



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 County Plumbers Union & Apprenticeship Training Center*
- *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*

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

GENERAL INFORMATION

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 because materials are available online. However, some software courses do require you to have the proper software. See your class requirements at 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. ESL 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)

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.

Register now! Be a member of our next graduating class in June 2018

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>
TOTAL	200

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)

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.

GED Program Hours

Monday - Thursday

Morning

9:00 am - 12:00 pm

Evening

6:30 pm - 9:00 pm

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. 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 2018

For additional information and test dates please refer to our website www.smace.org
El examen de GED ahora podra tomarlo/hacerlo en español. Para más informacion llamar (650) 558-2116.

ENGLISH AS A SECOND LANGUAGE (ESL)

Fall Semester 2017
August 22 - December 11

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

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

Call for information 650-558-2100

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

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

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

Evenings	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

8/30 - 10/12	12:30 - 3:30 pm	WTh
Lee/Finkelstein	SMAS/27	031602

7 Week Session

10/25 - 12/14	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

CAREER EXPLORATION

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.

SMAS - Mercury

9/11 - 11/8	12:30 - 2:30 pm	MW
Hernandez	SMAS/MER	064901

READING IMPROVEMENT OPPORTUNITY

Reading Plus is a self-paced online reading program which helps students increase their fluency and reading comprehension. Enrollment in Reading Plus requires a weekly two hour commitment, either at home, or at the Adult School. To register, students must meet with a teacher for initial assessment and enrollment in the program. For more information please contact the registrar, Marina Kravtsova 650-558-2105.



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 High Beginning level or above, as well as students who are in the GED and High School Diploma programs.

Beginning

SMAS - Room 22

8/29 - 12/14	12:30 - 3:30 pm	TTh
Lieban	SMAS/22	033200

Intermediate

SMAS - Room 41

8/29 - 12/14	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

8/29 - 12/14	12:30 - 3:30 pm	TTh
Sparks	SMAS/23	031101

CITIZENSHIP PREPARATION

CITIZENSHIP

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

Evening:

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





Education is more than just books and pencils. An ideal teaching environment should provide multiple learning levels to both reinforce and expand the lesson's context. In our ESL program, students participate in student government, cultural awareness events, computer applications, and environmental awareness activities, all with the support of a committed and dedicated staff.

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.

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 2016:

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

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.

COMPUTERS / COMPUTER MAINTENANCE

COMPUTER MANAGEMENT



CONFRONTING THE NEW COMPUTER CHALLENGES **\$65**

Learn how to protect yourself from hackers, intrusions, scams, identify theft, and malicious spyware programs—especially ransomware. Learn how proper maintenance can keep your computer secure and performing at its best. This hands-on class will help you identify and deal with hardware and software problems on your computer. You will also learn how to prevent malicious intrusions and to protect your data. You'll also choose, install and manage software to keep your computer trouble-free. Learn when hardware and software upgrades/updates are appropriate. Be prepared to deal with choices regarding cloud computing. And finally, know what to do—and what not to do—when encountering a computer problem. Between classes, you'll have guided instructions on how to apply solutions to your own computer. You may wish to bring a thumb drive with you. 6 meetings.

SMAS/Mercury Room

Registration deadline Thursday, 9/7

063401	TTh	6:30 - 9:30 pm
Mussell	9/12 - 9/28	\$65

WINDOWS 10 YOUR WAY – CUSTOMIZATION **\$65**

Configure Windows 10 to suit your work style; take advantage of hidden features in Windows 10; 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. After the first meeting, you'll have a guided set of checkups to do on your computer. At the second meeting you'll learn to solve issues you found. This class will help you make Windows 10 a valuable work partner, and to keep it free of malicious intrusions. Bring a bag lunch. You may wish to bring a thumb drive with you. 2 meetings.

