



**Community  
Services  
Education**

# WINTER SPRING

**January 19 – June 12, 2021**

*Your Guide to Personal Enrichment  
and Professional Development*



**REGISTER TODAY ● Online ● Mail**  
**[www.glendale.edu/cse](http://www.glendale.edu/cse)**  
**818.240.1000 Ext. 5015**

1122 East Garfield Ave. Glendale, CA 91205 GCC not-for-credit Extension Classes



## Glendale Community College Community Services Education

offers you a guide to personal enrichment and professional development classes and activities.

# WELCOME

Each semester we present hundreds of classes that provide you with classes you want at the times and locations that fit into your busy life. We offer experienced, top-notch instructors, affordable fees, and great opportunities for personal enrichment, career enhancement, and self-improvement. We also offer over 1,000 online classes, covering a myriad of subjects. Explore your creativity, expand your horizons, and engage in learning just for the fun of it.

### Register By Mail On The Last Page

Register by Telephone: Monday – Thursday 9:00am – 5:00pm • Friday 9:00am – 1:00pm

[www.glendale.edu/cse](http://www.glendale.edu/cse) • 818.240.1000 Ext. 5015

## EXPLORE NEW CLASSES



**Self Hypnosis** – Relax and let go of negative feelings and thoughts, or anything that is holding back your potential. **Page 24**

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– Turn your talents and hobbies into profits by starting a home business. **Page 7**

#### Social Security Benefit Options

– Learn about Social Security, how it works and what it means to your retirement. **Page 20**



### Community Services Education Staff

Angie Aslanian, M.S., Interim Director

Martha Perez, Program Assistant

### Administration

Dr. David Viar, Superintendent/President

Dr. Alfred Ramirez, Administrative Dean,  
Continuing and Community Education



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### Glendale Community College Community Services Education

1122 East Garfield Avenue

Glendale CA 91205



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### About

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 a year: Winter, Spring, Summer, and Fall.

## Rental Property Management

As an owner or manager of rental properties, you have a thorough understanding of why it's crucial for the success to precisely track income and expenses. You know why it is necessary to maintain accurate, updated, and organized documents, and why all documents need to be stored in a secure location. If not, then register for this informative and insightful workshop! In addition to discussing the whys and wherefores, owners/managers will learn about Landlord laws, learn to ease the process of tax preparation, and how to effectively use a 12-month calendar to make property management less complicated. To keep it all together, you'll learn how to build a binder to keep your business organized and to insure your success! A \$15 material fee is included in the registration fee.

### WINTER

#BU038-1	ONLINE	\$59
Feb 10	1 Wednesday	6pm-8pm

#BU038-2	ONLINE	\$59
Mar 6	1 Saturday	10am-12pm

### SPRING

#BU038-1	ONLINE	\$59
May 12	1 Wednesday	6pm-8pm

#BU038-2	ONLINE	\$59
May 29	1 Saturday	10am-12pm



## Business & Marketing Writing – Only \$115

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. This 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. For more details and to register: visit [www.ed2go.com/gcc](http://www.ed2go.com/gcc).

## Finding Cash By Tracking Your Spending

The United States is known as a consumer economy. In other words: spend, spend, spend! Do you want to take control of your finances by changing your mindset about spending money? If so, join us in this dynamic, and yes, enjoyable workshop! You'll learn a simple way to track your income and expenses to prevent overspending by practicing healthier spending habits. This practice will help to maximize your income and support your financial freedom. Students learn how to build a binder to organize bills and documents designed to insure success! Leave feeling confident and motivated to maintain a healthy relationship with money. A \$15 material fee is included in the registration fee.

### WINTER

#BU108-1	ONLINE	\$59
Feb 3	1 Wednesday	6pm-8pm

#BU108-2	ONLINE	\$59
Feb 27	1 Saturday	10am-12pm

### SPRING

#BU108-1	ONLINE	\$59
May 5	1 Wednesday	6pm-8pm

#BU108-2	ONLINE	\$59
May 22	1 Saturday	10am-12pm

## 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 included in the course fee.

### WINTER

#BU233	ONLINE	\$129
Feb 22 & 23	Mon & Tues	6pm-9pm

### SPRING

#BU233	ONLINE	\$59
May 15	1 Saturday	10am-4pm

## Learn to Buy & Sell on eBay – Only \$99

You will gain all of the knowledge necessary for success in the online marketplace. You'll learn how to create titles that get noticed, how to craft advertising copy that sells items quickly and for top dollar, & how to create and upload photos of the items you are selling. You'll also learn how to safely conduct financial transactions, how to accept credit card payments, and how to pack and ship any item hassle-free. If you're a buyer, you'll learn how to value almost any item up for auction, how to get the best possible price, how to protect yourself against fraud, and how to compete effectively against other bidders. A new course begins each month. For more details and to register: visit [www.ed2go.com/gcc](http://www.ed2go.com/gcc).

## Ebay I – The Basics of Selling

Whether you simply want to clear the closet or desire additional income, this class is your foundation. Learn how to set up an eBay Seller account, create successful eBay listings, upload photos and accept online payments. Included are selling "Tips, Tricks and the Traps" to avoid. Covers how to determine shipping costs, where to get FREE shipping supplies, how to print shipping labels from your home computer and get FREE home pickup. *Lecture, Zoom class.*

This is an official eBay class taught by a multi-award winning eBay instructor and published author from Seattle.

After completing this course, students will be able to:

1. Register and create an eBay account
2. Register and create a PayPal account
3. Complete the steps for pre-listing preparation
4. Order free shipping supplies
5. Create an eBay listing
6. Perform post sales activities, such as packing and shipping

#BU255	ONLINE	\$59
Feb 22	1 Monday	6pm-9pm

## Using Social Media in Business – Only \$115

Join this expanding and exciting way to communicate, market, and serve your customers and clients. Designed for businesses, nonprofits, and government agencies, learn how to use Facebook, Twitter, blogging, YouTube, and LinkedIn. Also discover the new principles of communication that apply across all networks, how these specific social networks work, and the possible uses for your organization. A new course begins monthly. For more details and to register: visit [www.ed2go.com/gcc](http://www.ed2go.com/gcc).

## Create a Website for Fun, Profit, & Business!

No programming required! Discover easy-to-use, copy/paste, drag & drop design tools that can build your personal or small business website quick and cheap! Covers proper website layout planning including your Initial Focal Point. Plus, Search Engine Optimization (SEO), Social Media Marketing, and the tips and traps, dos and don'ts of website design. Learn the #1 Secret to a successful website! Taught by a multi award-winning instructor and published author from Seattle. *Lecture, Zoom class.*

Student Learning Outcomes:

1. How to Plan and Layout their website
2. Discover a tool that creates a great looking business Website quickly & easily
3. The Do's and Don'ts of Website design
4. How to design SEO into their site
5. Marketing with Social Media & other helpful tools

#BU091-20	ONLINE	\$59
Mar 2	1 Tuesday	6pm-9pm



## Start Your Own Online Business – Only \$115

Today, the Internet has changed everything. It is now entirely possible to create, launch, and build a profitable business from the convenience of your home with little to no upfront investment. This course will give you a solid foundation for building and growing a successful digital business. Whether you are looking to generate a nice side income or even to replace your current income and ditch your full-time job, this course is for you. A new course begins monthly. For more details and to register: visit [www.ed2go.com/gcc](http://www.ed2go.com/gcc).

See Our Catalog  
& Register Online

24 hours A Day!

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



## Become a Notary Public Seminar Livestream

Establish yourself as a Notary Public, earn additional income and provide a service to your community. Successful notaries provide a valuable service to their company, friends and private clients. Notary skills are valuable in almost any industry: real estate, legal, medical and banking to name just a few. Livestream with a notary expert for three sessions and you will be ready to take the official notary exam and practice as a safe and effective notary. Next, consider becoming a Loan Signing Agent and make \$200 to \$300 per signing. Students are eligible to access our private Facebook page to ask questions, watch webinars and receive updates. All you need is a smartphone to join. Must be at least 18 years of age. A serious conviction may disqualify an applicant. A \$20 material fee is included in the registration fee.

Register for the official notary exam 15 days in advance or be a walk-in candidate.

Use this link to view schedule and register: [https://www.cpsr.us/notary/exam\\_registration.php](https://www.cpsr.us/notary/exam_registration.php)

All students: Must be at least 18 years of age. Must provide proper ID to receive their Proof of Completion (required).

- State-issued Driver's license or ID card
- Canadian or Mexican Driver's license
- U.S. passport or a passport issued by a foreign government
- U.S. military ID card

### WINTER

#BU051A	ONLINE	\$119
Jan 12, 13, 14	Tues, Wed, Thurs	6pm-8:15pm
#BU051A2	ONLINE	\$119
Feb 8, 9, 11	Mon, Tues, Thurs	6pm-8:15pm
#BU051A3	ONLINE	\$119
Mar 8, 9, 11	Mon, Tues, Thurs	6pm-8:15pm

### SPRING

#BU051A	ONLINE	\$119
April 6, 7, 8	Tues, Wed, Thurs	6pm-8:15pm
#BU051A2	ONLINE	\$119
May 3, 4, 6	Mon, Tues, Thurs	6pm-8:15pm



## Calling All Notaries! Renew Your Commission!

You are eligible to take our 3-hour class (First 1 1/2 sessions) if your commission has not expired. Note: You are welcome to join us for all 3 sessions

Use this link to view schedule and register: [https://www.cpsr.us/notary/exam\\_registration.php](https://www.cpsr.us/notary/exam_registration.php)

A \$20 material fee is included in the registration fee.

