

Winter 2025

PCC Extension

Lifelong Learning

*Careers!
Creatives!*



PCC Extension
**AWARDS
WINNER**
ACCE
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PCC Extension

January 4 – February 13, 2025

pcclearn.org



Winter 2025

Your PCC Extension team is excited to bring you our Winter catalog of classes, workshops, programs, and hands-on activities. Our Winter Session is brief, running just six weeks with showcased classes selected to work easily within the intersession dates. There are new classes as well as expanded, second level, and continuing classes. It is hoped that all are enjoying the cooler Fall weather and are looking forward to the many end-of-year celebrations. Beginning with the orange glow of jack o' lanterns, to turkeys and trimmings or special feasts and gatherings, to diverse celebrations and traditions holding special meanings, to the inevitable change to another year, 2025. This time of year is busy, however, a good busy. Friends and family will come together, some will raise a glass of champagne, or perhaps a glass of sparkling apple juice to bid farewell to 2024 and welcome 2025. Resolutions will be made, and while some will fade away others will continue, bringing with them new beginnings and positive paths. If one of your resolutions is about joining the many who continue to learn, explore, renew, and grow through lifelong learning courses, workshops, training programs, or hands-on activities, it is hoped that you will find ideas and opportunities within the PCC Extension Winter Session catalog, supported by our dynamic website for ease of perusing and registering. Your PCC Extension team is here to answer your questions and to assist with registration – call or email us! Best wishes for the remainder of 2024 and kind thoughts for a positive 2025.

"Be willing to be a beginner every single morning." Meister Eckhart

PCC Extension

Website: pcclearn.org

Email: info@pcclearn.org



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



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

New Courses

Bachata Dance
Becoming a Manager
Break into Television
Commercials
Discovering The Artist's Way
Find Your Purpose
Long Distance Real Estate
Investing Secrets
Salsa Dance
Social Media Marketing -
Automated
Wire Wrapped Bracelets,
Necklaces & Chains
Wire Wrapped Earrings

Retirement

Live, Work or Retire
Abroad – Affordably
Medicare 101
Social Security
Taxes in Retirement
Reverse Mortgage

Live Healthy

5 Secrets to Good Posture
Belly Dance
Kundalini Yoga
Qigong Regulation Exercise
Self-Defense
Tappercize

Spring Session Available January 2025

CAREER

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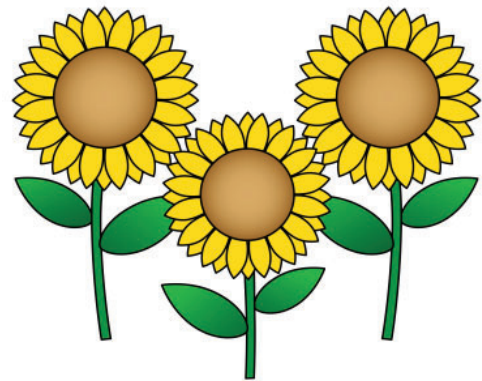
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LEGEND

NEW

New for Winter 2025



Certificate Program

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

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
Jan 25 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
Jan 26 1 Sun 9am-2pm



EV Charging Station Installer

Design and Operation

Instructor: Quayum Abdul

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
Jan 10-Jan 24 3 Fri 6pm-10pm

Aromatherapist

In partnership with ProTrain

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

ONLINE COURSE \$1,025
Self-paced, start anytime.
pcclearn.org/protrain to register.

NEW 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

7731X PCC - Room R117 \$55
Jan 18 1 Sat 11am-1pm

Mastering Public Speaking

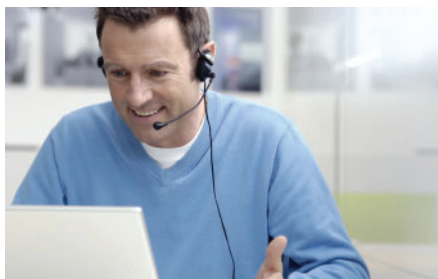
In partnership with ed2go

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 : Jan 15, Feb 12, Mar 12, Apr 16
ed2go.com/pcclearn to register.



