

**PCC**  
**EXTENSION**

Summer 2017

June 12 - August 26, 2017  
*Classes Start Throughout the Session*

# *Discover Your Passion for Lifelong Learning*



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



# Summer 2017



## Reading

Reading programs offered in partnership with the Institute of Reading Development (IRD) for pre-school through adult. The PCC Extension/IRD partnership has existed for more than 15 years and receives consistently high marks from students and parents. Classes held at Pasadena City College and Arcadia High School. Call 800-964-8888.



## Swim

Summer Swim offers group classes for toddlers through adults. Lanes will be available for lap swim, and afternoons will provide community members the opportunity to enjoy open recreational swim times. Summer Swim held Monday through Friday, from June 12 to August 4. Registration for our Swim lessons begins in May. See page 32.

## New for Summer!

Become a Solar Installer  
Financial Freedom  
Long-Term Care Workshop  
Preparing Your Home for Sale  
Chinese Floral Arts  
Joyful Living Happy Life  
Beginning Hand Drafting  
Sewing Basics  
Basics of Screenwriting  
Caregiving Made Simple  
Introduction to Chess  
Conflict Management  
World Cinema

## Professional Certificates "Online"

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

## New Look!

*We are excited to introduce our new look and format.  
More information and easy to find courses,  
programs, workshops, and certificates.*

**NEW LOCATION:** The PCC Extension office now is located on Foothill Boulevard (Community Education Center). See address on page 37.

## Investments, Retirement

Building Your Financial Portfolio  
Estate Planning  
Rejuvenate Your Retirement  
I'm Home...For Good  
Understanding Stocks and Bonds

**Our Fall PCC Extension catalog will be available in August!**

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

# SUMMER 2017

June 12 to August 26

## CAREER

Professions .....	2
Technology .....	8



## FINANCE

Investing .....	11
Property .....	12
Retirement .....	13



## ENRICHMENT

Cooking .....	14
Art .....	14
Dance .....	15
Music .....	16
Crafts .....	18
Writing .....	20
Photography .....	22
Languages .....	23



## ACTIVE

Exercise .....	25
Lifestyle .....	27
Sports .....	30
Outdoors .....	31
Summer Swim .....	32
Trips & Tours .....	34



## INFORMATION

Registration Info & Form .....	38
General Information .....	39
Maps .....	40
Index .....	41

## LEGEND

**NEW** New for Summer 2017



Online



Certificate Program

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



## Notary Public Courses

Instructor: Thomas Peavyhouse

### Notary Public Licensing

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

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

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

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

0390X	PCC - Room R221	\$89
Jul 15	1 Saturday	8am-4pm

### Loan Signing Specialist

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


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

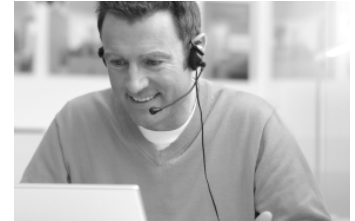
0315X	PCC - Room R113	\$65
Jul 16	1 Sunday	9am-1pm

## Certificate in Customer Service



In partnership with UGotClass

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



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

COURSELIST:


Keys to Customer Service  
Extraordinary Customer Service

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

## Supervisory & Leadership



In partnership with UGotClass


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

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

## Certificate in Office Operations



In partnership with UGotClass

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

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

COURSE LIST:

Office Operations  
Embracing Sustainability in the Workplace  
Cyber Security for Managers

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

## Certificate in Leadership Development



In partnership with UGotClass

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

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

COURSE LIST:

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

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

## Management Certificate



In partnership with UGotClass

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

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

COURSE LIST:

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

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

## Healthcare Certificate Programs



In partnership with ed2go

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

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

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

## Occupational Spanish Courses

In partnership with ProTrain



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

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

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

For in-class Spanish classes, turn to page 23.

## Certificate in Data Analysis



In partnership with UGotClass



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



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

COURSE LIST:

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

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

NEW

## Become a Solar Installer

Instructor: Quayum Abdul

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

- Solar, electrical, and city codes
- Electrical wiring.

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

2257X	PCC - Room R123	\$119
Jul 27-Aug 24	4 Mondays & Thursdays	6:30pm-9:30pm

## Voiceover Classes

Partner: Voices For All

### Voiceover Professional: A New Career


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

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



### Voiceover Professional: A New Career

#### One-on-One Online Class

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

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

## Professional Make-Up Artistry

Instructor: Michele Godinez

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

*When registering, indicate start date*


0413X	PCC - Room R115	\$89
Jun 25-Jul 9	2 Sundays	9am-5pm

0413X	PCC - Room R115	\$89
Aug 13-Aug 20	2 Sundays	9am-5pm

## Social Media for Business Certificate

CP

In partnership with UGotClass

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

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

COURSE LIST:


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

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

## Digital Marketing Certificate

CP

In partnership with UGotClass

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

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

COURSELIST:

Boosting Your Web Site Traffic  
Improving Email Promotions  
Online Advertising

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

## Certificated (2-Day) Film School

### Produce, Write, Direct, Act

Instructor: Dov S-S Simens

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

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

4215X \$395  
 Aug 19 & 20 1 Saturday & Sunday 9am-6pm

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

## MEET OUR INSTRUCTORS

### Dov Simens



Dov Simens, a former Line Producer and Development Executive, has presented his acclaimed course in over 30 nations, on 6 continents, with graduates ranging from Writer-Directors like Quentin Tarantino, to Actor-Producers like Will Smith, to Producer-Directors like Queen Latifah. Combined they have created more than 600 feature films grossing more than \$11 billion worldwide in the past two decades. Dov also was honored by the National Association of Film Schools as "Film Instructor of the Year". Dov is the author of "From Reel To Deal."

#### Little Known Fact:

Mr. Simens was a 1Lt Green Beret who served in Vietnam (1968-1969) and credits this leadership training with the success of his intensive teaching program.

#### Course:

### Certificated (2-Day) Film School



### More Online Certificate Programs and Courses

#### Certificate Programs

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

#### Courses and Workshops

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

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

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



# Online Career Training Programs

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

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

## Features:

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

## HIGH DEMAND PROGRAMS

### Medical Billing and Coding Programs

These programs are ideal for students new to a medical career, and for professionals needing a better understanding of current backoffice operations. These comprehensive programs provide you with all of the information you need to understand the complexity of this field, and earn a certificate in medical billing and coding.

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

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

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

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

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

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

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

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

### Other Medical Programs

#### **Pharmacy Technician**

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

#### **Administrative Dental Assistant**

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

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

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

### **Medical Terminology**

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

### Vocational Programs

#### **Certified Bookkeeper**

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

#### **Certified Wedding Planner**

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

#### **Human Resources Professional**

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

#### **Veterinary Assistant**

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

### **Child Development Associate Training**

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

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

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

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

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

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

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

### **Professional Bookkeeping with QuickBooks**

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

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

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



## Online Career Training - *Featured Programs*

### **Certified Global Business Professional (GES203)**

\$2,495 — 160 Course Hours

The Global Business Professional certification is a prestigious acknowledgment of international business expertise, including management, marketing, supply-chain management, and trade finance. The Certified Global Business Professional Online Program will prepare you for the certification exam. Topics include:



- Evaluating the internal and external environment for potential marketing threats and opportunities
- Developing and implementing a global marketing plan
- Optimizing supply-chain solutions to meet requirements of the international business plan
- Evaluating and selecting potential intermediaries supporting the international business plan
- Completing documents required for the international movement of product and services
- Assessing political and economic risks and cultural issues of the target country to establish financial costs and viability
- Researching and analyzing credit history and payment capacity of the potential buyers or partners to assess the commercial risk
- Selecting appropriate methods, terms, and currency of payment to agents, sales representatives, distributors, suppliers, and international joint ventures
- Developing a short, medium, and long-term financial plan

### **Purchasing and Supply Chain Management (GES411)**

\$2,295 — 300 Course Hours

The Purchasing and Supply Chain Management Online Training Program introduces you to the fundamental aspects of the supply chain environment, including enterprise resource planning systems, and requirement systems. The interrelationships between purchasing, vendor selection, sources of supply, and technology also will be explored in this program. The focus is on management, and the skills and resources that a successful manager needs. Students will:



- Become familiar with the basics of purchasing and the purchasing environment in the private sector
- Have an understanding of the various approaches, tools, and strategies used in negotiations
- Learn the fundamentals of the budgeting process and managing the process in an organization
- Understand the basic subjects in the field of price and cost analysis from a purchasing and production perspective

### **Purchasing and Supply Chain Management *with* Freight Broker/Agent Training (GES427)**

\$3,695 — 480 Course Hours

This program combines two essential career trainings for those interested in entering the logistics sector. By learning supply chain management and freight brokerage, you will have a holistic understanding of how these roles contribute to logistics. The Purchasing and Supply Chain Management program gives you an integrated approach to planning, acquisition, flow, and distribution, from raw materials to finished products. Topics such as creating a corporate culture, working successfully with teams, developing and implementing successful people management strategies, and monitoring workflow and performance management will be explored in this program. The art of negotiation also is covered in great detail, providing a foundation for negotiating with great awareness and effectiveness. Finally, learn how individuals become part of trucking, freight logistics, and transportation industries as licensed freight brokers or as freight broker agents. From licensing and operations, to sales and marketing, learn the basics of how a domestic freight brokerage or agency is managed within the United States.




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

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



## Introduction to Microsoft Word 2013

In partnership with ed2go


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

ONLINE COURSE \$99  
 Start Dates: Jun 14, Jul 12, Aug 16, Sep 13  
 Go to [ed2go.com/pcclearn](http://ed2go.com/pcclearn) to register.



## Introduction to Microsoft Excel 2013

In partnership with ed2go

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

ONLINE COURSE \$99  
 Start Dates: Jun 14, Jul 12, Aug 16, Sep 13  
 Go to [ed2go.com/pcclearn](http://ed2go.com/pcclearn) to register.

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

## iPhone, iPad Classes

Instructor: Bob Cohen

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

### iPhone, iPad, and I'm Lost®

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

0513X PCC - Room R104 \$45  
 Jun 24 1 Saturday 9am-12pm

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

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


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

0522X PCC - Room R104 \$45  
 Jun 24 1 Saturday 1pm-4pm

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

## Introduction to Windows 10

In partnership with ed2go

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

ONLINE COURSE \$99  
 Start Dates: Jun 14, Jul 12, Aug 16, Sep 13  
 Go to [ed2go.com/pcclearn](http://ed2go.com/pcclearn) to register.



