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

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FALL 2019 CLASSES**

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Ext. 5015

Community Services Education



FALL
September - December 2019
Your Guide to Personal Enrichment & Professional Development



GCC NON-CREDIT EXTENSION CLASSES
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FALL 2019 SEPTEMBER - DECEMBER

BUSINESS/ENTREPRENEURSHIP 2-7

Accounting Fundamentals, Administrative Assistant Fundamentals, Become a DMV Auto Wholesaler, Become a Loan Signing Agent, Business Plan Essentials, Grant Writing Fundamentals, Healthcare Certificate Programs Online, Healthcare Medical Interpreter, Legal Document Assistant, Notary Public Seminar & State Exam, Project Management, State Contractor's License Exam Review, The Nuts & Bolts of Starting Your Own Business, Tools to Succeed thru Humor!, Turning Your Passion Into Profits

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ABOUT COMMUNITY SERVICES EDUCATION

GCC Community Services Education is a self-sustaining, user-fee supported program, offering hundreds of not-for-credit classes and activities for those who wish to explore personal interests, enhance their professional skills, or train for a new career. This catalog is published four times per year: Winter, Spring, Summer, and Fall.

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 TR203 \$29
 Sept 7 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 TR203 \$29
 Oct 5 1 Sat 10:00am-1:00 pm

TRAIN THE TRAINER

Learn How to Become an Effective Trainer and Presenter

This dynamic two-day facilitation skills workshop will provide you with the skills and tools that are directly relevant to live classroom facilitation and effective delivery. This course has been designed to help consultants, teachers, and speakers achieve a change in the impact you achieve with your clients as well as increase your satisfaction in your craft. Facilitation is a core skill for any training and development, organizational development, or consulting professional. Here is your opportunity to learn and hone your presentation skills, build your training and development business, and get paid for doing something you love.

Whatever your skill level as a presenter, this two-day intensive workshop will sharpen your skills and help you understand what makes a good presenter great. The workshop will be highly experiential with plenty of skill sharing, hands on training, and on the spot feedback. A \$40 materials fee is payable to the instructor in class.

BU216 GC, TR203 \$79
 Oct 19 2 Sat 10:00 am-1:00 pm
 & Nov 2

Connie Sparks is the President and CEO of the Wade brand (Wadeco Capital, Wade Institute, Wadeco Business Center), which specializes in financing, supplier diversity management, business modeling and building strategies for small to mid-sized business. Connie brings 16 years of experience in consulting and assisting numerous clients across the country with raising capital and strategy development to sustain or grown their companies. As an Author, Business Coach and National Trainer, she is highly regarded in her trade craft and well respected by higher educational institutions, associations and popular organizations throughout California.



See Our Catalog &
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24 hours a day

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TURNING YOUR PASSION INTO PROFITS

How to Start an Online Business

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. TR211	\$59
Oct 7, 9, 14	Mon/Wed/Mon	7:00-9:00 pm

"In Zee's class we went deep down within ourselves to discover our true nature and how best to express it in the form of a service that is actually profitable!"
-Anthony C.

TOOLS TO SUCCEED THROUGH HUMOR!

How to Find the Funny

for Executives, Public Speaking, and More!

NEW! Do you have obstacles in public speaking? Whether it's at work, or giving a toast at a wedding? Do you have opinions and want to learn how to shape, develop and learn effective ways to share, to further engage your listeners through comedy? This is for you! This one-day sneak peak is designed to teach you techniques on how to increase morale, leverage your business, enhance communication, and build tools through humor toward success! The class covers Time Management within Development and Execution of Delivery; How to Build and Enhance relationships through humor; How to structure thought into action with a structured template to deliver Comedy Gold. **Susanna Spies** is a seasoned stand up comedienne, author and comedy instructor who loves helping others boost their confidence and improve their public speaking skills.

BU271	GC, Rm TR305	\$49
Sept 21	1 Sat	9:00 am-12:00 pm

DMV AUTO WHOLESALER FROM HOME

Want to supplement your 9-5 job with \$3,000-\$6,000 income per month part time? Learn how you can earn money buying, selling or exporting wholesale cars as a home-based business. Get a step-by-step guide on how to get an Auto Dealer License and operate a profitable used car business. In this class, you will discover how and where to buy at wholesale prices and sell at retail. You'll get a FREE list of all the 300 dealer-only auctions in the USA where vehicles sell at below wholesale prices. This class is DMV approved. You will receive a DMV certificate of completion at the end of class. With the certificate, you can then take the 40 question exam with the DMV, and upon passing it, you have 1 year to apply for a dealer license if you choose to do so. You must be 18 years of age or older. Bring your driver's license and a 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 \$25 materials fee is payable to the instructor in class.

BU233	HHS, Rm 2113	\$85
Nov 4-5	Mon-Tues	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."

<p>LOCATION KEY GC = Garfield Campus GCC = Verdugo Campus HHS = Hoover High School ICC = Incarnation Community Center</p>
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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. **Lilit Khachatryan** and her husband **Artak Ghazaryan** are the new owners of Kenneth Village Flowers & Gifts. Lilit is an experienced and creative floral designer. She is also an artist who composes batik works, sculpture and jewelry design. The class is held at Kenneth Village Flowers & Gifts, 1040 W. Kenneth Road #3, Glendale. Free parking in the lot. Class size is limited to 8 students.

CA001A KVF, #3 \$199
 Sept 3-Oct 8 6 Tues 6:30-9:30 pm

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 HHS, Rm 2101 \$195
 Sept 12-Oct 24 7 Thurs 7:00-9:00 pm

ADMINISTRATIVE ASSISTANT FUNDAMENTALS

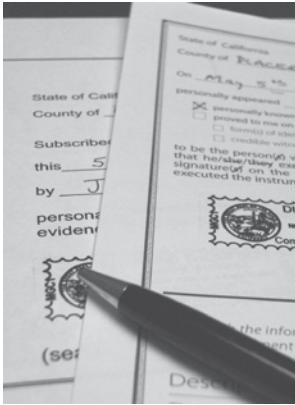
An Online Course – Only \$115

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.

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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
Oct 19	1 Sat	8:00 am-6:00 pm

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. MP204	\$50
Oct 19	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
Nov 9	1 Sat	9:00 am-4:00 pm



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24 hours a day

www.glendale.edu/cse

BECOME A LEGAL DOCUMENT ASSISTANT

Work for a law firm or become an Alternative Legal Service Provider preparing legal documents for clients who want to represent themselves in court. You already have legal experience as a paralegal or from working in a law firm. Maybe you've discovered the type of law you'd like to work in: Corporate, Business, IP, Insurance, Family Law, Estate Planning. We'll give you the expert knowledge you need to confidently complete documents for your own clients or in a legal setting. Earn up to \$49,000 annually to start. As a LDA, you must maintain a \$25,000 bond and register with the county. A \$35 materials fee is payable to the instructor in class. Prerequisites: Must have HS Diploma (or equivalent) with 2 years of legal experience, or a BA with 1 year of legal experience, or a certificate from a Paralegal Program that is approved by the American Bar Association. Class covers drafting business contracts and knowing the essential elements of a contract. You'll also learn how to:

- Create Revocable Living Trusts
- Prepare Evictions for Landlords and Eviction Defenses for Tenants
- Prepare Uncontested Divorce Proceedings
- Represent Claimants for SSDI claims
- Draft business contracts, and know the essential elements of a contract
- Create LLC's, S corps and C corps
- Negotiate Consumer Debt

BU270 GC, Rm MP204 \$99
Sept 28 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. MP205 \$65
Nov 16 1 Sat 9:00 am-4:00 pm

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

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.

HEALTHCARE MEDICAL INTERPRETER

Healthcare interpreters are responsible for providing face-to-face interpreting between patients and providers, and often family members. They can work in a variety of health care settings, including hospitals, clinics, private offices, rehabilitation centers and nursing homes. The need for healthcare interpreters has grown swiftly and there is good career potential in this profession. This is a language neutral 40-hour program designed to prepare bi-cultural/bi-lingual individuals to work as a Healthcare Medical Interpreter. Those who complete and pass the course final exam will qualify to sit for the National Certification agencies to become certified. **Prerequisite:** You must pass the InterpreterEd bi-lingual assessment prior to enrolling in this training program. For further information email: info@InterpreterEd.com, or call (800) 673-6923, or visit www.InterpreterEd.com. Course fee includes all materials.

BU244 GC, Rm MP205 \$695
Sept 21-Oct 19 5 Sat 8:00 am-4:30 pm



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Register online ---

24 hours a day

www.glendale.edu/cse

EXPLORE A CAREER IN MEDICAL CODING

An Online Course – Only \$115

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.