All students: Must be at least 18 years of age. Must provide proper ID to receive their Proof of Completion (required).

### WINTER

#BU054	ONLINE	\$75
Jan 12, 13	Tues & Wed	6pm-8:15pm
#BU054B	ONLINE	\$75
Feb 8, 9	Mon & Tues	6pm-8:15pm
#BU054C	ONLINE	\$75
Mar 8, 9	Mon & Tues	6pm-8:15pm

### SPRING

#BU054	ONLINE	\$75
April 6, 7	Tues & Wed	6pm-8:15pm
#BU054B	ONLINE	\$75
May 3, 4	Mon & Tues	6pm-8:15pm

## Grant Writing Fundamentals

**NOW Remote** - Learn this valuable skill in a highly interactive videoconferencing format from the comfort of your home. Join Dr. Drew in an invigorating and informative workshop created for new and experienced grant writers, executive directors, organizers, board members, community volunteers, and individuals who want to get a detailed look at the grant writing process. Dr. Drew will introduce you to all information needed 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. The techniques Dr. Drew emphasizes—including how to work quickly, how to create a winning message, and basic evaluation techniques—apply with equal force to small or large grants. Certificate of completion given to each participant who finishes the class. Registration fee includes \$36 material fee for handouts and booklet.

#FI003	ONLINE	\$115
Feb 27	1 Saturday	9am-4pm

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



## Calling All Notaries! How to Become a Loan Signing Agent Livestream

Make the most out of your notary commission by becoming a certified Loan Signing Agent. Our livestream seminar will teach you how to notarize loan documents and give you a simple strategy to launch your new business. Learn the information and tools you need to succeed as a Signing Agent from the comfort of your home. Our expert teachers are seasoned in the business; they'll teach you the process of completing a signing, best practices in the industry, and how to get loan signing assignments. Students are eligible to access our private Facebook page to ask questions, watch webinars and receive updates. All you need is your smartphone to join. A certificate is awarded upon completion of the course. A \$20 material fee is included in the registration fee.

**Prerequisite:** You must be a Notary or have completed the 'Become a Notary Public' seminar. Topics include: Notarize a loan package from any bank successfully every time, dos and don'ts of the profession, what to discuss with your clients, how to develop your own business, getting signed up with busy signing agencies.

### WINTER

#BU052	ONLINE	\$119
Feb 16, 17, 18	Tues, Wed, Thurs	6pm-8pm
#BU052-2	ONLINE	\$119
Mar 15, 16, 18	Mon, Tues, Thurs	6pm-8pm

### SPRING

#BU052	ONLINE	\$119
April 13, 14, 15	Tues, Wed, Thurs	6pm-8pm
#BU052-2	ONLINE	\$119
May 11, 12, 13	Tues, Wed, Thurs	6pm-8pm

## Essential Documents in a Time of Crisis

It's time to get essential documents in order. Spend six hours with an experienced attorney and you'll have a Living Will, Recoverable Trust and Power of Attorney ready to file by the end of the seminar. This epidemic has a lot of us thinking about how unprepared we are for the future. Protecting your family's finances is easy with a little expert advice. You'll learn which documents are needed, how to complete them and where to file. We hope you are staying well and practicing social distancing. But if medical care becomes necessary, it's important to assign an appointee to make medical decisions. Our legal expert will discuss relevant medical documents including, Durable Power of Attorney and Medical Release Forms that could make your treatment easier, quicker and less confusing. A \$20 material fee is included in the registration fee.

- California Wills: Legal Requirements, Do's and Don'ts
- List of considerations: • Revocable Trust: Avoiding Probate, What should I include?
- Durable Power of Attorney: How will this assist me in medical decisions?
- California Healthcare Directive
- How to get started
- Where to file.

### WINTER

#BU270	ONLINE	\$129
Feb 22 - Mar 8	3 Mondays	6pm-8pm

### SPRING

#BU270	ONLINE	\$129
April 19 - May 3	3 Mondays	6pm-8pm

## Grant Writing Intermediate

NOW Remote – Dr. John Drew presents this hands-on workshop as part of the Grant Writing series of classes. In it, he reveals the secrets of cashing in on grants for individuals in a new, innovative videoconferencing format. Unlimited by the boundaries of a classroom, this new class leverages all the benefits of modern technology to assist individuals seeking resources from corporations, foundations, and government agencies. Dr. Drew also teaches the skills needed to be successful in researching individual grants or educational scholarships. You will have step-by-step guidance on how to become a grant-writing consultant or to create a non-profit charity. John C. Drew, Ph.D., is a speaker, author, and consultant who has raised \$52 million for non-profits. Registration fee includes \$36 material fee for handouts and booklet.

#F1003-1	ONLINE	\$115
Mar 13	1 Saturday	9am-4pm

## Legal Document Assistant

Whether you want to boost your income, create a new job opportunity, or take your experience in the legal field to the next level, this class is for you! Become a certified and bonded Legal Document Assistant, and tap into a multi-billion dollar industry. This specialized position allows you to prepare legal documents at competitive rates within this lucrative field. Whether you work for a law firm, help people in need of lower-cost alternatives to an attorney, or work independently for clients who want to represent themselves in court, LDAs experience great opportunities in the following fields: corporate, business, insurance, family law, personal injury, social service and estate planning, among others. We'll give you the expert knowledge you need to confidently complete the documents below:

- Revocable Living Trusts
- Evictions for Landlords and Eviction Defenses for Tenants
- Uncontested Divorce Proceedings
- Represent Claimants for SSDI claims
- Draft business contracts, and know the essential elements of a contract
- LLCs, S Corps and C Corps

**Prerequisite:** A high school diploma with two years of legal experience; a baccalaureate degree with one year of legal experience; or a certificate of completion from a paralegal program approved by the American Bar Association. LDAs must maintain a \$25K bond and register with the county.

Your workbook includes descriptions and documents for each Topic plus a certificate of completion to show clients and potential employers. A \$30 material fee is included in the registration fee.

### WINTER

#BU270-P	ONLINE	\$129
Mar 22, 23, 25	Mon, Tues, Thurs	6pm-8pm

### SPRING

#BU270-P	ONLINE	\$129
May 18, 19, 20	Tues, Wed, Thurs	6pm-8pm

## Blogging for Fun & Profit

Want to know why creators and marketers say a blog is the best type of website? Whether you want a website for personal or professional use, discover how a blog makes it easy to share your products, services, writing, pictures, and videos with family, friends, organizations, and customers. Find out the four most popular ways to use a blog to make money and how a blog makes your search and social media marketing easier! Topics include blogs for business, blog ads, blogs for marketing, and building blog communities. The \$20 materials fee is included in the registration fee.

#BU195	ONLINE	\$69
Mar 30	Tuesday	6pm-9pm

## Fundraising Fundamentals

**NOW Remote** – Learn this valuable skill in a highly interactive videoconferencing format from the comfort of your home. Non-profits can win reliable support through grants, but they also need to know the most important basics about other fundraising methods. "I can't teach everything I know about fundraising," says Dr. Drew, "but I can teach the six most important things I think will make the biggest possible difference for your success." In this workshop, an award-winning author, trainer, and consultant introduces simple proven techniques and strategies. Participants will learn how fundraising has evolved, how new software keeps track of donors and how to win individual gifts without the pressure of a face-to-face ask. Registration fee includes \$36 material fee for handouts and booklet.

#FI003-3	ONLINE	\$115
May 3	Saturday	9am-4pm

## Marketing with Facebook and Social Media

Learn how to use Facebook, Twitter, Instagram, and social media sites to market just about anything from businesses and non-profits to books and bands! Discover how Likes, follows, shares, and comments affect your organic marketing and how to use paid advertising. Find out the audience demographics for the most popular social media sites, and learn about tools like RSS that professionals use to automate their social media marketing. The \$20 materials fee is included in the registration fee.

#BU210	ONLINE	\$69
Mar 16	Tuesday	6pm-9pm

## Search Engine, Google Ads, Email & Ecommerce Marketing

We'll explore Search Engine Optimization (SEO) and Google Ads to help drive traffic to your site, how to find and use keywords, and why a landing page is valuable. Gain insight into why you should be using email marketing, what makes a successful opt-in newsletter, and how you can build one for pennies. Find out what the best e-commerce sites are for selling and your options. We'll compare search, social media, and email opt-in so you can understand what each offers for your online marketing. The \$20 materials fee is included in the registration fee.

#BU260	ONLINE	\$69
Mar 23	Tuesday	6pm-9pm



## Work From Home!

### Explore 250 Legitimate Home-Base Business Ideas

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 detailed tutorial will be emailed to set up your free Zoom account, then the webinar login information and materials will be sent the day of class. Registration fee includes digital handouts.