## Internet Marketing Classes

Instructor: Bob Cohen

### Facebook and Social Networks: How to Connect

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

0510X PCC - Room R104 \$45  
Jul 29 1 Saturday 9am-12pm

### Marketing with Facebook and Social Media

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

0502X PCC - Room R104 \$45  
Jul 29 1 Saturday 1pm-4pm

### Secrets of Internet Marketing

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

0503X PCC - Room R104 \$45  
Aug 5 1 Saturday 9am-12pm

### Blogging for Fun and Profit

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

0507X PCC - Room R104 \$45  
Aug 5 1 Saturday 1pm-4pm

### Internet Marketing Certificate

Receive a certificate after attending all four classes. Recommended for non-profit organizations, small business owners, job changers, and those re-entering the workforce.

Save \$31 by signing up for all four classes at once!  
Fee: \$149 (plus materials)

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

## 3D Printing for Educators Certificate

In partnership with UGotClass



There has been a lot of excitement about the use of 3D printers in education, but educators can have trouble both getting started with the technology and figuring out what to do with it. This two-course certificate program covers both aspects, starting with how the technology works and then moving on to how to use it effectively. If participants already have 3D printers, the instructors will customize the class as much as possible so participants can follow along on the hardware they have. If a participant does not yet have access to a 3D printer, the instructors can help with helping participants define criteria to make decisions about appropriate hardware to buy.

Two one-month courses, \$345 for courses and certificate. Fee represents a savings of \$45 off the same classes if registered for separately.

COURSELIST:

Introduction to 3D Printing  
3D Printed Science and Math: Visualizations and Experiments

4383X ONLINE COURSE \$345  
Start Dates: Jun 5

## Computer Skills for the Workplace

In partnership with ed2go

Most jobs today require a working knowledge of certain computer skills. Employers seek and reward employees with the skills and knowledge to send messages across the country via e-mail; use a spreadsheet to create a graph and paste it into a report; add and edit data in a database; understand the implications of file sizes, memory limitations, and network arrangements; and recognize the function and features of modern computer components. Any job candidate who already possesses these skills will stand above those who do not. This course is a great introduction to Windows 10 and Office 2016 and is designed to provide the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace. You will learn how to implement the powers of modern office software to work faster and more efficiently. Course starts monthly.

ONLINE COURSE \$99  
Start Dates: Jun 14, Jul 12, Aug 16, Sep 13  
Go to [ed2go.com/pcclearn](http://ed2go.com/pcclearn) to register.

## Video Marketing Certificate

In partnership with UGotClass



Video marketing is the latest hot new marketing trend. Shoppers who viewed product videos were 144% more likely to add the product to their cart. Video with good SEO has a 53% higher chance of showing up on page one of Google searches. When done correctly, video can tell a story, and stories connect people. Video also leads to an emotion "trigger" that plain text cannot do. Two one-month courses.

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

COURSE LIST:

YouTube for Business  
Video Marketing

4496X ONLINE COURSE \$395  
Start Dates: Jun 5

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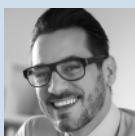
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Medical Coding

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Computer Skills  
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## Other Online Courses We Offer

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Fundamentals  
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PC Security  
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Microsoft PowerPoint 2016  
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Intro to Programming  
Photoshop Elements for  
the Digital Photographer

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Lose Weight and Keep It Off  
Music Made Easy

### Internet

Designing Effective Websites  
Intro to Dreamweaver  
Intro to Flash  
Intro to CSS3 and HTML5  
Intro to Java Programming  
Intro to JavaScript  
Creating Mobile Apps  
with HTML5  
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on eBay  
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### Test Prep

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E-Books  
Fundamentals of Technical  
Writing  
How to Make Money From  
Your Writing  
Beginner's Guide to  
Getting Published

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

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



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

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 - Room R104	\$45
Jul 22	1 Saturday	9am-12pm

## **NEW** Financial Freedom

Instructor: Shiral Torres

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

0352X	PCC - Room R117	\$39
Jul 29	1 Saturday	10am-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	PCC - Room R121	\$39
Aug 8	1 Tuesday	7pm-9pm

## 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	PCC - Room R117	\$45
Jun 21	1 Wednesday	6:30pm-9:30pm

### Mutual Funds and Annuities Explained

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

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

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

0407X	PCC - Room R117	\$45
Jun 28	1 Wednesday	6:30pm-9:30pm

### Master Your Investments

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

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

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

0402X	PCC - Room R113	\$59
Jul 22-Jul 29	2 Saturdays	9:30am-12pm



## MEET OUR INSTRUCTORS

**Sandra Tupurins**

Sandra Tupurins has been a leading mortgage broker in Pasadena for the past 23 years. She started her own company in 2004 and today, ST Mortgage has an active database of more than 900 clients. Realizing her knowledge and skills could benefit novice homebuyers, she began her career as an educator and public speaker in 1995 by pioneering her Homebuying 101 class. Her extensive experience allows her to provide her students with a complete knowledge of the home buying process. This seminar gives first-time buyers an advantage in the market by becoming educated, qualified, and prepared. The education she provides gives her students tremendous success throughout the entire homebuying process.

**Course:****Home Buying Simplified****PROPERTY****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
- Real Estate contract review
- Credit score and its importance
- Personal financial preparation
- Knowledge of pre-approval process
- Current housing market trends

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

3913X  
Jul 29PCC - Room R121  
1 Saturday\$39  
9:30am-1pm***Stay Connected!******Join PCC Extension Online!***

Find out what classes are upcoming, exciting facts, new offerings, and all about our wonderful instructors. Go online today and create a profile on our website. Join the conversation!



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***pcclearn.org***

**Understanding Reverse Mortgages**

Instructor: Mario Manzanilla

Commercials and ads abound proclaiming the benefits of Reverse Mortgages, but what are they really, how do they work, and what are the pros and cons? This workshop is designed for seniors over 62, the children of seniors, and realtors. Join us and learn the main benefits and strategies of using a Reverse Mortgage to purchase a home (downsizing, upsizing) or simply to stay in a home. A Reverse Mortgage may be used as a financial tool to help cash poor, equity rich homeowners over the age of 62 improve finances and prolong savings throughout retirement. Reverse Mortgages offer a solution with no mortgage payments for the rest of the homeowner's life; and in 2015, the Housing and Urban Development and the Federal Housing Authority changed the Reverse Mortgage rules adding protections benefitting seniors and their families.

3914X  
Jul 12PCC - Room R123  
1 Wednesday\$39  
6:30pm-8:30pm

## **NEW** Preparing Your Home for Sale

Instructor: Victoria Guasco

Selling your home begins long before the yard sign reads; "SOLD." Selling your home well demands a solid strategy which includes assessing its value, preparing it to go on the market, and presenting it to achieve maximum results. Topics include:

- Preparation
- Home Inspection
- Three D's of Preparing to Sell
- Staging
- Market Analysis

3921X PCC - Room R111 \$39  
Jun 24 1 Saturday 10am-12pm

## RETIREMENT



### Medicare 101

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

Instructor: Ron Tanji

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

2262X PCC - Room R104 \$39  
Aug 12 1 Saturday 10am-12pm

### Rejuvenate Your Retirement

Instructor: Allen Yee

You have worked hard to be able to retire! This unique and comprehensive course focuses upon the life planning and financial concepts important to retirees. Students will hear in straightforward language about financial strategies designed to accomplish objectives such as tax-efficient income planning, lifestyle preservation, inflation protection, and providing for a legacy. Yet, money is but one aspect of post-retirement planning. Included in this course is a discussion about fun and fulfilling activities such as travel, hobbies, sports, crafts, socializing, business ventures and the importance of lifelong learning. Included is a 143-page illustrated workbook. *Class size is limited so register early!*

0334X PCC - Room R113 \$39  
Aug 5-Aug 12 2 Saturdays 9am-11:30am

### I'm Home....For Good

Instructor: Mitchell Kauffman

This workshop uses a Certified Financial Advisor and Wealth Manager, and a Clinical Psychologist, with their combined 70 years of experience, to help participants clarify the emotional and psychological challenges of transitioning to a successful retirement. Join us and come away with a personalized action plan intended to establish a sustainable retirement budget, investment and tax considerations, and insights to achieve a sense of purpose and fulfillment in one's retired years.

0366X PCC - Room R115 \$59  
Jun 24 1 Saturday 9am-1pm

### **NEW** Long-Term Care Workshop

Instructor: Ron Tanji

The odds that you will need long-term care are greater than you might imagine. Long-term care need does not age discriminate, in fact, 40% of patients receiving long-term care are under age 65. Take this quiz.

*If you develop a chronic illness or become disabled:*

- How could you care for yourself?
- Who would you count on to care for you?
- Do you know how to protect yourself?
- What is Long-Term care insurance?
- Could you financially afford the care?
- Are you comfortable depleting your assets to pay for care?
- The average cost of a home health care aide is \$20 per hour.  
*True or False?*
- The average annual cost for a facility room is greater than \$75,000.  
*True or False?*

Financial considerations aside, Long-Term Care Insurance (LTCi) is about peace of mind and control. Having it ensures you will have access to first-rate care should you need it without being dependent upon others or being a burden to your children. This workshop describes ways to protect yourself, defines long-term care insurance, and explains why LTCi is not for everyone. Private medical insurance and Medicare also are discussed.

2249X PCC - Room R104 \$39  
Aug 19 1 Saturday 10am-12pm

### Estate Planning

Instructor: Samuel Rad

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

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

0415X PCC - Room R123 \$39  
Jul 20 1 Thursday 7pm-9:30pm



## Introduction to Indian Cooking

Instructor: Raka Mehra

Do you know the health benefits of an Indian diet? This course captures the essence of vegetarian, home-style North Indian cooking while emphasizing the health benefits of the ingredients. Topics include: better cooking practices, proper food storage, and equipment suggestions to facilitate cooking. Dishes: lentil, yogurt, Raita, Indian breads, Indian cheese, eggplant. \$20 materials fee payable in class. **Advance registration required. See note.**

3420X PCC - CC-Bldg \$79  
Jun 18-Jul 16 4 Sundays 2pm-4pm

**Note:** Class 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.

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

In partnership with ed2go



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

ONLINE COURSE \$99  
Start Dates: Jun 14, Jul 12, Aug 16, Sep 13  
Go to [ed2go.com/pcclearn](http://ed2go.com/pcclearn) to register.

**Don't  
Worry!**

**Our popular Baking  
classes will return  
in the Fall.**

NEW

## Beginning Hand Drafting

Instructor: Charlotte Chen

Calling all contractors, landscapers, and interior, architectural, and stage set designers! This workshop will provide you the skills to develop your design idea of a buildable project and then transfer your idea to a blueprint showing site plans, elevations, and sections. The course will discuss the basic tools needed, how to use them, and how to properly scale down measurements. Students will design a project of their own using drafting vellum paper, which can be reproduced and printed. *Bring pencils (#2 or #F), soft eraser, right-angle triangles (any size), a T-square (any size), and an architectural ruler. Additional supplies will be needed depending upon your project. Note: Please confirm status of class before purchasing supplies.* \$25 materials fee (for handouts and basic drafting supplies) payable in class.

