

PCC Extension

CLASSES FOR THE COMMUNITY

***What's
Your
Goal?***



Fall 2015

September 6 to December 12

pcclearn.org



Seven steps to start your Fall off right!

1

Look through the catalog

2

Instructor Bios and general information at pcclearn.org

3

Select courses!!

4

Register online, by phone, mail, or in person

5

Receive course confirmation and information

6

Attend class and add *spice* to your life!

7

Give us your feedback by logging into pcclearn.org and clicking the Course Evaluation link at page bottom

New! And Exciting!!

Write Your Holiday Memories

Train the Trainer

E-Commerce

Innovation and Entrepreneurship

Fizzy Bath Bombs

Body Butter

Savvy IRA Planning for Boomers

Cake Skills

T-Shirt Upcycle

Folk Harmonica

Speak and Get Hired

Self Defense for the Workplace

The Answer is Vegan

Unique Offerings!!

The Donald Brinegar Singers

Welding Tests

Divorce Workshop for Women

Certificated (2-Day) Film School

Mini Mozart Music

Special Education and Your Rights

Online Traffic School

Favorites!!

Private Pilot Ground School

Clutterology

Urban Survival Skills

Spanish for the Workplace *online*

Kundalini Yoga

Italian

College Funding

Professional Make-up Artistry

PCC Extension

Fall 2015

CAREER

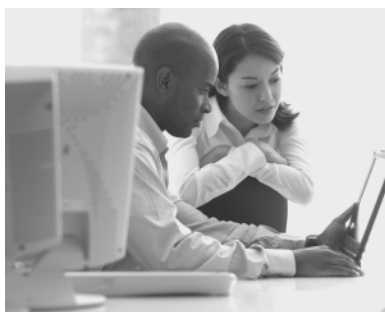
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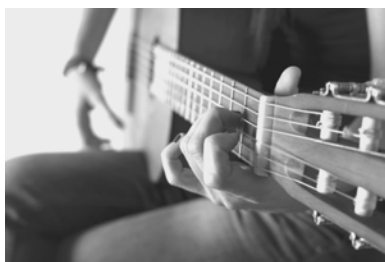
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LEGEND



Online



Certificate Program

NEW

New for Fall 2015

Locations:

PCC - Pasadena City College

AHS - Arcadia High School

Certificate in Customer Service



In partnership with UGotClass

Customer service is now essential for business and all work organizations. Whether it relates to retaining customers, serving your audience, or turning inquiries into sales, good customer service is a central factor in organizational success. Enhance your career skill set, improve productivity, and increase your organization's success. Also includes extraordinary customer service techniques not found elsewhere.



Enroll both courses for \$245.
Both one-month courses must be completed to qualify for your certificate.

Keys to Customer Service



Building customer service skills will have a powerful impact on your career success as well as success in other areas of your life. Discover the direct relationship between service skills and career achievement, and become an exceptional service provider.

4525X ONLINE COURSE \$145
Sep 8 (Additional start dates available)

Extraordinary Customer Service



Transform your personal customer service into something extraordinary because customer service separates you from your competition. Extraordinary customer service comes from focusing upon the few essential elements that yield big results. Discover how easy it is to tweak your customer service, and take away a customer service plan to help you focus upon the key elements to get you started on your pathway to success.

4514X ONLINE COURSE \$145
Oct 5 (Additional start dates available)

Programs start monthly.
Visit pcclearn.org/UGotClass for detailed program descriptions, requirements and start dates.



Supervisory & Leadership



In partnership with UGotClass



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

4521X ONLINE COURSE \$395
Sep 8 (Additional start dates available)



E-Commerce

The Ultimate Home-Based Business

Instructor: Mike Rounds

E-commerce sales, growing by 23 percent per year, will reach \$2.4 trillion by 2016! If you want to enter the lucrative world of e-commerce, but are afraid of the costs and technical complexity, then this class is for you! Join us and learn to create an e-commerce site for free and have it up and running in less than 24 hours! Topics include:

- Seven types of e-commerce businesses
- Using drop shipping
- Realities of affiliate marketing
- Incorporate pay-per-click marketing
- Obtain a free list of drop shipping suppliers

Building your site, adding a shopping cart, selling products, linking to major search engines, and driving traffic to your site will be discussed. \$30 material fee payable in class.

0335X AHS J110 \$45
Nov 4 W 6:30pm-9:30pm

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 the Workplace



Bridges the communication gap between English and Spanish-speaking co-workers and clients; and includes approximately 700 commonly used Spanish words and phrases.

5221X ONLINE COURSE \$165

Spanish for Educators



Designed for teachers, administrators, front office staff, and anyone working with Spanish-speaking students and parents. Covered: basic greetings and vocabulary, phrases for the reception area, registration, classroom items, phrases for younger students, study skills, behavior, and school rules.

5225X ONLINE COURSE \$165

Spanish for Health Care



Designed for nurses, doctors, health care administrators, front desk workers, and those working with Spanish-speaking patients. Covered: basic greetings and vocabulary, job titles, admissions and intake, insurance terms, body parts, medical history, patient examination, discharge instructions, and common injuries and accidents.

5222X ONLINE COURSE \$165

Continue learning with in-class Spanish language classes. See page 29

Online Courses, Certificates and Programs

In partnership with ProTrain

Management Programs
Six Sigma Programs
Cisco Certified Courses
Computer Forensics
Green/Renewable Energy
Additional Occupational Spanish Courses

For a complete listing of programs and descriptions, go to:

pcclearn.org/ProTrain

Notary Public Courses

Instructor: Thomas Peavyhouse

Notary Public Licensing

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

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

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

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

When registering, indicate start date

0390X	PCC R221	\$89
Sep 12	Sa	8am-4pm

0390X	PCC R221	\$89
Nov 7	Sa	8am-4pm

Loan Signing Specialist

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

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

0315X	PCC R115	\$65
Sep 27	Su	9am-1pm

Career Training Center - Online

Certified Residential Interior Designer

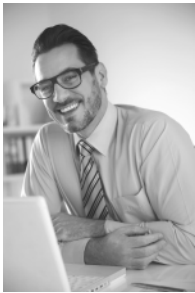
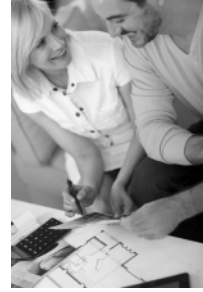
Learn the basics comprising good design, design styles, composition, and materials as you develop a design concept for a living room.

Marketing Design Certificate

Learn to create logos, advertisements, and communication pieces using Photoshop, Illustrator, and PowerPoint.

Records Management Certificate

Learn the particulars of establishing a records management program for electronic, magnetic, and paper media.



Business

Chartered Tax Professional
Payroll Practice and Management
Professional Bookkeeping with QuickBooks 2013
Certified Mediator and Conflict Resolution Specialist
Purchasing and Supply Chain Management
Human Resources Professional
Technical Writing
Graphic Design with Photoshop
Non-Profit Management

The Web

Web Design Professional
Web Applications Developer
Webmaster
Mobile Web Developer
Search Engine Marketing



Hospitality and Service Industry

Casino Poker Dealer
Retail Customer Service Skills Training
Food and Customer Service Skills Training
Certified Protection Officer



Additional programs in:

- Business and Professional
- Healthcare and Fitness
- IT and Software Development
- Management and Corporate
- Media and Design
- Hospitality and Service Industry
- Skilled Trades and Industrial

For a complete listing of Certificate programs and courses, including detailed descriptions and pricing, go to pcclearn.org/CTC. **Financial Aid Available!**

Certificate Programs and Courses - Online

Management Certificate

A certificate program for supervisors, managers, and emerging leaders providing the skills to create clear expectations, engage and motivate employees from different generations, and improve management time and productivity.

Management Boot Camp	\$295
Managing Generations in the Workplace	\$175
Time and Productivity Management	\$195

*Sign up for all three at once and save \$70
\$595 for all three courses and Certificate*



Data Analysis Certificate

Add a new skill set to your portfolio designed to positively affect your organization with a certificate in Data Analysis.

Introduction to Data Analysis:	\$195
Intermediate Data Analysis:	\$195
Advanced Data Analysis:	\$195

*Sign up for all three at once and save \$90
\$495 for all three courses and Certificate*



Project Management Certificate

Learn the templates, tools, and skills, including the five Project Management Processes related to the Project Management Body of Knowledge Guide, to confidently manage any project.

Introduction to Project Management	\$195
Project Management Knowledge Areas	\$195
Project Management Project Processes	\$195

*Sign up for all three at once and save \$90
\$495 for all three courses and Certificate*

Additional Certificate Programs (more online!)

Video Marketing (2 courses)	\$395
Customer Service (2 courses)	\$245
Workplace Communication (3 courses)	\$595
Business Coaching (2 courses)	\$395
Executive Leadership (3 courses)	\$695
Entrepreneurship (3 courses)	\$495
eMarketing Essentials (3 courses)	\$495
Business Research (3 courses)	\$495

Social Media for Business Certificate

Gain an understanding of social networks such as Facebook, Twitter, blogging, YouTube, and LinkedIn; and learn the practical, how-to techniques to integrate social networks into your organization or business.

Introduction to Social Media	\$195
Integrating Social Media into Your Organization	\$195
Marketing Using Social Media	\$195

*Sign up for all three at once and save \$90
\$495 for all three courses and Certificate*

Courses and Workshops (more online!)

Law for Non-Lawyers	\$195
Google Analytics	\$195
Creative Problem Solving	\$195
Neuro Linguistic Programming (NLP) Fundamentals	\$175
Mastering Microsoft Excel	\$195
Best Practices in Event Management	\$445
Spanish for Medical Professionals	\$145
Onboarding New Employees	\$195
Get Things Done	\$245
Interview Skills	\$295

For a complete listing of Certificate programs and courses, including detailed descriptions and pricing, go to pcclearn.org/UGotClass.



Special Event or Wedding Planner Workshop

Instructor: Farla Binder

This information packed workshop includes invaluable techniques for those wanting to start an exciting, lucrative career in special events as well as for those who just want to create one great party. Participants will learn about career opportunities and how to enjoy coordinating their next special gala, wedding, corporate or social event, fundraiser or small, private gathering. Class members will take home useful checklists, tools, and other practical resources. Students will learn how to find unique event locations, coordinate stress-free events, develop an event format, and create an event budget and timeline. \$25 materials fee payable at class.

2247X AHS J105 \$45
 Sep 21 M 6:30pm-9:30pm

**NEW Speak and Get Hired™
 How to Beat Out the Competition
 During the Interview**

Instructor: Derrick-Lewis Noble

What has been keeping you from landing that dream job? What do confident speakers have that helps them get hired? This interactive workshop is structured for job-hunters who know they need to improve their communication skills in order to beat out the competition and get hired! Topics include:

- Exercises to assess where your speaking skills need improvement
- Methods to know your potential employer and distinguish yourself
- Verbally presenting facts, statistics, and stories to be noticed, heard, and hired
- Eliminating the fear factor before your interview

\$30 materials fee is payable in class.

2095X PCC R221 \$45
 Sep 26 Sa 10am-1pm

**NEW Train the Trainer
 Become an Effective Trainer
 and Presenter**

Instructor: Connie Sparks

This dynamic two-day skills workshop provides the skills and tools relevant to live classroom facilitation and effective delivery. This course is designed for consultants, teachers, and group speakers. Take advantage of this opportunity to learn how to hone your presentation skills, and build your training and development business. Whatever your presentation skill level, this intensive workshop will sharpen your skills and help you understand what makes a good presenter great. \$40 materials fee payable in class.

0444X PCC R117 \$65
 Nov 14-Nov 21 Sa 10am-1pm



**Professional Organizing - A Career
 Secrets from a Professional Organizer**

Instructor: Nancy Miller

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

- Using the Clutter-Hoarding Scale
- Structuring your business
- Impressing your first client

Note: This class will not cover methods of organizing, or how to organize people; and is not for those wanting to become organized. \$30 materials fee payable in class.

0391X AHS J104 \$45
 Oct 12 M 6:30pm-9:30pm

Import/Export Program

Instructor: Sinclair Rimmon

International trade can be financially rewarding and enjoyable. Sign up for these dynamic seminars to learn the particulars of doing business around the world.



Import/Export for the Successful Entrepreneur

Import/Export Introduction

For those desiring to own a profitable and fascinating business, come explore the wide range of opportunities in the import/export business. Topics include: international trade shows and fairs; finding a profitable product; sources of products in the US and abroad; negotiating with foreign and domestic suppliers; Customs rules and procedures; international banking; shipping and insurance; selling products.

0339X	PCC R113	\$39
Oct 31	Sa	10am-12pm

Import/Export Intensive

This class will give students specific information about importing/exporting as a business or career field. Topics include: obtaining free samples; terms of payment; fundamentals of marketing in the USA and internationally; tools to increase sales and profits.

0340X	PCC R113	\$39
Oct 31	Sa	1pm-3pm

Channels of Distribution

Import/Export

This class will expand your knowledge by providing specific information regarding the channels of distribution. Topics include: profitable ways to sell products; sources of international marketing information; general international trade procedures; profile of a successful import/exporter.

0341X	PCC R113	\$39
Nov 1	Su	10am-12pm

Joy of Communicating and Negotiating

Reach Your Goals & Life Fulfillment

A practical class for communicating and negotiating powerfully and effectively to achieve win-win results in business and personal relations. Learn the delight of communicating assertively with grace and without anxiety, how to express yourself clearly, explain your ideas convincingly, and motivate others to believe in you.

0342X	PCC R113	\$39
Nov 1	Su	1pm-3pm

Enroll in all four classes at the same time and receive a \$16 discount!

PCC Extension Contract Education Customized Training Solutions

Moving your business forward

We begin by planning what the goals you want to achieve.

- What improvements do you want?
- What behaviors do you want?
- What are your competitors doing?

