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Community Services Education  
1122 East Garfield Avenue  
Glendale, CA 91205

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**Weekend Medical Certificate Programs Available!  
Start Your Career Today!**

- Medical Insurance Billing & Coding
- Phlebotomy Technician
- Pharmacy Technician
- Veterinary Assistant
- Clinical Medical Assistant



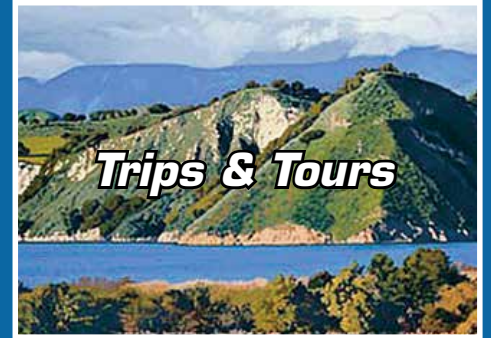
# Community Services Education

## January - March WINTER 2020

Your Guide to Personal Enrichment & Professional Development



**Health & Fitness**

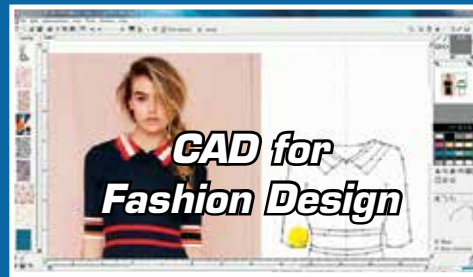


**Trips & Tours**



**Pharmacy Technician**

**Online  
Certificates  
and Courses**  
[ed2go.com/gcc](http://ed2go.com/gcc)



**CAD for  
Fashion Design**



**Creative Arts**

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(818) 240-1000 Ext. 5015  
GCC NONCREDIT EXTENSION CLASSES

## WINTER 2020 JANUARY - MARCH

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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

**MARKETING MADE EASY!**

This is the ultimate seminar that shows business owners how to use multiple cost effective marketing segments to brand their business and reach their target groups. You will learn how to be more creative in your thinking and approach to finding not just a customer, but the right customer which offers long-term ROI benefits. The highlight of this course is "marketing on a budget", which teaches business owners how to stand out when marketing to potential customers, and create product value. Utilizing the resources and strategies of this course will help you become more effective with messaging, branding, and planning for your business to be successful. A \$20 materials fee is payable to the instructor in class for CD containing marketing plans, budgets, worksheets and much more, plus a helpful resource guide.

BU222 GC, Rm. TR203 \$29  
 FEB 22 1 Sat 10:00am-12:00 pm

**BUSINESS MODELING & PLANNING FOR BUSINESS OWNERS**

Don't want to spend 180 hours writing a business plan? This is the ideal workshop were business owners and managers at all levels will learn how to build, design, and define their business model. Business Modeling and Planning for Business Owners is an express three hour course designed to keep participants engaged in stimulating planning and brainstorming sessions using a business model canvas, discover fresh ideas and new strategies to align your business model and mission statement, and discover new opportunities in the process

Participants walk away with:  
 Business planning strategies that will help you compete in the market  
 A robust business model in alignment with your vision and mission statement  
 Three- year plan and clear picture of how the business should move forward  
 Fresh ideas to build a brand  
 Defined mission statement  
 A new mindset on marketing and planning and so much more!  
 A \$20 materials fee is payable to the instructor in class for a Business Model Canvas, Workbook, & Sample canvas

BU216 GC, Rm. TR203 \$39  
 March 14 1 Sat 10:00 am-1:00 pm

**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.

**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. MP103B \$59  
 Feb 3, 5, 10 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.

**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](http://www.ed2go.com/gcc) for details and to register.

**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 GC, Rm. MP212 \$85  
 Feb 18-19 Tues- Wed 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](http://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."*

**LOCATION KEY**

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

## 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  
 Jan 29- March 4    6 Wed    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                      GC, Rm. MP 115    \$195  
 Feb 5- March 18    7 Wed    7:00-9:00 pm

## CAD FOR FASHION DESIGN

### NEW!

Are you interested in a career in Fashion Design? You will gain working knowledge of different Tools and Palettes used to create flat sketches of garments for a successful career in the fashion industry! This 4 week course will explore computer-aided apparel design (CAD) software applications using the theoretical concepts of apparel design. This course provides essential skills and knowledge of industry-level computer generated design principles, ideas and concepts, using Adobe Illustrator & Photoshop software. This course will enable you to transfer your inspirations and ideas into flat sketches and presentations of fashion collections. Develop a working knowledge of Adobe Illustrator & Photoshop used in creating flat sketches of garments and filling them with different colors and patterns. Design industry level collections of outfits incorporating required elements into sketches using digital tools. Create flat sketches with a variety of silhouettes and construction details such as stitching and stylelines. Materials needed: USB Flash Drive & Notebook for note taking

BU272FD                      GC, Rm. MP 314    \$179  
 March 7- March 28    4 Sat    1:00- 4:00 pm



See Our Catalog &

Register online ---

24 hours a day

[www.glendale.edu/cse](http://www.glendale.edu/cse)



**BECOME A NOTARY PUBLIC SEMINAR & STATE EXAM**

**Certificate Awarded**

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

You must bring the following:

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

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

BU051A	GC, Rm. MP204	\$99
Feb 22	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
Feb 22	1 Sat	12:15pm-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, Rm. TR 203	\$99
March 7	1 Sat	9:00 am-4:00 pm

**ADMINISTRATIVE ASSISTANT FUNDAMENTALS**

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

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](http://www.ed2go.com/gcc) for details and to register.

## 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. TR 205	\$99
March 14	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. TR 204	\$65
March 7	1 Sat	9:00 am-4:00 pm

## 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](http://www.ed2go.com/gcc) for complete course details and to register.

