Rebuild your personal credit

Sat, 1/26 9:30am-12:30pm
Community Education, room 7
\$55 (plus \$30 material fee, payable to Instructor for workbook).

Instructor: Gene Konstant has offered the only college sponsored credit programs since 1993 with hundreds of happy alumni. He has helped hundreds of people stop the collection calls, obtain better credit, erase negative entries and lift their credit scores.

"Excellent class with a lot of good pertinent information. Mike Rounds, an excellent instructor answered all our questions and then some. I'm only sorry I didn't take it before."
George

BUILD YOUR OWN WEBSITE

If you can use Word, you can create your own website in just minutes for free including text, graphics, a shopping cart and the ability to customize it any way you want it.

Forget about learning HTML code, buying expensive software programs, and spending days in classroom sessions. This class will show you how to have your site up and running quickly; and how to link and list it with the major search engines too!

You will acquire information on how to:

- Effectively use text, graphics, audio and video
- Get a FREE site that can be upgraded
- Add a FREE shopping cart
- Promote your website and link with search engines to make sure you can be found

Thurs, 1/24 6:30pm-9:30pm
Skills Lab, room 108
\$39 (plus \$30 material fee, payable in cash to the Instructor for book "Fishin' with a Net").

Instructor: Mike Rounds



GET INTO E-COMMERCE FOR FREE! **NEW**

E-Commerce is now the biggest and fastest growing business in the world. Want to get into e-commerce but don't know where to begin? This seminar explains the important considerations that must be understood in order to be successful online.

This class will show you how to start your e-commerce business for FREE including:

- The different types of E-commerce business**
- Where to get a free list of drop shipping suppliers
 - The most profitable areas of e-commerce
 - How to create your basic site for FREE
 - Add a shopping cart and accepting credit cards
 - Link and list with search engines

Thurs, 2/21 6:30pm-9:30pm
Community Education, room 1
\$39 (plus \$30 material fee, payable in cash to the Instructor for book "Fishin' with a Net").

Instructor: Mike Rounds of Rounds, Miller and Associates, is a speaker, trainer and author with more than 200 published works. Mike's students have published more than 2,000 products. He owns a micro-publishing company and is the creator of the "...for the Clueless®" series.

HOW TO DEVELOP SKILLS OF A SUCCESSFUL LEADER

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, 4/6 9am-12pm
Community Education, room 7
\$49 (plus \$20 material fee, payable to Instructor).

ESSENTIAL SKILLS OF MASTERFUL COMMUNICATION

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, 4/6 1pm-4pm
Community Education, room 7
\$49 (plus \$20 material fee, payable to Instructor).

COMMUNICATE WITH DIFFICULT PEOPLE WITH TACT AND SKILL

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, 4/13 9am-12pm
Community Education, room 7
\$49 (plus \$20 material fee, payable to Instructor).

DEAL WITH DISAGREEMENTS, CONFLICT AND CONFRONTATION

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, 4/13 1pm-4pm
Community Education, room 7
\$49 (plus \$20 material fee, payable to Instructor).

DISCOUNT:
*sign up for the LEADERSHIP SERIES
(which includes all four classes above)
and save 20%!
(\$156 for the series)*

Instructor: Roger Burgraff, Ph.D. is a professional speaker and seminar leader. Dr. Burgraff has an impressive record of conducting seminars and speaking programs for over 200 organizations, including Apple Computer, AT&T and Bank of America. He also teaches for the COD Leadership Series.

INCREASE YOUR INCOME WITH A HOME BASED BUSINESS

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 class, 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, 2/12 6:30pm-9:30pm
Fine Art, room 133
\$39 (plus \$30 material fee, payable in cash to the Instructor).

Instructor: Nancy Miller



SELL YOUR IDEAS & INVENTIONS

HOW TO PROTECT AND PROMOTE YOUR INNOVATIVE IDEAS

Want to learn the proven ways to cash in on your inventions? Television programs have shown that people, just like you, are selling their inventions for big money!

If you want secure the rights to your ideas and learn the proven way to CASH IN on your inventions, this workshop will show you how to:

- Using patents, trademarks and copyrights to protect your idea
- Evaluate your ideas for marketability
- Find potential buyers for your inventions
- Offer it for sale in the safest way possible

Thurs, 2/21 6:30pm-9:30pm
Skills Lab, room 108
\$39 (plus \$30 materials fee payable to the instructor).

Instructor: Nancy Miller of Rounds, Miller and Associates, 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.

*"Very informative--makes me
want to write, write, write!!"*
Jane

HOW TO BE SELF-PUBLISHED FOR FREE!

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. If you want to be published, but don't know where to start, this class will give you the know-how to fulfill your dream of creating your own books, and e-books.

In this cutting edge class, you'll 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

Tues, 2/12 6:30pm-9:30pm
Health Science, room 102
\$39 (plus \$30 materials fee for "Self Publishing for the Clueless" and "E-publishing for the Clueless").

Instructor: Mike Rounds of Rounds, Miller and Associates, is a speaker, trainer and author with more than 200 published works. Mike's students have published more than 2,000 products. He owns a micro-publishing company and is the creator of the "...for the Clueless®" series.



BECOME A NOTARY PUBLIC

SEMINAR + STATE EXAM; CERTIFICATE AWARDED

Three great reasons why you should attend the Notary Public Training Seminar:

1. Become more valuable as an employee
2. Provide customer service for your organization, and/or
3. Start your own business
4. Make additional money
5. Look at 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, new reporting information for name changes, 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. Bring the application and a passport photo (2" x 2" headshot) to class as it is required in order for your Notary commission to be processed in a timely manner. You are encouraged to review the Notary Handbook at www.sos.ca.gov/business/notary/notary_hdbk.htm. The Notary Public State Exam will be given immediately following the class.

Please arrive in class by 8am; students must be on time. Late arrivals will be asked to leave and no transfer/refund will be issued. The instructional course ends at 4:30pm and the State-administered test is then conducted until 5:45pm.

YOU MUST BRING the following to the test:

- Photo ID (driver's license, state ID card or passport)
- Secretary of State application
- \$40 check or money order payable to the Secretary of State
- Two #2 pencils
- Passport Photo (2" x 2" headshot)

CHOOSE ONE DATE FOR SEMINAR & TEST:

Sat, 1/12 8am-5:45pm
Community Education, room 7

Sat, 2/23 8am-5:45pm
Community Education, room 7

Sat, 3/23 8am-5:45pm
Community Education, room 7

\$95 seminar fee paid upon registration +
\$30 material fee for handbook & certificate, payable by cash/check to Instructor the day of class; +
\$40 testing fee, payable by check or money order to the secretary of state, NO CASH OR CREDIT CARDS

NOTARY RENEWAL

RENEWAL SEMINAR + EXAM; CERTIFICATE AWARDED

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, as well as changes and updates to the Notary laws. The State proctored test will be given at the end of class.

You must bring the following to the test:

- Photo ID (driver's license, state ID or passport)
- Secretary of State application (filled out in advance)
- Two #2 pencils
- Passport Photo (2" x 2" headshot)

Please arrive by 12:45 to allow for check-in. Late arrivals will be asked to leave and no transfer/refund will be issued. The class ends at 4:30pm then the State-administered test is conducted until 5:45pm.

Prerequisite: You must be a current commissioned Notary Public. If your commission has expired, you must retake the six-hour Notary Public class.

CHOOSE ONE DATE FOR RENEWAL SEMINAR & TEST:

Sat, 1/12 1pm-5:45pm
Community Education, room 7

Sat, 2/23 1pm-5:45pm
Community Education, room 7

Sat, 3/23 1pm-5:45pm
Community Education, room 7

\$49 seminar fee paid upon registration into class; +
\$30 material fee for handbook & certificate, payable by cash/check to Instructor the day of class; +
\$40 testing fee, payable by check to the Secretary of State on the day of class.



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. She is an instructor for the Western Bankers Association and an expert witness for TASA (Technical Advisory Services for Attorneys).

I HAVE MY NOTARY COMMISSION, NOW WHAT?!



Now that you've got your notary commission, what comes next? Do you remember all that you learned in the class? Got concerns? Questions? Anxious about actually notarizing? This is the class for you! Find the answers to your questions and those you didn't know you had in a relaxed, comfortable setting.

- Career opportunities
- Types of businesses that need notary services
- Journal entries-doing it correctly and simply
- Real-life scenarios and how to handle them
- Hands-on instruction and role-playing
- How to make sure you are notarizing legally and how to spot when someone is trying to get you to do something illegal
- Quoting prices legally, and
- Creating a buddy system for your Notary business.

3-Thurs. 2/28, 3/7 & 3/14 6pm-8:30pm
Community Education, room 1
\$99 (plus \$25 material fee, payable to the instructor).

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. She is an instructor for the Western Bankers Association and an expert witness for TASA (Technical Advisory Services for Attorneys).

BUSINESS OPPORTUNITIES IN CREDIT RESCORING

Credit rescoring is heavily promoted on television and radio by the big 3 credit bureaus because of the new federal law called "FACT" which creates new opportunities for citizens to improve their credit scores by eliminating legally-defective entries in their credit files.

You will learn:

- how to promote yourself as a credit rescorer
- where to find your clients
- setting professional fees
- Use your current real estate, notary, tax preparer, title, escrow or other license to add another profitable income stream

Prerequisite: Students must have prior credit rescoring knowledge or have completed the Rescore Personal Credit workshop.

Sat, 1/26 1:30pm-4:30pm
Community Education, room 7
\$55 (plus \$30 materials fee, payable to instructor).

Instructor: *Gene Konstant* has offered the only college sponsored credit programs since 1993 with hundreds of happy alumni. He has helped hundreds of people stop the collection calls, obtain better credit, erase negative entries and lift their credit scores.

BECOME A LOAN SIGNING AGENT

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.

