Classes start May 29, 2012

Register now!

The Continuing Education schedule can also be found online at:
www.pima.edu/continuinged
or call (520) 206-6579

(520) 206-4500
www.pima.edu
Continuing Education offers a variety of affordable non-credit courses designed to enrich your personal life or to enhance your professional knowledge to keep you current in your job.

More than a hundred noncredit Continuing Education classes and programs are offered each year for people of all ages, interests and learning needs. There are certificate programs and career development courses for business professionals and classes for personal and professional enrichment.

Continuing Education programs are open to all members of the community. Classes meet at convenient locations throughout Tucson and online. Depending on your interests, you can commit a few hours, a few weeks or more.

**Pima for Kids**

Pima for Kids is the perfect summertime program to introduce your child to the wonders of Science, Technology, Engineering or Mathematics (STEM). Pima for Kids STEM-based technology camps promote creative thinking and exploration through using a variety of LEGO® models. These innovative programs are designed to nurture your child’s interests, introduce them to new ones, entertain and educate. Our summer camps are for children 5 – 12 years old. See Pima for Kids starting on page 12.

**Give a Birthday Party with a Gift of Learning**

Continuing Education delivers a range of youth programs, some academically based and others that are fun or teach a skill. All offerings are developed with youth in mind so kids will learn while having an enjoyable educational experience. See Pima for Kids starting on page 12, select a learning activity from the list of camps and call (520) 206-6579 for pricing and scheduling. Pima for Kids birthday parties are available year-round!

**Art**

Embrace your creativity! Learn new creative techniques or expand on your current abilities. Refer to the Personal Interest section beginning on page 9.

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This Continuing Education schedule of classes was published March 2012, by Pima County Community College District, which reserves the right to make changes.
Special Events
Summer Events
Summer is a time for creativity, outdoor cooking, weddings and play time for children. Let Pima Community College help you to make this a summer of learning too! For more information on Continuing Education’s Summer Events, call (520) 206-6579 or go to www.pima.edu/continuinged.

June - August
Pima for Kids Day Camps
Encourage your kids to learn and have fun! Summer camps help your child to develop character, learn valuable skills, make new friends and discover new interests. Morning, afternoon and full-day camp sessions are offered for kids ages 5-12.

Languages, home skills, farm and garden, arts and crafts, dance, music, sports, science and drama are just a few of the areas children ages 5-12 can explore. At the end of the day, do you want your child to say, “I’m bored,” or would you prefer to hear claims of excitement from learning? Such as…

“I made ooey-gooey slime.”
“I watched clear liquid magically change color.”
“I made my own eraser and bouncy ball.”
“I invented my own carbonated drink.”
“I learned why fire flies glow.”
“I used game software to add actions and events to a game.”
“I created my own avatar, made it move and built rooms.”
“I want to learn more about creating advanced games.”
“I built a motorized race car then battled other cars in an arena.”

Tweens and teens, ages 11-17, who have completed a Babysitter’s Training course should consider taking the Babysitter’s Practicum. A certificate of completion will be awarded upon the successful completion of the course. For more information, turn to the Foundations of Family section.

Teens
Too old for camps? Can’t find a summer job? Learn for fun! Continuing Education offers noncredit classes online or in-person without the need to turn in an assignment. Consider taking Spanish, keyboarding, drama, cooking or baking, art, SAT® preparation, or a course on starting an online business. You also may be interested in helping a teacher run a youth camp for a week. Search the online catalog at www.ed2go.edu/pima or the noncredit schedule of classes at www.pima.edu/continuinged.

Creating an Online Business
Starting an online business requires more than having a great idea and a Web address. Learn how to expand your Web presence through step-by-step instruction in Web design, market research and how to strategically place Web links to help you grow a small business into an online business with high visibility and sales. Search the online catalog at www.ed2go.edu/pima.

Cooking, Baking and Food
Discover some new cooking techniques that will save you time and energy while keeping your cool. Learn how to turn those luscious, ripe berries into a fresh, low-sugar jam to spread with your freshly churned butter and plump homemade bread. For class offerings, turn to the Personal Interest section of the noncredit schedule. If you don’t see a class that interests you, let us know. Call (520) 206-6579 or email your suggestion to continuinged@pima.edu.

For complete course information and updates, go to www.pima.edu/continuinged
Business

**BU 220A  Understanding Entrepreneurship**  
Introduction to entrepreneurship, the importance of small business to the US economy, the skills required to be a successful entrepreneur, the need for market research and validation of the business idea, entrepreneurship alternatives (start-up, franchising, buying an existing business), selection of legal entity, intellectual property issues, identification of start-up costs, introduction to the six primary components of business success, introduction to mission, vision, and business planning.

70204  Community Campus  827  M  8:00am- 5:00pm  06/04/12-06/11/12  Staff  No charge

**BU 220B  Financing a Small Business, Managing Profitability and Cash**  
Sources of financing, financing requirements and expectations, introduction to financial statements and accounting principles, identification of key financial measures, pricing, volume and costs, managing cash flow, fixed and variable costs, cost accounting concepts.

70205  Community Campus  827  W  8:00am- 5:00pm  06/06/12-06/13/12  Staff  No charge

**BU 220C  Strategic Assessment and Growth of the Business**  
Moving through the stages and hurdles of business growth, assessing current conditions, strengths and weaknesses, evaluating opportunities, revisiting business vision, developing strategies and action plans for internal improvement and to address external opportunities, communicating and executing the plan.

70206  Community Campus  827  T  8:00am- 5:00pm  07/10/12-07/17/12  Staff  No charge

**BU 220D  Small Business Leadership and Organization**  
Creating a common purpose (vision and mission) and a positive company culture, employee relationships and engagement, effective communication, employee recognition and rewards, job descriptions, the role of accountability, organizational structure and processes, employee hiring, training, and development.

70207  Community Campus  827  W  8:00am- 5:00pm  07/11/12-07/18/12  Staff  No charge

**BU 220E  Marketing and Sales Strategy**  
The role of market focus, understanding customer needs, approaches to marketing, online marketing including social networking, customer service strategy, sales skills and strategy, understanding the competition, creating competitive advantage, the business model and value proposition.

70208  Community Campus  827  T  8:00am- 5:00pm  08/07/12-08/14/12  Staff  No charge

**BU 220F  Business Planning and Financial Forecasting**  
Introduction to business planning, the components of an effective business plan, performing market research, the various audiences for a business plan, writing the business plan, resources available for guidance and assistance, preparing the financial forecast, the impact of the financial forecast on start-up costs, making financial assumptions, use of industry comparison data, making the go-no go decision.

70209  Community Campus  827  W  8:00am- 5:00pm  08/08/12-08/15/12  Staff  No charge

**BU 611  Financial Management for Business Owners**  
Introduction to the role of numbers in running a business, the role of the “chief financial officer”, financial statements and accounting principles, financial statement analysis, building a scorecard for the business, analyzing financial problems and developing solutions, gaining visibility and perspective in profit management, managing cash flow, dealing with creditors in a cash crunch, financing the business, and financial decision making tools.

