



### ***San Mateo Adult School Mission Statement***

The search for knowledge, understanding and growth is continuous. The San Mateo Adult School is the catalyst for student intellectual growth, creativity, and sustained health. We develop skilled workers, strong families, and successful communities by offering opportunities to learn at every stage of adult life.

### ***Schoolwide Student Learning Outcomes***

San Mateo Adult School provides opportunities for all students to:

1. Set and meet goals
2. Apply acquired skills
3. Learn independently and collaboratively
4. Communicate effectively
5. Demonstrate respect for others
6. Participate within and contribute to the community

## **SPECIAL THANKS TO OUR DONORS**

Each year, thanks to the generosity of these donors, deserving Adult School students are assisted by a number of individuals and organizations. Each has provided one of our Adult Secondary Education graduates with a scholarship to help them further their education. These donors include:

- *Burlingame Masonic Lodge #400*
- *Burlingame Scottish Rites Bodies*
- *Golden Gate Commandery, #16, Knights Templar*
- *Rotary Club of Foster City*
- *San Mateo Masonic Lodge #226*

Individuals who have also contributed to the student scholarships include:

- *Mr. & Mrs. John D. Nelson*
- *Mr. & Mrs. Bill Price*
- *Mr. & Mrs. John Shipman*
- *Steven Paul Friedman Foundation*
- *Mr. & Mrs. Halalilifa Afu*

**Special thanks to Richard L. Miller for his support of a wide variety of Adult School programs.**

# GENERAL INFORMATION

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## **Registration & Attendance**

Pre-registration by mail, fax, or in person at the Adult School office is required for most courses when stated in course description. In-class registration is accepted only for 50 *Plus* classes and Modern Office Technology. For High School Diploma, Pre-GED or GED prep, see page 4. A class with low pre-registration may be cancelled prior to the first meeting.

### *Sample Registration Information:*

<i>Section #</i>	<i>Day</i>	<i>Time</i>	<i>Instructor</i>	<i>Date</i>	<i>Location/Room</i>
019001	M	12:30 - 3:30 pm	Staff	1/18	SMAS/MER

## **Eligibility/Priority Enrollment**

Adults have priority enrollment privileges in all classes offered by the San Mateo Adult School. Enrollment in some classes (e.g. substantially handicapped) may be restricted. Current high school students may attend only if enrollment is voluntary and occurs in conjunction with parent and high school counselor approval.

## **Payment – No Refunds**

Cash (\$20 bills or smaller), money orders and personal checks are accepted. Credit card payment must include signature and expiration date. Visa and MasterCard only. No debit cards. Refunds are ONLY given if a class is cancelled. Credit Memos may be conditionally issued, but NOT for fee-based classes. If a check is returned to us due to insufficient funds, a \$20 fee will be assessed. Continuing in the program is contingent upon receiving full and valid payment.

## **Enrollment Confirmations**

**No confirmation of enrollment will be sent.** We will return your check if the class you select has already been filled or cancelled. If we are unable to enroll you in the classes you have selected, you will be notified by phone or mail. You may contact the Adult School office to request that you be added to the Call Back List. Only students who have been enrolled in a section will be admitted to the first class meeting. If a listed pre-registration date for a class has passed, call the Adult School office at (650) 558-2100 to check for space availability.

## **Drops for Non-Attendance**

Students will be dropped if they do not attend the first class meeting.

## **Call Back Lists**

Registrants in excess of the class maximum will be notified by mail or phone and their check returned. Their names may be added to a Call Back List if they desire. Office staff will contact students from the Call Back List in the order they are listed if space becomes available, or if there is sufficient interest to offer another class. Call Back Lists are discarded at the end of each registration period.

## **Textbooks & Materials**

Some classes require the purchase of books or other materials. Online classes do not require textbooks. All materials are available online. However, some software courses do require you to have the proper software. See your class requirements at [www.smace.org](http://www.smace.org). ESL classes do not require the purchase of books; however many students prefer to own the books they use in class to use at home. Books may be purchased at the SMART Center at 789 E. Poplar Ave., San Mateo.

## **Attendance Policy Towards Children**

Children and infants are not allowed in our Adult Education classes.

## **Parking**

Use of the parking facilities is at user's risk. The San Mateo Union High School District accepts no liability for vandalism, theft or accident.

## **No Smoking**

By state law, smoking is not permitted by anyone anywhere on any of the campuses of the San Mateo Union High School District.

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# ADULT SECONDARY EDUCATION (ASE)

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## ADULT LEARNING CENTER (ALC)

The Adult Learning Center at the San Mateo Adult School is an individualized, self-paced study center where students can complete coursework toward the Adult School High School Diploma.

### High School Diploma Program Hours

Monday - Thursday

**Morning**

9:00 am - 12:00 pm

**Evening**

4:00 pm - 8:00 pm

### REGISTRATION

Call the San Mateo Adult School at (650) 558-2116 to schedule an appointment with an academic advisor to determine what course work must be completed to receive your diploma. The advisor will assist you in determining the best course to meet your personal, vocational, or academic goals.

- **Bring** your most recent high school transcript. (*Contact the registrar at your most recently attended high school to request an official transcript.*)
- Students may start at any time during the year and attend class day or evening.

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**Register now! Be a member of our next graduating class in June 2017**

## REQUIREMENTS

### HIGH SCHOOL DIPLOMA COURSE REQUIREMENTS

COURSES	UNITS
English	40
Algebra	10
Other Mathematics	20
Physical Science	10
Biology	10
World History	10
U.S. History	10
Government	5
Economics	5
Health	5
Electives	<u>75</u>
<b>TOTAL</b>	<b>200</b>

**Sources of credit that may be applied toward a High School Diploma at the San Mateo Adult School:**

- ✓ Credits earned in other accredited high schools, adult schools, colleges, or technical schools
- ✓ Credits earned in a foreign country
- ✓ Work achievement or military service
- ✓ Pre-approved job training classes
- ✓ Pre-approved work achievement

# ADULT SECONDARY EDUCATION (ASE)

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## GED PROGRAM

**The San Mateo Adult School is an official GED TEST SITE.** The GED is a test that measures your knowledge and skills in four different subject areas. Students who pass all four tests receive a high school diploma equivalency certificate. To prepare students to pass the GED, it is recommended students register in our GED Program where they will complete class work and practice tests to prepare for the real GED tests.

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### GED Program Hours

Monday - Thursday

#### Morning

9:00 am - 12:00 pm

#### Evening

6:30 pm - 9:00 pm

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### GED Testing

- The minimum age for GED testing is 18 years old
- Pre-registration must occur at least 24 hours before the first test. Registration can be completed online at:

**GED.com**

- Cost is \$35 per exam or \$140 for all four exams
- Accommodations for special needs applications available.

### GED Preparation Classes

#### In order to enroll in GED preparation classes:

- You must register in person at the San Mateo Adult School office.
- You will be assigned an orientation date to complete two placement tests and meet with an academic advisor to determine your class schedule.
- Before your orientation date, you must create a GED.COM account by going to [www.ged.com](http://www.ged.com). You need to have an email address and create an 8 digit password.
- Please write down the email address and password. This information will be used for all future correspondence with the GED.

**Register now! Be a member of our next graduating class in June 2017**

For additional information and test dates please refer to our website [www.smace.org](http://www.smace.org)  
El examen de GED ahora podra tomarlo/hacerlo en español. Para más informacion llamar 558-2116.

# ENGLISH AS A SECOND LANGUAGE (ESL)

**Spring Semester 2017  
January 10 - April 21**

## ESL CLASS LOCATIONS AND HOURS

**San Mateo Adult School, 789 E. Poplar Avenue**

**NEW! REGISTRATION TIMES AND  
PROCEDURES HAVE CHANGED.**

**To schedule an appointment, call (650) 558-2100, come to  
the school or go to [www.smace.org/ESLreg](http://www.smace.org/ESLreg)**

**REGISTRATION:** (650) 558-2105 or (650) 558-2100

- Morning Classes:** 8:45 am - 12:00 pm  
Monday / Tuesday / Wednesday / Thursday / Friday  
**Beginning, Intermediate, and Advanced**  
**All Skills:** *Reading, writing, listening, speaking, and  
pronunciation*
- Afternoon Classes:** 12:30 pm - 3:30 pm  
Monday / Tuesday / Wednesday / Thursday / Friday  
**Beginning, Intermediate, and Advanced**  
**Conversation:** *Develop listening and speaking skills*  
**Career and College Preparation:** *See pages 7 and 8*
- Evening Classes:** 6:25 pm - 9:35 pm  
Monday / Tuesday / Wednesday / Thursday  
**Beginning, Intermediate, and Advanced**  
**All Skills:** *Reading, writing, listening, speaking, and  
pronunciation*

**FOR MORE INFORMATION CALL (650) 558-2100**

## Foster City

**St. Luke's Church**  
1111 Beach Park Blvd., Foster City  
(650) 357-1630

**All Students Register in Class**

- REGISTRATION:** 8:30 am - 10:30 am  
Monday / Tuesday / Wednesday / Thursday / Friday
- Morning Classes:** 8:45 am - 12:00 pm  
Monday / Tuesday / Wednesday / Thursday / Friday  
**Beginning, Intermediate, and Advanced**

# ENGLISH AS A SECOND LANGUAGE (ESL)

## San Bruno

### First Baptist Church

1005 Crystal Springs Road, San Bruno

All Students Register in Class

**Morning Classes:** 8:45 am - 12:00 pm  
Monday / Tuesday / Wednesday / Thursday / Friday  
**Beginning and Intermediate**

### ESL COMPUTER LAB

Open enrollment. All levels welcome. Learn at your own speed. Self-study with special software to improve listening/speaking/pronunciation. Learn basic computer skills and typing. Open to students who are currently registered in the ESL program classes.

