Santa Fe Community College
Continuing Education
Fall 2021 Noncredit Class Schedule

Register Online Today!

Canyon Colors: The Pastel Landscape at Ghost Ranch  P1
Jazz History  P17
Railroads of New Mexico  P23
Chaco Canyon Stories  P21

Face to Face Art and Hiking Classes Inside.

Keep Learning!
www.sfcc.edu/ce
Welcome back!

Paint, draw, hike, create, play, enjoy.

Many of your favorite instructors are back and looking forward to welcoming you in class. Our fall schedule is packed with in person classes so you can enjoy the experience of learning together on campus.

Live Local Online classes are available, too, for you to continue learning from home. Visit Chaco Canyon, the Galisteo Basin, Railroading adventures or ancient architecture virtually.

Professional development experiences are also plentiful this fall through online instructor led classes. Discover new skills or deepen your knowledge in a field you already know.

We are committed to delivering quality class offerings in all modalities. We want to know how we can improve our service to you. Please stay in touch and enjoy our fall classes.

Kris Swedin
Director of Continuing Education and Contract Training

Customer Satisfaction Guarantee:

Your satisfaction is our highest priority.
If at any time you are not fully satisfied with your class, site or instructor, call 505-428-1676.
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#### CAMPUS INFORMATION

- This icon denotes live, in person, classes.
- This icon denotes online and zoom classes.

### LIVE CLASSES

**Live. Local. Online.**

These classes are live, in real-time, and offered in a virtual classroom.

- Connect with other students who share your interests.
- See and interact with your instructor, and your fellow students, for a more personal experience.
- Access your virtual classroom via Zoom.

*Students do not need to have a Zoom account! You can join directly from your favorite web browser. Just one click, and you’ll be taken straight to your virtual classroom, no extra log-in required.*

### ONLINE CLASSES

**Online Available Anytime**

These classes are traditional online classes available at your convenience.

- Our online courses are fun, informative, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners.
- Complete any of these courses entirely from your home or office and at any time of the day or night.
- Choose from two convenient options to suit your needs: Instructor-led courses begin every few weeks. Self-paced courses allow you to complete a course on your own schedule.
NEW! Beyond Art Jargon: Writing an Authentic Artist Statement

As a visual artist, do you feel words get in the way and that your art should speak for itself? Clear communication when writing or speaking builds understanding of and interest in the whys and hows of your work. It is not about learning the right verbal art jargon. Creating an artist statement, if done correctly, helps you connect with yourself, collectors, galleries, and the art community. Take the time to discern and communicate the why of the art you make to connect to your core audience. In this three-session zoom class, hone and edit your writing statement into three strong paragraphs working with what you make, and how and why you make it.

Fall Watercolor Workshop
This workshop is for those who have had at least minimal experience using watercolors, either by attending a Fun with Watercolor class, from other classroom experiences or from being self-taught. Practice the medium while exploring new ways to paint and problem solve in a friendly and supportive environment. Choose your own subject matter and paint in your own technique. Instructor presents demonstrations and offers feedback. Enjoy a brief show and tell period during each session.

Abstract Drawing
Emphasize individual expression by following your own thinking, feeling and seeing through drawing on paper. Graphite, charcoal and ink are explored. Color can be added with other mixed media. Enjoy an adventure in creative courage and opening the imagination. Many techniques and styles are demonstrated as you are guided to develop a personal vision. Learn to draw with freedom and try new approaches that lead to breakthroughs. All styles are supported. Experience the poetry in drawing and the joy of discovery.

Fall Watercolor Workshop
10/26–11/9 Tues 11 am–1 pm
Class #: 1568
Mantecon, Fee: $129

Abstract Drawing
9/8–10/27 Wed 9 am–12 pm
Class #: 1374
Long, Fee: $189

Figure Seminar Life Drawing
Drawing the nude-from quick, warm-up, gesture drawings two long studies per evening - improves drawing skills, awareness and understanding of one of the oldest traditions in art. Short slide presentations of master works on anatomy and personalized critiques are part of the courses. Some drawing experience is recommended.

Canyon Colors: The Pastel Landscape at Ghost Ranch
Join master pastelist Jane Shoenfeld on an excursion to Ghost Ranch in Abiquiu. Join Jane online for a 2 hour class, where she will teach you how to create brilliant color with pastel techniques. On Saturday, the class will meet in Abiquiu. You will create expressive pastel paintings of these canyons and mesas. There is a $10 entry fee to Ghost Ranch, not included in the course fee. Jane Shoenfeld has been teaching pastel landscape painting at Ghost Ranch for 30 years.

Students do not need to have a Zoom account! You can join directly from your favorite web browser. Just one click, and you’ll be taken straight to your virtual classroom, no extra log-in required.
Acrylic Painting

Abstract Acrylic Painting
Emphasize individual expression by learning to follow your own thinking, feeling and seeing through acrylic paint. Enjoy an adventure in creative courage and opening the imagination. Many techniques and styles are demonstrated as you are guided to develop a personal vision. Learn to paint with freedom and try new approaches that lead to breakthroughs. All styles are supported. Experience the poetry in painting and the joy of creating.

8/21–10/9 Sat 9 am–12 pm
Class #: 1368
Long, Fee: $189

10/16–12/4 Sat 1–4 pm
Class #: 1369
Long, Fee: $189

Acrylic Landscape Painting
The landscape has inspired countless artists to push past direct realism to find a symbolic, abstract or spiritual voice. The goal is to go inside the landscape, using acrylic paint or mixed media to direct the feelings, sensations and impressions you experience. Discover important artists who have explored the landscape. Explore artists who play with figure/ground relationships and those who use light and color to carry their vision. Learn to see and paint in new ways, explore the painting process and take creative risks as you feel the pulse of the earth and your relationship to it.

9/9–10/28 Thu 1–4 pm
Class #: 1372
Long, Fee: $189

Open Genre Acrylic Painting
You are welcome to pursue all styles of painting using acrylics: abstraction, impressionism, realism or anything in between. All creative expressions and subject matter are supported. Break free from limitation and find your personal voice as you learn to trust what is revealed in the painting process. Discover new compositional and aesthetic strategies. If you share the instructor’s passion for painting, then join in a celebration of self-discovery in a supportive and encouraging atmosphere. Open to everyone whether you are a beginner or seasoned artist.

8/21–10/9 Sat 1–4 pm
Class #: 1370
Long, Fee: $189

10/16–12/4 Sat 9 am–12 pm
Class #: 1371
Long, Fee: $189
NEW! Realistic Drawing Workshop for Beginners
Learn techniques of drawing realistically in a one-day workshop. Discover the historical foundation of drawing based on methods developed and used by Leonardo da Vinci and Michelangelo during the Renaissance. Working in charcoal, you will learn how to apply a charcoal surface ground, use a grid, notice positive and negative shapes, use “chiaroscuro” (drawing light and dark shapes) techniques and use blenders and erasers to achieve realistic images. Enjoy this experience in art instruction that will build skills to last a lifetime. No previous experience is required, and yet, even beginners will be able to draw portraits in less than a day.

9/18 Sat 9 am–3 pm
Class #: 1383
Mariel, Fee: $89

Charcoal Landscape Drawing I
Charcoal is a rich and lively medium with which you are able to create powerful black and white imagery. Not only is it easy to work with, it is a fun way to translate the landscape into a finished work of art. Using simple vine charcoal, learn to draw images in no time that look exactly like the scene you’re viewing. If you enjoy painting with very large brushes, you will appreciate learning to fashion charcoal into “brushes” that sweep across the paper with ease and delight. You’re not just learning to draw a landscape; you’re experiencing how to paint one.

10/23-11/20 Sat 12:30–4:30 pm
Class #: 1548
McGuire, Fee: $249

Collage Art
Discover collage techniques working with a variety of materials. Create with glues, papers, paints, ripped drawings, your own photos, photocopies, string, cloth and more. Learn how to fasten flat objects or build up material into sculptured relief. Choose wood panels, canvas, paper or cardboard substrates. Finished artwork can be abstract, realistic or surreal. It’s your exploration.

9/8-10/27 Wed 1–4 pm
Class #: 1375
McGuire, Fee: $249

Drawing On The Right Side of the Brain I
Discover the perceptual skills necessary for realistic drawing. In a carefully sequenced process, learn how to see differently, in a way that enables you to draw with a high degree of skill and finish drawings from live models with realistic likenesses. No previous drawing experience is required.

9/7-10/26 Tue 6–8 pm
Class #: 1376
Mariel, Fee: $189
Frida Kahlo

Series: Frida Kahlo’s Life, Works and Iconic Style
Join in an exploration of Frida Kahlo’s paintings through her lifetime of experiences. How did pain and her iconic way of dressing influence her work? Where she lived, her experiences with her husband, Diego Rivera, and her friendships with some of the 20th century’s most famous people are part of your journey. Register for the entire series and save! Or choose individual classes listed below.

Frida Kahlo: Pain and Glory
The most influential Mexican female artist of the 20th century, Frida Kahlo lived with physical pain most of her short adult life because of a horrific accident. She translated that pain into timeless selfies. Explore the themes of suffering and resilience through Frida’s most iconic paintings and her personal diary to learn from her own words.

9/9 Thu 6-7:30 pm
Class #: 1580
Rovelo, Fee: $29

Frida Kahlo: 100 Years Celebration at Palacio de Bellas Artes
In 2007, the Palacio de Bellas Artes in Mexico City celebrated the 100th anniversary of Frida Kahlo’s birth with an attendance record-breaking exhibit of Frida’s work. Travel back in time to visit the exhibit including personal items, letters, paintings and Mexico itself. Celebrate Frida’s life and work once again.

9/16 Thu 6-7:30 pm
Class #: 1581
Rovelo, Fee: $29

Frida Kahlo: Hecho en Mexico
Artist Frida Kahlo was a lover of Hecho en Mexico or Made in Mexico. Frida promoted Mexican heritage and pride through her physical persona and work. Her paintings and unique Fashionista style have become well-loved representations of Mexican myth and patriotism. Explore aspects of Frida’s art and wardrobe that have inspired new generations of home-grown and international designers including France’s Jean Paul Gaultier.

9/23 Thu 6-7:30 pm
Class #: 1582
Rovelo, Fee: $29

Frida Kahlo: Life and Death in La Casa Azul
La Casa Azul, the Blue House, is the Frida Kahlo museum in Mexico City. This is the house of Frida’s birth and death and the center of her childhood memories. Learn about the history of La Casa Azul and its role as an intellectual, political, social and artistic space in early to mid-20th century Mexico. Explore how Leon Trotsky, André Breton, Tina Modotti and Chavela Vargas became part of the Casa Azul legacy.

9/30 Thu 6-7:30 pm
Class #: 1583
Rovelo, Fee: $29
**Art Adventures**
Join an exploratory, experimental, fun adventure in art making. Learn imaginative techniques and combinations of painting, drawing, mixed media and collage. Some projects combine 2D and 3D. Substrates for creating on include canvas, fabric, wood, paper, cardboard and photographic prints. Learn to use materials in unexpected ways. After a new project is introduced you are free to proceed in an individually inspired direction leading to personal breakthroughs. All skill levels welcome.

9/9–10/28 Thu 9 am–12 pm
Class #: 1373
Long; Fee: $189

**Fun With Watercolor I**
This course introduces beginning students to the joy of creating beautiful watercolors. Discover easy and fun ways to use paint brushes and paper to create lovely effects that will excite and entertain. Starting with basic brush manipulations, explore different subject matter while practicing a variety of paint applications on both wet and dry paper. Three important painting styles will be introduced, as well as strategies for starting, executing and finishing paintings in no time. The emphasis will be on having lots of fun with watercolors while learning solid fundamentals and professional skills and techniques.

10/21–11/18 Thu 12:30–4:30 pm
Class #: 1547
McGuire; Fee: $249

**Monotypes: Creative Printmaking Without a Press**
Monotypes offer the exciting freedom to work with a variety of materials and methods that give you the opportunity to create with spontaneous and often surprising results. Unlike many other printing methods, they do not require a press. Explore the singular unique impressions that can be created through a variety of techniques and by combining simple materials. You will achieve a creative understanding of this fun and versatile printing method. Seasoned artists and beginners are welcome.

10/26–12/7 Tue 6–8 pm
Class #: 1360
Mantecon; Fee: $149

**COOKING**

**Whole Food Plant-Based Diet**
Explore plant-based foods and how to build them into your diet and lifestyle. What are the health benefits of a plant-based diet and how does culture affect our food choices? Through lecture, discussion and cooking recipes in your own home, discover the options within the Whole Foods Plant-Based diet. Learn about behavior change techniques and enjoy seasonal recipes. Your instructor, Evelyn Eigner-Herrera, has completed nutritional studies at Cornell University and through Plant Pure Communities and Moving Medicine Forward. You will receive recipes in advance so you can gather supplies and cook together using the tools you have at home. Online local class delivered through Zoom.

10/14–11/18 Thu 1–2:30 pm
Class #: 1349
Herrera; Fee: $129
CRAFTS

Begining Calligraphy and Lettering Arts
Learn the art of beautiful writing using the simplest of tools, a chisel-pointed pen nib and ink. Practice the lower and upper case letterforms of italic writing. This hands-on course allows you to explore pen, ink and paper while practicing techniques. Finish class with your own samplers to keep and practice. Taught by professional calligrapher Sherry Bishop. In person class.