Sat, 12/8 9am-4pm
Skills Lab, room 108
Sat, 1/19 9am-4pm
Skills Lab, room 108
Sat, 4/6 9am-4pm
Skills Lab, room 108

\$99 seminar fee paid upon registration +
\$40 for seminar guide and reference book, payable to Instructor +
\$20 for Loan Signing Agent certificate, payable to Instructor.

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.

"The instructor was professional, very helpful and knowledgeable about the loan signing process.

She made the class very interesting and enjoyable."

Karen

PROPERTY MANAGEMENT ANYONE CAN DO

Were you unsuccessful in selling your house and now you've got to rent it out? Are you an "accidental landlord"? Tired of property managers ripping you off? Most people hate the idea of strangers living in their houses that don't pay on time, call you at 2AM and/or trash the property. It doesn't have to be like this.

Being a landlord can help you pay off your loans for you, protect your property and provide you with a constant and never-ending stream of checks that show up in your mailbox every month. This seminar will show first time and experienced investors how to safely and easily rent out houses with minimal time and effort.

2/9 9am-1pm
Community Education, room 1
\$49 (plus \$20 material fee payable to instructor).

Instructor: *Steve Dexter* is the author of "Real Estate Debt Can Make You Rich" and has appeared on CBS Radio, Fox News and CNBC. He owns and manages 28 investment properties locally and nationwide.



WRITING FOR ONLINE BLOGS, MAGAZINES & WEBSITES



You don't need a journalism degree or previously published articles to write for online blogs, magazines, and websites. Some opportunities offer exposure, while many pay well -- \$1 a word and more.

In this fast-paced session, you will learn how to:

- find more than 1,000 opportunities that pay,
- find story ideas & good sources and conduct interviews,
- protect your copyright,
- create effective query letters to publishers,
- learn how to sell your own self-published novel and
- even create your own blog and monetize it!

Thurs., 4/4 7:30pm-9pm
Skills Lab, room 108
\$39 (\$10 materials fee is payable to instructor).

Instructor: *LeeAnne Krusemark* is a journalist, author, and owner of an award winning southern California public relations business since 1988. Her in-person lectures are offered at more than 200 facilities nationwide, including Purdue, and her online publishing class is offered at more than 1,000 facilities worldwide, including Harvard Adult Education.



FACE PAINTING

Face painting can be used for children's parties, Halloween makeup, school events, or to make extra money as a face painter. Students will learn the free-hand stroke skills necessary to create swirls, teardrops, curlicues, dots, spots, stroke leaves, and teardrop flowers. Topics will also include tool and makeup selection, loading your brush with multiple colors, using split cakes and proper hygiene. You will be painting on your own skin in class to learn/practice the techniques.

This class is for adults only (18+); sorry, no children, videotaping or models are allowed in the classroom.

Note: There are materials you will need to purchase and bring to class -- see class description online for complete list of items.

Sat, 1/19 & 1/26 9am-1pm
Health Science, room 202
\$109

Instructor: *Carmen MacDonald, B.A.*, is a professional makeup artist, special effects master, designer and face painter who loves to teach and share her skills with others. In her free time, she can be found volunteering her at LACC's Art Gallery.

WHAT WERE YOU BORN TO DO?

AGES 16 TO ADULT

You were born to make a unique contribution to humanity. Progressing toward this purpose brings joy and abundance. Straying from it causes stress and emptiness. To accomplish this mission, one of the 33 Natural Talents® is wired into your DNA. It is so subtle, you rarely notice it; yet so powerful, it's the source of your highest potential. Elvis, Oprah, and Einstein were all just "doing what comes naturally." Expressing your Natural Talent ignites passion & pursuing it relentlessly evolves into your destiny-which magnetically attracts all your heart's desires.

Sun, 2/10 1pm-5pm

Community Education, room 7

\$55 (plus \$30 material fee, payable to Instructor for comprehensive workbook).

Instructor: *Curtis Adney, M.S., J.D., is a life coach, the author of "Pinpoint Your Destiny," and conducts this seminar regularly across the Western U.S.*



INTERVIEWING SKILLS THAT DELIVER

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, 1/19 10am-12pm

Skills Lab, room 107

\$39

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



HOW TO SELL ON eBay

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

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

Sat, 3/2 10am-2:30pm

Skills Lab, room 107

\$69 (plus \$25 material fee, payable to instructor).

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

ADVANCED SELLING ON eBay



This class is designed for students who have taken the class "How to Sell on eBay" or current eBay sellers who are now interested in moving to become advanced in selling on eBay to create a part-time independent business.

Students will learn best eBay small business practices including maximizing profit areas, cost savings strategies, setting up a business, record keeping, shipping, selling for others and more!

Learn the acronyms commonly used to save space and land in buyers' searches. Learn the tools of the trade – in this case – the eBay trade!

Sat. 3/9 10am-2:30pm

Community Education, room 7

\$69 (plus \$25 material fee is payable to instructor).

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.*

PROFESSIONAL SUPERVISED CHILD VISITATION MONITOR

CERTIFICATE AWARDED

Are you looking to make extra money, and be a service for children in need? The Court orders a Professional Monitor to accompany a minor child and their non-custodial parent, for various reasons. Your service will allow the custodial parent the reassurance that the child's physical and emotional safety is being provided for. The role of the Professional Supervised Visitation Monitor is to be a neutral party who observes behavior.

In this 24 hour training, you will be thoroughly trained to be an Independent Professional Monitor or register with a Monitoring Agency. Your training will include: monitor procedures, supervised visitation techniques, child abuse reporting, child development, codes and standards, preparing reports and declarations, handling subpoenas, and marketing your business. The training will consist of lecture, training videos, homework assignments and role playing, which will encompass the required 5.20 standards of practice training hours.

Prerequisite: *Must be 21 years of age, able to obtain a background check clearance and fingerprinting.*

2-Sat, 2/16 & 2/23 9am-4pm

Community Education, room 2

\$299 (plus \$75 material fee, payable to Instructor for manual).

Instructor: *Shirley Douglass has been a Certified Supervised Visitation Monitor for 20 years, and has been training Professional Monitors for over 10 years. She worked nearly 30 years for the Los Angeles County Superior Court, and 10 of those years were in a Family Law Courtroom and Paralegal.*



AUTO WHOLESALE BUSINESS FROM HOME

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.

Tues & Thurs, 3/26 & 3/28 6pm-9pm

Community Education, room 1

\$89 (plus \$25 material fee, payable to Instructor).

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.*

"Answered everyone's questions and explained how to get started in detail. Gave good tips on avoiding scams & which companies to visit to get started." Natalie S.

HOW TO BECOME A MYSTERY SHOPPER

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.

Sat, 3/2 12pm-2:30pm

Community Education, room 7

\$39 (plus \$20 material fee, payable to Instructor).

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.*



HOLLYWOOD TWO-DAY FILM SCHOOL

PRODUCE, WRITE & DIRECT – CERTIFICATE AWARDED

Hollywood needs great ideas and talent. This course quickly teaches you how to produce, write, direct and even star in an independent feature film in one intensive weekend. The course is broken into two parts to maximize the information.

Day-1 Write, Direct, Shoot & Edit: Step-by-step we will show you how to make your first feature film on budgets that range from just over \$5000 ("Blair Witch", "Saw", "Paranormal", etc.). Topics covered include screenwriting A-Z, directing basics, casting, pre-production, camera formats, lighting, scoring, editing plus much more!

Day-2 Produce, Budget, Distribute & Finance: We will show you how to distribute the film you made on day 1, globally, and how to maximize profits from theatrical, on-demand, streaming, foreign, and other revenues. Topics covered include film festivals, crowd funding, distributing A-Z, government funding, studio deals, pre-selling, and much more.

Graduates of the course include Oscar® winners/nominees Quentin Tarantino, Will Smith, Guy Ritchie, Chris Nolan and Queen Latifah.

BONUS: All attendees receive a Filmmaker's Workbook, a Producer's Diploma and Graduation Certificate.

Sat & Sun, 12/8 & 12/9 9am-6pm

OR

Sat & Sun, 4/6 & 4/7 9am-6pm

Raleigh Studios (Hollywood).

\$295 (plus \$10 material fee payable to instructor).

Instructor: Dov-S Simens Voted America's #1 Film Instructor by the "National Assn of Film School." Mr Simens, a former Line Producer & Development Executive is credited with launching 1000s of film careers as well as 100's of Film Festival winners.

AN INTRODUCTION TO VOICEOVERS

"Wow, you have a great voice!" How many times have you heard that? Or maybe you listen to your favorite audiobooks, commercials, or cartoon characters and think, "I can do that!"

Explore the voiceover industry with your instructor, a professional, working voice actor from Voices for All. Discover the current trends in the industry and how they make it easy and affordable for just about anyone to get involved.

In this one-time two hour, introductory class, you'll also learn about the different types of voiceovers and the tools you'll need to find success. Your instructor will take notes as you read a real script, and offer some coaching to improve your delivery. You'll receive a professional voiceover evaluation later. 18 and over. You owe it to yourself to finally explore the possibilities of this fun and rewarding field.

Wed, 1/9 6pm-8pm

Skills Lab, room 107

\$39

Instructor: Voices For All

VOICEOVERS INTRO — ONLINE

ONE-ON-ONE ONLINE CLASS

This one-time, 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 online workshop

(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.



PROFESSIONAL MAKEUP ARTIST

24 HOURS – CERTIFICATE AWARDED

A wide variety of opportunities are available for the trained makeup specialist. This intensive course covers all aspects of beauty and glamour makeup for film, TV, theater and photography. You will receive technical instruction as well as learning with hands-on practical applications.

Purchase a Basic Ben Nye Theatrical Makeup Kit that matches your skin tone before class. Additional material list will be distributed in class. Makeup kit may be purchased online at www.norcostco.com

6-Sun, 1/6 – 2/10 10am-2pm

Health Science, room 202

\$215 (plus \$20 material fee, payable to Instructor).

