

June 14 – August 22, 2020  
*Classes Start Throughout the Session*

# *Discover Your Passion* *Lifelong Learning – "Connected"*



*Updated June 2020*

*Online Classes for the Community*  
**pcclearn.org**

# Summer 2020

"Are we there yet?" A question asked by countless children and heard by countless parents since the first automobile road trip. Today, "are we there yet" has taken on a new meaning. Today, before we arrive at wherever it is we are going, we first need to understand where we are. Throughout the centuries, the human race has encountered and overcome obstacles; it has progressed, forged ahead, and changed; it is adaptable, resilient, and strong. These survival traits again are in evidence as we all travel the unmapped, and at times unpaved roads of our journey.

While on our journey we are staying connected through social media and the internet, and PCC Extension is here to help you stay connected by providing lifelong learning opportunities online. Your PCC Extension staff has worked hard to stay in touch with you, to assist where and when possible, to answer your questions, and to provide solutions. One important solution is being able to bring to you a variety of summer online learning opportunities: courses, workshops, and programs. These opportunities range from enrichment (why not a course in preparing quick meals), to curiosity (what is Cybersecurity really all about), to career enhancement and skill building (add a Certificate to your resume). Online registration is easy, and mail-in registrations still are an option. We will "get there," and when we do, it is hoped that your life will have been enriched, perhaps even changed, by traveling your own road of online lifelong learning.

*E. Chapman*

Director, PCC Extension

## **Note regarding Materials Fees**

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

**PCC Extension**

***pcclearn.org***

***info@pcclearn.org***

## *Online Certificate Programs*

**Certificate in Data Analysis**

**Certified Bookkeeper**

**Certificate in Workplace Communication**

**Occupational Spanish**

**Courses Certificates**

**SQL Certificate**

**Certified Residential Interior Designer**

**Certificate in Coding**

## *Reading*

The Institute of Reading Development, a leader in strengthening reading skills in children and adults, is making available this summer all of its programs online.

Improve reading skills and be ready for school in the fall! For more information and to register, call (800) 964-8888.

## *Online Exploration*

**Work From Home**

**Voiceover Professional**

**Create a Website for  
Business or Personal Use**

**Conversational French**

**Discover Sign Language**

**Good Karma, Mystics, and Tarot**

**Journal to the Self**

**Writing for Publication**

***Fall PCC Extension catalog available in August.***

# PCC EXTENSION

## SUMMER 2020

June 14 to August 22

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### LEGEND

**NEW** New for Summer 2020



Online



Certificate Program

# PROFESSIONS

## Voiceover

### Professional - Online

Partner: *Voices For All*

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

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



## NEW Work From Home

Instructor: *Bob Cohen*

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

**2204X ONLINE COURSE \$49**  
Jun 22 1 Mon 6pm-9pm  
Logon info emailed prior to start date.



## Become a Solar Installer



Instructor: *Quayum Abdul*

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

- Solar, electrical, and city codes
- Electrical wiring

Participants will have the opportunity for hands-on, real world training through a volunteer organization. **Note:** Social Distancing practiced. Course requires a total of 24 hours of instruction. Certificates will be issued upon successful completion of the course, as determined by the instructor. \$20 material fee payable in advance.

**2257X ONLINE COURSE \$135**  
Jun 18-Jul 17 Tue, Thu, Fri 6:30pm-9:30pm  
Logon info emailed prior to start date.

*Quayum also teaches  
DIY Hand Sanitizer - page 19.*



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

## Supervisory & Leadership



In partnership with *UGotClass*

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

**4521X ONLINE COURSE \$395**  
Start: Jun 1, Sep 8

## 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)

## Introduction to Interior Design



In partnership with *ed2go*

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

**ONLINE COURSE \$109**  
Start: Jun 17, Jul 15, Aug 12, Sep 16  
Go to [ed2go.com/pcclearn](http://ed2go.com/pcclearn) to register.

## NEW Ultimate Resume Building



In partnership with *ProTrain*

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

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



# NEW! Online Career Training Courses

*In partnership with ProTrain*

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



## MEDICAL

### Administrative Medical Assistant Career Prep

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

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

### Administrative Dental Assistant Career Prep

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

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

## EDUCATION

### Managing Conflict for Teachers and Educational Support Personnel

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

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

### Creating a Global Classroom

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

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

### Effective Parent-Teacher Meetings

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

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

### Online Safety for Teachers and Students

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

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

For complete course details  
and to register, visit:

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

## Rental Property Management

Instructor: Shiral Torres

As an owner or manager of rental properties, you have a thorough understanding of why it is crucial to precisely track income and expenses. You know why it is necessary to maintain accurate, updated, and organized documents, and why all documents need to be stored in a secure location. If not, then register for this informative and insightful workshop! In addition to discussing the whys and wherefores, owners/managers will learn about current laws, how the income and expense worksheet handout will help with income tax preparation, and how to effectively use a 12-month calendar to make property management less complicated. To keep it all together, you will receive information to create a binder to keep your business organized and insure your success! \$5 materials fee payable in advance.

**0433X ONLINE COURSE \$45**  
Jul 11 1 Sat 9am-12pm  
Logon info emailed prior to start date.

Shiral also teaches **Find Cash by Tracking Your Spending** - page 19.

## Occupational Spanish Courses

In partnership with ProTrain

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

Spanish for Banking  
Spanish for Construction  
Spanish for Educators  
Spanish for Firefighters  
Spanish for Food Service  
Spanish for Health Care  
Spanish for Housekeeping  
Spanish for Law Enforcement  
Spanish for Manufacturing and Warehousing  
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)



## NEW Leading Others Through Change

In partnership with ProTrain

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

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



## Film School (2-Day Certificated)

**Produce, Write, Direct, Act**

Instructor: Dov S-S Simens

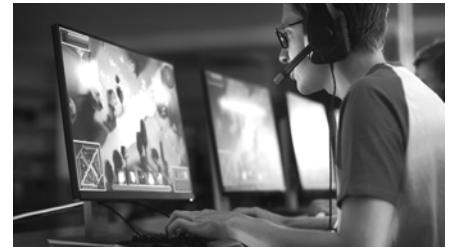
This course launched into filmmaking writer Quentin Tarantino, actor Will Smith, and singer Queen Latifah, and now, hopefully, yours! Anyone...Yes anyone can Write, Produce, or Direct films and TV shows for profit when given the basic information - and this intensive crash-course delivers! The focus is on the business of filmmaking (yes, talent is important but it can't be taught) rather than the art of filmmaking.

**Day 1: "Filmmaking A-Z: Writing, Directing Shooting & Editing"** details step-by step how to make your first feature film with budgets as little as \$10,000 to as high as \$100,000,000.

