

PCC Extension

Summer
2015

May 17 to
August 22

pcclearn.org

LET'S
FUN
IN THE
BRIGHT
SUMMER
SUN!



PASADENA
CITY COLLEGE

PCC EXTENSION

Extension Courses provide community members an opportunity to continue learning, exploring, and enjoying throughout their lives. Whether you are looking for courses to change careers, enhance skills, unleash creativity, or travel, the PCC Extension Summer Session has something for everyone: Career Advancement, Lifelong Learning, Personal Enrichment, and Professional Development. We welcome your feedback; are here for you, our community; and hope you will enjoy your experience.

New Courses for Summer:

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Commercial Kids "On Camera" (Ages 6-12)	Page 31
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New Licensing Program:

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Location Legend

PCC - Pasadena City College
AHS - Arcadia High School

Most classes held at Pasadena City College.
Other locations indicated in description.
See page 45 for addresses and maps.

Pasadena City College *Extension*

Summer 2015



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Look for These Icons!

 Online  Certificate Program*

NEW New for Summer 2015

*See page 46 for more information.

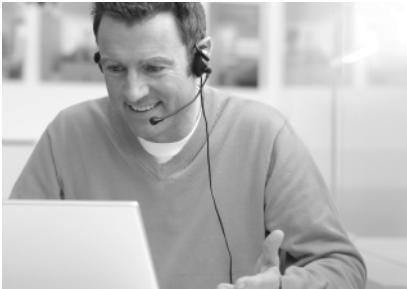
NOTE: Class dates are inclusive. Blackout days may apply. Refer to the website or your confirmation letter for specifics.

Certificate in Customer Service



In partnership with UGotClass

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



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

Keys to Customer Service



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

4525X ONLINE COURSE \$145

Extraordinary Customer Service



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

4514X ONLINE COURSE \$145

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

Notary Public Licensing

Instructor: Thomas Peavyhouse

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

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

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

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

0390X	PCC R221	\$85
Jun 20	Sa	8am-4pm



Supervisory & Leadership



In partnership with UGotClass



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

4521X ONLINE COURSE \$395

Occupational Spanish Courses

In partnership with ProTrain

Self-paced, online courses, 16 hours of instruction, for 6 months; Certificate of Completion is available upon request. Courses use visual imagery, native speakers, tips, reading exercises, and interactive assessments to measure progress and comprehension. Cultural lessons also are included.

Spanish for the Workplace



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

5221X ONLINE COURSE \$165

Spanish for Educators



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

5225X ONLINE COURSE \$165

Spanish for Health Care



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

5222X ONLINE COURSE \$165

Other Occupational Spanish Courses:

- Banking**
- Construction**
- Dentists and Dental Hygienists**
- Firefighters**
- Food Service**
- Housekeeping**
- Law Enforcement**
- Manufacturing and Warehousing**
- Medical Front Office**
- Social Services**

Open enrollment - start anytime!
Visit pcclearn.org/ProTrain for detailed program descriptions.

Security Guard Enforcement Program



Security Guard Training

Instructor: Kevin Appleton

This course is designed to teach students how to become a security guard, licensed by the State of California (Bureau of Security and Investigative Services). Learn about security guard guidelines, policies, and procedures; civil and criminal liabilities; and about having the authority to arrest a suspect. Course enables students to be employed as a security guard, and possess a Guard Card for a period of four years. **Note:** Open book exam administered directly after class; requires passing score of 100%. \$20 materials fee payable in class. **Additional fees:** Guard Card, \$67; Live Scan, \$50. Payment for additional fees arranged in class.

3460X PCC R115 \$125
Jun 20 Sa 9am-5pm

Firearms Certification

Instructor: Luis Robles

This course is designed for students who already hold Licensed Security Guard credentials, and who wish to progress in their career by studying for their Exposed Firearm Permit issued by the Bureau of Security and Investigative Services. *This course is lecture and discussion only!* Topics include: civil and criminal liabilities when carrying an exposed firearm; de-escalation of a possible shooting situation; arresting suspects and working with the public while carrying a firearm; and shooting positions and techniques. **Note:** Open book exam administered directly after class. \$25 materials fee payable in class.

It is a felony to bring any weapon or ammunition onto a campus! The Firearms Qualification exam will be held on Sunday, June 28, 10am-2pm, at a Burbank certified gun range. Information regarding registration and costs (approx. \$200) will be available in class.

3465X PCC R115 \$125
Jun 27 Sa 9am-2pm

Enroll in both classes above
at the same time and receive
a \$10 discount!

Online Courses, Programs & Certificates

In partnership with ProTrain

Management Programs

Develop your business and communication skills and advance your career with these management programs.

- Introduction to Project Management**
- Fundamentals of Project Management**
- Principles of Management**
- Principles of Time Management**
- Professional Communication**



Cisco Certified Courses

If you are interested in a career in IT networking, we have the Cisco certification and training programs for you.

- Cisco CCNA and CCNP**
- Cisco Certified Network Associate (CCNA)**
- Cisco Certified Network Associate Security (CCNA Security)**
- Cisco Certified Network Professional (CCNP)**

Computer Forensics

Courses designed to prepare you for EC-Council certification exams.

- EC-Council Certified Ethical Hacker (CEH)**
- EC-Council Computer Hacking Forensic Investigator (CHFI)**

Green/Renewable Energy

Courses with instruction in methods to conserve, reduce, and recycle.

- LEED Certifications**
- Certified Environmental Specialist**
- Certified Green Specialist**
- Certified Indoor Air Quality Manager**
- Green Building Technical Professional**
- Photovoltaic Technician Career Preparation**
- Renewable Energy Technician Career Preparation**
- Solar Water Heating Technician Career Preparation**
- Wind Energy Technician Career Preparation**



Water Treatment Certificate Courses

Courses with instruction in water pollution control, preliminary and primary treatment, issues of concern to wastewater treatment facilities, laboratory equipment, safety collection systems.

- Wastewater Treatment Plant Operation Career Preparation**
- Water Treatment Plant Operation Career Preparation**

For complete descriptions and information go to:

pcclearn.org/ProTrain

Online Courses, Programs & Certificates

In partnership with ed2go

Career Training courses, programs, and certificates for exploration, entrepreneurship, career development, and personal growth.

Certified Residential Interior Designer

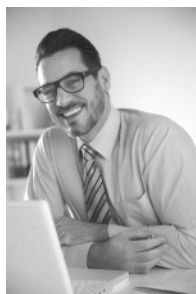
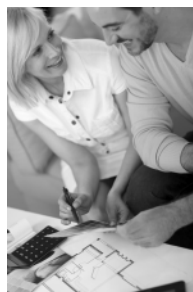
Learn the basics comprising good design, design styles, composition, and materials as you develop a personal design concept for a living room.

Marketing Design Certificate

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

Records Management Certificate

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



Business

Chartered Tax Professional
 Payroll Practice and Management
 Professional Bookkeeping with QuickBooks 2013
 Certified Mediator and Conflict Resolution Specialist
 Purchasing and Supply Chain Management
 Human Resources Professional
 Technical Writing

The Web

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



Hospitality Industry

Casino Poker Dealer
 Retail Customer Service Skills Training
 Food and Customer Service Skills Training

More programs are available in the following areas:

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

Helping you expand your skills, explore careers, prepare for your future.

Financial Aid is Available!

For complete descriptions and information go to:

pcclearn.org/CTC

NEW **Hairstylist Secrets for a Six-Figure Income Certificate Program**



Instructor: Karen Spinelli

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

Uniquely You
Secret 1

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

0451X PCC R111 \$45
Jul 26 Su 9am-12pm

Calling All Clients
Secret 2

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

0452X PCC R111 \$45
Jul 26 Su 1pm-4pm

Customer Loyalty
Secret 3

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

0453X PCC R111 \$45
Aug 2 Su 9am-12pm

Six-Figure Down Time
Secret 4

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

0454X PCC R111 \$45
Aug 2 Su 1pm-4pm

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

Professional Make-Up Artistry

Instructor: Michele Godinez

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

0413X PCC R111 \$79
Jun 7-Jun 14 Su 9am-5pm



Acting Techniques for the Real World

Instructor: June Chandler and staff

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

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

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

7730X \$129
Jul 12-Aug 16 Su 4pm-6:45pm

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

For **Beginning Acting** classes, turn to page 33.