#### Register in Class

#### All Levels Welcome

Open Entry	12 - 1:00 pm	M - F
Marlowe	SMAS/24	032000

### PRONUNCIATION / ACCENT REDUCTION

This class will focus on speaking clearly, listening skills, intonation and rhythm, sentence and word stress, and real life conversations. Students will achieve a greater level of confidence and become more easily understood by native speakers. You will be amazed by how quickly you can improve your American English pronunciation. Intermediate and Advanced level students only.

#### Intermediate/Advanced

Open Entry	12:30 - 2:30 pm	TTh
Yale	SMAS/26	034504

### DISTANCE LEARNING - Learn English at Home

You can study at home with DVD's and special homework. In Distance Learning, you meet with a teacher - morning, afternoon or evenings - borrow DVD's and get homework. You can study in Distance Learning if you take an ESL class or if you don't. Both ways are okay. Distance Learning is very good for busy people and ESL students who want to do extra study at home.

- Study at home.
- Make appointments to meet with a teacher for 20 minutes.
- Bring your homework to the appointment for correction and practice English with the teacher.

#### *New online option!*

- Study Burlington English program at home

**For an appointment to register, call (650) 558-2128.**

At your first appointment, you will complete the registration form; the teacher will talk to you and find out more about your English skills and create an individualized study plan, and schedule you for a return appointment.

#### Open Entry - By Appointment

<b>Mornings</b>	8:30 - 12:30 pm	M-F
	SMAS/29	

<b>Afternoons</b>	1:00 - 5:00 pm	M-F
	SMAS/29	

<b>Evenings</b>	5:30 - 9:30 pm	M-Th
	SMAS/29	

# COLLEGE & CAREER PREPARATION

## COLLEGE & CAREER PREPARATION

### FINDING A JOB (For ESL Students)

*Acknowledgement of Grant Support*  
“This program has been made possible in part by a grant from the Immigrant Integration Fund grantmaking strategy of Silicon Valley Community Foundation.”  
Learn effective job search techniques that can help you get a job! This class provides instruction, support, coaching and counseling for persons seeking employment. Learn to complete job applications, write cover letters and resumes. Students will also learn to use a variety of job search methods including extensive use of online resources, with weekly access to the computer lab. In addition, students will practice effective job interview skills while learning the cultural aspects of finding work in the United States. This class is for non-native English speakers. Minimum ESL proficiency required.

#### Intermediate/Advanced Levels

##### 7 Week Session

1/11 - 2/23      12:30 - 3:30 pm      WTh  
Lee/Finkelstein      SMAS/27      031602

##### 7 Week Session

3/1 - 4/20      12:30 - 3:30 pm      WTh  
Lee/Finkelstein      SMAS/27      031602

*Drop-in's welcomed*

*No appointment needed*

Open Entry      8:00 - 12:00 pm      W  
Lee/Finkelstein      SMAS/27      031601

### READING DEVELOPMENT

The purpose of our reading program is to provide important reading strategies and help students develop fluency and confidence. Each class meets two times per week and includes classroom instruction, computer lab time, and individual consultation with instructors. Students' reading ability is assessed to determine placement.

#### Class schedule:

##### Reading Strategies

1/18 - 4/19      12:30 - 3:30 pm      MW  
Weng      SMAS/48      033401

##### Reading Fluency

1/18 - 4/19      12:30 - 3:30 pm      MW  
Lieban/Brown      SMAS/45      034601/  
034602

### CAREER CHOICES I: ASSESSMENT

**Catalog Description:** This course will help students make a plan to pursue a career pathway. Through self-discovery activities, interest surveys and career assessments, students will identify personality type, skills and work values. Students will then research careers, reflect on solutions to barriers to success and define and clarify career goals to make an informed plan.

Call Marina at 650-556-2105 for times and locations



## CITIZENSHIP PREPARATION

### WRITING BASICS

This class is designed for students who want to improve their basic skills in writing. In this class, we will start at the sentence level with simple sentences and then move to compound and complex sentences. We will also work on basic paragraph structure including topic sentence, supporting sentences and concluding sentences. There will be writing practice in every class as well as error analysis. We will review errors in verb tense, word order, word form, word choice, connecting words, prepositions and articles. We will also focus on effective punctuation. The class is intended for ESL students who are at the Intermediate level or higher, as well as students who are in the GED and High School Diploma programs.

#### SMAS - Room 41

1/17 - 4/20	12:30 - 3:30 pm	TTh
Brown	SMAS/41	033201

### WRITING INTENSIVE

This class is designed as a class for students preparing to attend community college. The curriculum focuses on academic writing for students who have mastered writing basic sentences and are ready to move onto paragraphs and essays. In this class, you will review basic paragraph structure, acquire academic vocabulary, brainstorm ideas, learn to organize your thoughts using a variety of graphic organizers, and write and revise your work. This class is intended for Low and High Advanced ESL students, as well as students in the GED and High School Diploma programs. *Commitment to attend all classes is highly recommended.*

#### SMAS - Room 23

1/17 - 4/20	12:30 - 3:30 pm	TTh
Sparks	SMAS/23	031101

## CITIZENSHIP PREPARATION

### CITIZENSHIP FOR SENIORS

The focus for this beginning ESL class will be basic English and the Civics, History and Government information needed to pass the citizenship test. This class is taught at a pace that is good for senior citizens. The class will be limited to beginning English learners.

#### Beginning

Open Entry	12:30 - 3:30 pm	TTh
Chen	SMAS/40	030212

### CITIZENSHIP PREPARATION

This class prepares students to pass the citizenship exam and become a United States citizen. It acquaints students with U.S. culture and institutions while helping them make use of local community resources.

#### Afternoon:

Open Entry	12:30 - 3:30 pm	M
Aroyan	Foster City	035603

#### Evening:

Open Entry	6:25 - 9:35 pm	MW
Chen	SMAS/40	035601

## PARENT EDUCATION

### NOW & FUTURE PARENTS

\$40

NOT SUPPORTED BY TAXES

#### *Study at home with video checkout*

If you have children of any age, join this program to build positive parent-child relationships. Talk about the importance of culture in the family and community in raising your children. Families that are in the process of separating, divorcing or transitioning find these materials very useful. Approved as a court mandated class.

Call for an appointment:  
(650) 558-2128



### PARENTING THE ADOLESCENT

\$40

NOT SUPPORTED BY TAXES

#### *Study at home with video checkout*

Open new doors for communication in this often challenging stage of life. Teens today live in a world very different from what parents experienced. Parents can help their teenagers' chances of success in school and life by understanding facts about physical development, self-image, teen parents, social development, divorce and blended families. With these study materials you will also learn and apply principles of positive family dynamics, conflict resolution, communication and encouragement so that your family can grow together. Families that are in the process of separating, divorcing or transitioning find these materials very useful. Approved as a court mandated class.

Call for an appointment:  
(650) 558-2128

## ESL ONLINE CLASS

### For Intermediate and Advanced Level Students

#### ESL GRAMMAR FOR COLLEGE/ TOEFL PREPARATION

\$95

This 6-week online course establishes a foundation for continuous learning and serves as a complement to other courses students may be taking or will take and includes in-depth analysis of English grammar, preparing students for the Test of English as a Foreign Language (TOEFL).

Structure of Standard English is explored in order to prepare the learner for regular mainstream English classes. Topics include a review of all tenses, the use of modals, the adjective clause, the noun clause, the adverb clause, phrases, count, and non-count nouns and English terms.

Learn about, register and pay for this class at [smace.org/distance](http://smace.org/distance).

This class is not on campus. It is online. It is provided by Ed2go.

# COMPUTERS

## MODERN OFFICE TECHNOLOGY

Class currently funded through an Adult Education Block Grant

### Self-Paced Training in

### Microsoft Office 2010:

### Word, Excel, PowerPoint, Access, and Outlook

### Quickbooks Pro 2015

#### Register any time in class with the Instructor

- Individualized training with instructor support
- Upgrade your computer skills or learn from the beginning
- Create your own schedule
- Employment Development Department (EDD) approved
- Convenient Class Hours:** Monday through Friday  
8:30 am - 3:00 pm  
Lunch Break: 12 - 12:30 pm

No pre-registration is required. When you are ready to start, come to the SMART Center where the class is located, register and start the same day!