70210  Community Campus  827  S  8:00am- noon  07/12/12-07/18/12  Staff  $125.00
### BU 613  Leadership Skills and Organization Development Strategy  
**Noncredit**
Consider leadership as a skill versus management or supervision, recruit and promote from within, create an organization in which people perform at a level of excellence, develop and communicate vision and mission, identify employee needs and goals, connect company culture to customer service, instill effective communication, plan employee training programs and career path development, define clear organization hierarchy, job titles, employee recognition and rewards, job descriptions, set job standards, performance appraisals, role of accountability, role of employee surveys, measure employee turnover, and create and document company processes.

<table>
<thead>
<tr>
<th>Section Code (CRN)</th>
<th>Campus/Site</th>
<th>Bldg/Rm</th>
<th>Days</th>
<th>Time</th>
<th>Dates</th>
<th>Instructor</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>70211</td>
<td>Community Campus</td>
<td>827</td>
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<td>8:00am- noon</td>
<td>08/25/12-09/29/12</td>
<td>Staff</td>
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</table>

### BU 615  Marketing and Sales, Competitive Analysis and Response  
**Noncredit**
Define the role of market focus in marketing strategy, purposes, types and sources of market research, determine market size, understand market characteristics, trends and needs, understand customer needs, approaches to marketing, expansion strategies, making expansion go-no go decisions, align expected marketing cost with key elements of the marketing plan, online marketing including social networking, build the customer database, customer service strategy, customer satisfaction surveys, market image, build the sales pipeline database, manage the sales pipeline, sales skills and strategy, account management and follow up determine factors of competition, competitor strengths and weaknesses, develop the competitive matrix, build a plan to respond to the competition and/or to build competitive advantage.

<table>
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<tr>
<td>70212</td>
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<td>08/25/12-09/29/12</td>
<td>Staff</td>
<td>$90.00</td>
</tr>
</tbody>
</table>

### Business Professional

### BP 527  Effective Business Writing  
**Noncredit**
Review, refresh and reinforce writing essentials for effective written communication; includes elements of the writing process, and format and use of workplace documents, as well as useful and practical pointers, such as analyzing your audience, establishing the right tone for workplace communications and editing for effectiveness.

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<td>08/16/12-08/16/12</td>
<td>Staff</td>
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</tbody>
</table>

### Workplace Basics

### WB 101  Building Individual and Team Success  
**Noncredit**
This is a skill-building workshop in which you will interactively learn about how people are different, where you fit in those differences and how to maximize the differences to improve work effectiveness. You will gain a better understanding of yourself and learn how to build better relationships both professionally and personally.

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<th>Instructor</th>
<th>Fees</th>
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</thead>
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<tr>
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<td>827</td>
<td>Th</td>
<td>8:00am- 5:00pm</td>
<td>08/23/12-08/23/12</td>
<td>Staff</td>
<td>$89.00</td>
</tr>
</tbody>
</table>

### WB 102  Effective Negotiation  
**Noncredit**
Learn the strategies that work best for managers who need to shape understandings within a complex web of internal and external relationships. By combining the theory of effective negotiation with the most successful strategies used by experts in law, economics, business management, government, psychology and dispute resolution, you will maximize your outcomes by knowing the best alternatives, focusing on interests, not positions, inventing options for mutual gain and separating people from the problem.

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<th>Instructor</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>70308</td>
<td>Community Campus</td>
<td>827</td>
<td>Th</td>
<td>8:00am- 5:00pm</td>
<td>08/30/12-08/30/12</td>
<td>Staff</td>
<td>$89.00</td>
</tr>
</tbody>
</table>

### CEU Computer Software Applications

Instructor-led training is the most dominant method of Information Technology training. Our partnership with New Horizons Computer Learning Center allows learners to continue their skill development beyond Level 1 with the exceptional instructor-led classes for desktop applications and technical training. Classes are available on the east side at New Horizons and on the west side at Community Campus. See page 5 for more details. For class times, location and fees, check the noncredit schedule of classes at www.pima.edu/continuinged or call (520) 206-6579.
CEU Business

UBUS 102  Business Writing Skills for Career Communications  1.20 CEUs
Composing and editing various business documents for specific audiences and situations. Includes writing letters, memos, e-mails, proposals, reports and completing job related forms. Information: Course is designed for individual entering a career, changing careers or who want to refresh their business writing skills.
40052  Community Campus  827  MW  10:00am- noon  08/20/12-09/10/12  Traditional Classroom  Staff  $129.00

CEU Computer Software Applications

UCSA 105  Microsoft Project 2007 Level 1  0.80 CEUs
This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage these project plans.
40007  New Horizons  914  M  9:00am- 5:00pm  07/02/12-07/02/12  Traditional Classroom  Staff  $250.00

UCSA 106  Microsoft Project 2007 Level 2  0.80 CEUs
This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage these project plans. It is also intended for a person who has a basic understanding of Microsoft Project 2003.
40018  New Horizons  914  T  9:00am- 5:00pm  08/07/12-08/07/12  Traditional Classroom  Staff  $250.00

UCSA 107  Microsoft Outlook 2007 Level 2  0.80 CEUs
This course is designed for experienced Outlook users who need to customize their environment, Calendar, and email messages to meet their specific requirements and who wish to track, share, assign, and locate various Outlook items.
40004  New Horizons  914  M  9:00am- 5:00pm  06/18/12-06/18/12  Traditional Classroom  Staff  $250.00

UCSA 109  Microsoft PowerPoint 2007 Level 2  0.80 CEUs
This course is designed for students who want to gain the skills necessary to work with design templates, various types of diagrams, special effects, custom slide shows, collaboration functionality, and advanced presentation delivery. This course also assists in the preparation for the Microsoft Office Specialist exam in Microsoft Office PowerPoint 2007.
40022  New Horizons  914  F  9:00am- 5:00pm  08/24/12-08/24/12  Traditional Classroom  Staff  $250.00

UCSA 110  Microsoft Access 2007 Level 2  1.60 CEUs
This course is for the individual whose job responsibilities include working with related tables; creating advanced queries, forms, and reports’ writing macros to automate common tasks; and performing general database maintenance.
40014  New Horizons  914  M  9:00am- 5:00pm  07/23/12-07/23/12  Traditional Classroom  Staff  $250.00

UCSA 111  Microsoft Word 2007 Level 2  0.80 CEUs
This course was designed for persons who can create and modify standard business documents in Microsoft Word 2007, and who need to learn how to use Microsoft Word 2007 to create or modify complex business documents as well as customized Word efficiency tools. It will be helpful for persons preparing for the Microsoft Office Specialist exams for Microsoft Word 2007.
40017  New Horizons  914  Th  9:00am- 5:00pm  08/21/12-08/21/12  Traditional Classroom  Staff  $250.00

UCSA 112  Microsoft Excel 2007 Level 2  0.80 CEUs
This course is designed for students who desire to gain the skills necessary to create templates, sort and filter data, import and export data, analyze data, and work with Excel on the web. In addition, this course helps prepare students who desire to take the Microsoft Office Specialist exam in Excel and who already have knowledge of the basics of Excel, including how to create, edit, format, and print basic worksheets.
40003  New Horizons  914  M  9:00am- 5:00pm  06/27/12-06/17/12  Traditional Classroom  Staff  $250.00
40020  New Horizons  914  Th  9:00am- 5:00pm  08/16/12-08/16/12  Traditional Classroom  Staff  $250.00

For complete course information and updates, go to www.pima.edu/schedule and select Noncredit class schedule