## 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](http://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. Root terms 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](http://www.ed2go.com/gcc) for details and to register.

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

## 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 GC, Rm. TR211 FREE  
01/21 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 GC, Rm. TR211 \$595  
Feb 4- April 2 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, Medi-Cal, and other private carriers. Learn how to process worker claims, liens and provide complete paperwork to ensure maximum reimbursement. We will also cover an introduction to the hospital medical field, learning correct coding and collecting of claims. Hospital based processes will be taught, along with HMO's and IPA's, processing from start to finish to receive proper payments for services rendered.

BU225-2 GC, Rm. TR211 \$595  
April 7- May 14 Tues & Thurs 6:30-9:30 pm  
No classes held: April 14 & April 16

#### LOCATION KEY

GC = Garfield Campus

GCC = Verdugo Campus

ICC = Incarnation Community Center





## 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
Jan 25- March 14	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
Feb 1	1 Sat	10:00-11:00 am

BU158	GC, Rm. TR211	\$699
Feb 28- March 28	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 TR212	FREE
March 28	1 Sat	10:00-11:00 am

BU150	GC, Rm TR212	\$2399
April 25-Sept 12	18 Sat	8:30 am-4:00 pm
No classes held: May 23, July 4, Sept 5		

## CERTIFICATE IN MINDFULNESS

### An Online Course - only \$99

In this certificate program, you'll examine the many benefits of mindfulness for both your personal and professional life. You'll also lay the foundation for a career in health and wellness coaching. Harnessing the power of mindfulness, business leaders have found that, in the long run, this practices offers long-term health changes that result in fewer chronic illnesses, which reduces demand on the health care system and results in fewer health-related costs in business.

### LOCATION KEY

GC = Garfield Campus

GCC = Verdugo Campus

HHS = Hoover High School

ICC = Incarnation Community Center

## 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 classes held: April 18, May 23, July 4, Sept 5)

8:30 am - 4:00 pm

Garfield Campus, Rm. 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. TR205      FREE  
March 7      1 Sat      10:00 – 11:00 am

# Online Training

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

Learn  
from the  
comfort of  
home!

## ADVANCED CAREER TRAINING

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

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

Some of our most popular courses include:

### **AutoCAD 2018 Certified User (Voucher Included)**

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

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

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

### **Certified Bookkeeper**

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

### **Certified Medical Administrative Assistant (CMAA)**

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

### **Cisco® CCNA® Certification Training (Voucher Included)**

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

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

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

### **Full Stack Software Developer**

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

### **Mobile and Desktop Web Developer**

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

### **Paralegal (with voucher)**

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

**Visit our website for course details!**

[www.ed2go.com/gcc](http://www.ed2go.com/gcc)

**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](http://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](http://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](http://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](http://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](http://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](http://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](http://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  
Jan 25- Feb 29 6 Sat 9:00-11:30 am

*"Great teacher, well prepared, very knowledgeable."*

## MOSAIC ART FOR BEGINNERS

In this basic mosaics class, you will learn the art of mosaic working with mini stained glass mosaic tiles creating unique artwork. You'll complete a simple two dimensional project that includes grouting while learning the various ways to cut and position the pieces in order to enhance the flow or movement of your mosaic artwork.

Please bring the following materials to class:

- Wheeled glass nipper
- Acrylpro Tile Adhesive 1 Qt.
- Sanded grout 7lb box. neutral gray
- Putty knife 1" wide
- Grouting float
- Medium size bucket
- Small bowl for mixing the grout
- Medium size grouting sponge
- Rubber gloves

The following items may be purchased in class:

- Wooden boards  
different sizes & forms \$4 - \$10 each
- Mini stained glass mosaic tiles in different colors  
3x3" square sheet of each color \$ 1.00

Items can be found in most hardware store. Please contact the instructor if you have any questions.  
hermine2851@yahoo.com

CA092 GC, MP115 \$69  
March 7-14 2 Sat 9:30- 12:00pm

## 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  
Feb 7- March 20 6 Fri 10:00 am-12:30 pm  
No classes held: Feb 14



## PAPER ARTS

### Notekeeper Folio

For those of you who still like to keep track of your "to do" lists with pen and paper, then this is a class for you! In this class you will be making a folio that has a fold out pocket page with an additional deep pocket to hold a list pad and a strap closure. Join instructor Vicki Montez as she guides you through making the folio. All materials are supplied in class. A \$5 material fee is payable to the instructor in class.

CA006-81 GC, MP116 \$55  
Feb 1 1 Sat 9:00 am-1:00 pm

**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  
Feb 1-22 4 Sat 9:30 am-12:30 pm

**SEWING: ALTER LIKE A PRO!**

*Learn to alter your clothes and love your body more!*

Has your body shape changed? Do you need to fix some old favorites, or want to make thrift store finds into something special?

In this class, you'll learn simple no-sew, easy-sew, and more complex repairs and alterations to make your clothes fit just right. When we're done, you'll have the tools you need to custom fit your clothes to your own shape and style. Please bring your own working sewing machine, scissors, and basic sewing kit to class. A \$5 materials fee is payable to the instructor in class, and sewing kits will be available for an additional \$10 if needed."

CA050-9 GC, Rm TR305 \$149  
March 7-28 4 Sat 1:30 pm-4:30 pm

**SEWING: 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  
March 7- 28 4 Sat 9:30 am- 12:00 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  
Feb 1 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  
Feb 1 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  
March 14 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  
March 14 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.

