

**PCC**  
**EXTENSION**

Fall 2017

August 27 - December 16, 2017  
*Classes Start Throughout the Session*

*Discover Your Passion  
for Lifelong Learning*



*Classes for the Community*  
[pcclearn.org](http://pcclearn.org)



# Fall 2017



## Day Trips

Victorian & Venetian  
Miramar Air Show  
Catalina Island  
Myths & Legends of the  
San Andreas Fault  
William Florian's  
*Those Were The Days*  
Sunday by the Seaside  
Malibu Wine Safari  
L.A. Master Chorale's Festival of Carols  
Sparkles & Treasures  
Reagan Library & Museum  
Newport Harbor Lights Cruise

## Overnight Tours

National Parks of  
Oregon & Washington  
Discover Cuba  
"Christmas" at Wonder Valley Ranch  
"Christmas" in Yosemite  
Coastal Safari  
Death Valley  
Desert Bloom  
Washington D.C. Blossoms  
Joshua Tree & Salton Sea  
Yosemite Spring Fling  
California Vines, Rails & Redwoods  
National Parks of  
New Mexico & Texas



## New for Fall!

Deferring RMDs & Longevity Risk  
Retirement: Addressing  
the Whole Person  
Taxes in Retirement  
Portrait Drawing the Classical Way  
Introduction to Bagpipes  
Conversational German II  
Conversational Portuguese  
Property Management 101  
Preparing for Tax Season  
The Meaning of Life and  
a Life of Meaning  
Comedy Improv Club  
Fly Fishing For Fun  
Weather Resistant Landscaping

## Professional Certificates "Online"

Social Media for Business  
Customer Service  
Leadership Development  
Data Analysis  
Supervisory & Leadership

## Exercise

Kundalini Yoga  
Hatha Yoga  
Qigong Regulation Exercise  
Power Stretch  
Self-Defense and the Workplace  
Tai-Chi Chuan I & II

The PCC Extension office is located on Foothill Boulevard  
(Community Education Center). See address on page 37.

**Our Winter PCC Extension catalog will be available in November!**

# ***PCC*** ***EXTENSION***

# FALL 2017

August 27 to December 16

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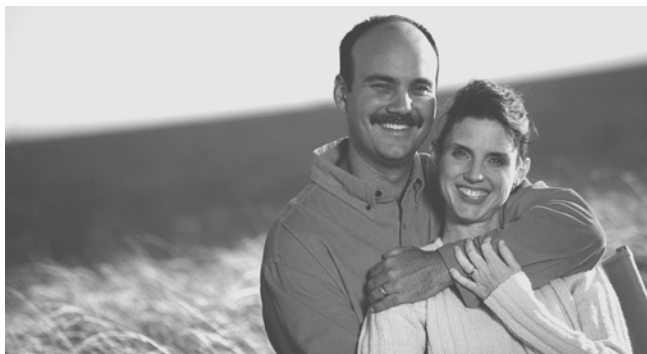
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## LEGEND

**NEW** New for Fall 2017



Online



Certificate Program

Locations: **PCC** - Pasadena City College  
**AHS** - Arcadia High School



## Notary Public Courses

Instructor: Thomas Peavyhouse

### Notary Public Licensing

**Notary Class:** This course exceeds the State of California qualifications for new applicants and for notaries that are renewing their commissions. *Commissioned notaries may take this course six months prior to their commission expiration date.* Students completing the class will receive a State-approved Certificate of Completion required to take the State-proctored notary examination. The State of California will offer a same-day exam (additional cost). \$45 materials fee payable in class.

**Advance registration recommended.** Minimum age 18. Late arrivals will not be admitted and no refunds will be given.

**Notary Exam:** Registration/exam begins at 4:00 pm, concludes at 6:00 pm. Exam requirements:

1. \$40 *check or money order only* payable to the Secretary of State (including renewals). *No Cash.*
2. ID: Driver's License or State DMV card; Passport; Military ID; (non US citizens bring Alien Registration number).
3. Bring two sharpened, No. 2 pencils.
4. Bring a 2"x2" passport photo to be submitted as part of the Secretary of State application background check. May be purchased in class for \$10.

0390X	PCC - Room R221	\$89
Oct 28	1 Saturday	8am-4pm

### Loan Signing Specialist

This course will provide notaries with the skills and knowledge needed to become a Loan Signing Specialist. Every aspect of the field will be covered, from the initial contact with the borrowers, to the completion and return of the loan document package. **Note:** Anyone may attend, however you must be a notary to become a loan signing specialist. \$45 materials fee payable in class.

**Optional: Take home exam. Fee: \$30 payable in class.** Those passing will receive a Loan Signing Specialist certificate.

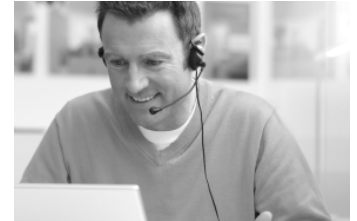
0315X	PCC - Room R113	\$65
Oct 29	1 Sunday	9am-1pm

## Certificate in Customer Service



In partnership with UGotClass

Customer service is essential for business and all work organizations. The increase of technology has made human interaction with customers all the more important. Whether it relates to retaining customers, serving your audience, or turning inquiries from potential customers into sales, good customer service is a central factor in organizational success. Learn to improve your customer service skills and enhance your career skill set, improve productivity, and increase your organization's success. Also discover some extraordinary customer service techniques not found anywhere else.



Two one-month courses, \$245 for both courses and certificate. Fee represents a savings of \$45 off the same classes if registered separately.

COURSELIST:

Keys to Customer Service  
Extraordinary Customer Service

4515X	ONLINE COURSE	\$245
Start Dates: Sep 5		

## Supervisory & Leadership



In partnership with UGotClass

Your employees are your most valuable resource. Ensuring the efficiency of your team is the key to your success and is your most important responsibility. Get practical, easy to understand, and insightful methods for new and even experienced supervisors and managers. Learn about effective delegation, performance management, and writing performance reviews. Discuss the specifics of the supervisor's role and responsibilities, and strategies for improving your overall effectiveness as a leader. Visit [pcclearn.org/UGotClass](http://pcclearn.org/UGotClass) for more information.

4521X	ONLINE COURSE	\$395
Start Dates: Sep 5		

## Certificate in Office Operations



In partnership with UGotClass

Efficient office operations are the difference between success and not-so-much, between being in the black and being in the red, between working harder and working smarter. Strategies and benchmarks of office operations increase the productivity of every person in your organization. Position yourself as the one who knows what to get done, and how to get things done in office operations.

Three one-month courses, \$495 for all three courses and certificate. Fee represents a savings of \$90 off the same classes if registered separately.

COURSELIST:

Office Operations  
Embracing Sustainability in the Workplace  
Cyber Security for Managers

4391X	ONLINE COURSE	\$495
Start Dates: Sep 5		

## Certificate in Leadership Development



In partnership with UGotClass



This certificate provides how-to practical information to advance your leadership potential and make a difference in both the workplace and in society. Find out what it takes to become an effective leader, and discover your style of leadership. Topics include: task completion, building relationships with your subordinates, becoming socially perceptive to changes in the workplace, using your emotions in a positive and effective manner, and addressing challenging goals.

Three one-month courses, \$395 for all three courses and certificate. Fee represents a savings of \$40 off the same classes if registered separately.

COURSE LIST:

- Leadership Principles
- Developing Your Leadership Skills
- Developing Your Professional Career

4482X ONLINE COURSE \$395  
Start Dates: Sep 5

## Management Certificate



In partnership with UGotClass



Attention supervisors, managers, and emerging leaders! Enhance your management skills! Discover the keys for effectively managing your employees. Find out how to create clear expectations, engage and motivate employees, and increase your effectiveness. Also learn how to improve your management of time and productivity. Finally, uncover the keys to manage different generations in your workplace; and discover what motivates each generation at work, what incentives they respond to, and what messages they value.

Three one-month courses, \$595 for all three courses and certificate. Fee represents a savings of \$70 off the same classes if registered separately.

COURSE LIST:

- Management Boot Camp
- Managing Generations in the Workplace
- Time and Productivity Management

4540X ONLINE COURSE \$595  
Start Dates: Sep 5

## Healthcare Certificate Programs

In partnership with ed2go



These online Healthcare Certificate Programs will distinguish you as a knowledgeable, skilled, and committed professional in specialized healthcare fields. *CE contact hours provided.*



- Complementary and Integrative Health
- End of Life Care
- Food, Nutrition, and Health
- Gerontology
- Healthy Aging
- Spirituality, Health, and Healing

Programs start monthly. For detailed program descriptions, requirements and start dates, go to: [ed2go.com/pcclearn](http://ed2go.com/pcclearn)

## Occupational Spanish Courses

In partnership with ProTrain



Self-paced, online courses, start anytime, 16 hours of instruction, for 6 months; Certificate of Completion available upon request.

- Spanish for Banking
- Spanish for Construction
- Spanish for Dentists and Dental Hygienists
- Spanish for Educators
- Spanish for Firefighters
- Spanish for Food Service
- Spanish for Health Care
- Spanish for Housekeeping
- Spanish for Law Enforcement
- Spanish for Manufacturing and Warehousing
- Spanish for the Medical Front Office
- Spanish for Social Services
- Spanish for the Workplace

The fee for each course: **\$165**. For detailed program descriptions, go to: [pcclearn.org/ProTrain](http://pcclearn.org/ProTrain)

For in-class Spanish classes, turn to page 25.

## Certificate in Data Analysis



In partnership with UGotClass



Data Analysis is one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. Add a whole new skill set to your portfolio and make a big difference in the success of your organization by acquiring data analysis skills. Whether your business is home based or a large company, this certificate will take you to the next level where important decision-making happens.



Three one-month courses, \$495 for all three courses and certificate. Fee represents a savings of \$90 off the same classes if registered separately.

COURSE LIST:

- Introduction to Data Analysis
- Intermediate Data Analysis
- Advanced Data Analysis

4545X ONLINE COURSE \$495  
Start Dates: Sep 5

## Become a Solar Installer

Instructor: Quayum Abdul

Since 2010, solar panels have increased in popularity. Home and commercial owners are looking for Solar Installers to install solar panels on roofs, and countless experienced solar installers are providing this work as independent contractors. In fact, it is projected that by 2020, 65% of solar installations will be done by independent solar installers. Join us and learn how to design and install roof-top solar photovoltaic systems. Participants will have the opportunity for hands-on, real world training through a volunteer organization. Topics include:

- Solar, electrical, and city codes
- Electrical wiring

**Note:** Course requires a total of 24 hours of instruction. \$40 material fee payable in class.

2257X	PCC - Room R113	\$119
Sep 15-Nov 3	8 Fridays	6:30pm-9:30pm

## Voiceover Classes

Partner: Voices For All


### Voiceover Professional: A New Career

This fun and empowering 2-hour introductory workshop covers the different types of voiceovers and what tools are needed to find success. Students will be coached as they read a script, and are recorded to receive a professional voiceover evaluation later. Leave with the knowledge necessary to decide if this career is something you want to pursue. This workshop is taught by a professional voice actor from a voice acting training company.

4210X	PCC - Room R113	\$49
Oct 14	1 Saturday	10am-12pm



### Voiceover Professional: A New Career One-on-One Online Class

 This fun and empowering 90-minute introductory workshop, taught by a professional voice actor, covers the different types of voiceovers as well as what tools are needed to find success in the industry. Your instructor will coach you in this one-on-one video chat setting as you read from real scripts; and later will provide a professional voice evaluation. For a demonstration, go to: [voicesforall.com/ooo](http://voicesforall.com/ooo). **Note:** Students must have internet access and a webcam.

4220X	ONLINE COURSE	\$49
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**Schedule your class when convenient!**  
Logon info provided upon registration.

## Professional Make-Up Artistry

Instructor: Michele Godinez

This is a hands-on course where students learn to properly color match, contour, highlight, and create a Natural Eye look for bridal, print, and film shoots, as well as for everyday use. Students also will learn a Glamour look for special occasions, fashion, and print. Included: eyeliner techniques, professional kit necessities, how to make your look last all day, bring in business, and receive professional discounts on name-brand make-up. **Note:** Upon successful completion of the course, students receive a Certificate from the instructor (professional discounts are available with certificate). \$40 materials fee payable in class.

When registering, indicate start date


0413X	PCC - Room R115	\$89
Oct 8-Oct 15	2 Sundays	9am-5pm

0413X	PCC - Room R115	\$89
Dec 3-Dec 10	2 Sundays	9am-5pm

## Social Media for Business Certificate



In partnership with UGotClass

 Get in on this exciting and growing way to communicate, market, and serve your customers and clients. Designed for businesses, nonprofits, government, and organizations. From Facebook to Twitter, blogging, YouTube, and LinkedIn, discover the new principles of communication that apply across all networks, how these specific social networks work, and the possible uses for your organization.

Three one-month courses, \$495 for all three courses and certificate. Fee represents a savings of \$90 off the same classes if registered separately.

COURSELIST:  
Introduction to Social Media  
Integrating Social Media into Your Organization  
Marketing Using Social Media


4517X	ONLINE COURSE	\$495
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Start Dates: Sep 5

## Digital Marketing Certificate



In partnership with UGotClass

 Come get a fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing your web site traffic, doing search engine optimization, and how to successfully employ online advertising. Relevant for any type of organization, including businesses, companies, non-profits, and government agencies. No eMarketing experience or expertise is necessary. If you are already at an advanced level, your instructors are experts and can provide the latest most advanced information and answer your toughest questions.

Three one-month courses, \$495 for all three courses and certificate. Fee represents a savings of \$90 off the same classes if registered separately.

COURSELIST:  
Boosting Your Web Site Traffic  
Improving Email Promotions  
Online Advertising


4509X	ONLINE COURSE	\$495
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Start Dates: Sep 5

## Certificate in Basic Game Design

In partnership with UGotClass



 Games, beyond entertainment, are increasingly recognized as tools to serve many business purposes. This Certificate provides a general introduction to the design and development of both video and analog games, with a particular focus upon the use of games outside of consumer entertainment. In the first course, discover resources for developing game design and identifying the mechanics and verbs used in different games. Students will learn the different activities that are part of game design, how to flesh out a game idea to increase the chance of a successful game design experience, and gain a basic understanding of how to work with game developers. In the second course, learn the basics of the video game design process and the main video game genres; and use a game development application to begin a journey of making games. By successfully completing this Certificate in Basic Game Design, students take the first step to understanding game design, and to creating games.

Two one-month courses, \$395 for both courses and certificate. Fee represents a savings of \$95 off the same classes if registered separately.

### COURSE LIST:

Introduction to Game Design  
Intermediate Video Game Design

4382X                      ONLINE COURSE                      \$395  
Start Dates: Sep 5

## Certificated (2-Day) Film School

*Produce, Write, Direct, Act*

Instructor: Dov S-S Simens

This course launched into filmmaking writer Quentin Tarantino, actor Will Smith, and singer Queen Latifah, and now, hopefully, yours! Anyone...Yes anyone can Write, Produce, or Direct films and TV shows for profit when given the basic information - and this intensive crash-course delivers! The focus is on the business of filmmaking (yes, talent is important but it can't be taught) rather than the art of filmmaking. **Day 1: "Filmmaking A-Z: Writing, Directing Shooting & Editing"** details step-by step how to make your first feature film with budgets as little as \$10,000 to as high as \$100,000,000. **Day 2: "Dealmaking A-Z: Producing, Financing, Distributing & Profiting"** clearly explains how to market, sell, and finance the film you learned to make on Saturday. All attendees receive a 100 page Filmmaker's Workbook; qualify for a Producer's Diploma and Filmmaker's Certificate; and graduate knowing exactly how the industry, called Hollywood, whether its Agents, Bankable Stars, Dealmakers or Powerbrokers, works when you are a first-timer. Topics include:

- **Screenwriting:** Writing & Selling a Great Script
- **Directing:** Scheduling & Shooting 1-3 Week Shoots
- **Producing:** Packaging & Selling Feature Films Globally
- **Distributing:** Marketing Film Festivals & Awards
- **Financing:** Pre-Selling & Profiting from 32 Revenue Streams

4215X                      \$395  
Dec 9 & 10                      1 Saturday & Sunday                      9am-6pm

Classes held at the Hollywood Film Institute at the Raleigh Studios, 5300 Melrose Ave., Hollywood

## Certificate Programs and Courses "Online"

### Certificate Programs

Workplace Communication	\$595
Business Coaching	\$395
Executive Leadership	\$695
Entrepreneurship	\$495
Business Research	\$495

### Courses and Workshops

Law for Non-Lawyers	\$195
Google Analytics	\$195
Creative Problem Solving	\$195
Neuro Linguistic Programming (NLP) Fundamentals	\$175
Mastering Microsoft Excel	\$195
Spanish for Medical Professionals	\$145
Onboarding New Employees	\$195
Get Things Done	\$245

For a complete listing of Certificate programs and courses, including detailed descriptions and pricing:

[pcclearn.org/UGotClass](http://pcclearn.org/UGotClass)



*We're Online!*



pccextension



@ExtensionatPCC





# Online Career Training Programs

Our online programs will start you on a path to an in demand profession or help advance your current career with industry certification. Begin these programs at any time and learn at your own pace! Upon successful completion of all coursework, you will receive a certificate of completion.

**All materials are included in the program fees. Each course has an instructor assigned to answer questions and solve student problems.**

## Features:

- 6-18 month self-paced, start anytime
- Textbook and materials included
- Prepare for industry certification
- Certification exam vouchers are included
- Financial assistance available
- Student advisors provide you coaching, motivation, and career readiness support

## HIGH DEMAND PROGRAMS

### **Medical Billing and Coding Programs**

These programs are ideal for students new to a medical career, and for professionals needing a better understanding of current backoffice operations. These comprehensive programs provide you with all of the information needed to understand the complexity of this field, and earn a *Certificate in Medical Billing and Coding*.