**Day 2: "Dealmaking A-Z: Producing, Financing, Distributing & Profiting"** clearly explains how to market, sell, and finance the film you learned to make on Saturday. All attendees receive a 100 page Filmmaker's Workbook; qualify for a Producer's Diploma and Filmmaker's Certificate; and graduate knowing exactly how the industry, called Hollywood, whether its Agents, Bankable Stars, Dealmakers or Powerbrokers, works when you are a first-timer. **Note:** Social Distancing practiced.

**4215X \$245**  
Aug 8 & 9 1 Sat & Sun 9am-6pm  
Classes held at the Hollywood Film Institute (Raleigh Studios, 5300 Melrose Ave., Hollywood)

**In-Person Class!**



## Certificate in Basic Game Design



In partnership with UGotClass

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

**4302X Introduction to Game Design**  
Start: Jun 1, Sep 8 \$245

**4303X Intermediate Video Game Design**  
Start: Jul 6, Oct 5 \$245

**Enroll in both and save \$95!**

**4382X ONLINE SERIES \$395**  
Start: Jun 1, Sep 8

## NEW Aromatherapist Career Prep



In partnership with ProTrain

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

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

Also see **Aromatherapy Basics for Emotional Well-Being** - page 19.

## Online Certificate Programs

### Instructor-Led or Self-Study

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

## Certificate in Accounting and Finance for Non-Financial Managers

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

**4499X Accounting and Finance for Non Financial Managers**  
Start: Jun 1, Sep 8 \$195

**4334X Cash is King**  
Start: Jul 6, Oct 5 \$195

**4333X Financial Analysis and Planning for Non Financial Managers**  
Start: Aug 3, Nov 2 \$195

**Enroll in all three and save \$90!**

**4332X INSTRUCTOR-LED SERIES \$495**  
Start: Jun 1, Sep 8

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

## Certificate in Data Analysis

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

**4546X Introduction to Data Analysis**  
Start: Jun 1, Sep 8 \$195

**4547X Intermediate Data Analysis**  
Start: Jul 6, Oct 5 \$195

**4548X Advanced Data Analysis**  
Start: Aug 3, Nov 2 \$195

**Enroll in all three and save \$90!**

**4545X INSTRUCTOR-LED SERIES \$495**  
Start: Jun 1, Sep 8

**4545S SELF-STUDY SERIES \$495**  
Start: Upon registration

## Certificate in Project Management

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

**4562X Introduction to Project Management**  
Start: Jun 1, Sep 8 \$195

**4564X Project Management Processes**  
Start: Jul 6, Oct 5 \$195

**4563X Project Management Knowledge Areas**  
Start: Aug 3, Nov 2 \$195

**Enroll in all three and save \$90!**

**4561X INSTRUCTOR-LED SERIES \$495**  
Start: Jun 1, Sep 8

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

## Digital Marketing Certificate

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

**4511X Improving Email Promotions**  
Start: Jun 1, Sep 8 \$195

**4510X Boosting Your Website Traffic**  
Start: Jul 6, Oct 5 \$195

**4512X Online Advertising**  
Start: Aug 3, Nov 2 \$195

**Enroll in all three and save \$90!**

**4509X INSTRUCTOR-LED SERIES \$495**  
Start: Jun 1, Sep 8

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

## Social Media for Business Certificate

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

**4519X Introduction to Social Media**  
Start: Jun 1, Sep 8 \$195

**4520X Marketing Using Social Media**  
Start: Jul 6, Oct 5 \$195

**4518X Integrating Social Media into Your Organization**  
Start: Aug 3, Nov 2 \$195

**Enroll in all three and save \$90!**

**4517X INSTRUCTOR-LED SERIES \$495**  
Start: Jun 1, Sep 8

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

Consult our website at [pcclearn.org](http://pcclearn.org) for detailed course information.



## Mystery Shoppers

Instructor: Jennifer Hayes

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

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

\$10 materials fee payable in advance.

**0329X ONLINE COURSE \$45**  
Jun 16 1 Tue 6pm-8:30pm  
Logon info emailed prior to start date.

## Substance Abuse Counseling Career Prep

In partnership with ProTrain

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

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

## Become a Professional Organizer

**Secrets from a Professional Organizer**

Instructor: Nancy Miller

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

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

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

**0391X ONLINE COURSE \$49**  
Jun 28 1 Sun 1pm-4pm  
Logon info emailed prior to start date.

## Customer Service Rep (CSR) Exam Prep

In partnership with ProTrain

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

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



## Management Certificate

In partnership with UGotClass

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

**4523X Management Boot Camp \$295**  
Start: Jun 1, Sep 8

**4335X Collaborative Management \$245**  
Start: Jul 6, Oct 5

**4542X Managing Generations in the Workplace \$175**  
Start: Aug 3, Nov 2

**Enroll in all three and save \$120!**

**4540X ONLINE SERIES \$595**  
Start: Jun 1, Sep 8

## Certificate in Workplace Communication

In partnership with UGotClass

Good communication in the workplace is more important than ever, and critical to your career advancement and success. Join us for a comprehensive and intensive preparation in skills and techniques you can put to use on Monday morning. Leave with a workable conflict management model, along with successful and practical conflict management strategies. Also work with a pro to learn how to improve your negotiation skills for a win-win outcome, including helping others to get what they want, so you get what you want. Finally, find out more about yourself and others using personality profiles for better work performance. You will be learning from some of our more popular instructors, and taking away new how-to skills that work!

**4474X Conflict Management \$245**  
Start: Jun 1, Sep 8

**4475X Negotiation: Get What You Want \$195**  
Start: Jul 6, Oct 5

**4476X Using Personality Profiles for Better Work Performance \$295**  
Start: Aug 3, Nov 2

**Enroll in all three and save \$140!**

**4473X ONLINE SERIES \$595**  
Start: Jun 1, Sep 8

## Certificate in Sales

In partnership with UGotClass

Social media and digital technologies when understood and leveraged effectively can enable you to find new clients and motivate these clients to take action in more efficient and strategic ways. Whether you are a beginner new to the sales process or a seasoned professional who loves selling, understanding the basic steps of sales and freeing your mind of negativity is the foundation to your business success. Gain a better understanding of the importance of the sales function and learn new skills in relationship management, prospecting, customer management, and delivering a compelling sales presentation. Move yourself or your sales team to increased success.

**4329X Strategic Selling with Social Media \$195**  
Start: Jun 1, Sep 8

**4330X Getting Started in Sales \$195**  
Start: Jul 6, Oct 5

**4331X Power Selling \$195**  
Start: Aug 3, Nov 2

**Enroll in all three and save \$90!**

**4328X ONLINE SERIES \$495**  
Start: Jun 1, Sep 8





# Online Career Training Programs

*In partnership with ed2go*

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

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

## Features:

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

## HIGH DEMAND CAREER FIELDS

### Pharmacy Technician

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

### Administrative Dental Assistant

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

### Certified Medical Administrative Assistant (CMAA)

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

### Medical Terminology

The Medical Terminology Online Training Program teaches you to understand medical terms and their application.