Career Technical Education programs also available.



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.

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 : Jan 15, Feb 12, Mar 12, Apr 16
ed2go.com/pcclearn 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.



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 : Jan 15, Feb 12, Mar 12, Apr 16
ed2go.com/pcclearn to register.



NEW 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 R104 **\$79**
Jan 25-Feb 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/pcclearn

Online Certificate Programs & Courses

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

Certificate Programs

Administrative Dental Assistant
Aromatherapist
Associate Professional in Human Resources (aPHR)
Association of Bridal Consultants (ABC)
Certified Wedding Planner Program
Bookkeeping Administration
BPI Building Science Principles
Certificate of Knowledge
Certified Associate in Project Management (CAPM)
Certified Cloud Security Professional (CCSP)
Certified Information Security Manager (CISM)
Certified Maintenance and Reliability Technician
CompTIA A+
CompTIA IT Fundamentals+
CompTIA Network+
CompTIA Security+
Customer Service Representative
Day Care Administrator
EKG Technician
Event Planner
HVACR Technician
Landfill Operations
LEED Green Associate
Medical Administrative Assistant
Medical Assistant
Medical Billing and Coding
Microsoft Office 365 - Excel 2021
Microsoft Office 365 - Outlook 2021
Microsoft Office 365 - PowerPoint 2021
Microsoft Office 365 - Word 2021
Microsoft Office Excel 2016
Microsoft Office Outlook 2016
Microsoft Office PowerPoint 2016
Microsoft Office Word 2016
MSSC Certified Production Technician (CPT)
NRF Retail Industry Fundamentals
NRF Warehouse, Inventory, and Logistics

Patient Care Technician

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

Bundles Courses

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

Professional Courses

Advanced Math for the Workplace
Advanced Writing
Basic Management Skills
Basic Math for the Workplace
Become an Entrepreneur
Blogging with WordPress
Business Writing for Busy Professionals
Creating a Global Classroom

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

Workforce Spanish

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

Featured Online Certificate Programs

Self-paced, start anytime, financing available.

HVACR Technician

HVACR Technician is an in-demand job with opportunities expected to continue growing during the next ten years. HVAC Technicians install, inspect, repair, and maintain heating, air-conditioning, and refrigeration systems for residential and commercial settings. This course provides the skills needed to obtain an entry-level position in the HVACR industry, or it can be used to upgrade a skill set for those already employed as HVACR technicians. The course provides a comprehensive overview of all aspects of HVACR, with the goal of preparing students to be able to install and maintain HVACR systems. Students will learn through a combination of theoretical and practical applications providing them with a solid understanding of how HVACR systems work.

ONLINE COURSE

\$1,899



Landfill Operations

The field of landfill operations is comprised of eight foundation blocks with units addressing waste decomposition; geology and hydrology; engineering; surveying; landfill design, construction, operations, and regulations. This course meets or exceeds most state requirements for the educational components of certification and licensing required for solid waste professionals.

ONLINE COURSE

\$245

Patient Care Technician

Patient Care Technicians (PCT) are expected to understand the status of today's healthcare system, respect proper ethical and documentation practices, and care for patients regardless of age or condition. Course topics discussed range from upholding the safety of all within a healthcare facility to the proper cleaning and sanitizing of patient and workspaces. The skills learned in this course will help students become more confident in their ability to perform their tasks above expectations.

ONLINE COURSE

\$899



Solar Water Heating Technician

A Solar Water Heating Technician is an expert in solar fundamentals, site assessment, system design and sizing, installation, system component service, system start-up and maintenance, and worker safety. This course covers all of these factors for residential and light commercial solar water heating systems for domestic hot water and pool applications.

ONLINE COURSE

\$995

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

pcclearn.org/protrain

Online Career Training Programs

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

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

Featured Online Certificate Programs

Self-paced, start anytime.