A calendar of noncredit activities
and events can be viewed at, www.pima.edu/calendars, select Noncredit Continuing Education.
<table>
<thead>
<tr>
<th>Section Code</th>
<th>Course Title</th>
<th>CEUs</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCSA 113</td>
<td>Microsoft Excel 2007 Level 3</td>
<td>0.80</td>
<td>This course was designed for students desiring to gain the skills necessary to create macros, collaborate with others, audit and analyze worksheet data, incorporate multiple data sources, and import and export data. In addition, the course is also for students desiring to prepare for the Microsoft Certified Application Specialist exam in Microsoft Office Excel 2007, and who already have knowledge of the basics of Excel, including how to create, edit, format, and print worksheets that include charts and sorted and filtered data.</td>
</tr>
<tr>
<td>UCSA 116</td>
<td>Microsoft Excel 2007 VBA</td>
<td>0.80</td>
<td>In this course, students will apply the Visual Basic for Applications (VBA) programming language to simplify many of the tasks that you can perform using various tools and functions in Excel 2007.</td>
</tr>
<tr>
<td>UCSA 118</td>
<td>Microsoft PowerPoint 2010 Level 2</td>
<td>0.80</td>
<td>In this course students will enhance their presentation by using features that will transform it into a powerful means of communication. They will customize the PowerPoint interface to suit the requirements and use features to creates presentations.</td>
</tr>
<tr>
<td>UCSA 119</td>
<td>Microsoft Project 2010 Level 1</td>
<td>0.80</td>
<td>This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage these project plans.</td>
</tr>
<tr>
<td>UCSA 122</td>
<td>Microsoft Project 2010 Level 2</td>
<td>0.80</td>
<td>This course is designed for a person who has an understanding of project management concepts. Includes creating and modifying project plans using Microsoft Project 2010, and tools to manage those projects.</td>
</tr>
<tr>
<td>UCSA 123</td>
<td>Microsoft Access 2007 Level 3</td>
<td>0.80</td>
<td>This course is designed for students who have a thorough understanding of the basic and advanced user features of the Microsoft Office Access 2007 application, and are interested in learning introductory level administrator skill sets. The course is also for the student who may be working in a web-based environment and may need to adapt Access applications to the environment.</td>
</tr>
<tr>
<td>UCSA 125</td>
<td>Microsoft Outlook 2010 Level 2</td>
<td>0.80</td>
<td>This course is designed for experienced Outlook users who need to customize their Outlook environment, calendar, and email messages and who wish to track, share, assign, and locate various Outlook items.</td>
</tr>
<tr>
<td>UCSA 127</td>
<td>Microsoft Word 2007 Level 3</td>
<td>0.80</td>
<td>This course is designed for persons who want to gain skills necessary to manage long documents, collaborate with others, and secure documents. In addition, it will be helpful for persons preparing for the Microsoft Certified Application Specialist exams for Microsoft Word 2007.</td>
</tr>
<tr>
<td>UCSA 132</td>
<td>Microsoft Access 2010 Level 3</td>
<td>0.80</td>
<td>This course is designed for students who have a thorough understanding of the basic and advanced user features of the Microsoft Office Access 2010 application, and are interested in learning introductory level administrator skill sets. The course is also for the student who may be working in a web-based environment and may need to adapt Access applications to the environment.</td>
</tr>
</tbody>
</table>

A calendar of noncredit activities and events can be viewed at, www.pima.edu/calendars, select Noncredit Continuing Education.
UCSA 133  Microsoft Excel 2010 Level 2  0.80 CEUs
This course is designed for students who desire to gain the skills necessary to create templates, sort and filter data, import and export data, analyze data, and work with Excel on the web. In addition, this course helps prepare students who desire to take the Microsoft Office Specialist exam in Excel and who already have knowledge of the basics of Excel, including how to create, edit, format, and print basic work-sheets.

40010  New Horizons  9I4  F  9:00am-5:00pm  07/06/12-07/06/12  Traditional Classroom  Staff  $250.00

UCSA 134  Microsoft Excel 2010 Level 3  0.80 CEUs
This course was designed for students desiring to gain the skills necessary to create macros, collaborate with others, audit and analyze worksheet data, incorporate multiple data sources, and import and export data.

40023  New Horizons  9I4  M  9:00am-5:00pm  08/27/12-08/27/12  Traditional Classroom  Staff  $250.00

UCSA 137  Microsoft Word 2010 Level 2  0.80 CEUs
This course is designed for students who are able to create and modify standard business documents in Microsoft Word 2010, but need to know how to create or modify complex business documents and customized Word efficiency tools. It also aims to assist students preparing for the Microsoft Office Specialist exams for Microsoft Word 2010.

40024  New Horizons  9I4  W  9:00am-5:00pm  08/29/12-08/29/12  Traditional Classroom  Staff  $250.00

UCSA 138  Microsoft Word 2010 Level 3  0.80 CEUs
This course is designed for persons who want to gain skills necessary to manage long documents, collaborate with others, and secure documents. In addition, it will be helpful for persons preparing for the Microsoft Certified Application Specialist exams for Microsoft Office Word 2010.

40013  New Horizons  9I4  M  9:00am-5:00pm  07/16/12-07/16/12  Traditional Classroom  Staff  $250.00

UCSA 145  Microsoft Visio Professional 2007 Level 1  0.80 CEUs
Learn the essentials of MS Visio Professional 2007. Includes design and management of basic diagrams, workflows, and flowcharts.

40008  New Horizons  9I4  T  9:00am-5:00pm  07/03/12-07/03/12  Traditional Classroom  Staff  $250.00

UCSA 146  Microsoft Visio Professional 2007 Level 2  0.80 CEUs
This course is designed for students to build upon the knowledge gained that will enable them to work with many advanced features. Includes drawing tools, creating and working with custom stencils and templates, and sharing Visio drawings with other applications.

40012  New Horizons  9I4  F  9:00am-5:00pm  07/13/12-07/13/12  Traditional Classroom  Staff  $250.00

UCSA 201  Adobe Photoshop I  0.90 CEUs
Introduction to Adobe Photoshop for photo editing and image manipulation. Includes introduction to the concept of workflow; Bridge image file organization; various Selection Tools and the use of Layers; and file formats, file size and resolution. Information: Workbook, handouts, and CD with working files available from instructor for $12 at first class.

40009  New Horizons  9I4  Th  9:00am-5:00pm  07/05/12-07/05/12  Traditional Classroom  Staff  $250.00

UCSA 202  Adobe Photoshop CS4 Level 2  1.20 CEUs
Advanced tools and features of Photoshop CS4 for intermediate and advanced users of Photoshop. Includes using the Preset Manager to save presets, applying colors and gradients by using overlay layer and styles, using the path tools and commands to create and edit vector paths, using paths to create vector masks and clipping paths converting type to paths and wrap type along a path, and using paths to create vector-based artwork.

40015  New Horizons  9I4  Th  9:00am-5:00pm  07/26/12-07/26/12  Traditional Classroom  Staff  $250.00

Register Now!  Continuing Education is supported by participant fees. Minimum enrollments are established for each course. A decision to cancel a course due to low enrollment is made five to seven days before the start of the class.