Look to PCC Extension for all your training needs. We will work with you to align course content to your training goals with clearly defined learning outcomes.

**PCC Extension
(626) 585-7608**

Hairstylist Secrets for a Six-Figure Income Certificate Program

Instructor: Karen Spinelli



This series of four workshops provides the secrets of commanding a six-figure income. Seasoned stylists and cosmetology students desiring to make an investment in their future will benefit from this opportunity. Cosmetology school teaches technique while enabling students to learn skills and hone talents. These workshops address the business side of the business of being a successful stylist. Each class unwraps a secret of successful stylists!

Uniquely You

Secret 1

Ready Aim Fire! Know who you are, what you want, and how to get there! Do you want to work in a salon, own a salon, work in film or television, win hairstyling awards, or be an educator for a product company? How much money do you want to make? Join us and hear from industry professionals: how each chose their career, real life scenarios, and realities of careers in the industry.

0451X	PCC R111	\$45
Nov 8	Su	9am-12pm

Calling All Clients

Secret 2

Four out of five licensed cosmetologists give up when they realize how difficult it is to get clients! New stylists often believe that salons provide them with clients, or that clients simply walk in the door. Clients are how we earn a living, showcase our talent and creativity, and develop a following. Come learn how to promote your business and build your client base. **Note:** Students must bring a tablet or laptop computer to class.

0452X	PCC R111	\$45
Nov 8	Su	1pm-4pm

Customer Loyalty

Secret 3

This workshop covers “The Client Star,” detailing the five secret points to exceptional customer service. Commit “The Client Star” to memory and practice it consistently and you will be one of the top stylists in the industry!

0453X	PCC R111	\$45
Nov 15	Su	9am-12pm

Six-Figure Down Time

Secret 4

You make all your future money when you do not have a client. Down time is the time in the salon when there are gaps in your book, or when a client does not come in or cancels. It is the time when a client’s hair is processing, or when a client is running late. This workshop will divulge what to do with your down time with a focus upon future clients and Six-Figure success. **Note:** Students must bring a tablet or laptop computer to class.

0454X	PCC R111	\$45
Nov 15	Su	1pm-4pm

Enroll in all four classes at the same time and receive a \$20 discount!



Professional Make-Up Artistry

Instructor: Michele Godinez

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

When registering, indicate start date

0413X	PCC R307	\$79
Sep 19-Sep 26	Sa	9am-5pm

0413X	PCC R307	\$79
Nov 14-Nov 21	Sa	9am-5pm

Acting Techniques for the Real World

Instructor: June Chandler and staff

Here is your opportunity to study with June Chandler's Actors Workshop in a top casting studio at a community college price. Students will practice techniques *on camera* each week! You will go behind the scenes and experience first hand what professional actors do. Topics include:

- Acting and Commercial Techniques
- Camera Technique
- Audition Technique
- Career Administration

Note: Some of the course curriculum is similar to our "For the Love of Acting" class, however, this course does take place in a studio environment on camera, and a higher level of performance is expected. An optional color photo shoot is available at a discount. **Class is designed for adults.**

7730X		\$129
Oct 18-Nov 22	Su	4pm-6:45pm

Class held at Zydeco Studios, Studio City (directions provided upon registration).

For **Beginning Acting** classes, turn to page 37.

Certificated (2-Day) Film School Produce, Write, Direct, Act

Instructor: Dov S-S Simens

Quentin Tarantino and Will Smith are just two of the famous graduates of this intensive filmmaking course. Anyone can write, produce, direct or even star in an independent feature film if given the basic information. **Day 1: "Write, Direct, Shoot & Edit"** a step-by-step process from idea and script to post-production on budgets ranging from \$20,000 to \$2,000,000. **Day 2: "Produce, Budget, Finance & Distribute"** a proven process to market and sell your feature film around the world, and to profiting from Theatrical, On-Demand, Cable, TV, Streaming, Foreign, Licensing & Product Placement deals. **Bonus:** Screenwriting A-Z, 3D Basics, Film Festival Planning, China co-productions, Government Financing, and Product Placement Deals are covered. **Note:** Students receive a Filmmaker's Workbook, Producer's Diploma, and Filmmaker's Certificate.

4215X		\$395
Sep 5 & 6	Sa & Su	9am-6pm

4215X		\$395
Dec 5 & 6	Sa & Su	9am-6pm

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

Voiceover Classes

Partner: Voices For All


Voiceover Professional: A New Career

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

4210X	PCC R121	\$49
Sep 19	Sa	10am-12pm



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

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

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

Medical Insurance Billing Certificate



A re-designed program for greater success! Completion of the three core classes culminates in a Medical Insurance Billing Certificate. Includes the latest HIPAA Compliance Regulations.

Enroll in all three core classes at the same time and receive a \$30 discount!

Medical Terminology

Instructor: Arlyn Tagamolila-Que

This course is designed for individuals who want to pursue a career or enhance their potential for advancement in the healthcare field. Examples of key and relevant topics, which will be presented, analyzed, and discussed, are the following: the rules and structure of medical terminology, anatomy and functions of the organ/system being studied, and the etiology, diagnostic procedures and management of pathological conditions. \$105 materials fee (for textbook and handouts) payable in class.

0326X	PCC R108	\$385
Sep 6-Oct 25	Su	9am-4pm

Coding: ICD-10CM/ICD-10PCS

Instructor: Joselito Capili

The new ICD-10 CM codes provide greater specificity and additional details for describing patient diagnoses and classifying inpatient procedures. This positive change will enable reimbursement data to better reflect the intensity of a patient's condition and diagnostic needs. The new codes address medical and technical advances, and update disease classifications reflecting current practice. It is designed to streamline payment operations through greater automation and fewer payer-physician inquiries, thereby decreasing delays and inappropriate denials; and will provide payers, program integrity contractors, and oversight agencies improved methods for detecting fraud. ICD-10 CM codes provide more accurate information in support of the development and implementation of important healthcare policies nationally and regionally. The transition affects all covered entities as defined by HIPAA compliance. \$20 materials fee payable in class.

Prerequisite: Medical Terminology

0327X	PCC R104	\$325
Nov 1-Dec 20	Su	9am-3:45pm

Stand Alone Class

For previous Coding: ICD-9 students

0327X	PCC R104	\$325
Sep 6-Oct 25	Su	9am-3pm

Medical Insurance Billing

Instructor: Joselito Capili

Students will learn the basic principles of medical billing, recognize the different forms used by third-party payers, create a clean claim (1500 form) and define insurance billing terminology and types of coverage. Students will learn the responsibilities of a medical insurance specialist, the life cycle of an insurance claim, and the various templates for billing commercial insurance. Learning ICD-9-CM coding transitioning to ICD-10-CM is important, anticipating the major changes in processing claims effective October 1, 2015, the effective date of ICD-10-CM in the United States. *Uses textbooks from previous classes.* \$18 materials fee payable in class.

Prerequisite: Medical Terminology, Coding: ICD-10CM/ICD-10PCS

0328X	PCC R104	\$325
Jan 10-Mar 6	Su	9am-3pm

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.

Certificate in Complementary and Integrative Health

Certificate in End of Life Care

Certificate in Food, Nutrition, and Health

Certificate in Gerontology

Certificate in Healthy Aging

Certificate in Spirituality, Health, and Healing

Programs start monthly. Visit pcclearn.org for detailed program descriptions, requirements and start dates.

**The Entrepreneur’s Guide
A Checklist for Success**

Instructor: John Feeney

If you are serious about starting a new business, or have recently begun a new business, the information gained from attending this powerful workshop will assist you in achieving success. Owning a business is exciting, however, statistically, more than 90% of new businesses fail in the first year. The presenter is a co-founder of the Pasadena Angels, an investment group comprised of individuals who have invested more than \$25M in start-up companies; and he has personally started more than ten firms. Join us, share, and gain both insight and answers. Optional \$10 book purchase.

0386X PCC R117 \$45
Sep 26 Sa 10am-1pm

**NEW Innovation and Entrepreneurship
101 Tips to Practice**

Instructor: Biju Variyam

Entrepreneurs thrive on new ideas! The focus of this workshop is innovation leading to entrepreneurial success. Some believe that innovation, or new ideas, is a skill only possessed by the smartest of the smart, while others believe it is a flash of genius, a onetime occurrence. The truth is that all successful businesses have unique and different ideas – their reason for success. Join us as we discuss where and how to look for new ideas as well as the steps to turn ideas into exciting new and different products, services or even processes. Case studies of successful entrepreneurs who created wealth by repeatedly introducing innovation/new ideas into their businesses will be included as will tips for successful businesses.

0319X PCC R113 \$49
Nov 7 Sa 9am-1pm

Start Your Own Small Business

In partnership with ed2go



Learn how to take your dream of starting a business and put it into action. In this class, you will learn everything you need to know about starting a business. Discover the tricks to picking the right opportunity. Learn how to develop proven marketing techniques to easily build sales. Understand both traditional and nontraditional financing options. Discover easy-to-implement employee-management procedures. Learn how to write business policies to build your business. Courses start monthly. Visit pcclearn.org for more information.

4941XE ONLINE COURSE \$105
Start dates: Sep 16, Oct 14, Nov 11, Dec 9

Business Startups

Instructor: Connie Sparks

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

The ABCs of Starting a Business

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

0423X PCC R117 \$39
Sep 19 Sa 10am-12pm

You Need a Business Plan!

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

0422X PCC R117 \$45
Oct 3 Sa 10am-1pm

**Marketing Made Easy
on a Small Budget**

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

0429X PCC R117 \$39
Oct 31 Sa 10am-12pm

Computer Classes

Instructor: Bob Cohen

iPhone, iPad, and I'm Lost®

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

0513X	PCC R113	\$45
Sep 19	Sa	9am-12pm

Social Media Marketing

Students will learn how to use Social Media sites to market just about anything, from businesses and non-profits, to books and bands! Topics include how to create a Facebook page, how to link it to Twitter, and how to create 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 use to save time. *See note.*

0516X	PCC R113	\$45
Sep 19	Sa	1pm-4pm

Facebook & Twitter: How to Connect

Facebook, Twitter, LinkedIn and blogs have changed how people use the Internet. Whether you want to stay in touch with family and friends or learn how to leverage social networking for your business, this workshop is designed to give you an understanding of these exciting tools, how each one differs and how each may be used to its best advantage. *See note.*

0510X	PCC R113	\$45
Sep 27	Su	9am-12pm

Building an App Development Business

Students will learn all the steps to take your app idea from concept to the app stores. The course will cover how to determine the right market for an app, how to plan your design, the resources you will need to build it, the steps for building your app, and getting your app listed on the stores. And students will learn the most popular app categories, tools for making apps with little or no programming experience, and how to find skilled app developers if you need help. *See note.*

0520X	PCC R113	\$45
Sep 27	Su	1pm-4pm

Blogging for Fun and Profit

Students will learn what a blog is, where blogs are found, and how to get a blog for free. Join us and find out how to share your pictures and videos with family, friends, organizations, and customers. You may even use your blog to share your ideas with the world, and perhaps make money doing it! *See note.*

0507X	PCC R113	\$45
Oct 11	Su	9am-12pm

Improving PC Performance

Speed up your PC and keep it free of spyware, viruses, old files, and applications that can slow it down. Students will learn valuable tips and techniques that can help solve common computer problems and avoid long tech support calls or upgrades. The course also will cover the top ten things to know to keep your PC "tuned." *See note.*

0508X	PCC R113	\$45
Oct 11	Su	1pm-4pm

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



Web Site Building

Instructor: Mike Rounds

If you can use a word processor, you can create your own website in just minutes for free including text, graphics, a shopping cart; and you may even customize it. Forget about learning HTML code, buying expensive software programs, or spending days in classroom sessions. This workshop will show you how to have your site up and running in just minutes plus you will understand the BEST parts and pieces to put on your site to make it work the way you want it to, as well as how to link and list it with the major search engines. \$30 materials fee payable in class.

0504X	AHS J105	\$45
Oct 12	M	6:30pm-9:30pm

Microsoft Office Classes

Instructor: Jose Ruiz

These courses are designed for individuals who own and use laptops or notebook computers, and who want to learn the tricks of the trade of "really" using Office features. Courses designed for PC versions of Microsoft Office 1993 through 2013. **Note:** Students must bring laptops to class and have Office software **already installed**. *This is not a beginning computer class; knowledge of Windows is required.*

Enroll in all three classes at the same time and receive a \$15 discount!

Word

Almost every office needs to prepare documents and correspondence and Word is the leading software in most offices. This class covers functions and shortcuts not usually mentioned in manuals, and in addition, students will discover little known but important uses for Word. Every day functions like margins, tabs and paragraph formatting will become second nature when you learn to use tables, dot leaders, special font editing and page layout features. \$5 material fee payable in class.

When registering, indicate start date

0543X	AHS J112	\$65
Sep 14-Sep 16	M & W	6:30pm-9:30pm

0543X	AHS J112	\$65
Oct 12-Oct 14	M & W	6:30pm-9:30pm

Excel

This hands-on class will put you on the fast track for working with the world's leading spreadsheet application. Designed for the person who needs to "crunch" numbers, this class covers the essentials of Excel including formatting styles, formulas and functions, objects and charts, and data management. Come to class with your laptop and leave with a fully working personal budget which will include income, expenses, variables, and charts to track your monthly expenses. \$5 material fee payable in class.

When registering, indicate start date

0544X	AHS J112	\$65
Sep 21-Sep 23	M & W	6:30pm-9:30pm

0544X	AHS J112	\$65
Oct 19-Oct 21	M & W	6:30pm-9:30pm

PowerPoint

Ever think of making commercials? This class shows you how to harness the power of PowerPoint to make eye-catching presentations that rival some television ads. Insure your audience will get the message and at the same time be riveted to the screens you create using animated images, splashy colors and vibrant sound effects. Learn about the built-in wizards and templates that will insure you make a first class professional presentation. As an added bonus we will discuss how to prepare a slide show to run on any computer, even one that does not have PowerPoint. \$5 material fee payable in class.