**Call Diane Hageman, Instructor, at (650) 558-2108 to discuss your specific computer software needs.**

**LOCATION:** SMART Center, 789 E. Poplar, San Mateo, Room 108

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#### College of San Mateo - CTE Transitions Articulation Agreement

San Mateo Adult School is offering several CSM approved classes in our convenient main campus. The current offerings include the following CSM classes:

- BUSW 214 Word Processing I Using WORD for Windows
- BUSW 215 Word Processing II Using WORD for Windows
- BUSW 415 Spreadsheet I Using Excel for Windows
- BUSW 416 Spreadsheet II Using Excel for Windows
- BUS383 Business Presentations I Using PowerPoint for Windows
- BUS384 Business Presentations II Using PowerPoint for Windows
- ACTG 144 Quickbooks: Set-Up and Service Business
- ACTG 145 Quickbooks: Payroll and Merchandising Business

**Credit:** Satisfactory completion of each class will earn you 1.5 college units. Our classes may qualify for Continuing Education Credits as they require the same level of participation as their CSM counterparts.

**Convenient:** You do not have to register at CSM to enroll. You can come to the San Mateo Adult School's Main Campus at 789 E. Poplar Avenue in San Mateo.

**Flexible Access:** Your classroom is accessible Monday through Friday, from 8:30 am until 12:00 noon, and again from 12:30pm until 3:30 pm. Arrive and leave at the times that are convenient to you. For more information call 650-558-2100 and ask for Diane. Or write to us at: [helpdesk@smace.org](mailto:helpdesk@smace.org).

# COMPUTERS

## APPLICATION SOFTWARE

### WORD FUNDAMENTALS \$65

Get a thorough grounding in Word fundamentals: entering and editing text, screen management, and file management. Tips and tricks for working smarter: efficient navigation, editing shortcuts, formatting tricks, managing indent and tab controls, and preventing printing problems. Whether you've used Word before or are new to it, you'll benefit from "putting it all together." You may wish to bring a thumb drive with you. 6 meetings.

#### SMAS/Mercury Room

Registration deadline Thursday, 1/12

061301 TTh 6:30 - 9:30 pm  
Mussell 1/17 - 2/2 \$65

### WORD PRODUCTIVITY \$65

You have used Word for a while, and are ready to take your skills to the next level. This second Word class will emphasize productivity: merge printing, templates, tables, envelope printing, working in columns, basic macros, headers and footers, and tips and tricks to speed up your word processing. You may wish to bring a thumb drive with you. 6 meetings.

#### SMAS/Mercury Room

Registration deadline Thursday, 2/2

061401 TTh 6:30 - 9:30 pm  
Mussell 2/7 - 2/23 \$65

### WORD GRAPHICS \$65

Word is not only a powerful word processor; it has many capabilities once found only in desktop publishing programs. Create flyers, greeting cards, photo journals, newsletters and

brochures. Learn to insert and edit photos, clip art, and objects downloaded from the web to make your documents sing. Learn to use styles for consistency and eye-catching results. You may wish to bring a thumb drive with you. 6 meetings.

#### SMAS/Mercury Room

Registration deadline Thursday, 2/23

061601 TTh 6:30 - 9:30 pm  
Mussell 2/28 - 3/16 \$65

### PC/Windows Word Processing Programs Through The Years

[http://  
internationalprogrammersday.org/  
the-history-of-word-processing-  
software/](http://internationalprogrammersday.org/the-history-of-word-processing-software/)

#### 1982, WordStar 3.0 for DOS:

Originally developed by MicroPro for CP/M in 1978. It became a de facto standard.

#### 1982, WordPerfect 2.2 for DOS:

Originally developed for the City of Orem, Utah by Brigham Young University in 1979.

**1983, Word 1.0 for DOS:** Originally named Multi-Tool Word.

**1986, WordPerfect 4.2 for DOS:** WordPerfect surpassed WordStar as the leading word processor.

#### 1989, WordPerfect 5.1 for DOS:

WordPerfect released the hugely popular version of its product. The WordPerfect 5.1 file format, still on DOS, became the de facto standard for the word processing industry for many years.

#### 1989, Word 1.0 for Windows:

Released for Windows.

#### 1993, Word 6.0 for Windows:

Included everyone's favorite feature – autocorrect!

#### 1995, Word 95 for Windows:

Released for Windows 95.

#### 1999, Word 2000 for Windows:

Released part of Office 2000, Word 2000 gave Microsoft, who already led the WP sector, 90+% market share.

# COMPUTERS / COMPUTER MAINTENANCE

## COMPUTER MANAGEMENT

### WINDOWS 10 YOUR WAY - CUSTOMIZATION \$55

Did you just buy a new computer with Windows 10? Did you just upgrade to Windows 10? Are you thinking about upgrading to Windows 10? If you answered "Yes" to any of these questions, this class will help you: prepare to move to Windows 10, configure it to suit your work style, solve problems that may have occurred during upgrade, and use tricks and shortcuts to streamline Windows 10. This hands-on class will enable you to prevent operating system problems, and to protect your computer with Windows 10's robust security features. The second meeting will give you a chance to work out any kinks you may have encountered. Make Windows 10 a valuable work partner, and I dare say, your friend. Bring a bag lunch. You may wish to bring a thumb drive with you. 2 meetings.

#### SMAS/Mercury Room

**Registration deadline Thursday, 1/16**

067602	Sat	9 am - 3:30 pm	
Mussell	1/21 - 1/28		\$55

### KEEPING YOUR COMPUTER TROUBLE FREE \$55

This class will help you prevent problems on your computer and protect your data. You'll learn to choose, install and manage software to keep your computer trouble-free. Learn how to protect yourself from hackers, intrusions, malicious programs, spam, and identity theft. Learn how proper software maintenance can keep your computer secure and performing at its best. Learn when hardware and software upgrades/updates are appropriate. Also covered are issues, pro and con, associated with Cloud Computing. And finally, what to do, and what not to do, when encountering a computer problem. Bring a bag lunch. You may wish to bring a thumb drive with you. 2 meetings.

#### SMAS/Mercury Room

**Registration deadline Thursday, 2/9**

063402	Sat	9 am - 3:30 pm	
Mussell	2/11 - 2/18		\$55

### TYPING & 10-KEY TEST

**\$20**

Typing & 10-Key test and Certificate of Proficiency are available for \$20 each. No appointment necessary. Test offered between 9 am - 11 am or 1 pm - 2 pm, Monday through Friday. Call (650) 558-2108 for more information.

# DIGITAL IMAGING

## DIGITAL IMAGING

### PHOTO MAGIC: EDITING YOUR PHOTOS \$65

Use Photoshop Elements (an inexpensive but powerful alternative to Photoshop) to work magic on your photos. Analyze a photo from a technical and artistic standpoint; identify and correct a host of common photo problems; make amazing changes in your photos; create unique effects with filters; identify ways to improve your photography from the feedback during editing. This class is for anyone who wants to improve their photos, whether from a digital camera or scans from a vendor. Bring a bag lunch. 2 meetings. You may wish to bring a thumb drive with you.

#### SMAS/Mercury Room

##### Registration Deadline Thursday, 2/23

066302	Sat	9 am - 3:30 pm
Mussell	2/25 - 3/4	\$65

### UNDERSTANDING PROPER EXPOSURE – NIKON DSLR \$20

Modern digital cameras are capable of making many complex decisions necessary to achieve proper exposure. But what do you do when the photo you just made is too light or too dark? What if the colors aren't exactly the way you remember them? This class will focus on identifying typical exposure problems and how to apply manual compensation using your camera's built-in adjustments. You'll learn the effects of aperture size, exposure duration, and ISO setting on your final image. The class is offered only to owners of Nikon DSLR cameras (Model Name starts with a "D"), and is



limited to 10 students. *Tom Jung has been a photographer for the San Mateo Daily Journal since 2010.* 1 meeting.

#### SMAS/Saturn Room

##### Registration deadline Thursday, 1/19

110602	Sat	9:30 - 11:30 am
Jung	1/21	\$20

### UNDERSTANDING FLASH PHOTOGRAPHY WITH YOUR NIKON DSLR \$65

Understanding the use of electronic flash can greatly improve your indoor and outdoor photographs. This class goes beyond your camera's built-in flash and explores the potential offered by using one or more accessory flashes. After a review of exposure fundamentals, you will learn to set camera exposure settings (shutter, aperture, ISO) manually. You will also learn to use flash as a key (main) or a supplementary (fill) light, depending on the existing conditions. The use of gels when combining existing light with supplementary flash is also covered. Students will practice posing techniques for individuals and groups, along with tips on effective management of the session, and see a quick demonstration of the "ethical" applications of Photoshop. Whether you photograph family events or for an in-house publication, proper use of flash will improve the quality of your work. Add to this the "people skills" needed to manage the photo session, and everybody wins! The class is offered only to owners of Nikon DSLR cameras (Model Name starts with a "D"), and is limited to 10 students. 6 Monday meetings, 1 additional Saturday meeting on 2/25 from 9:30 – 11:30 am.

#### SMAS/Mercury Room

##### Registration Deadline Thursday, 1/26

No class 2/20

112502	M	6:30 - 8:30 pm
Jung	1/30 - 3/13	\$65



## LIFE SKILLS / CAREER DEVELOPMENT

### CAREER DEVELOPMENT

#### **EFFECTIVE BUSINESS WRITING FOR CAREER SUCCESS \$30**

NOT SUPPORTED BY TAXES

Effective business writing can play a major role in opening new doors – and driving your career success. In this class, you'll learn and practice some crucial dynamics for making your business correspondence grammatically sound, concise, persuasive, visually appealing, and captivating. In addition, we'll examine behavioral techniques for

writing in ways that can build and improve your most important workplace relationships. *Jeff Marson is a Communications Strategist, Writer, and Editor who helps professionals and organizations reach their target audiences through tailored and precise messaging.* 3 meetings.