SMAS/Mercury Room

Registration deadline Thursday, 9/14

067601	Sat	9 am - 3:30 pm
Mussell	9/16 - 9/23	\$65



COMPUTERS

APPLICATION SOFTWARE

EXCEL FUNDAMENTALS \$65

Get a thorough grounding in Excel fundamentals: entering data and formulas, operators, formatting, auditing, and file management. Learn tips and tricks to avoid errors and increase productivity. Whether you've used Excel before or are new to it, you'll benefit from "putting it all together." 6 meetings. You may wish to bring a thumb drive with you.

SMAS/Mercury Room

Registration deadline Thursday, 9/28

064001	TTh	6:30 - 9:30 pm
Mussell	10/3 - 10/19	\$65

EXCEL SPREADSHEET SOLUTIONS \$65

Build on your Excel fundamentals to create spreadsheet solutions: financial tracking, functions, lookups, cell linking, scenario management, and graphing.

Prerequisites: Excel Fundamentals class or equivalent experience. 6 meetings. You may wish to bring a thumb drive with you.

SMAS/ Mercury Room

Registration deadline Thursday, 10/12

064101	TTh	6:30 - 9:30 pm
Mussell	10/24 - 11/9	\$65

EXCEL DATABASE MANAGEMENT \$65

Use Excel to manage databases: database design, filtering, database functions, pivot tables, what-if tables, and macros. Learn to import and export databases. Prerequisites: Excel Spreadsheet Solutions class or equivalent experience. 6 meetings. You may wish to bring a thumb drive with you.

SMAS/Mercury Room

Registration deadline Thursday, 11/9

No class 11/21, 11/23

064201	TTh	6:30 - 9:30 pm
Mussell	11/14 - 12/7	\$65

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

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, 9/14

110601	Sat	9:30 - 11:30 am	
Jung	9/16		\$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. (If you're not thoroughly familiar with manual exposure controls, Understanding Proper Exposure is a pre-requisite.)

SMAS/Mercury Room

Registration Deadline Thursday, 9/14

112501	M	6:30 - 8:30 pm	
Jung	9/18 - 10/23		\$65

CAREER DEVELOPMENT

APPLYING LINKEDIN TO
YOUR JOB SEARCH

Returns in Spring 2018

CALIFORNIA NOTARY
PUBLIC LAW CLASS
FOLLOWED BY
STATE EXAM \$60

California Needs Notaries! This live course satisfies the 6-hour required class for all new and renewing Notaries Public. It is designed to help beginners and refresh renewing notaries with: changes in the law, basic principles of journaling, completing notarial wording, challenging signings as well as lawful, proper business practices and prudent care of notarial acts. It may increase your value to your employer or your personal income while serving the community. Become aware of the important role a Notary Public serves in many personal and financial transactions. Renewing Notaries can take the exam 6-months prior to expiration. Proof of Completion is valid for 2 years. The State Notary Exam will begin at 4:30 pm after the class. Be sure to bring:

- A \$49.05 (\$45.00+ 9% tax) check, payable to the instructor, for your textbook and materials. Cash and credit cards are also acceptable.
- A \$40.00 Money Order or cashier's check made payable to Secretary of State for the actual exam. It may take 4 to 6 months for a personal check to be cashed.

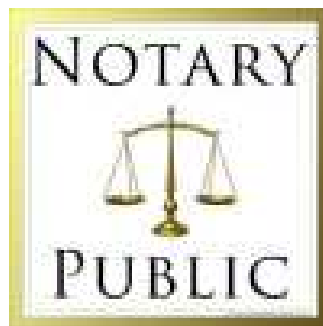
- A color 2"x 2" color passport photo. These can be obtained at Fed Ex and UPS stores. Get it done before class, as you will not have time to do it during your lunch break.
- Valid Photo ID – Driver License, ID, Passport, etc.
- A #2 sharpened pencil - you will also receive one in class.
- A sack lunch for your 30-minute lunch break (recommended).

NOTE: Due to strict guidelines set by the state of California, we reserve the right to not admit students who arrive late for class. Registration limited to 24 students. 1 meeting.