MAKEUP ARTISTRY CERTIFICATION

Whether you're already in the beauty industry and want to improve your confidence and application skills – or you just want to do a better job applying your own makeup, this is the class for you! Through live demonstrations and hands-on experience, you will discover the professional secrets to beautiful makeup application. In just 6 weeks, you will develop improved skills and greater confidence both with clients and yourself! Each week we cover a different topic:

- Beauty & the Basics 101
- All About Eyes
- Fashion, Glamour & Fantasy Makeup
- Character Makeup, Special Effects
- Bridal Makeup
- Review, Application, Graduation!

Students are required to bring a starter makeup kit to class (approximately \$250-\$350 from makeupforeverpro.com or camerareadycosmetics.com). Students who complete all 6 weeks will receive a Certificate of Completion. Once you are enrolled in this course, you may apply for the MAC Pro Student Program (\$15/year) and be eligible for a 20% discount at MAC store locations. **Carolyn Simon** is a professional Hollywood Makeup Artist who enjoys sharing her years of knowledge and skills with students, pros, and clients.

FB015 HHS, Rm 3102 \$345
 Sept 19-Nov 14 6 Thurs 6:30-10:00 pm
 (No class Oct 3, 10, 31)

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.

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CERTIFICATE PROGRAMS/PROFESSIONAL DEVELOPMENT

MEDICAL INSURANCE BILLING & CODING CERTIFICATE PROGRAM

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 (call our office or visit 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: Save Money! Enroll in Part 1 & Part 2 together for only \$995. Register for Class # BU225. The class fee must be paid before the first meeting of the program.

FREE INFO/ORIENTATION MEETING

Have questions about our popular Medical Billing & Coding Certificate Program? Attend this free meeting and you will find out all that the program entails. You will meet the instructor and have your questions answered. We will discuss textbook 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. All potential or interested participants in our program are required to attend.

BU165A HHS, Rm 2103 FREE
Aug 13 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 2103 \$575
Aug 27-Oct 24 Tues & Thurs 6:30-9:30 pm



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, Medicaid, 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 2103 \$575
Oct 29-Dec 3 Tues & Thurs 6:30-9:30 pm

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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 GCC
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-B GC, Rm MP304 \$2395
 Sept 14-Nov 2 8 Sat 8:00 am-2:00 pm

VETERINARY ASSISTANT TRAINING

Are you a true animal lover? Turn your passion into a rewarding career as a Veterinary Assistant! Veterinary Assistants routinely assist the Veterinarian and/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; 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. Prerequisites: 18 years or older, HS diploma or equivalent. Required textbook: Elsevier Veterinary Assisting, not included in class fee, must be purchased separately (\$100). Please plan to attend our FREE Orientation Meeting on August 10, where you'll learn more details about the program and get your questions answered.

Free Orientation Meeting:
 BU158-F GC, Rm TR211 **FREE**
 Aug 10 1 Sat 10:00-11:00 am

BU158 GC, Rm TR211 \$699
 Sept 7-Oct 5 5 Sat 8:30 am-4:00 pm



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.

Free Orientation Meeting:
 BU150-F GC, Rm TR211 **FREE**
 Sept 14 1 Sat 10:00-11:00 am

BU150 GC, Rm TR212 \$2399
 Oct 12-Mar 21 18 Sat 8:30 am-4:00 pm



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 24 hours a day
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CERTIFICATE PROGRAMS/PROFESSIONAL DEVELOPMENT

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, Sept. 21-March 14

(No class Nov 30, Dec 21, 28, Jan 4, 18, Feb 15)

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

Aug 11 1 Sat 10:00 – 11:00 am

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



Online Career Training Programs

Glendale Community College

Are you ready to take the next step in your career?

Prepare for today's hottest careers from the comfort of your home or office!

The GES Career Training Programs are comprehensive, affordable, self-paced and completely online! You can begin these programs at any time and learn when it fits your schedule. Once you have successfully completed all required coursework, you will receive a Certificate of Completion from a college or university of your choice.

All the tools that you need to learn are included in the registration fee and each course has an instructor available to answer questions and help you solve problems.

Program Features:

- Facilitators and mentors are available to answer questions and help you through your studies
- Career Counselors to 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 part of the course fee
- Payment plans are available

Programs are available in the following areas:

- Business and Professional
- Healthcare and Fitness
- IT and Software Development
- Management and Corporate
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial

Enroll Today!

All materials are included in the Program fees. Each course has an instructor assigned to answer student questions and solve student problems. To learn more, visit

www.gatlineducation.com/glendale

You can also reach us by calling

(818) 240-1000, Ext.5015

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020610



REGISTER TODAY WITH YOUR VISA, MASTERCARD OR AMEX

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.

INTRO TO MICROSOFT EXCEL 2016

An Online Instructor-Led Course - Only \$129

Do you work with numbers? Then you need to master Microsoft Excel 2016 (now available through Office 365)—and this is the place to do it. Even “non-techie” beginners will find it easy to learn Excel in this fun, step-by-step online course. These lessons will teach you dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You'll also learn the secrets behind writing powerful mathematical formulas and discover how to use the function wizard to quickly and automatically calculate statistics, loan payments, future value, and more. This is not a tutorial, but an in-depth class where you'll get training, help, and personal support from an experienced instructor as you're learning Excel basics step-by-step. By the time you're done, you'll be using this vital Office 2016 tool like a pro. 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.

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
 Sept 28-Nov 2 6 Sat 9:00-11:30 am

“Great teacher, well prepared, very knowledgeable.”

PAINTING WITH OILS OR ACRYLICS

This class starts with the basics, as you learn a variety of oil or acrylic painting techniques. You’ll work from traditional to modern, using age old secrets of achieving brilliant, translucent colors. The class explores the 6 elements of design: Line, Form, Value, Space, Texture, and Color in a fun and creative way. A still life will be provided for each class session, or you may choose to work from your own photograph or use your imagination. A supply list will be mailed upon registration. A \$5 materials fee is payable to the instructor in class.

Kathy Metz attended the San Francisco Academy of Art, graduated from the Hollywood Art Center, and is an award winning artist who has taught in both the private and public sector.

CA0112 GC, MP115 \$95
 Sept 28-Nov 2 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. **Seung-Yeon Oh** graduated with BFA and MFA degrees and a teaching credential from Se-Jong University in Seoul, Korea. She has worked at galleries as a Curator. She has an award-winning career in art contests in Korea, both in solo and group exhibitions. She has taught Asian Brush Painting and Korean Folk Art in both public and private studios in Korea and the USA.

CA153 GC, Rm MP115 \$95
 Sept 13-Oct 18 6 Fri 10:00 am-12:30 pm

PAINTING ON SILK

Silk painting produces beautiful results and allows for creative freedom, like a water-color painting on fabric. In this class you will learn and explore basic silk painting techniques using different kinds of brushes, dyes and number of resists. We will also be using silk, silk markers, and a special art painting wood stretcher. Silk painting is largely used on fashion design and silk scarf production. At the end of each class every student will have their own silk scarf with their own original design. The best works will be posted on the instructor’s Artist individual social media page. Please wear clothing that you won’t mind getting messy with paint and materials. The class is limited to 6 students for best individual attention. A \$140 materials fee is payable to the instructor in class for all the materials you will need (paint brushes (different sizes), silk paints (different colors), silk easel, silk fabric, special pushpins for silk, plates for mixing paints, silk resist and resist plate). **Lilit Khachatryan** is an award winning artist who composes batik works, sculpture, and jewelry design. Class is held at Kenneth Village Flowers & Gifts, 1040 W. Kenneth Road #3, Glendale (corner of Kenneth Rd and Grandview). Free parking in the lot.

CA212 KRV #3 \$165
 Sept 5-Oct 10 6 Thurs 6:30-9:30 pm



REGISTER TODAY WITH YOUR VISA, MASTERCARD OR AMEX

CREATIVE ARTS

PAPER ARTS

Handmade Notebooks

It is not too early to be thinking about making handmade holiday gifts. In this class, you will be making two notepad books. One will be covered with Beautiful decorative paper with an attractive decorative notepad. The other will be covered with fabric and the notepad is renewable. Once you use up the notepad, you can replace it with another. Join instructor **Vicki Montez** as she guides you through these projects. All materials are supplied in class. A \$5 materials fee is payable to the instructor in class.