10/6–10/27 Wed 6-8 pm
Class #: 1544  Bishop, Fee: $129

Beginning Tinwork
The art of tinwork has been practiced in many parts of the country and throughout the world. New Mexican tinwork has a unique style influenced by generations of craftspeople. Award-winning Spanish Market Master Artist, Richard Gabriel, introduces you to the tools used in traditional New Mexico tinworking. Learn punching, cutting and embossing techniques while working from start to finish on pieces of your own. No previous experience necessary. Three session. No class on Oct. 2.

9/25–10/16 Sat 10 am–3:30 pm
Class #: 1390  Gabriel, Fee: $129, Materials Fee: $49

Modern Embroidery
Embroidery is as simple as one color of thread on a needle using one simple stitch, or complex with many colors and a variety of stitches. Join Elizabeth Harris to learn some basic hand stitching. Simple, low cost and portable, embroidery is easy to learn and endlessly versatile.

8/21–8/28 Sat 9:30 am–12 pm  Class #: 1552  Harris, Fee: $89
10/23–10/30 Sat 9:30 am–12:30 pm  Class #: 1553  Harris, Fee: $89

New Mexico Tin Ornaments
Work with noted tin artisan Richard Gabriel to create a handcrafted tin ornament for your New Mexico Christmas tree. No previous experience is needed to create a beautiful tinwork addition to your holiday decorating. Different ornaments will be created in each of these two classes.

12/1 Wed 6–9 pm  Class #: 1391  Gabriel, Fee: $49, Materials Fee: $20
12/7 Tue 6–9 pm  Class #: 1392  Gabriel, Fee: $49, Materials Fee: $20

Silver Jewelry with Silver Metal Clay
Silver metal clay is an exciting material consisting of silver particles in a nontoxic binder and water. It looks, feels and acts like clay. When heated, the binder and water burn away to leave 99-percent pure silver. Practice firing with a small butane torch, an easy process that takes just minutes. Experienced artists will find this material fascinating, but no previous experience is needed. Leave class with finished silver jewelry. Learn the basics in one day and be able to work on your own.

10/5 Tue 10 am–5 pm  Class #: 1348  Carrillo, Fee: $129, Materials Fee: $99
Stained Glass
Bring the warmth and beauty of stained glass into your home with a project you will complete in weeks. Learn all the basic skills of glass cutting and construction in this hands-on class that demystifies the art of cutting glass. This course focuses on the design and construction of stained glass using the Tiffany method to make several windows. Students are expected to purchase their own materials.

10/13–12/8 Wed 6–9 pm
Class #: 1357
Sulzburg, Fee: $189

Tin Tree Top
Nothing says northern New Mexico more than a handcrafted, tin tree-topper on your Christmas tree. No experience is needed to create your own tinwork design. A star, an angel or some other imaginative topper can be executed in tin and enjoyed by your family and friends for generations.

12/3 Fri 6–9 pm
Class #: 1393
Gabriel, Fee: $49,
Materials Fee: $20

Unique Jewelry Using Paper Beads
Transform colorful strips of paper into beautiful beads in this workshop led by multi-media artist Bunny Tobias. With her guidance, you will learn how to make the beads and craft 20-inch necklaces using exotic, colorfully-patterned Japanese handmade papers and other media. Explore how to add glass, metal or vintage jewelry parts to your creation. While you work, discover the history of paper and its use as wearable art. All tools and materials will be provided—along with great conversation and inspiration.

10/2 Sat 10 am–4 pm
Class #: 1362
Tobias, Fee: $129,
Materials Fee: $25

CREATIVE WRITING
Art and Culture as Memoir
Did witnessing Joni Mitchell in concert convince you to become a poet? Did seeing a production of Who’s Afraid of Virginia Woolf make you reexamine your own marriage? Did watching the film Ordinary People help you understand your own family dynamics? Did seeing the Mona Lisa at the Louvre inspire you to study art history? Why do we vividly remember the experience of seeing a film, play, work of art or hearing a piece of music from years ago and yet something we just witnessed last week is barely in our consciousness? Discover the connections between your significant cultural experiences and turning points in your life by writing memoir influenced by these memories. Explore your experiences through weekly writing assignments and share with classmates through reading aloud and discussion during class.

11/6–12/11 Sat 11 am–1 pm
Class #: 1529
Leventman, Fee: $89
Reflective Writing for Women
Writing can be a portal for self-inquiry and self-discovery. It clears the mind and opens the heart. Using writing prompts, you will explore a variety of themes for self-reflection and possibility. Topics may include resilience, imagination, curiosity, passion, purpose, compassion and awe. You will have the opportunity to suggest similar themes. Novice and experienced writers are equally welcome. There will be no critiques.

8/18–9/29  Wed 6–8 pm  
Class #: 1355  
Kalil, Fee: $129

Short Form Playwriting
Do you desire to write a play but feel overwhelmed by the daunting task of a full-length piece? In five weeks, focus on best practices of writing for short form theater including structure, dialogue, play length, character development and formatting. Discuss how to get your play into festivals, get published or to create your own performance opportunities. Weekly writing assignments will be read aloud in class and discussed as you learn how to tell a compelling story in the shortest amount of time.

9/2–10/21  Thu 7–8:30 pm  
Class #: 1378  
Salveson, Fee: $89

FITNESS & WELLNESS

Iyengar Yoga
Developed by yoga master B.K.S. Iyengar more than 60 years ago, Iyengar yoga promotes strength, flexibility, endurance and balance through coordinated breathing and poses that require precise body alignment. Equipment like blankets, straps and blocks help the less flexible and also distinguishes Iyengar from other types of yoga. Although Iyengar incorporates the traditional postures, or asanas, that make up the broader category of hatha yoga, the props revolutionized yoga by enabling everyone—even the elderly, sick and disabled to practice. Because of its slow pace, attention to detail and use of props, Iyengar yoga can be especially good if you’re recovering from an injury.

9/12–10/31  Sun 10–11 am  
Class #: 1361  Sloane, Fee: $89

Mindfulness Practice
Improve your health and well-being by learning the practice of Mindfulness. Discover how to reduce stress, increase awareness and remain present in your life. Research has verified that practicing Mindfulness can change the brain and body to become more conscious and peaceful. Using meditation techniques and gentle yoga, you will experience reduced stress and increased kindness toward yourself and others. This class is open to all.

9/11  Thu 6–8 pm  
Class #: 1324  Christianson, Fee: $49

Qigong
Zhineng Qigong (Chi-Lel Qigong) is the world’s most popular medicine-less energy practice. It was created by Dr. Pang Ming and has over 20 million followers. The practice combines Traditional Chinese Qigong healing methods and Western mindfulness techniques. Learn Dr. Pang’s Body/Mind exercises, the Lift Qi up Pour Qi down method and three-centers-merge meditation. Learn how to bring positive universal Qi energy into the body and how to release negative Qi energy that causes illness. All levels of fitness are welcome. Qigong can be practiced standing or sitting, and no equipment is necessary.

9/22–11/3  Wed 10 am–12 pm  
Class #: 1550  Silver, Fee: $129

Reduce Stress with Guided Meditation and Hypnosis
Stress is everywhere. It is in our environment; it lives within us and it touches every aspect of our lives. Although we often cannot change the circumstances of our lives, we can change our reactions to them. Learn guided meditation and hypnosis techniques that will help you better manage the stress in your life and minimize its impact.

11/11  Thu 6–8 pm  
Class #: 1324  Christianson, Fee: $49
Stretch Like a Cat
Movement is medicine. Just watch a cat stretch and purr. Enjoy simple exercises combining movement, breath and whole-body stretching adapted from Yoga, Qi Gong, Martial Arts, Clowning, animal observation and diverse dance traditions. Energize and relax your body by releasing stress and tension, improving balance, connecting body awareness and enhancing creativity and joy. Experience your dynamic body and have fun. Open to everybody.

9/15-10/20 Wed 12-1 pm  Class #: 1537  Newberg, Fee: $89

T’ai Chi for All
This course will consist of T’ai Chi movements from the Sun Style. T’ai Chi consists of fluid, gentle, graceful and circular movements that are relaxed and slow in tempo. These movements have many agile (forward and backward) movements to improve mobility. It also contains Qigong movements which help breathing and relaxation. T’ai Chi is known for its health benefits. T’ai Chi strengthens and mobilizes joints and muscles, improving physical fitness and mental relaxation.

8/29-10/31 Sun 11 am-12 pm  Class #: 1322  Sanchez, Fee: $89

The Gifts and Challenges of Highly Sensitive People
You’re too sensitive. Don’t be a scaredy cat. Sound familiar? In 1996, research psychologist Elaine Aron, PhD., identified a neurological trait that she called highly sensitive people (HSPs). Research has shown that 15 to 20 percent of humans do, in fact, live with a neurologically more sensitive body. Glaring lights, unusual smells, clutter and loud sounds can be jarring and unsettling for HSPs. They are, however, also intuitive, creative, visionary and insightful. Come explore the nature of high sensitivity. This class will be helpful for teachers, health care professionals, employers, and anyone else who is an HSP or who works or lives with highly sensitive people. The content of this class is not meant to diagnose any condition.

10/13-11/17 Wed 6-7:30 pm  Class #: 1356  Kalil, Fee: $99

Yin Yoga
Join local yoga teacher Julia Cairns (RYT 200) as she guides you through the relaxing, yet rejuvenating practice of Yin yoga. You will experience the profound benefits that Yin yoga creates in both mind and body by holding poses for minutes at a time which brings nourishment to the ligaments, bones and connective tissues. There are no standing poses. Yin yoga helps to increase one’s overall flexibility as well as to strengthen both heart and mind. The practice is gentle and calming and is open to all levels.

9/12-10/17 Sun 10-11:15 am  Class #: 1389  Cairns, Fee: $89

Golf Classes
The Power of Positive Putting
Not hitting par, let alone a birdie now and then? Take your putting to the next level with this hyper-focused putting clinic. LPGA Teaching Professional and Certified Putting Instructor Holly Spellman will lead you to effective targeting, set-up, swing and distance control. Class to be held at Marty Sanchez Links de Santa Fe.

9/10 Fri 8-10:30 am  Class #: 1335  Spellman, Fee: $49

9/17 Fri 8-10:30 am  Class #: 1336  Spellman, Fee: $49

Three Days to a Better Golf Short Game
Do you want to lower your score and improve your short game? Focus on your chipping, pitching and putting. Fifty percent of golf shots are made from 80 yards or closer. In a focused three-day class, learn how different setup and ball positions, proper alignment and choosing the right club. Meet at Marty Sanchez Links de Santa Fe.

9/7-9/9 Tue, Wed, Thu 8-9:30 am  Class #: 1333  Spellman, Fee: $149

9/13-9/15 Mon, Tue, Wed 8-9:30 am  Class #: 1334  Spellman, Fee: $149
HOME & GARDEN

Arid Land Restoration
Learn to restore the unique landscape of the arid Southwest. Heal degraded landscapes through mulching, seeding and erosion control. Water harvesting structures that create microclimates for moisture and growth. Structures like one rock das, rock rundowns, medialunas and zuni bowls are introduced. It’s all about harvesting organic matter, storing water in the soil and encouraging vegetative growth and stable landscapes. Examine the ecological restoration projects and their success rates at Apersand Sustainable Learning Center. We will also tour SFCC’s grounds and observe patterns on the land.

Garden Superstars
When it comes to knowing what will grow in New Mexico, few people have more experience than Bob Pennington, owner of Agua Fria Nursery for more than 40 years. Learn about plants and flowers that do incredibly well in our soil and harsh conditions. These are plants that you can ignore and they still thrive and look beautiful. Even if your thumbs aren’t green, you can be a success in your garden!

Gardening Good Enough To Eat
These days, everyone is trying to figure out how to stretch the family budget a little further. Planting your own “eat-ables” has never been more important. Bob Pennington from Agua Fria Nursery, share his experience about how to raise a successful vegetable garden. Learn to plant and how to sneak edibles in-between flowers and other garden plants. Bring your questions. Even at this altitude and with our soil, you can grow your own food.

Simple Greywater Systems
Make use of your household wastewater. Greywater is an important resource that can be used safely for creating gardens and wildlife habitats in our dry climate. This class covers New Mexico greywater code, appropriate soaps for use in these systems and basic gravity-fed greywater systems at Ampersand Sustainable Learning Center, including mulch basins, infiltration chambers and pumice wicks.

Right Plant, Right Place
Discover what plants grow best in the harsh and arid conditions around Santa Fe. Learn how to choose plants and where the best locations are for planting them. Bob Pennington, owner of Agua Fria Nursery will share his board knowledge with you and will answer all your questions.
LANGUAGES

Spanish Preparation
This class provides a solid foundation to proceed to Basic Spanish I, II and III courses. No textbook required.

9/7-10/7 Tue, Thu 5:30–7 pm
Class #: 1587
Sanchez-Cuesta, Fee: $129

Basic Spanish I
This is the first basic class in a series of three, designed to give students a solid foundation in Spanish grammar and a working knowledge of important structures of the language. Required textbook: El Viaje De Su Vida by Lisa Ray Turner and Blaine Ray. Available for $7 at www.tprsbooks.com.

9/8-10/6 Mon, Wed 12–1:45 pm
Class #: 1563
Byrd, Fee: $129

10/11-11/10 Mon, Wed 2–3:30 pm
Class #: 1575
Byrd, Fee: $129

Basic Spanish II
This is the second basic course in the series to give students a solid foundation in Spanish grammar and a working knowledge of important structures of the language. Completion of the Basic I is required and the same textbook is used.

