

Spring 2024

PCC Extension

Lifelong Learning

*Careers!
Creatives!*



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February 20 – June 15, 2024

pcclearn.org



Spring 2024



Spring always is such a wonderful time of year. The newness of life and the reawakening after winter refreshes body, mind, and spirit. Spring can be both a time of reflection and of celebration. While New Year's resolutions are made and begun in January, if too dramatic, they can be difficult to maintain. Then what of celebration? It is important to celebrate self, as families, friends, and colleagues depend upon those who are there to offer advice, support, and understanding. Maybe not a potentially life-changing resolution, but perhaps a chance to explore an interest or two is the perfect way to welcome Spring. If you have wondered about taking a class for enrichment such as a craft, dance, or foreign language; a class for fitness or perhaps to better understand the outdoors and survival; a professional career course or certificate program to up-skill, re-skill, or explore career options; or a travel opportunity close-by, within the United States, or internationally, Spring 2024 is calling! Your PCC Extension staff strives to assist our community in exploring all of these categories. And while perennial favorites always are included, we also celebrate fresh ideas with the offering of new courses, workshops, programs, and activities, providing dynamic and different avenues to discover. We are here to guide and assist, and we wish all our community of lifelong learners – *Happy Spring!*

PCC Extension

Website: pcclearn.org Email: info@pcclearn.org



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Adventures

Single Day Tours
Multi-Day Tours
International Tours

Property Facts

Buy Long-Distance
Income Property
Flipping Houses
Home Buyer Survival Guide
Real Estate Portfolios
Rental Properties and
Long Term Wealth
Reverse Mortgage
Seller Mistakes

Skill Building

Word
Excel
InDesign
Photoshop
Illustrator
Web Pages
Wordpress
Networking

Summer Session Available May 2024

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LEGEND

NEW New for Spring 2024

CP Certificate Program

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

Green Energy Careers

Instructor: Quayum Abdul

Solar Panel Installer CP

California requires all new home construction to have solar panels, and as energy prices rise, homeowners across the country also are installing solar panels. Home and commercial solar power companies need installers – are you ready to enter this booming industry? Topics include:

- Solar, electrical, and city codes
- Electrical wiring

After successful completion of the course, participants will have the opportunity for hands-on, real world training through a volunteer organization. Course requires a total of 24 hours of instruction. Certificates will be issued upon successful completion of the course. Get started today on your career as a solar installer! \$40 materials fee payable in class.

Prerequisites: Must be 18 years of age or older, and have a high school diploma or GED.

2257X PCC - Room R115 \$305
Feb 23-Apr 26 8 Fri 6:30pm-9:30pm

EV Charging Station Installer CP

Design and Operation

One of the fastest growing careers in United States is electric vehicle charging station (EVCS) installation. Millions of electric cars and trucks will be on the road within the next ten years, and California has committed to making 100% of vehicles registered in the state battery powered by the year 2035. This requires charging stations to be installed in garages, parking lots, and on roadside electric poles, all of which require trained EVCS installers and service providers. Topics include:

- EVCS design
- Operation
- Installation
- System troubleshooting

Course requires a total of 12 hours of instruction. Certificates will be issued upon successful completion of the course. \$40 materials fee payable in class.

Prerequisites: Must be 18 years of age or older, and have a high school diploma or GED.

2259X PCC - Room R115 \$259
May 10-May 31 4 Fri 6:30pm-9:30pm

Data Storytelling

Instructor: Chris Chan

Data, data, data. Is it important? How is it used, and why? Does it make a difference? In this course students will learn about different types of data (i.e., quantitative, qualitative) and data visualizations. Join us in this interactive workshop as we work through different cases to understand how data can play a key role, and how storytelling is critical to influencing others and their decisions. Through instructor-led discussions, best practice demonstrations, and class exercises, students will walk away feeling more confident about how to leverage data to influence decision-making: make a case for a promotion, or convince a prospective client why a product/service is worth purchasing. Data plays a role!

When registering, indicate class date.

0537X ONLINE COURSE* \$59
Mar 2 1 Sat 9am-12pm

0537X PCC - Room R113 \$59
Jun 15 1 Sat 9am-12pm

*Login info emailed prior to start date.



Certificate in Customer Service CP

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: Apr 1

4514X Extraordinary Customer Service \$145
Start: May 6

Enroll in both and save \$45!

4515X ONLINE SERIES \$245
Start: Apr 1, Jun 3

Notary Classes

Instructor: Thomas Peavyhouse

Notary Public Licensing

Notary Class: This course exceeds the State of California qualifications for new applicants and for notaries that are renewing their commissions. *Commissioned notaries may take this course six months prior to their commission expiration date.* Students completing the class will receive a State-approved Certificate of Completion required to take the State-proctored notary examination. The State of California will offer a same-day exam (additional cost). \$49 materials fee payable in class.

Advanced registration required. No walk-in registrations. Minimum age 18. Late arrivals will not be admitted and no refunds will be given.

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

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

0390X PCC - Room R221 \$115
Apr 13 1 Sat 8am-4pm

Loan Signing Specialist

This course provides notaries with the skills and knowledge needed to become a Loan Signing Specialist. Discussion is inclusive, from the initial contact with the borrowers, to the completion and return of the loan document package. \$45 materials fee payable in class.

Optional: Take home exam. Fee: \$35 payable in class. Those passing will receive a Loan Signing Specialist certificate.

Prerequisite: Must be a notary or have taken a notary public class.

0315X PCC - Room R113 \$79
Apr 14 1 Sun 9am-2pm



Career Technical Education programs also available.



Rental Property Management

Instructor: Shiral Torres

Landlords: The Basics

Do you own a rental property or have you thought about buying a rental property but do not know where, or how, to begin? This workshop will provide you the basics to become a successful landlord. Topics include:

- Finding Qualified Tenants
- Move-in/Move-out Processes
- Rental Forms
- Common Landlord Mistakes
- Business and Landlord Tips
- Simple Bookkeeping and Organization Tools

Join us and learn how simple it is to become a confident, effective, and profitable Landlord!

When registering, indicate class date.

0455X Mar 9	PCC - Room R115 1 Sat	\$55 9am-11am
0455X Apr 23	ONLINE COURSE* 1 Tue	\$55 6pm-8pm
0455X Jun 8	PCC - Room R115 1 Sat	\$55 9am-11am

*Logon info emailed prior to start date.

Landlords: Take Control of Your Finances

Are you making a profit? No one likes bookkeeping, however, it is a necessary task to keep track of income and expenses. QuickBooks and Quicken are great tools but can be monsters to learn. Hiring someone to do the work is easy but costly. Would you believe that a worksheet is all you need to do the job? Join us in this lively and inspiring workshop and discover how to use a simple worksheet to keep track of your income and expenses so that you can have peace of mind and profitable results. Find out how to take control of your finances using a simple, yet effective, way to track spending. As a bonus, receive Shiral's business tips, landlord tips, and updated landlord information. \$18 materials fee payable in advance.

When registering, indicate class date.

0457X Mar 23	PCC - Room R115 1 Sat	\$55 9am-11am
0457X May 7	ONLINE COURSE* 1 Tue	\$55 6pm-8pm
0457X Jun 9	PCC - Room R115 1 Sun	\$55 9am-11am

*Logon info emailed prior to start date.

NEW Crafting Your Career Story to Ace the Interview

Instructor: Carla Hensley

Do you really know the techniques to acing the proverbial job interview? Join us and discover a proven framework from which to approach a professional interview, emphasizing the importance of crafting a career story as the key feature of the successful interview. Your career story is not your career history, it is, more importantly, the specific angle and point-of view from which you communicate who you are professionally, and it speaks to and clarifies your past experience.

When registering, indicate class date.

2094X Mar 9	PCC - Room R104 1 Sat	\$55 10am-12pm
2094X May 11	PCC - Room R104 1 Sat	\$55 10am-12pm

Voiceover Professional An Introduction

Partner: Voices For All

"Wow, you have a great voice!" How many times have you heard that? Or maybe you listen to your favorite audiobooks, commercials, or cartoon characters and think, "I could do that!" Explore the growing remote voiceover industry with your instructor, a professional voice actor from Voices For All. Discover the current trends in the industry and how easy and affordable it can be to learn, set-up, and work from home. Learn about different types of voiceovers and the tools needed to find success, earning income from the comfort of your home. Your instructor will take notes as you read a real script in this one-on-one video chat setting, and offer some coaching to improve your delivery. You also will receive a professional voiceover evaluation in a follow up call. To learn more about this one-time, 90-minute, introductory class, go to: voicesforall.com/ooo. **Note:** Students must have internet access and a webcam.

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

Landlords: Get Organized - Gain Profits

Owning and managing rental property used to be an easy, straightforward way to make income. Though now more complex, rental property still is a lucrative investment. If managing your rental property is more work than you thought it would be, and if you are wondering how to spend less time, assume less risk, and make more money, join us for an enlightening look at a simple system to manage income and expenses, and discover how staying organized is the key to success! This workshop covers how to simplify tax preparation, and effectively use a 12-month calendar to make property management easier. You will build a binder to keep your business organized, reduce worry, and ensure success. Downloadable forms are included. \$18 material fee payable in advance.

When registering, indicate class date.

0456X Mar 9	PCC - Room R115 1 Sat	\$55 12pm-2pm
0456X Apr 30	ONLINE COURSE* 1 Tue	\$55 6pm-8pm
0456X Jun 8	PCC - Room R115 1 Sat	\$55 12pm-2pm

*Logon info emailed prior to start date.

Healthcare Certificate Programs

In partnership with ed2go

Online Healthcare Certificate Programs will distinguish you as a knowledgeable, skilled, and committed professional in specialized healthcare fields. More available. **CEU contact hours provided.**

- End of Life Care
- Food, Nutrition, and Health
- Gerontology
- Healthy Aging
- Perinatal Issues
- Spirituality, Health, and Healing
- Stress Management

For detailed descriptions, start dates, and pricing for these and many more programs, go to: ed2go.com/pcclearn

Online Certificate Programs & Courses

Self Study and Live Online enables you to start anytime and complete at your pace.

Certificate Programs

Administrative Dental Assistant
Aromatherapist
Associate Professional in Human Resources (aPHR)
Association of Bridal Consultants (ABC) Certified Wedding Planner Program
Bookkeeping Administration
BPI Building Science Principles Certificate of Knowledge
Certified Associate in Project Management (CAPM)
Certified Cloud Security Professional (CCSP) 2018
Certified Information Security Manager (CISM)

Certified Maintenance and Reliability Technician

CompTIA A+
CompTIA IT Fundamentals+
CompTIA Network+
CompTIA Security+
Customer Service Representative
Day Care Administrator
EKG Technician
Event Planner
HVACR Technician
Landfill Operations
LEED Green Associate
Medical Administrative Assistant

Medical Assistant

Medical Billing and Coding

Microsoft Office 365 - Excel 2019
Microsoft Office 365 - Outlook 2019
Microsoft Office 365 - PowerPoint 2019
Microsoft Office 365 - Word 2019
Microsoft Office Excel 2016
Microsoft Office Outlook 2016
Microsoft Office PowerPoint 2016
Microsoft Office Word 2016
MSSC Certified Production Technician (CPT)
NRF Retail Industry Fundamentals
NRF Warehouse, Inventory, and Logistics

Pharmacy Technician

Phlebotomy Technician
Photovoltaic Technician

Physical Therapy Technician
Professional in Human Resources
Project Management Professional
ServSafe Manager and OSHA 10 for General Industry
Six Sigma Black Belt
Six Sigma Green Belt
Solar Water Heating Technician
Substance Abuse Counselor
Veterinary Assistant
Veterinary Office Manager
Wind Energy Technician

Bundled Courses

Administrative
Business and Analytics
Career Development
Digital Marketing Course
Diversity and Inclusion
Finance
Home and Hobby 1
Home and Hobby 2
Human Resources
Personal Development
Sales and Marketing
Supervisors and Managers
Work Place Essentials

Professional Courses

Advanced Math for the Workplace
Advanced Writing
Basic Management Skills
Basic Math for the Workplace
Become an Entrepreneur
Blogging with WordPress
Business Writing for Busy Professionals
Creating a Global Classroom
Effective Parent-Teacher Meetings
Emerging Technology for Teachers
Fundamentals of Landscaping Design and Business

GED Exam Prep
Grammar Essentials
Healthcare Essentials
Introduction to Six Sigma
Introduction to Writing
Investing in Stocks and Bonds
Learning Styles in the Classroom
Long Term Weight Loss Strategies
Managing Conflict for Teachers and Educational Support Personnel
Online Safety for Teachers and Students
Personality Types Among Us
Professional Communication
Real Estate Investing
Right on the Money - Personal and Practical Personal Finance
Stormwater I
Stormwater II
Stormwater Management
Stormwater Management Hydraulics and Hydrology I
Stormwater Management Hydraulics and Hydrology II
Understanding and Preventing Cyber Bullying

Workforce Spanish

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

Featured Online Certificate Programs

Self-paced, start anytime.

