

REGISTER FOR WINTER 2019 CLASSES

CREATIVE ARTS

Photography
Soapmaking
Floral Arranging
Macramé Workshops
Watercolor Painting
Introduction to Sewing
Beginning Landscape Design

BUSINESS & CAREER TRAINING

Veterinary Assistant
Pharmacy Technician
Starting Your Own Business
Makeup Artistry Certification
Grant Writing Fundamentals
e-Bay 1: The Basics of Selling
Medical Billing & Coding Specialist
Notary Public Seminar & State Exam
State Contractor License Exam Review

MONEY MATTERS

Home Buying Simplified
Living Trusts, Wills & Probate
Savvy Social Security for Boomers
Retirement Planning for Today

HEALTH & FITNESS

Learn to Play Golf
Basic Energy Healing
Beginning Bellydancing
Meditation for Daily Living
Fallproof Balance & Mobility
Gentle Yoga, Hatha Yoga, Tai Chi

PERFORMING ARTS

Beginning Piano
Beginner's Ukulele
Learn to Play Guitar
Acting for Film & TV

LANGUAGE ARTS

Conversational Italian, Spanish,
French, Filipino, & German

SPECIAL INTERESTS:

Adult, Child/Infant CPR
The "Write" Stuff: Creative Writing
How to be Self-Published for FREE!

SINGLE DAY TOURS

Hsi Lai Buddhist Temple
Palm Springs Aerial Tram
Celebrity Homes & Hang Outs
Getty Center & Lawry's Lunch
Poppy Reserve & Feline Conservation Center

POSTAL CUSTOMER

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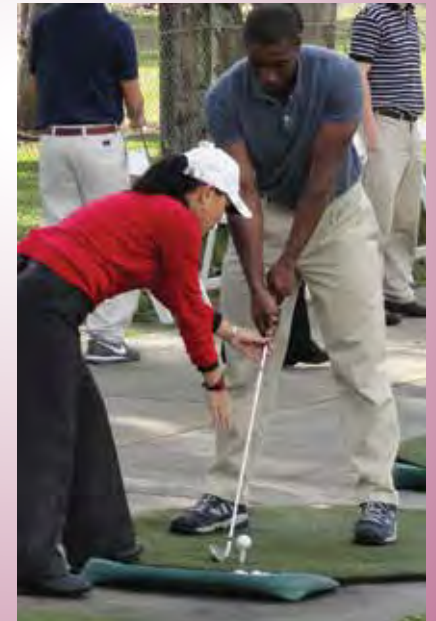
Glendale Community College
Community Services Education
1122 East Garfield Avenue
Glendale, CA 91205

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or call (818) 240-1000
Ext. 5015

Community Services Education



January - March 2019 Your Guide to Professional Development & Personal Enrichment



RENEW
IMPROVE
DEVELOP
REINVENT YOURSELF

Register online at www.glendale.edu/cse
or call (818) 240-1000 Ext. 5015

WINTER 2019 JANUARY - FEBRUARY - MARCH

BUSINESS/ENTREPRENEURSHIP 2-8

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NUTS & BOLTS OF STARTING A BUSINESS

It's Less Expensive and More Profitable Getting it Right the First Time!

Regardless of your years of work experience, starting your own business is a giant leap with many unknowns. Thus, the more you know before venturing into the business, the better. This workshop provides a treasure trove of practical information, valuable resources and tools to help you meet the challenges of a new business. It touches on marketing and market research, funding criteria and how to institute useful systemic processes. Learn the pros and cons of common legal entities; how to file for business licenses and permits; how to establish business credit; getting certified to secure government contracts. Attendees will leave with a solid, detailed knowledge about these topics and more. A \$20 material fee is payable to the instructor in class.

BU201 GC, Rm MP116 \$39
Jan 26 1 Sat 10:00 am-12:00 pm

YOU NEED A BUSINESS PLAN!

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

BU202 GC, Rm MP204 \$39
Feb 9 1 Sat 10:00am-1:00 pm

CROWDFUNDING FOR THE SAVVY ENTREPRENEUR

Do you have an idea for an awesome invention, want to start a business, or generate sales for a specific product? If so, you need capital or social crowdfunding resources to turn your entrepreneur savvy inspiration into a success! Traditional lending is no longer an option, therefore, thousands of entrepreneurs have turned to crowdfunding. This workshop provides a treasure trove of practical information, valuable tips, tools, and strategies to create a successful crowdfunding campaign! Learn the difference between a successful campaign and a failed campaign, how to get started, working with contributors, and being creative without spending long hours at the computer. \$20 materials fee is payable to the instructor in class. Topics include:

- What is Crowdfunding?
- Types of Crowdfunding
- Crowdfunding Mistakes
- Mechanics of Reward Crowdfunding
- Industry Facts and Highlights
- Crowdfunding and Your Business
- Small Business Social Lending
- Funding Challenges
- Tax Implications

BU266 GC, Rm MP116 \$39
Mar 2 1 Sat 10:00 am-11:30 am

Connie Sparks formed Wade Institute in 1999 to specialize in business-building strategies for small to mid-sized businesses. She has trained thousands of executives, business owners, and professionals from various backgrounds on topics that range from starting a business, strategic planning and running a successful business.



MONETIZE YOUR PASSION INTO A DIGITAL BUSINESS

NEW! Want to learn how to make a living doing what you love? If you've ever said to yourself, "I know I was made for something greater," this training is for you! In this workshop, you will learn how to figure out what you're passionate about and what your gifts to the world are, how you can monetize that in the online space, and how to navigate through being a digital entrepreneur and having your own online business. Following your passion should be your full time job! The world needs the gifts that only YOU have! **Zee Najarian** is an entrepreneur and online educator teaching multi-passionate creatives how to take their passions online so that they can have time for what they love most in life. She is the creator of the Entrepreneur Tech Kit online academy. Zee has spent the past 15 years trying to get over the "there has to be more to life" feeling and after having different jobs, countless side gigs, serving on different nonprofit boards and getting multiple degrees, she now uses her experience and expertise to help others build a life that they love. A \$20 materials fee is payable to the instructor in class.

BU267 GC, Rm. MP103A \$59
Feb 4,6, 11 Mon/Wed/Mon 7:00-9:00 pm

THE ULTIMATE GUIDE TO FACEBOOK MARKETING

NEW! When consumers go online to search for anything, their first stop is usually one of two places: Google or Facebook. Google dominates search. Facebook is the social media kingpin. If you want to be found online Facebook is THE place to be. This class will provide you with the Do's & Don'ts of reaching consumers on Facebook. At the end of this class, you will have gained an understanding of how to develop a content calendar; what, where, when and why to post on Facebook; and understand how to place an ad on Facebook's advertising platform. **Katherine Hunter-Blyden** has over 20 years experience in many facets of marketing, including advertising and digital marketing (search, email and social media marketing). Following several years in Fortune 500 companies, Katherine established KHB Marketing, through which she counsels and manages social media accounts for clients.

BU269 GC, MP103 \$39
Feb 11 1 Mon 7:00-9:00 pm

EBAY 1: THE BASICS OF SELLING!

Whether you simply want to clear the closet, desire additional part-time income or a serious eBay business, this class is your foundation. Learn how to set up an eBay Seller account, create successful eBay listings, upload pictures and accept credit card payments with PayPal. Included are selling "Tips, Tricks and the Traps" to avoid. Covers how to determine shipping costs, where to get FREE shipping supplies, how to print shipping labels from your home computer and get FREE home pickup. Optional eBooks available for purchase after class. This is an official eBay University class taught by a multi-award winning eBay instructor and published author from Seattle. **Kevin Boyd** is a multi-award winning eBay instructor and published author from Seattle where he is widely known as an eBay entrepreneurial guru. Kevin is a former Bell Labs engineer and VP of a cardiology software company. He is also the author 3 books on eBay Selling, and the technical editor for The Complete Idiot's Guide to eBay.

BU255 GC, Rm MP103 \$59
Feb 25 1 Mon 6:00-9:00 pm



BECOME A PROFESSIONAL ORGANIZER

Do label makers and putting things into 3-ring notebooks make you happy? If you like to organize stuff and enjoy watching the organizing programs on TV for more tips, then you're a good candidate to become a professional organizer! We'll discuss: different organizing specialties, using the Clutter-Hoarding Scale, business licensing and insurance, and how to get experience before your first paying client. A \$30 fee for How to Become a Clutterologist is payable to the instructor in class. **Nancy Miller** has been an organizer for over 16 years. Nancy's credentials included membership in the National Association of Professional Organizers and the National Study Group on Chronic Disorganization.

BU094 GC, Room MP204 \$39
Jan 19 1 Sat 9:00 am-12:00 pm

ARE YOU CURIOUS ABOUT STARTING YOUR OWN HOME-BASED BUSINESS?

Do you know the basics of starting a home-based business? Are you currently operating a home-based business and worried that you're operating illegally? If you're thinking about starting a home-based business, online business, selling on e-Bay, having a small consumer business or becoming a consultant, this program is for you. You'll be shown what two different entities of a business structure are; federal, state, local taxes; licensing requirements; bookkeeping and tax records; and different ideas for starting a business. With very little money and the guidance of this class, you can build a successful business and determine your own job security. A \$30 fee for "Mechanics of Starting a Home-Based Business" is payable to the instructor in class. **Nancy Miller**, of Rounds-Miller & Associates, has had several home based businesses, including professional organizer service, public speaking, a mail order company, and a micro-publishing company. She has helped many people launch successful business opportunities from their home.

BU099 GC, Rm MP204 \$39
Jan 19 1 Sat 1:00 pm-4:00 pm

CREATE A WEBSITE FOR BUSINESS OR PERSONAL USE - FOR FREE!

You can create your site in minutes for FREE including text, graphics, YouTube video links, a shopping cart and the ability to customize it any way you want it. You'll learn how to: get your domain name, choose a web host and sign up for an account, design your web pages, collect credit card information be listed with major search engines, and get your site noticed. A \$30 fee for "Fishin' With a Net" is payable to the instructor in class. **Mike Rounds** of Rounds, Miller and Associates, has been called "One of the country's most knowledgeable individuals on the topic of effectively creating Web sites for businesses." Mike takes complex technological topics and makes them understandable to the non-tech savvy.

BU091 GC, Rm. MP205 \$39
Jan 19 1 Sat 9:00 am-12 noon



HOW TO BE SELF-PUBLISHED FOR FREE!

Have you dreamed of being published? Are you ready to be published now? Do you want to see your book featured on Amazon.com? Publishing is easier than you think, it just takes know-how to put it together into a finished piece. You'll learn how to: be quickly and easily published, how to offer pay-per-download from your website, how to convert your manuscript to Kindle for FREE, and how to protect your work with copyrights. A \$30 fee for Self Publishing for the Clueless is payable to the instructor in class. About the instructor: **Mike Rounds** is a trainer and author with more than 200 published works. Mike's books are sold by major distributors, including Barnes and Noble, Amazon.com, and Baker & Taylor. His students have published more than 2,000 products.

BU105 GC, Rm. MP205 \$39
Jan 19 1 Sat 1:00-4:00 pm

HOW TO START YOUR OWN HIGH-END WEDDING PLANNING BUSINESS

Considering a lucrative career in wedding planning but don't know how to start? This class is for YOU! This workshop takes over a decade of experience from Celebrity planner Michelle Lynn Buckley, and lays it on the table. Attendees will receive all necessary planning forms, AND benefit from a blueprint of a successful coordination business. Expect a creative kick to rev your business ambitions as well as a breakdown on the inner workings of the planners with whom you strive to compete. This is a rare opportunity to see the "secrets" that go into planning and pulling off high-end weddings! Optional: The instructor's book "Successful Secrets of the High-End Wedding Planner" will be available for purchase in class for \$35. **Michelle Lynn Buckley** not only built a successful coordination company, but a respected and recognized brand. She has appeared as a wedding expert on numerous TV and radio talk shows, and her work featured in wedding and lifestyle publications.

BU295 GC, MP115 \$25
Feb 27 1 Wed 6:00-8:00 pm



See Our Catalog &
Register online ---

24 hours a day

www.glendale.edu/cse

START UP A HOMEMADE FOOD BUSINESS

Are you looking for a job where you can work from home and have flexible hours? Do you have a great recipe? Under the California Homemade Food Act (AB1616), entrepreneurs may use their home kitchens to make low risk food items (i.e., items that do not require refrigeration) and launch small-scale food businesses. This 7 hour, step-by-step course provides detailed information about all “ingredients” necessary to start and operate a successful, fun and profitable home-based food business. Useful for all skill levels and for those with an entrepreneurial mindset, imagination, initiative, readiness to undertake new projects, and a passion for artisan foods. The \$30 materials fee is included in the cost of the course. **Caron Ory** is the founder of Sapere Natural Foods, where she grew Eco-BeeCo, a product that was originally created in her home kitchen into national distribution. She’ll outline the law and guide you through the basic business side of things, including product assessment, pricing and packaging.

BU205 GC, Rm MP305 \$149
Feb 9 1 Sat 9:00 am-4:00 pm

DMV AUTO WHOLESALE FROM HOME

Earn money buying, selling or exporting wholesale cars from home. Get a step-b-step guide on how to get an Auto Dealer License and operate a profitable used car business. Learn how and where to buy at wholesale prices and sell at retail. Learn how to supplement your 9-5 job with \$3,000-\$6,000 income per month part time. This class is DMV approved and you’ll receive a DMV certificate of completion after you complete and pass the class exam. Must be 18 or over, bring driver’s license and pen. **Ronald “Wayne” Williams** has maintained an auto dealer license for over 11 years, and is a pre-licensing and continuing education provider with the DMV since 2007. A \$20 materials fee is payable to the instructor in class.

BU233 HHS, Rm 11218 \$95
Feb 6-7 Wed-Thurs 6:00-9:00 pm

PROJECT MANAGEMENT @ E-SPEED

An Online Course - Only \$115

With accelerated schedules driving many technology projects today, the smart project manager must rapidly retool their skill set. This course offers a breakthrough model for dealing with the realities of managing projects at supersonic speeds. Learn to meet and win the challenges of truncated timelines, short-staffed project teams, skimpy budgets and crippling risks. A new course begins monthly. For more details and to register visit www.ed2go.com/gcc. “As an acting project manager, I found the course very informative and relevant to my continuing education. The content was well-written, concise, and to the point.

I learned more from this 8-week course than I did from several university-level PM courses.”

STATE CONTRACTOR LICENSE EXAM REVIEW

Are you a skilled construction worker who is tired of working under a contractor for low wages? Have you been working in construction for at least 4 years in the United States? Why not consider becoming a Licensed Contractor? Construction is one of the largest industries in California’s diverse economy, affording numerous opportunities for success. This test review workshop will help prepare you to pass the State California Contractors State License Law Exam. You will study actual test questions from prior state exams in order to understand the secrets to successful test strategies. Topics covered in class include:

- License Requirements
- Essentials of a Valid Contract
- Project Management (responsibilities)
- Sub-Contracts and Contractors
- Insurance, Bonding, License & Permits
- OSHA (Labor, Safety & Health requirements)
- Business Management
- Mathematics

Your instructor, **Charlie Williams** (CA Contractors License #377276), holds a B-1 license in four trades. Charlie has over 35 years of experience in the contracting business, and has taught Exam Prep classes for over 15 years. A \$70 material fee is payable to the instructor in class for textbooks and sample exams.

BU030 GC, Rm MP115 \$195
Jan 31-Mar 14 7 Thurs 7:00-9:00 pm

EARN A CERTIFICATE IN FLORAL DESIGN

Learn the fundamentals of flower arrangements from an experienced instructor who owns and operates her own business. This class is a wonderful opportunity to let your creative side blossom, enhance your resume, learn a new skill, or take for your own personal enjoyment. Covered topics are: Basic design principles, exploration of the color wheel, preparation and care of cut flowers, materials and accessories. You will receive hands-on training, working with beautiful LIVE flowers and learn current and cutting edge trends in floral design. Learn to create elegant arrangements for a variety of occasions. Bring a pair of hand pruners or floral cutters to class. A \$120 materials fee is payable to the instructor at first class meeting. Students who attend the course will receive a Certificate of Completion. Your instructor is **Armineh Martirosian**, a professional florist who owns her own floral shop (Kenneth Village Flowers) in Glendale. The class is held at Kenneth Village Flowers, 1040 W. Kenneth Road #3, Glendale. Free parking in the lot. *Register Early ~ Class size is limited to only 7 students*

CA001A KVF, #3 \$199
Jan 29-Mar 12 6 Mon 6:30-9:30 pm
(No class Feb 19)

ADMINISTRATIVE ASSISTANT FUNDAMENTALS

An Online Course – Only \$115

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 help 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. You'll become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine. This course may help you prepare for the internationally-recognized Certified Administrative Professional exam offered by the International Association of Administrative Professionals. A new class begins each month. Visit www.ed2go.com/gcc for details and to register.



BECOME A NOTARY PUBLIC SEMINAR & STATE EXAM

Certificate Awarded

Start your own business, become a more valuable employee, provide customer service for your business or organization and earn additional income. This intensive one-day seminar is designed to equip you with everything you need to know to become a Notary. Find out about new legislation, how to pass the test (must be taken every 4 years), identify document signers, keep a journal, fill out certificates and avoid lawsuits. The class includes a practice Notary Public Exam. Cooperative Personnel Services will register you for the exam from 4:15 pm to 5:00 pm. The exam will be from 5-6 pm. The Secretary of State now requires a passport photo with the candidates' application in order to be processed and then sent their commission in a timely manner. Students will not be turned away at the exam for not having a photo, but not having the photo will delay them getting their commission. Fingerprints are required after you pass the exam. A \$30 materials fee is payable to the instructor in the class. **Notary Public Seminars, Inc.** has been a leading public course provider in California for over 10 years.

