

January 4 – February 13, 2021  
*Classes Start Throughout the Session*

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



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

# Winter 2021

“Wellness: an active process of becoming aware of and making choices toward a healthy and fulfilling life.” By definition, wellness must include not just physical wellness, but also mental and social wellness. These uncertain times in which we are living though, as the saying goes, “will pass” are for the moment, real and present.

Wellness is holistic. Being and staying active are part of “wellness.” Taking a walk, enjoying a sunrise or sunset, curling up and watching a funny movie as laughter is the best medicine, or chatting with family or friends via the internet all act to bring balance and wellness into our lives. Keeping minds active also speaks to wellness which is why we are both dedicated and delighted to bring you an assortment of courses, programs, and hands-on activities, all online and all from the comfort and security of your home.

Whether you are looking for an enrichment course, a course about an interest you have, a course for exploration, or a course for professional development, our variety of offerings is designed with you, our community students, in mind.

We hope you will turn the pages of the Winter Catalog, read the descriptions, gaze at the graphics, and perhaps find just the right course to engage you and to provide “wellness.”

Like you, we look forward to the time we all will be back together! Until then, be safe and stay well!

## **Note regarding Materials Fees**

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

**PCC Extension**

***pcclearn.org***

***info@pcclearn.org***

## *New and Reimagined Offerings*

**Be More Confident at Work**  
**Internet Marketing Methods**  
**Search Engine, Google Ads, Email,**  
**and Ecommerce Marketing**  
**Residential Real Estate Investing**  
**Social Security Benefit Options**  
**Beyond Auto Mode**

## *Online Career Training*

**Veterinary Assistant**  
**Project Management**  
**Pharmacy Technician**  
**Chartered Tax Professional**  
**Management Certificate**  
**Android App Developer**  
**Digital Marketing Certificate**

## *Professional Courses*

**Introduction to Interior Design**  
**Ultimate Resume Building**  
**Creating a Global Classroom**  
**Professional Make-up Artistry**  
**Certificate in Customer Service**  
**Start a Profitable Home-Based Business**  
**Bookkeeping Certificate**  
**ABCs of Starting a Business**  
**Internet Marketing Methods**  
**Podcasting for Profit**  
**Certificate in Data Analysis**

***PCC Extension Spring Session coming in February.***

# PCC EXTENSION

**WINTER 2021**  
January 4 to February 13

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## LEGEND

**NEW** New for Winter 2021

**CP** Certificate Program



# PROFESSIONS

NEW

## Be More Confident at Work

Instructor: Ivna Curi

Do you know how to increase your career confidence? By doing so you will find it easier to speak up and handle difficult conversations at work without feeling overly emotional, defensive, or aggressive. Discover your communication style, determine if it is hurting your confidence, and, if so, how to change it. Imagine the feeling of self-confidence that will result by mapping out your personal confidence enhancement plan. Conclude the workshop with a clear roadmap to feel and project great confidence necessary to feel respected, valued, and recognized at work. To view a brief video from the instructor regarding this course, go to: [pcclearn.org/WorkConfidence](http://pcclearn.org/WorkConfidence).

**0324X** **ONLINE COURSE** **\$49**  
Jan 14 1 Thu 6pm-9pm  
Logon info emailed prior to start date.

## Occupational Spanish Courses

In partnership with ProTrain

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

**Spanish for Banking**  
**Spanish for Construction**  
**Spanish for Educators**  
**Spanish for Firefighters**  
**Spanish for Food Service**  
**Spanish for Health Care**  
**Spanish for Housekeeping**  
**Spanish for Law Enforcement**  
**Spanish for Social Services**  
**Spanish for the Workplace**

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

## Voiceover Professional - Online

### An Introduction

Partner: Voices For All

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

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



## Introduction to Interior Design

In partnership with ed2go

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

**ONLINE COURSE** **\$109**  
Start: Jan 13, Feb 10, Mar 17, Apr 14  
Go to [ed2go.com/pcclearn](http://ed2go.com/pcclearn) to register.

“Never give in.  
Never, never, never.”

Winston Churchill



## Become a Solar Installer

CP

Instructor: Quayum Abdul

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

- Solar, electrical, and city codes
- Electrical wiring

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

**2257X** **ONLINE COURSE** **\$135**  
Jan 5-Jan 15 Tue-Fri 6:30pm-9:30pm  
Logon info emailed prior to start date.

Quayum also teaches **Crafts** courses - page 16.

## Ultimate Resume Building

In partnership with ProTrain

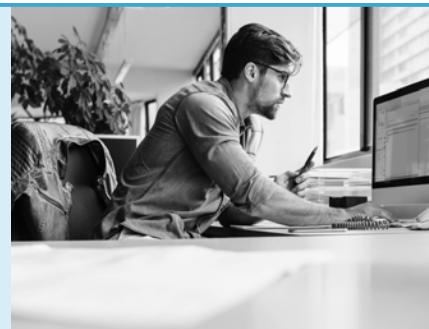
This course guides participants in how to prepare a strong, professional resume. Discussion includes why resumes are important, resume structure, and Word Processor tips and tricks to use when writing a resume. This course uses Microsoft Word in the Word Processor Tips and Tricks section. It is recommended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

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

# Online Career Training Courses

*In partnership with ProTrain*

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



## MEDICAL

### Administrative Medical Assistant Career Prep

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

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

### Administrative Dental Assistant Career Prep

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

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

## EDUCATION

### Managing Conflict for Teachers and Educational Support Personnel

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

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

### Creating a Global Classroom

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

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

### Effective Parent-Teacher Meetings

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

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

### Online Safety for Teachers and Students

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

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

For complete course details  
and to register, visit:

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



## Professional Make-Up Artistry

*Instructor: Michele Godinez*

In this course, students will learn to properly color match, contour, highlight, and create a Natural Eye look for bridal, print, and film shoots, as well as for everyday use. Students also will learn a Glamour look for special occasions, fashion, and print. Included: eyeliner techniques, professional kit necessities, how to make your look last all day, bring in business, and receive professional discounts on name-brand make-up. Upon successful completion of the course, students receive a Certificate from the instructor (professional discounts are available with certificate). \$14 materials fee payable in advance.