#### **SMAS - Room 20**

**Registration deadline Friday, 1/13**

115102	T	6:15 - 8:15 pm
Marson	1/17 - 1/31	\$30

*Teaching techniques and learning activities were exchanged during the Adult School's Staff Workshop in August. Enthusiastic Teachers create Enthusiastic Learners!*



## NUTRITION & LIFESTYLE / FOREIGN LANGUAGE

### NUTRITION & LIFESTYLE



#### THE PATH TO COMPLETE

WELLNESS: WHAT WE EAT, WHAT WE THINK, AND WHAT WE DO \$100

This course is designed to help students understand how proper nutrition and lifestyle choices impact their health and outlook on life. Students will learn about diet including nutrition basics, food as energy, and healthful digestion as well as gain understanding of personal, interpersonal, and social barriers to good health that may be holding them back from making healthy lifestyle choices. Adherence strategies will be discussed to help students prepare their 12-step plan for healthier living. By the end of this course students will be able to:

- Identify diet and lifestyle imbalances and learn how to recognize the barriers that keep them back from making healthier lifestyle choices,

- Identify the Basics of Nutrition (food groups, label reading, and dietary guidelines) and their effect on creating a plan for overall health,
- Recognize the lifestyle choices including their home environment, career, physical activity, and relationships and their impact on their personal lives.
- Develop a plan for healthier living based on the concepts learned throughout the course.

A materials fee of \$25, paid to the instructor on the first meeting, includes food sampling during each class, worksheets, recipes, creative supplies, journals, and more. 10 meetings.

#### SMAS - Room 40

Registration deadline Monday, 1/17

110003	W	12:30 - 2:30 pm
Kriebel	1/18 - 3/22	\$100

### FOREIGN LANGUAGE

#### ITALIAN

**Textbook Information:** To purchase your textbook, go to:

[www.smace.org/textbooks](http://www.smace.org/textbooks)

- We have listed an on-line source for purchasing used textbooks. This is the most economical way to obtain a copy.
- The Adult School has no copies of the textbook available for sale.
- Purchase textbook before the first class.
- The same textbook is used in all levels of the class.

**Ciao Seventh Edition**, Federici, and Larese-Riga,. ISBN: 1428288376.

**Ciao, Sixth Edition**, Riga, Dal Martello. ISBN-13:9781413016369.

#### CONVERSATIONAL ITALIAN

\$120

We're pleased and proud of the popularity of the extended schedule of this popular and practical Italian language course. Students will find the conversational approach of each session both practical and easy to follow. Intensive drill in the patterns and idioms of daily speech, supported by structure



## FOREIGN LANGUAGE

grammar instruction, will add to your fluency in the spoken language. Movies shown in class will provide additional exposure to the Italian conversations. The class finale, dinner at a local Italian restaurant, will give you a chance to practice your Italian in real time while learning more about the Italian culture. *Buon appetito!* Tiziana Balestra was born in Chieti, Italy. She received her M.A. in Italian language and literature at the University of Rome. In 2000 Professor Balestra moved to the United States, and two years later she joined the faculty at College of San Mateo, where she has taught Italian at all levels for 10 years. 12 meetings.

### SMAS - Room 20

#### Registration Deadline Tuesday, 1/20

No class on 4/6

112602	Th	6:30 - 8:30 pm
Balestra	1/26 - 4/20	\$120

## SPANISH

**Textbook Information:** To purchase your textbook, go to:

[www.smace.org/textbooks](http://www.smace.org/textbooks)

- The Adult School has no copies of the textbook available for sale.
- Purchase your textbook before the first meeting.
- The same textbook is used in all levels of the class.
- The text book refers to an audio CD. This CD does not ship with the book and has never been used in class.

**Basic Spanish 7th Edition**, ISBN 13: 978-0-618-50569-2. Lebrede, Mena-Ayllon, Jarvis.

<b>CONVERSATIONAL SPANISH - Part 1</b>	<b>\$140</b>
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Those who can speak Spanish have a definite edge when it comes to communicating with potential clients, customers, or co-workers. Take the time to learn practical Spanish including vocabulary, grammar, and conversation.

Well suited for the south-of-the-border traveler. *Hernan Delgado has taught Spanish in corporate settings and educational institutions for over twenty years.* 14 meetings.

### SMAS - Room 47

#### Registration deadline Thursday, 1/5

No class 1/16, 2/20

112002	MW	6:30 - 8:30 pm
Delgado	1/9 - 3/1	\$140

<b>CONVERSATIONAL SPANISH - Part 2</b>	<b>\$140</b>
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This class is a follow-up to our CONVERSATIONAL SPANISH Part 1 class. Sharpen your pronunciation and conversation skills while expanding both your vocabulary and intonation. 14 meetings.

### SMAS - Room 47

#### Registration deadline Thursday, 3/2

No class 4/3, 4/5

112102	MW	6:30 - 8:30 pm
Delgado	3/6 - 4/26	\$140

<b>CONVERSATIONAL SPANISH - Part 3</b>	<b>\$140</b>
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Continue your Spanish instruction using compound tenses and command forms. The same textbook used in Parts 1 and 2 is used in this class. 14 meetings.

### SMAS - Room 47

#### Registration deadline Thursday, 1/5

112202	TTh	6:30 - 8:30 pm
Delgado	1/10 - 2/23	\$140

<b>CONVERSATIONAL SPANISH - Part 4</b>	<b>\$140</b>
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Refine your speaking and listening skills. Learn about the subjunctive mood when applied to preferences and beliefs. The same textbook used in Parts 1, 2, and 3 is used in this class. 14 meetings.

### SMAS - Room 47

#### Registration deadline Thursday, 2/23

No class 4/4, 4/6

112302	TTh	6:30 - 8:30 pm
Delgado	2/28 - 4/20	\$140

## 50PLUS - MATURE ADULT PROGRAM

### 50PLUS - MATURE ADULT PROGRAM

*These classes are not funded by the state,  
but receive support from the San Mateo Union High District*

Guest Passes are a great way to sample many of our class offerings. Purchase a few guest passes for yourself, or to have a few on hand to invite a friend or visiting relative to class.

Guest passes can be used for the following **50PLUS - Mature Adult Program** classes only: Fitness Education, Health Topics, Knitting, and Music Appreciation. Passes are not applicable to classes that feature ongoing projects, and involve use of supplies, such as Painting, Drawing, Ceramics and Sewing.

Guest Passes for fitness classes: \$6.00 or purchase a set of four \$22.00  
Guest Passes for knitting classes: \$7.00 or purchase a set of four \$25.00  
Guest Passes for sewing classes: \$7.00 or purchase a set of four \$25.00  
Guest Passes for the Opera class: \$15.00 or purchase a set of four \$48.00

#### FOSTER CITY RECREATION CENTER SAN MATEO SENIOR CENTER

*All classes here add a \$5.00 Facility/Administrative Fee to Course fee*

### APPLIED ARTS

#### PAINTING & DRAWING

##### FUNDAMENTALS OF DRAWING & WATERCOLOR - 12 WEEKS

Illustrator Matt Crane will provide instruction in the Fundamentals of Drawing. Use of line, light and shade, perspective and composition are topics covered the first 8 weeks, with in-class demonstrations of useful drawing techniques. The emphasis of the next 8 weeks will be on the practice various watercolor techniques and use of materials. The format: teacher demonstration followed by student practice. Landscape, still life and illustration are among subjects covered. This class is for beginners as well as more advanced students who want to practice and 'workshop' their own projects. For a materials list email: [jmcgovern@smace.org](mailto:jmcgovern@smace.org). (No class 1/16, 2/20, 4/3)

**Class Fee: Ages 65 & over: \$75;  
50-64: \$95; Under 50: \$105**  
(Administration fee already included)

**Foster City Community Center**  
220302 M 12:30 - 3 pm  
Crane 1/9 - 4/17 \$75/\$95/\$105



## 50PLUS - MATURE ADULT PROGRAM

### PAINTING: WATERCOLOR - INTERMEDIATE LEVEL

This class is for experienced watercolorists and adults with some experience, past or present, painting in watercolor. Illustrator Matt Crane will demonstrate a sampling of painting and drawing techniques weekly to assist you in fine tuning your 'eye' as it applies to composition, color, shading and form - all important visual and aesthetic considerations that are sure to enhance your paintings. Advanced students who want to practice and 'workshop' their own projects, welcome. For a materials list email: [jmcgovern@smace.org](mailto:jmcgovern@smace.org).

**Class Fee: Ages 65 & over: \$75;  
50-64: \$95; Under 50: \$105**  
*(Administration fee already included)*

#### San Mateo Senior Center

220300	Th	9 - 12 pm
Crane	1/12 - 3/30	\$75/\$95/\$105

### PAINTING & DRAWING - MEDIUMS & METHODS

Instruction is offered in the fundamentals of art: drawing, color, shape, form perspective, and texture. It includes a variety of art mediums: graphite, drawings, watercolor, colored pencils, water soluble colored pencils, pastels, portraiture, scratchboard, and additional techniques with art mediums. Julie's goal is to enhance the participant's enjoyment, art skills, and personal styles. The class is non-judgmental. All skill levels are welcome. Julie Andrews Paladino's art work has been marketed throughout the United States by showrooms and designers. She has a BA in Fine Arts and is a registered Art Therapist.