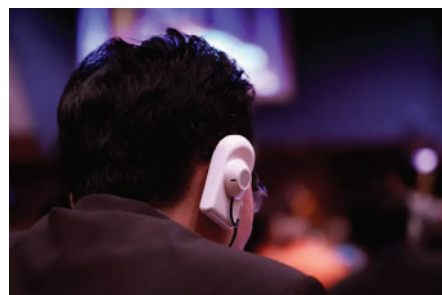
Certified Technical Writer

Technical writers are professional communicators whose roles vary across industries and contexts. They may create manuals and instruction documents, write grant proposals, manage social media accounts, or create compliance documents. They may work in industries as different as aeronautical engineering and healthcare or be self-employed. This course explores the technical writing framework, the conventions it follows, and elements essential to all technical writing. Included is a lesson about preparing for the Certified Professional Technical Communicator (CPTC) exam offered by the Society for Technical Communication (STC).

GES2110

ONLINE COURSE

\$2,195



Federal Court Interpreter

State and Federal Spanish Court Interpreter certification examinations are rigorous, requiring intensive training and access to practice courses. This course includes an exceptional online interpreting laboratory enabling students to practice numerous court cases as if they were in actual court proceedings at both state and federal levels. Material presented in each lecture is immediately practiced in the online laboratory insuring that students are able to memorize the transfer of a word or phrase as well as interpret as required in a court of law. This course also prepares students to interpret in any civil deposition and any other legal proceeding in criminal or civil jurisdictions.

GES282

ONLINE COURSE

\$2,395

Medical Interpreter (Spanish/English)

The Medical Interpreter training course prepares students to work in hospitals, medical offices, and healthcare environments where a Spanish interpreter is needed. The Medical Interpreter training course also prepares you to sit for available Medical Interpreting examinations. Students will learn the three interpreting skills: simultaneous, consecutive, and sight translation as well as the proper transfer of medical terminology into Spanish for different areas in a hospital and for different medical specialties. Intensive online interpreting laboratory practices are included in this training course. This course is language specific – Spanish/English.

GES165

ONLINE COURSE

\$2,595



Nutrition for Optimal Health, Wellness, and Sports

Whether you are a medical professional, registered dietitian, fitness professional, or someone concerned with their own health, this course focuses upon developing individualized nutritional programs. Topics include energy and nutrient needs; myths concerning diet and performance; and behavior modifications and dietary approaches for clients. Modules discuss incorporating a client's health history for nutritional health. Fitness professionals learn fundamental nutrition education to use in partnership with registered dietitians. Individuals interested in learning about nutrition, daily meal planning, wellness strategies, and sports performance will discover information to help achieve goals.

GES114

ONLINE COURSE

\$1,995

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

pcclearn.org/careers

Online Certificate Programs & Courses

Self-paced, designed for busy lives.

Certificate Programs

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

Professional Courses

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



CAREERS

Career Technical
 Education programs
 also available.



Featured Online Certificate Programs

Self-paced, convenient start dates.

Certificate in Workplace Communication

Clear communication in the workplace is critical, impacting both career advancement and success. Join this course for a comprehensive overview of skills and techniques you can put to use on Monday morning. Discover a workable conflict management model with successful and practical conflict management strategies. Work with a professional to improve your negotiation skills for a win-win outcome. Find out more about yourself and others using personality profiles for better work performance. You will learn from some of our more popular instructors, and take away new how-to skills that work.

4473X

ONLINE COURSE

\$595



Digital Marketing Certificate

This course provides a fundamental yet advanced introduction to eMarketing relevant for any type of organization, including profits, non-profits, and government agencies. Topics include improving email promotions, analyzing web site traffic, conducting search engine optimization, and employing online advertising. No eMarketing experience or expertise is necessary. If you already are at an advanced level, your instructors will provide the latest most advanced information and answer your toughest questions.

4509X

ONLINE COURSE

\$495

Managing Remote Workers Certificate

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

4366X

ONLINE COURSE

\$395



Supervisory and Leadership Certificate

Employees are a company's most valuable resource. Ensuring the efficiency of your team is the key to your success and is your most important responsibility. This course will provide you with practical, easy to understand and insightful leadership methods for new and even experienced supervisors and managers. Learn about effective delegation, performance management, and writing performance reviews. Discuss the specifics of the supervisor's role and responsibilities, and strategies for improving your overall effectiveness as a leader. Take home practical information along with tips and techniques that can be applied at your job immediately.