**0413X ONLINE COURSE \$99**  
Feb 6-Feb 13 2 Sat 11am-3pm  
Logon info emailed prior to start date.

## Healthcare Certificate Programs

*In partnership with ed2go*

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



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

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

## Rental Property Management

*Instructor: Shiral Torres*

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

*When registering, indicate class date*

**0433X ONLINE COURSE \$45**  
Jan 26 1 Tue 6pm-8pm

**0433X ONLINE COURSE \$45**  
Jan 30 1 Sat 10am-12pm

Logon info emailed prior to start date.

*Shiral also teaches **Find Cash by Tracking Your Spending** - page 18.*

## Leading Others Through Change

*In partnership with ProTrain*

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

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

## Aromatherapist Career Prep

*In partnership with ProTrain*

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

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

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

## Substance Abuse Counseling Career Prep

*In partnership with ProTrain*

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

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

“Use what you've been through as fuel, believe in yourself and be unstoppable.”

**Yvonne Pierre**

## Online Certificate Programs

### Instructor-Led or Self-Study

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



## Digital Marketing Certificate

CP

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

**4511X Improving Email Promotions** \$195  
Start: Feb 1, Apr 5

**4510X Boosting Your Website Traffic** \$195  
Start: Mar 1, May 3

**4512X Online Advertising** \$195  
Start: Apr 5, Jun 7

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

**4509X INSTRUCTOR-LED SERIES** \$495  
Start: Feb 1, Apr 5

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

## Certificate in Project Management

CP

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

**4562X Introduction to Project Management** \$195  
Start: Feb 1, Apr 5

**4564X Project Management Processes** \$195  
Start: Mar 1, May 3

**4563X Project Management Knowledge Areas** \$195  
Start: Apr 5, Jun 7

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

**4561X INSTRUCTOR-LED SERIES** \$495  
Start: Feb 1, Apr 5

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

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

CP

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

**4499X Accounting and Finance for Non Financial Managers** \$195  
Start: Feb 1, Apr 5

**4334X Cash is King** \$195  
Start: Mar 1, May 3

**4333X Financial Analysis and Planning for Non Financial Managers** \$195  
Start: Apr 5, Jun 7

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

**4332X INSTRUCTOR-LED SERIES** \$495  
Start: Feb 1, Apr 5

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

## Social Media for Business Certificate

CP

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

**4519X Introduction to Social Media** \$195  
Start: Feb 1, Apr 5

**4520X Marketing Using Social Media** \$195  
Start: Mar 1, May 3

**4518X Integrating Social Media into Your Organization** \$195  
Start: Apr 5, Jun 7

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

**4517X INSTRUCTOR-LED SERIES** \$495  
Start: Feb 1, Apr 5

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





# Online Career Training Programs

*In partnership with ed2go*

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

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

## Features:

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

## HIGH DEMAND CAREER FIELDS

### Pharmacy Technician

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

### Administrative Dental Assistant

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

### Certified Medical Administrative Assistant (CMAA)

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

### Medical Terminology

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

### Android App Developer

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

### Certified Bookkeeper

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

### Chartered Tax Professional

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

### Certified Wedding Planner

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

### Human Resources Professional

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

### Certified Residential Interior Designer

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

### Veterinary Assistant

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

### Child Development Associate Training

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

### CompTIA™ A+ Certification Training

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

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

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

### Adobe Certified Associate

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

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

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

### Professional Bookkeeping with QuickBooks

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

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

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



## Become a Professional Organizer

### Secrets from a Professional Organizer

Instructor: Nancy Miller

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

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

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

**0391X ONLINE COURSE \$49**  
Feb 11 1 Thu 6pm-9pm  
Logon info emailed prior to start date.

## Supervisory & Leadership

In partnership with UGotClass

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

**4521X ONLINE COURSE \$395**  
Start: Feb 1, Apr 5



## Bookkeeping Certificate

In partnership with UGotClass

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

**4341X Understanding Debits and Credits \$195**  
Start: Feb 1, Apr 5

**4342X Gen Ledger and Month End Procedures \$195**  
Start: Mar 1, May 3

**4343X Closing Procedures and Financial Stmt \$195**  
Start: Apr 5, Jun 7

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

**4340X ONLINE SERIES \$495**  
Start: Feb 1, Apr 5

## Management Certificate

In partnership with UGotClass

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

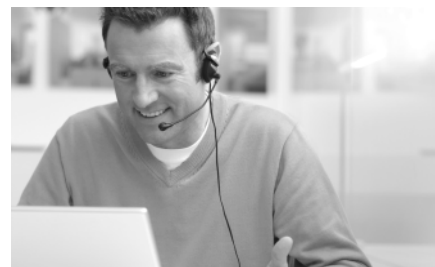
**4523X Management Boot Camp \$295**  
Start: Feb 1, Apr 5

**4335X Collaborative Management \$245**  
Start: Mar 1, May 3

**4542X Managing Generations in the Workplace \$175**  
Start: Apr 5, Jun 7

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

**4540X ONLINE SERIES \$595**  
Start: Feb 1, Apr 5



## Certificate in Customer Service

In partnership with UGotClass

Customer service is essential for business and all work organizations. The increase of technology has made human interaction with customers all the more important. Whether it relates to retaining customers, serving your audience, or turning inquiries from potential customers into sales, good customer service is a central factor in organizational success. Learn to improve your customer service skills and enhance your career skill set, improve productivity, and increase your organization's success.