0245X PCC - Room R115 \$115  
Jul 29-Aug 19 4 Saturdays 9am-1pm

## Painting Classes

Instructor: Steve Ohlrich

### Fundamentals of Painting the Still Life

The iconic still life composition is the focus of this class. Students draw their still life in charcoal while exploring the fundamentals of drawing including seeing proportions, shapes, and values. After working out the drawing, students will paint their still life in oil while next learning paint mixing, paint application, and how to use a working procedure to paint in a representational manner. Instructor will provide individual instruction and give class demonstrations. *See note.*

0235X PCC - Room CA321 \$85  
Jul 22-Aug 26 6 Saturdays 9am-11:30pm



### Landscape Painting

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

0236X PCC - Room CA321 \$85  
Jul 22-Aug 26 6 Saturdays 12pm-2:30pm

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



# DANCE

## NEW Cultural Art Classes

Instructors: Vivian Chan & Rosa Zee  
Chinese Floral Arts Foundation-USA Charter

### Chinese Floral Arts

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

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

0227X PCC - Room R111 \$119  
Jul 22-Aug 12 4 Saturdays 9:30am-12pm

### Joyful Living Happy Life - Be a Scholar for a Day

Mindfulness is the key to both personal and professional success. However, we live in a hurry-up culture. We forget how to slow down, forget how to enjoy our environment, we just continue to stress. Join us as we walk the path of the ancient scholars while learning about their lifestyles and their daily practice of 4 rituals/arts and 4 skills. Together we will create a diversity of cultural learning experiences using a present day approach to become more aware of how nature impacts our minds and inspirations. There will be hands-on activities with traditional Chinese floral art arranging, calligraphy practice, and incense burning. A tea ceremony will be introduced. This half day retreat will help you develop new habits and find your own joyful living navigator. \$20 materials fee payable in class.

0228X PCC - Room R111 \$79  
Aug 19-Aug 26 2 Saturdays 9:30am-12:30pm



### Country Western Line Dancing

Instructor: Maxine Pearl

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

8306X PCC - Room W201 \$89  
Jul 7-Aug 25 8 Fridays 7:30pm-9:30pm

### Bellydance

Instructor: Shana Meurs

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

4010X PCC - Room W203 \$89  
Jun 23-Aug 18 8 Fridays 6:30pm-8pm

### Hip Hop & Funk Dance

Instructor: Jeffrey (Jhazz) Yarbrough

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

1815X PCC - Room W201 \$59  
Jul 8-Aug 12 6 Saturdays 12pm-1pm

### Oriental Ink Art

Instructor: Seung-Yeon Oh

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, and also is available at: [pcclearn.org/supplies](http://pcclearn.org/supplies).* **Note: Please confirm status of class before purchasing supplies.** \$5 materials fee payable in class.



0223X PCC - Room CA305 \$95  
Jun 24-Jul 29 6 Saturdays 9:30am-12:30pm



## Tap Classes

Instructor: Dolores Cruz

### Tap Technique

Put on some tap shoes and make some noise! This course is designed for students who are new, or fairly new, to tap. Join us and discover a fun way to keep moving while staying in shape and learning all about the fundamentals of tap. Steps are introduced and reviewed each week enabling students to conclude the class with a strong tap foundation.

*See note.*

1806X	PCC - Room W201	\$69
Jun 24-Aug 5	7 Saturdays	9am-10am

### Tappercize

Tappercize is a great way to tone up while tapping up a glow! Students will tap routines to familiar Broadway show tunes while receiving a healthy, low-impact aerobic workout. Beginners as well as experienced tappers are welcome. *See note.*

2796X	PCC - Room W201	\$69
Jun 24-Aug 5	7 Saturdays	10am-11am

**Note:** Tap shoes required. Class is designed for adults.

## Piano

Instructor: Kathryn Rueby

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. \$2 materials fee payable in class. *Students must have their own piano or keyboard at home as daily practice is required.*

### Required Textbook:

***Alfred's Basic Adult Piano Course: Lesson Book, Level One***, by Willard Palmer, Morton Manus, Amanda Vick Lethco (ISBN: 9780882848327). List price: \$14.95.

3022X	PCC - Room CA116	\$69
Jun 22-Aug 3	7 Thursdays	7:30pm-8:30pm

## Ballet

Instructor: Catherine Round

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



1820X		\$99
Jun 4-Jul 16	6 Sundays	2pm-3:30pm

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

## Harmonica Classes

Instructor: David Broida

### Folk Harmonica

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

3004X	PCC - Room R224	\$35
Jul 12	1 Wednesday	6:30pm-8pm

### Blues Harmonica

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

3009X	PCC - Room R224	\$35
Jul 12	1 Wednesday	8:15pm-9:45pm

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

## Singers - Your Body is Your Instrument

Instructor: Judith Townsend

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

6150X PCC - Room V208 \$75  
Jun 18-Jul 9 4 Sundays 1pm-4pm

## Acoustic Guitar

Instructor: Cameron O'Connor

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

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

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

3025X PCC - Room CA117 \$79  
Aug 5-Aug 26 4 Saturdays 10am-12pm



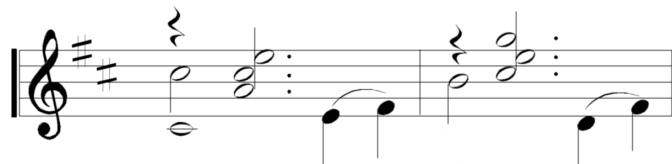
## Music Made Easy

In partnership with ed2go



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

ONLINE COURSE \$99  
Start Dates: Jun 14, Jul 12, Aug 16, Sep 13  
Go to [ed2go.com/pcclearn](http://ed2go.com/pcclearn) to register.



## MEET OUR INSTRUCTORS

### Judith Townsend



Judith Townsend, voice teacher, loves teaching all styles, all levels and all ages. She has enjoyed concurrent careers as a voice/piano teacher and vocal/piano performer for decades. She has been teaching the class, Singers, Your Body is Your Instrument for PCC Extension since 1990! She has been a member of Music Teachers' Association of California, Pasadena Branch since 1993. Judith has appeared as soprano soloist with orchestra on such international stages as the Berlin Philharmonic Hall, the Tivoli Concert Hall in Copenhagen and with the Pasadena Community Orchestra. She has sung literally hundreds of solo recitals on tours in the United States, Denmark, Norway and Holland. Judith has recorded with both the Dutch and Norwegian Broadcasting Companies. She has sung operatic roles in the United States as well as in Norway, including at The Norwegian Opera in Oslo: Marguerite in "Faust", Musetta and Mimi in "La Boheme", the title roles in "Carmen" and "Tosca", Rosalinde in "Die Fledermaus", Violetta in "La traviata", and Leonore in "Fidelio" -- to name a few. She founded The Celestial Opera Company in 1998 and is its Executive Director and Treasurer. Besides serving on its Board, she served on the Board of Directors of Pacific Opera Project for four years, helping to bring it national recognition for innovation in the operatic arts (Musical America, 2016). In 2016, Judith was inducted into the invitation-only, prestigious Dominant Club, with membership of prominent Los Angeles area female musicians.

### Little Known Fact:

Judith lived, sang, and taught in Europe for 10 years, and has recorded an album of Norwegian art songs.

### Course:

**Singers - Your Body is Your Instrument**



## NEW Sewing Basics

Instructor: Danielle Murr-Pinsker

Whether you are new to sewing or looking to start again, this is the course for you. Join us and learn how to thread your sewing machine, distinguish among various types of fabric, properly prepare fabric for sewing, sew basic seams and hems, reinforce fabric with interfacing, and become familiar with important sewing tools and supplies. By the end of the course, you will have created an adorable tote bag and a simple, but stylish, skirt. *Bring a sewing machine (with attachments and manual) to the first class meeting. Additional supplies and fabrics will be needed for individual projects.* \$20 materials fee payable in class.

3311X PCC - Room R113 \$75  
Jun 18-Jul 9 4 Sundays 1pm-4pm

## Pattern Making

Instructor: Richard Lee


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

*Prerequisite: Sewing experience recommended but not required.*

3304X PCC - Room R207 \$75  
Jun 24-Jul 15 4 Saturdays 9am-12pm

## Start Your Own Arts and Crafts Business

In partnership with ed2go

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

ONLINE COURSE \$99  
Start Dates: Jun 14, Jul 12, Aug 16, Sep 13  
Go to [ed2go.com/pcclearn](http://ed2go.com/pcclearn) to register.

## Jewelry Classes

Instructor: Doria Ragland

### Got Earrings?

*Be jeweled!* Nothing spices up a fashion statement better than a pair of hand made earrings. In this class, students will learn a variety of jewelry techniques to create distinctive one of a kind earrings. Using a medley of semi-precious gems, pearls, and findings, students will leave delighted by what they have created. Tools required: Round nose and flat pliers, wire cutters. \$33 materials fee (cash only) payable in class. *See note.*

2215X PCC - Room R108 \$49  
Jun 24 1 Saturday 10am-1pm

### Leather Wrap Bracelet

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

2237X PCC - Room R108 \$49  
Jul 22 1 Saturday 10am-1pm

### Multi-Strand Bracelet

Bracelets! The more the merrier! In this class, students will design a signature one-of-a-kind multi-strand bracelet. By blending mixed shaped and sized semi-precious jewels, pearls, and seed beads students will create three unique strands joined by a distinctive button closure. Finished bracelets will show off your exquisite taste and talent! \$30 materials fee (cash only) payable in class. *See note.*

2212X PCC - Room R108 \$49  
Jul 29 1 Saturday 10am-1pm

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

## Crafts Classes

Instructor: Quayum Abdul

### Handmade Herbal Soap Making

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

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

### Aromatherapy & Herbal Candle Making

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

3317X PCC - Room CA109 \$45  
Jul 9 1 Sunday 11am-3pm

### Cold Process Soap from Scratch

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

3316X PCC - Room CA109 \$45  
Jul 16 1 Sunday 11am-3pm

### Fizzy Bath Bombs

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

3324X PCC - Room CA109 \$39  
Aug 12 1 Saturday 9am-12pm

### Body Butter (Cream/Lotion)

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

3319X PCC - Room CA109 \$39  
Aug 12 1 Saturday 2pm-5pm



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

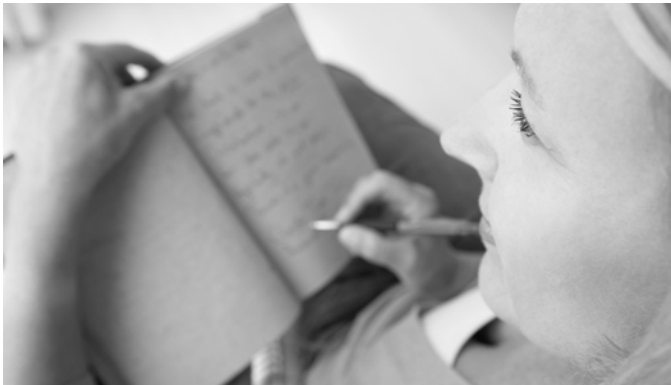
All classes are hands-on. Please dress accordingly.