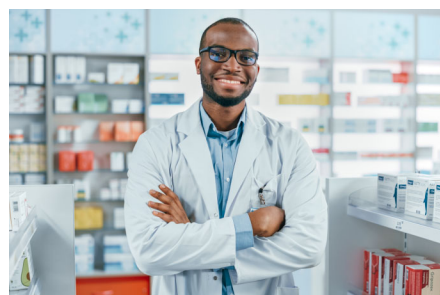
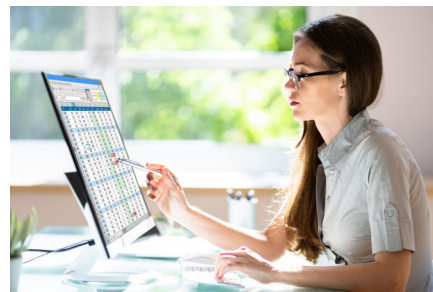
Medical Billing and Coding

The Medical Billing Career Prep Program will provide the skills you need to enter one of the fastest-growing fields in allied health as a medical billing specialist. You will gain hands-on, practical experience of working with the main coding manuals, the ICD-10-CM and the CPT. You also will gain knowledge of the legal, ethical, and regulatory concepts that are central to this field, and information central to medical terminology systems. Upon completion of this program, you will be ready to begin your career in an entry-level position. Students also will be prepared to take the Certified Billing and Coding Specialist (CBCS) national certification exam offered by National Healthcareer Association (NHA).

5322X

ONLINE COURSE

\$3,999



Pharmacy Technician

This program prepares students to be professional Pharmacy Technicians dedicated to assisting Registered Pharmacists in quality pharmacy operational procedures. Graduates are equipped to assist the Pharmacist in filling prescriptions according to doctor's orders. Pharmacy Technicians also participate in ordering products, inventory control, and billing and receiving payments. Trained graduates that pass this course are eligible to sit for a national certification exam. Once students pass the course and certification exam, they may submit an application to participate in an internship program with national affiliation partners like CVS and Walgreens, or local pharmacy operations near their residence. This internship is what many employers in this industry want to see as it tells them that the student is job ready for this high demand job.

5333X

ONLINE COURSE

\$1,575

Medical Assistant

Health care is changing, making the role of the Medical Assistant more important than ever. The Medical Assistant is the most versatile member of the healthcare team and is an important part of a successful physician practice. The skills the Medical Assistant performs will vary among medical offices, and this certificate program prepares students with a wide variety of skills to become an essential part of the healthcare team. A comprehensive overview of all aspects of clinical medical assisting, including care and management of the patient, the different body systems, administering and injecting medications, insurance and coding requirements, the special needs of pediatric and geriatric patients, and employment opportunities and strategies for Medical Assistants will be addressed.

5321X

ONLINE COURSE

\$2,495



Certified Maintenance and Reliability Technician

Industrial Maintenance addresses the needs of the multicrafted maintenance technician and presents an all-encompassing view of the field of industrial maintenance, which covers a variety of technical skill areas. These include, mechanics (mechanical installation, fluid power, piping systems, power transmission, print reading, and safety), electrical (electrical theory, test equipment, electronics, the National Electrical Code, control circuits, rotating machines, PLCs, and drives), and welding (gas welding and arc welding). A multicrafted maintenance technician must have knowledge and skills in all these areas, and the Industrial Maintenance program addresses these areas in a format designed with the technician in mind.

5205X

ONLINE COURSE

\$995

For detailed course descriptions, and pricing for these and many more ProTrain programs and courses, visit:

pcclearn.org/protrain

Online Career Training Programs

Begin at any time and learn at your own pace. Receive a Certificate of Completion upon successful completion.

Accounts Payable Manager Certification	Court Interpreter (Spanish/English)	Medical Office Manager (CPPM)
ACE Personal Trainer with Fitness and Health Internship	COVID Readiness for Servers and Waitstaff	Medical Terminology
Activity Assistant	Cybersecurity Boot Camp	Microsoft Access Certification Training
Administrative Dental Assistant	Dental Office Manager	Microsoft Excel Certification Training
Adobe Certified Professional	Digital Arts Certificate	Microsoft Office Specialist (MOS) Expert Certification Training
Advanced Medical Interpreter	Digital Court Reporting with Legal Transcription	Microsoft PowerPoint Certification Training
Advertising & Outreach Specialist	Digital Game Artist Certificate	Microsoft Project 2019
AutoCAD Basics	Electrical Technician	Microsoft Word Certification Training
AutoCAD Certification Training	Engineering Technician	Multimedia Arts Certificate
Biofuel Production Operations	Entry-Level Driver Training (ELDT) for Class A	NASM Certified Nutrition Coach
Business Coach	Entry-Level Driver Training (ELDT) for Class B	Natural Gas Plant Operations
Business Operations Specialist	Entry-Level Driver Training (ELDT) for Class B to A	NCSF Certified Strength Coach
C++ Programmer	Entry-Level Driver Training (ELDT) for Hazardous Materials	NCSF Sports Nutrition Specialist
Call Center Manager	Event Management and Design	Nonprofit Manager
Career Counselor and Life Coach	Executive Assistant	Nutrition for Optimal Health, Wellness, and Sports
Catering Professional	Federal Court Interpreter	Office Manager
Certificate in Healthcare and Eldercare	Fitness Business Management	Oil Refinery Operations
Certified Administrative Professional	Foundations of Plumbing	Optical Manager
Certified Bookkeeper	Freight Broker/Agent Training	Optician Certification Training
Certified Destination Wedding Planner	Front-End Web Developer	Oracle SQL and PL/SQL Developer
Certified Electronic Health Records Specialist (CEHRS)	Graphic Design with Photoshop	Patient Care Technician
Certified Green Supply Chain Pro	Home Inspection Certificate	Payroll Manager
Certified Information Security Manager	Hotel Management with Executive Housekeeper	Payroll Practice and Management
Certified Information Systems Security Professional (CISSP)	Human Resources Professional	Pharmacy Technician
Certified Inpatient Coder	HVAC/R Certified Technician	Power Plant Operations
Certified Internal Auditor	IC3 Digital Literacy GS5	Preston Bailey's Fundamentals of Floral Design
Certified Manufacturing Associate	ICD-10 Medical Coding	Procurement & Purchasing Management
Certified Manufacturing Engineer	Immigration Court Interpreter (Spanish/English)	Professional Bookkeeping with QuickBooks Online
Certified Manufacturing Technologist	Information Security Training	Professional Consulting Practice
Certified Master Wedding and Event Planner	Java Programmer	Professional Interpreter
Certified Medical Administrative Assistant (CMAA)	JavaScript Developer	Professional Translator
Certified Medical Transcriptionist	Leadership in Energy and Environmental Design (LEED)	Python Developer
Certified Outpatient Coder	Legal Terminology	Quality Inspector
Certified Pharmaceutical Sales Rep	Legal Transcriptionist	Residential Electrician
Certified Physical Therapy Aide	Management for IT Professionals	Restaurant Management
Certified Residential Interior Designer	Management Training	Robotics Technician
Certified Supply Chain Professional	Marketing Design Certificate	Sales Manager
Certified Technical Writer	Mastering Project Management with Microsoft Project 2019	Senior Professional in Human Resources
Certified Wedding Planner	Medical Billing and Coding	Travel Agent Training
Chartered Tax Professional for California Residents	Medical Interpreter (Spanish/English)	Veterinary Assistant
Cisco CCNA Certification Training		Veterinary Office Manager
Clinical Dental Assistant		Video Game Design and Development
CompTIA A+ Certification Training		Web Applications Developer
Corporate Event Planner		Web Design Professional

Featured Online Certificate Programs

Self-paced, start anytime.

Business Coach

More than 27 million Americans will be self-employed by 2030! Many of these entrepreneurs will rely upon a business coach to help them thrive. Great business coaches leverage their own experience to help others realize their potential, grow, and increase revenue. Learn how to become a successful business coach and build a successful business coaching practice. You will gain the coaching skills and strategies necessary to help other entrepreneurs succeed. You will learn the fundamentals of coaching, including how to create winning strategies and how to address professional challenges. You will be able to serve entrepreneurs, business owners, and other professionals using time-tested coaching methods; and if you have previous success as an entrepreneur, coaching new business owners can be a rewarding and profitable career.



GES2038

ONLINE COURSE

\$1,295



Human Resources Professional

The Human Resources Professional program prepares you for a career and professional certification in human resources (HR). We will explore the foundational aspects of HR, including Human Resource laws, hiring disciplines, and labor relations. You will learn industry-recognized practices that align with the Human Resource Certification Institute (HRCI) and the Society for Human Resource Management (SHRM). By the time you finish the online human resources certification e-course, you will be equipped to start your career in this growing field. Additionally, this course will prepare you to take the HRCI's Professional Certification in Human Resources (PHR) exam. The PHR certification recognizes that an individual holds the knowledge and experience needed to excel in human resource management.

GES419

ONLINE COURSE

\$1,945

Freight Broker/Agent Training

This Freight Broker/Agent Training program provides you with the comprehensive skills needed for building a successful freight brokerage or freight brokerage agency. The program is designed to educate you about the foundational aspects of brokering shipments. Learn the laws and terminology necessary to set-up your business; learn about valuable tools and software, contracts and forms; and learn how to find shippers and do ratings. This training will provide you with the knowledge, insight, and direction to help you stand out in this growing industry. After completing this program, you will understand the steps for setting up carrier and shipper packets and contracts, marketing and advertising avenues, rate quotes, how to interact with shippers and carriers to keep lines of communication open, and valuable negotiation skills.



GES703

ONLINE COURSE

\$1,895



Cybersecurity Boot Camp

The global cybersecurity market size is expected to grow to \$345 million by 2026, with 33% employment growth by 2030, with corresponding salary ranges anywhere from \$70,000 - \$160,000. To meet this increase in demand, the industry needs more qualified cybersecurity professionals that are both trained and certified. The Cybersecurity Boot Camp will help you gain the skills and earn the credentials to enter the cybersecurity workforce. Throughout this comprehensive six-month program, you will be asked to spend 15-25 hours a week to master the material, including basics from computer hardware and networking, network security, offensive, defensive security, and ethical hacking. You also will cover CompTIA A+, Network+, Security+, CySA+, Ethical Hacking, and Pentest+ certifications.

GES3048

ONLINE COURSE

\$4,275

For detailed course descriptions, and pricing for these and many more ed2go training programs, visit:

pcclearn.org/careers

Online Certificate Programs & Courses

Self-paced, designed for busy lives.