#### **CBCS Medical Billing and Coding**

Be prepared to sit for the Certified Billing and Coding Specialist (CBCS) exam.

#### **CBCS Administrative Medical Specialist with Medical Billing and Coding**

Be prepared to sit for the Certified Billing and Coding Specialist (CBCS) and the Certified Medical Administrative Assistant (CMAA) exams.

#### **CPC Medical Billing and Coding**

Be prepared to sit for the Certified Professional Coder (CPC) exam.

#### **CPC Administrative Medical Specialist with Medical Billing and Coding**

Be prepared to sit for the Certified Billing and Coding Specialist (CPC) and the Certified Medical Administrative Assistant (CMAA) exams.

### **Other Medical Programs**

#### **Pharmacy Technician**

Gain the skills and knowledge to qualify for entry-level positions in pharmacies, and be prepared to sit for the Pharmacy Technician Certification Exam (PTCE).

#### **Administrative Dental Assistant**

This nationally recognized Administrative Dental Assistant Online Certificate Program will teach you essential skills for managing the business of a dental practice and becoming an administrative dental assistant.

### **Certified Medical Administrative Assistant (CMAA)**

Administrative medical assistants are versatile and valuable members of the healthcare team. This program prepares you for the Certified Medical Administrative Assistant (CMAA) exam.

### **Medical Terminology**

The Medical Terminology Online Training Program will teach you to understand not only medical terms themselves, but also their application.

### **Vocational Programs**

#### **Certified Bookkeeper**

The Certified Bookkeeper Online Training Program for experienced bookkeepers leads to national certification with the American Institute of Professional Bookkeepers (AIPB). The AIPB certification is a high professional standard for bookkeepers.

#### **Certified Wedding Planner (see page 7)**

Wedding planners combine creativity and organization to help happy couples celebrate the most important day of their lives. Train for a career surrounded by celebratory events!

#### **Human Resources Professional**

In this online program, you will master the skills needed to advance within your human resources career, a high-demand field with plenty of opportunity for advancement.

#### **Veterinary Assistant**

This program is designed for people who want to work at a veterinary hospital and those who are already employed in positions in which they look after animals.

### **Child Development Associate Training**

This certificate program in Childcare and Education will allow you to earn your national Child Development Associate (CDA) certification, while working at your own pace in a flexible, self-directed online learning environment.

### **CompTIA™ A+ Certification Training**

The CompTIA™ A+ Certification is a critical first step in opening the door to your IT career. Throughout this program, you will learn the essential skills needed to start a career working within the industry.

### **Microsoft Office Specialist 2016 (MOS) Certification Training**

The Microsoft Office 2016 Specialist training program prepares you to sit for the Microsoft Office Specialist Certification Exams, which cover Word, Excel, PowerPoint, Outlook, and Access.

### **The Complete Project Manager with CAPM® and PMP® Prep**

This online training program provides you with a thorough understanding of project management by combining the Essentials of Project Management with Mastering Project Management programs together.

### **Professional Bookkeeping with QuickBooks**

Prepare for a career in the high-demand field of bookkeeping as you master QuickBooks—the leading financial software tool for small businesses. By the end of this program, you will be an expert in everything from basic accounting to double-entry bookkeeping.

**For program details and registration information for these and many more Online Career Training Programs, visit:**

[pcclearn.org/CTP](http://pcclearn.org/CTP)



# Online Career Training Featured Career Field: *Hospitality*

## Certified Wedding Planner (GES204)

\$1,595 — 340 Course Hours

The Certified Wedding Planner Online Training Program provides the tools to enable students to master the fundamentals of planning, orchestrating, and delivering stunning weddings and parties. This program allows you to earn your certification as a professional wedding planner and provides the opportunity to put your new skills to work in an optional internship. Discover all aspects of this industry from creating event concepts and planning ceremony details to handling vendor contracts. Included are activities such as role-playing and vignettes providing opportunities to practice new skills in realistic settings. Topics include:

- Wedding Industry Overview
- Engagement
- Your Role as a Certified Wedding Planner
- Running Your Own Business
- Documentation and Goals
- Vendor and Venue Selection
- Contracts and Negotiations
- The Traditional Wedding Planner
- Wedding Cultures and Traditions
- Wedding Gown
- Wedding Music
- Signature Wedding and Events
- Marketing Your Business
- Marketing on a Local Level
- Bridal Shows
- Online Marketing
- Public Relations
- Traditional and Non-Traditional Wedding Ceremonies
- Destination Weddings and Organizational Software
- Expanding Your Business Offerings



## Event Management and Design (GES402)

\$1,995 — 300 hours

The Event Management and Design Online Training Program equips students with the knowledge to advance in the field if already working in special events, or will prepare students to enter the profession with an understanding of the industry. Students learn how to create spectacular special events presented in two modules: Special Event Management and Special Event Design and Decoration. Each module includes multiple units complete with interactive presentations such as corporate events, weddings, parades, and festivals. Students discover the practicalities of planning, and the dazzle of designing events from permits to pyrotechnics. Topics include:

- Special Event Management
- Special Event Design and Decorations



## Food and Customer Service Skills Training (GES234)

\$850 — 120 hours

The Food and Customer Service Skills Online Training Program prepares students for careers in food services, restaurants, and the hospitality industry. The program emphasizes customer service skills applicable to a wide variety of settings. This is an excellent option for those already working in food services wanting to apply for management positions, or for those interested in new careers. Students learn about professional food management and food safety, optimal customer service, and personal management skills for success and career advancement. The Food and Customer Service Skills Online Program prepares students for the Prometric Certified Professional Food Manager (CPFM) exam. Topics include:

- Personal Management Skills
- Life and Career Skills
- Customer Service and Food Safety
- Managing Self and Others



For program details and registration information for these and many more Online Career Training Programs, visit:

[pcclearn.org/CTP](http://pcclearn.org/CTP)

## MEET OUR INSTRUCTORS

### Connie Sparks



I am widely recognized as an award winning, leading expert on business development, strategic planning, and financing. As an author, business coach and national trainer, I present workshops and seminars to educational institutions, associations and private organizations throughout the country, reaching more than 20,000 business owners, professionals, and executives nationwide and from various backgrounds. Topics include starting a business, strategic planning, and financing a business, to marketing, and running a successful business. I am frequently asked to make appearances on syndicated radio and television programs, quoted in articles, and have had several profile articles written about my success.

I believe in a holistic approach to running a successful business, and strive to help entrepreneurs and small community business owners identify, clarify, and define their vision for success. My 17 years of experience as a business consultant has taught me that there are four core areas a business owner must know and perform: how to operate a business; how to market a business; strategic planning; raising capital.

#### Little Known Fact:

I love to travel the world to play golf and attend jazz concerts. I also like to read and learn new things about the world, people, earth and our life journey.

#### Courses:

- ABC's of Starting a Business**
- You Need a Business Plan!**
- Marketing Made Easy**

### Business Startups

Instructor: Connie Sparks

#### The ABCs of Starting a Business

This workshop will provide information and resources important to know before venturing into business. Topics include how and where to apply for licenses and permits; how to market a business; how to make money work; how to put systemic processes in place; business structures; the basics of funding programs; and the importance of having a business model and how to execute it. Also discussed will be how to conduct market analysis, competitor analysis; and programs and services available through various support agencies. \$20 materials fee payable in class.

0423X	PCC - Room R121	\$39
Sep 9	1 Saturday	10am-12pm

#### You Need a Business Plan!

This highly interactive workshop is designed to aid the business owner (startup or existing) in developing a viable plan to get a business growing or continuing to grow in the right direction. Attendees will engage in step-by-step exercises, covering all sections of a business plan necessary to secure financing. This practice will foster thought processes required to create a plan, constructively define goals, and establish objectives. \$25 material fee payable in class.

0422X	PCC - Room R121	\$45
Sep 23	1 Saturday	10am-1pm

#### Marketing Made Easy on a Small Budget

This workshop shows business owner's how to use multiple cost effective marketing segments to brand their business and reach their target groups; and be more creative in finding not just a customer, but the right customer offering long-term ROI benefits. The highlights of this workshop are marketing on a budget; showing business owner's how to stand out when marketing to potential customers; becoming more effective with messaging, branding, and planning; creating product value; and connecting with customers. Using the resources and strategies of this course, attendees will become more effective with messaging, branding, and planning. \$15 materials fee payable in class.

0429X	PCC - Room R121	\$39
Oct 7	1 Saturday	10am-12pm

Enroll in all three classes at the same time and receive a \$13 discount!

### Start a Nonprofit/Community Service Organization

Instructor: Gerald Anderson

Find out how to become involved and fill a void in your community by forming and managing a nonprofit or community service organization! Discover how, and under what circumstances, an organization may be granted tax-exempt status under Section 501(c)(3) of the Internal Revenue Code. Apply your knowledge to the preparation and submission of paperwork necessary to analyze various sources of funding and assistance; and develop ideas into viable programs and/or services needed in the community. \$15 materials fee payable in class.

0461X	PCC - Room R123	\$49
Sep 9	1 Saturday	9am-1pm



## Introduction to Microsoft Word 2013

In partnership with ed2go



Knowing how to write reports and letters using Microsoft Word is a basic skill needed in nearly any job. This powerful word-processing program lets you professionally type, edit, format, spell check, and print documents. You will learn how to edit text, change the size or appearance of text; change margins and tab settings; automatically center, right align, justify, and indent text; use tools such as the grammar checker, spell checker, and thesaurus; and save, retrieve, copy, organize, and print your documents. At the end of this course, you will be able to use Word confidently at home or on the job. **Intermediate Microsoft Word 2013 also available!** Course starts monthly.

ONLINE COURSE \$99  
 Start Dates: Sep 13, Oct 18, Nov 8, Dec 13  
 Go to [ed2go.com/pclearn](http://ed2go.com/pclearn) to register.



## Introduction to Microsoft Excel 2013

In partnership with ed2go



Do you work with numbers? Then you need to master Microsoft Excel! Even beginners will find it easy to learn Excel in this fun, step-by-step online course. These lessons provide you with the information you need to set up fully formatted worksheets quickly and efficiently. You also will learn the secrets behind writing powerful mathematical formulas and discover how to use the function wizard to quickly and automatically calculate statistics, loan payments, and future value. In addition, gain tips about sorting and analyzing data, designing custom charts and graphs, and creating three-dimensional workbooks. **Intermediate Microsoft Excel 2013 also available!** Course starts monthly.

ONLINE COURSE \$99  
 Start Dates: Sep 13, Oct 18, Nov 8, Dec 13  
 Go to [ed2go.com/pclearn](http://ed2go.com/pclearn) to register.

Additional Microsoft Office online courses available at:  
[ed2go.com/pclearn](http://ed2go.com/pclearn)

## iPhone, iPad Classes

Instructor: Bob Cohen

### iPhone, iPad, and I'm Lost®

Today's iPhone and iPad do so much more than simply make a phone call or send a text. In this class, students learn what an iPhone really can do and how to use an iPad for more than browsing the Web. Students also learn how to set up an iPhone or iPad, what apps are available, and how to install them. *Bring your fully-charged iPhone and iPad to class. See note.*

0513X	PCC - Room R113	\$45
Oct 15	1 Sunday	9am-12pm

### iPhones, iPads, iCloud: Beyond the Basics

Designed for those who can perform tasks (including downloading apps), are familiar with basic touchscreen actions, and want to learn how to better use their iPhones® and iPads®. You will learn "hidden" touchscreen actions; and how to manage your network settings for WiFi, cellular, and Bluetooth networks. Also covered will be moving and organizing photos, time-saving secrets for using websites, and how to use Apple's iCloud® services with Windows, Mac, and multiple Apple mobile devices. *Bring your fully-charged iPhone and iPad to class. See note.*

*Prerequisite: iPhones, iPads, And I'm Lost recommended*

0522X	PCC - Room R113	\$45
Oct 15	1 Sunday	1pm-4pm

Enroll in both classes at the same time  
 and receive a \$5 discount!

**Note:** \$30 materials fee payable in each class.

## Introduction to Windows 10

In partnership with ed2go



In this course, you will gain the foundation you need to get started right away using Windows 10. We will begin with the basics: finding your way around the operating system. You will get to know the expanded Start menu, desktop, and system settings so you can feel right at home. Next, you will learn to customize the features of this operating system and personalize your desktop so you can make your computer truly your own. You will see how File Explorer can help you manage your files, and learn to create basic text documents using WordPad. You also will learn how to protect your files, as well as how to protect and update Windows 10. You will even see how to use the new Microsoft Edge browser to access the Internet. By the time you finish this course, you will have mastered the basic skills you need to get the most from Windows 10 for both work and play. Course starts monthly.

ONLINE COURSE \$99  
 Start Dates: Sep 13, Oct 18, Nov 8, Dec 13  
 Go to [ed2go.com/pclearn](http://ed2go.com/pclearn) to register.



## MEET OUR INSTRUCTORS

## Bob Cohen



I worked in the technology industry for most of my career giving presentations to customers and internal staff on new products. My career includes experience in management, marketing, sales, owning my own small business, and since 2007, writing and teaching classes on how to use technology. I am an active blogger and internet marketer, and publish an explanation of a technology term every week on my website at bobology.com.

Technology is causing changes in how we work and live. I learned that I could explain complicated concepts using an easy-to-understand approach. Students find after my classes that they are able to understand and apply the concepts and technology that we cover in the material. To me technology is a hobby, and I enjoy learning new things. It's a topic where there's always something new to learn and understand.

**Little Known Fact:**

I'm an active cyclist and ride with a group when I have weekends free. I'm currently on a project to explore countries that are attractive for retirement or living abroad outside of the United States. Not sure where it will lead but it's fun exploring!

**Courses:**

**iPhone, iPad, and I'm Lost**  
**iPhones, iPads, iClouds: Beyond the Basics**  
**Facebook and Social Networks**  
**Marketing with Facebook and Social Media**  
**Secrets of Internet Marketing**  
**Blogging for Fun and Profit**

## Internet Marketing Classes

Instructor: Bob Cohen

### Facebook and Social Networks: How to Connect

Facebook, Twitter, LinkedIn and blogs have changed how people use the Internet. Whether you want to stay in touch with family and friends or learn how to leverage social networking for your business, this workshop will give you an understanding of these exciting tools, how each one differs, and how each is used to its best advantage. Learn how Social Networking sites work, how to set up your account, how to find friends, family members, groups, and how to establish connections with the most popular Social Networking services. *See note.*

0510X	PCC - Room R108	\$45
Oct 21	1 Saturday	9am-12pm

### Marketing with Facebook and Social Media

Students will learn how to use Facebook, Twitter and other Social Media sites to market just about anything from businesses and non-profits, to books and bands! This class covers the steps needed to create a Facebook page, how to link it to Twitter, and how to design content that attracts "Likes" and followers. Discover what content gets read, when and why people use Social Media, and what tools Social Media marketing professionals employ to save time. *See note.*

0502X	PCC - Room R108	\$45
Oct 21	1 Saturday	1pm-4pm

### Secrets of Internet Marketing

Explore Google AdWords and Search Engine Optimization (SEO) to help drive traffic to your site. Discover how a landing page can be used for promotions and offers, as well as what makes a successful email newsletter and how you can build one for pennies. Finally, find out how to use feedback sites and FREE local listings to help you generate more business. *See note.*

0503X	PCC - Room R108	\$45
Oct 28	1 Saturday	9am-12pm

### Blogging for Fun and Profit

Everyone is blogging – *are you?* Come learn what a blog is, where blogs are found, and how to get a blog for free. Find out how to share your pictures and videos with family, friends, organizations, and customers, and how to use your blog to share your ideas with the world, and perhaps make money doing it! Topics include: blogs for business, blog ads, blogs for marketing, and building blog communities. *See note.*

0507X	PCC - Room R108	\$45
Oct 28	1 Saturday	1pm-4pm

## Internet Marketing Certificate

Save \$31 by signing up for all four courses at once! Receive a certificate after attending all four classes. Recommended for non-profit organizations, small business owners, job changers, and those re-entering the workforce! **Fee: \$149** (plus materials).

**Note:** \$30 materials fee payable in each class.

# PCC EXTENSION OFFERS ONLINE COURSES FOR EVERY INTEREST

*Learn anytime, anywhere...just a click away!*

## Start Dates:

September 13

October 18

November 8

December 13

Courses priced  
from \$99

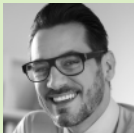
## Open to Everyone!

affordable  
courses



24/7  
access

expert  
instructors



Learn from the  
comfort of home!



