WORKSHOP LISTING FALL 2008

Online Courses through Ed2Go
Your choice of a great variety of online classes

Health Career Training Programs
Clinical Medical Assistant
Phlebotomy Certification
Pharmacy Technician

Starting & Managing Your Own Business
Businesses You Can Run from Home
Tools to Start Your Home-Based Business
Marketing for the Small Business Owner
Relationship Marketing
Management Skills
Customer Service = Customer Satisfaction
Starting Your Own Medical Insurance Billing Business From Home

Career Training
Mystery Shopping (Online Seminar)
Bartending the Easy Way (Online Seminar)
Discover Your Life Purpose
Mid-Life Career Change
The Joys & Benefits of Volunteering
You're on the Air: How to REALLY Make It in Voice-Overs
Become an Independent Home-Based Online Travel Agent
Writing & Publishing Your 1st Book (Or 7th)

Real Estate & Investments
Rollover IRA Planning for Job Changers & Retirees
Real Estate Investing: Working the Numbers
Managing Rental Property
Investing in Real Estate
Making Sense of Investing
Understanding Your 401K
Building Your Financial Portfolio on $25 a Month (Or Less)

Money Matters
Living in the Black
* From Nickels & Dimes to Millions
The Secrets Behind The Secret
Debt Freedom: The Abundant Life
Crouching Taxes, Hidden Profits

Business & Professional Growth
First Impressions: How to Answer the Phone
Time Management
* How Likeable Are You Professionally?
Overcoming Nervousness in Public Speaking
Presentations Done Right
* Ace the Interview and Dress for Success
* How to Bring Out the Best in Your People Management Skills
Customer Service = Customer Satisfaction
Stress Management for Work & Home

Medical Insurance Billing Seminars
Introduction to Medical Insurance Billing
Advanced Medical Insurance Billing
Computerized Medical Insurance Billing
Workers’ Compensation & Personal Injury
Starting Your Own Medical Insurance Billing Business from Home

Notary Public Workshops
Notary Public
* Notary Public - Test-Only Option
Mobile Notary Signing Agent & Loan Document Training
Real-Life Notary Skills for Everyday Use

Computer Education
QuickBooks Pro 2007
* Introduction to the Internet & E-Mail for Adults 55+
Introduction to MS Word
A User's Guide to Google
How to Create a Basic Website
Introduction to MS PowerPoint
Introduction to MS Publisher
Introduction to Windows XP
Introduction to Bookkeeping
Computer Virus Removal

Dance & Music
Community Choir Sings "Songs of the Seasons"
International Dance Program:
Belly Dancing
Hula / Tahitian Dance
Scottish Country Dancing
Ballroom Dance Program:
Ballroom Dance Workshop: The Salsa Dances
* The Basics: Waltz, Fox-Trot, & Tango
* Nightclub Two-Step
* Intermediate East Coast Swing
* Line Dances: Samba, Electric Slide, Etc.
Ballroom Dance Workshop: The Smooth Dances
Music Program:
Suzuki String Instruments
Beginning Piano I
Beginning Piano II
Beginning Guitar I
Music Reading for Total Beginners
Instant Piano for Busy People
* Healthy Harmonica
Beginning Blues Harmonica
Introduction to Electric Bass
Blues Band 101
Play Piano by Ear
How to Play Boogie-Woogie Piano
Beginning Guitar II

**TV & Broadcasting**
Costuming for Film and TV
Sports Broadcasting
You're on the Air: How to REALLY Make It in Voice-Overs
Introduction to Television Studio Production

**Food & Wine**
Cake Decorating I: The Basics
* Decoración de Pasteles: Lo Basico
Wine Appreciation & Enjoyment
Advanced Royal Icing Flowers
* Pie Crusts for Sweet & Savory Fillings
Baking Baklava
* Holiday Entertaining & Planning Essentials

**Film & Foreign Language**
French Film: The Seventh Art
Survival French for Travelers
* East Meets “Western”
Conversations in Spanish
* Italian for Travelers

**Health & Fitness**
Strength Training
Yoga-Lates
Yoga Flow
Dancercise
Pilates with a “Twist”
Intermediate Pilates
Cardio Salsa/Dance
* Zumba® Fitness
Express Weight Training
Chair Exercises
Strength through Stretching
Cardio Kick-Boxing
Tai Chi Chuan
Basic Aikido
Self-Defense for Women
Boomers, Get Up & Get Active:
   Section 1: Scuba Diving & Kayaking
   Section 2: Classic Cars & Bicycling (On- and Off-Road)
Combined Section - Save $5!
   Section 3: Hiking/Backpacking & Running
A Hiking Primer: From Your First Steps to Half Dome

**Stress Management & Meditation**
Gentle Yoga
Yoga with JoDee
Life-Enhancing Meditation
Hypnosis Helps!
* Meditation 101: Pathways to Inner Peace
Aromatherapy 101
Stress Management for Work & Home

**Painting & Drawing**
Introduction to Watercolor Painting
Introduction to Oil Painting
Beginning Drawing
* Intermediate Drawing

**Photography**
Developing a Photographer’s Eye
Digital Photo Basics
Editing Your Digital Photos

**Hobbies, Arts & Crafts**
* Introduction to 3-D Beading
Portable Power Tools & Project Organization
* Techniques in Scrapbooking
Front Yard Haunting 101
* Front Yard Haunting 102
* Nightmares & Tablescapes
Knitting for Beginners
* Magic for Beginners
* Thanksgiving Centerpiece Arrangement
* Introduction to Chinese Knotting
* Zombie 101: Zombies are People Too!
Genealogy Is Family History
* Beading for Beginners: Wire Flowers
* Rubber Stamping Basics
  Knitting: Beyond the Basics
  Stained Glass Art I
  How to Make Photo Charm Jewelry
* Fun with Holiday Wreaths
Bass Fishing Made Easier
Creating Mosaic Art
Sensational Gift Packaging

**For the Birds**
Gardens to Attract Birds & Butterflies
Birding 101
How to Build a Basic Birdhouse

**Home & Garden**
* Spring Bulbs
Portable Power Tools & Project Organization
Fall Garden Tour of Golden Gate Park
Basic Pruning for Landscape Shrubs
Advanced Pruning
Create a Holiday Mantel Garland

**Personal Interest & Enrichment**
FOR GOODNESS SAKE: How YOU Can Make a Difference
Hand-Tied Fleece Blankets & Other Projects
Sewing Projects
Women’s Wisdom in Midlife: Pathways to Your Authentic Self
Boosting Your Brain Power
Firearm Safety for Citizens
* Magic for Beginners
The Joys & Benefits of Volunteering
A Hiking Primer: From Your First Steps to Half Dome
Writing & Publishing Your 1st Book (Or 7th)

* New Workshop