CA006-80 GC, MP116 \$45
Sept 14 1 Sat 9:00 am-2:00 pm

PAPER ARTS

Paper Crafted Stocking Stuffers

It's always nice to have a little something to give to friends, family or work colleagues for the holidays. What better way to show that you are thinking of them than by making a handcrafted gift! In this class, each participant will be making a variety of different styled small handmade notepad books. These gifts are practical and fun to make. Join instructor **Vicki Montez** as she guides you through all of the projects and have fun making these keepsake items. All materials are supplied in class. A \$5 material fee is payable to the instructor in class.

CA006-75 GC, MP116 \$45
Nov 9 1 Sat 9:00 am-2:00 pm



MIXED MEDIA ART

Visual Art Journaling

Throughout history, Visual Art Journaling has been used by artists and masters as a tool for capturing ideas and inspiration. Visual Art Journaling is a great place to record your travels, memorable moments, to affirm your goals and dreams or just PLAY! It's also a place where you are allowed to get messy, experiment and create without prior artistic experience. It's the perfect way to take your art making on your travels or to a coffee shop. Visual Journaling can also be a transformative tool to utilize during life's transitions, when you want to gain clarity on a major decision, explore your creativity or just need to process your thoughts in a visual way. In this workshop you will learn the following techniques: collage, creative backgrounds, use of doodling, layering and more. Materials you will need to bring: 12 color Opaque Watercolor Pan Set (any of the following brands) – Richeson | Lukas | Pelikan AND a Canson XL Mixed Media Pad (minimum size 10" x 7"). All other materials will be provided. A \$10 materials fee is paid to the instructor. All levels of art experience are welcome. **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.

CA211 GC, Rm MP115 \$95
Nov 16 1 Sat 9:30 am-3:30 pm

LOCATION KEY

GC = Garfield Campus

GCC = Verdugo Campus

HHS = Hoover High School

ICC = Incarnation Community Center

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 be come 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 pair of pajama pants. 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.

CA050 GC, Rm TR305 \$149
 Oct 5-26 4 Sat 9:30 am-12:30 pm

SEWING: LEVEL 4

Intermediate Sewing Techniques

In this 4-session class, you will master zippers, bias binding, hem and seam finishing, piping, pockets, and French seams. These tips and tricks will help you level up your sewing skills.

1st session: Zippers - centered, lapped, invisible

2nd session: Seam finishing techniques - Hong Kong, Faux flat felled, French seams

3rd session: Bias binding and piping edges

4th session: Pockets - On seam, Patch, Pant side pockets

Bring a working sewing machine, sewing kit, and scissors to class. A \$15 materials fee is payable to the instructor in class, and will cover all the notions needed.

CA050-9 GC, Rm TR305 \$149
 Nov 2-23 4 Sat 9:30 am-12:30 pm

SEWING: LEVEL 3

"Knock it Off" Pattern Making

In this class, you'll create your own patterns from clothing you love - without taking the clothes apart! "Knocking off" a pattern means to copy it. That's why we call them knock-offs. Most of us wear variations on the same clothes. Once we find pieces that work, we keep on using them. Making patterns from well-loved clothes means that you can make new pieces that are guaranteed to fit perfectly. And, using thrift store fabrics makes it fabulous, sustainable, and affordable. You will make patterns from existing clothing, adapt patterns to new fabric choices, and cut and sew those patterns into brand new pieces of clothing. You must bring your own sewing machine and a pair of scissors. \$10 for materials (pay to instructor on the first day of class) OR bring 1 yard of pattern or craft paper, tracing wheel, pencil and straight pins.

CA050-4 GC, Rm TR305 \$149
 Nov 2-23 4 Sat 1:00-4:00 pm

A. Laura Brody has spent 30 years as a costume craftsperson and designer. She's taught classes at the Fashion Institute of Design & Merchandising, and given workshops in sewing, draping and patternmaking. You'll enjoy her encouraging and relaxed approach to teaching. Register Early, seating is limited to 10 students.

"So much fun sewing, Laura is a great teacher!"



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.

CA049 GC, Rm TR204 \$39
 Oct 5 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.

CA048 GC, Rm TR204 \$39
 Oct 5 1 Sat 1:00-4:00 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.

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

MAKE YOUR OWN FIZZY BATH BOMBS

Baths shouldn't be taken - they should be savored! Drop one of these bath bombs into your tub to create a relaxing and luxurious bath experience. They're the perfect way to enjoy your "you" time! In this hands-on class you'll create custom bath bombs. Learn the science behind what really makes them pop and bubble, and experiment with fragrance, color, herbs, glitter - as you make dozens of these effervescent treats to take home and enjoy. They also make fantastic gifts! Please wear appropriate clothing (apron, long-sleeved shirt, closed-toed shoes). You may wish to bring a small box to bring your goodies home! A \$20 materials fee is payable to the instructor in class.

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

Quayum Abdul earned his MS in Science and Physics from the University of Dhaka in Bangladesh before moving to the United States in 1989. He enjoys teaching others the fine art of soap and candle making, an artistic talent he learned through his family's business. Quayum teaches a variety of craft classes at several community colleges throughout Southern California.

See Our Catalog &
 Register online ---

24 hours a day

www.glendale.edu/cse



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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
 Sept 11-Oct 30 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
 Sept 14-Nov 2 8 Sat 8:30-9:45 am

FH010-W ICC, Basement \$85
 Sept 11-Oct 30 8 Wed 6:45-8:00 pm

"Susan is a patient instructor who truly wants to impart her knowledge to others. Fantastic class, I will continue!"



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
 Sept 14-Nov 2 8 Sat 10:00-11:00 am

FH003-W ICC, Basement \$85
 Sept 11-Oct 30 8 Wed 5:30-6:30 pm

ADVANCED TAI CHI

Level 2 & 3

These advanced Tai Chi classes are for the serious student who has completed the first section and is ready to proceed to a more advanced level, 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.

Tai Chi 2

FH003-2 GC, MP103 \$85
 Sept 14-Nov 2 8 Sat 11:00 am-12:00 pm

Tai Chi 3

FH003-3 GC, MP103 \$85
 Sept 14-Nov 2 8 Sat 12:00-1:00 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-A GC, MP115 \$65
Oct 1-Nov 5 6 Tues 2:30-3:30 pm

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-A1 ICC, Basement \$65
Oct 16-Nov 20 6 Wed 3:30-4:30 pm

FH085-B1 ICC, Basement \$65
Oct 5-Nov 8 6 Fri 9:00-10:00 am

TO REGISTER CALL (818) 240-1000, EXT. 5015

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
Sept 9-Oct 14 6 Mon 7:30-8:30 pm

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

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ICC = Incarnation Community Center

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 TR203	\$45
Sept 21	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
Jul 14-21	2 Sun	11:45 am-1:45 pm



INSTRUCTOR-LED ONLINE YOUTH COURSES

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Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. Two lessons are released each week for the 6-week duration of the course. Students will have access to all of the released lessons until the course ends. You may complete any of these courses entirely from home and at any time of the day or night. These classes are non-credit classes. Visit www.ed2go.com/gcc for course details, requirements 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.

SAT/ACT PREPARATION SERIES

An Online Course – Only \$199

Making the decision to attend college is probably one of the most important decisions you will ever make, and your performance on college entrance exams is instrumental in determining your college choice. Universities and colleges throughout the United States 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!

INTRODUCTION TO POWERPOINT

An Online Course – Only \$129

Learn how to build impressive slide presentations filled with text, images, video, audio, charts and more.

PREPARE FOR THE GED TEST

An Online Self-Paced Tutorial – Only \$115

This course will help you analyze your strengths and weaknesses, so you can focus your studying on the areas that you need most. You will get the basics of what you need to know to succeed on the four GED test modules: Reasoning Through Language Arts, Social Studies, Science, and Math Reasoning.

CONVERSATIONAL ITALIAN

Whether you're planning a trip to Italy, or just wish you could speak and understand Italian for any reason, you'll enjoy learning this beautiful language in our entertaining and dynamic class. This course offers students the basic tools needed to successfully understand and communicate in Italian. Students will be introduced to the fundamentals of Italian and will build and practice a functional, everyday vocabulary. The course will prepare you for travel, by featuring the Italian language in real-life situations. You'll soon carry on simple conversation, as you learn correct pronunciation, practical vocabulary, useful phrases and idioms. **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
 Sept 7-Oct 12 6 Sat 9:30-11:30 am

Continuation/All Levels Welcome:

LA004-2 GC, TR205 \$80
 Oct 19-Nov 23 5 Sat 9:30-11:30 am
 (No class Nov. 9)

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
 Sept 7-Oct 12 6 Sat 9:00-11:00 am

LA001-TH HHS, Rm 2101 \$95
 Sept 10-Oct 15 6 Tues 6:30-8:30 pm

Continuation/All Levels Welcome:

LA001-2 GC, Rm MP303 \$95
 Oct 19-Nov 23 6 Sat 9:00-11:00 am

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

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). **Dominique Margolis** was born and raised in France. She has a Ph.D. in English and taught French and English at various colleges and universities in both France and the United States. She loves family time and outdoor activities.