You must bring the following:

1. A \$40 check payable to the Secretary of State.
2. Proper ID: current driver's license w/photo or state issued ID card.
3. Two sharpened, No. 2 pencils
4. 2" x 2" passport color photo

PLEASE NOTE: Arrive early. Due to State regulations, no one will be admitted to the classroom after 8:30 a.m. Be on time when coming back to the classroom from breaks.

BU051A	GC, Rm. MP204	\$99
Feb 23	1 Sat	8:00am-6:00pm

OCCUPATIONAL SPANISH COURSES

In partnership with Language Authority [Language Authority.com](http://LanguageAuthority.com) is an innovative online program designed to help professionals learn key phrases for working with the Spanish-speaking community. Learn words and phrases specific to several careers. For job seekers, functional Spanish skills can help you land a new position and often result in added salary incentives. Only \$99 for 6 months of unlimited access! Try a FREE demonstration and experience the excellent content TODAY!

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- SPANISH FOR LAW ENFORCEMENT
- SPANISH FOR HEALTH CARE
- SPANISH FOR CUSTOMER SERVICE
- SPANISH FOR FIREFIGHTERS
- SPANISH FOR REAL ESTATE

For detailed program descriptions
www.languageauthority.com/glendale/catalog

LOCATION KEY

GC = Garfield Campus
 GCC = Verdugo Campus
 HHS = Hoover High School
 ICC = Incarnation Community Center

CALLING ALL NOTARIES: RENEW YOUR COMMISSION!

Renewing Notaries must take an Approved Notary Refresher course and exam. We will review all laws and regulations required to continue as a Notary. Materials are listed on confirmation and website. See Notary Public Exam class. Due to State regulations, no one will be admitted to the classroom after 12:45 pm. A \$35 material fee is payable in class.

BU054	GC, Rm. TR204	\$50
Feb 23	1 Sat	12:45pm-6:00pm



CALLING ALL NOTARIES! HOW TO BECOME A LOAN SIGNING AGENT

It's time to use your new skills to earn more money. We'll teach you how to notarize loan documents and give you a simple strategy to launch your new business. Loan Signing Agencies are hiring and some do require a certificate to land the job. Our expert teachers are in the business, they'll teach you how to negotiate your fee, get called back, and brand yourself as a professional in the market. Prerequisite: Must be a Notary Public or have taken a notary class. A \$40 materials fee is payable in class for seminar guide & reference book, plus a \$20 fee for Loan Signing Agent certificate, payable in class to instructor. Class is presented by **Notary Public Seminars, Inc.**, a leading public course provider in California for over 10 years.

Topics include:

- Notarize a loan package from any bank successfully every time
- The dos and don'ts of the profession
- What not to discuss with your clients
- How to develop your own business in five easy steps.
- Get signed up with busy signing agencies

BU052	GC, MP204	\$99
Mar 9	1 Sat	9:00 am-4:00 pm

GRANT WRITING FUNDAMENTALS

An invigorating, informative, hands-on workshop created for new and experienced grant writers, executive directors, organizers, board members, community volunteers, development officers and individuals who want to get a detailed look at the grant writing process. Participants will be introduced to relevant information for a successful grant proposal. You will learn how funding is announced, how applications are judged, and how to construct each element of a winning proposal. **Dr. Drew** is an award-winning author, trainer, and consultant. He will present a Certificate of Completion to each participant who finishes the class. A \$34 materials fee is payable to the instructor in class for booklet.

FI003	GC, Rm. MP116	\$65
Mar 9	1 Sat	9:00 am-4:00 pm

"The instructor kept class interesting and upbeat, excellent knowledge in Grant Writing."

GRANT WRITING RESEARCH FUNDAMENTALS

NEW! **Dr. John Drew** has created this class for grant writers and grant researchers who need a detailed look at the new technologies and the practical tips available to speed up grant research. Participants will be introduced to:

- Top websites for grant research including those provided by the federal government, State of California, and the Foundation Center of New York
- Useful websites for identifying individual grants for art projects, scholarly research, and college and graduate school scholarships

A \$34 materials fee is payable to the instructor in class.

FI003B	GC, Rm MP116	\$65
Mar 16	1 Sat	9:00 am-4:00 pm



See Our Catalog &

Register online ---

24 hours a day

www.glendale.edu/cse



REGISTER TODAY WITH YOUR VISA, MASTERCARD OR AMEX

ACCOUNTING FUNDAMENTALS

An Online Course - Only \$115

Demand for accounting professionals currently exceed supply. If you're interested in increasing your financial awareness while also gaining a marketable skill, this course is for you. You'll learn the basics of double-entry bookkeeping, as well as how to analyze and record financial transactions. Whether you're a sole proprietor looking to manage your business finances or you simply want to gain an understanding of accounting basics for career advancement or personal use, this course will give you a solid foundation in financial matters. A new class begins each month. Visit www.ed2go.com/gcc for complete course details and to register.

BECOME AN IMMIGRATION CONSULTANT

NEW! Start a new career helping people from all over the world complete immigration documents. This information-packed seminar will kick-start your career by covering all the basics you need to know to enter into the profession. You'll learn how the process works for family-based and employment-based immigration, the preference system and the requirement for refugees, and asylees. The seminar will be heavily focused on visas: permanent, temporary and diversity visas. The role, duties and responsibilities are thoroughly explained to maximize your knowledge to start your new career. Additionally, you'll gain practical experience by completing the most common documents used including executing practice visa applications, travel documents, waivers, applications for employment, petitions, permanent residency applications and green card issues. The instructor will also discuss Differed Action updates. **CJ Silberman**, formerly of counsel to Melvin M. Belli, is also an adjunct professor of law who has successfully handled immigration matters for many years. A \$150 materials fee is payable in class for extensive guidebook containing immigration forms with explanations and definitions to confidently steer you through the process.

BU268 GC, Rm. MP304 \$199
Feb 16 1 Sat 9:00 am-4:00 pm



EXPLORE A CAREER IN MEDICAL CODING

An Online Course - Only \$115

In Partnership with ed2go

Take your first step toward a lucrative career as a medical coder! In this course, you'll learn how to find medical codes for any disease, condition, treatment, or surgical procedure. We'll discuss how medical coding works in the real world, and then we'll go over the different types of codes you'll need to understand to describe every aspect of a patient's visit and report that information to an insurance company. From there, you'll be ready to begin putting it all into practice. By the end of this course, you'll know how to find your way through both the CPT manual and the ICD-10-CM manual, and you'll be well on your way to becoming a medical coder. A new class starts each month. Visit www.ed2go.com/gcc for complete details and to register.

MEDICAL TERMINOLOGY:

An Online Course - Only \$115

This course teaches medical terminology from an anatomical approach. Rootterms are divided by each body system. The origin, a combined form, and an example of non-medical everyday usage is provided for each root term. Word Associations are provided as a learning tool. Unusual and interesting information is provided in regards to each term. Root terms are combined with prefixes and suffixes as your learning will culminate in the interpretation of several paragraphs of medical notes. A new session starts monthly. Two lessons are released each week for the 6 week duration of the course. Visit www.ed2go.com/gcc for details and to register.

HEALTHCARE CERTIFICATE PROGRAMS

In Partnership with ed2go

These online Healthcare Certificate Programs will distinguish you as a knowledgeable, skilled, and committed professional in specialized healthcare fields. Each class is 6 weeks long, consisting of 12 lessons each.

- Certificate in Integrative Health
- Certificate in Gerontology
- Certificate in Healthy Aging
- Certificate in Spirituality, Health & Healing
- Certificate in End of Life Care

Programs start monthly.
Visit www.ed2go.com/gcc for detailed program descriptions, requirements and start dates.

CERTIFICATE PROGRAMS/PROFESSIONAL DEVELOPMENT

SMALL BUSINESS MANAGEMENT BOOTCAMP

Entrepreneurs may be characterized by their creativity, vision and risk-taking - but they need MORE to succeed over the long term. This series details the 5 FUNCTIONS OF MANAGEMENT, with an in-depth discussion of each. A Certificate of Completion is awarded to students who complete all 5 classes in the series. Register for each class separately for \$59 each, or enroll in the 5-Series Discount for \$199. A \$5 materials fee is payable to the instructor at each class meeting. All classes are held at GCC's Garfield Campus.

Special Bundle Rate

Enroll in all 5 classes for one special price! A \$5 materials fee is payable to the instructor at each class meeting.

BU190-5	GC, MP205	\$199
Feb 9-23	3 Sat	9:00 am-4:00 pm

LEGAL STRUCTURES & BUSINESS SYSTEMS

In this third class, we will cover the Organization and Administration functions of management, with in-depth discussions of: Operating Policies, Procedure Manuals, Supervision, and Performance Audit. A \$5 materials fee is payable to the instructor in class.

BU192	GC, MP205	\$59
Feb 16	1 Sat	9:00 am-12:00 pm

PEOPLE & WORK

We'll spend the afternoon going over Personnel Functions of Management, with in-depth discussion of: Personnel, Recruiting & Selection, Compensation Systems, Training & Orientation, and Motivation of Employees. A \$5 materials fee is payable to the instructor in class.

BU193	GC, MP205	\$59
Feb 16	1 Sat	1:00 pm-4:00 pm

BUSINESS PLANNING

We will cover the planning functions of management with in-depth discussion of: The Business Plan, The Financial Plan, The Sales & Marketing Plan, and The Exit Plan. A \$5 materials fee is payable to the instructor in class.

BU190	GC, MP205	\$59
Feb 9	1 Sat	9:00 am-12:00 pm

UNDERSTANDING THE FINANCIALS

This class covers the finance functions of management, with in-depth discussion of: The Balance Sheet, The Profit & Loss Statement, Pricing for Profit, Cashflow, Credit & Collection. A \$5 materials fee is payable to the instructor in class.

BU191	GC, MP205	\$59
Feb 9	1 Sat	1:00 pm-4:00 pm

SALES & MARKETING

In our final class of the series, we will cover Sales and Marketing Functions of Management, with a thorough discussion of: Establishing a Unique Marketing Position, 5 Ways to Sell Anything to Anyone, Pre-empting Competition, and Developing a Personal Presentation. A \$5 materials fee is payable to the instructor in class.

BU194	GC, MP205	\$59
Feb 23	1 Sat	9:00 am-12:00 pm

Gene Konstant is a businessman and consultant with over 45 years of experience owning and operating businesses. He has helped start hundreds of businesses, raised over \$500 million and taught over 12,000 classes.



REGISTER TODAY WITH YOUR VISA, MASTERCARD OR AMEX

CERTIFICATE PROGRAMS/PROFESSIONAL DEVELOPMENT

CERTIFICATE IN LEADERSHIP & COMMUNICATION SKILLS

To be an effective leader today is to empower, show by example, communicate and coordinate resources to achieve success. Whether it's business or personal situations, your communication skills can either help you succeed - or hold you back. Now, more than ever, you must be able to convey your ideas in ways that drive effective decision-making, teamwork, and action. Through lectures and experiential exercises, you'll learn to communicate with poise, clarity, and conviction. You'll gain important skills necessary to engage, inform, and inspire others - and improve your ability to communicate like a leader. Enroll in each class separately for \$39 each, or sign up for all 4 classes (BU020-4) at one time for only \$125 and receive a Certificate of Completion. A \$20 materials fee is payable to the instructor in class for each class meeting. Your presenter is Dr. Roger Burgraff, Ph.D., a well known author, professional speaker and seminar leader.

SPECIAL BUNDLE RATE: 20% OFF

Enroll in all 4 classes (BU020-4) at one time for only \$125 and receive a Certificate of Completion

HOW TO DEVELOP THE SKILLS OF A SUCCESSFUL LEADER

How does a leader lead? How does the leader influence their team? This powerful program is designed for managers, supervisors, team leaders and anyone who would like to develop high performance leadership skills. Learn how to inspire commitment, cooperation and teamwork in this workshop guaranteed to sharpen your leadership skills and boost your team's productivity. You'll get motivated and inspired in this dynamic seminar! A \$20 materials fee is payable to the instructor in class.

BU020 GC, Rm MP205 \$39
Jan 26 1 Sat 9:00 am-12:00 pm

ESSENTIAL ELEMENTS OF MASTERFUL COMMUNICATION

The need to communicate with impact is one of the most difficult challenges we encounter...and the one that will lead to the greatest rewards! Most of what we do, we do in the context of a relationship; communication is the key to all relationships. If you would be successful in your endeavors you would aspire to becoming an effective communicator. In this dynamic seminar you will learn about:

- Projecting a positive, confident image
- Communication style to use and when
- Keys to better listening skills
- The power of non-verbal signals

A \$20 materials fee is payable to the instructor in class for comprehensive manual.

BU021 GC, Rm MP205 \$39
Jan 26 1 Sat 1:00 pm-4:00 pm

DEALING WITH DIFFICULT PEOPLE

Life is full of difficult people. Usually, it's best to avoid them if you can. But, what if the difficult person is someone you can't avoid? Your boss, your in-laws, a co-worker, or even your spouse! This dynamic seminar focuses on ways to analyze types of difficult behavior and constructive ways to communicate with difficult people in your personal and professional life. The seminar includes powerful tools of pacing, paraphrasing and inquiry. There are specific sections to help you deal with directors, entertainers, supporters, analytical behavior types of people. Learn to deal with the angry and abusive person. Dr. Roger Burgraff is a well known speaker and seminar leader. A \$20 materials fee is payable to the instructor in class for comprehensive workbook.

BU024 GC, Rm MP 205 \$39
Feb 2 1 Sat 9:00 am-12:00 pm

HOW TO DEAL WITH DISAGREEMENTS, CONFLICT AND CONFRONTATION

Conflict is a universal, inescapable situation. In this lively and informative seminar we will analyze the reasons for conflict and principles to help you deal with any conflict that may occur in your daily life. A special distinction is made among disagreements, misunderstandings and conflicts. Through lecture, discussion and fun class exercises, you will learn:

- The basic steps in problem solving
- The rules for fighting fair during conflict
- How to confront anyone about anything
- How to face an angry person

This seminar also investigates interests vs. positions; creativity; pre-conditions, and separating the people from the problem. The unilateral strategies of yielding, withdrawing and avoidance are also evaluated. You will leave this seminar feeling more confident and self-assured, and carrying with you new skills to help you deal with the conflicts and confrontations you may face both in the workplace and at home. A \$20 materials fee is payable to the instructor in class for workbook.

BU023 GC, Rm MP205 \$39
Feb 2 1 Sat 1:00 pm-4:00 pm

BASIC MEDIATION SKILLS TRAINING & CERTIFICATE

Add this valuable set of skills to both your life and your resume. Our interactive workshop includes lecture, demonstration, exercises, role-plays and group debriefing to give you a foundation you can leverage into a service or career. Alternative Dispute Resolution (ADR) can provide options to help people regain control, autonomy, dignity, and humanity. If you like the idea of helping people reach mutually-agreeable (win-win) solutions, imagine getting paid to do it!

Mediation skills show up in job listings for sales reps, project and property managers, administrative analysts, engineers, human resources, and labor relations, healthcare, counselors, case managers, claims adjusters, attorneys, paralegals, advocates, and more. Courts, workplaces, labor organizations, commercial transactions, service providers, HOAs, and community organizations are turning to - even requiring - mediation. The skill set is incredibly useful at work and in life, for parents with children, teachers with students, employers with staff, and much more.

BU230 4 Saturdays: January 19 - February 9
Fee: \$299 9:00 am - 3:30 pm GC, Rm MP304

WEEK 1: THE BASIS OF CONFLICT

Explore the underlying basis of conflict. Discover your conflict style and how you interact with other styles. Gain a better understanding of effective communication and listening skills, and the obstacles when these break down. Learn the art of questioning and how it is used differently during a mediation session. Examine how diversity influences the process.

WEEK 2: STAGES OF MEDIATION

Delve into each stage of the mediation process to understand the goals and objectives of each stage. Learn what your mediator role is at each of these stages.

WEEK 3: ROLE-PLAYING

Practice what it's like to be a mediator through role-play exercises. Experience how each party feels during conflict as you take on different roles and better understand the methods you learned in the previous two weeks, and utilize them.

WEEK 4: ETHICS & OPPORTUNITIES

Continue role-playing to enhance your skills. Also review the ethical standards for mediators and the issues they may face before, during and after a session. Learn about the variety of job opportunities available to you not only in the mediation field, but also in jobs that incorporate mediation skills in their hiring requirements.



Karen Civitate has been a mediation trainer in the federal and private sector since 1992, and has herself successfully conducted more than 500 mediations and group facilitations around the country for government and community agencies. She has an M.A. in Negotiation, Conflict Resolution, and Peace Building, and is an Advanced Practitioner for the Association of Conflict Resolution.

See Our Catalog &
Register online ---

24 hours a day

www.glendale.edu/cse



CERTIFICATE PROGRAMS/PROFESSIONAL DEVELOPMENT

MAKEUP ARTISTRY CERTIFICATION

Do you love makeup and want to pursue a career in making others look and feel more beautiful? Are you already in the beauty industry and want to improve your confidence and application skills? Or do you just want to do a better job of applying your own makeup? If any of these apply, then this class is for you! Through live demonstrations and hands-on experience, you will discover the professional secrets to beautiful makeup application. In this 6 week class, you will develop improved skills and greater confidence with clients and yourself! Students must purchase and bring to class a starter makeup kit (Suggested websites: <http://makeupforeverpro.com/kits>, <http://www.camerareadycosmetics.com>). Students who complete all 6 classes will receive a Certificate of Completion. Glendale Community College is now a M•A•C approved location! Once you are enrolled in this course, you may apply for the M•A•C Pro Student Program (\$15/year) and be eligible for a 20% discount at M•A•C store locations.