SMAS – Venus/Saturn

Registration deadline Thursday, 9/14

111003	Sat	8 am - 6:30 pm
Scherrer	9/23	\$60



FOREIGN LANGUAGE

FOREIGN LANGUAGE

ITALIAN

Textbook Information: To purchase your textbook, go to:

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
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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 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, 9/5

No class on 11/23

112601	Th	6:30 - 8:30 pm
Balestra	9/7- 11/30	\$120

SPANISH

Textbook Information: To purchase your textbook, go to:

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

Jarvis, Lebrede, Mena-Ayllon

ISBN 13: 978-0-618-50569-2

CONVERSATIONAL SPANISH - Part 1	\$140
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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*

FOREIGN LANGUAGE

educational institutions for over twenty years. 13 meetings.

SMAS - Room 47

Registration deadline Thursday, 9/7

112001 MW 6:30 - 8:30 pm
Delgado 9/11 - 10/25 \$140

CONVERSATIONAL SPANISH - Part 2 \$140

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. 12 meetings.

SMAS - Room 47

Registration deadline Thursday, 10/26

112101 MW 6:30 - 8:30 pm
Delgado 10/30 - 12/13 \$140

CONVERSATIONAL SPANISH - Part 3 \$140

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 Tuesday, 9/5

112201 TTh 6:30 - 8:30 pm
Delgado 9/7 - 10/24 \$140

CONVERSATIONAL SPANISH - Part 4 \$140

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 Tuesday, 10/24

No class 11/23

112301 TTh 6:30 - 8:30 pm
Delgado 10/26 - 12/14 \$140



<https://www.mexicocity.com/>

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, and Ceramics.

Guest Pass for 1- hour classes: \$8.00

Guest Pass for 2-hour classes: \$15.00

Guest Pass for 2-hour Opera class: \$15.00 (excludes live in-class performances)

*Classes at the **FOSTER CITY RECREATION CENTER** and the **SAN MATEO SENIOR CENTER** are subject to an additional \$5.00 Facility/Administrative Fee added to the regular registration fee.*

The San Mateo Adult School relies on a variety of locations throughout our service area to host our 50Plus classes.

Every effort is made to insure a consistent and reliable learning environment. However, circumstances beyond our control can curtail our access to these facilities.

If possible, we may re-locate to a different room or site, should one be readily available.

Payment for individual classes is based on a “per semester” basis. Within the period, the number of meetings may vary due to holidays, facility closures, or denial of access due to events beyond our control.

50PLUS - MATURE ADULT PROGRAM

APPLIED ARTS

PAINTING & DRAWING

FUNDAMENTALS OF DRAWING AND 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 of 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@smuhd.org.

(No class 9/4)

Foster City Community Center

(Facility Administration fee included)

220302	M	12:30 - 2:30 pm
Crane	8/21 - 11/13	\$105

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@smuhd.org.

(No class 11/23)

San Mateo Senior Center

(Facility Administration fee included)

220300	Th	9 - 11 am
Crane	9/7 - 11/30	\$105

PAINTING AND DRAWING - MEDIUMS AND 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.

Foster City Recreation Center

(Facility Administration fee included)

080333	T	9:30 - 11:30 am
Paladino	8/22 - 11/7	\$105

080301	T	12:30 - 2:30 pm
Paladino	8/22 - 11/7	\$105

50PLUS - MATURE ADULT PROGRAM

PAINTING: OIL AND ACRYLIC

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) 558-2127 or email jmcgovern@smuhdsd.org.

(No class 11/23)

San Bruno Senior Center

080311	Th	1 - 3 pm
McGovern	9/7 - 11/30	\$100



FABRIC & WOOLEN ARTS

HAND KNITTING - 6 WEEKS

Learn basic or advanced knitting skills in this small group setting. 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 is a knitter/designer, and an extraordinary teacher. Just ask her students! Paola teaches American and European knitting techniques to adults throughout the Bay Area.*

Guest passes accepted only in the morning classes.