LA002 GC, TR205 \$95
 Sept 7-Oct 12 6 Sat 2:30-4:30 pm

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

For detailed program descriptions
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- Real Estate Contract Review
- Knowledge of the Pre-Approval Process
- Current Housing Market Trends

You will leave with the knowledge and confidence to shop for a home. Bring your spouse or a guest 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 1st time home buyers, veterans, and the senior community.

FI045 GC, Rm TR204 \$29
Sept 28 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, Rm 2103 \$39
Nov 19 1 Tues 6:00-9:00 pm

LOCATION KEY

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

PERSONAL FINANCE

An Online Course – Only \$115

This course will prepare you for a lifetime of worthwhile personal financial planning. The tools you will learn are useful, realistic, and easy to work into your regular routine. They will help you gain control over the financial impact of the choices you make. You'll learn to create and use a budget, borrow and invest wisely, make intelligent decisions about insurance, and plan for your financial future. You'll develop a retirement savings plan, and you'll be better prepared to make large purchases and plan for taxes. You'll learn the essentials of household bookkeeping, record-keeping requirements, and much, much more. A new course begins monthly. Visit www.ed2go.com/gcc for class 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 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
Sept 28 1 Sat 10:00 am-12:00 pm

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 and Clara Tanji** 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 MP116	\$29
Oct 12	1 Sat	10:00 am-12:00 pm

REJUVENATE YOUR RETIREMENT!

You've worked hard to be able to retire. Now there is a course that teaches how to improve the quality of life during retirement. This unique and comprehensive course focuses on the issues and financial concepts that are important to retirees. In straightforward language, this course explains financial strategies designed to accomplish objectives such as tax-efficient income planning, lifestyle preservation, inflation protection and providing a legacy. However, money is only one aspect of post-retirement planning. We introduce fun and fulfilling activities such as travel, hobbies, sports, crafts, socializing, business ventures and lifelong learning, to help you make the most of your retirement years. This course includes a 143-page illustrated workbook. Couples may attend together for a single registration fee. Class sizes are limited so register today! **Allen Yee**, President of Guidant Planning, has over 2 decades of experience in providing investment, tax, retirement and estate planning advice for individuals and businesses.

FI035-A	GC, Rm MP115	\$39
Oct 12-19	2 Sat	9:00-11:30 am

FI035-B	GC, Rm MP305	\$39
Oct 26- Nov 2	2 Sat	9:00-11:30 am

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-S	GC, MP305	\$45
Sept 21 & 28	2 Sat	9:00 am-12:00 pm

A TO Z GRANTWRITING

An Online Course – Only \$115

As a grant writer, you can help nonprofit organizations, schools, religious institutions, and research organizations acquire the funds they need to operate and to thrive. In our A to Z Grant Writing class, you'll learn how to put together a Gold Medal Proposal Package—one that will capture the attention, and the funds, of donors. This course will equip you with the skills and tools you need to enter this exciting and fulfilling field. No matter who you are or what level of experience you have, you can be a successful grant writer. We offer one of the best online grant writing courses around, whether you're already involved in a related position or are looking to take your first step into this rewarding career. A new course starts monthly. Two lessons are released each week for the 6-week duration of the course. You will have access to all the released lessons until the course ends. Visit www.ed2go.com/gcc for class details and to register.

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 1. Level 2 requires completion of Level 1 or basic knowledge of the ukulele. Bring your own ukulele. A \$10 materials fee is payable to the instructor in class. **Dale LaDuke** (see Beginning Guitar). Class is limited to 12 students.

Beginners-Level 1

PA029-A1 GC, Rm MP115 \$95
Sept 9-Oct 7 5 Mon 5:30-6:30 pm

Beginners-Level 2

PA029-A2 GC, Rm MP115 \$95
Oct 21-Nov 25 5 Mon 5:30-6:30 pm
(No class Nov 11)

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 experience needed for Level 1. Level 2 requires completion of Level 1 or having some experience playing the guitar. Bring your own acoustic guitar. 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.

Beginners-Level 1

PA002-I GC, Rm MP115 \$95
Sept 9-Oct 7 5 Mon 6:30-7:30 pm

Beginners-Level 2

PA002-2 GC, Rm MP115 \$95
Oct 21-Nov 25 5 Mon 6:30-7:30 pm
(No class Nov 11)



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
Sept 9-Oct 7 5 Mon 7:30-8:30 pm

BEGINNING FOLK & BLUES HARMONICA

Have you always wanted to play the harmonica? This course gets you jamming to simple folk, pop, and blues melodies immediately! The emphasis is on playing and having fun as you are introduced to tricks and techniques to make the harmonica cry, laugh, wail, and scream. Learn to make any song deeply expressive. No experience is necessary, only a love for music and the desire to play the harmonica. Students need a "C" major diatonic harmonica; bring your own or purchase one in class for \$13. A \$20 materials is payable to the instructor in class for instructional CDs and handouts. **David Broida** is a gifted teacher and performer with over 25 years of experience in music. He loves to demonstrate for students the fiery emotion and physical movement that drives great harmonica playing. Join the fun and have a blast!

PA011 GC, Rm TR203 \$45
Oct 26 1 Sat 1:00-3:00 pm

FINDING YOUR FUNNY!

Stand Up & Learn “The How to the HA!”

NEW! Do you like to laugh? Make others laugh? Have opinions and want to learn how to shape, develop and learn effective ways to share, through comedy? This is for you! T6 week course is designed to teach you your very own comedy set, from your very own life experience! No performing experience is required, this is a class where you learn HOW to share WHO you are THROUGH the platform of humor! You will learn how to construct, develop and build from idea into structure and delivery. Learn how to structure thought into action and build a seamless original 5 minute comedy set! **Susanna Spies** is a seasoned stand up comedienne, author and comedy instructor who has taught thousands in Los Angeles, and worldwide.

PA006 GC, Rm TR211 \$95
 Sept 9-Oct 14 6 Mon 7:00-9:00 pm

HOW TO BEGIN YOUR NEW 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 2104 \$39
 Oct 8 1 Tues 6:00-8:00 pm

LOCATION KEY

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

INSTANT PIANO FOR HOPELESSLY BUSY PEOPLE

Some music teachers may not want you to know this, but you don’t need years of weekly lessons to learn to play piano. In just a few hours, you can learn enough secrets of the trade to give you years of musical enjoyment. How? While regular piano instructors 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. While knowing how to read the treble clef is a good foundation, many students take this workshop with NO prior piano experience. A \$29 materials fee is payable to the instructor in class for workbook and online video.

PA016 GC, Rm TR204 \$49
 Sept 14 1 Sat 9:00 am-12 pm

PLAY PIANO BY EAR

Professional piano players don’t need sheet music, and neither will you after this one workshop! Learn how to pick out melodies on the piano -- and then add the correct chords to make the music complete. You’ll get an extensive book plus a CD that has 15 sample songs for you to learn to play by ear. You won’t get this information from music teachers. It’s all the music theory you need to succeed, gently explained and simplified for the non-musician. You’ll be amazed at what you can do! Also suitable for guitar players and other chord instruments. “Instant Piano” (or prior chord knowledge) is recommended before taking this course. A \$29 materials fee is payable in class to the instructor for workbook and online video.

PA016-B GC, Rm TR204 \$49
 Sept 14 1 Sat 1:00-4:00 pm

SPECIAL RATE:

Instant Piano & Play Piano by Ear
 Enroll in both Instant Piano and Play Piano by ear at the same time and save \$10.

PA016-C GC, Rm TR204 \$88
 Sept 14 1 Sat 9:00 am-4:00 pm

Craig Coffman has extensive experience as a professional pianist and music director. Having taught piano privately for many years, Craig will share his piano player’s tricks of the trade, in this fun and informative class.



REGISTER TODAY WITH YOUR VISA, MASTERCARD OR AMEX



BIRDWATCHING BASICS

Birdwatching connects you with nature in a fun, inexpensive and educational way. Whether you're an active outdoorsperson or someone who prefers relaxing on their back porch, this class can transform your outdoor experience! Many families participate in birdwatching across generations, with grandparents and grandchildren often finding a shared interest when they are birdwatching together. Birding is also a great way to meet other people who also spend time appreciating these wonderful little creatures. Join us as we learn how to identify birds using field marks, songs, and behaviors. We'll also talk about selecting binoculars and field guides, and pick up some techniques for successful birdwatching. Children ages 8 and up may attend with a parent or guardian at no extra cost. **Sandy Masuo** has served as the associate editor for the LA Zoo for 14 years, and avidly watches the bounty of birds in Griffith Park.

