

PCC Extension

Lifelong Learning

SPRING
2025

Feb 18 -
Jun 14

pcclearn.org

Strike the Right Chord

Acoustic Guitar
Page 22

One of a wide
variety of courses
available through
PCC Extension!

PCC  100



Spring 2025



25



22

SEWING • SINGERS • SOLAR



2

PCC Extension

Website: pcclearn.org

Email: info@pcclearn.org



[pccextension](https://www.facebook.com/pccextension)



[@ExtensionatPCC](https://twitter.com/ExtensionatPCC)

New Courses

Baby Boomers: Unlock Your Travel Dreams

Boost Your Credit Scores and Manage Debt

Good Posture in the Workplace

Influencer Marketing

Mindfulness and Meditation

Monday.com 101

Moon and Manifestation

New Career – New Path

Watercolor Painting - Intermediate

Entrepreneur

Social Media Marketing – Automated

Internet Marketing

Marketing with Facebook & Social Media

Become an Entrepreneur

Search Engine, Google Ads, Email, E-Commerce

Lifestyle

Find Your Purpose

Communicate with Anyone

Bridge - Introduction

Discovering The Artist's Way

Aromatherapy

Summer Session Available May 2025

PCC Extension

SPRING 2025

February 18 to June 14

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LEGEND

NEW

New for Spring 2025

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

Course requires a total of 24 hours of instruction. Certificate issued upon successful completion of the course. Start 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**
Apr 4-May 16 6 Fri 6pm-10pm

EV Charging Station Installer CP

Design and Operation

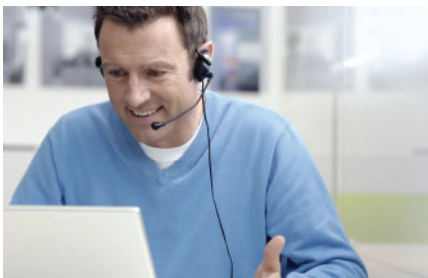
One of the fastest growing careers in the United States is electric vehicle charging station (EVCS) installation. Millions of electric cars and trucks will be on the road within the next ten years, and California has committed to making 100% of vehicles registered in the state battery powered by the 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. Certificate 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 23-Jun 13 3 Fri 6pm-10pm



Customer Service Rep (CSR) Exam Prep

In partnership with ProTrain

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

ONLINE COURSE **\$395**
Self-paced, start anytime.
pcclearn.org/protrain to register.

Introduction to Interior Design

In partnership with ed2go

Are you a creative person with an eye for design? This course will show you how to transform plain living spaces into beautiful and functional rooms. Interior design takes training as well as talent, and these lessons will give you the know-how you need to design a room from floor to ceiling. Delve into color theory, industry trends, spatial arrangements, floor plans, and traditional and modern interior design ideas. Explore a range of careers in interior design and gain insider tips for entering this exciting field. Course starts monthly.

ONLINE COURSE **\$129**
Start : Mar 12, Apr 16, May 14, Jun 11
ed2go.com/pcclearn to register.

Break into Television Commercials

Instructor: Mike Pointer

Studios need and employ all types of people when shooting commercials. In this enjoyable workshop, aspiring actors will learn how to perform a personality slate, perform commercial copy, find a top commercial agent, obtain commercial headshots, and work with casting directors. Join us and discover how to add to your income by doing television commercials! Topics include:

- **Personality Slate Interviews:** Develop instant visual and auditory rapport during improvised personality interviews
- **Script Analysis:** Understand and masterfully execute the 3 types of commercial copy (Problem-Solution/ Solution/Slice of Life)
- **Group Improvisation:** Skillfully create connection and comradery with actors during group chemistry auditions
- **Commercial Copy Improvisation:** Create original auditory dialog instantly on demand
- **Commercial Acting 101:** Understand and implement the tools needed for success in TV Commercials

When registering, indicate start date.

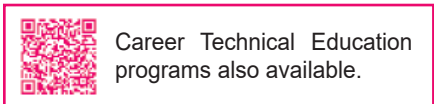
7731X	PCC - Room R115	\$55
Mar 1	1 Sat	11am-1pm
7731X	PCC - Room R115	\$55
May 10	1 Sat	11am-1pm

Administrative Assistant Fundamentals

In partnership with ed2go

Rapid growth in the health, legal services, data processing, management, public relations, and other industries have created many new job opportunities for administrative assistants. This course will guide you as you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. This course and the follow-up course, *Administrative Assistant Applications*, are designed to help you prepare for the internationally-recognized Certified Administrative Professional® exam offered by the International Association of Administrative Professionals®. Course starts monthly.

ONLINE COURSE **\$129**
Start : Mar 12, Apr 16, May 14, Jun 11
ed2go.com/pcclearn to register.



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
May 10 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
May 11 1 Sun 9am-2pm

Mastering Public Speaking

In partnership with ed2go

Discover how to talk confidently and persuasively to both large audiences and small groups. Learn how to plan and deliver presentations skillfully and how to manage one of the most common public speaking barriers - fear. Learn the secrets to presenting a speech, how to handle questions and manage conflict in meetings, and how to shine in a job interview. Students will learn tips for training their voice and how to use both verbal and nonverbal communication effectively. By the end of this course, students will have an entire set of skills they can use on the job, in social settings, and in any other situation where you need to communicate with ease and authority. Course starts monthly.

ONLINE COURSE \$129
Start : Mar 12, Apr 16, May 14, Jun 11
ed2go.com/pclearn to register.



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
Schedule your class when convenient!
Logon info provided upon registration.



Becoming a Manager

Essential Skills for New Leaders


Instructor: Molly Hetrick

Do you know the core skills required of new managers? This course provides a concise introduction for students to explore the fundamentals of management, including leadership, communication, and performance management. Employing a combination of lectures, discussions, and exercises this course prepares students for the challenges of a management role. \$30 materials fee (for ~50-page workbook) payable in class.

0307X PCC - Room R108 \$79
Feb 22-Mar 8 3 Sat 9am-11am

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.** 

- Brain Health
- End of Life Care
- Food, Nutrition, and Health
- Gerontology
- Healthy Aging
- Meditation
- 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/pclearn

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)
Certified Information Security Manager
(CISM)
Certified Maintenance and Reliability
Technician
CompTIA A+
CompTIA IT Fundamentals+
CompTIA Network+
CompTIA Security+
Customer Service Representative (CSR)
Day Care Administrator
EKG Technician
Event Planner
HVACR Technician
Landfill Operations
LEED Green Associate
Medical Administrative Assistant
Medical Assistant
Medical Billing and Coding Specialist
Microsoft Office 365 - Excel 2019
Microsoft Office 365 - Excel 2021
Microsoft Office 365 - Outlook 2019
Microsoft Office 365 - Outlook 2021
Microsoft Office 365 - PowerPoint 2019
Microsoft Office 365 - PowerPoint 2021
Microsoft Office 365 - Word 2019
Microsoft Office 365 - Word 2021
MSSC Certified Production Technician
(CPT)
NRF Retail Industry Fundamentals
NRF Warehouse, Inventory, and Logistics
Patient Care Technician

Pharmacy Technician Professional
Phlebotomy Technician
Photovoltaic Technician
Physical Therapy Technician
Professional in Human Resources (PHR)
Project Management Professional (PMP)
ServSafe Manager and OSHA 10
for General Industry
Six Sigma Black Belt
Six Sigma Green Belt
Solar Water Heating Technician
Veterinary Assistant
Wind Energy Technician

Electrical and Electronic Fundamentals
Emerging Technology for Teachers
Fundamentals of Landscaping Design
and Business
GED Exam Prep
Grammar 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
Principles of Time Management
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

Bundled Courses

Administrative
Adobe Creative Cloud
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

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 Bundled Courses

Self-paced, start anytime, financing available.

Adobe Creative Cloud Bundle

The Adobe Creative Cloud Bundle has the design tools to bring your ideas from conception to works of art. This bundle covers the concepts of Photoshop, Animate, Dreamweaver, Illustrator, InDesign, and Premiere. Topics include: Image editing and compositing; Interactive animations for multiple platforms; Design and development of modern and responsive websites; Graphics and illustration; Page design and layout for print and digital publishing; Creation and sharing of videos online. Required: Students need a copy of the associated Adobe Creative Cloud software to follow along with the course.

ONLINE COURSE

\$2,309



Career Development Bundle

The Career Development Soft Skills Bundle combines the many development skills identified as positively impacting career success. By being aware of how people interact and, thereafter, view situations in a new light, students will improve on various aspects of their career. These strands will provide students with Soft Skills, Assertiveness and Self-Confidence, Communication Strategies, Creative Problem Solving, Digital Citizenship, Entrepreneurship, mLearning Essentials, Negotiation Skills, Personal Branding, Project Management, Telework, Time Management, and Women in Leadership. Students will receive a skill set that includes personal motivation, delegation skills, creativity, organization tools, and crisis management.

ONLINE COURSE

\$209

Personal Development Bundle

The Personal Development Soft Skills Bundle highlights skills needed for managing ones work and life. Students will become more mindful of their actions by learning how to interpret their environment, will create positive connections, and will increase self-regulation of attention and personal experiences. These strands focus upon developing skills in Anger Management, Critical Thinking, Emotional Intelligence, Goal Setting, Mindfulness, Improving Self-Awareness, Managing Personal Finances, Personal Productivity, Public Speaking, Social Intelligence and Learning, Taking Initiative, and Work-Life Balance. Students will discover the first step in making something positive happen in their work-life universe.