## Call For Instructors!

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

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



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

Instructor: Bobbie Christensen

Students will 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. Learn how to submit your work to a publisher, self-publish your book and keep the profits, publishing on demand (PODs), and all about ebooks. \$15 materials fee payable in class.

3229X PCC - Room R104 \$55  
Jul 22 1 Saturday 1pm-5pm

## Grammar Refresher

In partnership with ed2go



Whatever your goals, a grasp of English grammar is important if you want to improve your speaking and writing skills. This course will help you gain confidence in your ability to produce clean, grammatically correct work. You will explore the basics of English grammar, such as sentence structure and punctuation, as well as more sophisticated concepts like logic and clarity. A patient instructor, memorable lessons, vivid examples, and interactive exercises will provide ample opportunity to put what you learn into practice. Reacquaint yourself with old, forgotten rules, meet some new ones, and discover your own grammatical strengths. Course starts monthly.

ONLINE COURSE \$99  
Start Dates: Jun 14, Jul 12, Aug 16, Sep 13  
Go to [ed2go.com/pcclearn](http://ed2go.com/pcclearn) to register.

## NEW Basics of Screenwriting

Instructor: Brad Saunders

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

3210X PCC - Room R121 \$85  
Jun 20-Jul 25 5 Tuesdays 6:30pm-9:30pm

## Guided Autobiography

### Write Your Life Story

Instructor: Pamela Hueckel

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

3224X PCC - Room R217 \$75  
Jun 24-Jul 22 5 Saturdays 10am-12:30pm

## Travel Writing

In partnership with ed2go



In this course you will learn how to develop the skills of a travel writer. You will learn how to translate what is seen, heard, tasted, touched, smelled and felt (intuitively and physically) into publishable articles and books. You will understand the writing styles and methods needed to sell material in today's competitive market (including the how-to's of technical aspects of lead paragraphs, descriptive passages and the uses of interviews, quotes and facts). By the end of the course, you will have the ability to write for the travel market. So pack your sense adventure, organize your determination and put your keyboard in a comfortable position. If you have a desire to write and yearn to travel, you are a perfect candidate to become a travel writer. Topics include popular styles and types of travel writing that are the friendliest to new writers. Other topics of the workshop include how to write query letters, how to produce articles, essays and books, trends in types of articles and books, grammar and writing skills refreshers, and marketing information. Course starts monthly.

ONLINE COURSE \$99  
Start Dates: Jun 14, Jul 12, Aug 16, Sep 13  
Go to [ed2go.com/pcclearn](http://ed2go.com/pcclearn) to register.

*Register Early!*

Classes really do fill quickly!

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

## Poetry Workshop

Instructor: Craig Cotter

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

3226X PCC - Room R222 \$69  
Jun 24-Jul 15 4 Saturdays 10am-12pm

## Writeriffic: Creativity Training for Writers

In partnership with ed2go



Who does not know the fear of the blank page? How are visions transformed into the written word? Is it really possible to become a terrific writer? The answer to these questions and more are found in Writeriffic. In this high-energy course, you will learn lots of tricks from the published writer's toolbox. Whether currently writing or hoping to write a novel, nonfiction book, memoir, short stories, or articles, Writeriffic liberates the imaginative, inventive bolts of genius that are inside everyone. Course starts monthly.

ONLINE COURSE \$99  
Start Dates: Jun 14, Jul 12, Aug 16, Sep 13  
Go to [ed2go.com/pcclearn](http://ed2go.com/pcclearn) to register.

## Introduction to Journaling

In partnership with ed2go



Discover the different types of journaling, and sample a buffet of journaling techniques, exercises, tools, and resources. The course will cover everything you need to know about journaling, including a seven-step process to ease you into writing a journal. Students will find out how to use a journal to explore thoughts, feelings, and values, and how journaling can ease the stress of your everyday life. Learn about dream journaling, how journaling can help you choose the best career, or advance in your current career. Course starts monthly.

ONLINE COURSE \$99  
Start Dates: Jun 14, Jul 12, Aug 16, Sep 13  
Go to [ed2go.com/pcclearn](http://ed2go.com/pcclearn) to register.

## MEET OUR INSTRUCTORS

### Craig Cotter



Craig Cotter was born in 1960 in New York and has lived in California since 1986. New poems have appeared in Hawai'i Review, Poetry New Zealand, California Quarterly, Eleven Eleven, Caliban Online, Columbia Poetry Review & Tampa Review. His fourth book of poems, *After Lunch with Frank O'Hara*, is currently available from Chelsea Station Editions (New York). More information about Craig can be found at: [www.craigcotter.com](http://www.craigcotter.com).

### Little Known Fact:

Craig was a 17 year old freshman at Michigan State University in 1978 when he met Magic Johnson, then 19. What made the meeting even more memorable? It was the year of Michigan State's first ever NCAA Championship.

### Course:

### Poetry Workshop

## Writing Essentials

In partnership with ed2go



Master the essentials of writing, and become the stellar wordsmith you always wanted to be! In this course, you will develop the skills needed to excel at business communications, express yourself clearly online, and take your creative literary talents to a new level. Whether you are hoping to get a better job, write for a blog, or publish your short story, this course will give you the writing tools for success. You will gain confidence right away as you practice free writing and discover how to create solid drafts. You will improve your writing skills by learning to select strong and persuasive words, spell correctly, and choose the right punctuation. Then you will find out how to put it all together by crafting well-written sentences, building effective paragraphs, and organizing your material logically. Knowledge and hands-on practice from this course, will enable you to express yourself clearly and persuasively in writing—both in your personal life and in the business world. Course starts monthly.

ONLINE COURSE \$99  
Start Dates: Jun 14, Jul 12, Aug 16, Sep 13  
Go to [ed2go.com/pcclearn](http://ed2go.com/pcclearn) to register.

## MEET OUR INSTRUCTORS

### Liane Enkelis & Garry Margolis



Liane is an experienced photojournalist who worked for major magazines (Time, BusinessWeek, US News & World Report, Smithsonian) and is the author/photographer of two portrait photo books — *On Our Own Terms: Portraits of Women Business Leaders* and *On Being 100: 31 Centenarians Share Their Extraordinary Lives and Wisdom*.

Garry's interest in photography complimented his career in the music and sound field. He taught in the film department at UCLA and photographed numerous dancers and performers. His photos have been used for record albums and articles in the Los Angeles Times and in numerous magazines.

Both Liane and Garry love to travel. With their Metro Duo Blog ([metroduo.wordpress.com](http://metroduo.wordpress.com)), they have created a way to combine their love of photography with discovering their adopted city, both having moved to the LA area at age 4.

Liane and Garry have expanded their love for travel photography through their PCC Extension Metro Rail photo excursion, sharing their knowledge as professional photographers to help students improve their photography and capture their own travel memories. In their classes, Liane and Garry demystify the technical. Garry notes, "We're always blown away by the great work our student come back with from our classes."

#### Little Known Fact:

Passion for photography is one of the things that brought Liane Enkelis and Garry Margolis together on an online dating site.

#### Courses:

**Better Digital Photography**  
**Urban Nature Safari**

## Photography Classes

Instructors: Liane Enkelis & Garry Margolis

### Better Digital Photography

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

3121X	PCC - Room R108	\$65
Jul 8	1 Saturday	10am-5pm

### Urban Nature Safari via Metro Rail

Explore nature photography in the middle of our urban environment by joining the photographers behind the Metro Duo Blog as we discover L.A.'s natural beauty and improve our photography skills. We visit the urban gardens at Exposition Park; Grand Park; and the Disney Concert Hall. The highlight of our day will be the Butterfly Pavilion at the Natural History Museum. At each location, we will discuss basic photographic topics as they apply to specific photo situations, including: camera controls; using ISO, shutter speed, and aperture to create more effective photographs. Applying the Rule of Thirds to enhance composition; and the use of light to add drama and impact will be explained. There will be ample time for photography at each site. **Additional fees:** Metro Day Pass purchased at Metro Rail Station, \$7/\$2.50 seniors. \$12 materials fee (for advance reservation to the Butterfly Pavilion) payable in class. Lunch on your own.

3124X		\$79
Jul 29	1 Saturday	10am-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.



# LANGUAGES



## Capturing Great Photos with Your Smartphone

Instructor: Lynne Eodice

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

3115X PCC - Room R113 \$49  
Jun 24-Jul 1 2 Saturdays 10am-12pm



## Discover Digital Photography

In partnership with ed2go



On your own time, on your own schedule, explore the world of digital photography! This course introduces the technology that has catapulted the photographic world into the 21st century. Explore a broad overview of the basics of digital photography, including equipment, software, and practical uses. Discussion includes different types of digital cameras, from phones and tablets to digital SLRs, all of which offer a wide array of photographic options. Also discussed are digital editing options. We explore a number of software packages, and you learn how to compose your shots when you have digital editing available. Whether you plan to print or upload your images, you will want to be sure that they are the right size to display with excellent quality and speed. We will review how to size images for use on your computer, the Internet, and with social media. Course starts monthly.

ONLINE COURSE \$99  
Start Dates: Jun 14, Jul 12, Aug 16, Sep 13  
Go to [ed2go.com/pcclearn](http://ed2go.com/pcclearn) to register.

*“Variety is the Spice of Life.”*

### Language Class Special!

Register for any language class by **June 16th**  
and automatically receive a \$5 discount!  
(Not valid for online courses)

## Spanish Language Classes

Instructor: Luis Garcia

### Conversational Spanish

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

3511X PCC - Room R218 \$129  
Jun 19-Aug 14 8 Mondays 7pm-9:30pm

### Conversational Spanish II

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

*Prerequisite: Conversational Spanish*

3512X PCC - Room R205 \$129  
Jun 22-Aug 17 8 Thursdays 7pm-9:30pm

#### Required Textbook for Both Classes:

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

## MEET OUR INSTRUCTORS

### Manuela Terenzi



My name is Manuela Terenzi. I am an academic instructor and a Italian native speaker with more than 15 years of successful teaching experience of Italian as a foreign language. I was born and raised in Milan, Italy where I completed my studies at Universita' Statale di Milano - Italia.