### LOCATION KEY

GC = Garfield Campus

GCC = Verdugo Campus

HHS = Hoover High School

ICC = Incarnation Community Center



**EARN A CERTIFICATE IN FLORAL DESIGN**

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

CA001A	KVF, #3	\$199
Jan 29- March 4	6 Wed	6:30-9:30 pm

**STUNNING SUCCULENT ARRANGEMENTS**

Succulents are great for container gardens, centerpieces, table decor, and even wedding bouquets! Learn to create beautiful and inexpensive arrangements, using a variety of interesting and colorful succulents. These arrangements can be enjoyed for months, then replanted in your garden. Potting soil and succulent cuttings will be provided. Bring a container (10" in diameter max). Pots with a drainage hole are recommended. **Sandy Masuo** is a member of the So Cal Horticultural Society, and currently a volunteer docent for the Theodore Payne Foundation for Wild Flowers & Native Plants.

CA165	GC, Rm. MP116	\$39
Jan 25	1 Sat	10:00 am-2:00 pm

**LANDSCAPE DESIGN & CONSTRUCTION**

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

CA033	GC, Rm. TR302	\$79
Feb 1 & Feb 8	2 Sat	9:00 am-2:00 pm

**See Our Catalog &  
Register online ---  
24 hours a day  
[www.glendale.edu/cse](http://www.glendale.edu/cse)**



## GENTLE YOGA

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

FH086 GC, Rm MP115 \$85  
Jan 29- March 18 8 Wed 2:00-3:15 pm

## HATHA YOGA

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

FH010-S GC, Rm. MP103 \$85  
Jan 1- March 21 8 Sat 8:30-9:45 am

FH010-W ICC, Basement \$85  
Jan 29- March 18 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!"*



## SELF HYPNOSIS

Self hypnosis can be an effective tool to help you relax and let go of negative feelings and thoughts, or anything that might be holding you back from achieving your full potential. Whether you are a beginner or have some experience with self-hypnosis, this class will give you a better understanding of how self hypnosis works, through lecture, simple exercises, and active participation. You'll learn how your subconscious mind works, and gain a real sense of control using the tools and information provided in class. Students will use hypnosis during class on their individual topics. Everyone will learn to use their self-hypnosis for relaxation. A \$30 materials fee is payable to the instructor in class for handouts and CDs.

### Lose Weight with Self Hypnosis

FH082-A GC, Rm. TR 203 \$49  
Jan 25 1 Sat 9:30am- 12:00pm

### Relax and Let Go - Self Hypnosis Self Help

FH082 GC, Rm. MP 115 \$49  
Feb 6 1 Thurs 6:00pm- 7:30pm

## TAI CHI

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  
Feb 1- March 21 8 Sat 10:00-11:00 am

FH003-W ICC, Basement \$85  
Jan 29- March 18 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, Rm. MP103 \$85  
Feb 1- March 21 8 Sat 11:00 am-12:00 pm

### Tai Chi 3

FH003-3 GC, Rm. MP103 \$85  
Feb 1-March 21 8 Sat 12:00-1:00 pm

## BALANCEFIT

Balancefit is an exercise program that can help improve and maintain reliable functional balance in older adults. Most falls happen due to weakness in the hips and thighs. The program includes exercises designed to strengthen and lengthen those muscles that are responsible for healthy balance. The class is partially chair-based safe, and most importantly, fun! You can decrease the risks of falling, increase your confidence, maintain an independent lifestyle, and improve your vitality and quality of life. If you are experiencing a change in your balance and you are reluctant to engage in activities you enjoy, this class can be a bridge back to your life!

FH0887 GC, MP115 \$85  
 Jan 28- March 17 8 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 \$85  
 Jan 29- March 18 8 Wed 3:30-4:30 pm

## BEGINNING BELLYDANCING WITH LEELA

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

DA028M ICC, Basement \$75  
 Jan 27- March 9 6 Mon 7:30-8:30 pm  
 No classes held: Feb 17

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

## LOSE WEIGHT & KEEP IT OFF

### An Online Course - Only \$99

Do you want to lose weight and keep it off? Now you can! In this comprehensive course, you'll discover how to establish a healthy approach to weight loss and weight maintenance. You'll master how to set and achieve weight-loss and weight-maintenance goals that make sense for you. By the end of this course, you'll know how to set appropriate and effective goals for eating, exercise, and many other elements that affect your weight. You'll have the skills you need to lose weight and keep it off for a lifetime! Visit [www.ed2go.com/gcc](http://www.ed2go.com/gcc) for details and to register.

See Our Catalog &

Register online ---

24 hours a day

[www.glendale.edu/cse](http://www.glendale.edu/cse)



## NATURAL A'S

*For Ages 10-17*

Any student can significantly enhance grades, self-confidence, and chances for scholarships and college admissions by performing academic skills in alignment with the brain's natural patterns. Discover how this makes note-taking, reading, studying, memorizing and test-taking amazingly efficient. You will learn simple methods for understanding math and other subjects, how to optimize focus and concentration, and prevent test anxiety. Students of all ages describe this class as "awesome," "necessary," and "easy to understand." Parents may register and attend with their child.

**Curtis Adney, M.S., J.D.**, graduated college with a 4.0 GPA, has a law degree and has taught academic success strategies for over ten years. A required \$30 materials fee is payable to the presenter in class.

KC004	GC, Rm. TR204	\$45
Jan 25	1 Sat	9:00 am-12:00 pm



## UNDERSTANDING ADOLESCENTS

*An Online Course - only \$99*

Parents, family members, teachers and related support staff, child and youth workers, counselors, nurses and the like will all benefit from the information shared in this course. You will learn about the many physical, emotional, and cognitive changes that affect the teens in your life, and you will understand the significance of these changes both for you and the adolescent. You will look into relationships both in and outside of the home and the development of a teen's identity. You will explore personality, moral development and the role of faith. By the time you finish this course, you should be very well-prepared to understand, appreciate, and meet the needs of the teens in your life.