When registering, indicate start date

0545X	AHS J112	\$65
Sep 28-Sep 30	M & W	6:30pm-9:30pm

0545X	AHS J112	\$65
Oct 26-Oct 28	M & W	6:30pm-9:30pm

Also available from Jose Ruiz

Photoshop

Adobe Photoshop is the leading image editor used by photographers, artists, designers to enhance images. This introductory class begins with the basics and progresses to creating collages, recoloring, and adding and removing images. Also covered will be some of the more exciting features of Photoshop. The class is designed to cover any version of Photoshop. **Note:** *Must bring laptops to class and have Photoshop software already installed.* \$5 materials fee is payable in class.

When registering, indicate start date

0550X	AHS J112	\$65
Oct 5-Oct 7	M & W	6:30pm-9:30pm

0550X	AHS J112	\$65
Nov 2-Nov 4	M & W	6:30pm-9:30pm

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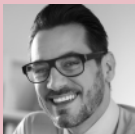
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- Leadership
- Building Teams That Work
- A to Z Grant Writing
- Marketing Your Business on the Internet

Internet

- Creating Web Pages
- Designing Effective Websites
- Intro to Dreamweaver
- Intro to Flash
- Creating WordPress Websites
- Intro to CSS3 and HTML5
- Intro to Java Programming
- Intro to JavaScript
- Creating Mobile Apps with HTML5
- Microsoft Outlook
- Achieving Top Search Engine Positions
- Learn to Buy and Sell on eBay

Computer

- Keyboarding
- Computer Skills for the Workplace
- PC Troubleshooting
- PC Security
- Intro to Windows 8
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Access
- Intro to PhotoShop
- Intro to Networking
- Intro to SQL
- Intro to Programming
- Photoshop Elements for the Digital Photographer

Test Prep

- GED Preparation
- SAT/ACT Preparation
- GRE Preparation
- GMAT Preparation
- LSAT Preparation

Writing

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

Enrichment

- Speed Spanish
- Discover Digital Photography
- Secrets of Better Photography
- Intro to Natural Health and Healing
- Genealogy Basics
- Math Refresher
- Keys to Effective Communication

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

pcclearn.org

Investment Classes

Instructor: Jalon O'Connell

Understanding Stocks and Bonds

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

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

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

0406X AHS J110 \$45
Sep 30 W 6:30pm-9:30pm

Mutual Funds and Annuities Explained

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

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

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

0407X AHS J110 \$45
Oct 7 W 6:30pm-9:30pm

Master Your Money

Learn how to invest intelligently and profitably so that you may secure your financial future! This all encompassing class focuses upon investment strategies and products to maximize your investment returns, lower your taxes, and minimize your risk. Topics include:

- Understanding the language of the stock market
- Recognize the common characteristics successful investors share
- Discuss economic history and analyze economic forecasts.

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

0408X AHS J110 \$59
Oct 21-Oct 28 W 6:30pm-9pm



Building Your Financial Portfolio on \$50 a Month (or Less)

Instructors: Bobbie & Eric Christensen

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

0314X PCC R115 \$45
Oct 25 Su 9am-12pm



College Funding: How to Beat the High Costs of College

Instructor: Bryan Schwartz

This course will provide parents and students with insightful and straightforward facts needed to beat the high cost of college. Join us and learn how to avoid common mistakes, understand how the system works, and how to secure the most money for college. Topics include:

- Fill out the complicated financial aid forms accurately and on time
- Select a college that will give you the best financial aid package
- Send your child to an expensive private university for less than a state school

\$5 materials fee payable in class.

0371X AHS J110 \$39
Sep 16 W 7pm-9pm

NEW Savvy IRA Planning for Boomers

Instructor: Pamela Robinson

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

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

\$5 materials fee for *The Baby Boomers Guide to IRA Planning* payable in class.

0313X PCC R205 \$39
 Sep 26 Sa 10am-12pm

Estate Planning

Instructor: Samuel Rad

Did you know that your "estate" consists of everything of value: cash, clothes, cars, real estate, investments, retirement accounts, and pensions accumulated throughout your lifetime? Join us for this informative and interactive class to learn how to preserve and manage your assets while you still can, and then transfer them to your loved ones after you pass away. This process involves weighing various personal and financial decisions and creating legal arrangements to carry out those decisions. Topics include how to properly receive an inheritance as well as how to give one, strategies to avoid expensive delays and legal challenges, and intelligent distribution of assets, and charitable giving. Wills, trusts, asset protection, probate and family businesses also will be discussed.

0415X AHS J111 \$39
 Sep 16 W 7pm-9pm

**Medicare 101
 The ABC and D's of Medicare**

Instructor: Ron Tanji

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

2262X PCC R121 \$39
 Oct 17 Sa 10am-12pm

Financial Classes

Instructor: Cynthia Schwert

Savvy Social Security for Boomers

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

0311X PCC R121 \$39
 Oct 10 Sa 9am-11am



Retirement Income Planning

This information-packed workshop focuses upon sound financial strategies to help you make the most out of retirement. Topics include:

- Determining investments to help build an income producing portfolio
- Tapping into retirement accumulations to make the most of your income stream
- Investing for income potential, growth, and stability
- Learning the tax implications of different retirement plan distribution methods
- Using financial vehicles to last a lifetime

See note.

0412X PCC R121 \$39
 Oct 10 Sa 11am-1pm

Note: \$5 materials fee payable in each class.

Home Buying Simplified
A Step-By-Step Guide for the First Time Buyer

Instructor: Sandra Tupurins

Students will learn how to prepare for a successful home buying process. The major topics covered will include:

- Financial qualifying guidelines
- Conventional and FHA mortgages
- Down payment requirements
- Credit score and its importance
- Short sales and foreclosures
- Current housing market trends

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

3913X PCC R113 \$39
 Oct 17 Sa 9:30am-1pm



Commercial Real Estate Investment

Instructor: David Chen

Real estate always has been a sound investment. Do you know why – or how to approach real estate investment opportunities? This course will provide students with the basic knowledge necessary to begin investing in commercial real estate. Topics include commercial real estate basics, real estate finance, market analysis, commercial leases, entitlements and city approvals, and design, construction and upkeep.

3920X AHS J111 \$69
 Oct 12-Nov 2 M 6:30pm-8:30pm

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If you have a skill, talent or knowledge that you want to share and you enjoy teaching we would like to hear from you. We seek individuals who have mastered a specific skill or subject, have developed a course and who effectively communicate with others.

To download our course proposal forms, go to:

pcclearn.org/newcourse



What's for Dinner?

Cooking Series

Instructor: Andrea Schenck

What's for Dinner? is a hands-on cooking series (we prep, cook and eat!) that will show you how to plan, shop and cook easy and healthy meals everyone will enjoy! These classes focus upon basic cooking, knife skills, organic ingredients, and whole foods. You may sign up for one Saturday cooking class or take all three. Each class is unique and will offer different recipes. Come join us for fun in the kitchen! **Featuring new selections for Fall!**

Farmer's Market Feast

Features Zucchini and Ginger Soup, Pork Shoulder Carnitas with Fresh Guacamole, & Arugula Salad with Goat Cheese. \$30 materials fee payable in class.

3422X	PCC CC-Bldg	\$45
Sep 19	Sa	9am-12pm

Comfort Foods

Features Sweet Potato Soup with Bacon, Grilled Steak Hash with Potatoes, Peppers and Onions, & Cucumber and Avocado Salad. \$30 materials fee payable in class.

3422X	PCC CC-Bldg	\$45
Oct 3	Sa	9am-12pm



Taste of Italy

Features Organic Vegetable Minestrone, Rustic Italian Lasagna with Sausage, Mushrooms and Spinach, & Grilled Caesar Salad. \$30 materials fee payable in class.

3422X	PCC CC-Bldg	\$45
Oct 17	Sa	9am-12pm

NEW The Answer is Vegan!

Instructor: Carol Cymerint

Do you have concerns about weight loss, health issues, loss of energy and stamina, or Type 2 Diabetes? A vegan or quasi-vegan diet/lifestyle has been shown to provide positive benefits for all these concerns. Prepared correctly, vegan foods taste great, are easy to prepare, and satisfy the most robust of appetites while eliminating the animal fat, starch, and cholesterol of prepared foods. Join us and discover the ease of a vegan diet, and the health benefits of a vegan lifestyle. Topics include:

- History of veganism
- Vegan diet health benefits
- Weight loss, naturally
- Vegan shopping
- Recipes
- Weekly vegan diet guide

Optional book available for purchase in class.

3403X	PCC R121	\$45
Nov 14	Sa	10am-1pm

Icing Cookie Decorating

Instructor: Atsuko Glick

Here is the way this beginning icing cookie class crumbles. Every student will leave with a no-fail recipe for cookies, Royal icing, and all the tricks and tips needed to create delicious and beautiful cookies. Students will practice on pre-baked cookies. \$20 materials fee payable in class.

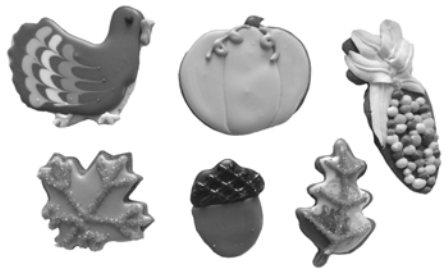
When registering, indicate start date

Halloween theme

3427X	PCC CC-Bldg	\$55
Oct 20-Oct 27	Tu	6:30pm-8:30pm

Thanksgiving theme

3427X	PCC CC-Bldg	\$55
Nov 10-Nov 17	Tu	6:30pm-8:30pm



Baking Classes

Instructor: Grace McKeown

Basic Baking

Build your baking repertoire with a solid foundation. Uncover the mystery of why muffins turn into lead. Learn to make scones that are as tender as those you find at Tea Shoppes. This class is for anyone wanting to explore baking from the beginning. Topics include: quick breads, scones, cookies, puddings & custards, classic dried-fruit scones, banana bread; Gluten-free bran muffins, classic oatmeal cookies, Butterscotch pudding. \$20 materials fee payable in class.

3410X	PCC	CC-Bldg	\$55
Sep 12		Sa	10am-2pm



Savory Baking

This is a baking course for bakers want to start incorporating savory ingredients into their repertoire. We will approach fruit with a herbs, cheese, vegetables and meat in the guise of the familiar tart, cookies, doughnuts and quickbreads.. \$20 materials fee payable in class

3425X	PCC	CC-Bldg	\$55
Sep 26		Sa	10am-2pm

NEW

Cake Skills

This class celebrates the classic American dessert: CAKES! Join us and bake; stack 3 and 4 layers; frost; and perhaps even pipe cakes. You will leave class with a repertoire of guaranteed to please favorites: classic white and yellow; chocolate devil's food; light-as-air chiffon; carrot; and a cake of your own! \$20 materials fee payable in class.

3429X	PCC	CC-Bldg	\$55
Oct 10		Sa	10am-2pm

Yeast Breads

You will never buy grocery store bread again! This class guides you through yeast breads and introduces breads made from commercial yeasts. While the doughs are proofing, we will make a variety of flavored butters and spreads to serve with the hot finished product. Classic White Bread; Rosemary Focaccia; Seven-Grain Honey Bread; Sweet Vanilla Challah; Buttermilk Potato Bread; Olive Tapenade; Chive Compound Butter; Seasonal Fruit Spreads. \$20 materials fee payable in class.

3412X	PCC	CC-Bldg	\$55
Oct 24		Sa	10am-2pm

Whole-Grain Baking

Whole grains are showing up in all sorts of recipes. In this class, explore how whole grain flours differs from each other and how they bring a new flavor profile (as well as health benefits) to old favorites. We will talk about the why's and how's of trading out all-purpose flour in favor of whole grain, and where and when this does not work. \$20 materials fee payable in class.

3428X	PCC	CC-Bldg	\$55
Nov 7		Sa	10am-2pm

Note: Except for *The Answer is Vegan*, all cooking classes are held in the cooking classroom in the Campus Center (CC-Building). The instructor will meet students at the entrance to the Piazza, in the lobby of the Campus Center where they will be taken back to the classroom.



Also Available:

Chefs in Training Classes (Ages 10-17)

Turn to page 42 for more information.

Oil Painting Classes

Instructor: Kelley Sanford

Oil Painting for the Novice

Students are introduced to the fundamentals of design, composition, value and color, and learn techniques to create fresh, colorful paintings while learning to simplify the process. Color theory and brushwork are touched upon as a way to bring the voice of the artist to the canvas. Strong emphasis is placed upon understanding and implementing the foundations of oil painting. This class is designed for beginning to more advanced students. *Students must bring their own supplies; a supply list will be provided at time of registration.* **Class is designed for adults.** *See note.*

0218X PCC CA321 \$119
 Sep 20-Nov 15 Su 10:30am-1:30pm



Intermediate Oil Painting

This class is designed for intermediate students with previous oil painting experience. Continuing to develop the fundamentals of design, composition, value and color is stressed. Color theory and brushwork is touched upon as a way to bring the artist's personal voice to the canvas. Strong emphasis is placed upon deepening one's understanding and implementing the foundations of oil painting. *Students must bring their own supplies; a supply list will be provided at time of registration.* **Class is designed for adults.** *See note.*

Prerequisite: "Oil Painting for the Novice," or equivalent experience.