*Materials fee discussed at first class meeting.*

**Class Fee: Ages 65 & over: \$75;  
50-64: \$95; Under 50: \$105**

*(Administration fee already included)*

#### Foster City Recreation Center

080333	T	9:30 - 12 pm
Paladino	1/10 - 3/28	\$75/\$95/\$105
080301	T	12:30 - 3 pm
Paladino	1/10 - 3/28	\$75/\$95/\$105



## 50PLUS - MATURE ADULT PROGRAM

### **PAINTING: OIL AND ACRYLIC - 12 WEEKS**

Learn basic painting techniques. Mix and apply warm and cool hues of color to complement composition. Explore different techniques using texture and line, and discover a variety of brushstrokes to obtain the results you want. Please note: Enrollment is based

on availability. For more information please call (650) 558-2100.

**Class Fee: Ages 65 & over: \$70;  
50-64: \$90; Under 50: \$100**

#### **San Bruno Senior Center**

080311 Th 1 - 4 pm  
McGovern 1/12 - 3/30 \$70/\$90/\$100



## FABRIC & WOOLEN ARTS

### **HAND KNITTING**

Learn basic or advanced knitting skills. Complete an introductory project, or learn new techniques to add to your current skills. Learn to read the pattern books to create designs that inspire you. Bring size 7 single-point needles and medium weight worsted yarn. Intermediate knitters bring a project you are presently working on. *Paola Trombetta has created a number of made-*

*to-order knitwear fashions in her native country. (Guest passes accepted. See page 18.)*

**Class Fee: Ages 65 & over: \$75;  
50-64: \$95; Under 50: \$105**

*(Administration fee already included)*

#### **Foster City Recreation Center**

080371 W 1:15 - 4:15 pm  
Trombetta 1/11 - 3/29 \$75/\$95/\$105

## 50PLUS - MATURE ADULT PROGRAM

### SEWING: SEWING FOR EVERYONE

This is a class designed to meet the needs of the beginning or experienced sewer. The beginner is shown the basics of operating a sewing machine. Next, a simple practical project is done, step-by-step. It is a class also for the experienced sewer who would like advice with fitting problems and altering a pattern to their measurements. The more advanced student is shown how to make a pattern from their measurement. Ideas are given to alter garments you already have for a better fit or more updated style. This class also includes lessons in decorative home projects. Learn to make a stylish tote bag

or pillow cover that showcases a great piece of fabric. Both of these projects are a great canvas for some of those fabulous home decorator fabrics you've been eager to use somewhere in your life! Tote will have an inside zipper and Cover will have a zipper closing. Class will cover construction techniques and tricks of the trade. Be prepared to make more of these bags and pillows as gifts for friends after you learn how to do it.

**Class Fee: Ages 65 & over: \$75;  
50-64: \$95; Under 50: \$105**  
(Administration fee already included)

#### Foster City Recreation Center

080376 F 9:30 - 12:30 pm  
Faus 1/13 - 3/31 \$75/\$95/\$105

## CERAMICS

### CERAMICS & SCUPLTURE

Ceramics is the most versatile art medium, with its many surface treatments and textures along with the different glaze applications. Large or small, rough or detailed, 3-D shapes can be created using clay. We will explore these different possibilities by demonstrations, depending on the needs and inspirations of the students. No matter what skill level of artist you are,

I guarantee you will have fun using this amazing medium. A lab fee of \$15 is payable to the teacher in the first class session. (No class 1/16, 2/20)

**Class Fee: Ages 65 & over: \$70;  
50-64: \$90; Under 50: \$100**

#### San Bruno Senior Center

080314 M 9:30 - 12:30 pm  
McGovern 1/9 - 3/27 \$70/\$90/\$100





# 50PLUS - MATURE ADULT PROGRAM

## BAND

### WEST BAY COMMUNITY BAND

*Musicians Wanted!* If you've been itching to play again come join the West Bay and San Carlos Community Band. Our band has over 60 fun-loving musicians who enjoy playing music of all styles and periods, performing, and appreciate being part of an ensemble. All instruments needed. Gain new musical knowledge and skill. NO audition required. For more information, contact Erinn Washburn at [erinnwashburnschool@gmail.com](mailto:erinnwashburnschool@gmail.com)

(No class 4/5)

Class times can be found by visiting the West Bay Community Band website. Registration for this class can be completed either in class or online visiting the website:

[www.westbaycommunityband.org](http://www.westbaycommunityband.org)

**Class Fee: Ages 65 & over: \$70; 50-64: \$95; Under 50: \$105**

#### Mills High School

080823 W 7 - 9:30 pm  
Washburn 1/11 - 4/18 \$70/\$95/\$105



## MUSIC APPRECIATION

### AFTERNOON AT THE OPERA \$85

Join us as we prepare to attend four opera performances broadcast LIVE from the Metropolitan Opera. Attendees of the class find that learning the stories and music beforehand significantly enhances their enjoyment of the performances. In this session we will also explore what makes contemporary opera tick: how to unpack it so you love it ... or not! Opera novices welcome.

**8 Monday afternoon classes**  
**2:30 – 4:30 p.m.**  
**San Mateo Senior Center,**  
**2645 Alameda de las Pulgas**  
**San Mateo**

- 1/23** Contemporary Opera 1900 – 1945:  
Departing from traditional opera  
**1/30** Contemporary Opera post World  
War II: Opera and tonality reimagined

- 2/6** Contemporary Opera: Today's leading composers  
**2/13** *Rusalka* by Antonín Dvorak. Kristine Opolais sings the haunting "Song to the Moon" in this wondrously imaginative fairytale of love and longing, rejection and redemption.  
**2/20** Holiday  
**2/27** **Resorgimento Operas** with Norman Rizzi, former set designer with San Francisco Opera  
**3/6** *La Traviata* by Giuseppe Verdi. Her strength and frailty make courtesan Violetta one of opera's most beloved heroines.  
**3/13** No Class Meeting  
**3/20** *Idomeneo* by Wolfgang Amadeus Mozart. A stunning operatic love triangle accompanied by exquisite arias explodes on the island of Crete just after the Trojan War.

## 50PLUS - MATURE ADULT PROGRAM

### Metropolitan Opera LIVE broadcasts in a movie theater near you

- 1/11 Wed.** Encore of *Nabucco* at 6:30 p.m. with Plátecido Domingo, Liudmyla Monastyrska
- 1/21 Sat.** *Roméo et Juliette* (3 hours) at 9:55 a.m. with Diana Damrau and Vittorio Grigolo
- 1/25 Wed.** Encore at 6:30 p.m.
- 2/25 Sat.** *Rusalka* at 9:55 a.m. (3 hours 40 mins) with Kristine Opolais and Brandon Javanovich
- 3/01 Wed.** Encore at 6:30 p.m.
- 3/11 Sat.** *La Traviata* at 9:55 a.m. (2 hours 33 mins) with Sonya Yoncheva and Michael Fabiano
- 3/15 Wed.** Encore at 6:30 p.m.
- 1/25 Sat.** *Idomeneo* at 9:55 a.m. (4 hours) with Matthew Polenzani, Alice Coote, Nadine Sierra
- 1/29 Wed.** Encore at 6:30 p.m.

**Fee: \$85** (does not include tickets or transportation to performances)

To register: Complete registration form for San Mateo Adult School. 650-558-2100 [www.smace.org/50\\_plus/music](http://www.smace.org/50_plus/music)

Preferred method of payment is credit card. Do not register with San Mateo Parks and Rec or San Mateo Senior Center. Guest passes are available on the day of class for \$15 for each class or 4 classes for \$48.

### **San Mateo Senior Center**

080804 M 2 - 4 pm  
Deghi 1/23 - 3/20 \$85/\$85/\$85

Afternoon at the Opera

### **Summer 2017**

Join us as we prepare to attend two opera performances broadcast LIVE from the Metropolitan Opera. *Eugene Onegin* and *Der Rosenkavalier* are two of the most beloved operas in the repertoire. Both tell the story of unrequited love: one, the love of a young woman for an older man and the other the love of an older woman for a younger man. Opera novices welcome. Register in advance!

### **5 Monday afternoon classes**

**2:30 – 4:30 p.m.**

**San Mateo Senior Center  
2645 Alameda de las Pulgas  
San Mateo**

- 4/17** *Eugene Onegin* by Pyotr Tchaikovsky. Pushkin's classic novel comes alive through the tragic love triangle between its main protagonists.
- 4/24** Surprise!
- 5/1** *Der Rosenkavalier* by Richard Strauss. An aging beauty loves a younger man who falls in love with a younger woman amid some of the most luscious music ever written.
- 5/8** **No Class Meeting**
- 5/15** **West Edge Opera** in Oakland. Learn about how and why this scrappy little company is making waves.
- 5/22** **Deborah Rosengaus** will delight us with a LIVE PERFORMANCE followed by an end-of-class Party!