Carolyn Simon is a flight-attendant-turned-Hollywood Makeup Artist who shares her expertise and enthusiasm with students, pros, and clients. A beauty, film, editorial, fashion, bridal, celebrity makeup artist and educator, sharing her knowledge and skills with new artists has been her passion for over a decade.

FB015 6 Thursdays, April 11 - May 16 6:30 pm-10:00 pm
\$345 Hoover High School, Room 2308

WEEK 1: BEAUTY AND THE BASICS 101

Learn professional secrets for doing a beautiful makeup application on yourself or your clients. A step-by-step approach teaches you how to choose an appropriate foundation, highlight and contouring techniques, as well as eye shadow coloring and placement for a most spectacular you!

WEEK 2: ALL ABOUT EYES

Uncover the power of your eyes with makeup skills to bring out the best of this feature. Brow shaping, shadow placement, lining techniques, and application of false lashes are just a few of the many fun topics covered.

WEEK 3: FASHION, GLAMOUR, AND FANTASY MAKEUP

Do you want to replicate the latest runway looks? Or make a striking impression at the next party? Discover and learn how to re-create some of the latest high fashion and fantasy makeup styles during this very creative session.

WEEK 4: CHARACTER MAKEUP, SPECIAL EFFECTS

Learn the Hollywood secrets to creating special effects with just makeup! Very realistic cuts and bruises will be applied to class models as well as old age effects. This is a great class for theater people as well as for those who just enjoy discovering artistic ways to transform into a totally different persona.

WEEK 5: BRIDAL MAKEUP

Are you getting married and want to have a picture perfect day? Or do you want to expand your business to include doing makeup for brides? Either way, this class will teach you refined makeup skills to help you succeed in the lucrative bridal field.

WEEK 6: REVIEW, APPLICATION, GRADUATION!

Students will review and demonstrate their skills in the topics covered throughout the course. Certificate of Completion will be awarded at the end of the class.



MEDICAL INSURANCE BILLING & CODING CERTIFICATE PROGRAM

FEBRUARY 5 - MAY 28, 2019

The healthcare field has some of the most sought after jobs, and the knowledge of medical billing and coding can open many opportunities for you. In this certificate series, you will gain the basic foundation, knowledge and skills to assist you in becoming successfully employed in a medical office. The program is designed for those who are new to the medical field, as well as those currently working in the field who want to advance their career and expand their knowledge. Students will become well versed in the terminology of the medical profession, familiar with the ICD-10-CM and PCS requirements, and knowledgeable of updated billing procedures. Students are responsible for purchasing required textbooks (see our website for a complete list). Students who complete the program by attending all class meetings will be awarded a Certificate of Completion.

Sue Mardirosian is a Certified Coding Instructor and an AHIMA approved Certified Coding Specialist with over 15 years of experience as a medical biller. She has been teaching Medical Billing classes at Glendale College since 2012, and has taught many years at various colleges and universities.

SPECIAL BUNDLE RATE: Enroll in Part 1 & Part 2 together for only \$995 (a \$495 savings!). Register for Class # BU225. The class fee must be paid before the first meeting of the program.

All classes are held at Hoover High School, 651 Glenwood Road in Glendale.

MEDICAL BILLING ORIENTATION

Discover valuable information about our Medical Insurance Billing & Coding Certificate Program during this **FREE** informative meeting. You will meet the instructor and find out all that the program entails, including book requirements and fees, CPC testing, and how to get started in the medical billing field. The ins and outs of the program will be discussed, including what is required of each student. **PLEASE PLAN TO ATTEND THIS INFORMATIVE MEETING IF YOU ARE ENROLLING IN THE PROGRAM.**

BU165A HHS, Rm 11219 FREE
Jan 22 1 Tues 6:30-8:00 pm

MEDICAL BILLING & CODING - PART ONE

Part One of this program will cover:

- Anatomy
- Physiology
- Medical Terminology
- ICD-10-CM (Clinical Modification)
- ICD-10-PCS (Procedure Code System)
- CPT/HCPCS Coding
- Intro to Billing Physicians

Learn how to bill clients with great accuracy, and how to use the most complete codes and "match" codes for maximum reimbursement. A valuable learning experience for both the beginner and current biller.

BU225-1 HHS, Rm. 11219 \$745
Feb 5-Apr 16 Tues & Thurs 6:30-9:30 pm
(No class Feb 28, March 14, March 21)



MEDICAL BILLING & CODING - PART TWO

Part Two of this program will cover:

- Advanced Billing Physicians
- Advanced Coding
- Workers' Compensation
- Hospital Billing

You will learn medical billing techniques, how to complete medical and itemized statements, how to prepare HCFA-1 claim forms for Medicare, Medi-Cal, and other private carriers. Learn how to process worker claims, liens and provide complete paperwork to ensure maximum reimbursement. We will also cover an introduction to the hospital medical field, learning correct coding and collecting of claims. Hospital based processes will be taught, along with HMO's and IPA's, processing from start to finish to receive proper payments for services rendered.

BU225-2 HHS, Rm. 11219 \$745
Apr 25-May 28 Tues & Thurs 6:30-9:30 pm



REGISTER TODAY WITH YOUR VISA, MASTERCARD OR AMEX

CERTIFICATE PROGRAMS/PROFESSIONAL DEVELOPMENT

PHLEBOTOMY TECHNICIAN TRAINING

Phlebotomy Technicians are in demand as one of the fastest growing occupations in healthcare. Launch your career as a Phlebotomy Technician CPT-1, collecting blood samples from patients in a hospital, clinical laboratory, medical office, or clinic. You can become a Phlebotomist by following these 4 Steps:

1. Classroom Time – 48 hours at Glendale College
2. National Exam – 2 hours on campus
3. Externship – 40 hours in clinical setting
4. Submit Documents to the State of California

Through lectures and hands-on training, learn what you need to know about the circulatory system, venipuncture technique and specimen collection, risk factors and complications, and quality assurance. This course provides a complete learning experience with 48 hours of classroom instruction and a 40-hour hands-on externship, and prepares you to take the National Certification exam to become a Certified Phlebotomy Technician 1 (CPT1). A certificate of completion is awarded upon successful completion of the course. You must be at least 18 years old and have a high school diploma or equivalent. Students will be required to wear Scrub uniform (any color, new or used) to class every week. Your tuition includes books, supplies, study guides, all class materials, exam preparation and externship.

BU151-A	GC, Rm MP304	\$2395
Jan 26-Mar 16	8 Sat	8:00 am-2:00 pm
BU151-B	GC, Rm MP304	\$2395
Apr 6-June 1	8 Sat	8:00 am-2:00 pm

MEDICAL HEALTH INTERPRETER

The InterpreterEd.com Medical Healthcare Interpreter Training Program is a 40-hour course designed to prepare bilingual/bicultural individuals to take the National Certification Text for employment as Medical Interpreters in the healthcare field. The need for Healthcare Interpreters has grown swiftly and there is good career potential in this profession. Healthcare interpreters are responsible for providing face-to-face interpreting between patients and providers, and often family members. Students will receive a Certificate of Completion at the end of the course and are encouraged to complete a practicum, where they will receive practical, real-world experience as Medical Health Interpreters in a healthcare setting. A bilingual assessment is required prior to enrollment. While the course is offered on the GCC Garfield Campus, registration is coordinated through the InterpreterEd.com website. For specific details about the Medical Healthcare Interpreter Training, and to register for the course, Call (800) 673-6923 or visit InterpreterEd.com.

BU244	GC, Rm TR208	\$690
Apr 6-May 18	6 Sat	8:00 am-4:00 pm
(No class Apr 20)		



PHARMACY TECHNICIAN TRAINING PROGRAM

A career as a pharmacy technician gives you the opportunity to be part of one of the fastest growing careers in the healthcare industry. According to the Bureau of Labor Statistics, the career demand for pharmacy technicians is estimated to have a 32 percent increase in employment between 2010 and 2020! The dynamic pharmacy environment requires that professionals understand clinical, administrative, and reimbursement issues that the pharmacy organization faces on a daily basis. Pharmacy technicians work in pharmacies under the direction of a pharmacist. Their main responsibility is filling prescriptions according to doctor's orders for patients. State laws decide the activities that a pharmacy technician can perform. This comprehensive program will qualify you to enter the pharmacy field as a state registered pharmacy technician, and prepare you to take the optional Pharmacy Technician Certification Board Exam (PTCB). The course combines 140 hours of classroom, 42 hours of online instruction, and 120-hour externship for a total of 302 hours. Students must wear a lab coat to class, and purchase a required textbook (approximately \$150, not included in class fee).

Program at a Glance

Our program provides instruction in the following essential areas:

- Screening prescription orders for accuracy and completeness
- Preparing prescriptions – retrieve, count, pour, weigh, measure, and sometimes mix the medication
- Performing calculations
- Using technology to help maintain accurate patient records, prepare & package medications and place orders
- Understand the effect of medications on the body
- Identifying the use, dosages and purposes of medications

Career Opportunities

Graduates of this program may find career opportunities in the following areas:

- Retail, Hospital, and Mail-order Pharmacies
- Drug Companies
- Education (PT instructor)

Pre-Requisites: You must be 18 years of age or older and have a High School diploma or equivalent (GED or HiSet); be proficient in keyboarding; understand computing and word processing; have good English language skills and Math skills. Must also have internet access, printing capabilities, and an email address.

Class #: BU089

Fee: \$2199

20 Saturdays, April 6 - September 7

(No class Apr 20, May 25, Aug 31)

8:30 am - 4:00 pm

Garfield Campus, Room MP203

FREE ORIENTATION

Join us for a morning of career exploration as a Pharmacy Technician. We will discuss program objectives, externship, payment plans, career opportunities, professional certifications and more. Meet the instructor and bring your questions. You cannot afford to miss this informative session!

BU155 GC, Rm MP203 FREE
March 16 1 Sat 10:00 – 11:00 am

CERTIFICATE PROGRAMS/PROFESSIONAL DEVELOPMENT

CLINICAL MEDICAL ASSISTANT

Training for an exciting and rewarding career as a Clinical Medical Assistant has never been easier. In today's busy medical practices, Clinical Medical Assistants (CMA's) are vital members of the medical team. In this course, students will learn to assist the physician in providing quality patient care. Students will learn to obtain patient vital signs, assist with minor medical procedures, perform simple laboratory tests, give injections, perform venipuncture (phlebotomy), administer medications and more. Upon successful completion of the classroom training, students will sit for the National HealthCareer Association exam on the final day of class. Exam prep materials are included. This program includes a 160-hour externship where students will be placed in a private practice, clinic or urgent care facility. Required Textbook: Bonwit-West's Today's Medical Assistant, 3rd Edition and Elsevier's SimChart for the Medical Office; books are not included in class fee and must be purchased from publisher by student. We strongly urge interested students to attend our FREE ORIENTATION meeting, where you'll learn about the program and get your questions answered.

BU150 GC, Rm TR212 \$2399
Apr 13-Aug 24 18 Sat 8:30 am-4:00 pm

Free Orientation Meeting

BU150-F GC, Rm 212 FREE
Feb 9 1 Sat 10:00 - 11:00 am

VETERINARY ASSISTANT

If you love dogs and cats, birds, and animals in general, why not train for a rewarding career as a Veterinary Assistant? This occupation has a very good job outlook. The U.S. Bureau of Labor Statistics predicts employment will grow faster than the average for all occupations through 2024. As an assistant, you will help the Veterinarian or the Veterinarian Technician in their daily tasks. You'll learn how to feed, water and examine pets for signs of illness, disease, or injury; clean and disinfect cages and work areas; and sterilize laboratory and surgical equipment in animal hospitals, clinics, and laboratories. This course combines 35 hours of classroom instruction with a voluntary 24 hour externship to give you a complete learning experience. No experience necessary. You must be at least 18 years of age and have completed high school or its equivalent. Required textbook: Elsevier Veterinary Assisting, 2nd Edition, not included in class fee and must be purchased separately, about \$100. We urge all interested students to attend our FREE ORIENTATION MEETING, where you'll learn more details about the program and get your questions answered.

BU158 GC, Rm TR212 \$699
Feb 23-Mar 23 5 Sat 8:30 am-4:00 pm

Free Orientation Meeting

BU158-F GC, Rm TR212 FREE
Jan 12 1 Sat 10:00 - 11:00 am



MICROSOFT OFFICE 2016 VALUE SUITE

An Online Instructor-Led Course - Only \$324

An impressive 67.6% of all middle-skill jobs now request a fundamental knowledge of Microsoft Office, and it's the most widely used software among primary, secondary, and post-secondary students. This Value Suite combines three foundational Microsoft Office 2016 courses, teaching you the ins and outs of Microsoft Word, Excel, and PowerPoint 2016. Learn everything from creating impressive letters and documents, to completing spreadsheets and tables, to persuasive presentations. A new class begins each month. Visit www.ed2go.com/gcc for details and to register.

INTRODUCTION TO QUICKBOOKS

An Online Instructor-Led Course - Only \$115

Use this cloud-based accounting program to record income and expenses; enter checks and credit card payments; track your payables, inventory, and receivables; and much more. Whether you're new to QuickBooks or have already used other versions of this software program, this course will empower you to take control of the financial accounting for your business, all with the ease and convenience of an online platform. A new class begins each month. Visit www.ed2go.com/gcc for details and to register.

ADOBE VALUE SUITE

An Online Instructor-Led Course - Only \$299

Are you interested in dabbling in digital design and photo editing? This discounted group of courses teaches you the basics of Adobe's powerful image and graphic design software: Adobe InDesign CS6, Adobe Illustrator CS6, and Adobe Photoshop CS6. A new class begins each month. Visit www.ed2go.com/gcc for details and to register.

CREATING WEB PAGES

An Online Instructor-Led Course - Only \$115

Learn the basics of HTML so you can design, create, and post your very own Web site on the Internet in this extensive, hands-on, six week workshop. You'll also learn critical information on securing the best possible location in search engine listings, and powerful no-cost or low-cost web marketing strategies. A new class begins each month. Visit www.ed2go.com/gcc for details and to register.

BASIC COMP TIA A+ CERTIFICATION PREP

An Online Instructor-Led Course - Only \$149

The Basic CompTIA A+ Certification Prep course teaches you about the hardware common to virtually every personal computer, including microprocessors, RAM, power supplies, motherboards, UEFI/BIOS, the system setup utility, the expansion bus, and input/output devices. Take this first step to becoming an excellent PC technician! A new class begins each month. Visit www.ed2go.com/gcc for details and to register.

INTRODUCTION TO SQL

An Online Instructor-Led Course: Only \$115

Learn the key concepts of Structured Query Language (SQL), and gain a solid working knowledge of this powerful and universal database programming language. You'll learn about the basic structure of relational databases and how to read and write simple and complex SQL statements and advanced data manipulation techniques. By the end of this course, you'll have a solid working knowledge of structured query language. A new class begins each month. Visit www.ed2go.com/gcc for more details and to register.

LOCATION KEY

- GC = Garfield Campus
- GCC = Verdugo Campus
- HHS = Hoover High School
- ICC = Incarnation Community Center



See Our Catalog &

Register online ---

24 hours a day

www.glendale.edu/cse



REGISTER TODAY WITH YOUR VISA, MASTERCARD OR AMEX

CREATIVE ARTS

ADVENTURES IN WATERCOLOR

Explore the delicate beauty of watercolors in this beginner's class. You'll learn the fundamental elements that are essential for strong drawing and painting, along with color harmonies, light and shading, as you create paintings through exploration of still-life sets and your own original ideas. Demonstrations and critiques will be provided by the instructor in a supportive and constructive environment. No experience necessary. A materials list will be mailed upon registration. A \$5 material fee is payable to the instructor in class. **Kathy Metz** is a gifted artist, a graduate of the Hollywood Art Center, and recipient of the prestigious "Society of Arts & Letters" award for painting.

CA010 GC, Rm MP115 \$95
Feb 2-Mar 9 6 Sat 9:00-11:30 am

"Great teacher, well prepared, very knowledgeable."

EXPRESSIVE FIGURE DRAWING

What makes the human figure come alive in your drawings? This class, whether you are a beginner or just want to enhance your skills, will focus on building the human form using all the elements of drawing. Employing the power of the expressive line, through gesture, fine contour, light and shade, creating form and shape, with aesthetic proportions. Students will learn to use multiple mediums in this class: ink line and wash, charcoal, and conte. A live model will be provided during 4 of the class sessions. First session, students will explore the use of different mediums while doing head and hand studies from plaster and wood forms. A one-time model fee of \$35-\$40 is payable to the instructor at first class meeting. Materials list available online. **Kathy Metz** is an award winning artist and graduate of the Hollywood Art Center.

CA116 GC, Rm MP115 \$95
Feb 2-Mar 9 6 Sat 1:00-3:30 pm

ASIAN BRUSH PAINTING

Asian Brush Painting, also known as Literati painting, is an East Asian type of brush painting using black ink, bamboo brushes, and rice paper. Learn about this unique art form through short lectures, demonstrations and hands-on experience as you create beautiful flowers, birds, and landscapes using bamboo brushes, colors, ink and rice paper. **Seuong-Yeon Oh** is an award winning artist who teaches in both public and private studios. A list of required materials is available online. A \$5 materials fee is payable in class.

CA153 GC, Rm MP115 \$95
Jan 25-Mar 8 6 Fri 10:00 am-12:30 pm
(No class Feb 15)

PENCIL DRAWING FOR EVERYONE

Start creating through drawing and sketching techniques in this fun and creative class! The class covers basic techniques in composition, perspective, cross contour, and highlight using graphite pencils and oil pastels. Please bring to class a sketchbook (8.5 x 11 or larger), 1b, 2b, and 3b pencil, oil pastels and eraser. Ages 17 and up. **Ivetta Abelian** is a gifted artist and graphic designer who has taught in both public and private sector. She earned her Bachelor's Degree with a major in Graphic Design & Fine Art from Cal State Northridge.