SI044 GC, Rm MP204 \$29
Nov 2 1 Sat 10:00 am-1:00 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 TR203 \$55
Sept 21 1 Sat 1:00-4:00 pm

NATURAL SKIN CARE

Welcome to understanding natural skin care! In this course, you will gain an understanding of natural skin care products and their benefits, as well as which products are best to purchase. Learn about the harms of synthetic chemicals in skin formulations and how to treat rosacea, age spots, dark under-eye circles and skin discolorations. Find out which natural ingredients and techniques are effective in healing common skin issues, including burns, eczema and stretch marks. Your instructor will give you step-by-step skin care and light makeup application techniques, plus what to use for fine lines and wrinkles. A \$40 material fee is payable to the instructor in class. **Michelle Jackson** is a Certified Makeup Artist and an international Medical Esthetician with over 20 years of experience. She has been a makeup artist for L'Oreal, Lancome Paris and has trained with top artists. She is one of Hollywood's leading celebrity makeup artists for television, motion picture, and Vogue magazine.

FB017 GC, MP116 \$49
Nov 16 1 Sat 10:00 am-12:00 pm

MAKEUP 101

Makeup 101 is for people who want to learn the basic steps to be your own makeup artist. Topics covered include: application, foundation selection, blending techniques, shading an contouring, face shapes, bone structures, hues and what eye shadows to use. The instructor will teach how to correct and reshape brows, as well as to apply eye lashes. The class also covers Day and Evening looks, plus natural, bold, and trendy runway looks. A \$40 material fee is payable to the instructor in class. **Michelle Jackson** (see Natural Skin Care).

FB005 GC, Rm MP115 \$55
Nov 16 1 Sat 1:00-3:30 pm



HANDLING MEDICAL EMERGENCIES

An Online Course - Only \$115

What would you do if a member of your family suffered a medical emergency? Every second counts during a medical emergency. This course will identify common medical emergencies affecting children and adults, help you recognize signs and symptoms, and teach you how to render appropriate emergency care. For adults, you will learn how to recognize and manage chest pain, heart attack, stroke, diabetic problems, seizures, breathing difficulty burns, and allergic reactions. For children, you'll also learn about poisoning, fever, childhood illnesses, injuries from accidents, and the signs of abuse. 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.

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, MP103	\$69
Sept 9 & 16	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
Oct 14	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 MP103	\$39
Nov 4	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.

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.
www.ed2go.com/gcc

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...**

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



New course sessions begin monthly.
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- **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



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-BR1	BRKS (Cho)	\$99
Sept 9-Oct 7	5 Mon	5:00-6:00 pm

SI012-BR2	BRKS (Mascarenas)	\$99
Sept 15-Oct 13	5 Sun	9:00-10:00 am

All Levels:

SI013-B	BRKS (Cho)	\$99
Sept 12-Oct 10	5 Thurs	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-BRA	Brookside	\$99
Sept 10-Oct 8	5 Tue	11:00 am-12:00 pm

SI012-BRB	Brookside	\$99
Oct 22-Nov 19	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
Sept 7-Oct 12	6 Sat	8:30-10:30 am

SI008-SU	The Riding Coach	\$275
Sept 8-Oct 13	6 Sun	8:30-10:30 am

SI008-M	The Riding Coach	\$245
Sept 9-Oct 14	6 Mon	8:30-10:30 am

SI008-TU	The Riding Coach	\$245
Sept 10-Oct 15	6 Tue	8:30-10:30 am

SI008-F	The Riding Coach	\$245
Sept 13-Oct 18	6 Fri	8:30-10:30 am

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** served as a staff editor and writer for a variety of entertainment magazines for more than 15 years. In addition to her writing credentials, she holds a Master's Degree in Education from the Harvard Graduate School of Education.

CA025-B	GC, Rm MP115	\$75
Sept 4-25	4 Wed	7:00-8:30 pm



See Our Catalog &
Register online ---
24 hours a day
www.glendale.edu/cse

WRITING ESSENTIALS

An Online Course - Only \$115

In Partnership with ed2go

Master the essentials of writing, and become the stellar wordsmith you always wanted to be! In this course, you'll develop the skills you need to excel at business communications, express yourself clearly online, and take your creative literary talents to a whole new level. Whether you're hoping to get a better job, write for a blog, or publish your short story this course will give you the writing tools you need for success. It's also a perfect choice for students who speak English as a second language. With the knowledge and hands-on practice you gain from this course, you'll be able to express your self clearly and persuasively in writing - both in your personal life and in the business world. A new course begins each month. Visit www.ed2go.com/gcc for details and to register.

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 MP205	\$65
Nov 16	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.

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

WALT DISNEY CONCERT HALL

Cal Phil Orchestra

"Carmen Goes to the Movies"

The California Philharmonic's world-renowned musicians will once again delight, amaze and entertain us with an awe-inspiring concert at the incomparable Walt Disney Concert Hall. Today's performance, Carmen Goes to the Movies, features the Cal Phil Orchestra and opera singers performing excerpts from Carmen along with classic film music by Ennio Morricone including songs from "The Mission," "A Fistful of Dollars," "The Good, the Bad and the Ugly," and "Cinema Paradiso." Designed by architect Frank Gehry to be one of the most acoustically sophisticated concert halls in the world, providing both visual and aural intimacy for an unparalleled musical experience. We arrive in time for you to enjoy lunch on your own prior at the Walt Disney Concert Hall Café or a nearby eatery and attend the lively and revealing pre-concert "Talk with the Maestro" with conductor Victor Vener. Terrace level seating.

TR131	GCC, Lot C	\$99
Aug 11	1 Sun	11:15 am-5:45 pm

SAN DIEGO SUNSET LUAU

& La Jolla's Seaside Village

Join us for a San Diego summer tradition as we celebrate the rich Polynesian culture with a sunset luau. This festive celebration of Polynesian food, authentic island music, hula and fiery torch dancers is a true luau experience...without having to travel all the way to Hawaii, Samoa, Tonga, or the Cook Islands! Instead we'll travel to the sparkling shores of San Diego's Mission Bay and the Catamaran Resort Hotel which recreates a South Pacific paradise with island-inspired architecture, tropical gardens, a massive rock fountain and a koi pond. Your luau experience includes a lei, Mai Tai, all-you-can-eat buffet, and entertainment. Prior to our luau, enjoy time at leisure in the picturesque seaside village of La Jolla to stroll amongst the lovely boutiques and galleries that boast the world's most luxurious brands as well as everyday values.

TR193	GCC, Lot C	\$119
August 20	1 Tues	12:45 pm-11:30 pm

HOLLYWOOD BOWL

Gladys Knight & The Kingdom Choir

Join us for a memorable evening under the stars as the Empress of Soul comes to the Bowl! The 7-time Grammy winner has enjoyed #1 hits in Pop, Gospel, R&B, and adult contemporary. Joining her is The Kingdom Choir, the London gospel group who performed at the Royal Wedding of Prince Harry and Megan Markle. M & N seating with backs and an included seat cushion. Buy dinner at the Bowl or bring a picnic dinner.

TR143-B	GCC, Lot C	\$89
Sept 8	1 Sun	5:30 pm-11:30 pm

SOLVANG DANISH DAYS FESTIVAL

The 83rd annual Solvang Danish Days Festival is a treasured celebration of Solvang's rich Danish heritage, old-world customs and pageantry. Enjoy approximately 4 ½ hours at leisure to have lunch on your own, attend free events and musical entertainment, browse the "Danish Capital of America" which features wonderful shops offering imported European wares and collectibles along with delicious bakeries and restaurants. See the Danish Days Parade which is held only one day per year. Attend the Living History Festival at the Elverhoj Museum, featuring docents in period costume demonstrating the art of Scandinavian holiday crafts, stone carving, and wood carving. See demonstrations of Viking-age weapons like the sword and axe. Visit the Old World Artisans Marketplace and the outdoor Viking Beer & Wine Garden. Festival attractions subject to change.

TR051	GCC, Lot C	\$59
Sept 21	1 Sat	8:30 am-7:30 pm

MYTHS & LEGENDS OF THE SAN ANDREAS FAULT

Embark on a unique adventure to examine the San Andreas Fault with a professor of geography. There are many myths and legends about the San Andreas Fault and on this exclusive tour your geographer-guide will separate fact from fiction as you follow the fault through the San Bernardino Mountains on a fascinating driving tour. Several stops will be made along the way as your geographer-guide explains how scientists study the fault to help predict earthquakes and discusses what's really possible when we talk about "The Big One." Your geographer-guide will present so much about fault activity, local geography and geology that you'll never look at mountains, rocks and cracks in the cement the same way again! Enjoy an included boxed lunch picnic in a serene lake setting.