Certificate Programs

Bookkeeping Certificate
Certificate in Accounting and Finance for Non-Financial Managers
Certificate in Basic Game Design
Certificate in Business Writing
Certificate in Customer Service
Certificate in Data Analysis
Certificate in Effective Grammar
Certificate in Leadership Development
Certificate in Learning Styles
Certificate in Mastering Excel
Certificate in NonProfit Administration
Certificate in Online Teaching
Certificate in Project Management
Certificate in Teaching Adults
Certificate in Web Design
Certificate in Workplace Communication
Coding Certificate
Digital Marketing Certificate
Diversity, Equity and Inclusion in the Workplace Certificate
Entrepreneurship Certificate
Management Certificate
Managing Remote Workers Certificate
Mastering Video Marketing Certificate
Power BI Certificate
Social Media for Business Certificate
SQL Certificate
Supervisory & Leadership Certificate
WordPress Certificate

Professional Courses

Accounting and Finance for Non Financial Managers
Adobe Illustrator Essentials
Adobe InDesign Essentials
Adobe Photoshop Essentials
Advanced Data Analysis
Advanced Excel
Advanced Google Analytics
Advanced Live Online and Zoom Instructor Training
Advanced Marketing Concepts
Advanced Power BI
Advanced Teaching Online
Advanced Web Design
Beginning Conversational Spanish
Boosting Your Website Traffic
Business Writing
Cash is King
Closing Procedures and Financial Statements
Collaborative Management
Conflict Management
CSS Fundamentals
Designing Online Instruction
Developing the Socialization Skills for Students with ASD in the Inclusive Classroom
Developing Your Leadership Skills
Developing Your Professional Career
Digital Reporting
Effective Copywriting
Entrepreneur Boot Camp
Entrepreneurial Marketing
Extraordinary Customer Service
Financial Analysis and Planning for Non-Financial Managers
Fostering Online Discussion
General Ledger and Month End Procedures
Generational Learning Styles for K-12 Teachers
Google Analytics
HTML Fundamentals
Improving Email Promotions
Integrated Marketing Best Practices
Integrating Social Media Into Your Organization
Intermediate Data Analysis
Intermediate Excel
Intermediate Power BI
Intermediate Video Game Design
Intermediate Web Design
Introduction to Coding
Introduction to Data Analysis
Introduction to Game Design
Introduction to Power BI
Introduction to Project Management
Introduction to Social Media
Introduction to SQL
Introduction to Web Design
Keys to Customer Service
Leadership Principles
Lean Six Sigma
Management Boot Camp
Managing Generations in the Workplace
Managing Remote Workers
Marketing Using Social Media
Mastering Computer Skills for the Workplace
Mastering Microsoft Excel
Negotiation: Get What You Want
Online Advertising
Podcasting
Program Evaluation for Nonprofits
Project Management Knowledge Areas
Project Management Processes
Remote Working and Communicating
Revenue Generation for Non-Profits
Spanish for Medical Professionals
Successful Print Marketing
The Business Plan
Understanding Debits and Credits
Using Personality Profiles for Better Work Performance
Video Marketing
Writing News and Press Releases
YouTube for Business



CAREERS

Career Degrees and Certificates also available.



Featured Online Certificate Programs

Self-paced, convenient start dates.

Social Media for Business Certificate

If you are not using Social Media to reach your customers, then, *you are not reaching them*. Join the high tech and growing way to communicate, market, and serve your customers and clients. Options range from Facebook and Twitter to blogging, YouTube, and LinkedIn. Discover the new principles of communication that apply across all networks, how these specific social networks work, and the possible uses for your organization. Learn how to use social networks to develop a two-way communication and marketing strategy for your organization. Find out what you can be doing, what you should be doing, and take-away a plan to integrate social networks into your communication and marketing. You will gain both an understanding of social networks as well as practical, how-to techniques to integrate social networks into your organization or business.



4517X

ONLINE COURSE

\$495



Diversity, Equity, & Inclusion in the Workplace Certificate

Diversity, Equity, and Inclusion (DEI) is not just a phrase as each word speaks to distinct values. Seventy-five percent of the world's major conflicts have a cultural dimension and the culture sector now accounts for 6.1% of the global economy. The United Nations reports that creative and cultural industries (CCI) generate annual revenues of \$ 2,250b, and employ nearly 30 million people, many of whom are aged 15 to 29 than any other sector. To improve diversity, achieve equity, and foster inclusion one must be intentional, consistent, and courageous. The Diversity, Equity, and Inclusion in the Workplace Certificate focuses upon improving cultural competence and encourages continuous learning. This program includes the following topics: What is DEI, Inclusive Communication, and DEI and Organizational Success.

4364X

ONLINE COURSE

\$495

Managing Remote Workers Certificate

Discover the keys to communicating with and managing remote workers, a sector of the workforce that grew exponentially during the pandemic. Even now, 80% of employers continue to support employees working from home part of the week; and studies reference that employees working from home are 25% more productive than are those working in an office. Tap into the experience of a CEO who has been managing remote workers for 22 years. He has pioneered the fundamental processes and procedures; and consulted with organizations around North America about managing remote workers. Once you have completed all courses, passed the exam, and written a short paper, you will become a Certified Remote Work Manager (RWM), sponsored by the Learning Resources Network.



4366X

ONLINE COURSE

\$395



Certificate in Leadership Development

This program, designed for emerging leaders in the Gen Y (millennial) generation (born 1980-1999), provides how-to practical information about advancing your leadership potential and making a difference in both the workplace and in society. What does it take to become an effective leader? Are leaders born, or developed? Discover your style of leadership: discuss task completion, how to build relationships with your subordinates, becoming socially perceptive to changes in the workplace, using your emotions in a positive and effective manner, and addressing challenging goals. Also, discern the unspoken secrets that leaders know, the behaviors they exhibit, and the strategies they employ for influencing others. Become an effective leader by knowing the do's and don'ts; what to say, what not to say; and what to do, what not to do.

4482X

ONLINE COURSE

\$395

For course descriptions, schedules, and pricing for these UGotClass programs and courses, visit:

pcclearn.org/ugotclass

ONLINE COURSES FOR EVERY INTEREST

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SPOTLIGHT



Spring is Here!

Start Dates:

March 13

April 17

May 15

June 12

**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.

**Inspiring instructors!
Captivating courses!
Satisfied students!**

Enrichment 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
Professional Sales Skills
Administrative Assistant Fundamentals
Fundamentals of Supervision and Management
Managing Customer Service
Project Mgmt Fundamentals

Computer Applications

Intro to Microsoft Word
Intermediate Microsoft Word
Advanced Microsoft Word
Intro to Microsoft Excel
Intermediate Microsoft Excel
Advanced Microsoft Excel
Intro to Microsoft Access
Intermediate Microsoft Access
Advanced Microsoft Access
Intro to Photoshop CC
Intermediate Photoshop CC
Intro to InDesign CC
Intro to Illustrator CC
Intro to Animate CC
Photoshop Elements for the Digital Photographer

Design and Composition

Creating Web Pages
Intro to CSS3 and HTML5
Creating WordPress Websites
Designing Effective Websites
Responsive Web Design
Intro to JavaScript
Discover Digital Photography
Secrets of Better Photography
Photographing People with Your Digital Camera

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 Conv French
Conversational 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
Start Your Own Edible Garden
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
How to 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

Writeriffic: Creativity Training
Write Your Life Story
Mystery Writing
Travel Writing
Intro to Screenwriting
The Keys to Effective Editing
Beginner's Guide Getting Published
Write Effective Web Content
Write and Publish Nonfiction Books

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

ed2go.com/pcclearn

ENTREPRENEUR

e-Commerce

Instructor: Kevin Boyd

Sell it on eBay!

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.

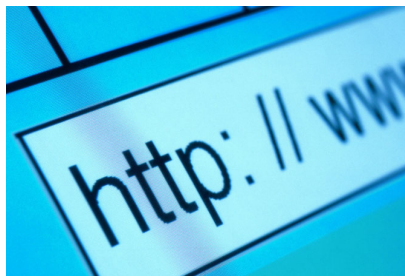
0528X ONLINE COURSE \$115
 Mar 25 & 27 Mon & Wed 6pm-9pm
 Logon info emailed prior to start date.

Sell it Online!

Don't Throw it Away

E-marketplaces are an excellent way to generate revenue by selling personal items or by creating a new e-commerce business. This workshop presents an essential comparison and review of the top selling platforms. Easy-to-understand analyses are provided for each top site for marketplace description, size, product categories, typical buyers, and sellers. Also covered are the pros and cons of each site, the dos and don'ts, photography tips, and seller requirements including costs, getting paid, and how to register. This comprehensive overview will help you set your direction and determine which platform(s) and marketing strategies are the best match for your online success.

0533X ONLINE COURSE \$75
 Apr 4 1 Thu 6pm-9pm
 Logon info emailed prior to start date.



Create a Website for Fun, Profit & Business!

Websites: Alluring, engaging, exciting or boring, stale, difficult. We all have logged on and have encountered both. Creating a website can be a rewarding experience when done correctly. Join us to discover the best copy/paste, drag and drop website builders to meet your needs for creating appealing, modern, dynamic, small business websites. Included is a complete comparison review of the top Website and E-commerce Store builders. Determine the best planning and layout for your site's specific requirements, with an attention-grabbing Initial Focal Point. Learn Search Engine Optimization (SEO), Social Media Marketing, and the Tips and Traps and Dos and Don'ts of website design. Discover the #1 Secret to a successful website and the #1 Mistake that will ruin a business website.

0343X ONLINE COURSE \$75
 Mar 26 1 Tue 6pm-9pm
 Logon info emailed prior to start date.

*Kevin also teaches **Create Your "Grab & Go" Rapid Exit Plan!** - page 27.*

Entrepreneurship Certificate



In partnership with UGotClass

Boost your chances of success for your new or small business while reducing your risks. Discover the latest about planning your business, brainstorming business ideas, and creating a checklist for going into business. Learn how to create a business plan, including assessing business feasibility, and how to prepare management and financial plans. Take home a step-by-step plan to attract and keep customers, with an emphasis on customer-driven marketing decisions and building a strong brand. At the end of this certificate, you will be able to identify the abilities required of successful entrepreneurs and how to acquire them; develop goals to help establish your business; develop an outline for your plan; and take home techniques to successfully manage and market your new business.

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

COURSE LIST:
 Entrepreneurship Boot Camp
 Entrepreneurial Marketing
 The Business Plan

4530X ONLINE COURSE \$495
 Start: Apr 1, Jun 3

Start and Operate Your Own Home-Based Business

In partnership with ed2go

Starting a home-based business is the hottest trend in today's challenging business environment! Learn how to be your own boss and eliminate the stress of having a job. The benefits of working from home are endless! Earn what you deserve, be independent, qualify for tax deductions, eliminate commuting, and avoid office politics. Learn how to develop the entrepreneurial qualities - motivation, discipline, creativity - that you will need to succeed! This class is a great way to start your own business or enhance the one you already have. Course starts monthly.

ONLINE COURSE \$129
 Start: Mar 13, Apr 17, May 15, Jun 12
 ed2go.com/pccllearn for more information.

For Business Owners

Instructor: Connie Sparks

The ABCs of Starting a Business

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

0423X **PCC - Room R111** **\$55**
Feb 24 1 Sat 10am-12pm



You Need a Business Plan!

This highly interactive workshop is designed to aid the business owner (startup or existing) in developing a viable plan to get a business growing or continuing to grow in the right direction. Attendees will engage in step-by-step exercises, covering all sections of a business plan necessary to secure financing. This practice will foster thought processes required to create a plan, constructively define goals, and establish objectives. \$20 materials fee payable in class.

