

Fall 2020

PCC
EXTENSION

August 23 – December 13, 2020
Classes Start Throughout the Session

Discover Your Passion
Lifelong Learning – "Connected"



Online Classes for the Community
pcclearn.org



Fall 2020

During these uncertain times, PCC Extension, your Lifelong Learning partner, is delighted to share some of your wonderful thoughts and expressions about your classes and instructors.

"This was an excellent class! I learned so much despite previous singing experience."

Singers-Your Body is Your Instrument

Judy Townsend, instructor

"Rachel was excellent. She helped us immensely during these extremely difficult times."

Journal to the Self

Rachel Levin, instructor

"I'm so glad I could attend your class. In the past, I've been disappointed with some classes I've signed up for, including at UCLA, but I thought your presentation was highly professional, well-structured and demonstrated an in-depth knowledge of the topic. Really worthwhile."

Nine Steps to Self-Publishing Your Book

Stacy Dymalski, instructor

"Spencer made the class interesting and relevant to the students by using familiar music in his instruction."

Acoustic Guitar

Spencer Artwick, instructor

"Great job! I would sign up and recommend this class."

Finding Cash by Tracking Your Spending

Shiral Torres, instructor

"The food was delicious, and the instructor was generous with the helpings, as well as allowing for hands-on experience."

Indian Cooking: Holiday Appetizers and Sides

Farhana Sahibzada, instructor

"Mike Rounds delivered a fantastic class, so glad I attended this class. Thank you."

Create a Website for Business or Personal Use for FREE

Mike Rounds, instructor

New and Reimagined Offerings

Elevate Your 8
Run Better Zoom Meetings
Katz Kabaret
Bookkeeping Certificate
Candle Making
Soap Making
Laundry Detergent
Power BI Certificate
Did Someone Say ABBA?
Dungeons & Dragons
Simpatico Spanish
Say Cheese!
World Cinema at a Glance
Le Français
Vision Board
Protecting Your Retirement Assets
Viva Italia!
Make an App for That
Beginning Vaganova

Occupational Spanish Courses for

Banking
Construction
Educators
Firefighters
Food Service
Health Care
Housekeeping
Law Enforcement
Manufacturing & Warehousing
Social Services

Note regarding Materials Fees

Several of our courses indicate a materials fee is needed for materials and/or supplies used during your online course. Please refer to the course description on our website for details regarding payment arrangements.

PCC Extension

pcclearn.org

info@pcclearn.org

Winter PCC Extension catalog available in December.

PCC EXTENSION

FALL 2020 August 23 to December 13

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LEGEND

NEW New for Fall 2020

CP Certificate Program

PROFESSIONS

Voiceover

Professional - Online

Partner: *Voices For All*

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. **Note:** Students must have internet access and a webcam.

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



Work From Home

Instructor: *Bob Cohen*

This course explains how to adapt or improve anyone's "work from home" lifestyle. Whether you are a newbie, or have been a home-based worker for a while, you will learn how to manage the essentials of technology, workspace, and the personal and social aspects of working from home. Information is included for supervisors and employers to lead a home-based workforce. The instructor has been helping people learn how to use technology for fun and profit for more than 25 years, much of that time working from home.

2204X ONLINE COURSE \$49
Sep 16 1 Wed 6pm-9pm
Logon info emailed prior to start date.

See Bob's other courses on page 11 and page 15.

Mystery Shoppers

Instructor: *Jennifer Hayes*

Mystery shopping is a wonderful way to earn extra income and have fun while shopping, dining, and evaluating customer service at local businesses! This workshop will show you the ins and outs of mystery shopping. Be ready for a new job when the economy re-opens. Topics include:

- Signing up with shopping companies
- Getting your first assignment
- Avoiding pitfalls
- Writing great reports

\$10 materials fee payable in advance.

0329X ONLINE COURSE \$45
Sep 8 1 Tue 6pm-8:30pm
Logon info emailed prior to start date.

Introduction to Interior Design

In partnership with *ed2go*

This course shows you how to transform plain living spaces into beautiful and functional rooms. Interior design takes training as well as talent, and these lessons will give you the know-how you need to design a room from floor to ceiling. Delve into color theory, industry trends, spatial arrangements, floor plans, and traditional and modern interior design ideas. Explore a range of interior design careers. Course starts monthly.

ONLINE COURSE \$109
Start: Sep 16, Oct 14, Nov 11, Dec 9
Go to ed2go.com/pcclearn to register.



Become a Solar Installer



Instructor: *Quayum Abdul*

Since 2010, solar panels have increased in popularity; and in California, all new home construction must have solar panels. Home and commercial owners are looking for Solar Installers to install solar panels on roofs, and countless experienced solar installers are providing this work. Join us and learn how to design and install roof-top solar photovoltaic systems. Topics include:

- Solar, electrical, and city codes
- Electrical wiring

Participants will have the opportunity for hands-on, real world training through a volunteer organization. **Note:** Social Distancing practiced. Course requires a total of 24 hours of instruction. Certificates will be issued upon successful completion of the course, as determined by the instructor.

2257X ONLINE COURSE \$135
Sep 18-Nov 6 8 Fri 6:30pm-9:30pm
Logon info emailed prior to start date.

See Quayum's other courses on page 19 and page 24.

Ultimate Resume Building

In partnership with *ProTrain*

This course guides participants in how to prepare a strong, professional resume. Discussion includes why resumes are important, resume structure, and Word Processor tips and tricks to use when writing a resume. This course uses Microsoft Word in the Word Processor Tips and Tricks section. It is recommended that participants have Microsoft Word but is not required.

5260X ONLINE COURSE \$279
Self-paced, start anytime.

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 Educators
- Spanish for Firefighters
- Spanish for Food Service
- Spanish for Health Care
- Spanish for Housekeeping
- Spanish for Law Enforcement
- Spanish for Social Services
- Spanish for the Workplace

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

Online Career Training Courses

In partnership with ProTrain

These courses are available to students at their convenience to enroll and access 24/7, 365 days a year. Courses are self-paced enabling you to begin your training immediately and move at your own pace until completion. Most courses may be completed within 4 to 6 months after registering, but you are given additional time to complete if needed. Students are encouraged to work at their own individual pace in order to get the maximum benefit from their course.



MEDICAL

Administrative Medical Assistant Career Prep

Administrative Medical Assisting is one of the fastest growing careers in the health care industry today. The need for professionals who understand how to use computerized medical office software and perform administrative office procedures continues to grow. In this course, participants learn medical terminology, patient confidentiality, scheduling, customer service, basic patient documentation, and basic billing, as well as other administrative duties required by front office personnel. This course prepares the participant to take the following certification exam(s): American Medical Certification Association (AMCA) Medical Administrative Assistant Certification OR the National Healthcare Association (NHA) Medical Administrative Assistant.

5242X ONLINE COURSE \$1,645
Self-paced, start anytime.

Administrative Dental Assistant Career Prep

An Administrative Dental Assistant is responsible for managing the daily operations of the dental office while providing a caring environment for patients. Course participants learn how to manage patient records, maintain office inventory, schedule, recall functions, submit and manage patient insurance claims, and use technology to ensure a well-structured administrative system. Upon completion of this course, participants will be prepared to become vital members of the dental healthcare team. This course prepares participants to take the American Medical Certification Association (AMCA) Dental Support Technician Certification (DSTC) exam.

5241X ONLINE COURSE \$1,595
Self-paced, start anytime.

EDUCATION

Managing Conflict for Teachers and Educational Support Personnel

This course prepares teachers and educational support personnel to better manage conflicts in the school environment, with a focus upon student interactions. Discover what causes conflict, effective ways to respond to conflict, how to manage conflicts with coworkers, and how to de-escalate angry parents and students. Also learn about restorative practices and how they improve relationships in the educational setting. The intent of the course is to improve relationships, increase job satisfaction, reduce negative interactions, and equip school personnel with skills to resolve conflicts in ways that are mutually beneficial.

5257X ONLINE COURSE \$139
Self-paced, start anytime.

Creating a Global Classroom

Gain a better understanding of what globalization really means while capturing the essence and value of creating a global classroom. Join us to learn about innovative ways to collaborate, and what concrete steps you can take to bring a global perspective into your classroom. You will be provided with a seven-step plan to create a global classroom for yourself and your students; and you will discover how those seven steps can lead to Standards-based projects that will excite and engage students.

5244X ONLINE COURSE \$139
Self-paced, start anytime.

Effective Parent-Teacher Meetings

This workshop focuses upon constructive verbal and nonverbal communication skills designed to enhance the parent/teacher meeting and to foster the building of positive relationships. How to prepare; techniques for handling difficult conversations; methods for defusing escalated conversations; and how to redirect the meeting tone are covered topics. Videos of both productive and non-productive teacher/parent meetings are used providing participants the opportunity to reflect upon previously learned skills. Identify tips that may be useful in your classroom such as creating an action plan for you, the student, and the parent to work on together, and review follow-up activities that may be used after the parent/teacher meeting.

5250X ONLINE COURSE \$139
Self-paced, start anytime.

Online Safety for Teachers and Students

Overnight, remote instruction and online learning became the norm. Knowing how to safely and effectively use technology is important for teachers and for students. Teachers need to know how to provide students with the information they need to protect themselves against online threats, threats from other students, or threats regarding their personal information. This course provides background information as well as the resources for teachers to begin this conversation with their students.

5258X ONLINE COURSE \$139
Self-paced, start anytime.

For complete course details and to register, visit:

pcclearn.org

Rental Property Management

Instructor: Shiral Torres

As an owner or manager of rental properties, you have a thorough understanding of why it is crucial for the success to precisely track income and expenses. You know why it is necessary to maintain accurate, updated, and organized documents, and why all documents need to be stored in a secure location. If not, then register for this informative and insightful workshop! In addition to discussing the whys and wherefores, owners/managers will learn about current laws, how to ease the process of tax preparation, and how to effectively use a 12-month calendar to make property management less complicated. To keep it all together, you will learn how to create a binder to keep your business organized and to ensure your success! \$15 materials fee payable in advance.

When registering, indicate class date

0433X	ONLINE COURSE	\$49
Oct 13	1 Tue	6pm-9pm
0433X	ONLINE COURSE	\$49
Oct 24	1 Sat	10am-1pm

Lagon info emailed prior to start date.

Shiral also teaches *Find Cash by Tracking Your Spending* - page 25.

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. **CP** **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/pclearn

Film School (2-Day Certificated)

In-Person Class!

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. **Note:** Social Distancing practiced.

4215X	\$245
Dec 5 & 6	1 Sat & Sun
	9am-6pm

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

Leading Others Through Change

In partnership with ProTrain

Organizational shifts can bode either a positive or negative experience depending upon how employees are led through the process. Leaders play a vital role in insuring that employees understand the benefits and new opportunities brought about by change. This course recognizes that to affect a positive and productive experience, leaders must **ACT: Activate the change, Create the plan, Transition the change.** Using a 10-step process, this course takes participants through the three change phases and identifies techniques for ensuring that change is both a success and a lasting part of the culture. Participants learn to manage resistance, garner commitment, and increase motivation for the change as well as how to evaluate efforts to steer the success of future initiatives.

5256X	ONLINE COURSE	\$129
	Self-paced, start anytime.	



Professional Make-Up Artistry

Instructor: Michele Godinez

In this course, students will 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. Upon successful completion of the course, students receive a Certificate from the instructor (professional discounts are available with certificate). \$14 materials fee payable in advance.

When registering, indicate start date

0413X	ONLINE COURSE	\$99
Aug 25-Aug 27	1 Tue & Thu	5:30p-9:30p
0413X	ONLINE COURSE	\$99
Oct 17 & 18	1 Sat & Sun	11am-3pm

Lagon info emailed prior to start date.

Aromatherapist Career Prep

In partnership with ProTrain

Aromatherapy uses plant materials and aromatic plant oils, including essential oils, and other aroma compounds for the purpose of altering one's mood, one's cognitive, psychological or physical well-being. It is offered as a complementary therapy and as a form of alternative medicine. Course participants will become familiar with the principles of aromatherapy, the benefits of aromatherapy, the items and techniques used in aromatherapy, and the fundamentals of the aromatherapy field.

5243X	ONLINE COURSE	\$1,025
	Self-paced, start anytime.	

Also see *Aromatherapy Basics for Emotional Well-Being* - page 24.

Online Certificate Programs Instructor-Led or Self-Study

Self-Study option lets you start anytime, and has the same content, readings, presentations, and quizzes as the structured and paced, Instructor-Led option. Should you determine that instructor interaction is preferred, you may transfer to the Instructor-Led option at no additional cost. Offered in partnership with UGotClass. Consult our website at pcclearn.org for detailed course information.



Digital Marketing Certificate CP

Receive a fundamental introduction to eMarketing, including improving email promotions, analyzing website traffic, insuring search engine optimization, and employing online advertising. Relevant for any type of organization, including businesses, non-profits, and government agencies, digital marketing is exploding. Previous eMarketing experience or expertise is not necessary. If you already are at an advanced level, your instructors are experts and will provide the latest, most advanced information, and will answer your toughest questions.

4511X Improving Email Promotions \$195
Start: Sep 8

4510X Boosting Your Website Traffic \$195
Start: Oct 5

4512X Online Advertising \$195
Start: Nov 2

Enroll in all three and save \$90!

4509X INSTRUCTOR-LED SERIES \$495
Start: Sep 8

4509S SELF-STUDY SERIES \$495
Start: Upon registration

Certificate in Project Management CP

Project management provides insight about project health to the business and the customer. Through continuous monitoring, early detection of variations to plan, schedule, and budget can be communicated to stakeholders for quick resolution, including, when warranted, project cancellation. Gain the skills, tools, and templates to confidently develop and manage a project. An overview of salaries, certification costs, education, and experience requirements are provided. Acquire knowledge about the five Project Management Processes relating to the Project Management Body of Knowledge Guide; and learn the ten Project Management Knowledge Areas, their relationships and their support role to the Project Management Processes.