#BU015	ONLINE	\$49
Feb 22	1 Monday	7pm-9pm



## Grant Research Fundamentals

NOW Remote – Truly at least half of your success in winning grants depends on your skill in researching them. Accordingly, this class has been created for non-profit leaders and staff who need a detailed look at the technology and the practical tips needed to speed-up the grant research process. Participants will be introduced to: Top websites for grant research including those provided by the federal government, State of California, and the Foundation Directory Online by Candid. Useful websites for identifying individual grants for art projects, scholarly research, and college and graduate school scholarships. This course has been redesigned for the on-line environment. It will now be easier for students to see grant research websites and other tools in action and simultaneously interact with the instructor. Registration fee includes \$36 material fee for handouts and booklet.

#FI003-2	ONLINE	\$115
April 10	1 Saturday	9am-4pm

## Introduction to Internet Marketing Methods

Learn the nine steps professionals use to market any business or organization online. For beginners and others looking to improve, we'll cover the most popular online tactics from SEO, advertising, social media, channels, affiliates, e-commerce, content marketing, and the #1 marketing approach recommended by Google and others. This course will help you get started and take your marketing up a level, help you learn how to do-it-yourself or hire and manage an agency to do the work for you. The \$20 materials fee is included in the registration fee.

#BU008	ONLINE	\$69
Mar 9	1 Tuesday	6pm-9pm

## Earn Extra \$Money\$ Mystery Shopping

Have you seen ads telling you how to become a shopper, but only if you send them a lot of money? You do not have to pay to begin your new career in this exciting field. You will learn how to sign up with many legitimate mystery shopping companies WITHOUT FEES, avoid the pitfalls and scams, create a required mystery shopping resume and profile, and take care of legalities and taxes regarding this income. You will leave with a list of 25 legitimate companies to work for. A detailed tutorial will be emailed to set up your free Zoom account, then the webinar login information and materials will be sent the day of class. Registration fee includes digital handouts.

#BU019	ONLINE	\$29
Feb 22	1 Monday	6pm-7pm

## Make \$Money\$ with a Virtual Assistant/Word Processing Business

**Prerequisite:** Participants must attend "Explore 250 Legitimate Home-Based Business Ideas." If you can type, then you can make money at home using your computer. Having already learned all about home-based business success, 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 your own hours, and make more money. A detailed tutorial will be emailed to set up your free Zoom account, then the webinar login information and materials will be sent the day of class. Registration fee includes digital handouts.

#BU050	ONLINE	\$29
Feb 22	1 Monday	9pm-10pm

## 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.

### 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	ONLINE	FREE
Feb 9	1 Tuesday	6:30pm-8pm



### 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	ONLINE	\$695
Feb 23 - April 22	Tues & Thurs	6:30pm-9:30pm

### 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	ONLINE	\$695
April 27 - May 27	Tues & Thurs	6:30pm-9:30pm

**SPECIAL BUNDLE RATE:** Save Money! Enroll in Part 1 & Part 2 together for only \$1295. Register for Class # BU225. The class fee must be paid before the first meeting of the program.

## Veterinary Assistant

Online for 2021

**With more than 85 million households owning at least one pet, the veterinary field is a growing field!**

Veterinary Assistants are valued team members in veterinary practices, clinics, and hospitals. They work with veterinarians and veterinary technicians to provide quality care for healthy, sick, and injured animals. In this program, students will receive hands-on training on the correct handling and care of pets, learn proper examination procedures, and discover how to check for signs of illness and injury. Additional topics covered include anatomy and physiology, medical terminology and acronyms, nutrition, legal, ethical, and professional standards, and maintenance and management of a veterinary practice. This class is entry level and specifically NOT a Veterinary Technician class, which requires a two-year degree program. Textbook purchased separately.

Registration fee includes externship placement, externship insurance coverage and certificate of completion; textbooks purchased separately. 75 hours instructor-led online instruction, 25 hours independent online training, 40-hour externship

#BU158	ONLINE	\$1399
Feb 15 - May 10	Mon & Wed	6pm-9pm

### Free Orientation

#BU158-F	ONLINE	FREE
Jan 16	1 Saturday	10am-11am

*\*Don't worry if you miss the information session, we will have a recording of the session for anyone who has missed it.*



## Administrative Medical Assistant

Online for 2021

Administrative Medical Assistants are key members of the healthcare team. In general, they are the patients' first contact upon entering the medical office or clinic, and they play a valuable role in providing a positive experience for the patient. The duties of the Administrative Medical Assistant include greeting patients, scheduling appointments, entering demographic and insurance information into the practices' electronic health records software, answering phones, assigning medical codes, processing insurance, and patient check-in and check-out. This fully online program is taught by a live-instructor, in real-time, in a virtual classroom using Zoom technology. Class time is engaging, and students are encouraged to interact with their instructor and fellow students.

Topics covered include medical terminology, electronic health records, compliance, law and ethics, office policies and procedures, insurance and medical billing, scheduling, patient intake and checkout, communication, and patient education.

National certification exam through the National Healthcareer Association and exam preparation materials are included with the program.

Must be 18+ years. A high school diploma or GED is required for NHA certification. Students will need to have access to internet, PC, laptop, or tablet and access to a printer in order to participate.

100 Hour Program (48 instructor-led online hours, 52 independent-learning hours)

Includes Certification Exam and Exam Prep Materials

Registration fee includes certification exam, exam preparation materials, and certificate of completion, textbook(s) purchased separately.

#BU176	ONLINE	\$1299
Feb 27 - June 26	Saturdays	8:30am-12pm

**No classes held:** April 3 & May 29

### Free Orientation

#BU176-O	ONLINE	FREE
Jan 16	1 Saturday	10am-11am

*\*Don't worry if you miss the information session, we will have a recording of the session for anyone who has missed it.*

See Our Catalog  
& Register Online  
24 hours A Day!  
[www.glendale.edu/cse](http://www.glendale.edu/cse)



## Pharmacy Technician Training Program

Online for 2021

**Why wait to begin training for a rewarding career as a pharmacy technician?**

**The pharmacy technician program at Glendale Community College takes a unique approach by combining online training and classroom training!**

Unlike self-paced, online programs, GCC's pharmacy technician program is taught in real-time by a live instructor in a virtual classroom using Zoom technology. This 260-hour program covers topics such as pharmacology for technicians, pharmacy law and regulations, sterile and non-sterile compounding, quality assurance, and medication safety. Most pharmacy technician skills will be taught virtually. A classroom lab day has been scheduled at the end of the program to give students the opportunity to learn sterile and non-sterile compounding.

Program includes a 120-hour externship where you will receive hands-on training in a pharmacy under the direction of a pharmacist. Upon successful completion of the Pharmacy Technician program, you will be eligible to apply for your California Pharmacy Technician License.\* Students must purchase a required textbook. Attend the FREE orientation for more information.

**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. A clean background check is necessary for licensure in CA.

\*This program fulfills the education requirements of the California Board of Pharmacy (Business and Professions Code Section 4202) for pharmacy technician licensure.

### WINTER

#BU089S	ONLINE	\$2399
Feb 16 - July 13	Saturdays, 9am-12:30pm Tuesdays, 6pm-9:30pm	

**No classes held:** April 3, May 29, and July 3.

### SPRING

#BU089S	ONLINE	\$2399
Mar 16 - Aug 10	Saturdays, 9am-12:30pm Tuesdays, 6pm-9:30pm	

**No classes held:** April 3, May 29, and July 3.

### 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	ONLINE	FREE
Jan 16	1 Saturday	10am-11am

\*Don't worry if you miss the information session, we will have a recording of the session for anyone who has missed it.



## Become an Optical Assistant – Only \$115

You'll cover optical assisting in private practice, healthcare clinics, the military, teaching facilities, and in retail sales. You'll discover the personal and professional skills needed to work in a front and back office and in an optical dispensary and lab. You will understand all the things optical assistants must know about frames, styles, lenses, contact lenses, and working with people. Along the way, you'll discover how the human eye works, and examine some common eye conditions. Finally, you will learn how to become certified and licensed, which will open up even more opportunities for you and identify you as an expert. This course is an ideal springboard for starting a career in this growing and ever-in-demand field! A new class begins each month. For more details and to register: visit [www.ed2go.com/gcc](http://www.ed2go.com/gcc).

## Microsoft Office 2016 Value Suite – 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. For more details and to register: visit [www.ed2go.com/gcc](http://www.ed2go.com/gcc).

## Intro to Microsoft Excel 2016 – 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. For more details and to register: visit [www.ed2go.com/gcc](http://www.ed2go.com/gcc).

## Adobe Value Suite – 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. For more details and to register: visit [www.ed2go.com/gcc](http://www.ed2go.com/gcc).

## Creating Web Pages – 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. For more details and to register: visit [www.ed2go.com/gcc](http://www.ed2go.com/gcc).

## Introduction to Quickbooks – 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. For more details and to register: visit [www.ed2go.com/gcc](http://www.ed2go.com/gcc).