For complete course information and updates, go to www.pima.edu/schedule and select Noncredit class schedule
Learn basic computer skills or enhance your current skills. Our small and friendly class atmosphere allows for greater interaction between you, your instructor and your peers. You will work at your own computer and get the hands-on experience needed to boost your proficiency in the area of your choice. Similar courses are available online at www.ed2go.com/pima.

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<tbody>
<tr>
<td>CS 101</td>
<td>Community Campus</td>
<td>827</td>
<td>Th</td>
<td>9:00am- 5:00pm</td>
<td>06/21/12-06/21/12</td>
<td>Staff</td>
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<tr>
<td>CS 111</td>
<td>Community Campus</td>
<td>827</td>
<td>Th</td>
<td>9:00am- 5:00pm</td>
<td>07/19/12-07/19/12</td>
<td>Staff</td>
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<tr>
<td>CS 131</td>
<td>Community Campus</td>
<td>827</td>
<td>Th</td>
<td>9:00am- 5:00pm</td>
<td>08/16/12-08/16/12</td>
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<td>CS 202</td>
<td>Community Campus</td>
<td>827</td>
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<td>9:00am- 1:00pm</td>
<td>08/25/12-09/01/12</td>
<td>Staff</td>
<td>$99.00</td>
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</tbody>
</table>

Interested in Teaching a Noncredit Continuing Education Course?

Are you an expert in your profession? Do you coach, teach or train others? Consider sharing your expertise with the community.

To propose a learning activity, use the Course Proposal Form at www.pima.edu/continuinged, or send an email to continuinged@pima.edu indicating the type of class you would like to lead, and attach your résumé. You also may apply online at www.pima.edu/pimajobs, click on Administrative/Staff and select from the job titles: Facilitators, Trainers, Co-facilitators, Backup Trainers.
Personal Interest

Become one of the thousands of people who have benefited from these life-enhancing classes that are designed to bring energy and joy through exploring various topics. Explore art, animals, language, fitness, dance, motorcycle riding, cooking, baking, photography, tours and hikes. Explore with scientists, geologists, anthropologists, linguists, craftsmen, dancers, writers, photographers, florists, environmental experts, mystics and philosophers.

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<tbody>
<tr>
<td>AM 155A Calligraphy I: Italic Hand</td>
<td>Noncredit</td>
<td>AR 155A Calligraphy I: Italic Hand</td>
<td>Learn to write calligraphy in formal and informal italic handwriting. Participants will practice writing invitations, poems and affirmations in two- and three- dimensional book forms.</td>
<td>70232 Community Campus 827 T 10:00am- noon 06/05/12-06/26/12 Staff</td>
<td>$89.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AM 216 Beginning Watercolors</td>
<td>Noncredit</td>
<td>AR 216 Beginning Watercolors</td>
<td>Master the basic techniques of using watercolors in a positive, supportive atmosphere; includes composition, color harmony and brush and paper selection. Information: Supply list available first class.</td>
<td>70236 Community Campus 827 F 11:00am- 2:00pm 06/01/12-07/06/12 Duke, R</td>
<td>$120.00</td>
<td></td>
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<tr>
<td>AM 248 Introduction to Drawing and Painting</td>
<td>Noncredit</td>
<td>AR 248 Introduction to Drawing and Painting</td>
<td>A simplified approach to drawing and painting in any media; includes basics of perspective, true proportions, use of color in pastel, oil, acrylic and watercolors. Information: Bring drawing pad and soft pencil or Conte' crayon.</td>
<td>70233 Community Campus 827 T 1:00pm- 3:00pm 06/05/12-06/26/12 Duke, R</td>
<td>$79.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AM 287Z Abstract Textural Painting</td>
<td>Noncredit</td>
<td>AR 287Z Abstract Textural Painting</td>
<td>Paint with Passion! Beginners and advanced painters welcome. Unveil your painting potential.</td>
<td>70235 Community Campus 827 W 8:30am- 3:30pm 06/13/12-06/27/12 Bushner, R</td>
<td>$120.00</td>
<td></td>
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</tr>
<tr>
<td>AM 410 Wrap Sandwiches</td>
<td>Noncredit</td>
<td>CF 410 Wrap Sandwiches</td>
<td>WraSoy products have properties that are vital in protecting using flat bread or lettuce leaves. Participants will use their imaginations and favorite ingredients when building their own hot or cold sandwich.</td>
<td>70104 Community Campus TBA W 12:30pm- 4:30pm 08/15/12-08/15/12 Staff</td>
<td>$59.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AM 411 Summer Appetizers Party</td>
<td>Noncredit</td>
<td>CF 411 Summer Appetizers Party</td>
<td>Observe master chef Rita Rosenberg as she presents the Whether someone in your family is graduating from high school or college, or a friend is getting married, or you just want to get people together to celebrate the season, and appetizer party is fun and easy on the cook.</td>
<td>70103 Community Campus TBA W 12:30pm- 4:30pm 08/08/12-08/08/12 Staff</td>
<td>$59.00</td>
<td></td>
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</tr>
</tbody>
</table>

For complete course information and updates, go to www.pima.edu/schedule and select Noncredit class schedule.
As temperatures rise, so does the appeal of crisp, healthy and delicious summer salads. Easy recipes can do double duty as an appetizer or a meal.

**CF 421  Sensational Summer Salads**

70102   Community Campus      TBA  W  10:00am- 2:00pm  08/01/12-08/01/12  Staff  $59.00

Churn up the fun! Homemade ice cream cakes, pies and sandwiches for your next summer party!

**CF 429  Homemade Ice Cream Desserts**

70100   Community Campus      TBA  W  1:00pm- 5:00pm  07/11/12-07/11/12  Staff  $59.00

Northern Italian food is much more than red sauce and using seasonal fresh fruit. Sorbet is an excellent lowfat alternative to ice cream.

**CF 470  Sorbet**

70099   Community Campus      TBA  W  1:00pm- 5:00pm  06/27/12-06/27/12  Staff  $59.00

Plan, plant, nurture, harvest and use fresh herbs and vegetables grown in your own Cook's Garden. Participants will sample the just-picked flavors of simple recipes demonstrated in class.

**CF 475  A Cook's Garden**

70101   Community Campus      TBA  W  12:30pm- 4:30pm  07/18/12-07/18/12  O'Connell, C  $59.00

Gilda's interpretation of the celebrity chefs from Santa Fe to Dallas, made easy for the home cook. Wonderful menu for this ever popular class.

**CF 555  Elegant Southwestern Cuisine**

70098   Community Campus      TBA  W  12:30pm- 4:30pm  06/20/12-06/20/12  Staff  $59.00

This introduction to ballet for fun and fitness is designed for teens through mature adults. Learn the basic ballet steps and combinations, including barre work, center practice and across-the-floor movements. Information: Ballet shoes and active wear recommended.

**DA 710A  Ballet I**

70003   Flor de Liz Dance Inc.  863  S  8:00am- 9:00am  06/09/12-07/28/12  Staff  $73.00
70001   Flor de Liz Dance Inc.  863  M  6:45pm- 7:45pm  06/11/12-07/30/12  Staff  $73.00

Fun, energetic and artistic movement performed to popular music. Improves coordination, posture and flexibility while toning your entire body.