### Android App Developer

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

### Certified Bookkeeper

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

### Chartered Tax Professional

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

### Certified Wedding Planner

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

### Human Resources Professional

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

### Certified Residential Interior Designer

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

### Veterinary Assistant

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

### Child Development Associate Training

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

### CompTIA™ A+ Certification Training

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

### Microsoft Office Specialist 2019 (MOS) Certification Training

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

### Adobe Certified Associate

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

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

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

### Professional Bookkeeping with QuickBooks

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

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

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

# ONLINE COURSES FOR EVERY INTEREST

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*July 15*

*August 12*

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

## ***A Sampling of Our Online Courses***

### **Accounting and Finance**

Accounting Fundamentals I & II  
Performing Payroll in  
QuickBooks 2015  
Keys to Successful Money  
Management  
Where Does All My Money Go?  
Personal Finance  
Real Estate Investing  
Stocks, Bonds, and Investing

### **Business**

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

### **College Readiness**

Intro to Algebra  
Intro to Biology  
Intro to Chemistry  
Math Refresher  
GED Preparation  
Prepare for the GED Math Test  
SAT/ACT Preparation I & II  
GMAT Preparation  
GRE Preparation I & II

### **Computer Applications**

Microsoft Excel 2016  
Microsoft Word 2016  
Microsoft PowerPoint 2016  
Intro to QuickBooks 2017  
Intro to Photoshop CC  
Intro to Illustrator CS6  
Intro to InDesign CC  
Photoshop Elements for the  
Digital Photographer

### **Design and Composition**

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

### **Healthcare and Medical**

Medical Terminology  
Explore a Career in Med Coding  
Human Anatomy & Physiology  
HIPAA Compliance  
Spanish for Medical Professionals  
Explore a Career as an  
Admin Medical Assistant  
Handling Medical Emergencies  
Become a Physical Therapy Aide  
Become a Veterinary Assistant

### **Language and Arts**

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

### **Law and Legal**

Employment Law Fundamentals  
Intro to Criminal Law  
Real Estate Law  
Workers' Compensation  
LSAT Preparation I & II

### **Personal Development**

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

### **Teaching and Education**

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

### **Technology**

Keyboarding  
Computer Skills for Workplace  
Intro to PC Troubleshooting  
Intro to Windows 10  
Intro to Networking  
Intro to SQL  
Intro to PC Security  
Get Started in  
Game Development  
Basic CompTIA A+ Certif Prep

### **Writing and Publishing**

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

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

***ed2go.com/pcclearn***

# Cybersecurity Awareness Courses - Online

*In partnership with ProTrain*

**Cyber:** "a combining form meaning computer, computer network, or virtual reality" (dictionary.com)  
**Security:** "the state of being free from fear, danger, or threat"

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

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

## Features:

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

**Course Fee: \$129 each**

## Mobile Device Security

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

## Secure Password Storage

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

## Locking Down Our Public Information

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

## Electronic Commerce Security

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

## Secure Browsing

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

## Portable Data Protection and Destruction

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

## Building Your Cybersecurity Vocabulary

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

## Malware Explained

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

## The Internet of Things

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

## Social Networking at Work

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

## Cybersecurity While Traveling

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

For complete course details and registration information, visit:

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

## For Business Owners

Instructor: Connie Sparks

### The ABCs of Starting a Business



This workshop will provide information and resources important to know before venturing into business. Topics include how and where to apply for licenses and permits; how to market a business; how to make money work; how to put systemic processes in place; business structures; the basics of funding programs; and the importance of having a business model and how to execute it. Also discussed will be how to conduct market analysis, competitor analysis; and programs and services available through various support agencies. \$10 materials fee payable in advance.

**0423X ONLINE COURSE \$45**  
Jun 27 1 Sat 11am-1pm  
Logon info emailed prior to start date.

### Business Modeling and Planning



Business owners and managers at all levels learn how to build, design, and define their business model to compete in today's environment. This interactive and dynamic workshop will keep participants engaged in stimulating planning and brainstorming sessions using a business model canvas. A business model canvas is a strategic management and lean startup template for developing new or documenting existing business models. It provides a simplistic approach, a snapshot for you to draft your entire business idea within one document. Join us and discover fresh ideas and new strategies to align your business model and mission statement, and discover new opportunities in the process. \$10 materials fee payable in advance.

**0437X ONLINE COURSE \$55**  
Jul 16-Jul 23 2 Thu 11am-1pm  
Logon info emailed prior to start date.

### Marketing Made Easy on a Small Budget



This workshop shows business owner's how to use multiple cost effective marketing segments to brand their business and reach their target groups; and be more creative in finding not just a customer, but the right customer offering long-term ROI benefits. The highlights of this workshop are marketing on a budget; showing business owner's how to stand out when marketing to potential customers; becoming more effective with messaging, branding, and planning; creating product value; and connecting with customers. Using the resources and strategies of this course, attendees will become more effective with messaging, branding, and planning. \$10 materials fee payable in advance.

**0429X ONLINE COURSE \$45**  
Aug 1 1 Sat 11am-1pm  
Logon info emailed prior to start date.

### You Need a Business Plan!



This highly interactive workshop is designed to aid the business owner (startup or existing) in developing a viable plan to get a business growing or continuing to grow in the right direction. Attendees will engage in step-by-step exercises, covering all sections of a business plan necessary to secure financing. This practice will foster thought processes required to create a plan, constructively define goals, and establish objectives. \$10 material fee payable in advance.

**0422X ONLINE COURSE \$55**  
Aug 15-Aug 22 2 Sat 11am-1pm  
Logon info emailed prior to start date.



## NEW Become an Entrepreneur



In partnership with ProTrain

The purpose of this course is to provide participants the tools, information, and strategies to equip them in for the best chance of success when starting a business. Topics include risk, economics, the global market, ethics, legal considerations, organization, human resources, and marketing. By reading, completing practices and assignments, discussions, and taking assessments, participants will gain a practical understanding of the components of a small business and the steps necessary to create and establish a business from the idea, to the business plan, to the strategies for helping a business to succeed and grow.