10/12-11/11 Tue, Thu 6–7:30 pm
Class #: 1564
Prada, Fee: $129

11/16-12/16 Tue, Thu 6–7:45 pm
Class #: 1574
Prada, Fee: $129

Spanish Grammar Review
This is the first in a series of three courses with a non-traditional approach. Students will complete an intensive review of all the previous basic courses and grammar in preparation for learning the past tense. Completion of the Basic III course or permission from the instructor is required. There is no textbook.

9/7-10/7 Tue, Thu 2–3:30 pm
Class #: 1571
Byrd, Fee: $129

Past Tense I
This course is the second in a series of three with a non-traditional approach to learning the preterite tense. Completion of Grammar Review course or permission from the instructor is required. There is no textbook.

10/12-11/11 Tue, Thu 2–3:30 pm
Class #: 1591
Byrd, Fee: $129

Past Tense II
This course is the third in a series of three with a non-traditional approach to learning the imperfect tense. Completion of the Past Tense I course or permission from the instructor is required. There is no textbook.

11/16-12/16 Tue, Thu 2–3:30 pm
Class #: 1592
Byrd, Fee: $129

Spanish Intermediate I: Part III
This three-part course will introduce the student to advanced grammar, using the subjunctive mood in the present tense. This class is structured with an emphasis on practice and oral skills. Permission of the instructor is required.

9/8-10/6 Mon, Wed 10-11:45 am
Class #: 1572
Byrd, Fee: $129

Spanish Intermediate II: Part I
This three-part course will introduce the student to advanced grammar, using the subjunctive mood in the present tense. This class is structured with an emphasis on practice and oral skills. Permission of the instructor is required.

10/11-11/10 Mon, Wed 10-11:30 am
Class #: 1573
Byrd, Fee: $129

Spanish Intermediate II: Part II
9/8-10/6 Mon, Wed 10–11:45 am
Class #: 1593
Byrd, Fee: $129

Advanced Spanish
This is an advanced Spanish course where students read and discuss current events to improve their skills in different areas. Completion of Intermediate Spanish II and permission of instructor is required.

9/8-10/6 Mon, Wed 5:30–7:15 pm
Class #: 1579
Sanchez-Cuesta, Fee: $129

10/11-11/10 Mon, Wed 5:30–7 pm
Class #: 1594
Sanchez-Cuesta, Fee: $129

11/15-12/15 Mon, Wed 5:30–7:15 pm
Class #: 1595
Sanchez-Cuesta, Fee: $129
French I
This basic course is for students with little or no background in French. Familiarization with speaking, understanding and pronouncing French in everyday life situations is emphasized, along with an introduction to sentence structure, beginning grammar and a hint of Francophile culture. Required textbook: *Language Hacking French: A Conversation Course for Beginners* by Benny Lewis, ISBN-13: 978-1473633094. Available at Amazon.

9/8–10/27 Wed 6–7:30 pm
Class #: 1377
Mariel, Fee: $149

Beginning Italian and Conversation
Learn Italian in a stimulating class that combines Italian grammar with cultural activities. Discover the language through newspaper articles, poetry, comic strips and video recordings to help you master skills in four areas of communication: reading, writing, listening and speaking. Participate and interact with the other students in group activities that focus on Italian culture, music, art and cuisine. You will gain cultural and linguistic awareness of the Italian language by watching Italian movies and TV programs that portray Italian lifestyle and daily events to understand different customs. Required textbook: *Practice Makes Perfect: Italian Conversation* by Marcel Danesi, is available at Amazon.

8/16–9/20 Mon, Wed 5–6:30 pm
Class #: 1363
D’Aquino, Fee: $129

Intermediate Italian and Conversation
If you are already familiar with the Italian language and have developed the basic skills to participate in a simple conversation, this is the class for you. Focus on developing additional listening and speaking skills, as well as gaining fluency and accuracy in the everyday use of modern Italian. Participate in group activities, using a wide variety of materials including TV programs and newspaper articles to enable you to acquire cultural awareness of the Italian language. Required textbook: *Practice Makes Perfect: Italian Conversation* by Marcel Danesi. Available at Amazon.com.

10/4–11/3 Mon, Wed 5–6:30 pm
Class #: 1367
D’Aquino, Fee: $129

Advanced Italian and Conversation
Enjoy a lively discussion completely in Italian. Cultural exploration include art history, music, food, newspaper articles, poetry and Italian cinema. Required textbook: *Practice Makes Perfect: Italian Conversation* by Marcel Danesi. Available at Amazon.com.

8/17–9/16 Tue, Thu 5–6:30 pm
Class #: 1365
D’Aquino, Fee: $129
LEISURE

Ancient Civilizations of the Americas
Discover the history, culture, religions and day-to-day lives of the people of fascinating ancient civilizations, which, for centuries, existed in Central and North America: the Olmecs, Maya, Aztecs, Cahokians, Caddoans, and New Mexico's Pueblo Peoples. Focus on the archaeological remains of these civilizations to learn about the pyramids, temples, palaces, astronomical observatories, kings, gods and goddesses, pottery, art, food, clothes, ornaments, burial practices and ritual sacrifices of these pre-Columbian societies. Find out more than you already know about the ancient pueblo people of Chaco Canyon, Bandelier, Taos, Puce, and Pecos.

11/2-12/7 Tue 12:30-2:30 pm
Class #: 1326
Tabbernee, Fee: $149

NEW! Get Paid to Teach English in the USA, Overseas and Other Teaching Adventures
Learn how Gina has taught her way around the world and paid for vacations and travel to over 98 countries. Teaching English is a high paying career or simply a great way to go on vacation for free. English is the world's business and travel language. Being able to speak English helps people get better paying jobs. If you speak English, you can teach conversational English! You don’t have to be certified or speak the local language. Make money from home by teaching English online. Earn a free vacation, 2-month paid summer job, or full-time work that earns up to $90K a year. Learn the best paying jobs, qualifications, certification programs and specific hiring organizations. Tuition includes instructor’s 50-page digital book (a value $24.95).

10/30 Sat 10 am-1 pm
Class #: 1555
Henry, Fee: $49

12/11 Sat 10 am-1 pm
Class #: 1557
Henry, Fee: $49

Great Civilizations
Discover the history, culture, religions and day-to-day lives of the people of the world’s first great civilizations. Global exploration includes: the Sumerians and Babylonians of the Far East; the Egyptians, Greeks and Romans of the Mediterranean world; the Mayans of Mesoamerica; and, the Harrapans and Early Chinese of the Near East. Focus on the archaeological remains of these civilizations to appreciate their art and architecture, food and agriculture, clothes and jewels, beliefs and practices, their impact on other civilizations and their lasting legacies.

8/24-9/28 Tue 12:30-2:30 pm
Class #: 1325
Tabbernee, Fee: $149

Sibling Rivalry
Christianity and Islam are both rooted in the Judaic-Monotheistic tradition. Like two headstrong sisters, they have experienced periods of dramatic rivalry, but also have learned from one another in periods of dialogue. Discover the historic, doctrinal and mystical dimensions of both faiths with an emphasis on how they relate to each other. Explore fascinating dimensions of faith that are rarely considered.

9/21-10/26 Tue 6:30-8 pm
Class #: 1323
Hardman, Fee: $89

Movies Made in New Mexico
The motion picture business in New Mexico is booming. Almost every week brings media accounts of new movies in production in the Land of Enchantment. Is this the Golden Age? Look back at the four times movie making thrived in NM and enjoy movie clips from 1897 to the present. Visit Santa Fe, Route 66, Russia, Sudan, California, Canada and places connected to NM in this history of films. Discover NM writers, actors and industry people who made the movies. It’s not just about westerns and aliens. Bring your own popcorn.

10/5-10/19 Tue 1-3 pm
Class #: 1538
Berg, Fee: $99
**How to Travel Free and Safely**
We're ready to get back to our travels! When it is safe to go on a trip, where can we go, how do we stay safe, and how do we make our travel free? If you are near retirement, changing careers, a student, or someone who likes the idea of making additional income to support your travel dream, this class is for you. World traveler Gina Henry shows you how she is prepared for the new travel normal including important tips on safety, trip insurance, what to do if you become sick, and other strategies. Discover over 200 ways to travel free. Earn free airline tickets, hotel nights, tours and more in the USA and worldwide! Volunteering, fun work-vacations, paid travel, teaching English and remote employment opportunities. Tuition includes Gina’s 100-page ebook *How to Travel Free & Safely* (retail value $39.95).

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**Bridge**

**Bridge: Supervised Play**
Enjoy a weekly opportunity for newer bridge players to practice bidding and play in a relaxed and fun learning environment. No partner necessary. Drop into the Leonard Helman Bridge Center and practice with your peers. Mini-lesson on a basic bridge topic and questions answered as you play. Drop-in fee of $7 per session paid directly to the instructor.

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**Modern Bridge I: Introduction**
If you are new to bridge, or haven't played for years, this is the class for you. Experience playing modern bridge from the beginning. Come alone or with a partner. Suggested textbook: *Bridge Basics 1: An Introduction* by Audrey Grant, ISBN 0-939460-90-4. Class meets off-campus at Helman Bridge Center. In person class.

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**Modern Bridge I: Introduction Live Online**
If you are new to bridge, or haven't played for years, this is the class for you. Experience playing modern bridge from the beginning. Suggested textbook: *Bridge Basics 1: An Introduction* by Audrey Grant, ISBN 0-939460-90-4. Class meets online. There is an additional student cost of $24.90 per month payable directly to https://bestebridge.com for a two month purchase of BeB Basic to allow students to play specific hands related to Modern Bridge I. Students should only purchase BeB Basic after the first lesson.

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**Modern Bridge II: Bidding and Play**
If you have completed Modern Bridge I, or if you played bridge in the past and want to review the fundamentals and bring your game up to date, this class is for you. We cover a different topic each week. Come alone or with a partner and learn in a relaxed, friendly atmosphere. Suggested textbooks by Audrey Grant: *Bridge Basics 1: An Introduction*, ISBN 0-939460-90-4, and *Bridge Basics II: Competitive Bidding*, ISBN 0-939460-91-2. Class meets off-campus at Helman Bridge Center. In person class.

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NEW! Work Remotely: How to Create Your Money-Making Travel Lifestyle
Working remotely is now the thing. Why not add travel into the mix? Join thousands of individuals who are taking their work with them and hitting the road! You can make your travels sustainable by earning a living as you travel. Professional traveler Gina Henry has been doing this for years and shares her wealth of knowledge.
Get the how-to of living on the road including downsizing, putting your stuff in storage, getting your mail, how to have a physical address, the RV lifestyle, timeshares, international living, long-term rentals, housesitting and more. Learn the best ways to set up your remote office and get quality wifi in your hotel, long-term rental and out of your car or RV. Gina Henry has been location independent and working remotely for the past six years traveling year round. Class fee includes 70-page digital book Work Remotely and Become a Digital Nomad (a $39.95 value).

11/6 Sat 10 am–1 pm
Class #: 1558
Henry, Fee: $49

Create Your Emergency Grab and Go Rapid Exit Plan
You have 30 minutes to get out! No matter the emergency, don’t panic, follow your plan. Determine now what you will do and take depending on the amount of time you have to vacate. Learn how to organize your vital information in a Grab-and-Go binder and/or easily convert everything to electronic documents including photo albums and scrap books. Then back it all up to the Cloud. Discover local evacuation routes, useful free apps and multiple tips. Learn how to create your own go bags, backpacks and bins. Lecture, Zoom class.

9/30 Thu 6–9 pm
Class #: 1385
Boyd, Fee: $49

Cybersecurity: Financial
Cybersecurity is a growing financial issue as data breaches, scams and identity theft are on the rise. What steps can you take to improve your online security? Learn the top ten identity theft you face and the actions you must take to stay safe. Create an action plan to improve your cybersecurity by following the checklist covered in class.

9/14 Tue 5:30–8:30 pm
Class #: 1329
Murphy, Fee: $59

NEW! Generational Financial Planning
You have a lifetime of assets, wisdom, experiences and values. How do you convey them to the next generation in a way that honors your legacy? Most people die without establishing an estate or legacy plan. Discover how to overcome this pitfall with a six-step legacy planning process to start leaving a mark on the next generation. Learn ways to begin this conversation, define family culture, set family goals, learn financial concept, and prepare heirs and executors.

11/16 Tue 5:30–8:30 pm
Class #: 1359
Murphy, Fee: $59

Retirement Income Make Your Money Last
This course introduces concepts and practices that help you make the most of your retirement assets. Learn how to size up your current situation and sources of income. Explore alternative distribution methods, understand distribution rules, how to develop an investment strategy and prepare for the unexpected. Make the most of retirement income stress. The registration fee includes a workbook.

10/5 Tue 5:30–8:30 pm
Class #: 1330
Murphy, Fee: $59

This icon denotes live, in person, classes.
This icon denotes online and zoom classes.
Savvy IRA Planning
Discover seven strategies for IRA planning and six rollover options for your retirement plan funds. What are three common required minimum distribution mistakes and how can you prevent them? Learn the difference between indirect and direct rollovers and three different options for spousal IRA beneficiaries. Explore how to coordinate your IRA planning with your overall retirement and estate strategy.