**DA 930D  Hip Hop and Jazz Basics: Teens**

70002   Flor de Liz Dance Inc.  863  T  6:00pm- 7:00pm  06/12/12-07/31/12  Staff  $73.00

A pesticide free garden is a healthy environment for pets and humans alike. Most garden pests can be controlled without pesticides.

**DY 271  Gardening without Chemicals: The Good, the Bad, and the Ugly**

70106   Community Campus      827  S  9:00am- 1:00pm  07/21/12-07/21/12  O'Connell, C  $59.00

If you lack backyard space or just want to maximize the use of your patio or balcony, container gardening is the answer. Learn all the tricks of plant selection, soil preparation and other container gardening do's and don'ts.

**DY 272  The Perfect Pot: Why Garden in Containers?**

70105   Community Campus      827  S  9:00am- 1:00pm  07/14/12-07/14/12  O'Connell, C  $59.00

PCC’s Motorcycle Rider Education Program

is a recipient of the Safety Leadership Award from the American Society of Safety Engineers. Check out our Basic Rider, Experienced Rider or Advanced Rider classes on our new, larger range.

For more information, email or call: motorcycleridered@pima.edu   (520) 206-3981
Motorcycle Training

MC 100    Introductory Motorcycle Experience  
Noncredit
First-touch experience with a motorcycle that identifies the primary parts, manipulates the controls while astride a motorcycle and introduce the risks and requirements for being a responsible rider. The student is able to determine whether motorcycling is a good personal choice.

<table>
<thead>
<tr>
<th>Section Code</th>
<th>Campus/Site</th>
<th>Blg/Rm</th>
<th>Days</th>
<th>Time</th>
<th>Dates</th>
<th>Instructor</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>70082</td>
<td>West Campus</td>
<td>NE/LOT</td>
<td>S</td>
<td>7:00am-9:00am</td>
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<td>70083</td>
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<td>NE/LOT</td>
<td>W</td>
<td>7:00am-9:00am</td>
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<td>Staff</td>
<td>$40.00</td>
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<td>70084</td>
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<td>Su</td>
<td>7:00am-9:00am</td>
<td>08/26/12-08/26/12</td>
<td>Staff</td>
<td>$40.00</td>
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</table>

MC 103    Basic RiderCourse(TM)  
Noncredit
A safe introduction to motorcycling. Discuss elements of risk in motorcycling, outline a strategy to reduce risk. Information: Participants must be at least 15 years and 6 months of age, parental permission required for those under age 18. Information: Wear long pants, long sleeve shirt or jacket, sturdy over-the-ankle shoes or boots, eye protection, and bring water. Information: Helmets, gloves, and motorcycles are provided.

<table>
<thead>
<tr>
<th>Section Code</th>
<th>Campus/Site</th>
<th>Blg/Rm</th>
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<th>Time</th>
<th>Dates</th>
<th>Instructor</th>
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<td>70085</td>
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<td>Th</td>
<td>5:45pm-9:45pm</td>
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<tr>
<td>70087</td>
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<td>5:45pm-9:45pm</td>
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<td>70088</td>
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<tr>
<td>70089</td>
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<td>011</td>
<td>Th</td>
<td>5:45pm-9:45pm</td>
<td>07/12/12-07/12/12</td>
<td>Staff</td>
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<tr>
<td>70090</td>
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<td>Th</td>
<td>5:45pm-9:45pm</td>
<td>07/26/12-07/26/12</td>
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<tr>
<td>70093</td>
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<td>5:45pm-9:45pm</td>
<td>08/02/12-08/02/12</td>
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<tr>
<td>70094</td>
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<tr>
<td>70095</td>
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<td>08/12/12-08/12/12</td>
<td>Staff</td>
<td>$260.00</td>
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</table>

MC 201A    Basic RiderCourse 2  
Noncredit
For riders who already have basic skills. It is similar to the BRC except the speeds are higher and riders ride their own motorcycle.

<table>
<thead>
<tr>
<th>Section Code</th>
<th>Campus/Site</th>
<th>Blg/Rm</th>
<th>Days</th>
<th>Time</th>
<th>Dates</th>
<th>Instructor</th>
<th>Fees</th>
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<tr>
<td>70086</td>
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<td>NE/LOT</td>
<td>Su</td>
<td>7:00am-1:00pm</td>
<td>06/17/12-06/17/12</td>
<td>Staff</td>
<td>$105.00</td>
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<tr>
<td>70091</td>
<td>West Campus</td>
<td>NE/LOT</td>
<td>S</td>
<td>7:00am-1:00pm</td>
<td>07/21/12-07/21/12</td>
<td>Staff</td>
<td>$105.00</td>
</tr>
<tr>
<td>70096</td>
<td>West Campus</td>
<td>NE/LOT</td>
<td>S</td>
<td>7:00am-1:00pm</td>
<td>08/18/12-08/18/12</td>
<td>Staff</td>
<td>$105.00</td>
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MC 201B    Advanced RiderCourse  
Noncredit
A one-day course that complements a rider’s basic skills and helps with personal risk assessment. It includes a fast-paced classroom segment with several interactive activities to improve perception and hazard awareness.

<table>
<thead>
<tr>
<th>Section Code</th>
<th>Campus/Site</th>
<th>Blg/Rm</th>
<th>Days</th>
<th>Time</th>
<th>Dates</th>
<th>Instructor</th>
<th>Fees</th>
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</thead>
<tbody>
<tr>
<td>70092</td>
<td>West Campus</td>
<td>NE/LOT</td>
<td>Su</td>
<td>8:00am-5:00pm</td>
<td>08/19/12-08/19/12</td>
<td>Staff</td>
<td>$135.00</td>
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</tbody>
</table>

Photography

PH 245    Digital Photography Beginner  
Noncredit
Discover the mechanics of your digital camera along with techniques that will improve your photos. Learn about f/stops and focal length, shutter speed, depth of field control, as well as composition, aesthetics, and personal vision.

<table>
<thead>
<tr>
<th>Section Code</th>
<th>Campus/Site</th>
<th>Blg/Rm</th>
<th>Days</th>
<th>Time</th>
<th>Dates</th>
<th>Instructor</th>
<th>Fees</th>
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<tbody>
<tr>
<td>70296</td>
<td>Community Campus</td>
<td>827</td>
<td>Th</td>
<td>10:00am- noon</td>
<td>06/07/12-06/21/12</td>
<td>Staff</td>
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<tr>
<td>70298</td>
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<td>827</td>
<td>Th</td>
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<td>07/14/12-07/28/12</td>
<td>Staff</td>
<td>$75.00</td>
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<tr>
<td>70297</td>
<td>Community Campus</td>
<td>827</td>
<td>Th</td>
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<td>08/04/12-08/18/12</td>
<td>Staff</td>
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</table>

Basic Digital Photography. Learn the mechanics of your digital camera (f-stops, shutter speed, focal length and depth of field) and basic photography techniques (composition) to improve your photography skills.
Foundations of Family

These courses are designed to increase understanding of yourself and others. You will be guided through life transitions from birth to retirement. Our Pima for Kids courses target the senses of developing children and channel their curiosity to create, build and experiment, with guidance. Workforce preparation workshops and SAT® preparation courses also are available.