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

## NEW Landscaping Design and Business Career Prep



In partnership with ProTrain

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

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

## NEW Start a Profitable Home-Based Business



Instructor: Nancy Miller

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

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

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

**0344X ONLINE COURSE \$49**  
Jul 7 1 Tue 6:30pm-9:30pm  
Logon info emailed prior to start date.



## Website / Podcasting

Instructor: Mike Rounds

### Podcasting for Profit

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

**0529X ONLINE COURSE \$49**  
Jun 23 1 Tue 6:30pm-9:30pm  
Logon info emailed prior to start date.



### Create a Website for Business or Personal Use for FREE!

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

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

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

**0504X ONLINE COURSE \$49**  
Jul 29 1 Wed 6:30pm-9:30pm  
Logon info emailed prior to start date.

## Internet Marketing Classes

Instructor: Bob Cohen

### Facebook and Social Networks

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

**0510X ONLINE COURSE \$49**  
Jul 6 1 Mon 6pm-9pm  
Logon info emailed prior to start date.

### Marketing with Facebook and Social Media

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

**0502X ONLINE COURSE \$49**  
Jul 13 1 Mon 6pm-9pm  
Logon info emailed prior to start date.

### Internet Marketing - The Secrets

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

**0503X ONLINE COURSE \$49**  
Jul 20 1 Mon 6pm-9pm  
Logon info emailed prior to start date.

### Blogging for Fun and Profit

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

**0507X ONLINE COURSE \$49**  
Jul 27 1 Mon 6pm-9pm  
Logon info emailed prior to start date.

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

## Internet Marketing Certificate

**Save \$31 by signing up for all four courses at once!** Receive a certificate after successful completion of all four courses. Recommended for non-profit organizations, small business owners, job changers, and those re-entering the workforce! **Fee: \$165** (plus materials). **Note:** \$20 materials fee payable in advance for **each** class.

### Sell it on eBay!

Instructor: Kevin Boyd

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

Discussion includes eBay marketing research, how to find a profitable niche, and how to use drop shippers to minimize inventory costs. Also includes marketing and photography tips that make your items "pop," as well as how to sell antiques, collectibles, and large items you do not want to ship. Optional eBooks available for purchase after workshop. Taught by a multi-award winning instructor and published eBay author.

**0528X ONLINE COURSE \$99**  
Jul 13 & Jul 14 1 Mon & Tue 6pm-9pm  
Logon info emailed prior to start date.

## NEW SQL Certificate

*In partnership with UGotClass*

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

**Introduction to SQL**

**Intermediate SQL**

**Advanced SQL**

**4336X ONLINE SERIES ONLY \$595**  
Start: Jun 1, Sep 8

## NEW Understanding and Preventing Cyber Bullying

*In partnership with ProTrain*

Cyberbullying or online bullying is a growing concern for students, parents, and educators. A clear understanding of what constitutes harassment and the harmful effects of harassment on people and institutions is essential to providing a safe and inclusive school environment for all. Cyberbullying is willful and involves recurring or repeated harm inflicted through electronic text. Course discussion includes a review of the harmful effects of online harassment while also providing educators an overview of cyberbullying and how they can be the driving force to prevent it in their schools. Preventative strategies as well as how school staff may address issues when they occur is included. Educators will learn techniques to prevent and stop cyberbullying that they can implement now, and when they return to their classrooms.

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

## Excel Classes

*Instructor: Jackson Pan*

### Practical Excel for Success

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

*Prerequisite: Basic Excel knowledge is recommended but not required.*

**0575X ONLINE COURSE \$49**  
Jun 27 1 Sat 9am-12pm  
Ligon info emailed prior to start date.

### Practical Excel for Success II

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

*Prerequisite: "Practical Excel for Success"*

**0576X ONLINE COURSE \$49**  
Jun 28 1 Sun 9am-12pm  
Ligon info emailed prior to start date.

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

## Mastering Computer Skills for the Workplace

*In partnership with UGotClass*

Must-have skills to succeed in the workplace include the ability to design presentations in PowerPoint, create documents in Word, use email and calendars in Outlook, and structure spreadsheets in Excel. Microsoft Office Suite of applications is the most used software tool in the world. Master the most common uses so that you can work faster and more efficiently. You will leave class with a set of skills that are a workplace requirement in today's fast paced ever-changing environment!

**4543X ONLINE COURSE \$195**  
Start: Jun 1

## NEW Certified Cloud Security Professional (CCSP) 2018

*In partnership with ProTrain*

Prepare for the ISC2 CCSP Certification Exam with the Certified Cloud Security Professional course and lab. The lab simulates real-world, hardware, software, and command line interface environments and can be mapped to any textbook, course, or training. This course and lab are focused upon the ISC2 CCSP exam objectives and include topics such as architectural concepts and design requirements; cloud data security; cloud platform and infrastructure security; cloud application security; operations; and legal and compliance issues. The ISC2 CCSP course offers a solid foundation for taking and passing the ISC2 Certified Cloud Security Professional (CCSP) exam.

**5269X ONLINE COURSE \$499**  
Self-paced, start anytime.



Microsoft Word, Excel and other Office online courses available at:  
[ed2go.com/pclearn](http://ed2go.com/pclearn)

# Tech Skills Certificates

In partnership with UGotClass

## Coding



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

### 4320X Introduction to Coding

Start: Jun 1, Sep 8 \$195

### 4321X HTML and CSS Fundamentals

Start: Jul 6, Oct 5 \$245

### 4322X Advanced CSS

Start: Aug 3, Nov 2 \$245

**Enroll in all three and save \$90!**

### 4323X ONLINE SERIES \$595

Start: Jun 1, Sep 8

## Web Design



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

### 4309X Introduction to Web Design

Start: Jun 1, Sep 8 \$245

### 4310X Intermediate Web Design

Start: Jul 6, Oct 5 \$245

### 4311X Advanced Web Design

Start: Aug 3, Nov 2 \$245

**Enroll in all three and save \$140!**

### 4308X ONLINE SERIES \$595

Start: Jun 1, Sep 8

## WordPress



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

### Website Setup

### WordPress Fundamentals

### Advanced WordPress

### 4316X ONLINE SERIES ONLY \$495

Start: Jun 1, Sep 8

## Programming for Non-Programmers



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

### 4326X How Programming Works

Start: Jun 1, Sep 8 \$195

### 4325X Basic Programming Concepts

Start: Jul 6, Oct 5 \$195

### 4327X Communicating with Programmers

Start: Aug 3, Nov 2 \$245

**Enroll in all three and save \$140!**

### 4324X ONLINE SERIES \$495

Start: Jun 1, Sep 8

## Graphic Design



## Software Essentials

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

### Adobe Illustrator CC Essentials

### Adobe InDesign CC Essentials

### Adobe Photoshop CC Essentials

### 4312X ONLINE SERIES ONLY \$545

Start: Jun 1, Sep 8

## Mastering Microsoft Excel



A must-have skill to succeed in business, whether as an entrepreneur or a valued employee, is the ability to create, edit and manage spreadsheets. Microsoft Excel is the most used spreadsheet tool in the world. For Excel 2011 versions and later; not necessary to have Excel installed, but recommended.