## INSTRUCTOR-LED ONLINE YOUTH COURSES

*In Partnership with ed2go*

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](http://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

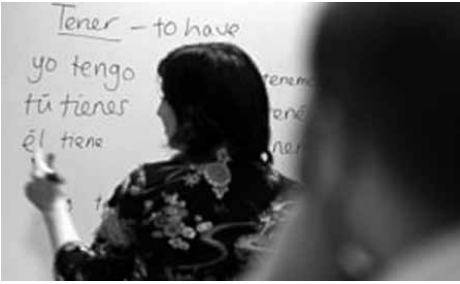
*An Online Self-Paced Tutorial – Only \$115*

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.

### BLOGGING & PODCASTING FOR BEGINNERS

*An Online Course – Only \$99*

Learn how to plan and create your very own blog and podcast. Through hands-on exercises, you will discover the benefits of using free web tools like Blogger, WordPress, Audacity, and YouTube.



**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 *"Español 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. TR 210	\$95
Jan 25- Feb 29	6 Sat	9:00-11:00am
LA001-TH	GC, Rm. MP 115	\$95
Jan 28- March 3	6 Tues	6:30-8:30 pm

**Continuation/All Levels Welcome:**

LA001-2	GC, Rm. TR 210	\$95
March 7- April 11	6 Sat	9:00-11:00 am

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

**LOCATION KEY**

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

**OCCUPATIONAL SPANISH COURSES**

In partnership with Language Authority Language Authority.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 TEACHERS
- SPANISH FOR LAW ENFORCEMENT
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- SPANISH FOR CUSTOMER SERVICE
- SPANISH FOR FIREFIGHTERS
- SPANISH FOR REAL ESTATE

For detailed program descriptions  
[www.languageauthority.com/glendale/catalog](http://www.languageauthority.com/glendale/catalog)

**CONVERSATIONAL LANGUAGE COURSES**

In partnership with Language Authority Language Authority.com is an innovative online program designed for you to learn a new language in just days! Only \$99 for 6 months of unlimited access! Try a FREE demonstration and experience the excellent content TODAY!

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- FRENCH
- GERMAN
- ITALIAN
- MANDARIAN (CHINESE)
- PORTUGUESE
- SPANISH

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## HOME BUYING SIMPLIFIED

A Step-by-Step Guide for the 1st Time Buyer  
Discover how to successfully purchase a home in today's changing market. You will learn about the new loan qualifying guidelines for FHA and conventional mortgages. Topics include:

- Personal financial preparation
- Financial qualifying guidelines
- Conventional and FHA mortgages
- Down payment requirements
- 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
Feb 8	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	GC, Rm. MP103B	\$39
Fe b 25	1 Tues	6:00-9:00 pm

## 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](http://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. TR 301	\$29
March 7	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.

F1038                      GC, Rm. TR 205                      \$29  
Feb 8                      1 Sat                      10:00 am-12:00 pm



## 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.

F1013-S                      GC, Rm. MP 204                      \$45  
Feb 1 & 8                      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](http://www.ed2go.com/gcc) for class details and to register.

See Our Catalog &

Register online ---

24 hours a day

[www.glendale.edu/cse](http://www.glendale.edu/cse)



## 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
Jan 27- March 2	5 Mon	5:30-6:30 pm

### Beginners-Level 2

PA029-A2	GC, Rm. MP115	\$95
March 9- April 6	5 Mon	5:30-6:30 pm

## 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

PA002-1	GC, Rm. MP115	\$95
Jan 27-March 2	5 Mon	6:30-7:30 pm

### Beginners-Level 2

PA002-2	GC, Rm. MP115	\$95
March 9- April 6	5 Mon	6:30-7:30 pm



## BEGINNING PIANO

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

PA040	GC, Rm. MP115	\$95
Jan 27- March 2	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
March 7	1 Sat	1:00-3:00 pm

### LOCATION KEY

**GC** = Garfield Campus

**GCC** = Verdugo Campus

**HHS** = Hoover High School

**ICC** = Incarnation Community Center

## ACTING FOR FILM & TV ON CAMERA

*A Detailed Overview of Acting and the Industry For ages 18 and up*

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

PA001 South Paw Casting \$95  
Jan 25- March 1 6 Sun 9:00-11:30 am

*"Best beginner's acting class - ever!"*

## 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 GC, Rm. MP103B \$49  
Feb 18 1 Tues 6:00-8:00 pm

## 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 TR. 305 \$49  
Jan 25 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. TR 305 \$49  
Jan 25 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. TR 305 \$88  
Jan 25 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.





## SAVE \$MONEY\$ W/ EXTREME COUPONING

Learn how to save \$\$\$ every day with extreme couponing. Coupons are NOT just for groceries. The savings can add up to HUNDREDS or even THOUSANDS of dollars every year. This comprehensive workshop will teach you:

- \* where to find all different types of coupons, even for high ticket items
- \* how to find the best coupon apps and websites
- \* how to match coupons with sales for maximum savings
- \* how to find other people to trade coupons and merchandise with

Feel free to bring your coupons to class for a trading session. This workshop is taught by someone who has used many couponing secrets to save thousands. A mandatory \$10 materials fee is payable to instructor at the door

PD015 GC, Rm MP103B \$29  
Feb 11 1 Tues 4:00 pm -5:00pm

## \$MONETIZE WEBSITES W/ 1000+ AFFILIATE MARKETING OPPORTUNITIES

Earn a passive monthly income from selling other people's products by placing a merchant-provided advertisement link on your site and get a commission for every sale, click or lead. Learn where to find 1000+ free and low cost opportunities and how to avoid scams or links that won't offer a beneficial ROI (return on investment). Learn how to find high, recurring, and second-tier commissions. You'll also learn SEO secrets to increase your site's ranking and visibility on search engines like Google. A mandatory \$10 materials fee is payable to instructor at the door.