<table>
<thead>
<tr>
<th>Section Code (CRN)</th>
<th>Campus/Site</th>
<th>Bldg/Rm</th>
<th>Days</th>
<th>Time</th>
<th>Dates</th>
<th>Instructor</th>
<th>Fees</th>
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<tbody>
<tr>
<td>AR 930</td>
<td>2D Animation: Ages 9-12</td>
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<tr>
<td></td>
<td>Northwest Campus</td>
<td>NWC</td>
<td>MTWTh</td>
<td>1:00pm-5:00pm</td>
<td>07/30/12-08/02/12</td>
<td>Staff</td>
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<tr>
<td>AR 935</td>
<td>Computer Animation: Ages 9-12</td>
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<tr>
<td></td>
<td>Northwest Campus</td>
<td>NWC</td>
<td>MTWThF</td>
<td>1:00pm-5:00pm</td>
<td>07/02/12-07/06/12</td>
<td>Staff</td>
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<tr>
<td></td>
<td>East Campus</td>
<td>OC6</td>
<td>MTWThF</td>
<td>8:00am-noon</td>
<td>07/09/12-07/13/12</td>
<td>Staff</td>
<td>$159.00</td>
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<td></td>
<td>East Campus</td>
<td>OC6</td>
<td>MTWThF</td>
<td>1:00pm-5:00pm</td>
<td>07/30/12-08/03/12</td>
<td>Staff</td>
<td>$159.00</td>
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<tr>
<td>AR 954</td>
<td>Trash to Treasure: Recycled Art: Ages 5-8</td>
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<tr>
<td></td>
<td>East Campus</td>
<td>OC6</td>
<td>MTWThF</td>
<td>8:00am-noon</td>
<td>07/09/12-07/13/12</td>
<td>Huffer, B</td>
<td>$159.00</td>
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<tr>
<td></td>
<td>Northwest Campus</td>
<td>NWC</td>
<td>MTWTh</td>
<td>8:00am-noon</td>
<td>07/30/12-08/02/12</td>
<td>Huffer, B</td>
<td>$139.00</td>
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</table>

Dance

DA 910 Toddler Dance: Ages 2-3

Introduce your child to the world of dance. Develop rhythm and improve motor skills while learning the basics of ballet, tap and jazz.

<table>
<thead>
<tr>
<th>Section Code (CRN)</th>
<th>Campus/Site</th>
<th>Bldg/Rm</th>
<th>Days</th>
<th>Time</th>
<th>Dates</th>
<th>Instructor</th>
<th>Fees</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Flor de Liz Dance Inc.</td>
<td>863</td>
<td>W</td>
<td>10:00am-10:45am</td>
<td>06/06/12-08/01/12</td>
<td>Staff</td>
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</table>

Exercise, Sports & Games

EX 908 Yoga for Kids: Ages 4-10

Introduce your child to an activity that will benefit them throughout life. Grownups can participate in the community yoga class held at the same time.

<table>
<thead>
<tr>
<th>Section Code (CRN)</th>
<th>Campus/Site</th>
<th>Bldg/Rm</th>
<th>Days</th>
<th>Time</th>
<th>Dates</th>
<th>Instructor</th>
<th>Fees</th>
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<tbody>
<tr>
<td></td>
<td>The Yoga Connection</td>
<td>YOGA</td>
<td>T</td>
<td>6:15pm-7:00pm</td>
<td>06/06/12-07/25/12</td>
<td>Staff</td>
<td>$45.00</td>
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<tr>
<td>EX 910</td>
<td>Pee Wee Tennis: Ages 3-6</td>
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<tr>
<td></td>
<td>Ft. Lowell Tennis Center</td>
<td>993</td>
<td>T</td>
<td>6:15pm-7:00pm</td>
<td>06/26/12-07/25/12</td>
<td>Staff</td>
<td>$55.00</td>
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<tr>
<td></td>
<td>Ft. Lowell Tennis Center</td>
<td>993</td>
<td>S</td>
<td>7:45am-8:30am</td>
<td>06/30/12-07/28/12</td>
<td>Staff</td>
<td>$55.00</td>
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<tr>
<td></td>
<td>Ft. Lowell Tennis Center</td>
<td>993</td>
<td>Su</td>
<td>7:45am-8:30am</td>
<td>07/01/12-07/29/12</td>
<td>Staff</td>
<td>$55.00</td>
</tr>
</tbody>
</table>
EX 911 Tennis Buddies: Ages 7-11  Noncredit
Exercise fun centering on stroke-of-the-day instruction including the lob, volley, service, forehand, backhand and overhead slam.

EX 912 Junior Challengers Tennis: Ages 11-16  Noncredit
One-hour class combined with one hour of league tournament play. Players are grouped by age, size and skill levels from absolute beginners to advanced tournament players.

EX 915 Junior Tennis Camp: Ages 7-16  Noncredit
Camp teaches basic skills and blends practice and drills to strengthen new strokes. Skills are reinforced through match play.

EX 934 Game Time: Ages 5-8  Noncredit
Board, card, dice, word, skill, pencil and paper, role-playing, team and any other game you can think of will be played in this camp.

EX 945 All Sport: Ages 9-12  Noncredit
Develop sport fundamentals as you learn strategy concepts, run drills, and build your team. Participate in the physics of sports such as soccer, softball, baseball, volleyball and more.

EX 971 Karate Kids: Ages 5-12  Noncredit
Learn the traditional martial arts skills while focusing on self-esteem, self-confidence, self-discipline, respect, goal-setting and physical fitness. Self-defense, using hand strikes, foot strikes and kicks, is taught in a fun, safe atmosphere with an emphasis on when it is appropriate to use these skills and when it is not.

EX 972A Introduction to Jujitsu: Ages 5-13  Noncredit
The study of Jujitsu (Japanese for gentle art) focuses on using an opponents own force against them. Used primarily for self-defense, Jujitsu incorporates throws, pins and escape techniques.
EX 974  Lil' Dragon Martial Arts: Ages 4-7  Noncredit
This fun-filled, energetic class combines exercise, games, martial arts skills, respect, cooperation, listening skills, and important safety lessons into a dynamic 30-minute lesson. Classes are taught in a fun, safe atmosphere with an emphasis on when it is appropriate to use the basic safety skills and when it is not.

70063  Kodenkan of Tucson Martial 9C0 MW 5:00pm-5:30pm 06/04/12-06/27/12 Staff $45.00
70066  Kodenkan of Tucson Martial 9C0 TTh 4:30pm-5:00pm 06/05/12-06/28/12 Staff $45.00
70069  Kodenkan of Tucson Martial 9C0 S 2:00pm-3:00pm 06/09/12-06/30/12 Staff $45.00
70064  Kodenkan of Tucson Martial 9C0 MW 5:00pm-5:30pm 07/02/12-07/30/12 Staff $45.00
70067  Kodenkan of Tucson Martial 9C0 TTh 4:30pm-5:00pm 07/05/12-07/31/12 Staff $45.00
70070  Kodenkan of Tucson Martial 9C0 S 2:00pm-3:00pm 07/07/12-07/28/12 Staff $45.00
70071  Kodenkan of Tucson Martial 9C0 S 2:00pm-3:00pm 08/04/12-08/25/12 Staff $45.00
70065  Kodenkan of Tucson Martial 9C0 MW 5:00pm-5:30pm 08/06/12-08/29/12 Staff $45.00
70068  Kodenkan of Tucson Martial 9C0 TTh 4:30pm-5:00pm 08/07/12-08/30/12 Staff $45.00

EX 984  Family Karate: Ages 8+  Noncredit
Karate teaches traditional martial arts skills while focusing on self-defense, self-confidence, respect, goal-setting and physical fitness. Hand strikes, foot strikes, and kicks are taught in a fun, safe atmosphere with an emphasis on when it is appropriate to use these skills and when it is not.