ONLINE COURSE

\$209



Work Place Essentials Bundle

The Work Place Essentials Soft Skills Bundle focuses upon the myriad skills needed to engender customer and business support. Students will be provided a strong skillset to include: Dealing with difficult customers; Generating return business; Building teamwork within a company. The various strands will introduce students to Business Ethics and Etiquette, Change Management, Civility in the Workplace, Customer Service and Support, Conflict Resolution, Networking, Risk Assessment, Safety in the Workplace, and Teamwork and Team Building. Aligning these characteristics with corporate standards will make employees stand out and become leaders.

ONLINE COURSE

\$209

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

pcclearn.org/protrain

Online Career Training Programs

Self-paced, start anytime. Certificate of Completion upon successful conclusion.

Accounts Payable Manager Certification	Court Interpreter (Spanish/English)	Medical Terminology
ACE Personal Trainer with Fitness and Health Internship	Cybersecurity Boot Camp	Microsoft Access Certification Training
Activity Assistant	Dental Office Manager	Microsoft Excel Certification Training
Administrative Dental Assistant	Die Setter	Microsoft Office Specialist (MOS) Expert Certification Training
Adobe Certified Professional	Digital Arts Certificate	Microsoft PowerPoint Certification Training
Advanced Medical Interpreter	Digital Court Reporting with Legal Transcription	Microsoft Word Certification Training
Advertising & Outreach Specialist	Digital Game Artist Certificate	Multimedia Arts Certificate
AutoCAD Basics	Electrical Technician	NASM Certified Nutrition Coach
AutoCAD Certification Training	EnGen English Learning Pathways	Natural Gas Plant Operations
Biofuel Production Operations	Engineering Technician	NCSF Certified Strength Coach
Business Coach	Entry-Level Driver Training (ELDT) for Class A	NCSF Sports Nutrition Specialist
Business Operations Specialist	Entry-Level Driver Training (ELDT) for Class B	Nonprofit Manager
C++ Programmer	Entry-Level Driver Training (ELDT) for Class B to A	Nutrition for Optimal Health, Wellness, and Sports
Career Counselor and Life Coach	Entry-Level Driver Training (ELDT) for Hazardous Materials	Office Manager
Catering Professional	Event Management and Design	Oil Refinery Operations
Certificate in Healthcare and Eldercare	Executive Assistant	Optical Manager
Certificate in Mediation and Arbitration	Executive Housekeeper	Optician Certification Training
Certified Administrative Professional	Federal Court Interpreter	Oracle SQL and PL/SQL Developer + Java Programmer
Certified Bookkeeper	Fitness Business Management	Payroll Manager
Certified Credit Counselor	Foundations of Plumbing	Payroll Practice and Management
Certified Destination Wedding Planner	Freight Broker/Agent Training	Pharmacy Technician
Certified Electronic Health Records Specialist (CEHRS)	Front-End Web Developer	Power Plant Operations
Certified Ethical Hacker	Full Stack Software Developer	Preston Bailey's Fundamentals of Floral Design
Certified Financial Health Counselor	Graphic Design with Photoshop	Preston Bailey's Signature Wedding & Event Design
Certified Inpatient Coder	Home Inspection Certificate	Procurement & Purchasing Management
Certified Internal Auditor	Hotel Management with Executive Housekeeper	Professional Bookkeeping with QuickBooks Online
Certified Manufacturing Associate	Human Resources Professional	Professional Consulting Practice
Certified Manufacturing Engineer	HVAC/R Certified Technician	Professional Interpreter
Certified Manufacturing Technologist	ICD-10 Medical Coding	Professional Translator
Certified Master Wedding and Event Planner	Immigration Court Interpreter (Spanish/English)	Python Developer
Certified Medical Administrative Assistant (CMAA)	Java Programmer + Python Developer	Quality Inspector
Certified Outpatient Coder	JavaScript Developer	Residential Electrician
Certified Pharmaceutical Sales Rep	Leadership in Energy and Environmental Design (LEED)	Restaurant Management
Certified Physical Therapy Aide	Legal Terminology	Robotics Technician
Certified Six Sigma Green Belt and Black Belt	Legal Transcriptionist	Sales Manager
Certified Supply Chain Professional	Maintenance Technician (Tools Included)	Sales Representative
Certified Technical Writer	Management for IT Professionals	Student Loan Counselor
Certified Wedding Planner	Management Training	Toolmaker
Chartered Tax Professional for California Residents	Marketing Design Certificate	Travel Agent Training
Chemical Plant Operations	Medical Billing and Coding	Veterinary Assistant
Clinical Dental Assistant	Medical Interpreter (Spanish/English)	Veterinary Office Manager
Cloud Engineer IT Professional Program	Medical Office Manager (CPPM)	Video Game Design and Development
CompTIA A+ Certification Training		Web Design Professional
Corporate Event Planner		

Featured Online Certificate Programs

Self-paced, start anytime.

Certified Credit Counselor

Certified Credit Counselors empower and counsel the financially stressed, implement financial plans with clients, and educate clients about finances. The knowledge gained in this course regarding core financial and credit concepts, is key to helping clients successfully take control of their finances. Upon completing this course and passing the final exam, you will receive an industry-recognized Credit Counseling Certification from the National Association of Certified Credit Counselors (NACCC). This course also provides a foundation to explore additional counseling disciplines such as Housing Counselor and Student Loan Counselor.

GES2027

ONLINE COURSE

\$1,995



Chartered Tax Professional for California Residents

This course will help you become qualified as a California Tax Preparer through the California Tax Education Council (CTEC). There are six modules in Federal income tax preparation designed to prepare students for the Special Enrollment Examination (SEE), plus a California supplement. The Special Enrollment Examination (SEE) is a test that individuals may take to become an Enrolled Agent in the United States. The credential is issued and regulated by the Internal Revenue Service (IRS). By successfully completing the Federal and California lessons, students will be qualified to prepare individual tax returns for almost all U.S. and California taxpayers.

GES220

ONLINE COURSE

\$1,995

Cybersecurity Boot Camp

This comprehensive, self-paced course prepares students to pass the CompTIA Security+ certification exam while gaining skills and credentials to enter the field of cybersecurity. Requirements include 15-25 hours a week to master material, including basics from computer hardware and networking, network security, and offensive and defensive security. Students receive five one-hour coaching sessions and have access to practical exercises and real-life examples. Hands-on labs allow for practical application while completing graded projects and a capstone project provide real-life experience. Cybersecurity positions: Cybersecurity Analyst; SOC Analyst; IT Support; Help Desk Specialist; System Administrator; Network Administrator.

GES3048

ONLINE COURSE

\$4,275



Robotics Technician

More and more companies are turning to robotics as a means to increase production. Robots have an impressive range of applications, from "pick and place" for packaging, to welding, painting, or inspecting parts immediately after a process. Robots, however, necessitate effective preventive maintenance to ensure operation at full capacity requiring an experienced maintenance professional for troubleshooting and repair. The Robotics Technician course provides an intensive overview of the skills needed in the robotics industry, and students learn math, safety, quality, electrical systems, automation, mechanical systems, fluid systems, and rigging, all important to the position of Robot Technician.

GES770

ONLINE COURSE

\$1,695

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

pcclearn.org/careers

Online Certificate Programs & Professional Courses

Self-paced, designed for busy lives.

Certificate Programs

AI Certificate
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 Leadership Development
Certificate in Mastering Excel
Certificate in NonProfit Administration
Certificate in Online Teaching
Certificate in Project Management
Certificate in QuickBooks Online
Certificate in Teaching Adults
Certificate in Web Design
Certificate in Workplace Communication
Coding Certificate
Cybersecurity Certificate
Digital Marketing Certificate
Diversity, Equity and Inclusion in the Workplace Certificate
Entrepreneurship Certificate
Management 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 Cyber Threat Analysis and Mitigation
Advanced Data Analysis
Advanced Excel
Advanced Marketing Concepts
Advanced Power BI
Advanced SQL
Advanced Teaching Online
Advanced Web Design
AI Planning and Strategies
Boosting Your Website Traffic
Business Writing
Cash is King
Closing Procedures and Financial Statements
Collaborative Management
Conflict Management
CSS Fundamentals
Designing Online Instruction
Developing Your Leadership Skills
Developing Your Professional Career
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
HR for Non HR Managers
HTML Fundamentals
Improving Email Promotions
Integrated Marketing Best Practices
Integrating Social Media Into Your Organization
Intermediate AI
Intermediate Data Analysis
Intermediate Excel
Intermediate Power BI
Intermediate SQL
Intermediate Video Game Design
Intermediate Web Design
Introduction to ChatGPT
Introduction to Coding
Introduction to Cybersecurity
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
Management Boot Camp
Managing Generations in the Workplace
Managing Remote Workers
Marketing Using Social Media
Mastering Microsoft Excel
Network Security and Defense Strategies
Online Advertising
Podcasting
Program Evaluation for Nonprofits
Project Management Knowledge Areas
Project Management Processes
QuickBooks Online Level 1
QuickBooks Online Level 2
Revenue Generation for Non-Profits
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 Technical Education programs also available.



Featured Online Professional Courses

Self-paced, convenient start dates.