10/26 Tue 5:30–8:30 pm  Class #: 1331  Murphy, Fee: $59
11/9 Tue 5:30–8:30 pm  Class #: 1332  Murphy, Fee: $59

Social Security Planning and Understanding Medicare Options
This informative class covers the basics of Social Security and reveals strategies for maximizing your benefits. Learn when to apply for benefits, when it makes sense to delay benefits, how to estimate your benefits, how to minimize taxes on Social Security benefits, how to coordinate Social Security with your other sources of retirement income and other tips. Review different scenarios of when to choose to take Social Security payments along with a discussion on Medicare Part A, B, C and D options.

8/28 Sat 9 am–1 pm  Class #: 1327  Murphy, Fee: $59
11/13 Sat 9 am–1 pm  Class #: 1358  Murphy, Fee: $59

eBay
Sell it on eBay
Discover if your item will sell or not in just one minute! Learn how to create a seller account, upload photos, accept online payments, and determine shipping costs. Includes insider tips, tricks and traps, what to sell and not sell, where to get free shipping supplies and free home pickup. Learn proven listing strategies that get the most clicks, draw the highest bids, beat your competition and close the sale. Covers eBay marketing research, how to find a profitable niche. Includes marketing and photography tips that make your items pop. Plus, how to sell antiques, collectibles and large items you don’t want to ship. Taught by a multi-award winning instructor and published eBay author. Lecture, Zoom class.

9/27–9/29  
Mon, Wed 6–9 pm  
Class #: 1384  
Boyd, Fee: $69
MUSIC

NEW! Jazz History
Discover the origins of jazz music from its roots in Africa and the Caribbean and how it spread throughout the United States. What were the social and political conditions that gave rise to this music? Required textbook: The World That Made New Orleans: From Spanish Silver to Congo Square by Ned Sublette, ISBN 978-1-55652-958-0. Available at Amazon for $16. Lenny Tischler is a jazz musician, composer and social scientist.

Class #: 1567
Tischler, Fee: $149

9/8–10/13 Wed 1–3 pm

From Fear to Joy: Discover Your Inner Singer
Start learning how to sing now! Discover your inner singer and find your voice. Dr. Priscilla Zimmermann, long-time voice instructor at Santa Fe Community College, has over 30 years helping people of all ages find their latent voices. Come join us and learn to sing even if you think you can’t carry a tune. Singing is your birthright. There is a place for everyone in the world of singing. No previous musical training or singing experience is necessary. Live On-line Zoom class.

Class #: 1353
Zimmermann, Fee: $89

9/11–9/25 Sat 10–11:30 am

Sing Better as You Age: Care of the Voice for the Lifetime of a Singer
Aging is a fact of nature but many singing challenges often blamed on aging. This can be improved through adjusted physical habits and acquired vocal skills. Class participants will learn exercises and strategies to overcome the effect of aging so they can continue to enjoy gratification from singing for a lifetime. No previous musical training or singing experience is necessary.

Class #: 1354
Zimmermann, Fee: $89

10/23–11/13 Sat 10–11:30 am
PERSONAL SAFETY

Beginning Pistol Shooting for Women
This introductory class is just for women, taught by a female instructor. The comfortable, small-group setting includes time for all your questions. Learn what every shooter should know about how revolvers and semi-automatic pistols work, safe gun handling, proper ammunition, cleaning and storage. The course takes you step-by-step through the fundamentals of pistol shooting, including stance, grip and aiming. The class concludes with an outdoor shooting session off campus. Pistols are provided (.22 caliber), and class size is limited to six.

8/17 Tue 12-5 pm
Class #: 1342
Bennett, Fee: $129

9/1 Wed 12-5 pm
Class #: 1343
Bennett, Fee: $129

9/21 Tue 12-5 pm
Class #: 1344
Bennett, Fee: $129

10/13 Wed 12-5 pm
Class #: 1345
Bennett, Fee: $129

Pistol Shooting For Women II
If you have completed Beginning Pistol Shooting for Women course, or if you have a bit of recent shooting experience with a handgun, take the next steps in gaining confidence and developing your skill. After reviewing the basics in the classroom, you will move to an off-campus outdoor shooting site. Focus on safety is emphasized throughout the class. At the shooting site, the instructor will have several guns available in different calibers for you to try, both revolvers and semi-automatics. Class sized is limited to six.

9/8 Wed 12-5 pm
Class #: 1346
Bennett, Fee: $129

10/19 Tue 12-5 pm
Class #: 1347
Bennett, Fee: $129

Concealed Carry Training
New Mexico allows residents to carry a concealed handgun with a state license. Applicants must be 21 or older, complete 15 hours of training and demonstrate the knowledge and skills required by law. State-approved instructors cover selection, ownership and operation of revolvers and semi-automatic pistols, safe gun handling and key elements of accurate pistol shooting. Serious attention is given to legal issues. The course fee includes a comprehensive manual from the U.S. Concealed Carry Association and additional handouts, but not ammunition. You don’t need to own a gun; pistols will be available for practice and qualification at two outdoor shooting sessions.

8/27-8/29 Fri, Sat 12-6 pm
and Sun 12-3 pm
Class #: 1338
Bennett and Rayburn, Fee: $249

9/10-9/12 Fri, Sat 12-6 pm
and Sun 12-3 pm
Class #: 1339
Bennett and Rayburn, Fee: $249

10/8-10/10 Fri, Sat 12-6 pm
and Sun 12-3 pm
Class #: 1340
Bennett and Rayburn, Fee: $249

10/29-10/31 Fri, Sat 12-6 pm
and Sun 12-3 pm
Class #: 1341
Bennett and Rayburn, Fee: $249
Digital Skills
Adobe Lightroom
Adobe Photoshop Lightroom software helps you bring out the best in your photographs, whether you’re perfecting one image, searching for ten, processing hundreds or organizing thousands. Create incredible images that move your audience. Easily manage all your images and showcase your work in elegant print layouts, slideshows, web galleries and online photo-sharing sites. Get just the look you want from every shot with state-of-the-art image processing tools that let you easily alter contrast, tune color, convert to black-and-white, add grain, reduce noise, adjust sharpness, and more.

10/7–10/21 Thu 9 am–12 pm
Class #: 1404
Walenta, Fee: $99

Advanced Photoshop
Dive deeper into Photoshop and discover the tools and techniques to expand your vision beyond the basics. Work more efficiently and effectively by learning non-destructive and reversible editing methods such as building multi-layered composites, customizing workspace layouts and creating actions to automate repetitive tasks. Discover how to work with RAW files, smart objects, adjustment layers, layer masks and other innovative concepts to take your Photoshop skillset to the next level. A basic understanding of Photoshop is required.

10/5–10/19 Tue 9 am–12 pm
Class #: 1406
Walenta, Fee: $99

Introduction To Your iPhone
Learn how to use your iPhone for more than phone calls. Get tips on basic setup and syncing through iCloud, along with an explanation of how the various tools like Contacts and Calendars fit together. Hear suggestions for saving money on data consumption and extending battery life. Find out about useful apps and how you can configure your screen to personalize your experience.

10/26–11/16 Tue 6–8 pm
Class #: 1543
Cohen, Fee: $99

Introduction To Your iPhone
Learn how to use your iPhone for more than phone calls. Get tips on basic setup and syncing through iCloud, along with an explanation of how the various tools like Contacts and Calendars fit together. Hear suggestions for saving money on data consumption and extending battery life. Find out about useful apps and how you can configure your screen to personalize your experience.

9/3–9/24 Fri 9 am–12 pm
Class #: 1399
Goodyear, Fee: $129

PHOTOGRAPHY
Digital Photography: The Camera
Are you ready to take the leap into the world of digital photography but confused by the various products and technologies? This class simplifies the entire process by examining all aspects of the digital camera. Discuss resolution, compression, white balance, file formats and media cards, plus all the other settings found on today’s digital cameras. Learn photography basics such as shutter speed, aperture or f-stop, ISO, flash, lenses, focus, and many others.

9/14–9/28 Tue 9 am–12 pm
Class #: 1402
Walenta, Fee: $99

Your Photographic Voice
Every photographer has a unique voice or inner personal approach to taking pictures. What’s yours? What is distinctive about your photograph that is all your own? Examine the subtle indicators of each photographer’s personal approach and your style. Your weekly assignments you will come to understand why you are drawn to photograph the way you do, so you can grow as an artist and communicator. Most of the class time we will look at pictures of class members and learn from the work of established photographers.

10/26–11/16 Tue 6–8 pm
Class #: 1543
Cohen, Fee: $99

Your Photographic Voice
Every photographer has a unique voice or inner personal approach to taking pictures. What’s yours? What is distinctive about your photograph that is all your own? Examine the subtle indicators of each photographer’s personal approach and your style. Your weekly assignments you will come to understand why you are drawn to photograph the way you do, so you can grow as an artist and communicator. Most of the class time we will look at pictures of class members and learn from the work of established photographers.

10/26–11/16 Tue 6–8 pm
Class #: 1543
Cohen, Fee: $99
Introduction to Microsoft Office Essentials
Learn to create and edit word-processed documents, spreadsheets and slide show presentations by gaining skills in the fundamentals of Microsoft Word, Excel and PowerPoint for Windows. Format documents, insert images, create tables, learn to use Word templates and to format business documents. Using Excel, design basic worksheets, build formulas, use functions and understand and apply relative vs absolute referencing. Using PowerPoint, apply themes, build a presentation using bullets, clip art and images, and arrange slides, apply transitions and content animation, add speaker notes and run a slide show. These skills are in demand by most employers and in this class you will learn how to use all these software tools together. Class delivered online.

9/7–10/5 Online 24/7
Class #: 1386
Walker, Fee: $129

Learn To Love A Mac
Swore you’d never try a Mac? Discover how to use a Mac computer and its current operating system. Covers the standard software programs and all the basics, including using the mouse, the keyboard menus and shortcuts, the desktop and finder features. Learn file management, opening applications and documents, printing, customizing, using the internet and basic email protocol. This course is for individuals with little or no knowledge of the Mac.

10/11–10/25 Mon 9 am–12 pm
Class #: 1405
Walenta, Fee: $99

Photoshop For Beginners
This hands-on course gives you a thorough overview of the almost limitless possibilities of Adobe Photoshop, the premier image-editing program. Topics include basic commands, image adjustments and enhancements, layers, special effects, selections, cropping and saving images for the web and email. Photoshop has many uses: marketing and business materials, restoring and retouching photographs and fine art imaging are just a few. Basic Mac or PC skills are required.

9/16–9/30 Thu 9 am–12 pm
Class #: 1403
Walenta, Fee: $99
SOUTHWEST ADVENTURES

Chaco Canyon Stories
The Chaco Canyon World Heritage Site generates much inspiration and investigation. Learn about the stories and traditions from the Pueblos and the Dine and explore the history of the archaeology connected to the area. Discover how historians and archeologists think the people lived through an exploration of images of major sites, photos and speculated images of Chacoan Culture. Puebloan worldviews and cultures figure strongly in interpretations of the Chaco Phenomenon, while we also consider this amazing place and time from many perspectives.

10/21 Thu 6–8 pm
Class #: 1394
Neuwirth, Fee: $49

Geologic Hike Ball Ranch
Geologist Kirt Kempter will lead you on a four-mile hike through Ball Ranch, currently designated as an Area of Critical Environmental Concern. Traversing the Arroyo del Tuerto, observe spectacular exposures of the Espinaso and Galisteo Formations, revealing ancient forests in a floodplain environment (Galisteo Formation) and the life cycle of the Ortiz volcanic system (Espinaso Formation). The hike will be over irregular terrain and involve an elevation gain of 400 feet. Bring appropriate hiking attire, picnic lunch and water. Walking sticks are recommended. Ball Ranch is located between Hwy 14 and Interstate 25 on the east side of the Ortiz Mountains.

11/14 Sun 9 am–5 pm
Class #: 1387
Kempter, Fee: $149

NEW! Geology of the Galisteo Basin
Join local geologist, Kirt Kempter, on a virtual geologic field trip of the Galisteo Basin. This presentation on Zoom will dissect a geologic map of the basin, discussing all of the main rock units and their significance. From the last ocean to cover northern New Mexico, the Cretaceous Sea, to young volcanoes near La Bajada, the rocks of the Galisteo Basin tell an amazing story of an ever-changing landscape. Highlights include explosive volcanoes of the Ortiz and Cerrillos Hills, the rise of the southern Sangre de Cristo mountains and ancient river deposits that preserve large petrified trees and mammal fossils. The basin also includes one of New Mexico’s largest fault systems, resulting in greater than 30 km of land displacement across the fault. This presentation will include maps, photographs, diagrams, and Google Earth flyovers to highlight the key geologic features within the basin.

9/13 Mon 9–10:15 am
Class #: 1549
Kempter, Fee: $49
Hidden Passage Copper Canyon
This one-day hiking adventure will explore a unique, hidden canyon in the Abiquiu area. A 3.5-mile round trip hike will take us through a small canyon that exposes brilliantly colored rock layers at the boundary between the Rio Grande Rift and the Colorado Plateau. We then ascend 400 feet to an overlook of Copper Canyon—a broad, majestic canyon well off the tourist trails. Wonderful photography opportunities with superb geology are in every direction. Field discussions will focus on the changing shape of the landscape in this region of northern New Mexico, as persistent geologic and erosional forces have sculpted the landscape over time. Participants should bring appropriate hiking gear, picnic lunch, and water.