Instructor: Christine Stahl-Steinkamp



VINTAGE WEDDING MAKEUP

24 HOURS – CERTIFICATE AWARDED

Would you like to become a professional wedding makeup artist and learn how to create a flawless makeup look for the bride and her wedding party? In this hands-on course, you will learn how to design and apply makeup for the traditional romantic bride, and the bride who wants a retro-fashion look such as Victorian, Renaissance, Twenty's or Fifty's. Also learn the effect of natural or artificial light on makeup and how to apply makeup for the most flattering bridal pictures.

This class is designed for makeup artists, photographers, cosmeticians, cosmetologists, and the brides themselves. Please purchase a Basic Ben Nye Theatrical Makeup Kit that matches your skin tone before class. Additional material list will be distributed in class. Makeup kit may be purchased at Party Props on 2nd St., Long Beach or online at www.norcostco.com.

6-Sun, 2/24 – 3/31 10am-2pm

Health Science, room 202

\$215 (plus \$15 material fee, payable to Instructor).

Instructor: Christine Stahl-Steinkamp

FANTASY MAKEUP

24 HOURS – CERTIFICATE AWARDED

During this hands-on class, students will practice the techniques necessary to create fantasy characters such as fairies, beautiful alien princesses, animals and fantasy beauty makeup.

Learn how to create beautiful fantasy makeup, which can be used for competition, to earn extra income or simply for pleasure. This four day workshop can increase revenue for your salon, be an excellent way to build your portfolio or can simply be lots of fun.

Students will need to bring a model for this class. A materials list will be available when you register. There is no prerequisite for this class.

6-Sun, 4/14 – 5/19 10am-2pm

Health Science, room 202

\$215 (plus \$15 material fee, payable to Instructor).

Instructor: Christine Stahl-Steinkamp has over 15 years' experience as a professional makeup artist. She is a consultant in theater, TV, film and still photography.

THREADING A-Z

4 HOURS – CERTIFICATE AWARDED

No other eyebrow shaping method can achieve the precision of threading, the most sought after eyebrow shaping method. The demand for this service is huge, but until now, this trade has been a well-kept secret, only available within Middle Eastern and Indian communities; that has all changed now! Threading A-Z is designed for the novice student as well as the seasoned professional. You will learn how to remove even the coarsest hair, as well as the fundamental technique for sculpting precisely defined eyebrows.

Sun, 3/17 & 3/24 11am-1pm

Community Education, room 7

\$89 (plus \$10 material fee, payable to Instructor).

Instructor: Sue Mikhael is a licensed cosmetologist with over 20 years of experience in utilizing cutting edge techniques in cosmetology. She was the owner/operator of Hair Studio, a full-service salon, and now uses her expertise to teach cosmetology students.





ESSENTIAL SKILLS OF MASTERFUL COMMUNICATION

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, 4/6 1pm-4pm
Community Education, room 7
\$49 (plus \$20 material fee, payable to Instructor).

Instructor: Roger Burgraff

COMMUNICATE WITH DIFFICULT PEOPLE WITH TACT AND SKILL

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, 4/13 9am-12pm
Community Education, room 7
\$49 (plus \$20 material fee, payable to Instructor).

Instructor: Roger Burgraff

DEAL WITH DISAGREEMENTS, CONFLICT AND CONFRONTATION

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, 4/13 1pm-4pm
Community Education, room 7
\$49 (plus \$20 material fee, payable to Instructor).

Instructor: Roger Burgraff, Ph.D. is a professional speaker and seminar leader. Dr. Burgraff has an impressive record of conducting seminars and speaking programs for over 200 organizations, including Apple Computer, AT&T and Bank of America.

"Roger's energy & passion for this is captivating. I'm excited to try many of the tools I learned during these most enjoyable series of classes." Lynn

FACE READING

READ A PERSON INSTANTLY

Imagine how great life would be if you could really "read" a person, anticipate their behavior and understand where they are coming from? In just a few short hours & hands on instruction, you will learn how to read a face, understand their body language, and build trust. You will acquire remarkable tools that will teach you what hints to look for, keep your objectivity and act accordingly in any situation. This course will open your eyes to a wealth of clues that reveal the truth about those around you. Your life will never be the same.

Sat, 3/16 9am-1pm
Community Education, room 7
\$49 (plus \$20 material fee, payable to Instructor).

Instructor: Nikolas Xiros B.A. & M.S., educates students in face reading, numerology, and palmistry. Charitable foundations such as American Cancer Society, Cystic Fibrosis Foundation, and YMCA of Long Beach, have benefitted from Niko's 18 years of expertise.

OVERCOME YOUR FEAR OF PUBLIC SPEAKING

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, 2/4 7pm-9pm
Social Science, room 207
\$39 (plus \$30 material fee, payable to Instructor).

"I'm positive that Dr. Lazaris' helpful suggestions & practices will help me tremendously in my profession, as it will help me pass my fear of public speaking."
Jessie

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.

SELF-CARE

MY SANITY OVER YOUR ADDICTION NEW

Do you have a loved one who has an alcohol or drug addiction problem? Is their addiction causing your stress, worry or guilt? Then come to this workshop to share your own personal story and educate yourself about addiction.

Share your feelings among others who have had similar experiences. Learn what role you play in your addict's life and how to cope with your their addiction. Additional resources that can help you continue on your journey of exploration and healing will be provided.

Sat., 1/12 1pm-4pm
Community Education, room 1
\$39 (plus \$15 material fee, payable to the instructor).

Instructor: Christine Aldrich, M.S. has over 20 years of experience as a Counselor. She has her own personal story regarding having a family member with an alcohol and drug addiction. For over 20 years, she has attended Al-anon meetings and developed a better understanding of addiction and her role in her loved one's addiction.



UNDERSTANDING GRIEF AND LOSS NEW

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 the 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 understanding of the experience of the loss of a loved one. Additional resources that can help you continue on your journey of healing will be provided.

Sat., 1/12 9:30am-12:30pm
Community Education, room 1
\$39 (plus \$10 material fee, payable to the instructor).

Instructor: Teresa Estrada is an experienced educator and counselor. She teaches workshops on grief and loss at various locations. She also has taught grades K-12, as well as ESL, college prep courses, and psychology courses at Webster Career Business College (where she had been nominated for Teacher of The Year in 1997).



Intensive English Program (I.E.P.)

**DO YOU HAVE A FAMILY MEMBER OR FRIEND WHO WOULD
LIKE TO LEARN ENGLISH IN CALIFORNIA?**



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

**No
TOEFL
required!**

Cerritos College offers an Intensive English Program (IEP) where we help students develop the English language skills they will need to enter a college or university in the U.S. It is also an ideal program for anyone looking to focus solely on learning English, where they can improve their English speaking, writing and comprehension.

Our students become fully immersed into the English language and American culture, with small class sizes, so they get a lot of individualized help and support. Our teachers and staff are here to help every step of the way!

Our Intensive English Program is all inclusive! You'll receive:

- 320+ hours of English instruction
- All program books & class materials
- Access to specialized language workshops
- ESL individualized tutoring
- Small class size
- Field trip to experience American culture
- Certificate awarded upon program completion



IEP SESSION DATES AVAILABLE:

16-week Spring 2019 Session: Jan 10th – May 9th

(no class 1/21, 2/18, 3/18-3/23)

\$3,500 per 16-week session (\$100 discount for returning students)

8-week Summer 2019 Session: May 30th – July 25th

(no class July 4th)

\$1,800 per 8-week session (\$100 discount for returning students)

**For more information,
go to www.Cerritos.edu/OISS
(click on Intensive English Program)
or email mruiz@cerritos.edu**

Instructors: *Lori Havrilla, M.A. has taught English as a Second Language (ESL) to international students for 20 years (Cerritos College, Long Beach City College, Cal State Long Beach, Kaplan and the School of the Art Institute of Chicago). Nancy Spradlin, M.A. has taught English as a Second Language since 1985. She has taught in China (Shandong Medical University), as well as here in California (ABC Adult School, Long Beach City College and Cerritos College). Eunice Lee has worked teaching English at both the K-12 and Community College settings. She has her TESOL certificate and a multiple subject teaching credential with Korean BCLAO and was a student who studied abroad herself.*



STOCKS – BONDS – MUTUAL FUNDS (EFT'S)

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, 2/12 6:30pm-9pm
Community Education, room 1
\$39 (plus \$5 material fee, payable to Instructor).

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

TAXES, INVESTMENTS & RETIREMENT

With so many moving parts, no wonder why retirement can be scary!

This workshop will help you to take a holistic look at everything you need to know about your retirement, including:

- retirement accounts
- tax reduction strategies
- social security tips
- Real estate and investment ideas

You will learn tips and strategies most consumers do not know, including tax secrets about your investments & retirement accounts that that IRS wishes you didn't know!

Sat, 1/19 10am-12:30pm
Community Education, room 7
\$39

Sat, 3/16 10am-12:30pm
Skills Lab, room 107
\$39

"This class covered highly relevant info for retirement planning and tax implications. I would highly recommend this instructor and the topic to others!" Jeff

Instructor: *Samuel Rad* is a Certified Financial Planner™ specializing in retirement strategies. Mr. Rad has multiple licenses in the investments, real estate and insurance fields.

MEDICARE & LONG-TERM CARE BENEFITS EXPLAINED

Did you know you can get penalized if you do not select your Medicare health benefits by age 65? Understanding your Medicare benefits is essential before retirement. In this course we cover the Medicare program, and how to choose the best option for you and your family.

We will discuss:

- Part A - for hospitalization coverage
- Part B - for physicians' coverage
- Part C - Medicare Advantage
- Part D - the prescription drug program.