I have always enjoyed teaching students of all ages and from different backgrounds a foreign language such as Italian. Teaching is a passion that gives me energy, enthusiasm and inspiration. My classes always are interesting, fun, distinctive, and designed to reflect the needs and interest of my students.

I spend my free time reading, studying foreign languages, traveling, attending art exhibitions, and participating in outdoor activities. I am proud to be part of PCC Extension and I love teaching Italian!

#### Courses:

- Conversational Italian
- Best of Italian

### Conversational Japanese

In partnership with ed2go



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

ONLINE COURSE \$99  
 Start Dates: Jun 14, Jul 12, Aug 16, Sep 13  
 Go to [ed2go.com/pcclearn](http://ed2go.com/pcclearn) to register.

## Italian Language Classes

Instructor: Manuela Terenzi

### Conversational Italian

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

#### Required Textbook:

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

3506X	PCC - Room R123	\$129
Jun 24-Aug 12	8 Saturdays	10am-12:30pm

### Best of Italian

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

#### Required Textbook:

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

*Prerequisite: Conversational Italian*

3509X	PCC - Room R123	\$129
Jun 24-Aug 12	8 Saturdays	1pm-3:30pm

### 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 designed for adults.**

5010X	PCC - Room R121	\$129
Jun 28-Aug 9	7 Wednesdays	6:30pm-9:30pm

# EXERCISE



## Kundalini Yoga

### Reduce Stress/Gain Energy

Instructor: Santokh Singh Khalsa, D.C.

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

2075X \$75  
Jul 5-Aug 9 6 Wednesdays 7pm-9pm

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

## Hatha Yoga

Instructor: Isabel Barber

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

2080X PCC - Room W203 \$79  
Jul 8-Aug 26 8 Saturdays 12pm-2pm

## Power Stretch


Instructor: Karen Harris

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

4004X PCC - Room W203 \$75  
Jun 24-Aug 12 8 Saturdays 8am-9am

## Lose Weight and Keep It Off

In partnership with ed2go

 In this comprehensive course discover how to establish a healthy approach to weight loss and weight maintenance by setting and achieving goals that make sense to you. We begin with a discussion of the role of food and exercise in weight loss and weight maintenance. We also probe the effects of stress on the body relative to weight, and how to apply stress management techniques for weight loss and weight maintenance. Discussion includes the differences between weight loss and weight maintenance, and how to master the obstacles to weight maintenance. By the end of the course, you will know how to set appropriate and effective goals for eating, exercise, as well as other elements that affect weight; and you will have the skills needed to lose weight and keep it off for a lifetime! Course starts monthly.

ONLINE COURSE \$99  
Start Dates: Jun 14, Jul 12, Aug 16, Sep 13  
Go to [ed2go.com/pcclearn](http://ed2go.com/pcclearn) to register.

## 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.*

4011X PCC - Room W201 \$39  
Jul 8 1 Saturday 1pm-3pm

## Introduction to Natural Health and Healing

In partnership with ed2go

 We will discuss the various stages of health and illness to better understand that true health means wholeness of mind, body, and spirit. We also will explore naturopathy, which seeks ways for the body to heal itself. Log on and discover proper breathing techniques that enhance health, the value of hydrotherapy; diet; biorhythms; and fasting, as well as the power of the mind for healing the body (including brain function tests, visualization, and relaxation therapies). Vitamins, minerals, antioxidants, free radicals, and the basic requirements that constitute a healthy diet are reviewed. Discussion of herbal healing, aromatherapy, body therapies, massage techniques, osteopathy, chiropractic, T'ai Chi, reflexology, yoga, Feng Shui, therapeutic touch, natural remedies for common emergencies are part of this course. Students may choose to start a personal health journal to evaluate current lifestyle and to observe how behaviors affect health. Course starts monthly.

ONLINE COURSE \$99  
Start Dates: Jun 14, Jul 12, Aug 16, Sep 13  
Go to [ed2go.com/pcclearn](http://ed2go.com/pcclearn) to register.

ACTIVE

## MEET OUR INSTRUCTORS

### Kathy Chyan Chou

Kathy started studying Tai Chi when she was in high school. She received private lessons and attended intimate group seminars with different grandmasters for 15 years. Her studies include a year at Beijing Sports University and Chen Village where Tai Chi originated. She also visited Shao-ling Temple for Kung-Fu and Martial Arts. Kathy received a BA degree in Chinese Calligraphy and Ink Painting, an MA degree in Oil Painting and Drawing, and an MFA degree in Ceramic Sculpture. She has taught community college classes for 30 years and continues to incorporate different forms of art into her daily life.



#### Little Known Fact:

Kathy enjoys traveling to different countries to study art and foods in different cultures.

#### Courses:

**Tai-chi Chuan**

**Tai-chi Chuan II**



## Tai-chi Chuan Classes

Instructor: Kathy Chyan Chou

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

### Tai-chi Chuan

#### Beginner Level 1

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

4019X	PCC - Room W201	\$75
Jun 25-Aug 6	7 Sundays	9am-10:30am

### Tai-chi Chuan II

#### Beginner Level 2

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

*Prerequisite: Tai-chi Chuan*

4022X	PCC - Room W201	\$75
Jun 25-Aug 6	7 Sundays	10:30am-12pm

**PCC**  
**EXTENSION**

*Your partner in  
Lifelong Learning*



## 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 [SecondSaturday.com](http://SecondSaturday.com).

2071X \$45  
Jun 10 1 Saturday 9am-12pm

Classes held at the Vance Wealth Group, 100 W. Villa St., Suite 101, Pasadena

## NEW World Cinema - A Crash Course

Instructor: Jamie Naqvi

Films are no longer just focused upon Hollywood. Movies now span the globe bringing knowledge, awareness, and understanding! By examining films, filmmakers, and film movements within their respective historical, cultural, and/or socio-political contexts, you will gain an appreciation of cinema from areas as diverse as Europe, Latin America, Africa, Asia, and the Middle East.

### Required Textbook:

**A Short History of Film**, by Wheeler Winston Dixon, Gwendolyn Audrey Foster (ISBN: 0813560551) available online and at bookstores. List price: \$32.95.

4205X \$85  
Jul 11-Aug 8 PCC - Room R123 5 Tuesdays 6:30pm-9:30pm

## Personal Improvement

Instructor: Margaret Pappas

### Quiet the Chatter in Your Mind

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

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

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

2002X PCC - Room R307 \$65  
Jun 24 1 Saturday 9:15am-4:15pm



### Communicate with Anyone 3 Easy Steps

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

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

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

2006X PCC - Room R307 \$49  
Jul 29 1 Saturday 9:15am-1:15pm

ACTIVE

NEW

**Conflict Management**

Instructor: Go Yoshida

Conflict is a part of life. How we react or respond; what common stories we tell ourselves when faced with adversity; and what approach we take with the difficult people in our lives are all explored and demystified in this class. Take away usable skills enabling you to face life circumstances and deal with difficult people. \$1 materials fee payable in class.

2242X PCC - Room R123 \$49  
Jun 27-Jun 28 1 Tuesday & Wednesday 6:30pm-8:30pm

**The Highs and Woes of Internet Dating**

Instructor: Karyn Klein

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

- How to identify and attract the right person
- Tips for creating a dating profile that "pops"
- How to select photos that highlight the best you
- What to do and not to do on a first date so there is a second date

Dating can be exhilarating at best, exhausting and frustrating at worse. To survive, remain sane and even thrive in the process you must keep your sense of humor! \$10 materials fee payable (for workshop manual including research and profile dating materials) in class. **Course designed for both men and women, suggested minimum age of 25.**

2012X PCC - Room R104 \$45  
Jul 8 1 Saturday 10am-1pm



ACTIVE

**Zumbini® (Ages 0-5)**

Instructor: Rita Martinez

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

1707X PCC - Room W203 \$79  
Jun 24-Aug 12 8 Saturdays 10am-11am

NEW

**Caregiving Made Simple**


Instructor: Shiral Torres

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

0426X PCC - Room R108 \$39  
Jul 1 1 Saturday 10am-12pm

**Students with ASD (Autism Spectrum Disorder)**

In partnership with UGotClass

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

4524X ONLINE COURSE \$145  
Start Dates: Jun 5

## 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 - Room R115 \$95  
Jul 8-Aug 12 6 Saturdays 2pm-4:30pm

## NEW Introduction to Chess

Instructor: John Wright

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

### Required Textbook:


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

2220X PCC - Room R111 \$85  
Jun 21-Aug 2 7 Wednesdays 6:30pm-8:30pm

## Genealogy Basics

### Who Are You?

In partnership with ed2go

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

ONLINE COURSE \$99  
Start Dates: Jun 14, Jul 12, Aug 16, Sep 13  
Go to [ed2go.com/pccllearn](http://ed2go.com/pccllearn) to register.

## MEET OUR INSTRUCTORS

### June Chandler



I truly believe there is an artist in everyone and it's always calling to us to let it out to play! It won't shut up.

Some people listen and follow their impulses, enhancing their lives... but most wait their entire life and then sadly wish they had followed their dreams. If you are drawn to this class, you have listened and are ready to follow your dreams. It's never too late. You don't have to give up your day job...just add acting to your life and juggle plates. We're here in LA in the center of the acting industry with every level of opportunity. Resourceful people can do more than one thing at a time. I've had many successful lawyers, doctors, therapists, teachers, politicians, a fire chief, a retired judge, and a police detective... add acting to their lives successfully!

### Little Known Fact:

June played Gene Hackmans's wife in the movie *No Way Out*.

### Course:

## For the Love of Acting



ACTIVE



## Golf

Instructor: Mark Spinelli

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

When registering, indicate date & time

2140X			\$95
Jun 20-Jul 25	5 Tuesdays		6pm-7pm
2140X			\$95
Jun 24-Jul 22	5 Saturdays		9am-10am
2140X			\$95
Jun 24-Jul 22	5 Saturdays		11am-12pm
2140X			\$95
Aug 8-Sep 5	5 Tuesdays		7pm-8pm
2140X			\$95
Aug 10-Sep 7	5 Thursdays		6pm-7pm
2140X			\$95
Aug 12-Sep 9	5 Saturdays		10am-11am

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



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

## Tennis Academy

Instructor: Tim Pawley

### Intermediate Tennis

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

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

2104X	PCC - Tennis Courts	\$95
Jun 23-Aug 11	8 Fridays	4pm-5:30pm

### Advanced Tennis

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

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

2108X	PCC - Tennis Courts	\$95
Jun 23-Aug 11	8 Fridays	5:30pm-7pm



### High Performance Tennis

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

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

2109X	PCC - Tennis Courts	\$95
Jun 24-Aug 12	8 Saturdays	11am-12:30pm

### Youth Tennis (Ages 8-13)

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

2110X	PCC - Tennis Courts	\$79
Jun 24-Aug 12	8 Saturdays	10am-11am

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



# OUTDOORS



## Landscape Design


Instructor: Charlotte Chen

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 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 - Room R113 \$89  
Aug 13-Aug 20 2 Sundays 9am-3pm

## Growing Plants for Fun and Profit


In partnership with ed2go

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

ONLINE COURSE \$99  
Start Dates: Jun 14, Jul 12, Aug 16, Sep 13  
Go to [ed2go.com/pcclearn](http://ed2go.com/pcclearn) to register.