Conflict Management

A recent study conducted by the American Management Association (AMA) revealed that the average manager spends more than 20% of their day engaged in, or reacting to, a conflict situation. This study also identified that out of twenty-five management skills, conflict management was the only one positively correlated to higher earnings and promotion. Discover a workable conflict management model, discuss case studies in conflict management, and take away successful conflict management strategies to apply in your workplace with this Conflict Management course.

4474X

ONLINE COURSE

\$245



Designing Online Instruction

Learn about the online instructional environment by envisioning your online course, developing a web course, incorporating phases of design and development, and creating guidelines. Discover the principles behind the adoption of technology innovation as applied to the nature of the online learning environment while gaining tips for planning your online course and identifying resources and design guidelines. Discussion includes the phases of design, development, and models; motivating student-student interaction; and managing interaction, as well as the latest information about copyright; assessment; and evaluation.

4504X

ONLINE COURSE

\$195

HTML Fundamentals

This course covers all the basics of HTML coding language. Students learn to build simple web pages by hand coding using HTML tags to create paragraphs, headings, lists, links, and how to insert images and tables. Discussion includes creating a simple multi-page website with images, text, and a navigation bar, as well as domains, hosting, and FTP.

4321X

ONLINE COURSE

\$245



Management Boot Camp

Enhance your management skills with this course designed for supervisors, managers, and emerging leaders. Discover the keys for effectively overseeing employees: creating clear expectations, engaging and motivating, and increasing effectiveness. By establishing a solid foundation, at the end of the course, students will manage as a professional quickly and with confidence.

4523X

ONLINE COURSE

\$295

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

pcclearn.org/ugotclass

ONLINE COURSES FOR EVERY INTEREST

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

SPOTLIGHT



Spring is Here!

Start Dates:

March 12

April 16

May 14

June 11

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

**Instructor-moderated,
self-guided courses.
Sessions start monthly.
Certificate of completion
available for download
upon successful
conclusion of a course.**

**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
Intro to InDesign CC
Adobe Illustrator CC
Adobe Animate CC
Photoshop CC for the Digital Photographer
Photoshop Elements for the Digital Photographer

Design and Composition

Creating Web Pages
Intro to CSS3 and HTML5
Creating WordPress Websites
Designing Effective Websites
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
Counseling for College Prep
Integrating Technology in the Classroom
Ready, Set, Read!

Technology

Intro to PC Troubleshooting
Intro to Networking
Intro to SQL
Intro to PC Security
Understanding the Cloud
Creating Mobile Apps with HTML5
Intro to XML
Intro to Python 3
Intro to Visual Basic
Intro to Java Programming
Intro to C# Programming
How to Get Started in Game Development

Writing and Publishing

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

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

ed2go.com/pcclearn

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- Practical Guitar

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- The Analysis and Valuation of Stocks
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- Introduction to PC Troubleshooting

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- Getting Started with Google Workspace
- Creating a Classroom Website



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- Introduction to Screenwriting
- Mystery Writing
- Romance Writing
- Writing the Fantasy Novel

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- Achieving Success with Difficult People
- Interpersonal Communication
- Skills for Making Great Decisions
- Individual Excellence

New Career \$345

- Listen to Your Heart, and Success Will Follow
- Resume Writing Workshop
- Twelve Steps to a Successful Job Search

AI and Machine Learning \$230

- Introduction to Artificial Intelligence
- Introduction to Machine Learning

Entrepreneurship \$355

- Creating a Successful Business Plan
- Start Your Own Small Business
- Small Business Marketing on a Shoestring

Aging and Health \$285

- Certificate in Healthy Aging
- Certificate in Gerontology
- Certificate in Brain Health

Health and Well-Being \$495

- Certificate in Complementary and Integrative Health
- Certificate in Holistic and Integrative Health
- Certificate in Integrative Mental Health

Global Health and Healing \$255

- Certificate in Global Healing Systems
- Certificate in Healing Environments for Body, Mind, and Spirit
- Certificate in Infectious Diseases and Infection Control

Microsoft Excel 2019 \$390

- Introduction to Microsoft Excel 2019
- Intermediate Microsoft Excel 2019
- Advanced Microsoft Excel 2019

A to Z Grant Writing \$225

- A to Z Grant Writing I
- A to Z Grant Writing II: Beyond The Basics

Speed Spanish \$340

- Speed Spanish I
- Speed Spanish II
- Speed Spanish III



Discover Sign Language \$230

- Discover Sign Language I
- Discover Sign Language II

Grammar Refresher \$205

- Grammar Refresher I
- Grammar Refresher II

For detailed information on these online bundles, visit:

pcclearn.org/protrain

For detailed information on these and more online bundles, series, & suites, visit:

ed2go.com/pcclearn

ENTREPRENEUR

Internet Marketing

Instructor: Bob Cohen

Internet Marketing Method - Introduction

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

0501X **ONLINE COURSE*** **\$59**
Mar 4 1 Tue 6pm-9pm

Marketing with Facebook and Social Media

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

0502X **ONLINE COURSE*** **\$59**
Mar 11 1 Tue 6pm-9pm

*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.**

0505X **ONLINE COURSE*** **\$59**
Mar 18 1 Tue 6pm-9pm

Blogging for Fun and Profit

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

0507X **ONLINE COURSE*** **\$59**
Mar 25 1 Tue 6pm-9pm

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 **\$215**. That is a discount of **\$21!**

Note: There is a \$20 materials fee (downloadable material) for each class payable in advance. If registering for Certificate Series, total cost, including materials fees, is **\$295**.



NEW Influencer Marketing

Instructor: Rachel Matos

If you are looking to build, grow and monetize your online presence, then join us for a comprehensive foundation in influencer marketing. Students will explore industry insights, learn how to create compelling content, attract brand partnerships, and measure success, all designed to prepare influencers to turn their influence into a sustainable business. Topics include:

- Influencer Marketing / Building Your Brand
- Content Creation / Audience Engagement
- Pitching and Monetizing Your Influence
- Campaign Management / Evaluating Success

0514X **ONLINE COURSE** **\$95**
Apr 29-May 8 2 Tues & 2 Thurs 6pm-8pm

Logon info emailed prior to start date.



Social Media Marketing - Automated

Instructor: Bob Cohen

Social Media marketing is more abundant than ever! Join us to discover tools and strategies to automate your social media marketing, saving time and ensuring consistent engagement with your audience. Learn how to set up automated posts and manage multiple platforms efficiently, all while keeping your brand active online with minimal effort. Discussion includes how to leverage AI for generating content ideas and how to use template tools like Canva to speed up content creation.

0534X **ONLINE COURSE** **\$59**
Apr 3 1 Thu 6pm-9pm

Logon info emailed prior to start date.

For Business Owners

Instructor: Connie Sparks

The ABCs of Starting a Business

This workshop will provide information and resources important to know before venturing into business. Topics include how and where to apply for licenses and permits; how to market a business; how to make money work; how to put 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 R115** **\$55**
Feb 22 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 R115** **\$59**
Apr 12 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 R115** **\$55**
Mar 8 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:

- Solar, electrical, and city codes
- 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 R115** **\$55**
May 3 1 Sat 10am-12pm

Apps/Content

Instructor: Bob Cohen

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 payable in advance.

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



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 20 1 Thu 6pm-9pm
Logon info emailed prior to start date.



Start a Clothing Brand

Instructor: Jasmine Rennie

Are you passionate about fashion and do you have the entrepreneurial spirit? If so, this course will get you going to starting your own clothing brand. Designed for aspiring fashion entrepreneurs who want to learn the essential steps to start their own fashion business, and what it means to be an entrepreneur. It provides students with insights into market research, brand development, business planning, sourcing materials, and navigating the fashion industry. Join us and turn your entrepreneurial spirit into a career! \$15 materials fee payable in class.

0548X PCC - Room R115 \$65
 Mar 15-Mar 22 2 Sat 10am-12pm



Become an Entrepreneur

In partnership with ProTrain

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

ONLINE COURSE \$1,545
 Self-paced, start anytime.
 pcclearn.org/protrain to register.

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, pre-listing preparation, create a listing, 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 24 & 26 1 Mon & 1 Wed 6pm-9pm
 Logon info emailed prior to start date.

Sell it Online!

Don't Throw it Away

Get rid of your "stuff" and get paid! There are several phone apps and platforms that provide an excellent way for you to generate revenue by selling your unwanted used items, or by creating a new e-commerce business. This workshop presents the most popular yet easy-to-use apps for each of the top categories including furniture, electronics, clothing, books, art, and more. Learn which used items sell best and what items cannot be sold. Includes photography tips, pros and cons, dos and don'ts, tips and strategies, costs and how you get paid. Join us and determine which platform(s) and marketing strategies are the best match for your online success.

0533X ONLINE COURSE \$75
 Apr 3 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.

0343X ONLINE COURSE \$75
 Mar 25 1 Tue 6pm-9pm
 Logon info emailed prior to start date.

*Kevin also teaches **Create Your "Grab & Go" Rapid Exit Plan!** - page 31.*



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



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 R115** **\$59**
 Apr 26 1 Sat 9am-12pm

Introduction to Photoshop CC

In partnership with ed2go

Photoshop is the world's most popular photo editing program. Artists, photographers, designers, and hobbyists all rely on Adobe Photoshop for image creation and editing. The Introduction to Photoshop CC course provides meticulous instructions that will teach you how to use Photoshop Creative Cloud with confidence. You will be editing your own photographs to get rid of dust and scratches, fix the color, and correct image exposure. As you explore the fundamentals of Adobe Photoshop, you will learn how to colorize parts of an image and create simple digital paintings. You will master techniques for switching the backgrounds on images and removing wrinkles and blemishes from photos, just like they do in magazines. Course starts monthly.