## Most Popular!

### Accounting Fundamentals

*Introduction to SQL*

*Grammar Refresher*

*A to Z Grant Writing*

*Speed Spanish*

*Project Management Fundamentals*

*Beginning Writer's Workshop*

*Introduction to Microsoft Excel 2016*

*Medical Terminology*

*Explore a Career in Medical Coding*

*Creating WordPress Websites*

*Computer Skills for the Workplace*

*Human Anatomy and Physiology*

*Writing Effective Grant Proposals*

*Creating Web Pages*

*Basic CompTIA A+ Certification Prep*

*Effective Business Writing*

*Discover Sign Language*

## Other Online Courses We Offer

### Business

Fundamentals of Supervision and Management  
Start Your Own Small Business  
Purchasing Fundamentals  
Administrative Assistant Fundamentals  
Managing Customer Service  
Building Teams That Work  
Marketing Your Business on the Internet  
Manufacturing Fundamentals  
Effective Selling  
Leadership  
Business Finance for Non-Finance Personnel  
Start and Operate Your Own Home-Based Business

### Computer

Keyboarding  
PC Troubleshooting  
PC Security  
Intro to Windows 10  
Microsoft Word 2016  
Microsoft PowerPoint 2016  
Microsoft Access 2016  
Intro to PhotoShop  
Introduction to Illustrator  
Intro to Networking  
Intro to Programming  
Photoshop Elements for the Digital Photographer

### Enrichment

Discover Digital Photography  
Secrets of Better Photography  
Natural Health and Healing  
Genealogy Basics  
Everyday Math  
Keys to Effective Communication  
Interpersonal Communication  
Lose Weight and Keep It Off  
Music Made Easy

### Internet

Designing Effective Websites  
Intro to Dreamweaver  
Intro to Flash  
Intro to CSS3 and HTML5  
Intro to Java Programming  
Intro to JavaScript  
Creating Mobile Apps with HTML5  
Microsoft Outlook 2016  
Achieving Top Search Engine Positions  
Learn to Buy and Sell on eBay  
Marketing Your Business on the Internet

### Test Prep

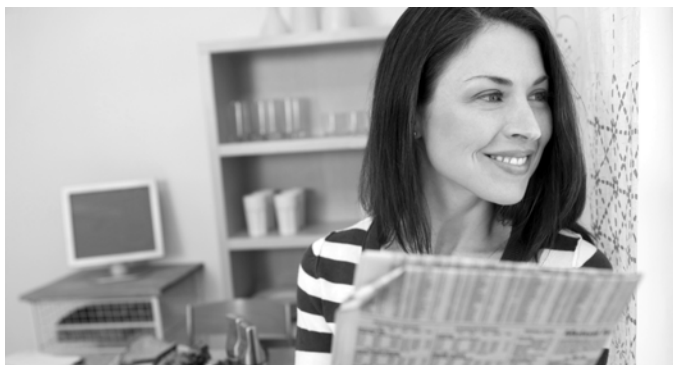
GED Preparation  
Prepare for the GED Math Test  
SAT/ACT Preparation - Part I  
SAT/ACT Preparation - Part II  
GRE Preparation - Part I  
GRE Preparation - Part II  
GMAT Preparation  
LSAT Preparation - Part I  
LSAT Preparation - Part II

### Writing

Keys to Effective Editing  
Writing Essentials  
Pleasure of Poetry  
Writing for Children  
Travel Writing  
Write Fiction Like a Pro  
Resume Writing Workshop  
Writerific: Creativity Training  
Write Your Life Story  
Publish and Sell Your E-Books  
Fundamentals of Technical Writing  
How to Make Money From Your Writing  
Beginner's Guide to Getting Published

For a complete list of course offerings, and detailed course descriptions and requirements:

[ed2go.com/pcclearn](http://ed2go.com/pcclearn)



## Investment Classes

Instructor: Jalon O'Connell

### Understanding Stocks and Bonds

This class is a terrific way to gain detailed knowledge about stocks and bonds, including:

- Learning the language and terminology of the Stock and Bond Markets
- Trading techniques, and strategies for asset allocation and rebalancing
- Whether stocks or bonds are more useful given the economy and your financial goals

These and many other topics about the stock and bond markets will be covered!

0406X                      AHS - Room H105                      \$45  
 Oct 4                              1 Wednesday                      6:30pm-9:30pm

### Mutual Funds and Annuities Explained

Do you know how to evaluate which mutual fund might be suitable for you given the thousands of choices available? Are you intrigued yet confused by what you have heard about annuities? If so, then come to this class and have your questions answered. Topics include:

- The differences of Load vs. No-Load and Index vs. Managed Mutual Funds
- The expenses, costs, and risks of Mutual Funds and Annuities
- The importance of tax deferral

If you are considering mutual funds and/or annuities, this class is a must!

0407X                      AHS - Room H105                      \$45  
 Oct 11                              1 Wednesday                      6:30pm-9:30pm

### Master Your Investments

Join us and learn how to invest more intelligently and profitably to secure a brighter financial future! Topics include how to:

- Construct an investment portfolio designed to achieve financial goals
- Gain an understanding of stocks, bonds, mutual funds, tax-deferred annuities, life and long term care insurance
- Evaluate which investments can maximize returns, minimize risk, and lower taxes
- Read the financial pages and understand the stock market language

This class is a must if you invest, or are thinking of investing.

0402X                      AHS - Room H105                      \$59  
 Oct 18-Oct 25                      2 Wednesdays                      6:30pm-9pm

## Building Your Financial Portfolio on \$50 a Month

Instructors: Bobbie & Eric Christensen

Do you know how to turn \$50 a month into \$100,000 without paying a broker? Give yourself the gift of financial security, and build your own personal retirement fund by joining us in this fast-paced seminar. Investing is open to everyone, takes very little money, creates passive income, can be very low risk, and is as easy as writing a check. This is the only seminar in the country that teaches this 100-year old proven method of investing. Optional book will be available in class for \$16.

0314X                      PCC - Room R115                      \$45  
 Sep 17                              1 Sunday                      9am-12pm

## Financial Freedom

Instructor: Shiral Torres

What does Financial Freedom mean to you? Learn what it takes to achieve your financial goals in this fun and inspiring course. Create a "Gratitude" list as well as a list about how to spend less so you can invest, understand the difference between wants and needs, learn the Formulas for Financial Freedom, and articulate what financial freedom means and the steps to succeed.

0352X                      PCC - Room R117                      \$39  
 Sep 23                              1 Saturday                      10am-12pm

# PROPERTY



## Home Buying Simplified

*A Step-By-Step Guide for the First Time Buyer*

Instructor: Sandra Tupurins

Learn how to prepare for a successful home buying process. Topics include:

- Financial qualifying guidelines
- Conventional and FHA mortgages
- Down payment requirements
- Real Estate contract review
- Credit score and its importance
- Personal financial preparation
- Knowledge of pre-approval process
- Current housing market trends

Participants will leave with the knowledge and confidence to shop for a home.

3913X                      PCC - Room R121                      \$39  
 Oct 14                              1 Saturday                      9:30am-1pm



## **NEW** Retirement: Addressing the Whole Person

Instructor: Mitchell Kauffman

What does it take to maneuver life-changing transitions, both financially and psychologically? As seen on NBC News, join the only financial planning class in the San Gabriel Valley taught by both a Financial Planner and a Psychologist. All transitions, whether retirement, moving, or a change in relationships, require both financial readiness and the psychological well-being to take them on. This is your chance to ask the questions you've always contemplated in a comfortable, safe setting. Enter this exciting phase of life equipped with financial resources to make smart choices and the emotional awareness needed to live life to the fullest.

0367X                      PCC - Room R104                      \$39  
Oct 21                      1 Saturday                      9am-1pm

## Savvy Social Security for Boomers

Instructor: Cynthia Schwert

Making the right decision at this stage in life depends upon a multitude of factors including income, assets, health status, life expectancy, family dynamics, and life goals. Some decisions are irreversible: Starting Social Security at age 62 can leave a lot of money on the table if you live into your 90's; Overlooking the impact of marriage, divorce, remarriage, and widowhood can severely pinch your lifetime stream of income; Failure to coordinate IRA RMDs with Social Security taxation can result in needless diminishment of income. Join us and learn how to evaluate your benefits and choices. \$5 materials fee payable in class.

0311X                      PCC - Room R117                      \$39  
Oct 7                      1 Saturday                      9am-11am

## Medicare 101

### The ABC and D's of Medicare

Instructor: Ron Tanji

This workshop is multi-dimensional, designed for those on Medicare, have parents on Medicare, are about to become eligible for Medicare, or are caregivers overseeing the care of Medicare patients. Topics include: objective information about traditional Medicare; Medicare Advantage; Medicare supplemental insurance; and prescription drug plans. Find out: When may I first sign up? What does each of the Medicare (A, B, C, and D) parts cover? What if I wish to work past 65? Do I really need supplemental insurance? What if I have insurance through past employment, VA, or other retirement plans? Where can I go for help? \$5 materials fee payable in class.

2262X                      PCC - Room R121                      \$39  
Oct 21                      1 Saturday                      10am-12pm

## Retirement Webinars

Instructor: Samuel Rad

### Estate Planning



Did you know that estate planning is not only for the rich and famous? A living Trust protects beneficiaries from probate expenses and delays, yet, 72% of Americans have never set-up a Living Trust. Also, most Americans do not realize that in order to have someone else make medical decisions if incapacitated, you need a Powers of Attorney. This workshop covers Wills, Trusts, Powers of Attorney, and Asset Protection. Learn how to protect your assets while you are alive and after you are gone. Instructor Sam Rad may answer individual questions which might save you hundreds of dollars in legal fees. Topics include:

- Will I have to pay estate taxes
- Who will make medical decisions for me if I cannot
- Who will make financial decisions for me if I am unable
- How may I protect my assets from probate

*See note.*

*When registering, indicate webinar date*

0415X	WEBINAR	\$39
Sep 16	1 Saturday	10am-1pm

0415X	WEBINAR	\$39
Nov 4	1 Saturday	10am-1pm



### Taxes in Retirement - Trump Edition

Taxes take the biggest bite out of retirement income. Imagine what you could do with an extra \$10,000 of annual income if you just knew some of the simple rules of the game. This class will address the new tax changes under the current administration, and will give you simple, easy tips to maximize your retirement income. We cover everything retirement related including: 401k, IRA, Social Security, Estate, real estate, and investment tax secrets that the IRS prefers you not know! Remember it is not what you make, it is what you keep when it comes to money! *See note.*

*When registering, indicate webinar date*

0432X	WEBINAR	\$35
Sep 16	1 Saturday	3pm-5pm

0432X	WEBINAR	\$35
Nov 18	1 Saturday	10am-12pm

**Note:** This will be a "live" webinar. Instructions to access webinar will be provided at time of registration.



## MEET OUR INSTRUCTORS

## Allen Yee



Born in Hong Kong, Allen Yee grew up in Southern California among role models who shaped his character. "My grandfather and parents instilled traditional values such as hard work, honesty, integrity, and respect for others," he explains. After graduating from high school, Allen served in the U.S. Army, learning lessons in leadership, teamwork and commitment to service. Afterward, Allen went on to graduate from Cal Poly Pomona in 1992 with a degree in Finance, Real Estate, and Law. The values he learned from his upbringing, his tenure in the military, and his college experience encouraged Allen to enter the financial services industry to assist individual clients and teach other advisors to do the same. Education and hands-on experience have added to his financial wisdom, sharpened his investment skills, and improved his problem-solving abilities all of which comprised the basis of a solid career. He founded Guidant Planning in 1999 as a way to further his dreams of helping San Gabriel Valley retirees experience a rewarding and financially independent retirement. Today, with almost three decades of investment, tax, retirement and estate planning experience, Allen continues to make a living by doing something he loves – guiding others toward their retirement dreams. His professional certifications include Certified Financial Planner™, Registered Financial Consultant, and Certified Wealth Strategist. Allen values the power of education and knowledge, as he finds teaching others empowering and rewarding. In his spare time, Allen enjoys skiing, being outdoors, and spending time with his wife and two children.

**Little Known Fact:**

Allen is an accomplished triathlete. In 2008, he competed in his first Ironman Triathlon in Lake Placid, NY.

**Course:**

**Rejuvenate Your Retirement**

**Rejuvenate Your Retirement**

Instructor: Allen Yee

You work hard to be able to retire! This unique and comprehensive course focuses upon the life planning and financial concepts important to retirees. Students will hear in straightforward language about financial strategies designed to accomplish objectives such as tax-efficient income planning, lifestyle preservation, inflation protection, and providing for a legacy. Yet, money is but one aspect of post-retirement planning. Included in this course is a discussion about fun and fulfilling activities such as travel, hobbies, sports, crafts, socializing, business ventures and the importance of lifelong learning. Included is a financial planning and retirement workbook. *Class size is limited so register early!*

0334X  
Sep 30-Oct 7

PCC - Room R104  
2 Saturdays

\$39  
9am-11:30am

**Retirement Income Classes**

Instructor: Pamela Robinson

**Savvy IRA Planning for Boomers**

IRA distributions must begin at 70 ½. Did you know that as your account grows, your IRA distributions will be higher each year which may result in tax on your Social Security benefits and higher Medicare Part B premiums? Class discussion includes:

- 7 strategies for IRA planning
- 6 options for your retirement plan funds
- 3 common distribution mistakes
- Options for spousal IRA beneficiaries.

\$5 materials fee payable in class.

0313X  
Sep 23

PCC - Room R113  
1 Saturday

\$39  
10am-12pm

**NEW**

**Deferring RMDs & Longevity Risk**

New IRS rules allow you to defer Required Minimum Distributions (RMD) on up to \$125,000 of your pre-tax assets to age 85 through a Qualified Longevity Annuity Contract (QLAC); and you choose which income start date works for you! When the QLAC income begins, it will provide guaranteed income for the rest of your life to help with long term healthcare; and act as a buffer against longevity and inflation risks. Topics include Social Security taxation; how a QLAC may reduce your taxes; and lower Medicare Premiums. \$5 materials fee payable in class.

0419X  
Sep 23

PCC - Room R113  
1 Saturday

\$19  
12pm-1pm


Enroll in both classes at the same time  
and receive a \$13 discount!





## Luscious, Low-Fat, Lightning-Quick Meals

In partnership with ed2go

 Have you ever wished you had a personal chef preparing luscious, low-fat meals? This course is the next best thing! You will learn how to ferret out fat in recipes, and discover how to reduce fat without sacrificing flavor or texture. Explore how to use flavor profiling to expand your culinary horizons. Learn how to prepare casseroles, crock-pot dishes, vegan dishes, oven-fried foods, meat-based meals, and many other entrees that are both nutritious and delicious! Discover how to get in and out of the kitchen faster, including tips for grocery shopping, menu planning, food preparation, and quicker cooking. You will learn a dietitian's tricks of the trade for encouraging reluctant family members to eat more healthfully. You will have the chance to try out more than 50 exciting and easy lowered-fat recipes for tasty entrees, side dishes, desserts, and garnishes, with each recipe demonstrating a topic covered in the lessons. Course starts monthly.

ONLINE COURSE

\$99

Start Dates: Sep 13, Oct 18, Nov 8, Dec 13

Go to [ed2go.com/pcclearn](http://ed2go.com/pcclearn) to register.

### Basic Baking Series

Instructor: Grace McKeown



The fundamentals of baking are broken down by the methods upon which all baking rests. In this workshop series, students will gain confidence by learning the mechanics and the correct tools to use with each method. Classes are for anyone desiring to explore baking from the beginning. *See note.*

#### Quickbreads and Biscuits (scones, muffins, loafs)

3410X	PCC - CC-Bldg	\$55
Aug 26	1 Saturday	10am-2pm

#### Cookies and Cakes

3410X	PCC - CC-Bldg	\$55
Sep 9	1 Saturday	10am-2pm

#### Puddings, Curds & Custards

3410X	PCC - CC-Bldg	\$55
Sep 16	1 Saturday	10am-2pm

#### Chiffons & Meringues

3410X	PCC - CC-Bldg	\$55
Sep 23	1 Saturday	10am-2pm

Save \$60 by signing up for all four Basic Baking classes at once! **Fee: \$160** (plus materials)

### More Baking Classes

Instructor: Grace McKeown

#### Yeast Breads

This class covers basic bread making using commercially available yeast. Students will learn the difference between types of yeasts and flour, the purpose of proofing and why time matters in regards to flavor. *See note.*



3412X	PCC - CC-Bldg	\$55
Oct 14	1 Saturday	10am-2pm

#### Whole-Grain Baking

Based on the skills developed from Basic Baking, students will be using a variety of whole grain flours and learn how to make traditional recipes using all-purpose flour into more healthful versions. *See note.*

3428X	PCC - CC-Bldg	\$55
Nov 11	1 Saturday	10am-2pm

#### Holiday Cookies – International



We will be making holiday cookies from some international traditions. This will give the student the opportunity to work with ingredients that may be new or work with ingredients in a new way. *See note.*

3414X	PCC - CC-Bldg	\$55
Dec 2	1 Saturday	10am-2pm

**Note re Baking Classes:** \$20 materials fee payable in **each** class. Classes are held in the cooking classroom located in the Campus Center (CC-Building). The instructor will meet students at the entrance to the Piazza, in the lobby of the Campus Center where they will be taken back to the classroom. *All classes are hands-on; please dress accordingly.*



## Quick Sketch

Instructor: Charlotte Chen

Quick Sketch methods are great for conceptual design, for capturing motion, for visual documentation, and for creative expression. In this beginning course, discover how to use a variety of techniques and drawing media, including line drawing, pen/ink, scribble lines, minimalism, and gesture drawing while engaging in artistic exercises, such as ambidextrous drawing and blind drawing. *Bring to the first class: two or three #2 pencils (or soft leaded pencils), bonded paper (10-15 sheets), soft eraser, straight edge or ruler. \$7 materials fee payable in class. Additional supplies may be required.*

0241X PCC - Room R113 \$115  
 Sep 10-Oct 8 5 Sundays 9am-12pm



## Drawing for the Absolute Beginner

In partnership with ed2go



Have you always been interested in drawing, but never really knew how to get started? If so, then this definitely is the course for you! Gain a solid foundation and understanding of the basics of drawing and become the artist you always dreamed you could be! You will become intimately familiar with paper types, drawing styles, rendering techniques, and the basic principal of perspective, layout, design, lighting, volume, and space. You will discover how best to get in touch with the right side of your brain. If you have an interest in learning what it is like to draw or would love to increase your current knowledge in the field of art and illustrating, then this course will fulfill your needs! Course starts monthly.

ONLINE COURSE \$99  
 Start Dates: Sep 13, Oct 18, Nov 8, Dec 13  
 Go to [ed2go.com/pcclearn](http://ed2go.com/pcclearn) to register.