0221X PCC CA321 \$119
 Sep 20-Nov 15 Su 2pm-5pm

Note: Supply list available at:
pcclearn.org/supplies



Life Drawing

Instructor: Annie Kwon

This course focuses attention upon solving visual problems related to the human figure. Developing an understanding of anatomy, proportion, perspective, foreshortening and gesture will be encouraged. The principles of drawing (line, value, shape and texture) are developed in the context of the figure. Personal perception and style are encouraged. Students of all levels are welcomed. **Note:** Live models. \$50 models fee payable in class. A materials list will be provided at time of registration. **Class is designed for adults.**

0232X PCC CA321 \$129
 Sep 12-Oct 24 Sa 9am-12pm

Oriental Art Classes

Instructor: Seung-Yeon Oh

Oriental Ink Art

Oriental Ink Art, also known as literati painting, is an East Asian type of brush painting using black ink, bamboo brushes, and rice paper. Students will learn about this unique art form through short lectures, demonstrations, and hands-on experience. *Students must bring their own supplies; a supply list will be provided at time of registration.* \$5 materials fee payable in class. *See note.*

0223X PCC CA321 \$95
 Oct 31-Dec 12 Sa 9:30am-12:30pm

Korean Folk Art

This course explores the history, symbols and painting techniques of Minhwa art. Minhwa is the type of Korean folk art that focuses upon Korean mythical figures, symbols of happiness, wealth and health, and scenes of everyday life. Minhwa was the artistic expression of individuals who drew paintings to decorate homes and to celebrate joyful family occasions, such as weddings and birthdays. *Students must bring their own supplies; a supply list will be provided at time of registration.* \$5 materials fee payable in class. *See note.*

0224X PCC CA321 \$95
 Oct 31-Dec 12 Sa 1:30pm-4:30pm

Note: Supply list available at:
pcclearn.org/supplies

Ballet

Instructor: Catherine Round



If you ever wanted to learn ballet, this class is for you! It is never too late to learn one of the most wonderful forms of dance in the world - from the very beginning. In this course, students will acquire all of the entry level fundamentals needed to walk into any Beginner Ballet class. Come

join us in what will be a fun and rewarding experience. *Wear comfortable, fitted clothing and ballet shoes.*

Class is designed for adults.

1820X PCC W203 \$99
 Oct 18-Nov 22 Su 3pm-4:30pm

Dance Classes

Partner: The Dance Family Studio

Ballroom Dancing

Ballroom Dancing is both a social event and an enjoyable exercise! Its benefits are many and include improved stamina and vitality. Students will learn basic, easy-to-master steps and dance elements such as leading, following, foot position, rhythm, and timing. Dances include: Swing, Fox Trot, Latin Dance, and Waltz. **Class is designed for adults. Note:** May attend with or without a partner. *See note.*

8300X \$85
 Oct 5-Nov 23 M 7pm-8pm



Salsa I

Salsa is a popular Latin dance. Start from the very basics and gradually work up to expert! Great for singles, couples, and anyone looking to finally learn to dance in a fun, welcoming atmosphere. *See note.*

1803X \$85
 Sep 8-Oct 27 Tu 6:30pm-7:30pm

Note: Classes held at The Dance Family Studio, 2700 E. Foothill Blvd., Ste 101, Pasadena.

Belly Dance Classes

Instructor: Jen "Edara" McDonald

Learn to Belly Dance!

American Tribal Style Belly Dance is a great tradition with an ancient foundation. Students gain grace, stamina, and self-confidence. As a group we will learn a dance language with influences from Spain, Egypt, Turkey, and India. Teamwork and fun are always the focus! \$20 materials fee for a pair of high quality finger cymbals payable in class. *Students should wear dancewear or loose clothing – no jeans. Feet may be bare, or you may wear ballet or jazz shoes – no street shoes.*

When registering, indicate start date

4010X PCC W203 \$69
 Sep 11-Oct 23 F 6:30pm-8pm

4010X PCC W203 \$69
 Oct 30-Dec 11 F 6:30pm-8pm

Belly Dance Continued

This class is a continuation of the Beginning Belly Dance session, offering variations on movements already learned. Become stronger, more flexible, more fluid, and have fun! **Note:** Finger cymbals are required. *Hair must be worn up off of your shoulders. Students are encouraged to wear a full skirt over their regular dancewear.*

Prerequisite: Learn to Belly Dance

When registering, indicate start date

4013X PCC W203 \$69
 Sep 11-Oct 23 F 8pm-9:30pm

4013X PCC W203 \$69
 Oct 30-Dec 11 F 8pm-9:30pm

Email: Jen@twistedgypsy.com

Hip Hop & Funk Dance

Instructor: Jeffrey (Jhazz) Yarbrough

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

1815X PCC W201 \$59
 Sep 12-Oct 24 Sa 12pm-1pm



Singers - Your Body is Your Instrument

Instructor: Judith Townsend

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

6150X PCC V208 \$75
 Sep 20-Oct 11 Su 1pm-4pm

Guitar Classes

Instructor: Cameron O'Connor

Acoustic Guitar

In this course, students will learn to play the acoustic guitar by developing a solid foundation of the basics. Topics include:

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

\$20 materials fee payable in class. *See note.*

3025X PCC CA117 \$79
 Sep 26-Oct 17 Sa 10am-12pm

Acoustic Guitar II

This course is a continuation of the concepts taught in the Acoustic Guitar class. Music-reading skills are enhanced, while fingerpicking, improvisation, and group musicianship are explored. *See note.*

3026X PCC CA117 \$79
 Oct 31-Nov 21 Sa 10am-12pm

Note: Students must bring an acoustic guitar, strap and pick to class.

Hand Drumming Classes

Instructor: Charles Thomas

Hand Drumming

This Hand Drumming fundamentals course focusing upon hand percussion in the Middle Eastern and North African styles provides a good foundation for all new drummers.



The course begins with how to hold the drum and moves on to proper striking techniques to prevent injuries and produce tone. Students will learn the three basic tones and five fundamental rhythms. Practice drills are part of the curriculum, and students are encouraged to practice at home. By the end of the course students will be able to play confidently in any group setting, from a drum circle, to a party, to a performance with live dancers. *See note.*

When registering, indicate start date

3012X PCC W206 \$69
 Sep 11-Oct 23 F 6:30pm-8pm

3012X PCC W206 \$69
 Oct 30-Dec 11 F 6:30pm-8pm

Hand Drumming II

Continue your journey as a drummer in this second level, transitional course. While learning new skills, students also will expand hand percussion in the Middle Eastern and North African styles. Two transitional tones, three popular dance rhythms, and instruction about how to transition from rhythm to rhythm to create grooves and songs will be covered. Performance etiquette, tempo changes, and the basics of leading a group of drummers will be discussed. Practice drills are part of the curriculum requiring students to practice at home. *See note.*

Prerequisite: Hand Drumming

When registering, indicate start date

3018X PCC W206 \$69
 Sep 11-Oct 23 F 8pm-9:30pm

3018X PCC W206 \$69
 Oct 30-Dec 11 F 8pm-9:30pm

Note: Students must bring their own drum, such as a doumbek, djembe, cajon, frame drums, conga, or tambourine. \$10 materials fee payable in class.

Harmonica Classes

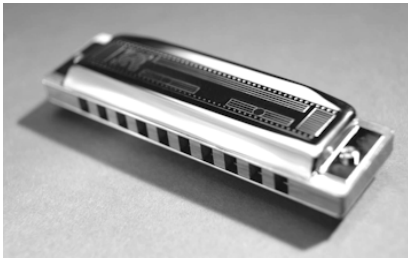
Instructor: David Broida

NEW

Folk Harmonica

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

3004X AHS J111 \$35
 Oct 28 W 6:30pm-8pm



Blues Harmonica

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

3009X AHS J111 \$35
 Oct 28 W 8:15pm-9:45pm

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

Piano Classes

Instructor: Kathryn Rueby



Piano I

This class is for beginning piano students who have had little or no previous instruction. Basic note reading skill, scales, chords, and music theory will be included while learning to play your favorite songs. Class is held in a piano lab. *See below.*

3022X PCC CA116 \$65
 Sep 17-Oct 22 Th 7pm-8pm

Piano II

This course is designed for students who have completed the Piano I class. Students will continue to work on note reading skills, major and minor scales, chord progressions and picking out melodies by ear. Classical, folk, and popular tunes will be presented. Students are allowed to work at their own pace with guidance from the teacher in the keyboard lab. *See below.*

Prerequisite: Piano I. Students who have not taken the Piano I class must contact instructor to receive clearance to register for the Piano II class.

3029X PCC CA116 \$65
 Oct 29-Dec 10 Th 7pm-8pm

Required Textbook for Both Classes:

Alfred's Basic Adult Piano Course:

Lesson Book, Level One, by Willard Palmer, Morton Manus, Amanda Vick Lethco (ISBN: 9780882848327). List price: \$14.95. \$2 materials fee payable for each class. Students must have their own piano or keyboard at home as daily practice is required.



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

Continuing Music at PCC!

Intermediate Piano (Music 42C)

Instructor: Betty Oka

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

Required Textbooks:

Masterpieces with Flair! Book 1, by Jane Magrath (ISBN: 0739009974);
Jazz, Rags, & Blues, Book 1, by Martha Mier (ISBN: 073900963X);
Piano Etudes, Book 2, edited by Clark, Goss & Holland (ISBN: 0913277258)

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

3042X	PCC CA114	\$200
Sep 5-Dec 19	Sa	10:15am-12:30pm

Chamber Music (Music 70)

Instructor: Francisco Castillo

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

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

3070X	PCC CA134	\$200
Sep 1-Dec 15	Tu	4:30pm-6:30pm

Piano Ensemble (Music 43)

Instructors: Wen-Ting Huang & Phillip Young

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

Required Textbooks:

Gurlitt, Hours of Rest, op. 102, Schott/Hal Leonard (ISBN: 9783795745233);
Essential Keyboard Duets Vol. 1, Kowalchuk (ISBN: 9780739020296)

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

3043X	PCC CA116	\$200
Sep 1-Dec 15	Tu	7pm-9pm

NEW The Donald Brinegar Singers (Music 166)

Instructor: Donald Brinegar

This ensemble is for the singer who has experience in singing college to professional level choral repertoire. The ensemble will perform throughout the year including performances with the Pasadena Symphony and POPS and for the American Choral Directors Association Western Division Conference. **Note:** Entrance by audition. Each singer will sing in a vocal quartet with music provided by the conductor. New ensembles will be formed at the beginning of the session. *Class not designed for beginners.*

Registration: Audition required. Email Donald Brinegar at dlbrinegar@mac.com to schedule.

3066X	PCC CA134	\$200
Sep 1-Dec 15	Tu	7pm-10pm

Crafts Classes

Instructor: Quayum Abdul

Cold Process Soap from Scratch

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

3316X	PCC CA109	\$45
Sep 13	Su	11am-3pm

Aromatherapy & Herbal Candle Making

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

3317X	PCC CA109	\$45
Sep 27	Su	11am-3pm

NEW Body Butter (Cream/Lotion)

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

3319X	PCC CA109	\$39
Oct 4	Su	11am-2pm

NEW Fizzy Bath Bombs

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

3324X	PCC CA109	\$39
Oct 18	Su	11am-2pm

Handmade Herbal Soap Making

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

3318X	PCC CA109	\$39
Oct 25	Su	11am-2pm



All classes are hands-on. Please dress accordingly.

Fall is the perfect time of year to be creative and to create something special. Handmade treasures become keepsakes. Choose a class, or classes, express yourself, and have fun!

Sewing Classes

Instructor: Rebecca Prange

NEW **T-Shirt Upcycle**

Turn your old, or new, T-shirts into bags perfect for shopping, gym clothes, craft projects, or one-of-a-kind totes. Learn to sew seams and finishes on knit fabric while making your bag. Learn what makes knit fabric different from woven fabric, and what tools and techniques are needed to address this difference. This introduction is applicable to sewing a variety of knit garments. *Bring a sewing machine with zig-zag stitch capability, basic sewing tools, a minimum of two cotton T-shirts of approximately the same size (xsmall, small or medium) in reasonably good shape (4 are recommended).* \$5 materials fee payable in class.

Prerequisite: Sewing Basics

3312X	PCC R113	\$45
Sep 12	Sa	9:30am-1pm

Sewing Basics

Calling all those who want to start sewing or who use to sew and want to again. This is the perfect course to get your machine, and you, humming. Students will learn machine sewing by making small projects such as pillowcases and shoe bags. \$15 materials fee payable in class. **Note:** Additional supplies will be needed for student projects. *See note.*

3311X	PCC R113	\$89
Sep 26-Oct 10	Sa	9:30am-2:30pm

Sewing, Sewing, Sewn

This is it! The "pick-a-project" adventure for which you have been waiting. Join others in this exciting course and be guided through the project of your choosing by the instructor, a professional seamstress. This is a great opportunity to learn new techniques such as how to install a zipper, make a buttonhole, or fit a pattern. Sewing project and supplies will be discussed at first class meeting. *See note.*

Prerequisite: Sewing Basics

3315X	PCC R113	\$65
Nov 14-Nov 21	Sa	9:30am-2:30pm

Note: Students must bring their own sewing machine to class. For sewing machine info, go to rebeccaprangec.com.

Pattern Making

Instructor: Richard Lee

This introductory, hands-on course will teach students fun, easy to follow pattern making techniques! Students will explore a variety of styles inspired by the classic T-shirt pattern provided by the instructor. Included: how to make different kind of dresses and skirts, neckline and sleeves variations, and ruffles and flares. Students also will learn to accurately take individual body measurements. *Bring a tape measure, pencil, eraser, scotch-tape, see-through ruler, scissors, and notebook to the first class meeting. Additional supplies will be needed for the projects.* \$5 materials fee payable in class.

Prerequisite: Sewing experience recommended but not required.