## Start Your Own Edible Garden

In partnership with ed2go

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

ONLINE COURSE \$99  
Start Dates: Jun 14, Jul 12, Aug 16, Sep 13  
Go to [ed2go.com/pcclearn](http://ed2go.com/pcclearn) to register.

## Survival Skills

Instructor: Christopher Nyerges

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 - Room R113 \$65  
Jul 14-Aug 11 5 Fridays 7pm-9pm



## Online Traffic School

Online Traffic School has successfully helped thousands who took our simple, easy-to-follow course.

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

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

ACTIVE

## Summer Swim Program

June 12 to August 4

POOL DAYS: Monday through Friday

### \*Special July 4th Scheduling

**Pool is closed on Tuesday, July 4th.** For group swim classes starting on June 26th, a makeup session will be held on Friday, July 7th.

On campus, heated outdoor Olympic-sized pool with a 4' shallow area. Handicap accessible.

Group lessons for toddlers through adult held Monday through Thursday.

#### Swim Level - ENTRY SKILLS:

- Level 1** Non-swimmer
- Level 2** Prone kick 10 feet; float for 10 seconds front and back; some ability to swim above water
- Level 3** Swim 10 feet freestyle with side breath; swim 10 feet backstroke; submerge and retrieve items off pool bottom
- Level 4** Freestyle; backstroke; breaststroke and/or butterfly; diving from pool side; submerge 6 feet and touch bottom
- Level 5** Freestyle; backstroke; breaststroke; butterfly; diving; forward somersault; ready for elementary emergency skills

#### Swim Program Information:

Planning, hiring and related expenses are determined by the number of registrations received for the Summer Swim Program. **Therefore, no refunds are given for cancellations, early withdrawals or no-shows, regardless of accident, illness or change of plans. Please choose your classes wisely.** Registration for all programs is available online at [pcclearn.org](http://pcclearn.org), or by calling (626) 585-7608. Please sign up early as sections fill quickly! **All students must be registered before entering the pool.**

**Instructors are subject to change.**



### Group Swimming

All group swim lessons are held Monday through Thursday for two weeks. Online registration is available for all group lesson classes.

### Pre-School Swim Lessons

Swim Level 1, ages 2-4.

4041X

\$83

(When registering, please indicate date and time)

Class dates:	Class times:
June 12 - June 22 (Previous Experience)	11:30 am - 12:10 pm
June 12 - June 22 (Non-Swimmer)	12:15 pm - 12:55 pm
* June 26 - July 7 (Previous Experience)	11:30 am - 12:10 pm
* June 26 - July 7 (Non-Swimmer)	12:15 pm - 12:55 pm
July 10 - July 20 (Previous Experience)	11:30 am - 12:10 pm
July 10 - July 20 (Non-Swimmer)	12:15 pm - 12:55 pm
July 24 - August 3 (Previous Experience)	11:30 am - 12:10 pm
July 24 - August 3 (Non-Swimmer)	12:15 pm - 12:55 pm

### Youth Swim Lessons - Mid-Day

Swim Levels 1 to 5, ages 4-12.

4042X

\$83

(When registering, please indicate date and time)

Class dates:	Class times:
June 12 - June 22	11:30 am - 12:10 pm 12:15 pm - 12:55 pm
* June 26 - July 7	11:30 am - 12:10 pm 12:15 pm - 12:55 pm
July 10 - July 20	11:30 am - 12:10 pm 12:15 pm - 12:55 pm
July 24 - August 3	11:30 am - 12:10 pm 12:15 pm - 12:55 pm

## Youth Swim Lessons - Evening

Swim Levels 1 to 5, ages 4-12.

4043X \$83  
 (When registering, please indicate date and time)

Class dates:	Class times:
June 12 - June 22	5:00 pm - 5:40 pm 5:45 pm - 6:25 pm
* June 26 - July 7	5:00 pm - 5:40 pm 5:45 pm - 6:25 pm
July 10 - July 20	5:00 pm - 5:40 pm 5:45 pm - 6:25 pm
July 24 - August 3	5:00 pm - 5:40 pm 5:45 pm - 6:25 pm

## Teen & Adult Swim Lessons

Swim Levels 1 to 5, ages 13 and older.

**Teen & Adult (13+)**  
 4044X \$83  
 (When registering, please indicate start date)

Class dates:	Class times:
June 12 - June 22	6:30 pm - 7:10 pm
* June 26 - July 7	6:30 pm - 7:10 pm
July 10 - July 20	6:30 pm - 7:10 pm
July 24 - August 3	6:30 pm - 7:10 pm

## Adult Only (18+)

4045X \$83  
 (When registering, please indicate start date)

Class dates:	Class times:
June 12 - June 22	7:15 pm - 7:55 pm
* June 26 - July 7	7:15 pm - 7:55 pm
July 10 - July 20	7:15 pm - 7:55 pm
July 24 - August 3	7:15 pm - 7:55 pm

## Recreation and Lap Swim

June 12 to August 4

### Recreation Swim - Fee: \$3

Monday-Thursday 1:00 pm to 4:45 pm  
 Friday 11:30 am to 4:30 pm

### Lap Swim - Fee: \$5

Monday-Thursday 11:30 am to 7:00 pm  
 Friday 11:30 am to 4:30 pm

- ALL PERSONS MUST PAY TO ENTER THE POOL AREA (SWIMMING OR NOT)
- All Recreation and Lap Swim fees payable daily at the pool - **CASH ONLY**
- Lockers are *not* available. Please come ready to swim. NO STREET CLOTHES

### Special July 4th Scheduling

**Pool is closed on Tuesday, July 4th.** On Friday, July 7th, Recreation Swim times are 1:00 pm to 4:45 pm, and Lap Swim times are 11:30 am to 7:00 pm.

It is well known that “drowning still is one of the most common causes of accidental death in children.” Knowing how to *really* swim can be life-saving. It also is a great form of exercise, builds confidence through mastery, and, it’s fun!

Living in Southern California provides year-round opportunities for swimming and water sports. When all their friends and classmates are in the water, will your child be a bystander relegated to the shallow end, or will they be diving, swimming and enjoying a game of the iconic “Marco-Polo?”

*Sign up today – you’re never too young!*

## Day Trips

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

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

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

See page 39 for Travel Information and Policies

### Big Bear Lake Escape With Lake Cruise

Escape the heat and take in the fresh air when we travel to Big Bear, and board the paddle-wheeler, the Big Bear Queen, for a narrated boat cruise on Big Bear Lake. The boat has shaded and unshaded areas for your comfort. After the cruise, enjoy an included three-course lunch with choice of entrée at a lovely waterfront restaurant offering spectacular lake views. Then browse at leisure in the shops in the Bavarian-style Big Bear Village.

2322X \$89  
 Jun 3 1 Saturday 8:50am-7pm

### San Diego Festival of the Arts & Food Faire

Celebrating its 31st anniversary, the formerly named La Jolla Festival of the Arts has a new name, the San Diego Festival of the Arts & Food Faire. Enjoy ample time at leisure to stroll the festival grounds and be enveloped in a joyous celebration of the art, music, and food being offered. Also enjoy live music, entertainment, and a craft beer garden. Then we cross the Coronado Bay Bridge and board the Coronado Ferry for a one-way cruise across the bay.

2430X \$74  
 Jun 11 1 Sunday 8:20am-7pm



### Hooray for Hollywood!

Hollywood pioneers and stars have left their “handprints and footprints” at Grauman’s Chinese Theatre, and in countless other places around the city. Stops include the Hollywood Bowl and Museum, the Hollywood Heritage Museum, Hollywood & Highland, and Grauman’s Chinese Theatre. Next, we cruise the legendary Sunset Strip on our way to the Hollywood Forever Cemetery. Included is a buffet lunch at a local favorite dining location on Hollywood Boulevard for high quality, freshly prepared seafood, sushi, salads, Asian fusion dishes and desserts.

2326X \$89  
 Jun 14 1 Wednesday 8:30am-5pm

### Hollywood Bowl 4th of July Fireworks Spectacular

#### Featuring Pentatonix

This memorable evening under the stars will feature both popular and patriotic music along with the Bowl’s famous fireworks spectacular. Headlining the event this year is the Grammy-winning a cappella group Pentatonix, known for their pop-inspired take on classics. **M & N section bench seating (with backs) with included seat cushion.** Buy dinner at the Bowl or bring a picnic dinner.

2447X \$96  
 Jul 4 1 Tuesday 5:30pm-11:30pm

### Hollywood Bowl

#### Featuring Tony Bennett & Dudamel

One of the music industry’s most beloved stars joins an internationally renowned conductor for a memorable evening under the stars at the famed Hollywood Bowl. After opening selections from famed conductor, Gustavo Dudamel and the L.A. Philharmonic, the ageless 90-year old legend Tony Bennett will join them for three classic songs, followed by an intimate set with Tony and his jazz quartet. **M & N section bench seating (with backs) with included seat cushion.** Buy dinner at the Bowl or bring a picnic dinner.

2447X \$94  
 Jul 15 1 Saturday 5:50pm-12am



### San Diego Sunset Luau

#### & La Jolla’s Seaside Village

Join us for a San Diego summer tradition as we celebrate the rich Polynesian culture with a sunset luau. This festive celebration of Polynesian food, authentic island music, and hula and fiery torch dancers is a true luau experience. Includes a lei, Mai Tai, all-you-can-eat buffet, and entertainment. Prior to our luau, enjoy time at leisure in the picturesque seaside village of La Jolla to stroll amongst the lovely boutiques and galleries.

2426X \$114  
 Jul 25 1 Tuesday 1:25pm-11:30pm

### Jet Propulsion Laboratory (JPL)

This opportunity is the only way to take an in-depth, docent-guided tour of the JPL campus to learn about JPL’s history and accomplishments, see Mission Control, and a laboratory (pending availability). Prior to the tour, enjoy lunch on your own amongst the many quaint shops and restaurants of Old Pasadena. **Required:** When booking, provide full legal name as it appears on your valid government-issued photo identification; must provide same ID to JPL security the day of the tour.