10/10 Sun 9 am–5 pm
Class #: 1533
Kempter, Fee: $149

Seasonal Wildflower Identification
Bring flowers to your computer and learn about them in this two hour class. Discover the basics of flower anatomy so that you will have the lexicon to investigate the flowers you see. For a general approach to floral botany view *Botany in a Day, The Patterns Method of Plant Identification* by Thomas J. Elpel available at the website wildflowers-and-weeds.com. For a delightful, specific local flower guide pick up *Wildflowers of the Sangre de Cristo Mountains New Mexico* by Jane Jeffords, at the Upper Pecos Watershed Association or Pancho's in Pecos. During class, view visuals of flowers from websites and instructor's slides to strengthen your knowledge.

9/23 Thu 6–8 pm
Class #: 1578
Neuwirth, Fee: $49

Valles Caldera Ecology Hike: East Rim
This 7.5-mile, round-trip hike explores the overall ecology of the upper reaches of the Pajarito Plateau to the edge of the mountainous rim of the Caldera. On our way to Canada Bonita, we walk through an edge of the Cerro Grande fire into the Las Conchas fire path of June 2011. A primary driver of biodiversity in the Jemez Mountains, periodic fires have shaped the landscape for millennia. See the beginning of changes to the habitats and learn the importance of refuges and micro-habitats.

10/9 Sat 9 am–5 pm
Class #: 1397
Neuwirth, Fee: $99
NEW! Series: Railroads of New Mexico
This series of New Mexico railroad presentations represents a microcosm of New Mexico history, reflecting personalities, events and evolving attitudes. Sign up for the whole series and save! Or sign up for individual classes.

8/25, 9/22, 10/20, 11/17, 12/6 Wed 10–11:30 am
Class #: 6 Friedman, Fee $129

NEW! Railroads of Santa Fe County
Beginning in 1880, more than a dozen railroads have served communities within Santa Fe County. From the Cerrillos Coal Railroad Company to the New Mexico Central, they shaped the county’s economy and destiny. Discover how these railroads were created and what happened to them. Some were absorbed by huge national companies and others actually drove themselves out of business.

8/25 Wed 10–11:30 am
Class #: 1539 Friedman, Fee: $29

NEW! The Lamy Branch Line
Established in 1880 only as an afterthought, this eighteen-mile branch line continues to re-invent itself through periods of national expansion, wars, depressions and economic turbulence. Running between Lamy and downtown Santa Fe, the line reflects the history of New Mexico as both a territory and a state. The line has even outlasted its famous creator, the Atchison, Topeka and Santa Fe Railway Company. Recently purchased by local entrepreneurs, the Lamy Branch Line is about to re-invent itself and arise from the past once more.

9/22 Wed 10–11:30 am
Class #: 1577 Friedman, Fee: $29

NEW! Railroad Depots of Northern New Mexico
The railroad depots of Northern New Mexico are a unique reflection of history and the stories of their railroad-owners and former occupants. Explore the construction, history, distinctiveness and evolving uses of the dozens of depots in our region. More than a railroad facility, these little structures became community centers or other useful structures long after the trains had disappeared. Discover examples from short line railroad companies and the larger national lines like Southern Pacific and Santa Fe Railway.

10/20 Wed 10–11:30 am
Class #: 1541 Friedman, Fee: $29

NEW! Follow the Dawson Railroad Through Northeastern New Mexico
The Dawson line, active from 1901 through 1961, linked the coal mining community of Dawson and the town of Tucumcari, serving several northeastern villages along the track. It’s development, depots and connections with other lines such as the Swastika Coal Company form an important part of northeastern New Mexico history. The route remains important as a prospect for an equestrian and recreational trail with significant sights along the route.

11/17 Wed 10–11:30 am
Class #: 1542 Friedman, Fee: $29

NEW! What Ever Happened to Cabooses?
What happened to the “crummy” or “doghouse,” nicknames for the little red caboose cars that were once hitched to the end of every freight train in America? Today more cabooses are being used as Chamber of Commerce centers or at fast food restaurants than at the end of a train. Why is that? Learn about cabooses and how they constitute microcosms of railroading history including safety, labor unions and evolving technology.

12/6 Mon 10–11:30 am
Class #: 1540 Friedman, Fee: $29
LAUNCH A NEW COLLAR CAREER

WHAT IS A NEW COLLAR CAREER?
Today, White and Blue Collar jobs are digital and blended into New Collar Careers. Whether you’re just starting out on a career path, upskilling for technology changes in your current job, or re-skilling after being displaced by the pandemic, there’s an affordable, skill-specific New Collar Training Program just for you! Right now employers need trained workers to fill over 1,000 well-paying, engaging jobs in New Mexico alone that require 3D Printing skills! So, GET STARTED TODAY!

NewCollarNetwork.com

THE FUTURE IS HERE
Technologies like 3D Printing, digital 3D Design, and lasers are everywhere, changing the skills needed in every industry from film to healthcare and aerospace to retail. There is no time like now to enter the future of work through a program associated with the MIT [Massachusetts Institute of Technology] Fab Lab Network. You’ll earn a digital badge micro-credential that is recognized nationwide and opens doors to new opportunities in New Mexico and beyond.

3D PRINTING BOOT CAMP
Jump-start your next career move in this 4-week, fulltime bootcamp that teaches:
• Design Thinking
• Design for 3D Printing
• Digital portfolio best practices
• Principles of running, optimizing, and post-processing parts
• 3D Printer calibration, maintenance and trouble-shooting

Note: This program is an Eligible Training Provider so education funding may be provided to both students and employers through New Mexico Dept. of Workforce Solutions

Launch into Augmented Reality to Hear The New Collar Workers on this Page Tell Their Stories

Instructions:
1. Download the Reality X2 APP
2. Point the App at any of the Above Images to Enter Augmented Reality

DIGITAL BADGE MICRO-CERTIFICATIONS
Employers today, including the Federal Government, are placing as much emphasis on skills as on degrees for New Collar Jobs. Our affordable digital badge courses are project-based giving you hands-on experience for the work world, and are offered evenings and weekends, as well as daytime. Programs:
• CAD design
• 3D Printing
• Design Thinking
• Rapid Prototyping
• Drone Design/Build
• Robotics

To learn more about how you can launch a New Collar Career today go to:
NewCollarNetwork.com
BUSINESS

Certificate in Data Analysis

Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. Add a whole new skill set to your portfolio, and make a big difference in the success of your organization by acquiring data analysis skills. Begin with getting a basic understanding of how to analyze data in a business setting. Then learn how many of your business decisions involve comparing groups for differences. You will know the statistics behind these group differences and relationships. Finally you will find out how to perform inquiries that will be useful to your business or organization, and have the skill necessary to communicate these results through graphs and text that your fellow employees will understand. Whether your business is home-based or a large company, this certificate will take you to the next level where important decision-making is concerned. The certificate includes the three courses: Introduction to Data Analysis, Intermediate Data Analysis and Advanced Data Analysis.

9/7–11/26  
Class #: 7000002  
ID: 1432  
Fee: $495

Intermediate Data Analysis

Many of your business decisions involve comparing groups for differences. For example, would men and women prefer different product features? In addition, you may look at relationships between variables. Does product recognition relate to subsequent product purchase? This Intermediate Data Analysis course will introduce you to the statistics behind these group differences and relationships. In addition, you’ll learn how to work with ratings, graphs and user-friendly reports of statistical results.

10/4–10/29  
Class #: 7000004  
ID: 1434  
Fee: $195

Advanced Data Analysis

After taking this Advanced course in Data Analysis, you will be able to perform inquiries that will be useful to your business or organization, and have the skill necessary to communicate these results through graphs and text that your fellow employees will understand. Take the guesswork out of important company decisions and make decisions based on statistically significant information. Whether your business is home based or a large company, this class will take you to the next level where important decision-making is concerned.

11/1–11/26  
Class #: 7000005  
ID: 1435  
Fee: $195

Introduction to Data Analysis

Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. This course will give you a basic understanding of how to analyze data in a business setting. Businesses look for candidates with an understanding of how to analyze the data they have been collecting; this course will help you start on that journey.

9/7–10/1  
Class #: 7000003  
ID: 1433  
Fee: $195
Entrepreneurship Certificate
Boost your chances of success for your new or small business and reduce your risks. Get the latest on planning your business, brainstorming business ideas and a checklist for going into business. Then learn how to create a business plan, including assessing business feasibility and prepare the management and financial plans. Then take home a step-by-step approach to attract and keep customers, with an emphasis on customer-driven marketing decisions and building a strong brand. At the end of this certificate, you will be able to identify the abilities required of successful entrepreneurs and how to acquire them, develop goals to help establish your business, develop an outline for your plan, and take home techniques to successfully manage and market your new business. Courses to complete for this certificate are: Entrepreneur Boot Camp, The Business Plan and Entrepreneurial Marketing.

9/7–11/26  Class #: 7000007  ID: 1436  Fee: $495

Entrepreneur Boot Camp
Starting a business is something that all of us have thought about at one time or another. Everyone wants to be their own boss. Yet statistics show that most businesses fail within the first five years. This course provides insight into the characteristics, knowledge and skills needed to become a successful entrepreneur. At the end of this course, you will be able to identify the abilities required of successful entrepreneurs and how to acquire them, develop goals to help establish your business, develop an outline for your plan, and take home techniques to successfully manage your new business.

9/7–10/1  Class #: 7000008  ID: 1437  Fee: $195

The Business Plan
Whether starting a business or growing the one you have, a business plan serves as a roadmap and can help secure needed funding. In this course, you evaluate the many aspects and potential hurdles of the business and build the Business Plan, one step at a time. This practical, hands-on approach encourages you to immerse yourself in the vision and planning aspects of your business. Focusing on the most critical components of the Business Plan enables you to uncover hidden risks and assess the business from a marketing, management, and financial vantage point.

10/4–10/29  Class #: 7000009  ID: 1438  Fee: $195

Entrepreneurial Marketing
To succeed in today’s marketplace, entrepreneurs must know how to effectively market their product or service. This course offers you a step by step approach to attract and keep customers, all within a realistic budget. With an emphasis on customer-driven marketing decisions, you will learn how to build a strong brand, analyze which tactics to use, and implement your marketing plan. Whether you are starting a business or growing an existing one, you will take away practical marketing tips and tools that you can use to improve your marketing efforts.

11/1–11/26  Class #: 7000010  ID: 1439  Fee: $195

NEW! Power BI Certificate
Gain insights into your data using business intelligence software, Power Business Intelligence. Power BI is a widely used business analytics service offered by Microsoft. Power BI Desktop is a complete data analysis and report creation tool that you install for free. Discover the process of creating interactive reports. Integrate financial, marketing, or any other source data in your accounting system, Excel, or on the Web. Streamline the data to what is needed using Power Query. Create charts, maps, and other visuals to see your data in real time. Delve further into Power Query to ETL (Extract, Transform and Load) your data. Build the Data Model using relationships and DAX (Data Analysis Expressions). Utilize Time Intelligence functions to view YoY or YTD reports. Add user friendly features to enhance your reports and analyze your results. This certificate will enhance your skills in data analysis, giving you greater insight into your organization’s performance and allowing you to make more informed decisions. Complete three classes for the certificate: Introduction to Power BI, Intermediate Power BI and Advanced Power BI.

9/7–11/26  Class #: 7000029  ID: 1509  Fee: $495
**Introduction to Power BI**
Gain insights into your data! Power BI (business intelligence) is a widely used business analytics service offered by Microsoft. Power BI Desktop is a complete data analysis and report creation tool that you install for free. In this course, you will discover how to quickly extract, transform, and load data with just a few clicks. You will create interactive visualizations (charts, maps, KPIs) to provide you with insights into your company’s data to make informed decisions.

9/7–10/1  Class #: 7000027  ID: 1503  Fee: $195

**Intermediate Power BI**
Delve further into Power Query to ETL (Extract, Transform and Load) your data. Build the Data Model using modeling features and relationships. Perform calculations using DAX (Data Analysis Expressions) functions. Utilize Time Intelligence functions to view YoY or YTD reports. Add user friendly features to enhance your reports.

10/4–10/29  Class #: 7000028  ID: 1508  Fee: $195

**Advanced Power BI**
Expand your knowledge of Power BI Desktop to the highest level. This course focuses on the advanced capabilities of Power Query, Data Modeling and Reports. Check for data inconsistencies, design efficient queries, create proper relationships, and write DAX code to ensure reports update quickly and accurately. Add navigation and analytical features to your reports to enable consumers to analyze the results.

11/1–11/26  Class #: 7000026  ID: 1499  Fee: $195

**The Basics of Bookkeeping**
How do you keep track of the day-to-day financial transactions of a business? Whether you are looking to advance in your career, or you’re an entrepreneur, (or maybe you are a part of a family business), this course will help you if you are looking to understand the numbers. The Basics of Bookkeeping course will help you understand, and know how to record, every penny that comes into your business and every penny that goes out of your business. This course shows you how to create a chart of accounts that will meet your needs. All of the money you spend and all of the money you earn have a place to go. How do you record them? What are debits and credits? What do the numbers mean? How do you label accounts? Even if you outsource your bookkeeping needs, you should still have a basic understanding of what happens with the money earned and the money spent. No one should be blind to his or her finances! In this course you will learn where the numbers go and why. You will learn bookkeeping terminology, as well as what it means to keep track of the numbers. At the end of the cycle, what do the numbers mean?