3304X	PCC R416	\$75
Oct 3-Oct 24	Sa	9am-12pm

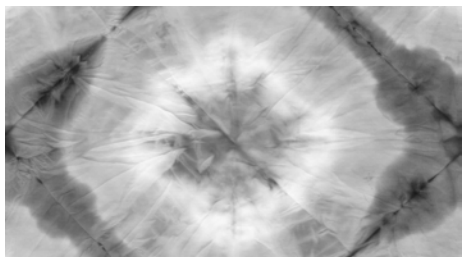


Shibori Japanese Tie-Dyeing

Instructor: Charlotte Chen

Shibori Japanese tie-dyeing is an ancient cloth-decorating technique used in Asia, and throughout the Middle East, Africa and Europe. In this introductory course, students will be using Shibori techniques to tie and stitch fabrics before dyeing to create an extraordinary, almost three-dimensional, look. Students also will learn about the types of materials needed as well as where to obtain them so that they may pursue this passion on their own insuring that this ancient art will to live on. *Bring colored thread, six to ten regular sewing needles, scissors, pencil and paper (optional: 6-inch ruler).* Working with dyes; dress accordingly. Additional supplies for second meeting will be discussed. \$30 materials fee payable in class.

3320X	PCC CA109	\$69
Dec 5-Dec 12	Sa	9am-1pm



Writing Short Fiction

Instructor: Jessica Goeller

Calling all aspiring writers! Join us and craft an original short story from start to finish. Then learn how to market your short fiction. Class is comprised of lectures, hands-on activities, and work-shopping, where students will learn to give and receive helpful, objective feedback. \$10 materials fee payable in class.

3214X PCC R205 \$69
Oct 3-Nov 7 Sa 10am-12pm



Autobiography Classes

Instructor: Pamela Hueckel

Guided Autobiography *Write Your Life Story*

Write your life story using life themes and priming questions to stimulate memories and provide light structure. Following in-class brainstorming, each week students will write 2-page stories to read to their small groups at the next session. This course creates a comfortable environment for students to recall, write, and share the events, twists, turns, and shaping of their lives. While some simple writing tips are offered, literary style is not emphasized and it is not necessary to be a skilled writer. \$8 materials fee payable in class.

3224X PCC R304 \$75
Sep 19-Oct 17 Sa 10am-12:30pm

NEW

Write Your Holiday Memories

The years pass quickly! Have you wanted to write your life story but did not know where to start? Why not start small, by writing a two-page vignette of a holiday memory? Holidays foster rich memories of family and friends, special foods, outfits, rituals, and traditions. In this one-day workshop we will brainstorm, write, and share our writings in class. Come and write about the holiday that holds your most cherished memories! It is not necessary to be a skilled writer. *Bring a writing pad and pen or pencil.*

3239X PCC R304 \$45
Nov 14 Sa 1pm-4pm

Writing Workshops

Instructor: Bobbie Christensen

Writing Your 1st Book (or 7th)

Students learn how to develop and complete a manuscript in just 6 weeks following a 10-step plan. Create a page-turner whether writing fiction or non-fiction, cookbook or textbook. *See note.*

3221X PCC R115 \$35
Oct 25 Su 1pm-3pm

Publishing Your 1st Book

Students learn how to submit their work to a publisher or self-publish their own book and keep the profits, plus all about publishing on demand (PODs), ebooks and more. *See note.*

3222X PCC R115 \$35
Oct 25 Su 3pm-5pm

Student comment:

"In the 6 weeks since I attended your class I have finished my 1st book!...spells out the steps to success so clearly."

Peg Keesling, CA

\$15 materials fee payable in class.
One time fee good for both workshops.

Poetry Workshop

Instructor: Craig Cotter

A poetry workshop should be a safe and sacred place where poets can explore deep emotion and thought. However, if you are seeking a poetry workshop that will simply praise your work, this class is not for you. Our work together will explore your work, along with discussing the works of masters. For each class, students must bring enough copies of their poems to share with everyone; and the workshop will begin with a poetry reading of all poems. We will work through each poem one-by-one, focusing upon understanding what each poet is trying to accomplish. Although students are expected to write at least one original poem for each workshop, do not avoid coming to class because you have not written one. You may learn more about writing by listening to the constructive criticism of another students' work; and hearing other students' poems may inspire you in a way that sitting alone with your thoughts may not. Unpublished poets: information available about best submission practices. **Class is designed for adults.**

3226X PCC R226 \$69
Oct 10-Nov 7 Sa 10am-12pm

Photography Classes

Instructors: Liane Enkellis & Garry Margolis

Digital SLR Photography

Unlock your creativity with simple keys to taking better digital photographs. This class will help you master your Digital SLR camera through classroom instruction and hands-on practice. Learn to: use the automatic camera settings more effectively; choose the right ISO, shutter speed and aperture for the results you want; improve your composition; and use light effectively to enhance photos. After our classroom session, the instructor will work with you hands-on. The class will practice seeing light and composition by capturing the beauty and atmosphere of the PCC campus, then return to the classroom to review results. **Note:** For digital SLR camera users only.



3121X	PCC R121	\$65
Sep 26	Sa	10am-5pm

Travel Photography Skills *The Iconic Sights of L.A. via Metro Rail*

Los Angeles is a top travel destination! Join the photographers behind the Metro Duo Blog as we take advantage of our great city while improving our photography skills. Whether as practice for that upcoming trip, or to have a vacation day in L.A., you will discover the City of the Angels by Metro. Stops include: Watts Towers, Bradbury Building, Pershing Square Ice Rink, and The Last Bookstore. Lunch on your own at Grand Central Market. **Additional fees:** Metro Day Pass purchased at Metro Rail Station, \$7/\$2.50 seniors; Watts Towers, \$7/\$3 seniors.

3126X		\$79
Dec 5	Sa	9am-5pm

Class will meet at **9am sharp** at the Sierra Madre Villa Metro Gold Line Station.

Photograph the Diverse Cultures of L.A. via the Metro Gold Line

Hop aboard the Metro Gold Line and spend a day exploring and photographing cultures from Latin America to Asia as we visit El Mercado in East L.A., Little Tokyo, and Highland Park. Discover great scenes while improving your photography skills under the direction of the photographers behind the Metro Duo blog. Discussion includes camera controls, exposure, and composition. Ample time will be spent at each stop. Lunch on your own. **Additional fees:** Metro Day Pass purchased at Metro Rail Station, \$7/\$2.50 seniors.

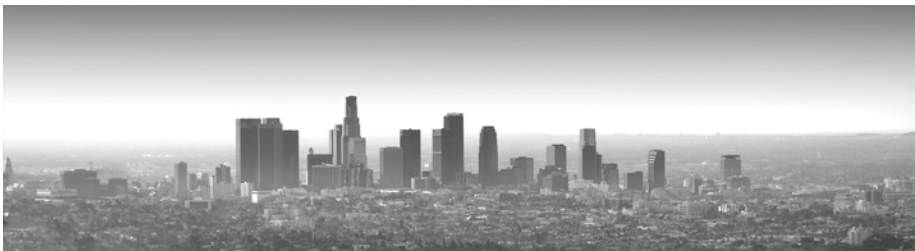
3127X		\$79
Oct 17	Sa	9:30am-5:30pm

Class will meet at **9:30am sharp** at the Sierra Madre Villa Metro Gold Line Station.

Equipment: Camera and manual, lenses, fully-charged batteries, media cards or film, off-camera flash, if owned (tripods are not advised). **Note:** A minimum enrollment is required to run a class. Please confirm class status before renting any photo equipment or purchasing any supplies!

Off-Campus Classes: Classes are open to both digital and film photographers with any type of hand-held camera. Ample time will be spent in each location to explore its various visual perspectives, and the instructors will give hands-on help and suggestions. Must provide own transportation to class starting location. Bring a cell phone to stay in touch. Dress weather appropriate. Moderate walking. **Recommended:** a backpack, bottled water, snacks.

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



Language Class Special!

Register for any language class by **September 4th** and automatically receive a \$5 discount!
(Not valid for online courses)

Spanish Language Classes

Instructor: Luis Garcia

Conversational Spanish

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

When registering, indicate start date

3511X	AHS J106	\$129
Sep 14-Nov 2	M	7pm-9:30pm
3511X	PCC R102	\$129
Oct 3-Nov 21	Sa	9am-11:30am



Conversational Spanish II

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

Prerequisite: Beginning Conv. Spanish

When registering, indicate start date

3512X	AHS J106	\$129
Sep 16-Nov 4	W	7pm-9:30pm
3512X	PCC R102	\$129
Oct 3-Nov 21	Sa	12pm-2:30pm

Required Textbook for Both Classes:

Spanish Now!, Level 1, by Ruth J. Silverstein (ISBN: 0764129333) available online and at bookstores. List price: \$18.99.

Conversational French

Instructor: Jeanne Hart

Parlez-vous français? This introductory course covers the active use of the French language. Students will develop language skills through conversational experience stressing vocabulary, idioms, grammatical concepts, sentence structure and pronunciation. \$15 materials fee payable in class. **Class is designed for adults.**

5010X	AHS J104	\$129
Sep 16-Oct 28	W	6:30pm-9:30pm



Conversational Chinese (Mandarin)

Instructor: Grace Li Chun

nǚ hǎo! nǐ shuō pǔ tōng huà ma?

This course teaches basic conversational Chinese (Mandarin) applicable to daily life situations. Topics include the most useful phrases and expressions for greeting people, asking for information, ordering items and shopping. \$10 materials fee payable in class. *Please arrive 15 minutes early on the first day to allow for sign-in and purchase of materials.*

3515X	PCC R209	\$85
Sep 26-Oct 17	Sa	9:30am-12pm



Italian Language Classes

Instructor: Manuela Terenzi

Conversational Italian

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

Required Textbook:

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

3506X PCC R123 \$129
 Sep 12-Oct 31 Sa 10am-12:30pm



Best of Italian

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

Required Textbook:

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

Prerequisite: Conversational Italian

3509X PCC R123 \$129
 Sep 12-Oct 31 Sa 1pm-3:30pm

Conversational Japanese

In partnership with ed2go



Whether you want to learn conversational Japanese for travel or just for fun, you will find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language. Guided by a native Japanese instructor, you also will gain cultural knowledge. Each lesson covers useful conversational phrases and vocabulary words particular to a specific area of travel. Students must practice these in drills, interactive exercises, and dialogues. Throughout the course, you will find helpful audio aids and Japanese words written in the English alphabet enabling you to bypass one of the biggest obstacles for most beginners of Japanese: the letter system. By the end of the course, you will have acquired basic conversational skills enabling you to travel around the country easily, and you will have discovered the heart of Japan! Courses start monthly. Visit pcclearn.org for more information.

4996XE ONLINE COURSE \$105
 Start dates: Sep 16, Oct 14, Nov 11, Dec 9

Language Courses Available Online:

- **Beginning French**
- **Instant Italian**
- **Speed Spanish**



Other Online Language Courses:

- **Easy English**
- **Grammar for ESL**
- **Writing for ESL**
- **Introduction to Teaching ESL/EFL**

Visit pcclearn.org
 for more information.

Kundalini Yoga

Reduce Stress/Gain Energy

Instructor: Santokh Singh Khalsa, D.C.

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

2075X \$75
 Oct 7-Nov 11 W 7pm-9pm

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



Tai Chi Chuan

Instructor: Kathy Chyan Chou

Tai Chi is an art of relaxation, concentration and balance. It is an ancient Chinese exercise emphasizing breathing coordination with body movement intended to enhance flowing energy (called Qi), circulation, and awareness of sensation. It also works to increase flexibility, and harmonize body and mind. This class uses Old Frame Routine One the basic techniques for beginning students. Each class includes fundamental principles of Chen-style Tai Chi and step-by-step instructions for each of the art forms. *Wear comfortable clothing.*

4019X PCC W203 \$79
 Sep 13-Oct 18 Su 9:30am-11:30am



Hatha Yoga

Instructor: Ana Maria Delgado

Hatha Yoga is known as the Yoga of Postures: developing control of the body through poses. Learn the basics of Hatha yoga (meditation, sitting, breathing) and the philosophy behind this valuable practice. Fundamentals of the physical practice are covered in each class, helping students bring balance to body, mind, and spirit. *Wear loose, comfortable clothing and bring a yoga mat to class.*

2080X PCC W203 \$79
 Oct 3-Nov 21 Sa 12:15pm-2:15pm

Qigong Regulation Exercises

Instructor: Benj Sinskul

Qigong is the skillful practice of gathering, circulating, and applying life-force energy. Each week students will be introduced to a qigong exercise designed for one of the 5 Yin organs: Liver, Heart, Spleen, Lungs and Kidneys. At the end of this course, students will be able to string the individual exercises that they have learned into a complete qigong set called the "Daoist 5 Yin / 5 Yang Exercise." Each session will begin with breathing and stretching exercises. \$2 materials fee payable in class. *Wear loose, comfortable clothing. Come to class with an empty stomach.*

2086X PCC W203 \$65
 Oct 25-Nov 15 Su 10am-12pm



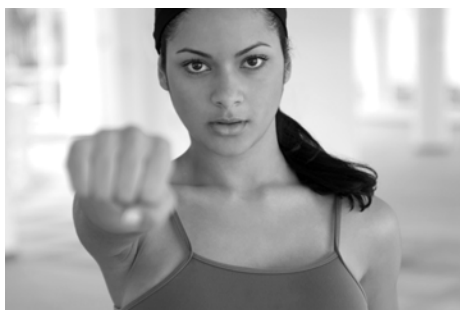
NEW Self-Defense and the Workplace

Instructor: Jeffrey Yarbrough

This unique class incorporates techniques based upon the ever-evolving tactics that attackers use in the workplace, elevator, stairwell, parking structure or on the street. Learn to defend against weapons such as knives, guns, and bats; and how to counter-attack against one-on-one and two-on-one assaults using wrist grabs, chokes, punches, headlocks and bear hugs. *Wear loose, comfortable clothing and bring water.*

When registering, indicate start date

4011X	PCC W201	\$39
Sep 19	Sa	1pm-3pm
4011X	PCC W201	\$39
Oct 17	Sa	1pm-3pm

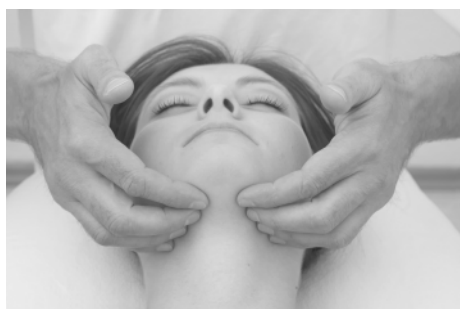


Acupressure for All

Instructor: Rod Krueckemeier

According to ancient medicine, the body is made up of pressure points that control blood flow. When proper pressure is applied to specific points, pain and stress can be lessened and often relieved. This allows the body to help itself heal, naturally. Join this class and learn about acupressure, where it originated, how it works, and how it can work for you. Discussion will include the immune system, headaches, and full body acupressure treatment. Mats will be provided. *Wear loose, comfortable clothing.*

2023X	PCC R222	\$65
Oct 3-Nov 14	Sa	10:30am-12pm



Fitness Classes

Instructor: Karen Harris

Warrior Boot Camp

You have the power to change! Emphasizing dynamic energy, this revolutionary workout journey includes efficient strength-building, hi/low impact, cardio combat, shadow boxing, contact boxing and kickboxing, foot work, core training, jump rope training, eye-hand coordination, and speed-agility drills. This challenging training course will encourage students to achieve a desired yet inspired end result: weight loss, lean abs, fundamental strength, or overall great health awareness! All is achievable! *Bring boxing training gloves and hand wraps.* **Course is designed for adults and students 16 years and older.**

4001X	PCC W203	\$75
Sep 12-Oct 31	Sa	7am-8am



Power Stretch

This is the ultimate conditioning relaxation class designed to challenge all ability levels. Power stretch combines breathing and stretching to relieve stress, and resistance training to enhance and realign the body. *Bring a yoga mat.* **Class is designed for adults.**

4004X	PCC W203	\$75
Sep 12-Oct 31	Sa	8am-9am

Classes fill quickly!
Do not be disappointed.
Register early!