4562X Introduction to Project Management \$195
Start: Sep 8

4564X Project Management Processes \$195
Start: Oct 5

4563X Project Management Knowledge Areas \$195
Start: Nov 2

Enroll in all three and save \$90!

4561X INSTRUCTOR-LED SERIES \$495
Start: Sep 8

4561S SELF-STUDY SERIES \$495
Start: Upon registration

Certificate in Accounting and Finance for Non-Financial Managers CP

This program explains the financial concepts and accounting processes used in most businesses, and provides practical techniques to increase effectiveness and enhance careers. Start with a foundation to understand the seven steps in the accounting cycle, use financial information in decision making, gain the knowledge to analyze resource allocation, and evaluate financial performance. Then discover what you need to know about cash such as how to maximize cash flow, the importance of cash, and your role in cash flow success. Finally, learn how business reports are assessed and analyzed, and understand what financial information drives an organization.

4499X Accounting and Finance for Non Financial Managers \$195
Start: Sep 8

4334X Cash is King \$195
Start: Oct 5

4333X Financial Analysis and Planning for Non Financial Managers \$195
Start: Nov 2

Enroll in all three and save \$90!

4332X INSTRUCTOR-LED SERIES \$495
Start: Sep 8

4332S SELF-STUDY SERIES \$495
Start: Upon registration

Social Media for Business Certificate CP

Join this expanding and exciting way to communicate, market, and serve your customers and clients. Designed for businesses, nonprofits, and government agencies, learn how to use Facebook, Twitter, blogging, YouTube, and LinkedIn. Also discover the new principles of communication that apply across all networks, how these specific social networks work, and the possible uses for your organization.

4519X Introduction to Social Media \$195
Start: Sep 8

4520X Marketing Using Social Media \$195
Start: Oct 5

4518X Integrating Social Media into Your Organization \$195
Start: Nov 2

Enroll in all three and save \$90!

4517X INSTRUCTOR-LED SERIES \$495
Start: Sep 8

4517S SELF-STUDY SERIES \$495
Start: Upon registration



Online Career Training Programs

In partnership with ed2go

These Certificate Programs chart your course to an in-demand profession or help advance your current career. Begin at any time and learn at your own pace! Upon successful completion of program, you will receive a Certificate of Completion.

All materials are included in program fees. Each course has an instructor assigned to answer questions.

Features:

- 6-18 month self-paced, start anytime
- Textbook and materials included
- Prepare for industry certification
- Certification exam voucher included
- Advisors provide coaching, motivation, and career readiness support
- **Financial assistance available**

HIGH DEMAND CAREER FIELDS

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 teaches you to understand medical terms and their application.

Android App Developer

This Google-Authorized Training program is designed to propel your career as a professional Android app developer. This program takes you through the basics and moves on to advanced concepts in Android app development. You will acquire the necessary skillsets and experience for professional Android application development.

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.

Chartered Tax Professional

After successfully finishing the Chartered Tax Professional Certificate Program, you will be qualified to prepare tax returns for individuals, small business corporations, partnerships, and sole proprietorships

Certified Wedding Planner

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

Master the skills needed to advance within your human resources career, a high-demand field with plenty of opportunity for advancement.

Certified Residential Interior Designer

This program will give you the basic skills and background needed to start working as an interior home designer, and the Residential Interior Design Education (R.I.D.E.) credential will increase your status with potential clients.

Veterinary Assistant

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

Child Development Associate Training

This flexible, self-directed certificate program in Childcare and Education enables you to earn your national Child Development Associate (CDA) certification.

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 begin a career working within the industry.

Microsoft Office Specialist 2019 (MOS) Certification Training

The Microsoft Office 2019 Specialist training program prepares you to sit for the Microsoft Office Specialist Certification Exams, which cover Word, Excel, PowerPoint, Outlook, and Access.

Adobe Certified Associate

If you like and appreciate graphic design and consider yourself creative, this program is perfect for you. Become an Adobe Certified Associate and by learning Adobe's Creative Suite, the most commonly used program for professional graphic design, video editing, and web development.

The Complete Project Manager with CAPM® and PMP® Prep

By combining the Essentials of Project Management with Mastering Project Management, this online training program provides you with a thorough understanding of project management.

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 complete program details and registration information for these and many other Online Career Training Programs, visit:

pcclearn.org/CTP

Become a Professional Organizer

Secrets from a Professional Organizer

Instructor: Nancy Miller

Do label makers and 3-ring binders make you smile? Do you enjoy watching TV shows about how to organize? Join us and learn insider secrets and how to turn your organizing skills into a career. Topics include:

- Different organizing specialties
- Using the Clutter-Hoarding Scale
- Getting experience before your first client

Note: This class does not cover methods of organizing, or how to organize people; and is not for those wanting to become organized. \$20 materials fee (for downloadable manual) payable in advance.

0391X ONLINE COURSE \$49
 Oct 7 1 Wed 6:30pm-9:30pm
 Logon info emailed prior to start date.

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. New and experienced supervisors receive insightful, practical, and easy-to-understand methods about leadership. Learn effective delegation, performance management, and performance review techniques. Discuss the specifics of the supervisor's role and responsibilities, as well as strategies for improving overall effectiveness as a leader. Visit pcclearn.org/UGotClass for more information.

4521X ONLINE COURSE \$395
 Start: Sep 8

Substance Abuse Counseling Career Prep

In partnership with ProTrain

This course provides participants with a fundamental knowledge of substance abuse and addiction, as well as various approaches to use to help clients and patients recover. At the core of each lesson is a review of the ethical impact of proper diagnoses, theory application, and treatment regimens that are useful in aiding clients and patients in personal, difficult battles. Participants will gain knowledge about the different types of support systems and lifestyles that may be used to help those they assist lead productive lives into the future.

5259X ONLINE COURSE \$3,425
 Self-paced, start anytime.

NEW Bookkeeping Certificate



In partnership with UGotClass

How do you manage the finances of a business? Whether you are an entrepreneur, running a family business, or just looking to advance your career and add to your skill set, this Bookkeeping Certificate will provide you with the knowledge needed to measure, and manage, the financial health of your business. This program focuses on cash basis accounting. No one will care more about the financial health of your business than you! It is imperative that you understand how the process works and are able to complete the accounting cycle accurately and in a timely fashion. Even if you plan to outsource your bookkeeping needs, you should still understand how the process works. No one should be clueless when it comes to the finances of their business.

4341X Understanding Debits and Credits \$195
 Start: Sep 8

4342X Gen Ledger and Month End Procedures \$195
 Start: Oct 5

4343X Closing Procedures and Financial Strmts \$195
 Start: Nov 2

Enroll in all three and save \$90!

4340X ONLINE SERIES \$495
 Start: Sep 8

Management Certificate



In partnership with UGotClass

Attention supervisors, managers, and emerging leaders! Enhance your management skills by discovering the keys for effectively managing your employees. Find out how to create clear expectations, and engage and motivate employees. 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.

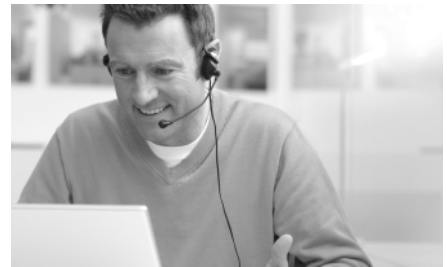
4523X Management Boot Camp \$295
 Start: Sep 8

4335X Collaborative Management \$245
 Start: Oct 5

4542X Managing Generations in the Workplace \$175
 Start: Nov 2

Enroll in all three and save \$120!

4540X ONLINE SERIES \$595
 Start: Sep 8



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.

4525X Keys to Customer Service \$145
 Start: Sep 8

4514X Extraordinary Customer Service \$145
 Start: Oct 5

Enroll in both and save \$45!

4515X ONLINE SERIES \$245
 Start: Sep 8

Customer Service Rep (CSR) Exam Prep

In partnership with ProTrain

The customer service representative plays an essential role in an organization's success by providing product and service information and resolving product and service problems. In this course learn about the various duties and responsibilities of the customer service provider, and practice these duties using a variety of exercises, hypothetical interactions, and assignments. The goal of this course is to prepare you to be an outstanding, reliable, and successful customer service representative. In addition to providing participants with a comprehensive education in customer service, this course prepares participants to take nationally recognized customer service certification exams, including, but not limited to, HDI Customer Service Representative (HDI-CSR) certification exam.

5249X ONLINE COURSE \$395
 Self-paced, start anytime.

ONLINE COURSES FOR EVERY INTEREST

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



**Fall
is Here!**

Start Dates:

September 16

October 14

November 11

December 9

**Courses priced
from \$99**

**6-week courses
24 hours of instruction**

**Self-paced courses. New
sessions start monthly.
Upon successful
completion of a course,
you may download a
certificate of completion.**

**Captivating Instructors!
Interesting courses!
Satisfied students!**

***Introductory Microsoft
Office and Quickbooks
courses offered by PCC's
Noncredit Division.**

A Sampling of Our Online Courses

Accounting and Finance

Accounting Fundamentals I & II
Keys to Successful Money
Management
Where Does All My Money Go?
Personal Finance
Real Estate Investing
Stocks, Bonds, and Investing

Business

Writing Effective Grant
Proposals
Wow, What a Great Event!
Administrative Assistant
Fundamentals
Fundamentals of Supervision
and Management
Managing Customer Service
Project Mgmt Fundamentals

Computer Applications*

Intermediate Microsoft Word
Advanced Microsoft Word
Intermediate Microsoft Excel
Advanced Microsoft Excel
Intermediate Microsoft Access
Intro to Photoshop CC
Intermediate Photoshop CC
Intro to InDesign CC
Intermediate InDesign CC
Intro to Illustrator CS6
Intro to Adobe Acrobat X
Intro to Oracle
Intermediate Oracle
Photoshop Elements for the
Digital Photographer

Design and Composition

Creating Web Pages
Intro to CSS3 and HTML5
Creating WordPress Websites
Designing Effective Websites
Responsive Web Design
Intro to JavaScript
Discover Digital Photography
Secrets of Better Photography
Travel Photography for the
Digital Photographer

Healthcare and Medical

Explore a Career in Med Coding
HIPAA Compliance
Medical Terminology
Explore a Career as a
Pharmacy Technician
Explore a Career as an
Admin Medical Assistant
Handling Medical Emergencies
Become a Physical Therapy Aide
Become an Optical Assistant
Become a Veterinary Assistant

Language and Arts

Beginning French
Beginning Japanese
Speed Spanish
Instant Italian
Discover Sign Language
Enhancing Language
Development in Childhood
Drawing for the Absolute Beginner
Introduction to Guitar
Music Made Easy

Law and Legal

Employment Law Fundamentals
Intro to Criminal Law
Real Estate Law
Workers' Compensation

Personal Development

Genealogy Basics
Lose Weight and Keep It Off
Luscious, Low-Fat, Quick Meals
Twelve Steps to a Successful
Job Search
Understanding Adolescents
Helping Elderly Parents
Learn to Buy and Sell on eBay
Start and Operate Your Own
Home-Based Business

Teaching and Education

The Creative Classroom
Creating a Classroom Website
Teaching Preschool
Solving Classroom Discipline
Problems
Homeschool With Success
Teaching Students with
Learning Disabilities
Teaching Adult Learners
Ready, Set, Read!

Technology

Intro to PC Troubleshooting
Intro to Networking
Intro to SQL
Intro to PC Security
Get Started in Game
Development

Test Preparation

SAT/ACT Preparation I & II
GMAT Preparation
GRE Preparation I & II
LSAT Preparation I & II
Basic CompTIA A+ Certification
CompTIA Network+ Certification
Project Management
Professional (PMP)
Praxis Core

Writing and Publishing

Writerific: Creativity Training
Write Your Life Story
Mystery Writing
Travel Writing
Intro to Screenwriting
Keys to Effective Editing
Beginner's Guide Getting Published
Publish and Sell Your E-Books
Write and Publish Nonfiction
Books

**For complete course details and to register for
these and other ed2go courses, visit:**

ed2go.com/pcclearn

Cybersecurity Awareness Courses - Stay Safe

In partnership with ProTrain

Cyber: “a combining form meaning computer, computer network, or virtual reality” (dictionary.com)

Security: “the state of being free from fear, danger, or threat”

Cybersecurity: a compound word referring to the security of computers, computer networks, or virtual reality

These Cybersecurity online courses are designed for individuals interested in protecting themselves online: at home and abroad. Courses are one-hour each with students receiving 180 days of access upon enrollment.

Features:

- Self-paced, start anytime
- May be taken in any order
- No previous experience required

Course Fee: \$129 each

Mobile Device Security

Mobile device security is targeted at those who are moderate to heavy users of mobile devices but are unfamiliar with the risks inherent in accepting default, manufacturer and app vendor settings. This course introduces those who use mobile devices as part of their everyday background—whether at work, study, or play—to techniques for protecting those devices from being an attacker’s playground. By shifting security to the foreground, those who attend this course will learn to: Identify vulnerabilities in different mobile devices, apps, communications channels, Harden their devices against common attacks, Configure frequently used apps against misuse by others, Reduce exposure to compromised routers and electronic eavesdropping.