ONLINE COURSE **\$129**
 Start : Mar 12, Apr 16, May 14, Jun 11
ed2go.com/pcclearn to register.

NEW Monday.com 101 Project Management & Team Collaboration

Instructor: Tahia Lameer

Monday.com is a leading project management platform used by teams worldwide, and this introductory workshop is designed for beginners desiring to learn its foundational tools and features. Join us to discover how to create and customize boards, manage tasks, and collaborate effectively with team members. Students will learn to navigate the interface, organize projects, assign responsibilities, and set up basic automations to streamline workflows. Whether you are managing personal tasks, planning events, or coordinating team projects, this workshop will equip you with the skills needed to organize and execute projects efficiently. At workshop's end, you will have the confidence to use Monday.com to increase productivity, simplify workflows, and foster better collaboration, both professionally and personally.

0539X **ONLINE COURSE** **\$55**
 Feb 25 1 Tue 6:30pm-8pm
 Logon info emailed prior to start date.



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 use a laptop or tablet during class.

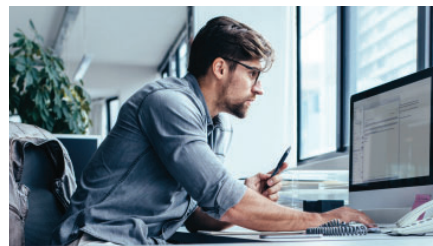
0532X **ONLINE COURSE** **\$65**
 Apr 5 1 Sat 10am-1pm
 Logon info emailed prior to start date.

Introduction to Microsoft Word 2019

In partnership with ed2go

Knowing how to write reports and letters using Microsoft Word is a basic skill needed in nearly any job. This powerful word-processing program lets you professionally type, edit, format, spell check, and print documents. You will learn how to edit text, change the size or appearance of text; change margins and tab settings; automatically center, right align, justify, and indent text; use tools such as the grammar checker, spell checker, and thesaurus; and save, retrieve, copy, organize, and print your documents. At the end of this course, you will be able to use Word confidently at home or on the job. *Intermediate Microsoft Word 2019 also available.* Course starts monthly.

ONLINE COURSE **\$147**
 Start : Mar 12, Apr 16, May 14, Jun 11
ed2go.com/pcclearn to register.



Introduction to Microsoft Excel 2019

In partnership with ed2go

Do you work with numbers? Then you need to master Microsoft Excel! Even beginners will find it easy to learn Excel in this fun, step-by-step online course. These lessons provide you with the information you need to set up fully formatted worksheets quickly and efficiently. You will learn the secrets behind writing powerful mathematical formulas, and discover how to use the function wizard to quickly and automatically calculate statistics, loan payments, and future value. In addition, gain tips about sorting and analyzing data, designing custom charts and graphs, and creating three-dimensional workbooks. *Intermediate Microsoft Excel 2019 also available.* Course starts monthly.

ONLINE COURSE **\$147**
 Start : Mar 12, Apr 16, May 14, Jun 11
ed2go.com/pcclearn to register.

**Additional Microsoft Office online
 courses available at:
ed2go.com/pcclearn**



Financial Literacy Workshop Take Control of Your Finances

Instructors: David Sanepour and Lindy Bell

Whether you are beginning your financial journey or looking to enhance your skills, this course covers essential concepts and strategies, including wealth accumulation, debt management, asset protection, and retirement optimization. This comprehensive financial education course is designed to empower individuals with the knowledge and tools to achieve financial goals and secure a prosperous future. Join us for a transformative journey toward financial well-being as you learn to master the financial basics. Topics include:

- **Building Savings and Wealth:** Set clear financial goals and unlock strategies for successful wealth accumulation.
- **Increase Cash Flow and Manage Debt:** Boost cash flow and reduce debt, paving your path to financial freedom.
- **Preparing with Proper Protection:** Build a solid financial foundation and avoid critical pitfalls.
- **Your Health & Wealth:** Explore the connection between health and financial well-being and create strategies to safeguard both.
- **Understanding Asset Accumulation Strategies:** Identify efficient paths to grow wealth while minimizing risks.
- **Fulfilling Long-Term Goals:** Develop a strategic plan for funding education and securing a comfortable retirement.

\$15 materials fee payable in class.

0352X PCC - Room R113 \$79
Feb 21-Mar 7 3 Fri 6:30pm-8:30pm

Investments

Instructor: Jalon O'Connell

Master Your Investments

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

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

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

When registering, indicate start date.

0402X PCC - Room R121 \$69
Feb 22-Mar 1 2 Sat 9:30am-12pm

0402X ONLINE COURSE \$69
May 6 & 8 1 Tue & 1 Thu 6:30pm-9pm
Logon info emailed prior to start date.

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
Mar 11 & 13 1 Tue & 1 Thu 6:30pm-9pm
Logon info emailed prior to start date.



NEW Boost Your Credit Scores and Manage Debt

Instructor: Mario Manzanilla

An alarming 65% of Americans feel stressed about their finances. Credit card debt is on the rise according to data from the Federal Reserve Bank of New York. While housing debt remains most Americans largest debt balance, reporting now shows credit card debt is reaching new heights as Americans owe a record \$1.14 trillion on credit cards, with the average household debt referenced at about \$90k. Given this data, and a need for change, many now are looking for straight-forward ways to manage debt, improve credit scores and build a better financial future. Join us and take the first step to putting your finances in order.

2209X AHS - Room H105 \$55
Apr 16 1 Wed 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 \$125
Start : Mar 12, Apr 16, May 14, Jun 11
ed2go.com/pcclearn to register.

RETIREMENT

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 R117 \$55
Mar 15 1 Sat 11am-1pm



Social Security

Changing 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; 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 R117 \$55
Apr 5 1 Sat 11am-1pm



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 13 1 Thu 6pm-9pm
Logon info emailed prior to start date.

Reverse Mortgage

Instructor: Mario Manzanilla

What are Reverse Mortgages, how do they work, and what are the pros and cons? This workshop is designed for homeowners who are at least 62 years of age, the children of senior homeowners, and realtors. 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 start date.

3914X PCC - Room R117 \$55
Mar 22 1 Sat 10am-12pm

3914X AHS - Room H105 \$55
Apr 23 1 Wed 6:30pm-8:30pm

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, or are 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
Mar 1-Mar 8 2 Sat 9am-12pm

0403X PCC - Room R104 \$39
May 3-May 10 2 Sat 9am-12pm

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 R121 \$49
Apr 5 1 Sat 9:30am-11am

2262X PCC - Room R121 \$49
Jun 14 1 Sat 9:30am-11am



California Real Estate Licensing Program

Recently passed National Association of Realtors new buyer representation rules have impacted how realtors conduct business. The C.E. Shop, a partner of PCC Extension, has developed a program to address these new rules. The Buyer Representation Essentials Package comprises nine, bite-sized lessons over three hours. Take advantage of this learning opportunity by registering today.

PCCExtension.TheCEShop.com

Rental Properties and Long Term Wealth

Instructor: Sebastian Marroquin

Would you like to buy a rental property? Would you like to retire with multiple properties that create thousands 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
- Minimizing risk
- Finding the right home to buy
- Best areas to buy and why

When registering, indicate start date.

3925X	PCC - Room R117	\$55
Feb 22	1 Sat	11am-1pm
3925X	PCC - Room R117	\$55
May 24	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 start date.

3910X	PCC - Room R115	\$59
Apr 5	1 Sat	9:30am-12:30pm
3910X	PCC - Room R115	\$59
Jun 14	1 Sat	9:30am-12:30pm



Real Estate Investing

In partnership with ProTrain

This course will provide the core foundations for successful real estate investment. Becoming a real estate investor is fairly easy - just go out, buy a property and boom you are an investor! Unfortunately, it takes much more than that. It takes skill, strategy, business acumen, active research on properties and communities coupled with finance and negotiation principles just to become a valued competitor in this high rising field. This comprehensive course will use learning activities, practice exams, and assignments to help students learn the foundational components to becoming a successful real estate investor.

ONLINE COURSE	\$140
Self-paced, start anytime.	
pcclearn.org/protrain to register.	

Property Investment

Instructor: Seewung Yee

Long Distance Real Estate Investing Secrets

Imagine lounging on a beach, waves lapping at your feet, and knowing that rentals thousands of miles away are pumping cash straight into your bank account. Sounds dreamy, right? This is not some far-off fantasy – this is my life. It is a reality for many, and it can be for you too. This long-distance real estate investing strategy is exactly what I will be teaching you. Together, we will discover:

- How long-distance Real Estate Investing can help scale faster
- How ANYONE (newbie, experienced, or expert) can invest from afar
- How to build a business and a team – do not be a landlord
- Top five favorite markets to invest in now

Investors tell me all the time that they "missed the boat" on their local market. If only they invested a few years ago, everything in the world would be right!

3927X	ONLINE COURSE	\$65
Mar 4	1 Tue	6pm-9pm
Logon info emailed prior to start date.		