The instructor will help you to:

- Know when and how to enroll in Medicare
- Understand the impact of not enrolling in Medicare
- Be familiar with what the various parts of Medicare cover
- Identify the costs of the various parts of Medicare
- Learn what is not covered by Medicare

Sat, 1/19 2pm-4pm
Community Education, room 7
\$39

Sat, 3/16 2pm-4pm
Skills Lab, room 107
\$39

ESTATE PLANNING FOR EVERYONE

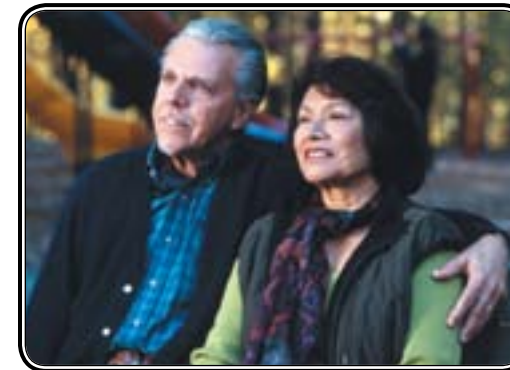
Did you know that your 'Estate' consists of everything of value—cash, clothes, cars, real estate, investment and retirement accounts, pensions, etc. that you've accumulated throughout your lifetime?

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, 2/23 9:30am-12pm
Skills Lab, room 107
\$39 single OR \$45 per couple
(plus \$5 material fee, payable to Instructor).

Instructor: *Jalon O'Connell*



STRATEGIES TO MAXIMIZE YOUR SOCIAL SECURITY BENEFITS

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.

Sat, 2/23 12:30pm-3pm
Skills Lab, room 107
\$35 (plus \$5 material fee, payable to Instructor).

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.



PUTTING YOUR RETIREMENT DOLLARS TO WORK

Have the dollars in your plan(s) worked as hard as you have? Will they continue working hard for you after you retire?

A secure retirement requires not outliving your retirement income. How much money you end up with when you retire will depend on the money you contribute, but also on how you make that money work for you before and during retirement. It also takes coordinating your retirement accounts with your whole financial situation...making it all work most efficiently and effectively for you.

This course will cover the many different investment options available for use in retirement plans:

- Investment concepts allowed during accumulation and retirement
- Understanding the potential benefits and risks of each investment
- Coordinating retirement plan(s) with non-retirement plan assets...and much more!

Sat, 3/9 9am-12pm
Community Education, room 1
\$39 (plus \$12 material fee, payable to Instructor).

Instructor: *Ronald Gable, M.A., CFP* is an author, lecturer, college instructor, and Certified Financial Planner for individuals and businesses since 1971. He has served as an expert witness in cases involving securities and financial planning and as a forensic economist.

"Mr. Gable is very knowledgeable on the topic... I felt very comfortable asking questions."
Diane

MOTORCYCLIST TRAINING COURSE (MTC)

16 HOUR COURSE – 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 ONE WEEKEND:

3-day course: Fri. 6pm-9:30pm, Sat. 7am-3pm & Sun. 7am-12pm
OR

2-day course: Sat. 8am-4:30pm & Sun. 8am-4:50pm
(call us or check website for class dates available)

\$258 over 21 years old; \$180 under 21 years old

Classes fill quickly - register today to reserve your spot!



INTERMEDIATE RIDING CLINIC (IRC)

ARE YOU AN EXPERIENCED RIDER AND DESIRE TO TAKE YOUR RIDING TO THE NEXT LEVEL?

In this 8-hour course you will learn better control of your motorcycle and hone your braking, swerving and cornering skills. The classroom portion includes maximizing traction management, psychological aspects of motorcycling (such as overcoming fear), keeping your concentration... and more. These key elements will provide considerable skill improvements and really boost your confidence out on the road.

Upon successful completion, you will receive an IRC completion card. Note: this card cannot be used to waive the riding test at the DMV.

Before registering – you must have:

- A valid class M license
- Proof of insurance
- A registered motorcycle to use during class
- 500+ miles of street riding experience

Sun, 2/17
Parking Lot 10
\$185

7am-4pm



MORE PRACTICE – RIDING CLINIC

Let our experienced instructors help to increase your riding skills in a safe environment, helping to boost your confidence in your riding abilities.

The MORE PRACTICE class is for: 1). Students who already have a Class M license and would like to have more practice on a motorcycle to develop stronger riding skills or 2). Students who within the last 45 days have taken the Motorcyclist Training Course (MTC) at Cerritos College and attempted the Skills Test in that course one time but did not pass and want extra practice.

This class offers over four hours of riding time and is kept to a max of six students, to allow time and attention to be given to students to help them develop riding skills. Skills to be focused on in this class are: clutch control, shifting & stopping, riding through curves, weaving, low speed turning & lane changing, negotiating curves, swerving, and more! At the end of the course, a skills evaluation will be done, so you know where you've improved and where you might still need to practice a bit more on your own.

Bikes and helmets are provided (or bring your own DOT approved helmet). Protective clothing and footwear needs to be worn; you will be dismissed if you show up to class without proper gear. You need to bring either a valid CA motorcycle or driver's license, permit or ID card to class.

NOTE: This course will NOT waive your riding test at the DMV; see the MTC course (on previous page) if you are looking for this.

Sun, 1/20 OR 4/14
Parking Lot 10
\$105

7am-11:30am

Some insurance companies offer a discount for completing the Intermediate Riding Clinic – check with your insurance company to find out!

MOTORCYCLIST COURSES REFUND / TRANSFER POLICY

When registering for any of the motorcyclist courses, we are reserving your seat for the particular class dates that you chose. You must notify the college at least four (4) working days prior to the beginning of your class if you need to cancel for a refund less the \$10 cancellation fee. You also can transfer to another class with at least four (4) days or more notice with a \$10 transfer fee. If you notify us three (3) or fewer days prior to the beginning of the class, your only option is to transfer into another class with a later start date at a fee of \$40; there is no refund given at this point. If you do not notify the college prior to the beginning of your class and do not attend, your enrollment will be cancelled, and no refund or transfer will be given.

For the Motorcyclist Safety course (MTC), if you start the course, but are dismissed or do not complete your course for any reason, you will need to pay a \$65 reschedule or \$125 re-registration fee, depending on what point in the course you did not complete. Dates to be rescheduled will be determined by the reschedule coordinator.

ENRICHMENT & INTERESTS

WOODWORKING

FUNDAMENTALS OF WOOD & BOWL TURNING

This Fundamentals class is appropriate for beginning to advanced wood turners. The class will start with wood turning basics emphasizing use of lathe and turning tools plus sharpening, general spindle and hollowing work on selected projects. For intermediate and advanced students, bowl projects include hollow form, natural edge, free form and decorating enhancements.

14-Sat, 1/26 – 5/18 8am-12pm
(no class 2/16, 3/23, 4/20)
Woodworking, room 12
\$299

Instructor: *Jerry Knight is an award-winning bowl turner and is a lifetime woodworking hobbyist. He is currently Vice President of the Orange County Wood Workers Association and has been teaching wood turning at Cerritos College since 2016.*

WOODTURNING TECHNIQUES

This intermediate to advanced woodturning course emphasizes the art and possibilities of segmented wood turning and will cover other turning techniques such as closed form, natural edge and multi-centered turnings. The main objective is improving the student's skill in the use of lathe, tools and machinery. The student will design and execute projects using various turning techniques for the creation of wooden bowls, vessels and sculptural objects. Emphasis is placed on proper technique, safety and shop policies.

14-Sun, 1/27 – 5/19 9am-4pm
(no class on 2/17, 3/24, 4/21)
Woodworking, room 12
\$359

Instructor: *Steven Romo is a lifetime woodworker and has been woodturning for many years. As a member of the American Association of Woodturners (AAW), he has attended several symposium events since 2013 and can offer a variety of tips and techniques.*



WOODWORKING FOR CONTEMPORARY SPACES

This course is suited for the avocational woodworker interested in producing high quality cabinets or furniture for home. It is ideal for beginners as well as aspiring craftsmen. Topics include project planning, materials, machines, and power tools with an emphasis on safety. Students will plan, and select appropriate materials to complete a cabinet or piece of furniture. Student projects will be discussed at the first class.

12-Sat, 1/26 – 5/4 1:30pm-5pm
(no class 2/16, 3/23, 4/20)
Woodworking, room 14
\$329

Instructor: *John Wood has been an adjunct faculty in the Woodworking Department at Cerritos College since 2004.*



WOODWORKING FUNDAMENTALS

This course is designed for woodworkers of all levels that are interested in making high quality woodworking projects. Topics include project planning, wood technology, and the use of hand tools, power tools and machinery. Student projects will be discussed the first day of class.

6-Sun, 1/13 – 2/24 (no class 2/17) 8am-4:30pm
Woodworking, room 14
\$319
6-Sun, 3/10 – 4/28 (no class 3/24, 4/21) 8am-4:30pm
Woodworking, room 14
\$319

Instructor: *Robert Thornbury has been an adjunct faculty in the Woodworking Technology Department at Cerritos College since 1997 and an instructor for Community Education since 2010.*

ENRICHMENT & INTERESTS

CERAMICS

INTERMEDIATE CERAMICS

This class is for individuals who have taken college-level ceramics courses previously and have used up the eligibility for the for-credit courses but want to continue working on their craft.

Students will be expected to work independently on a project(s); all project(s) will be discussed prior to starting the course with the instructor and pre-approved.

Prerequisite: *Completion of Intro to Ceramics (Art 150) or the equivalent. Prior to enrolling, you must have Instructor Weiss's approval to enroll – email her at tweiss@cerritos.edu*

18-Mon/Wed, 1/14 – 5/22 4pm-6:50pm
(no class 1/21, 2/18, 3/18, 3/20)
Fine Arts, room 140
\$195 (plus \$10 material fee paid to instructor).

Instructor: *Tracey Weiss received her MFA in Studio Arts from CSULA in 2003. She has been teaching Ceramics at Cerritos College since 2005.*



DANCE

BELLY DANCING

Explore and share in the exciting rhythms and dances of the Near and Middle East through proper and beautiful arm, hand and body techniques. Start immediately with finger cymbals and footwork and learn mysterious belly rolls and hypnotic veil work as well as dance combinations. Class may be repeated. Please bring 2-1/2 to 3 yards of flowing fabric, approximately 45" wide.