Secure Password Storage

This course is intended to teach people to stop remembering large numbers of passwords and how to manage password security across a large number of systems. In addition to discussing these topics, lab/demos will be provided to ensure a firm grasp on the concepts being discussed. Key concepts covered include: password strength, password reuse, securely storing and using passwords, password convenience, how to configure and manage password storage technology, and how to successfully use password storage technology

Locking Down Our Public Information

This course will teach people how to limit their exposure and reduce what attackers are able to discover about them and their company. Upon course completion, learners will be exposed to tools and techniques to find their own information online and reduce the likelihood it will be abused. This course is focused on defensive security to help protect individuals and organizations. This is aimed at the beginner level, yet anyone who uses the internet would benefit from this course. Key concepts covered include: Understanding what information is available online, Google Dorks and the GHDB, Attackers Perspective on OSINT, Metadata, Geolocations, public footprint, Social media, Protecting information, and Tools of the trade.

Electronic Commerce Security

The course will cover the different types of electronic commerce, and the associated risks. The students will learn how to interact with electronic commerce sites securely, how to secure electronic commerce sites, and have a better understanding of how they connect with business-to-business transactions, business-to-consumer transactions, consumer-to-consumer transactions, and how to secure those transactions. This course is intended for all employees that engage in personal or professional e-commerce transactions.

Secure Browsing

This course is intended to teach more about the number one tool we use to access the web: Our browser. We will discuss browser choices, how to configure a browser for our security and privacy needs and how to spot malicious websites. In addition to discussing these topics, lab/demos will be provided to ensure a firm grasp on the concepts being discussed. This is aimed at the beginner level, yet anyone who uses the internet would benefit from this course. Key concepts covered include Browser choices, Browser setup, VPN, private browsing, secure settings and cookies, Downloads and an introduction to TOR.

Portable Data Protection and Destruction

This course is directed at those who have captured data over time and want to establish intentional control over its accessibility, use, and disposition. This course is appropriate for a range of individuals, from those who have not contemplated developing a data governance plan to those who have one in place but would like to validate assumptions they have made.

Building Your Cybersecurity Vocabulary

This course is focused on conveying topics and vocabulary specific to cyber security, so if you are new to Information Security (InfoSec) and want to start learning the basics, this course is for you. Throughout this course, students will learn new words, their meanings, and the context in which they are used, and will ultimately gain an understanding of topics and terminology as they relate to cyber security. This course is aimed at beginning skill levels.

Malware Explained

This course talks about the history of malware, how it works, understanding the risk and how to protect against it. Students will learn the basics of malware in the context of both home and corporate users and will understand how to combat malicious software in an effective way. Corporate and home computer users will benefit from this course as it is intended for anyone with a vested interest in learning how to secure their systems from malware.

The Internet of Things

The Internet of Things will change our personal and professional lives forever. By 2020, there are expected to be over 50 billion devices communicating through the Internet. These devices will range from doorbells, thermostats, cars, and washing machines. These devices can make our lives easier and more efficient. At the same time, some of these devices may put our safety and privacy at risk. Knowing about the how the Internet of Things works and what we can do to be safe is important.

Social Networking at Work

This course is directed at those who use social media accounts for business or personal use. This course will review different types of social media, review expectations of privacy, explain the risks of social media and provide ideas on how we can protect ourselves while using this technology.

Cybersecurity While Traveling

This course’s target audience is anyone who travels or manages travel policies. It is not intended for a cyber security expert and does not go into too many technical details. This course is intended for a beginning level audience, but points to technology that can quickly escalate into intermediate or advanced discussions. Main concepts explored will include: threats and countermeasures, wireless situations, wired situations, travel triangle of security, and travel tips.

For complete course details and registration information, visit:

[pcclearn.org](https://www.pcclearn.org)

For Business Owners

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. **See note.**

0423X ONLINE COURSE \$45
 Sep 26 1 Sat 10am-12pm
 Logon info emailed prior to start date.

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 standout 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. **See note.**

0429X ONLINE COURSE \$45
 Oct 24 1 Sat 10am-12pm
 Logon info emailed prior to start date.

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. **See note.**

0422X ONLINE COURSE \$49
 Oct 10 1 Sat 10am-1pm
 Logon info emailed prior to start date.

Business Modeling and Planning

Business owners and managers at all levels learn how to build, design, and define their business model to compete in today's environment. This interactive and dynamic workshop will keep participants engaged in stimulating planning and brainstorming sessions using a business model canvas. A business model canvas is a strategic management and lean startup template for developing new or documenting existing business models. It provides a simplistic approach, a snapshot for you to draft your entire business idea within one document. Join us and discover fresh ideas and new strategies to align your business model and mission statement, and discover new opportunities in the process. **See note.**

0437X ONLINE COURSE \$49
 Nov 14 1 Sat 10am-1pm
 Logon info emailed prior to start date.

Note: Each course has a \$10 materials fee payable in advance.



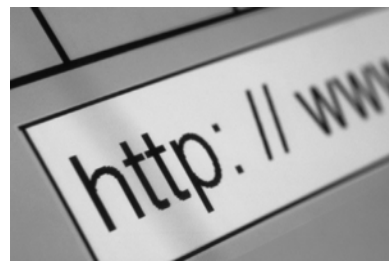
Website / Podcasting

Instructor: Mike Rounds

Podcasting for Profit

Have you ever wanted to be a DJ or host a radio show? Now you can by setting up your own Podcasting program! This workshop explains and demonstrates how to set up and monetize an audio podcast, including the equipment and software necessary, the procedures for creating and broadcasting, and more than a dozen ways to make money with your podcasts - all for FREE! \$20 materials fee (for downloadable manual) payable in advance.

0529X ONLINE COURSE \$49
 Sep 28 1 Mon 6:30p-9:30p
 Logon info emailed prior to start date.



Create a Website for Business or Personal Use for FREE!

Stop thinking about having your own website by creating one! You can create your site in minutes for FREE including text, graphics, YouTube video links, a shopping cart, and customization. Topics include:

- Obtaining your domain name
- Choosing a web host
- Designing your web pages
- Collecting credit card information
- Listing with major search engines
- Getting your site noticed

\$20 materials fee (for downloadable manual) payable in advance.

0504X ONLINE COURSE \$49
 Sep 30 1 Wed 6:30p-9:30p
 Logon info emailed prior to start date.

NEW

Make an App for That

Instructor: Bob Cohen

Apple and Android devices continue to sell like hotcakes making apps for these gadgets in great demand. It is a big business! Discover what makes a great app, how to take your app idea from concept to market, the new tools for making apps with little or no programming experience, and how all this translates into income! Getting your app on iTunes or Google Play Store and promoting and pricing your app is critical for success. Join us and start creating! \$20 material fee, payable in advance, for workbook and one-year online membership to website articles, class downloads, and instructor discussion group.

0520X	ONLINE COURSE	\$49
Oct 28	1 Wed	6pm-9pm

Logon info emailed prior to start date.

Landscaping Design and Business Career Prep

In partnership with ProTrain

Explore the art and business of landscaping, from understanding plants and foliage to principles of design, technology, and business and management considerations. Upon completion of the course, participants will be prepared to create landscape masterpieces of all shapes, sizes, and levels of complexity.

5266X	ONLINE COURSE	\$1,545
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Self-paced, start anytime.

Start a Profitable Home-Based Business

Instructor: Nancy Miller

If the current health situation has taught us anything, it is that a home-based business can thrive even in desperate times. Do you know the basics of starting a home-based business? Are you currently operating a home-based business and worried about the legal aspects of your venture? If you are thinking about starting a home-based business, online business, selling on eBay, having a small consumer business or becoming a consultant, this course is for you. Topics include:

- Differences in business structures
- Understanding federal, state, local taxes
- Licensing requirements
- Bookkeeping and tax records
- Ideas for starting a business

\$20 materials fee (for downloadable manual) payable in advance.

0344X	ONLINE COURSE	\$49
Oct 5	1 Mon	6:30pm-9:30pm

Logon info emailed prior to start date.

Internet Marketing Classes

Instructor: Bob Cohen

Facebook and Social Networks

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	ONLINE COURSE	\$49
Sep 23	1 Wed	6pm-9pm

Logon info emailed prior to start date.

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	ONLINE COURSE	\$49
Sep 30	1 Wed	6pm-9pm

Logon info emailed prior to start date.

Internet Marketing Secrets

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	ONLINE COURSE	\$49
Oct 7	1 Wed	6pm-9pm

Logon info emailed prior to start date.

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	ONLINE COURSE	\$49
Oct 14	1 Wed	6pm-9pm

Logon info emailed prior to start date.

See Bob's other courses on page 2 and page 15

Internet Marketing Certificate

Save \$31 by signing up for all four courses at once! Receive a certificate after successful completion of all four courses. Recommended for non-profit organizations, small business owners, job changers, and those re-entering the workforce! **Fee: \$165** (plus materials).

Note: Each course has a \$20 materials fee payable in advance.

Sell it on eBay!

Instructor: Kevin Boyd

Discover whether your item will sell, or not sell, in just One Minute! Learn how to create a seller account, upload photos, accept online payments, and determine shipping costs. Discussion includes insider tips, tricks, and traps; what to sell and not sell; where to get free shipping supplies; and how to arrange free home pickup. Learn proven listing strategies that get the most clicks, draw the highest bids, beat your competition, and close sales.

Discussion includes eBay marketing research, and how to find a profitable niche. Also includes marketing and photography tips that make your items "pop," as well as how to sell antiques, collectibles, and large items you do not want to ship. Taught by a multi-award winning instructor and published eBay author.

0528X	ONLINE COURSE	\$99
Oct 19 & 21	1 Mon & Wed	6pm-9pm

Logon info emailed prior to start date.

CAREER

Coding Certificate



In partnership with UGotClass

Coding is one of the most in-demand skills in the workplace. As a result, coding has become a core skill that bolsters one's chances for becoming a higher value to organizations. The highest demand is for programming languages with broad applicability. Begin by being introduced to the basics of computer programming and various programming languages. Then go to the next level and acquire all the basics of HTML and CSS. You will learn the relationship between these two industry-standard web page coding languages and the step-by-step process of hand coding and building web pages. Finally, discover the advanced features of CSS and learn how to use this very powerful language.

4320X Introduction to Coding
Start: Sep 8 \$195

4321X HTML and CSS Fundamentals
Start: Oct 5 \$245

4322X Advanced CSS
Start: Nov 2 \$245

Enroll in all three and save \$90!

4323X ONLINE SERIES \$595
Start: Sep 8

Programming for Non-Programmers



Virtually every organization is now involved with or dependent upon programming, managing or working with programmers. If you need to communicate technically with programming teams or need to code, this certificate is for you. Begin by learning how programming works, including processes, timelines, and how projects are planned. Then learn the basic concepts of programming to communicate more effectively with programmers and techies. Finally, pick up the communication strategies to make projects more successful, creating a win-win situation for you and your programmers.

4326X How Programming Works
Start: Sep 8 \$195

4325X Basic Programming Concepts
Start: Oct 5 \$195

4327X Communicating with Programmers
Start: Nov 2 \$245

Enroll in all three and save \$140!

4324X ONLINE SERIES \$495
Start: Sep 8

Excel Classes

Instructor: Jackson Pan

NEW Problem Solving with Excel

If there is one technological tool you need to succeed in life, it is arguably Excel! Excel is important at work, at school, and at home to help you make sense out of numbers or data. While you do not need to be an Excel guru, most likely, you will want to use Excel to solve problems at some point, therefore, why not begin today by exploring the potential of Excel? This workshop provides useful exposure to Excel while teaching practical skills. By the end of the workshop, you will have gained valuable, transferable Excel skills that will change your perspective about problem solving. I will help you "Excel!" **See note.**

Prerequisite: Basic Excel knowledge is recommended but not required.

0577X ONLINE COURSE \$49
Sep 12 1 Sat 9am-12pm
Logon info emailed prior to start date.

NEW Problem Solving with Excel II

Whether you already are "Excelling" in life or not, take it to the next level! Whether you have a passion for, or are intimidated by Excel, this is the course for you. Picking up from our previous class, we now discuss new practical examples to explore ways to use Excel everyday, from basic reports to accounting sheets. Join us, unleash your data skills, and set yourself on the path to "Excel!" **See note.**

Prerequisite: "Problem Solving with Excel"

0578X ONLINE COURSE \$49
Sep 19 1 Sat 9am-12pm
Logon info emailed prior to start date.

Note: Each course has a \$5 materials fee payable in advance.

NEW Run Better Zoom Meetings

Instructor: Bob Cohen

An online webinar about how to host an online Zoom meeting. Intrigued? Join us and in a relaxed and fun environment gain a complete guide to the technical and non-technical steps for preparing, hosting, and following-up to make any meeting more polished, including professional tips to look your best and be more comfortable online. Find out the best ways to manage your audience and how to use chat, polls, annotations, and whiteboard features. Includes free one-year access to instructor-led online discussion forum.

0531X ONLINE COURSE \$49
Sep 2 1 Wed 6pm-9pm
Logon info emailed prior to start date.

Understanding and Preventing Cyber Bullying

In partnership with ProTrain

Cyberbullying or online bullying is a growing concern for students, parents, and educators. A clear understanding of what constitutes harassment and the harmful effects of harassment on people and institutions is essential to providing a safe and inclusive school environment for all. Course discussion includes a review of the harmful effects of online harassment while also providing educators an overview of cyberbullying and how they can be the driving force to prevent it in their schools. Educators will learn techniques to prevent and stop cyberbullying that they can implement now, and when they return to their classrooms.

5270X ONLINE COURSE \$139
Self-paced, start anytime.

Introduction to Photoshop CC

In partnership with ed2go

Photoshop is the world's most popular photo-editing program. Artists, photographers, designers, and hobbyists all rely on Adobe Photoshop for image creation and editing. Discover the fastest and most effective ways to use Photoshop from an expert and former columnist for Photoshop User magazine (who has twice been nominated for the Photoshop Hall of Fame). You will learn how to use Photoshop while accessing it from the Creative Cloud (CC). The course provides detailed, step-by-step instructions that you will have no trouble following, even if you have never used a computer graphics program before! Course starts monthly.