CA207 HHS, Rm 11225 \$95
Jan 22-Feb 26 6 Tues 5:00 - 7:00 pm

ABSTRACT ACRYLIC PAINTING

Enjoy a world of colors as you learn basic acrylic painting techniques. Each class meeting offers a nice balance between challenging, fun, creative and skill-based approaches. You'll be encouraged to use your imagination and creativity in a supportive environment, as you explore different abstract art expressions such as Cubism, Pop Art, Monochromatic Art and Still Life. Please bring to first class meeting a set of acrylic paints, brushes, thinner, art canvas or acrylic paper, old rag or towel, plastic cup or tin can. **Ivetta Abelian** is a gifted artist who has taught in both public and private sector (see Pencil Drawing).

CA203 HHS, Rm 11225 \$95
Jan 22-Feb 26 6 Tues 7:05 - 9:05 pm

MINIATURE MIXED MEDIA TILES

Big creations come in little packages. Working small and on multiple pieces is the perfect process to get out of over thinking and get your creativity flowing. "I often use this method as a warm up before working on larger pieces or if I feel the larger format is too daunting. It takes the pressure off and instead you have permission to have fun," says mixed media artist Lisa Agaran. In this class you will work on multiple 3 x 4 in. tiles blending simple mixed media materials such as paint, collage, fabric, tiny found objects and more. Lisa will also go over some simple ideas on how to make your art making portable and easy for travel. Please bring to class: Watercolor Travel Kit OR Small Watercolor Pan Set. Other materials will be provided by the instructor. A materials fee of \$10 is payable to the instructor. **Lisa Agaran**, BFA from Art Center College of Design and a professional Mixed Media Artist, has shown her artwork in both solo and group exhibits throughout Los Angeles and New Mexico.

CA189 GC, Rm MP115 \$95
Mar 16 1 Sat 10:00 am-4:00 pm



MACRAMÉ 1: WALL HANGING

NEW! Macramé, a 70’s icon, has made a comeback in a big way! Beautiful and unique, it is often described as a meditative craft as it’s repetitive nature can be very relaxing. In this workshop, you will get an introduction to the basics involved in macramé knotting and weaving as you design and create your own macramé wall hanging with the instructor’s expert guidance and support. Your instructor is **Diana Fuentes** of WhyNotKnot, who will demonstrate a handful of her favorite knotting techniques. No experience necessary! All materials will be provided in class, all you need to do is show up!

CA259-1 GC, Rm MP115 \$55
Jan 26 1 Sat 9:00 - 11:00 am

MACRAMÉ 2: DOUBLE PLANT HANGER

NEW! Learn how to create the most iconic of all macramé projects: the Plant Hanger. **Diana Fuentes** of WhyNotKnot shows you how to create a beautiful plant hanger out of cotton rope. This is a great opportunity to grab a friend and explore your creative side. You might be surprised at how excited you get over some knotted rope! No experience necessary. All materials provided in class, all you need to do is show up!

CA259-2 GC, Rm TR205 \$55
Mar 2 1 Sat 9:00 - 11:00 am

INTRODUCTION TO SEWING

Whether you’re new to sewing or looking to start again, this is the class for you. You will learn how to thread your sewing machine, distinguish among various types of fabric, properly prepare fabric for sewing, sew basic seams and hems, reinforce fabric with interfacing, and you will become familiar with important sewing tools and supplies. By the end of this 4-week class, you will leave having created an adorable bag and a simple but stylish skirt. Please bring your sewing machine and your instruction manual to the first class. Your instructor will provide all materials necessary for the first class meeting. A \$20 materials fee is payable to the instructor in class. Students will be required to purchase a few additional supplies for the remaining classes. **A. Laura Brody** has spent 30 years as a costume craftsperson and designer. She’s taught classes at the Fashion Institute of Design & Merchandising, given workshops in sewing, draping and patternmaking. You’ll enjoy her encouraging and relaxed approach to teaching.

CA050 GC, Rm TR305 \$125
Jan 19-Feb 9 4 Sat 9:30am-12:30pm

“So much fun sewing, Laura is a great teacher!”

SEWING: LEVEL 2

Alter Your Clothes Like a Pro!

Learn to alter your clothing and love your body more! Has your body shape changed? Are ready-to-wear clothes not working for you or your family? Do you need to fix some old favorites, or do you want to make thrift store finds into something spectacular? Learn simple no-sew, easy-sew, and more complex repairs and alterations to make clothes fit just right. After this class, you will have the tools you need to custom fit your clothing to suit your style and shape! Please bring your own sewing machine and a pair of scissors. A \$15 materials fee is payable to the instructor in class. **A. Laura Brody** has spent 30 years as a costume craftsperson and designer (see Intro to Sewing).

CA050-4 GC, Rm TR305 \$175
Mar 2-Mar 23 4 Sat 9:30 am-12:30 pm

LOCATION KEY

- GC = Garfield Campus
- GCC = Verdugo Campus
- HHS = Hoover High School
- ICC = Incarnation Community Center



REGISTER TODAY WITH YOUR VISA, MASTERCARD OR AMEX



HOW TO MAKE YOUR OWN CANDLES

In this hands-on class, you'll learn how to make your own beautiful, lusciously scented candles. We will use molds, essential oils and herbs, and color to create several unique candles in class. You'll also learn helpful tips on where to purchase supplies and how you can start your own small candle making business. You'll leave class with several candles and the skills to continue on your own. A \$20 materials fee is payable to the instructor in class. **Quayum Abdul** has been teaching candlemaking for over 20 years.

CA049 GC, Rm TR204 \$39
Feb 2 1 Sat 9:00 am-12:00 pm

SOAP MAKING ESSENTIALS

Do you love the sensual pleasure of beautifully scented soaps? Join us for a session of melt and pour soap making, cleansing gels and luxurious bubble bath soap! You'll be able to create and scent your own personalized soaps using essential oils and herbs. Custom made soaps are perfect for gifts, bathroom decor and for people with sensitive skin. You will leave with the soaps you make and the knowledge you need to make more on your own at home. A \$20 materials fee is payable to the instructor in class. **Quayum Abdul** also teaches Make Your Own Candles.

CA048 GC, Rm TR204 \$39
Feb 2 1 Sat 1:00-4:00 pm

FIZZY BATH BOMBS

Bath bombs make fantastic gifts for the holidays, birthdays, any special occasion! Drop one into a hot bath and relax as it fizzes and dissolves, releasing its beautiful fragrance. They are also easy to make, so have fun in this class as we experiment with different oils, colors and additives like flower petals, lavender, even glitter! A \$20 materials fee is payable to the instructor in class. **Quayum Abdul** earned his MS in Science and Physics from the University of Dhaka, Bangladesh before moving to the USA in 1989. He enjoys teaching students a variety of DIY classes at local community colleges.

CA182 GC, Rm TR204 \$39
Mar 2 1 Sat 9:00 am-12:00 pm

DO-IT-YOURSELF BATH PRODUCTS

In this fun, hands-on class, you'll learn simple techniques for making one-of-a-kind bath products (shampoo, shower gel, bubble bath, bath salt & exfoliate). Topics include: Ingredients and equipment; where to obtain supplies; aroma therapeutic effects of oils; adding herbs, glycerin, extracts. Why purchase expensive commercial bath products when you can delight in making your own - at a reasonable cost? A \$30 material fee is payable to the instructor in class. **Quayum Abdul** (see Fizzy Bath Bombs).

CA175 GC, Rm TR204 \$39
Mar 2 1 Sat 1:00-4:00 pm

PAPER ARTS

Suitcase Organizer

If you are looking for ways to keep your notes, coupons or receipts in check, then this is the class for you! In this class, you will be making a hinge bound organizer with a suitcase cover. The suitcase has a large pocket on the back, and inside are file folder sleeves to place your notes, coupons, receipts or other papers. You will decorate the organizer using decorative scrapbook paper or cardstock. Join instructor Vicki Montez as she guides you through the construction of this project. The instructor supplies all materials. A \$5 materials fee is payable to the instructor in class.

Vicki Montez is a former educator with the Los Angeles Unified School District. She has a passion for paper arts and love sharing her knowledge with others.

CA006-76 GC, MP116 \$45
 Feb 2 1 Sat 9:00 am-2:00 pm



PHOTOGRAPHY BASICS

How to Take Great Pictures!

Is your camera sitting on the shelf waiting for you to take the photos you always dreamed of? Do you wish you had a better understanding of your camera's functions? Are all of those buttons and symbols making your head spin? Then this is the class for you! Learn how to take the best pictures possible from a working professional photographer. Starting with the basics, you'll learn the fundamentals of photography, including how to operate your camera on manual settings, how to best use automatic settings, composition, how to stop or blur motion, focusing, controlling depth of field, white balance, using flash and more. This hands on class will include demonstration and weekly assignments to be reviewed in class. Bring your own camera and be ready to explore its wonders. **Alyssa Pfaff** is a local professional photographer and multi-media fine artist with 18 years of experience. The class meets on 5 Tuesday evenings, and 6th class meeting on a Saturday a field trip to the LA Arboretum, TBA.

CA075 HHS, 2114 \$95
 Jan 29-Feb 26 5 Tues 7:00-9:00pm

EARN A CERTIFICATE IN FLORAL DESIGN

Learn the fundamentals of flower arrangements from an experienced instructor who owns and operates her own business. This class is a wonderful opportunity to let your creative side blossom, enhance your resume, learn a new skill, or take for your own personal enjoyment. Covered topics are: Basic design principles, exploration of the color wheel, preparation and care of cut flowers, materials and accessories. You will receive hands-on training, working with beautiful LIVE flowers and learn current and cutting edge trends in floral design. Learn to create elegant arrangements for a variety of occasions. Bring a pair of hand pruners or floral cutters to class. A \$120 materials fee is payable to the instructor at first class meeting. This class is limited to 8 students. Students who attend the course will receive a Certificate of Completion. Your instructor is **Armineh Martirosian**, a professional florist who owns her own floral shop (Kenneth Village Flowers) in Glendale. The class is held at Kenneth Village Flowers, 1040 W. Kenneth Road #3, Glendale. Free parking in the lot.

CA001A KVF, #3 \$199
 Jan 29-Mar 12 6 Mon 6:30-9:30 pm
 (No class Feb 19)

LANDSCAPE DESIGN & CONSTRUCTION

Find out from a featured landscaper on HGTV's 'Landscapers' Challenge' how to analyze an existing house and yard to make the best landscaping decisions. You'll learn how to beautify your yard and spend your money wisely. This class will teach you the basic principles of hardscape design. It may be a specific tree or bed of flowers, a deck or patio, or a bubbling fountain. Discover what design principles work best for small spaces, large lots, shady or sunny yards, and how to work with hillsides and slopes. Pruning techniques will be demonstrated. Bring to class your site photo and a site plan (a simple hand-drawn one is fine), a 5-gallon plant (Indian Hawthorne, Pink Lady, or raphiolepis) and pruning shears. **Charlotte Chen** is the owner of Charlotte Chen Enterprises, specializing in outdoor landscape and building design. She attended USC's School of Architecture and holds a California Secondary Teaching Credential.

SI019 GC, Rm MP116 \$79
 Feb 9-Feb 16 2 Sat 9:00 am-1:00 pm

GENTLE YOGA

This class is well suited for those who are looking for a relaxed, gentle-paced workout. The poses are presented with modifications, making the class appealing to anyone with moderate physical, medical or age-related challenges. Improve your balance, breathe, flexibility, and calm your mind. No previous yoga experience required. Wear comfortable clothing and bring a yoga mat. **Susan Quon** is your instructor.

FH086 GC, Rm MP115 \$85
Jan 23-Mar 13 8 Wed 2:00-3:15 pm



HATHA YOGA

This is an open level, 8-week yoga class designed to energize, strengthen and calm the body. Create balance in your mind and body through yoga, the practice of combining breath work and postures, relaxation methods and meditation. Adding Yoga to your life can help you relieve tension, release stress and anxiety. Gain flexibility, strengthen your immune system and boost your energy level. Wear comfortable clothing and bring a sticky mat to class. **Susan Quon** has studied Yoga for over 13 years, and completed her Yoga Teacher training at the Center for Yoga.

FH010-S GC, Rm MP103 \$85
Jan 26-Mar 16 8 Sat 8:30-9:45 am

FH010-W ICC, Basement \$85
Jan 23-Mar 13 8 Wed 6:30-7:45 pm

TAI CHI I

Originally developed in ancient China for self-defense, tai chi evolved into a graceful form of exercise that's now used for stress reduction and to help with a variety of other health conditions. Join this 8-week class and you'll begin to experience the numerous benefits tai chi offers beyond stress reduction, including reducing anxiety and depression, improving balance and flexibility, and increasing energy, endurance and agility. **Susan Quon** is a certified Yoga instructor, who has also been practicing the art of Tai Chi Chuan for many years.

FH003-SA GC, Rm MP103 \$85
Jan 26-Mar 16 8 Sat 10:00-11:00 am

FH003-W ICC, Basement \$85
Jan 23-Mar 13 8 Wed 5:30-6:30 pm

TAI CHI II

This advanced Tai Chi class is for the serious student who has completed the first section and wishes to proceed to the second section, which includes more turns, kicks and further feats of balance and coordination. **Susan Quon** is a certified Yoga instructor who has also been practicing the art of Tai Chi for many years.

FH003-2 GC, MP103 \$85
Jan 26-Mar 16 8 Sat 11:00 am-12:00 pm

FALLPROOF BALANCE & MOBILITY

Have you noticed that your balance is not what it used to be? Have you experienced a fall or two lately? Falling is not a normal part of the aging process - there is something you can do about it! This scientifically designed and tested program addresses risk factors for falls and helps you reduce your fear of falling. The program involves an informational lecture, testing for balance impairment, and participating in exercises. You will work at your own level and be assessed frequently to measure your progress. You're never too old and it is never too late to improve your balance, and reduce your risk of falling. **Bobbi Koonse** is a certified Fallproof Balance & Mobility Specialist.

FH083 GC, MP115 \$85
Jan 22-Mar 12 8 Tues 2:30-3:30 pm



See Our Catalog &
Register online ---

24 hours a day

www.glendale.edu/cse

GENTLE TAI CHI FOR BALANCE & MOBILITY

If you wish to improve your balance and reduce your risks of falling, this class is for you! Gentle Tai Chi strengthens muscles in the legs that are primary for reliable balance. Focusing your mind on slow movement reduces stress, produces mental calm, and restores energy and vitality. As you practice, you'll also increase your core strength, improve your concentration and cognitive functioning, and restore postural alignment which are all essential components of the balance system. The class is taught by **Bobbi Koonse**, a certified balance and mobility specialist and fifth degree black belt who can modify the movements to suit older adults or anyone with balance issues.

FH085 ICC, Basement \$85
Jan 23-Mar 13 8 Wed 3:30-4:30 pm

FH085-B ICC, Basement \$65
Jan 25-Mar 15 6 Fri 9:00-10:00 am

MEDITATION FOR DAILY LIVING

Many of us live with stress, muscular tension and fatigue on a daily basis. So - what can we do to feel better? Why not try incorporating a meditation practice into your life? Meditation is easy to learn and provides immediate benefits. Scientific studies have show that meditation can not only reduce stress and anxiety, but it can also lower blood pressure and improve brain health. Join us for 3 mornings and learn how meditation can help quiet your mind, improve your concentration, and create a sense of inner peace. **Heather White** is a Certified Meditation instructor and a life-long meditator who has been teaching for 13 years, and has a private practice offering holistic therapies in Montrose.

FH047A GC, Rm MP205 \$45
Mar 2-16 3 Sat 10:00-11:30 am

MIND FLOW HYPNOSIS

Self-hypnosis can be an effective tool to help you meet challenges such as weight loss, quitting smoking, as well as relaxation. It can also help you let go of negative feelings and thoughts, or anything that might be holding you back from achieving your full potential. This class will give you a better understanding of what self-hypnosis is, how your subconscious mind works, and gain a sense of control using the tools and information provided in class. A \$30 materials fee is payable to the instructor in class for handouts and CDs.

Carmela Tunzi is a certified hypnotherapist with a natural gift of working with people. Her company, Mind Flow Hypnosis, offers self-hypnosis to help her clients lose weight, release stress, and quit smoking.

FH082 HHS, Rm 11217 \$25
Feb 7 1 Thursday 6:30-8:30 pm

BASIC ENERGY HEALING WORKSHOP

Discover the hidden world of subtle energy! Energy healing works with your body's subtle energies that have a direct effect on your health and happiness. You'll learn basic energetic anatomy, including the Chakra System, and our instructor will guide you through a self-care routine that you can do for yourself to improve your energy flow and balance. **Heather White** is a healing arts therapist who has been teaching for over 13 years.

FH069 GC, Rm MP205 \$25
Mar 2 1 Sat 12:30-2:30 pm



BEGINNING BELLYDANCING WITH LEELA

Learn the enchanting art of Bellydance with Leela, international performer and master teacher. Come have fun while improving your fitness! Bellydance teaches grace, strength, balance and coordination through hip movements and muscle isolations. Classes include a gentle warm-up, basic bellydance technique, easy combinations and movement patterns. No dance experience required! Enjoy the exquisite music, feel confident and beautiful in a supportive environment while you learn this ancient dance. **Leela** has been teaching Bellydance in the Glendale area since 1998.

DA028M ICC, Basement \$75
Jan 28-Mar 11 6 Mon 7:30-8:30 pm
(No class Feb 18)

"Leela is an amazing glowing goddess! Class was fun & exciting!"