Professional Organizing - A Career Secrets from a Professional Organizer

Instructor: Nancy Miller

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

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

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

0391X PCC R111 \$45
Jul 13 M 6:30pm-9:30pm



Voiceover Classes

Partner: Voices For All


Voiceover Professional: A New Career

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

4210X PCC R111 \$49
Jun 13 Sa 10am-12pm



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

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

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

Import/Export Program

Instructor: Sinclair Rimmon

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



Become a Successful Entrepreneur

Import/Export Introduction

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

0339X	PCC R115	\$39
Jun 6	Sa	10am-12pm

Import/Export Intensive

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

0340X	PCC R115	\$39
Jun 6	Sa	1pm-3pm

Channels of Distribution

Import/Export

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

0341X	PCC R115	\$39
Jun 7	Su	10am-12pm

Joy of Communicating and Negotiating

Reach Your Goals & Life Fulfillment

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

0342X	PCC R115	\$39
Jun 7	Su	1pm-3pm

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

PCC Extension Contract Education Customized Training Solutions

Moving your business forward

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

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

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

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

Medical Insurance Billing Certificate



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

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

Medical Terminology

Instructor: Arlyn Tagamolila-Que

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

0326X	PCC R108	\$385
May 17-Jul 19	Su	9am-4pm

Coding: ICD-9CM/CPT/HCPCS

Instructor: Joselito Capili

ICD-9-CM coding is required by third-party payers when submitting and/or processing insurance claims. Students will learn to interpret accurately and describe diagnoses, procedures and supplies used in physician offices, medical record department, emergency rooms, urgent care and Hospice care facilities. In CPT-4 coding, students will learn how to effectively use evaluation and management codes in compliance with CMS regulations, the correct usage of modifiers that best describe inpatient procedures, and services rendered in compliance with CMS. In anticipation of the full implementation of ICD-10-CM coding on October 1, 2015, students will be informed about the changes and updated code requirements. Hands-on coding diagnoses, including problem solving of case studies using ICD-10-CM will be covered in class. \$187 materials fee (for textbooks and handouts) payable in class.

Prerequisite: Medical Terminology

0327X	PCC R104	\$325
Aug 2-Sep 27	Su	9am-3pm

Medical Insurance Billing

Instructor: Joselito Capili

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

Prerequisite: Medical Terminology, Coding: ICD-9CM/CPT/HCPCS

0328X	PCC R104	\$325
Oct 4-Nov 22	Su	9am-3pm

Healthcare Certificate Programs



In partnership with ed2go



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

- Certificate in Complementary and Alternative Medicine**
- Certificate in End of Life Care**
- Certificate in Food, Nutrition, and Health**
- Certificate in Gerontology**
- Certificate in Healthy Aging**
- Certificate in Spirituality, Health, and Healing**

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

Online Teaching Certificate



In partnership with UGotClass


For those new to teaching online, or those already teaching online, this is your opportunity to receive the best instruction from the foremost authorities in online learning. Instruction is given from building an online course to improving an online course, from fostering online discussion to encouraging student interaction, from traditional assessment to online tests. This program will give you both the fundamentals of teaching online, as well as the most advanced tips and techniques in the business. Your instructors are authors, speakers and consultants in online learning and teaching.

Enroll in all three courses for \$495.

All three one-week courses must be completed to qualify for the Certificate in Online Teaching. Fee includes books, and courses may be taken in any order.

OPTIONAL - Become a Certified Online Instructor (COI) for \$795. Fee includes all three one-week courses and books. Plus, the Certified Online Instructor (COI) requires the registrant to take a 50 question exam. The registrant will have their students evaluate one of their online courses, and the Chair of the LERN Faculty Advisory Board will critique one of the registrant's online courses.

Advanced Teaching Online

 In the 21st century, half of all learning will be online. The opportunities are tremendous for teaching online. Discover how to plan, develop and teach an online course. Take home a ten-step model for developing your online course. Experience one of the most advanced online classrooms for teachers. Learn how to create online audio lectures with slide shows. Plus, find out how self-quizzes enhance learning. See an animation, drop-and-drop exercise, and dynamite welcome pages. Engage in online discussion with other teachers. An instructor's book, *Advanced Teaching Online*, is included.

4502X ONLINE COURSE \$195

Building Online Learning Communities



In the online classroom it is the relationships and interactions among people through which knowledge is primarily generated. Come learn how to do it with the foremost authorities and authors of the popular book by the same title (copy included with course registration). Acquire a new understanding of redefining community in cyberspace. Find out the importance of a learning community. Learn about dialogue as inquiry, negotiating discussion guidelines, and intergroup and other forms of collaboration.

4503X ONLINE COURSE \$195

Designing Online Instruction



Learn about the online instructional environment, envisioning your online course, developing a web course, phases of design and development, design guidelines, and more. Discover the principles behind the adoption of technology innovation and the nature of the online learning environment. Then get tips for planning your online course, identifying resources and design guidelines. Discuss the phases of design and development and models, motivating student interaction, and managing interaction. Get the latest information on copyright issues, assessment and evaluation. Your instructor is coauthor of the book *The Online Teaching Survival Guide*, which you will receive in the mail with this course.

4504X ONLINE COURSE \$195

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

Also Available Online Courses for K-12 Teachers:

- Online Learning and Teaching
- Gender in the Classroom
- Generational Learning Styles
- Social Media and Online Tools
- Students with ASD (Autism Spectrum Disorder)

Visit pcclearn.org/UGotClass for more information.

Entrepreneurship Courses and Programs

PCC played a role! Stasis Labs was recently nominated for INC's 2015 Coolest College Startups. PCC's Small Business Development Center (SBDC) is making a difference in the lives of aspiring and expanding entrepreneurs! If you have an idea, big or small, but need the basics of how to become an entrepreneur, our new Entrepreneurial Courses and Programs series is the answer. Most courses are taught online in partnership with highly regarded distance education providers; and are available to fit your schedule: day, night, or weekend. A special benefit is the option to earn Certificates – look for the CP designation. The SBDC at Pasadena City College is ready to assist when you are prepared to take the next step.

Your Idea - Or is it?

Instructor: Teddie Hsu

In this class, students will learn how to protect their ideas, the cost of protection, whether or not to use invention promoters and where to turn for resources. Topics include:

- Availability of patents
- Trade secret protection
- Trademarks and Copyrights


\$15 materials fee payable in class.

0318X PCC R115 \$39
 May 31 Su 3pm-5pm



Funding Your Business


In partnership with UGotClass

 It takes money to operate a financially feasible, and successful business. Whether your business is just starting, or is expanding, financial backing can originate from partnerships, grants, gifts, investors, or loans. This course will help you understand the financial position of your business by exploring potential debt and equity sources of funds to help support these areas and create a financially successful venture. Visit pcclearn.org/UGotClass for more information.

4528X ONLINE COURSE \$195

Workplace Ethics and Etiquette


In partnership with UGotClass

 For entrepreneurs, managers and all employees, understanding workplace ethics and etiquette is critical to individual and organizational success. Discover new information about the related but different concepts of business ethics and etiquette. Learn the fundamentals of making ethical business decisions. Discover the 5 secrets of proper interactions in both business and social settings to improve your communication and networking skills. Visit pcclearn.org/UGotClass for more information.

4527X ONLINE COURSE \$145

Start Your Own Small Business

In partnership with ed2go

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

4941XE ONLINE COURSE \$105



Business Startups

Instructor: Connie Sparks

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

The ABCs of Starting a Business

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

0423X PCC R111 \$39
 May 30 Sa 10am-12pm

You Need a Business Plan!

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

0422X PCC R111 \$45
 Jun 20 Sa 10am-1pm

Marketing Made Easy on a Small Budget

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

0429X PCC R111 \$39
 Jul 11 Sa 10am-12pm

Entrepreneurship Certificate



In partnership with UGotClass

Enroll in all 3 courses for \$495. All 3 one-month courses must be completed to qualify for your certificate.

Entrepreneurship Boot Camp



Starting a business is something that many have thought about at one time or another. This course provides an overview of the characteristics, knowledge, and skills needed to become a successful entrepreneur. Join us and learn to identify what is required of successful entrepreneurs, and how to use this knowledge in your everyday business opportunities.

4513X ONLINE COURSE \$195

Entrepreneurial Marketing



To succeed in today's marketplace, entrepreneurs must know how to effectively market their product or service. This course offers you a step by step approach designed to attract and keep customers, all within a realistic budget. Customer-driven market research helps to build a strong brand, analyze tactics and strategies, and successfully implement marketing plans. Whether you are starting up or growing, you will take away practical marketing tips and tools to improve your marketing efforts.

4532X ONLINE COURSE \$195

The Business Plan



Whether starting a business or growing the one you have, a business plan serves as a roadmap and is necessary to secure funding. This course evaluates the many aspects and potential hurdles faced by a business; as well as how to build a Business Plan, one step at a time. This practical, hands-on approach encourages you to immerse yourself in the vision and planning aspects of your business. Focusing upon the most critical components of the Business Plan enables you to uncover hidden risks, and assess the business from a marketing, management, and financial vantage point.

4531X ONLINE COURSE \$195

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

Social Media for Business Certificate

In partnership with UGotClass

Enroll in all 3 courses for \$495.
All 3 one-month courses must be completed to qualify for your certificate.

Introduction to Social Media



Get involved in the transition from in-person to online communication. Learn what social media are and their role in your business. Find out the top sites and how businesses are using these sites for communication, customer retention, branding, marketing, market research, needs assessment and serving customers and clients. Explore the options for your organization and examine case studies of what others are doing. Let your instructor guide your exploration of Facebook and YouTube. *For anyone interested in social media*, not just business owners.

4519X ONLINE COURSE \$195

Marketing Using Social Media



Develop a two-way communication and marketing strategy for your organization using social media. Learn quick, easy ways to use Twitter, blogs and LinkedIn to engage your customers or clients and keep them interested in your organization or business. Discover the advantages and disadvantages of each, and learn what is right for your business or type of organization.