### 4544X Mastering Microsoft Excel

Start: Jun 1, Sep 8 \$195

### 4306X Intermediate Excel

Start: Jul 6, Oct 5 \$195

### 4307X Advanced Excel

Start: Aug 3, Nov 2 \$195

**Enroll in all three and save \$90!**

### 4305X ONLINE SERIES \$495

Start: Jun 1, Sep 8

## Investment Classes

Instructor: Jalon O'Connell

### NEW Investing in Uncertain Times



#### Post-Covid19 Strategies

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

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

**0408X ONLINE COURSE \$49**  
Jun 20 1 Sat 9:30am-12pm  
Logon info emailed prior to start date.

### Master Your Investments



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

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

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

**0402X ONLINE COURSE \$59**  
Jul 7 & Jul 9 1 Tue & Thu 6:30pm-9pm  
Logon info emailed prior to start date.

### Stocks and Bonds Demystified



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

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

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

**0405X ONLINE COURSE \$49**  
Jul 14 1 Tue 6:30pm-9pm  
Logon info emailed prior to start date.

### Mutual Funds and Annuities Explained

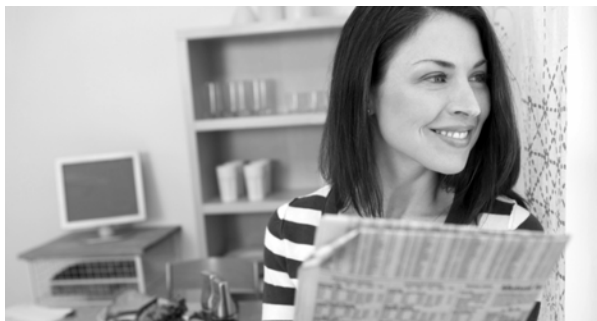


Do you know how to evaluate which mutual fund might be suitable for you given the thousands of choices available? Are you intrigued yet confused by what you have heard about annuities? If so, then join us and have your questions answered. Topics include:

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

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

**0407X ONLINE COURSE \$49**  
Jul 16 1 Thu 6:30pm-9pm  
Logon info emailed prior to start date.



## Property Classes

Instructor: Sebastian Marroquin

### Rental Properties and Long Term Wealth



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

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

**3925X ONLINE COURSE \$49**  
Jun 20 1 Sat 11am-2pm  
Logon info emailed prior to start date.

### Flipping Houses



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

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

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

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



# RETIREMENT

## Live, Work or Retire Abroad - Affordably!

*Instructor: Bob Cohen*

Imagine living abroad! Many people now opt for this adventure, and enjoy a higher standard of living while living their dream. Join us and learn how to stretch a fixed retirement income, or how to find work overseas that pays room and board. Discover the top ten countries where Americans are able to live better than they can here, and how to actually do it! Get tips about evaluating your finances, figuring out how far your dollar will go, housing, transportation, food, government discount programs, access to healthcare, and job opportunities. It is all here! Are you ready to begin an exciting new life? *No materials fee required.*

**2305X ONLINE COURSE \$49**  
Aug 3 1 Mon 6pm-9pm  
Logon info emailed prior to start date.

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



## Taxes in Retirement Tax Sale of a Lifetime

*Instructor: Mark Basile*

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

**0432X ONLINE COURSE \$45**  
Aug 8 1 Sat 11am-1pm  
Logon info emailed prior to start date.

# COOKING

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

*In partnership with ed2go*

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

**ONLINE COURSE \$99**  
Start: Jun 17, Jul 15, Aug 12, Sep 16  
Go to [ed2go.com/pcclearn](http://ed2go.com/pcclearn) to register.

# ART

## Drawing for the Absolute Beginner

*In partnership with ed2go*

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

**ONLINE COURSE \$99**  
Start: Jun 17, Jul 15, Aug 12, Sep 16  
Go to [ed2go.com/pcclearn](http://ed2go.com/pcclearn) to register.

# DANCE

## 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, and from the comfort of your home, 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. Ballet also is a wonderful exercise. *Wear comfortable, fitted clothing and ballet shoes. Class is designed for beginners only.*

**1820X CANCELLED \$79**  
Jul 18-Aug 22 6 Sat 11am-12:30pm  
Logon info emailed prior to start date.

# MUSIC

## 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.

**6150X ONLINE COURSE \$79**  
Jul 12-Aug 2 4 Sun 1pm-4pm  
Logon info emailed prior to start date.

## Music Made Easy

*In partnership with ed2go*

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

**ONLINE COURSE \$99**  
Start: Jun 17, Jul 15, Aug 12, Sep 16  
Go to [ed2go.com/pcclearn](http://ed2go.com/pcclearn) to register.

# WRITING

## Guitar Classes

Instructor: Spencer Artwick

### Acoustic Guitar



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

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

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

**3025X ONLINE COURSE \$85**  
Jun 20-Jul 18 4 Sat 10am-12pm  
Logon info emailed prior to start date.

### Acoustic Guitar II

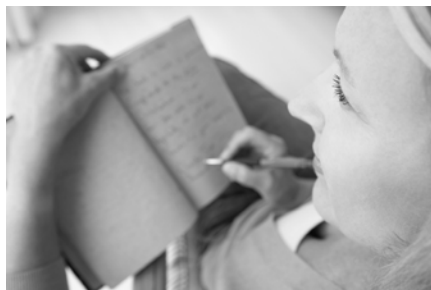


A rock legend is born! You started playing the guitar and love it – so keep strumming with this course designed to further develop the skills and concepts introduced in the beginning Acoustic Guitar course. Learn to read and play melodies on all six strings of the guitar, expand the vocabulary of chords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

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

**3026X ONLINE COURSE \$85**  
Jul 25-Aug 5 4 Sat 10am-12pm  
Logon info emailed prior to start date.

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



## Writing Classes

Instructor: Stacy Dymalski

### Turn Your Story into a Book



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

**3247X ONLINE COURSE \$49**  
Jul 11 1 Sat 10am-1pm  
Logon info emailed prior to start date.

### Nine Steps to Self-Publishing Your Book



Unearthing the secrets of self-publishing does not have to be a time-consuming, research-laden mission. If you want to get your book out quickly, this workshop is for you. It tells you only what you need to know by systematically walking you through the self-publishing process, using practical examples you may apply to your own manuscript. By the end of the workshop, you will know exactly what it takes, and how much it costs, to self-publish your own book. *No materials fee required.*

**3248X ONLINE COURSE \$49**  
Jul 18 1 Sat 10am-1pm  
Logon info emailed prior to start date.

## Writing for Publication



### How to Survive as a Writer

Instructor: Christopher Nyerges

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

When registering, indicate start date

**3245X ONLINE COURSE \$65**  
Jun 24-Jul 8 3 Wed 7pm-9pm

**3245X ONLINE COURSE \$65**  
Jul 29-Aug 12 3 Wed 7pm-9pm

Logon info emailed prior to start date

Christopher also teaches **Survival Skills** and **Urban Survival Skills** - page 20.