TR118 GCC, Lot C \$79
 Sept 29 1 Sun 8:30 am-5:00 pm

A DAY ON CATALINA ISLAND

With Optional Catalina Island Museum

Our island adventures begin after a smooth one-hour boat ride from Long Beach, we'll arrive in the charming island village of Avalon, featuring a myriad of quaint shops and outstanding eateries to enjoy lunch on your own. Enjoy approximately 4 ½ hours at leisure to explore Avalon or join a variety of optional land and water tours offered by the Santa Catalina Island Company (additional fees apply; no prior reservations required). You may decide to walk two blocks with your tour director to the recently relocated and completely updated Catalina Island Museum for a self-guided tour (\$15 payable on day of tour). On display for a limited-time is Wrigley's Catalina: A Centennial Celebration. This special exhibition commemorates William Wrigley Jr. and the execution of his vision for Catalina Island. Learn how Wrigley's achievements exemplify his devotion to Catalina Island, its residents and visitors through photographs, letters, original documents, plans, blueprints, maps, steamship artifacts, advertisements and objects related to his various projects and industries. It reveals his remarkable and ambitious plan, while offering a rare glimpse from inside the operation. Also on display at the museum is Esther Williams: The Swimming Queen of the Silver Screen. The exhibit chronicles her life, from humble beginnings to her success as a champion athlete and a major Hollywood celebrity. The round-trip catamaran ride to Catalina offers shaded and unshaded seating areas, and a restroom onboard for your comfort.

TR120 GCC, Lot C \$119
 Oct 5 1 Sat 8:15 am-7:00 pm

MASTERS OF THEIR CRAFT

Rubel Castle, Maloof Home &

Included BBQ Lunch in Glendora Village

On this unique tour we'll visit two unique landmarks that were both built by the hands of two visionary men. In 1959, Michael Rubel started building a getaway house out of cement and champagne bottles to escape his mother's extravagant parties. Eventually several friends and community members got involved, donating virtually every piece of junk you could imagine. Completed in 1986, the Castle was the first major recycling project in the U.S. As we walk the Castle grounds with our docent, you will see the partially concrete walls made out of scrap steel, rocks, bedsprings, coat hangers, bottles and everything in between - it's much like Watts Towers. Various wooden rooms display its timeless nature, from a gramophone, hand-cranked printing presses, sepia-stained photographs, paintings, delightful 'old-world' furnishings, vintage clothing, and a round table room whose seats are actually comprised of tree trunks fastened with padded leather seats. Later, enjoy an included delicious barbecue-style lunch at a locals' favorite restaurant in the quaint Glendora Village. This afternoon we'll step into Sam Maloof's 'Arts & Crafts'-style home in Alta Loma. The legacy of Maloof - known as one of the finest woodworkers and master craftsmen of our time - will come alive as you stroll through his home and visit his workshop. He created a home of unique beauty and artistic superiority that is the setting for his hand-crafted furniture as well as the extensive collection of art he and his wife amassed. The castle has uneven walking surfaces and lacks handrails. This tour is not recommended for anyone who uses a cane or walker or has limited eyesight.

TR234 GCC, Lot C \$99
 Oct 11 1 Fri 8:15 am-6:00 pm



TRIPS & TOURS

SHANGRI-LA TO THE SEA

Ojai Day Festival & Ventura Harbor Cruise

This morning we travel to Ventura Harbor Village and embark on a narrated harbor cruise that highlights the scenic and natural beauty of the Ventura Harbor. Then, enjoy time at your leisure for lunch and browsing the Village's quaint shops on your own. We continue along the scenic back roads to Ojai, nicknamed the "Shangri-La of California." Ojai has long been a haven for artists, musicians and health enthusiasts and a great town for browsing and antiquing. Held one day each year, the Ojai Day Festival celebrates the rich artistic, agricultural and cultural heritage of the Ojai Valley and features local artists, artisans, farmers, vendor booths, demonstrations, several music stages, food and arts & crafts - there is truly something for everyone. Enjoy time to browse the festival. Suggested: rubber-soled walking shoes and a sweater or jacket as it can be cool on the water. The boat has shaded and unshaded areas for your comfort.

TR023 GCC, Lot C \$89
 Oct 19 1 Sat 9:15 am-7:00 pm

OLIVE THE BEST

Olive, Wine & Cheese Festival & Graber Olive House

Established in 1884 in Cherry Valley, this ranch sits in a lovely country setting that boasts sprawling olive groves, towering trees and 20 acres of organic lavender fields. This historic ranch has been visited by the likes of Wyatt Earp, Ernest Hemingway, Albert Einstein, Bob Hope and Elizabeth Taylor! Even after all these years, the ranch has preserved its history and retained the charm that has made it a destination for over 100 years! During the annual Olive, Wine & Cheese Festival, enjoy time at leisure to stroll through the olive grove, and sample delicious local wines and cheeses as well as various olive oils that have been infused with ingredients like chili, rosemary, citrus, and basil. Enjoy live music and visit the quaint artisan shops housed in the ranch's historic buildings boasting wonderful local and organic farm products - everything from lavender and tea to honey and olives. Enjoy lunch on your own - the festival boasts delicious, gormut olive-themed dishes made on-site at the ranch's own steakhouse restaurant. We'll also visit the historic Graber Olive House, where the world-famous Graber olives have been processed by the Graber family since 1894. Enjoy time to browse their wonderful gift shop and sample their olive oils.

TR235 GCC, Lot C \$69
 Oct 26 1 Sat 9:00 am-7:00 pm

SWEET, SALTY & WILD

Harvest Tours, Animal Preserve & Included Farm Lunch

Join us on this discovery of the unique animals and agriculture in northern San Diego County. First, an exclusive visit to a wild animal preserve that is not open to the general public. It cares for more than 150 exotic animals that came here from other educational facilities, were confiscated as illegal pets, or are non-releasable native wildlife. Animals from this preserve have appeared on The Tonight Show, Good Morning America, Today and Ellen. Animal trainers will "tame" your curiosity with an interactive program that will introduce you to a few of the animals. We'll then discover Bates Nut Farm, located in a picturesque oak filled valley near Valley Center. For more than 80 years, Bates has been a reminder of simpler times and childhood farm memories. Farm antiques and tools line the walls of the store. Fresh, delicious pistachios, pecans, cashews, peanuts, pignolias and other culinary delights are available for purchase. The old-fashioned candy counter is over 25 feet long and filled with truffles, mammoth turtles, a variety of chocolates and homemade fudge. Enjoy a visit to the roasting room, a hayride and a bag of corn to feed the animals. Then indulge your taste buds with an included lunch amongst the farm's pleasant country setting. Then, on a farmer-guided walking tour at a persimmon farm, you'll learn what's involved to grow the exotic Fuyu persimmon. Pucker your lips as you sample the crisp, sweet bright orange fruit, then take time to pick and purchase your own from the daily harvest!

TR179 GCC, Lot C \$99
 Nov 1 1 Fri 7:00 am-7:00 pm



NIXON THE MOON & THE WHITE HOUSE

Nixon Library & White House Lunch, 50th Anniversary of the Moon Landing Exhibit

On today's tour, we'll discover two presidential-themed gems of Orange County, and view a spectacular limited-time exhibition commemorating the 50th anniversary of the moon landing! First, enjoy an included luncheon at the famed White House Restaurant in Anaheim. Originally a home built in 1909, the restaurant has been restored its original, historic design. Savor their delicious signature salad, a dual entrée complete with a stuffed chicken breast and braised beef ribs, and a delectable dessert. This afternoon we arrive at the Richard Nixon Presidential Library and Museum in Yorba Linda. The museum features over 20 galleries of fascinating exhibits including wedding and ball gowns worn by Julie, Tricia and Pat Nixon. Step aboard Army One, the helicopter used by four Presidents that has been extensively restored. Visit the flower-ringed memorial sites of President and Mrs. Nixon, take a stroll through the First Lady's spectacular Rose Garden and visit the actual 1912 house where Nixon was born. Also on display for a limited time is the all-new, interactive special exhibit, Apollo 11: One Giant Leap for Mankind. After landing on the moon on July 20, 1969, astronauts Armstrong, Aldrin and Collins received a congratulatory call from President Nixon in the Oval Office. Three days later, Nixon personally greeted them at the splashdown site in the Pacific Ocean aboard the U.S.S. Hornet. In collaboration with NASA, the Smithsonian Air & Space Museum and Boeing, this spectacular exhibition features a 360-degree virtual reality experience that will put you on the lunar surface on that momentous day. In addition, it features artifacts and objects related to the "Space Race" as well as the scientific and technological advancements that were developed - many in Southern California - to ensure success and survival on this inspirational mission.