What Were You Born To Do?

Instructor: Curtis Adney

Were you were born to make a unique contribution to humanity? Have you discovered or stumbled upon your purpose in life? Progressing toward this purpose brings joy and abundance while straying from it causes stress and emptiness. One of 33 *Natural Talents*® is wired into your DNA to help you accomplish your purpose. It is so subtle you rarely notice it, yet so powerful it is the source of your highest potential. Elvis, Oprah, and Einstein were all just "doin' what came naturally." Applying your Natural Talent relentlessly will bring you everything you desire. \$30 materials fee payable in class.

2011X PCC R115 \$55
 Sep 20 Su 1pm-5pm

Un-Clutter Your Mind

Instructor: Margaret Pappas

Does this sound like you? You think about all you have to do all the time: commitments, deadlines, promises, tasks... it can be exhausting and lead to stress, lack of sleep, and health problems. Do you unintentionally create difficulties in the present and relive situations from the past? Join us and learn the secret to un-cluttering your mind. Topics include:

- See, let go, and change the way you think
- Understand how and what you think - and begin to 'let it go'
- Learn to respond rather than react
- Use breathing, meditation, and qi gong, to help your mind un-clutter, focus, and be still
- Practice thoughts of appreciation, compassion, and forgiveness for yourself and others
- Gain tools to keep your new peaceful thought system

Gandhi said, "We should not mistake what is habitual for what is normal."

Note: Bring your lunch and a beach towel. Wear comfortable clothes. \$15 materials fee (for 26-page workshop manual, pen; hearts; stickers; heart surprises) payable in class.

2003X PCC R307 \$65
 Oct 10 Sa 9:30am-4:30pm

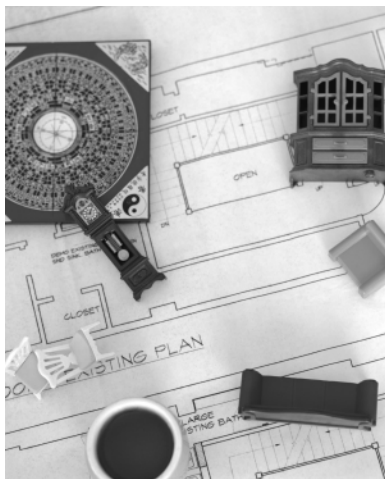
Empowerment Classes

Instructor: Kartar Diamond

Feng Shui *Secrets to Empower Your Life*

Feng Shui is an ancient practice whose applications are as relevant today as they were centuries ago. Forever change the way you relate to your physical surroundings, arrange your office, paint your home or redecorate.

2228X AHS J110 \$39
 Sep 9 W 6:30pm-9:30pm



Nine Star Ki

This introductory class provides students with techniques to understand themselves better using the time-tested principles of Nine Star Ki, a metaphysical approach to physiology. Learn about the cosmic mechanisms which contribute to overall personal compatibility with co-workers, friends, relatives, and romantic relationships. Learn easy applications for determining the best times to travel or move, understand the ebb and flow of biorhythms, and have fun forecasting world events such as the weather, political races, and social change!

2230X AHS J110 \$39
 Oct 14 W 6:30pm-9:30pm



NEW **Second Saturday**
Divorce Workshop for Women

Instructor: John Vance

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

2071X		\$45
Sep 12	Sa	10am-1pm
2071X		\$45
Oct 10	Sa	10am-1pm

Held at Vance Wealth Group,
100 W. Villa St., Suite 101, Pasadena

Self Hypnosis

Instructor: Ted Moreno

In this fascinating course, students will learn how to use self hypnosis for a variety of concerns including weight loss, smoking cessation, confidence building, anxiety lessening, public speaking, goal achievement and motivation. Hypnosis uses the power of suggestion to influence the subconscious mind to create new habits for success and personal development. Students will learn what hypnosis is, how self hypnosis works, how to hypnotize themselves, and how to craft suggestions that will result in positive changes in their lives. Anyone who has achieved noteworthy success in any field has used some form of self hypnosis. You too can use this powerful tool! \$25 materials fee payable in class.

2091X	PCC R221	\$59
Oct 10-Oct 31	Sa	9am-10:30am

Relationship Soup

Instructor: John Feeney

Relationship "Soup" – the "ingredients" we need to discover the essence of all connections, relationships old and new, with friends, with family, or with love-interests. The Soup provides us with the knowledge and tools to know what we want and how to obtain it. Join us and learn to make sound judgments with respect to others while feeling good and being happier with the results. Relationships will be easier to understand, you will have more fun, and will maintain control of your life. Students will take away the *knowledge* with respect to the "Soup."

2232X	PCC R117	\$39
Oct 10	Sa	10am-12pm



Procrastination: What's Stopping You?

Instructor: John Sovec

Do you feel like you are always one step behind on everything? Do you have a growing mountain of work piling up? Does it seem like there are not enough hours in the day? If this sounds familiar, do not panic. There is hope for you. This course will provide the tools you need to move forward, get back in the game, and feel like you are ahead of the curve. Students will learn how to manage time effectively, establish priorities and goals, and understand why it can feel like daily demands control your life. Join us and learn how small steps can add up to big changes. \$5 materials fee payable in class.

2083X	PCC R121	\$39
Oct 3	Sa	10am-12pm



NEW Special Education and Your Rights

Instructor: Eva Garcia

School should be a place where a child grows and thrives. Sadly, for many children, learning is difficult making school a place of frustration and daily struggle. Parents want to help children succeed but do not always know what to do and, often, it seems no one is able to assist. In this course, we discuss Special Education in public schools, and your rights as a parent. Join us and gain the knowledge you need to become empowered to help your child shine!

2233X PCC R209 \$45
 Sep 26 Sa 9am-12pm



**Clutterology®
 Eliminate Clutter and Get Organized**

Instructor: Nancy Miller

Discover how Clutterology's® innovative ideas can get your clutter in order! Join us and learn simple, easy and practical ideas about how to remove clutter from your life. Get organized! Topics include:

- Stop junk mail – NOW
- Distinguish between organized and neat
- Calculate the destructive cost of stuff
- Determine keep items from toss items
- Create an efficient environment and get more done

Stop stressing over mess and finally put an end to the havoc of clutter by taking this practical class. \$30 materials fee payable in class. **Note:** Please consider bringing a charitable donation such as old cell phones, empty printer cartridges, books, kitchen items, or something from your closet.

2028X AHS J111 \$45
 Nov 4 W 6:30pm-9:30pm

Bridge I

Instructor: Morris "Mojo" Jones


Bridge is a card game for four players working as two partnerships. It is known the world over as one of the most challenging and satisfying games. The rules are simple, but the passion and fascination can continue for a lifetime. This class introduces bridge to newcomers, and also serves to reinforce the fundamentals of Standard American bidding for current players. No bridge experience needed, but newcomers should not miss the first lesson. \$15 materials fee payable in class.

2205X AHS J102 \$95
 Sep 23-Nov 18 W 7pm-9pm



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 information. This course guides you through the search process for family names using several subscription-based Web sites, which you may access while enrolled in the class. Students will develop a strategy to accomplish objectives, evaluate results, and share information with others. Discover, in simple terms, where to look, who to contact, and how to make your family history come alive. Was it truth or goof? Where is the proof? Find out why close counts not only in horseshoes, but also in hunting your heritage. Courses start monthly. Visit pcclearn.org for more information.

4771XE ONLINE COURSE \$105
 Start dates: Sep 16, Oct 14, Nov 11, Dec 9



CPR/First Aid Classes

Partner: Code 3 Life Support Education

Heartsaver CPR and AED

This course is for anyone with limited or no medical training who needs a completion card in CPR and/or AED for job, regulatory or other requirements. This course is ideal for teachers, coaches, lifeguards, caregivers and babysitters. Class is hands-on and video-based. Topics include choking relief; performing CPR on adults, children and infants using barrier devices; and how to the use of the AED (Automated External Defibrillator) machine. An American Heart Association Heartsaver CPR and AED card is issued upon course completion. **Note: Not designed for Healthcare Providers, including Nursing and EMT students; those individuals should register for Basic Life Support for Healthcare Providers (BLS).** \$25 materials fee payable in class. *See note.*

1911X		\$49
Sep 9	W	6pm-9pm

Basic Life Support for Healthcare Providers (BLS)

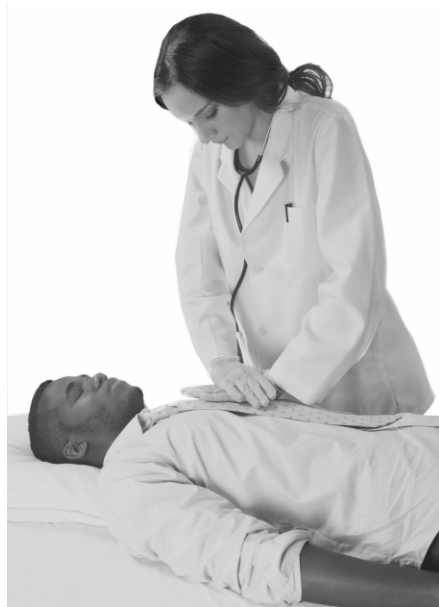
This is the Healthcare Provider’s CPR and AED course designed for first-time participants and those who have soon-to-be or expired cards. The BLS Initial course is for healthcare professionals who need to know how to perform CPR, as well as other lifesaving skills, in a wide variety of in-hospital and out-of-hospital settings. It teaches the skills of CPR for victims of all ages (including ventilation with a barrier-device, a bag-mask device), use of an AED on adults and children, and relief of FBAO in responsive and non-responsive victims. Written and skills evaluation are required for course completion. An American Heart Association Healthcare Provider card is issued upon class completion. \$25 materials fee payable in class. *See note.*

1910X		\$49
Sep 24	Th	7pm-10pm

Heartsaver First Aid

Heartsaver First Aid is for anyone with limited or no medical training who needs a course completion card in first aid to meet job, regulatory or other requirements. This video-based and instructor-led course teaches students critical skills to respond to and manage an emergency in the first few minutes until emergency medical services (EMS) arrive. Students learn skills such as how to treat bleeding, sprains, broken bones, and shock. Course content includes: First Aid basics, medical emergencies, injury emergencies and environmental emergencies. An American Heart Association Heartsaver First Aid card is issued upon course completion. \$25 materials fee payable in class. *See note.*

1912X		\$45
Sep 16	W	7pm-10pm



Note: Classes held at Code 3 Life Support Education, 376 N. Allen Ave., Pasadena. Located on the corner of Allen and Corson, south of the 210 fwy.

For the Love of Acting

Instructor: June Chandler & staff

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

7729X PCC R115 \$95
 Sep 12-Oct 24 Sa 2pm-4:30pm



For our **Acting Techniques for the Real World** class, turn to page 9.

Comedy Improv Club

It's Not Just for Actors Anymore

Instructor: Hal Sweezy

Explore your love of Improv and discover how to enhance your social and business interactions. We will join the Sierra Madre "Comedy Improv Club" for four fun and relaxed sessions at the Casa del Rey restaurant in Sierra Madre. Using comedy improv games and a few effective guidelines you will locate your funny bone, relieve stress, gain confidence, and make some great new friends. They say laughter is the best medicine, come fill your prescription! *Please arrive early.* **Class is designed for adults.**

Note: *This class is for first-time attendees only.* Not available for returning students. For more information, email: june@junechandler.com.

When registering, indicate start date

4212X \$79
 Sep 14-Oct 5 M 7pm-9pm
 4212X \$79
 Nov 2-Nov 23 M 7pm-9pm

Class held at Casa Del Rey, 31 N. Baldwin Ave., Sierra Madre



Stand-up Comedy


Instructor: Julie Sandoval

Students will learn the craft of Stand-up Comedy while learning about themselves, and finding humor in the world. Students will learn how to improve public speaking skills at the same time fortifying interpersonal communication skills. This course will improve self-confidence, sharpen thinking, and lift your spirits. Stand-up comedy may even enhance work performance and help you gain a competitive edge. \$10 materials fee payable in class.