## Basic CompTIA A+ Certification Prep – 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. For more details and to register: visit [www.ed2go.com/gcc](http://www.ed2go.com/gcc).

## Introduction to SQL – 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. For more details and to register: visit [www.ed2go.com/gcc](http://www.ed2go.com/gcc).

## Administrative Assistant Fundamentals – Only \$115

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. For more details and to register: visit [www.ed2go.com/gcc](http://www.ed2go.com/gcc).

## Candle Making

Have you ever wondered how beautiful candles are made? Have you ever wanted to make fragrant, multicolored candles for yourself or friends? In this dynamic online workshop, students will learn virtually how to create unique candles to admire and share for far less than what they cost in stores. Students may be able to complete several candles and learn skills enabling them to continue on their own through Zoom. Topics include: • Getting started • Types of candles • Candle molds • Adding fragrance and color • Materials and supply sources. This course will be offered via ZOOM (live online instruction). The instructor will provide the ZOOM registration link and ingredient list prior to the course beginning. ZOOM is a free online application. Please note: a \$10 materials fee is payable to the instructor at first class meeting via VENMO or PAYPAL account: Quayum Abdul, Phone: (818) 653-9711).

### WINTER

#CA 049	ONLINE	\$29
Feb 13	1 Saturday	9am-12pm

### SPRING

#CA 049	ONLINE	\$29
May 22	1 Saturday	9am-12pm



## Bath Products

### Shampoo, Shower Gel, & Bubble Bath

In this fun, online virtual presentation participants will discover 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 • Tips for making bath gels • Adding herbs, glycerin, extracts. • Aroma therapeutic effects of oils. Why purchase expensive commercial bath products when you can delight in making your own – reasonably? This course will be offered via ZOOM (live online instruction). The instructor will provide the ZOOM registration link and ingredient list prior to the course beginning. ZOOM is a free online application. Please note: a \$10 materials fee is payable to the instructor at first class meeting via VENMO or PAYPAL account: Quayum Abdul, Phone: (818) 653-9711).

#CA175	ONLINE	\$29
Mar 6	1 Saturday	9am-12pm

## Soap Making

Your bath can become your at-home getaway when you add beautiful and fragrant handmade glycerin soaps. Making these beautiful soaps is easy and enjoyable and expressing your creativity is part of the fun. In this online course, students will create different types of soaps while learning how to use colors, molds, fragrances, essential oil, extract, herbs, and, also, novelties. There will be a virtual discussion on how to make organic, natural or therapeutic soap. This course will be offered via ZOOM (live online instruction). The instructor will provide the ZOOM registration link and ingredient list prior to the course beginning. ZOOM is a free online application. Please note: a \$10 materials fee is payable to the instructor at first class meeting via VENMO or PAYPAL account: Quayum Abdul, Phone: (818) 653-9711).

### WINTER

#CA048	ONLINE	\$29
Feb 13	1 Saturday	2pm-5pm

### SPRING

#CA048	ONLINE	\$29
May 22	1 Saturday	2pm-5pm

## How to Make Fizzy Bath Bombs

These bath bombs make fantastic gifts – they are just dropped into a hot bath & they fizz & dissolve releasing a beautiful fragrance! Surprisingly easy to make, let your imagination run WILD & experiment with different oils & colors – I also like to add dried rose petals, dried lavender & fine glitter .... The possibilities are endless! All it takes to make delicately scented tablets is a little mixing, some gradual spiriting, and a few minutes of molding. Though, it is online virtual presentation session but when you are finished you will have dozens of effervescent treats in a variety of shapes and colors that will scent and soften bath water as they bubble. This course will be offered via ZOOM (live online instruction). The instructor will provide the ZOOM registration link and ingredient list prior to the course beginning. ZOOM is a free online application. Please note: a \$10 materials fee is payable to the instructor at first class meeting via VENMO or PAYPAL account: Quayum Abdul, Phone: (818) 653-9711).

#CA182	ONLINE	\$29
April 3	1 Saturday	2pm-5pm

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## How to Make Body Butter (Cream/Lotion)

Don't you agree that the hurried, stressful pace of your daily life often makes it difficult to find ways to relax? In this online virtual presentation, like many people, you shall find to create a restful retreat in your home – one in which you can relax and relax and rejuvenate your mind, body and soul. Making your own body butter lotion is not any more difficult. It is really a very similar process using the same tools you already have in your kitchen. Most body butter recipes include just a handful of ingredients – you can make them with whatever scent and therapeutic qualities you desire to add to make your unique product. Body butter is awesome in any form. It is so rich and luxurious that you just can't help but love it. This course will be offered via ZOOM (live online instruction). The instructor will provide the ZOOM registration link and ingredient list prior to the course beginning. ZOOM is a free online application. Please note: a \$10 materials fee is payable to the instructor at first class meeting via VENMO or PAYPAL account: Quayum Abdul, Phone # (818) 653-9711).

### WINTER

#CA183	ONLINE	\$29
April 3	1 Saturday	9am-12pm

### SPRING

#CA183	ONLINE	\$29
June 5	1 Saturday	9am-12pm

## SEWING

### 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 and use your sewing machine, distinguish different types of fabric, prepare fabric for sewing, sew basic seams, and become familiar with sewing tools and supplies. By the end of this 4-week class, you will make a tote bag and a pair of pajama pants. For the online class, please have a working sewing machine and instruction manual. Your instructor will provide a link to an online pajama pant pattern and a basic sewing kit. If you have them, use your own scissors, seam ripper, tape measure, straight pins, and marking pencils or chalk. Students will need 1/2 yard of fabric for the tote bag and approximately 2 1/2 yards for the pants. Old sheets and pillowcases are excellent choices for this fabric.

#CA050	ONLINE	\$149
Feb 6-27	4 Saturdays	9:30am-12:30pm

### Alter Your Clothes 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. Students please provide a working sewing machine and instruction manual, a few pieces of clothing to alter or repair, and scissors, seam ripper, a tape measure, straight pins, safety pins, and marking pencils or chalk. It is also helpful to either have someone around who can help pin your alterations, and/or a mirror so you can see yourself in the clothing. Your instructor will provide a link to a basic sewing kit if needed.

#CA050-9	ONLINE	\$149
April 3 - 24	4 Saturdays	9:30am-12:30pm

### SEWING, LEVEL 4: Intermediate Sewing Techniques

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

**1st session:** Zippers - centered, lapped, invisible

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

**3rd session:** Bias binding and piping edges

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

You will need a working sewing machine, sewing kit, and scissors for class.

#CA050-11	ONLINE	\$149
May 1 - 22	4 Saturdays	9:30am-12:30pm

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 pattern making. You'll enjoy her encouraging and relaxed approach to teaching. Register Early, seating is limited to ten students.

*"So much fun sewing,  
Laura is a great teacher."*



## Knock-It-Off Pattern Making

In this class, you'll create your own patterns from clothing you love - without taking the clothes apart! "Knocking off" a pattern means to copy it. That's why we call them knock-offs. Making patterns from well-loved clothes means that you can make new pieces that are guaranteed to fit perfectly, and using thrift store or found fabrics makes it fabulous, sustainable, and affordable. By the end of the 4-week class, you will have made a pattern, cut it out, and sewn it up into a new garment. Students please provide a working sewing machine and instruction manual, a few pieces of clothing to choose from for your new pattern, and fabric to make up your new garment. We'll talk in class about how to reuse other fabrics in your home. Your instructor will provide a link to a basic sewing kit. If you have them, use your own scissors, seam ripper, tape measure, straight pins, safety pins, and marking pencils or chalk. You will also need pattern paper and tape. Butcher paper, craft paper, wrapping paper, or paper grocery bags are all excellent choices!

#CA050-4	ONLINE	\$149
Mar 6-27	4 Saturdays	9:30am-12:30pm

## GARDENING

### Start Your Own Edible Garden - Only \$115

Grow delicious, nutritious fruit and vegetables in your own backyard. Whether you want to provide food for your family, save money, get exercise, or just be more self-sufficient, this course will give you the skills and knowledge you need to have a successful harvest. A new course begins monthly. For more details and to register: visit [www.ed2go.com/gcc](http://www.ed2go.com/gcc).

### Wow, What a Great Event - Only \$99

Discover how all the pieces in the event planning process fit together to make any size or type of event successful, whether it's for your family or friends, your employer, or your favorite charity. You'll learn about themes, venues, menus, entertainment, décor, and much, much more. You will develop skills, find resources, and gain confidence to plan any event. You'll gain access to event industry information compiled by and for event industry professionals. You'll be so excited with your newly gained confidence and expertise that you'll want to start planning your next event even before this course is over. For more details and to register: visit [www.ed2go.com/gcc](http://www.ed2go.com/gcc).

## PHOTOGRAPHY

### Beginning Photography How to Take Great Pictures

Is your camera sitting on the shelf waiting for you to take the photos you always dreamed of getting? Do you wish you had a better understanding of your camera's functions? Are all of those buttons and symbols making your head spin? Then this is the class for you! Learn how to take the best pictures possible from a working professional photographer. Starting with the basics, you'll learn the fundamentals of photography, including how to operate your camera on manual settings, how to best use automatic settings, composition, how to stop or blur motion, focusing, controlling depth of field, white balance, using flash and more. This hands-on class will include, demonstration and weekly assignments to be reviewed during our meetup. So grab your camera and be ready to explore its wonders. Registration fee includes digital material fees.