## Cultural Art Classes

Instructor: Vivian Chan & Rosa Zee

### Chinese Floral Arts

#### *Discover the Flower Tale of a Thousand Years*

Connect with the mystical wonder of nature in this traditional Chinese Floral Arts arrangement course. Join us as we explore the basic principles, history, and relationship between flowers and branches, and discover how to truly appreciate nature. No previous experience required, just come and enjoy! *Bring a pair of scissors.* \$80 materials fee payable in class.

0227X PCC - Room R108 \$119  
 Sep 9-Sep 30 4 Saturdays 9:30am-12pm



### Hands on Culture

#### *Be a Scholar for a Day*

Join us and learn about the ancient Chinese Scholars' daily rituals combining the 4 Arts and the 4 Skills. This course combines discussion with hands-on activities, and culminates with a Certificate. Topics included: the lunar calendar; calligraphy and brush painting; Chinese floral arts; and tea cultures. The course concludes with a practice Tea Ceremony. We aim to engage participants in an active learning process. The focus is upon the 4 Arts and the 4 Skills designed to bring students one step closer to living a balanced and harmonious life. \$35 materials fee payable in class.

0222X PCC - Room R108 \$79  
 Oct 7-Oct 14 2 Saturdays 9:30am-12:30pm

## Painting Classes

Instructor: Steve Ohlrich

NEW

### Portrait Drawing the Classical Way

Students work from a live portrait-model on an extended pose. Learning objectives include employing comparative method for finding proportions, seeing values, some anatomy, and a holistic working method. Students learn drawing skills to create a likeness of the sitter, will learn how to apply the working material, and will use several drawing tools. The class is open to students working at various levels of ability. Instructor provides individual instruction and class demonstrations. *See note.*

0237X PCC - Room CA321 \$95  
Oct 7-Nov 11 6 Saturdays 9am-11:30am

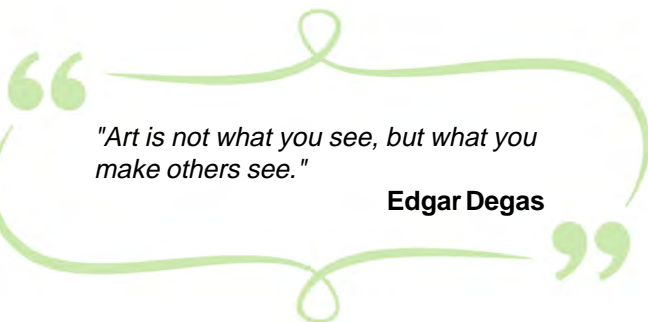
### Landscape Painting

Join us and paint a landscape of your choice working from color photographs. Drawing fundamentals will be covered including finding proportions, shapes, and values. Painting procedure will be explored as well as color mixing, and various painting techniques to create a "life-like" landscape painting. Critiques are given on an individual basis and demonstrations are provided as necessary. *See note.*

0236X PCC - Room CA321 \$85  
Oct 7-Nov 11 6 Saturdays 12pm-2:30pm



**Note:** Both classes are designed for adults and students 14 years and older, and are open to all levels of ability. *Students must bring their own supplies; a supply list available at: [pcclearn.org/supplies](http://pcclearn.org/supplies). Please confirm status of class before purchasing supplies.*



"Art is not what you see, but what you make others see."

Edgar Degas

## MEET OUR INSTRUCTORS

### Steve Ohlrich



Steve is an artist who comes from an artistic heritage including painters and wood workers. He has been drawing since early childhood and received awards at an early age. He earned a Bachelor of Fine Arts degree from the University of Illinois at Chicago with a minor in psychology. After serving the psychology community in and around Chicago for three years, Steve pursued artistic training at Chicago's The School of Representational Art. He received a certificate after four years of extensive training in academic drawing and painting, and in composition and impressionistic color. Steve draws inspiration from a wide variety of artists including the Old Masters, American and European Impressionists, and modern painters. His work includes realistic figurative works, portraits, still life and creative compositions. Steve's creative compositions are a combination of artistic skill and imagination, which give voice to his unique perspective on life and human endeavor past and present. Currently, Steve works on commission and pursues independent projects. He has sold his works to private collectors and has displayed in public exhibitions. In addition to being an instructor at PCC Extension, he also teaches at Art/Work/Place in South Pasadena, and works with students privately in his studio. He resides with his wife and son in Pasadena.

#### Little Known Fact:

My wife and I have a goal of taking our son to all the major league baseball stadiums by the time he turns 18.

#### Courses:

Portrait Drawing the Classical Way  
Landscape Painting

# DANCE



## Country Western Line Dancing

Instructor: Maxine Pearl

Kick up your heels, make new friends and have a great time in this always enjoyable class. Students will learn many of the Country Line dances currently popular at Western Clubs. Different dances will be taught in each session. **Note:** No partner or previous experience necessary. Join us for a fun time and a great workout!

8306X PCC - Room W201 \$99  
 Sep 15-Dec 15 12 Fridays 7:30pm-9:30pm

## Bellydance

Instructor: Shana Meurs

Join us for fun and exercise while learning basic and fundamental bellydance techniques. Proper dance posture, shimmies, isolations, waves, common travelling steps, and musicality (matching movement and form to rhythm, melody and music) will be taught. This is a wonderful way to be introduced to hypnotic Arabic music and rhythms, and to cultural aspects of this beautiful, ancient dance art form. *Students should wear dancewear or loose clothing – no jeans. Feet may be bare, or you may wear ballet or jazz shoes; No street shoes.*

4010X PCC - Room W203 \$89  
 Sep 22-Nov 17 8 Fridays 6:30pm-8pm

## Hip Hop & Funk Dance

Instructor: Jeffrey (Jhazz) Yarbrough

Get up and get going! This introduction to Hip Hop dance integrates the new with the old school in a fun and stress free environment. We cover a new dance combination each session. The course is open to students of all levels and is a great workout. **Class is designed for students 13 years and older.** *Wear loose, athletic attire and shoes.*

1815X PCC - Room W201 \$59  
 Sep 9-Oct 14 6 Saturdays 12pm-1pm

## Tappercize

Instructor: Dolores Cruz

Tappercize is a great way to tone up while tapping up a glow! Students will tap routines to familiar Broadway show tunes while receiving a healthy, low-impact aerobic workout. Beginners as well as experienced tappers are welcome. **Note:** Tap shoes required. **Class is designed for adults.**

2796X PCC - Room W201 \$75  
 Sep 23-Nov 11 8 Saturdays 10am-11am

## Ballet

Instructor: Catherine Round

If you ever wanted to learn ballet, this class is for you! It is never too late to learn one of the most wonderful forms of dance in the world - from the very beginning. In this course, students will acquire all of the entry level fundamentals needed to walk into any Beginner Ballet class. Come join us in what will be a fun and rewarding experience. *Wear comfortable, fitted clothing and ballet shoes; No street shoes.* **Class is designed for adults and is for beginners only.**



1820X PCC - Room W201 \$99  
 Sep 10-Oct 15 6 Sundays 2pm-3:30pm

Classes held at Lineage Performing Arts Center,  
 89 S. Fair Oaks Ave., Pasadena.



ENRICHMENT



Use your Visa, MasterCard or Discover to register by mail, fax or telephone



## Acoustic Guitar

Instructor: Spencer Artwick

Learn to play the guitar! Students learn to play the acoustic guitar by developing a solid foundation of the basics. Topics include:

- Strumming
- Scales, songs, practice
- Open chords (major and minor)
- Finger exercises & picking
- Introduction to finger-style

\$20 materials fee payable in class. *Students must bring an acoustic guitar, strap and pick to class.*

3025X PCC - Room CA117 \$79  
Oct 21-Nov 11 4 Saturdays 10am-12pm

NEW

## Introduction to Bagpipes

Instructor: John McLean Allan

This is your opportunity to learn to *play the Scottish Bagpipes* with the ultimate goal of playing *Amazing Grace*. The course begins with a brief history of the bagpipes, followed by a disassembling of a bagpipe to explain the function of the bag, reeds, and melody section. Students will be then taught correct finger posture, movements and scales using a practice "chanter" to achieve sounds both joyous and haunting. Besides *Amazing Grace*, the class will be introduced to other familiar tunes. \$65 materials fee for chanters and practice sheets payable in class.

3015X PCC - Room R123 \$85  
Sep 10-Oct 22 6 Sundays 12pm-2pm



## Harmonica Classes

Instructor: David Broida

### Folk Harmonica

Breathing is the foundation when playing the harmonica; and breathing correctly calms the body, mind and spirit. Join us as we take basic folk melodies and invigorate them with simple, but powerful, techniques to make any song deeply expressive. No previous ability to read or play music required. *See note.*

3004X AHS - Room H105 \$35  
Nov 1 1 Wednesday 6:30pm-8pm

### Blues Harmonica

This exciting workshop will get you jammin' the blues immediately! Play and have fun as you are introduced to many of the tricks and techniques used to make the harmonica laugh, cry, wail and scream! No previous musical experience is required - only a love of the blues and a desire to play the harmonica. *See note.*

3009X AHS - Room H105 \$35  
Nov 1 1 Wednesday 8:15pm-9:45pm

**Note:** *Students will need a "C" major diatonic harmonica, available for purchase in class for \$12. \$15 materials fee payable in class.*

## Singers - Your Body is Your Instrument


Instructor: Judith Townsend

Shower singers, students, and professional singers alike will learn important basics (thoroughly drilled) about the singing instrument one should know before ever starting to vocalize. These drills produce INSTANT results. \$1 materials fee payable in class.

6150X PCC - Room V208 \$75  
Sep 10-Oct 1 4 Sundays 1pm-4pm

## Music Made Easy

In partnership with ed2go

 If you enjoy music and would like to know more about what makes it work, this is the course for you. Gain a complete understanding of rhythm, melody, and harmony, and learn to recognize pitches on the musical staff and keyboard. Each lesson builds upon previous lessons, while also introducing new musical concepts. Your course begins with an introduction to rhythm and the various aspects of rhythm; including beat, meter, note, and rest values. Transition to the role of melody in music, and gain proficiency in identifying pitches by octave, building major scales, and understanding the role of keys in creating melodies. By the time you complete this comprehensive and full-featured course, you will be able to read, write, and even play simple musical pieces on a keyboard. Courses start monthly.

ONLINE COURSE \$99  
Start Dates: Sep 13, Oct 18, Nov 8, Dec 13  
Go to [ed2go.com/pcclearn](http://ed2go.com/pcclearn) to register.

## Continuing Music at PCC!

### Intermediate Piano (Music 42C)

Instructor: Betty Oka

This class is for intermediate level students of piano. Students will have the opportunity to study and perform a variety of intermediate repertoire. Class will combine sight reading, practice, playing technique, and pieces will include selections from the four historical periods of music. Original jazz pieces and etudes will be assigned. **Note:** One hour, minimum, of daily practice is expected. *This is not a beginning class.*

#### Required Textbooks:

**Masterpieces with Flair! Book 1,**

by Jane Magrath (ISBN: 0739009974);

**Jazz, Rags, & Blues, Book 1,**

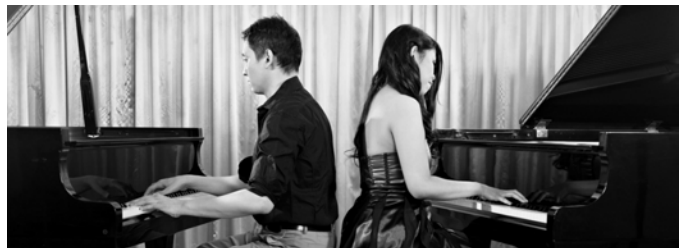
by Martha Mier (ISBN: 073900963X);

**Piano Etudes, Book 2,**

edited by Clark, Goss & Holland (ISBN: 0913277258)

**Registration:** Students previously completing Music 42A and Music 42B may register. All other interested individuals prior to registering must schedule an audition. Email Betty Oka at baoka@pasadena.edu; or call 626-585-7216 to schedule.

3042X	PCC - Room CA114	\$200
Sep 2-Dec 16	15 Saturdays	10:15am-12:30pm



### Piano Ensemble (Music 43)

Instructors: Wen-Ting Huang & Phillip Young

This class is for intermediate level students of piano; and the focus is upon providing ensemble opportunity experience "making music with another pianist," through the study of a variety of musical styles and their interpretation. Varied levels of duet, duo, and multi-piano literature will be included. Fundamental ensemble skills such as collaboration, synchronization, and rehearsal techniques, as well as activities designed to develop piano technique, efficient practice habits, and sight reading skills will be addressed. *Class not designed for beginners.*

#### Required Textbooks:

**Gurlitt, Hours of Rest, op. 102,**

Schott/Hal Leonard (ISBN: 9783795745233);

**Essential Keyboard Duets Vol. 1,**

Kowalchyk (ISBN: 9780739020296)

**Registration:** *Audition required.*

Email Phillip Young at pdyoung@pasadena.edu; or call 626-585-7795 to schedule.

3043X	PCC - Room CA116	\$200
Aug 29-Dec 12	16 Tuesdays	7pm-9pm



### Chamber Music (Music 70)

Instructor: Francisco Castillo

This class is designed to promote talent, educate students, and instill understanding and appreciation of small chamber music groups. Students will have the opportunity to practice and perform with various ensembles. Ensembles will include brass, string, and woodwind combinations formed into trios, quartets, quintets and a small chamber orchestra. Pianists, percussionists, and vocalists may enroll, participate, and perform with these and other ensembles. Members of current ensembles are welcomed to enroll in the class. *Please bring sheet music to first class.* **Note:** New ensembles will be formed at the beginning of the session. *Class not designed for beginners.*

**Registration:** *Audition required.*

Email Francisco Castillo at oboesolo@sbcglobal.net; or call 626-422-4582 to schedule.

3070X	PCC - Room CA116	\$200
Aug 29-Dec 12	16 Tuesdays	4pm-6pm

*These music courses are continuations of PCC credit offerings. Continue to practice and come together with community members, and keep on making music!*


**PCC  
EXTENSION**

*Your partner in  
Lifelong Learning*



## Start Your Own Arts and Crafts Business

In partnership with ed2go

 If you have an art or a craft and you dream about starting your own home-based or small business, this is the course for you! You will learn how to start your own arts and crafts business from a professional artist. You will discover how to find your niche within your chosen craft and how to create your own unique business identity. You will also see what makes marketing in the arts and crafts business different from marketing in most other enterprises, and you will find a sales approach that meshes with your personality and preserves your creative integrity. You will get insider secrets too, learning how to find and get into the best craft shows, as well as design booths that really draw customers in. You will also discover how to price your work effectively so you can set yourself up for success whether you are selling through craft shows, in galleries, online, or even in your own retail store. Courses start monthly.

ONLINE COURSE

\$99

Start Dates: Sep 13, Oct 18, Nov 8, Dec 13

Go to [ed2go.com/pcclearn](http://ed2go.com/pcclearn) to register.

### Crafts Classes

Instructor: Quayum Abdul

#### Handmade Herbal Soap Making

Join this class to learn how to make herbal soaps at home. Herbal soaps are those mixed with natural ingredients, such as, juice, extract, or even chopped herbal leaves. While the steps to make herbal soap are similar to that of general soap making, the tricky part is choosing the right ingredients. **Note:** Some herbs may irritate sensitive skin. \$30 materials fee payable in class.

3318X	PCC - Room CA109	\$39
Sep 17	1 Sunday	11am-2pm

#### Fizzy Bath Bombs

Bath bombs make fantastic holiday gifts, hostess gifts, birthday gifts – or gifts for oneself! Drop one into a hot bath and relax as it fizzes and dissolves, releasing a beautiful fragrance. Bath bombs are easy to make, so let your imagination run wild and have fun experimenting with different oils, colors, and additives such as dried rose petals, lavender, and fine glitter. \$20 materials fee payable in class.

3324X	PCC - Room CA109	\$39
Sep 24	1 Sunday	11am-2pm

#### Aromatherapy & Herbal Candle Making

Aromatherapy is a popular holistic method using different scents to stimulate healing, relieve stress, help with disorders, and even modify behavior. When using what are considered essential oils in a variety of mediums, the body responds to those scents in a positive manner. The mind can become sharper, fewer mistakes are made while typing, and sleep can finally be achieved. This is why companies are now using calming scents in their offices and elevators; and doctor's offices are using them in their waiting rooms. \$30 materials fee payable in class.

3317X	PCC - Room CA109	\$45
Oct 1	1 Sunday	11am-3pm

#### Cold Process Soap from Scratch

Want to know how to create soap completely from scratch? This class demonstrates the steps for cold process soap making. Students will learn how to create beautiful handmade soaps to use at home or give as gifts. Whether you are a complete novice or a soap making pro, stick around, have fun, and learn something new about making soap. \$40 materials fee payable in class.

3316X	PCC - Room CA109	\$45
Oct 15	1 Sunday	11am-3pm

#### Body Butter (Cream/Lotion)

Does the hurried, stressful pace of your daily life make it difficult to find ways to relax? Create a restful retreat in your home by making your own body butter lotion. Most body butter recipes include just a handful of ingredients, and you can make them with whatever scent and therapeutic qualities you desire. \$20 materials fee payable in class.

3319X	PCC - Room CA109	\$39
Oct 29	1 Sunday	2pm-5pm



***An added benefit of these classes is stress reduction as you laugh, chat and create!***

All classes are hands-on. Please dress accordingly.