BU 210 GC, Rm MP103B \$29  
Feb 11 1 Tues 5:00 pm -6:00pm

## WORK FROM HOME!

Tired of working for someone else? Do you need to make more money? Turn your talents and hobbies into profits by starting a home business. Taught by a Chamber of Commerce Past President and award winning business owner, this is probably the most comprehensive business start up workshop you will ever find. You will discover:

- \* more than 250 legitimate home business ideas
- \* mandatory legal documentation\* many ways to market your product/service\* how to take tax deductions (this workshop included!)

If you really want to succeed in a home business, this step-by-step session is a must! A mandatory \$20 materials fee is payable to the instructor at the door. SPECIAL NOTE: Due to the high demand for this guest instructor nationwide, this workshop may only be offered once a year.

BU015 GC, Rm MP103B \$39  
Feb 11 1 Tues 6:00 pm -8:00pm

## MAKE \$MONEY\$ WITH A VIRTUAL ASSISTANT/ WORD PROCESSING BUSINESS

If you can type, then you can make money at home using your computer. Having already learned all about home-based business success (participants must attend "Explore 250 Legitimate Home-Based Business Ideas"), you will then discover how and where to find clients, 50 ways to advertise/market your services, effective home office equipment choices, and 100 ways to make money with a computer. There really is a need for your services, so learn to be your own boss, set

BU 210 GC, Rm MP103B \$29  
Feb 11 1 Tues 8:00 pm -9:00pm

## 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. TR 204 \$55  
Jan 25 1 Sat 1:00-4:30 pm

## LIFE COACHING

Life coaching sessions are personalized to help each client gain clarity and express their feelings in a safe environment. As a life coach Christina strives to empower her clients to love themselves and to develop a healthy body image. Certified Life Coach, Christina Pirard helps her clients to get out of their own way, MOVE FORWARD, and realize their personal and professional GOALS. She helps to empower her clients to stretch themselves further than they think possible while holding them accountable for their actions and behaviors. It is her role as coach to support each client in making positive changes. In addition to being a Certified Life Coach, Christina has been a personal trainer for over 10 years and also holds a Master's Degree in Psychology.

Bundle of 4 sessions at 50 minutes-- \$499  
Sessions are available via phone, Skype, or in person

Once you register for the course, you will be contacted by the Life Coach to schedule your sessions.

**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, Rm. TR 211 \$69  
Jan 27 & Feb 3 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. TR 211 \$39  
Feb 24 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. TR 211 \$39  
March 16 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.

**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](http://www.ed2go.com/gcc) for details and to register.

**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. TR 208 \$29  
Feb 1 1 Sat 10:00 am-1:00 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  
Feb 22 1 Sat 1:30 pm-3:30 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 MP116 \$55  
Feb 22 1 Sat 10:00 am -12:30pm

## MINDFULNESS MEDITATION

Are you curious about how meditation can help you in your daily life? Take this class and you'll enjoy the many benefits of Mindful Meditation. Mindfulness is about having more awareness in the present moment and about being less in the past and in the future. It is about having a gentle and non-judgmental curiosity about yourself. It is about learning different ways to focus and develop your own wisdom. The meditation techniques you will learn in class will help you to develop skills in concentration, equanimity and clarity -- resulting in reduced stress, more happiness, self-knowledge, and a more balanced relationship between your thoughts, emotions, mind and body. Scientific studies have shown that meditation can lower blood pressure, improve brain health, and decrease stress and anxiety. Meditation techniques also help quiet the mind, improve concentration, and create a sense of inner peace. Feel renewed, refreshed, and ready to move forward with a lighter step! Heather White is a Certified Meditation instructor and a life-long meditator. She has been teaching for over 15 years and has a private practice offering holistic therapies in Montrose.

FB047 GC, Rm TR 301 \$59  
Jan 25, Feb 1 & 8 3 Sat 10:00 am -11:30am

## ENERGY HEALING

Discover the hidden world of energy healing. Energy healing works with your body's subtle energies that have a direct effect on your health and happiness. In this class, you will learn the basic energetic anatomy, including the Chakra system and learn a self-care routine that you can do for yourself to improve energy flow and balance. Heather White is a holistic therapist who specializes in energy healing. She is fascinated by the subtle energy system and assists clients by addressing their energy centers (chakras) and guiding them back into balance.

FH069 GC, Rm TR 204 \$29  
Feb 22 1 Sat 10:00 am -12:00pm





## 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
Jan 26-Feb 23	5 Sun	5:00-6:00 pm

SI012-BR2	BRKS (Mascarenas)	\$99
Jan 26- Feb 23	5 Sun	9:00-10:00 am

### All Levels:

SI013-B	BRKS (Cho)	\$99
Jan 30- Feb 27	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
Jan 28- Feb25	5 Tue	11:00 am-12:00 pm

SI012-BRB	Brookside	\$99
March 3-March 31	5 Tues	11:00 am-12:00 pm

## REALITY HORSEBACK RIDING

Here is an excellent opportunity to learn how to ride a horse, and learn about horses in general. You'll gain confidence each week, as you learn to ride in a realistic situation -- out on the trail and in an open field. Starting with an introduction to the horse, you'll learn grooming techniques and how to saddle the horse. You'll then learn how to control the horse at the walk, jog, and posting trot. Great teachers, nice horses, and a friendly learning atmosphere!

**Carol Reynolds** and **Gudrun Armanski** have been teaching horseback riding for over 20 years, and they are certified safety instructors. You must be at least 5 feet tall and your maximum weight is 200 lbs. Classes meet at The Riding Coach, located behind 1850 Riverside Drive, Glendale. Pre-registration is a must!