Foster City Recreation Center

(Facility Administration fee included)

080372	W	10:30 - 12:30 pm
Trombetta	9/13 - 10/18	\$70

080373	W	10:30 - 12:30 pm
Trombetta	11/1 - 12/6	\$70

080371	W	1:30 - 3:30 pm
Trombetta	9/13 - 10/18	\$70

080374	W	1:30 - 3:30 pm
Trombetta	11/1 - 12/6	\$70

50PLUS - MATURE ADULT PROGRAM

SEWING: SEWING FOR EVERYONE

This class meets the needs of all sewers regardless of their skill level. You will receive help making simple or more complex projects. Each student receives individual attention. We cover basic sewing machine operation. From there, if you're a beginner you'll start a simple project, learn how to operate your machine and gain confidence while doing so! The more advanced student is

shown how to draft a pattern using their own measurements to make a well fitting garment. The teacher gives personalized fitting for each student's garment. *Lynn Faus is a Fashion Institute of Design and Merchandising graduate and has worked as a professional level pattern drafter. (No class 11/10, 11/24)*

Foster City Recreation Center

(Facility Administration fee included)

080376	F	10 - 12 pm
Faus	9/8 - 12/8	\$105

CERAMICS

CERAMICS AND SCUPLTURE

Ceramics is the most versatile art medium, with its many surface treatments and textures along with the different types 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 learn about clay construction, glaze application, persistence and patience!" Lynn Faus.* A lab fee of \$20 is payable to the teacher in the first class session. *(No class 9/4)*

San Bruno Senior Center

080314	M	10 - 12 pm
Faus	9/11 - 11/27	\$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

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

Mills High School

080823 W 7 - 9:30 pm
Washburn 8/23 - 12/13 \$100



MUSIC APPRECIATION

AFTERNOON AT THE OPERA SUMMER 2017

Fee does not include tickets or transportation to performances. During this semester, we will prepare for three LIVE broadcasts from the Metropolitan Opera in New York City and one performance by Opera San Jose. Deborah Rosengaus will present a history of musical theater, since many opera houses are now performing musical theater. In addition, there are two opera surprises this term, filling out what should be a delightful and educational experience for you. Opera novices welcome! Register in advance!

**6 Monday afternoon classes
2:30 - 4:30 p.m.**

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

Monday, 10/2 *Norma*
by Vincenzo Bellini
with Shari Deghi

Monday, 10/9 *Die Zauberflöte*
(The Magic Flute) by
Wolfgang Amadeus Mozart with Shari
Deghi

50PLUS - MATURE ADULT PROGRAM

Monday, 10/16 Drop the Needle with Shari Deghi. Can you guess the aria and who's singing? Prizes!

Monday, 10/23 History of Musical Theater with mezzo-soprano Deborah Rosengaus

Monday, 10/30 *Moby Dick* by Jake Heggie with Shari Deghi

Monday, 11/6 *La Rondine* by Giacomo Puccini with Deborah Rosengaus!

Metropolitan Opera LIVE
Simulcast performances in a movie theater near you

Saturday, 10/7 *Norma* at 9:55 a.m. starring Sondra Radvanovsky as the Druid princess and Joyce Di Donato as her archrival Adalgisa. Run time: 3 hours and 4 minutes.

Saturday, 10/14 *Die Zauberflöte* at 9:55 a.m. James Levine conducts this sublime fairy tale that moves freely between earthy comedy and noble mysticism. Run time: 3 hours and 9 minutes.

Saturday, 11/18 *Exterminating Angel* at 9:55 a.m. Composer Thomas Adès conducts and librettist Tom Cairns directs this surreal fantasy about a dinner party where guests can't escape. Run time: 2 hours and 27 minutes.