4521X

ONLINE COURSE

\$395

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!



**Winter is
Here!**

Start Dates:

January 15

February 12

March 12

April 16

**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

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**
Jan 9 1 Thu 6pm-9pm

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**
Jan 23 1 Thu 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**
Jan 16 1 Thu 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**
Jan 30 1 Thu 6pm-9pm

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

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.



NEW 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**
Jan 28 1 Tue 6pm-9pm
Logon info emailed prior to start date.



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.

TECHNOLOGY INVESTING

Introduction to

Microsoft Word 2019

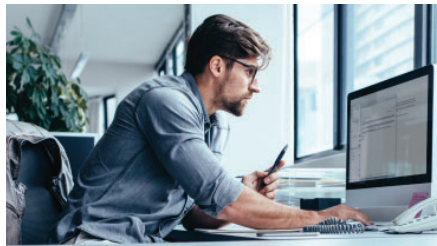
In partnership with ed2go

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

Start : Jan 15, Feb 12, Mar 12, Apr 16
ed2go.com/pcclearn to register.

\$147



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

Start : Jan 15, Feb 12, Mar 12, Apr 16
ed2go.com/pcclearn to register.

\$147

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

Jan 10-Jan 24

PCC - Room R113

3 Fri

\$79

6:30pm-8:30pm



Investments

Instructor: Jalon O'Connell

Investment Boot Camp

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

- Construct an investment portfolio designed to achieve financial goals
- Assess investment risk
- Manage risk effectively to maximize profit opportunity and control losses
- Reduce income taxes using tax-favored investments
- Improve and protect retirement accounts
- Learn the mechanics and potential returns of stocks, bonds, mutual funds, ETFs, annuities and real estate

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

0401X

Jan 22

AHS - Room H105

1 Wed

\$59

6:30pm-9pm



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

Feb 4 & 6

ONLINE COURSE

Tue & Thu

\$69

6:30pm-9pm
Logon info emailed prior to start date.

RETIREMENT



Live, Work or Retire Abroad - Affordably!

Instructor: Bob Cohen

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

2305X	ONLINE COURSE	\$59
Jan 14	1 Tue	6pm-9pm

Logon info emailed prior to start date.

Medicare 101

The ABC and D's of Medicare

Instructor: Ron Tanji

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

When registering, indicate start date.

2262X	PCC - Room R117	\$49
Jan 11	1 Sat	9am-10:30am
2262X	AHS - Room H106	\$49
Feb 12	1 Wed	6:30pm-8pm

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 R123	\$55
Jan 25	1 Sat	10am-12pm
3914X	AHS - Room H105	\$55
Feb 12	1 Wed	6:30pm-8:30pm



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
Jan 25	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
Feb 1	1 Sat	11am-1pm



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



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

3925X **PCC - Room R115** **\$55**
Jan 18 1 Sat 11am-1pm

Home Buyer Survival Guide For the First Time Buyer

Instructor: Kyle George

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

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

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

3910X **PCC - Room R115** **\$59**
Jan 25 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

NEW 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**
Jan 14 1 Tue 5pm-8pm
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**
Jan 16 1 Thu 5pm-8pm
Logon info emailed prior to start date.



Watercolor Painting for Amateurs

Instructor: George Liang

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. *Students must bring their own supplies. Supply list available at: pcclearn.org/supplies. \$5 materials fee payable in class.*

0253X PCC - Room CA305 \$135
Jan 5-Feb 9 6 Sun 10am-12pm



Note Regarding All Art Classes:

Please confirm status of class before purchasing supplies!

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
Jan 4-Feb 8 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
Jan 4-Feb 8 6 Sat 2pm-5pm



Drawing for the Absolute Beginner

In partnership with ed2go

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

ONLINE COURSE \$115
Start : Jan 15, Feb 12, Mar 12, Apr 16
ed2go.com/pcclearn to register.

*Also see **Discovering The Artist's Way** - page 22.*

"The aim of art is to represent not the outward appearance of things, but their inward significance."

Aristotle



ART

A variety of studio art courses are offered through Credit.