ONLINE COURSE \$109
Start: Sep 16, Oct 14, Nov 11, Dec 9
Go to ed2go.com/pcclearn to register.

Data Science Certificates

In partnership with UGotClass

#1 Certificate Program!

Certificate in Data Analysis CP

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 the data, to see trends, and then to make predictions. Add a whole new skill set to your portfolio and make a noticeable difference in the success of your organization by acquiring data analysis skills. Whether your business is home based or you are part of a large company, this certificate will take you to the next level where important decision-making happens.

4546X Introduction to Data Analysis		
Start: Sep 8	\$195	
4547X Intermediate Data Analysis		
Start: Oct 5	\$195	
4548X Advanced Data Analysis		
Start: Nov 2	\$195	
Enroll in all three and save \$90!		
4545X ONLINE SERIES	\$495	
Start: Sep 8		
4545S SELF-STUDY SERIES	\$495	
Start: Upon registration		

NEW Certificate in Power BI CP

Gain insights into your data using business intelligence software – Power Business Intelligence. Power BI is a widely used business analytics service offered by Microsoft. Power BI Desktop is a complete data analysis and report creation tool that you install for free. Discover the process of creating interactive reports. Integrate financial, marketing, or any other source data in your accounting system, Excel, or on the Web. Streamline the data to what is needed using Power Query. Create charts, maps, and other visuals to see your data in real time.

4345X Introduction to Power BI		
Start: Sep 8	\$195	
4346X Intermediate Power BI		
Start: Oct 5	\$195	
4347X Advanced Power BI		
Start: Nov 2	\$195	
Enroll in all three and save \$90!		
4344X ONLINE SERIES	\$495	
Start: Sep 8		

SQL Certificate CP

Structured Query Language (SQL) is the industry standard database programming language and is one of the most in-demand skills in occupations requiring interaction with data. This Certificate Program will enhance your competitiveness as you become more marketable in computer-related career fields that pertain to data analyst and database administration. Learn about relational database structures, the history and uses of Structured Query Language, and how to use Structured Query Language to create a database, add records to database tables, and how to use SQL queries to extract meaningful data from database tables. Then progress from creating simple SQL queries that query a single table to querying multiple tables simultaneously.

Introduction to SQL		
Intermediate SQL		
Advanced SQL		
4336X ONLINE SERIES ONLY	\$595	
Start: Sep 8		

Graphic Design Software Essentials Certificate CP

In partnership with UGotClass

Adobe Illustrator is the industry standard computer illustration software. Adobe InDesign is the industry standard page-layout program that works with Adobe Illustrator and Photoshop seamlessly. Use Adobe Photoshop to effectively work with selection and editing tools, layers, and masks to edit, retouch, and enhance existing images or create your own composite digital art work. **Access to the Adobe software tools required.**

4314X Adobe Illustrator CC Essentials		
Start: Sep 8	\$225	
4313X Adobe Photoshop CC Essentials		
Start: Oct 5	\$225	
4315X Adobe InDesign CC Essentials		
Start: Nov 2	\$225	
Enroll in all three and save \$130!		
4312X ONLINE SERIES	\$545	
Start: Sep 8		

Certificate in Web Design CP

In partnership with UGotClass

Online users say a website's design is the number one criteria for deciding whether a company is credible. Therefore, understanding what it takes to produce effective web design is essential in today's market of highly saturated digital competition.

4309X Introduction to Web Design		
Start: Sep 8	\$245	
4310X Intermediate Web Design		
Start: Oct 5	\$245	
4311X Advanced Web Design		
Start: Nov 2	\$245	
Enroll in all three and save \$140!		
4308X ONLINE SERIES	\$595	
Start: Sep 8		

WordPress Certificate CP

In partnership with UGotClass

WordPress is the most popular content management system (CMS) for website and blog design. After successfully completing this program and earning the WordPress Certificate, you will know how to build a WordPress website or blog, customize your WordPress site by hand-coding HTML, CSS, and PHP, understand necessary regular WordPress maintenance, create WordPress website backup, and know how to apply SEO techniques in WordPress.

Website Setup		
WordPress Fundamentals		
Advanced WordPress		
4316X ONLINE SERIES ONLY	\$495	
Start: Sep 8		

INVESTING

Investment Classes

Instructor: Jalon O'Connell

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
- Understand stock market language

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

0402X ONLINE COURSE \$59
Sep 29 & Oct 1 1 Tue & Thu 6:30pm-9pm
Logon info emailed prior to start date.

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 join us 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 ONLINE COURSE \$49
Oct 15 1 Thu 6:30pm-9pm
Logon info emailed prior to start date.

Stocks and Bonds Demystified

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 financial goals

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

0405X ONLINE COURSE \$49
Oct 13 1 Tue 6:30pm-9pm
Logon info emailed prior to start date.

Investing in Uncertain Times

Post-Covid19 Strategies

Living in a post-Covid19 world and economy means we all are becoming used to a new normal. It also means living with more volatility in the markets and uncertainty in our investment portfolios. Topics include:

- Overcome investment fears
- Adapt financial and retirement plans
- Investment and protection strategies
- Generate retirement income immune to market fluctuations
- Secure Act / Cares Act - tax and income distribution planning

0408X ONLINE COURSE \$49
Nov 12 1 Thu 6:30pm-9pm
Logon info emailed prior to start date.

Property Classes

Instructor: Sebastian Marroquin

Rental Properties and Long Term Wealth

Would you like to buy a rental property? Would you like to retire with multiple properties that create \$5k, \$10k, \$20k or more in rental income per month? Do you own a home and want to know how to create rental income from your garage by converting it into an ADU (second unit) or would you like to add a second unit (ADU) on a home zoned for one home? If you answered "yes" to all or any of these questions then this class is for you! Topics include:

- Getting started
- Financing (down payments)
- Converting garages and new construction to ADUs
- Finding the right team
- Key professionals
- Minimizing risk
- Finding the right home to buy
- Defining financial freedom and creating a timeline to achieve it
- Best areas to buy and why
- Next steps

3925X ONLINE COURSE \$49
Aug 29 1 Sat 11am-2pm
Logon info emailed prior to start date.

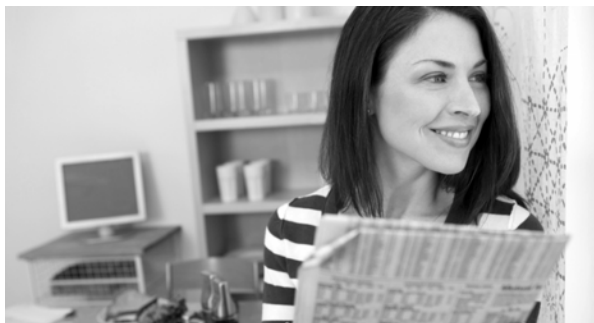
Flipping Houses

Thinking about investing in real estate? Thought about flipping houses? Considering fixing up your own property to maximize its sale potential? This is the perfect class for you! Topics include:

- Preparing yourself mentally
- Drafting a real estate business plan
- Finding houses to flip
- Financing facts
- Building your team
- Marketing and selling
- What markets are best and why
- Real life case studies

These same techniques may be used to fix up and sell your own home for more money!

3922X ONLINE COURSE \$49
Sep 12 1 Sat 11am-2pm
Logon info emailed prior to start date.



RETIREMENT



The Analysis and Valuation of Stocks

In partnership with ed2go

This comprehensive course is designed to provide you with conventional and advanced techniques in researching and valuing stocks. Starting with the basics, you will learn how to read financial statements and calculate financial ratios, and then move on to perform industrial comparisons, value stocks, and conduct economic and industrial research. This course is taught using everyday language, simple, yet insightful analogies, and a "just the facts" attitude that you will understand and appreciate. By the end of this course, you will have a strong foundation in the analysis and valuation of stocks. Course starts monthly.

ONLINE COURSE \$99
Start: Sep 16, Oct 14, Nov 11, Dec 9
Go to ed2go.com/pcclearn to register.

Real Estate Investing

In partnership with ed2go

In this course, you will learn how to make money in any area, in good times and bad, even if you have little money to start with. Real Estate Investing includes specially designed worksheets and hands-on activities to take the guesswork out of your investing efforts. Start developing a plan for your own investing efforts based on proven methods used every day by full-time, professional real estate investors. You will learn how to invest in foreclosures, manage a rehab project, and build your team of real estate professionals (title officers, lawyers, accountants, mortgage brokers, appraisers, and more). This course also explores the effects of higher interest rates and cover alternative strategies for a changing market. By the end of the course, you will be working toward your first (or next) deal. Course starts monthly.

ONLINE COURSE \$99
Start: Sep 16, Oct 14, Nov 11, Dec 9
Go to ed2go.com/pcclearn to register.

NEW Protecting Your Retirement Assets During Economic Recessions and Bear Markets

Instructor: Kenneth Sanchez

First in 2008, then in 2018, and now in 2020: trillions of dollars evaporated from Americans' investments with each market crash. Each time the market crashed, so did retirement prospects. Stocks have recovered, but there is a growing sense that this rally is on borrowed time. Given slowing economic growth, the reality of the pandemic, political uncertainty, and talk of recession, are you wondering what you can do to protect your life savings? Join us to learn about strategies to implement to protect your portfolio and enjoy your hard-earned retirement. Topics include:

- Create a solid investment plan that accounts for the ups and downs of the market
- Understand the common causes of economic recessions and how to plan for them
- Explore investment strategies to protect your retirement nest egg as economic challenges develop
- Build a portfolio capable of generating sustainable income in retirement

This class is a must for people who are near retirement or those who have already retired and want to learn how to shield their retirement portfolio from economic cycles.

0369X ONLINE COURSE \$39
Sep 19 1 Sat 9am-1pm

Taxes in Retirement

Tax Sale of a Lifetime

Instructor: Mark Basile

Learn how to generate tax-free income by using overlooked tax tips per IRS guidelines. And after recent legislation, there will never be a more cost-effective time to leverage your current assets into tax-free assets such as LIRPS or Roth IRAs. As you move your tax-deferred funds to tax-free territory, you reduce the impact of future tax hikes on your retirement savings. How will our Government continue to fund, Social Security, Medicare, Defense, and pay interest on our 25 trillion-dollar debt? Increase our taxes! And accounts like 401Ks, IRAs, and those who have an inheritance are the low-hanging fruit.

0432X ONLINE COURSE \$45
Dec 5 1 Sat 11am-1pm
Logon info emailed prior to start date.

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, 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 do I go for help?

When registering, indicate class date

Course ID	Course Type	Price
2262X	ONLINE COURSE	\$45
Aug 25	1 Tue	6pm-8pm
2262X	ONLINE COURSE	\$45
Sep 19	1 Sat	10am-12pm
2262X	ONLINE COURSE	\$45
Oct 17	1 Sat	10am-12pm

Logon info emailed prior to start date.



Live, Work or Retire Abroad - Affordably!

Instructor: Bob Cohen

Imagine living abroad! Many people now opt for this adventure, and enjoy a higher standard of living while living their dream. Join us and learn how to stretch a fixed retirement income, or how to find work overseas that pays room and board. Discover the top ten countries where Americans are able to live better than they can here, and how to actually do it! Get tips about evaluating your finances, figuring out how far your dollar will go, housing, transportation, food, government discount programs, access to healthcare, and job opportunities. It is all here! Are you ready to begin an exciting new life?

2305X ONLINE COURSE \$49
Oct 21 1 Wed 6pm-9pm
Logon info emailed prior to start date.

See Bob's other courses on page 2 and page 11

APPETITE

Indian Cooking

Instructor: Farhana Sahibzada

Indian cooking is delicious, healthy, and easy to make. In these demonstration classes, students will discover Indian cooking from veteran cooking instructor of more than 20 years and cookbook author, Farhana Sahibzada. Farhana's cooking classes were voted a top event at L.A. Weekly's Best of L.A.! Join us for a wonderful online experience.

Indian Vege and Non-Vege Combo Class

Class Menu: Gajjar Mattar, Tikki Tamatar, and Zeera Rice. Looking to try koftas (meatballs) with a surprising twist? Discover the techniques, tricks, and tips in this Zoom session for quick and flavorful ground chicken Tikki Tamatar koftas. We will simmer them in a tomato and herb base masala sauce. **See note.**

3453X ONLINE COURSE **\$39**
Sep 12 1 Sat 10:30a-12:30p



Veggie Biryani and Malai Kofta

Gluten Free!

Packed with flavors from fresh herbs, whole spices and Saffron, Biryani dishes are a complete meal on their own! Topped with a garnish of grilled onions, nuts, and raisins before serving. Accompanied by a side dish of Malai Koftas (vegetable meatballs), this combination is a gourmet's delight. Tune in via Zoom, and discover the easy steps and secret ingredients. **See note.**

3420X ONLINE COURSE **\$39**
Oct 10 1 Sat 10:30a-12:30p

Holiday Appetizers and Sides

Get ready for your upcoming holiday parties with this festive selection of appetizers and side dishes. Class menu includes Vegetable Samosas, ground Chicken Kabobs, and Chutney. Join us and enjoy this fun Zoom demonstration. **See note.**

3420X ONLINE COURSE **\$39**
Nov 14 1 Sat 10:30a-12:30p

Aloo Ghobi, Daal and Basmati Rice

Gluten Free!

A starter sauce of selected spices and herbs sautéed in pan grilled onions to bring out the flavor of these aromatic seasonings and delicate greens, to create a perfect bed for our star mix of veggies, including cauliflower, potatoes and bell peppers! Discover the easy variation of steps to complete the cooking process. Join us and enjoy this online demonstration from the comfort of your home. Invite friends, near or far, to sign up with you, and have your own Zoom party! **See note.**

3420X ONLINE COURSE **\$39**
Dec 5 1 Sat 10:30a-12:30p

Note: Each course has a \$5 materials fee payable in advance.