2309X \$59  
 Aug 1 1 Tuesday 11:15am-5pm



## A “Taste” of San Diego

This popular tasting tour explores the diverse cuisine of “America’s Finest City,” and is led by a knowledgeable and charming step-on guide who is a local expert on this area and a true foodie! While we explore some of San Diego’s most unique and interesting neighborhoods, we will experience first-hand the city’s burgeoning local food scene – most of the establishments we will visit have become neighborhood icons and some have even been featured on the Food Network as “must try” places.

2426X \$109  
 Aug 9 1 Wednesday 7:30am-7:30pm

## Pageant of the Masters

### *With Sawdust Art & Craft Festival*

This popular event in Laguna Beach is acclaimed for its awe-inspiring theatrical celebration of tableaux vivants – “living pictures.” The 2017 Pageant show titled, “*The Grand Tour*,” will take us on a theatrical journey through the centuries in search of unforgettable artworks from around the world. Main-tier section seats. Our trip also includes a visit to the Sawdust Art & Craft Festival. Prior to the show, enjoy dinner on your own in downtown Laguna Beach.

2321X \$99  
 Aug 24 1 Thursday 2:25pm-12:30am

## Victorian & Venetian

### *Bembridge House & Naples Gondola Cruise*

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

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



## Solvang Danish Days

The 81st annual Solvang Danish Days Festival is a treasured celebration of Solvang’s rich Danish heritage, and old-world customs and pageantry. See the Danish Days Parade featuring the Solvang Village Band atop the Carlsberg Beer Wagon, floats, equestrians, Village dancers and more. Attend the Living History Festival at the Elverhoj Museum which features docents in period costume demonstrating the art of bobbin lacemaking, Scandinavian holiday crafts, knitting, stone carving, and wood carving.

2348X \$59  
 Sep 16 1 Saturday 7:30am-6pm



## Miramar Air Show

### *Featuring The Blue Angels*

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

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

## Anacapa Island Cruise

### *With Channel Islands Visitor Center & Ventura Harbor Village*

The perfect way to discover the natural environment of Channel Islands National Park, without going ashore! As we cross the channel to Anacapa Island, the journey may be highlighted by sightings of dolphins, sea lions and seals. Our three-hour narrated wildlife cruise travels along Anacapa’s rugged and scenic north shore (this is a non-landing cruise). Prior to the cruise, enjoy time at leisure to browse the shops and enjoy lunch on your own in the scenic Ventura Harbor Village. We also will visit the Channel Islands National Park Visitor Center, and take the scenic route home along Pacific Coast Highway.

2442X \$89  
 Sep 30 1 Saturday 8:10am-7:30pm

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

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

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

## Multi-Day Tours

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

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

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

See page 39 for Travel Information and Policies

### San Francisco...By The Bay

May 28-June 1, 2017 – 5-Day Tour

Double: \$1,199 / Single: \$1,679 – Deposit: \$200

*Tour Highlights:* A single-hotel stay at a stylish boutique property on San Francisco's Fisherman's Wharf, a 4-star hotel is within walking distance of Pier 39, Ghirardelli Square and San Francisco Maritime National Historical Park • Join a local guide for a sightseeing tour of San Francisco and hear stories of the city's past and present as you drive past its famous neighborhoods and landmarks including Union Square, the Embarcadero, the Civic Center, the Twin Peaks, Seal Rocks and the Golden Gate Bridge • Ferry to Alcatraz with a cellhouse tour and time to explore "The Rock" • Visit both the Walt Disney Family Museum and the de Young Museum • Enjoy time at leisure to complete your own San Francisco bucket list • Optional excursion to the Napa Valley for a ride aboard the vintage Napa Valley Wine Train with an included three-course lunch and wine onboard.

### Alaska Explorer

July 31-August 6, 2017 – 7-Day Tour

Double: \$1,699\* / Single: \$2,399\* – Deposit: \$300

*Tour Highlights:* A unique land tour led by an Alaskan native and featuring the best of Alaska aboard a train, riverboat, and motorcoach at a time of year when the weather is usually most favorable • In Denali National Park, search for grizzly bears, moose, and Dall sheep on a tundra wilderness tour; take part in optionals such as river rafting, jet boat safari, visit to an Iditarod dog kennel or flight-seeing Mt. Denali • Travel in deluxe dome cars aboard the Alaska Railroad from Talkeetna to Anchorage and watch for glimpses of Mt. Denali (formerly Mt. McKinley) • In Anchorage, a city tour and a visit to the Alaska Native Heritage Center which celebrates, perpetuates and shares Alaska Native culture • While in Fairbanks enjoy a sternwheeler cruise on the Chena River, visit the University of Alaska's Museum of the North to learn about the Alaskan Gold Rush and enjoy an authentic salmon bake dinner.

\*Land only prices - Roundtrip group airfare available from \$765 per person.

### Yosemite, Lake Tahoe & The Eastern Sierra

August 6-10, 2017 – 5-Day Tour

Double: \$989 / Single: \$1,299 – Deposit: \$150

*Tour Highlights:* Travel over Tioga Pass and into Yosemite National Park for guided sightseeing in the serene Tuolumne Meadows and the Yosemite Valley • Stay at a spectacular Yosemite-area lodge located on the majestic Merced River with a private balcony overlooking the river • Enjoy a two-night stay in a South Lake Tahoe all-suites hotel with sightseeing to include a narrated lunch cruise to the spectacular Emerald Bay and a guided driving tour around the north side of Lake Tahoe • Travel scenic Highway 395 through the geologic-rich Eastern Sierra with sightseeing to include the glacier-formed June Lake Loop, Mono Lake, the Museum of Lone Pine Film History and the Alabama Hills to see where both the old westerns and recent movies have been filmed.

### National Parks of Oregon & Washington

September 17-23, 2017 – 7-Day Tour

Double: \$1,799\* / Single: \$2,649\* – Deposit: \$300

*Tour Highlights:* Stay overnight at the Crater Lake Lodge and explore Crater Lake National Park, featuring the deepest lake in the United States • Sightseeing in northern Oregon including Multnomah Falls in the Columbia River Gorge and Timberline Lodge – a National Historic Landmark • Visit Mt. St. Helens National Monument to learn about the 1980 eruption • Explore Mount Rainier National Park featuring subalpine wildflower meadows and ancient forests ringing Mount Rainier's lower slopes • Explore the diverse landscape of Olympic National Park including Hurricane Ridge, the Hoh Rainforest, Lake Crescent and an overnight stay in the Park at the iconic Lake Quinalt Lodge with a lakeview room • Fly into Medford, OR and out of Seattle, WA minimizing the driving time and maximizing the time exploring three National Parks.

\*Land only prices - Roundtrip group airfare available from \$395 per person.

### Enchanting Canyonlands

September 30-October 5, 2017 – 6-Day Tour

Double: \$1,099 / Single: \$1,499 – Deposit: \$200

*Tour Highlights:* Tour Zion National Park to see its narrow gorges, dramatic canyons, cliffs, checkerboard mesa and travel through the historic Zion Tunnel • Travel Utah's incredible Highway 12 Scenic Byway through Escalante-Grand Staircase National Monument • Explore Capitol Reef National Park, where giant white sandstone "dome" rocks cap massive spectacular colored reef-like cliffs • Visit Bryce Canyon National Park – home to the "cathedral" featuring thousands of spires, fins, pinnacles and mazes in every imaginable color and whimsical shape • See the vividly-colored, rock formations resembling castles and temples at Cedar Breaks National Monument • Visit Goblin Valley to see the thousands of strange mushroom-like rocks • Visit Valley of Fire State Park to see the red sandstone formations and petroglyphs.

### California Rail & Sail

October 5-11, 2017 – 7-Day Tour

Double: \$1,499 / Single: \$1,899 – Deposit: \$250

*Tour Highlights:* Ride along California's coast aboard the deluxe Coast Starlight train featuring a dining car and observation car for spectacular views of the ocean and Vandenberg Air Force Base • In the forested coastal mountains of Santa Cruz, ride the historic Roaring Camp Railroad steam train through the giant Redwoods • Ride the rails on the California Zephyr from Sacramento to Reno over the Sierra Nevada – one of the most spectacular train rides in America • Tour Sacramento with a local guide including a tour of the Capitol Building, Old Sacramento and a visit to the California State Railroad Museum • Tour Carson City and Virginia City with a local guide and ride the rails aboard the historic Virginia & Truckee Train • Narrated lunch cruise on Lake Tahoe to the spectacular Emerald Bay • Travel through California's Eastern Sierra when fall foliage is likely and visit Manzanar National Historic Site.

### More Multi-Day Tours Available!

Yosemite, Sequoia & Kings Canyon 5-Day Tour	Oct 18
Discover Cuba 8-Day Tour	Oct 25
Cambria & Hearst Castle by Rail 3-Day Tour	Nov 1

**And many more!**

For detailed information on all of our Multi-Day Tours, go to:

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

# ***PCC EXTENSION***

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

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

## ***Stay Connected!***



pccextension



@ExtensionatPCC



1570 East Colorado Boulevard  
Pasadena, CA 91106-2003

3035 East Foothill Boulevard  
Pasadena, CA 91107-3106

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

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

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

### **PCC Extension**

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

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

Dr. Rajen Vurdien,  
Superintendent-President

### **Board of Trustees**

Dr. Ross Selvidge, President  
Dr. Anthony R. Fellow, Vice President  
James A. Osterling, Clerk  
Berlinda Brown, Member  
Hoyt R. Hilsman, Member  
John H. Martin, Member  
Linda Wah, Member  
Nune Garipian, Student Trustee

**Lifelong  
Learning  
Is For  
LIFE**

# Easy to Register!



**Online:**  
pcclearn.org



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



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



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



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

## Pre-Registration is Important!

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



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

## Save Your Space. Register Today!

**REGISTRATION FORM — PCC EXTENSION** PLEASE PRINT

Date \_\_\_\_\_

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

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

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

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

Course No.	Course Title	Start Date	Fee
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
			<b>TOTAL</b> \$ _____

**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



# General Information

## Dropping a Class

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

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

**Swim Program Cancellation Policy:** No refunds are given for cancellations, early withdrawals or no-shows, regardless of accident, illness or change of plans. See page 32 for more information.

## Transfers

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

## Cancelled Class

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

## Class Dates

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

## Insurance/Waivers

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

## Classes for Kids

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

## Certificates

Programs displaying the CP icon, once completed in accordance with noted requirements, qualify for a Program Certificate of Recognition. **Note:** Students may request a Certificate of Completion for any non-Certificate Program class. Certificates of Completion are 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.