#### WINTER

#CA075	ONLINE	\$99
Jan 31 - Feb 28	5 Sundays	2pm-4pm

#### SPRING

#CA075	ONLINE	\$99
Mar 28 - April	5 Sundays	2pm-4pm

### Photographing People With Your Digital Camera - Only \$99

Photographing people can be fun, exciting, and complicated! This course will make taking beautiful pictures of adults, children, and babies simple. You will start with the basic principles you need to know in order to become a people photographer. You will discover the best way to shoot faces, fix common close-up problems, and use digital photo editing techniques to retouch your photos and make other improvements. Then you will move onto portrait and formal group shots, where you will learn how to organize people, which angles to use, and which to avoid. You will become proficient in action photography, and creative ways to photograph children and babies. You will even gain expertise in filling your photographs with imagery, setting moods, and creating themes. A new course begins monthly. For more details and to register: visit [www.ed2go.com/gcc](http://www.ed2go.com/gcc).

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## Introduction to Photoshop CC – Only \$115

Photoshop is the world's most popular photo-editing program. Artists, photographers, designers, and hobbyists all rely on Adobe Photoshop for image creation and editing. The course provides detailed, step-by-step instructions that will teach you how to use Photoshop CC with confidence. A new course begins monthly. For more details and to register: visit [www.ed2go.com/gcc](http://www.ed2go.com/gcc).

## Photographing Nature With Your Digital Camera – Only \$99

Nature photography can be a fun, relaxing, and exciting hobby! In this course, you will learn about the many aspects of outdoor photography as well as how to master your digital camera's controls and features. Using the knowledge learned in this course, you soon will be taking exceptional nature photos. By exploring composition and lighting issues, you will discover how to take beautiful photos of landscapes, flowers, trees, and water. Discussion will include camera shutter speed and aperture controls, as well as how to use your computer to process your photos and digitally correct the most common problems. Learn what to do to turn your photos into works of art rather than just snapshots of nature. By the end of this course, you will have become the nature photographer you always wanted to be! A new course begins monthly. For more details and to register: visit [www.ed2go.com/gcc](http://www.ed2go.com/gcc).

## EXERCISE

### 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 15 years, and completed her Yoga Teacher training at the Center for Yoga.

#### WINTER

#FH010-W	ONLINE	\$89
Jan 20 - Mar 10	8 Wednesdays	6pm-7pm
#FH010-S	ONLINE	\$89
Jan 23 - Mar 13	8 Saturdays	9am-10am

#### SPRING

#FH010-W	ONLINE	\$89
April 7 - May 26	8 Wednesdays	6pm-7pm
#FH010-S	ONLINE	\$89
April 10 - May 29	8 Saturdays	9am-10am

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



**Note Regarding All Exercise & Dance Classes:** Students must be in good health to participate. It is recommended that you consult with your doctor if you have any questions or concerns.

## Tai Chi I

Gain health and healing by strengthening the mind and body at the same time. Tai Chi is the ancient Chinese martial art designed to promote both physical health and mental well-being, based on the balance of the body's energy (Chi). The slow, graceful, coordinated movements of Tai Chi are practiced daily by millions of people all over the world. Daily practice benefits every organ of the body, enhancing the flow of "chi", or life-energy, improving balance, reducing stress, and developing an inner harmony and peace. This low intensity, low impact exercise is suitable to all ages. Suzanne Quon has been practicing the art of Tai Chi and Yoga for many years.

### WINTER

#FH003VW	ONLINE	\$89
Jan 20 - Mar 10	8 Wednesdays	7:30-8:30pm

### SPRING

#FH003VW	ONLINE	\$89
April 7 - May 26	8 Wednesdays	7:30-8:30pm

## Tai Chi – Second Session

This advanced class is for the serious student who has completed the first section and wishes to proceed to the second section, offering both challenges and great rewards. Second Section introduces the student to a series of martial arts balancing kicks and turns, developing balance, strength, endurance, coordination, and self-confidence.

### WINTER

#FH003-2	ONLINE	\$89
Jan 21 - Mar 11	8 Thursdays	6pm-7pm

### SPRING

#FH003-2	ONLINE	\$89
April 8 - May 27	8 Thursdays	6pm-7pm

## Tai Chi – Advanced

This advanced Tai Chi class is 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.

### WINTER

#FH003-3	ONLINE	\$89
Jan 23 - Mar 13	8 Saturdays	10:30-11:30am

### SPRING

#FH003-3	ONLINE	\$89
April 10 - May 29	8 Saturdays	10:30-11:30am

## Zumba

ZUMBA® fuses hypnotic latin rhythms and easy to follow moves to create a dynamic fitness program that will blow you away. Our goal is simple: We want you to want to work out, to love working out, to get hooked. ZUMBA® fanatics achieve long term benefits while experiencing an absolute blast in one exhilarating hour of caloric-burning, body-energizing, awe-inspiring movements meant to engage and captivate for life!

The routines feature intermittent training sessions where fast and slow rhythms and resistance training are combined to tone and sculpt your body while burning fat. Add some Latin flavor and international zest into the mix and you've got ZUMBA®.

### WINTER

#FH014	ONLINE	\$89
Jan 23 - Feb 27	6 Saturdays	10am-11am

### SPRING

#FH014	ONLINE	\$89
April 3 - May 8	6 Saturdays	10am-11am



## 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!

### WINTER

#FH087	ONLINE	\$89
Jan 25 - Mar 15	8 Mondays	10am-11am

### SPRING

#FH087	ONLINE	\$89
April 5 - May 24	8 Mondays	10am-11am

## Healthy Eating – For Life!

By the end of the course participants will gain basic knowledge on the following:

- The major food groups
- Portion sizes appropriate for a balanced diet
- Understand and decipher the Nutrition Facts Label
- Tips for food shopping on a budget
- How to know what is the ideal body weight and methods for getting there
- What is a "Fad Diet" and why do they not work?
- How to modify a recipe: "Recipe Makeover"
- Healthy food ideas for all meals!
- Unfolding the secret to reaching and maintaining a healthy weight

The sessions will be online, interactive; participants will be able to share their experiences, communicate with the class and ask the instructor questions related to the topic learned during the workshop. Instructor: Marisa Schor MBA, RD, CNSC

#FH014-21	ONLINE	\$79
Mar 7 & 14	2 Sundays	2pm-3:30pm

## Introduction to Natural Health & Healing – Only \$99

Through a discussion of the various stages of health and illness, you will discover that true health means wholeness of the mind, body, and spirit. Topics include naturopathy, which seeks ways for the body to heal itself; proper breathing techniques to enhance health; and the value of hydrotherapy, diet, biorhythms, and fasting. Also discussed will be the role of vitamins, minerals, antioxidants, free radicals, as well as the basic requirements that constitute a healthy diet. We also review herbal healing, aromatherapy, body therapies, massage techniques, osteopathy, chiropractic, Tai Chi, reflexology, yoga, Feng Shui, therapeutic touch, and natural remedies for common emergencies. A new course begins each month. For more details and to register: visit [www.ed2go.com/gcc](http://www.ed2go.com/gcc).

## Lose Weight & Keep It Off – 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! For more details and to register: visit [www.ed2go.com/gcc](http://www.ed2go.com/gcc).

## KIDS & TEENS

### Blogging & Podcasting For Beginners – 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. A new course begins each month. For more details and to register: visit [www.ed2go.com/gcc](http://www.ed2go.com/gcc).

### Introduction to Algebra – 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. For more details and to register: visit [www.ed2go.com/gcc](http://www.ed2go.com/gcc).



### Home School With Success – Only \$99

Homeschooling can be a bit of a mystery if you're new to the topic. In this course, you'll start at the beginning, delving into the history of homeschooling and examining its status today in all fifty states. You'll see how to find the laws and regulations that govern your community, and you might be surprised to learn that homeschooling is legal and growing all around you. As you discover what you need to know to homeschool your children, you'll also become familiar with the terminology the homeschool community uses. A new course begins each month. For more details and to register: visit [www.ed2go.com/gcc](http://www.ed2go.com/gcc).



## Understanding Adolescents – 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. A new course begins each month. For more details and to register: visit [www.ed2go.com/gcc](http://www.ed2go.com/gcc).

## Handling Medical Emergencies – 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. For more details and to register: visit [www.ed2go.com/gcc](http://www.ed2go.com/gcc).