Opera San Jose

Sunday, 11/12 *La Rondine* at 3:00 pm. Enjoy a live matinee performance by this talented company. See instructor for details.

Guest Pass for Live Performances (in class) \$30.00 per performance

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. Guest passes for Live Broadcasts are \$30 each.

San Mateo Senior Center

(Facility Administration fee included)

080804	M	2:30 - 4:30 pm
Deghi	10/2 - 11/6	\$100



"La Rondine at Opera Holland Park" <https://www.thetimes.co.uk>

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 11/10, 11/23, 11/24)

Millbrae Library, Chetcuti Room

081109	W	9 - 10 am	
McGovern	9/6 - 12/13		\$50

Millbrae Library, Chetcuti Room

081108	Th	9 - 10 am	
McGovern	9/7 - 12/14		\$50

Central Park Recreation

081129	F	9 - 10 am	
McGovern	9/8 - 12/15		\$50

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 **70 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 9/4, 11/10, 11/24)

Central Park Recreation

081121	M	10 - 11 am	
Funk	8/21 - 12/11		\$50

081120	W	10 - 11 am	
Silven	8/23 - 12/13		\$50

081130	F	10:10 - 11:10 am	
McGovern	9/8 - 12/15		\$50

ZUMBA “GOLD”

Tone up, build strength, and 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 9/4)

Central Park Recreation

081122	M	9 - 10 am	
Funk	8/21 - 12/11		\$50

081158	W	9 - 10 am	
Funk	8/23 - 12/13		\$50

Foster City Recreation Center

(Facility Administration fee included)

081107	T	10:45 - 11:45 am	
Funk	8/22 - 12/12		\$55

081115	T	11:45 - 12:45 pm	
Funk	8/22 - 12/12		\$55

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 9/4, 11/23)*

Central Park Recreation

081156 M 11:30 - 12:30 pm
Funk 8/21 - 12/11 \$50

081157 W 10:15 - 11:15 am
Funk 8/23 - 12/13 \$50

San Bruno Recreation Center

081154 Th 11:30 - 12:30 pm
Funk 8/24 - 12/14 \$50

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.*

San Mateo Adult School

081168 W 12:15 - 1:15 pm
Funk 8/23 - 12/13 \$50

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 9/04)*

San Bruno Senior Center

081151 M 3:30 - 4:30 pm
Funk 8/21 - 12/11 \$50



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 11/23)*

San Bruno Recreation Center

081128	Th	10:15 - 11:15 am	
Funk	8/24 - 12/14		\$50

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 wellbeing. 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.*

San Bruno Senior Center

(No class 9/4, 11/23)

220402	M	2:15 - 3:15 pm	
Sanchez	8/21 - 12/11		\$50

220404	M	4:30 - 5:30 pm	
Sanchez	8/21 - 12/11		\$50

220401	Th	10:15 - 11:15 am	
Scott	8/24 - 12/14		\$50

Foster City Community Center

(Facility Administration fee included)

(No Class 11/23)

081136	T	11 - 12 pm	
Jean	8/22 - 12/12		\$55

081138	Th	12:15 - 1:15 pm	
Jean	8/24 - 12/14		\$55



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.*

Foster City Recreation Center

(Facility Administration fee included)

081148	T	1 - 2 pm
Au	8/22 - 12/12	\$55

San Bruno Recreation Center

Ceramics Room

081141	W	1:45 - 2:45 pm
Au	8/23 - 12/13	\$50



TAI CHI 102 INTENSIVE

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

This class is a 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.*

San Mateo Adult School Saturn/Venus Room

Class Fee: \$85

081155	M	2:30 - 3:30 pm
Au	9/11 - 11/13	\$85

QI GONG -AEROBIC FUSION

(See class fees below for each location.)

This is 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.*

Call 650-558-2100 after August 14 for any class updates.

Millbrae Library, Chetcuti Room

081139	T	9 - 10 am
Staff	8/22 - 12/12	\$50

Foster City Recreation Center

(Administration fee already included)

081143	W	10:30 - 11:30 am
Staff	8/23 - 12/13	\$55



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!