LOCATION KEY

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NATURAL A'S

For Ages 10-17

Any student can significantly enhance grades, self-confidence, and chances for scholarships and college admissions by performing academic skills in alignment with the brain's natural patterns. Discover how this makes note-taking, reading, studying, memorizing and test-taking amazingly efficient. You will learn simple methods for understanding math and other subjects, how to optimize focus and concentration, and prevent test anxiety. Students of all ages describe this class as "awesome," "necessary," and "easy to understand." Parents may register and attend with their child. **Curtis Adney, M.S., J.D.**, graduated college with a 4.0 GPA, has a law degree and has taught academic success strategies for over ten years. A required \$30 materials fee is payable to the presenter in class.

KC004	GC, Rm TR204	\$45
Jan 26	1 Sat	9:00 am-12:00 pm

COMMERCIAL KIDS "ON CAMERA"

For Ages 6-12

Your child will have fun while learning auditioning skills on camera. Students must be able to read and must be accompanied by a parent. This is a safe and economical "intro" into the professional environment of an actual casting studio. You'll get an overview of the field and learn how to enter the industry the right way. Presented by June Chandler's Actors Workshop in North Hollywood, the class is taught by **Hal Sweesy**, head of the children's department at the studio.

KC033	SOUTH PAW CASTING	\$49
Feb 3 & 10	2 Sun	11:45 am-1:45 pm

INSTRUCTOR-LED ONLINE YOUTH COURSES

Our instructor-led online courses are informative, fun, convenient and highly interactive. We focus on creating warm, supportive communities for our learners. A new session of each course starts monthly. All courses run for six weeks, with a two-week grace period at the end. Two lessons are released each week for the six-week duration of the course. You will have access to all the lessons until the course ends. Visit www.ed2go.com/gcc for complete course details and to register.

SAT/ACT PREPARATION SERIES

An Online Course - Only \$199

Making the decision to attend college is probably one of the most important decisions you'll ever make, and your performance on college entrance exams is instrumental in determining your college choice. Universities and colleges throughout the U.S. require applicants to take the SAT or ACT as part of their evaluation package. This series will prepare you to excel in all sections of the undergraduate college entrance exams and provide you with the means to achieve your best potential score! Visit www.ed2go.com/gcc for details and to register.

INTRODUCTION TO MICROSOFT WORD

An Online Course - Only \$129

Learn how to create and modify documents with the world's most popular word processor.

INTRODUCTION TO POWERPOINT

An Online Course - Only \$129

Build impressive slide presentations filled with text, images, video, audio, charts, and more.

SECRETS OF BETTER PHOTOGRAPHY

An Online Course - Only \$99

Discover strategies and tricks for taking excellent pictures no matter what or where you're shooting. Visit www.ed2go.com/gcc for details and to register.

INTRODUCTION TO ALGEBRA

An Online Course - Only \$115

Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems.



CONVERSATIONAL SPANISH

Master the skills that will make speaking Spanish fun and useful in your life. This 6-week class is designed with the beginner student in mind, but repeating students are always welcome to join us! We'll focus on basic conversational skills, pronunciation and vocabulary development in a relaxed and supportive atmosphere. Classes are taught by **Mirtha Saldana**, a certificated instructor who is originally from Peru. Students are required to purchase the textbook "*Espanol con Amigos: A Partner Approach to Basic Conversational Spanish*," by Melissa O'Gara, ISBN: 9781535250825. Purchase through Amazon.com, or from our CSE office at Garfield Campus (approx. \$22).

For Beginners:

LA001-S	GC, Rm MP303	\$95
Jan 19-Mar 2	6 Sat	9:00-11:00am
LA001-TH	HHS, Rm 11212	\$95
Jan 24-Mar 7	6 Thurs	6:30-8:30 pm
(No Class Feb 28)		

All Levels:

LA001-2	GC, Rm MP303	\$95
Mar 9-Apr 13	6 Sat	9:00 am-11:00 am

CONVERSATIONAL ITALIAN

Italian is considered one of the most beautiful languages of the world. Learn the fundamentals of the Italian language, as you build and practice a functional, everyday vocabulary. You'll soon carry on simple conversations, as you learn correct pronunciation, useful phrases and idioms. No textbook required. **Andrea Davis** is an Adjunct Professor of Italian at Pierce College who has taught Italian for over 20 years. She earned her MA in Italian Literature from UCLA, and has studied and worked extensively throughout Italy.

For Beginners:

LA004-1	GC, Rm TR205	\$95
Jan 19-Feb 23	6 Sat	9:30-11:30 am

CONVERSATIONAL FRENCH

Parlez-vous francais? Our quick and easy beginning conversation class will teach you the fundamentals of this beautiful language. You'll develop language skills through conversational experience stressing vocabulary, idioms, grammatical concepts, and pronunciation. You will acquire a foundation in French and explore this country's fascinating culture. Great for travel, business, and fun! Please bring required textbook to class: *Ultimate French, Beginner-Intermediate*, by Annie Hemingway, ISBN: 978-1-4000-0963-3 (about \$20 www.textbookx.com). Dr. **Teresa Cortey** graduated from UC Berkeley, and has taught all levels of French at Glendale College where she served as Chair of the Foreign Language Department.

LA002	HHS, Rm 11212	\$95
Jan 22-Feb 26	6 Tues	6:30-8:30 pm

CONVERSATIONAL FILIPINO

Magandang umaga! That's how we say "Good Morning!" in Filipino. Discover how learning a new language can be fun and interesting! In this 6-week class, you will be introduced to the evolution of the Filipino Alphabet (from Sanskrit to the present era), and build a considerable amount of functional vocabulary. You'll soon be able to initiate conversations and make new friends, as well as widen your knowledge of Filipino people and their culture. Dr. **George Espinosa** is a California credentialed instructor who has taught English, ESL, and Filipino for nearly 20 years through LAUSD. He also taught Filipino Language and Culture at the University of Vienna while serving as Cultural Attache of the Phillipines to Austria.

LA014	HHS, Rm 11209	\$95
Jan 24-Mar 7	6 Thurs	6:15-8:30 pm
(No class Feb 28)		



See Our Catalog &

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24 hours a day

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"Love the teacher, great enthusiasm, teaches from the heart."

INSTRUCTOR-FACILITATED ONLINE LEARNING

Each course runs for six weeks and consists of 12 lessons. Lessons are supplemented with interactive quizzes, assignments, tutorials and online discussion areas. Read your lessons and ask questions of your instructor at times most convenient to you. All you need to get started is Internet access, an e-mail address, and a Web browser. For requirements, demonstrations and additional course information, visit: www.ed2go.com/gcc. Click the Courses link for a complete viewing of the courses we have to offer.

The majority of our courses are only

\$115!

Enroll Now!

How to Get started:

1. Visit our Online Instruction Center at www.ed2go.com/gcc
2. Click the **Courses** link. Once you choose the department and course title you are interested in, select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail address and choose a password that will grant you access to the classroom.
3. When your course starts, return to our Online Instruction Center and click the **Classroom** link. To begin your studies, simply log in with the name and password you previously provided. You're ready to start learning!

Each of our classes start on the third Wednesday of every month.

Requirements:

All courses require Internet access, e-mail, Netscape Navigator, or Microsoft Internet Explorer. Some courses may have additional requirements. Visit our Online Instruction Center for more information.

Business & Career

- Accounting Fundamentals
- Accounting Professional
- Administrative Assistant
- Building Teams that work
- Business Management
- Caring for Children
- Catering
- Customer Service
- Business Writing
- Get Paid to Travel
- Introduction to Criminal Law
- Legal Nurse Consulting
- PC Security
- Peachtree Accounting
- Professional Sales Skills
- Technical Writing
- Veterinary Assistant
- Business Fundamentals
- Employment Law
- Fundamentals
- E-Commerce
- Real Estate Investing
- Creating a Successful Business Plan
- Buy and Sell on eBay
- Project Management Fundamentals
- Starting Your Own Business
- Creating a Successful Business Plan

Personal Enrichment

- Get Assertive!
- Good-bye to Shy
- Get Funny!
- Achieving Success with Difficult People
- Effective Communication

Computer Applications

- Keyboarding
- Introduction to the Internet
- Microsoft Word
- Microsoft Access
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Publisher
- Introduction to Quickbooks
- Introduction to Photoshop
- Introduction to Microsoft Project
- Introduction to Linux
- Introduction to Oracle Vista
- Introduction to Networking

Web Programming

- Intro to Macromedia Director
- Intro to PHP and MySQL
- Java for the Beginner
- Introduction to JSP Programming
- High-Speed Project Mgmt.

Web Design

- Introduction to FreeHand MX
- Creating Web Pages
- Introduction to Dreamweaver
- Designing Effective Websites
- Achieving Top Search Engine Positions
- Introduction to Flash

"This was my first on-line class, and I enjoyed it very much. The discussion area was helpful and fun. I plan to take another class."

More Courses Available
at our online instruction center.
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PC Networking and Security

Hack Your Way to Security
Introduction to PC
Troubleshooting
Creating a Small Office Network
Wireless Networking

Database Management

Introduction to Database Development
Introduction to Oracle
C++ for the Absolute Beginner
Introduction to Crystal Reports 10
Introduction to SQL

"I got a 92% on my Access final. That was a terrific course! I'm sad to be done with it, but am trying to use what I've learned in the "real world" now. Thanks for recommending the class and your encouragement. I really appreciate it!" -Julie Nisargand

Languages

Speed Spanish
Conversational French
Instant Italian
Introduction to Teaching ESL/EF
Grammar Refresher
Beginning Braille

Teaching Professionals

Read, Set, Read!
Solving Classroom Discipline Problems
Big Ideas in Little Books
The Classroom Computer
Teaching Writing Grades 4-6
Using the Internet in the Classroom
Singapore Math Strategies

"I didn't know what to expect when I signed up for the class, and especially since I haven't taken classes in years. I definitely learned a lot, loved the class."

Personal Finance

Real Estate Investing
Financing Your Property
Debt Elimination Techniques
Personal Finance
Building Wealth

Healthcare

Medical Office Assistant
Medical Coding
Medical Terminology
Human Anatomy and Physiology
Physical Therapy Aide
Optical Assistant
HIPAA Compliance
Medical Transcription

Digital Photography

Discover Digital Photography
Making Movies with Windows XP
Travel Photography

Writing Courses

Beginning Writer's Workshop
Writeriffic: Creativity Training
Travel Writing
Mystery Writing
Creativity Training for Writers
Keys to Effective Editing
Your Screenwriting Career
Grantwriting
Research Methods for Writers
Write Fiction Like a Pro

Test Preparation

SAT/ACT Prep - Part 1 & 2
GED Test Preparation
GMAT Preparation

I learned a great deal from my online course and I am so happy that I took it. I would definitely recommend these classes to anyone, and if I have time in the future, I'd take another one of this instructor's courses.

ONLINE COURSES**FOR BECOMING VETERINARY ASSISTANTS****Learn More...**

- Expert Instructors
- 24-Hour Access
- Online Discussion Areas
- 6 Weeks of Instruction



New course sessions begin monthly.
Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

- **Become a Veterinary Assistant**
- **Become a Veterinary Assistant II:**
- **Canine Reproduction**
- **Become a Veterinary Assistant III:**
- **Practical Skills**

Our **instructor-facilitated** online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners.

All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office. Any time of the day or night.

Visit our site to learn more.
www.ed2go.com/gcc

MONEY MANAGEMENT

HOME BUYING SIMPLIFIED

A Step-by-Step Guide for the 1st Time Buyer

Discover how to successfully purchase a home in today's changing market. You will learn about the new loan qualifying guidelines for FHA and conventional mortgages. Topics include:

- Financial Qualifying Guidelines
- Conventional and FHA Mortgages
- Down Payment Requirements
- Real Estate Contract Review
- Credit Score and its Importance
- Personal Financial Preparation
- Knowledge of the Pre-Approval Process
- Current Housing Market Trends

You'll leave with the knowledge and confidence to shop for a home. Bring a spouse or guest with you for free! **Kyle George** is a top producing mortgage advisor with over 14 years of experience. He works with all types of clients, but specializes in working with first time home buyers, veterans and the senior community.

FI045	GC, MP204	\$29
Jan 26	1 Sat	9:30 am-1:00 pm

LIVING TRUSTS, WILLS & PROBATE

Learn the Basics of Estate Planning

Bring your questions and concerns to this highly informative seminar on basic estate planning, taught by a practicing attorney. We will discuss incapacity and how to plan for it. Learn what Probate is, why and how to avoid it. You'll learn how to eliminate or at least minimize Gift & Death taxes, and how to eliminate Capital Gains tax. Topics covered also include Wills and other devices used to transfer property; what a Living Trust is, how to use one and which type is best for your own unique situation. **James Miller** is a Certified Specialist in Estate Planning, Trust & Probate Law by the State Bar of California Board of Legal Specialization. A \$10 materials fee is payable to the instructor in class.

FI002	HHS, Room 11218	\$39
Feb 5	1 Tue	6:00-9:00 pm

PERSONAL FINANCE

An Online Course - Only \$115

Do you have clear financial goals? Do you know if you have enough money to buy a car or house, if you will have enough money to retire? If your answer to any of these questions is "NO," you need this course. It will prepare you for a lifetime of worthwhile personal financial planning. You'll learn to create and use a budget, borrow and invest wisely, make intelligent decisions and plan for your financial future. You'll learn the essentials of household bookkeeping record-keeping requirements, and much, much more. A new session starts monthly. This course runs for six weeks, with a two-week grace period at the end. Two lessons are released each week for the six-week duration of the course. You will have access to all the lessons until the course ends. Visit www.ed2go.com/gcc for complete course details and to register.



SAVVY SOCIAL SECURITY FOR BOOMERS

When should you file for Social Security benefits? Making the right decision at this stage in life depends on a multitude of factors including income, assets, health status, life expectancy, family dynamics, and life goals. Some decisions are irreversible: Starting Social Security at age 62 can leave a lot of money on the table if you live into your 90's; Failure to consider the impact of marriage, divorce, remarriage, and widowhood can severely pinch your lifetime stream of income; Failure to coordinate IRA RMDs with Social Security taxation results in needless diminishment of income that could be put to better use for health care or just enjoying life. Join us as we learn the ins and outs of Social Security benefits and how to best evaluate your benefits and choices! A \$5 materials fee is payable to the instructor in class. Couples may attend together for a single registration fee. **Cynthia Schwert** is a Certified Financial Planner with over 30 years of experience helping people plan for their retirement.

FI025	GC, Rm TR204	\$29
Feb 9	1 Sat	9:00 am-11:00 am

See Our Catalog &

Register online ---

24 hours a day

www.glendale.edu/cse





MEDICARE 101

The A, B, C, & D's of Medicare

This multi-dimensional workshop is designed for those about to become eligible for Medicare, or already on Medicare, or have parents on Medicare, or are caregivers overseeing the care of Medicare patients. You'll learn objective information about traditional Medicare, prescription drug plans, Medicare Advantage and Medicare supplemental insurance. Find out: When can 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, to VA or other retirement plans? Where can I go for help? Questions are welcome! **Ron Tanji** and **Clara Bayeh** are Financial Services Professionals with CR Partners Insurance Services, located in Glendale. We invite you to bring one guest at no extra cost.

FI038 GC, Rm MP204 \$29
Feb 2 1 Sat 10:00 am-12:00 pm

LOCATION KEY

GC = Garfield Campus
GCC = Verdugo Campus
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ICC = Incarnation Community Center

RETIREMENT PLANNING FOR TODAY

Due to recent and ongoing tax law changes, an uncertain future for Social Security and the shift toward employee-directed retirement plans, the need for sound financial strategies has never been greater. In straightforward language, this class explains time-tested strategies that help you to make informed financial decisions. Whether your objective is to build a nest egg, protect your assets or preserve your lifestyle throughout retirement, this course helps you plan your future with confidence. This comprehensive class will cover the following eight modules: 1) Life Planning for Retirement, 2) Retirement Needs & Expenses, 3) Retirement Roadblocks & Mistakes, 4) Retirement Income Sources, 5) Retirement Plan Distributions, 6) Investments, 7) Risk Management & Asset Protection, and 8) Estate Planning. Your tuition fee covers both you and your spouse or partner, and includes a 230 page textbook with examples and illustrations, which is yours to keep (one per couple). **Peter Han** has been in the financial services industry since 1997, and is a Registered Representative and Investment Advisor Representative with First Allied Securities, Inc., member FINRA/SIPC. He received his B.A. In Engineering Sciences, cum laude, from Dartmouth College.

FI013-W GC, MP305 \$45
Jan 19 & 26 2 Sat 9:00 am-12:00 pm



REGISTER TODAY WITH YOUR VISA, MASTERCARD OR AMEX

PERFORMING ARTS

BEGINNING UKULELE

Learn fundamental skills to get you playing ukulele in this entertaining, hands-on class. We'll work on rhythm, strumming patterns and some finger picking. With a few basic chords you can play along with others and accompany yourself on a multitude of songs. Learn to find the right key for your voice and where the notes are on the fretboard. No previous experience needed for Level I. Completion of Level I or some rudimentary knowledge of the ukulele needed for Level II. Bring your own ukulele. A \$10 materials fee is payable to the instructor in class. **Dale LaDuke** (see Beginning Guitar). Class is limited to 15 students.