0422X **PCC - Room R111** **\$59**
Mar 9 1 Sat 10am-1pm

Marketing Made Easy on a Small Budget

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

0429X **PCC - Room R111** **\$55**
Mar 23 1 Sat 10am-12pm

Become a Certified Small Business

Are you thinking about new ways and opportunities to grow your business and stand apart from the competition? This workshop is a great place to learn how to capture exponential revenue through government, public, and private contracting opportunities through set aside certification status. Topics include:

- Certification requirements
- Certification status and benefits
- Application process
- Marketing to state, local, and education (SLED) agencies
- Why government, municipalities, and institutions do business with small businesses
- How to capture contracting opportunities

\$10 materials fee payable in class.

0439X **PCC - Room R111** **\$55**
Apr 13 1 Sat 10am-12pm

Apps/Content

Instructor: Bob Cohen

Make an App for That

Apple and Android devices continue to sell like hotcakes making apps for these gadgets in great demand. It is a big business! Discover what makes a great app, how to take your app idea from concept to market, the new tools for making apps with little or no programming experience, and how all this translates into income! Getting your app on iTunes or Google Play Store and promoting and pricing your app is critical for success. Students receive a workbook and one-year online membership to website articles, class downloads, and instructor discussion group. \$20 materials fee payable in advance.

0520X **ONLINE COURSE** **\$59**
Mar 14 1 Thu 6pm-9pm
Logon info emailed prior to start date.



Content Creation in Five Steps

2-Second attention span on Social Media (CareerArc); 3-Seconds to get their attention (White Hutchinson); 8-Seconds to hook them before their short attention span whisks them away (Entrepreneur). Seconds, mere seconds! Do you want or need to create content for your website, newsletter, or social media that will be noticed and remembered, but struggle to do so? Join this workshop and discover the five steps used by the pros to produce articles, blogs, product descriptions, and social media posts. Starting with the basics, the five essential steps to writing, formatting, choosing images, and creating a calendar for scheduling will be covered. Learn about writing, photography, and audio/video tools, along with posting content applications. \$20 material fee (for a download of the workbook, a video recording of the class, and a membership to Bob Cohen's website) payable in advance.

0506X **ONLINE COURSE** **\$59**
Mar 26 1 Tue 6pm-9pm
Logon info emailed prior to start date.

Internet Marketing Classes

Instructor: Bob Cohen

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.**

When registering, indicate class date.

0501X	ONLINE COURSE*	\$59
Feb 27	1 Tue	6pm-9pm
0501X	PCC - Room R117	\$59
Mar 16	1 Sat	9am-12pm

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.**

When registering, indicate class date.

0502X	ONLINE COURSE*	\$59
Mar 5	1 Tue	6pm-9pm
0502X	PCC - Room R117	\$59
Mar 16	1 Sat	1pm-4pm

*Logon info for online courses provided prior to start date.

Search Engine, Google Ads, Email, and E-commerce 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.**

When registering, indicate class date.

0505X	ONLINE COURSE*	\$59
Mar 12	1 Tue	6pm-9pm
0505X	PCC - Room R117	\$59
Mar 23	1 Sat	9am-12pm

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.**

When registering, indicate class date.

0507X	ONLINE COURSE*	\$59
Mar 19	1 Tue	6pm-9pm
0507X	PCC - Room R117	\$59
Mar 23	1 Sat	1pm-4pm

Internet Marketing Certificate

Receive a discount by signing up for all four courses at once! Earn 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! With discounted course fees, you pay only **\$205**. That is a discount of **\$31!**

Note: There are additional materials fees for each class. \$30 for in-person courses (hard copies) payable in class, and \$20 for online courses (downloadable material) payable in advance.

Problem Solving with Excel

Instructor: Jackson Pan

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. It will help you "Excel!" \$5 materials fee payable in class.

Prerequisite: Basic Excel knowledge is recommended but not required.

0577X	PCC - Room R123	\$59
Mar 23	1 Sat	9am-12pm

Google Suite Basics

Instructor: Dr. Dorothy Kegler

Google Suite is a cloud-based platform with unlimited storage for files, photos, documents, and emails. This workshop covers the basics of five Google Suite apps: *Google Drive* (cloud storage of files), *Google Docs* (word processing), *Google Sheets* (spreadsheets), *Google Slides* (presentations), and *Google Forms* (fill-in forms). Join us for this straightforward approach to understanding each app to create, edit, save, and share documents. **Note:** To participate, students must have a Gmail account, a free email service provided by Google, and must bring a laptop or tablet to class.

When registering, indicate class date.

0532X	ONLINE COURSE	\$65
Mar 23	1 Sat	10am-1pm
0532X	ONLINE COURSE	\$65
May 4	1 Sat	10am-1pm

Logon info emailed prior to start date.

UI/UX Design

In partnership with ed2go

User interface (UI) and user experience (UX) design have emerged as the prototype of all digital design for websites, apps and other devices, and is one of the most valuable skills in today's digital design environment. This course provides a concentrated but substantial introduction to every key element in UI/UX design. Integrated throughout the course are real-world examples and skill-building materials that prepare students to enter into or become more valuable participants in the field of UI/UX design. Course starts monthly.

ONLINE COURSE	\$129
Start: Mar 13, Apr 17, May 15, Jun 12	
ed2go.com/pcclearn for more information.	

Investment Classes

Instructor: Jalon O'Connell

Stocks-Bonds-Mutual Funds (ETFs)

What They Are & How They Work

This course is perfect for those who want to learn more about the stock, bond, and mutual fund markets and how they work. Topics covered will include how to read the financial information found online, what influences the prices of stocks, bonds, and mutual funds; load and no-load mutual funds, ETF's; how interest rates can affect your financial well-being, and how to manage risk. The course will highlight issues such as stock and index options, domestic and global stock markets, new and hot issues, selling short, tax-free bonds, buying stock on margin, how the stock exchanges work, dollar cost averaging, how to read a typical account statement, retirement plans (IRAs, SEP-IRAs, Roth IRAs, 403Bs, 401ks, Annuities) and how market prices respond to news. Several stock market theories will be discussed and explained.

0409X ONLINE COURSE \$69
Apr 16 & 18 Tue & Thu 6:30pm-9pm
Logon info emailed prior to start date.



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 PCC - Room R104 \$69
Mar 16-Mar 23 2 Sat 9:30am-12pm



NEW Financial Literacy Workshop

Empowering Your Financial Future

Instructors: David Sanepour and Lindy Bell

This comprehensive financial education course is designed to empower individuals with the knowledge and tools necessary to achieve their financial goals, secure a prosperous future, and take control of their financial destiny. Whether you are starting your financial journey or looking to enhance existing financial skills, this course covers essential concepts and strategies, including wealth accumulation, debt management, protection of assets and health, and optimizing retirement benefits. Join us for a transformative journey toward financial well-being and secure your path to lasting financial security and prosperity. \$15 materials fee payable in class.

0352X AHS - Room H104 \$79
Feb 26-Mar 11 3 Mon 6:30pm-8:30pm

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 \$129
Start: Mar 13, Apr 17, May 15, Jun 12
ed2go.com/pcclearn for more information.

Property Investment

Instructor: Seewung Yee

NEW Buy Long-Distance Income Property

A Post-Pandemic New Normal

The shift towards remote work has forever transformed the real estate investing landscape. Now is the time to position yourself at the forefront of this change. Escape the traditional work grind and build a passive rental income that can replace your W-2 income. Diversify your investments across a combination of short-term, medium-term, and long-term rental properties. Discover how to look beyond your local market and identify the top real estate markets in the country. Join us for this dynamic and exciting workshop!

0351X ONLINE COURSE \$65
Mar 6 1 Sat 9am-12:30pm
Logon info emailed prior to start date.

Real Estate Portfolios - Passive Cashflow

Escape the Rate Race and Retire in 5-7 Years!

Why wait 40 years to retire? Work smart, not hard! Replace your W-2 income with passive rental income in 5-7 years. In this masterclass, discover:

- Turnkey real estate
- Landlord versus investor
- Maximize cash flow and appreciation
- Five ways real estate pays
- Why cash no longer is king
- Good and bad debt
- How higher rates today accelerate wealth tomorrow
- Invest one hour a week "managing" your portfolio, outsource the rest
- Best, affordable US housing markets

Bonus: Understand how remote work's new-normal has forever transformed medium-term rentals (30-365 days rentals), an emerging real estate asset class which is changing the real estate investing world. Be at the forefront of this change!

0306X ONLINE COURSE \$65
Apr 6 1 Sat 9am-12:30pm
Logon info emailed prior to start date.

Property Investment

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 workshop is for you! Topics include:

- Getting started
- Financing (down payments)
- Converting garages and new construction into 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

When registering, indicate class date.

3925X PCC - Room R117 \$55
Feb 24 1 Sat 11am-1pm

3925X PCC - Room R117 \$55
Apr 27 1 Sat 11am-1pm

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!

When registering, indicate class date.

3922X PCC - Room R117 \$55
Mar 9 1 Sat 11am-1pm

3922X PCC - Room R117 \$55
May 18 1 Sat 11am-1pm

Home Buyer Survival Guide

For the First Time Buyer

Instructor: Kyle George

The home buying process can be tough to navigate. Learn how to simplify the process and gain knowledge to find your forever home. This workshop provides a detailed breakdown of the home buying process from start to finish. Topics include:

- Mortgage qualification
- Navigating interest rates
- Stand out in a competitive market
- Avoid home buyer pitfalls

These and many other topics will be discussed enabling you to gain confidence and achieve your goal of homeownership.

When registering, indicate class date.

3910X PCC - Room R115 \$59
Feb 24 1 Sat 9:30am-12:30pm

3910X PCC - Room R115 \$59
May 4 1 Sat 9:30am-12:30pm



NEW Seller Mistakes

What Your Agent Never Told You

Instructor: Michael Bell

How do professional real estate agents sell? Join us in this comprehensive course designed to provide an introduction to the fundamental principles of selling real estate, with a focus upon consumer protection and providing valuable guidance for achieving success in the industry. Discussion will include specific and essential aspects that only the top agents know how to use, thereby ensuring a well-rounded understanding of the subject. The course will be taught by a highly respected licensed real estate broker and acclaimed author, whose book, "Seller Mistakes" achieved an impressive #3 ranking on The Wall Street Journal's bestseller list. As an added bonus, participants will receive a complimentary copy of the book, further enriching their knowledge in this field.

When registering, indicate class date.

3919X PCC - Room R117 \$59
Mar 2 1 Sat 10am-1pm

3919X PCC - Room R117 \$59
May 4 1 Sat 10am-1pm

NEW Reverse Mortgage

Instructor: Mario Manzanilla

Commercials and ads abound proclaiming the benefits of Reverse Mortgages, but what are they really, how do they work, and what are the pros and cons? This workshop is designed for homeowners who are at least 62 years old, the children of senior homeowners, and realtors. Join us and learn the main benefits and strategies of using a Reverse Mortgage to purchase a home (downsizing, upsizing) or simply to stay in a home. A Reverse Mortgage may be used as a financial tool to help cash poor, equity rich homeowners who are 62 or older improve finances and prolong savings throughout retirement. Reverse Mortgages offer a solution with no mortgage payments for the rest of the homeowner's life. The program is backed by the Housing and Urban Development and Federal Housing Authority.

When registering, indicate class date.

3914X PCC - Room R121 \$55
Feb 24 1 Sat 10am-12pm

3914X AHS - Room H105 \$55
Apr 24 1 Wed 6:30pm-8:30pm



California Real Estate Licensing Program

Real estate licensing is unique to each state, with new regulations and changes the norm. If you are thinking about earning your real estate license, consider PCC Extension and The CE Shop, a leader in the field of real estate training. California requires three courses, each comprised of 45 hours for a total of 135 hours. At the conclusion of your coursework, there is a final exam. A passing grade of 70% enables you to sit for the California licensing exam. Once all requirements have been met, the California Department of Real Estate will issue your California Real Estate Salesperson License. Get started today by visiting the PCC Extension-The CE Shop website for all steps and information.