6-Fri, 1/11 – 3/8 7pm-8:30pm
(no class 1/25, 2/15, 3/1)
Community Education, room 4
\$69

6-Fri, 3/22 – 5/3 (no class 4/19) 7pm-8:30pm
Community Education, room 4
\$69

Instructor: *Tonya Chianis has won the International Academy of Middle Eastern Dance Award for Best Teacher, and the Hall of Fame Award presented by the Middle Eastern Culture and Dance Association.*



CARIBBEAN & LATIN

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.

10-Mon, 2/4 – 4/22 8pm-9:30pm
(no class 2/18 & 4/15)
Community Education, room 4
\$79

Instructor: *Latin Spice Dance Group*

SALSA

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 as well as 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 with friends; you will have the opportunity to dance with everyone including the instructors!

10-Wed, 2/6 – 4/24 8pm-9:30pm
(no class 2/20 & 3/6)
Community Education, room 4
\$79

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.*

GUITAR: INTRODUCTION

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, 1/5 – 2/9 9am-10am

Burnight Center, room 68

\$69 (plus \$15 material fee, payable to Teacher for book).

Instructor: Katarina Giesler

GUITAR – INTERMEDIATE

AGES 14 TO ADULT

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

Prerequisite: Students must first take Beginning Guitar class.

6-Sat, 2/23 – 3/30 9am-10am

Burnight Center, room 68

\$69 (plus \$15 material fee, payable to Teacher for book).

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.



COMMUNITY ORCHESTRA

AGES 10 TO ADULT

This is an orchestra consisting of string, wind and percussion players. Emphasis is on playing the finest traditional and contemporary orchestral literature available, individual musicianship and fine a playing. Two to three concerts will be scheduled.

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

16-Mon, 1/14 – 5/20

6pm-9pm

(no class 1/21, 2/18, 3/18)

Burnight Center, room 53

\$125

Instructor: Dr. David Bettencourt



COMMUNITY BAND

AGES 10 TO ADULT

This is a concert band consisting of wind and percussion players. Emphasis is on playing the finest traditional and contemporary band literature available, individual musicianship and fine ensemble playing. Two to three concerts will be scheduled.

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

18-Tues, 1/15 – 5/21

7pm-10pm

(no class 3/19)

Burnight Center, room 53

\$125

Instructor: Dr. David Bettencourt holds a music education 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.

REIKI I

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.

Suggested book to purchase prior to the first day of class is "The Japanese Art of Reiki", by B. Stiene and F. Stiene.

Sat, 2/2

10am-6pm

Community Education, room 5

\$119 (plus \$10 material fee, payable to instructor).

Instructor: Dr. Laura Luna



REIKI II

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.

Suggested book to purchase prior to the first day of class is "Reiki: The Healing Touch First & Second Degree Manual" by William Lee Rand.

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

Sat, 2/16

10am-6pm

Community Education, room 5

\$119 (plus \$10 materials fee, payable to the instructor).

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.

INTRODUCTION TO MEDITATION AND BREATHING

Meditation is a state of being where the mind becomes still and awareness is heightened and internalized. You will learn to meditate in a supportive group environment with techniques that are simple, yet have deep potential. You will also learn simple breathing techniques that increase your energy and promote calmness. Easy to follow instructions will be given each week so you can continue at home if you wish.

Some of the benefits of meditation:

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

6-Tues, 4/2 – 5/7

8:30pm – 9:30pm

Community Education, room 4

\$69

Instructor: Prema Jyoti

HATHA FLOW YOGA

In this Classical 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. Working with the body and mind and breath together, this class will leave you with a sense of peace, accomplishment and empowerment.

Please bring a yoga mat to class.

6-Tues, 4/2 – 5/7

7pm-8pm

Community Education, room 4

\$69

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





TAI CHI CHUAN

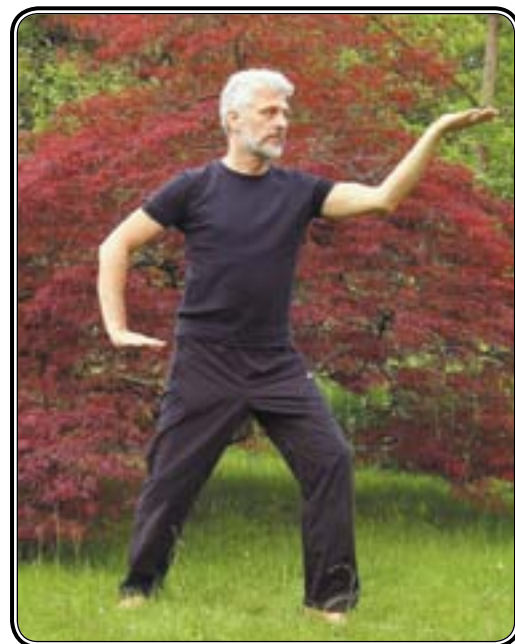
Through lecture, demonstration, and the practice of the Tai Chi movements, students will experience the benefits of this ancient Chinese exercise and martial art, such as reduced stress, improved balance, and increased muscle tone. You will learn Chinese Chi Kung (breath work) as a calming exercise prelude 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, 1/5 – 2/9 8:30am-9:45am
Community Education, room 4
\$65

6-Sat, 3/2 – 4/6 8:30am-9:45am
Community Education, room 4
\$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.*



STRESS REDUCTION AND RELAXATION TECHNIQUES USING GUIDED IMAGERY

Learn relaxation techniques that can help you manage your day-to-day stress and beyond. In this workshop you will learn emotional freedom techniques, Intro-VR (Virtual Reality), and other relaxation techniques for managing your daily stressful situations. The techniques you learn will enhance your relationships and support your physical and emotional health.

Mon, 3/18 7:00pm-9:30pm
Liberal Arts, room 212
\$45 (plus \$15 material fee, payable to the instructor).

Instructor: *Jethro Carter*

THINK HEALTHY, BE THIN, AND STAY THIN USING GUIDED IMAGERY

Losing weight is not about will power. Excessive weight is only a symptom. In this workshop you will learn proven weight reduction techniques to eliminate excessive weight gain. Start getting slim and fit with these most relaxing, effortless and safe ways to lose weight...no diets, no calories to count, no struggle, eat whatever you enjoy.

Tues, 1/15 7:00pm-9:30pm
Social Science, room 140
\$39 (plus \$15 material fee, payable to the instructor).

Instructor: *Jethro Carter, C.C.Ht. is a Certified Clinical Hypnotherapist with over 20 years of experience in coaching individuals on how to maintain a youthful and healthy appearance using self-hypnosis and meditation.*

"I can't wait to apply what I learned in the class, and I am looking forward to losing weight, and making healthy choices."

Cathy

INTERIOR DESIGN USING THE ELEMENTS OF FENG SHUI

NEW

For centuries, people have relied on the positive power of the art of Feng Shui to bring happiness, serenity and beauty into their surroundings. Now with an easy step-by-step guide to Feng Shui at home, you can not only enhance your décor, but you can also uplift your spirit. In just a few short hours, you will learn how to use this transformational art and science to beautify your home and support you, your family and your dreams.

What you will learn:

How to arrange a welcoming environment
The decorating trends to beautify your home
How to use color to uplift the mood of a room
Learn ancient Chinese secrets for modern times

Sat, 3/23 9am-1pm
Skills Lab, room 107
\$49 (plus \$20 material fee, payable to Instructor).

Instructor: *Dr. Janet Woods is an award winning author, speaker and internationally recognized expert in the area of Feng Shui. She is the director of the Art of Life Institute, the founder of Feng Shui Professional Association, and maintains a thriving private practice.*



WRITING FOR ONLINE BLOGS, MAGAZINES & WEBSITES

NEW

You don't need a journalism degree or previously published articles to write for online blogs, magazines, and websites. Some opportunities offer exposure, while many pay well -- \$1 a word and more.

In this fast-paced session, you will learn how to:

- find more than 1,000 opportunities that pay,
- find story ideas & good sources and conduct interviews,
- protect your copyright,
- create effective query letters to publishers,
- learn how to sell your own self-published novel and
- even create your own blog and monetize it!

Thurs., 4/4 7:30pm-9:00pm
Skills Lab, room 108
\$39 (\$10 materials fee is payable to instructor).

Instructor: *LeeAnne Krusemark is a journalist, author, and owner of an award winning southern California public relations business since 1988. Her in-person lectures are offered at more than 200 facilities nationwide, including Purdue, and her online publishing class is offered at more than 1,000 facilities worldwide, including Harvard Adult Education.*



EXTREME COUPONING – SAVE \$\$\$\$!

NEW

Learn how to save \$\$\$ every day with extreme couponing. Coupons are NOT just for groceries. The savings can add up to HUNDREDS or even THOUSANDS of dollars every year.

This comprehensive workshop will teach you:

- Where to find all different types of coupons, even for high ticket items
- How to find the best coupon apps and websites
- How to match coupons with sales for maximum savings
- How to find other people to trade coupons and merchandise with

This workshop is taught by someone who has used many couponing secrets to save thousands. Feel free to bring your coupons to class for a trading session.

Thurs, 4/4 6pm-7:30pm
Skills Lab, room 108
\$25 (plus \$10 materials fee is payable to instructor).

Instructor: *LeeAnne Krusemark is a journalist, author, and owner of an award winning southern California public relations business since 1988. Her in-person lectures are offered at more than 200 facilities nationwide, including Purdue University.*

BUILD YOUR OWN WEBSITE

If you can use Word, you can create your own website in just minutes for free including text, graphics, a shopping cart and the ability to customize it any way you want it. Forget about learning HTML code, buying expensive software programs, and spending days in classroom sessions. This class will show you how to have your site up and running quickly; and how to link and list it with the major search engines too!

You will acquire information on how to:

- Effectively use text, graphics, audio and video
- Get a FREE site that can be upgraded
- Add a FREE shopping cart
- Promote your website and link with search engines to make sure you can be found

Wed, 1/24 6:30pm-9:30pm
Skills Lab, room 108
\$39 (plus \$30 material fee, payable in cash to Instructor for book "Fishin' with a Net").