PA029-A1 GC, Rm MP115 \$95
Jan 28-Mar 4 5 Mon 6:00-7:00 pm
(No class Feb 18)

BEGINNING GUITAR

This class will cover the basics of guitar playing. You'll learn basic chords, simple strumming patterns, easy songs, as well as the basics of reading music. Learn to count beats, practice effectively, play with other musicians and play songs by the end of the course. The instruction is clear, systematic and friendly. Whatever your musical taste is, this class will put you on the road to playing your favorite songs or writing your own music. No previous music background needed for the Level 1 class. Completion of Level I or some rudimentary knowledge of guitar is needed for Level II. Bring your acoustic guitar and join the fun! A \$10 materials fee is payable in class to the instructor. Your instructor is **Dale LaDuke** is an award winning singer-songwriter, guitarist and ukulele performer. Class is limited to 12 students. PA002-I GC, Rm MP115 \$95
Jan 28-Mar 4 5 Mon 7:00-8:00 pm
(No class Feb 18)

BEGINNING PIANO

Discover how much fun you can have as you learn the basics of playing the piano in this hands-on class. You'll learn the fundamentals and how to play several simple songs while gaining an understanding of the basic concepts of music. Students will share portable keyboards in class, or bring your own small portable keyboard to class (roll-up keyboard is fine). A \$5 materials fee is payable to the instructor in class. Class is limited to 10 students. Bring notepad and pencil/pen. Your instructor is **Dale La Duke**, an award winning singer-songwriter and professional musician.

PA040 GC, Rm MP115 \$95
Jan 29-Feb 26 5 Tues 6:00-7:00 pm

HARMONY SINGING

In this fun class, you will discover and hone your own vocal sound, learn breath control, experiment working with different ranges, train your ear to better understand pitch, and enhance your singing diction. We'll start with simple popular songs and learn to sing the correct melodies and then the harmonies that go with them in a very easy, low pressure environment. Each week you will be given reading and listening material to prepare for and discuss at the next class meeting. Whether you want to feel more confident singing with a guitar or piano, or you're aspiring to take your music to the next level, this class will help you find your voice. A \$5 materials fee is payable to the instructor in class. Class is limited to 10 students. **Dale La Duke** (see Beginning Guitar).

PA007 GC, MP115 \$95
Jan 29-Feb 26 5 Tues 7:00-8:00 pm

START YOUR CAREER IN VOICE OVERS

Are people always telling you that you have a great voice? Do you often find yourself listening to your favorite audiobook, commercial or cartoon character and thinking, "I could do that"? If so, then you could have what it takes to begin working as a professional Voiceover Artist. Being a Voiceover Artist is a fun and rewarding job! The current Voiceover trends have made it easy and affordable for just about anyone to get involved. In this fun and empowering 2 hour Introductory workshop, you will learn about the different types of voiceovers and what tools are needed in order to find success in the voiceover industry. You will have the opportunity to get a taste of what it's like to be a voice actor as you perform a real voiceover script. You will be recorded so that you can receive a professional voiceover evaluation later. After leaving the class, you will have the knowledge necessary to help you decide if this is something you'd like to pursue. Come ready to laugh, learn and be inspired! The **Voices for All** instructors are known for their fun and informative presenting methods.

PA009 HHS, Rm 11209 \$39
Feb 5 1 Tues 6:00-8:00 pm

LOCATION KEY

GC = Garfield Campus
GCC = Verdugo Campus
HHS = Hoover High School
ICC = Incarnation Community Center

ACTING FOR FILM & TV ON CAMERA

This exciting class has something for everyone, whether it's for personal development, career enhancement, jump starting an acting career, or just for fun! You'll be working on camera every week - exercises, improvisations and scripts in a professional casting studio. You'll experience remarkable wins and discover the actor's secrets of self-confidence, focus and communication, as you learn industry level acting techniques. You will learn some professional auditioning skills and gain a realistic perspective on how to launch an acting career. This class is taught by **June Chandler** and the staff of June Chandler's Actors Workshop, regarded as a top industry level acting school that has helped people launch their careers for over 20 years. Southpaw Studios is located at 4200 Lankershim Blvd., in North Hollywood.

PA001 South Paw Casting \$95
 Feb 10-Mar 17 6 Sun 9:00-11:30 am



See Our Catalog &
 Register online ---

24 hours a day

www.glendale.edu/cse

**INSTANT PIANO FOR
 HOPELESSLY BUSY PEOPLE**

In just a few hours, you can learn enough secrets of the trade to give you years of musical enjoyment. How do we do it? While regular piano teachers teach note reading, piano professionals use chords. And you can learn all the chords you'll need to play any song in this one session. Any song, any style, any key. If you can find Middle C and know the meaning of Every Good Boy Does Fine, you already know enough to enroll in this workshop. For more information go to chordsarekey.com Required materials fee if \$29 for Book and Online Videos will be collected in class. **Craig Coffman** has extensive experience as a professional pianist and music director. Having taught piano private for many years, Craig will share piano player's tricks of the trade in this fun and informative class.

PA016 GC, Rm TR204 \$49
 Jan 19 1 Sat 9:00 am-12 noon

PLAY PIANO BY EAR

Learn one of music's deepest mysteries: how to play songs without relying on music. A very practical presentation of music theory that includes predicting chord progressions, learning from recordings, and transposing—all expressed in everyday language. This is an ideal follow-up to the "Instant Piano" class and is open to anyone who has a basic understanding of chords on any instrument. Expand your musical horizons, and free yourself from sheet-music dependence, and be the life of the party! Prior experience with chords recommended. Materials Fee of \$29 will be collected in class by the instructor for Book and Online instruction. **Craig Coffman** is your instructor.

PA016-B GC, Rm TR204 \$49
 Jan 19 1 Sat 1:00-4:00 pm

**SPECIAL RATE:
 INSTANT PIANO & PIANO BY EAR**

Enroll in both courses at the same time and save \$10! Materials fee of \$58 collected in class.

PA016-C GC, Rm TR204 \$88
 Jan 19 1 Sat 9:00 am-4:00 pm

DEALING WITH DEMENTIA

NEW! A loved one being diagnosed with dementia can be a difficult, heart breaking and challenging journey to navigate. Seeing someone you care about lose abilities and go through cognitive decline from something like Alzheimer's or Lewy body can be an emotional rollercoaster with fear, depression, exhaustion, uncertainty and grief as constant companions. But it does not have to be this way. There is something hopeful and empowering to be seen inside of dementia. In this class, learn to see dementia in a whole new way, with less fear and sadness, and more ease and love. If you are caring for and/or love some one with dementia, or in any state of cognitive decline, you won't want to miss this class. You'll learn to see dementia through a different lens - one that leaves you feeling lighter and more at peace. Enroll a family member or friend with you for only \$20 more. **Brianne Grebil** is an advanced certified transformative coach with years of experience helping people live life more fully. Her own mother was diagnosed with Alzheimer's in 2015, and through walking the journey with her, Brianne has seen powerful things that can help others navigate the journey with more peace and love.

PD073 HHS, Rm. 12115 \$75/\$95
Jan 22-Feb 26 6 Tues 6:30-8:00 pm

A COURSE IN ANGEL GUIDANCE

NEW! According to practitioners, everyone has guardian angels and connecting with them helps create more peace in your life. In this workshop, you will learn who's who in the angel realm; how to identify the language of angels; how to communicate with angels and your guardian angel(s); and, how to work with your angels on your life purpose, improve relationships, your career, and your goals. This is an interactive workshop whereby students will be engaged in using their favorite angel card deck. If you do not have a deck, don't worry ~ your instructor will have several for you to choose from. **Linda McBride** has a Ph.D. in Holistic Theology from the American Institute of Holistic Theology; and, a Juris Doctorate Degree. For the past ten years, Linda has been teaching and lecturing on various topics related to metaphysics, paranormal psychology, and mysticism. She has helped people connect with their higher-self, angels, intuition, and identify karmic circumstances.

PD072 GC, TR212 \$39
Feb 9 1 Sat 10:00 am-1:00 pm



THINKING ABOUT RETIRING?

How You Can Enjoy Yourself, Maintain Your Health, and Give Back to Your Community

Come with paper and pen to do some thought-provoking exercises designed to help you dream and plan to fulfill those dreams. Learn about a range of activities for the young-at-heart, those that help you stay fit and those that encourage your creativity. Find out about volunteer work in your community; each of us has a niche when it comes to "giving back." These are your golden years, and you can wake up each day filled with gratitude and a wish to connect and grow. **Mona Field** retired from a fulfilling career teaching at Glendale Community College. She has found a balance in a busy retirement, including family, fitness, fun and community involvement. She lectures, writes and provides mentorship for many people, young and old.

PD070 GC, MP204 \$29
Mar 2 1 Sat 10:00 am-12:00 pm

WHAT WERE YOU BORN TO DO?

You were born to make a unique contribution to humanity. Progressing toward this purpose brings joy and abundance. Straying from it causes stress and emptiness. To accomplish this mission, one of the 33 Natural Talents is wired into your DNA. It's so subtle, you rarely notice it; yet so powerful, it's the source of your highest potential. Elvis, Oprah, and Einstein were all just "doin' what comes naturally." Applying your Natural Talent relentlessly will magnetically attract all your hearts' desires. The presenter, **Curtis Adney**, is a life coach, motivational speaker, and author of a forthcoming book: *Pinpoint Your Destiny*. A \$30 materials fee is payable to the instructor in class for comprehensive workbook.

PD001 GC, Rm TR204 \$55
Jan 26 1 Sat 1:00-4:00 pm

DISCOVER SIGN LANGUAGE*An Online Course - Only \$99*

It's truly amazing that we can communicate just by using our hands! In this course, you will discover how to use this graceful, expressive language to communicate. You'll begin with an introduction to the language itself, and learn to create signs for numbers. You'll also master the sign alphabet, signs for colors, and activities you like to do. Then you'll learn to sign phrases and expand to complete sentences, and see how to put it all together so you can introduce yourself and start a conversation. You'll also gain an introduction to the world of the Deaf culture and explore topics such as lipreading, baby signs, and the career of interpreting. By the end of the course, when you meet a Deaf person, you'll be ready to sign! A new course begins monthly. Visit www.ed2go.com/gcc for details and to register.

GET ASSERTIVE!*An Online Course - Only \$99*

Are you tired of being intimidated and treated badly by others? Learn specific techniques to become more assertive in all parts of your life. Do you think you speak non-assertively? If so, master the skills that will empower you to talk in an assertive manner, including specific verbal techniques and phrases for a variety of situations. Get the assertiveness training you need in order to be more confident and powerful with family members, friends, bosses, co-workers, professionals, service people, and even total strangers. It's your turn to speak up! A new course begins monthly. Visit www.ed2go.com/gcc for details and to register.

GET FUNNY!*An Online Course - Only \$99*

The ability to create humor is a skill many people don't have, yet wish they did. If you're 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. You'll learn how to write a one-liner, use physical humor, target your audience, find the humor in everyday events and much, much more. A new course begins monthly. Visit www.ed2go.com/gcc for details and to register.

BASIC LIFE SUPPORT: CLASS "C"

This hands-on course is the Standard Level C/BLSC, recommended for Community and Healthcare providers. Through lecture, demonstration and actual hands-on practice using your own mannequin (provided), you will learn: Adult CPR, Child/Infant CPR, 2-Person CPR, Mouth-to-Mask Use, and what to do if someone is choking. You'll also learn to use the AED (Automated External Defibrillator). Students receive a 2-year AHA certification card. A \$25 material fee is payable to the instructor in class for workbook.

SI029	GC, TR211	\$69
Jan 28-Feb 4	2 Mon	5:30-9:30 pm

CHILD/INFANT CPR

This class covers what to do if a child, from birth to 8 years, stops breathing, begins choking. You will get hands-on practice and learn how to perform CPR, using a mannequin (provided in class). You'll also learn how to use the AED (Automated External Defibrillator). Students receive a 2-year American Heart Association certification card. A \$15 materials fee is payable to the instructor for class workbook.

SI028	GC, Rm TR211	\$39
Feb 25	1 Mon	5:30-9:30 pm

ADULT CPR

Through lecture and actual hands-on practice with your own mannequin (provided), you will learn how to perform lifesaving CPR. The course includes information on heart attacks, airway obstruction, one rescuer CPR, and how to use the Automated External Defibrillator (AED). Students receive a 2-year American Heart Association certification card. \$15 material fee is payable to the instructor in class for workbook.

SI027A	GC, Rm TR211	\$39
Mar 11	1 Mon	5:30-9:30 pm

Your instructor is **Lucian Badica**, the Regional Marketing Director for LifeLine Ambulance. Mr. Badica has been teaching community CPR and First Aid classes for over 25 years. Register Early ~ Classes are limited to 15 students.



RECREATIONAL ACTIVITIES

LEARN HOW TO PLAY GOLF

Come and experience the joys of playing golf! You'll learn the fundamentals, and gain the ability to make you comfortable on the course and be able to play this wonderful game for a lifetime. This course will also teach you golf etiquette and the rules of the game. Classes are taught by PGA Class A Golf Pro/LPGA **Kathy Cho**, and Golf Pro **John Mascarenas**, a PGA Professional since 2001. All equipment is provided, even range balls are provided at no extra charge. Class is limited to 12 students. Meet your instructor at the golf pro shop 5 minutes before the beginning of class. **All Classes are held at Brookside Golf:** 1133 Rosemont, Pasadena 91103

For Beginners:

SI012-BR2 BRKS (Mascarenas) \$99
Jan 27-Feb 17 5 Sun 9:00-10:00 am

SI012-BR1 BRKS (Cho) \$99
Jan 26-Feb 16 5 Sat 8:30-9:30 am

All Levels:

SI013-B BRKS (Cho) \$99
Jan 30-Feb 27 5 Wed 12:00-1:00 pm

SENIORS GOLF

PGA Professional **Kathy Cho** has developed a golf program specifically for seniors (age 55 and over). The program includes 5 hours of instruction and has a maximum of 12 students in the group. Have fun, get a little exercise, and meet new people who are also interested in experiencing the joys of playing golf in the California sunshine!

SI012-BRJ Brookside \$99
Jan 29-Feb 26 5 Tue 11:00 am-12:00 pm

SI012-BRM Brookside \$99
Mar 5-Apr 2 5 Tues 11:00 am-12:00 pm



REALITY HORSEBACK RIDING

Here is an excellent opportunity to learn how to ride a horse, and learn about horses in general. You'll gain confidence each week, as you learn to ride in a realistic situation -- out on the trail and in an open field. Starting with an introduction to the horse, you'll learn grooming techniques and how to saddle the horse. You'll then learn how to control the horse at the walk, jog, and posting trot. Great teachers, nice horses, and a friendly learning atmosphere! **Carol Reynolds** and **Gudrun Armanski** have been teaching horseback riding for over 20 years, and they are certified safety instructors. You must be at least 5 feet tall and your maximum weight is 200 lbs. Classes meet at The Riding Coach, located behind 1850 Riverside Drive, Glendale. Pre-registration is a must!

SI008-SA The Riding Coach \$275
Jan 26-Mar 2 6 Sat 8:30-10:30 am

SI008-SU The Riding Coach \$275
Jan 27-Mar 3 6 Sun 8:30-10:30 am

SI008-M The Riding Coach \$245
Jan 28-Mar 4 6 Mon 8:30-10:30 am

SI008-TU The Riding Coach \$245
Jan 29-Mar 5 6 Tue 8:30-10:30 am

SI008-F The Riding Coach \$245
Feb 1-Mar 9 6 Fri 8:30-10:30 am

LOCATION KEY

GC = Garfield Campus

GCC = Verdugo Campus

HHS = Hoover High School

ICC = Incarnation Community Center

THE "WRITE" STUFF

A Short Course in Creative Writing

Stories are the essence of what makes us human. Through them we share experiences, learn new perspectives, and explore the world around us. With this four-part course, we will delve into writing basics – generating ideas, structuring narrative (fiction and non-fiction), crafting prose, and the revision process. Each evening includes a brief lecture, in class writing exercises and discussions. This class will leave you with a firm grasp on the essentials of crafting a compelling story. The goal is to lead you to a finished piece by the end of the course. Class requires about one hour outside of class time working on assignments. **Sandy Masuo**, MA in Education, served as a staff editor and writer for a variety of entertainment magazines for more than 15 years. She was a columnist for the Boston Phoenix and a regular contributor to the Los Angeles Times Calendar. CA025-B GC, Rm MP115 \$75 Feb 20-Mar 13 4 Wed 7:00-8:30 pm



HOW TO BE SELF-PUBLISHED FOR FREE!

Want to be published and e-published? NOW? Do you dream of seeing your book featured on Amazon.com? Do you have useful knowledge or skills that you think others could benefit from? Publishing is easier than you think. It just takes know-how to put it together into a finished piece. If you want to be published, but don't know where to start, this class will give you the know-how to fulfill your dream of creating your own books, booklets, audio CDs and e-books. You'll learn how to: be quickly and easily published, how to offer pay-per-download from your website, how to convert your manuscript to Kindle for FREE, and how to protect your work with copyrights. A \$30 fee for Self Publishing for the Clueless is payable to the instructor in class. About the instructor: **Mike Rounds** is a trainer and author with more than 200 published works. Mike's books are sold by major distributors, including Barnes and Noble, Amazon.com, and Baker & Taylor. His students have published more than 2,000 products. BU105 GC, Rm. MP205 \$39 Jan 19 1 Sat 1:00-4:00 pm

GRANT WRITING FUNDAMENTALS

An invigorating, informative, hands-on, one-day workshop created for new and experienced grant writers, executive directors, organizers board members, community volunteers, development officers and individuals who want to get a detailed look at the grant writing process. Participants will be introduced to relevant information for a successful grant proposal. You'll learn how funding is announced, how applications are judged and how to construct each element of a winning proposal. A \$34 materials fee is payable to the instructor in class. **John Drew** is known in the So Cal area as an author, an award-winning teacher, and as a speaker on grant-writing and leadership. Combining his market research skills with fundraising expertise, John has helped turn around some of the Southland's most famous charities.