4520X ONLINE COURSE \$195

Integrating Social Media in Your Organization



Take away practical strategies and techniques for implementing social media into your organization or business. Learn how to create your own private social media using Ning, work socially using Google Docs and calendars, and move your web site to an interactive Web 2.0 site. Learn to choose which social media tools are right for your situation, and then integrate them into your web site to develop a social media strategy. Find out what you can be doing, what you should be doing, and create a social media plan.

4518X ONLINE COURSE \$195

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

Business Research Certificate

In partnership with UGotClass

\$495 for all 3 one-month courses
(only available as a Certificate).

Introduction to Business Research



Business Research will provide the specific knowledge needed to succeed in researching and using the best and most appropriate data for decision making. It also will provide the skills needed to effectively communicate research results to a specific audience for maximum impact and effective decision making. This course is broad-based and provides a strong foundation for meeting business research needs. More advanced courses are available after completion of this foundation course.

4536X ONLINE COURSE

Qualitative Business Research



Words are powerful information sources, and a necessity for sound business decisions. Business leaders talk to others when they have a question or need to solve a business problem. These discussions provide a richness of information apart from numbers. Learn to effectively harness the power of words, and how to use qualitative methods (information in words) to make the best possible business decisions.

4538X ONLINE COURSE

Business Statistics



Numbers are vitally important to all types of business decision-making. From budget projections to inventory tracking, business leaders rely upon numbers to help make sound business decisions. Learn how to make these numbers meaningful to you in your day-to-day planning and decision-making; and learn how to apply and interpret numbers in real-world business ideas.

4537X ONLINE COURSE

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

eMarketing Essentials Certificate

In partnership with UGotClass

Earn a certificate and gain fundamental, yet advanced information about the importance of eMarketing. Topics covered include improving email promotions, analyzing web site traffic, achieving search engine optimization, and positioning online advertising.

Enroll in all 3 courses for \$495. All 3 one-month courses must be completed to qualify for your certificate.

Boosting Your Website Traffic



Learn the basics about boosting website traffic. Understand analyzing site visitor traffic, and using search engine optimization for greater site visibility in Google searches. Learn how to redesign your web site copy to increase your visitors and results.

4510X ONLINE COURSE \$195

Improving Email Promotions



Discover new ways to improve your email promotions, including when to email, what to email, and how to test email copy. Learn how to analyze email response rates; set benchmarks for open rates and click-through rates; and improve your email promotion and responses with tracking and testing.

4511X ONLINE COURSE \$195

Online Advertising



Make online advertising work for your organization. See how pay-per-click advertising with Google AdWords works. Find out how to test low budget campaigns. Learn how to target local audiences. Explore Facebook advertising. Understand demographics and reaching your target audience.

4512X ONLINE COURSE \$195

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

Creating WordPress Websites

In partnership with ed2go



WordPress is one of the world's most popular Web design tools because it is free, easy to use, and produce professional results. Gain hands-on experience using this powerful tool as you create your own WordPress site and blog. Experiencing the process from start to finish, you will learn to use WordPress to create pages and posts, add images and videos, change the look and feel of a site, and include user-friendly features. In addition to mastering the technical elements of WordPress, you will learn how to organize a blog or website, create appealing content, and achieve better positions on search engine results pages. By the end of this course, you will be able to confidently use WordPress to create a blog or a personal, business, or organizational website. *Also available: Creating WordPress Websites II.* Courses start monthly. Visit www.pcclearn.org for more information.

4672XE ONLINE COURSE \$105

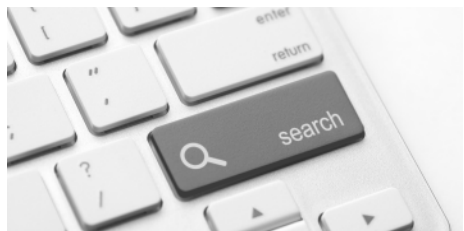
Achieving Top Search Engine Positions

In partnership with ed2go



Learn how to achieve top search engine positioning in this highly-interactive course. Discover how search engines work and how important events have shaped the entire Search Engine Optimization (SEO) industry. Learn which search engines are used most frequently, and on which search engines your site must absolutely be listed. Master important HTML tags and understand how to use them effectively and ethically. Explore exciting and free online tools designed to enable you to choose the most popular keywords related to the topic of your website. Domain, folder, and file naming conventions are discussed along with content layout and its effect on search engine positions. By the end of this course, you will have the knowledge and the know-how to achieve top search engine positions! Courses start monthly. Visit www.pcclearn.org for more information.

4891XE ONLINE COURSE \$105



Computer Classes

Instructor: Bob Cohen

iPhone, iPad, and I'm Lost®



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

0513X	PCC R111	\$45
Jun 6	Sa	9am-12pm

Building an App Development Business

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

0520X	PCC R111	\$45
Jun 6	Sa	1pm-4pm

Facebook & Twitter: How to Connect

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

0510X	PCC R111	\$45
Jun 27	Sa	9am-12pm

Social Media Marketing

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

0516X	PCC R111	\$45
Jun 27	Sa	1pm-4pm

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

Web Site Building

Instructor: Mike Rounds

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

0504X	PCC R121	\$45
Jul 13	M	6:30pm-9:30pm

Computer Skills for the Workplace

In partnership with ed2go



Most jobs today require a working knowledge of certain computer skills. Employers seek and reward employees with the skills and knowledge to send messages across the country via e-mail; use a spreadsheet to create a graph and paste it into a report; add and edit data in a database; understand the implications of file sizes, memory limitations, and network arrangements; and recognize the function and features of modern computer components. Any job candidate who already possesses these skills will stand above those who do not. Courses start monthly. Visit pcclearn.org for more information.

4738XE	ONLINE COURSE	\$105
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Microsoft Office Classes

Instructor: Jose Ruiz

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

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

Word

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

When registering, indicate start date

0543X	PCC R113	\$65
Jun 1-Jun 3	M & W 6:30pm-9:30pm	
0543X	PCC R113	\$65
July 13-Jul 15	M & W 6:30pm-9:30pm	

Excel

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

When registering, indicate start date

0544X	PCC R113	\$65
Jun 8-Jun 10	M & W 6:30pm-9:30pm	
0544X	PCC R113	\$65
Jul 20-Jul 22	M & W 6:30pm-9:30pm	

PowerPoint

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

When registering, indicate start date

0545X	PCC R113	\$65
Jun 15-Jun 17	M & W 6:30pm-9:30pm	
0545X	PCC R113	\$65
Jul 27-Jul 29	M & W 6:30pm-9:30pm	

Also available from Jose Ruiz

Photoshop

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

When registering, indicate start date

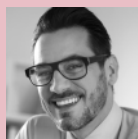
0550X	PCC R113	\$65
Jun 22-Jun 24	M & W 6:30pm-9:30pm	
0550X	PCC R113	\$65
Aug 3-Aug 5	M & W 6:30pm-9:30pm	

ed2go Online Courses

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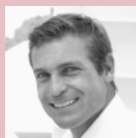
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Fundamentals of
Supervision and
Management
Purchasing Fundamentals
Administrative Assistant
Fundamentals
Managing Customer
Service
Leadership
Building Teams That Work
A to Z Grant Writing
Marketing Your Business
on the Internet

Computer

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

Enrichment

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

Internet

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

Test Prep

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

Writing

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

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

pcclearn.org

How to Buy a Home
A Step-By-Step Guide for the First Time Buyer

Instructor: Sandra Tupurins

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

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

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

3912X PCC R115 \$39
 Jun 13 Sa 9:30am-1pm



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

Instructors: Bobbie & Eric Christensen

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

0314X PCC R115 \$45
 Jun 24 W 6pm-9pm

NEW Commercial Real Estate Investment

Instructor: David Chen

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

3920X PCC R111 \$69
 Jun 1-Jun 22 M 6pm-8pm



College Funding: How to Beat the High Costs of College

Instructor: Bryan Schwartz

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

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

\$5 materials fee payable in class.

0371X PCC R115 \$39
 Jun 10 W 7pm-9pm

Investment Classes

Instructor: Jalon O'Connell

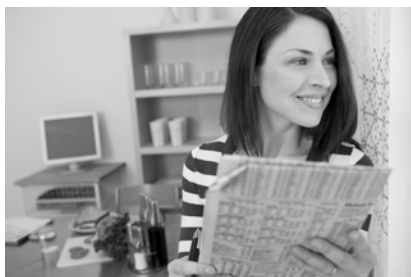
Investment Boot Camp

The key to successful investing is knowledge. This class is an excellent opportunity to obtain the information you need to make wise investment decisions and protect your portfolio. Topics include how to:

- Assess investment risk
- Manage risk effectively to maximize profit opportunity and control losses
- Reduce income taxes using tax-favored investments
- Improve and protect retirement accounts

Students will gain insightful answers to practical questions in these curious times.