## LANGUAGE ARTS

### Conversational Spanish

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

#### For Beginners:

#LA001-SA	ONLINE	\$119
Feb 6 - Mar 13	6 Saturdays	9am-11am

### CONVERSATIONAL SPANISH CONTINUED

#LA001-T	ONLINE	\$119
Feb 9 - Mar 16	6 Tuesdays	6:30-8:30pm

#### All Levels Welcome:

#LA001-2	ONLINE	\$119
Mar 20 - April 24	6 Saturdays	9am-11am

## Conversational Japanese – Only \$99

Whether you want to learn conversational Japanese for travel or just for fun, this course makes it easy and enjoyable. Each lesson covers conversational phrases and vocabulary words particular to a specific area of travel. Students practice lessons using drills, interactive exercises, and dialogues. There are helpful audio aids and Japanese words written in the English alphabet enabling you to bypass one of the biggest obstacles for most beginners of Japanese: the letter system. By the end of the course, you will have acquired basic conversational skills and cultural knowledge enabling you to travel around the country easily; and you will have discovered the heart of Japan! For more details and to register: visit [www.ed2go.com/gcc](http://www.ed2go.com/gcc).

### ONLINE LANGUAGE COURSES

- Speed Spanish
- Conversational French
- Instant Italian
- Grammar for ESL
- Writing for ESL
- Introduction to Teaching ESL/EF
- Beginning Braille

## Discover Sign Language – Only \$99

Discover Sign Language teaches you how to sign basic phrases and expand to complete sentences and see how to put it all together; so you can introduce yourself and start a conversation. Along the way you will learn signs for colors, numbers, where you live, family, and the activities you like to do and even the ones you don't. Throughout the course you will learn by watching videos that demonstrate how to make the signs and how to incorporate facial expressions to communicate in this beautiful language. This course is taught using the best practices of the industry with a minimum of audio support. Throughout, you will be immersed in silence, so you will gain an understanding of the perspective of deaf people and sign language. For more details and to register: visit [www.ed2go.com/gcc](http://www.ed2go.com/gcc).

## TEAS Prep Series Online Instructor-Led – Only \$199

Nursing is a high-demand but competitive field. Entering the profession starts with nursing school, and admission to nursing school partially depends on your Test of Essential Academic Skills (TEAS) exam score. Many nursing schools use this standardized exam to evaluate a candidate's reading, math, science, and English and language skills. This TEAS Prep Series will prepare you for all aspects of the TEAS exam. TEAS Prep 1 focuses on Reading and English and Language Usage. TEAS Prep 2 focuses on Mathematics and Science. You will also learn valuable study skills, practice sample exam questions, and establish a test taking strategy for exam day. Course starts monthly. For more details and to register: visit [www.ed2go.com/gcc](http://www.ed2go.com/gcc).



## LSAT Prep Series Online Instructor-Led – Only \$199

The LSAT Preparation Series will prepare you for the LSAT exam. These comprehensive courses offer a flexible, best-in-class virtual LSAT training that fits your schedule, on your terms. LSAT Preparation – Part 1 provides an overview of law school entrance procedures, as well as what you can expect from a career in law. You will then work through analytical reasoning questions and practice the writing sample required in the admissions process. LSAT Preparation – Part 2 reviews reading comprehension and logical reasoning. You will learn techniques for identifying incorrect answers, explanations and interpretations of correct answers, and proven approaches for selecting the correct answers. By completion, you will be prepared to perform well on all three LSAT exam areas: reading comprehension, logical reasoning, and analytical reasoning. For more details and to register: visit [www.ed2go.com/gcc](http://www.ed2go.com/gcc).

## GMAT Prep Online Instructor-Led – Only \$99

Applying to graduate business and management schools usually means taking the GMAT (Graduate Management Admission Test). GMAT Preparation Course is a must. Taking this course will provide you with test-taking techniques and methods for improving your score and saving time on all GMAT question types. You'll review the more familiar questions and learn how to approach question types that may be new to you, like critical reasoning and data sufficiency. In the verbal lessons, you will discover how to do your best on reading comprehension questions, sentence correction questions, critical reasoning questions, and the analytical writing assessment. In the quantitative lessons, you will be provided with comprehensive math review and techniques for tackling both problem solving and data sufficiency questions. You will practice on actual GMAT tests from previous years, which is the best way to prepare for any standardized test. For more details and to register: visit [www.ed2go.com/gcc](http://www.ed2go.com/gcc).

## GRE Prep Online Instructor-Led – Only \$199

Part 1 (Verbal) takes you through all the question types on the verbal reasoning and analytical writing sections, including reading comprehension, text completion, sentence equivalence questions, and both essay tasks. You'll also gain pointers on time management, anxiety relief, scoring, and general standardized test-taking. Be prepared to excel on exam day to achieve your best potential score! Part 2 (Quantitative) features a math review and techniques for tackling the quantitative comparison, data interpretation, and standard math questions that make up the quantitative reasoning sections, as well as how to tackle the GRE's unique new question formats. You'll find pointers on time management, anxiety relief, scoring, and general standardized test-taking, too. Be prepared to excel on exam day and to achieve your best potential score! For more details and to register: visit [www.ed2go.com/gcc](http://www.ed2go.com/gcc).

## Prepare for the GED Test – Only \$115

### *An online self-paced Tutorial*

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. For more details and to register: visit [www.ed2go.com/gcc](http://www.ed2go.com/gcc).

See Our Catalog  
& Register Online  
24 hours A Day!  
[www.glendale.edu/cse](http://www.glendale.edu/cse)



**Social Security Benefit Options: How to potentially Maximize your Income**

Learn about Social Security, how it works and what it means to your retirement. You will be provided with knowledge to potentially maximize your retirement income so you can enjoy doing more of the things you love.

During this class you'll be provided with several strategies, tools and options to consider for getting the most out of Social Security. Your instructor Allen Yee, CFP®, CWS®, President of Guidant Planning, has over two decades of experience in providing investment, tax, retirement and estate planning advice for individuals and businesses. Your instructor will also offer the opportunity to sign up for a no cost strategy session. For those of you who stay to the end, we will also provide a copy of The Bucket Plan Book written by Jason L Smith. This is an actual book, with a list price of \$22.95 that we will be mailing to you – if you stay to the end.

#FI025-A	ONLINE	\$19
Jan 21	1 Thursday	6pm-7:30pm
#FI025-B	ONLINE	\$19
Feb 10	1 Wednesday	11am-12:30pm



**Save \$Money\$ With 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

This workshop is taught by someone who has used many couponing secrets to save thousands. A detailed tutorial will be emailed to set up your free Zoom account, then the webinar login information and materials will be sent the day of class. Registration fee includes digital handouts.

#PD015	ONLINE	\$29
Feb 25	1 Thursday	6pm-7pm

**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.

**WINTER**

#FI038	ONLINE	\$39
Jan 23	1 Saturday	10am-12pm
#FI038B	ONLINE	\$39
Mar 27	1 Saturday	10am-12pm

**SPRING**

#FI038	ONLINE	\$39
June 12	1 Saturday	10am-12pm

**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 fourteen years of experience. He works with all types of clients, but specializes in working with first time home buyers, veterans, and the senior community.

**WINTER**

#FI045A	ONLINE	\$29
Feb 13	1 Saturday	9:30am-1pm

**SPRING**

#FI045A	ONLINE	\$29
June 5	1 Saturday	9:30am-1pm

## \$Monetize\$ Websites, Blogs, and Social Media with Affiliate Marketing

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 detailed tutorial will be emailed to set up your free Zoom account, then the webinar login information and materials will be sent the day of class. Registration fee includes digital handouts.

#BU210-1	ONLINE	\$29
Feb 25	1 Thursday	7pm-8pm

## Accounting Fundamentals – 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. For more details and to register: visit [www.ed2go.com/gcc](http://www.ed2go.com/gcc).

## Stocks, Bonds, and Investing: Oh My! – \$99

This enjoyable class walks you through the fundamentals of investing. The course teaches you about the stock market, 401k plans, and retirement, and also addresses personal financial issues, often ignored, but absolutely essential, to your success as an investor. The instructor takes the time to explain concepts in detail so you understand how and why things work in the investment world. You will leave this course with a comprehensive and thorough education in personal finance and investment, and gain the independence, confidence, and peace of mind needed to make your own investment decisions. A new course begins monthly. For more details and to register: visit [www.ed2go.com/gcc](http://www.ed2go.com/gcc).

## Everyday Math – Only \$115

Math isn't about plugging numbers into formulas. It's about knowing enough to make the numbers and formulas work for you. Math can be incredibly useful - but only if you understand how and when to apply it in your everyday life. This course will show you how to use math to your advantage. The lessons are filled with practical exercises and information that you can put to immediate use. You will find out some very interesting things about how calculators work, and then you will discover how best to get a handle on your income and expenses. You will be able to check your paystub, invoices, and bank statements for errors and overcharges, and you will become more skilled at handling money and comparing investment opportunities. You will learn how to calculate percentages, including the proper amount to pay in tips, commissions, taxes, and discounts. You will find out how to calculate interest rates and you will develop a better understanding of mortgages, credit cards, and other types of loans, and MORE! A new course begins each month. For more details and to register: visit [www.ed2go.com/gcc](http://www.ed2go.com/gcc).



## Personal Finance – 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. For more details and to register: visit [www.ed2go.com/gcc](http://www.ed2go.com/gcc).