## Jewelry Classes

Instructor: Doria Ragland

### Pearl Knotting

In this workshop, students will learn the traditional technique for knotting pearls and gems. Also covered will be how to create "Floating" necklace designs as sold in high-end department stores. *Tools required: Flat nose pliers.* \$30 materials fee (cash only) payable in class. *See note.*

2236X	PCC - Room R113	\$49
Oct 21	1 Saturday	10am-1pm

### Leather Wrap Bracelet

"Luu Chan" wrap-around bracelets are all the rage! Join us and make your own bracelet using leather cord, semi-precious beads, silk thread, and a unique button closure. \$33 materials fee (cash only) payable in class. *See note.*

2237X	PCC - Room R113	\$49
Nov 18	1 Saturday	10am-1pm

**Note:** In addition to what is mentioned above, students must bring small scissors; egg carton, ice cube tray, or divided container to separate items; small towel. Pliers available at local crafts stores or online. Instructor has a limited amount of tools for sale, \$20-\$35. Reading glasses strongly recommended.

## Pattern Making Classes

Instructor: Richard Lee

### Pattern Making

This introductory, hands-on course teaches students fun, easy to follow pattern making techniques! Students will explore a variety of styles inspired by the classic T-shirt pattern provided by the instructor. Included: how to make different kind of dresses and skirts, neckline and sleeves variations, and ruffles and flares. Students also will learn to accurately take individual body measurements. \$10 materials fee payable in class. *See note.*

*Prerequisite: Sewing experience recommended but not required.*

3304X	PCC - Room R309	\$75
Sep 9-Sep 30	4 Saturdays	9am-12pm



### Pattern Making II

This intermediate class instructs students in how to use flat patterns to create a variety of styles for fitted knit tops and bottoms. Students will learn how to make different kinds of darts, pleatings, ruffles for dresses, tops, skirts, vest and pant. \$10 materials fee payable in class. *See note.*

*Prerequisite: Pattern Making*

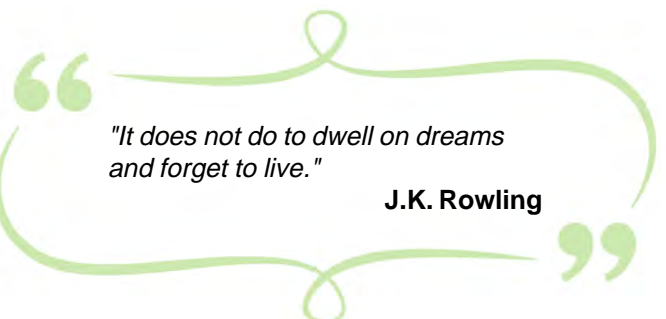
3310X	PCC - Room R309	\$75
Oct 21-Nov 11	4 Saturdays	9am-12pm

**Note:** Bring a tape measure, pencil, eraser, scotch-tape, see-through ruler, scissors, and notebook to the first class meeting. Additional supplies will be needed for the projects.

## Call For Instructors!

If you have a course/workshop/program that you are passionate about teaching, complete a course proposal form found at:

[pcclearn.org/newcourse](http://pcclearn.org/newcourse)





## Guided Autobiography

### Write Your Life Story

Instructor: Pamela Hueckel

Everyone has a story and someone wants to know yours! Begin penning your life story, 2-pages at a time, using in-class activities and weekly themes to stimulate memories and structure your writing. This course creates a comfortable environment for memoirists of all levels, even those who think they're not writers. Beginners appreciate the simple tips designed to jumpstart their writing, those with more experience welcome the regular assignments that keep them moving forward. While there is no formal literary critique participants share their weekly 2-page vignettes in small groups and provide mutual encouragement. If you want to have fun, make new friends and delight in a wondrous potpourri of personal stories, this class is for you! \$8 materials fee payable in class.

3224X PCC - Room R220 \$75  
Sep 23-Oct 21 5 Saturdays 10am-12:30pm

## Writing & Publishing Your 1st Book (or 7th)

Instructor: Bobbie Christensen

Imagine completing a manuscript in just 6 weeks! Follow the 10-step plan and create a page-turner whether writing fiction or non-fiction, cookbook or textbook. Learn how to submit your work to a publisher, self-publish your book and keep the profits, publishing on demand (PODs), and all about ebooks. \$15 materials fee payable in class.

3229X PCC - Room R115 \$55  
Sep 17 1 Sunday 1pm-5pm

## Poetry Workshop

Instructor: Craig Cotter

A poetry workshop should be a safe and sacred place where poets can explore deep emotion and thought in their work. However, if you are seeking a workshop that will simply praise your poems, this class is not for you. Our workshop will involve a deep exploration of your poetry, and we will share great poems of the past century. To begin each class, students will bring enough copies of their poems to share with everyone, and the workshop will begin with a poetry reading of all poems submitted. We then will work through each poem one-by-one, with a focus on understanding each poet's artistic intentions. Although students are expected to write at least one original poem for each workshop, do not avoid coming to class because you have not written one. You may learn more about your writing by listening to the criticism of another students' work; and hearing other students' poems may inspire you in a way that sitting alone with your thoughts may not. For poets who are unpublished, information will be shared concerning best submission practices. **Class is designed for adults.**

3226X PCC - Room R226 \$69  
Oct 7-Oct 28 4 Saturdays 10am-12pm

## Basics of Screenwriting

Instructor: Brad Saunders

By the end of this course, students will have written a short script, in conformance with movie industry standards, and had it critiqued by a professional. This introductory course is designed to help anyone learn the basics of screenwriting, and covers such fundamentals as screenwriting format, programs, the development of character, and dramatic three-act structure. *Computer with word processing program is required; students will need to submit a formatted, typewritten script.*

3210X PCC - Room R221 \$85  
Sep 16-Oct 14 5 Saturdays 12pm-3pm

## MEET OUR INSTRUCTORS

### Pamela Hueckel



Pamela received her training from The Birren Center for Autobiographical Studies and is a member of the Association of Personal Historians. She traces her interest in documenting personal stories to early childhood visits to her great-aunts' home where a silent Victrola stood at the top of the stairs and a cooler from pre-refrigerator days hid behind a cabinet door. With these discoveries, she realized that her elderly aunts had lived lives curiously different from her own. Itching to know more, she began a sporadic but ongoing quest to learn what life had been like for her ancestors. Years later, while caring for her aging parents, she fulfilled a longtime desire to help her father write his life story.

Now, as an instructor of Guided Autobiography, Pam has found a place where she can combine her skills as a classroom teacher with her love of personal history, encouraging and helping others to rummage through their memories and organize them on paper. Through weekly sharing, participants in her class discover the hidden joy of hearing their classmates' stories. "We brush by people every day, unaware of the multitude of experiences they carry with them. This is a chance for us all to catch a glimpse of and be enriched by the stories that lie beneath the surface." Pam also offers workshops and facilitates private groups.

### Little Known Fact:

In her free time, Pam enjoys hiking in the foothills and digging in her garden.

### Course:

### Guided Autobiography

## MEET OUR INSTRUCTORS

### Lynne Eodice



Lynne is an accomplished photographer, writer and photography instructor. She is the former Features Editor for Petersen's PHOTOgraphic magazine, and has contributed her photography, writing and/or editorial expertise to Photographer's Forum, Rangefinder, DoubleExposure.com, California Tour & Travel, Family Photo, and Adorama's Learning Center. She also is the author of *Photos That Inspire: Photo Workshop*, an instructional book that's illustrated with more than 200 images by various photographers, published by Wiley & Sons in 2008. She has taught several photography courses online and in the traditional classroom, and has given a lecture on getting published in the photo industry to Professional Photographers of Los Angeles County.

"I've been involved with photography for years, but didn't consider getting serious about taking pictures with my phone until a friend mentioned that she wanted to learn more about shooting photos with her smartphone. I did some research on the subject, downloaded some photo apps, and before I knew it, I was hooked! Now when I travel, I sometimes take only my smartphone and leave my larger digital SLR at home. I really enjoy teaching students about various photo apps, about lighting, and about composition as our smartphone cameras become increasingly more sophisticated."

#### Little Known Fact:

"I love to travel, especially on road trips where the scenery is constantly changing. This is when I'm most creative."

#### Course:

### Capturing Great Photos with Your Smartphone



### Capturing Great Photos with Your Smartphone

Instructor: Lynne Eodice

Join us and learn to shoot great photos using a smartphone! This two-day workshop begins with the basic features of a smartphone camera and then moves on to photo composition. Discussed will be the many photo editing apps available for download. Using the techniques learned at the first class meeting, students will be tasked with taking photos to be discussed during the second class meeting. *Bring a smartphone to class; will require downloading one or two apps, app prices range from free to \$5.99. \$1 materials fee payable in class.*

3115X	PCC - Room R218	\$49
Oct 7-Oct 14	2 Saturdays	10am-12pm

### Better Digital Photography

Instructor: Liane Enkelis

Unlock your creativity with simple keys to taking better digital photographs. This class will help you master your manually adjustable digital camera through classroom instruction and hands-on practice. Learn to: use the automatic camera settings more effectively; choose the right ISO, shutter speed, and aperture for the results you want; improve your composition and use light effectively to enhance photos. After our classroom session, the instructors will work with you hands-on. The class will practice seeing light and composition by capturing the beauty and atmosphere of the PCC campus, then return to the classroom to review results. **Note:** For SLR, mirrorless, and other adjustable digital cameras capable of manual functioning. *Bring camera and manual, lenses, fully-charged batteries, media cards or film.*

*When registering, indicate class date.*

3121X	PCC - Room R113	\$65
Oct 7	1 Saturday	10am-5pm

3121X	PCC - Room R113	\$65
Nov 4	1 Saturday	10am-5pm



## Language Class Special!

Register for any language class by **August 25th** and automatically receive a \$5 discount!  
(Not valid for online courses)

### Italian Language Classes

Instructor: Manuela Terenzi

#### Conversational Italian

*Ciao! Buon giorno!* Students will be introduced to the fundamentals of Italian and will build and practice a functional everyday vocabulary. Classes are based upon colloquial Italian linked to grammatical rules, explanations, written exercises, and discussions. At the conclusion of the course, students should be able to confidently use the basic structure of the language. \$10 materials fee payable in class.

#### Required Textbook:

***Learn Italian the Fun and Fast Way***, by Marcel Danesi (ISBN: 0764125303) available online and at bookstores. List price: \$18.95.

3506X	PCC - Room R123	\$129
Sep 16-Nov 4	8 Saturdays	10am-12:30pm

#### Best of Italian

*Italiano - Bentornati cari amici!* This course is designed to improve communication skills of intermediate students, and to further develop and reinforce grammatical proficiency of advanced students. The best and most important grammatical rules are provided: simple present tense, past tense, simple and articulated prepositions, adjectives, adverbs and future tense. \$10 materials fee payable in class.

#### Required Textbook:

***Ultimate Italian Beginner-Intermediate***, by Living Language (ISBN: 1400009677) available online and at bookstores. List price \$21.00.

*Prerequisite: Conversational Italian*

3509X	PCC - Room R123	\$129
Sep 16-Nov 4	8 Saturdays	1pm-3:30pm

### Spanish Language Classes

Instructor: Luis Garcia

#### Conversational Spanish

*¡Hola! Buenos días.* This course will introduce you to the active use of the Spanish language, stressing communication, comprehension, vocabulary and basic grammar. The course will be useful to the tourist, business person or those simply interested in enriching their life by learning another language. \$2 materials fee payable in class. *See below.*

3511X	AHS - Room H106	\$129
Sep 11-Nov 6	8 Mondays	7pm-9:30pm

#### Conversational Spanish II

*¡Hablar español es muy fácil!* This course will further develop your Spanish communication skills with a broader vocabulary, emphasizing conversation, pronunciation and comprehension with grammatical concepts. \$2 materials fee payable in class. *See below.*

*Prerequisite: Conversational Spanish*

3512X	AHS - Room H106	\$129
Sep 6-Nov 8	8 Wednesdays	7pm-9:30pm

#### Required Textbook for Both Classes:

***Spanish Now!, Level 1, 8th Edition***, by Ruth Silverstein (ISBN: 1438075235) available online and at bookstores. List price: \$24.99.

### French Language Classes

Instructor: Jeanne Hart

#### Conversational French

*Parlez-vous français?* This introductory course covers the active use of the French language. Students will develop language skills through conversational experience stressing vocabulary, idioms, grammatical concepts, sentence structure and pronunciation. *See note.*

5010X	AHS - Room H107	\$129
Sep 6-Oct 18	7 Wednesdays	6:30pm-9:30pm

#### Conversational French II

*Le Français est une belle langue!* This continuation of Conversational French I adopts a unique and communicative approach to the teaching of French. Each session contains a vocabulary presentation, a structure explanation, and an oral section where students may express themselves using the new material. *See note.*

*Prerequisite: Conversational French*

5011X	AHS - Room H107	\$129
Oct 25-Dec 13	7 Wednesdays	6:30pm-9:30pm

**Note:** \$15 materials fee payable in each class.  
Classes designed for adults.

## MEET OUR INSTRUCTORS

### Kris Pangburn



I earned my PhD in German History at UCLA and am currently studying for my master's degree in the German language at Middlebury College. I've been teaching college History and tutoring German for the past ten years. Writing can be an isolating activity and teaching gives me an opportunity to work with other people, share insights, and challenge myself and others. Being a teacher has taught me a great deal about the writing process; it inspires me. Also, I enjoy introducing students to a new language and culture.

#### Courses:

- Conversational German
- Conversational German II

### Conversational Japanese

In partnership with ed2go

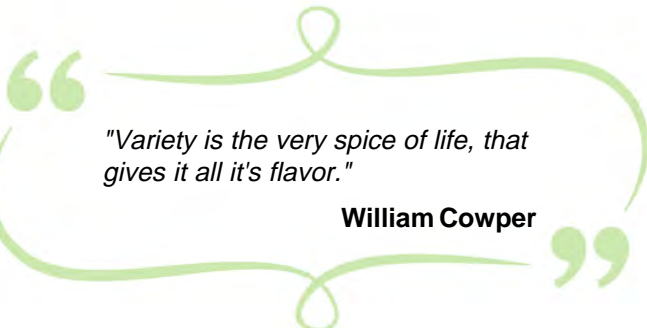


Whether you want to learn conversational Japanese for travel or just for fun, this course makes it easy and enjoyable. Each lesson covers conversational phrases and vocabulary words particular to a specific area of travel. Students practice lessons using drills, interactive exercises, and dialogues. Throughout the course, you will find helpful audio aids and Japanese words written in the English alphabet enabling you to bypass one of the biggest obstacles for most beginners of Japanese: the letter system. By the end of the course, you will have acquired basic conversational skills and cultural knowledge enabling you to travel around the country easily; and you will have discovered the heart of Japan! Course starts monthly.

ONLINE COURSE \$99

Start Dates: Sep 13, Oct 18, Nov 8, Dec 13

Go to [ed2go.com/pcclearn](http://ed2go.com/pcclearn) to register.



"Variety is the very spice of life, that gives it all it's flavor."

William Cowper

## German Language Classes

Instructor: Kris Pangburn

### Conversational German

*Sprichst du Deutsch?* Have you always wanted to learn German, but did not know where to begin? This beginner course is designed to teach you the fundamentals of the language. Students will learn some of the most important rules of German grammar while building a working vocabulary. By the end of the course, you will know how to speak and understand simple sentences in German. *See below.*

3503X	PCC - Room R111	\$129
Sep 10-Oct 29	8 Sundays	11am-1:30pm

**NEW**

### Conversational German II

*Sprichst du Deutsch noch?* Now that you have begun to speak German, continue to build upon the skills taught in Conversational German. This course includes a thorough review of earlier material, with a special focus upon how to speak and write German in the past tense. Weekly word lists, in-class exercises, and online tools guarantee to help students expand their vocabulary! *See below.*

*Prerequisite: Conversational German*

3504X	PCC - Room R111	\$129
Sep 10-Oct 29	8 Sundays	2:30pm-5pm

#### Required Textbook for Both Classes:

***Complete German***, by Collins Dictionaries (ISBN: 978-0008141783) available online and at bookstores. List price: \$19.95.

**NEW**

### Conversational Portuguese

Instructor: Cristino Pinto

*Todos são bem vindos! Aprenda Português em uma atmosfera amigável!* Whether for travel or business, join us and begin a journey to learn basic vocabulary, grammar, pronunciation (European), and idiomatic expressions used in daily life situations. Develop communication skills through the use of warm-up exercises, oral and listening comprehension lessons, and short dialogues. The class also will cover the rich, cultural history of this beautiful language.

#### Required Textbook:

***Portuguese in 10 Minutes a Day (2nd Edition)***, by Kristine K. Kershul (ISBN: 0944502377) available online and at local bookstores. List price: \$18.95.

3530X	PCC - Room R222	\$129
Sep 16-Nov 4	8 Saturdays	10am-12:30pm

# EXERCISE



## Kundalini Yoga

### Reduce Stress/Gain Energy

Instructor: Santokh Singh Khalsa, D.C.

Kundalini Yoga is a rejuvenating and relaxing combination of movement and breath, from which anyone may benefit, even those who are stiff or out of shape. Using breath and simple exercises, students learn to release tension and stress while gaining more energy. Course covers Yoga practice, basic meditation, philosophy, diet, and lifestyle. *Wear loose, comfortable clothing and bring a yoga mat to class. Advance registration required.*

2075X \$75  
Oct 11-Nov 15 6 Wednesdays 7pm-9pm

Classes held at the Awareness Center, 2801 E. Foothill Blvd., Pasadena.