DANCE

Salsa/Bachata Dance

Instructor: Alicia Valiente

NEW 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.*

1803X PCC - Harbeson Hall* \$75
Jan 8-Feb 12 6 Wed 6:30pm-7:30pm



NEW 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.*

1813X PCC - Harbeson Hall* \$75
Jan 8-Feb 12 6 Wed 7:30pm-8:30pm



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* \$69
Jan 11-Feb 8 5 Sat 10:30am-11:30am

Jeffrey also teaches
Self-Defense I & II - page 21.



Tappercize

Instructor: Dolores Cruz

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* \$69
Jan 4-Feb 8 5 Sat 9am-10am

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

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.*

4012X PCC - Room GM105 \$59
Jan 6-Feb 3 4 Mon 7pm-8pm



NEW 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"

4012X PCC - Room GM105 \$59
Jan 6-Feb 3 4 Mon 8pm-9pm

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.**



DANCE

Dance courses also offered through Credit.



MUSIC

CRAFTS



Native American-Style Flute Introduced

Instructor: Joanne Lazzaro

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**
Feb 3-Feb 10 2 Mon 6:30pm-8:30pm

Acoustic Guitar

Instructor: Spencer Artwick

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

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

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

3025X **PCC - Room CA117** **\$99**
Jan 18-Feb 8 4 Sat 10am-12pm



Music

Instrument and vocal courses are offered through Credit.



Arts & Crafts

Instructor: Quayum Abdul



Candle Making

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

3342X **PCC - Room CA109** **\$55**
Jan 12 1 Sun 10am-1pm

Soap Making

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

3343X **PCC - Room CA109** **\$55**
Jan 12 1 Sun 3pm-6pm

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**
Feb 9 1 Sun 10am-1pm



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**
Feb 9 1 Sun 3pm-6pm

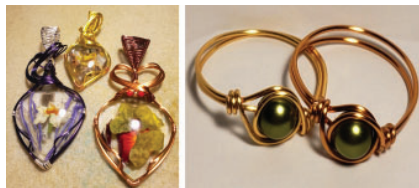
Note: Each course has a \$30 materials fee payable in class.

Note Regarding All Crafts Classes:

Please confirm status of class before purchasing supplies!

Jewelry Classes

Instructor: Katherine Woodhouse

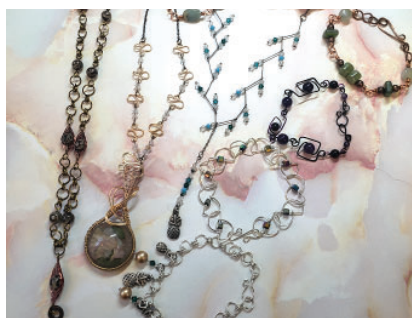


Wire Wrapped Jewelry

Introduction

If you have even 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.

2210X PCC - Room R111 \$109
Jan 11-Feb 8 5 Sat 10am-12pm



NEW

Wire Wrapped Jewelry

Earrings

Using the foundations and basics taught in the Introduction course students will create a variety of beautiful earrings using wire. \$15 materials fee (for supplies and use of tools) payable in class.

2210X PCC - Room R111 \$89
Jan 11-Feb 1 4 Sat 12:30pm-2pm



NEW

Wire Wrapped Jewelry

Bracelets, Necklaces & Chains

Using the foundations and basics taught in the Introduction course 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.

2210X PCC - Room R111 \$89
Jan 11-Feb 1 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 CA109 \$109
Jan 18-Feb 8 4 Sat 9am-12pm



Arts & Crafts

Instructor: Isabel Valencia



Crochet for Beginners

Calling all beginner crocheters! In this introductory course students learn the types of yarn available and how to choose the right yarn and hook for your project. Each class will cover basic stitches, such as cast on, finishes, edges, increase, and decrease. Learn how to end your project with a yarn needle or hook, and discover how to make your own tassels, pom-poms, and flowers. Projects include a scarf, hat, bag, and a throw. By the end of the course, students will have the basic knowledge needed for any project. **See note.**