4202X AHS J105 \$119
 Sep 16-Nov 4 W 6:30pm-9:30pm

Get Funny!

In partnership with ed2go

 The ability to create humor is a skill many people wished they possessed. If you are interested in learning how to come up with jokes or witticisms on the fly, punch up dull material for an audience, or make a living as a comedy writer, this course will get you going. Your instructor, an experienced comedy writer and working actress, will guide you through a wide range of comedic sources. You will learn how to write a one-liner, use physical humor, target your audience, and find the humor in everyday events. Once you have learned some of the methods of creating humor, you will be ready to apply it to all aspects of your life. Punch up speeches and presentations so that the audience is instantly on your side. Mix laughter with learning in the classroom, and watch your students' attention spans grow. Add some humor to your web page and watch the hits explode as word gets out. Use your newfound sense of humor to entertain your friends, meet interesting people, and even make new friends! Courses start monthly. Visit pcclearn.org for more information.

4604XE ONLINE COURSE \$105
 Start dates: Sep 16, Oct 14, Nov 11, Dec 9



Golf

Instructor: Mark Spinelli

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

When registering, indicate date & time

2140X			\$95
Sep 22-Oct 20	Tu		6pm-7pm
2140X			\$95
Sep 24-Oct 22	Th		6pm-7pm
2140X			\$95
Sep 25-Oct 30	F		9am-10am
2140X			\$95
Sep 26-Oct 31	Sa		9am-10am
2140X			\$95
Sep 26-Oct 31	Sa		10am-11am
2140X			\$95
Nov 3-Dec 1	Tu		7pm-8pm
2140X			\$95
Nov 6-Dec 4	F		10am-11am
2140X			\$95
Nov 7-Dec 5	Sa		11am-12pm

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

Private Pilot Ground School

Instructor: Bruce Breslau

Enter the world of personal aviation without leaving the ground! This introductory program addresses all required subject areas for the FAA Knowledge Test. The course will cover aerodynamics, meteorology, airplane systems, performance, rules and regulations, radio communications, navigation, and flight planning. Designed for those with no experience as well as those embarking upon practical flight training. Instruction covers the ground curriculum leading to qualification for either a private pilot airplane or helicopter license. **Note:** Students must bring textbook to first class meeting.

Required Textbook:

Jeppesen Private Pilot Manual, or **Jeppesen Guided Flight Discovery Private Pilot Manual**, any edition from 1997 forward.

2289X	AHS J110	\$155
Sep 14-Nov 16	M	7pm-9:30pm



Finished with the Catalog?

Please pass it along to a friend or colleague. PCC Extension is a self-supporting program and we rely upon our friends to spread the word of our offerings to those who might be interested.

Survival Classes

Instructor: Christopher Nyerges

Survival Skills

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

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

2007X PCC R115 \$59
 Sep 11-Oct 9 F 7pm-9pm



Urban Survival Skills

Are you worried about the next big earthquake? Tidal wave? Terrorist attack? A comet hitting the earth? This lively course with a distinct urban focus will bring you current on the "do's and don'ts" of survival at home. Topics include: food storage (what to store, how to store, where to buy); growing a survival garden; learning about useful plants; water (sources, storage, purification); shelter (tents and other backyard quick shelters); necessary tools and weapons; energy alternatives when there is no electricity (solar power, crank devices, batteries, PV systems, doing without); necessity of fire in the primitive urban setting.

2287X PCC R115 \$59
 Oct 23-Nov 20 F 7pm-9pm



Landscape Classes

Instructor: Charlotte Chen



Drought Tolerant Landscaping

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

2252X PCC R115 \$49
 Sep 13 Su 9am-1pm



Landscape Design

Landscape designers determine what elements bring out the best in a location. It may be a specific tree or bed of flowers, a deck, patio, or bubbling fountain. In this workshop, students will learn the basic principles of *hardscape* design gaining the ability to beautify a yard while spending money wisely. Discover what design principles work best for small spaces, large lots, shady or sunny places, hillsides, and slopes. *Bring photos of your site and a simple hand-drawn site plan.* \$2 materials fee payable in class.

2251X PCC R115 \$89
 Nov 8-Nov 15 Su 9am-3pm

Day Trips

Register early! Day trips fill quickly.

Detailed itineraries available at pcclearn.org/DayTrips. Or to have a Day Trip Brochure mailed to you, call or email the PCC Extension office.

See page 44 for Travel Information and Policies

Take a Bite Out of L.A.!

The diversity of L.A. is showcased in its amazing array of authentic international dishes. Our journey begins in Chinatown to indulge in Cantonese food, followed by a stop at Olvera Street to enjoy a taquito at an authentic Mexican marketplace. The next stop is Little Tokyo for mochi ice cream, and then it is on to Highland Park to the famous Galco's Soda Pop Stop. Prime Rib sandwiches at the historic Tam O'Shanter Inn, and a stop at the San Antonio Winery conclude the day's adventure. Eclectic L.A. neighborhoods and tantalizing cuisines! All visits subject to change.

2359X \$99
 Sep 25 F 8:30am-5pm

Miramar Air Show Featuring The Blue Angels

The Navy's Blue Angels once again soar over the skies of San Diego! Do not miss this exciting opportunity to thrill to their maneuvers as well as those of the Patriots Jet Team, the F-35B Lightning II Joint Strike Fighter, and the AV-8B Harrier. See the Marine Corps Air and Ground Task Force demonstration and heritage flights. Observation Deck Chalet covered and uncovered seating on the flight line with unlimited water. Bring lunch or purchase from concessions.

2391X \$109
 Oct 2 F 8:30am-7:30pm

Julian Gold & Apple Pie

Julian is an early 1900's mining town known for its clean air, fresh apple pie and unique boutiques. We stop at the famous Dudley's Bakery for their freshly baked bread before arriving in Julian. Explore the quaint town of Julian at your leisure with time for shopping, and lunch on your own. Later, for an additional \$10, join an optional 60-minute walking tour deep into a multi-leveled gold mine.

2339X \$59
 Oct 17 Sa 8:30am-8pm

Macadamia Nuts & Wine

An opportunity to visit a macadamia nut farm to experience first-hand the tremendous time and manpower that goes into growing such a unique crop. Enjoy a leisurely walking tour through the grove with 700 macadamia nut trees and get your chance to crack, sort, and taste! While on the farm, enjoy an included barbecue chicken lunch along with a delicious dessert. Later, we visit Tom's Farms and a Temecula Valley winery for an included wine tasting.

2449X \$109
 Nov 13 F 8:30am-6pm

A Chateau, A Temple & Frank Lloyd Wright

On this tour, we will visit three of Hollywood's most unique buildings. First a visit to Frank Lloyd Wright's famous, and newly-reopened, Hollyhock House featuring Mayan Revival architecture. Then it is off to the Church of Scientology Celebrity Centre (formerly the Château Élysée) for an included lunch at the 4-star Renaissance Restaurant, where it feels like you stepped into 17th-century French Normandy. Later, we visit the beautiful Hollywood Self-Realization Fellowship Temple to enjoy the peace and serenity of the meditation gardens.

2326X \$89
 Nov 20 F 8:30am-5pm

Reagan Library "Christmas"

We visit the Ronald Reagan Presidential Library and its special Christmas exhibit, *Christmas Around the World*, featuring more than 25 beautifully decorated Christmas trees representing the countries President Reagan visited while in office. An included tour will take you back to the world that Reagan shaped during his eight years in the White House. A highlight of the day is a walk through Air Force One, the airplane that served Reagan throughout his presidency. Upon arrival, enjoy an included barbecue buffet.

2315X \$99
 Dec 4 F 10am-5pm

Newport Harbor Lights Cruise

We begin at Roger's Gardens, beautifully decorated with themed Christmas trees. Next, we enjoy an included dinner with choice of entrée and dessert at the Harborside Restaurant with great views of the harbor. Finally, on our harbor cruise during the 107th annual Newport Christmas Boat Parade, we will see beautifully decorated boats, yachts and waterfront homes.

2373X \$109
 Dec 18 F 12:30pm-8:30pm

All day trips will depart from Pasadena City College, Student Lot 3.
Note: Considerable walking!

Multi-Day Tours

Must call 626-585-7608 to register.

Detailed itineraries available at
pcclearn.org/Tours.

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

See page 44 for
Travel Information and Policies

Neon to Nature

November 12-16, 2015 – 5-Day Tour

Double: \$899 / Single: \$1199 – Deposit: \$200

Tour highlights: Four nights at the 4-star Treasure Island Hotel & Casino • We tour Hoover Dam and its powerhouse, walk across the Bypass Bridge for spectacular views of the Dam and take a lunch cruise on a Mississippi-style paddlewheeler on Lake Mead • Visit the Mob Museum, the Neon Museum, the Nevada State Museum at Springs Preserve and enjoy a picnic lunch in Red Rock Canyon • Delight to a showgirl-led backstage tour of Jubilee to learn about the costumes, system of backdrops and other secrets of this iconic Vegas show • Full day at leisure or an optional visit to the Skywalk (\$95) jutting 70 feet over the west rim of the Grand Canyon.

“Christmas” in Yosemite

December 6-8, 2015 – 3-Day Tour

Double: \$579 / Single: \$739 – Deposit: \$150

Tour highlights: Two nights at the beautifully decorated Tenaya Lodge at Yosemite – an elegant, 4-star resort • A full-day of touring in Yosemite National Park to see the beauty of El Capitan, Half Dome, the magnificent gorges, the tall pines and enjoy an included lunch at the Ahwahnee Hotel • Step back in time for a Victorian turn-of-the-century holiday experience while touring Fresno’s beautifully decorated Kearney Mansion, the former mansion of the Central Valley’s “Raisin King” • Enjoy a traditional family-style Basque lunch in the Central Valley.

Coastal “Safari” by Rail

February 3-5, 2016 – 3-Day Tour

Double: \$469 / Single: \$599 – Deposit: \$100

Tour highlights: Two nights in Pismo Beach at a charming property with an ocean view from every room • Ride along California’s coast aboard Amtrak’s deluxe Coast Starlight train featuring a dining car and observation car for spectacular ocean views • “Safari” sightseeing including a visit to a monarch butterfly sanctuary, an elephant seal rookery, a goat dairy farm, an ostrich and emu ranch and a tour of Morro Bay to see the many birds and sea life • Attend San Luis Obispo’s Thursday night street faire and farmers’ market, and enjoy time to browse in both Cambria and Solvang.

Death Valley Splendor

March 13-15, 2016 – 3-Day Tour

Double: \$499 / Single: \$689 – Deposit: \$100

Tour highlights: Stay in the heart of Death Valley at Furnace Creek Ranch • See famous and unique sites including Ubehebe Crater, Harmony Borax Works, Zabriskie Point, Devil’s Golf Course, the Furnace Creek Inn and Badwater • A docent-guided tour of the iconic Scotty’s Castle, to learn about “Death Valley Scotty” • Extensive guided sightseeing of both upper and lower Death Valley National Park with knowledgeable and entertaining geographer-guide, Dennis Napier.

Desert Bloom

March 20-21, 2016 – 2-Day Tour

Double: \$299 / Single: \$369 – Deposit: \$75

Tour highlights: Stay overnight at the 4-star Pala Resort Casino, an elegant hotel with multiple restaurants and non-stop gaming action • Extensive guided sightseeing in Anza-Borrego Desert State Park, the Temecula Valley and San Diego’s Volcan Mountains with knowledgeable and entertaining geographer-guide, Dennis Napier • Wine tasting and lunch at a Temecula winery • Time at your leisure in Julian – the mountain town known for its quaint boutiques.

Washington, D.C. Blossoms

March 31-April 5, 2016 – 6-Day Tour

Double: \$1,499/Single: \$1,839* – Deposit: \$250*

Tour highlights: Cherry blossoms in bloom • Sightseeing includes the White House, Embassy Row, Arlington National Cemetery, and the memorials including Lincoln, Vietnam, FDR, Jefferson, MLK, Korean War, World War II, Pentagon, Iwo Jima • Tours of the Capitol Building, Supreme Court Building, Library of Congress, Ford’s Theatre, Peterson House, Washington National Cathedral, Bureau of Engraving & Printing, the National Archives and Kennedy Center for the Performing Arts • Tour George Washington’s home at Mt. Vernon, visit Christ Church and tour Old Town Alexandria with a colonial guide.

***Land only prices - Roundtrip group airfare available from \$475 per person.**

Also in 2016!

Catalina Island Escape
California Vines, Rails & Redwoods
Color Country Escape
Alaska Explorer
Yellowstone, Glacier & Grand Teton
Taste of the Central Coast by Rail
America’s Music Cities
Huell Howser Mystery Tour
Southern Arizona
“Christmas” at Wonder Valley Ranch

For more information, go to:

pcclearn.org/Tours

**Chefs in Training
(Ages 10-17)**

Instructor: Andrea Schenck

You are never too young to learn about cooking and eating healthy! In this hands-on cooking series, students feel, smell, and taste all kinds of fresh and yummy ingredients; and in the end prep, cook and eat your edible masterpieces! Each class will focus upon organic ingredients and whole foods. *See note.*



Cooking 101

Features Chicken with Pan Sauce, Mashed Potatoes, Green Beans with Lemon and Garlic, and Dessert Crepes with Whipped Cream and Berries. \$20 materials fee payable in class.

3423X	PCC	CC-Bldg	\$39
Sep 13		Su	10am-12pm



Food Truck Favorites

Features Sliders with Caramelized Onions, Bacon and Cheese, Jalapeno Macaroni and Cheese, Vegetable Sushi Rolls, and Fruit Juice Shaved Ice. \$20 materials fee payable in class.