SI008-SA	The Riding Coach	\$275
Jan 25- Feb 29	6 Sat	8:30-10:30 am

SI008-SU	The Riding Coach	\$275
Jan 26- March 1	6 Sun	8:30-10:30 am

SI008-M	The Riding Coach	\$245
Jan 27- March 2	6 Mon	8:30-10:30 am

SI008-TU	The Riding Coach	\$245
Jan 28- March 3	6 Tue	8:30-10:30 am

SI008-F	The Riding Coach	\$245
Jan 31- March 6	6 Fri	8:30-10:30 am

# 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](http://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](http://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](http://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  
Writerific: Creativity Training  
Travel Writing  
Mystery Writing  
Creativity Training for Writers  
Keys to Effective Editing  
Your Screenwriting Career  
Grantwriting  
Research Methods for Writers  
Write Fiction Like a Pro

**Test Preparation**

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

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

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

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



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

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

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

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

Visit our site to learn more.  
[www.ed2go.com/gcc](http://www.ed2go.com/gcc)



## 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. TR 204 \$65  
March 7 1 Sat 9:00 am-4:00 pm



## BUSINESS & MARKETING WRITING

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

Are you a writer working in the business world? Or a marketing professional responsible for obtaining great marketing copy? Maybe you're just interested in a writing or marketing career. Whatever your background, this fun, introductory course will teach you to write or identify copy that achieves business and marketing goals. Improve your work, your knowledge, your company's image, and your chances of getting hired, promoted or applauded! A new course begins each month. Visit [www.ed2go.com/gcc](http://www.ed2go.com/gcc) for details and to register.

## 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 yourself 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](http://www.ed2go.com/gcc) for details and to register.

## HOW TO MAKE MONEY FROM YOUR WRITING

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

You really can make money with your writing. Whether you want to create your own business, add to your income, supplement your retirement, or boost what you're earning as a writer, you'll find the how-to's here. You'll learn secrets, methods, and tips to help you generate income with your writing. This class includes all the practical information that so rarely gets taught in writing classes. A new course begins each month. Visit [www.ed2go.com/gcc](http://www.ed2go.com/gcc) for details and to register.

## 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](http://www.ed2go.com/gcc) for details and to register.

**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](http://www.glendale.edu/cse) or call (818) 240-1000, Ext. 5015

**EDWARDS AIR FORCE BASE**

With NASA's Armstrong flight Research Center An exclusive opportunity to take a docent-led behind-the-scenes tour of Edwards Air Force Base. Located in the western Mojave Desert, the Base is strategically situated next to Rogers Dry Lake, a desert salt pan which provides a natural extension to Edwards' runways. The perfect site for flight testing, it has subsequently been home to many of aviation's most important and daring flights: Chuck Yeager first breaking the sound barrier in the Bell X-1, test flights of the X-15, Space Shuttle landings and more recently, the F-35 Joint Strike Fighter. The newest, fastest and the highest aircraft – whether for the military, NASA or commercial purposes make their debut here. Onboard an Air Force bus, a step-on guide will provide an extensive, narrated driving tour of the base to see the hangars, aircraft along the flight line and the lakebed which is home to 22 runways. Enjoy time at leisure for lunch on your own at NASA's Neil A. Armstrong Flight Research Center cafeteria, the NASA gift shop, and a visit to the Air Force Flight Test Center Museum. 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 Base Security on the day of the tour. Non-U.S. citizens must register early and have proper documents. Note: A roster of names, and related security info, must be submitted on December 23rd and no additions or changes may be made after that date

TR006	GCC, Lot C	\$69
Jan 17	1 Fri	8:30 am-6:00 pm

**CACHUMA LAKE EAGLE & WILDLIFE CRUISE**

With Nature Center & Boxed Lunch Picnic Set amidst acres of wilderness flanked by the picturesque Santa Ynez and San Rafael Mountains located north of Santa Barbara, lies the glimmering Cachuma Lake! An expert naturalist will lead a relaxing lake cruise, to reveal the area's natural and cultural riches, onboard a passenger pontoon boat that is among one of the gentlest and safest water vessels; all seats are padded and offer excellent wildlife viewing. In all seasons, Cachuma Lake is a thriving habitat for a great variety of wildlife, birds, fish, trees and plants. The winter season often brings out resident and migratory Bald Eagles and waterfowl. Enjoy time to browse the nature center, set in a picturesque ranch house. Exhibits and hands-on displays focus on the area's cultural and natural history including local plants, animals, birds and geology. Enjoy an included boxed lunch picnic at Cachuma Lake. Suggested: hat, camera, jacket and walking shoes as there is considerable walking with uneven terrain; the boat has shaded and unshaded areas for your comfort.

TR114	GCC, Lot C	\$89
Jan 25	1 Sat	8:45 am-7:00 pm

**MURDER MYSTERY LUNCH**

At Fogo de Chão Brazilian Steak House Authentic Brazilian steakhouse rodizio dining meets a murder mystery "to dine for" as you enjoy a memorable meal coupled with outrageous antics, music, and audience participation at this murder mystery lunch at Fogo de Chão. This dining adventure begins at Fogo's Market Table where you can return as many times as you like for fresh seasonal salads, exotic vegetables, imported cheeses, smoked salmon, cured meats, seasonal soup and more. Once you're seated, the authentic Brazilian side dishes arrive – warm pão de queijo (cheese bread), crispy polenta, mashed potatoes, and caramelized bananas. Set your dining card to green and you're in the rodizio – continuous tableside service of signature cuts of meat prepared, fire-roasted and served by the gaucho chefs. The variety of meats include top and bottom sirloin, chicken and the slow roasted and savory pork sausage. But, don't get too comfortable, because a murder has been committed... and the victim is here! Trixie Gabor, the young rising starlet famous for her friendship with Big Louie, has been shot. But by whom? Each suspect re-tells their version of how the murder was committed so you can help solve the mystery!