10/4–10/29  Class #: 7000015  ID: 1474  Fee: $195

**Bookkeeping Certificate**
How do you manage the finances of a business? Whether you are an entrepreneur, running a family business, or just looking to advance your career and add to your skill set, this Bookkeeping Certificate will provide you with the knowledge needed to measure, and manage, the financial health of your business. This program focuses on cash basis accounting. No one will care more about the financial health of your business than you! It’s imperative that you understand how the process works and are able to complete the accounting cycle accurately and in a timely fashion. Even if you plan to outsource your bookkeeping needs, you should still understand how the process works. No one should be clueless when it comes to the finances of their business. Three one-month courses. Courses in certificate: Understanding Debits and Credits, General Ledger and Month End Procedures and Closing Procedures and Financial Statements.

9/7–11/26  Class #: 7000025  ID: 1494  Fee: $495
Understanding Debits and Credits
In this course, you will learn about the accounting equation and the five categories involved in every business (Assets, Liabilities, Owner’s Equity, Revenue and Expenses). Every financial transaction falls into one or more of these categories. Learn how to create a chart of accounts that meet the needs of your business. You will learn how double entry bookkeeping works and the process of recording debits and credits. This course will show you how to identify, analyze and record transactions using journal entries under the cash basis accounting method.

9/7–10/1  Class #: 7000024  ID: 1493  Fee: $195

General Ledger and Month End Procedures
In this course, you will learn how to post journal entries to the correct general ledger accounts impacted by each transaction. This course will show you how to make sure your general ledger balances at the end of each month by preparing an unadjusted trial balance. You will learn how to look for errors when you don’t balance, and how to determine to correct entries. After posting correcting entries and/or adjusting entries, you will verify debits and credits equal with an adjusted trial balance. This course also goes through the steps of performing monthly bank reconciliations.

10/4–10/29  Class #: 7000023  ID: 1492  Fee: $195

Closing Procedures and Financial Statements
This course shows you how to create a worksheet used to adjust the account balances and prepare the financial statements. Use your financial statements to measure performance, make improvements and set goals. The final step covered in this course is closing your books and preparing them for the next accounting period; this is done by journalizing and posting closing entries.

11/1–11/26  Class #: 7000022  ID: 1491  Fee: $195

BUSINESS COMMUNICATION
Grammar Refresher Certificate
Good grammar doesn't make good writing, but good writing demands good grammar. Whether you’re a student or a professional, a career changer or a job seeker, this comprehensive program will guide you through the linguistic twists and turns of English grammar and equip you to write more effectively from day one. The first course covers the basics of grammar at the word level, including parts of speech and commonly confused words. In the second course, you’ll learn about grammar at the sentence level, from fragments to run-ons. In the third course, you’ll focus on the finer points of capitalization and punctuation, as well as advanced concepts like parallelism and agreement. The grammar knowledge you’ll gain from this certificate applies to whatever kind of writing you do now or aspire to create in the future. Everything you learn will elevate your communication skills and help you polish and edit your writing. The three courses in this certificate are: Word-Level Grammar, Sentence-Level Grammar and Refining Your Writing.

9/7–10/6  Class #: 7050024  ID: 1502  Fee: $295

Word-Level Grammar
Get reacquainted with the parts of speech. Don’t worry! There’s no painful memorizing involved. With these fundamentals in your back pocket, you’ll learn how to choose the right word from pairs that sound alike, but have very different meanings. Then you’ll learn about subjects and predicates, the very foundation of sound sentence structure. You will build a grammar vocabulary and discover the value of using a dictionary as an everyday grammar research tool.

9/7–10/1  Class #: 7050027  ID: 1514  Fee: $145
Sentence-Level Grammar
Discover the magic to work with sentence grammar. First, you will look at various kinds of incomplete sentences, also known as sentence fragments. You’ll learn how to rewrite them to make them whole. Next, find out about run-on sentences, those sentences that keep going on and on. You will develop techniques for punctuating or separating them into new sentences. Then, explore the power of verbs and discover how the various verb forms keep sentences moving along and placed in time. Finally, you’ll learn about all of the pronoun groups and how to determine a pronoun’s proper form in a sentence.

Refining Your Writing
Refine your writing to say exactly what you intend it to say. Make it the best. Explore errors in agreement, structural inconsistencies, shifts in person and tense, and wordiness/concision. Next, you will learn how to correct and reshape sentences that have gone wrong. Put the finishing touches on your work by selecting the right capitalization and choosing the best punctuation. In addition, you’ll receive proofreading tips that will help you ensure everything you write is polished and in tip-top shape.

Certificate in Customer Service
Customer service is now essential for business and all work organizations. With the increase of technology, human interaction with customers becomes all the more important. Whether it relates to retaining customers, serving your audience, or turning inquiries from potential customers into sales, good customer service is now one of the central factors in organizational success. Learn to improve your customer service skills to enhance your career skill set, improve productivity, and increase your organization’s success. You will also take away some extraordinary customer service techniques you won’t find anywhere else. Two one-month courses. Courses in certificate include: Keys to Customer Service and Extraordinary Customer Service.

Keys to Customer Service
Learning to build your customer service skills will have a powerful impact on your career success as well as success in other areas of your life. Through this course you will discover the direct relationship between service skills and career achievement. You will become skilled at being an exceptional service provider. You can help your organization and your career by translating your good service intentions into a workable plan and gain knowledge of ways to consistently deliver great service. The payoff is enormous.

Extraordinary Customer Service
Transform your customer service into something extraordinary. As a result more repeat business will improve your bottom line. Customer service separates you from your competition. Extraordinary customer service comes from focusing on the few essential elements that yield big results. Discover how easy it is to tweak your customer service from the ordinary to the extraordinary. You’ll take away a customer service plan that will help you focus on the key elements that will get you started on your pathway to success.

Certificate in Workplace Communication
Good communication in the workplace is more important than ever. And critical to your career advancement and success. Come get a comprehensive and intensive preparation with skills and techniques you can put to use on Monday morning. Take back a workable conflict management model, along with successful and practical conflict management strategies. Then work with a pro to learn how to improve your negotiation skills for a win-win outcome, including helping others to get what they want, so you get what you want. Finally, find out more about yourself and others using personality profiles for better work performance. You will be learning from some of our more popular instructors, and taking away new how-to skills that work. Three courses in certificate: Conflict Management, Negotiation: Get What You Want and Using Personality Profiles for Better Work Performance.
Conflict Management
A recent study conducted by the American Management Association (AMA) revealed that the average manager spends more than 20 percent of their day engaged in or reacting to a conflict situation. This study also identified that out of twenty-five management skills, conflict management was the only one positively correlated to higher earnings and promotion. Discover a workable conflict management model, discuss case studies in conflict management, and then take away successful conflict management strategies to apply in your workplace.

9/7–10/1  Class #: 7050009  ID: 1445  Fee: $245

Negotiation: Get What You Want
Negotiation is a key skill for success in business and everyday life. Knowing strategies to clarify what you want and how to prioritize needs will ensure you get more of what’s essential. Having the skills to help others get what they want will improve relationships and increase your odds of success in the future. Work with a pro to learn how to plan, implement and win in the bargaining process. Save time, grow your business network and gain confidence when dealing with even the shrewdest of deal-makers. Invest in these skills now and reap a lifetime of rewards.

10/4–10/29  Class #: 7050010  ID: 1446  Fee: $195

Using Personality Profiles for Better Work Performance
Understanding yourself and others will increase your overall effectiveness at work, home, and in all of your relationships. Learn how to improve your communication with others, convey your ideas effectively, and improve your ability to understand what is important to those who don’t share your same style. Course fee includes your own DiSC Behavioral Personality Profile assessment and review.

11/1–11/26  Class #: 7050011  ID: 1447  Fee: $295

Certificate in Business Writing
Discover the keys to successful writing for the workplace. Whether you are writing a report, memo, letter or publicity notice, business writing has some defined characteristics for success. Successful communicators in the workplace move forward, others move back. Enhance your career by improving this critical communication skill. Begin with understanding the format, construction, and successful techniques of writing good business reports and proposals. Then improve your skills with editing and proofreading. Finally, discover what good journalists know. Learn how to write a news story, press release or other publicity notice that zings. Help your organization stand out with your new skills in business writing. This certificate will take you to the next level where business writing is a skill for personal and organizational success. Three one-month courses to earn certificate are: Business Writing, Effective Copywriting and Writing News and Press Releases.

9/7–11/26  Class #: 7050014  ID: 1461  Fee: $495

Business Writing
Take away the key practices you need to develop and hone your business writing communication effectively and successfully. Get the best practices for crafting effective, professional business documents. Find out how to avoid grammatical pitfalls. Acquire business writing principles that will be good for years to come.

9/7–10/1  Class #: 7050013  ID: 1459  Fee: $195

Effective Copywriting
Whether you are sending out a press release, communicating internally with a memo or promoting your own skills on LinkedIn, strong writing skills are the key to success. Come away with the tools and techniques you need to improve your copywriting skills and learn how to avoid the common writing mistakes that can hold you back.

10/4–10/29  Class #: 7050004  ID: 1443  Fee: $195
ONLINE CLASSES

Writing News and Press Releases
Being able to write a good news story, press release or publicity notice is a skill that can set you apart in the workplace. Getting the word out is an essential activity for every organization. Acquire the skills good journalists have and learn how to craft a news story, press release or publicity notice that will get attention.

11/1–11/26  Class #: 7050018  ID: 1469  Fee: $195

Certificate in Basic Game Design
Games are increasingly recognized as a tool that can serve many business purposes beyond entertainment. This Certificate provides you with a general introduction to what goes into the design and development of both video and analog games, with a particular focus on the use of games outside of consumer entertainment. In the first course, you will discover resources for developing game design, identify the mechanics and verbs used in different games. You will come away with knowing the different activities that are part of game design, being able to flesh out a game idea in order to increase the chances to having a successful game design experience, and have a basic understanding of how to work with game developers. In the second course, you will you will learn the basics of video game design process, learn about the main video game genres, and use a game development application to begin your journey of making games.

10/4–10/29  Class #: 7050019  ID: 1475  Fee: $395

Intermediate Video Game Design
Worldwide, video game sales including consoles, and online and mobile games are projected to reach $111 billion dollars this year. Mobile games are the fastest-growing segment of the market as more and more people play casual games. By 2019 Price Warehouse predicts social and casual game sales will exceed traditional game sales. In this intermediate introductory course you will learn the basics of video game design process, learn about the main video game genres, and use a game development application to begin your journey of making games.

9/7–10/29  Class #: 7050017  ID: 1465  Fee: $245

CAREER SKILLS

Certificate in Mastering Excel
A must-have skill to succeed in business, whether an entrepreneur or a valued employee, is the ability to create, edit and manage spreadsheets. Microsoft Excel is the most used spreadsheet tool in the world. Begin with learning how an Excel worksheet is constructed, populated with content, and edited for delivery. Discover how various menu items, commands, settings and processes affects the look of your Excel worksheets and workbooks. Then, increase your efficiency by learning how to organize, display and calculate your data into useful information. Identify different types of data and how data can be best visually represented or formatted, by using different data tool techniques. Finally, you’ll learn a variety of Excel’s most powerful features to analyze data quickly and easily. This Certificate will help you discover how to attractively visualize your data into meaningful information with confidence. Three courses to earn certificate include: Mastering Microsoft Excel, Intermediate Excel and Advanced Excel.

9/7–11/26  Class #: 7070004  ID: 1477  Fee: $495

Introduction to Game Design
Games are increasingly recognized as a tool that can serve many business purposes beyond entertainment. This course provides a general introduction to what goes into the design and development of both video and analog games, with a particular focus on the use of games outside of consumer entertainment. By completing this course, you can take the first steps into understanding game design, and how it can be applied in your field.

9/7–10/1  Class #: 7050015  ID: 1463  Fee: $245
Mastering Microsoft Excel
A must-have skill to succeed in business, whether an entrepreneur or a valued employee, is the ability to create, edit and manage spreadsheets. Microsoft Excel is the most used spreadsheet tool in the world. Stay current with this class, as it is always up-to-date and will change as the features of Excel change over time. Examine the life of an Excel worksheet and workbook, from creation to presentation. Learn how an Excel worksheet is constructed, populated with content, and edited for delivery. Master the options that can take your Excel worksheet from plain, drab numbers to exciting and engaging multimedia. You will leave class with a set of skills that are in high demand and will be a deciding factor in your future success.

9/7-10/1  Class #: 7070002  ID: 1449  Fee: $195

Intermediate Excel
Have you ever wondered why Excel is one of the most powerful applications used today by many businesses? Excel is one of the most important applications that you can study now to take your skills to the next level! This course will help you increase your efficiency by learning how to organize, display and calculate your data into useful information. Find out how you can consolidate your data proficiently into readable rows and columns using different table designs and styles. Create a unique style for yourself to improve your spreadsheet appearance to make the content easier to understand for your target audience. Learn from the trainer on how beneficial it is to become more productive in generating different everyday business functions. Discover how easily pivot tables can be created to quickly summarize large amounts of data. Through this course, these tasks will make your work outstanding and unique in what you do.