3305X PCC - Room R113 \$105
Jan 4-Feb 1 5 Sat 8:30am-10:30am



Knitting for Beginners

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

2276X PCC - Room R113 \$105
Jan 4-Feb 1 5 Sat 11am-1pm

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

Screenwriting

Instructor: Brad Saunders

Screenwriting - The Basics

By the end of this course, students will have written a short script in conformance with movie industry standards, and had it critiqued by a professional. This introductory course is designed to help anyone learn the basics of screenwriting, and covers such fundamentals as screenwriting format, programs, the development of character, and dramatic three-act structure. **See note.**

3211X PCC - Room R113 \$105
Jan 14-Feb 11 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 R113 \$105
Jan 15-Feb 12 5 Wed 6:30pm-9:30pm

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

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.

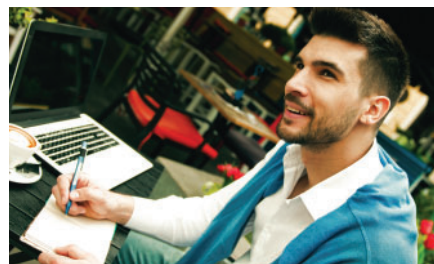
0511X ONLINE COURSE \$59
Jan 21 1 Tue 6pm-9pm
Ligon info emailed prior to start date.

Writeriffic: Creativity Training for Writers

In partnership with ed2go

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

ONLINE COURSE \$115
Start : Jan 15, Feb 12, Mar 12, Apr 16
ed2go.com/pcclearn to register.



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
Jan 25 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
Feb 1 1 Sat 10am-12pm



WRITING

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



Also see *Discovering The Artist's Way* - page 22.

PHOTOGRAPHY

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 R121** **\$69**
Jan 11 1 Sat 10am-1pm

Photographing Nature with Your Digital Camera

In partnership with ed2go

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

ONLINE COURSE **\$115**
Start : Jan 15, Feb 12, Mar 12, Apr 16
ed2go.com/pcclearn to register.

LANGUAGES



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**
Jan 8-Feb 19 7 Wed 6:30pm-9:30pm
Logon info emailed prior to start date.

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

Conversational Japanese

In partnership with ed2go

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

ONLINE COURSE **\$115**
Start : Jan 15, Feb 12, Mar 12, Apr 16
ed2go.com/pcclearn to register.

Our **Everyday Spanish** course will return in the Spring!

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**
Jan 11-Mar 1 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**
Jan 9-Feb 27 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 **PCC - Harbeson Hall*** **\$89**
Jan 8-Feb 12 6 Wed 7pm-9pm

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

Qigong Regulation Exercises

Instructor: Benj Sinskul

Qigong is the skillful practice of gathering, circulating, and applying life-force energy. Students will be introduced to a qigong exercise designed for each of the 5 Yin organs: Liver, Heart, Spleen, Lungs and Kidneys. At the end of this course, students will be able to string the individual exercises that they have learned into a complete qigong set called the "Daoist 5 Yin / 5 Yang Exercise." Each session will begin with breathing and stretching exercises. 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**
Jan 5-Jan 26 4 Sun 10am-12pm

Self-Defense

Instructor: Jeffrey Yarbrough

Self-Defense

The Workplace and Beyond

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

4011X **PCC - Harbeson Hall*** **\$55**
Jan 11 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"

4014X **PCC - Harbeson Hall*** **\$55**
Jan 18 1 Sat 11:45am-1:45pm

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

Jeffrey also teaches Hip Hop & Funk Dance - page 16.



5 Secrets to Good Posture

Intro to the Alexander Technique

Instructor: Casey Butterfield

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).*

4028X **PCC - Harbeson Hall*** **\$89**
Jan 6-Feb 10 5 Mon 7pm-8:30pm

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

Note Regarding All Exercise Classes:

Students must be in good health to participate. It is recommended that you consult with your doctor if you have any questions.



EXERCISE

The Kinesiology Division offers exercise and sports courses for Credit.