3423X	PCC	CC-Bldg	\$39
Sep 27		Su	10am-12pm

Italian Feast

Features Caesar Salad, Flatbread Pizzas, Spaghetti Bolognese, and Fizzy Fruity Drinks. \$20 materials fee payable in class.

3423X	PCC	CC-Bldg	\$39
Oct 11		Su	10am-12pm

Breakfast

Features Steak and Potato Hash with Peppers and Onions, Scrambled Eggs, and Fruit Smoothies. \$20 materials fee payable in class.

3423X	PCC	CC-Bldg	\$39
Oct 25		Su	10am-12pm



Note: Classes held in the cooking classroom in the Campus Center (CC-Building). The instructor will meet students at the entrance to the Piazza, in the lobby of the Campus Center where they will be taken back to the classroom.



**Gift Certificates now available at
www.pcclearn.org!**

Natural A's (Ages 10-17)

Instructor: Curtis Adney

Enhance grades, self-confidence, and chances for scholarships and college admission by performing academic skills in alignment with the brain's natural patterns. Make reading, studying, memorizing, note and test taking amazingly efficient! Discover simplified methods for understanding math and other subjects, optimizing focus and concentration, and preventing test anxiety. \$30 materials fee payable in class. **Note:** Parents also must register if they wish to attend with child.

1709X PCC R115 \$49
 Sep 20 Su 9am-12pm



NEW Mini Mozart Music (Ages 2-4)

Instructor: Carissa Lynn Kalkbrenner

Mini Mozart Music is a fun, energetic class designed for children and their parents. Classes include a variety of songs and activities using sing-a-longs, dynamics, calls-and-repeats, movement/dancing, and percussion instrument play. The instructor encourages creativity, and addresses social and cognitive development and motor skills. This course provides an important beginning music experience in a relaxed, fun-filled setting intended to foster a life-long love for music and a positive attitude for future music study. *Bring a mat to class.*

1704X PCC R217 \$49
 Sep 26-Oct 24 Sa 11:30am-12:30pm

Available Online Test Preparation Courses:

- **Prepare for the GED® Test**
 Develop the skills you will need to pass the GED test.
- **Prepare for the GED® Math Test**
 For the Mathematical Reasoning module only.
- **SAT/ACT Preparation - Part 1**
 Master the reading, writing, English, and science questions on the ACT and new SAT.
- **SAT/ACT Preparation - Part 2**
 Master the math questions on the ACT and new SAT.

Visit pcclearn.org
 for more information.



Commercial Kids "On Camera" (Ages 6-12)

Instructor: Hal Sweesy

Calling all children interested in exploring the world of Commercial Acting! In this two-day workshop, students will have lots of fun while learning auditioning skills on camera. Students will be given an overview of the commercial acting field and learn the "right way" to enter the industry. This safe and economical introduction is presented in the professional environment of an actual casting studio in Studio City. Parents are welcome to watch class and learn the realities of the business. Includes educational handouts and private phone counseling upon request. All levels are welcome!

Prerequisite: Reading ability is required.

6005X \$55
 Oct 25-Nov 1 Su 11:45am-1:45pm

Class held at Zydeco Studios, Studio City (directions provided upon registration).

Welding Tests for FCAW and SMAW



This exciting new opportunity is designed for individuals needing a Los Angeles City Welding License in FCAW and SMAW. Each process requires 2 tests. All tests are offered at PCC through the Welding department. Each test requires separate registration and fee. Test fee: \$150.

Once students have registered and submitted payment, an email confirmation will be sent giving information as to scheduling a test time. A welding coupon will be provided for you. The charge for the steel and set-up of the coupon is \$50 paid directly to the instructor before testing: cash only!

Note: Applicants must provide their own welding equipment and welding rods. There are no retakes. If an applicant does not pass, a new test time with test fee and coupon fee will be required.

You may register for testing online, or call PCC Extension at 626.585.7608. For additional information, please contact the instructor at mhenry5@pasadena.edu or at 626.585.7305.

Online Traffic School

State-approved



No Traveling • No Inconvenience • No Worry

- Complete the online traffic school course from the privacy and comfort of your home, office, or anywhere you can access the Internet.
- Course is designed to be a 6-7 hour program. Complete the course all at once or take your time.
- Course is divided into units containing reading, video, graphics, and review questions.
- Final exam consists of 25 multiple choice questions. Passing score 70%. Certificate of Completion will be sent electronically to the court and DMV.

For more information, go to: pcclearn.org/TrafficSchool

Travel Information and Policies

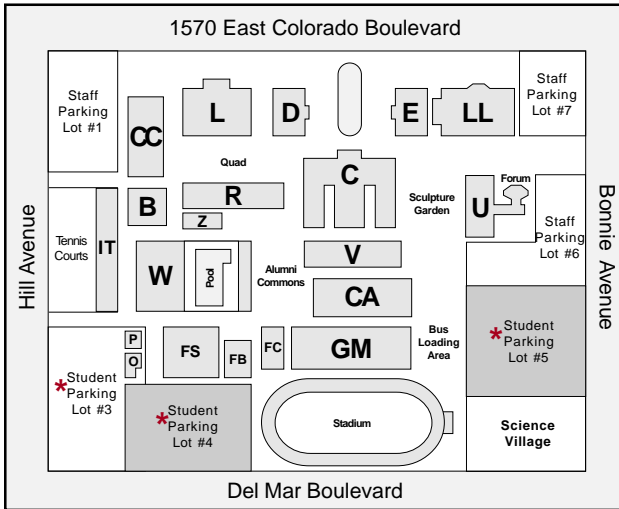
Payment - Day Trips: Entire fee due at time of booking. **Multi-Day Tours:** Deposit per person due at time of booking. Traveler will be contacted by Good Times Travel to arrange for payment balance.

Cancellation/Travel Protection: Refund requests, except where noted, must be received *two weeks* prior to trip departure date, and will be granted only if space is resold. *Day trip fees and deposits paid to PCC:* Refunds to reflect \$20 processing fee per person. *Tour fees paid to Good Times Travel:* If travel protection has not been purchased, only recoverable funds less a

cancellation charge of \$50 will be reimbursed once payment has been made. If travel protection has been purchased, you will receive a full refund (or partial if enroute), provided the defining reason is covered. **Note:** Travel protection/cancellation insurance for multi-day tours is **highly recommended**. Pre-existing medical conditions are covered only if protection is purchased at time of deposit. Insurance also available for day trips.

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

Pasadena City College Campus



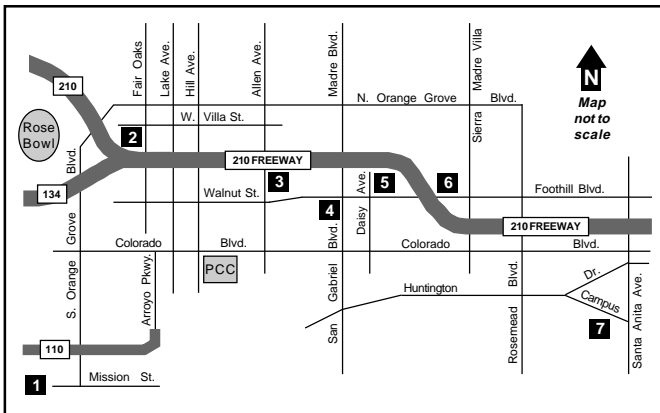
- B** Bookstore
Student Business Services
Campus Police
- C** Information - C218
Sexson Auditorium
- D** Health Center
Learning Assistance Center
- E** Physical Sciences
- L** Admissions & Records
Career Center
Counseling Services
Financial Aid
Registration
- R** Catherine J. Robbins
Building
- U** Armen Sarafian Building
- V** Howard E. Marvin
Technical Building
- W** W Building Gym
- CA** Center for the Arts
- CC** Campus Center
- GM** Hutto-Patterson
Gymnasium
- IT** **PCC Extension - IT200**
Industrial Technology
Building
- LL** Shatford Library

* Pasadena City College Campus Parking:

Daily permits may be purchased from the dispensers located throughout the student parking lots. **Permits cost \$2.00, coin or paper, and are good for the entire day and/or evening.**

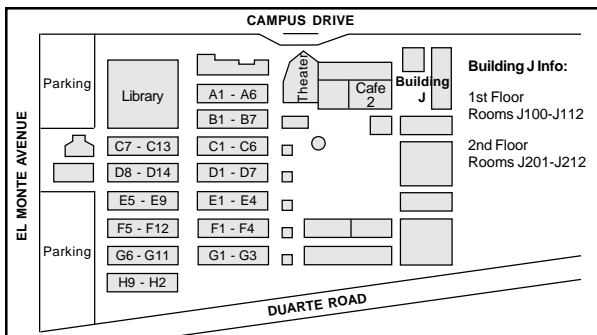
Note: The PCC Flea Market is held on the first Sunday of every month. On those days, student parking is only available in Lots 3 and 4. Parking is extremely limited. It is strongly recommended students arrive **early** to allow time to locate parking.

Off-Campus Class Locations



- 1**
Arroyo Seco Golf Course
1055 Lohman Lane
- 2**
Vance Wealth Group
100 W. Villa St., Suite 101
- 3**
Code 3 Life Support Education
376 N. Allen Ave.
- 4**
The Dance Family Studio
2700 E. Foothill Blvd., Ste 101
- 5**
Awareness Center
2801 E. Foothill Blvd.
- 6**
*** Community Education Center**
3035 E. Foothill Blvd.
- 7**
Arcadia High School
180 Campus Dr., Arcadia
(see campus map at left)

Arcadia High School



Building J Info:
1st Floor
Rooms J100-J112
2nd Floor
Rooms J201-J212

Register



Online:
pcclearn.org



Phone:
(626) 585-7608



In Person:
Pasadena City College
Room IT200
Mon-Fri, 9am-4pm



Mail:
PCC Extension
Pasadena City College
1570 E. Colorado Blvd.
Pasadena, CA 91106



Fax:
(626) 796-5204

Important Information

Dropping a Class

NOREFUNDS AFTER A CLASS HAS BEGUN.

Choose courses carefully! Refunds are granted ONLY if you notify PCC Extension at least three (3) business days before your class begins. Registration fee less a \$10 processing fee per course will be refunded in the same format as originally paid within 6 weeks. No processing charge is deducted, if instead of a refund, a credit voucher is issued. Voucher amount may be applied to another PCC Extension course fee.

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

Trips & Tours Cancellation Policy: Except where noted, cancellations/refunds must be received *two weeks* prior to the trip departure date and will be granted only if the space is re-sold by PCC Extension. It may be possible to send a substitute in your place with prior notice to Pasadena City College. When approved, refunds will reflect processing fees per person AND any unrecoverable expenses such as lodging, tickets, etc. See page 44 for more trip refund information.

Transfers

To transfer to another class, must request at least three (3) business days before the original class meets. No processing charge is deducted.

Cancelled Class

Course fee is automatically refunded, in the same format as original payment, within 6 weeks.

Class Dates

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

Insurance/Waivers

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

Classes for Kids

A Release and Medical Consent form will be sent along with your confirmation letter. **Complete and return this form to the instructor at the first class.**

Certificates

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

Supplies/Equipment

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

Instructors

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

Pre-Registration is Important!

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

**Save Your Space.
Register Today!**



PASADENA
CITY COLLEGE

PCC Extension

1570 E. Colorado Blvd., Room IT200

Pasadena, CA 91106-2003

Main Number: (626) 585-7608

Fax Number: (626) 796-5204

Website: pcclearn.org

E-mail: info@pcclearn.org

Facebook: facebook.com/pccextension

REGISTRATION FORM — PCC EXTENSION

PLEASE PRINT

Date _____

Last Name _____ First Name _____ M.I. _____

Street Address _____ Apt. No. _____ City _____

Email Address _____

Zip Code _____

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 _____

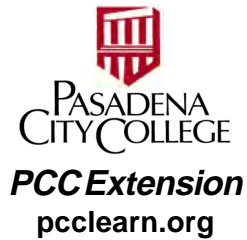
CK _____ CA _____

03/13

PCC Extension

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

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



Room IT200
1570 East Colorado Boulevard
Pasadena, CA 91106-2003

Main Number: (626) 585-7608
Fax Number: (626) 796-5204

Website: pcclearn.org
Email: info@pcclearn.org
Facebook: [facebook.com/pccextension](https://www.facebook.com/pccextension)

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

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

Board of Trustees
Berlinda Brown, President
Linda Wah, Vice President
Dr. Jeanette Mann, Clerk
Dr. Anthony R. Fellow, Member
John H. Martin, Member
Dr. Ross Selvidge, Member
William E. Thomson, Member
Kelly Banh, Student Trustee

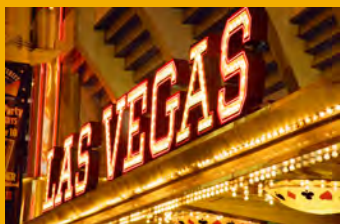
**Lifelong
Learning
Is For
L I F E**



***He reached his goal.
Have you?***

PCC Extension courses provide community members an opportunity to continue learning, exploring, and enjoying throughout their lives. Whether you are looking for courses to change careers, enhance skills, unleash creativity, or travel, the PCC Extension Fall Session has something for everyone.

Trips & Tours



**Neon to
Nature**
November 12-16

**"Christmas"
in Yosemite**
December 6-8



**Coastal
"Safari"
by Rail**
February 3-5

**Death Valley
Splendor**
March 13-15



**Desert
Bloom**
March 20-21

**Washington,
D.C.
Blossoms**
March 31-April 5



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

Plus Day Trips

Take a Bite Out of L.A.!
September 25

Miramar Air Show
October 2

Julian Gold & Apple Pie
October 17

Macadamia Nuts & Wine
November 13

**A Chateau, A Temple
& Frank Lloyd Wright**
November 20

Reagan Library "Christmas"
December 4

Newport Harbor Lights Cruise
December 18

*Turn to page 40
for Trips & Tours information.*

pccllearn.org
(626) 585-7608