# Travel Information and Policies

## Cancellation Policy

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

## Payment

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

## Cancellation/Travel Protection

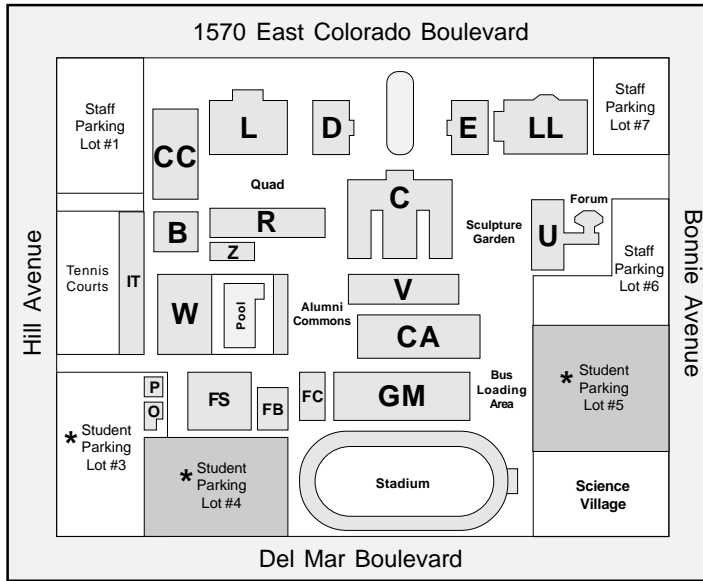
Refund requests, except where noted, must be received *two weeks* prior to trip departure date, and will be granted only if space is resold.

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

## Travel Operator

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

# Pasadena City College Campus



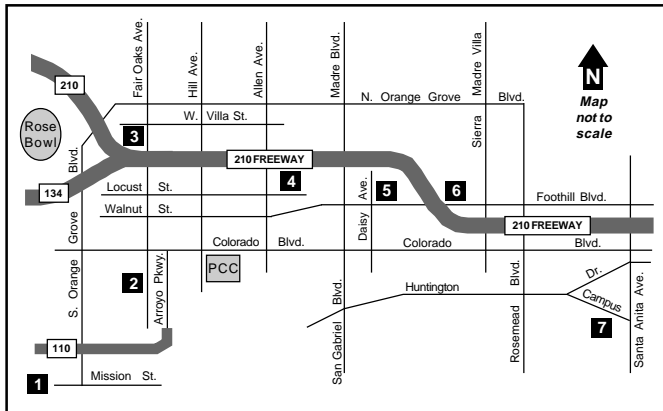
- B** Bookstore  
Student Business Services  
Campus Police
- C** Information - C218  
Sexson Auditorium
- D** Health Center  
Learning Assistance Center
- E** Physical Sciences
- L** Admissions & Records  
Career Center  
Counseling Services  
Financial Aid  
Registration
- R** Catherine J. Robbins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

**\* Student Parking:**

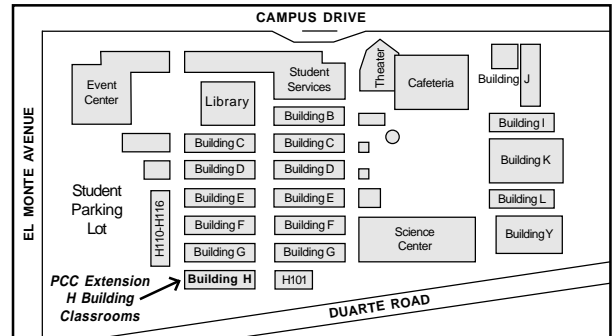
Daily permits may be purchased from the dispensers located throughout the student parking lots. **Permits cost \$2.00**, and are good for the entire day. **Note:** The PCC Flea Market is held on the first Sunday of every month. On those days, student parking is only available in Lots 3 and 4. Parking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

## Off-Campus Class Locations

### Pasadena Area Locations



### Arcadia High School



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

# Index

## Art

Beginning Hand Drafting <b>NEW</b> .....	14
Chinese Floral Arts <b>NEW</b> .....	15
Fundamentals of Painting the Still Life ...	14
Joyful Living Happy Life <b>NEW</b> .....	15
Landscape Painting .....	14
Oriental Ink Art .....	15

## Cooking

Introduction to Indian Cooking .....	14
Luscious, Low-Fat, Quick Meals .....	14

## Crafts

Aromatherapy & Herbal Candle Making ....	19
Body Butter (Cream/Lotion) .....	19
Cold Process Soap From Scratch .....	19
Fizzy Bath Bombs .....	19
Got Earrings? .....	18
Handmade Herbal Soap Making .....	19
Leather Wrap Bracelet .....	18
Multi-Strand Bracelet .....	18
Pattern Making .....	18
Sewing Basics <b>NEW</b> .....	18
Start Your Own Arts & Crafts Business ....	18

## Dance

Ballet .....	16
Bellydance .....	15
Country Western Line Dancing .....	15
Hip Hop & Funk Dance .....	15
Tap Technique .....	16
Tappercize .....	16

## Exercise

Hatha Yoga .....	25
Intro to Natural Health and Healing .....	25
Kundalini Yoga .....	25
Lose Weight and Keep It Off .....	25
Power Stretch .....	25
Self-Defense and the Workplace .....	25
Tai-Chi Chuan .....	26
Tai-Chi Chuan II .....	26

## Investing

Building Your Financial Portfolio .....	11
College Funding .....	11
Financial Freedom <b>NEW</b> .....	11
Master Your Investments .....	11
Mutual Funds and Annuities Explained ...	11
Understanding Stocks and Bonds .....	11

## Languages

Best of Italian .....	24
Conversational French .....	24
Conversational Italian .....	24
Conversational Japanese .....	24
Conversational Spanish .....	23
Conversational Spanish II .....	23

## Lifestyle

Caregiving Made Simple <b>NEW</b> .....	28
Communicate with Anyone .....	27
Conflict Management <b>NEW</b> .....	28
Divorce Workshop for Women .....	27
For the Love of Acting .....	29
Genealogy Basics .....	29
Highs and Woes of Internet Dating .....	28
Introduction to Chess <b>NEW</b> .....	29
Quiet the Chatter in Your Mind .....	27
Students with ASD .....	28
World Cinema <b>NEW</b> .....	27
Zumbini® (Ages 0-5) .....	28

## Music

Acoustic Guitar .....	17
Blues Harmonica .....	16
Folk Harmonica .....	16
Music Made Easy .....	17
Piano .....	16
Singers-Your Body is Your Instrument .....	17

## Outdoors

Growing Plants for Fun and Profit .....	31
Landscape Design .....	31
Start Your Own Edible Garden .....	31
Survival Skills .....	31
Traffic School Online .....	31

## Photography

Better Digital Photography .....	22
Capturing Great Photos with Your Smartphone .....	23
Discover Digital Photography .....	23
Urban Nature Safari .....	22

## Professions

Become a Solar Installer <b>NEW</b> .....	4
Certificate in Customer Service .....	2
Certificate in Data Analysis .....	3
Certificate in Leadership Development ...	3
Certificate in Office Operations .....	2
Certificated (2-Day) Film School .....	5
Certified Global Business Professional ...	7
Digital Marketing Certificate .....	4
Healthcare Certificate Programs .....	3
Loan Signing Specialist .....	2
Management Certificate .....	3
Notary Public Licensing .....	2
Occupational Spanish Courses .....	3
Online Career Training Programs .....	6
Professional Make-Up Artistry .....	4
Purchasing and Supply Chain .....	7
Purchasing and Supply Chain & Freight Broker/Agent Training .....	7
Social Media for Business Certificate .....	4
Supervisory & Leadership .....	2
Voiceover Professional .....	4
Voiceover Professional - Online .....	4

## Property

Home Buying Simplified .....	12
Preparing Your Home for Sale <b>NEW</b> .....	13
Understanding Reverse Mortgages .....	12

## Retirement

Estate Planning .....	13
I'm Home...For Good .....	13
Long-Term Care Workshop <b>NEW</b> .....	13
Medicare 101 .....	13
Rejuvenate Your Retirement .....	13

## Sports

Advanced Tennis .....	30
Golf .....	30
High Performance Tennis .....	30
Intermediate Tennis .....	30
Youth Tennis .....	30

## Summer Swim

Lap Swim .....	33
Recreation Swim .....	33
Swim Lessons .....	32

## Technology

3D Printing for Educators Certificate .....	9
Blogging for Fun and Profit .....	9
Computer Skills for the Workplace .....	9
Facebook and Social Networks .....	9
Introduction to Microsoft Excel 2013 .....	8
Introduction to Microsoft Word 2013 .....	8
Introduction to Windows 10 .....	8
iPhone, iPad, and I'm Lost .....	8
iPhones, iPads, iCloud: Beyond the Basics .....	8
Marketing with Facebook and Social Media .....	9
Secrets of Internet Marketing .....	9
Video Marketing Certificate .....	9

## Trips & Tours

Day Trips .....	34
Multi-Day Tours .....	36

## Writing

Basics of Screenwriting <b>NEW</b> .....	20
Grammar Refresher .....	20
Guided Autobiography .....	20
Introduction to Journaling .....	21
Poetry Workshop .....	21
Travel Writing .....	20
Writerific: Creativity Training for Writers ...	21
Writing & Publishing Your 1st Book .....	20
Writing Essentials .....	21

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

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

## ***Featured Program***

### **Online Career Training Program - *Customs Broker***



Imagine having your Customs Broker License! In this completely online program preparing you to take the Customs Broker License exam, you will learn: how to read and use reference materials; classify commodities to determine duties; and understand compliance. Licensed Customs Brokers play a pivotal role in the U.S. trade community.

For more information on this and other great Online Career Training Programs, go to:

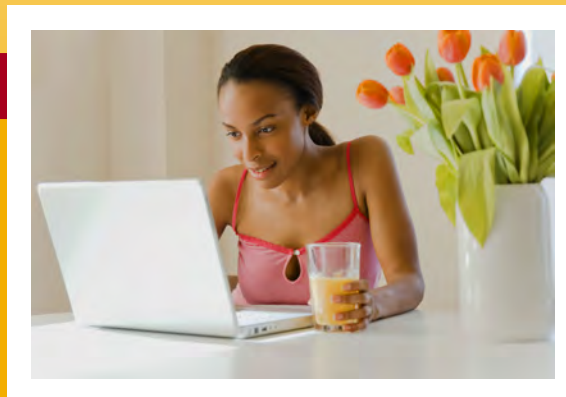
***[pcclearn.org/CTP](http://pcclearn.org/CTP)***

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

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

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

See page 39 for details.



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

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