FI003 GC, Rm MP116 \$65 Mar 9 1 Sat 9:00 am-4:00 pm

GRAMMAR REFRESHER

*An Online Course - Only \$115
In Partnership with ed2go*

Whether you are just now learning the basics of grammar or if you need a refresher, this course will help you develop the foundational skills you need. An instructor will guide you every step of the way as you learn grammar through hands-on, practical exercises, as well as short videos, examples, and even fun games. A new course begins each month. Visit www.ed2go.com/gcc for details and to register.



**See Our Catalog &
Register online ---
24 hours a day**

www.glendale.edu/cse

TRIPS & TOURS

Single-Day Tours

Our single-day tours include passage aboard a deluxe, air-conditioned motor coach and a professional tour director. Unless otherwise noted, our Single Day Tours will depart from and return to the Glendale College Verdugo Campus (1500 N. Verdugo Road, Glendale) upper parking lot (Lot C) located at the corner of Mountain Street and the Glendale 2 Freeway.

You may park your car at the college, but you must purchase a parking permit (\$3 per day) prior to boarding the motor coach. Please arrive 20-30 minutes prior to departure to allow time to purchase your parking permit at the kiosk (quarters or Visa debit/credit card only), park your car and board the motor coach.

Refunds (minus 20%) for cancellations will only be given if your seat can be re-sold by the office, or you may send someone in your place with the permission of the office.

Our single day tours are operated by **Good Times Travel**, a family-owned and operated tour business that began from the ground up more than 25 years ago. Minimum travel age is 8 years and up (minors must be accompanied by an adult).

For detailed itineraries, travel protection insurance, and to register for single-day and multi-day tours go to: www.glendale.edu/cse or call (818) 240-1000, Ext. 5015

CELEBRITY HOMES & HANG OUTS

With Eataly Italian Marketplace

On this glimpse into the lifestyles of the rich and famous, we'll explore where the stars live, shop, and hang out! We begin with lunch on your own at Eataly, L.A.'s hot new marketplace, a 3-story, 67,000 square feet "temple of la dolce vita" to all edible and drinkable things Italian. This dining wonderland features an overwhelming variety of gourmet food stalls and take-out counters, making it a true foodie paradise. Next, we'll motorcoach to Hollywood to take a two-hour entertaining, narrated driving tour aboard an open-air vehicle through L.A.'s secluded hills and on Beverly Hill's stately streets. We'll see many celebrity homes of today's superstars and of Hollywood's legends. Enjoy time to explore the Hollywood & Highland complex that boasts many shops and Hollywood memorabilia.

TR218 GCC, Lot C \$99
Jan 19 1 Sat 10:00 am-5:30 pm

SKYSPACE & SKEWERS

With Angel's Flight

We begin today's tour with a ride on the historic Angel's Flight (if operating), the shortest railway in the world was built in 1901 to transport people to the top of Bunker Hill. Enjoy an included lunch at Fogo de Chao, the authentic Brazilian Steakhouse featuring salads, vegetables, cheeses, soups and so much more - including continuous tableside service of signature cuts of fire-roasted meats, and tantalizing desserts. In the afternoon we'll visit the U.S. Bank Building, affectionately known as the Library Tower, for an experience that will take your breath away. We'll take the express elevator 70 floors up to Skyspace L.A. located 1,000 feet above street level. Experience multiple interactive technology exhibits and a 360-degree virtual topography wall featuring L.A.'s points of interest. Then proceed to indoor and outdoor viewing areas for sweeping views of Los Angeles - from the mountains to the ocean and its many iconic landmarks. If you dare, you may slide down the 45-foot glass slide on the exterior of the building (\$8 payable on site).

TR219 GCC, Lot C \$109
Jan 27 1 Sun 10:30 am-5:00 pm

TEMPLE & TEPPAN

Hsi Lai Buddhist Temple & Benihana-Style Lunch

Enjoy a tour at the largest Buddhist complex in the Western Hemisphere, splendidly decorated for the Chinese New Year. Built in 1988, at a cost of \$300 million, it sits majestically over-looking Hacienda Heights. Hsi Lai (pronounced "she lie") means "coming to the West" and signifies the dedication of the Fo Guang Shan Buddhist Order to spread the teachings of the Buddha to those in the West. The little pagodas, exquisite flowers, magnificent Bodhisarvva Hall and Museum of Oriental Art, all serve to put you in a tranquil mood. After a fascinating docent-led walking tour, we'll enjoy an included made-to-order Teppan lunch (with choice of meat) at a Benihana-style restaurant where the food is delicious and entertaining! Note: No tank tops, shorts or short skirts.

TR085-19 GCC, Lot C \$89
Feb 1 1 Fri 8:30 am-3:30 pm

TRIBUTE TO HUELL HOWSER PEAKS & VALLEYS

Palm Springs Aerial Tram, Moorten Botanical Gardens & McCallum Adobe

On this this tribute to Huell Howser, we'll see clips of "California's Gold" and "Visiting...with Huell Howser" as we motorcoach our way to Palm Springs. Next board the world's largest rotating tramcars at the Palm Springs Aerial Tramway for spectacular views of the Coachella Valley where on a clear day you can see the San Andreas Fault and the Salton Sea. The Suisse-made tramcar revolves slowly, providing a spectacular 360 degree views as we ascend 8,516 feet to the top of Mt. San Jacinto. Afterwards, enjoy time in downtown Palm Springs for lunch on your own. In the afternoon, we arrive at the Village Green Heritage Center to visit a 19th century pioneer home that is the oldest home in Palm Springs. Finally a visit to the Moorten Botanical Gardens, a desert oasis featuring 3,000 examples of desert cacti and plants. On our way home, we'll stop by Hadley's, famous for their breads, nuts and date shakes.

TR137-19	GCC, Lot C	\$89
Feb 7	1 Thurs	8:30 am-6:30 pm

IN WALT'S FOOTSTEPS

Special Sites from Walt Disney's Life with Included Lunch at Tam O'Shanter

On this new tour, we'll visit sites that had significant importance in the life of Walt Disney, a beloved man who will be most remembered for creating Mickey Mouse, Donald Duck, and of course - Disneyland! We begin with a visit to the Stanley Ranch Museum, home to some of the oldest homes and businesses in Orange County, including the Walt Disney Studio Garage, once used by Walt as a studio when he came to California in 1923. It was in this garage that he worked on his animation machine to produce cartoons and draw his characters. Next, we'll venture to Griffith Park to visit Walt Disney's Carolwood Barn, a living showcase of Walt's passion for railroading and where he built the Carolwood Pacific Railroad in the backyard of his house. Many of Walt's personal items are on display here. After, we will enjoy an included late lunch at the historic Tam O'Shanter Inn, where Walt Disney often ate. We end the day by visiting Walt's final resting place at the beautiful Forest Lawn Memorial Park in Glendale. All visits subject to change.

TR220	GCC, Lot C	\$99
Feb 17	1 Sun	8:30 am-5:30 pm

THE CITY OF ANGELS

With Step-On Guide

It's no coincidence that the "City of Angels" has angels everywhere! Today we'll see strong celestial themes throughout the city's neighborhoods - in its art, architecture, and hidden spaces. First we'll meet the "angels" who serve at Project "Angel" Food, a life saving organization that started 25 years ago, providing a vital lifeline of hope and nutrition (over 10,000 meals per week!) to people who struggle with critical illness. Next, we visit the Monastery of the Angels, where 22 cloistered nuns lead lives of study, prayer and contemplation - and also make incredible hand-dipped chocolates and pumpkin bread. We will visit Angels Flight, the "Shortest Railway in the World" which opened in 1901 that transported passengers up and down Bunker Hill. We will explore Angelino Heights, founded in 1886 and features many Victorian manors that have been painstakingly renovated to their 19th century splendor. Visit the Cathedral of Our Lady of the Angels, widely known for its modern architecture and artwork. Visit the Arts District to see the original interactive street art angel wings - part of the Global Angel Wings Project that has now spread around the world. Time at leisure for lunch on your own and browsing at Grand Central Market, the downtown landmark that brings together the cuisines and cultures of Los Angeles.

TR221	GCC, Lot C	\$79
Feb 22	1 Fri	9:45 am-5:30 pm

LET'S TACO 'BOUT IT

With Step-On Guide

Today we are joined by a professional step-on guide who is a history buff with an expertise on the evolution of L.A., who will lead us in search of the best tacos in L.A. - from fried-to-perfection crispy tacos to the traditional regional style and even secret family recipes that exemplify the L.A. taco scene. We'll visit a taqueria in downtown L.A. where we'll enjoy a freshly made corn tortilla stuffed with home-style stewed beef. We continue to East Los Angeles, where Taco-crazed Angelinos have been coming for decades not only for the tacos but for the one-of-a-kind neighborhood full of colorful murals, unique history and incredible energy. Enjoy a shrimp taco and a fish taco from two different "mom and pop" taco shops. Enjoy a taco from a restaurant that began in 1974 from a converted ice cream truck, then a visit to the Plaza de la Raza Cultural Center for the Arts & Education, situated in the heart of Lincoln Park. Our adventure continues at La Plaza de Cultura y Artes, the nation's premier museum of Mexican American culture featuring exhibits that explore the ongoing story of Mexican-Americans in Los Angeles and beyond. All visits subject to change.

TR222	GCC, Lot C	\$115
Mar 8	1 Fri	9:00 am-4:30 pm

TRIPS & TOURS

AS SEEN IN LA LA LAND

Famous Sites from the Award-Winning Film, Griffith Observatory & The SmokeHouse Restaurant

Join a charming L.A. step-on guide as we embark on this popular adventure to explore sights featured in the Academy Award winning movie, La La Land. Set in modern day L.A., this original musical is a love letter to Los Angeles. Whether you've seen the movie or not, you'll love the stories behind the scenes as we visit a number of the sights featured in the movie. We begin with a stroll on Pasadena's Colorado Bridge, an elegant 1,500 foot bridge built in 1913. Our journey continues to Burbank with an included lunch at The SmokeHouse Restaurant, which was built in 1946 adjacent to Warner Bros. Studio, and is still frequented by movie stars and epitomizes the unique feel of "Old Hollywood." A driving tour of Hollywood Boulevard with a stop to see the treasured mural featuring icons of Hollywood's "Golden Age," seated in a movie theater and eerily staring back at you. In the afternoon we'll enjoy time at leisure at the Griffith Observatory, built in 1935 and recently restored Art Deco building features spectacular exhibits and unbeatable hilltop views. We'll take a ride on the historic Angels flight (if operating), and enjoy an included sweet treat from Grand Central Market, housing a multicultural collection of classic and modern food vendors.

TR223 GCC, Lot C \$99
Mar 16 1 Sat 9:00 am-6:00 pm

GETTY CENTER & LAWRY'S

With Included Lunch at Lawry's

High atop a hill on 110 acres amongst the Santa Monica Mountains and overlooking Los Angeles is the Getty Center. The \$1.3 billion Getty Center presents the Getty's collection of Western art from the Middle Ages to the present, featuring dramatic architecture tranquil gardens, and breathtaking views from downtown L.A. to the ocean. We'll enjoy four hours at leisure exploring the galleries and gardens. Prior to our arrival at the Getty, enjoy an included lunch at Lawry's The Prime Rib in Beverly Hills, a place of grand style, award winning food and exceptional service that has made Lawry's a dining legend. Your choice of prime rib chicken or salmon, along with sides and their famous spinning bowl salad and dessert.

TR148-19 GCC, Lot C \$109
Mar 23 1 Sat 10:30 am-6:30 pm

POPPIES & PUSSYGATS

Poppy Reserve & Feline Conservation Center With Included Boxed Lunch Picnic

Today we venture to the Antelope Valley for a visit to the Antelope Valley California Poppy Reserve, where each spring the Reserve comes alive with wildflowers creating a mosaic of color and fragrance. In addition to poppies, we may see owl's clover, lupine, goldfield, and more. The intensity and duration of the wildflower blooms vary from year to year and blooms are never certain, so we'll keep our fingers crossed as we cannot control Mother Nature! Enjoy an included boxed lunch and explore the Reserve's Interpretive Center and nature trails. Next, we'll enjoy a docent-guided tour of the Feline Conservation Center, better known as "The Cat House." This breeding zoo and research facility is home to 18 different species: tiger, leopard, jaguar, bobcat, snow leopard, fishing cat, serval ocelot, Eurasian lynx and others. You'll see many of these cats and learn about the efforts made here to preserve these species.

TR026-19 GCC, Lot C \$89
Mar 31 1 Sun 9:00 am-6:00 pm

FILLMORE & WESTERN RAILWAY

Murder Mystery Train w/Included Train Lunch

Step back into a bygone era aboard a vintage passenger train as we travel on a 3-hour round-trip excursion through century-old citrus and avocado groves in the beautiful Heritage Valley. In Fillmore we'll board the historic 1930s passenger cars of The Fillmore & Western Railway. This train has been known as the "Hollywood Movie Train" ever since it was owned by three major studios. The railway has been featured in over 300 television shows and movies including Criminal Minds, CSI, Seabiscuit and Inception. As we travel along the tracks, enjoy a hilarious, murder mystery comedy, "Bugle Boy Murders." Hearty laughs, some less-than-serious sleuthing, and a three-course lunch, complete with green salad, orange-glazed chicken breast, rice pilaf, vegetables and dessert, will be served while actors commit mirth and murder. Don't miss this fun, vintage rail adventure!

TR068-19 GCC, Lot C \$129
Apr 6 1 Sat 10:15 am-5:45 pm

Multi Day Tours

Payment: Deposit per person is due at the time of booking. Traveler will be contacted by Good Times Travel to arrange for balance payment. Prices are for land portion only. Airfare and travel protection is available for purchase from Good Times Travel. Multi-day parking available at the college for \$5 per day (must be pre-paid in advance). For more information go to www.glendale.edu/cse or call (818) 240-1000, Ext. 5015.

COASTAL "SAFARI" BY RAIL***Oceanfront Stay in Pismo Beach, Coast Starlight Train, Morro Bay, Cambria***

Welcome aboard for a getaway that showcases the wildlife and treasures of California's Central Coast with a memorable coastal train ride. From Pacific Coast Highway to the back roads of the Santa Ynez Valley, this tour features a variety of animal farms, sanctuaries and ranches. All the while we'll enjoy a relaxing stay at a charming oceanfront inn on a bluff overlooking Pismo Beach.

Feb. 6-8 (3 day) 3 Meals Included
Per Person Price: Double \$599/ Single \$799
Deposit: \$100

NATURE'S BOUNTY & WONDER VALLEY***Fresno's Blossom Trail, Farm Visits with Tastings, Wonder Valley Ranch***

Join us as we welcome spring – the best of the seasons in California's San Joaquin Valley. Unpack once and enjoy a leisurely stay at the Wonder Valley Ranch Resort – the all-inclusive, fun-filled western-style resort in the scenic Sierra foothills is California's oldest guest ranch, and during our stay here we'll enjoy nightly happy hour, bountiful meals and evening entertainment. As we travel the Fresno Blossom Trail we'll visit local family farms, dairies and creameries to taste nature's bounty.

Feb. 24-27 (4 day) 8 Meals Included
Per Person Price: Double \$849/ Single \$969
Deposit: \$100

ALASKAN IDITAROD & NORTHERN LIGHTS***Aurora Borealis Viewing, Denali Nat'l Park, Alaska Railroad, Musher's Banquet***

Embark on a magical journey to see Alaska as it was meant to be seen - in the Winter when the Northern Lights and the excitement of the world famous Iditarod Sled Dog Race are both at full strength.

Feb. 24-Mar. 3 (8 Days) 9 Meals Included
Per Person Price: Double \$1799/ Single \$2199
Deposit: \$250
Land only prices. Group airfare \$695 pp

DEATH VALLEY SPLENDOR***The Ranch at Death Valley, Inn at Death Valley Lunch, Badwater, Local Guide***

Here's your opportunity to enjoy the inviting and alluring Valley that so many before have visited. To walk on its soil, to gaze upon its eclectic geological formations, to relax under its horizon at a delightful time of year.

Mar. 17-19 (3 day) 3 Meals Included
Per Person Price: Double \$599/ Single \$869
Deposit: \$100

AZALEAS, PLANTATIONS & CAJUN COUNTRY***Featuring New Orleans, Plantations, Baton Rouge Natchez Spring Pilgrimage, Vicksburg***

March 24-30, 2019 (7 Days) 12 Meals included
Per Person Price: Double \$1,599 / Single \$2,099
Deposit: \$250
Land only prices. Group airfare \$495 pp

SOUTHERN CHARM***Charleston, Savannah, Jekyll Island, Hilton Head, Plantations, Fort Sumter***

Journey to South Carolina and Georgia, where you'll discover the southern hospitality, rich history, and magnificent food that this region is known for.

April 7-13 (7 Days) 12 Meals Included
Per Person Price: Double \$1999/ Single \$2799
Deposit: \$250 pp
Land only prices. Group airfare \$795 pp

CENTRAL COAST LIGHTHOUSES, REDWOODS & RAIL***Featuring Monterey Peninsula, Big Sur, Cambria, Redwoods, Lighthouse Tours, Coastal Train***

Join us on this unique journey along California's Central Coast - traveling by train, along the backroads and on the spectacular Pacific Coast Highway. Enjoy stays at waterfront hotels, tours of historic lighthouses and relaxing walks on the beaches.

May 5-7 (5 Days) 7 Meals Included
Per Person Price: Double \$1199/ Single \$1599
Deposit: \$200

Glendale Community College

Online Training

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



Learn from the comfort of home!

ADVANCED CAREER TRAINING

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training course. You can begin these courses at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

- 6-18 Month Format
- All materials included
- Prepare for certification
- Student advisors

Some of our most popular courses include:

AutoCAD 2018 Certified User (Voucher Included)

This AutoCAD 2018 Certified User course will teach you basic and more advanced design skills as you gain hands-on practice using the 2D tools in AutoCAD

Certified Administrative Professional with Microsoft Office Specialist 2016 (Vouchers Included)

This course prepares you to take the CAP exam offered by the International Association of Administrative Professionals (IAAP).