Tax Strategies for Real Estate Investors

Learn legitimate strategies that may *reduce your taxes by 50%*. By the end of this seminar you will learn how to:

- Qualify for the Short-Term Rental Tax loophole
- Use Cost Segregation & Bonus Depreciation to drastically reduce your taxes
- Qualify for "Real Estate Professional" status and claim unlimited passive losses to off-set your active income
- Buy real estate using your "self-directed IRA"
- Maximize your car, travel, and transportation deductions
- Hold title in your real estate: LLC, S Corp, C Corp.?
- Walk through a sample tax return to see the impact of your deductions
- BONUS: Learn how to buy investment properties in the best real estate markets throughout the country for \$60,000-\$100,000+

3917X	ONLINE COURSE	\$65
Mar 6	1 Thu	6pm-9pm
Logon info emailed prior to start date.		

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 start date.

0455X Mar 8	PCC - Room R117 1 Sat	\$55 9am-11am
0455X May 10	PCC - Room R117 1 Sat	\$55 9am-11am

Landlords: Get Organized-Gain Confidence

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. **See note.**

When registering, indicate start date.

0456X Mar 8	PCC - Room R117 1 Sat	\$55 12pm-2pm
0456X May 10	PCC - Room R117 1 Sat	\$55 12pm-2pm

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. **See note.**

When registering, indicate start date.

0457X Mar 9	PCC - Room R117 1 Sun	\$55 9am-11am
0457X Jun 7	PCC - Room R117 1 Sat	\$55 9am-11am

Landlords: Find the Perfect Tenant

Are you concerned about finding a new tenant when your current tenant gives you a 30-day notice to vacate? Are you pondering the impact of potential lost income? Do you have a process to find tenants who pay their rent on time, and take care of your property? This workshop will help you develop the confidence needed to consistently secure ideal tenants by using a systematic, step-by-step approach applicable whenever a vacancy occurs. Discussion includes displaying the 'For Rent' sign, identifying qualified applicants, and efficiently completing relevant forms, including those required by law. Receive valuable tips, updated landlord information, and required forms to become a successful landlord. **See note.**

When registering, indicate start date.

0451X Mar 9	PCC - Room R117 1 Sun	\$55 12pm-2pm
0451X Jun 7	PCC - Room R117 1 Sat	\$55 12pm-2pm

Landlords: The Move-in Process

Are you drowning in forms or worried about what forms are needed and where to find the needed forms? Do you know how to accurately complete the correct forms before lease-signing day with your new tenant? Do you understand the necessary steps to stay in compliance with the law during the move-in process? Join us to overcome form-related fears and save time by learning about the necessary paperwork, including the forms required by law. Gain insights about pre-meeting preparations and presenting forms effectively for a seamless lease-signing process. Receive valuable tips, updated landlord information, and required forms to become a confident and efficient landlord. **See note.**

When registering, indicate start date.

0452X Apr 26	PCC - Room R117 1 Sat	\$55 9am-11am
0452X Jun 14	PCC - Room R117 1 Sat	\$55 9am-11am

Landlords: The Move-out Process

Are you worried about the potential loss of rental income when a tenant gives you a 30-day notice to vacate? Do you know the proper legal steps to take when your tenant is moving out? Feel at ease when a tenant gives you notice by understanding the move-out process. Discover the necessary steps from the moment your tenant gives notice to vacate to refunding their security deposit. Gain practical skills, learn how to accurately complete forms, including those required by law, and learn the security deposit refund process. Receive valuable tips, updated landlord information, and required forms to successfully navigate the move-out process. **See note.**

When registering, indicate start date.

0453X Apr 26	PCC - Room R117 1 Sat	\$55 12pm-2pm
0453X Jun 14	PCC - Room R117 1 Sat	\$55 12pm-2pm

Note: \$18 materials fee payable in class.



Gyotaku 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 record-keeping practice led to Gyotaku Art, also known as Japanese fish printing, which uses paint and brushes to create a fish imprint on paper. Join us to learn about this exquisite and expressive art form through short lectures, demonstrations, and hands-on experience using a variety of Gyotaku fish replicas. Supplies provided include fish replicas, paper, brushes, and acrylic paint in variety of colors including metallics. *Optional: If you would like to print on fabric, bring a plain t-shirt, or similar.* **Note:** There will be a one-hour break in the middle of class. \$20 materials fee payable in class.

When registering, indicate start date.


0208X PCC - Room CA305 \$79
Apr 26 1 Sat 9:30am-4:30pm

0208X PCC - Room CA305 \$79
Jun 7 1 Sat 9:30am-4:30pm

Note Regarding All Art Classes:


Please confirm status of class before purchasing supplies!

Also see *Discovering The Artist's Way* - page 29.



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
Mar 8-Apr 12 6 Sat 10am-1pm



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
Mar 8-Apr 12 6 Sat 2pm-5pm

Watercolor

Instructor: George Liang



Watercolor Painting

Beginning

The fluidity and translucency of watercolors can open up a world of creative possibilities as the medium's inherent qualities allow for a unique expression of creativity and emotion. Mastering watercolor painting begins with a solid foundation in basic drawing skills; while understanding lines, shapes, light, shade, proportion, and perspective forms the backbone of any artistic endeavor. By initially focusing upon these drawing techniques, students can develop a keen eye for detail and a strong sense of spatial awareness. Having an interactive and collaborative classroom environment will further enrich the learning experience by fostering a space where ideas can flourish and skills can be enhanced through shared insights and constructive feedback. This approach develops technical ability and encourages a deeper appreciation for the art of watercolor painting. **See note.**

0253X PCC - Room CA305 \$159
Mar 9-May 4 8 Sun 10am-12pm

NEW

Watercolor Painting

Intermediate

In this Intermediate level course, things get really exciting as we continue with more complex techniques and compositions. Students will be learning and improving their watercolor skills by group sharing experiences and critiquing watercolor artworks in class. **See note.**

Prerequisite: Watercolor Painting-Beginning

0254X PCC - Room CA305 \$159
Mar 14-May 9 8 Fri 6pm-8pm

Note: \$5 materials fee payable in each class. *Students must provide their own materials and bring them to the first class. The supply list is available at: pcclearn.org/supplies.*

DANCE

Salsa/Bachata Dance

Instructor: Alicia Valiente

Salsa Dance - *Beginning*

Salsa – a Latin American dance originating in Cuba. In this beginner class, students will learn the fundamentals of salsa dancing (partner and solo) with an emphasis on musical connection and cultural context. By the end of this class, dancers will be able to feel salsa music and express that feeling in their dancing. *No experience or partner needed.*

When registering, indicate start date.

1803X PCC - Harbeson Hall* \$75
Feb 27-Apr 3 6 Thu 6:30pm-7:30pm

1803X PCC - Harbeson Hall* \$75
Apr 24-May 29 6 Thu 6:30pm-7:30pm



Bachata Dance - *Beginning*

Originating in the Dominican Republic, Bachata is a style of dance that is often described as more sensual and romantic than Salsa. While Salsa is known for its energetic footwork and spins, Bachata emphasizes the connection between partners and the expression of emotions through movement. *No experience or partner needed.*

When registering, indicate start date.

1813X PCC - Harbeson Hall* \$75
Feb 27-Apr 3 6 Thu 7:30pm-8:30pm

1813X PCC - Harbeson Hall* \$75
Apr 24-May 29 6 Thu 7:30pm-8:30pm

* Harbeson Hall is swing space during campus renovations.



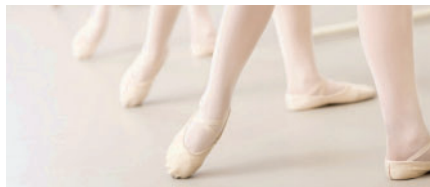
Hip Hop & Funk Dance

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 - Harbeson Hall* \$75
Mar 1-Apr 5 6 Sat 10:30am-11:30am

Jeffrey also teaches
Self-Defense I & II - page 29.



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@crroundballetworks.com.

1821X \$115
Mar 22-Apr 26 6 Sat 9am-10:30am

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

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.**

1808X PCC - Harbeson Hall* \$79
Feb 22-Apr 5 6 Sat 9am-10am



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. **Note:** *Tap shoes required.* Classes designed for adults.

2796X PCC - Harbeson Hall* \$79
Apr 26-Jun 7 6 Sat 9am-10am

Note: *Tap shoes required.*
Classes designed for adults.



DANCE

Dance courses also offered through Credit.



ENRICHMENT

Belly Dance

Instructor: Marla Leela Martin

Belly Dance - Beginning

The delightful and exotic ancient art of belly dance is a wonderful way to exercise and gain confidence while listening to rhythmic music. The music and movements will awaken your senses, improve your fitness and balance, and grow your confidence. Join us for a fun, friendly learning environment where all levels are welcomed. Let your imagination take you away as your body learns the techniques and combinations enjoyed by countless generations of dancers. *No previous dance experience required!* **See note.**

When registering, indicate start date.

4012X PCC - Room GM105 \$59
Feb 24-Mar 17 4 Mon 6:30pm-7:30pm

4012X PCC - Room GM105 \$59
Apr 21-May 12 4 Mon 6:30pm-7:30pm



Belly Dance - Intermediate

This continuation course takes the skills you learned in Belly Dance – Beginning to a new, exciting level! Technique, combinations, and choreography will be combined with more challenging and complex routines. Learn the 'layering' process whereby we layer our shimmies over our hip work and travels! The delightful and exotic ancient art of belly dance is a wonderful way to exercise and gain confidence while listening to rhythmic music, music that will awaken your senses! Join us in a fun, friendly, learning environment. **See note.**

Prerequisite: "Belly Dance - Beginning"

When registering, indicate start date.