## Hatha Yoga

Instructor: Isabel Barber

Hatha Yoga is known as the Yoga of Postures: developing control of the body through poses. Learn the basics of Hatha yoga (meditation, sitting, breathing) and the philosophy behind this valuable practice. Fundamentals of the physical practice are covered in each class, helping students bring balance to body, mind, and spirit. *Bring a yoga mat to class and wear loose, comfortable clothing; No street shoes.*

2080X \$79  
Oct 7-Dec 9 PCC - Room W203 8 Saturdays 12pm-2pm

## Qigong Regulation Exercises

Instructor: Benj Sinskul

Qigong is the skillful practice of gathering, circulating, and applying life-force energy. Students will be introduced to a qigong exercise designed for each of the 5 Yin organs: Liver, Heart, Spleen, Lungs and Kidneys. At the end of this course, students will be able to string the individual exercises that they have learned into a complete qigong set called the "Daoist 5 Yin / 5 Yang Exercise." Each session will begin with breathing and stretching exercises. \$2 materials fee payable in class. *Wear loose, comfortable clothing; No street shoes. Come to class with an empty stomach.*

2086X \$65  
Sep 10-Oct 1 PCC - Room W203 4 Sundays 10am-12pm

## Tai-chi Chuan Classes

Instructor: Kathy Chyan Chou

Tai Chi is an art of relaxation, concentration and balancing. It is an ancient Chinese exercise emphasizing breathing coordination with body movement intended to enhance flowing energy (called qi), circulation, and awareness of sensation. It also works to increase flexibility and harmonize body and mind. Each class includes fundamental principles of Chen-style Tai-Chi and step-by-step instructions for each of the art forms. **Note:** *Wear comfortable clothing; no street shoes.*

### Tai-chi Chuan

#### Beginner Level 1

Step by step instruction includes Qi-gong as a warm up exercise and a short form set of Tai-chi Chuan basic techniques.

4019X PCC - Room W201 \$79  
Oct 8-Nov 19 7 Sundays 9am-10:30am

### Tai-chi Chuan II

#### Beginner Level 2

This class is designed for beginning students who have completed the level 1 class. Step by step instruction includes Qi-gong as a warm up exercise and a second form set of Tai-chi Chuan basic techniques.

*Prerequisite: Tai-chi Chuan*

4022X PCC - Room W201 \$79  
Oct 8-Nov 19 7 Sundays 10:30am-12pm

## Power Stretch

Instructor: Karen Harris

This is the ultimate conditioning relaxation class designed to challenge all ability levels. Power stretch combines breathing and stretching to relieve stress, and resistance training to enhance and realign the body. *Bring a yoga mat; No street shoes. Class is designed for adults.*

4004X \$75  
Sep 30-Nov 18 PCC - Room W203 8 Saturdays 8am-9am

## Self-Defense and the Workplace

Instructor: Jeffrey Yarbrough

Personal attacks can and do happen! Join us and learn self-defense techniques based upon the ever-evolving tactics attackers use in the workplace, elevator, stairwell, parking garage, or on the street. Learn to defend against weapons such as knives, guns, and bats; and how to counter-attack against one-on-one and two-on-one assaults using wrist grabs, chokes, punches, headlocks and bear hugs. *Wear loose, comfortable clothing and bring water.*

4011X \$39  
Sep 9 PCC - Room W201 1 Saturday 1pm-3pm

ACTIVE



## Second Saturday Divorce Workshop for Women

Instructor: John Vance

Second Saturday is for women needing to learn more about the process of divorce. The workshop consists of segments that are taught by a family law attorney, a financial professional, and a therapist. Divorce can be confusing, challenging, even devastating. Join us to gain a greater understanding of your situation, explore options available to save time and money, and talk with other women. Second Saturday was founded in 1989 by the non-profit WIFE.org (the Women's Institute for Financial Education). For more information, visit [SecondSaturday.com](http://SecondSaturday.com).

2071X                      PCC - Room R113                      \$45  
Sep 9                      1 Saturday                      9am-12pm

## Introduction to Chess

Instructor: John Wright

Chess looks difficult – but is it? If you ever have wanted to learn and understand the game of chess, this is your opportunity! Designed for those with little or no chess playing experience ready to learn the fundamental rules of the game, how the pieces move, and basic strategy. A brief history of the game also will be given as well as information about the many opportunities to play chess such as at free online sites or at local chess clubs where you may participate in events approved by the United States Chess Federation.

### Required Textbook:

***Let's Play Chess: A Step by Step Guide for New Players***, by Bruce Pandolfini (ISBN: 978-1888690521) available online and at bookstores. List price: \$19.95.

2220X                      AHS - Room H108                      \$85  
Sep 13-Nov 1                      8 Wednesdays                      7pm-9pm

ACTIVE

“

*"Life is about moments: Don't wait for them, create them."*

**Tony Robbins**”

NEW

## The Meaning of Life and a Life of Meaning

Instructor: Arnold McMahon

Explore the fundamental questions of human existence such as the meaning of life, are we just physical entities, is there a God, and are ethics relative? Each class will be a free-flowing combination of lecture and discussion. Topics include:

- Nature of Reality: Can it be explained solely in material terms, or is there something more?
- Nature of Ethics: Are ethics subjective or objective?
- Nature of Society: How should we organize world society when there are 7 billion plus inhabitants?

All ideas are welcome. **Note:** Students should read the required textbook before the first class.

### Required Textbook:

***The Most Important Crisis Facing The 21st Century***, by Arnold A. McMahon, (ISBN: 978-1477247945) available online and at bookstores. List price: \$14.95

2072X                      AHS - Room H105                      \$65  
Sep 13-Sep 27                      3 Wednesdays                      6:30pm-8:30pm

## Acting Classes

Instructor: June Chandler & staff

### For the Love of Acting

Everyone has natural acting abilities. In this class, you will learn professional acting techniques to conquer self-consciousness and unlock your talent while having lots of fun. You will work every week on exercises, improvisations and script readings. The trend today is for real people to appear in reality shows and even commercials. If you decide to throw your hat in the ring, you will know the sane and practical way to add acting to your repertoire. **Class is designed for adults.**

7729X                      PCC - Room R115                      \$95  
Sep 9-Oct 14                      6 Saturdays                      2pm-4:30pm

NEW

### Comedy Improv Club

***It's Not Just for Actors Anymore***

Explore your love of Improv and discover how to enhance your social and business interactions. We will join the Sierra Madre "Comedy Improv Club" for four fun and relaxed sessions at the Casa del Rey restaurant in Sierra Madre. Using comedy improv games and a few effective guidelines you will locate your funny bone, relieve stress, gain confidence, and make some great new friends. They say laughter is the best medicine, come fill your prescription! **Note:** This class is for first-time attendees only. Not available for returning students. **Class is designed for adults.**

4212X                      \$79  
Oct 9-Oct 30                      4 Mondays                      7pm-9pm

Improv classes held at Casa Del Rey Restaurant,  
31 N. Baldwin Ave., Sierra Madre.

## Personal Improvement Classes

Instructor: Margaret Pappas

### Quiet the Chatter in Your Mind

Clean up the mental clutter and stop the chatter in your mind by choosing a different way of thinking! Over the years, our minds become cluttered with information that is useless, irrelevant, and harmful. Our thoughts work against us, and we find that our inner clarity and in-born wisdom become unreachable. Sadly, we also may lose touch with our inner self which is kind, loving, compassionate, and peaceful...until now! One way to find our true spirit again is 'to stand porter at the door of thought.' By observing what and how we think and making a conscious choice to think differently we can control and retrain our thoughts to "quiet our mind." Topics include:

- Understand how and what you think
- See, let go, and change the way you think
- Use breathing, meditation, and qigong to quiet your mind, focus, and be still

The choice is yours to make. Join us and achieve the mind-body-spirit connection to quiet your mind. *Bring your lunch and a beach towel. Wear comfortable clothes.* \$15 materials fee (for 26-page workshop manual, pen; hearts; stickers; heart surprises) payable in class.

2002X PCC - Room R307 \$65  
Sep 30 1 Saturday 9:15am-4:15pm



### Communicate with Anyone

#### 3 Easy Steps

All relationships require good communication. Good communication skills do not always solve problems or resolve issues, but without them, seldom are problems or issues resolved. Using a simplified version of Harville Hendrix's Dialogue solves the "I do not know what to say or how to say it" challenge. The Dialogue is a 3-step, practical communication tool teaching how to listen and respond without judgement, whether or not we are in agreement with what is said. Take this workshop if you:

- Have a difficult time communicating, listening or feeling heard
- Feel frustrated with yourself when reacting rather than responding
- Want to build or rebuild your relationships

Achieve real and safe connections in your relationships by following the 3 Easy Steps in dialoguing. It is helpful to register with someone with whom you can practice during and after the workshop. \$10 materials fee payable in class.

2006X PCC - Room R307 \$49  
Oct 28 1 Saturday 9am-1pm

## MEET OUR INSTRUCTORS

### Margaret Pappas



Margaret has had an interesting and diverse career. She spent twenty years setting up and reorganizing media centers/libraries on the east and west coasts. Her company, The Organizers, specialized in computer software/hardware training and consulting and systems analysis. For ten years, she invested in real estate in four states. Her love of fashion inspired her to start a retail ladies' consignment store, Back On The Rack.

Since 2000, Margaret has specialized in mindful personal life coaching. She is a certified Energy Healing/Quantum Touch practitioner and Attitudinal Healing Coach internationally. Margaret also is an Ordained Minister, Professional Librarian, Media Specialist, and Professional Organizer. For fun, Margaret loves to do fashion makeovers, interior decorating and reorganizing spaces applying feng shui principles. She also loves to dance, swim, read, craft, garden, travel, workout, practice yoga daily, and shop thrift stores. To learn more about her and the work she does, please visit her website: [www.UseYourHeart.com](http://www.UseYourHeart.com).

#### Little Known Fact:

Recently, Margaret got hooked on competing in world tour solitaire challenges. It reminds her of playing cards as a child especially those all-night poker/pinochle games with her family and friends.

#### Courses:

**Quiet the Chatter in Your Mind**  
**Communicate with Anyone**

## Bridge Classes

Instructor: Morris Jones

### Bridge I – Introduction

Bridge is a card game for four players working as two partnerships. It is known the world over as one of the most challenging and satisfying pastimes. The rules are simple, yet the fascination can be lifelong. This class introduces Bridge to newcomers, and also serves to reinforce the fundamentals of the game for current players. No Bridge experience required, but newcomers must attend the first lesson. *See note.*

2205X                      AHS - Room H104                      \$65  
Sep 13-Oct 11                      5 Wednesdays                      7pm-9pm

### Bridge II – Competitive Bidding

In the game of Bridge, when both sides are bidding for the contract, the meanings of bids can change. Picking up where Bridge I leaves off, this course offers detailed coverage of situations that come up in competitive auctions. Learn how to get to your best spot, or prevent the opponents from getting to their ideal contract. Even seasoned bridge players often overlook many of these concepts. Along with bidding we include expert techniques for declarer play and defense. *See note.*

*Prerequisite: Bridge I or similar experience as a bridge player*

2206X                      AHS - Room H104                      \$65  
Oct 18-Nov 15                      5 Wednesdays                      7pm-9pm

**Note:** \$10 materials fee payable in each class.

## Good Karma, Mystics, and Tarot

Instructor: Linda McBride

Join us for this fun, one-day workshop about the history and lore behind the Tarot. This workshop is designed to bring good Karma, and to help gain a perspective into the nature of the universe in the Age of Aquarius. Your instructor will share her extensive knowledge of the Tarot, its continued fascination in our modern age, and how it can bring positive energy into the flow of your journey. You will learn to read the cards for yourself to delight and amaze your family and friends. *Recommended: Bring a Tarot card deck.*

2234X                      PCC - Room R113                      \$45  
Oct 28                      1 Saturday                      10am-1pm

## Students with ASD (Autism Spectrum Disorder)

In partnership with UGotClass



Today, every school in America has students who have been diagnosed with ASD (Autism Spectrum Disorder) a neurological disorder on the autism spectrum. The effects of this disorder vary widely, but it is important for every teacher to understand how to recognize behaviors that may indicate Asperger's Syndrome. In this course, you take away strategies for working effectively with Asperger's students, and find out how to work effectively with parents to create the most positive learning environments for children and teens with this disorder. The course is geared for K-12 teachers, but it also is relevant for counselors, faculty in higher education, parents, and anyone interested in understanding this important issue. Visit [pcclearn.org/UGotClass](http://pcclearn.org/UGotClass) for more information.

4524X                      ONLINE COURSE                      \$145  
Start Dates: Oct 2

## Decision Making

Instructor: Go Yoshida

Decision making is critical, as who we are today is primarily a result of the choices or decisions we have made in the past. In this class, we explore common ways we make decisions, when we tend to make them, and why making decisions is challenging. By understanding how the mind works and how common decision-making traps are avoided, participants will learn usable skills to make more effective personal and professional decisions. *Bring a notebook, and pen or pencil.* \$1 materials fee payable in class.

2241X                      AHS - Room H103                      \$49  
Oct 9 & 11                      1 Monday & Wednesday                      6:30pm-8:30pm

## The Highs and Woes of Internet Dating

Instructor: Karyn Klein

Dating can be exhilarating at best, exhausting and frustrating at worst. To survive, remain sane, and even thrive in this process, you must keep your sense of humor! This two-day course, given by a certified Life Coach, will provide tips and tools designed to maximize your success with on line dating. Topics include:

- Identifying and attracting the right person
- Tips for creating a dating profile that "pops"
- Selecting photos that highlight the best you
- What to do (or not to do) on a first date so there is a second

The first class meeting will explain the online dating scene, and give you everything you need to write your unique profile. Our second meeting will give you the opportunity to bring in your written profile, and together we will refine it so that it suits your individual personality. You will walk out of class with your profile in hand, feeling confident about tackling the online dating world! Join us, laughter is included! \$10 materials fee payable in class.

2012X                      PCC - Room R218                      \$65  
Oct 21-Oct 28                      2 Saturdays                      10am-1pm





## Zumbini® (Ages 0-5)

Instructor: Rita Martinez

Are you ready to start your little ones on their first steps towards a healthy, active life?! Join us for the ultimate bonding experience with your young children as we wiggle, sing and learn together. The Zumbini™ class offers music and creative movement activities, fun props, and the opportunity to play musical instruments. **Designed for children ages 0-5 years, and their parents or caregivers.** \$35 material fee (for 2 music CD's and songbook) payable in class.

1707X PCC - Room W203 \$79  
Sep 9-Oct 28 8 Saturdays 10am-11am

## Organizational Classes

Instructor: Shiral Torres

NEW

### Property Management 101

Learn the importance of keeping track of income and expenses, and how crucial this is for the success of any business. Understand the importance of keeping documents accurate, updated, organized, and stored in a secure location. Discover the disadvantages of not having an organized system, how to simplify income tax preparation, and how to use a 12 month calendar to remain organized. Tips to simplify the rental property business also will be covered. \$25 materials fee payable in class.

0433X PCC - Room R117 \$39  
Sep 24 1 Sunday 10am-12pm

### Caregiving Made Simple

You are now the caregiver! Do you know what to do? This stress-free, relaxed workshop, designed for caregivers, provides clear, easy to follow steps about how to organize your patient's documents. Attendees build a binder specific to their patient's needs, containing vital patient information such as instructions for daily needs/tasks, healthcare information, important medical documents, and a personal to-do-list. The course also will cover resources and services available to caregivers, and discuss the importance of Self-Care. \$25 materials fee (for binder containing forms and information sheets) payable in class.

0426X PCC - Room R117 \$39  
Oct 14 1 Saturday 10am-12pm

NEW

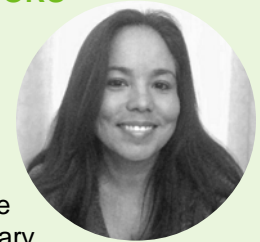
### Preparing for Tax Season

Students will learn how less stressful it is to be prepared instead of procrastinating, how to make the upcoming tax season stress free, what documents are needed to file your income tax returns, how simple it is to file your taxes when you use your Tax Preparation Binder a simple way to file your documents in an organized fashion and leave this workshop feeling calm, prepared, and ready for the upcoming tax season. \$25 materials fee payable in class.

0434X PCC - Room R117 \$39  
Oct 21 1 Saturday 10am-12pm

## MEET OUR INSTRUCTORS

### Rita Martinez



My name is Rita Martinez and I have worked with families and children for more than 20 years as an elementary and child development teacher as well as a parent educator. I currently teach Parent Education courses at PCC. I hold a B.A. in Child Development and an M.S. in Elementary Education. I love to incorporate dance, music and creative movement activities for children and their parents in my classes. As an educator, I believe that gaining trust, confidence and respect with all of my families and their children is the foundation of a good learning experience. I am excited to combine my passion for music, and love of working with children through Zumbini.

#### Little Known Fact:

When I'm not working or dancing, I enjoy weekend get-a-way trips to Palm Springs and Big Bear.

#### Course:

**Zumbini® (Ages 0-5)**

## Genealogy Basics

### Who Are You?

In partnership with ed2go



Tracing your family's history is a fascinating journey. Genealogy Basics will help you understand the genealogy research process and the way we interpret the information we find. This course guides you through the search process for family names using several subscription-based Web sites which you can access while you are enrolled in the class. Along the way, you will learn through hands-on examples methods to help you dig deeper into your family's past. You will develop a strategy to accomplish your objectives, evaluate the results, and share that information with others. You will discover, in simple terms, where to look, who to contact, and how to make your family history come alive! Course starts monthly.

#### ONLINE COURSE

Start Dates: Sep 13, Oct 18, Nov 8, Dec 13

Go to [ed2go.com/pcclearn](http://ed2go.com/pcclearn) to register.

\$99

ACTIVE



## Golf

Instructor: Mark Spinelli

This course is for individuals who have never played golf or have had only a brief introduction to the game. *Just throw on some tennis shoes and meet at the Golf Shop five minutes before the beginning of class!* **Golf clubs are provided. Note:** A practice ball fee (\$6-\$8 per session, cash) is required for 4 of the 5 sessions. Classes are limited to 10 students. **Advance registration required.**

When registering, indicate date & time

2140X			\$95
Sep 7-Oct 12	5	Thursdays	7pm-8pm
2140X			\$95
Sep 8-Oct 13	5	Fridays	9am-10am
2140X			\$95
Sep 9-Oct 14	5	Saturdays	9am-10am
2140X			\$95
Oct 17-Nov 14	5	Tuesdays	6pm-7pm
2140X			\$95
Oct 20-Nov 17	5	Fridays	10am-11am
2140X			\$95
Oct 21-Nov 18	5	Saturdays	11am-12pm

Classes held at Arroyo Seco Golf Course,  
1055 Lohman Ln., South Pasadena.