10/4-10/29  Class #: 7070006  ID: 1480  Fee: $195

Advanced Excel
We are faced with different types of business decisions each day that can change the data we work with along with our financial outcomes. Have you ever wondered what type of workplace skills you can learn to make wiser decisions? Learning Advanced Excel contains these tools that can help you prepare your worksheets accurately, examine your data for authentication, and then find those answers to your most difficult questions. This course will help you learn these required business functions along with the tools required to analyze data efficiently within the workplace. Save time for yourself by protecting your valuable data and know with assurance that the entered data is accurate without any errors. By completing the course, discover how to attractively visualize your data into meaningful information with confidence.

11/1-11/26  Class #: 7070003  ID: 1473  Fee: $195

HEALTH
Spanish for Medical Professionals
Are you frustrated by the communication gap that can occur between you and your Spanish-speaking patients? If you answered yes, this Spanish class - designed specifically for healthcare professionals - will help you bridge that gap. You will practice the basic, practical language skills needed to effectively communicate with your Spanish-speaking patients and their families. You will learn the basics of the language, gain an understanding of the culture, and know how to ask the questions crucial to quality healthcare. Whether you speak some Spanish and need a refresher, or speak no Spanish, you will complete the course with the skills you will need to effectively communicate with your Spanish-speaking patients.

9/7-10/29  Class #: 7100001  ID: 1409  Fee: $290
MANAGEMENT

Certificate in Project Management
In today’s business environment, there is a need for good project management. Project management provides visibility of project health to the business and the customer. Through continuous monitoring, early detection of variations to plan, schedule, and budget can be communicated to stakeholders for quick resolution, including project cancelation. Project management is one of the fastest paths to promotion by increasing your network through greater exposure. First, gain the skills, tools and templates to confidently develop and maintain a project. An overview of salaries, certification costs, education and experience requirements are provided. Then acquire a well-rounded knowledge of the five Project Management Processes relating to the Project Management Body of Knowledge (PMBOK) Guide. This basic information will assist you in learning the beginnings of Project Management, whether you are interested in project management, in a project management field, or in any line of work. Finally, learn the 10 Project Management Knowledge Areas and their support role and relationships to the five Project Management Processes. Three one-month courses that include: Introduction to Project Management, Project Management Processes and Project Management Knowledge Areas.

Introduction to Project Management
In today’s business environment, there is a need for good project management. Project management provides visibility of project health to the business and the customer. Through continuous monitoring, early detection of variations to plan, schedule, and budget can be communicated to stakeholders for quick resolution, including project cancelation. Project management is one of the fastest paths to promotion by increasing your network through greater exposure. You will have the skills, tools and templates to confidently develop and maintain a project. An overview of salaries, certification costs, education and experience requirements are provided. We hope you will choose Project Management as a career.

Project Management Processes
Acquire a well-rounded knowledge of the five Project Management Processes relating to the Project Management Body of Knowledge (PMBOK) Guide. This basic information will assist you in learning the beginnings of project management, whether you are interested in project management, in a project management field, or in any line of work. Come away with a solid foundation of the five processes to learn and use when any type of project occurs in your employment arena.

Project Management Knowledge Areas
In today’s business environment, there is a need for good project management. Project management provides visibility of project health to the business and the customer. Through continuous monitoring, early detection of variations to plan, schedule, and budget can be communicated to stakeholders for quick resolution, including project cancelation. The Project Management Professional community does this through the five Project Management Processes supported by the ten Project Management Knowledge Areas. This course introduces the student to the ten Project management Knowledge Areas and their support role and relationships to the five Project Management Processes.

Management Certificate
Enhance your management skills through this program for supervisors, managers, and emerging leaders. Nothing creates success like a solid foundation. Discover the keys for effectively managing your employees. Find out how to create clear expectations, engage and motivate employees, and increase your effectiveness. Then learn how to improve your management of time and productivity. Time is even more valuable in this century than in the last. Get tips and techniques you won’t get anywhere else for managing time and increasing productivity. Finally, get the keys to manage different generations in your workplace. Discover what motivates each generation at work, what incentives they respond to, and what messages they value. Three one-month online courses.
Management Boot Camp
Enhance your management skills through this course for supervisors, managers, and emerging leaders. Nothing creates success like a solid foundation. Discover the keys for effectively managing your employees. Find out how to create clear expectations, engage and motivate employees, and increase your effectiveness through use of the DiSC personality profile (included). By the end of the course we will have you managing like a pro - quickly and with confidence.

9/7–10/1  Class #: 730007  ID: 1428  Fee: $295

Collaborative Management
Whether you manage or lead people, collaborative skills are essential to help harness the energy of groups and teams for maximum performance and productivity. Knowledge of collaborative skills will enable you to gain participation quickly, get input and buy-in for building consensus and plan for cooperation to get crucial projects completed. This course will help you explore the principles of collaborative management and gain insight on how to expand your collaborative skills for success of your team or organization.

10/4–10/29  Class #: 7300017  ID: 1471  Fee: $245

Managing Generations in the Workplace
Get an understanding of managing workers in different generations in the workplace. Discover what motivates each generation at work, what incentives they respond to, and what messages they value. Generations X and Y are significantly different than the Boomer generation. Each generation has different expectations and styles of work in the workplace. Come explore the characteristics of the different generations in the workplace. Discover the current motivations of Boomers, Gen Xers and Gen Yers and what messages they value. Then Identify practical, how-to tips and techniques for managing Boomers, Gen Xers, and Gen Yers in the workplace.

11/1–11/26  Class #: 730009  ID: 1429  Fee: $175

NEW MEDIA MARKETING

Google Analytics Certificate
If you are not reviewing your website statistics, then you are missing several key opportunities to profit from your website traffic. This Certificate, aimed at non-technical users, will take you through all the key techniques and how to use website analytics using the world-standard Google Analytics, a free online tool. You'll understand your visitor traffic better, learn how to calculate return on investment (ROI) for your online advertising, and find out how to get more conversions and sales from your website visitors. A must for anyone serious about leveraging more success from their website.

9/7–11/26  Class #: 7350011  ID: 1501  Fee: $345

Google Analytics
If you are not reviewing your website statistics, then you are missing several key opportunities to profit from your website traffic. This course, aimed at non-technical users, will take you through all the key techniques and how to use website analytics using the world-standard Google Analytics, a free online tool. You’ll understand your visitor traffic better, learn how to calculate return on investment (ROI) for your online advertising, and find out how to get more conversions and sales from your website visitors. A must for anyone serious about leveraging more success from their website.

9/7–10/1  Class #: 7350005  ID: 1454  Fee: $195

Advanced Google Analytics
A project and activity based course, you will get the opportunity to practice with Google Analytics for more advanced learning and skill development. Your instructor will work with you on implementing Google Analytics for your own website. You will come away with the skills necessary for employing this most useful tool.

10/4 –10/29  Class #: 7350010  ID: 1498  Fee: $195
Digital Marketing Certificate
Come get a fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing your website traffic, doing search engine optimization, and how to successfully employ online advertising. Relevant for any type of organization, including businesses, companies, non-profits, and government agencies. No eMarketing experience or expertise is necessary. If you are already at an advanced level, your instructors are experts and can provide the latest most advanced information and answer your toughest questions. Three one-month courses.

9/7-11/26  Class #: 7350001  ID: 1450  Fee: $495

Improving Email Promotions
Discover new ways to improve your email promotions, including when to email, what to email, and testing email copy. Then find out how to analyze your email response rates, including getting the benchmark for open rates and click-through rates. Learn how to improve your email promotion and responses with tracking and testing. Get a basic introduction to email promotions. If you are advanced, your instructor is an email expert and can answer your toughest questions as well.

9/7-10/1  Class #: 7350002  ID: 1451  Fee: $195

Boosting Your Website Traffic
Acquire the basic skills to boost your website traffic, including how to analyze your visitor traffic, how to use search engine optimization to get greater visibility and exposure in Google searches, and how to redesign your website copy to increase your visitors and results. No experience necessary, but if you are at an advanced level, your instructor is an SEO expert and can answer your toughest questions as well.

10/4-10/29  Class #: 7350003  ID: 1452  Fee: $195

Online Advertising
Get the keys to making online advertising work for you and your organization. See how pay-per-click advertising with Google AdWords works. Find out how to test low budget AdWord campaigns. Learn how you can target local audiences. Then discover Facebook advertising and how you can determine the demographics and even numbers of people you want to reach. No experience necessary, but if you are at an advanced level, your instructor is an online ad expert and can answer your toughest questions as well.

11/1-11/26  Class #: 7350004  ID: 1453  Fee: $195

Podcasting
Businesses are turning to podcasting to grow their brand and connect with customers. People with a niche hobby are turning podcasts into a business. Podcasting is experiencing a rebirth as mobile devices are everywhere. The intimate nature of the audio medium allows potential clients to get to know who you are and determine if you are the kind of company with which they want to do business. Learn how to take your business or hobby and turn it into a podcast. This step-by-step class will take you from start to finish and cover the required elements needed to get your show online. Come to class with your idea and end with your show online for all to hear.

9/7-10/1  Class #: 7350006  ID: 1455  Fee: $245

Mastering Video Marketing Certificate
Video marketing is the latest hot new marketing trend. Shoppers who viewed product videos were 144% more likely to add the product to their cart. Video with good SEO has a 53% higher chance of showing up on page one of Google searches. When done correctly, video can tell a story, and stories connect people. Video also leads to an emotion trigger that plain text cannot do. Two one-month courses.

9/7-11/26  Class #: 7350007  ID: 1456  Fee: $395
Video Marketing
Sight, sound and motion are much more compelling than static words on a page. Video is very hypnotic and it quickly speeds up the know, like and trust factor with your audience. In this course you will discover how to use simple online videos to quickly bond with your viewer, drive traffic to your website, boost business and build brand awareness. Find out how to shoot simple, effective videos without costly fancy equipment or savvy technical skills. Discover the secrets to creating content that commands attention. Learn how to dominate Google and YouTube with your video and to strategically use YouTube to market your business 24/7 - even while you sleep.
9/7–10/1 Class #: 7350008 ID: 1457 Fee: $245

YouTube for Business
Increase your business with YouTube, the online video site and now the second largest search engine. Discover the power of video for your organization, and how to use video as a marketing tool to reach and serve more people. Find out what types of video work best on YouTube, how other business organizations are using YouTube, how to create your own YouTube channel, and the techniques of adding captions, annotations and other extra features. YouTube can enhance your current marketing and communication strategy. After attending this course you will take back proven strategies and techniques for making YouTube work successfully for your organization. YouTube, as the second largest search engine can no longer be ignored by businesses and organizations. YouTube reaches a broad age and gender demographic and is the largest video search/discovery destination with over 35 hours of video being uploaded every minute.
10/4–10/29 Class #: 7350009 ID: 1458 Fee: $245

SOCIAL MEDIA FOR BUSINESS

Social Media for Business Certificate
Get in on this exciting and growing way to communicate, market and serve your customers and clients. For businesses, nonprofits, government, and other organizations. From Facebook to Twitter, blogging, YouTube, LinkedIn, and more, discover the new principles of communication that apply across all networks and how these specific social networks work and the possible uses for your organization. Learn how social networks are used to develop a two-way communication and marketing strategy for your organization. Then find out what you can be doing, what you should be doing, and take back a plan to integrate social networks into your communication and marketing. Whether you are new to social networks or already involved, you will come away with both an understanding of social networks and practical, how-to techniques to integrate social networks into your organization or business. Your instructors are outstanding practitioners who also speak, write, and train others on social networks. Three one-month courses.
9/7–11/26 Class #: 7450001 ID: 1410 Fee: $495

Introduction to Social Media
Get involved in the move from in-person to online communication. Learn what social media are and their role in your business and personal life. Find out the top sites and how businesses are using the sites for communication, customer retention, branding, marketing, market research, needs assessment and serving customers and clients. Explore the options for your organization. Look at case studies of what other organizations are doing. Let your instructor guide your exploration of Facebook and YouTube. For anyone interested in social media.
9/7–10/1 Class #: 7450002 ID: 1411 Fee: $195
Marketing Using Social Media
Develop a two-way communication and marketing strategy for your organization using social media. Let your instructor guide you in exploring major social media, including Twitter, LinkedIn, and blogging. Learn quick, easy ways to use Twitter, blogs and LinkedIn to engage your customers or clients and keep them interested in your organization or business. You’ll find out the advantages and disadvantages of each, and learn what’s right for your work and kind of organization.

10/4–10/29 Class #: 7450003 ID: 1412 Fee: $195

Integrating Social Media Into Your Organization
Take away a practical strategy and techniques for implementing social media for your organization or business. Learn how to create your own private social media using Ning, work socially using Google Docs and calendars, and move your website to an interactive Web 2.0 site. Then your instructor will help you choose which social media tools are right for your situation, and then integrate them into your web site to develop a social media strategy for your organization. Find out what you can be doing, what you should be doing, and take back a plan to integrate social media into your communication and marketing.

11/1–11/26 Class #: 7450004 ID: 1413 Fee: $195

TECHNOLOGY SKILLS

WordPress Certificate
WordPress is the most popular content management system (CMS) for website and blog design. During the first week you will learn or refresh your knowledge of all the initial steps and the required elements for having a website. Then find out how to build a simple WordPress website or blog. Topics include introduction to CMS, WordPress installation and setup, page and content creation, administration, themes (selection, purchase, installation and setup), working with widgets and plugins, and more. Finally, acquire advanced knowledge about WordPress options and features. You will learn how to modify WordPress web pages by hand-coding, learn about simple yet effective search engine optimization (SEO) techniques that improve your website ranking, and much more. After successfully completing the WordPress Certificate you will know how to build a WordPress website or blog, customize your WordPress site by hand-coding HTML, CSS, and PHP, know necessary regular WordPress maintenance, create WordPress website backup, and know how to apply SEO techniques in WordPress. Three one-month courses.