Luscious, Low-Fat, Lightning-Quick Meals

In partnership with ed2go

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. 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 lower-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: Sep 16, Oct 14, Nov 11, Dec 9
Go to ed2go.com/pcclearn to register.

CRAFTSMANSHIP

Drawing for the Absolute Beginner

In partnership with ed2go

Have you always been interested in drawing, but never really knew how to start? Join us and 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 also 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 of the field of art and illustrating, then this course will fulfill your needs! Course starts monthly.

ONLINE COURSE **\$99**
Start: Sep 16, Oct 14, Nov 11, Dec 9
Go to ed2go.com/pcclearn to register.

NEW **Beginning Vaganova**
Russian Ballet Technique

Instructor: Catherine Round

In 1879, in what is now called St. Petersburg, Agrippina Vaganova was born. She was a ballerina and teacher and she developed a technique and method of teaching based upon the style of the Imperial Russian Ballet. Now that you are intrigued, join us to discover this ballet legend, and the how and why of each of her codified steps/exercises discussed. Imagine that once you have achieved strength and structural awareness, you will be able to move more freely and be more naturally expressive! This six-week online Russian ballet technique workshop is designed for adults with *no previous dance experience*. The instructor, Catherine Round, is certified by the Bolshoi Ballet Academy of Moscow to teach all levels of study. *Wear comfortable, fitted clothing and ballet shoes.*

1820X ONLINE COURSE \$79
Sep 12-Oct 17 6 Sat 10am-11:30am
Logon info emailed prior to start date.

NEW **Katz Kabaret**

Instructor: Katz Bylska

How do professional dancers make it all look so easy? Log on and join us to discover the fundamental techniques used in most, if not all, dance genres. Proper body positioning and the fundamental techniques as well as breath control used by professional dancers, instructors, choreographers, and performance artists will be emphasized. Imagine bringing body awareness to the forefront of your everyday life and imagine how that will make you feel as you go about your day. The tools and techniques demonstrated can be applied to virtually every aspect of life; and by acquiring these tools, you will be able to better prevent and/or heal from injuries as well as lessen many chronic pain symptoms. We begin each meeting with an in-depth stretch, strength, and conditioning warm up, followed by learning a combination or routine. These routines will include an amalgamation of a variety of dance genres. We conclude each meeting with a brief decompression or cool down. *Suggested: Yoga or other type of mat, socks, towel, and water.*

Prerequisites: Some prior experience is preferred but not required.

1819X ONLINE COURSE \$69
Sep 12- Oct 17 6 Sat 11am-12pm
Logon info emailed prior to start date.



Singers - Your Body is Your Instrument

Instructor: Judith Townsend

Showersingers, 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.

6150X ONLINE COURSE \$79
Oct 18-Nov 8 4 Sun 1pm-4pm
Logon info emailed prior to start date.

Music Made Easy

In partnership with ed2go

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. Learn to build intervals, major scales, and chords. 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: Sep 16, Oct 14, Nov 11, Dec 9
Go to ed2go.com/pcclearn to register.



Guitar Classes

Instructor: Spencer Artwick

Acoustic Guitar

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 advance. **See note.**

3025X ONLINE COURSE \$85
Sep 12-Oct 3 4 Sat 10am-12pm
Logon info emailed prior to start date.

Acoustic Guitar II

A rock legend is born! You started playing the guitar and love it – so keep strumming with this course designed to further develop the skills and concepts introduced in the beginning Acoustic Guitar course. Learn to read and play melodies on all six strings of the guitar, expand the vocabulary of chords and strumming patterns, progress to playing more advanced songs and riffs using tablature, and explore essential acoustic guitar techniques such as fingerpicking. \$20 materials fee payable in advance (*new students only*). **See note.**

Prerequisite: "Acoustic Guitar" or have equivalent knowledge. Students should be able to read notes on the treble strings of the guitar in first/open position, understand tablature and chord charts, and play open major and minor chords (e.g. E, A, D, G, C, Em, Am, Dm).

3026X ONLINE COURSE \$85
Oct 17-Nov 7 4 Sat 10am-12pm
Logon info emailed prior to start date.

Note: *Students need an acoustic guitar, strap and pick.*

Continuing Music at PCC!

Piano Ensemble (Music 43)

Instructors: Wen-Ting Huang & Phillip Young

This online course 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. *Not designed for beginners.*

Required Textbook:

Gurlitt, Hours of Rest, op. 102.
Schott/Hal Leonard (ISBN: 9783795745233)

Registration: *Must qualify.* Email Phillip Young at pdyoung@pasadena.edu; or call 626-585-7795.

3043X	ONLINE COURSE	\$200
Aug 25-Dec 8	16 Tue	6pm-8pm

Logon info emailed prior to start date.



Chamber Music (Music 70)

Instructor: Francisco Castillo

This online course is designed to promote talent, educate students, and instill understanding and appreciation of small chamber music groups. Students will have the opportunity to virtually practice, and perform with various ensembles. Ensembles will include brass, string, and woodwind combinations formed into duets, 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. All students will attend the scheduled online meeting on Tuesday evenings. Additionally, the instructor will arrange weekly individual online meetings with each enrolled student on Zoom and FaceTime. Students will learn basic recording techniques for their instrument and prepare a repertoire of different genres. Students also will participate in collaborate projects culminating in at least two different online concerts during the semester. *Not designed for beginners.*

Registration: *Must qualify.* Email Francisco Castillo at oboesolo@sbcglobal.net; or call 626-422-4582.

3070X	ONLINE COURSE	\$200
Aug 25-Dec 8	16 Tue	5pm-6pm

Plus lab time (1-hour weekly TBA)
Logon info emailed prior to start date.

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

CRAFTS

Crafts Classes

Instructor: Quayum Abdul

NEW Candle Making

Have you ever wondered how beautiful candles are made? Have you ever wanted to make fragrant, multicolored candles for yourself or friends? In this dynamic online workshop, students will learn virtually how to create unique candles to admire and share for far less than what they cost in stores. Students may be able to complete several candles and learn skills enabling them to continue their own through Zoom. The course will cover how to get started, types of candles, candle molds, adding fragrance and color, and materials and supply sources. **See note.**

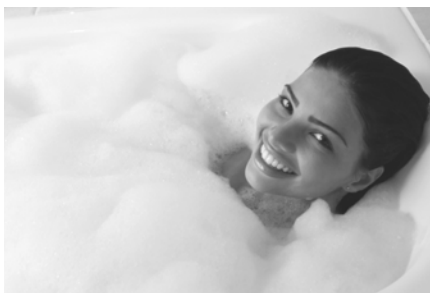
3342X	ONLINE COURSE	\$49
Aug 23	1 Sun	3pm-4pm
& Aug 30	1 Sun	3pm-6pm



NEW Soap Making

Your bath can become your at-home getaway when you add beautiful and fragrant handmade glycerin soaps. Making these beautiful soaps is easy and enjoyable and expressing your creativity is part of the fun. In this online course, students will create different types of soaps while learning how to use colors, molds, fragrances, essential oil, extract, herbs, and novelties. There will be a virtual discussion on how to make organic, natural, or therapeutic soap. **See note.**

3343X	ONLINE COURSE	\$45
Sep 20	1 Sun	3pm-4pm
& Sep 27	1 Sun	3pm-5pm



Bath Products

Shampoo, Shower Gel & Bubble Bath

In this fun, online virtual presentation participants will discover simple techniques for making one-of-a-kind bath products (shampoo, shower gel, bubble bath, bath salt & exfoliate). Course will cover ingredients and equipment, where to obtain supplies, tips for making bath gels, adding herbs, glycerin, extracts, and the aroma therapeutic effects of oils. Why purchase expensive commercial bath products when you can delight in making your own – reasonably? **See note.**

2273X	ONLINE COURSE	\$45
Oct 11	1 Sun	3pm-4pm
& Oct 18	1 Sun	3pm-5pm

Cold Process Soap from Scratch

Want to know how to use the Cold process soap making method to create soap completely from scratch? This online virtual presentation session will explain the A to Z of cold process soap making so that you can create beautiful handmade soaps right in your kitchen. Experience does not matter, this course is designed for all levels. Whether you are a complete novice or a soap making pro, join us, have fun, and learn something new about making soap at home. **See note.**

3316X	ONLINE COURSE	\$49
Nov 1	1 Sun	3pm-4pm
& Nov 8	1 Sun	3pm-6pm

Body Butter

Cream/Lotion

Want to create a restful retreat in your home where you can relax, and rejuvenate your mind, body, and soul? In this online virtual presentation, learn how making your own body butter lotion can help achieve this goal. The process is simple, using tools many already have in the kitchen. Most body butter recipes include just a handful of ingredients, and you can make them with whatever scent and therapeutic qualities you desire. You can create body butter so rich and luxurious that you cannot help but love it. **See note.**

3319X	ONLINE COURSE	\$45
Dec 6	1 Sun	3pm-4pm
& Dec 11	1 Fri	3pm-5pm

NEW Laundry Detergent

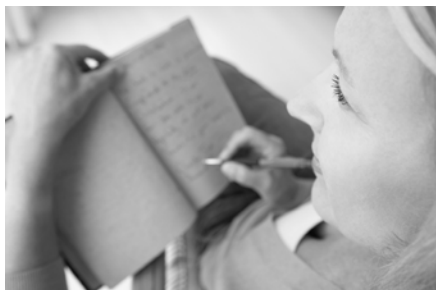
In this online virtual presentation, you will learn to make your own laundry detergent for a fraction of what you would pay at the store. Safe to use in any washing machine, it rinses out completely and leaves laundry clean and fresh smelling. Homemade detergent gets clothes just as clean and is less toxic to the environment; and the recipes we use are very friendly for people who are sensitive to commercial detergents and laundry products. Natural and organic product lovers definitely understand the full benefit of homemade laundry detergent! **See note.**

3326X	ONLINE COURSE	\$45
Dec 13	1 Sun	3pm-4pm
& Dec 18	1 Fri	3pm-5pm

Note: Logon info emailed prior to start date. Courses are two-day online workshops using the Zoom platform. Day 1 is a one-hour lecture session, and Day 2, held the following week, is the lab session where students will participate in the activity. The one-week break will allow students time to acquire the supplies needed for the lab session; information regarding supplies will be provided in the first session.

See Quayum's other courses on page 2 and page 24.

WORDSMITH



Writing for Publication

How to Survive as a Writer

Instructor: Christopher Nyerges

You want to write and you want to write and be published – but how? This course provides a step-by-step approach about writing for publication and marketing your work without becoming desperately broke. Each session includes a short writing assignment, reading, and critiquing. Students' writing will be read for constructive, open critique; and students are encouraged to share their own writing projects. The focus of this online workshop is writing, and improving your writing so that it will be published.

3245X ONLINE COURSE \$65
Sep 14-Sep 28 3 Mon 6:30pm-8:30pm
Logon info emailed prior to start date

Christopher also teaches **Survival Skills** and **Urban Survival Skills** - page 27.

Business Writing for Busy Professionals

In partnership with ProTrain

A key to success in any business is good communication skills, and one of the most common ways to communicate in business is through writing. Learn strategies to write documents faster and better, how to customize documents for a specific reader, how to accomplish your writing purpose, and how to create documents when time is limited. Participants also will master models to organize and format letters, emails, and reports in order to make them clear, direct, and reader friendly. Conversational writing style and parallel structure also is covered. The second half of the course discusses the importance of grammar and tone to good writing and approaches to rewriting.

5278X ONLINE COURSE \$450
Self-paced, start anytime.

Screenwriting II

Developing Your Screenplay

Instructor: Brad Saunders

This course is an opportunity to work on and develop a script or story idea in a positive, productive, and collaborative environment. The development of your script or idea will be the focus of the course with exercises and feedback designed to improve your story's structure, flow, and the play of your scenes, along with insights into obstacles writers typically face in the completion of a work such as writer's block. Students need a project that is ready for development. Sessions are both experiential and lecture based. **Note:** Computer with word processing program is required; students will need to submit a formatted, typewritten script.

Prerequisite: Previous screenwriting experience, either personal or academic. "Screenwriting - The Basics" is recommended but not required.

3212X ONLINE COURSE \$89
Aug 25-Sep 22 5 Tue 6:30pm-9:30pm
Logon info emailed prior to start date.

Poetry Workshop

Instructor: Craig Cotter

A poetry workshop should be a place where poets can explore, as Keats wrote, "truth and beauty." If you are seeking a poetry workshop to simply praise your work, this course is not for you. This writer's workshop focuses upon American free-verse poetry written out of the Whitman tradition; will involve a deep exploration of your poetry; and will explore great poems of the past century. For each meeting, students will need to share their poems with everyone. Each meeting will begin with a poetry reading of all student poems submitted. We will work through each poem one-by-one, with a focus upon understanding what each poet is trying to accomplish. Although students are expected to write at least one original poem for each meeting, do not worry if you have not written one. You may learn about your writing by listening to the constructive criticism of other's. Also, listening to other students' poems may inspire you in a way that sitting alone with your thoughts may not. **Class is designed for adults.**

3226X ONLINE COURSE \$75
Oct 10-Oct 31 4 Sat 10am-12pm
Logon info emailed prior to start date.

Autobiography Workshop

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 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 are not writers. Beginners appreciate the simple tips designed to jumpstart their writing, and 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 and provide mutual encouragement. Join us to have fun, make new online friends, and delight in a wondrous potpourri of personal stories.

3225X ONLINE COURSE \$79
Sep 12-Oct 10 5 Sat 10am-12:30pm
Logon info emailed prior to start date.