4012X PCC - Room GM105 \$59
Feb 24-Mar 17 4 Mon 7:30pm-8:30pm

4012X PCC - Room GM105 \$59
Apr 21-May 12 4 Mon 7:30pm-8:30pm

Note: Hip wraps and veils provided. Coined hip wraps available for purchase in class for about \$20 (prices vary). Feet may be bare, or you may wear ballet or jazz shoes; **NO STREET SHOES ON DANCE FLOOR.**

MUSIC



Singers - Your Body is Your Instrument

Instructor: Judith Townsend

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

When registering, indicate start date.

6150X PCC - Room V208 \$89
Mar 16-Apr 6 4 Sun 2pm-5pm

6150X PCC - Room V208 \$89
Apr 26-May 17 4 Sat 2pm-5pm

Music Made Easy

In partnership with ed2go

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

ONLINE COURSE \$115
Start : Mar 12, Apr 16, May 14, Jun 11
ed2go.com/pcclearn to register.

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
Mar 22-Apr 12 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
May 3-May 24 4 Sat 10am-12pm

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



Native American-Style Flute Introduced

Instructor: Joanne Lazzaro

The haunting sound of the Native American flute can be heard everywhere from streaming playlists, YouTube, and TikTok, to yoga studios, sound baths, powwows, and national parks.

The traditional Native American cedar flute is inexpensive, small, and lightweight to carry. It is beginner-friendly and the basics can be learned relatively easily in a few hours. The instrument is traditionally played without needing to read sheet music, and no prior music instruction or experience is necessary. Beginners can progress quickly, and be able to improvise their own simple melodies, played "from the heart" almost immediately. \$80 materials fee payable in class for a handmade precision-tuned "Little Horse" Eastern Red Cedar Traditional Native American-Style Flute in A minor. *Students who wish to use their own instrument for the course must obtain advance permission from the instructor to insure their instrument is compatible.*

3033X AHS - Room H105 \$69
 Apr 14-Apr 21 2 Mon 6:30pm-8:30pm

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 R205 \$45
 Apr 24 1 Thu 6pm-7:30pm



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 R205 \$45
 Apr 24 1 Thu 7:45pm-9:15pm

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

Continuing Music at PCC!

Piano Ensemble (Music 43)

Instructors: Dr. Phillip Young & 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 Dr. Phillip Young at pdyoung@pasadena.edu; or call 626-585-7795 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 18-Jun 10 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 18-Jun 10 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!



MUSIC

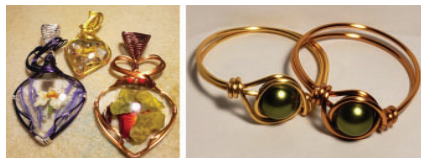
Instrument and vocal courses are offered through Credit.



ENRICHMENT

Jewelry Classes

Instructor: Katherine Woodhouse



Wire Wrapped Jewelry

Introduction

If you have ever wandered the aisles of a craft store or marveled at the delicate and unique jewelry at craft fairs and thought to yourself, "can I do this?" The answer is "yes!" Making your own jewelry is exciting, and can be a money-saver, or maker. In this course, students will learn the fundamentals of wire wrapped jewelry, and learn to create beautiful jewelry using wire. \$20 materials fee (for supplies and use of tools) payable in class.

When registering, indicate start date.

2210X PCC - Room R111 \$109
Mar 1-Mar 29 5 Sat 10am-12pm

2210X PCC - Room R111 \$109
Apr 26-May 24 5 Sat 10am-12pm

Wire Wrapped Jewelry

Earrings

Students will create a variety of beautiful earrings using wire. \$15 materials fee (for supplies and use of tools) payable in class.

Prerequisite: Wire Wrapped - Introduction

2210X PCC - Room R111 \$89
Mar 8-Mar 29 4 Sat 12:30pm-2pm

Wire Wrapped Jewelry

Bracelets, Necklaces & Chains

Students will create a variety of beautiful bracelets, necklaces, and chains using wire. \$15 materials fee (for supplies and use of tools) payable in class.

Prerequisite: Wire Wrapped - Introduction

2210X PCC - Room R111 \$89
Mar 8-Mar 29 4 Sat 2:30pm-4pm

Wire Wrapped Jewelry

Rings

Students will create a variety of beautiful rings using wire. \$15 materials fee (for supplies and use of tools) payable in class.

Prerequisite: Wire Wrapped - Introduction

2210X PCC - Room R111 \$89
May 3-May 24 4 Sat 12:30pm-2pm

Wire Wrapped Jewelry

Wire Weaving

Students will learn the basics of wire weaving to create beautiful wire wrapped jewelry. \$15 materials fee (for supplies and use of tools) payable in class.

Prerequisite: Wire Wrapped - Introduction

2210X PCC - Room R111 \$89
May 3-May 24 4 Sat 2:30pm-4pm

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
May 3-May 24 4 Sat 9am-12pm



Arts & Crafts

Instructor: Isabel Valencia



Crochet for Beginners

In this course, students will learn basic stitches, cast on, single, double and triple stitch, increase, decrease, casting off square, rectangle, circular shapes - techniques to help you to make your projects a reality. Projects include hats, booties, sweaters, a shawl, throw bags - all without a pattern. By discovering your creative side, you will be able to make any project you imagine! **See note.**

3305X PCC - Room R113 \$105
Feb 22-Mar 22 5 Sat 8:30am-10:30am

Knitting for Beginners

Join us as students will learn the basics of knitting, including the continental method of knitting. Techniques include cast on, basic stitches, like knit and purl on all combinations, increase and decrease, and cast off. Projects include booties, a scarf, a bag, a throw, and a hat. Students will be guided to create their own projects without the use of a pattern. **See note.**

2276X PCC - Room R113 \$105
Feb 22-Mar 22 5 Sat 11am-1pm

Crochet for Beginners II

You have the crochet bug so grab your needle and yarn and get ready for the next step. In this continuation course, we will go deep in different, more complex projects like sweaters, dresses, and jackets. In addition to new stitches, students will learn modular crochet to make any project possible. **See note.**

Prerequisite: Crochet for Beginners

3306X PCC - Room R113 \$105
Mar 29-May 3 5 Sat 9am-11am

Note: Students must bring their own supplies. Supply list available at: pcclearn.org/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 start date.

3311X PCC - Room R309 \$109
Feb 22-Mar 15 4 Sat 9am-12pm

3311X PCC - Room R309 \$109
Mar 29-Apr 26 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
May 10-May 31 4 Sat 9am-12pm

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

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
Apr 20 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
May 18 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
Jun 8 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
Apr 20 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
May 18 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
Jun 8 1 Sun 3pm-6pm

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

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.

3247X PCC - Room R121 \$55
Apr 26 1 Sat 10am-12pm

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.

3248X PCC - Room R121 \$55
May 17 1 Sat 10am-12pm



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.

3226X PCC - Room R226 \$85
Mar 1-Mar 22 4 Sat 10am-12pm

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 27 1 Thu 6pm-9pm
Login info emailed prior to start date.

Also see *Discovering The Artist's Way* - page 29.

Screenwriting

Instructor: Brad Saunders

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 PCC - Room R111 \$105
Mar 4-Apr 1 5 Tue 6:30pm-9:30pm




Screenwriting Workshop

This writing and story development workshop is devoted exclusively to helping you, the screenwriter, develop your story. Students are encouraged to approach their scripts in unique ways that will serve to unlock each story's potential. Emphasis is 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 PCC - Room R111 \$105
Mar 5-Apr 2 5 Wed 6:30pm-9:30pm

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



WRITING

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




PHOTO GRAPHY

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. Students are encouraged to share their smartphone images 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 R123 \$69
Apr 5 1 Sat 10am-1pm

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 R123 \$75
May 10 1 Sat 10am-2pm

LANGUAGES



Everyday Spanish

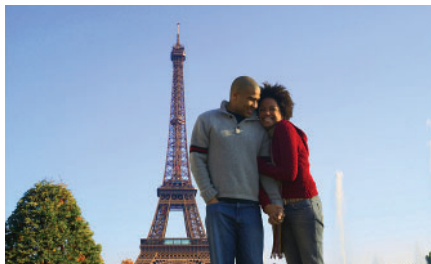
Instructor: Adelio Morales

¡Estás listo para aprender español! Everyday Spanish is a course designed to help you communicate while introducing you to the diverse cultures of Spanish-speaking communities in the United States. The course focuses upon pronunciation and conversation using interactive and fun activities created by a native Spanish speaker and instructor. This course will give you the skills and confidence to speak Spanish in real-life situations. \$20 materials fee payable in class.

When registering, indicate start date.

3711X PCC - Room R220 \$145
Feb 24-Apr 7 6 Mon 6pm-9pm

3711X PCC - Room R220 \$145
Apr 21-Jun 2 6 Mon 6pm-9pm



Everyday French

Instructor: Jeanne Hart

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
Feb 26-Apr 9 7 Wed 6:30pm-9:30pm
Logon info emailed prior to start date.

Note: Continuation French classes available. Information at pcclearn.org.

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 15-May 3 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 13-May 1 8 Thu 6pm-8:30pm
Logon info emailed prior to start date.



PHOTOGRAPHY

Photography courses also offered through Credit.





LANGUAGES

Foreign language courses are offered through Credit.