## NEW Fly Fishing For Fun

Instructor: Eric Christensen

Fly fishing is the fastest growing sport in America. It is an inexpensive, fun, outdoor experience that anyone of any age can enjoy. Join us and learn about rods, reels, and lines; what flies and streamers to use; how to assemble your gear; and what to purchase. We will practice casting outside. *Register early - class size is limited to 16 students.* \$15 material fee payable in class (includes "Fly Fishing For Fun" booklet and equipment rental).

2107X	PCC - Room R117	\$45
Sep 17	1 Sunday	1pm-4pm

## Tennis Academy

Instructor: Tim Pawley

### Intermediate Tennis

Students encounter challenging drills, strategies and play-action scenarios. The class focuses upon improving all strokes including the forehand, backhand, volley, half volley, overhead and serve. **For students 14 years old to adult. See note.**

*Prerequisite: Beginner Tennis Clinic or previous playing experience.*

2104X	PCC - Tennis Courts	\$95
Sep 8-Oct 27	8 Fridays	4pm-5:30pm

### Advanced Tennis

Students continue to advance to the next level as we focus upon footwork, agility, and speed drills as well as match play. **For students 14 years old to adult. See note.**

*Prerequisite: Intermediate Tennis, or intermediate level experience.*

2108X	PCC - Tennis Courts	\$95
Sep 8-Oct 27	8 Fridays	5:30pm-7pm



### High Performance Tennis

In addition to working on footwork, agility, speed drills, and match play, this course prepares students for high impact, tournament tennis. *Must bring a jump rope.* **For students 14 years old to adult. See note.**

*Prerequisite: Intermediate Tennis and Advanced Tennis, or advanced level experience.*

2109X	PCC - Tennis Courts	\$95
Sep 9-Oct 28	8 Saturdays	11am-12:30pm

### Youth Tennis (Ages 8-13)

From basic stroke technique to competitive strokes and movement, this clinic offers it all with conditioning and agility designed to prepare students for play! **For students ages 8 to 13. See note.**

2110X	PCC - Tennis Courts	\$79
Sep 9-Oct 28	8 Saturdays	10am-11am

**Note:** Bring a tennis racquet and a new can of tennis balls. **Classes are limited to 10 students.** Students are required to sign a liability waiver prior to the start of class. Students must be in good health to participate. It is recommended that you consult with your doctor if you have any questions. Adverse weather may force the postponement of a session to a later date; the instructor will notify students by email should it be necessary.



## Landscape Classes

Instructor: Charlotte Chen

### Landscape Design and Construction

Landscape designers determine what elements bring out the best in a location. It may be a specific tree or plant, a deck, patio, or bubbling fountain. In this workshop, students learn the basic principles of *hardscape* design gaining the ability to beautify a yard while spending money wisely. Discover what design principles work best for small spaces, large lots, shady or sunny places, hillsides, and slopes. *Bring photos of your site and a simple hand-drawn site plan.* \$3 materials fee payable in class.

2250X PCC - Room R115 \$89  
Oct 22-Oct 29 2 Sundays 9am-3pm

NEW

### Weather Resistant Landscaping

Sustainability is the new buzz word and increasingly people are turning to drought resistant native vegetation that thrive in Southern California. Come learn how to replace thirsty lawns with drought tolerant ground covers that are more interesting than grass. This class will cover what drought tolerant plants and trees are available and provide instruction about how to use rocks, gravel, and decomposed granite to enhance a drought tolerant garden. Pruning techniques also will be demonstrated. *Bring a five-gallon raphiolepis plant (Indian Hawthorne), and pruning shears.* \$2 materials fee payable in class.

2246X PCC - Room R115 \$49  
Nov 12 1 Sunday 9am-1pm

### Growing Plants for Fun and Profit

In partnership with ed2go



Turn your love of plants into an enjoyable and profitable home business. Learn how to grow and market plants on a small scale without major capital investment. In an area as small as 1000 sq. ft., you can generate thousands of dollars worth of plant material in a single growing season. This course is your practical guide to licensing; site preparation; equipment; how and where to find supplies; how to select and produce plants appropriate to your climate zone; how to produce quality material; and, most importantly, how to market your product. Course starts monthly.

ONLINE COURSE \$99  
Start Dates: Sep 13, Oct 18, Nov 8, Dec 13  
Go to [ed2go.com/pcclearn](http://ed2go.com/pcclearn) to register.

## Survival Classes

Instructor: Christopher Nyerges

### Survival Skills

Instructor: Christopher Nyerges

Are you ready for a natural or man-made disaster? Would you know what to do to survive in the elements? Everyone should be familiar with basic survival skills before they are needed. This course is comprised of lecture, hands-on instruction, and videos. Topics include:

- Edible and medicinal plants
- Making fire without matches
- Finding and purifying water
- Survival kits and home supplies
- Primitive and modern shelters

2007X PCC - Room R115 \$65  
Sep 1-Sep 29 5 Fridays 7pm-9pm

### Urban Survival Skills

Are you worried about the next big earthquake? Tidal wave? Terrorist attack? A comet hitting the earth? This lively course with a distinct urban focus will bring you current on the "do's and don'ts" of survival at home. Topics include:

- Food storage
- Growing a survival garden
- Useful plants
- Water
- Shelter
- Tools and weapons
- Energy alternatives
- Necessity of fire

2287X PCC - Room R115 \$65  
Oct 13-Nov 17 5 Fridays 7pm-9pm

## Online Traffic School

Online Traffic School has successfully helped thousands! Take our simple, state-approved, easy-to-follow course.

- Complete the online traffic school course from the privacy and comfort of your home, office, or anywhere you can access the Internet.
- Course is designed to be a 6-7 hour program. Complete the course all at once or take your time.
- Simple, user-friendly program. No extra hardware or software needed.
- Course is divided into units containing reading, video, graphics, and review questions.
- Final exam consists of 25 multiple choice questions. Passing score 70%.
- Certificate of Completion sent electronically to the court and DMV.
- Customer service available 7 days a week.

**To get started, go to:**  
[pcclearn.org/TrafficSchool](http://pcclearn.org/TrafficSchool)

# TRIPS & TOURS

## Day Trips

**Register early! Day trips fill quickly.**

Detailed itineraries available at  
[pcclearn.org/DayTrips](http://pcclearn.org/DayTrips).

Or to have a Day Trip Brochure mailed to you,  
 call or email the PCC Extension office.

See page 39 for Travel Information and Policies

### Victorian & Venetian

#### Bembridge House & Naples Gondola Cruise

Our exploration of European-inspired sights begins with a docent-guided tour of the Bembridge House, a magnificent 18-room Queen Anne-style Victorian home. We continue to the Whale & Ale, a pub restaurant fashioned in the classic English Victorian style with oak panels and brass bar fittings. Enjoy an included lunch with a choice of entrée and dessert. Then experience old world charm as you cruise through the enchanting canals of Naples, Long Beach on an original Italian gondola, along with a singing gondolier.

2452X \$115  
 Sep 8 1 Friday 8:45am-6pm

### Miramar Air Show

#### Featuring The Blue Angels

The U.S. Navy's Blue Angels once again soar over the skies of San Diego! Do not miss this exciting opportunity to thrill to their maneuvers as well as those of the Breitling L-39 Jet Team, the F-35B Lightning Joint Strike Fighter, the Golden Knights and U.S. Navy Leap Frogs Parachute Teams, the Marine Corps Air and Ground Task Force demonstration, the Shockwave Jet Truck, and heritage flights. Observation Deck Chalet covered and uncovered seating on the flight line with unlimited water. Bring lunch or purchase from concessions. **Note:** Must show photo ID to air show security; only one clear (see-thru) bag or small clutch is permitted.

2391X \$109  
 Sep 22 1 Friday 8:25am-7:30pm

### Catalina Island

#### With Optional Dale Chihuly Exhibit

Take pleasure in the flavor and romance of a Mediterranean-style island. A smooth one-hour boat ride aboard a high speed catamaran from Long Beach docks at the charming island village of Avalon featuring a myriad of quaint shops and outstanding eateries for lunch on your own. Enjoy almost 5 hours at leisure to explore Avalon, or join a variety of optional tours offered by a third-party vendor (additional costs), or join our tour director for an optional excursion to see the Dale Chihuly exhibit at the Catalina Island Museum (\$15 per person, cash only). This self-guided tour includes some of Chihuly's most iconic glass sculptures including a breathtaking 18' chandelier installation. The museum's outdoor atrium, landscaped gardens, and views of Catalina's canyons and clear waters are the ideal setting for Chihuly's sculptures. Our day concludes with a one-hour boat ride back to Long Beach. **Note:** Catamaran has restrooms and shaded and unshaded areas.

2441X \$119  
 Oct 7 1 Saturday 7:30am-6:30pm

### Myths & Legends of the San Andreas Fault

There are many myths and legends about the San Andreas Fault. On this unique adventure, your geographer-guide separates fact from fiction while following the infamous fault through the San Bernardino Mountains on a fascinating driving tour with intermittent stops. Discover how scientists study the fault to help predict earthquakes, and what is really possible when we talk about "The Big One." This is "predicted" to be a truly unique and educational experience. Enjoy an included boxed picnic lunch by a serene lake. *Suggested: walking shoes.*

2438X \$69  
 Oct 14 1 Saturday 8:50am-5pm

### William Florian's *Those Were The Days*

Take an upbeat, energetic, musical journey of America's greatest songs of the 60s as William Florian, lead singer of the New Christy Minstrels, takes the stage. Along with some of his own music, Florian will perform the music of Peter Paul & Mary, John Denver, Pete Seeger, and The Mamas & The Papas. The songs are intertwined with amusing stories and anecdotes of Florian's life performed in an intimate setting. There will be time after the show to interact with the performer. For one-day only, the show is performed at the Pomona Valley Mining Company, a unique restaurant in the tradition of the ol' mining days of Silverado Canyon, and boasting spectacular panoramic views. Enjoy an included plated lunch with choice of entrée and dessert prior to the show.

2444X \$99  
 Nov 3 1 Friday 10:35am-4pm



### Sunday By The Seaside

#### Carlsbad Village Faire & Self-Realization Gardens

A truly wonderful way to spend a Sunday! We depart early to provide ample morning time at leisure in downtown Carlsbad's charming historic village at the annual Carlsbad Village Faire. The largest single-day street faire in the nation features entertainment, an international food court, and more than 900 vendors selling everything fathomable: clothes, accessories, plants, antiques, art, home décor and so much more! Enjoy an included plated lunch at the Green Dragon Tavern & Museum, a replica of the original brick tavern of the same name in Boston, where Samuel Adams, Paul Revere and other founding fathers met in secret to plan the Boston Tea Party. Following lunch, visit the museum which features Revolutionary War-era documents and artifacts. In the afternoon visit the Self-Realization Fellowship Meditation Gardens, a unique and inspirational setting, where you may stroll the internationally renowned gardens offering a diversity of colorful plants, meditation nooks, koi ponds, and spectacular ocean vistas. Perched above the famous Swami's Beach, the gardens enjoy one of the most stunning coastal views in California. *Suggested: walking shoes.*

2307X \$79  
 Nov 5 1 Sunday 8:20am-6:30pm

## Malibu Wine Safari

### With Malibu Country Mart

Recently featured on Eye on L.A., join us to experience a completely different side of L.A. as we explore the 1,000 acre Saddlerock Ranch and Vineyard nestled in the scenic hills of Malibu. Board open-air Safari vehicles with a trusty guide-driver team for a 90-minute winetasting and animal safari. Stops will be made to taste local wines all sourced from local vineyards, and to get up close and personal with exotic animals. Many of the animals came to the Ranch to retire after successful careers in Hollywood: zebras, camels, alpacas, bison, and more. Wander about the grounds enjoying the scenic surroundings as you sip and savor each wine and enjoy tasty accompaniments. *For those who do not drink wine, water and lemonade will be provided if notice is given with your reservation.* Prior to the safari, enjoy time at leisure for lunch on your own at the Malibu Country Mart, a pleasantly informal, trendy, outdoor shopping and dining complex where celebrities often dine. *Suggested: flat, closed-toe shoes.*

2453X \$119  
Nov 12 1 Sunday 9:30am-5:45pm



## L.A. Master Chorale's Festival of Carols at the Walt Disney Concert Hall

Ring in the Christmas season at the Disney Concert Hall with a traditional *matinee* concert of your favorite carols sung by one of the greatest choirs in the world! The fantastic 115-member Los Angeles Master Chorale will be joined by the Disney Hall's mighty pipe organ for a festive concert featuring traditional favorites sprinkled with new arrangements as well as a few audience sing-a-longs. Designed by architect Frank Gehry to be one of the most acoustically sophisticated concert halls in the world, being inside the Disney Concert Hall is an experience unto itself providing both visual and aural intimacy for an unparalleled musical experience. *Terrace-level seating* with great views of both the choir and organ. Prior to the show, enjoy lunch on your own at Olvera Street, or at Philippe The Original, famous as the originator of the French dip.

2393X \$89  
Dec 2 1 Saturday 10:45am-5pm

## Sparkles & Treasures

### Mission Inn Festival of Lights

Join us on this holiday classic as we travel to Riverside to admire the Mission Inn during its nationally-recognized annual Festival of Lights. The Inn is adorned in thousands of beautiful holiday lights and draped in holiday splendor including intricate animated displays. Built in 1903, it has recently been restored to its original splendor. On an extensive docent-guided walking tour you will discover the famed Court of Birds, President Lounge, Glenwood Tavern, the Rotunda, and St. Frances' Chapel's Tiffany glass. Enjoy an included dinner with choice of entrée and dessert at the Old Spaghetti Factory. Later, we will drive through an extravagantly decorated Rancho Cucamonga neighborhood recognized as one of the prize locations in southern California to enjoy outdoor holiday decorations. *Suggested: walking shoes.*

2421X \$89  
Dec 7 1 Thursday 1:40pm-11pm

## Reagan Library & Museum

### Christmas Trees and Titanic Exhibit

You are cordially invited to a memorable day at the state-of-the-art, Ronald Reagan Presidential Library and Museum. This is an especially wonderful time to visit the museum because of its unique exhibit featuring more than 25 exquisitely decorated Christmas trees. Enjoy approximately five hours at leisure to explore the 18 galleries that pay tribute to America's 40th president. Visit a full-scale replica of his Oval Office, see a piece of the Berlin Wall, explore interactive exhibits, read letters that provide a glimpse into Ronald and Nancy's devoted marriage, and pay your respects at their final resting place with spectacular views of the Conejo Valley. The Air Force One Pavilion features a presidential limousine and secret service suburban, a Marine One helicopter, and the Air Force One plane that served seven U.S. Presidents. Enjoy time at leisure to explore a special Titanic exhibit providing a fascinating look at the ill-fated ship combining real artifacts with the real stories of the people onboard. Artifacts from passengers are reunited in this exhibit for the first time in more than 100 years. Enjoy lunch on your own at the Library's Country Café or The Pub.

2315X \$79  
Dec 10 1 Sunday 8:35am-5pm

## Newport Harbor Lights Cruise

### With Roger's Gardens

On this popular, festive holiday tour, we visit three spectacular destinations in and around Newport Beach. First, enjoy time at leisure to browse the gallery and gift shop of the gorgeous Roger's Gardens. "It is not just a nursery, it is a destination." Known as "America's Most Beautiful Home and Garden Center," this time of year, the gardens are beautifully decorated and feature an amazing display of themed Christmas trees. Next, enjoy an included delicious early dinner with choice of entrée and dessert at the Harborside Restaurant in Newport Beach providing great views of Newport Harbor. After dinner, marvel at the beautifully decorated boats, yachts, and waterfront homes as we cruise the harbor during the 110th annual Newport Christmas Boat Parade. The boat has an enclosed area for your comfort.

2373X \$99  
Dec 13 1 Wednesday 12pm-9:15pm

## The Post & The President

### Nixon Presidential Library and Post Office Tour

This unique tour begins at the main post office in Santa Ana, the central processing facility for Orange County. On a behind-the-scenes tour, see what happens to the mail, from arrival at the dock, to security screening, to processing by lightning-fast machines. In the afternoon, enjoy an included southwestern lunch buffet at The Hacienda (same owner as Tivoli Terrace in Laguna Beach), an historic estate built in 1901 that was once part of an orange and avocado ranch. We continue to the Richard Nixon Presidential Library which provides a revealing look into the life and legacy of our 37th President. On a docent-guided tour visit the 1912 house where Nixon was born, explore brand new exhibits featuring more than 600 photographs and 300 artifacts including a wing dedicated to the Watergate scandal, and visit an exact replica of President Nixon's Oval Office. Enjoy time at leisure to stroll through the First Lady's spectacular Rose Garden, see Army One, the helicopter used by four Presidents, and visit the final resting place of the President and Mrs. Nixon. *Required: closed-toe walking shoes.*

2454X \$89  
Jan 25 1 Thursday 8:20am-6:45pm

All day trips will depart from Pasadena City College, Lot 3.

For detailed information on all of our Day Trips, go to:

[pcclearn.org/DayTrips](http://pcclearn.org/DayTrips)

## Multi-Day Tours

**Must call 626-585-7608 to register.**

Detailed itineraries available at  
[pcclearn.org/Tours](http://pcclearn.org/Tours).

Or to have a Multi-day Tour Brochure mailed to you,  
 call or email the PCC Extension office.