TR236	GCC, Lot C	\$119
Nov 10	1 Sun	9:30 am-6:30 pm

FUEL YOUR TASTE BUDS

Petersen Automotive Museum, Stan's Donut Shop & Included Italian Lunch

Get ready to rev your engines and your taste buds! At the Petersen Automotive Museum, you will find an automotive legend around every corner at this beautiful facility that is celebrating its 25th anniversary in 2019 and recently underwent an extensive, \$90 million exterior and interior transformation. Enjoy ample time at your leisure to explore the permanent collection which features more than 300 vehicles - ranging from 1886 to present - as well two special exhibitions. Winning Numbers: The First, The Fastest, The Famous, features the most compelling and groundbreaking race cars including Le Mans winners, land speed record setters, dragsters and road racers. Also on display, for a limited time, Hollywood Dream Machines: Vehicles of Science Fiction and Fantasy. Take a peek at some of Hollywood's most famous cars including the DeLorean from Back to the Future, Batmobiles, Bumblebee from Transformers, a Landspeeder X-34 from Star Wars as well as cars from Iron Man, Mad Max: Fury Road, Prometheus and more. This afternoon, savor an included, delicious lunch with choice of entrée at an Italian restaurant featuring a chef that was born in northern Italy and received his formal training at the famed Le Cordon Bleu culinary school in Paris. Tucked away in a nondescript shopping center and serving great Italian food for the last 50 years, this restaurant was conceived from a simple idea - provide wholesome and gratifying Italian food in a relaxed casual atmosphere. Later, you're in for a treat as we enjoy an included donut from Stan's Corner Donut Shop in Westwood. Over the last 50 years, Stan's has grown from a small shop frequented by locals, to a nationally-acclaimed donut heaven recognized for creating the world's finest donuts.

TR237	GCC Lot C	\$99
Nov 16	1 Sat	9:15 am-4:30 pm

JUST TRUST CURT MYSTERY TOUR

Today we are joined by professional step-on guide, Curt, who is a history buff with an expertise on the evolution of Los Angeles, and is especially loved for his charismatic personality and fun stories. Everyone loves a surprise, so let's embrace the unknown with a mystery tour which Curt has coined the "Just Trust Me" tour! While we won't ruin the surprise by sharing the details of where we'll go or what we'll do, we can tell you that you're in for a fun and memorable day with visits to unique places that we've yet to visit! A stop will be made for lunch on your own today.

TR238	GCC, Lot C	\$99
Nov 22	1 Fri	9:30 am-5:30 pm



See Our Catalog & Register online --- 24 hours a day
www.glendale.edu/cse

TRIPS & TOURS

WHEEL OF FORTUNE TAPINGS

Lights! Camera! Action! Be in the studio audience and see live tapings of Wheel of Fortune at Sony Studios in Culver City. One of the world's most popular game shows, it has featured Pat Sajak and Vanna White for over 35 years! See all the behind-the-scenes action that goes into taping a game show - from the nervous contestants and eagle-eye producers to what Pat and Vanna do during the commercial breaks. Prior, enjoy time at leisure for lunch on your own at the famous Original Farmer's Market or the Grove offering a variety of eateries. Suggested: sweater or jacket as the studio is kept cool. All audience members must be at least 18 years of age and have picture identification. Note that all studio tapings usually involve various amounts of standing and/or sitting while waiting for the taping to begin.

TR239	GCC, Lot C	\$59
Dec 6	1 Fri	11:15 am-8:00 pm

SPARKLES & TREASURES

Mission Inn Festival of Lights with Old Spaghetti Factory Dinner

Join us on this holiday classic as we travel to Riverside to admire the Mission Inn during its nationally-recognized annual Festival of Lights. The Inn is adorned in thousands of beautiful holiday lights and draped in holiday splendor including intricate animated displays. Built in 1903, it has recently been restored to its original splendor. On an extensive docent-guided walking tour you'll see the famed Court of Birds, President Lounge, Glenwood Tavern, the Rotunda, St. Francis' Chapel's Tiffany glass and more. Next, enjoy an included dinner with choice of entrée and dessert at the Old Spaghetti Factory. Later, we'll drive through a highly decorated Rancho Cucamonga neighborhood that goes all out during the holiday season, and is recognized as one of the prize locations in southern California to enjoy outdoor holiday lights! Suggested: walking shoes.

TR058	GCC, Lot C	\$89
Dec 10	1 Tues	1:20 pm-11:00 pm



CORONADO CHRISTMAS BY RAIL

Coastal Train Ride, Hotel del Coronado & Included Lunch on Coronado Island

On this popular holiday tour, we motorcoach to San Juan Capistrano to board an Amtrak train for a coastal ride to San Diego. The ocean views along this protected stretch of coastline are spectacular! Our motorcoach will meet us at San Diego's Santa Fe Station and transport us across the Coronado Bridge to beautiful Coronado Island, nicknamed The Crown City since Coronado is Spanish for "crowned one." In a building originally built in 1887, The Bluewater Boathouse Grill is located over the water in the historic former boathouse of the Hotel del Coronado. It has been serving the locals' "best seafood" for over 20 years! Here you'll enjoy a choice of entrée and dessert in its charming harborside setting. Next, we'll visit the legendary Hotel Del Coronado to admire its beautiful holiday decorations, with time at leisure to explore this iconic hotel's charmed location, blissful oceanfront setting, historic architecture and its unique shops. We will motorcoach home. Required: when booking, provide full legal name as it appears on your driver's license or other government-issued identification that you will be presenting to Amtrak on the day of the tour.

TR104	GCC, Lot C	\$119
Dec 14	1 Sat	7:30 am-6:30 pm

NEWPORT HARBOR LIGHTS CRUISE

With Roger's Gardens & Included Harborside Dinner

On this popular, festive holiday tour, we visit three spectacular destinations in and around Newport Beach. First, enjoy time at leisure to browse the gallery and gift shop of the gorgeous Roger's Gardens - it's not just a nursery, it's a destination. Known as "America's Most Beautiful Home and Garden Center," this time of year the gardens are beautifully decorated and feature an amazing display of themed Christmas trees. Next, enjoy an included, delicious three-course early dinner (approximately 4:00 p.m.) with choice of entrée and dessert at the Harborside Restaurant in Newport Beach that provides great views of the Newport Harbor. After, you'll marvel at the beautifully decorated boats, yachts and waterfront homes as we cruise through the harbor on a boat during the 111th annual Newport Christmas Boat Parade. The boat has an enclosed area for your comfort. Suggested: sweater or jacket. Eat lunch prior to departure - dinner will be at approximately 4:00 p.m.

TR112	GCC, Lot C	\$109
Dec 19	1 Thurs	12:15 pm-9:00 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.

BLACK HILLS & BADLANDS

Mt Rushmore, Crazy Horse, Badlands Nat'l Park, Custer State Park, Single-Hotel Stay
 Aug 17-22 (6 Days) 8 Meals Included
 Per Person Price: Double \$1599 / Single \$2099
 Land only prices. Group airfare from \$645
 Deposit: \$200 pp

ENCHANTING CANYONLANDS

Zion, Bryce & Capitol Reef National Parks, Cedar Breaks, Escalante-Grand Staircase
 Sept. 19-24 (6 Days) 11 Meals Included
 Per Person Price: Double \$1299 / Single \$1699
 Deposit: \$200 pp

COLORS OF NEW YORK & NIAGARA

Niagara Falls, Finger Lakes, Berkshires, Norman Rockwell Museum, Corning, Toronto
 Sept 25-Oct 1 (7 Days) 9 Meals Included
 Per Person Price: Double \$2099 / Single \$2699
 Land only prices. Group airfare from \$595
 A Passport is required for this tour
 Deposit: \$250 pp

CAMBRIA & HEARST CASTLE BY RAIL

Oceanfront Stay at Cambria's Moonstone Beach, Coast Starlight Train, Hearst Castle
 Nov. 6-8 (3 Days) 3 Meals Included
 Per Person Price: Double \$589 / Single \$769
 Deposit: \$100 pp

MONTEREY & CARMEL "CHRISTMAS"