Journal to the Self

Instructor: Rachel Levin

Abundant research has shown that journal writing can increase an overall sense of well-being, boost self-confidence, and fortify resilience. Through a combination of lecture, discussion, and writing activities, this online course will help participants acquire a toolbox of journaling techniques to use to develop or deepen a journal writing practice for personal growth, creative expression, or strategic life management. Materials (approx. \$10) must be purchased in advance; go online for information.

3249X ONLINE COURSE \$105
Sep 16-Oct 21 6 Wed 6:30pm-8:30pm
Logon info emailed prior to start date.

Advanced Writing

In partnership with ProTrain

Welcome to Advanced Writing! Whether you successfully completed our Beginner's Writing Workshop, or you have been busy writing fiction on your own, there is much to be gained by moving to our next level of writing. Now that you are comfortable with the basics of writing: the plot, story, building characters, and editing, it is time to enhance your skills by delving into advanced topics: narratives, viewpoints, scene building, and writing beginnings and endings.

5271X ONLINE COURSE \$139
Self-paced, start anytime.

SNAPSHOT

Writing Classes

Instructor: Stacy Dymalski

Turn Your Story into a Book

Do you have a story idea that everyone says should be a book? Unfortunately, an idea or concept is not a story. Every story has to have a message and a story arc, and has to logically flow from one point to the next. This workshop shows you first how to find your story's overall message, and then how to structure your story so that it has a relatable beginning, middle, and end that engages readers. This is not just a writing workshop, but a story development workshop, designed to give you clarity when you sit down to write your story.

3247X ONLINE COURSE \$49
 Oct 10 1 Sat 10am-1pm
 Logon info emailed prior to start date.

Nine Steps to Self-Publishing Your Book

Unearthing the secrets of self-publishing does not have to be a time-consuming, research-laden mission. If you want to get your book out quickly, this workshop is for you. It tells you only what you need to know by systematically walking you through the self-publishing process, using practical examples you may apply to your own manuscript. By the end of the workshop, you will know exactly what it takes, and how much it costs, to self-publish your own book. \$15 materials fee, for Stacy's *Nine Steps* textbook, payable in advance. This invaluable book is a companion resource to the online course, offering website links, checklists, examples, and practical advice that leads the student through the process of self-publishing their own book. Attendance is mandatory to receive the textbook, and will be mailed to students upon conclusion of the course.

3248X ONLINE COURSE \$49
 Oct 24 1 Sat 10am-1pm
 Logon info emailed prior to start date.

NEW Say Cheese! Beyond Auto Mode

Instructors: Liane Enkelis & Garry Margolis

You just captured a great family vacation photo – or did you? Grab your digital camera and join this fun and interactive workshop as you learn how and why to take your camera out of auto mode. Topics include:

- Effectively use camera settings beyond auto
- Understand the relationship of iso, shutter speed, and aperture for more interesting photos
- Read histograms to improve photographic exposure then easily post photos to social media
- Incorporate basic elements of composition to make your photos stand out
- Recognize how different types of light can strengthen your photos

You need a fully adjustable digital camera (SLR or mirrorless), camera manual, fully charged batteries, and media card. Ample opportunity will be given for questions, discussion, and review of students' work on a voluntary basis. Basic use of the online platform Zoom will be discussed at the first meeting. Viewing on a tablet, laptop, or desktop computer is recommended.

3122X ONLINE COURSE \$69
 Oct 7-Oct 28 4 Wed 7pm-9pm
 Logon info emailed prior to start date.

Photographing Nature with Your Digital Camera

In partnership with ed2go

Nature photography can be a fun, relaxing, and exciting hobby! In this course, you will learn about the many aspects of outdoor photography as well as how to master your digital camera's controls and features. Using the knowledge learned in this course, you soon will be taking exceptional nature photos. By exploring composition and lighting issues, you will discover how to take beautiful photos of landscapes, flowers, trees, and water. Discussion will include camera shutter speed and aperture controls, as well as how to use your computer to process your photos and digitally correct the most common problems. Learn what to do to turn your photos into works of art rather than just snapshots of nature. By the end of this course, you will have become the nature photographer you always wanted to be! Course starts monthly.

ONLINE COURSE \$99
 Start: Sep 16, Oct 14, Nov 11, Dec 9
 Go to ed2go.com/pclearn to register.



Capturing Great Photos with Your Smartphone

Instructor: Lynne Eodice

Join us and learn to shoot great photos using a smartphone! This 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, students will be tasked with taking photos to be discussed in class. *Smartphone required; instructor may suggest download of one or two apps. App prices range from free to a monthly subscription. Note:* Course is 4 hours of instruction; self-paced.

When registering, indicate start date

3115X ONLINE COURSE \$55
 Sep 16-Oct 13 Self-paced course

3115X ONLINE COURSE \$55
 Oct 14-Nov 10 Self-paced course

Logon info emailed prior to start date

Photoshop Elements for the Digital Photographer

In partnership with ed2go

Bring out the best in your photos! In this online course, you will learn how to use Adobe Photoshop Elements to do everything from quick fixes to detailed enhancements that will noticeably improve the look of your digital images. Even if you have little to no image-editing experience, by taking this course you will learn the tools to move from novice to accomplished photo editor. As you explore the many tools and features of this program, you will gain confidence in the use of the powerful technology of Photoshop Elements, and achieve results you never imagined. Techniques covered include editing images, fixing flaws, enhancing the final product, creating simple art projects, preparing images for online use, and organizing images. Course starts monthly.

ONLINE COURSE \$99
 Start: Sep 16, Oct 14, Nov 11, Dec 9
 Go to ed2go.com/pclearn to register.

ENRICHMENT

EXPLORATION

Explore France!

Instructor: Jeanne Hart

NEW

Le Français

You know you are a Francophile at heart and that speaking and listening to French is exciting! In these French workshops, we will delight in being introduced to France as we gain an understanding of the factors that make the French who they are, such as their geographical location, history, politics, culture and language. Sessions are in French and are designed to build and enhance an understanding of the French and their language. *No textbook required. See note.*

3720X ONLINE COURSE \$139
 Aug 25-Sep 15 Tue & Wed 6:30p-9:30p
 Logon info emailed prior to start date.

NEW

Le Français Nous Continuons

Continuation course. *See note.*

Prerequisite: "Le Français"

3721X ONLINE COURSE \$139
 Sep 22-Oct 13 Tue & Wed 6:30p-9:30p
 Logon info emailed prior to start date.

Note: Each course has a \$15 materials fee payable in advance.
Classes designed for adults only.

Explore Latin America!

Instructor: Luis Garcia

NEW

Simpatico Spanish

Tacos, Fajitas, Guacamole - fabulous Mexican foods! Imagine ordering in Spanish while enjoying, even singing along to, the resident Mariachi band. Food, song, shopping, and culture are some of the topics explored in this course all the while speaking and perfecting your Spanish. Join us and *hablemos español. See textbook note.*

3711X ONLINE COURSE \$139
 Sep 14-Nov 2 8 Mon 7pm-9:30pm

NEW

Simpatico Spanish Nosotros Continuamos

Continuation course. *See textbook note.*

Prerequisite: "Simpatico Spanish"

3712X ONLINE COURSE \$139
 Sep 16-Nov 4 8 Wed 7pm-9:30pm

Required Textbook for Both Courses:

Spanish Now!, Level 1, 8th Edition, by Ruth Silverstein (ISBN: 1438075235) available online and at bookstores.



Explore Italy!

Instructor: Manuela Terenzi

NEW

Viva Italia!

Directions, Dining, Shopping, Public Transportation - Italian Life and Culture. All things Italian, in Italian! We will help you find your way whether you are planning travel, or simply want to join others passionate about conversing in Italian. Keep your language skills sharp while planning your next Italian adventure. *Ciao! See note.*

Required Textbook:

Learn Italian the Fun and Fast Way (4th Edition), by Marcel Danesi (ISBN: 9781438074962) available online and at bookstores.

3705X ONLINE COURSE \$139
 Sep 19-Nov 7 8 Sat 10am-12:30pm
 Logon info emailed prior to start date.

NEW

Viva Italia! Continuiamo

Continuation course. *See note.*

Required Textbook:

Ultimate Italian Beginner-Intermediate, by Living Language (ISBN: 9781400009671) available online and at bookstores.

Prerequisite: "Viva Italia."

3706X ONLINE COURSE \$139
 Sep 17-Nov 5 8 Thu 6pm-8:30pm
 Logon info emailed prior to start date.

Note: Each course has a \$10 materials fee payable in advance.

Explore Sweden!

Instructor: Eric Kristensson

NEW

Did Someone Say ABBA?

Most people are familiar with the wildly popular group of the '70s and '80s - ABBA. They sang in English, but spoke Swedish. Now you have the opportunity to learn Swedish, whether for interest or for later travel. Join us as we focus upon speaking and writing conversational Swedish. Considerable time will be spent practicing the sounds of Swedish, beginning with the alphabet and moving onto words, simple sentences, and conversations.

Swedish is a beautiful language and a lot of fun to learn. Materials provided will help with basic sentence structure and vocabulary. Finally, we will learn and rehearse a Swedish pop song. *Så låt oss tala svenska!* ABBA would be impressed! \$10 materials fee payable in advance.

3731X ONLINE COURSE \$139
 Sep 12-Oct 31 8 Sat 10am-12:30pm
 Logon info emailed prior to start date.

Also:

- Speed Spanish
- Beginning French
- Instant Italian
- Discover Sign Language

Visit ed2go.com/pcclearn for more information.

EXERCISE LIFESTYLE

Kundalini Yoga

In-Person Class!

Instructor: Santokh Singh Khalsa

Kundalini Yoga is a rejuvenating and relaxing combination breath and movement, 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 increasing energy. Course covers Yoga practice, basic meditation, philosophy, diet, and lifestyle. Each student receives a copy of the teacher's book about Kundalini Yoga. **Note:** The Awareness Center is committed to protecting the health of our students and providing a safe environment. To ensure we maintain recommended key prevention practices against COVID-19, new safety guidelines have been established; see online description for more information. *Wear loose, comfortable clothing and bring a yoga mat to class. Advanced registration required.*

2075X **ONLINE COURSE** **\$79**
Oct 7-Nov 11 6 Wed 7pm-9pm

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



NEW Yoga of Postures

Instructor: Isabel Barber

Hatha Yoga is known as the Yoga of Postures: developing control of the body through poses. Learn the basics of 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. *Wear loose, comfortable clothing, yoga mat recommended.*

2081X **ONLINE COURSE** **\$69**
Sep 1-Sep 24 4 Tue & Thu 7pm-8pm

Eliminate Clutter in Your Home and Office

Instructor: Nancy Miller

Tired of searching for lost things and stumbling over stuff? Change your surroundings to work for you with simple, easy, and practical ideas to remove clutter, stop junk mail, distinguish between organized and neat, and determine the cost of your "stuff." \$20 materials fee payable in advance.

2029X **ONLINE COURSE** **\$49**
Oct 6 1 Tue 6:30pm-9:30pm
Logon info emailed prior to start date.



Home Buying Simplified For the First Time Buyer

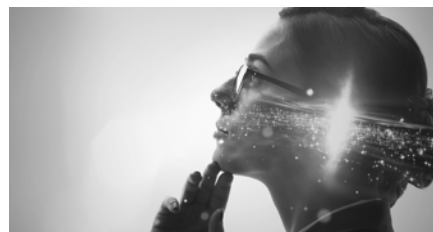
Instructor: Kyle George

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
- 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 **ONLINE COURSE** **\$49**
Oct 3 1 Sat 9:30am-1pm
Logon info emailed prior to start date.



NEW Vision Board

Instructor: Dr. Dorothy E. Kegler

During this time of increased at-home activities, why not explore all things Vision Board? A Vision Board is designed to assist you in setting your visions and goals in life so that you will have a guide, a roadmap, for pursuing your passions and for making your dreams reality. Adults as well as youths can gain knowledge from this workshop, and families are encouraged to attend. Registered students will receive a Vision Board Kit to create their own vision board to cherish as a keepsake. There are no guarantees that your dreams will come to reality, however this is a wonderful way to put your dreams into concrete form to then use as a guide to assist you in setting your goals. \$20 materials fee (for VB kit sent by postal mail) payable in advance. **Register early** so that kits may be mailed in time for class (kits not required for class but recommended). **Note:** No class drops or refunds available after kits have been mailed.

When registering, indicate class date

2090X **ONLINE COURSE** **\$55**
Oct 17 1 Sat 9am-12pm

2090X **ONLINE COURSE** **\$55**
Nov 14 1 Sat 9am-12pm

Logon info emailed prior to start date

Personality Types Among Us

In partnership with ProTrain

Does your co-worker seem to be speaking a language you do not understand? Do you find it difficult to motivate certain employees? The key may be that their personality and yours do not mesh. This course will explore personality theories and allow you to discover your own personality and how that affects the way you think and work. You also will explore how other personalities think and work and will discover some communication and motivational tools you can use to be more effective working with others.

5268X **ONLINE COURSE** **\$225**
Self-paced, start anytime.

ACTIVE

DIY Hand Sanitizer

Instructor: Quayum Abdul

Make your own hand sanitizer at home! When it comes to preventing the spread of viruses such as COVID-19, proper hand washing is essential. If soap and water are not available, your next best friend is high-quality hand sanitizer. In this informative Do-It-Yourself online virtual presentation via Zoom, you will learn everything you need to know about how to make your own hand sanitizer spray and wipes, including creating your own signature scent with your preferred choice of ingredients, using simple household items. Participants will be emailed an ingredient list before class.

When registering, indicate class date

3335X	ONLINE COURSE	\$25
Oct 4	1 Sun	10am-11am
3335X	ONLINE COURSE	\$25
Nov 22	1 Sun	10am-11am

Logon info emailed prior to start date.

See Quayum's other courses on page 2 and page 19.