Instructor: *Mike Rounds of Rounds, Miller and Associates, is a speaker, trainer and author with more than 200 published works. Mike's students have published more than 2,000 products. He owns a micro-publishing company and is the cre*

EMERGENCY PREPAREDNESS KIT + "GRAB & GO" BINDER (W/CLOUD BACK-UP)!

You have 30 minutes to get out, what do you do? This course gives you the tools to be prepared should a disaster hit. Determine what is crucial to take in the event of fire, flood, natural disaster or medical emergency. Create your own "Go" Bags, Backpacks and Bins. Organize your vital information in a "Grab & Go" Binder. Easily convert everything to electronic documents including photo albums and scrapbooks then back it all up to the cloud. Discover local evacuation routes, useful free apps and multiple tips.

Tues, 2/19 6pm-9pm
Community Education, room 1
\$49

Instructor: Kevin Boyd, M.B.A., M.S., a former Bell Labs engineer and V.P. of a cardiology software company, he teaches entrepreneurial and other classes at over 40 colleges. The primary objective for his writing and teaching is to educate adult students at all levels and equip them with the skills necessary for success.



INTERVIEWING SKILLS THAT DELIVER

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, 1/19 10am-12pm
Skills Lab, room 107
\$39

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

RESCORE YOUR CREDIT (BUSINESS OR PERSONAL)

Resolve student debt, stop collection calls INSTANTLY, erase negative entries, settle outstanding loans, recapture stolen identity, prepare for divorce or bankruptcy, become more employable using a step-by-step system outlined in federal law and using the letters and scripts in the class manual.

Sat, 1/26 9:30am-12:30pm
Community Education, room 7
\$55 (plus \$30 material fee, payable to Instructor for workbook).

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

"Class is full of wonderful & real examples of personal credit situations. I waited for this class & I am happy I took it!" Myrna

OVERCOME YOUR FEAR OF PUBLIC SPEAKING

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, 2/4 7pm-9pm
Social Science, room 207
\$39 (plus \$30 material fee, payable to Instructor).

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.



MY SANITY OVER YOUR ADDICTION NEW

Do you have a loved one who has an alcohol or drug addiction problem? Is their addiction causing your stress, worry or guilt? Then come to this workshop to share your own personal story and educate yourself about addiction.

Share your feelings among others who have had similar experiences. Learn what role you play in your addict's life and how to cope with your their addiction. Additional resources that can help you continue on your journey of exploration and healing will be provided.

Sat, 1/12 1pm-4pm
Community Education, room 1
\$39 (plus \$15 material fee, payable to the instructor).

Instructor: Christine Aldrich, M.S. has over 20 years of experience as a Counselor. She has her own personal story regarding having a family member with an alcohol and drug addiction. For over 20 years, she has attended Al-anon meetings and developed a better understanding of addiction and her role in her loved one's addiction.



FACE PAINTING

Face painting can be used for children's parties, Halloween makeup, school events, or to make extra money as a face painter. Students will learn the free-hand stroke skills necessary to create swirls, teardrops, curlicues, dots, spots, stroke leaves, and teardrop flowers. Topics will also include tool and makeup selection, loading your brush with multiple colors, using split cakes and proper hygiene. You will be painting on your own skin in class to learn/practice the techniques.

This class is for adults only (18+); sorry, no children, videotaping or models are allowed in the classroom.

Note: There are materials you will need to purchase and bring to class – see class description online for complete list of items.

Sat, 1/19 & 1/26 9pm-1pm
Health Science, room 202
\$109 (plus \$10 material fee, payable to Instructor).

Instructor: Carmen MacDonald, B.A., is a professional makeup artist, special effects master, designer and face painter who loves to teach and share her skills with others. In her free time, she can be found volunteering her at LACC's Art Gallery.



UNDERSTANDING GRIEF AND LOSS NEW

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 the 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 understanding of the experience of the loss of a loved one. Additional resources that can help you continue on your journey of healing will be provided.

Sat, 1/12 9:30am-12:30pm
Community Education, room 1
\$39 (plus \$10 material fee, payable to the instructor).

Instructor: Teresa Estrada is an experienced educator and counselor. She teaches workshops on grief and loss at various locations. She also has taught grades K-12, as well as ESL, college prep courses, and psychology courses at Webster Career Business College (where she had been nominated for Teacher of The Year in 1997).

FACE READING

READ A PERSON INSTANTLY

Imagine how great life would be if you could really “read” a person, anticipate their behavior and understand where they are coming from? In just a few short hours and hands on instruction, you will learn how to read a face, understand their body language, and build trust. You will acquire remarkable tools that will teach you what hints to look for, keep your objectivity and act accordingly in any situation. This course will open your eyes to a wealth of clues that reveal the truth about those around you. Your life will never be the same.

Sat, 3/16 9am-1pm
Community Education, room 7
\$49 (plus \$20 material fee, payable to Instructor).

Instructor: Nikolas Xiros B.A. & M.S., educates students in face reading, numerology, and palmistry. Charitable foundations such as American Cancer Society, Cystic Fibrosis Foundation, and YMCA of Long Beach, have benefitted from Niko's 18 years of expertise.



AN INTRODUCTION TO VOICEOVERS

“Wow, you have a great voice!” How many times have you heard that? Or maybe you listen to your favorite audiobooks, commercials, or cartoon characters and think, “I can do that!”

Explore the voiceover industry with your instructor, a professional, working voice actor from Voices for All. Discover the current trends in the industry and how they make it easy and affordable for just about anyone to get involved.

In this one-time two hour, introductory class, you'll also learn about the different types of voiceovers and the tools you'll need to find success. Your instructor will take notes as you read a real script, and offer some coaching to improve your delivery. You'll receive a professional voiceover evaluation later. 18 and over. You owe it to yourself to finally explore the possibilities of this fun and rewarding field.

Wed, 1/9 6pm-8pm
Skills Lab, room 107
\$39

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.



HOW TO SELL ON eBay

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

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

Sat, 3/2 10am-2:30pm
Skills Lab, room 107
\$69 (plus \$25 material fee, payable to instructor).

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

ADVANCED SELLING ON eBay



This class is designed for students who have taken the class “How to Sell on eBay” or current eBay sellers who are now interested in moving to become advanced in selling on eBay to create a part-time independent business.

Students will learn best eBay small business practices including maximizing profit areas, cost savings strategies, setting up a business, record keeping, shipping, selling for others and more!

Learn the acronyms commonly used to save space and land in buyers' searches. Learn the tools of the trade – in this case – the eBay trade!

Sat. 3/9 10am-2:30pm
Community Education, room 7
\$69 (plus \$25 material fee is payable to instructor).

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.

ESTATE PLANNING FOR EVERYONE

Did you know that your ‘Estate’ consists of everything of value—cash, clothes, cars, real estate, investment and retirement accounts, pensions, etc. 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.

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, 2/23 9:30am-12pm
Skills Lab, room 107
\$39 single or \$45 per couple
(plus \$5 material fee, payable to Instructor).

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.



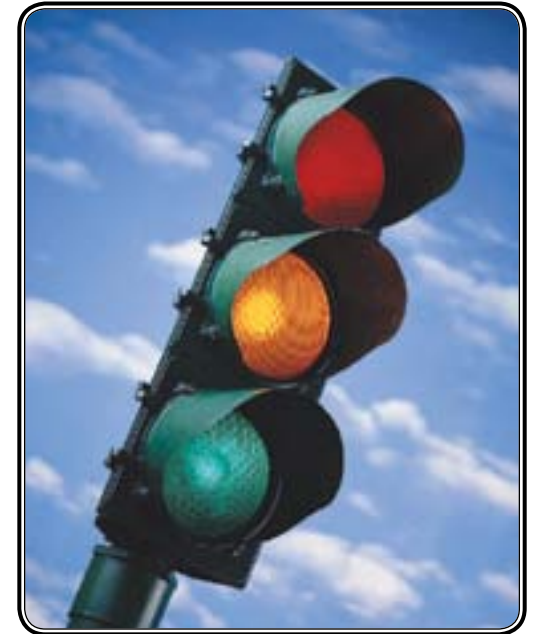
WHAT WERE YOU BORN TO DO?

AGES 16 TO ADULT

You were born to make a unique contribution to humanity. Progressing toward this purpose brings joy and abundance. Straying from it causes stress and emptiness. To accomplish this mission, one of the 33 Natural Talents® is wired into your DNA. It is so subtle, you rarely notice it; yet so powerful, it's the source of your highest potential. Elvis, Oprah, and Einstein were all just “doing what comes naturally.” Expressing your Natural Talent ignites passion & pursuing it relentlessly evolves into your destiny-which magnetically attracts all your heart's desires.

Sun, 2/10 1pm-5pm
Community Education, room 7
\$55 (plus \$30 material fee, payable to Instructor for comprehensive workbook).

Instructor: Curtis Adney, M.S., J.D., is a life coach, the author of “Pinpoint Your Destiny,” and conducts this seminar regularly across the Western U.S.



TRAFFIC SCHOOL

DO NOT LET A TICKET RUIN YOUR DRIVING RECORD!

Our eight hour traffic school class is taught in English. You must arrive on time, doors lock at 8am. You must bring your driver license, citation and a pen to class.

Upon completion of the course, your information and proof of attendance will be entered into the CA DMV website; for your records, you will receive a completion receipt to keep. If you received your ticket in another state other than California, you must contact the out-of-state court before registering to see if they will accept a completion receipt from California.

SELECT ONE DATE:
Sat, 12/8, 1/19, 2/23, 3/16 OR 4/20 8am-4pm
Community Education, room 1
\$35 pre-registration, \$40 same day registration

Instructor: Ryan Bodmer is currently a Supervising Criminal Investigator with 20+ years of experience.

Learn from the comfort of home!