**4525X Keys to Customer Service \$145**  
Start: Feb 1, Apr 5

**4514X Extraordinary Customer Service \$145**  
Start: Mar 1, May 3

**Enroll in both and save \$45!**

**4515X ONLINE SERIES \$245**  
Start: Feb 1, Apr 5

## Customer Service Rep (CSR) Exam Prep

In partnership with ProTrain

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

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

# ONLINE COURSES FOR EVERY INTEREST

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



**Winter  
is Here!**

**Start Dates:**

**January 13**

**February 10**

**March 17**

**April 14**

**Courses priced  
from \$99**

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

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

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

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

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

### **Accounting and Finance**

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

### **Business**

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

### **Computer Applications\***

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

### **Design and Composition**

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

### **Healthcare and Medical**

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

### **Language and Arts**

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

### **Law and Legal**

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

### **Personal Development**

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

### **Teaching and Education**

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

### **Technology**

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

### **Test Preparation**

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

### **Writing and Publishing**

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

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

***ed2go.com/pcclearn***



## Start a Profitable Home-Based Business

*Instructor: Nancy Miller*

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

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

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

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

## Landscaping Design and Business Career Prep

*In partnership with ProTrain*

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

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



## Sell it on eBay!

*Instructor: Kevin Boyd*

Discover whether your item will sell, or not sell, in just One Minute! Learn how to create a seller account, upload photos, accept online payments, and determine shipping costs. Discussion includes insider tips, tricks, and traps; what to sell and not sell; where to get free shipping supplies; and how to arrange free home pickup. Learn proven listing strategies that get the most clicks, draw the highest bids, beat your competition, and close sales. Discussion includes eBay marketing research, and how to find a profitable niche. Also includes marketing and photography tips that make your items "pop," as well as how to sell antiques, collectibles, and large items you do not want to ship. Taught by a multi-award winning instructor and published eBay author.

**0528X ONLINE COURSE \$99**  
Feb 8 & 9 1 Mon & Tue 6pm-9pm  
Logon info emailed prior to start date.

## For Business Owners

*Instructor: Connie Sparks*

### The ABCs of Starting a Business

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

**0423X ONLINE COURSE \$45**  
Jan 16 1 Sat 10am-12pm  
Logon info emailed prior to start date.

### Marketing Made Easy on a Small Budget

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

**0429X ONLINE COURSE \$45**  
Feb 6 1 Sat 10am-12pm  
Logon info emailed prior to start date.

### You Need a Business Plan!

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

**0422X ONLINE COURSE \$49**  
Jan 23 1 Sat 10am-1pm  
Logon info emailed prior to start date.

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

## Website / Podcasting

Instructor: Mike Rounds

### Podcasting for Profit

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

**0529X ONLINE COURSE \$49**  
Feb 2 1 Tue 6pm-9pm  
Logon info emailed prior to start date.



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

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

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

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

**0504X ONLINE COURSE \$49**  
Feb 4 1 Thu 6pm-9pm  
Logon info emailed prior to start date.

## Internet Marketing Classes

Instructor: Bob Cohen

### NEW Internet Marketing Methods - An Introduction

Learn the nine steps professionals use to market any business or organization online. For beginners and others looking to improve their online marketing skills, we will cover the most popular online tactics from SEO, advertising, social media, channels, affiliates, e-commerce, content marketing, and the #1 marketing approach recommended by Google and others. This course will help you get started, help you take your marketing up a level, and help you learn how to do-it-yourself or hire and direct an agency do the work for you. **See note.**

**0501X ONLINE COURSE \$49**  
Jan 19 1 Tue 6pm-9pm  
Logon info emailed prior to start date.

### Marketing with Facebook and Social Media

Learn how to use Facebook, Twitter, Instagram, and social media sites to market just about anything from businesses and non-profits to books and bands! Discover how Likes, follows, shares, and comments affect your organic marketing, as well as how to use paid advertising. Discover the audience demographics for the most popular social media sites and learn about tools such as RSS that professionals use to automate their social media marketing. **See note.**

**0502X ONLINE COURSE \$49**  
Jan 26 1 Tue 6pm-9pm  
Logon info emailed prior to start date.

*Bob also teaches **Live, Work or Retire Abroad** - page 14.*

### NEW Search Engine, Google Ads, Email, and Ecommerce Marketing

Discover how Search Engine Optimization (SEO) and Google Ads drive traffic to your site, how to find and use keywords, and why a landing page is invaluable. Gain insight into why you should be using email marketing, what makes a successful opt-in newsletter, and how you can build one for pennies. Find out what the best e-commerce sites are for selling, and your options. We will compare search, social media, and email opt-in for an understanding of what each offers for your online marketing. **See note.**

**0505X ONLINE COURSE \$49**  
Feb 2 1 Tue 6pm-9pm  
Logon info emailed prior to start date.

### Blogging for Fun and Profit

Want to know why creators and marketers say a blog is the best type of website? Whether you want a website for personal or professional use, join us and discover how a blog makes it easy to share your products, services, writings, pictures, and videos with family, friends, organizations, and customers. Find out the four most popular ways to use a blog to make money and how a blog makes your search and social media marketing easier! Topics include blogs for business, blog ads, blogs for marketing, and building blog communities. **See note.**

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

## Internet Marketing Certificate

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

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





# TECHNOLOGY

## Coding Certificate

In partnership with UGotClass

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

### 4320X Introduction to Coding

Start: Feb 1, Apr 5 \$195

### 4321X HTML and CSS Fundamentals

Start: Mar 1, May 3 \$245

### 4322X Advanced CSS

Start: Apr 5, Jun 7 \$245

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

### 4323X ONLINE SERIES

Start: Feb 1, Apr 5 \$595

## Programming for Non-Programmers Certificate

In partnership with UGotClass

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

### 4326X How Programming Works

Start: Feb 1, Apr 5 \$195

### 4325X Basic Programming Concepts

Start: Mar 1, May 3 \$195

### 4327X Communicating with Programmers

Start: Apr 5, Jun 7 \$245

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

### 4324X ONLINE SERIES

Start: Feb 1, Apr 5 \$495

## Excel Classes

Instructor: Jackson Pan

### Problem Solving with Excel

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

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

### 0577X ONLINE COURSE \$49

Jan 30 1 Sat 9am-12pm  
Logon info emailed prior to start date.