TR238	GCC, Lot C	\$149
March 7	1 Sat	10:15 am-3:30 pm



**REAGAN LIBRARY WITH EGYPT'S  
LOST CITIES EXHIBIT**

Spend a memorable day at the state-of-the-art, Ronald Reagan Presidential Library and Museum featuring 18 galleries that pay tribute to America's 40th president. Enjoy approximately 5 hours at leisure to explore the state-of-the-art museum which features 18 galleries that pay tribute to America's 40th president. Visit a full-scale replica of Reagan's Oval Office, see a piece of the Berlin Wall, explore interactive exhibits, read letters written by President Reagan to Nancy and pay your respects at their final resting place with spectacular views of the Conejo Valley. The Air Force One Pavilion features a presidential limousine and secret service suburban, a Marine One helicopter and the Air Force One airplane that served seven U.S. Presidents. Also, on view for a limited time, Egypt's Lost Cities – an exhibition featuring 200 authentic artifacts from museums in Cairo and Alexandria that provide a greater understanding of life during the age of the pharaohs. On view will be gold coins, delicate ceramics, exquisite jewelry, bronze vessels, three colossal 16-foot statues and other ancient Egyptian artifacts. These items were recovered two decades ago by underwater archaeologist Franck Goddio and his team when they discovered the two ancient and forgotten cities of Thonis-Heracleion and Canopus which were lost to natural disasters and the rising tides of the Mediterranean Sea more than 1200 years ago! Enjoy lunch on your own at the Reagan Library's Country Café or The Pub.

TR089	GCC, Lot C	\$79
March 14	1 Sat	9:00 am-5:00 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
March 21	1 Sat	8:30 am-5:00 pm

**POPPIES & PUSSYCATS- POPPY RESERVE &  
FELINE CONSERVATION CENTER**

Join us as we venture to the Antelope Valley in search of nature's beauty...bountiful wildflowers and some of the biggest cats on Earth! First, a visit to the Antelope Valley California Poppy Reserve – a protected California State Natural Reserve established to protect California's most consistent poppy-bearing land. Each spring the Reserve comes alive with a variety of wildflowers creating a mosaic of color and fragrance. In addition to poppies, we may see owl's clover, lupine, goldfield, cream cups, and coreopsis, to name a few. The intensity and duration of the wildflower bloom varies from year to year and blooms are never certain so we'll keep our fingers crossed as we cannot control Mother Nature! Enjoy an included boxed lunch along with time at leisure in the Reserve to explore the Interpretive Center and nature trails. This afternoon enjoy a docent-guided tour of the Feline Conservation Center, better known as "The Cat House" – dedicated to the protection and preservation of the world's most endangered felines. This breeding zoo and research facility is home to 18 different species: tiger, leopard, jaguar, bobcat, snow leopard, fishing cat, serval, ocelot, Eurasian lynx, Canada lynx and others. You'll see many of these cats and learn about the efforts made here to preserve these species.

TR026	GCC, Lot C	\$89
March 28	1 Sat	9:00 am-6:00 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](http://www.glendale.edu/cse) or call (818) 240-1000, Ext. 5015.

**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

**GEORGIA ON MY MIND**

*Single-Hotel Stay, Atlanta, Roosevelt's "Little White House" in Warm Springs, Callaway Gardens, Macon, Stone Mountain, "Gone With The Wind," Jimmy Carter Presidential Library*

March 22-27 (6 Day Tour) 10 Meals Included  
Per Person Land Price: Double \$1799/ Single \$2399 / Deposit: \$250  
Roundtrip group airfare available from: \$495

**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

**WASHINGTON, D.C. BLOSSOMS**

*Featuring a Single-Hotel Stay, Arlington Nat'l Cemetery, U.S. Capitol, Washington Nat'l Cathedral, Ford's Theatre, Mt. Vernon*

April 2-7 (6 Day Tour) 9 Meals Included  
Per Person Land Price: Double \$1,799 / Single \$2,299 / Deposit: \$250  
Roundtrip group airfare available from \$495 p.p.

**VIVA LAS VEGAS!**

*Featuring a Two-Night Stay at the Treasure Island Hotel & Casino*

April 5-7 (3 Day Tour)  
Per Person Price: Double \$359 / Single \$469  
Deposit: \$75

**SWEET, SAVORY & S.L.O**

*Featuring the Apple Farm Inn Stay, Coast Starlight Train, Edible Sightheeing & Solvang*

April 22- 24 (3 Day Tour)  
Per Person Price: Double \$649 / Single \$799  
Deposit: \$100

**YOSEMITE SPRING FLING**

*Yosemite National Park, Tenaya Lodge Stay, Sugar Pine Railroad & Basque Lunch*

April 26-28 (3 Day Tour) 3 Meals Included  
Per Person Price: Double \$649 / Single \$899  
Deposit: \$100

# REGISTRATION INFORMATION

## OFFICE HOURS

Monday- Thursday, 9:00am to 5:00 pm  
Friday, 9:00 am to 3:00 pm  
Office is closed: Jan 20, Feb 14 & 17, March 31