PCCExtension.TheCEShop.com

RETIREMENT



Live, Work or Retire Abroad - Affordably!

Instructor: Bob Cohen

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

2305X ONLINE COURSE \$59
 Mar 7 1 Thu 6pm-9pm
 Logon info emailed prior to start date.

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?

When registering, indicate start date.

2262X PCC - Room R117 \$49
 Apr 13 1 Sat 9:30am-11am

2262X PCC - Room R117 \$49
 Jun 8 1 Sat 9:30am-11am

Tax / Social Security

Instructor: Mark Basile

Taxes in Retirement

Tax Sale of a Lifetime

Learn how to generate tax-free income by using overlooked tax tips per IRS guidelines. Given recent legislation, now is the 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, Medicaid, and pay interest on our 31.3 trillion-dollar debt? Increase our taxes! And accounts like 401Ks, IRAs, and those who have an inheritance are the low-hanging fruit.

0432X PCC - Room R123 \$55
 Mar 9 1 Sat 11am-1pm

Social Security

New Social Security laws and modifications to past laws may affect your benefits and the way you make your election. Wisely managing your Social Security benefits begins with understanding the facts and knowing your options. This lively and informative workshop will provide a clearer understanding of options, discuss steps to avoid potential pitfalls, and explain the latest strategies for maximizing benefits. Topics include:

- Maximizing benefits and minimizing taxes
- Filing decisions and benefit ramifications
- Filing for benefits while still working
- Considerations for delaying the start of Social Security benefits
- Options available for widowed, divorced, single, or married individuals
- Social Security income with other income sources

0305X PCC - Room R123 \$55
 Apr 6 1 Sat 11am-1pm

Passport to Retirement

Instructor: Allen Yee

Passport to Retirement® provides participants the knowledge they need to succeed in retirement. The comprehensive content addresses creating a vision for your retirement, understanding the costs you will incur, and leveraging diverse income sources to their best advantage. Discussion includes:

- IRAs, Annuities, Workplace Retirement Plans
- Tax liabilities and how best to manage
- Medicare, Long-term Care Insurance, Life Insurance
- Investing, Risk, Diversification
- Estate Planning: Probate, Taxes, Distribution, Legacy, Inheritance

This course is for individuals:

- Nearing retirement
- Already retired

Enrollment includes instruction from an experienced Certified Financial Planner™, a personal financial worksheet, a comprehensive workbook, and an optional, no-cost consultation. When you think about retirement, do you have more questions than answers? Attendees are encouraged to bring their questions. Planning for a financially secure retirement does not need to be confusing. This course identifies obstacles and provides the steps for creating a plan so you can Retire Abundantly.

When registering, indicate start date.

0403X PCC - Room R104 \$39
 Feb 24-Mar 2 2 Sat 9am-12pm

0403X PCC - Room R104 \$39
 Apr 27-May 4 2 Sat 9am-12pm



ART



Asian Printmaking


Instructor: Charlotte Chen

Asian printmaking is beautiful, captivating, and serene. If the idea of peacefully capturing images using various printmaking techniques, such as woodblock, linocut, and calligraphy intrigues you, join us as we explore this celebrated art form. All printing will be done using a Japanese baren (a 6-inch diameter bamboo disk) and nontoxic, water-based inks. Discussion will include various Asian papers and printing inks. Class is suitable for beginners as well as for artists in the textile, fashion, and commercial fields. Tools will be provided in class. No expensive equipment is needed! Bring pencil, paper, scissors, an X-Acto knife (with extra blades), and a few simple images for carving. \$50 materials fee payable in class (cash only).

3328X PCC - Room CA305 \$95
Mar 9-Apr 6 5 Sun 12:30pm-3:30pm


Note Regarding All Art Classes:

Please confirm status of class before purchasing supplies.



ART

A variety of studio art courses are offered through Credit.



Asian Art

Instructor: Seung-Yeon Oh

Asian Brush Painting

Oriental ink art, also known as Literati painting, is an East Asian type of brush painting using black ink, bamboo brushes, and rice paper. Students will learn about this unique art form through short lectures, demonstrations, and hands-on experience. *Students must bring their own supplies. Supply list available at: pcclearn.org/supplies. \$5 materials fee payable in class.*

0226X PCC - Room CA305 \$145
Apr 27-Jun 1 6 Sat 10am-1pm



NEW Korean Folk Art

Minhwa, the extraordinary and unconventional form of traditional Korean folk art, illustrates the common people's freedom of expression to reveal their innermost thoughts and dreams. This traditional Korean folk art of colorful painting was popular from the 17th to 19th centuries, until the end of the Joseon era. Many were painted by anonymous artists and shared among commoners to enrich the everyday lives of people in Korea. Free from formal contents, Minhwa expresses one's honest desire and good wishes for others in bright colors, humor, and hope. Using this art form, the common people of Korea were able to express their desires using various forms, from birds and flowers, to tigers and dragons, and also incorporated the ten longevity symbols. While evoking profound empathy and familiarity in the observer, it is an invaluable part of Korea's cultural heritage. *Students must provide their own materials and bring them to the first class. The supply list is available at pcclearn.org/supplies.*

0224X PCC - Room CA305 \$145
Apr 27-Jun 1 6 Sat 2pm-5pm



NEW Gyo-taku Fish Painting

Instructor: Paula Whiteman

Hundreds of years ago Japanese fishermen used to paint fish as a way to keep a record of their catch. This beautiful recordkeeping practice led to Gyo-taku art, also known as fish printing, a Japanese type of brush painting using paint, brushes, and either paper or fabric. Join us to learn about this exquisite and expressive art form through short lectures, demonstrations, and hands-on experience. Both real and artificial Gyo-taku fish replicas will be provided for use. *Students must provide their own materials and bring them to the first class. The supply list is acrylic paint (minimum of black, white, yellow, red, and blue), brushes, paper (recommended 12" x 18"), including newsprint, and a blank t-shirt, if desired. \$10 materials fee payable in class.*

0208X PCC - Room CA305 \$79
Mar 2 1 Sat 9:30am-4:30pm

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 \$115
Start: Mar 13, Apr 17, May 15, Jun 12
ed2go.com/pcclearn for more information.

DANCE

Hip Hop & Funk Dance

Instructor: Jeffrey (Jhazz) Yarbrough

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

1815X PCC - Room W201 \$75
Mar 2-Apr 13 6 Sat 8:45am-9:45am

Jeffrey also teaches *Self-Defense I & II* - page 25.

Russian Ballet

Instructor: Catherine Round

Agrippina Vaganova was born in 1879 in what is now called St. Petersburg. A ballerina and teacher, she developed a technique and method of teaching based upon the style of the renowned Imperial Russian Ballet. Intrigued? Join us to discover this ballet legend, and the how and why of each of her codified steps and exercises. Once you have achieved strength and structural awareness, you will be able to move more freely and be more naturally expressive! This Russian ballet technique workshop is designed for adults with no previous dance experience. Wear comfortable, fitted clothing and ballet shoes. A graduate of the Bolshoi Ballet Academy Teaching Certification Program, the instructor, Catherine Round, holds certifications for all levels from beginning to advanced. If you have any questions, you may email her at: catherine@roundballetworks.com.

1821X PCC - Room W201 \$155
Mar 23-Apr 27 6 Sat 9am-10:30am

Class held at The Lineage Performing Arts Center, 920 E. Mountain St., Pasadena.



DANCE

Dance courses also offered through Credit.



MUSIC

Guitar

Instructor: Spencer Artwick

Acoustic Guitar

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

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

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

3025X PCC - Room CA117 \$99
Feb 24-Mar 16 4 Sat 10am-12pm



Acoustic Guitar II

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

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

3026X PCC - Room CA117 \$99
Mar 23-Apr 13 4 Sat 10am-12pm

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

Tap Dance

Instructor: Dolores Cruz

Shuffle Ball Change - Beginning

Join us to tap, tighten, and tone while having fun tapping! Tie up your tap shoes and discover a fun way to keep moving while staying in shape and learning about the fundamentals of tap. New steps are introduced and reviewed each week to provide you with a strong tap foundation by the end of the course. **See note.**

When registering, indicate start date.

1808X PCC - Room W201 \$75
Feb 24-Mar 30 6 Sat 10am-11am

1808X PCC - Room W201 \$75
Apr 27-Jun 1 6 Sat 10am-11am

Shuffle Ball Change - Intermediate

Continue tapping with this next level tap course. Tap Technique II moves forward from tap basics and introduces more complex combinations that move at a faster pace. Exercise while having fun – what could be better!? We will work on a dance routine that will build with each class and will be completed by the last class. **See note.**

Prerequisite: Shuffle Ball Change, or previous tap class experience.

1809X PCC - Room W201 \$75
Apr 27-Jun 1 6 Sat 11am-12pm

Tappercize

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

2796X PCC - Room W201 \$75
Feb 24-Mar 30 6 Sat 11am-12pm

Note: Tap shoes required. Classes designed for adults.



Singers - Your Body is Your Instrument

Instructor: Judith Townsend

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

When registering, indicate class date.

6150X PCC - Room V208 \$89
Mar 3-Mar 24 4 Sun 2pm-5pm

6150X PCC - Room V208 \$89
Apr 21-May 19 4 Sun 2pm-5pm

Continuing Music at PCC!

Piano Ensemble (Music 43)

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

Required Textbook:

Gurlitt, Hours of Rest, op. 102, Schott/
Hal Leonard (ISBN: 9783795745233)

Registration: *Must qualify.* Email Wen-Ting Huang at whuang10@pasadena.edu; or call 626-428-5280 to schedule audition.

Note: This is an in-person class but can be taken online upon approval of instructor. Please Indicate your preference with the instructor when you schedule your audition.

3043X PCC - Room CA116 \$225
Feb 20-Jun 11 16 Tue 6pm-8pm

Chamber Music (Music 70)

Instructor: Francisco Castillo

This online course is designed to promote talent, educate students, and instill understanding and appreciation of small chamber music groups. Students will have the opportunity to virtually practice, and perform with various ensembles. Ensembles will include brass, string, and woodwind combinations formed into duets, trios, quartets, quintets, and a small chamber orchestra. Pianists, percussionists, and vocalists may enroll, participate, and perform with these and other ensembles. Members of current ensembles are welcomed to enroll. All students will attend the scheduled online meeting on Tuesday evenings. Additionally, the instructor will arrange weekly individual online meetings with each enrolled student on Zoom and FaceTime. Students will learn basic recording techniques for their instrument and prepare a repertoire of different genres. Students also will participate in collaborate projects culminating in at least two different online concerts during the semester. *Not designed for beginners.*

Registration: *Must qualify.* Email Francisco Castillo at oboesolo@sbcglobal.net; or call 626-422-4582 to schedule audition.

3070X PCC - Room CA134 \$225
Feb 20-Jun 11 16 Tue 4:20pm-6:05pm

These music courses are continuations of PCC credit offerings. Continue to practice, come together with community members, and keep on making music!

Harmonica

Instructor: David Broida

Harmonica, Blues Style

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

3009X PCC - Room R104 \$45
Apr 13 1 Sat 10am-11:30am



Harmonica, Folk Style

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

3004X PCC - Room R104 \$45
Apr 13 1 Sat 11:45am-1:15pm

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

ENRICHMENT



Music

Instrument and vocal courses are offered through Credit.