EXERCISE



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. **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 9-May 14 6 Wed 7pm-9pm

Class 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. To achieve the maximum benefit from this course, it is encouraged that students attend all sessions. *Wear loose, comfortable clothing. Note: Feet may be bare, or you may wear socks, ballet, or jazz shoes; No street shoes on dance floor. Come to class with an empty stomach. \$2 materials fee payable in class.*

2086X **PCC - Room GM105** **\$79**
Mar 9-Mar 30 4 Sun 10am-12pm

Good Posture

Instructor: Casey Butterfield

5 Secrets to Good Posture

Intro to the Alexander Technique

Prepare to stand taller and move smarter using the Alexander Technique for effortless natural posture. Together we will use breathing exercises, anatomy hacks, and mindful movements to calm our nervous systems and stretch out our spines. Certified Alexander Technique teacher and Registered Somatic Movement Educator Casey Butterfield will introduce the transformative effects of the Alexander Technique. Join us to discover how to use this technique to make daily tasks easier, and more fun. Take this opportunity to nurture your mind, body, and soul in a safe and supportive space. *Wear loose, comfortable clothing and must bring a yoga mat, and 3 paperback books (for exercise purposes). Note: Feet may be bare, or you may wear socks, ballet, or jazz shoes; No street shoes on dance floor.*

4028X **PCC - Harbeson Hall*** **\$89**
Feb 24-Mar 24 5 Mon 7pm-8:30pm

NEW Good Posture in the Workplace

The Alexander Technique

At the end of the work day, your energy level is still going strong! Right? Perhaps not so strong. If you wish you had more energy at the end of the day, join us for five sessions of practical tools to sit more comfortably, release long-term tension, and feel a new sense of lightness and ease. Join us and gain the confidence boost that comes from natural good posture at work, whether in a chair or at a keyboard. Say goodbye to Zoom fatigue and tech neck and hello to feeling relaxed and productive all day long. Students should bring to class the device they use most for work (phone, tablet, laptop). **Note:** Each class participant also will receive an individual ergonomics consult, with advice that may be applied directly to the workplace.

4030X **PCC - Harbeson Hall*** **\$89**
Apr 21-May 19 5 Mon 7pm-8:30pm

*** Harbeson Hall is swing space during campus renovations.**

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.**

When registering, indicate start date.

4011X **PCC - Harbeson Hall*** **\$55**
Mar 1 1 Sat 11:45am-1:45pm

4011X **PCC - Harbeson Hall*** **\$55**
May 10 1 Sat 11:45am-1:45pm



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"

When registering, indicate start date.

4014X **PCC - Harbeson Hall*** **\$55**
Mar 8 1 Sat 11:45am-1:45pm

4014X **PCC - Harbeson Hall*** **\$55**
May 17 1 Sat 11:45am-1:45pm

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

Jeffrey also teaches Hip Hop & Funk Dance - page 21.

LIFESTYLE

Tai Chi/Yoga

Instructor: Dorothy Waterman



Tai Chi

Learn an ancient healing art you can practice at home for all the stress reducing benefits. This class emphasizes basic moves used in Yang style Tai Chi and provides hand outs and explanations for students to cultivate and nourish their Qi, their vital life force. *No mat or previous experience required. Wear loose, comfortable clothing, and bring water to class. Note: Feet may be bare, or you may wear socks, ballet, or jazz shoes; No street shoes on dance floor.*

When registering, indicate start date.

4019X PCC - Room GM105 \$89
Feb 22-Apr 12 7 Sat 1pm-2pm

4019X PCC - Room GM105 \$89
May 3-Jun 14 7 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 14 1 Sat 2:30pm-4pm



Discovering The Artist's Way

Instructor: Kathleen Fitzgerald

Is the creative alive in you? Do you find yourself blocked? Join us for a three-week journey into The Artist's Way and unlock your creative potential. Our inner artist needs support, attention, and community. We will explore fears, and blocks to the creative process while discovering inspirational activities designed to unleash potential.

Recommended Textbook:

The Artist's Way, by Julia Cameron (ISBN: 978-0143129257) available online and at local bookstores.

2087X PCC - Room R108 \$69
Mar 15-Mar 29 3 Sat 10am-11:30am

NEW Baby Boomers: Unlock Your Travel Dreams

Instructor: Leslie Crumley

Baby Boomers, are you ready to transform your travel aspirations into reality? Learn to craft your travel vision, harmonize your everyday finances with your wanderlust, and maximize your travel dollars. Discover innovative ways to stretch your budget and turn everyday spending into travel opportunities. Are you ready to uncover the secrets that will change the way you travel forever? Here is what we will explore:

- Crafting Your Travel Blueprint
- Aligning Your Finances with Wanderlust
- Maximizing Your Travel Dollars

Imagine embarking on your dream vacation without financial stress, armed with the knowledge of how to make every dollar count. What if you could travel more frequently, stay longer, and experience more, all while keeping your finances in check? This workshop is your first step towards that reality. Are you prepared to discover the secrets that could revolutionize the way you travel? If you are ready to stop wishing and start travelling, join us and turn your travel dreams into your new lifestyle!

2222X PCC - Room R220 \$59
Feb 26 1 Wed 6pm-9pm

NEW Moon and Manifestation

Instructor: Tahia Lameer

This workshop will delve into an in-depth exploration of the Moon's significance to Vedic Astrology and manifestation. The Moon, a celestial body symbolizing water, emotions, maternal instincts, and self-awareness, intricately weaves its influence into the fabric of our existence. As our bodies are predominantly composed of water and water is intricately linked to personal and collective consciousness, understanding the moon's sway becomes essential. Through a journey into the relationship of thoughts, reality, and our watery essence, we are able to unlock potent insights into the art of self-transformation and manifestation. Join us to discover how aligning with the lunar rhythms can unveil pathways to profound personal growth and empowerment. Students will be introduced to the mystical relationship between the moon and the art of manifestation through the lens of Vedic Astrology, blending ancient scriptures with modern perspectives to empower students to use the moon's cycles for intentional manifesting.

2232X ONLINE COURSE \$55
Mar 12 1 Wed 6:30pm-8pm
Logon info emailed prior to start date.

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



EXERCISE

The Kinesiology Division offers exercise and sports courses for Credit.





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 3-May 8 6 Thu 7pm-9pm

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

NEW New Career – New Path

Instructor: Pat Pattison

Change your career, or explore a more creative second half! Pat Pattison, TV Host of “*Pat Pattison’s Best of California*” changed careers at 55. Join us as he walks you through a step-by-step “Creative YOU Turn” process based upon his book to pivot to something new and more fulfilling. Learn how Pat achieved his dream career later in life, and discovered a practical and realistic approach to starting down a new path. *You can do the same!* \$9 materials fee payable in class.

2093X **PCC - Room R520** **\$85**
Mar 3-Mar 24 4 Mon 7pm-9pm



Aromatherapy: The Healing Power of Scent

In partnership with ed2go

Aromatherapy is a complementary and alternative therapy that uses essential oils to promote both physical and psychological health. It is often used in conjunction with massage, meditation, and other therapies to achieve healing. Aromatherapy has gained in popularity in recent years, and clinical aromatherapy (the use of specific essential oils for the prevention and treatment of health conditions) is being incorporated into treatment plans by naturopathic physicians, medical doctors, registered nurses, licensed massage therapists, and licensed acupuncturists as well as other health care providers. The outcome of this course is for the learner to describe the historical use of fragrance and aromatherapy for healing, the methods of essential oil extraction and application, the clinical effects of essential oils using a body systems approach, the research about using aromatherapy for specific conditions, contraindications regarding the use aromatherapy, and the key elements of some of the most common essential oil monographs.

ONLINE COURSE **\$44**
Self-paced, start anytime
ed2go.com/pcclearn to register.

Personal Improvement

Instructor: Margaret Pappas

7 Strategies to Control Your Thoughts

Thinking happens naturally. We think, and we think a lot. 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. Join us and 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
- Apply the 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 payable in class.

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

NEW Mindfulness and Meditation Practicing Mindful Exercises

Being chronically stressed out and constantly feeling overwhelmed can take a toll on both mental and physical health. Mindfulness is the practice of being present in the moment without judgment. It involves paying attention to thoughts, feelings, and bodily sensations without getting caught up in their repetitive loop. No one is mindful 100% of the time. We all need help and a little encouragement to be present and to meet any moment with gentle care and the wisdom that already is within us. In this workshop students discover their current level of mindfulness, followed by formal and informal techniques and exercises to become more mindful. Practice and dedication are crucial to becoming more mindful, enabling you to gain benefits from living in the present moment. By incorporating these mindfulness practices into your daily routine, you will experience reduced stress, improved relationships, and enjoy greater overall well-being. Come have some fun and *Get Relief!* \$10 materials fee payable in class.

2013X **PCC - Room R307** **\$65**
Mar 29 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 26 1 Sat 9:30am-1:30pm

OUTDOORS



Find Your Purpose

Instructor: Uldric Antao

What does it mean to live a more meaningful life? This phase is often spoken, however what does it mean and how to you "get it?" Through lectures, in-class exercises, and class discussions, this course will tackle the fears that keep us from our dreams. Join us and learn how to ask the right questions to strive for your dreams, uncover your hidden desires, and live a more meaningful life.

2076X **PCC - Room R111** **\$79**
Apr 5-Apr 12 2 Sat 10am-1pm



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:

Chess 2, Step by Step, from Beginner to Champion, Second Edition, by Aleksandr Kitsis (ISBN: 978-1456422899) available online and at bookstores.