## How To Begin Your New Career in Voice Overs

"Wow, you have a great voice!" Have you heard that more times than you can count? Or maybe you listen to your favorite audiobooks, commercials, or cartoon characters and think, "I could do that!" If so, then you could have what it takes to begin working as a professional Voiceover Artist. Explore the voiceover industry with your instructor, a professional, working voice actor from the voice acting training company, Voices For All, in a one-on-one, personalized, video chat setting. Discover the current trends in the industry and how they make it easy and affordable for just about anyone to get involved. In this one-time, 90-minute, introductory class, you'll also learn about the different types of voiceovers and the tools you'll need to find success. And then...we're rolling! Your instructor will record you as you read a real script, then offer you some coaching so you can improve your delivery. Your instructor will take notes on your performance so you can receive a professional voiceover evaluation later. After the class, you will have the knowledge necessary to help you decide if this is something you'd like to pursue. Check out the video at <http://www.voicesforall.com/ooo> to get a better sense of how the class works. 18 and over. You owe it to yourself to finally explore the possibilities of this fun and rewarding field!

Looking for a way to work from home? One-on-One Online Class. This fun and empowering 90-minute introductory workshop, taught by a professional voice actor, covers the different types of voiceovers as well as what tools are needed to find success in the industry. Your instructor will coach you in this one-on-one video chat setting as you read from real scripts; and later will provide a professional voice evaluation. Note: Students must have internet access and a webcam. Schedule your class when convenient! Session information provided upon registration.

#PA009	ONLINE	\$59
START ANYTIME		90 minutes



## 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 fingerpicking. With a few basic chords you can play along with others and accompany yourself on a multitude of songs. Learn to find the right key for your voice and where the notes are on the fretboard. No previous experience needed for Level I. A \$10 materials fee is included in the registration fee. Bring your own ukulele. Class is limited to 15 students.

#PA029-1	ONLINE	\$99
Jan 25 - Feb 22	5 Mondays	6pm-7pm

## Beginning Guitar

This class will cover the basics of guitar playing. You'll learn basic chords, simple strumming patterns, easy songs, as well as the basics of reading music. Learn to count beats, practice effectively, play with other musicians and play songs by the end of the course. The instruction is clear, systematic and friendly. Whatever your musical taste is, this class will put you on the road to playing your favorite songs, or writing your own music. No previous music background is necessary for this Level I class. Just bring your acoustic guitar and join the fun! You must bring your own guitar to class.

#PA002-1	ONLINE	\$99
Jan 25 - Feb 22	5 Mondays	7:15pm-8:15pm

## Beginning Piano

Discover how much fun you can have as you learn the basics of playing the piano in this hands-on class. You will 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 (a roll-up keyboard is fine). A \$5 materials fee is included in the registration fee. Bring notepad and pencil/pen.

#PA040	ONLINE	\$99
Jan 25 - Feb 22	5 Mondays	8:30pm-9:30pm

## Introduction to Screenwriting – Only \$115

There's never been a better time to start a career as a screenwriter. With technological breakthroughs bringing the cost of making and distributing movies down to almost nothing, there is an ever-increasing demand for great scripts—and for people who can write them. Whether you want to write micro-budget indie films or Hollywood blockbusters, this course will teach you everything you need to know to write a script that sells. A new course begins each month. For more details and to register: visit [www.ed2go.com/gcc](http://www.ed2go.com/gcc).



## Instant Piano for Hopelessly Busy People

In just a few hours, you can learn enough secrets of the trade to give you years of musical enjoyment. Learn to play piano the way professionals do—using chords. Since this class is being held online with ZOOM you will be able to sit at your piano or keyboard at home and take this course with no pressure at all. And since this course includes an online book and online follow up video lessons, you will be able to continue your practice and study on your own. An optional weekly online question and answer session is also included. The course is partly lecture/demonstration and partly hands on instruction. Registration fee includes a downloadable online book and online videos.

### WINTER

#PA016	ONLINE	\$74
Feb 20	1 Saturday	9am-12pm

### SPRING

#PA016	ONLINE	\$74
April 24	1 Saturday	9am-12pm

## Music Made Easy – Only \$99

If you enjoy music and would like to know more about what makes it work, this is the course for you. You'll gain a complete understanding of rhythm, melody, and harmony, and you'll be able to recognize pitches on the musical staff and on the keyboard. Each lesson will build on previous lessons, while also introducing new musical concepts. You'll explore the keyboard in full detail, with an emphasis on the structure of major scale and the signatures of major keys. You will examine the many significant contributions early music theorists made to the understanding of music and be able to build intervals, major scales, and chords. By the time you complete this comprehensive and full-featured course, you'll be able to read, write, and even play simple pieces of music! A new course begins each month. For more details and to register: visit [www.ed2go.com/gcc](http://www.ed2go.com/gcc).

## Get Funny – Only \$99

The ability to create humor is a skill many people don't have, yet wish they did. If you're interested in learning how to come up with jokes or witticisms on the fly, punch up dull material for an audience, or make a living as a comedy writer, this course will get you going. A new course begins each month. For more details and to register: visit [www.ed2go.com/gcc](http://www.ed2go.com/gcc).

## Play Piano By Ear

Learn one of music's deepest mysteries: how to play songs without relying on and form of written music. This class is a very practical presentation of music theory that includes predicting chord progressions, learning from recordings, and transposing—all expressed in everyday language. This is an ideal follow-up to the "Instant Piano" class and is open to anyone who has a basic understanding of chords on any instrument. Since this class is being held online with ZOOM you will be able to sit at your piano or keyboard at home and take this course with no pressure at all. And since this course includes an online book and online follow up video lessons, you will be able to continue your practice and study on your own. An optional weekly online question and answer session is also included. This course is lecture/demonstration including a lot of class interaction. Registration fee includes a downloadable online book and online videos.

### WINTER

#PA016-B	ONLINE	\$74
Feb 20	1 Saturday	1pm-3:30pm

### SPRING

#PA016-B	ONLINE	\$74
April 24	1 Saturday	1pm-3:30pm

**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. Registration fee includes 2 online books and videos.

### WINTER

#PA016-C	ONLINE	\$138
Feb 20	1 Saturday	9am-3:30pm

### SPRING

#PA016-C	ONLINE	\$138
April 24	1 Saturday	9am-3:30pm

*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.*

## Certificate in Music Therapy & Sound Healing – Only \$99

Learn the benefits of music therapy and sound healing in the health profession. This course provides the knowledge you need to use music therapy and sound healing to treat patients of all ages and address their physical, emotional, cognitive, and social needs during healing. Music therapy often complements the treatment provided for pediatric and adult individuals with a neurological condition, brain injury, stroke, mental illness, trauma, Parkinson's and Alzheimer's diseases. It can also be used for hospice patients and those undergoing rehabilitation. This course will teach you the benefits of music and music therapy and sound healing in the health profession. A new course begins each month. For more details and to register: visit [www.ed2go.com/gcc](http://www.ed2go.com/gcc).

## 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	ONLINE	\$39
Feb 6	1 Saturday	10am-1pm

## Emergency "Grab & Go" Rapid Exit Plan!

No matter the emergency, don't panic, follow your plan! Determine now what you will do and take depending on the amount of time you have to vacate. Learn how to organize your vital information in a "Grab-&-Go" Binder. Next, easily convert everything to electronic documents including Photo Albums and Scrap Books. Then back it all up to the Cloud. Learn how to create "Go Bags," & Bins. Discover local evacuation routes, useful free apps and multiple tips! Lecture, Zoom Class.

After completion of the class, students will be able to:

1. Determine which documents are vital to them and their family
2. Use several free apps that can help organize their documents quickly
3. Create a "Grab & Go" binder for their documents, and what should be in a safe deposit box
4. Create a "Go Bag" with 3 days of life essentials, and determine the best evacuation routes
5. Convert their hard copy papers into electronic documents, so they can be easily backed up to the Cloud

#SI045	ONLINE	\$59
Feb 24	1 Wednesday	6pm-9pm

## 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. Please note: Individual results may vary. Not recommended for individuals with mental health diagnoses without the approval of a mental health professional. Digital handouts and CDs are available for purchase in class.

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

#FH082	ONLINE	\$49
Jan 23	1 Saturday	11am-12:30pm

### Lose Weight with Self Hypnosis

#FH082-A	ONLINE	\$49
Mar 20	1 Saturday	11am-1pm



## Genealogy Basics – Only \$99

Tracing your family's history is a fascinating journey. Genealogy Basics will help you understand the genealogy research process and the way we interpret the information we find. This course guides you through the search process for family names using several subscription-based Websites which you can access while you are enrolled in the class. Along the way, you will learn through hands-on examples methods to help you dig deeper into your family's past. You will develop a strategy to accomplish your objectives, evaluate the results, and share that information with others. You will discover where to look, who to contact, and how to make your family history come alive! A new course begins each month. For more details and to register: visit [www.ed2go.com/gcc](http://www.ed2go.com/gcc).

## The Write Stuff

Stories are the essence of what makes us human. Through them we share experiences, learn new perspectives, and explore the world around us. With this four-part course, we will delve into writing basics -- generating ideas, structuring narrative (fiction and non-fiction), crafting prose, and the revision process. Each evening includes a brief lecture, in class writing exercises and discussions. This class will leave you with a firm grasp on the essentials of crafting a compelling story. The goal is to lead you to a finished piece by the end of the course. Class requires about one hour outside of class time working on assignments.