### Problem Solving with Excel II

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

*Prerequisite: "Problem Solving with Excel"*

### 0578X ONLINE COURSE \$49

Feb 6 1 Sat 9am-12pm  
Logon info emailed prior to start date.

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

“

Life is a journey.

”

Daphne Polselli

## Mastering Computer Skills for the Workplace

In partnership with UGotClass

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

**4543X ONLINE COURSE \$195**  
Start: Feb 1, Apr 5

## Understanding and Preventing Cyber Bullying

In partnership with ProTrain

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

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

## Introduction to Photoshop CC

In partnership with ed2go

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

**ONLINE COURSE \$109**  
Start: Jan 13, Feb 10, Mar 17, Apr 14  
Go to [ed2go.com/ppclearn](https://ed2go.com/ppclearn) to register.

# Data Science Certificates

In partnership with UGotClass

## #1 Certificate Program!

### Certificate in Data Analysis



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

**4546X Introduction to Data Analysis**  
Start: Feb 1, Apr 5 \$195

**4547X Intermediate Data Analysis**  
Start: Mar 1, May 3 \$195

**4548X Advanced Data Analysis**  
Start: Apr 5, Jun 7 \$195

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

**4545X ONLINE SERIES \$495**  
Start: Feb 1, Apr 5

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

### Power BI Certificate



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

**4345X Introduction to Power BI**  
Start: Feb 1, Apr 5 \$195

**4346X Intermediate Power BI**  
Start: Mar 1, May 3 \$195

**4347X Advanced Power BI**  
Start: Apr 5, Jun 7 \$195

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

**4344X ONLINE SERIES \$495**  
Start: Feb 1, Apr 5

### SQL Certificate



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

**Introduction to SQL**

**Intermediate SQL**

**Advanced SQL**

**4336X ONLINE SERIES ONLY \$595**  
Start: Feb 1, Apr 5

### Graphic Design Software Essentials Certificate



In partnership with UGotClass

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

**4314X Adobe Illustrator CC Essentials**  
Start: Feb 1, Apr 5 \$225

**4313X Adobe Photoshop CC Essentials**  
Start: Mar 1, May 3 \$225

**4315X Adobe InDesign CC Essentials**  
Start: Apr 5, Jun 7 \$225

**Enroll in all three and save \$130!**

**4312X ONLINE SERIES \$545**  
Start: Feb 1, Apr 5

### Certificate in Web Design



In partnership with UGotClass

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

**4309X Introduction to Web Design**  
Start: Feb 1, Apr 5 \$245

**4310X Intermediate Web Design**  
Start: Mar 1, May 3 \$245

**4311X Advanced Web Design**  
Start: Apr 5, Jun 7 \$245

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

**4308X ONLINE SERIES \$595**  
Start: Feb 1, Apr 5

### WordPress Certificate



In partnership with UGotClass

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

**Website Setup**

**WordPress Fundamentals**

**Advanced WordPress**

**4316X ONLINE SERIES ONLY \$495**  
Start: Feb 1, Apr 5

## Property Classes

Instructor: Sebastian Marroquin

### Rental Properties and Long Term Wealth

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

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

**3925X ONLINE COURSE \$49**  
Jan 23 1 Sat 11am-2pm  
Logon info emailed prior to start date.

### Flipping Houses

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

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

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

**3922X ONLINE COURSE \$49**  
Feb 6 1 Sat 11am-2pm  
Logon info emailed prior to start date.

## NEW Residential Real Estate Investing

### Post-Pandemic

Instructor: SeeWing Yee

This is a once-in-a-lifetime opportunity to get in front of the tidal wave of change and profit by investing in out-of-state real estate. Remote work is rapidly becoming the new-normal, resulting in an historical seismic shift and mass exodus of population into the suburbs and smaller affordable metro areas throughout the U.S. This economic trend *will* be a game changer. Where are the best locations to buy investment real estate? Hint: It is not in your backyard. Another hint: Follow the top 10 high tech hubs migration trends. Real estate investor and wealth advisor, SeeWing Yee, will discuss the best types of real estate asset class to buy, with very low prices, minimal cash outlay, and high cash flow returns as well as the markets with the best appreciation potential. Foreclosure opportunities also discussed.

**0303X ONLINE COURSE \$49**  
Jan 16 1 Sat 9am-12pm  
Logon info emailed prior to start date.



### The Analysis and Valuation of Stocks

In partnership with ed2go

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

**ONLINE COURSE \$99**  
Start: Jan 13, Feb 10, Mar 17, Apr 14  
Go to [ed2go.com/pccllearn](https://ed2go.com/pccllearn) to register.

## Investment Classes

Instructor: Jalon O'Connell

### Master Your Investments

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

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

**0402X ONLINE COURSE \$59**  
Jan 12 & 14 1 Tue & Thu 6:30pm-9pm  
Logon info emailed prior to start date.

### Stocks and Bonds Demystified

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

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

**0405X ONLINE COURSE \$49**  
Jan 26 1 Tue 6:30pm-9pm  
Logon info emailed prior to start date.

### Mutual Funds and Annuities Explained

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

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

**0407X ONLINE COURSE \$49**  
Jan 28 1 Thu 6:30pm-9pm  
Logon info emailed prior to start date.

# RETIREMENT

## NEW Social Security Benefit Options

### How to Maximize Your Income

Instructor: Allan Yee

Social Security, the third rail. Do you know how it works and what it means to your retirement? This webinar is designed to provide you with the knowledge to potentially maximize your retirement income thereby enabling you to enjoy doing more of the things you love. We will discuss several strategies, tools, and options to consider for getting the most out of Social Security. Your instructor also will offer the opportunity to sign up for a no cost strategy session. For those of you who stay to the end, we will also provide a copy of *The Bucket Plan Book* written by Jason L Smith. This is an actual book, with a list price of \$22.95 that we will mail to you – if you stay to the end!