See page 39 for Travel Information and Policies



### Discover Cuba

November 1-November 8, 2017 – 8-Day Tour

Double: \$5,295 / Single: \$7,095 – Deposit: \$500

*Tour Highlights:* Sightseeing in Havana including the Plaza de la Revolucion, Colon Cemetery, the Nacional Hotel, the Museum of the Revolution, the Marqueta Vieja Havana Museum and the Havana Club Rum Museum • Tour the Vinales Valley, a UNESCO World Heritage Site in Pinar Del Rio • Tour Ernest Hemingway's farm, Finca La Vigia, where he lived for 21 years • Stay two nights at an all-inclusive resort located directly on the pristine white sand beach offering views of the Caribbean and Varadero Peninsula • Experience Cuba's culture with unique person-to-person exchanges: meet a former Cuban baseball player to discuss Cuba's love of baseball, interact with students at an art & music school and dance school, visit a book making shop to see books being hand-made, visit the home and workshop of a world famous artist, Jose Fuster, visit a tobacco farm and cigar factory to learn how cigars are made, meet with the local car club and take a ride through Havana.



### "Christmas" in Yosemite

December 10-12, 2017 – 3-Day Tour

Double: \$599 / Single: \$759 – Deposit: \$150

*Tour Highlights:* A full day in Yosemite National Park with a local guide with sightseeing in Yosemite Valley to include El Capitan, Half Dome, the tall pines and an included plated lunch in the historic dining room of The Ahwahnee • Stay two nights at the Tenaya Lodge at Yosemite – a AAA four-diamond lodge resort located on 35 secluded acres amongst the pines just outside Yosemite National Park and beautifully decorated for the holidays • Step back in time for a Victorian turn-of-the-century holiday experience while touring Fresno's beautifully decorated Kearney Mansion – former mansion of the Central Valley's "Raisin King" • Enjoy a traditional multi-course family-style Basque lunch in Fresno.

### 2018 Multi-Day Tours

Coastal Safari 3-Day Tour	Feb 7
Death Valley 3-Day Tour	Mar 4
Desert Bloom 2-Day Tour	Mar 18
Washington D.C. Blossoms 6-Day Tour	Apr 5
Joshua Tree & Salton Sea 2-Day Tour	Apr 8
Yosemite Spring Fling 3-Day Tour	Apr 22
California Vines, Rails & Redwoods 6-Day Tour	Apr 29
National Parks of New Mexico & Texas 7-Day Tour	May 8
Chicago & The Grand Hotel 8-Day Tour	May 20
New York City 5-Day Tour	May 24
Canadian Rockies 8-Day Tour	July 12

For detailed information on all of our Multi-Day Tours, go to:  
[pcclearn.org/Tours](http://pcclearn.org/Tours)

### "Christmas" at Wonder Valley Ranch

December 3-6, 2017 – 4-Day Tour

Double: \$899 / Single: \$1,199 – Deposit: \$150

*Tour Highlights:* Visit Kings Canyon National Park to see the largest living things on Earth – the giant sequoias – and walk the Grant Tree Trail to see the General Grant Tree, known as "The Nation's Christmas Tree" • Stay three nights at the Wonder Valley Ranch, an inclusive western-style resort with nightly "happy hour," evening entertainment, holiday-themed activities and games, a "Christmas Court Feast" dinner, and leisure activities like horseback riding and canoeing available • Step back in time in the Central Valley town of Reedley with a visit to the Reedley Historical Museum, the Mennonite Quilt Center, an included lunch at a locals' favorite and time to shop in this quaint town.

# ***PCC EXTENSION***

PCC Extension is self-supporting and not funded by taxpayer dollars. Classes are designed for adults, 18 years of age and older, unless otherwise indicated. Classes are held on-campus, at off-site locations, and online. College credit is not given, and there are no transcripts or grades.

To ensure a quality program, the following policies have been established. Courses may be cancelled due to low enrollment. The right is reserved to change courses, programs or instructors. No non-registered person, including spouse, friend, parent, or child, is permitted to audit/attend a class. Students whose conduct is detrimental to the class (e.g., dishonesty, disruption, theft, property damage or willful disobedience) may be removed without refund, and/or denied future enrollment. Courses presented by PCC Extension do not necessarily reflect the views of the Pasadena Area Community College District. Pasadena City College does not endorse any person or product. PCC Extension is committed to protecting your privacy. We do not sell, trade, or rent your personal information to other internal or external parties. PCC Extension may use information collected to contact you regarding course information, promotional updates, specials, and/or new additions to our program offerings. Credit card numbers are not stored on our website.

## ***Stay Connected!***



**pccextension**



**@ExtensionatPCC**



**PCC Extension**  
**pcclearn.org**

1570 East Colorado Boulevard  
Pasadena, CA 91106-2003

3035 East Foothill Boulevard  
Pasadena, CA 91107-3106

Main Number: (626) 585-7608  
Fax Number: (626) 585-3058

Website: [pcclearn.org](http://pcclearn.org)  
Email: [info@pcclearn.org](mailto:info@pcclearn.org)  
Facebook: [facebook.com/pccextension](https://facebook.com/pccextension)  
Twitter: [twitter.com/ExtensionatPCC](https://twitter.com/ExtensionatPCC)

Public Hours:  
9:00 a.m. to 4:00 p.m.  
Monday through Friday

### **PCC Extension**

Elaine Chapman, Director  
Richard Torres, Account Clerk  
Robert Torres, Scheduling Technician

### **Pasadena Area Community College District**

Dr. Rajen Vurdien,  
Superintendent-President

### **Board of Trustees**

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Dr. Anthony R. Fellow, Vice President  
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Hoyt R. Hilsman, Member  
John H. Martin, Member  
Linda Wah, Member  
Emily Ekshian, Student Trustee

**Lifelong  
Learning  
Is For  
LIFE**

# Easy to Register!



**Online:**  
pcclearn.org



**Phone:**  
(626) 585-7608



**Fax:**  
(626) 585-3058



**Mail:**  
PCC Extension  
Pasadena City College  
1570 E. Colorado Blvd., Rm CEC112  
Pasadena, CA 91106-2003



**In Person:**  
Foothill Location  
3035 E. Foothill Blvd.  
Monday-Friday  
9am-4pm

## Pre-Registration is Important!

1. Class size is limited and early registration will assure your place in a high demand class.
2. Classes that do not meet minimum student enrollment may be cancelled before the first session. Your timely registration may help ensure the necessary enrollment figure.



1570 E. Colorado Blvd., Rm CEC112  
Pasadena, CA 91106-2003  
Main Number: (626) 585-7608  
Fax Number: (626) 585-3058  
Website: pcclearn.org  
E-mail: info@pcclearn.org

## Save Your Space. Register Today!

**REGISTRATION FORM — PCC EXTENSION** PLEASE PRINT

Date \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Street Address \_\_\_\_\_ Apt. No. \_\_\_\_\_ City \_\_\_\_\_

Zip Code \_\_\_\_\_ Email Address \_\_\_\_\_

Mobile Number \_\_\_\_\_ Alternate Number \_\_\_\_\_

Course No.	Course Title	Start Date	Fee
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

**By submitting this registration form you agree to the PCC Extension Refund Policy.** TOTAL \$ \_\_\_\_\_

Payment by Visa, MasterCard or Discover:

Card No. \_\_\_\_\_

Expiration Date \_\_\_\_\_ CVV2 Code \_\_\_\_\_  
(3-digit security no. in signature panel)

Authorized Signature \_\_\_\_\_

Print Name on Charge/Check \_\_\_\_\_

Payment by check (payable to Pasadena City College):

Driver's License No. \_\_\_\_\_

Expiration Date \_\_\_\_\_

**Please do not write in this space**

Date \_\_\_\_\_ Received by \_\_\_\_\_

CK \_\_\_\_\_ CA \_\_\_\_\_

03/13



# General Information

## Dropping a Class

Refunds are granted provided you notify PCC Extension at least three (3) business days before your class begins. Registration fee will be refunded in the same format as originally paid within 6 weeks. **There are no refunds beyond this deadline.** If instead of a refund, a non-refundable credit voucher is requested, a non-refundable rebate of \$5 will be added to your voucher. Your credit voucher plus the \$5 rebate may be applied towards any other Extension class or program registration.

**Important Information:** Refunds ARE NOT issued for absences nor prorated for late registrations. Missed class meetings may not be made up in another class. There is no auditing of classes. Returned checks will be subject to a \$25 handling charge.

## Transfers

To transfer to another class, must request at least three (3) business days before the original class start date.

## Cancelled Class

Registration fee is automatically refunded in the same format as original payment within 6 weeks. If instead of a refund, a non-refundable credit voucher is requested, a non-refundable rebate of \$5 will be added to your voucher.

## Class Dates

Class dates are inclusive. Blackout days may apply. Refer to the website or your confirmation letter for specifics.

## Insurance/Waivers

PCC requires all participants carry medical/accident insurance, and does not provide this coverage. When attending a class or trip off-campus, all participants are required to sign a liability waiver prior to departure.

## Classes for Kids

A Release and Medical Consent form will be sent along with your confirmation letter. The form also can be found on our website, or by going to: [pcclearn.org/ReleaseForm](http://pcclearn.org/ReleaseForm). **Complete and return this form to the instructor at the first class.**

## Certificates

Programs displaying the CP icon, once completed in accordance with noted requirements, qualify for a Program Certificate of Recognition. **Note:** Students may request a Certificate of Completion for any non-Certificate Program class. Certificates of Completion are \$10 each and must be requested through PCC Extension. Replacement certificates are available for \$10.

## Supplies/Equipment

Minimum enrollment is required to run classes. Please confirm class status before purchasing any supplies or renting any equipment.

## Instructors

Detailed instructor biographies are available online. Should an emergency present itself, classes may be taught by a qualified substitute.

# Travel Information and Policies

## Cancellation Policy

Except where noted, cancellations/refunds must be received two weeks prior to the trip departure date and will be granted only if the space is re-sold by PCC Extension. It may be possible to send a substitute in your place with prior notice to Pasadena City College. When approved, refunds will reflect processing fees per person AND any unrecoverable expenses such as lodging, tickets, etc.

## Payment

*Day Trips:* Entire fee due at time of booking. *Multi-Day Tours:* Deposit per person due at time of booking. Traveler will be contacted by Good Times Travel to arrange for payment balance.

## Cancellation/Travel Protection

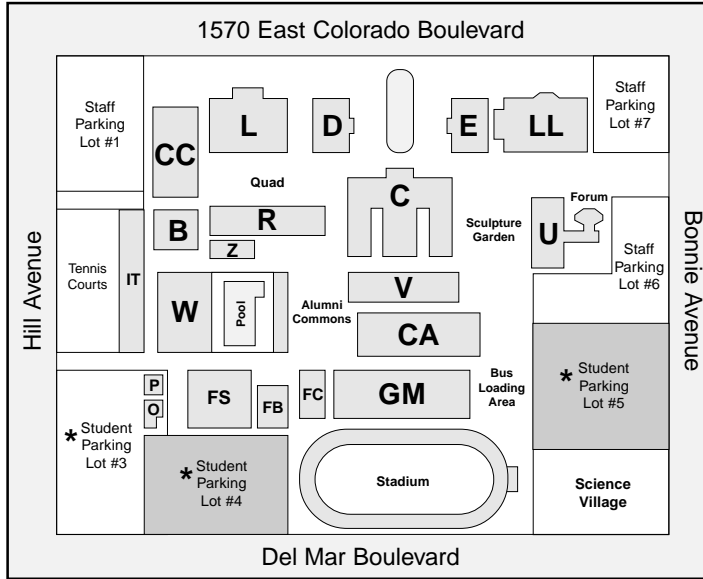
Refund requests, except where noted, must be received *two weeks* prior to trip departure date, and will be granted only if

space is resold. *Day trip fees and deposits paid to PCC:* Refunds to reflect \$20 processing fee per person. *Tour fees paid to Good Times Travel:* If travel protection has not been purchased, only recoverable funds less a cancellation charge of \$50 will be reimbursed once payment has been made. If travel protection has been purchased, you will receive a full refund (or partial if enroute), provided the defining reason is covered. **Note:** Travel protection/cancellation insurance for multi-day tours is **highly recommended**. Pre-existing medical conditions are covered only if protection is purchased at time of deposit. Insurance also available for day trips.

## Travel Operator

Trips & tours presented by Good Times Travel. Unless otherwise noted, local travel is aboard deluxe motor coach with professional tour escort. Minimum travel age 18. Questions: call Good Times Travel at (888) 488-2287.

# Pasadena City College Campus



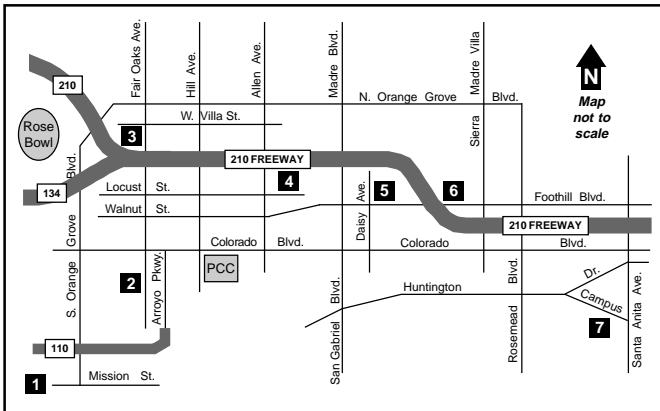
- B** Bookstore  
Student Business Services  
Campus Police
- C** Information - C218  
Sexson Auditorium
- D** Health Center  
Learning Assistance Center
- E** Physical Sciences
- L** Admissions & Records  
Career Center  
Counseling Services  
Financial Aid  
Registration
- R** Catherine J. Robbins Building
- U** Armen Sarafian Building
- V** Howard E. Marvin Building
- W** Gymnasium  
Dance/Exercise Classrooms
- CA** Center for the Arts
- CC** Campus Center
- GM** Hutto-Patterson Gymnasium
- IT** Industrial Technology Building
- LL** Shatford Library

**\* Student Parking:**

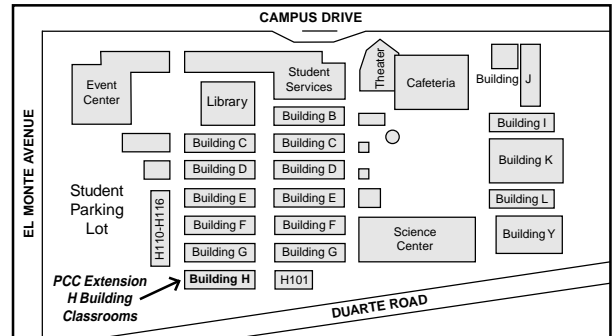
Daily permits may be purchased from the dispensers located throughout the student parking lots. **Permits cost \$2.00**, and are good for the entire day. **Note:** The PCC Flea Market is held on the first Sunday of every month. On those days, student parking is only available in Lots 3 and 4. Parking is extremely limited. It is strongly recommended students arrive **early** to allow time to locate parking.

## Off-Campus Class Locations

### Pasadena Area Locations



### Arcadia High School



- |   |  |   |  |
|---|--|---|--|
| <p><b>1</b></p> <p><b>Arroyo Seco Golf Course</b><br/>1055 Lohman Lane</p>            | <p><b>3</b></p> <p><b>Vance Wealth Group</b><br/>100 W. Villa St., Suite 101</p> | <p><b>5</b></p> <p><b>Awareness Center</b><br/>2801 E. Foothill Blvd.</p>           | <p><b>7</b></p> <p><b>Arcadia High School</b><br/>180 Campus Dr., Arcadia<br/>(see campus map above)</p> |
| <p><b>2</b></p> <p><b>Lineage Performing Arts Center</b><br/>89 S. Fair Oaks Ave.</p> | <p><b>4</b></p> <p><b>Fight Academy Pasadena</b><br/>1830 Locust St.</p>         | <p><b>6</b></p> <p><b>Community Education Center</b><br/>3035 E. Foothill Blvd.</p> |  |

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PASADENA CITY COLLEGE  
PCC Extension  
1570 East Colorado Boulevard  
Pasadena, CA 91106-2003

**pcclearn.org**  
(626) 585-7608

## ***Featured Programs - Holiday Crafts***

***Why buy more stuff?? Give a gift from the heart!***



**Pearl Knotting**  
**Leather Wrap Bracelet**  
**Cold Process Soap From Scratch**  
**Aromatherapy & Herbal Candle Making**  
**Handmade Herbal Soap Making**  
**Body Butter (Cream/Lotion)**  
**Fizzy Bath Bombs**  
**Pattern Making Classes**

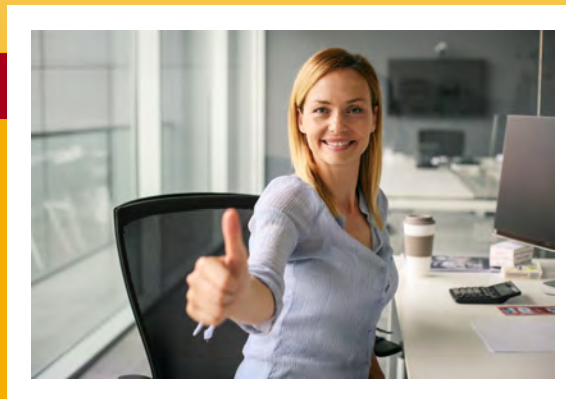
See page 21 for details.

## **Cancellation Policy with You in Mind!**

***Registering for PCC Extension  
courses is easy!***

***...and, should your plans change,  
notify us and receive a full refund!***

**Exclusions apply. See page 39 for details.**



***PCC***  
***EXTENSION***

***Visit [pcclearn.org](http://pcclearn.org) today!***  
***Or call (626) 585-7608***