NEW Dungeons & Dragons Play D&D Online!

Instructor: Victor Gonzalez

Dungeons and Dragons is experiencing a resurgence of interest thanks to the popularity of shows such as Game of Thrones and Stranger Things, and now you can be part of the one of the fastest growing games in the world. In this workshop, you will learn the basics of creating your own hero, the basics of D&D, how to play online, and how to go on a quest to save a town! This is a game that lets you live epic stories with friends near or far, perfect for these staying at home times. At the end of the workshop you will be able to find and join a game, continue to explore dungeons, and, yes, fight dragons!

2024X	ONLINE COURSE	\$59
Oct 5-Oct 19	3 Mon	6:30pm-8:30pm

Logon info emailed prior to start date.

Aromatherapy Basics for Emotional Well-Being

Instructor: Lisa Kurstin

Results from a recent survey show that 48% of the U.S. population is worried. The world spins ever more quickly and people have more on their plates than ever. There is hope, and methods to slow your world down, if only momentarily. Aromatherapy, a practice dating back to ancient life, is recognized today as a way to use aroma for emotional benefit. In this class, students will learn how to safely use pure essential oils to uplift mood and improve the quality of life. Students will practice using various oils, and come away with a starter kit of 100% pure essential oils of peppermint, lavender, and lemon. Materials (\$30) must be purchased a week in advance; see online description for payment information.

3345X	ONLINE COURSE	\$45
Nov 7	1 Sat	2pm-4pm

Logon info emailed prior to start date.

See also **Aromatherapist Career Prep** - page 4.

Bridge Classes

Instructor: Morris Jones

Bridge – Introduction

Bridge is often considered the world's best game. It is a card game for four players, working as two partnerships, using all 52 cards in the common deck. Using the online capabilities of Bridge Base Online, we will introduce you to the basics: how to play the game, how to work with your partner to find the best contracts, and how to play the cards to win the most tricks. \$12 materials fee for textbook (*Bridge Basics 1 - An Introduction by Grant*) payable to instructor. **See below.**

2205X	ONLINE COURSE	\$75
Aug 25-Sep 29	6 Tue	7:15pm-9:15pm

Logon info emailed prior to start date.



Bridge – Popular Conventions

Bridge players love bidding conventions, but only a few are considered essential for the modern game. In this course, we will teach and practice the fundamentals of the Stayman convention, Jacoby Transfer Bids, strong artificial opening bids, and conventions useful for staying out of bad slam contracts. We will cover the special rules for online play to alert the opponents when bids have special meaning. \$12 materials fee for textbook (*Bridge Basics 3 - Popular Conventions by Grant*) payable to instructor. **See below.**

Prerequisite: "Bridge – Introduction," or similar bridge playing experience.

2207X	ONLINE COURSE	\$69
Oct 6-Nov 3	5 Tue	7:15pm-9:15pm

Logon info emailed prior to start date.

Bridge – Competitive Bidding

Learn how to adapt your bidding system when the auction gets competitive! We will study preemptive opening bids, overcalls and advances, the takeout double, and more tools to use for the competitive auction. This course is up to the moment with all the tools used by tournament players to find the best contract for their side, while making it difficult for the opponents to find theirs. \$12 materials fee for textbook (*Bridge Basics 2 - Competitive Bidding by Grant*) payable to instructor. **See below.**

Prerequisite: "Bridge – Introduction," or similar bridge playing experience.

2206X	ONLINE COURSE	\$69
Nov 10-Dec 8	5 Tue	7:15pm-9:15pm

Logon info emailed prior to start date.

Requirements: These online courses use a combination of Zoom for presentation, with Bridge Base Online (*bridgebase.com*) for practice play. To participate, students need at least a microphone available for Zoom. It will be helpful to be adept at switching between Zoom and a web browser during class, or have two screens available during class (for example, an iPad for Zoom, and a computer for Bridge Base). Students also need to create a free account on *bridgebase.com*. **Textbooks:** Required textbooks available for purchase through instructor. Email at: *mojo@bridgemojo.com* for payment information. Confirm with instructor if you already own textbook(s).



Psychology of School and Life Success

Instructor: Joseph Dorri

College holds the promise of realizing a fulfilling and successful life, yet it takes the average student about six years to complete a bachelor's degree. Even more significant, it is said that annually 63% of students suffer a mental health crisis on campus. What if you could graduate faster, have a smoother transition into college, and be happier and healthier? Using decades of educational research and effective techniques, this course reviews the key psychological factors influencing college success. It also provides self-assessment tools, resources, and activities to help you immediately apply the principles discussed to your daily life and college success.

When registering, indicate class date

0702X	ONLINE COURSE	\$49
Oct 4	1 Sun	10am-1pm
0702X	ONLINE COURSE	\$49
Dec 6	1 Sun	10am-1pm

Logon info emailed prior to start date.

Introduction to Natural Health and Healing

In partnership with ed2go

Through a discussion of the various stages of health and illness, you will discover that true health means wholeness of the mind, body, and spirit. Topics include naturopathy, which seeks ways for the body to heal itself; proper breathing techniques to enhance health; and the value of hydrotherapy, diet, biorhythms, and fasting. Also discussed will be the role of vitamins, minerals, antioxidants, free radicals, as well as the basic requirements that constitute a healthy diet. We also review herbal healing, aromatherapy, body therapies, massage techniques, osteopathy, chiropractic, Tai Chi, reflexology, yoga, Feng Shui, therapeutic touch, and natural remedies for common emergencies. Course starts monthly.

ONLINE COURSE	\$99
Start: Sep 16, Oct 14, Nov 11, Dec 9	
Go to ed2go.com/pcclearn to register.	

Find Cash by Tracking Your Spending

Instructor: Shiral Torres

The United States is known as a consumer economy. In other words, *spend, spend, spend!* Do you want to take control of your finances by changing your mindset about spending money? Join us in this dynamic workshop to learn how simple it is to make long lasting changes. You will learn a simple way to track your income and expenses to prevent overspending by practicing healthier spending habits. This practice will help to maximize your income and support your financial freedom. You also will learn how to effectively use a calendar to organize due dates and how to create a binder to organize bills and documents designed to ensure success! This course will leave you feeling confident and motivated to maintain a healthy relationship with money. \$15 materials fee payable in advance.

When registering, indicate class date

0424X	ONLINE COURSE	\$45
Sep 29	1 Tue	6pm-8pm
0424X	ONLINE COURSE	\$45
Nov 14	1 Sat	10am-12pm

Logon info emailed prior to start date.

*Shiral also teaches **Rental Property Management** - page 4.*

Homeschool with Success

In partnership with ed2go

Homeschooling can be a bit of a mystery if you are new to the topic. In this course, you will delve into the history of homeschooling and examine its status today in all 50 states. Discover how to find the laws and regulations that govern your area, and become familiar with the terminology the homeschool community uses. You will see how homeschooling gives you the opportunity to socialize your children as well as build long-lasting and productive relationships with peers and adults. You also will find out how homeschooling gives you unique opportunities to teach valuable life skills, from manners to money management. After this course, you will have information and guidance to plot your homeschooling course for years to come! Course starts monthly.

ONLINE COURSE	\$99
Start: Sep 16, Oct 14, Nov 11, Dec 9	
Go to ed2go.com/pcclearn to register.	

Elevate Your 8



NEW Elevate Your 8

Instructor: Kris McPeak

How many times have you wondered how to squeeze just one more hour into every day? Having 25 hours in each day would be perfect, but what about 26? Or 27? There are only 24 workable hours in a day: work 8; sleep 8; leaving 8. Therefore, productivity and time management success come down to basic simple mathematics, enabling you to be more productive by managing your time. Managing time, a precious commodity, is a process which can be mastered. If you find your weeks ranging from killing it at work and finishing project after project to not sleeping, losing focus, and finishing nothing, then join us and discover the power and magic of Elevating Your 8!

2021X	ONLINE COURSE	\$69
Sep 1-Sep 29	5 Tue	6pm-7:30pm

Logon info emailed prior to start date.

Military Spouse MyCAA Program



Did you know that certain Military Spouses may qualify for up to \$4,000 in MyCAA Scholarships toward their education? Online, anytime, courses offer the complete solution for the new Military Spouse Career Advancement Initiative (MyCAA). Our quality, self-paced online courses provide the flexibility and portability required for the military lifestyle enabling you to continue your education even as you relocate with your loved one's assignments. Continue your education in many high-demand industries such as Healthcare, IT, Business, and Law. For more information, visit:

pcclearn.org/MyCAA

ACTIVE



NEW World Cinema at a Glance

Instructor: Jamie Naqvi

How do movies serve as windows into other cultures? By exploring the films, filmmakers, and film movements of Europe, Asia, Africa, Latin America, and the Middle East students will gain an understanding of how people and cultures are seen through the lens of the camera. This crash course uses video essays, film clips, text excerpt readings, and short quizzes all designed to provide you with great topics for discussion when next you gather with friends and head to the cinema! **Note:** Course is 5 hours of instruction; self-paced.

2079X ONLINE COURSE \$55
Oct 5-Nov 8 Self-Paced course
Logon info emailed prior to start date.

Genealogy Basics

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 \$99
Start: Sep 16, Oct 14, Nov 11, Dec 9
Go to ed2go.com/pcclearn to register.



The Highs and Woes of Internet Dating

Instructor: Karyn Klein

This course is given by a Life Coach whose specialty is online dating. You will get tips and tools to help you go from no one to **the** one and actually have fun in the process. 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

Dating can be exhilarating at best, exhausting and frustrating at worse. To survive, remain sane, and even thrive in the process, you must keep your sense of humor! **Course designed for both men and women, suggested minimum age of 25.**

2012X ONLINE COURSE \$55
Oct 17 1 Sat 10am-2pm
Logon info emailed prior to start date.



Helping Elderly Parents

In partnership with ed2go

Are your parents in their golden years? Learning how to help parents or other loved ones through their transition can prepare you for your own. This compassionate and comprehensive class will give you the tools, techniques, and insights for this passage. Growing older is a part of life. Some aspects are joyful, some bittersweet, some frustrating, and some frightening. You will learn what to expect, what to watch for, how to deal with physical and emotional challenges, and where to find resources. You will understand the impact of retirement, learn how to choose a nursing home, and be prepared to deal with death. You will learn about financial and legal considerations, health issues, and family interpersonal relationships. You will be introduced to special communication skills, observation methods, and coping mechanisms designed to ease the burden for everyone involved. Course starts monthly.

ONLINE COURSE \$99
Start: Sep 16, Oct 14, Nov 11, Dec 9
Go to ed2go.com/pcclearn to register.

Golf

In-Person Class!

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.** A practice ball fee (\$6-\$8 per session, cash) is required for 4 of the 5 sessions. **Advance registration required.** Classes are limited to 10 students. **Note:** Social Distancing practiced.

When registering, indicate date & time

2140X \$95
Sep 8-Oct 13 5 Tue 6pm-7pm

2140X \$95
Sep 12-Oct 10 5 Sat 9am-10am

2140X \$95
Sep 12-Oct 10 5 Sat 11am-12pm

2140X \$95
Oct 6-Nov 3 5 Tue 7pm-8pm

2140X \$95
Oct 8-Nov 5 5 Thu 6pm-7pm

2140X \$95
Oct 10-Nov 7 5 Sat 10am-11am

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



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

OUTDOORS

Survival Classes

Instructor: Christopher Nyerges



Survival Skills

What would you do in the event of a natural or man-made disaster? Would you know what to do to survive in the elements? How would you protect your family? Everyone should be familiar with basic survival skills! 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 ONLINE COURSE \$65
 Sep 4-Oct 2 5 Fri 7pm-9pm
 Logon info emailed prior to start date.

Urban Survival Skills

The "big one" is coming! In fact, experts say it is 150 years overdue! If you are worried about the next big earthquake; tidal wave; terrorist attack; earthbound comet; or the current pandemic, then this lively course with a distinct urban focus will enlighten you on the "do's and don'ts" of survival at home. Topics include:

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

2287X ONLINE COURSE \$65
 Oct 16-Nov 13 5 Fri 7pm-9pm
 Logon info emailed prior to start date.

*Christopher also teaches
 Writing for Publication - page 20.*

Start Your Own Edible Garden

In partnership with ed2go

Grow delicious, nutritious fruits and vegetables in your own backyard! Begin by determining which type of garden is right for you. As not everyone has the same amount of time, space, or sunshine, the first step to a great harvest is selecting the right crops: leafy greens, root vegetables, fruit, or herbs. Next, discover how to properly prepare a garden bed so your crops have the best opportunity to thrive, healthy soil is the key to a great garden. Each type of crop has specific needs, so you will learn tips for starting seeds, transplanting, pruning, and using container gardens and support structures. Whether you want to provide your family with nutritious food, save money, get some exercise, or just be more self-sufficient, this course will give you the skills and knowledge you need to be on your way to a successful harvest. Course starts monthly.

ONLINE COURSE \$109
 Start: Sep 16, Oct 14, Nov 11, Dec 9
 Go to ed2go.com/pclearn to register.



Instructor-Led *ONLINE* Youth Courses

These online courses, offered in partnership with ed2go, are informative, fun, convenient, and highly interactive. We focus upon creating warm, supportive communities for our learners. New course sessions begin monthly. Complete any of these courses from your home at any time of the day or night.

Prices start as low as \$99!

Learn from the safety of home!

- Drawing for the Absolute Beginner**
- Introduction to Photoshop**
- Introduction to Microsoft Word**
- Photoshop Elements for the Digital Photographer**
- Introduction to Microsoft PowerPoint**
- Secrets of Better Photography**

24-Hour Access
 Online Discussion Areas
 6 Week Format
 24 Hours of Instruction
 Expert Instructors
 Sessions Start Monthly

- Introduction to Microsoft Publisher**
- Discover Digital Photography**
- Creating Web Pages**
- SAT/ACT Preparation**
- Blogging and Podcasting for Beginners**
- Introduction to Algebra**

For start dates, detailed course and registration information, visit our Online Instruction Center at:

ed2go.com/pclearn

ACTIVE

TRIPS & TOURS

2021 Multi-Day Tours

To register, email:
info@pcclearn.org.