70060  Kodenkan of Tucson Martial 9C0 MW 5:00pm-5:50pm 06/04/12-06/27/12 Staff $81.00
70061  Kodenkan of Tucson Martial 9C0 MW 5:00pm-5:50pm 07/02/12-07/30/12 Staff $81.00
70062  Kodenkan of Tucson Martial 9C0 MW 5:00pm-5:50pm 08/06/12-08/29/12 Staff $81.00

EX 987  Martial Arts Camp: Ages 5-12  Noncredit
Learn basic karate, jujitsu and judo skills in a friendly environment. Great for beginners as well as those already in a martial arts program.

70072  Kodenkan of Tucson Martial 9C0 MTWThF 8:00am-noon 06/04/12-06/08/12 Staff $79.00
70073  Kodenkan of Tucson Martial 9C0 MTWThF 8:00am-noon 06/11/12-06/15/12 Staff $79.00
70074  Kodenkan of Tucson Martial 9C0 MTWThF 8:00am-noon 06/18/12-06/22/12 Staff $79.00

Health & Safety
HS 911  Elements of Babysitting 101  Noncredit
Earn a certificate in babysitting. Graduates of the American Red Cross babysitting class are eligible to practice childcare skill through Pima for Kids.

70192  East Campus 0C6 MTWTh 8:00am-5:00pm 06/25/12-06/28/12 Staff $50.00
70118  West Campus 011 MTWThF 8:00am-5:00pm 06/25/12-06/29/12 Staff $50.00
70119  Northwest Campus NW 011 MTWThF 8:00am-5:00pm 06/25/12-06/29/12 Staff $50.00
70193  West Campus 011 MTWThF 8:00am-5:00pm 07/02/12-07/06/12 Staff $50.00
70195  Northwest Campus NW 011 MTWTh 8:00am-5:00pm 07/02/12-07/06/12 Staff $50.00
70121  East Campus 0C6 MTWThF 8:00am-5:00pm 07/09/12-07/13/12 Staff $50.00
70197  East Campus 0C6 MTWTh 8:00am-5:00pm 07/16/12-07/19/12 Staff $50.00
70123  West Campus 011 MTWThF 8:00am-5:00pm 07/16/12-07/20/12 Staff $50.00
70199  West Campus 011 MTWTh 8:00am-5:00pm 07/23/12-07/26/12 Staff $50.00
70125  Northwest Campus NW 011 MTWThF 8:00am-5:00pm 07/23/12-07/27/12 Staff $50.00
70201  Northwest Campus NW 011 MTWTh 8:00am-5:00pm 07/30/12-08/02/12 Staff $50.00
70127  East Campus 0C6 MTWThF 8:00am-5:00pm 07/30/12-08/03/12 Staff $50.00

Music
MU 918  Center Stage: Ages 5-8  Noncredit
Make your way to center stage and let your voice be heard. Develop and strengthen your voice as you work to showcase your vocal talent through song.

70110  West Campus 011 MTWThF 8:00am-noon 07/02/12-07/06/12 Staff $139.00
70166  West Campus 011 MTWThF 1:00pm-5:00pm 07/16/12-07/20/12 Staff $159.00
70169  Northwest Campus NW 011 MTWThF 8:00am-noon 07/23/12-07/27/12 Staff $159.00
70173  East Campus 0C6 MTWThF 8:00am-noon 07/30/12-08/03/12 Staff $159.00

MU 919  Center Stage: Ages 9-12  Noncredit
Make your way to center stage and let your voice be heard. Develop and strengthen your voice as you work to showcase your vocal talent through song.

70167  West Campus 011 MTWThF 8:00am-noon 07/16/12-07/20/12 Staff $159.00
Parenting & Families

PA 914  Little Detectives Club: Ages 5-8  Noncredit
You will be super science sleuths. Have fun learning about forensics, crime scene investigations, and crime lab chemistry as you perform different experiments designed to show you just how those tricky cases are solved.

70163  East Campus 0C6  MTWThF 1:00pm-5:00pm  07/09/12-07/13/12  Staff  $159.00
70170  Northwest Campus  NWC  MTWThF 1:00pm-5:00pm  07/23/12-07/27/12  Staff  $159.00

PA 919  Fantasy Fair Tale: Ages 5-8  Noncredit
Explore tales from long ago as you act. Create backdrops, props, costumes and get into character while working toward a final performance.

70112  West Campus 011  MTW 1:00pm-5:00pm  07/23/12-07/26/13  Staff  $139.00

PA 927  Culinary Kids: Ages 9-12  Noncredit
Establish and apply food preparation while cooking, tasting and much more! Identify kitchen utensils use math to measure ingredients, and collaborate with fellow chefs to create healthy, delicious edibles in a commercial kitchen.

70128  Mercado San Agustin  MSAGUT  MTWThF 8:00am-noon  07/23/12-07/27/12  Staff  $184.00
70129  Mercado San Agustin  MSAGUT  MTWThF 8:00am-noon  07/30/12-08/03/12  Staff  $184.00

PA 941  Crime Lab Investigators: Ages 9-12  Noncredit
A siren is heard and lights begin to flash. Step into this crime lab with other investigators as your team uncovers clues and techniques used in solving some of the most complex crimes.

70160  Northwest Campus  NWC  MTThF 8:00am-noon  07/02/12-07/06/12  Staff  $139.00
70174  East Campus 0C6  MTWThF 8:00am-noon  07/09/12-07/13/12  Staff  $159.00
70174  East Campus 0C6  MTWThF 8:00am-noon  07/09/12-07/13/12  Staff  $159.00

PA 943  Curtain Call: Ages 9-12  Noncredit
Showcase your inner performer while you learn to refine your craft. Explore how to put on your production as you learn about stage direction, set design, character development and play games.

70158  West Campus 011  MTWThF 1:00pm-5:00pm  06/25/12-06/29/12  Staff  $159.00

PA 949  Junior Entrepreneur: Ages 9-12  Noncredit
Are you ready to learn how to make money in the business market? In this camp you will learn to identify your consumer base and develop a product or service that you can take from idea to profit as you discover fundamental business skills.

70108  East Campus 0C6  MTWTh 8:00am-noon  06/25/12-06/28/12  Staff  $139.00
70168  West Campus 011  MTWThF 1:00pm-5:00pm  07/16/12-07/20/12  Staff  $159.00
70172  Northwest Campus  NWC  MTWThF 1:00pm-5:00pm  07/23/12-07/27/12  Staff  $159.00

PA 984  Typing I- Keyboarding: Ages 8-12  Noncredit
Learn computer keyboard layout, correct finger/ hand positioning and basic touch- typing techniques through personalized exercises, exciting games, friendly encouragement and instant feedback. With these fundamentals mastered, you can create anything you need.