0401X PCC R113 \$45
 Jun 6 Sa 9:30am-12:30pm



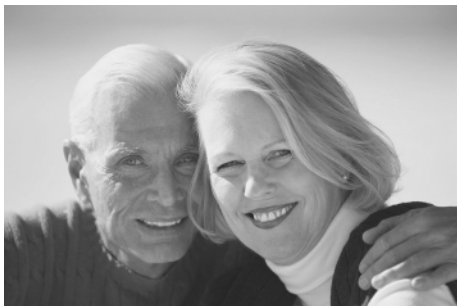
Master Your Investments

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

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

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

0402X PCC R113 \$59
 Jul 21-Jul 28 Tu 6:30pm-9pm



NEW Rejuvenate Your Retirement

Instructor: Allen Yee

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

0334X PCC R113 \$39
 Aug 1-Aug 8 Sa 9am-11:30am

Savvy Social Security for Boomers

Instructor: Cynthia Schwert

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

0311X PCC R115 \$39
 May 30 Sa 10am-12pm

Oil Painting Classes

Instructor: Kelley Sanford

Oil Painting for the Novice

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

0218X PCC CA321 \$95
 May 17-Jun 28 Su 10:30am-1:30pm



Intermediate Oil Painting

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

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

0221X PCC CA321 \$95
 May 17-Jun 28 Su 2pm-5pm

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



Life Drawing

Instructor: Annie Kwon

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

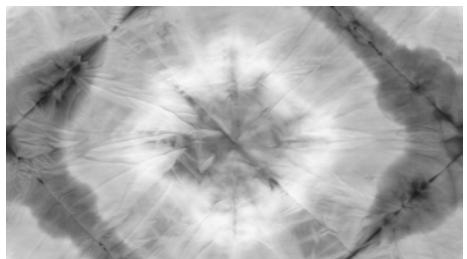
0232X PCC CA305 \$129
 Jun 13-Aug 1 Sa 9am-12pm

Shibori Japanese Tie-Dyeing

Instructor: Charlotte Chen

Shibori Japanese tie-dyeing is an ancient cloth-decorating technique that was used not only in Asia, but also throughout the Middle East, Africa and Europe. In this introductory course, students will be using Shibori techniques to tie and stitch fabrics before dyeing, to create an extraordinary, almost three-dimensional look. Students also will learn about the types of materials needed as well as where to obtain them, so that they can pursue this passion on their own insuring that this ancient art will continue to live on. *Bring colored thread, six to ten regular sewing needles, scissors, pencil and paper (optional: 6-inch ruler).* *Working with dyes; dress accordingly.* Additional supplies for second meeting will be discussed. \$20 materials fee payable in class.

3320X PCC CA109 \$69
 Aug 9-Aug 16 Su 9am-1pm



Arts & Crafts Classes

Instructor: Quayum Abdul

Aromatherapy & Herbal Candle Making

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

3317X	PCC CA109	\$45
Jun 14	Su	11am-3pm

Cold Process Soap Making From Scratch

Want to know how to use the Cold Process Soap Making method to create soap completely from scratch? This class will demonstrate the steps to cold process soap making. Students will be able to create beautiful handmade soaps at home. This class ranges from beginner to advanced, so whether you are a complete novice or a soap making pro, stick around, have fun, and learn something new about making soap. \$40 materials fee payable in class.

3316X	PCC CA109	\$45
Jul 12	Su	11am-3pm

Handmade Herbal Soap Making

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

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

All classes are hands-on.
Please dress accordingly.

Sewing Classes

Instructor: Rebecca Prange

Sewing Basics

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

3311X	PCC R113	\$89
Jun 20-Jul 11	Sa	9:30am-2:30pm

Hand Embroidery

Hand embroidery is a gratifying craft with complete portability (take it wherever you go!). In this workshop students will learn the three primary stitches, and some fancier ones. The how and why of hooping your work, transferring designs onto fabric, and tying beautifully hidden, secure knots also will be covered. No previous experience necessary! All materials (a hoop, floss, fabric for practice and project, needles, snips, transfer tools, and designs) will be provided. \$25 materials fee is payable in class. **Class is designed for students 14 years and older.**

3325X	PCC R113	\$45
Jul 18	Sa	9:30am-1pm

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

NEW Pattern Making

Instructor: Richard Lee

This introductory, hands-on course will teach students fun, easy to follow pattern making techniques! Students will explore a variety of styles inspired by the classic T-shirt pattern provided by the instructor. Included: how to make different kind of dresses and skirts, neckline and sleeves variations, and ruffles and flares. Students also will learn to accurately take individual body measurements. \$5 materials fee payable in class.

Prerequisite: Sewing experience recommended but not required.

3304X	PCC R108	\$75
Jun 6-Jun 27	Sa	9am-12pm

**What's for Dinner?
Cooking Series**

Instructor: Andrea Schenck

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

Family Picnic

Features Triple Onion Dip with Veggies, Lemon-Pepper Chicken Wings, Savory Burger Bites, BLT Salad with Homemade Ranch Dressing, & Pasta with Fresh Peas & Mushrooms. \$30 materials fee payable in class.

3422X	PCC	CC-Bldg	\$45
May 30		Sa	9am-12pm

Fiesta Feast

Features Fresh Guacamole, Spicy Grilled Chicken and Black Bean Burritos, Steak Fajitas, Shrimp Tacos, & Virgin Margaritas. \$30 materials fee payable in class.

3422X	PCC	CC-Bldg	\$45
Jun 13		Sa	9am-12pm

Summertime Get-Together

Features Fresh Fava Bean Dip, Parmesan Chicken Tenders, Sausage Stuffed Mushrooms, Asian Beef and Veggie Wraps, & Hand-Rolled Vegetable Sushi. \$30 materials fee payable in class.

3422X	PCC	CC-Bldg	\$45
Jun 27		Sa	9am-12pm

Fire up the Grill!

Features Carne Asada, Ginger-Lime Grilled Shrimp, Grilled Zucchini, Organic Vegetable Ribbons Salad with Creamy Balsamic Dressing, & Potato Salad Bites. \$30 materials fee payable in class.

3422X	PCC	CC-Bldg	\$45
Jul 11		Sa	9am-12pm

Cooking Classes

Instructor: Grace McKeown

Savory Baking

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

3425X	PCC	CC-Bldg	\$45
Jun 6		Sa	10am-1pm

Intermediate Baking Skills

Continue building on the foundation laid in Basic Baking or expand your repertoire to include éclairs, shortbread cookies, meringues made with nut flours, soufflés, custards and doughnuts. \$20 materials fee payable in class.

3430X	PCC	CC-Bldg	\$45
Jun 20		Sa	10am-1pm

Yeast Breads

After taking this class, you will never buy grocery store bread again. This class introduces breads made from commercial yeasts. While the doughs are proofing, we also will make a variety of flavored butters and spreads to serve with the hot finished product. Classic White Bread; Rosemary Focaccia; Seven-Grain Honey Bread; Sweet Vanilla Challah; Buttermilk Potato Bread; Olive Tapenade; Chive Compound Butter; Seasonal Fruit Spreads. \$15 materials fee payable in class.

3412X	PCC	CC-Bldg	\$55
Jul 18		Sa	10am-2pm

Whole-Grain Baking

Whole grains are sprouting up in all sorts of recipes. In this class, we will explore how whole grain flours differ from each other and how they bring a new flavor profile (as well as health benefits) to old favorites. We will discuss why substituting all-purpose flour in recipes in favor of whole grain does and does not always work. \$20 materials fee payable in class.

3428X	PCC	CC-Bldg	\$45
Jul 25		Sa	10am-1pm

NEW Natural Foods Kitchen
Cooking Series

Instructor: Susan Cohen

This cooking series covers "All Natural" dishes, from Elegant Soups to Divine Desserts. Classes are hands-on and students will learn how easy it is to make appetizers, blended soups, main course dishes, and desserts using savory and sweet organic, plant-based recipes. All ingredients are vegan, dairy and gluten free. There will be generous samplings of all dishes served with herbal tea. Whether you are a vegan or meat eater, this is a great way to expand your cooking possibilities while creating energy-inducing dishes that will help you better enjoy your life!

Grains, Seeds & Greens

Features Great Whole Grains with Toasted Pumpkin Seeds and Garlicky Greens Marinated Salad with Seaweed. \$25 materials fee payable in class.

3431X PCC CC-Bldg \$39
 Jun 4 Th 5:30pm-7:30pm

Mushroom Broth & Summer Rolls

Features Cool Shitake Mushroom Broth, and Thai Summer Rolls with Tofu and Dipping Sauce. \$25 materials fee payable in class.

3431X PCC CC-Bldg \$39
 Jun 25 Th 5:30pm-7:30pm

Awesome Appetizers & Desserts

Features Stuffed Herbed Mushrooms and Appleberry Mousse. \$25 materials fee payable in class.

3431X PCC CC-Bldg \$39
 Jun 11 Th 5:30pm-7:30pm

Radicchio & Hummus

Features Radicchio Cups with Endive, Escarole, Peaches and Almonds, and Hummus with Scallions. \$25 materials fee payable in class.

3431X PCC CC-Bldg \$39
 Jul 9 Th 5:30pm-7:30pm

Soup & Salad

Features Creamy Carrott Ginger Soup, and Caesar salad. \$25 materials fee payable in class.

3431X PCC CC-Bldg \$39
 Jun 18 Th 5:30pm-7:30pm



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



Also Available:

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

Turn to page 31 for more information.

Language Class Special!