## Screenwriting - The Basics



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. **Note:** Computer with word processing program is required; students will need to submit a formatted, typewritten script.

**3211X ONLINE COURSE \$89**  
Jun 23-Jul 21 5 Tue 6:30pm-9:30pm  
Logon info emailed prior to start date.

## NEW Advanced Writing



In partnership with ProTrain

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

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

## CRAFTS & EXERCISE

Look for the return of these classes in our Fall session.

# PHOTOGRAPHY

## Autobiography Workshop

### Write Your Life Story

Instructor: Pamela Hueckel



Everyone has a story and someone wants to know yours! Begin penning your life story, 2-pages at a time, using 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 are not writers. Beginners appreciate the simple tips designed to jumpstart their writing, and those with more experience welcome the regular assignments that keep them moving forward. While there is no formal literary critique, participants share their weekly 2-page vignettes and provide mutual encouragement. Join us to have fun, make new online friends, and delight in a wondrous potpourri of personal stories.

**3225X ONLINE COURSE \$79**  
Jun 20-Jul 25 5 Sat 10am-12:30pm  
Logon info emailed prior to start date.

## Journal to the Self

Instructor: Rachel Levin



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

**3249X ONLINE COURSE \$105**  
Jul 12-Aug 16 6 Sun 1pm-3pm  
Logon info emailed prior to start date.

## NEW Business Writing for Busy Professionals



In partnership with ProTrain

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

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



## Better Digital Photography



Instructors: Liane Enkelis & Garry Margolis

Unlock your creativity with simple keys to taking better digital photographs. This class will help you master your manually adjustable digital camera through 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. The class will cover seeing light and composition by capturing the beauty and atmosphere of the PCC campus, then return to the classroom to review results.

**Note:** For SLR, mirrorless, and other adjustable digital cameras capable of manual functioning. *Need camera and manual, lenses, fully-charged batteries, media cards or film.*

**3121X CANCELLED \$69**  
Aug 5-Aug 26 4-Wed 7pm-9pm  
Logon info emailed prior to start date.

## 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.

**ONLINE COURSE \$99**  
Start: Jun 17, Jul 15, Aug 12, Sep 16  
Go to [ed2go.com/pcclearn](http://ed2go.com/pcclearn) to register.

## Capturing Great Photos with Your Smartphone



Instructor: Lynne Eodice

Join us and learn to shoot great photos using a smartphone! This workshop begins with the basic features of a smartphone camera and then moves on to photo composition. Discussed will be the many photo editing apps available for download. Using the techniques learned, students will be tasked with taking photos to be discussed in class. *Smartphone required; will require downloading one or two apps, app prices range from free to \$5.99. Note:* Course is 5 hours of instruction; self-paced.

When registering, indicate class date

**3115X ONLINE COURSE \$55**  
Jun 17 Self-paced course

**3115X ONLINE COURSE \$55**  
Jul 15 Self-paced course

**3115X ONLINE COURSE \$55**  
Aug 12 Self-paced course

Logon info emailed prior to start date



## Photographing Nature with Your Digital Camera



In partnership with ed2go

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

**ONLINE COURSE \$99**  
Start: Jun 17, Jul 15, Aug 12, Sep 16  
Go to [ed2go.com/pcclearn](http://ed2go.com/pcclearn) to register.



# LANGUAGES

## Italian Language Classes

Instructor: Manuela Terenzi

### Conversational Italian



*Ciao! Buon giorno!* Participants 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, participants should be able to confidently use the basic structure of the language. \$10 materials fee payable in advance.

#### Required Textbook:

**Learn Italian the Fun and Fast Way (4th Edition)**, by Marcel Danesi (ISBN: 9781438074962) available online and at bookstores. List price: \$29.99.

**3506X CANCELLED \$139**  
Jun 13-Aug 8 8-Sat 10am-12:30pm  
Logon info emailed prior to start date.

### Best of Italian



*Italiano - Bentornati cari amici!* This course is designed to improve communication skills of intermediate participants, and to further develop and reinforce grammatical proficiency of advanced participants. 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 advance.

#### Required Textbook:

**Ultimate Italian Beginner-Intermediate**, by Living Language (ISBN: 9781400009671) available online and at bookstores. List price \$21.00.

*Prerequisite: "Conversational Italian" or equivalent knowledge.*

**3509X CANCELLED \$139**  
Jun 11-Aug 6 8 Thu 6pm-8:30pm  
Logon info emailed prior to start date.

## French Language Classes

Instructor: Jeanne Hart

### Conversational French



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

**5010X CANCELLED \$139**  
Jun 15-Jul 27 7-Mon 6:30p-9:30p  
Logon info emailed prior to start date.

### NEW Conversational French IV



*Prenez-le au prochain niveau!* This follow-up to the Conversational French III course emphasizes the use of past tenses in French. Each meeting consists of a review and warm-up session followed by the introduction of new vocabulary with oral practice. **See note.**

#### Required Textbook:

**Langue et Langage, 5th Edition**, by Oreste F. Pucciani, Jacqueline Hamel (ISBN: 003004037X) available second-hand online and at bookstores. Approx. price: \$15.99.

*Prerequisite: "Conversational French I, II & III" or equivalent knowledge.*

**5013X CANCELLED \$139**  
Jun 17-Jul 29 7-Wed 6:30p-9:30p  
Logon info emailed prior to start date.

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

#### Language Courses Online :

- Conversational French
- Instant Italian
- Grammar for ESL
- Writing for ESL

Visit [ed2go.com/pcclearn](http://ed2go.com/pcclearn) for more information.

## Speed Spanish



*In partnership with ed2go*

Converse in Spanish in just a few weeks. *¡Qué Bueno!* This course will help you learn six easy recipes to glue Spanish words together into sentences so you can engage in conversational Spanish quickly. Imagine yourself speaking, reading and writing Spanish. This course is designed for anyone who wants to learn Spanish pronto. In no time at all, you will be able to go into any Spanish speaking situation and converse in Spanish. **Also available: Speed Spanish II and Speed Spanish III.** Course starts monthly.

**ONLINE COURSE \$109**  
Start: Jun 17, Jul 15, Aug 12, Sep 16  
Go to [ed2go.com/pcclearn](http://ed2go.com/pcclearn) to register.

## Discover Sign Language



*In partnership with ed2go*

This course will teach you how to sign basic phrases and complete sentences and how to put it all together, allowing you to introduce yourself and start a conversation. Along the way, you will learn signs for colors, numbers, locations, family, and the activities you like to do. Throughout the course, you will learn by watching videos that demonstrate how to make the signs and how to incorporate facial expressions to communicate in this beautiful language. This course is taught using the best practices of the industry with a minimum of audio support. You also will gain an introduction to the world of the Deaf culture and explore topics such as lipreading, baby signs, and the career of interpreting. By the end of the course, when you meet a Deaf person, you will be ready to sign! Course starts monthly.