- EXPERT INSTRUCTOR
- 24-HOUR ACCESS
- ONLINE DISCUSSION AREAS
- 6 WEEKS OF INSTRUCTION
- COURSES BEGIN MONTHLY
- CERTIFICATE AWARDED UPON COMPLETION

Our instructor-facilitated online courses are informative, convenient, and highly interactive.

Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office, any time of the day or night.

Note: Online Ed2Go courses are not for college credit

SIX-WEEK COURSES START AT

\$99
enroll now!



HUNDREDS OF ONLINE COURSES TO CHOOSE FROM! HERE'S JUST A FEW:

Accounting Fundamentals Series

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

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents.

Computer Skills for the Workplace

Gain a working knowledge of the computer skills you will need to succeed in today's job market

Speed Spanish

Learn shortcuts to help you engage in conversational Spanish.

Become a Veterinary Assistant

Do you love animals? Have you ever thought about a career as a veterinary assistant? This course will give you the info you need to prepare for work in veterinary hospitals.

GRE Prep Series

Discover powerful strategies in the verbal, analytical and math sections of the GRE, as well as techniques for tackling the GRE's unique new question formats.



ed2go.com/cerritos
for the complete list of courses

MATH TUTORING

(GRADES 7-12)

Is your teen bringing home math homework that you can't even begin to help them with? Let our amazing credentialed math teacher with over 20 years' experience answer their questions!

Your student will be in a group setting but working independently, with the teacher walking around and helping students individually with their homework. The instructor can help your child grasp the math concepts they need to know, but will also teach them alternative ways to look at problems and solve them. Have your child bring their homework to every tutoring session.

10-mtgs, T/Th, 2/12-3/14 5pm-6:30pm

Health Science, room 104

10-mtgs, T/Th, 4/2-5/2 5pm-6:30pm

Community Education, room 1

\$79 (plus \$10 material fee for workbook, if student does not bring their homework)

Instructor: Joseph Benoun M.A. is currently teaching in the Santa Ana Unified School District, he has been an educator for over 27 years and had the highest CAHSEE passing rate for four straight years.

"Math is fun with Mr. Benoun! He has great, fun math tricks. His humor & personality made me look forward to class everyday."

Christopher

NATURAL A'S

(GRADES 4-11)

Any student can significantly improve grades, self-confidence, and chances for scholarships and college admissions by performing academic skills in alignment with the brain's natural patterns. This makes note-taking, reading, studying, memorizing and test-taking amazingly efficient. Also discover simple methods for understanding math, science, literature, history, and other subjects; increasing focus and concentration; and eliminating test anxiety. Students of all ages describe this class as "awesome," "necessary," and "easy to understand." Parents may register and participate with their children without paying material fee.

Sun, 2/10 9am-12pm

Community Education, room 7

\$55 (plus \$30 material fee, payable to teacher).

Instructor: Curtis Adney, M.S., J.D. conducts numerous career seminars across the state, is a life/career coach, and author of the book, 'Pinpoint Your Destiny'.

COLLEGE & CAREER PREPARATION

SAT PREPARATION

(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, 2/16, 2/23 & 3/02 9:30am-4:30pm

Automotive Technology, room 55

3-Sat, 4/13, 4/20 & 4/27 9:30am-4:30pm

Skills Lab, room 108

\$129 (plus \$12 material fee, payable to teacher).

Instructors: 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 10 years.



WHAT WERE YOU BORN TO DO?

AGES 16 TO ADULT

You were born to make a unique contribution to humanity. Progressing toward this purpose brings joy and abundance. Straying from it causes stress and emptiness. To accomplish this mission, one of the 33 Natural Talents® is wired into your DNA. It is so subtle, you rarely notice it; yet so powerful, it's the source of your highest potential. Elvis, Oprah, and Einstein were all just "doing what comes naturally." Expressing your Natural Talent ignites passion & pursuing it relentlessly evolves into your destiny-which magnetically attracts all your heart's desires.

Sun, 2/10 1pm-5pm

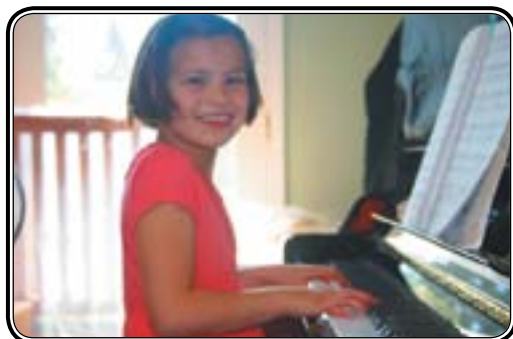
Community Education, room 7

\$55 (plus \$30 material fee, payable to instructor for comprehensive workbook).

Instructor: Curtis Adney, M.S., J.D., is a life coach, the author of "Pinpoint Your Destiny," and conducts this seminar regularly across the Western U.S.

CHILD / TEEN CLASSES

MUSIC



PIANO: INTRODUCTION

GRADES 1-8

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, 1/5 – 2/9 10:05am-11:05am
Burnight Center, room 68
\$69 (plus \$10 material fee, payable to Teacher).

6-Sat, 2/23 – 3/30 10:05am-11:05am
Burnight Center, room 68
\$69 (plus \$10 material fee, payable to Teacher).

PIANO: BEGINNING

GRADES 1-8

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, 1/5 – 2/9 11:10am-12:10pm
Burnight Center, room 68
\$69 (plus \$10 material fee, payable to Teacher).

6-Sat, 2/23 – 3/30 11:10am-12:10pm
Burnight Center, room 68
\$69 (plus \$10 material fee, payable to Teacher).

PIANO: INTERMEDIATE

GRADES 1-8

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. Class can be repeated.

6-Sat, 1/5 – 2/9 12:15pm-1:15pm
Burnight Center, room 68
\$69 (plus \$10 material fee, payable to Teacher).

6-Sat, 2/23 – 3/30 12:15pm-1:15pm
Burnight Center, room 68
\$69 (plus \$10 material fee, payable to Teacher).

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: INTRODUCTION

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, 1/5 – 2/9 9am-10am
Burnight Center, room 68
\$69 (plus \$15 material fee, payable to Teacher for book).

GUITAR: INTERMEDIATE

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 Beginning Guitar class.

6-Sat, 2/23 – 3/30 9am-10am
Burnight Center, room 68
\$69 (plus \$15 material fee, payable to Teacher for book).



*"I learned 36 chords in 6 weeks!
I learned more about guitar
than my friend did in months
of taking lessons. I had fun,
and plan to come again."*

Sam

CHILD / TEEN CLASSES

MUSIC



COMMUNITY BAND

AGES 10 TO ADULT

This is a concert band consisting of wind and percussion players. Emphasis is on playing the finest traditional and contemporary band literature available, individual musicianship and fine ensemble playing. Two to three concerts will be scheduled.

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

18-Tues, 1/15 – 5/21 7pm-10pm
(no class 3/19)
Burnight Center, room 53
\$125

COMMUNITY ORCHESTRA

AGES 10 TO ADULT

This is an orchestra consisting of string, wind and percussion players. Emphasis is on playing the finest traditional and contemporary orchestral literature available, individual musicianship and fine ensemble playing. Two to three concerts will be scheduled.

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

16-Mon, 1/14 – 5/20 6pm-9pm
(no class 1/21, 2/18, 3/18)
Burnight Center, room 53
\$125

Instructor: Dr. David Bettencourt holds a music education 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.

ATHLETICS & MOVEMENT

ICE SKATING

AGES: TOTS 3-5, KIDS 6-12, OR 13 & UP

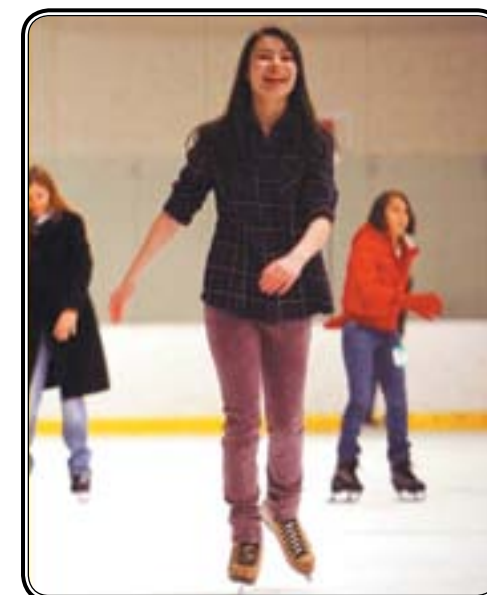
Learn to ice skate with us at East West Ice Palace this spring. Our skating school offers classes for all age groups from toddlers to adults. Come alone or sign up the whole family and have fun together! You will begin with the fundamentals and progress to more advanced skills.

Bonus: Free rental skates and free open skate for practice from 2-5pm on Wednesdays before your class!

5-Wed, 1/9 – 2/6 5:40pm-6:10pm
OR
5-Wed, 2/20 – 3/20 5:40pm-6:10pm
OR
5-Wed, 4/3 – 5/8 (no class 4/24) 5:40pm-6:10pm

East West Ice Palace
\$59 (includes skate rental & open skate time).

Instructors: East/West Ice Palace Teachers



CHILD / TEEN CLASSES

ATHLETICS & MOVEMENT

TOOTSIE ROLLERS

AGES 18 MONTHS - 3 YEARS;
PARENT PARTICIPATION REQUIRED

Let's MOVE! This class is jam-packed with music, movement and Tumble-N-Fun! Together, we'll tumble-roll-balance-bounce-sing-hop-jump and enjoy safe, creative fun + music! Your toddler will learn to express themselves through creative play to gain balance, coordination and social interaction. Join us and be a "Tumble-N-Kid!"

6-Sat, 1/19 - 2/23 11:20am-12:05pm

Community Education, room 4

\$65 (plus \$1 material fee, payable to Teacher)

6-Sat, 3/9 - 4/13 11:20am-12:05am

Community Education, room 4

\$65 (plus \$1 material fee, payable to Teacher).