#CA025B	ONLINE	\$989
May 5 - 26	4 Wednesdays	7pm-8:30pm

## Introduction to Screenwriting for Television or Movies

In this comprehensive session, you will learn about special screenwriting terms and formats for television and the big screen. You will also learn how to plot a story, develop characters, and execute your work in the proper screenwriting format. You will discover the difference between a Treatment, a Spec Script and a Shooting Script and when to do each. And, you'll get an inside look into the business of selling your script to agents and producers. The instructor is a journalist, author, screenwriter, agent, publisher, and adjunct online Professor of Publishing for Harvard. A detailed tutorial will be emailed to set up your free Zoom account, then the webinar login information and materials will be sent the day of class. Registration fee includes digital handouts.

#CA061	ONLINE	\$29
Feb 23	1 Tuesday	6pm-7pm



## Turn Your Story Into a Book

Do you have a story idea that everyone says should be a book? Unfortunately, an idea or concept is not a story. Every story has to have a message and a story arc, and has to logically flow from one point to the next. This workshop shows you first how to find your story's overall message, and then how to structure your story so that it has a relatable beginning, middle, and end that engages readers. This is not just a writing class, but a story development class, designed to give you clarity when you sit down to write your story.

#BU98	ONLINE	\$49
March 13	1 Saturday	10am-1pm

## 9 Steps to Self-Publishing Your Book

Unearthing the secrets of self-publishing does not have to be a time-consuming, research-laden mission. If you want to get your book out quickly, this workshop is for you. It tells you only what you need to know by systematically walking you through the self-publishing process, using practical examples you can apply to your own manuscript. By the end of the workshop, you will know exactly what it takes, and how much it costs, to self-publish your own book.

#BU99	ONLINE	\$49
April 3	1 Saturday	10am-1pm

## Writing For Online Blogs, Magazines, & Websites

You don't need a journalism degree or previously published articles to write for anyone's online blog, magazine, or website. Some opportunities offer exposure, while many pay well -- \$1 a word and more. In this fast-paced session, you will learn how to: find ideas, sources, and more than 1,000 opportunities that pay, conduct interviews and create interesting content, protect your copyright, write query letters, and then use this credibility to sell other articles or even your self-published novel. A detailed tutorial will be emailed to set up your free Zoom account, then the webinar login information and materials will be sent the day of class. Registration fee includes digital handouts.

#BU049	ONLINE	\$29
Feb 24	1 Wednesday	6pm-7pm

## Beginner's Guide to Starting a FREE Blog

Online blogging is a great way to get the word out about you, your service, your product, or information you want to share! You will learn step-by-step how to:

- start a FREE blog with WordPress
- choose a blog template
- emphasize your blog content with a creative name
- use your unique voice to share your expertise
- connect your domain/website

You will also learn how to earn an income with your blog, including links to other websites and advertising on your blog, as well as increase your internet ranking. A detailed tutorial will be emailed to set up your free Zoom account, then the webinar login information and materials will be sent the day of class. Registration fee includes digital handouts.

#BU195A	ONLINE	\$49
Feb 24	1 Wednesday	7pm-9pm



## 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 SoCal 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	ONLINE	\$115
Feb 27	1 Saturday	9am-4pm

## Writing Essentials – Only \$115

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. For more details and to register: visit [www.ed2go.com/gcc](http://www.ed2go.com/gcc).

## Write Your Life Story – Only \$99

Have you thought about writing your story, sharing life-altering events? Does your family really know about their heritage? If you've ever thought about writing your life story, now is the time! In this course, you will have the satisfaction of telling history your way. You will learn how to bring characters to life, recall vivid memories, engage readers, and even manage your creative time. You may even find a lucrative market for your story, just like the authors of the bestselling *Rocket Boys* and *Angela's Ashes*. This course walks you step-by-step through the process of writing your life story. It's fun. It's exciting. It's a story only you can tell! For more details and to register: visit [www.ed2go.com/gcc](http://www.ed2go.com/gcc).



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**Contact Us**

Glendale Community College  
Community Services Education  
1122 East Garfield Avenue  
Glendale, CA 91205  
(818) 240-1000 Ext. 5015  
[www.glendale.edu/cse](http://www.glendale.edu/cse)

**Office Hours**

Monday- Thursday, 9:00am to 5:00 pm  
Friday, 9:00 am to 1:00 pm

**Pharmacy Technician,  
Veterinary Assistant, CMA,  
Phlebotomy, and Medical  
Insurance Billing:**

Cancellations must be received in writing five business days prior to first class meeting. A 10% processing fee will be retained by the college. There are no refunds beyond this deadline, and there are no auditing of classes.

**Ed2go Classes**

Refunds are given only if a student notifies our office by email BEFORE the start of the 2nd class. There is no auditing of classes. There are no refunds beyond this deadline.

**Transfers**

To transfer to another class, requests must be submitted in writing via email at least five business days before the class begins. A transfer fee of \$10 per class transfer will be withheld.

**Parking**

Parking is free at the Garfield Campus, Incarnation Community Center, Dance with Ani Studio. 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.

Participant or parent/legal guardian of participant fully understands the above terms and the legal consequences of signing this registration and release of liability form. Participant or parent/legal guardian of participant agrees to this freely and voluntarily.

**Disclaimer**

The Glendale Community College District reserves the right to modify its programs, fees, schedules, and other policies, procedures, and regulations stated in this schedule without notice. This schedule does not constitute a contract between the student and the college. Please note that all courses for the Fall session will be offered remotely online. Many of the GCC Community Services Education online courses offered this session will be presented through the use of the Zoom online platform.

**Refunds**

If you request to withdraw from a class, it 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, and there are no auditing of classes.



## 3 Ways to Register



**Online** Register at our secure website – available 24/7  
[www.glendale.edu/cse](http://www.glendale.edu/cse)



**Phone** Sign up by telephone for immediate enrollment.  
**818.240.1000 Ext. 5015**



**Mail** Fill out the registration form and send to the address below. Mail must arrive in our office one week before class starts.

**Cancellations** 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.

**No Confirmations** Mark your calendar and consider yourself registered unless otherwise notified. No confirmation emails will be sent. 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!

**Age Requirements** Unless otherwise noted, classes are for students ages 18 and above. If a student is under the age of 18 years of age, a parent or guardian must register and be present for all sessions.

### REGISTRATION FORM WINTER/SPRING 2021



Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Day (     ) \_\_\_\_\_ Eve: (     ) \_\_\_\_\_

Email \_\_\_\_\_

Course #	Course Name	Start Date	Fee
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Class fee total = \_\_\_\_\_

Payment Method:  Check  MasterCard  Visa  Amex

When paying by check, make check payable to *Glendale Community College*. Returned checks are subject to bank fees.

Card# \_\_\_\_\_ Exp. Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Mail form and payment to: Glendale Community College Community Services Education  
1122 East Garfield Avenue, Room MP 112, Glendale, CA 91205



## Glendale Community College Community Services Education

*offers you a guide to personal enrichment and professional development classes and activities.*

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Discover why millions of students are making the switch to online learning. With online courses, you can study at your own convenience in your preferred learning environment, and you can learn at your own pace. Our courses and programs are highly engaging and relevant. Our instructors are interactive and they 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. These Career Training Programs are geared to place you into a new career and into an in-demand field. Our instructor-facilitated online courses are informative and fun. They are available to you anytime and anywhere, so take advantage of what online courses provide and get excited about your future.

### ONLINE COURSE ADVANTAGES

- 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 PROGRAMS

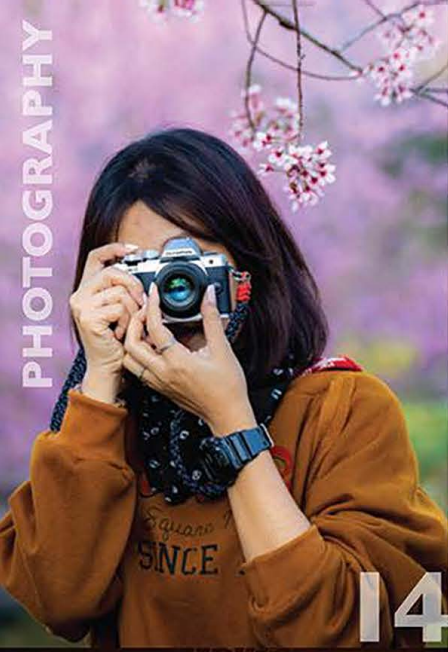
- Clinical Dental Assistant
- C++ Programmer
- Optician Certification Training
- Medical Office Manager (CPPM)
- NASM Certified Personal Trainer and Exam Preparation
- NASM Performance Enhancement Specialist (PES)
- NASM Corrective Exercise Specialist (CES)
- Android App Developer
- Video Game Design and Development
- Certified Ethical Hacker
- Oracle SQL and PL/SQL + Python Developer
- CNC Machinist
- Java Programmer
- Mobile and Desktop Web Developer



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



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