Arts & Crafts

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 workshop, students will learn how to create unique candles to admire and share for less than what they cost in stores. Students may be able to complete several candles and learn skills enabling them to continue on their own. Discussion includes how to get started, types of candles, candle molds, adding fragrance and color, and materials and supply sources. **See note.**

3342X **PCC - Room CA109** **\$55**
 Mar 17 1 Sun 10am-1pm



Bath Products

Shampoo, Shower Gel & Bubble Bath

In this fun workshop, participants will discover simple techniques for making one-of-a-kind bath products (shampoo, shower gel, bubble bath, bath salt & exfoliate). Discussion 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. Delight in making your own bath products to keep or give as gifts. **See note.**

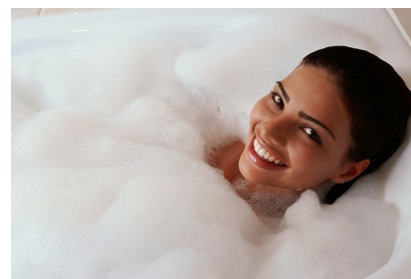
2273X **PCC - Room CA109** **\$55**
 Apr 14 1 Sun 10am-1pm

Body Butter

Cream/Lotion

Want to create a restful retreat in your home where you can relax and rejuvenate your mind, body, and soul? In this workshop, learn how making your own body butter lotion can help achieve this goal. The process is simple, using tools many already have in the kitchen. Most body butter recipes include just a handful of ingredients, and you can make them with whatever scent and therapeutic qualities you desire. You can create body butter so rich and luxurious that you cannot help but love it. **See note.**

3319X **PCC - Room CA109** **\$55**
 May 12 1 Sun 10am-1pm



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 workshop, students will create different types of soaps while learning how to use colors, molds, fragrances, essential oil, extract, herbs, and novelties. Discussion will include how to make organic, natural, or therapeutic soaps. **See note.**

3343X **PCC - Room CA109** **\$55**
 Mar 17 1 Sun 3pm-6pm

Cold Process Soap from Scratch

Want to know how to use the Cold process soap making method to create soap completely from scratch? This workshop will explain the A to Z of cold process soap making so that you can create beautiful handmade soaps right in your kitchen. Experience does not matter, this course is designed for all levels. Whether you are a complete novice or a soap making professional, join us, have fun, and learn something new about making soap at home. **See note.**

3316X **PCC - Room CA109** **\$55**
 Apr 14 1 Sun 3pm-6pm

Fizzy Bath Bombs

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

3324X **PCC - Room CA109** **\$55**
 May 12 1 Sun 3pm-6pm

Note: Each course has a \$30 materials fee payable in class.

ENRICHMENT

Arts & Crafts

Instructor: Isabel Valencia

NEW

Crochet for Beginners

Calling all beginner crochet-ers! In this introductory course students learn the types of yarn available and how to choose the right yarn and hook for your project. Each class will cover basic stitches, such as cast on, finishes, edges, increase, and decrease. Learn how to end your project with a yarn needle or hook, and discover how to make your own tassels, pom-poms, and flowers. Projects include a scarf, hat, bag, and a throw. By the end of the course, students will have the basic knowledge needed for any project. *Students must bring their own supplies. Supply list available at: pcclearn.org/supplies.*

3305X PCC - Room R113 \$105
Feb 24-Mar 23 5 Sat 9:30am-11:30am



NEW

Knitting for Beginners

Have you ever walked by a craft store and marveled at all the beautiful yarn colors and weights? Join us and learn the basics of knitting, the different types of yarn, knitting needles and accessories to use in any project, and the principal stitches. Learn how to measure and calculate how much yarn will be needed for any project, increase and decrease, make your own tassels and pom poms for hats, and how to create any shape to start and finish any project. Course projects include sample stitches, a scarf, a hat, and a child-size sweater. *Students must bring their own supplies. Supply list available at: pcclearn.org/supplies.*

2276X PCC - Room R113 \$105
Mar 30-May 4 5 Sat 9:30am-11:30am

NEW

Hand Sewing, Embroidery & Cross Stitching

Hand sewing is the age-old method used to make garments using just a regular sewing needle. In this course, students learn the invisible stitch and stitches used to repair holes and rips in clothing. Using the embroidery hoop and floss, students will learn the main stitches used to make any creation you can imagine: flowers, birds, landscapes! The course also covers cross stitching. Projects include a stitches sample that may be framed and a pillowcase. *Students must bring their own supplies. Supply list available at: pcclearn.org/supplies.*

3302X PCC - Room R113 \$99
May 11-Jun 1 4 Sat 9:30am-11:30am

Floral Design

Instructor: Evangelina Ucanan

Flowers bring light and beauty into living spaces. Whether a bouquet is inexpensive or very expensive, the way flowers are arranged can make a striking statement. In this beginning workshop, working with fresh flowers and greens, students will design basic arrangements for different occasions. Enjoy the scent of fresh-cut flowers and camaraderie as you unleash your creativity! *Bring scissors and several newspaper sheets. \$80 materials fee payable in class. Different arrangement in each session.*

3615X PCC - Room CA305 \$109
Mar 9-Mar 30 4 Sat 9am-12pm



Note Regarding All Crafts Classes:

Please confirm status of class before purchasing supplies.

Sewing

Instructor: Richard Lee

Sewing I

Begin at the beginning with the basics and you will be amazed at your sewing skills! Students learn the basic operation of a sewing machine, how to sew simple seams and hems, distinguish among various types of fabric, and how to set in elastic bands, bindings, and zippers. Class projects include a tote bag, a skirt, and a knit top. *Bring a basic manual (not digital) sewing machine (with attachments and manual) along with an extension cord and power strip to all class meetings. Also bring thread (black and white), bobbins (2 or 3), chalk (white), scissors, and a seam ripper. Additional supplies and fabrics may be needed. See note.*

When registering, indicate class date.

3311X PCC - Room R309 \$109
Feb 24-Mar 16 4 Sat 9am-12pm

3311X PCC - Room R309 \$109
Apr 27-May 18 4 Sat 9am-12pm



Sewing II

Sewing has had a resurgence. It is a wonderful way to relax and be creative at the same time. The main objective of this course is for students to learn about sewing in zippers, piping, buttons and buttonholes. How to make pleats and gathers, and a little something about different kind of techniques also will be covered. Essential skills learned in the beginning class will be use in this class. There will be two projects to work with in class. *Bring a basic manual (not digital) sewing machine (with attachments and manual) along with an extension cord and power strip to all class meetings. Also, bring tape measure, pencil, charts, ruler, eraser, and marker. Additional supplies may be needed. See note.*

3312X PCC - Room R309 \$109
Mar 23-Apr 13 4 Sat 9am-12pm

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

ENRICHMENT

WRITING

Poetry Workshop

Instructor: Craig Cotter

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 must be submitted to the instructor at least one day before each class, preferably several days before.* The instructor will share your poem with each workshop participant via the PCC email portal. Our class sessions will begin with a poetry reading of all material submitted. Then we will work through each poem 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 if you have not written one. Hearing other students' poems may inspire you in a way that sitting alone with your thoughts may not. **Class is designed for adults.**

When registering, indicate class date.

3226X PCC - Room R226 \$85
Feb 24-Mar 16 4 Sat 10am-12pm

3226X PCC - Room R226 \$85
May 4-May 25 4 Sat 10am-12pm

NEW Intermediate Techniques in Fiction

Instructor: Davin Malasarn

Building upon skills developed in "Fundamentals of Fiction," this course encourages students to explore ways to enhance the drama, character development, and themes in their works of fiction. Students will be able to create polished work with a focus upon revision and critique. Germane to the course, we also will analyze literary works by classic and contemporary writers and discuss routes to publication.

Prerequisite: Fundamentals of Fiction

3231X AHS - Room H105 \$95
Feb 26-Mar 18 4 Mon 6:30pm-8:30pm

Writing for Publication

How to Survive as a Writer

Instructor: Christopher Nyerges

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

3245X ONLINE COURSE \$75
Mar 6-Mar 20 3 Wed 7pm-9pm
Logon info emailed prior to start date.

Jeffrey also teaches Outdoor Classes - page 27.

Using AI Tools for Writing

Instructor: Bob Cohen

AI is being talked about everywhere. It has captured interests and spawned concern, often being referenced to "HAL" in the movie classic, "2001 A Space Odyssey." Discover what AI is about by joining this workshop. Learn how AI tools can write articles, social media posts, emails, website pages, catalog descriptions, blogs, scripts, and newsletters. Watch demonstrations about how to use popular AI tools from Chat GPT, Grammarly, and Microsoft, and also learn what each one offers. Discover tips to achieve the desired result by choosing the best way to ask a question or pose a "prompt." Understand what you need to do to evaluate your AI writing; and become familiar with what to check before using your AI responses as your own: copyright ownership; ethical use.

0511X ONLINE COURSE \$59
Mar 21 1 Thu 6pm-9pm
Logon info emailed prior to start date.

Introduction to Writing

In partnership with ProTrain

Do you have exciting stories, plots or characters dancing around in your head? Do you have a life experience or lesson to share, but do not know where to begin? This workshop is designed for those interested in entering the realm of creative writing for the first time. Our emphasis is on introducing you to the creative writing process. We will explore topics such as setting up your writing environment, creating plots, building characters, writing dialog and editing.

5219X ONLINE COURSE \$139
Self-paced, start anytime.

Screenwriting

Instructor: Brad Saunders

Screenwriting - The Basics

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. **See note.**

3211X AHS - Room H106 \$105
Feb 21-Mar 20 5 Wed 6:30pm-9:30pm

Screenwriting II

This course is an opportunity to work on and develop a script or story idea in a positive, productive, and collaborative environment. The development of your script or idea will be the focus of the course with exercises and feedback designed to improve your story's structure, flow, and the play of your scenes, along with insights into obstacles writers typically face in the completion of a work such as writer's block. Students need a project that is ready for development. Sessions are both experiential and lecture based. **See note.**

Prerequisite: Screenwriting - The Basics is recommended but not required.

3212X AHS - Room H106 \$105
Apr 10-May 8 5 Wed 6:30pm-9:30pm

Screenwriting Workshop


This writing and story development workshop is devoted exclusively to helping you, the screenwriter, develop your story. Students will be encouraged to approach their scripts in unique ways that will serve to unlock each story's potential. Emphasis will be on story development from two angles: the outside in (in terms of plot) and the inside out (in terms of character). It will be assumed the student understands the basics of dramatic writing and has the necessary tools to write a script. Each student will be expected to begin class with a script, treatment, or well-developed story idea from which to work. **See note.**

Prerequisite: Screenwriting - The Basics and Screenwriting II highly recommended.

3215X AHS - Room H106 \$105
Feb 26-Mar 25 5 Mon 6:30pm-9:30pm


Note: *Students will need to submit a formatted, typewritten script.*

ENRICHMENT



WRITING

The English Division offers a variety of writing courses through Credit.



PHOTOGRAPHY

Writing/Publishing

Instructor: Stacy Dymalski

Turn Your Story into a Book

Every story has to have a message and a story arc, and has to logically flow from one point to the next. This class shows you develop your story *before* you sit down to write it; starting with structuring your story so that it has an engaging beginning, middle, and end, as well as defining your book's overall message. Once you have completed this course, you will know "what comes next" each time you start a new chapter. This is not just a writing class, but a story development class, designed to give you clarity when you sit down to write your book.

When registering, indicate class date.

3247X PCC - Room R115 \$55
Mar 16 1 Sat 10am-12pm

3247X ONLINE COURSE \$55
Apr 27 1 Sat 10am-12pm
Login info emailed prior to start date.

Nine Steps to Self-Publishing Your Book

Learn everything you need to know about self-publishing your book, as well as getting it up and selling on Amazon. This course will systematically walk you through the nine steps of the self-publishing process, using practical examples you can apply to your own manuscript. By the end of the course, you will know exactly what it takes, and how much it costs, to self-publish your own book. Stacy's *Nine Steps* textbook is a companion resource that leads the student through the process of self-publishing their own book. *Attendance is mandatory to receive the textbook which will be mailed to students upon conclusion of the course.* \$15 materials fee (for textbook) payable in advance.