9/7–11/26 Class #: 7500001 ID: 1488 Fee: $495

Graphic Design Software Essentials Certificate
The Adobe software tools are the leading software for graphic design. Adobe Illustrator is the industry standard computer illustration software. Use Illustrator to draw shapes and design logos, flyers, posters, banners, business cards or any other vector graphics for print or web. Adobe InDesign is the industry standard page-layout program that works with Adobe Illustrator and Photoshop seamlessly. InDesign allows you to create simple to complex multi-page documents such as brochures, flyers, books and magazines. Use Adobe Photoshop to effectively work with selection and editing tools, layers, and masks to edit, retouch and enhance existing images or create your own composite digital art work. Access to the Adobe software tools required. Three one-month courses.

9/7–11/26 Class #: 7500002 ID: 1489 Fee: $545
Adobe Illustrator Essentials
Adobe Illustrator is the industry standard computer illustration software. Use Illustrator to draw shapes and design logos, flyers, posters, banners, business cards or any other vector graphics for print or web. In this course, you will learn Adobe Illustrator fundamentals to set up a print document and use various tools to draw, type and color all kinds of shapes and illustrations. Learn how to efficiently manage layers and artboards, and create print-ready PDF documents. Access to Adobe Illustrator software required. One-month course.
9/7–10/1  Class #: 7500006  ID: 1495  Fee: $225

Adobe Photoshop Essentials
This fundamental course covers Adobe Photoshop CC most commonly used tools, menus and panels. You’ll learn all the basics of Photoshop to effectively work with selection and editing tools, layers, and masks to edit, retouch and enhance existing images or create your own composite digital art work. Impress your business organization, friends and family by enhancing their photos and create magazine cover quality enhanced images. Access to Adobe Photoshop software required. One-month course.
10/4–10/29  Class #: 7500008  ID: 1497  Fee: $225

Adobe InDesign Essentials
Adobe InDesign is the industry standard page-layout program that works with Adobe Illustrator and Photoshop seamlessly. InDesign allows you to create simple to complex multi-page documents such as brochures, flyers, books and magazines. This course is a comprehensive exploration of InDesign tools and capabilities to create professional documents. You will learn how to manage the InDesign environment, create, setup, design, enhance and finalize multi-page documents. Access to Adobe InDesign software required. One-month course.
11/1–11/26  Class #: 7500007  ID: 1496  Fee: $225

SQL Certificate
Structured Query Language (SQL) is the industry standard database programming language. It is one of the most in demand skills in occupations that require interaction with data and analyzing data. Through your knowledge of Structured Query Language, you will become more marketable in computer related career fields that pertain to database administration. Learning SQL can also lead to a job that is specific to analyzing data such as a data analyst, a quality assurance analyst, or a business analyst. You’ll first learn about relational database structures, the history and uses of Structured Query Language, and how to use Structured Query Language to create a database, add records to database tables, and how to use SQL queries to extract meaningful data from database tables. You will quickly progress from creating simple SQL queries that query a single table to querying multiple tables simultaneously. You’ll also learn how to alter data in a database and how to gather significant statistics from data stored in a database. Finally, you’ll learn techniques that will enable you to write powerful queries that perform complicated searches and sorts on your data. This certificate will enhance your competitiveness in the field of database administration and data analyst job.
9/7-11/26  Class #: 7500010  ID:1512  Fee: $595

Introduction to SQL
Learn how to write SQL code to create and populate database tables and how to write simple SQL queries that are capable of retrieving vast amounts of information from a database. In this course, you will discover the power of the relational database, how to create and manage database tables, and how to use SQL SELECT statements to precisely pinpoint and retrieve data from a database.
9/7–10/1  Class #: 7500009  ID: 1504  Fee: $245
10/4–10/29  Class #: 7500009  ID: 1505  Fee: $245
11/1–11/26  Class #: 7500009  ID: 1506  Fee: $245
TRAINING AND EDUCATION

Certificate in Online Teaching
This Certificate is for those new to teaching online or those already teaching online. Get the best instruction from the foremost authorities in online learning. Thousands of people have taken this fundamental yet advanced training in teaching online. From building an online course to improving an online course, from fostering online discussion to encouraging student interaction, from traditional assessment to online tests, the program will give you both the fundamentals of teaching online, as well as the most advanced tips and techniques in the business. Your instructors are authors, speakers and consultants in online learning and teaching. Three one-month courses. Take the courses in any order you choose. The courses in this certificate include: Advanced Teaching Online, Designing Online Instruction and Fostering Online Instruction.

Advanced Teaching Online
In the 21st century, half of all learning will be online. The opportunities are tremendous for teaching online. Discover how to plan, develop and teach an online course. Take home a ten step model for developing your online course. Experience one of the most advanced online classrooms for teachers. Learn how to create online audio lectures with slide shows. Plus, find out how self quizzes enhance learning. See an animation, drop-and-drop exercise, and dynamite welcome pages. Engage in online discussion with other teachers. An instructor, Â«s book, Advanced Teaching Online, is included.

Designing Online Instruction
Learn about the online instructional environment, envisioning your online course, developing a web course, phases of design and development, design guidelines, and more. Discover the principles behind the adoption of technology innovation and the nature of the online learning environment. Then get tips for planning your online course, identifying resources and design guidelines. Discuss the phases of design and development and models, motivating student-student interaction, and managing interaction. Get the latest information on copyright issues, assessment and evaluation.

Fostering Online Discussion
Being engaged with your online learners throughout the course is one of the three biggest weaknesses of online teachers. It is also one of the three biggest ways to take your online course to the next level, making it a superior learning experience for your learners. Come experience how to do it from the creator of the concept and practice of continual engagement in teaching. Discover how to build student success through your interaction, how to give online learners feedback, communicating with them about everything from subject matter to delicate issues to grading. You will come away with advanced, practical, how-to tips from one of the foremost authorities on fostering online discussion. And you will see how your instructor models great interaction and engagement in the online environment.
Online Learning
anytime, anywhere...
just a click away!

Categories Include:
• Accounting and Finance
• Business
• College Readiness
• Computer Applications
• Design and Composition
• Healthcare and Medical
• Language and Arts
• Personal Development
• Teaching and Education
• Technology

INSTRUCTOR-LED ONLINE SHORT COURSES

Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly, are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

Categories Include:
• Accounting and Finance
• Business
• College Readiness
• Computer Applications
• Design and Composition
• Healthcare and Medical
• Language and Arts
• Personal Development
• Teaching and Education
• Technology

ONLINE CAREER TRAINING PROGRAMS

Prepare for employment in some of today’s hottest careers with a comprehensive, affordable, and self paced online Career Training Program. You can begin these Programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

Categories Include:
• Arts and Design
• Business
• Computer Applications
• Computer Programming
• Construction and Trades
• Health and Fitness
• Hospitality
• Information Technology

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Visit our website to find a course!

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ed2go.com/sfccnm/
REGISTRATION

All registrations, whether online, by phone or by mail, are being accepted now. Classes start throughout the semester. Find the latest Continuing Education class listings on our website at www.sfcc.edu/ce.

Many classes fill quickly. We recommend that you register no later than four working days before the starting date of the class. You may register for most classes up until the starting date, but if you delay, the class may either be full or canceled due to insufficient enrollment. Registrations cannot be accepted at classes.

Class Fees
Continuing Education classes are self-sustaining, and class fees must cover all program expenses. Fees are based on an estimated minimum number of students. Class fees are subject to change without notice. Check the website for current information and review the refund policy before registering.

Refund Policy
Class fees are automatically refunded in full when:
- the class or workshop is full.
- the activity is canceled.
- SFCC rejects the enrollment application.
- If you drop a class, your class fee is automatically refunded based on the following:

Classes of three or more sessions
- If you drop a class before the second session, the full class fee will be refunded.
- If you drop a class after the second session, no refund will be given.

Classes of one or two sessions
- If you drop a class at least one day before the starting date, the full class fee will be refunded.
- If you drop a class less than one day before the starting date, no refund will be given.

Some classes have special refund policies. This information is listed in the class description. Allow three to five weeks for processing a refund.

Class Changes & Cancellations
A class will be closed when it reaches maximum enrollment, so register early. Classes with insufficient enrollment will be canceled three business days prior to the starting date of the class, and those registered will be notified of the cancellation by email or phone. To make contacting you easier, provide an email and phone number with your registration. Refunds will be processed automatically for classes canceled by SFCC.

SFCC reserves the right to cancel any class. Class locations, dates, times and instructors are subject to change without notice.

Class Locations
Classes are held online, at SFCC Main Campus, at the Higher Education Center (HEC) and at other locations in and around Santa Fe. The location of your class will be noted on the confirmation you receive by email.

Note: Classes will be filled on a first-come, first-served basis. Prices and room assignments may change without notice. Check the website for current information. SFCC is not responsible for typographical errors.

Registration is not considered final until payment has been made.
EASY REGISTRATION

Fill out form completely. CE staff uses this information to contact you about your classes. Register for as many courses as you wish.

First Name ____________________________________________ Last Name ____________________________________________

Student ID Number ____________________________________________ Date of Birth __________

Address ____________________________________________ City ______________________ State ______ Zip ________

Phone ______________________ Other ______________________ Email Address ______________________

CRN _____________ Course Title ______________________ Fee $ _____________

CRN _____________ Course Title ______________________ Fee $ _____________

CRN _____________ Course Title ______________________ Fee $ _____________

Total $ _____________

I certify that my information is correct. Signature __________________________ Date ___________

Checks payable to Santa Fe Community College and mail to: SFCC Continuing Education, 6401 Richards Ave., Santa Fe, NM 87508

If paying by credit card, complete the following:  □ Discover  □ MasterCard  □ Visa

Card Number __________________________ Exp Date __________________________

Authorized Signature ____________________________________________ Security Code _____________

First Name ____________________________________________ Last Name ____________________________________________

Student ID Number ____________________________________________ Date of Birth __________

Address ____________________________________________ City ______________________ State ______ Zip ________

Phone ______________________ Other ______________________ Email Address ______________________

CRN _____________ Course Title ______________________ Fee $ _____________

CRN _____________ Course Title ______________________ Fee $ _____________

CRN _____________ Course Title ______________________ Fee $ _____________

Total $ _____________

I certify that my information is correct. Signature __________________________ Date ___________

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Card Number __________________________ Exp Date __________________________

Authorized Signature ____________________________________________ Security Code _____________
CAMPUS INFORMATION

Santa Fe Community College
6401 Richards Ave., Santa Fe, NM 87508-4887
505-428-1000 | www.sfcc.edu

Campus Safety and Security
Call 505-428-1224 or cell 505-690-1477.

Continuing Education and Registration
Online at sfcc.edu/ce open 24 hours a day, 7 days a week
Phone: 505-428-1676 | Mon–Fri, 8 am to 5 pm

Due to COVID-19 the Continuing Education Office is closed to the public.

Campus Closures:
Labor Day
Monday, Sept. 6

Thanksgiving Break
Wednesday, Nov. 24 through Sunday, Nov. 28

SFCC Commencement
Saturday, Dec. 11

Winter Break
Monday, Dec. 20 through Sunday, Jan. 3

Facilities/Conference Space Rental
For information on prices and availability, call 505-428-1675.

SFCC Governing Board
Jack Sullivan, Chair
George Gamble, Ph.D., Vice Chair
Jody M. Pugh, Secretary
Linda Siegle, Member
Pier A. Quintana, Member
Becky Rowley, Ph.D., President, Ex-Officio
Ian Martinez, Student Member, Ex-Officio

SFCC President
Becky Rowley, Ph.D.

Students with Disabilities
If you have a documented disability and require assistance in class, call or visit the Office of Student Accessibility for coordination of your accommodations. The office is located in Room LL313. The phone number is 505-428-1455.

SFCC is a public institution accredited by the Higher Learning Commission with membership in the North Central Association of Colleges and Schools.
The information contained herein is valid as of November 1, 2018. While SFCC makes every effort to ensure the accuracy of the information, the college reserves the right to make changes at any time without prior notice.
SFCC is an equal opportunity/ADA-compliant institution. SFCC es una institución de igualdad de oportunidades en conformidad con ADA. Produced by SFCC’s Marketing and Public Relations and Continuing Education Departments.

SFCC Alert is the college’s automated emergency alert system for notifications about campus closures, weather delays and other emergencies. SFCC encourages Continuing Education students and instructors to enroll at no cost.

• Visit getrave.com/login/sfcc.
• Click on the Register button.
• Follow the directions in order to customize your notice preferences. Options include text messages, emails and phone messages.

For more information, contact SFCC’s Safety and Security Department at 505-428-1367.
Become an instructor in your area of expertise.

Looking for instructors in:
- Spanish Language
- Arts and Crafts
- Southwestern History
- Outdoor Activities

For information www.sfcc.edu/ce
New Mexico Tinworking

Discover traditional New Mexico Tinworking with award-winning Spanish Market Master Artist, Richard Gabriel.

Choose to make holiday ornaments in a one day class or learn punching, cutting and embossing techniques in a longer class. Complete your own work of art to take home at the end of class.

See page 6 inside.