### Metropolitan Opera LIVE broadcasts in a movie theater near you

- 4/22 Sat.** *Eugene Onegin* at 9:55 a.m. (3 hours 38 mins) Anna Netrebko and Dmitiri Hvorostovsky
- 4/26 Wed.** Encore at 6:30 p.m.
- 5/13 Sat.** *Der Rosenkavalier* at 9:30 a.m. (4 hours 12 mins) Renée Fleming and Elina Garanca
- 5/17 Wed.** Encore at 6:30 p.m.

**Fee: \$75** (does not include tickets or transportation to performances)

To register: Complete registration form for San Mateo Adult School. 650-558-2100 [www.smace.org/50\\_plus/music](http://www.smace.org/50_plus/music)

Preferred method of payment is credit card. Do not register with San Mateo Parks and Rec or San Mateo Senior Center.

Guest passes are available on the day of class for \$15 for each class or four classes for \$48. Guest pass for May 22 is \$30.

## 50PLUS - MATURE ADULT PROGRAM

### AEROBIC / DANCE LOW IMPACT

#### AEROBICS: DANCE FITNESS

If you enjoy uplifting music, rhythm and dance, this is the exercise class for you. We start with a gentle warm up and transition to moderately paced – low impact aerobic exercises that include a few fun, easy to follow dance steps! We then use light weights (optional) to build strength. Class concludes with a few exercises to support better balance and gentle yoga movements. It is a wonderful way to start your day! *Guest passes accepted. See page 18. (No class 4/4, 4/6, 4/7)*

**Class Fee: Ages 65 & over: \$38;  
50-64: \$59; Under 50: \$80**

#### San Bruno Recreation Center

081109	T	9 - 10 am
McGovern	1/10 - 4/18	\$38/\$59/\$80

081108	Th	9 - 10 am
McGovern	1/12 - 4/20	\$38/\$59/\$80

#### Central Park Recreation

081129	F	9 - 10 am
McGovern	1/13 - 4/21	\$38/\$59/\$80

#### AEROBICS, ENDURANCE, BALANCE, AGILITY

These classes combine low-impact, easy-paced aerobic exercises and music to improve your cardiovascular system, stamina and flexibility. The pace and movements are modified for adults **70Plus and older**. All classes conclude with chair exercises. Monday and Friday classes include strength training with weights or bands, and balance exercises



using chairs if needed for additional support. *Guest passes accepted. See page 18. (No class 1/16, 2/20, 4/3, 4/5, 4/7)*

**Class Fee: Ages 65 & over: \$38;  
50-64: \$59; Under 50: \$80**

#### Central Park Recreation

081121	M	10 - 11 am
Funk	1/9 - 4/17	\$38/\$59/\$80

081120	W	10 - 11 am
Silven	1/11 - 4/19	\$38/\$59/\$80

081130	F	10 - 11 am
McGovern	1/13 - 4/21	\$38/\$59/\$80

#### ZUMBA “GOLD”

Tone up, build strength, feel good! Dance is a great way to exercise! Join us every Monday, Tuesday and Wednesday morning and get your day off to a great start. Zumba “Gold” is an easy-to-follow, cardio based, lower impact, Latin-inspired dance-fitness class. The music is rhythmic and motivating, the movements are, by design, modified so beginners participate. All classes conclude with strength training using hand weights. Also bring a mat for Central Park class location. S. Funk is a Zumba certified instructor. *Guest passes accepted. See page 18. (No class 1/16, 2/20, 4/3, 4/4, 4/5)*

#### Central Park Recreation

**Class Fee: Ages 65 & over: \$38;  
50-64: \$59; Under 50: \$80**

081122	M	9 - 10 am
Funk	1/9 - 4/17	\$38/\$59/\$80

081158	W	9 - 10 am
Funk	1/11 - 4/19	\$38/\$59/\$80

#### Foster City Recreation Center

**Class Fee: Ages 65 & over: \$43;  
50-64: \$64; Under 50: \$85**

*(Administration fee already included)*

081107	T	10:45 - 11:45 am
Funk	1/10 - 4/18	\$43/\$64/\$85

081115	T	11:45 - 12:45 pm
Funk	1/10 - 4/18	\$43/\$64/\$85



## 50PLUS - MATURE ADULT PROGRAM

### POSTURE / BALANCE (FALL PREVENTION)

#### BETTER BALANCE

Improve your physical fitness in this 60-minute class! You will practice a variety of seated and standing exercises, as well as gait exercises to help increase your overall strength, enhance your flexibility and support better posture and functional balance. Class size is limited to 25. Register early. *Guest passes not accepted for any of the Better Balance classes. (No class 1/16, 2/20, 4/3, 4/5,4/6)*

**Class Fee: Ages 65 & over: \$38;  
50-64: \$59; Under 50: \$80**

#### Central Park Recreation

081156 M 11:30 - 12:30 pm  
Funk 1/9 - 4/17 \$38/\$59/\$80

081157 W 10:15 - 11:15 am  
Funk 1/11 - 4/19 \$38/\$59/\$80

#### San Bruno Recreation Center

081154 Th 11:30 - 12:30 pm  
Funk 1/12 - 4/20 \$38/\$59/\$80

#### BETTER BONES: EXERCISES FOR OSTEOPOROSIS - 8 WEEK INTENSIVE

OSTEOPOROSIS affects millions of Americans, predominantly women over 50 and men over 70. Exercise can help! Exercise is powerful medicine for people with osteoporosis. It helps reduce bone loss and builds stronger muscles to support you. The result is that you're less likely to have a fall or fracture. In this gentle Pilates-based fitness program you will practice safe and effective standing, seated, and floor exercises designed to improve posture and balance, and increase strength and flexibility. Includes weight-bearing movements and resistance training that can help slow bone loss. Bring a mat and pillow. Must be able to safely and independently get down to and up from the floor". *No guest passes accepted. (No class 4/5)*

#### San Mateo Adult School

**Class Fee: \$45**

081133 W 2-3 pm  
Funk 2/8 - 3/29 \$45/\$45/\$45

### PILATES/YOGA: CORE STRENGTH

#### PILATES: BALL WORKOUT INTERMEDIATE

Prerequisite: Beginning Ball Workout, or similar experience. Tone and strengthen your "core" – the abdominal, gluteus, hip, and postural muscles. Increase your upper body strength, improve your flexibility and balance, and invigorate your mind in this mixed level class. Please bring your own exercise ball and mat. *Guest passes accepted. (No class 4/5)*

**Class Fee: Ages 65 & over: \$38;  
50-64: \$59; Under 50: \$80**

#### San Mateo Adult School

081168 W 12:15 - 1:15 pm  
Funk 1/11 - 4/19 \$38/\$59/\$80

#### PILATES GENTLE: LEVEL 1

Discover long forgotten muscles and bring pleasure back to movement with Pilates! Pilates is a series of mat-based exercises designed to improve posture, balance, and flexibility while strengthening your "core" – the abdominal, gluteus, hip, and back muscles. No prior experience is necessary. Please bring a mat, pillow and a towel to class. *Guest passes accepted. (No class 1/16, 2/20, 4/3)*

**Class Fee: Ages 65 & over: \$38;  
50-64: \$59; Under 50: \$80**

#### San Bruno Senior Center

081151 M 3:30 - 4:30 pm  
Funk 1/9 - 4/17 \$38/\$59/\$80

## 50PLUS - MATURE ADULT PROGRAM

### PILATES, GENTLE: LEVEL 2

An intermediate level class, designed for those who have taken Gentle Pilates, Level 1 and are ready for a more challenging workout. If you have osteoporosis or spinal issues, Level 1 is a more appropriate class for you. Please bring a mat and a pillow or towel to class. Guest passes accepted. *(No class 4/6)*

**Class Fee: Ages 65 & over: \$38;  
50-64: \$59; Under 50: \$80**

#### San Bruno Recreation Center

081128	Th	10:15 -11:15am
Funk	1/12 - 4/20	\$38/\$59/\$80

### YOGA FOR HEALTH

**(See class fees below for each location)**

Yoga is restorative. Practicing yoga calms some of your body's system while strengthening others. You don't have to do positions that are demanding to experience beneficial results. Start where you are and under the guidance of our 50Plus instructors your practice will gradually and surely enhance your strength, range of motion and well being.