2221X **PCC - Room R111** **\$105**
Mar 2-Apr 27 8 Sun 11am-1pm

Survival Basics

Instructor: Christopher Nyerges



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**
Mar 7-Apr 4 5 Fri 7pm-9pm
Logon info emailed prior to start date.

Mycology

"The Fungus (Mushrooms) Among Us"

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 19-Feb 26 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**
Feb 18 1 Tue 6pm-9pm
Logon info emailed prior to start date.

Kevin also teaches E-Commerce classes! - page 14.



Growing Plants for Fun and Profit

In partnership with ed2go

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

ONLINE COURSE **\$125**
Start : Mar 12, Apr 16, May 14, Jun 11
ed2go.com/pcclearn to register.

ACTIVE

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

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

TOTAL \$ _____

Payment by Visa, MasterCard or Discover:

Card No. _____

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

Authorized Signature _____

PRINT Name on Charge/Check _____

Payment by check (payable to Pasadena City College):

Driver's License No. _____

Expiration Date _____

Please do not write in this space

Date _____ Received by _____

CK _____ CA _____

11/23

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

General Information

Dropping A Course

Refunds are granted provided you notify PCC Extension at least three (3) business days before your class begins. Registration fee refunded in the same format as originally paid within six (6) weeks. **There are no refunds beyond this deadline.** Refunds ARE NOT issued for absences nor prorated for late registrations. **Note:** If dropping a class from a Certificate Program or a Course Series, discounts will no longer apply and the refund amount will be adjusted accordingly. Missed class meetings may not be made up in another class. There is no auditing of classes. Returned checks will be subject to a \$25 handling charge.

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

- **ProTrain:** Refunds for ProTrain online courses/programs are given only if a student has not accessed any portion of the online course/program and the student requests a refund, in writing, via email to PCC Extension within three (3) business days from the date of the course setup (email notification sent). There are no refunds for any online courses (or curricula) once a course has been accessed in any manner. If applicable, any shipped or online course reference materials (physical books, eBooks, study guides, CDs, Self-Study Kits, Videos, etc.) must be returned, unopened/unused at your own expense if you 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

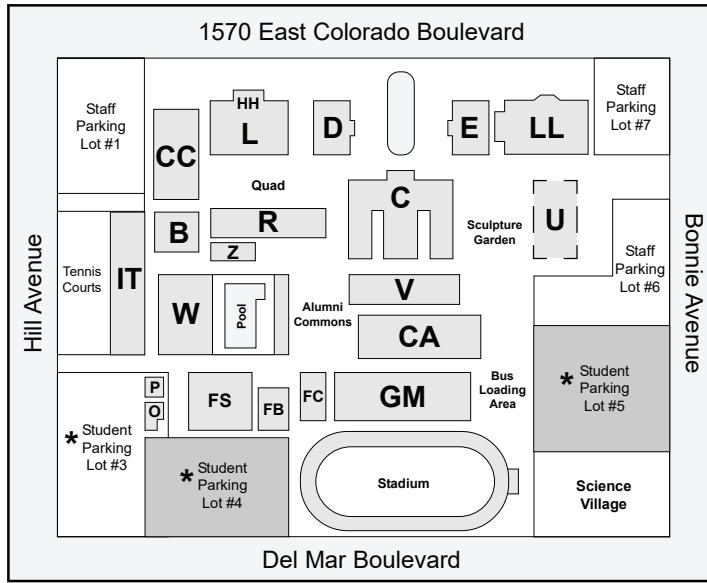
A link to our Release and Medical Consent form (Waiver form) will be included in your emailed confirmation letter. The form also may be found on our website, or by going to: pcclearn.org/ReleaseForm. **Complete and return form to the instructor at the first class.**

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.

Pasadena City College Campus



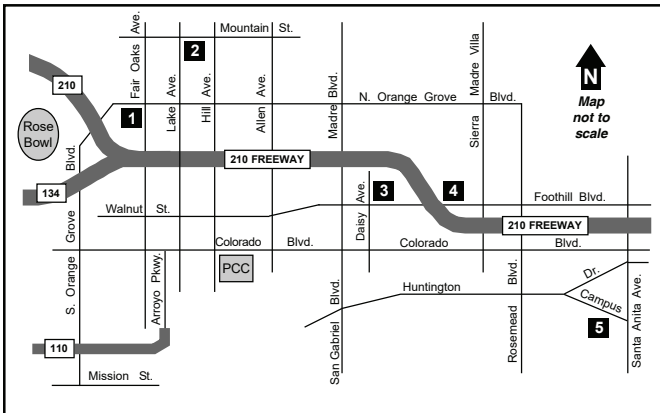
- B** Bookstore
Student Business Services
Campus Police
- C** Information - C218
Sexson Auditorium
- D** Health Center
Learning Assistance Center
- E** Physical Sciences
- L** Admissions & Records
Career Center
Counseling Services
Financial Aid
Registration
- R** Catherine J. Robbins Building
- U** Armen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



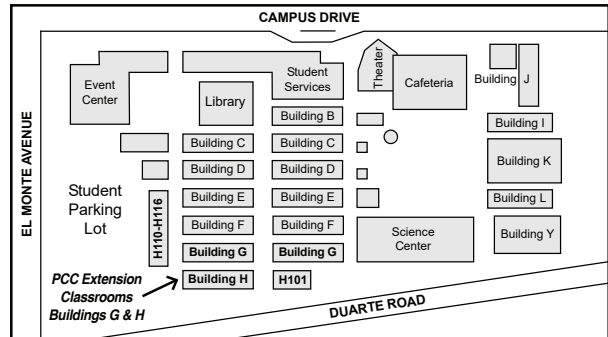
1
Pasadena Bridge Club
649 N. Fair Oaks Ave., #201

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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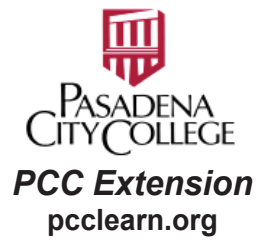
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PCC Extension



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.

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,
 Superintendent/President

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Stay Connected!

pccextension

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Lifelong Learning Is For LIFE

TEACH A CLASS!



PCC Extension is currently seeking community instructors to teach **IN-PERSON** classes in:

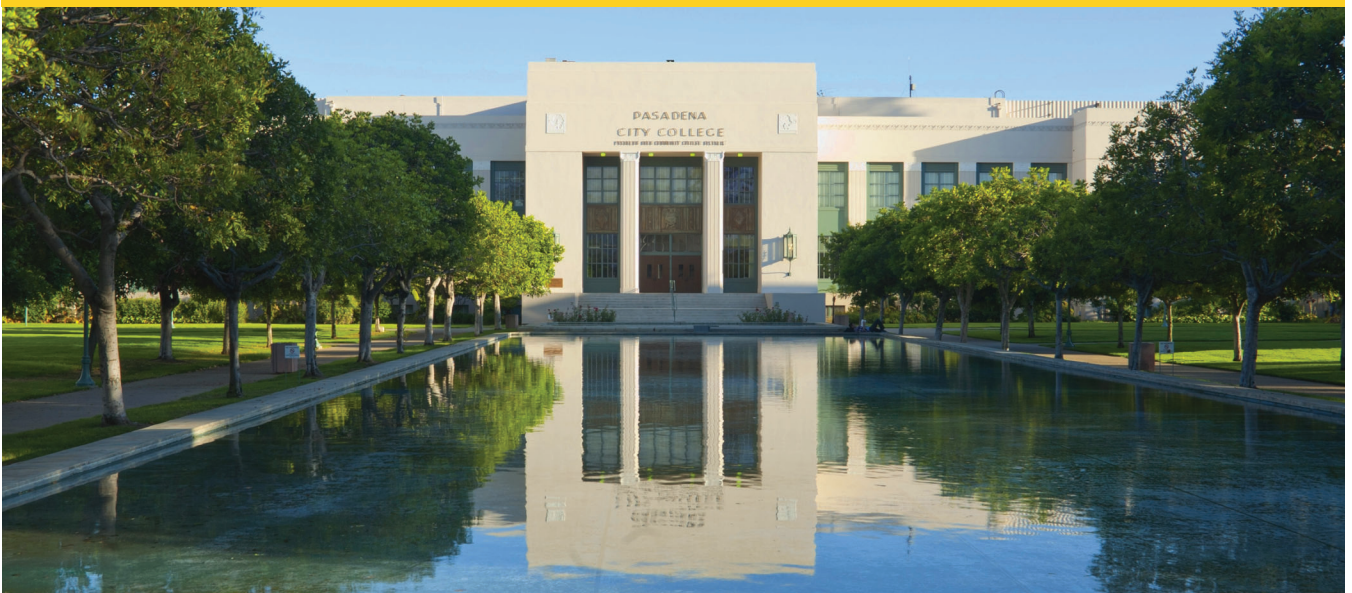
- Japanese
- Pilates
- Fitness
- Gardening
- American Sign Language
- Calligraphy
- Ukulele
- Drawing
- Pet Care

LEARN MORE!

Visit pcclearn.org and click on *Teach a Class* in the menu bar.

Where can I get information about Pasadena City College credit classes and programs?

pasadena.edu for complete information about classes, financial aid, start dates, and the application process.



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

pcclearn.org
info@pcclearn.org

Have an idea for a new business? Dreaming of entrepreneurship?

The PCC SBDC and WBC provide expert guidance to help you start or grow your business, at NO-COST to you! Check us out below!



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SBDC



WBC



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PCC Extension

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