When registering, indicate class date.

3248X PCC - Room R115 \$55
Apr 13 1 Sat 10am-12pm

3248X ONLINE COURSE \$55
May 11 1 Sat 10am-12pm
Login info emailed prior to start date.

Beyond Auto Mode

Instructor: Lynne Eodice

Take the next step in your photography adventure in this fun, interactive, and hands-on workshop. Grab your digital camera and learn how to take it off the auto mode for more creative picture taking. Topics include:

- Use camera settings beyond auto
- Understand the relationship between ISO, shutter speed and aperture for greater control in your photography
- Read your camera's histogram to improve photographic exposure
- Use important elements of composition for more dynamic photos
- Learn about various types of lighting and how lighting strengthens images

Students need to bring a fully adjustable digital camera (SLR or mirrorless), camera manual, fully charged batteries, and a media card. In addition to classroom instruction, we will go outdoors on campus to shoot pictures in the afternoon (weather permitting). There will be ample opportunity for questions, discussion, and review of students' work on a voluntary basis.

3122X PCC - Room R121 \$75
May 4 1 Sat 10am-2pm

Photographing People with Your Digital Camera

In partnership with ed2go

Photographing people can be fun, exciting, and complicated! This course will make taking beautiful pictures of adults, children, and babies simple. You will start with the basic principles you need to know in order to become a people photographer. You will discover the best way to shoot faces, fix common close-up problems, and use digital photo editing techniques to retouch your photos and make other improvements. Then you will move onto portrait and formal group shots, where you will learn how to organize people, which angles to use, and which to avoid. You will become proficient in action photography, and gain expertise in filling your photographs with imagery, setting moods, and creating themes. This course will have you well on your way to becoming a skilled people photographer. Course starts monthly.

ONLINE COURSE \$115
Start: Mar 13, Apr 17, May 15, Jun 12
ed2go.com/pcclearn for more information.

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 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.*

3115X PCC - Room R121 \$65
Mar 30-Apr 6 2 Sat 10am-12pm

Discover Digital Photography

In partnership with ed2go

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

ONLINE COURSE \$115
Start: Mar 13, Apr 17, May 15, Jun 12
ed2go.com/pcclearn for more information.



PHOTOGRAPHY

Photography courses also are offered through Credit.



ENRICHMENT

LANGUAGES

Explore France!

Instructor: Jeanne Hart

Everyday French

French, a beautiful Romance language. Whether you are traveling for business or pleasure, speak French and want to relax and enjoy great conversations, or dip your toe in to test the waters of learning a foreign language, come join us and develop or sharpen your French conversational skills. No exams, no grades, no labs, just the pleasure of learning and speaking French with your classmates guided by a native-born instructor. **See note.**

3720X ONLINE COURSE \$159
Mar 6-Apr 17 7 Wed 6:30pm-9:30pm
Logon info emailed prior to start date.

Everyday French II

Calling all Francophiles! This continuation of *Everyday French* adopts a unique and communicative approach to the exploration of the French language, culture, and history. Each session contains a vocabulary presentation, a grammar structure explanation, and an oral section enabling students to express themselves using newly covered materials. Join us as we expand our knowledge of French while visiting with our French friends and virtually traveling and exploring France. **See note.**

Prerequisite: "Everyday French"

3721X ONLINE COURSE \$159
May 1-Jun 12 7 Wed 6:30pm-9:30pm
Logon info emailed prior to start date.

Note: No textbooks required. Classes designed for adults only.

**Everyday French III and
Everyday French IV** also available.



Conversational Japanese

In partnership with ed2go

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

ONLINE COURSE \$115
Start: Mar 13, Apr 17, May 15, Jun 12
ed2go.com/pcclearn for more information.

Discover Sign Language

In partnership with ed2go

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

ONLINE COURSE \$115
Start: Mar 13, Apr 17, May 15, Jun 12
ed2go.com/pcclearn for more information.

Explore Italy!

Instructor: Manuela Terenzi

Everyday Italian

Directions, Dining, Shopping, Public Transportation - Italian Life and Culture. All things Italian, in Italian! We will help you find your way whether you are planning travel, or simply want to join others passionate about conversing in Italian. Keep your language skills sharp while planning your next Italian adventure. *Ciao!*

Required Textbook:

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

3705X ONLINE COURSE \$159
Mar 16-May 4 8 Sat 10am-12:30pm
Logon info emailed prior to start date.

Everyday Italian II

Join us as we continue our instruction in this beautiful language.

Required Textbook:

Ultimate Italian Beginner-Intermediate, by Living Language (ISBN: 9781400009671) available online and at bookstores.

Prerequisite: "Everyday Italian"

3706X ONLINE COURSE \$159
Mar 14-May 2 8 Thu 6pm-8:30pm
Logon info emailed prior to start date.

Speed Spanish

In partnership with ed2go

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

ONLINE COURSE \$125
Start: Mar 13, Apr 17, May 15, Jun 12
ed2go.com/pcclearn for more information.



LANGUAGES

Foreign language courses are offered through Credit.



EXERCISE

Tai Chi/Yoga

Instructor: Dorothy Waterman

Tai Chi

Tai Chi Yang 24 short form is the foundation of this stress reducing class. In this beginner course, students will learn basic movement patterns and breathing techniques designed to enhance balance and strengthen coordination. Be prepared to move deliberately, gently, and intensively. Handouts provided by instructor to facilitate learning. *No mat or previous experience required. Wear loose, comfortable clothing, and bring water to class; No street shoes on dance floor.*

4019X PCC - Room W203 \$85
 Apr 27-Jun 1 6 Sat 1pm-2pm



Laughter Yoga

In 1995, Dr. Kataria developed Laughter Yoga, a program to improve immune response, lower blood pressure, and enhance mood. Laughter Yoga uses techniques to laugh and to breathe, designed to reduce stress. Laughter Yoga techniques is a fun-filled and enjoyable way to release stress. *No mat or previous experience required. Participants sit in chairs.*

2060X PCC - Room R115 \$45
 Jun 1 1 Sat 2:30pm-4pm



Kundalini Yoga

Instructor: Santokh Singh Khalsa

Kundalini Yoga is a rejuvenating and relaxing combination breath and movement, from which anyone may benefit, even those who are stiff or out of shape. Using breath and simple exercises, students learn to release tension and stress while increasing energy. Course covers Yoga practice, basic meditation, philosophy, diet, and lifestyle. Each student receives a copy of the teacher's book about Kundalini Yoga. **Note:** The Awareness Center is committed to protecting the health of our students by providing a safe environment. *To review safety guidelines, see our online course description at pcclearn.org. Wear loose, comfortable clothing and bring a yoga mat to class. Advanced registration required.*

2075X \$89
 Apr 10-May 15 6 Wed 7pm-9pm

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

Qigong Regulation Exercises

Instructor: Benj Sinskul

Qigong is the skillful practice of gathering, circulating, and applying life-force energy. Students will be introduced to a qigong exercise designed for each of the 5 Yin organs: Liver, Heart, Spleen, Lungs and Kidneys. At the end of this course, students will be able to string the individual exercises that they have learned into a complete qigong set called the "Daoist 5 Yin / 5 Yang Exercise." Each session will begin with breathing and stretching exercises. \$2 materials fee payable in class. *Wear loose, comfortable clothing; No street shoes on dance floor. Come to class with an empty stomach.*

2086X PCC - Room W203 \$79
 Apr 7-Apr 28 4 Sun 10am-12pm

Self-Defense

Instructor: Jeffrey Yarbrough

Self-Defense

The Workplace and Beyond

Personal attacks can and do happen! Join us and learn self-defense techniques based upon the ever-evolving tactics attackers use in the workplace, elevator, stairwell, parking garage, or on the street. Learn to defend against weapons such as knives, guns, and bats; and how to counter-attack against one-on-one and two-on-one assaults using wrist grabs, chokes, punches, headlocks, and bear hugs. **See note.**

4011X PCC - Room W201 \$55
 Mar 2 1 Sat 12:30pm-2:30pm



Self-Defense II

Now that you have taken "Self-Defense" take your knowledge to the next level with more detailed work and more advanced techniques. We begin with a review of previously taught self-defense techniques and then move forward by incorporating a series of drills and exercises designed to enhance environment awareness, speed, agility, and hand-eye coordination. **See note.**

Prerequisite: "Self-Defense"

4014X PCC - Room W201 \$55
 Mar 9 1 Sat 12:30pm-2:30pm

Note: *Wear loose, comfortable clothes, and bring water to class.*

Jeffrey also teaches Hip Hop & Funk Dance - page 18.



EXERCISE

The Kinesiology Division offers exercise and sports courses for Credit.



ACTIVE

LIFESTYLE

NEW Practical Feng Shui

Instructor: Alex Zi

Feng Shui: Its main purpose is to enhance our luck to improve our wealth, health, love, family relationships, educational smarts, friendships, and reputation. The classic oriental practice of Feng Shui involves the management of both the interior and exterior of our living spaces as well as the landscape design and the mysterious "Qi." Students learn the history and development of Feng Shui, including its different schools and theories. Discussions are designed to engage and excite you and will include Yin, Yang and Five Elements; Early Heaven Bagua and Later Heaven Bagua; 3 Sections 9 periods and Chi; Feng Shui Compass and 24 Mountains; Mountain Side and Facing Direction; and the 4 Ancients Animals of Feng Shui.

In addition, learn and become familiar with:

- Mountain, Ocean, River, Lake, Buildings, Roads, Parks and Feng Shui
- Yard and Feng Shui
- Interior Design and Feng Shui
- Colors and Feng Shui
- Mirror and Feng Shui
- Crystals, Lucky Mascot and Feng Shui
- Artworks and Feng Shui

Finally, discover how to enhance the auspicious Feng Shui Energy and neutralize the inauspicious Feng Shui Energy; the meaning of the Yearly Flying Stars, the differences between Residential and Commercial Feng Shui, and how to Feng Shui your home.

2228X PCC - Room R121 \$95
Mar 2-Mar 23 4 Sat 10am-12pm

Lose Weight and Keep It Off

In partnership with ed2go

Do you want to lose weight? Do you want to keep it off? In this enjoyable course, discover how to establish a healthy approach to weight loss and weight maintenance, and how to set and achieve weight-loss and weight-maintenance goals. Discussion begins with the role of food in weight loss and weight maintenance, however, the discussion is about far more than calories. Understand food structure, portion size, preparation methods, meal composition and meal timing, and how to eat out without jeopardizing weight loss or disappointing taste buds. Also discussed are the basics of planning and preparing meals at home, as well as tips and tricks for navigating the social elements of eating. Course starts monthly.

ONLINE COURSE \$125

Start: Mar 13, Apr 17, May 15, Jun 12
ed2go.com/pcclearn for more information.



Introduction to Chess II

Instructor: John Wright

You learned the game of chess and know some basic strategies, but what is next? How do you improve? The best approach is to break the game into its components, and then to focus upon specific skills. In this class, National Master John Wright will guide you through the process. Starting with the best opening moves, you will learn how factors such as pawn structure, better development, and setting short term goals will help you win more games. Game on! Checkmate!

Prerequisite: "Introduction to Chess" or knowledge of the basic rules and moves of the chess pieces

Required Textbook:

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

2221X PCC - Room R111 \$105
Mar 3-Apr 28 8 Sun 11am-1pm



Bridge - Introduction

Instructor: Morris Jones

Bridge is a card game for four players working as two partnerships. It is known the world over as one of the most challenging yet satisfying pastimes. The rules are simple; the fascination can be lifelong. This course introduces Bridge to newcomers, and also serves to reinforce the fundamentals of the game for current players. *No Bridge experience required, but newcomers must attend the first lesson.* \$15 materials fee payable in class.