In addition to teaching customary yoga positions, instructors demonstrate modifications of postures for students as needed. Classes conclude with a meditative relaxation exercise. All levels welcome! Wear comfortable clothing. Bring a towel, small blanket and yoga mat. *Guest passes accepted. (No class 1/16, 2/20, 4/3, 4/4, 4/6)*

#### San Bruno Senior Center

**Class Fee: Ages 65 & over: \$38;  
50-64: \$59; Under 50: \$80**

220402	M	2:15 - 3:15 pm
Salah	1/9 - 4/17	\$38/\$59/\$80

220404	M	4:30 - 5:30 pm
Salah	1/9 - 4/17	\$38/\$59/\$80

220401	Th	10:15 - 11:15 am
Scott	1/12 - 4/20	\$38/\$59/\$80

#### Foster City Community Center

**Class Fee: Ages 65 & over: \$43;  
50-64: \$64; Under 50: \$85**

*(Administration fee already included)*

081136	T	11 - 12 pm
Jean	1/10 - 4/18	\$43/\$64/\$85

081138	Th	12:15 - 1:15 pm
Jean	1/12 - 4/20	\$43/\$64/\$85



# 50PLUS - MATURE ADULT PROGRAM

## TAI CHI / QI GONG

### TAI CHI

**Tai Chi 101: Beginning Tai Chi Zungu Chen Family Taiji**

In this beginning class you will learn six basic postures, step by step. Under the skilled and supportive instruction of Debbie Au, you will learn and practice these beneficial postures to improve coordination, support better balance responses, benefit joint mobility and increase overall agility. In clinical studies Taiji has also been shown to decrease stress levels. Please wear comfortable clothing and shoes, no sandals. *Guest passes accepted. (No class 4/4, 4/5)*

**Foster City Recreation Center**

**Class Fee: Ages 65 & over: \$43; 50-64: \$64; Under 50: \$85**

*(Administration fee already included)*

081148	T	1 - 2 pm
Au	1/10 - 4/18	\$43/\$64/\$85

**San Bruno Recreation Center**

**Class Fee: Ages 65 & over: \$38; 50-64: \$59; Under 50: \$80**

081141	W	1:45 - 2:45 pm
Au	1/11 - 4/19	\$38/\$59/\$80

**San Bruno Senior Center**

**Class Fee: Ages 65 & over: \$38; 50-64: \$59; Under 50: \$80**

081106	W	3:25 - 4:25 pm
Au	1/11 - 4/19	\$38/\$59/\$80

### TAI CHI 102 INTENSIVE \$75

**(10-week): Continuing Zungu Chen Family Taiji (Tai Chi)**

Continuation of the Zungu Chen Family Taijiquan (Lao Jia) First Form, in a supportive limited class-sized environment. Each student will receive individualized attention. Emphasis placed on posture and balance. Class limited to

15 students. Wear comfortable clothing and shoes. Prerequisite: Beginning Zungu Chen Family Taiji 101 and instructor's permission. *No guest passes accepted. (No Class 2/20, 4/3)*

**San Mateo Adult School**

**Saturn/Venus Room**

**Class Fee: \$75**

081155	M	9 - 10 am
Au	1/23 - 4/10	\$75/\$75/\$75

### QI GONG -AEROBIC FUSION

**(See class fees below for each location.)**

A hybrid class with Qi Gong used as a meditative warm-up followed by light aerobics, weight work, and stretching. Enjoy an hour of moving and strengthening your whole body. All levels from beginners to advanced are welcome. Bring hand weights. *Guest passes accepted. (No Class 4/4, 4/5)*

**San Bruno Recreation Center**

**Class Fee: Ages 65 & over: \$38; 50-64: \$59; Under 50: \$80**

081139	T	10:10 - 11:10 am
Carrigan	1/10 - 4/18	\$38/\$59/\$80

**Foster City Recreation Center**

**Class Fee: Ages 65 & over: \$43; 50-64: \$64; Under 50: \$85**

*(Administration fee already included)*

081143	W	10:30 - 11:30 am
Carrigan	1/11 - 4/19	\$43/\$64/\$85



## 50PLUS - MATURE ADULT PROGRAM

### THOUGHTS & EXPRESSIONS

#### CURRENT EVENTS

Stay informed! Connect with other mature adults who enjoy engaging in thought-provoking conversations about the world in which we live. Adult school teacher and writer, Tim Simmers prepares new topics weekly for discussion. Topics range from local, national and international news events to health care, environmental issues, and compelling sports events. Keep your mind sharp through engagement. Learn something novel, sit back, listen and

observe or explore your ideas and share your thoughts. Your opinion matters!  
(No Class 4/4, 4/5)

**Class Fee: Ages 65 & over: \$45;**

**50-64: \$66; Under 50: \$87**

#### San Bruno Recreation Center

080213	T	1:30 - 3 pm
Simmers	1/10 - 4/18	\$45/\$66/\$87

#### San Bruno Senior Center

080218	W	1 - 2:30 pm
Simmers	1/11 - 4/19	\$45/\$66/\$87

### FAMILY HISTORY AND RESEARCH

#### GENEALOGY - FAMILY HISTORY - THE NEXT STEP

During this 10-week course attendees will review components of basic genealogy, become acquainted with various web sites as resource, and acquire helpful research tips. Weekly presentations will provide you with up to date information available for the US, Canada, UK, Ireland, Germany, and other countries of specific interest to class members. Time is allotted during class for students to explore online resources using computers provided. On occasion, members of the class share progress, interesting "finds" or perhaps "brick walls" encountered while researching their family tree. Your instructor, Inge Harding-Barlow, is chief genealogist at the Family History Library in Menlo Park. Inge has taught International Genealogy for over 20 years, visits overseas archives each year and actively researches international family history and family trees, including 30+ groups from her own family, with some trees going back to the 1500s. Class members are encouraged to set up a 90 minute individual consult on their genealogical "brick walls" with Inge at

Family History Library in Menlo Park. Please schedule appointments directly with Inge.

#### San Mateo Adult School

##### Mercury Room

223311	Th	8:45 - 11:15 am
H-Barlow	1/12 - 3/16	\$70/\$70/\$70

#### MEMOIRS PLUS

Get all the tips, support and encouragement you need to finally put those memories to paper. Whether it's your story or your family's that you want to record, this fun and supportive class will help you do it. The only "experience" required is having lived past fifty! Whether you would like to work on memoir, creative non-fiction, fiction, or personal essays, come spend a few hours a week in a reflective class that will sharpen your writing skills.

**Class Fee: Ages 65 & over: \$75;**

**50-64: \$95; Under 50: \$105**

*(Facility/Administration fee included)*

#### San Mateo Senior Center

080705	W	1 - 3:30 pm
Lieban	1/11 - 3/29	\$75/\$95/\$105

080706	F	1 - 3:30 pm
Lieban	1/13 - 3/31	\$75/\$95/\$105

# 50PLUS - MATURE ADULT PROGRAM

## AARP

### AARP SMART DRIVER PROGRAM

This 8-hour classroom course is designed especially for drivers 50 years and over. You will learn:

- Defensive driving techniques
- How to safely use a car phone
- New traffic laws and rules of the road
- And much more
- How to deal with aggressive drivers

Program fee: \$15 fee for AARP members and \$20 for non-members (payable to AARP) covers workbook and DMV certificate.

In addition, **there is a separate \$5 registration charge (payable to the Adult School)**. Class size is limited, so pre-register early. **Registration begins Monday, December 12.**

Questions about the SMART DRIVER PROGRAM?

Call our main line (650) 558-2100.

#### San Mateo Adult School

082306 MT 12:30 - 4:30 pm  
Staff 1/23 - 1/24 SMAS/Venus

082308 MT 12:30 - 4:30 pm  
Staff 3/13 - 3/14 SMAS/Venus

### AARP 4-HOUR REFRESHER COURSE

If you have taken the 8-hour course through AARP, and can produce documentation of having taken it within the last four years (certificate, canceled check, insurance statement) you are eligible to take the 4-hour refresher course. Program fee: \$15 fee for AARP members and \$20 for non-members (payable to AARP) covers workbook and DMV certificate. In addition, there is a separate \$5 registration charge (payable to the Adult School). Space is limited, so pre-register early. **Registration begins Monday, December 12.** Bring your AARP card to class.

#### San Mateo Adult School

082307 T 12:30 - 4:30 pm  
Staff 2/7 SMAS/Venus





## VOLUNTEER OPPORTUNITIES / ON-LINE CLASSES

### VOLUNTEER OPPORTUNITIES

**Tutoring Opportunities:** The San Mateo Adult School is looking for patient, friendly, and enthusiastic individuals to tutor English as a Second Language, Citizenship, Adult Secondary Education or *50Plus* Program students in the morning, afternoon or evening at our various site. Literacy Tutors work with students individually or in small groups in a teacher-supervised classroom setting. This is a rewarding opportunity to work with adults from diverse cultures who are pursuing life goals such as attaining citizenship, helping their children with homework, and improving their career potential.

For more information please call (650) 558-2100 for the individual program coordinator.

#### ESL LITERACY TUTOR TRAINING

**Free**

Volunteers should have native or near-native English fluency, an abundance of patience, and an interest in working with people of diverse cultures. There is one evening training/orientation session followed by one observation of the class where the volunteers would work.

You will explore the challenges that adult language learners face in developing language skills and you will learn techniques and tips to help you effectively work with adult ESL students. This evening class is offered once per semester and is a prerequisite to volunteering in ESL and Citizenship classes. Participants attend the orientation and then observe an Adult Education class at a later date. Upon completion participants will receive a Certificate of Completion and may work as volunteers in ESL Classes. Call (650) 558-2100 for more information or to register for the Literacy Tutor Orientation/Training.

Thursday      1/19      6:30 - 9:00 pm      SMAS/22      Doyle      069901

### ONLINE CLASSES

#### Registration Information

[www.smace.org/distance](http://www.smace.org/distance)

San Mateo Adult and Community Education provides you with many courses to study from your own home or anywhere you have access to the Web.