NEW 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
Jan 25-Feb 8 3 Sat 10am-11:30am

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

Genealogy Basics

In partnership with ed2go

Tracing your family's history is a fascinating journey. Genealogy Basics will help you understand the genealogy research process and the way we interpret the information we find. This course guides you through the search process for family names using several subscription-based Web sites which you can access while you are enrolled in the class. Along the way, you will learn through hands-on examples methods to help you dig deeper into your family's past. You will develop a strategy to accomplish your objectives, evaluate the results, and share that information with others. You will discover, in simple terms, where to look, who to contact, and how to make your family history come alive! Course starts monthly.

ONLINE COURSE

Start : Jan 15, Feb 12, Mar 12, Apr 16
ed2go.com/pcclearn to register.

\$125



Luscious, Low-Fat, Lightning-Quick Meals

In partnership with ed2go

Have you ever wished you had a personal chef preparing luscious, low-fat meals? This course is the next best thing! You will learn how to ferret out fat in recipes, and discover how to reduce fat without sacrificing flavor or texture. Learn how to prepare casseroles, crock-pot dishes, vegan dishes, oven-fried foods, meat-based meals, and many other entrees that are both nutritious and delicious! You will discover how to get in and out of the kitchen faster, including tips for grocery shopping, menu planning, food preparation, and quicker cooking. Try out more than 50 exciting and easy lower-fat recipes for tasty entrees, side dishes, desserts, and garnishes. Course starts monthly.

ONLINE COURSE

Start : Jan 15, Feb 12, Mar 12, Apr 16
ed2go.com/pcclearn to register.

\$125



Lose Weight and Keep It Off

In partnership with ed2go

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

ONLINE COURSE

Start : Jan 15, Feb 12, Mar 12, Apr 16
ed2go.com/pcclearn to register.

\$125

Get Funny!

In partnership with ed2go

The ability to create humor is a skill many people do not have, yet wish they did. If you are interested in learning how to come up with jokes or witticisms on the fly, punch up dull material for an audience, or make a living as a comedy writer, this course will get you going. Once you have learned some of the methods of creating humor, you will be ready to apply it to all aspects of your life. Punch up speeches and presentations so that the audience is instantly on your side. Mix laughter with learning in the classroom, and watch your students' attention spans grow. Add some humor to your web page and watch the hits explode as word gets out. Use your newfound sense of humor to entertain your friends, meet interesting people, and even make new friends! Learning should be fun, and this course is no exception. Filled with opportunities to laugh as you learn, "Get Funny" promises to be an entertaining and informative experience. Course starts monthly.

ONLINE COURSE

Start : Jan 15, Feb 12, Mar 12, Apr 16
ed2go.com/pcclearn to register.

\$115



NEW

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 R123** **\$79**
Feb 1-Feb 8 2 Sat 10am-1pm



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 : Jan 15, Feb 12, Mar 12, Apr 16
ed2go.com/pcclearn to register.

Introduction to Natural Health and Healing

In partnership with ed2go

Through a discussion of the various stages of health and illness, you will discover that true health means wholeness of the mind, body, and spirit. Topics include naturopathy, which seeks ways for the body to heal itself; proper breathing techniques to enhance health; and the value of hydrotherapy, diet, biorhythms, and fasting. Also discussed will be the role of vitamins, minerals, antioxidants, free radicals, as well as the basic requirements that constitute a healthy diet. We also review herbal healing, aromatherapy, body therapies, massage techniques, osteopathy, chiropractic, Tai Chi, reflexology, yoga, Feng Shui, therapeutic touch, and natural remedies for common emergencies. Course starts monthly.

ONLINE COURSE **\$125**
Start : Jan 15, Feb 12, Mar 12, Apr 16
ed2go.com/pcclearn to register.

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 of 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.



Introduction to Chess

Instructor: John Wright

Chess looks difficult – but is it? If you ever have wanted to learn and understand the game of chess, this is your opportunity! Designed for those with little or no chess playing experience ready to learn the fundamental rules of the game, how the pieces move, and basic strategy. A brief history of the game also will be given as well as information about the many opportunities to play chess such as at free online sites or at local chess clubs where you may participate in events approved by the United States Chess Federation. Game on! Checkmate!