Register for any language class by **May 15th** and automatically receive a \$5 discount!
(Not valid for online courses)

Spanish Language Classes

Instructor: Luis Garcia

Conversational Spanish

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

3511X PCC R113 \$129
May 19-Jul 7 Tu 7pm-9:30pm



Conversational Spanish II

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

Prerequisite: Conversational Spanish

3512X PCC R113 \$129
May 21-Jul 9 Th 7pm-9:30pm

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

Conversational French

Instructor: Jeanne Hart

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

5010X PCC R111 \$129
May 27-Jul 8 W 6:30pm-9:30pm



Conversational Chinese (Mandarin)

Instructor: Grace Li Chun

nǐ hǎo! nǐ shuō pǔ tōng huà ma?

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

3515X PCC R111 \$85
Jul 18-Aug 8 Sa 9:30am-12pm



Italian Language Classes

Instructor: Manuela Terenzi

Conversational Italian

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

Required Textbook:

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

3506X PCC R123 \$129
 May 30-Jul 25 Sa 10am-12:30pm



Best of Italian

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

Required Textbook:

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

Prerequisite: Conversational Italian

3509X PCC R123 \$129
 May 30-Jul 25 Sa 1pm-3:30pm

Conversational Japanese

In partnership with ed2go



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

4996XE ONLINE COURSE \$105

More Foreign Language Courses Available Online:

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



Other Online Language Courses:

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

Visit pcclearn.org
 for more information.



Understand Your Dreams

Instructor: Ahni Dodge

Everyone dreams. Do you know the symbolism behind your dreams, or have you ever wondered what your dreams mean? What they might be telling you? In this workshop, the ancient soul language of dream symbology is explored. Bring your dream diary and learn what your dreams are trying to teach you. This class is an introduction to personal dream study. **Note:** Please keep a journal or diary next to your bed, and take a moment each morning to jot down any dream, or part of a dream, that you remember. Bring your journal or diary to first class.

Required Textbook:

Watch Your Dreams, by Ann Ree Colton (ISBN: 978-0917189180) available online and at local bookstores. List price \$15.95.

2296X	PCC R111	\$55
Jun 16-Jun 30	Tu	7pm-8:30pm



What Were You Born To Do?

Instructor: Curtis Adney

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

2011X	PCC R113	\$55
Jul 26	Su	1pm- 5pm

Landscape Classes

Instructor: Charlotte Chen

Drought Tolerant Landscaping

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

2252X	PCC R115	\$49
May 17	Su	9am-1pm

Landscape Design

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

2251X	PCC R115	\$89
Jun 14-Jun 21	Su	9am-3pm

Urban Survival Skills

Instructor: Christopher Nyerges

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

2287X	PCC R115	\$59
Jul 24-Aug 21	F	7pm-9pm

For outdoor **Survival Skills**, turn to page 39.



Piano

Instructor: Kathryn Rueby

This class is for beginning piano students who have had little or no previous instruction. Basic note reading skill, scales, chords, and music theory will be included while learning to play your favorite songs. Class will be held in a piano lab. *Students must have their own piano or keyboard at home as daily practice is required.*

Required Textbook:

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

3022X	PCC CA116	\$65
May 21-Jun 25	Th	7pm-8pm



Acoustic Guitar

Instructor: Cameron O'Connor

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

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

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

3025X	PCC CA117	\$79
May 30-Jun 20	Sa	10am-12pm

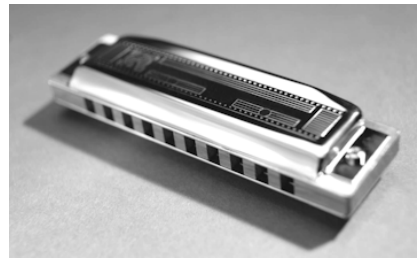
Harmonica Classes

Instructor: David Broida

Harmonica Playing & Health

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

3010X	PCC R115	\$35
Jul 15	W	6pm-7:30pm



Blues Harmonica

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

3009X	PCC R115	\$35
Jul 15	W	7:45pm-9:15pm

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



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

Hand Drumming Classes

Instructor: Charles Thomas

Hand Drumming

This fundamentals course focusing upon hand percussion in the Middle Eastern and North African styles provides an excellent foundation for new drummers. The course begins with how to hold the drum and moves on to proper striking techniques to prevent injuries and produce tone. Students learn the three basic tones and five fundamental rhythms. Practice drills are part of the curriculum, requiring students to practice at home. By the end of the course students will be able to play confidently in any group setting. *See note.*

When registering, indicate start date

3012X	PCC W206	\$69
May 22-Jun 26	F	6:30pm-8pm

3012X	PCC W206	\$69
Jul 10-Aug 14	F	6:30pm-8pm



Hand Drumming II

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

Prerequisite: Hand Drumming

3018X	PCC W206	\$69
Jul 10-Aug 14	F	8pm-9:30pm

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



Singers - Your Body is Your Instrument

Instructor: Judith Townsend

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

6150X	PCC V208	\$75
Jun 7-Jun 28	Su	1pm-4pm

Music Made Easy

In partnership with ed2go



If you enjoy music and would like to know more about what makes it work, this is the course for you. Gain a complete understanding of rhythm, melody, and harmony, and learn to recognize pitches on the musical staff and keyboard. Each lesson builds upon previous lessons, while also introducing new musical concepts. Your course begins with an introduction to rhythm and the various aspects of rhythm; including beat, meter, note, and rest values. Transition to the role of melody in music, and gain proficiency in identifying pitches by octave, building major scales, and understanding the role of keys in creating melodies. Explore the keyboard in full detail with an emphasis on the structure of major scale and the signatures of major keys. 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. Visit pcclearn.org for more information.

4918XE	ONLINE COURSE	\$105
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Photography Classes

Instructors: Liane Enkellis & Garry Margolis

Digital SLR Photography

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



3121X	PCC R113	\$65
Jun 13	Sa	10am-5pm

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

Los Angeles is a top travel destination! Join the photographers behind the Metro Duo Blog as we take advantage of our great city while improving our photography skills. Whether as practice for that upcoming trip, or to have a vacation day in L.A., you will discover the City of the Angels by Metro. Stops include: Watts Towers, Bradbury Building, Angels Flight, Disney Hall and roof garden, and Grand Park. Lunch on your own at Grand Central Market. **Additional fees:** Metro Day Pass purchased at Metro Rail Station, \$7/\$2.50 seniors; Watts Towers, \$7/\$3 seniors; Angels Flight, \$.25 (with Metro Pass).

3126X		\$79
Jul 11	Sa	9am-5pm

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

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

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

3127X		\$79
Aug 8	Sa	9:30am-5:30pm

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

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

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

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

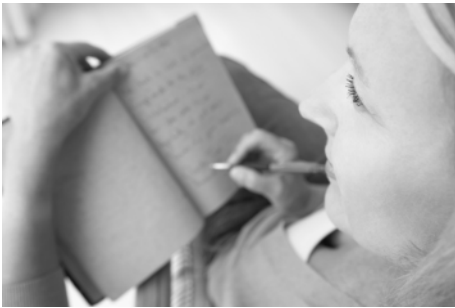


NEW Poetry Workshop

Instructor: Craig Cotter

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

3226X PCC R115 \$59
 Jun 4-Jun 25 Th 6:30pm-8pm



Guided Autobiography

**Write Your Life Story,
 Two Pages at a Time**

Instructor: Pamela Hueckel

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

3224X PCC R104 \$75
 May 30-Jun 27 Sa 10am-12:30pm

Writing Workshops

Instructor: Bobbie Christensen

Writing Your 1st Book (or 7th)

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

3221X PCC R111 \$35
 Jun 25 Th 6pm-8pm

Publishing Your 1st Book

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

3222X PCC R111 \$35
 Jun 25 Th 8pm-10pm

Student comments:

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

Peg Keesling, Gilroy, CA

"I have taught writing classes for the University and this is the best writing class and teacher I have ever seen."

Simeon Hebert, Ph.D., Austin, TX

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

**Writeriffic:
 Creativity Training for Writers**

In partnership with ed2go



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

4720XE ONLINE COURSE \$105

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

Instructor: Andrea Schenck

You are never too young to learn about cooking and eating healthy! In this hands-on cooking series, you will feel, smell, and taste all kinds of fresh and yummy ingredients; and in the end prep, cook and eat your edible masterpieces! Each class will focus upon organic ingredients and whole foods. Sign up for one Sunday cooking class or take all three. Each class is unique and offers different recipes. Come join us for Summer fun in the kitchen!

Cooking 101

Features Chef Salad with Grilled Chicken, Bacon and Avocado, Mini Burgers, Smashed Yukon Gold Potatoes, and Chocolate Dipped Strawberries. \$20 materials fee payable in class.

3423X PCC CC-Bldg \$39
May 31 Su 10am-12pm

Mexican Fiesta

Features Crunchy Beef Tacos, Chicken and Veggie Quesadillas, Fresh Guacamole and Salsa, and Fizzy Fruity Drinks. \$20 materials fee payable in class.

3423X PCC CC-Bldg \$39
Jun 14 Su 10am-12pm

Breakfast

Features Ham and Cheddar Omelets, Hickory Smoked Bacon, Waffle Iron Hash Browns, and Fruit Salad. \$20 materials fee payable in class.

3423X PCC CC-Bldg \$39
Jun 28 Su 10am-12pm



See **Note** on page 23.



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

Instructor: Hal Sweesy

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

Prerequisite: Reading ability is required.