Central Park Recreation Center

080212 T 10:15 - 11:15 am
Simmers 8/22 - 12/12 \$50

San Bruno Library - Community Rm 701 Angus Avenue, West

080213 T 1:30 - 2:30 pm
Simmers 8/22 - 12/12 \$50

San Bruno Senior Center

080218 W 1 - 2 pm
Simmers 8/23 - 12/13 \$50

FAMILY HISTORY AND RESEARCH

GENEALOGY - FAMILY HISTORY - THE NEXT STEP

Intermediate Level

Family History (Genealogy) is a journey into the Lives of our Ancestors – their joys, triumphs and problems. These 12 classes will review basic genealogy and web sites. Then the class will discuss individually, more advance information available for the US, Canada, UK, Ireland, Germany and other countries, where the ancestors of the 2017 Summer class members originated from. The classes will consist of talks, individual discussions and work on class member's family trees with instant" help being available from the teacher and classmates on problems and some brick walls". Class members also set up at least one 90 minute individual consult on their genealogical brick walls" with the teacher at the specialized genealogical Family History Library in Menlo Park, on a Saturday morning. These classes will also help participants understand what they can and cannot obtain via computers. Your instructor has taught International Genealogy for over 20

years, visits overseas archives each year and actively researches international family history and family trees. (No class 11/23)

San Mateo Adult School

Mercury Room

223311 Th 8:45 - 10:45 am
H-Barlow 9/7 - 11/30 \$100

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.

(No class 11/10, 11/24)

San Mateo Senior Center

(Facility Administration fee included)

080706 F 1 - 3 pm
Lieban 9/8 - 12/8 \$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

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.

Class size is limited, so pre-register early.
Registration begins Monday, 8/14.
Bring your AARP card to class.

Questions about the SMART DRIVER PROGRAM? Call our main line (650) 558-2100.

San Mateo Adult School, Room 21

082300	MT	12:30 - 4:30 pm
Staff	9/18 - 9/19	\$*

082301	MT	12:30 - 4:30 pm
Staff	11/6 - 11/7	\$*

*Program fee: \$15 fee for AARP members (\$20 for non-members) made payable to AARP to cover the workbook and DMV certificate. In addition, **there is a separate \$5 registration charge (payable to the Adult School).**

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.*

Class size is limited, so pre-register early.
Registration begins Monday, 8/14.
Bring your AARP card to class.

Questions about the SMART DRIVER PROGRAM? Call our main line (650) 558-2100.

San Mateo Adult School, Room 21

082302	T	12:30 - 4:30 pm
Staff	10/3	\$*

*Program fee: \$15 fee for AARP members (\$20 for non-members) made payable to AARP to cover the workbook and DMV certificate. In addition, **there is a separate \$5 registration charge (payable to the Adult School).**

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.

069901 Th 6:30 - 9:00 pm Doyle 9/21 SMAS/22 Free

ONLINE CLASSES

Registration Information

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

First Baptist Church

1005 Crystal Springs Rd, San Bruno

Foster City Community Center

1000 Hillsdale Blvd., Foster City

Foster City Recreation Center

650 Shell Blvd., Foster City

Millbrae Library, Chetcuti Room

1 Library Avenue, Millbrae

Millbrae Recreation Center (MPR)

477 Lincoln Circle, Millbrae

Mills High School

400 Muchinson Drive, Millbrae

San Bruno Library, Community Rm

701 Angus Avenue W, San Bruno

San Bruno Recreation Center

251 City Park Way, San Bruno

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

Tim Doyle, 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

Peter Hanley, President
Linda Lees Dwyer, Vice President

Greg Land, Clerk
Marc Friedman, Trustee
Robert H. Griffin, 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>Ethnicity</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>Native Language</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>Labor Force Status</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>Student Type</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>Student Goals (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: _____