Required Textbook:

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

2220X **PCC - Room R111** **\$89**
Jan 5-Feb 9 6 Sun 11am-1pm



Call For Instructors!

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

Find us online at
pcclearn.org/newcourse

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.

Reserve Your Space. Register Today!

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

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

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

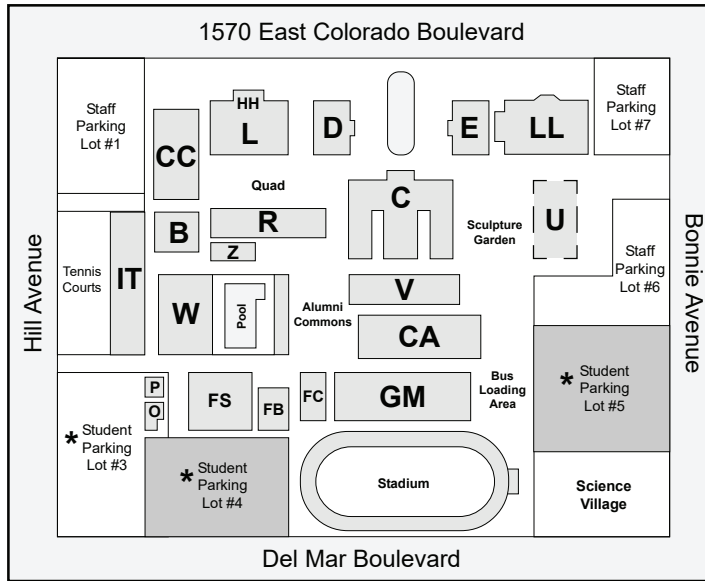
A link to our Release and Medical Consent form (Waiver form) will be included in your emailed confirmation letter. The form also may be found on our website, or by going to: pcclearn.org/ReleaseForm. **Complete and return form to the instructor at the first class.**

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



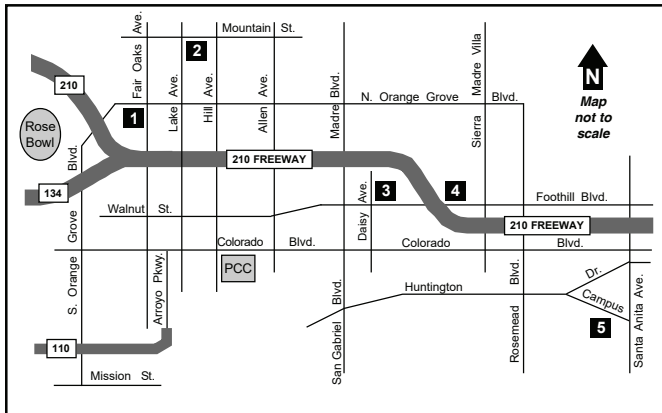
- B** Bookstore
Student Business Services
Campus Police
- C** Information - C218
Sexson Auditorium
- D** Health Center
Learning Assistance Center
- E** Physical Sciences
- L** Admissions & Records
Career Center
Counseling Services
Financial Aid
Registration
- R** Catherine J. Robbins Building
- U** Armen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



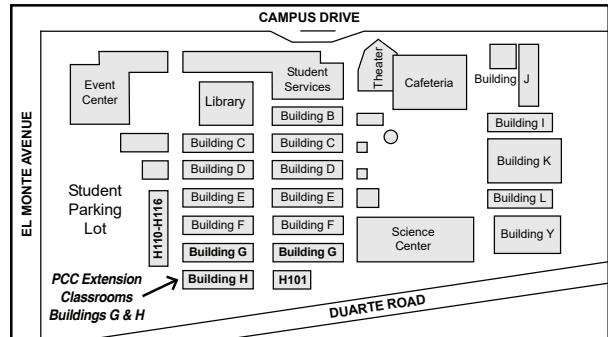
1
Pasadena Bridge Club
649 N. Fair Oaks Ave., #201

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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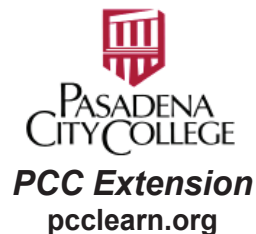
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