6005X \$55
Jul 26-Aug 2 Su 11:45am-1:45pm

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

Available Online
Test Preparation Courses:

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

Visit **pcclearn.org**
for more information.



Natural A's (Ages 10-17)

Instructor: Curtis Adney

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

1709X	PCC R113	\$49
Jul 26	Su	9am-12pm

Institute of Reading Development

Speed Reading and Reading Skills Programs for Children and Adults

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

Programs for 6th-8th and 9th-11th Graders
Comprehension • Speed Reading Study Skills

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

Classes are taught by professional instructors from the Institute of Reading Development at Pasadena City College and in Arcadia. Classes are offered once each year and space is limited. For fees, registration information and class schedule:

(800) 964-8888

www.pcclearn.org/reading

Online High School Credit Recovery Courses

Are you a high school student who needs to make up a course?

Enroll in a credit recovery course and get back on track to earn your high school diploma! Courses are designed for high school students who need to make up credits or retake courses to improve their high school GPA. **Note:** *Before enrolling in a course, students must speak with their guidance counselor to ensure the course will be accepted for transfer credit.* One semester course is equivalent to 0.5 Carnegie units. Students have four weeks from initial login to complete each semester course.

- **Flexible:** Online courses are available anytime, anywhere
- **Accredited:** Southern Association of Colleges and Schools
- **Convenient:** Work at your pace on your schedule

Nine Courses Available:

Mathematics

- Algebra I
- Geometry
- Algebra II

Science

- Biology
- Chemistry

Language Arts

- English I
- English II
- English III
- English IV

The fee for each semester course is **\$299**

For more details on this exciting new online learning option:

ed2go.com/pccex

For the Love of Acting

Instructor: June Chandler & staff

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

7729X PCC R111 \$95
 Jul 11-Aug 15 Sa 2pm-4:30pm

For our **Acting Techniques for the Real World** class, turn to page 7.

Comedy Improv

It's Not Just for Actors Anymore

Instructor: Hal Sweesy

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

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

When registering, indicate start date

4212X \$79
 Jun 1-Jun 22 M 7pm-9pm

4212X \$79
 Jul 27-Aug 17 M 7pm-9pm

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



Empowerment Classes

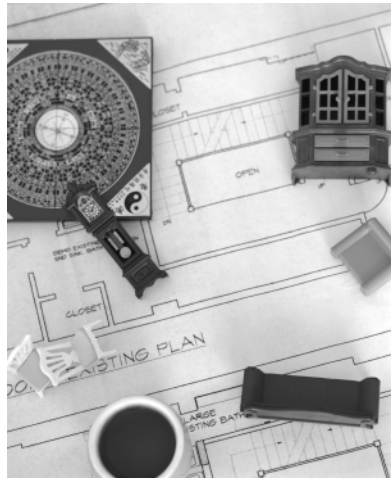
Instructor: Kartar Diamond

Feng Shui

Secrets to Empower Your Life

Feng Shui is an ancient practice whose applications are as relevant today as they were centuries ago. Forever change the way you relate to your physical surroundings by taking this class!

2228X PCC R111 \$39
 Jun 4 Th 6:30pm-9:30pm



Nine Star Ki

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

2230X PCC R111 \$39
 Jun 11 Th 6:30pm-9:30pm

Kundalini Yoga

Reduce Stress/Gain Energy

Instructor: Santokh Singh Khalsa, D.C.

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

2075X \$75
 Jul 8-Aug 12 W 7pm-9pm

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



Hatha Yoga

Instructor: Ana Maria Delgado

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

2080X PCC W203 \$79
 May 30-Aug 8 Sa 12:15pm-2:15pm

Do Not Be Disappointed
 Register Early

Fitness Classes

Instructor: Karen Harris

NEW Warrior Boot Camp

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

4001X PCC W203 \$75
 May 30-Jul 25 Sa 7am-8am

Power Stretch

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

4004X PCC W203 \$75
 May 30-Jul 25 Sa 8am-9am



Brain Class

A Blueprint for Brain Fitness

Instructor: Debbi Harper



Join us and discover secrets to energizing your brain cells so they can last your lifetime. Students will learn exciting new “brain power” exercises to boost mental focus, create healthier brain cells, and be less forgetful. Students also will learn what current

research suggests about prevention of Alzheimer’s and dementia, and how food choices make a difference in the quality, performance, and creativity of your brain function. This class is a combination of lecture and seated activity. Optional \$30 materials fee (cash only) payable in class.

2056X PCC R113 \$45
 May 30 Sa 9am-12pm

Un-Clutter Your Mind

Instructor: Margaret Pappas

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

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

Gandhi said, “*We should not mistake what is habitual for what is normal.*”

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

2003X PCC R305 \$65
 Jun 6 Sa 9:30am-4:30pm

Introduction to Natural Health and Healing

In partnership with ed2go



We will discuss the various stages of health and illness, and you will discover that true health means wholeness of the mind, body, and spirit. You will start a personal health journal to evaluate your current lifestyle and observe how your behaviors can affect your health. We also will explore naturopathy, which seeks ways for the body to heal itself. You will find out about proper breathing techniques that enhance health, and you will learn the value of hydrotherapy, diet, biorhythms, and fasting. We also will examine using the power of the mind for healing the body - discussing brain function tests, visualization, and relaxation therapies. Then we will delve into vitamins, minerals, antioxidants, free radicals, and the basic requirements that constitute a healthy diet. We also will look at herbal healing, aromatherapy, body therapies, massage techniques, osteopathy, chiropractic, T'ai Chi, reflexology, yoga, Feng Shui, therapeutic touch, natural remedies for common emergencies. Courses start monthly. Visit pcclearn.org for more information.

4774XE ONLINE COURSE \$105

Call For Instructors!

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

To access our course proposal forms, go to www.pcclearn.org and click on the *teaching* link.



CPR/First Aid Classes

Partner: Code 3 Life Support Education

Basic Life Support for Healthcare Providers (BLS)

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

1910X \$49
 Jul 14 Tu 6:15pm-9:15pm

Heartsaver CPR and AED

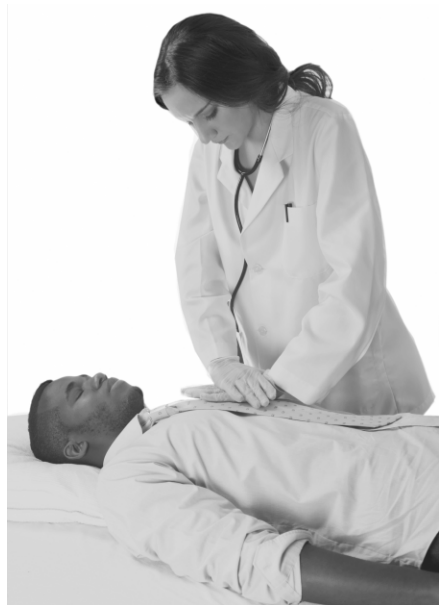
This course is for anyone with limited or no medical training who needs a completion card in CPR and/or AED for job, regulatory or other requirements. This course is ideal for teachers, coaches, lifeguards, caregivers and babysitters. Class is hands-on and video-based. Topics include choking relief;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

1911X \$49
 Jul 22 W 6:15pm-9:15pm

Heartsaver First Aid

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

1912X \$45
 Jul 29 W 6:15pm-9:15pm



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

Dance Classes

Partner: The Dance Family Studio

Ballroom Dancing

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

8300X \$85
 Jun 1-Jul 20 M 6:30pm-7:30pm



Salsa I

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

1803X \$85
 Jun 2-Jul 21 Tu 6:30pm-7:30pm

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

Tap Classes

Instructor: Dolores Cruz

Tappercize

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

2796X PCC W201 \$75
 May 30-Aug 1 Sa 9am-10am



Tap Technique

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

1806X PCC W201 \$75
 May 30-Aug 1 Sa 10am-11am

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

Ballet

Instructor: Catherine Round

If you ever wanted to learn ballet, this class is for you! It is never too late to learn one of the most wonderful forms of dance in the world - from the very beginning. In this course, students will acquire all of the entry level fundamentals needed to walk into any Beginner Ballet class. Come join us in what will be a fun and rewarding experience. *Wear comfortable, fitted clothing and ballet shoes.* **Class is designed for adults.** Email: catherine@crroundballetworks.com

1820X PCC W203 \$99
 May 17-Jun 28 Su 3pm-4:30pm



Dance Classes

Instructor: Maxine Pearl

Country Western Line Dancing

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

8306X PCC W201 \$99
 Jun 2-Aug 18 Tu 7pm-9pm



Dance Workout

Discover your inner dancer in this unique class designed to workout your body in a healthy and fun way. Each week, after dance warm-up exercises to get your body limber, a different dance routine is explored. Dance styles include Go Go, Show Dance, Country Western, Hip Hop, and Jazz; plus popular club dances like the Wobble and Cha Cha Slide I & II. We will work the heart, mind and spirit in this dynamic class. *Bring an exercise mat to class.*

4006X PCC W201 \$89
 May 30-Aug 22 Sa 11am-12:30pm

Hip Hop & Funk Dance

Instructor: Jeffrey (Jhazz) Yarbrough

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

1815X PCC W201 \$59
 May 30-Jul 11 Sa 12:30pm-1:30pm

Belly Dance Classes

Instructor: Jen "Edara" McDonald

Learn to Belly Dance!