Certified Bookkeeper

This course helps professional bookkeepers earn prestigious American Institute of Professional Bookkeepers (AIPB) certification.

Certified Medical Administrative Assistant (CMAA)

Administrative medical assistants are skilled multi-taskers who direct the flow of patients through an office. Effective patient flow allows the practice to operate efficiently, increase revenue, and provide a positive experience for the patient.

Cisco® CCNA® Certification Training (Voucher Included)

The Cisco CCNA Online Training Course will give you the essential knowledge to install, configure, operate, and troubleshoot medium-size routed and switched networks while preparing you for the 100-101 ICND1 and 200-101 ICND2 Cisco exams or the single 200-120 CCNA exam.

CPC Certified Medical Administrative Assistant with Medical Billing and Coding (Vouchers Included)

This course offers valuable training in medical office management and legal, ethical, and regulatory concepts that are central to this field, including HIPAA compliance and third-party guidelines for filing insurance claims.

Full Stack Software Developer

The Professional Certificate in Software Development program, fast tracks you into one of the most in demand professions worldwide: Full Stack Software Development.

Mobile and Desktop Web Developer

Expand your career possibilities by learning Web Development in this online course. Build dynamic websites, and play a key role in increasing client interaction for any company or business. Create your own websites and work with clients, or improve existing websites to increase their functionality and make them more complex or user-friendly.

Paralegal (with voucher)

Paralegals are involved in sophisticated legal work in traditional law office settings and in the corporate, government, and public arenas. This self-paced, online course will get you ready for an entry-level paralegal position, and it'll prepare you to take the certification exam.

Visit our website for course details!

www.ed2go.com/gcc

ONLINE CAREER TRAINING PROGRAMS

Online Learning Anytime, Anywhere...Just a click away!



Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these Programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

Features:

- Facilitators and mentors are available to answer questions and help you through your studies
- Career Counselors will help you prepare for the transition from the classroom to the workplace
- Courses are all open-enrollment and self paced
- No additional charges - all materials, workbooks, and software are included in the course fee
- Payment plans available

More programs are available in the following areas:

- HEALTHCARE AND FITNESS
- BUSINESS AND PROFESSIONAL
- IT AND SOFTWARE DEVELOPMENT
- MANAGEMENT AND CORPORATE
- MEDIA AND DESIGN
- HOSPITALITY AND SERVICE INDUSTRY
- SKILLED TRADES AND INDUSTRIAL
- SUSTAINABLE ENERGY AND GOING GREEN
- CAREER ONLINE HIGH SCHOOL

Glendale Community College

Administrative Professional with Microsoft Office Specialist

This program teaches the skills required to become a successful administrative professional and prepares students for the Microsoft Office Specialist Certification Exams 77-418, 77-425, and 77-426 (Word), 77-420, 77-427, and 77-428 (Excel), 77-422 (PowerPoint), 77-423 (Outlook), and 77-424 (Access).

CBCS Administrative Medical Specialist with Medical Billing and Coding with Voucher

This nationally recognized program combines the Administrative Medical Specialist program with training in medical billing and coding and medical terminology to give you a competitive edge in the healthcare field.

Certified Bookkeeper

This online program helps professional bookkeepers earn prestigious American Institute of Professional Bookkeepers (AIPB) certification.

Certified Medical Administrative Assistant (CMAA) (Voucher Included)

This program will train students to handle the increasing complexities of healthcare management and patient care in offices of physicians and other providers.

Cisco Certified Network Professional (CCNP) (Voucher Included)

The CCNP Certification is highly regarded in the IT industry as one of the most valuable credentials in the market for IT networking & security.

CompTIA A+, Network+ and Security+ with vouchers

CompTIA™ Certification Training: A+, Network+, Security+ provides a comprehensive foundation for IT professionals, incorporating CompTIA™ A+, CompTIA™ Network+, and CompTIA™ Security+ specific training, and prepares you for the corresponding industry exams that are desirable for IT professionals.

CPC Medical Billing and Coding

This program with 60 hours of medical terminology training, gives you a competitive edge in entering the healthcare field.

Medical Office Manager (CPPM) (Vouchers Included)

This program teaches the skills needed to prepare you for a career as a Medical Office Manager.

Paralegal

In this program, you will learn about the American legal system, how to conduct legal research and legal interviews, how to perform legal analyses and more. This training will prepare you to take and pass the certification exam.

Payroll Practice and Management

Become knowledgeable in all facets of payroll rules and regulations, and join one of the fastest-growing career fields today.

Visit our website for more details
careertraining.ed2go.com/glendale

REGISTRATION INFORMATION

ENROLL EARLY - DON'T WAIT!!

Early sign up assures a place in “high-demand” classes. Please make every effort to register prior to the start date of the class. Your registration may make the difference as to whether a class goes or is cancelled.

ONLINE REGISTRATION

View our listings online, select your courses and check out using a major credit card or PayPal. Go to www.glendale.edu/cse and click on the Online Catalog button. Online payments/refunds are processed by PayPal and will appear on your statement as GlendaleCC-CSE.

IF A CLASS IS CANCELLED

If the college cancels a class for any reason, those pre-registered will be notified by telephone, provided they have given us a daytime number, and a full refund will be issued within 2 to 4 weeks.

AGE REQUIREMENTS

Unless noted, classes are for students ages 18 & up. If Community Services Education allows an exception to age requirement, a release and medical consent form must be completed and submitted to our office upon registration by parent or guardian.

REFUNDS & TRANSFERS

Refund and transfer requests must be received in writing at least 5 full business days prior to the event less a \$10 processing fee per person. There are no refunds after class begins. Trips and Tours: Refunds (minus a 20% processing fee) for cancellations will only be given if the space can be re-sold by the office. Medical Career Programs: Refunds must be requested in writing 10 full business days before the first class meeting. A 10% processing fee will be retained by the college.

CREDIT/NOT FOR CREDIT CLASSES

Community Services Education classes are not-for-credit. For information regarding college credit classes offered through Glendale Community College, please contact the main campus at (818) 240-1000, or visit the main campus web site at www.glendale.edu.

OFFICE HOURS

Monday-Thursday, 9 am to 5 pm
Fridays, 9 am to 3 pm
Campus will be closed: Dec. 22-Jan 1, Jan. 21, Feb. 15, Feb. 18

NO CONFIRMATIONS

The college does NOT give advance confirmation of enrollment. You should consider yourself registered in a class unless otherwise notified. To verify registration, call us at (818) 240-1000, Ext. 5015.

PARKING

Parking is FREE at the Garfield Campus, Hoover High School, and Incarnation Community Center.

For Single-Day Tours: Glendale College has permit parking only on the main campus, and you may buy a daily parking permit for \$3 from permit dispensing machines (use quarters or Visa card only) located in the parking lot. Multi-Day permits can be purchased for multi-day trips in advance through the CSE office.

AMERICAN WITH DISABILITIES ACT

It is the intention of the Glendale Community College District to comply with the American Disabilities Act in all respects. If you need special assistance, Glendale Community College will attempt to accommodate you in every reasonable manner. Please contact the Community Services Education Office at least 5 business days prior to the start of your class to inform us of your particular needs and to determine if accommodation is feasible.

DISTRICT POLICY STATEMENT OF NON-DISCRIMINATION

Glendale Community College District is committed to providing an equal opportunity for admissions, student support programs and activities, and employment regardless of race, religious creed, color, age, sex, sexual orientation, national origin, ancestry, marital status, medical condition or disability in accordance with Federal, State and Local regulations. This Non-Discrimination & Equal Opportunity Policy covers admissions, access, and treatment in district programs and activities, and application for and treatment in district employment.

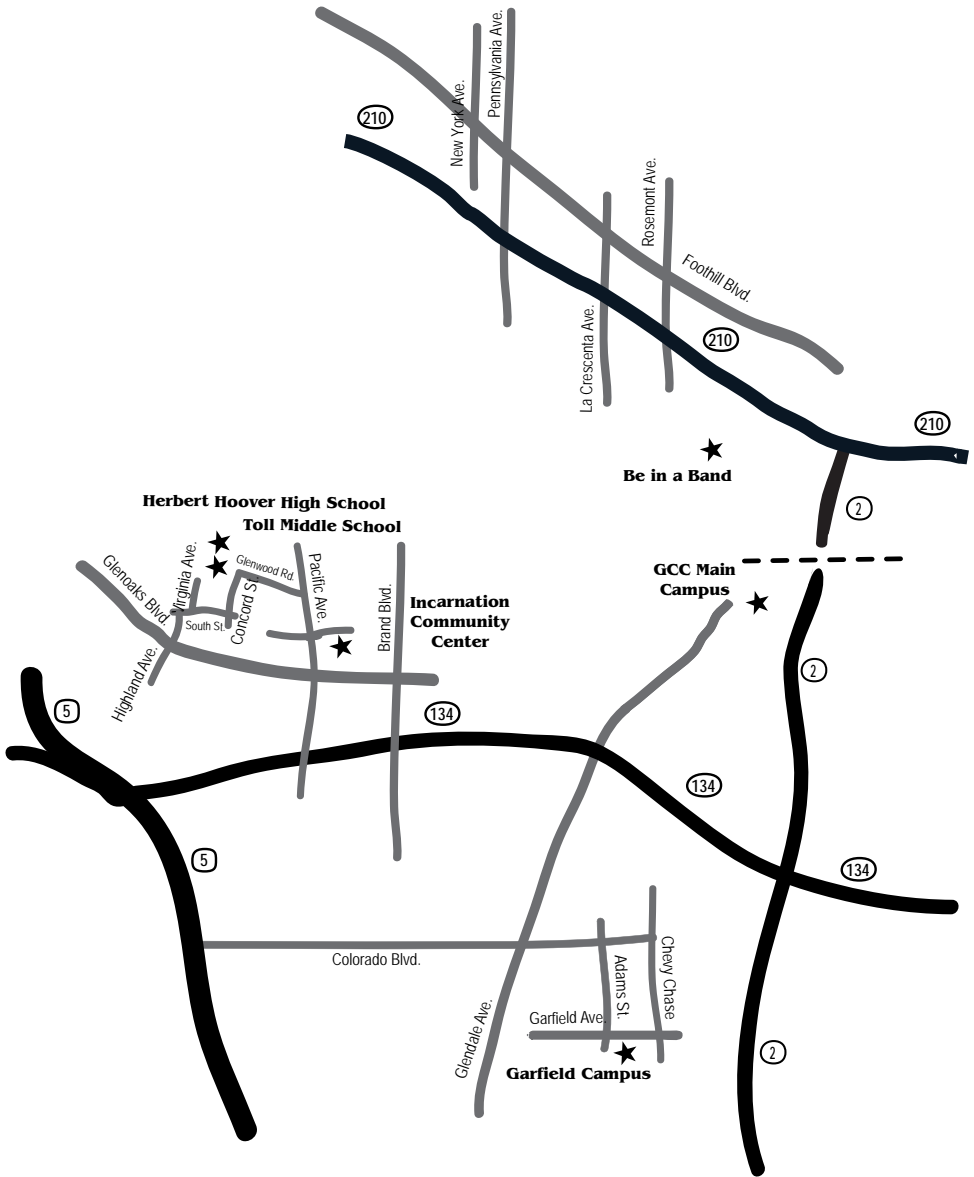


MAIN CAMPUS
1500 N. Verdugo Rd.
818-240-1000
www.glendale.edu

GARFIELD CAMPUS
1122 E. Garfield Ave.
818-548-5233
www.glendale.edu/ce

**PROFESSIONAL
DEVELOPMENT CENTER**
2340 Honolulu Ave.
818-957-0024
www.glendale.edu/pdc

**COMMUNITY
SERVICES EDUCATION**
1122 E. Garfield Ave.
818-240-1000 x5015
www.glendale.edu/cse



GLENDALE COLLEGE – GARFIELD CAMPUS

Community Services Education Office
1122 E. Garfield Avenue ~ Glendale, CA 91205

GLENDALE COLLEGE – VERDUGO CAMPUS

1500 N. Verdugo Road ~ Glendale, CA 91208

HERBERT HOOVER HIGH SCHOOL

651 Glenwood Road ~ Glendale, CA 91202

TOLL MIDDLE SCHOOL

700 Glenwood Road ~ Glendale, CA 91202

INCARNATION COMMUNITY CENTER

214 W. Fairview Avenue ~ Glendale, CA 91202

BROOKSIDE GOLF

1133 Rosemont ~ Pasadena, CA 91103

THE RIDING COACH

1850 Riverside Drive ~ Glendale, CA 91201



REGISTER TODAY WITH YOUR VISA, MASTERCARD OR AMEX

REGISTRATION FORM

ON-LINE

Online registration available 24/7 at www.glendale.edu/cse



PHONE-IN

(818) 240-1000
Extension 5015
Sign up by phone and charge to your MasterCard, Visa, or American Express for immediate enrollment.



MAIL-IN

Simply fill out the registration form below (or a copy) and send to address shown. Please have all mail-ins arrive in our office at least one week before the start of the class.

G.C.C. – Community Services Education
1122 East Garfield Avenue
Glendale, CA 91205

FAX-IN

(818) 548-6216
Acceptable for credit card registrations only. Make a copy of this page, fill out the registration form and fax it to our office.

WALK-IN

Sign up in person for immediate enrollment by coming to the CSE Office, located in located at the NEW Garfield Campus in Room MP 112, 1122 E. Garfield Avenue, Glendale.



No confirmation will be sent.

Mark your calendar and consider yourself registered unless otherwise notified. We will contact you by phone if the class is cancelled or if there are any problems with your registration.

Remember: no news is good news!

Student's Last Name:		First:	
Address:			
City/State/Zip			
AM Phone:		PM Phone:	
Email Address:			
CLASS #	CLASS TITLE	FEE	
Make checks payable to: <i>Glendale Community College</i>		TOTAL FEES:	
Payment Method:	CASH	LOC AMT:	Check#/MO#
Visa/AMEX MasterCard No.		Expiration Date:	

Glendale Community College's Community Services Education

Welcome!

Glendale College's Community Services Education is a not-for-credit, fee-based program designed to meet the lifelong learning needs of the community. Each semester we present hundreds of classes that provide you with great opportunities for personal enrichment, career enhancement, and self-improvement. We offer experienced, top-notch instructors, affordable fees and convenient evening and weekend classes to fit your busy schedule. Explore your creativity, expand your horizons, and engage in learning just for the fun of it. We also offer over 1,000 online classes, covering a myriad of subjects. We invite you to browse through this catalog and find a class or activity that will inspire you to learn, grow, and enrich your life!

Register online at:
www.glendale.edu/cse



Registration Information
on last page, or call:

818-240-1000
Extension 5015

Monday thru Friday:
8 am to 4:30 pm

or online 24/7
www.glendale.edu/cse

Community Services Education Staff

Kathy Seifert, Director
Martha Perez, Program Assistant

Administration

Dr. David Viar, Superintendent/President
Dr. Alfred Ramirez, Administrative Dean,
Continuing and Community Education

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FEATURES INCLUDE:

- Self-paced, Start anytime
- 24/7 Access
- Books and materials included
- Certificate of Completion
- Certification Exam Voucher may be included
- Financial assistance available
- Student Advisors Included
- Industry Recognized Certifications
- Counselors help match your interests

Visit our website to enroll, learn more, or view all of our online courses.



ONLINE CAREER TRAINING PROGRAMS

Learn in-demand skills around your schedule. This online, self-paced training is designed to prepare you for entry or advancement in career opportunities.

CPC CERTIFIED MEDICAL ADMINISTRATIVE ASSISTANT WITH MEDICAL BILLING AND CODING (Vouchers Included)

Learn to handle the increasing complexities of healthcare management and medical billing and coding for a competitive edge in the healthcare field.

COMPTIA CERTIFICATION TRAINING: A+, NETWORK+, SECURITY+ (Vouchers Included)

Get a comprehensive foundation for IT professionals, incorporating CompTIA A+, CompTIA Network+, and CompTIA Security+ specific training, and preparing you for the corresponding industry certification exams.

PHARMACY TECHNICIAN (Voucher Included)

Train to enter this rapidly growing field as a Pharmacy technician, supporting licensed pharmacists in providing health care to patients.

HUMAN RESOURCES PROFESSIONAL

Master the skills you need to gain an entry-level position in human resources and prepare to take the PHR certification exam.

HVACR CERTIFIED TECHNICIAN

A comprehensive online training program that encompasses heating, ventilation, air conditioning, and refrigeration.

LEAN SIX SIGMA GREEN BELT AND BLACK BELT (Exam Cost Included)

Learn the principles of both Lean Six Sigma Green Belt and Lean Six Sigma Black Belt, before sitting for the certification exams.

CPC MEDICAL BILLING AND CODING (Voucher Included)

Get a foundation of medical vocabulary, to help you better understand doctors' notes and medical record contents and learn essential medical office.

CBCS CERTIFIED MEDICAL ADMINISTRATIVE ASSISTANT WITH MEDICAL BILLING AND CODING (Vouchers Included)

This is an ideal program for students new to a medical career. Upon completion, you'll be prepared to sit for the CBCS certification exam.

THE COMPLETE PROJECT MANAGER WITH CAPM AND PMP PREP

Expand your knowledge and application of project management concepts with this online program and get prepared for either the CAPM or PMP certifications.

MOBILE AND DESKTOP WEB DEVELOPER

Develop a solid background in the latest web development technologies for desktop and mobile environments, and at the very end of the program, you'll be able to build traditional and mobile websites.

careertraining.ed2go.com/glendale