## 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. A transfer fee of \$5 per class transfer will be withheld.

## 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

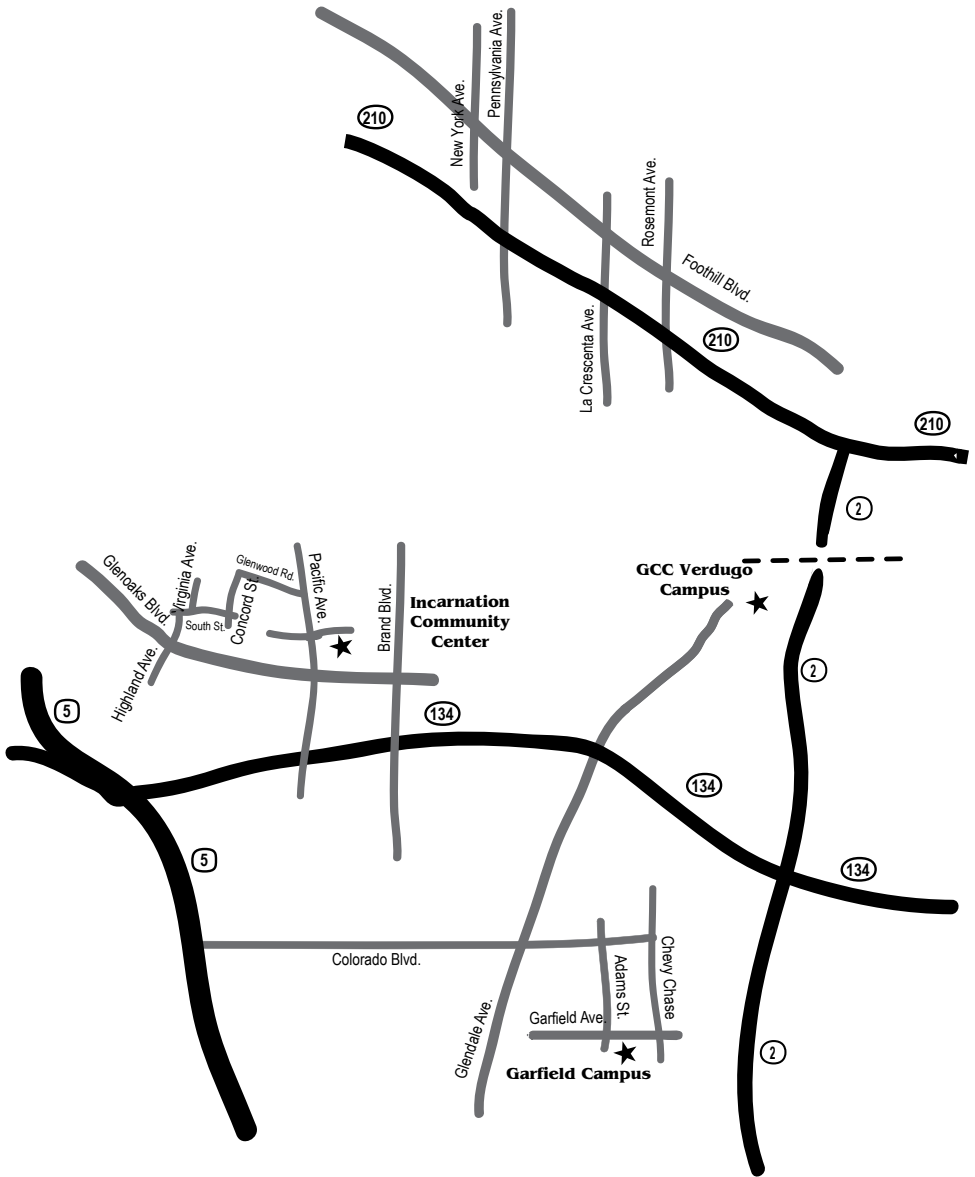
Parking is free at the Garfield Campus, Hoover High School, and Incarnation Community Center. For Single Day Tours meeting at GCC Verdugo Campus, it is permit parking only. You may purchase a daily parking permit for \$3 from the Parking Kiosk (use quarters or Visa card only) located near the entrance 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

## SOUTHPAW CASTING

4200 Lankershim Blvd. ~North Hollywood, CA 91602

## 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



## ON-LINE

Online registration  
available 24/7

at [www.glendale.edu/cse](http://www.glendale.edu/cse)



## PHONE-IN

(818) 240-1000

Extension 5015

Sign up by phone and charge to your  
MasterCard, Visa, or American Express  
for immediate enrollment.



## MAIL-IN

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

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

## FAX-IN

(818) 548-6216

Acceptable for credit card registrations only.  
Make a copy of this page, fill out the registra-  
tion form and fax it to our office.

## WALK-IN

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



No confirmation will be sent.

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

Remember: no news is good news!

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

# Glendale Community College 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](http://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](http://www.glendale.edu/cse)**

### Community Services Education Staff

Angine Aslanian, M.S., Interim Director  
Martha Perez, Program Assistant

### Administration

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

### GCC Board of Trustees

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Ms. Ann H. Ransford, Member  
Ms. Sune Aghakian, Student Trustee

### Graphic Design

Cheri Alley, Design Alley

# Glendale Community College Community Services Education

## ONLINE COURSES CAREER TRAINING PROGRAMS



Discover why millions of students are making the switch to online learning. With online courses, you can study at your convenience in your preferred learning environment. Our courses and programs are highly engaging and relevant and our instructors are interactive and support you through the curriculum. Choose from our growing catalog of Instructor-Led Courses designed to teach you a new skill or refresh a current one or our Career Training Programs geared to place you into a new career in an in-demand field.

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. The course is available to you anytime anywhere. Prepare for employment in some of today's hottest careers. Our online Career Training Programs are comprehensive, affordable, and self-paced. You can begin these Programs at any time and learn at your own pace.

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

### Popular Courses:

Accounting Fundamentals  
Creating Web Pages  
Medical Terminology: A Word  
Association Approach  
Speed Spanish  
Introduction to Microsoft Excel  
Project Management Fundamentals  
Grammar Refresher  
Introduction to Statistics  
Computer Skills in the Workplace  
Administrative Assistant Fundamentals

### Popular Programs:

Medical Billing and Coding  
CompTIA™ A+ Certification Training  
Six Sigma Black Belt  
Building Analyst Quick Start Program  
Medical Transcription  
Travel Agent Training  
Event Management & Design  
Human Resources Professional  
Project Management  
Certified Wedding Planner  
Certified Personal Trainer

**More Courses and pricing available online  
[careertraining.ed2go.com/glendale](http://careertraining.ed2go.com/glendale)**