When registering, indicate start date

<b>0305X</b>	<b>ONLINE COURSE</b>	<b>\$35</b>
Jan 21	1 Thu	6pm-7:30pm

<b>0305X</b>	<b>ONLINE COURSE</b>	<b>\$35</b>
Feb 10	1 Wed	11am-12:30pm

Logon info emailed prior to start date



### Pasadena City College

PCC is a recognized leader as a top California school for transfers to local universities. Whether a student is beginning his or her college experience or picking up new skills for a change in career or work responsibilities, PCC empowers individuals to maximize their investment in education!

**[pasadena.edu](http://pasadena.edu)**

## Medicare 101

### The ABC and D's of Medicare

Instructor: Ron Tanji

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

<b>2262X</b>	<b>ONLINE COURSE</b>	<b>\$45</b>
Feb 6	1 Sat	10am-12pm

Logon info emailed prior to start date.

## Protecting Your Retirement Assets

### During Economic Recessions and Bear Markets

Instructor: Kenneth Sanchez

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

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

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

<b>0369X</b>	<b>ONLINE COURSE</b>	<b>\$39</b>
Feb 3	1 Wed	10am-12pm

Logon info emailed prior to start date.



## Live, Work or Retire Abroad - Affordably!

Instructor: Bob Cohen

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

<b>2305X</b>	<b>ONLINE COURSE</b>	<b>\$49</b>
Feb 4	1 Thu	6pm-9pm

Logon info emailed prior to start date.

Bob also teaches **Internet Marketing** courses - page 10.

## Taxes in Retirement

### Tax Sale of a Lifetime

Instructor: Mark Basile

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

<b>0432X</b>	<b>ONLINE COURSE</b>	<b>\$45</b>
Feb 13	1 Sat	11am-1pm

Logon info emailed prior to start date.



# APPETITE

## Indian Cooking

Instructor: Farhana Sahibzada

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

### Saag Paneer with Vegetable Raita

Master Saag Paneer, the delicious vegetarian dish of India. And add sides of Vegetable Raita and Basmati Rice Palao and your everyday cooking will never be the same. We will use authentic recipes employing fragrant ingredients that complement, not compete, with each other. Discover the proper uses and combinations of spice and herbs as you create flavorful delights that will please even the fussiest eater. Time to add India to your weekly menu! **See note.**

**3420X** **ONLINE COURSE** **\$39**  
Jan 9 1 Sat 11am-1pm



### Massala Bengan with Tarka Daal

Massala Bengan - Lightly sauteed eggplant slices gently simmered in a base sauce of fresh herbs, add chopped tomatoes for texture and taste, and lastly a selection of complementing spices. This abundance of flavor is topped with a rich topping of plain yogurt, amazing your tastebuds with every spoonful! A side of daal completes this feast with plain basmati rice, seasoned with light herbs to create the perfect bed for your servings. **See note.**

**3420X** **ONLINE COURSE** **\$39**  
Feb 13 1 Sat 11am-1pm



### Chicken Makhani (Gluten Free) with Palak Methi

*The secret is in the sauce!* Simmered in a fragrant creamy sauce packed with selected secret blend of spices, this restaurant favorite is brought to a peak of freshness with traditional herbs like fenugreek and cilantro. It is then combined with the surprise smoky aroma of grilled Tandoori chicken bites. The accompanying spinach dish provides the perfect side. Let us not call it just dinner anymore, it is now a *Splendid Feast!* **See note.**

**3420X** **ONLINE COURSE** **\$39**  
Jan 30 1 Sat 11am-1pm

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

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

In partnership with ed2go

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

**ONLINE COURSE** **\$99**  
Start: Jan 13, Feb 10, Mar 17, Apr 14  
Go to [ed2go.com/pcclearn](https://ed2go.com/pcclearn) to register.

## CRAFTSMANSHIP

ENRICHMENT

### Drawing for the Absolute Beginner

In partnership with ed2go

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

**ONLINE COURSE** **\$99**  
Start: Jan 13, Feb 10, Mar 17, Apr 14  
Go to [ed2go.com/pcclearn](https://ed2go.com/pcclearn) to register.

# HARMONY CRAFTS



## 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.

<b>6150X</b>	<b>ONLINE COURSE</b>	<b>\$79</b>
Jan 17-Feb 7	4 Sun	1pm-4pm

Logon info emailed prior to start date.



## Acoustic Guitar

*Instructor: Spencer Artwick*

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

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

\$20 materials fee payable in advance. *Students need an acoustic guitar, strap and pick.*

<b>3025X</b>	<b>ONLINE COURSE</b>	<b>\$85</b>
Jan 9-Jan 30	4 Sat	10am-12pm

Logon info emailed prior to start date.

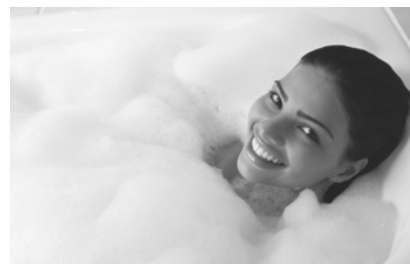
## Crafts Classes

*Instructor: Quayum Abdul*

### Candle Making

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

<b>3342X</b>	<b>ONLINE COURSE</b>	<b>\$45</b>
Jan 10	1 Sun	9am-10am
& Jan 17	1 Sun	9am-11am



### Bath Products

#### *Shampoo, Shower Gel & Bubble Bath*

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

<b>2273X</b>	<b>ONLINE COURSE</b>	<b>\$45</b>
Feb 14	1 Sun	9am-10am
& Feb 21	1 Sun	9am-11am



### Soap Making

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

<b>3343X</b>	<b>ONLINE COURSE</b>	<b>\$45</b>
Jan 31	1 Sun	9am-10am
& Feb 7	1 Sun	9am-11am