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

When registering, indicate start date

4010X	PCC W203	\$69
May 22-Jun 26	F	6:30pm-8pm
4010X	PCC W203	\$69
Jul 10-Aug 14	F	6:30pm-8pm

Belly Dance Continued

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

Prerequisite: Learn to Belly Dance

When registering, indicate start date

4013X	PCC W203	\$69
May 22-Jun 26	F	8pm-9:30pm
4013X	PCC W203	\$69
Jul 10-Aug 14	F	8pm-9:30pm

Email: Jen@twistedgypsy.com



Survival Skills

Instructor: Christopher Nyerges

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

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

2007X PCC R115 \$59
 May 22-Jun 19 F 7pm-9pm



Also see **Urban Survival Skills**, on page 26.

Private Pilot Ground School

Instructor: Bruce Breslau

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

Required Textbook:

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

2289X PCC R121 \$155
 Jun 10-Aug 12 W 7pm-9:30pm



Golf

Instructor: Mark Spinelli

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

When registering, indicate date & time

2140X			\$95
May 19-Jun 16	Tu		6pm-7pm
2140X			\$95
May 21-Jun 18	Th		6pm-7pm
2140X			\$95
May 23-Jun 20	Sa		10am-11am
2140X			\$95
May 23-Jun 20	Sa		11am-12pm
2140X			\$95
Jul 7-Aug 4	Tu		7pm-8pm
2140X			\$95
Jul 9-Aug 6	Th		7pm-8pm
2140X			\$95
Jul 11-Aug 8	Sa		8am-9am
2140X			\$95
Jul 11-Aug 8	Sa		9am-10am

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

Summer Swim

June 15 to August 7

POOL DAYS: Monday through Friday

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

Group and private lessons from toddlers through adult. Group lessons: Monday through Thursday. Private lessons: By arrangement, Monday through Friday.

Swim Level - ENTRY SKILLS:

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

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

Instructors for group and private swim lessons are subject to change.



Group Swim

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

Pre-School Swim Lessons

Swim Level 1, ages 2-4.

4041X \$75
(When registering, please indicate date and time)

Class dates:	Class times:
June 15 - June 25 (Previous Experience)	11:30 am - 12:10 pm
June 15 - June 25 (Non-Swimmer)	12:15 pm - 12:55 pm
June 29 - July 9 (Previous Experience)	11:30 am - 12:10 pm
June 29 - July 9 (Non-Swimmer)	12:15 pm - 12:55 pm
July 13 - July 23 (Previous Experience)	11:30 am - 12:10 pm
July 13 - July 23 (Non-Swimmer)	12:15 pm - 12:55 pm
July 27 - Aug 6 (Previous Experience)	11:30 am - 12:10 pm
July 27 - Aug 6 (Non-Swimmer)	12:15 pm - 12:55 pm

Youth Swim Lessons - Mid-Day

Swim Levels 1 to 5, ages 4-12.

4042X \$75
(When registering, please indicate date and time)

Class dates:	Class times:
June 15 - June 25	11:30 am - 12:10 pm 12:15 pm - 12:55 pm
June 29 - July 9	11:30 am - 12:10 pm 12:15 pm - 12:55 pm
July 13 - July 23	11:30 am - 12:10 pm 12:15 pm - 12:55 pm
July 27 - Aug 6	11:30 am - 12:10 pm 12:15 pm - 12:55 pm

Youth Swim Lessons - Evening

Swim Levels 1 to 5, ages 4-12.

4043X \$75
 (When registering, please indicate date and time)

Class dates:	Class times:
June 15 - June 25	5:00 pm - 5:40 pm 5:45 pm - 6:25 pm
June 29 - July 9	5:00 pm - 5:40 pm 5:45 pm - 6:25 pm
July 13 - July 23	5:00 pm - 5:40 pm 5:45 pm - 6:25 pm
July 27 - Aug 6	5:00 pm - 5:40 pm 5:45 pm - 6:25 pm

Private, Semi Private, Stroke

30-minute lessons are available Monday through Friday by appointment only. **Call (626) 585-7608 to schedule.**

	<u>1 Lesson</u>	<u>5 Lessons</u>
Private or Stroke:	\$35	\$160
Semi (per group of 2):	\$45	\$210



Teen & Adult Swim Lessons

Swim Levels 1 to 5, ages 13 and older.

Teen & Adult (13+)
 4044X \$75
 (When registering, please indicate start date)

Class dates:	Class times:
June 15 - June 25	6:30 pm - 7:10 pm
June 29 - July 9	6:30 pm - 7:10 pm
July 13 - July 23	6:30 pm - 7:10 pm
July 27 - Aug 6	6:30 pm - 7:10 pm

Recreation and Lap Swim

June 15 to August 7

Recreation Swim

Mon-Thu 1:00 pm to 4:45 pm
 Fri 11:30 am to 4:30 pm
Fee: \$2

Lap Swim

Mon-Thu 11:30 am to 7:00 pm
 Fri 11:30 am to 4:30 pm
Fee: \$4

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

Pool is closed on Friday, July 3.

Adult Only (18+)

4045X \$75
 (When registering, please indicate start date)

Class dates:	Class times:
June 15 - June 25	7:15 pm - 7:55 pm
June 29 - July 9	7:15 pm - 7:55 pm
July 13 - July 23	7:15 pm - 7:55 pm
July 27 - Aug 6	7:15 pm - 7:55 pm

Day Trips

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

Note: Considerable walking!

Register early! Day trips fill quickly.

Edwards Air Force Base and NASA's Dryden Center

A unique opportunity to take a behind-the-scenes tour of Edwards Air Force Base. Lunch on your own at NASA's Dryden Center cafeteria. Then we visit the NASA gift shop and the Air Force Flight Test Center Museum. **Required:** When booking, provide full legal name as it appears on your valid government-issued photo identification; must provide same ID to Base Security the day of the tour.

2399X \$69
May 29 F 8am-6pm

A Taste of Europe

St. Sophia's & Naples Gondola Cruise

We begin with a tour of St. Sophia's Greek Orthodox Cathedral in Los Angeles, a replica of the Hagia Sophia Church in Istanbul, Turkey. Next, we enjoy an included lunch at a British pub restaurant in San Pedro with a choice of entrée and dessert. Then we cruise the enchanting canals of Naples in Long Beach in an authentic Italian gondola, with included refreshments and a singing gondolier.

2408X \$109
Jun 12 F 9:15am-6pm

Hollywood Bowl

July 4th Fireworks Spectacular Featuring Smokey Robinson

This year's headliner, Smokey Robinson, will join the Los Angeles Philharmonic onstage for a concert to remember. The inspiring music along with the famous pyrotechnic display makes the Hollywood Bowl the very best place to spend July 4th. M & N center section bench seating (with backs) and an included seat cushion. Buy dinner at the Bowl or bring a picnic dinner.

2447X \$95
Jul 4 Sa 5:30pm-11:30pm

Santa Barbara Polo

Even if you know nothing about polo, you will love this outing and be amazed by the skill of the horses and riders. A tent will be provided for field-level seating and shade, or you may sit in the grandstand seats. *Suggested:* hat, sunscreen and umbrella to protect you from the sun. Includes boxed lunch at the field and champagne en route to the event.

2409X \$89
Jul 26 Su 8:30am-7:30pm

Santa Barbara Fiesta!

With Reserved Seating at the Fiesta Parade

Enjoy reserved covered seating for Fiesta's Historical Parade which features descendants of local Native Americans and Spanish Pioneers as well as local service clubs and organizations, all reenacting historical scenes. Later, enjoy time at the Mercado at De La Guerra Plaza where you may sample delicious traditional dishes, browse the booths and enjoy the entertainment. Includes boxed lunch at your parade seat.

2409X \$89
Aug 7 F 8:30am-7:30pm

Getty Center & Lawry's

The Getty Center presents the Getty's collection of Western art from the Middle Ages to the present, against a backdrop of dramatic architecture, tranquil gardens, and breathtaking views. Enjoy the Getty at your leisure with free docent-guided architectural and garden tours. Prior to our arrival at the Getty, enjoy an included lunch at Lawry's The Prime Rib in Beverly Hills with a choice of entrée and dessert.

2331X \$99
Aug 30 Su 10am-5:30pm

Take a Bite Out of L.A.!

Our journey begins at Old Chinatown and Olvera Street where we indulge in Cantonese-style food and enjoy a taquito at an authentic Mexican marketplace. Next, we sample delicious mochi ice cream in Little Tokyo, and an old-fashioned bottle of pop at a famous "soda" shop in Highland Park. We stop at the historic Tam O'Shanter Inn to enjoy an included prime rib sandwich, then to the San Antonio Winery. All visits subject to change.

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

Miramar Air Show

Featuring The Blue Angels

Amaze at the aerial performances over the skies of San Diego. Scheduled to perform are the U.S. Navy's Blue Angels, the Patriots Jet Team, the F-35B Lightning II Joint Strike Fighter, the AV-8B Harrier the Marine Corps Air and Ground Task Force demonstration, heritage flights and so much more. Observation Deck Chalet seating right on the flight line with both covered and uncovered seating areas and unlimited water. Bring a sack lunch or purchase from the air show concessions.