For detailed Multi-Day Tour
itineraries, go to:
pcclearn.org/Tours

Or to have a tour itinerary mailed to you,
call or email the PCC Extension office.

See page 31 for Travel Information
and Policies.

Sequoias, Fresno Fruit Trail & Wonder Valley Ranch

Wonder Valley Ranch, Fresno County Fruit Trail,
Kings Canyon National Park

April 18-21, 2021 – 4-Day Tour

Double: \$989 / Single: \$1,189 – Deposit: \$100

Journey through California's agriculture heartland during its best season – when orchards full of ripe fruit are literally bursting with flavor! On this four-day getaway we will unpack once and enjoy a leisurely stay at the Wonder Valley Ranch Resort – the all-inclusive western-style resort nestled amongst mature oaks and sycamores in the scenic Sierra foothills. During our stay at this fun-filled resort, we will enjoy nightly happy hour, bountiful meals, and evening entertainment. In addition to a day amongst giant Sequoias in Kings Canyon National Park, we will explore the Fresno Fruit Trail – a collection of local family farms, orchards and packing houses amongst the fruit-filled countryside in the heart of California's San Joaquin Valley.



Sweet, Savory & S.L.O.

Apple Farm Inn, Coast Starlight Train,
Edible Sightseeing, Solvang

April 21-23, 2021 – 3-Day Tour

Double: \$689 / Single: \$839 – Deposit: \$100

On this unique rail journey to the Central Coast, we go in search of the tastiest treats – from cookies, pastries and chocolate to award-winning wine and Santa Maria-style barbecue. The edible sightseeing will showcase the unique flavors amongst the small towns of California's Central Coast. All-the-while, on this truly tasty tour, you will unpack once and enjoy a two-night stay at the charming, "country rustic" Apple Farm Inn featuring cozy fireplace rooms and a nightly wine reception.



Central Coast Lighthouses, Redwoods & Rail

Monterey, Carmel, Big Sur, Cambria, Lighthouse
Tours, Redwoods, Coast Starlight Train

May 23-27, 2021 – 5-Day Tour

Double: \$1,349 / Single: \$1,749 – Deposit: \$150

Join us on this unique journey along California's Central Coast – traveling by train, along the backroads, and on the spectacular Pacific Coast Highway. For centuries artists, poets, explorers, and novelists have been drawn to the rugged beauty of the California Coast. The crashing surf, the towering redwoods, the unspoiled wildlife, the historic lighthouses, the embodiment of the quintessential California spirit. We will experience it all as we enjoy stays at waterfront hotels, tours of historic lighthouses and relaxing walks on the beaches – providing a true sense of timelessness and reconnection.



Yosemite, Lake Tahoe & The Eastern Sierra

Alabama Hills, Mammoth Lakes, Mono Lake,
Tioga Pass, Tuolumne Meadows, Yosemite

August 8-12, 2021 – 5-Day Tour

Double: \$1,299 / Single: \$1,749 – Deposit: \$150

Embark on a unique adventure to discover the majesty of the Sierra Nevadas. Born of fire and ice, the granite peaks, valleys, and lakes of the High Sierra have been sculpted by glaciers, wind, and weather into some of nature's most glorious works. From the eroded rocks of the Alabama Hills, to the glacier-formed June Lake Loop, to the incredible beauty of Lake Tahoe and Yosemite National Park, this tour features Mother Nature at her best.

Travel Update

Our travel operator, Good Times Travel, is committed to ensuring the safety and enjoyment of its guests while on tours. Good Times Travel is following guidance set forth by the U.S. Travel Association developed in conjunction with the Centers for Disease Control and Prevention (CDC) to ensure that when operations resume, they do so with the most up-to-date safety measures. For more information from our travel operator, go to:

pcclearn.org/TravelUpdate

**Our Day Trips will
soon return!**

Check our website
for updates

PCC EXTENSION

PCC Extension, the Not-for-Credit Division of Pasadena City College, is self-supporting and not funded by taxpayer dollars. Courses, workshops, and programs 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, workshops, 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 a class (e.g., dishonesty, disruption, theft, property damage, or willful disobedience) may be removed without refund, and/or denied future enrollment. Offerings 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. We 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

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PCC Extension
pcclearn.org

Colorado Campus

1570 East Colorado Boulevard
Pasadena, CA 91106-2003

Foothill Campus

3035 East Foothill Boulevard
Pasadena, CA 91107-3106

Main Number: (626) 585-7608

Fax Number: (626) 585-3058

Website: pcclearn.org

Email: info@pcclearn.org

Facebook: facebook.com/pccextension

Twitter: twitter.com/ExtensionatPCC

Public Hours:

9:00 a.m. to 4:00 p.m.

Monday through Friday

PCC Extension

Elaine Chapman, MBA, M.A., CCT, Director

Richard Torres, Account Clerk

Robert Torres, Scheduling Technician

Pasadena Area Community College District

Dr. Erika Endrijonas,
Superintendent-President

Board of Trustees

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Tammy Silver, Member

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**Lifelong
Learning
Is For
LIFE**

Easy to Register!

For Fall 2020



Online:
pcclearn.org



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

Pre-Registration is Important!

Classes that do not meet minimum student enrollment may be cancelled before the first session. Your timely registration helps to ensure the necessary enrollment figures.



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

Reserve Your Space. Register Today!

REGISTRATION FORM — PCC EXTENSION

PLEASE PRINT

Date _____

Last Name (PRINT) _____ First Name (PRINT) _____ M.I. _____

Street Address _____ Apt. No. _____ City _____

Zip Code _____ Email Address _____

Mobile Number _____ Alternate Number _____

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

By submitting this registration form you agree to the PCC Extension Refund Policy.

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 _____

01/19

Registration Form also available online at: pcclearn.org/regform

General Information

Dropping A Course

Refunds are granted provided you notify PCC Extension at least three (3) business days before your class begins. Registration fee refunded in the same format as originally paid within six (6) weeks. **There are no refunds beyond this deadline.** Refunds ARE NOT issued for absences nor prorated for late registrations. **Note:** If dropping a class from a Certificate Program or a Course Series, discounts will no longer apply and the refund amount will be adjusted accordingly. 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.

ed2go / UGotClass: Refunds for ed2go and UGotClass online courses/programs are given only if a student notifies PCC by email at least three (3) business days before your online course/program begins. The registration fee will be refunded in the same format as originally paid within 6 weeks. There are no refunds beyond this deadline.

ProTrain: Refunds for ProTrain online courses/programs are given only if a student has not accessed any portion of the online course/program and the student requests a refund, in writing via email to PCC Extension within three (3) business days from the date of the course setup (email notification sent). There are no refunds for any online courses (or curricula) once a course has been accessed in any manner. If applicable, any shipped or online course reference materials (physical books, eBooks, study guides, CDs, Self-Study Kits, Videos, etc.) must be returned, unopened/unused at your own expense if you accept delivery of the package. Please understand that with enrollment and access of your online course, you have read and agreed to the aforementioned refund policy. There are no extensions granted for your course. If you do not complete your course by the end-date on your welcome letter, there will be additional fees for extended access to your course and any online reference materials such as eBooks.

Transfers

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

Cancelled Class

Minimum enrollment is required to run a class. If PCC Extension cancels a class, the registration fee is automatically refunded in the same format as original payment within six (6) weeks.

Insurance/Waivers

Insurance: PCC requires all participants carry medical/accident insurance, and does not provide this coverage. **Waivers:** Due to the nature of some classes, a liability waiver is required to participate. When required, waivers must be completed and filed with the PCC Extension office before a participant may attend 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.

Youth Classes

A link to our Release and Medical Consent form (Waiver form) will be included in your emailed confirmation letter. The form also may be found on our website, or by going to: pcclearn.org/ReleaseForm. **Complete and return form to the instructor at the first class.**

Supplies/Equipment

If a class requires the purchase of extensive supplies, or rental equipment, students must confirm class status *before making any purchase*. PCC Extension does not reimburse students for materials purchased/rented should a class be cancelled.

Class Dates

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

Instructors

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

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 the PCC Extension department. When approved, refunds will reflect processing fees per person AND any unrecoverable expenses (i.e., lodging, tickets).

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.

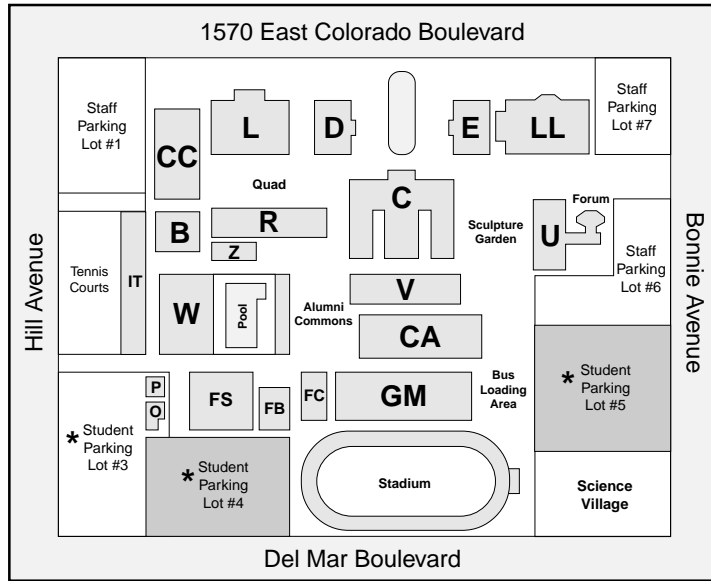
Cancellation/Travel Protection

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 en route), 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 in advance through Good Times Travel. Insurance also available for day trips.

Travel Operator

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

Pasadena City College Campus



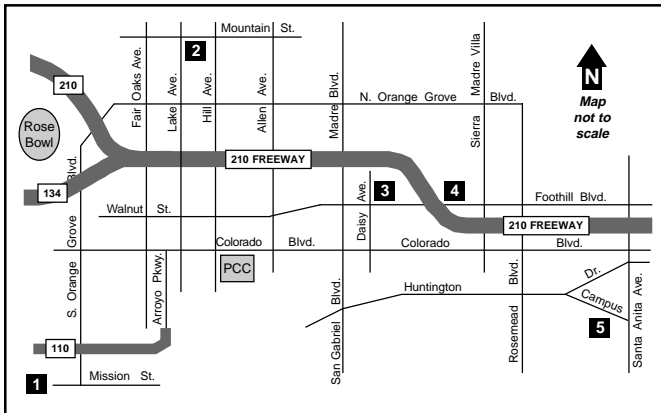
- B** Bookstore
Student Business Services
Campus Police
- C** Information - C218
Sexson Auditorium
- D** Health Center
Learning Assistance Center
- E** Physical Sciences
- L** Admissions & Records
Career Center
Counseling Services
Financial Aid
Registration
- R** Catherine J. Robbins Building
- U** Armen Sarafian Building (*closed*)
- 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/
Freeman Center
- LL** Shatford Library

*** Student Parking:**

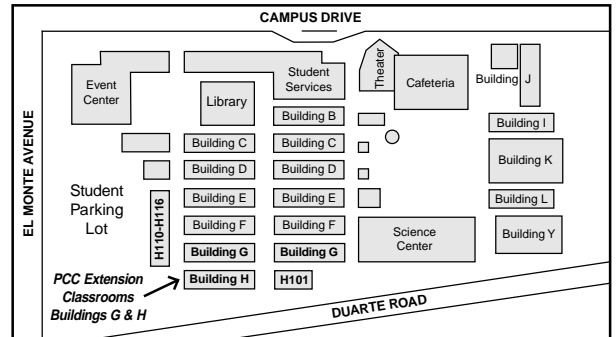
Daily permits may be purchased from the dispensers located throughout the student parking lots. **Permits cost \$2.00**, and are good for the entire day. **Note:** The PCC Flea Market is held on the first Sunday of every month. On those days, student parking is only available in Lots 3 and 4. Parking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



1
Arroyo Seco Golf Course
1055 Lohman Lane

3
Awareness Center
2801 E. Foothill Blvd.

5
Arcadia High School
180 Campus Dr., Arcadia
(see campus map above)

2
Lineage Performing Arts Center
920 E. Mountain St.

4
Community Education Center
3035 E. Foothill Blvd.

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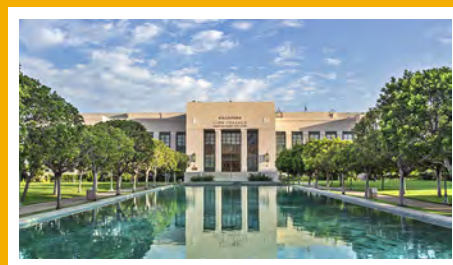
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PASADENA CITY COLLEGE
PCC Extension
1570 East Colorado Boulevard
Pasadena, CA 91106-2003

pcclearn.org
info@pcclearn.org

Pasadena City College

***Let PCC meet all your
education needs!***



Credit Classes

Degree, Certificate, Transfer – whatever your academic goal, we are here to help:
pasadena.edu/admissions-and-aid

Non-Credit Classes

Starts you off on your career pathway:
pasadena.edu/academics/divisions/noncredit

Not-for-Credit Classes (PCC Extension)

For lifelong learning and enrichment interests:
pcclearn.org

“Never stop learning; for when we stop learning, we stop growing.”
Loyal “Jack” Lewman

PCC
EXTENSION

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Or email info@pcclearn.org