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

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

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

## Poetry Workshop

*Instructor: Craig Cotter*

A poetry workshop should be a place where poets can explore, as Keats wrote, "truth and beauty." If you are seeking a poetry workshop that will simply praise your work, this class is not for you. Our workshop will focus on American free-verse poetry written out of the Whitman tradition; will involve a deep exploration of your poetry; and will share great poems of the past century. Poems should be submitted to the instructor at least one day before each class, preferably several days before. The instructor then will share your poem with each workshop participant via the PCC email portal. By doing so, each student will be able to read other students' work before each workshop in order to provide the most articulate and helpful feedback. Our class sessions will begin with a poetry reading of all material submitted. We then will work through each poem one-by-one, with a focus upon understanding what each poet is trying to accomplish. Although students are expected to write at least one original poem for each workshop, do not avoid coming to class because you have not written one. You may learn about your writing by listening to the constructive criticism of another students' work; and hearing other students' poems may inspire you in a way that sitting alone with your thoughts may not. **Class is designed for adults.**

**3226X ONLINE COURSE \$75**  
Jan 23-Feb 13 4 Sat 10am-12pm  
Logon info emailed prior to start date.

## Screenwriting - The Basics

*Instructor: Brad Saunders*

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

**3211X ONLINE COURSE \$89**  
Jan 12-Feb 9 5 Tue 6:30pm-9:30pm  
Logon info emailed prior to start date.

## Writing Classes

*Instructor: Stacy Dymalski*

### Turn Your Story into a Book

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

**3247X ONLINE COURSE \$49**  
Jan 30 1 Sat 10am-1pm  
Logon info emailed prior to start date.

### Nine Steps to Self-Publishing Your Book

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

**3248X ONLINE COURSE \$49**  
Feb 6 1 Sat 10am-1pm  
Logon info emailed prior to start date.

NEW

## Beyond Auto Mode

*Instructors: Liane Enkelis & Garry Margolis*

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

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

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

**3122X ONLINE COURSE \$69**  
Feb 10-Feb 24 3 Wed 7pm-9pm  
Logon info emailed prior to start date.



## Capturing Great Photos with Your Smartphone

*Instructor: Lynne Eodice*

Join us and learn to shoot great photos using a smartphone! This workshop begins with the basic features of a smartphone camera and then moves on to photo composition. Discussed will be the many photo editing apps available for download. Using the techniques learned, students will be tasked with taking photos to be discussed in class. *Smartphone required; instructor may suggest download of one or two apps. App prices range from free to a monthly subscription. Note:* Course is 4 hours of instruction; self-paced.

**3115X ONLINE COURSE \$55**  
Jan 13-Feb 9 Self-paced course  
Logon info emailed prior to start date

# LIFESTYLE

## Elevate Your 8



### Elevate Your 8

*Instructor: Kris McPeak*

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

<b>2021X</b>	<b>ONLINE COURSE</b>	<b>\$55</b>
Jan 12-Jan 26	3 Tue	5:30pm-7pm

Logon info emailed prior to start date.

## Find Cash by Tracking Your Spending

*Instructor: Shiral Torres*

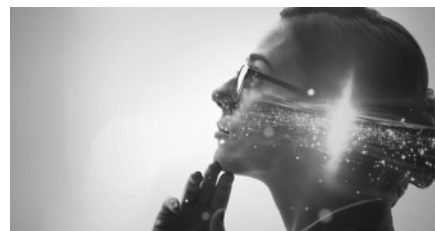
The United States is known as a consumer economy. In other words, *spend, spend, spend!* Do you want to take control of your finances by changing your mindset about spending money? Join us in this dynamic workshop to learn how simple it is to make long lasting changes. You will learn a simple way to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

*When registering, indicate class date*

<b>0424X</b>	<b>ONLINE COURSE</b>	<b>\$45</b>
Jan 19	1 Tue	6pm-8pm
<b>0424X</b>	<b>ONLINE COURSE</b>	<b>\$45</b>
Jan 23	1 Sat	10am-12pm

Logon info emailed prior to start date.

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



## Vision Board

*Instructor: Dr. Dorothy E. Kegler*

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

<b>2090X</b>	<b>ONLINE COURSE</b>	<b>\$55</b>
Jan 30	1 Sat	9am-12pm

Logon info emailed prior to start date



## Eliminate Clutter in Your Home and Office

*Instructor: Nancy Miller*

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

<b>2029X</b>	<b>ONLINE COURSE</b>	<b>\$49</b>
Feb 10	1 Wed	6pm-9pm

Logon info emailed prior to start date.

## Instructor-Led **ONLINE**

## Youth Courses

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

**Discover Digital Photography**  
**Creating Web Pages**  
**SAT/ACT Preparation**  
**Blogging and Podcasting for Beginners**

**Learn from the safety of home!**

*24-Hour Access  
 Online Discussion Areas  
 6 Week Format  
 Expert Instructor  
 Monthly start sessions*

**Prices start as low as \$99!**

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

**ed2go.com/pcclearn**



## Home Buying Simplified

### For the First Time Buyer

Instructor: Kyle George

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

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

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

**3913X ONLINE COURSE \$49**  
Feb 6 1 Sat 9:30am-1pm  
Logon info emailed prior to start date.



## Bridge – Introduction

Instructor: Morris Jones

Bridge is often considered the world's best game. It is a card game for four players, working as two partnerships, using all 52 cards in the common deck. Using the online capabilities of Bridge Base Online, we will introduce you to the basics: how to play the game, how to work with your partner to find the best contracts, and how to play the cards to win the most tricks. \$24 materials fee for textbook (*Bridge Basics 1 - An Introduction by Grant*) and online access payable to instructor. **See below.**

**2205X ONLINE COURSE \$75**  
Jan 5-Feb 9 6 Tue 7:15pm-9:15pm  
Logon info emailed prior to start date.

**Requirements:** This online course uses a combination of Zoom for presentation, with Bridge Base Online ([bridgebase.com](http://bridgebase.com)) for practice play. To participate, students need at least a microphone available for Zoom. It will be helpful to be adept at switching between Zoom and a web browser during class, or have two screens available during class (for example, an iPad for Zoom, and a computer for Bridge Base). Students also need to create a free account on [bridgebase.com](http://bridgebase.com).