TUMBLE STARS

AGES 3 TO 5 YEARS;
SOME PARENT PARTICIPATION MAY BE REQUIRED

Girls and boys are introduced to gymnastics in a safe, fun, age-appropriate atmosphere. Tumbling skills, "Position of the Day," rolls, balance beam, beginning cartwheels and more! Gymnastic skills are a great foundation for all sports! Lively music, props and creative play help students develop body control, flexibility, strength, coordination and balance. Class encourages confidence and fitness while teaching valuable skills to take them to the next level! Progressive skill level instruction helps "Tumble Stars" happily zoom to confidence, pride and success - high 5's for everyone!

6-Sat, 1/19 - 2/23 10:30am-11:15am

Community Education, room 4

\$65 (plus \$1 material fee, payable to Teacher).

6-Sat, 3/9 - 4/13 10:30am-11:15am

Community Education, room 4

\$65 (plus \$1 material fee, payable to Teacher).



JAMMIN' GYMNASTS

AGES 6-10; NO PARENT PARTICIPATION

Girls and boys safely learn age-appropriate gymnastic skills including floor-tumbling, cartwheels, bridge/backbends, rolls, handstands, balance beam, trampoline and more. Beginners welcome! Gymnasts experience the benefits of healthy exercise, strength, coordination, agility, and balance while building self-confidence - valuable skills for all sports! Music and obstacle courses make learning FUN while progressive skill instruction enhances individual accomplishment, creating confidence and success.

6-Sat, 1/19 - 2/23 12:15pm-1:15pm

Community Education, room 4

\$65 (plus \$1 material fee, payable to Teacher).

6-Sat, 3/9 - 4/13 12:15pm-1:15pm

Community Education, room 4

\$65 (plus \$1 material fee, payable to Teacher).

Instructor: Tumble-N-Kids, Inc.

GYMNASTICS DISCOUNT:

Sign up two or more kids at the same time, and get \$5 off each registration!

CAMPUS MAP & PARKING INFORMATION

A PARKING PERMIT IS REQUIRED & ENFORCED 24 HOURS A DAY, YEAR-ROUND

If you are coming in person to register, The Community Education Building has 30-minute free registration parking in front of the building.

If you are attending a class and parking on campus, you will need to purchase a daily or semester pass. Daily passes are \$2 and are available at the automated machines in the parking lots on campus (marked on the map below as **PM**.) Semester permits are \$40 and are valid for the entire 18-week semester; these can be purchased through our campus police department.

With a parking pass you are able to park in the white student stalls only - no parking allowed in yellow staff stalls. Students with a disability "DP" plate/placard can park in any stall, but are still required to purchase a parking permit.



REGISTRATION INFO, TRANSFER, CANCELLATION & REFUND POLICIES



ONLINE

CerritosCommunityEd.com



PHONE

562-467-5050



WALK-IN

Office Hours:

Mon-Thur 8:00am – 6:15pm

Friday 8:00am – 5:00pm

Saturday 7:45am – 1:00pm

Note: The office will be closed 12/23-1/1, 1/21, 2/15, 2/18 & 3/22



SCAN/EMAIL

CommunityEd@Cerritos.edu



FAX

562-467-5013



MAIL

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

Once you are registered in a class(es), you will receive an emailed receipt and class confirmation, which contains all the information about the class(es) that you registered for.

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 & REFUNDS

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, and a full refund will be issued.

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 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 training courses have a different refund/transfer policy – see p. 17.

Registration fees paid by credit card will be refunded to that card within 72 hours. Payments made by cash or check will be refunded by check from the District within 3 weeks and 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://cms.cerritos.edu/activities/judicial-affairs.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.

REGISTRATION FORM



Online:

CerritosCommunityEd.com



Phone:

562-467-5050



Scan/Email:

CommunityEd@Cerritos.edu



Fax:

562-467-5013



Mail or In-person:

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

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 #: _____ Check Amount: _____

READ • SIGN • DATE

We reserve the right to substitute presenters and/or change class locations as needed. Any class that does not meet minimum enrollment may be cancelled.

TRANSFER / REFUND POLICY: You may obtain a transfer or refund if you contact us within three (3) or more business days notice prior to the start date of the class (\$10 fee per class applies for all transfers/refunds). Once a class has begun, no refunds or transfers are given. No refunds are given due to enrollment into a class that is the wrong age or grade level, or for not receiving your email confirmation. Motorcycle training courses have separate transfer/refund policies – please check the Community Education printed schedule or our website for the complete refund policy.

CONSENT: I understand that Cerritos College Community Education does not provide any type of academic credit for its classes. I agree to release Cerritos College Community Education, any instructors and/or assistants from any liability arising from participation in classes. I understand that Cerritos College Community Education does not provide health or medical insurance for students. Consent is hereby given to the Cerritos College Community Education instructors or supervisors to give or seek any medical aid in case of emergency. We reserve the right to use first name, images (photo, video) and/or statements taken (such as an interview, survey, etc.) of students who participate in any class or program offered at Cerritos College. Written notification must be given if a student's photos, videos or written statements can not be used.

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



INDEX

Addiction, My Sanity Over Your Addiction	15 & 29	Meditation & Breathing, Intro to.....	25
Auto Wholesale Business from Home.....	11	MORE Practice - Riding Clinic.....	21
Belly Dancing.....	23	Motorcyclist Training Course (MTC)	20
Born to Do What?.....	10, 31 & 33	Mystery Shopper	11
Build Your Website.....	4 & 27	Natural A's (grades 4-11)	33
Business Opportunities in Credit Rescoring.....	8	Notary Commission, Now What?	8
Business Process Mapping.....	3	Notary Public (new, renewal).....	7
Caribbean & Latin Dancing.....	23	Organize, Prioritize & Manage Your Time	3
Ceramics, Intermediate	23	Piano: Beginning (grades 1-8).....	34
Communicate with Difficult People	5 & 14	Piano: Intermediate (grades 1-8)	34
Community Band (ages 10-adult)	24 & 35	Piano: Intro (grades 1-8)	34
Community Orchestra (ages 10-adult)	24 & 35	Professional Child Visitation Monitor	11
Deal with Disagreements, Conflict	5 & 14	Project Management	2
Develop Skills of a Successful Leader.....	5	Project Planning & Scheduling Techniques.....	2
Differentiating Yourself in the Workplace.....	3	Project Requirements:	2
eBay, Advanced Selling on	10 & 30	Property Management.....	9
eBay, How to Sell.....	10 & 30	Public Speaking, Overcome Your Fear.....	15 & 28
Emergency Preparedness.....	28	Reiki I & Reiki II	25
Essential Skills of Masterful Communication	5 & 14	Rescore Your Credit.....	4 & 28
Estate Planning.....	19 & 31	Retirement, Putting your \$\$ to Work	19
Extreme Couponing.....	27	Salsa Dancing	23
Face Painting.....	9 & 29	SAT Preparation (grades 9-12)	33
Face Reading.....	14 & 30	Self-Published for Free!.....	6
Fantasy Makeup	13	Sell Your Ideas & Inventions	6
Feng Shui, Interior Design using.....	27	Social Security Benefits, Strategies to Maximize.....	19
Film School.....	12	Stocks-Bonds-Mutual Funds	18
Get into E-Commerce for Free!	4	Stress Reduction & Relaxation	26
Guided Imagery, Losing Weight	26	Tai Chi Chaun	26
Guided Imagery, Stress Reduction	26	Taxes, Investments & Retirement.....	18
Guitar: Intermediate (ages 14-adult).....	24 & 34	Think Healthy, Be Thin, Stay Thin.....	26
Guitar: Intro (ages 14-adult)	24 & 34	Threading.....	13
Gymnastics: Tootsie Rollers (ages 1.5-3)	36	Traffic School	31
Gymnastics: Tumble Stars (ages 3-5)	36	Understanding Grief & Loss	15 & 29
Gymnastics: Jammin' Gymnasts (ages 6-10)	36	Vintage Wedding Makeup	13
Hatha Flow Yoga.....	25	Voiceovers	12 & 30
Home Based Business	6	Website, Build Your Own.....	27
Ice-Skating (ages tots to adults).....	35	Wedding Makeup, Vintage	13
Intensive English Program (IEP).....	16-17	What Were You Born To Do?.....	10 & 33
Interior Design Using Feng Shui	27	Wood & Bowl Turning, Fundamentals.....	22
Intermediate Riding Clinic (IRC)	21	Woodturning Techniques	22
Interviewing Skills That Deliver.....	10 & 28	Woodworking for Contemporary Spaces	22
Loan Signing Agent.....	8	Woodworking Fundamentals.....	22
Makeup Artist.....	13	Writing for Online Blogs, Mags & Websites	9 & 27
Math Tutoring (grades 7-12).....	33	Yoga, Hatha Flow.....	25
Medicare & Long Term Care.....	18		

CLASSES YOU'VE ASKED FOR... WE DELIVER!



NEW

Extreme Couponing
(p.27)



NEW

**Interior Design
using Feng Shui**
(p.27)



*Back by
Popular
Demand*

Emergency Preparedness
(p.28)



**Cerritos College District
Community Education**

11110 Alondra Blvd.
Norwalk, CA 90650

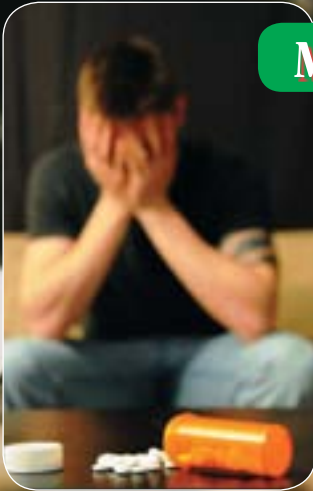
DATED MATERIAL

Non-Profit
Organization
U.S. POSTAGE

PAID

Cerritos College

"Self-care is not selfish. You cannot serve from an empty vessel." — Eleanor Brown



MY SANITY OVER YOUR ADDICTION



see p.15

UNDERSTANDING GRIEF & LOSS

CerritosCommunityEd.com