2205X \$85
Apr 6-May 11 6 Sat 9:30am-11:30am

Classes held at the **Pasadena Bridge Club**,
649 N. Fair Oaks Ave., #201, Pasadena.

Personal Improvement

Instructor: Margaret Pappas

7 Strategies to Control Your Thoughts

While thinking may be natural and certainly aids us in navigating the day-to-day, thinking and sleeping do not mix. When thoughts keep us awake, are negative, fearful, repetitive, distorted, and intrusive sleep may be kept at bay. Simply put, thoughts while trying to fall asleep are destructive; and they have an effect on our health, our relationships, and our successes. Learn how to control your thoughts as opposed to your thoughts controlling you. Topics include:

- Discover how you think and what you think about
- See your thoughts differently without judgment
- 7 Strategies to retrain the way you think by responding not reacting
- Use simple mind tools, breathing, and meditation to focus and be still

\$15 materials fee (for 50-page manual, pen, and supplies) payable in class.

2009X PCC - Room R307 \$65
Mar 16 1 Sat 9:30am-1:30pm

Communicate with Anyone

3 Easy Steps

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

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

Recommended: *It is helpful to register with someone with whom you can practice during and after the workshop.* \$10 materials fee payable in class.

2006X PCC - Room R307 \$65
Apr 27 1 Sat 9:30am-1:30pm

OUTDOORS

Survival Basics

Instructor: Christopher Nyerges

Urban Survival Skills

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

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

2287X ONLINE COURSE \$75
Feb 23-Mar 22 5 Fri 7pm-9pm
Logon info emailed prior to start date.



Survival Skills

As of January 2023, the Doomsday Clock moved to 90 seconds to midnight! That is a minute and a half to a man-made or natural disaster. What will you do? Will you know how to survive in the elements? How will you protect your family? More than ever, everyone should be familiar with basic survival skills. This workshop, comprised of lecture, hands-on instruction, and videos, is designed to prepare you. Topics include:

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

2007X ONLINE COURSE \$75
May 3-May 31 5 Fri 7pm-9pm
Logon info emailed prior to start date.



Mycology

“The Fungus (Mushrooms) Among Us”

Instructor: Christopher Nyerges

Mycology is the branch of biology focused upon the study of fungi; and mushrooms are a type of fungi. Mushrooms, adding a fifth taste, umami, are used in cooking to enhance flavor and add moisture. This workshop will explore the world of mushrooms. How do they grow? Their place in the eco-system? Identifying features of safe and dangerous mushrooms. Join us to learn the basics of “mushrooms.” Discussion will be lively and informative.

2119X ONLINE COURSE \$65
Feb 21-Feb 28 2 Wed 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 \$75
Mar 28 1 Thu 6pm-9pm
Logon info emailed prior to start date.

Kevin also teaches E-Commerce classes! - page 11.

Call For Instructors!

If you have developed an exciting community services course and have a passion for sharing your skills and ideas, consider joining the PCC Extension team! We are looking for instructors in many creative areas, and also have a need for instructors for:

- Spanish
- Cooking/Baking
- Life Coach
- Estate Planning

Find us online at
pcclearn.org/newcourse

Military Spouse MyCAA Program



Did you know that 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

ACTIVE

TRIPS & TOURS

Detailed information regarding all of our Single Day, Multi-Day, and International Tours, including descriptions, itineraries, pricing, and registration procedures, is available on our website.

Single Day Tours

“The Manor” at Greystone Mansion

with *Farmer’s Market and The Grove*
2404X \$149
Jan 28 1 Sun 9:30am-6pm

Donna, Diana & Diamond - 3 Legends Live!

Musical Tribute to Donna Summer, Diana Ross & Neil Diamond
2410X \$119
Feb 7 1 Wed 8am-6pm

Riding the “Gravy” Train

Golden State Train, Pacific Southwest Railway Museum
2426X \$139
Feb 24 1 Sat 8:30am-8pm

pcclearn.org/daytrips

Multi-Day Tours

Washington D.C. Blossoms March 21-25, 2024

Per Person Rates (not including air fare):
Double \$1,999; Single \$2,499 - Deposit: \$250

Southern Charm April 1-7, 2024

Per Person Rates (not including air fare):
Double \$2,899; Single \$3,999 - Deposit: \$250

Central Coast Lighthouses, Redwoods & Rail

May 19-23, 2024
Per Person Rates:
Double \$1,699; Single \$2,199 - Deposit: \$150

pcclearn.org/tours

Collette Tours



Costa Rica: A World of Nature March 12–23, 2024

Per Person Rates (includes air fare)*:
Double \$3,699; Single \$4,399; Triple \$3,649

Pacific Northwest & California May 12–19, 2024

Per Person Rates (includes air fare)*:
Double \$3,699; Single \$4,599; Triple \$3,669

Rome & the Amalfi Coast May 17–26, 2024

Per Person Rates (includes air fare)*:
Double \$4,849; Single \$5,649; Triple \$4,799



Western Canada’s Rockies, Lakes & Wine Country June 15–23, 2024

Per Person Rates (includes air fare)*:
Double \$4,699; Single \$6,399; Triple \$4,649

British Landscapes September 22–October 1, 2024

Per Person Rates (includes air fare)*:
Double \$3,899; Single \$4,699; Triple \$3,869

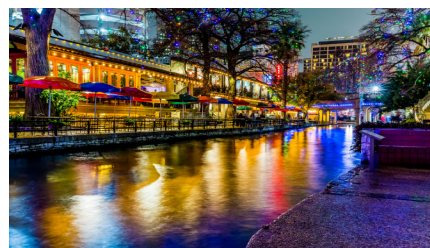


Iceland’s Magical Northern Lights October 8–14, 2024

Per Person Rates (includes air fare)*:
Double \$3,999; Single \$4,599; Triple \$3,949

Southern Charm Holiday December 3–9, 2024

Per Person Rates (includes air fare)*:
Double \$3,599; Single \$4,599; Triple \$3,549



San Antonio Holiday December 5–9, 2024

Per Person Rates (includes air fare)*:
Double \$1,999; Single \$2,399; Triple \$1,969

New York City Holiday December 11–15, 2024

Per Person Rates (includes air fare)*:
Double \$2,999; Single \$3,799; Triple \$2,969

* Deposit for each trip (paid to Collette):
\$698 per person

pcclearn.org/global

ACTIVE

PCC Extension

PCC Extension courses, workshops, programs, trainings, and activities are supported by fees, not tax dollars. Offerings 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. The right is reserved to change courses, workshops, programs, or instructors. Courses may be cancelled due to low enrollment. 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.Ed., CCT, Director
Richard Torres, Accounting Technician
Robert Torres, Scheduling Technician

Pasadena Area Community College District

Dr. Jose A. Gomez,
Interim Superintendent/President

Board of Trustees

Kristine Kwong, President
Alton Wang, Vice President
Steve Gibson, Clerk
Sandra Chen Lau
John Martin
James A. Osterling
Tammy Silver
Avery Bradley, Student Trustee

**Lifelong
Learning
Is For
LIFE**

Easy to Register!



Online:
pcclearn.org



Phone:
(626) 585-7608



Fax:
(626) 585-3058



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



In Person:
Foothill Campus
3035 E. Foothill Blvd.
Pasadena, CA 91107
Monday-Friday, 9am-4pm

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 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
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
			TOTAL \$ _____

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

Payment by Visa, MasterCard or Discover:

Card No. _____

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

Authorized Signature _____

PRINT Name on Charge/Check _____

Payment by check (payable to Pasadena City College):

Driver's License No. _____

Expiration Date _____

Please do not write in this space

Date _____ Received by _____

CK _____ CA _____

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 accepted 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.

Waitlists

Students have the option of placing their name and contact information on a waitlist for courses and trips already full. When openings occur, students are contacted in order of sign-up.

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.

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.

Instructors

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

Class Dates

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

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. **Complete and return form to the instructor at the first class.**

Insurance/Waivers

Insurance: PCC requires all participants carry medical/accident insurance, and does not provide this coverage.

Waivers: Due to the nature of some offerings, 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.

Travel Information and Policies

Travel Operator: Good Times Travel

Day Trips and Overnight U.S. Tours

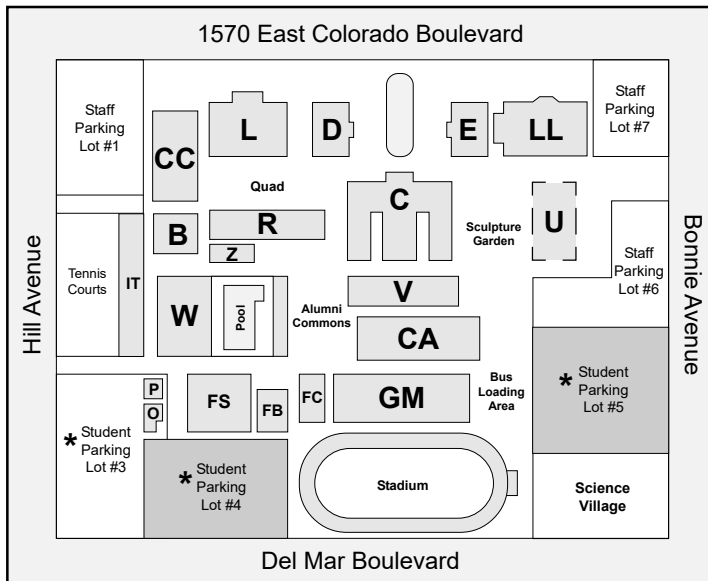
For detailed information about policies and procedures, please go to our website at: pcclearn.org/goodtimes.

Travel Operator: Collette

International Excursions

For detailed information about policies and procedures, please go to our website at: pcclearn.org/collette.

Pasadena City College Campus



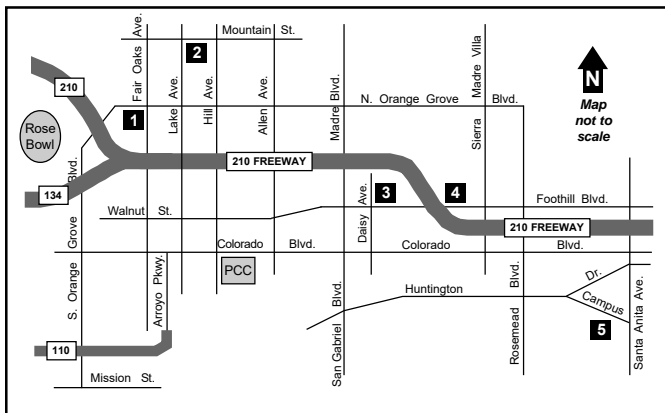
- B** Bookstore
Student Business Services
Campus Police
- C** Information - C218
Sexson Auditorium
- D** Health Center
Learning Assistance Center
- E** Physical Sciences
- L** Admissions & Records
Career Center
Counseling Services
Financial Aid
Registration
- R** Catherine J. Robbins Building
- U** Armen Sarafian Building
(under construction)
- 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

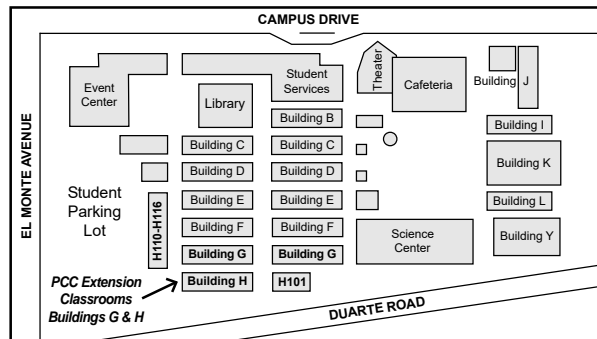
Pasadena Area Locations



- 1**
Pasadena Bridge Club
649 N. Fair Oaks Ave., #201
- 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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