#### WHAT ARE ONLINE COURSES?

Online courses are a lot like the traditional classroom courses: there are other students, you have access to lecture material, you'll do assignments, and be tested. But instead of going into a classroom, you log onto the Internet.

#### WHAT EQUIPMENT DO I NEED?

You will need access to a computer with an Internet connection. Software specific courses may require the purchase of specific software. Please see course details online at

<http://www.smace.org/distance>

#### IS ONLINE LEARNING FOR ME?

Because you don't have a class schedule imposed on you, you will have to set up a

learning schedule for yourself. But if you are motivated, online learning can be very satisfying. Online learning is a great option for busy people who can't find time in their schedules for extended periods of study or can't travel to class sites. How much time does a course take? From the start date of your class, you have 6 weeks to complete the course. Once you have started the course, however, you can go at your own pace: you decide when to go on to the next topic, when to review previous topics.

#### HOW DOES ONLINE LEARNING COMPARE TO CLASSROOM LEARNING?

You "attend" a lecture (at your computer), practice what you've learned through exercises, and get quizzed to demonstrate what you've learned. Unlike classroom learning, you never have to miss a lecture or reschedule your time; students with computers at home or at work can "go" to class whenever it's convenient; and you can learn at your own pace, review material when you need to.

## COURSE LOCATIONS

### COURSE LOCATIONS

**Burlingame High School (BHS)**

Oak Grove & Carolan Avenues  
Burlingame

**Central Park Recreation (CPR)**

Self-Help for the Elderly  
50 E. 5th Avenue, San Mateo

**Foster City Community Center**

1000 Hillsdale Blvd., Foster City

**Foster City Recreation Center**

650 Shell Blvd., Foster City

**Millbrae Recreation Center (MPR)**

477 Lincoln Circle, Millbrae

**Mills High School**

400 Muchinson Drive, Millbrae

**San Bruno Senior Center**

1555 Crystal Springs Road, San Bruno

**San Mateo Adult School (SMAS)**

789 E. Poplar Avenue, San Mateo

**San Mateo Senior Center**

2645 Alameda de Las Pulgas  
San Mateo

**Sterling Court**

850 N. El Camino, San Mateo

**The Magnolia of Millbrae**

201 Chadbourne, Millbrae

**The Villa at San Mateo**

4000 S. El Camino Real  
San Mateo, CA 94403

### ADULTS WITH DISABILITIES

The San Mateo Adult School offers classes for clients at various community locations for adults with special needs. These locations include: Community Gatepath of Northern California, Mills-Peninsula Senior Focus Adult Day Health Program, San Mateo County Health Center and various residential settings. Classes at these sites include vocational, community access, recreation/leisure or communication subjects.

### NON-DISCRIMINATION & SEXUAL HARASSMENT POLICIES

The San Mateo Union High School District does not discriminate against any person in the provision of any program or service based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status or physical or mental disability. It is the policy of the district to provide an education, employment and business environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by Federal and State law. Copies of the district's Non-Discrimination and Sexual Harassment policies are available in the District's Human Resources and Administrative Services Office and the Principal's office at each campus.

For information about Uniform Complaint Procedures and Title IX, contact Kirk Black, Associate Superintendent, Human Resources and Administrative Services and for 504 information contact Gloria Dirkmaat, Director of Special Education. They both may be contacted at 650-558-2299, 650 N. Delaware St., San Mateo, CA 94401.

### SAN MATEO ADULT SCHOOL

Lawrence Teshara, Director  
Tim Doyle, Assistant Director  
Eric Saavedra, Assistant Director

Thomas Jung, Vocational & Fee-Based  
Jeri McGovern, Adults with Disabilities & 50 Plus

### SAN MATEO UNION HIGH SCHOOL DISTRICT

Kevin Skelly, Ed.D., Superintendent  
Elizabeth McManus, Deputy Superintendent

Kirk Black, Ed.D., Deputy Superintendent  
KindyLee Mackamul, Associate Superintendent

### SAN MATEO UNION HIGH SCHOOL DISTRICT BOARD OF TRUSTEES

Robert H. Griffin, President  
Peter Hanley, Vice President

Linda Lees Dwyer, Clerk  
Marc Friedman, Trustee  
Greg Land, Trustee

## SAN MATEO ADULT SCHOOL REGISTRATION FORM

Please Print Clearly

Have you attended San Mateo Adult School before? Yes  No

Student ID# \_\_\_\_\_ Birthdate (month) \_\_\_\_\_ (day) \_\_\_\_\_ (year) \_\_\_\_\_ Sex: M  F

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Address \_\_\_\_\_

Street

Apt. #

City

Zip Code

Telephone H (\_\_\_\_) \_\_\_\_\_ Call (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**Emergency Contact Information:**

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Phone No. \_\_\_\_\_

**Education:** Number of years of school completed (circle the highest completed): 1 2 3 4 5 6 7 8 9 10 11 12 College

**Highest school level or diploma earned (circle one):** None HS Diploma GED Certificate Technical/Certificate  
Some college but no degree A.A./A.S. Degree 4-yr. College Graduate Graduate Studies Other \_\_\_\_\_

**Majority of Education outside United States:** Yes or No (circle one) Country of Origin: \_\_\_\_\_

<p><b>Ethnicity</b></p> <p><input type="checkbox"/> White <input type="checkbox"/> Pac. Islander</p> <p><input type="checkbox"/> Hispanic <input type="checkbox"/> Amer. Indian</p> <p><input type="checkbox"/> Black <input type="checkbox"/> Alaskan Nat.</p> <p><input type="checkbox"/> Asian <input type="checkbox"/> Other _____</p> <p><input type="checkbox"/> Filipino _____</p> <p><b>Native Language</b></p> <p><input type="checkbox"/> English <input type="checkbox"/> Portuguese</p> <p><input type="checkbox"/> Arabic <input type="checkbox"/> Russian</p> <p><input type="checkbox"/> Chinese <input type="checkbox"/> Spanish</p> <p><input type="checkbox"/> Farsi <input type="checkbox"/> Tagalog</p> <p><input type="checkbox"/> Hindi <input type="checkbox"/> Thai</p> <p><input type="checkbox"/> Japanese <input type="checkbox"/> Vietnamese</p> <p><input type="checkbox"/> Korean <input type="checkbox"/> Other _____</p>	<p><b>Labor Force Status</b></p> <p><input type="checkbox"/> Employed</p> <p><input type="checkbox"/> Unemployed</p> <p><input type="checkbox"/> Not employed and not seeking work</p> <p><input type="checkbox"/> Retired</p> <p><b>Student Type</b></p> <p><input type="checkbox"/> CaWorks</p> <p><input type="checkbox"/> Concurrently Enrolled in High School/EL2</p> <p><input type="checkbox"/> Disabled</p> <p><input type="checkbox"/> General Assistance</p> <p><input type="checkbox"/> Veteran</p> <p><input type="checkbox"/> WIA</p> <p><input type="checkbox"/> Other _____</p>	<p><b>Student Goals</b> (mark two)</p> <p>1 = Primary 2 = Secondary</p> <p><input type="checkbox"/> Get a job</p> <p><input type="checkbox"/> Retain a job</p> <p><input type="checkbox"/> H.S. Diploma/GED</p> <p><input type="checkbox"/> Enter College or Training</p> <p><input type="checkbox"/> U.S. Citizenship</p> <p><input type="checkbox"/> Improve English Skills</p> <p><input type="checkbox"/> Community Involvement</p> <p><input type="checkbox"/> Computer Skills</p> <p><input type="checkbox"/> Military</p> <p><input type="checkbox"/> Family Goal/Parenting</p> <p><input type="checkbox"/> Improve Basic Skills</p> <p><input type="checkbox"/> Personal Goal</p> <p><input type="checkbox"/> Other _____</p>
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**New Classes**

Section(s)	Course(s)	Day(s)/Time	Teacher	Room	Start date	Fees
____/____/____/____	_____	____/____	_____	_____	____/____/____	_____
____/____/____/____	_____	____/____	_____	_____	____/____/____	_____
____/____/____/____	_____	____/____	_____	_____	____/____/____	_____
____/____/____/____	_____	____/____	_____	_____	____/____/____	_____

Refunds are **ONLY** given if a class is cancelled. Form of payment: Cash, Check or Credit Card (circle one) Total Paid \$ \_\_\_\_\_

**MAKE CHECKS PAYABLE TO:** San Mateo Adult School (One check per class) - Check Number(s): \_\_\_\_\_

Visa/MC Card number: \_\_\_\_\_ Exp. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Credit card transactions billed to **SMUHSD** (San Mateo Union High School District)

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Your signature authorizes San Mateo Adult School to share your educational information with other academic institutions.

This form is not verification of attendance ESL Orientation Date: \_\_\_\_\_

Office Use Only: SMHS type: EL2 or Regular Adult (circle one) Date: \_\_\_\_\_  
 Date: \_\_\_\_\_ Telephone: \_\_\_\_\_ Date: \_\_\_\_\_ Rev. 11/08/11

I, the undersigned, am voluntarily participating in the aforementioned activities, and I shall indemnify, defend and hold harmless the SMUHSD/Adult School for, from and against any liability for injury which I might suffer arising from, or in any way connected to, my participation in this activity.

Signature \_\_\_\_\_

Date: \_\_\_\_\_