Single-Hotel Stay in Monterey, Coast Starlight Train, 17-Mile Drive, Steinbeck House
 Dec 15-18 (4 Days) 5 Meals Included
 Per Person Price: Double \$899 / Single \$1159
 Deposit: \$100 pp

YELLOWSTONE & GRAND TETON IN WINTER

Yellowstone National Park by Snow Coach, Grand Teton National Parks, Salt Lake City
 Jan 25-30 (6 Days) 9 Meals Included
 Per Person Price: Double \$1579 / Single \$1999
 Land only prices. Group airfare from \$295
 Deposit: \$250 pp

COASTAL "SAFARI" BY RAIL

Oceanfront Stay in Pismo Beach, Coast Starlight Train, Morro Bay, Cambria
 Feb 5-7 (3 Days) 3 Meals Included
 Per Person Price: Double \$599 / Single \$799
 Deposit: \$100 pp

DEATH VALLEY SPLENDOR

Two Night Stay at The Ranch in Death Valley, Inn at Death Valley Lunch
 Mar 1-3 (3 Days) 3 Meals Included
 Per Person Price: Double \$649 / Single \$899
 Deposit: \$100

CENTRAL COAST WHALES, RAILS & DUNES

Morro Bay Hotel, Guadalupe Dunes, Whale Watching, Coast Starlight Train
 Mar 11-13 (3 Days) 3 Meals Included
 Per Person Price: Double \$599 / Single \$720
 Deposit: \$100

DESERT BLOOM

Anza-Borrego Desert State Park, Pala Resort Stay, Temecula Valley, Julian
 Mar 22-23 (2 Days) 2 Meals Included
 Per Person Price: Double \$329 / Single \$389
 Deposit: \$75 pp

JOSHUA TREE & PALM SPRINGS

Joshua Tree Nat'l Park, Fantasy Springs Resort Casino & Palm Springs Aerial Tramway
 Mar 29-30 (2 Days) 2 Meals Included
 Per Person Price: Double \$329 / Single \$389
 Deposit: \$75



**See Our Catalog &
 Register online ---
 24 hours a day
www.glendale.edu/cse**

REGISTRATION INFORMATION

OFFICE HOURS

Monday-Thursday, 9:00 am to 5:00 pm
Fridays, 9:00 am to 3:00 pm
Office is closed: Sept. 2, Nov. 11, Nov. 28-30

CANCELLATIONS & REFUNDS

Any class that does not meet minimum enrollment requirements may be cancelled. If Community Services Education cancels a class, you will be notified by email prior to when the class was to begin, and a full refund will be issued.

If you want to cancel a class: Requests to cancel a class must be submitted in writing via email at least 5 business days before the start date of the class. Phone messages will not be accepted. A withdrawal fee of \$10 per class cancellation will be withheld. There are no refunds beyond this deadline. There is no auditing of classes.

Trips & Tours: Cancellations must be received in writing 5 business days prior to trip departure date and will be granted only if the space is re-sold by Community Services Education. You may send a substitute in your place with prior notice to our office. When approved, refunds will reflect a 20% processing fee per person and any unrecoverable expenses such as lodging, tickets, etc.

Pharmacy Technician, Veterinary Assistant, CMA, Phlebotomy, and Medical Insurance Billing: Cancellations must be received in writing 5 business days prior to first class meeting. A 10% processing fee will be retained by the college.

Ed2go Classes: Refunds are given only if a student notifies our office by email BEFORE the 3rd class date of your online course begins. There are no refunds beyond this deadline.

TRANSFERS

To transfer to another class, requests must be submitted in writing via email at least 5 business days before the class begins.

AGE REQUIREMENTS

Unless otherwise noted, classes are for students ages 18 and above.

NO CONFIRMATIONS

The college does not give advance confirmation of enrollment. To verify your registration, call our office at 818-240-1000, Ext. 5015.

PARKING

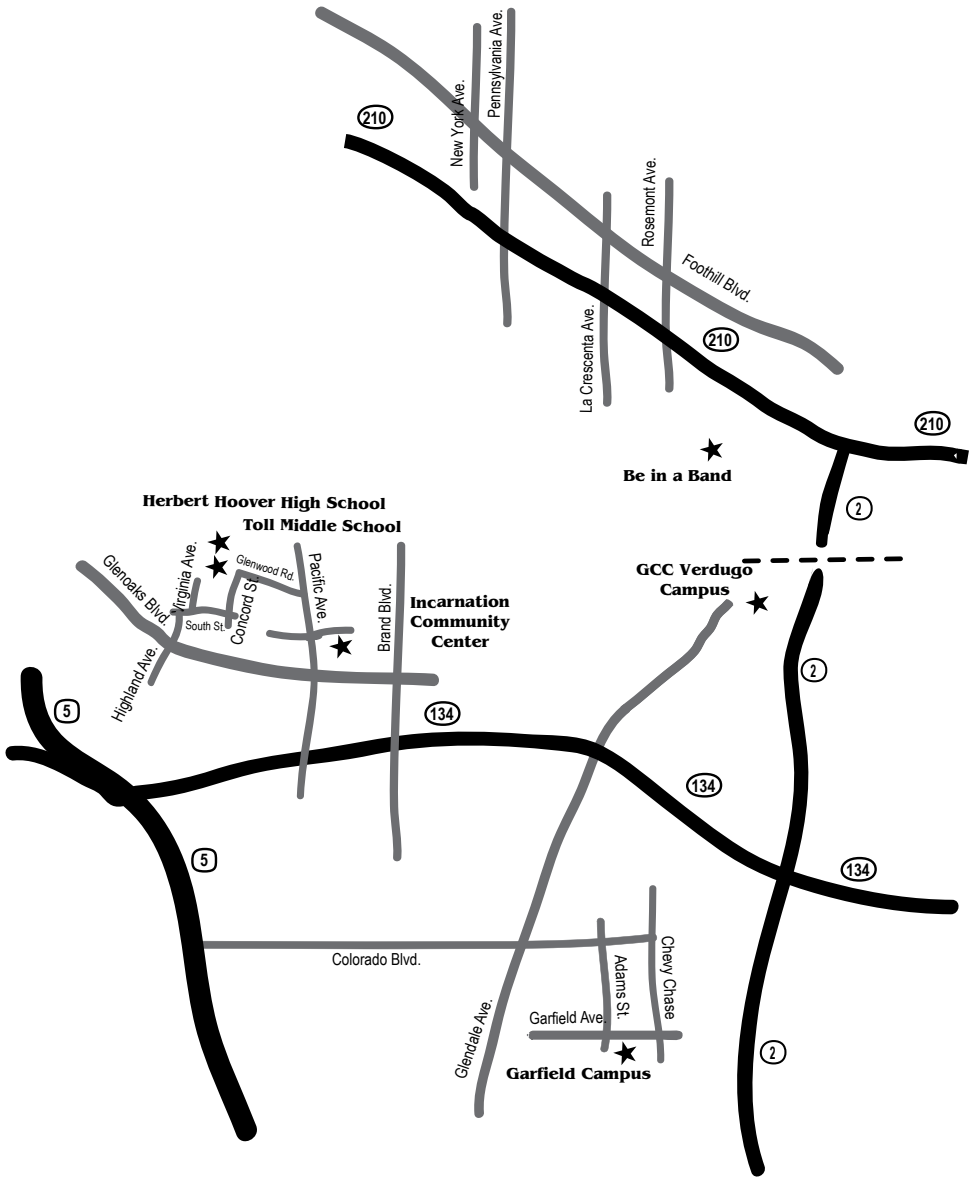
Parking is free at the Garfield Campus, Hoover High School, and Incarnation Community Center. For Single Day Tours meeting at GCC Verdugo Campus, it is permit parking only. You may purchase a daily parking permit for \$3 from the Parking Kiosk (use quarters or Visa card only) located near the entrance of Parking Lot C. Multi-Day Tours: Permits may be purchased for multi-day trips in advance through our office.

DISABILITY ACCOMMODATION

It is the intention of GCC Community Services Education to comply with the Americans with Disabilities Act of 1990. Students with qualifying and documented disabilities who need special assistance should contact our office at least 10 business days prior to the start of their class to inform us of your particular needs and to determine if accommodation is feasible. If you need special assistance, GCC CSE will attempt to accommodate you in every reasonable manner.

DISTRICT POLICY STATEMENT OF NON-DISCRIMINATION

GCC Community Services Education 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 policy covers admissions, access and treatment in district programs and activities, and application for and treatment in district employment.



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

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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FALL PROGRAMS

Community Services Education



FEATURES INCLUDE:

- Self-paced, Start anytime
- 24/7 Access
- Books and materials included
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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.

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

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