**ONLINE COURSE \$99**  
Start: Jun 17, Jul 15, Aug 12, Sep 16  
Go to [ed2go.com/pcclearn](http://ed2go.com/pcclearn) to register.

## Youth Inspired Intriguing Online Courses

In partnership with ed2go  
See our dedicated webpage at:  
**[pcclearn.org/youth](http://pcclearn.org/youth)**



# LIFESTYLE

NEW

## DIY Hand Sanitizer

Instructor: Quayum Abdul

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

When registering, indicate class date

<b>3335X</b>	<b>ONLINE COURSE</b>	<b>\$25</b>
Jun 14	1 Sun	5pm-6pm
<b>3335X</b>	<b>ONLINE COURSE</b>	<b>\$25</b>
Jul 12	1 Sun	5pm-6pm
<b>3335X</b>	<b>ONLINE COURSE</b>	<b>\$25</b>
Aug 2	1 Sun	5pm-6pm

Login info emailed prior to start date.

Quayum also teaches  
**Become a Solar Installer** - page 2.

## Aromatherapy Basics for Emotional Well-Being

Instructor: Lisa Kurstin

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

<b>3345X</b>	<b>ONLINE COURSE</b>	<b>\$45</b>
Jul 18	1 Sat	2pm-4pm

Login info emailed prior to start date.

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

## Find Cash by Tracking Your Spending

Instructor: Shiral Torres

Spend, spend, spend! If you want to control your finances by changing your mindset about spending money, join us in this dynamic and enjoyable workshop and learn a simple way to track income and expenses to prevent overspending. Practicing healthier spending habits will help to maximize your income and support your financial freedom. Students will receive information to create a binder to organize bills and documents designed to insure success! \$5 materials fee payable in advance.

<b>0424X</b>	<b>ONLINE COURSE</b>	<b>\$45</b>
Aug 8	1 Sat	10am-12pm

Login info emailed prior to start date.

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

## Home Buying Simplified For the First Time Buyer

Instructor: Kyle George

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

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

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

<b>3913X</b>	<b>ONLINE COURSE</b>	<b>\$49</b>
Jul 18	1 Sat	9:30am-1pm

Login info emailed prior to start date.

## Good Karma, Mystics, and Tarot

Instructor: Linda McBride

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

<b>2234X</b>	<b>ONLINE COURSE</b>	<b>\$49</b>
Aug 5	1 Wed	6pm-9pm

Login info emailed prior to start date.

## Eliminate Clutter in Your Home and Office

Instructor: Nancy Miller

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

<b>2029X</b>	<b>ONLINE COURSE</b>	<b>\$49</b>
Jul 25	1 Sat	1pm-4pm

Login info emailed prior to start date.

## The Highs and Woes of Internet Dating

Instructor: Karyn Klein

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

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

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

<b>2012X</b>	<b>ONLINE COURSE</b>	<b>\$55</b>
Aug 8	1 Sat	10am-2pm

## Personality Types Among Us

In partnership with ProTrain

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

<b>5268X</b>	<b>ONLINE COURSE</b>	<b>\$225</b>
Self-paced, start anytime.		

ACTIVE

# SPORTS

# OUTDOORS

## Golf

*In-Person Class!*

Instructor: Mark Spinelli

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

When registering, indicate date & time

<b>2140X</b>			<b>\$95</b>
Jul 11-Aug 8	5 Sat	9am-10am	
<b>2140X</b>			<b>\$95</b>
Jul 11-Aug 8	5 Sat	10am-11am	
<b>2140X</b>			<b>\$95</b>
Jul 14-Aug 11	5 Tue	6pm-7pm	
<b>2140X</b>			<b>\$95</b>
Aug 11-Sep 8	5 Tue	7pm-8pm	
<b>2140X</b>			<b>\$95</b>
Aug 15-Sep 12	5 Sat	11am-12pm	

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



## TRIPS & TOURS

Visit our website for a list of upcoming Trips & Tours.

## Survival Classes

Instructor: Christopher Nyerges



### Survival Skills

What would you do in the event of a natural or man-made disaster? Would you know what to do to survive in the elements? How would you protect your family? Everyone should be familiar with basic survival skills! This course is comprised of lecture, hands-on instruction, and videos. Topics include:

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

**2007X ONLINE COURSE \$65**  
Jun 19-Jul 17 5 Fri 6:30pm-8:30pm  
Logon info emailed prior to start date.

### Urban Survival Skills

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

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

**2287X ONLINE COURSE \$65**  
Jul 24-Aug 21 5 Fri 6:30pm-8:30pm  
Logon info emailed prior to start date.

Christopher also teaches  
**Writing for Publication** - page 16.

ACTIVE

## Institute of Reading Development

**Speed Reading and Reading Skills Programs for Children and Adults**

### At-Home Courses Available NOW

We listened, we heard you, and we are here to help! Due to increasing demand for at-home, online programs, all Summer 2020 IRD reading courses, using our proven face-to-face live video instruction, will be taught online. Summer is a time for creativity and fun, and our summer programs blend creativity and fun with learning! Strengthen and increase reading skills, and be ready for the '20-'21 school year.

Five Different Programs for 4 Year Olds through Entering 5th Graders  
*Phonics • Comprehension • Love of Reading • Fluency*

Programs for 6th-11th Graders  
*Comprehension • Speed Reading • Study Skills*

For Adults, College Students and Entering High School Seniors  
*Speed Reading for Work, School and Recreation*

For fees, registration information  
and class schedule:

**(800) 964-8888**  
**[pcclearn.org/reading](http://pcclearn.org/reading)**



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

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

## Stay Connected!



pccextension



@ExtensionatPCC



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

### **Colorado Campus**

1570 East Colorado Boulevard  
Pasadena, CA 91106-2003

### **Foothill Campus**

3035 East Foothill Boulevard  
Pasadena, CA 91107-3106

Main Number: (626) 585-7608

Fax Number: (626) 585-3058

Website: pcclearn.org

Email: info@pcclearn.org

Facebook: facebook.com/pccextension

Twitter: twitter.com/ExtensionatPCC

### **Public Hours:**

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

Monday through Friday

### **PCC Extension**

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

Richard Torres, Account Clerk

Robert Torres, Scheduling Technician

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

Dr. Erika Endrijonas,  
Superintendent-President

### **Board of Trustees**

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

# Easy to Register!

## For Summer 2020



**Online:**  
pcclearn.org



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

### Pre-Registration is Important!

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

**PCC  
EXTENSION**

1570 E. Colorado Blvd., Rm CEC112  
Pasadena, CA 91106-2003

Main Number: (626) 585-7608

Fax Number: (626) 585-3058

Website: pcclearn.org

E-mail: info@pcclearn.org

## Reserve Your Space. Register Today!

### REGISTRATION FORM — PCC EXTENSION

PLEASE PRINT

Date \_\_\_\_\_

Last Name (PRINT) \_\_\_\_\_

First Name (PRINT) \_\_\_\_\_

M.I. \_\_\_\_\_

Street Address \_\_\_\_\_

Apt. No. \_\_\_\_\_

City \_\_\_\_\_

Zip Code \_\_\_\_\_

Email Address \_\_\_\_\_

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

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

Course No. \_\_\_\_\_

Course Title \_\_\_\_\_

Start Date \_\_\_\_\_

Fee \_\_\_\_\_

_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

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

TOTAL \$ \_\_\_\_\_

Payment by Visa, MasterCard or Discover:

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

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

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

PRINT Name on Charge/Check \_\_\_\_\_

Payment by check (payable to Pasadena City College):

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

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

**Please do not write in this space**

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

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

01/19

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



# General Information

## Dropping A Course

Refunds are granted provided you notify PCC Extension at least three (3) business days before your class begins. Registration fee refunded in the same format as originally paid within six (6) weeks.

**There are no refunds beyond this deadline.** Refunds ARE NOT issued for absences nor prorated for late registrations.

**Note:** If dropping a class from a Certificate Program or a Course Series, discounts will no longer apply and the refund amount will be adjusted accordingly. Missed class meetings may not be made up in another class. There is no auditing of classes. Returned checks will be subject to a \$25 handling charge.

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

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

## Transfers

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

## Cancelled Class

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

## Insurance/Waivers

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

## Certificates

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

## Youth Classes

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

## Supplies/Equipment

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

## Class Dates

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

## Instructors

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

## Travel Information and Policies

### Cancellation Policy

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

### Payment

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

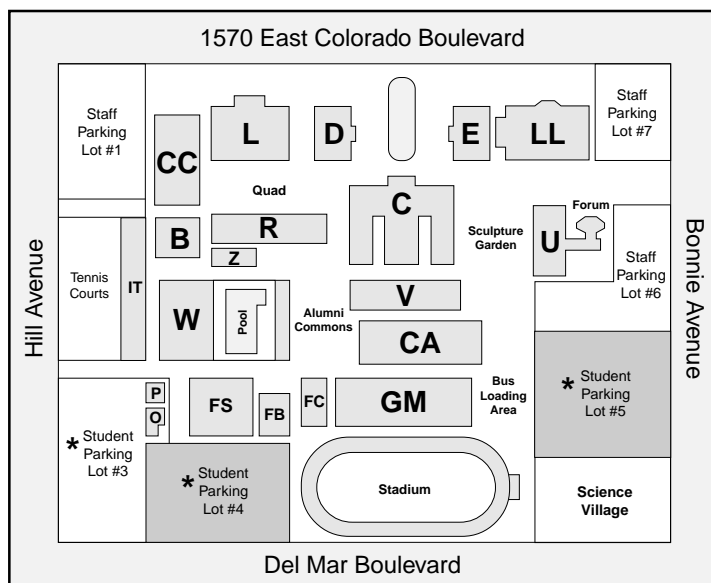
### Cancellation/Travel Protection

Refund requests, except where noted, must be received *two weeks* prior to trip departure date, and will be granted only if space is resold. **Day trip fees and deposits paid to PCC:** Refunds to reflect \$20 processing fee per person. **Tour fees paid to Good Times Travel:** If travel protection has not been purchased, only recoverable funds less a cancellation charge of \$50 will be reimbursed once payment has been made. If travel protection has been purchased, you will receive a full refund (or partial if en route), provided the defining reason is covered. **Note:** Travel protection/cancellation insurance for multi-day tours is **highly recommended**. Pre-existing medical conditions are covered only if protection is purchased in advance through Good Times Travel. Insurance also available for day trips.

### Travel Operator

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

# Pasadena City College Campus



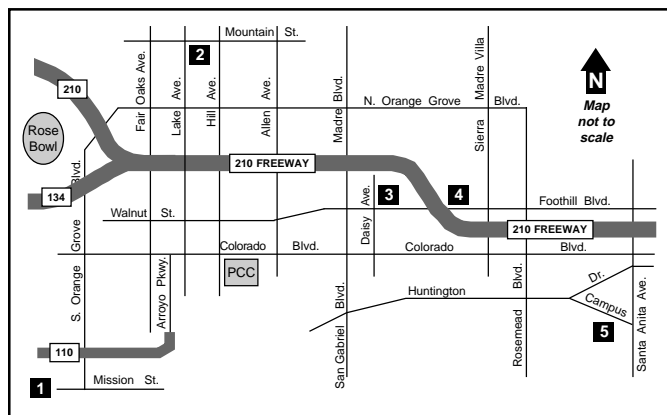
- B** Bookstore  
Student Business Services  
Campus Police
- C** Information - C218  
Sexson Auditorium
- D** Health Center  
Learning Assistance Center
- E** Physical Sciences
- L** Admissions & Records  
Career Center  
Counseling Services  
Financial Aid  
Registration
- R** Catherine J. Robbins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

## \* Student Parking:

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

# Off-Campus Class Locations

## Pasadena Area Locations



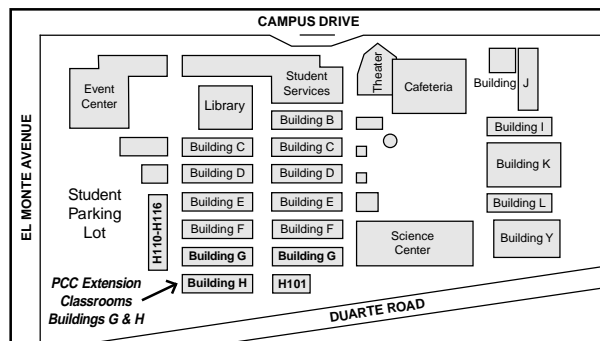
**1**  
**Arroyo Seco Golf Course**  
1055 Lohman Lane

**2**  
**Lineage Performing Arts Center**  
920 E. Mountain St.

**3**  
**Awareness Center**  
2801 E. Foothill Blvd.

**4**  
**Community Education Center**  
3035 E. Foothill Blvd.

## Arcadia High School



**5**  
**Arcadia High School**  
180 Campus Dr., Arcadia  
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### More Online Options

In addition to our Summer line-up of online courses taught by PCC Extension instructors, PCC Extension is proud to include courses and programs developed and presented by our partners and online industry leaders, **ed2go**, **ProTrain** and **UGotClass**. Visit our website for more information.

## ***Online Courses and Certificates***

### **Professional Certificates, Cyber Curiosity, Personal Discovery**



**Certificate Programs**  
*page 5*



**Cybersecurity**  
*page 9*



**Career Training**  
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**Personal & Professional**  
*page 8*



**Technology Skills**  
*pages 12 & 13*