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

Detailed itineraries available at pcclearn.org.
Or to have a Day Trip or Multi-day Tour Brochure sent to you, call or email the PCC Extension office.

Multi-Day Tours

Call 626-585-7608 to register.

Summer Breezes & Stinking Roses by Rail

July 22-25, 2015 – 4-Day Tour

Double: \$799 / Single: \$1139 – Deposit: \$150

Tour highlights: A ride along California's coast aboard the deluxe Coast Starlight train featuring a dining car and observation car for spectacular ocean views • A celebration of all things garlic at the annual Gilroy Garlic Festival, a culinary spectacle featuring entertainment, arts & crafts and garlic foods like garlic scones, garlic ice cream and garlic chocolate • We ride the rails again on the Santa Cruz Beach Train through the redwoods to the Boardwalk with time at leisure in Santa Cruz • We stay three nights on the beach at the deluxe Monterey Beach Resort featuring a heated pool and spa.

Historic Cities of Eastern Canada

August 8-14, 2015 – 7-Day Tour

Double: \$1699* / Single: \$2199* – Deposit: \$300

Tour highlights: Stays at deluxe hotels in each city including two nights at the Lord Elgin Hotel in Ottawa, and three nights in Québec at Hotel Château Laurier • Montréal city tour including Notre-Dame Basilica, Jacques Cartier Square and the top of Mount Royal • Montréal to Ottawa via rail • Ottawa tour includes the Changing of the Guards on Parliament Hill, the Parliament building, and the Canadian Museum of Civilization • Québec City tour includes Parliament, Place d'Armes, Plains of Abraham, Place Royale, the Saint Anne de Beaupre Basilica, Montmorency Falls and an included lunch at the Château Frontenac.

*Land only prices - Roundtrip group airfare available from \$695 per person.

Neon to Nature

November 12-16, 2015 – 5-Day Tour

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

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

Death Valley Splendor

March 6-8, 2016 – 3-Day Tour

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

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

Detailed itineraries available at
pcclearn.org.

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

Travel Information and Policies

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

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

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

Welding Tests for FCAW and SMAW



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

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

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

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

Online Traffic School



No Traveling.
No Inconvenience.
No Worry.

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

Important Online Traffic School Information

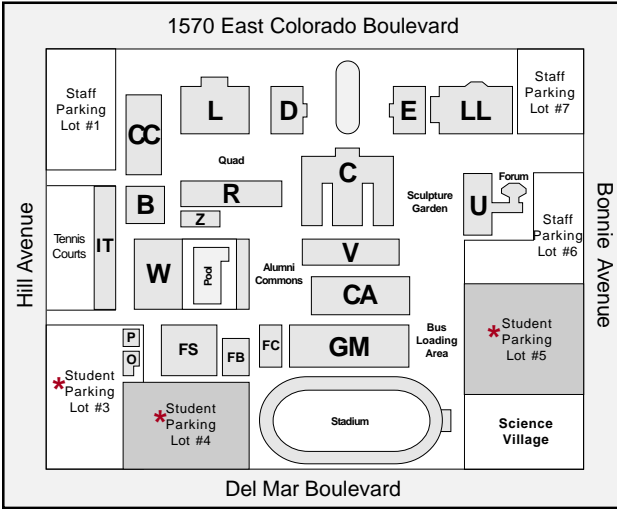
- State-approved.
- Complete the online traffic school course from the privacy and comfort of your home, office, or anywhere you can access the Internet.
- Course is designed to be a 6-7 hour program. Complete the course all at once or take your time.
- Simple and user friendly program. No extra hardware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

It's as simple as 1,2,3...

1. Register for the course online.
2. Complete course at your own pace and pass the Final Exam.
3. Certificate is sent electronically.

To get started, go to: pcclearn.org/TrafficSchool

Pasadena City College Campus



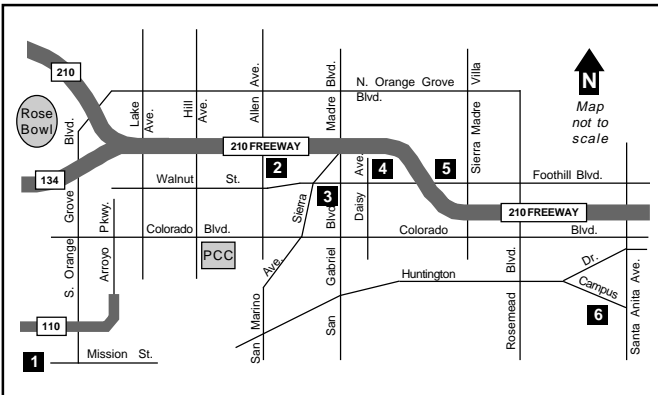
- B** Bookstore
Student Business Services
Campus Police
- C** Information - C218
Sexson Auditorium
- D** Health Center
Learning Assistance Center
- E** Physical Sciences
- L** Admissions & Records
Career Center
Counseling Services
Financial Aid
Registration
- R** Catherine J. Robbins
Building
- U** Armen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

* Pasadena City College Campus Parking:

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

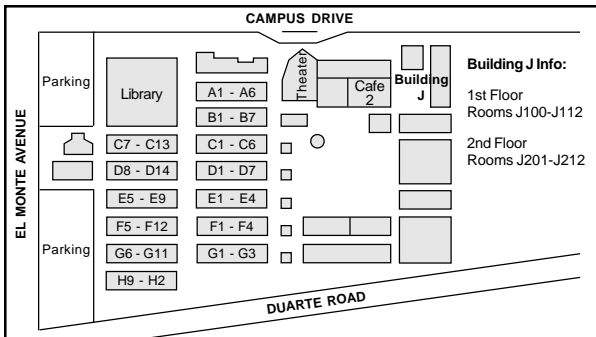
Note: The PCC Flea Market is held on the first Sunday of every month. On those days, student parking is only available in Lots 3 and 4. Parking is extremely limited. It is strongly recommended students arrive **early** to allow time to locate parking.

Off-Campus Class Locations



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

Arcadia High School



Register



Online:
pcclearn.org



Phone:
(626) 585-7608



In Person:
Pasadena City College
Room IT200
Mon-Fri, 8am-4:30pm



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



Fax:
(626) 796-5204

Important Information

Dropping a Class

NOREFUNDS AFTER A CLASS HAS BEGUN.

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

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

Swim Program Cancellation Policy: No refunds are given for cancellations, early withdrawals or no-shows, regardless of accident, illness or change of plans. See page 40 for more information.

Trips & Tours Cancellation Policy: Except where noted, cancellations/refunds must be received *two weeks* prior to the trip departure date and will be granted only if the space is re-sold by PCC Extension. It may be possible to send a substitute in your place with prior notice to Pasadena City College. When approved, refunds will reflect processing fees per person AND any unrecoverable expenses such as lodging, tickets, etc. See page 43 for more trip refund information.

Transfers

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

Cancelled Class

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

Insurance/Waivers

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

Classes for Kids

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

Certificates

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

Supplies/Equipment

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

Instructors

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

Pre-Registration is Important!

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

**Save Your Space.
Register Today!**



PASADENA
CITY COLLEGE

PCC Extension

1570 E. Colorado Blvd., Room IT200

Pasadena, CA 91106-2003

Main Number: (626) 585-7608

Fax Number: (626) 796-5204

Website: pcclearn.org

E-mail: info@pcclearn.org

Facebook: facebook.com/pccextension

REGISTRATION FORM — PCC EXTENSION

PLEASE PRINT

Date _____

Last Name _____ First Name _____ M.I. _____

Street Address _____ Apt. No. _____ City _____

Email Address _____

Zip Code _____

Mobile Number _____ Alternate Number _____

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

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

Payment by Visa, MasterCard or Discover: _____

Card No. _____

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

Authorized Signature _____

Print Name on Charge/Check _____

Payment by check (payable to Pasadena City College): _____

Driver's License No. _____

Expiration Date _____

Please do not write in this space

Date _____ Received by _____

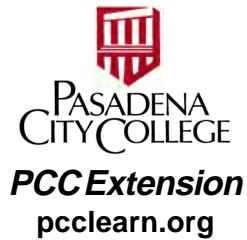
CK _____ CA _____

03/13

PCC Extension

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

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



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

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

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

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

PCC Extension
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Richard Torres, Account Clerk
Robert Torres, Scheduling Technician

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



PCC Extension is proud to include as its online partners the following industry leaders.



ed2go: six-week classes for exploring new careers, honing skills, or preparing for formal exams such as the GED, SAT, GMAT, GRE, or LSAT. Plus, dynamic programs for career training many of which culminate in Program Certificates.

ProTrain: professional classes, programs, and certificates in new and emerging fields such as Six Sigma, LEED, and Green Jobs.

UGotClass: classes designed for educators and business professionals.

Online Distance Education classes and programs offer education flexibility for busy lives. You choose when and where to participate; day or evening, weekdays or weekends. Sign up today and follow the path toward skills for the 21st Century!

PCC Extension

*There is something
for everyone:*

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Enrichment***

***Professional
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Training***

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(626) 585-7608*

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Free QR readers for your mobile phone
available for download on the internet.