**Materials Fee:** Required online access and textbook fees arranged directly with the instructor. For more information, email instructor at: [mojo@bridgemojo.com](mailto:mojo@bridgemojo.com). Confirm with instructor if you already own textbook(s).

**Bridge Courses Coming in Spring:** Popular Conventions and Competitive Bidding

## Aromatherapy Basics for Emotional Well-Being

Instructor: Lisa Kurstin

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

**3345X ONLINE COURSE \$45**  
Jan 30 1 Sat 2pm-4pm  
Logon info emailed prior to start date.

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

## Military Spouse MyCAA Program



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

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



## Survival Skills

Instructor: Christopher Nyerges

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

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

**2007X ONLINE COURSE \$65**  
Jan 15-Feb 12 5 Fri 7pm-9pm  
Logon info emailed prior to start date.

## Create Your "Grab & Go" Rapid Exit Plan!

Instructor: Kevin Boyd

You have 30-minutes or less... to get out. It may be a fire, flood, earthquake, or medical emergency. What do you do? Do not panic! Just follow your plan. Determine now what you will take depending upon the amount of time you have to vacate. Learn how to organize your vital information in a "Grab-&-Go" binder and/or easily convert everything to electronic documents including photo albums and scrapbooks. Then back it all up to the Cloud. Learn about local evacuation routes, useful free apps, and helpful tips. Discussion includes how to create your own "Go" bags, backpacks and bins. Save your life, your family, and your valuables!

**2115X ONLINE COURSE \$49**  
Feb 6 1 Sat 1pm-4pm  
Logon info emailed prior to start date.

Active military or know someone who is? Discover education opportunities for spouses!

# TRIPS & TOURS

## 2021 Multi-Day Tours

To register, email:  
[info@pcclearn.org](mailto:info@pcclearn.org).

For detailed Multi-Day Tour  
itineraries, go to:  
[pcclearn.org/Tours](http://pcclearn.org/Tours)

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

See page 23 for Travel Information  
and Policies.

### Death Valley Splendor

Two Night Stay at The Ranch in Death Valley,  
Inn at Death Valley Lunch

March 28-30, 2021 – 3-Day Tour

Double: \$699 / Single: \$949 – Deposit: \$100

Ever since the first immigrants saw Death Valley, fantastic tales have been told of its incredible temperatures and enormous riches. But the exaggerations may not be too far from reality in describing this narrow valley of strange, exciting beauty, cradled between towering, multicolored mountains. Now comes your opportunity to enjoy the inviting and alluring Valley at a delightful time of year – to walk on its soil, to gaze upon its eclectic geological formations and to relax under its horizon while enjoying a two-night stay at *The Ranch at Death Valley* in the heart of the national park.

### Travel Update

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

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

Our Day Trips will  
soon return!

### Sequoias, Fresno Fruit Trail & Wonder Valley Ranch

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

April 18-21, 2021 – 4-Day Tour

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

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

### Sweet, Savory & S.L.O.

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

April 21-23, 2021 – 3-Day Tour

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

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

### Yosemite Spring Fling

Yosemite National Park, Tenaya Lodge Stay,  
Sugar Pine Railroad, Basque Lunch

April 25-27, 2021 – 3-Day Tour

Double: \$689 / Single: \$939 – Deposit: \$100

Renowned for its great granite domes, sheer cliffs and giant trees, in the spring Yosemite National Park welcomes thundering waterfalls! We will explore the magnificent Yosemite Valley with a local guide to truly appreciate the natural wonders and picturesque historic buildings that make up this true national treasure. This getaway offers a truly wonderful combination of spectacular scenery and rustic elegance as we enjoy a two-night stay at the secluded, four-diamond *Tenaya Lodge at Yosemite*.

### New York City

Single-Hotel Stay in Times Square, Statue of  
Liberty, Ellis Island, 9/11 Museum & Memorial  
May 20-24, 2021 – 5-Day Tour

Double: \$1,669 / Single: \$2,249 – Deposit: \$200

Welcome to America's, if not the World's, most exciting metropolis – New York, New York – a city so great they named it twice! This tour features a four-night stay at a deluxe Times Square hotel and includes the best of New York City's sights, sounds and tastes. It is the perfect tour for those venturing to the City their first time, repeat visitors and even native New Yorkers! **Note:** Land prices only. Roundtrip group airfare available from \$595 per person.

### Central Coast Lighthouses, Redwoods & Rail

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

May 23-27, 2021 – 5-Day Tour

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

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

### More Tours Available!

#### Yosemite, Lake Tahoe & E. Sierra

August 8-12, 2021 – 5-Day Tour

#### Paso, Morro & The Apple Farm

September 22-24, 2021 – 3-Day Tour

#### New England Fall Foliage

October 3-10, 2021 – 8-Day Tour

#### Central Coast Mystery by Rail

October 17-19, 2021 – 3-Day Tour

#### California & Nevada Rail & Sail

October 21-27, 2021 – 7-Day Tour

#### Arizona's Valley of the Sun

November 14-18, 2021 – 5-Day Tour

#### Yuletide in Yosemite

December 5-7, 2021 – 3-Day Tour

#### City by the Bay Holiday

December 15-19, 2021 – 5-Day Tour



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

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

## Stay Connected!



pccextension



@ExtensionatPCC



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

### **Colorado Campus**

1570 East Colorado Boulevard  
Pasadena, CA 91106-2003

### **Foothill Campus**

3035 East Foothill Boulevard  
Pasadena, CA 91107-3106

Main Number: (626) 585-7608

Fax Number: (626) 585-3058

Website: pcclearn.org

Email: info@pcclearn.org

Facebook: facebook.com/pccextension

Twitter: twitter.com/ExtensionatPCC

### **Public Hours:**

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

Monday through Friday

### **PCC Extension**

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

Richard Torres, Account Clerk

Robert Torres, Scheduling Technician

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

Dr. Erika Endrijonas,  
Superintendent-President

### **Board of Trustees**

James A. Osterling, President

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Linda Wah, Clerk

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Tammy Silver, Member

David Ramirez, Student Trustee

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

# Easy to Register!



**Online:**  
pcclearn.org



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



**Phone:**  
(626) 585-7608  
Mondays and Wednesdays  
9:00 am to 4:00 pm



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

## Pre-Registration is Important!

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

**PCC  
EXTENSION**

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

Main Number: (626) 585-7608

Fax Number: (626) 585-3058

Website: pcclearn.org

E-mail: info@pcclearn.org

**Reserve Your Space. Register Today!**

### REGISTRATION FORM — PCC EXTENSION

PLEASE PRINT

Date \_\_\_\_\_

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

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

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

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

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

City \_\_\_\_\_

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

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

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

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

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

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

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

Fee \_\_\_\_\_

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

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

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

Payment by Visa, MasterCard or Discover:

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

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

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

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

Payment by check (payable to Pasadena City College):

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

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

**Please do not write in this space**

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

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

01/19

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



# General Information

## Dropping A Course

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

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

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

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

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

## Transfers

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

## Cancelled Class

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

## Insurance/Waivers

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

## Certificates

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

## Youth Classes

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

## Supplies/Equipment

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

## Class Dates

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

## Instructors

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

## Travel Information and Policies

### Cancellation Policy

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

### Payment

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

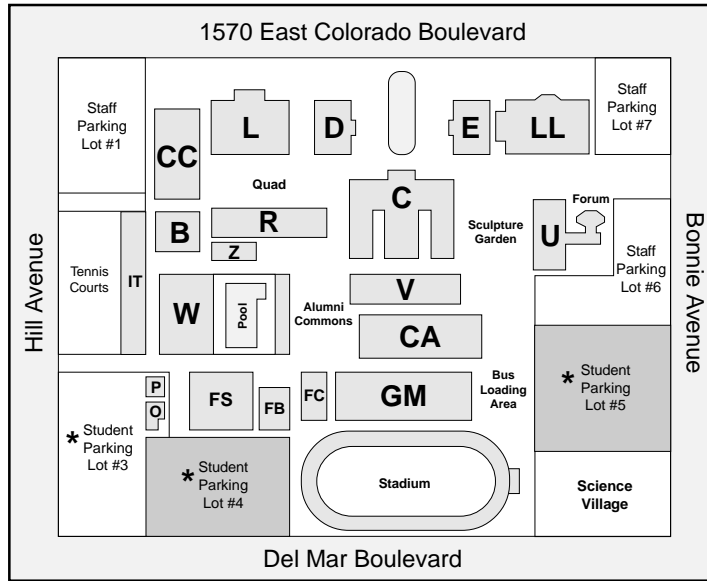
### Cancellation/Travel Protection

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

### Travel Operator

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

# Pasadena City College Campus



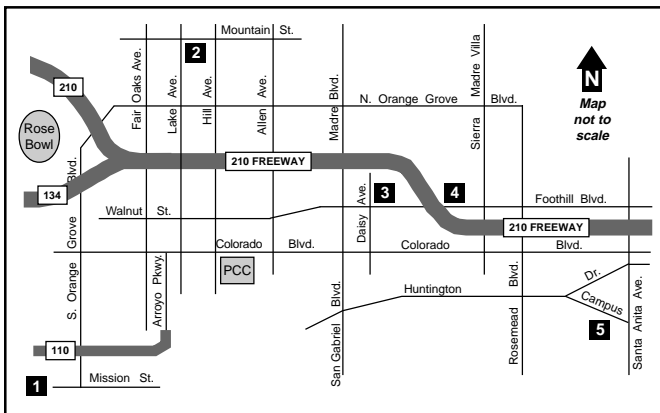
- B** Bookstore  
Student Business Services  
Campus Police
- C** Information - C218  
Sexson Auditorium
- D** Health Center  
Learning Assistance Center
- E** Physical Sciences
- L** Admissions & Records  
Career Center  
Counseling Services  
Financial Aid  
Registration
- R** Catherine J. Robbins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

## \* Student Parking:

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

# Off-Campus Class Locations

## Pasadena Area Locations



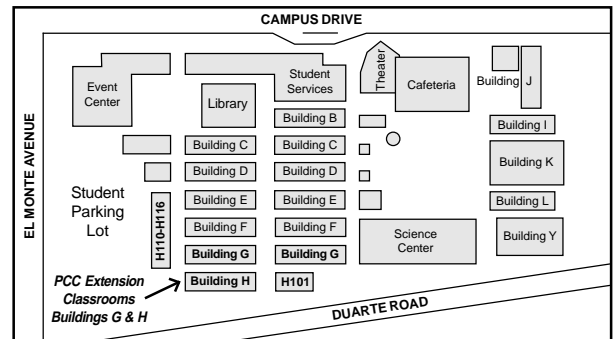
**1**  
**Arroyo Seco Golf Course**  
1055 Lohman Lane

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

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

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

## Arcadia High School



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

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## More Online Options

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

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

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**pcclearn.org**  
info@pcclearn.org

## **PCC Extension**

# **Enrichment Exploration Wellness**



*Be More Confident at Work*  
*Social Security Benefit Options*  
*Live, Work or Retire Abroad*  
*Turn Your Story into a Book*  
*Elevate Your 8*  
*Aromatherapy Basics*  
*for Emotional Well-Being*  
*Indian Cooking*  
*Acoustic Guitar*

*Become a Professional Organizer*  
*Medicare 101*  
*Capturing Great Photos*  
*with Your Smartphone*  
*Candle Making*  
*Residential Real Estate Investing*  
*Vision Board*  
*Podcasting for Profit*  
*Survival Skills*

***Online for your safety and ease of participating.  
Log on from anywhere and enjoy, participate, and discover!***

**PCC**  
**EXTENSION**

**Visit [pcclearn.org](https://pcclearn.org) today!**  
**Or email [info@pcclearn.org](mailto:info@pcclearn.org)**