70109  West Campus 011  MTWThF 1:00pm-5:00pm  07/02/12-07/06/12  Staff  $139.00
70165  East Campus 0C6  MTWThF 1:00pm-5:00pm  07/09/12-07/13/12  Staff  $159.00
70171  Northwest Campus  NWC  MTWThF 8:00am-noon  07/09/12-07/13/12  Staff  $159.00

PA 990  Pima for Kids Camps: Full Week  Noncredit
Enrollment in this class provides all-day camps, including two camps per day with a watch hour between each camp. Each child must bring a lunch daily and be picked up by 5:15 pm.

70190  East Campus 0C6  MTWTh 8:00am-5:00pm  06/25/12-06/28/12  Staff  $300.00
70116  West Campus 011  MTWThF 8:00am-5:00pm  06/25/12-06/29/12  Staff  $350.00
70117  Northwest Campus  NWC  MTWThF 8:00am-5:00pm  06/25/12-06/29/12  Staff  $300.00
70194  West Campus 011  MTWThF 8:00am-5:00pm  07/09/12-07/13/12  Staff  $300.00
70120  East Campus 006  MTWThF 8:00am-5:00pm  07/16/12-07/19/12  Staff  $300.00
70122  West Campus 011  MTWThF 8:00am-5:00pm  07/16/12-07/19/12  Staff  $300.00
70198  West Campus 011  MTWThF 8:00am-5:00pm  07/23/12-07/26/12  Staff  $300.00
70124  Northwest Campus  NWC  MTWThF 8:00am-5:00pm  07/23/12-07/27/12  Staff  $350.00
70200  Northwest Campus  NWC  MTWThF 8:00am-5:00pm  07/30/12-08/02/12  Staff  $300.00
70126  East Campus 0C6  MTWThF 8:00am-5:00pm  07/30/12-08/03/12  Staff  $350.00

For complete course information and updates, go to www.pima.edu/schedule and select Noncredit class schedule
### Science

<table>
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<tr>
<th>Section Code (CRN)</th>
<th>Course Title</th>
<th>Ages</th>
<th>Days</th>
<th>Time</th>
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<th>Instructor</th>
<th>Fees</th>
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</table>
Fitness, Nutrition and Well-being

Get the help you need to achieve your fitness, nutrition and well-being goals. Courses include stress reduction; balance and flexibility; dance; cardiovascular (cardio) exercise; fitness for kids; pain intervention; nutrition and more. Meet your goals while sharing the journey with others.

Exercise, Sports & Games

**EX 215  Golf: Beginning Level**  Noncredit
Learn the fundamentals of golf, including grip, stance, set-up, full swing progression, chipping and putting; includes golf game rules and etiquette. Information: Range fee; golf clubs available for rent.

<table>
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<tr>
<th>Section Code (CRN)</th>
<th>Campus/Site</th>
<th>Bldg/Rm</th>
<th>Days</th>
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**EX 280  Adult Tennis: Absolute Beginner/Novice**  Noncredit
Learn fundamental strokes, ball control, court etiquette and rules, demo racquets available for use. USPTA certified tennis pros.

<table>
<thead>
<tr>
<th>Section Code (CRN)</th>
<th>Campus/Site</th>
<th>Bldg/Rm</th>
<th>Days</th>
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<td>Staff</td>
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**EX 281  Adult Tennis: Advance Beginner/Intermediate With Play**  Noncredit
Emphasis on fundamental stroke technique, development of effective shot combinations and spins, singles/doubles strategy and tactics. Taught by USPTA certified tennis pros.

<table>
<thead>
<tr>
<th>Section Code (CRN)</th>
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**EX 436  Tai Chi Beginner**  Noncredit
Defensive moves are slowed down to a pace that matches air into the lungs and air leaving the lungs. Participants learn the names of each move with lots of repetition to perfect a 30 minute routine.

<table>
<thead>
<tr>
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**EX 436A  Tai Chi: Advance Beginner**  Noncredit
This ancient form of healing and martial art uses your own energy to promote your health and well being. It is gentle and subtle, yet strong and powerful, a true energy exercise.

<table>
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<th>Section Code (CRN)</th>
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**EX 609  Women's Self-Defense Weekend**  Noncredit
This two-day course is designed to empower and educate women and involves mature subject matter regarding sexual assault. Class fee covers lecture, practical instruction and training. Information: Wear comfortable exercise clothing.

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<th>Section Code (CRN)</th>
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**EX 633  Mixed Martial Arts (MMA)**  Noncredit
MMA incorporates traditional martial arts values with a contemporary mix of martial arts and is derived from Jujitsu, Judo and Kickboxing. Light/medium contact focuses on strikes, kicks, throws and grappling with safety for self and partner as primary concern.

<table>
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<tr>
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**EX 634  **Cardio Karate/Kickboxing
Exercise in a high-energy, music-filled environment while learning boxing moves, kickboxing techniques and karate basics.

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**EX 702  **Yoga for Pregnancy
Practice yoga stretches, breathing and relaxation techniques in a supportive environment to move through your pregnancy and birth with greater ease and confidence.

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**EX 703  **Yoga and Relaxation for Beginners
Improve strength, balance and flexibility. Breathe and relax deeply, bringing body and mind into harmony.

<table>
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<th>Bldg/Rm</th>
<th>Days</th>
<th>Time</th>
<th>Dates</th>
<th>Instructor</th>
<th>Fees</th>
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<tr>
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</tr>
<tr>
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<tr>
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</tr>
<tr>
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<tr>
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<tr>
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<tr>
<td>70041</td>
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<tr>
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<td>07/20-08/24/12</td>
<td>Staff</td>
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</tr>
</tbody>
</table>

**EX 719  **Yoga for Back Care
A gentle, effective approach to strengthening the back, improving body posture and coping with stress. Simple, practical techniques for alleviating neck and back pain, while moving at your own pace and comfort.

<table>
<thead>
<tr>
<th>Section Code</th>
<th>Campus/Site</th>
<th>Bldg/Rm</th>
<th>Days</th>
<th>Time</th>
<th>Dates</th>
<th>Instructor</th>
<th>Fees</th>
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<tr>
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<td>07/19-08/23/12</td>
<td>Staff</td>
<td>$60.00</td>
</tr>
</tbody>
</table>

**EX 725  **Gentle Yoga
Gentle restorative yoga for balancing, renewing and stress reduction using warm-ups, revitalizing yoga poses, breath- and relaxation techniques. Designed for individuals who feel a beginning class may be too strenuous or those with special concerns.

<table>
<thead>
<tr>
<th>Section Code</th>
<th>Campus/Site</th>
<th>Bldg/Rm</th>
<th>Days</th>
<th>Time</th>
<th>Dates</th>
<th>Instructor</th>
<th>Fees</th>
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<td>07/20-08/24/12</td>
<td>Staff</td>
<td>$60.00</td>
</tr>
</tbody>
</table>
EX 743  Rise & Align  
Get things in place for your day the Yoga way! Gentle to moderate postures, breath-work, and centering exercises. Information: This class is appropriate for all ability levels and promises to be a great way to start your morning.

<table>
<thead>
<tr>
<th>Section Code (CRN)</th>
<th>Campus/Site</th>
<th>Bldg/Rm</th>
<th>Days</th>
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<th>Instructor</th>
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<td>70039</td>
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<tr>
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EX 745  Chair Yoga  
Experience one of the most gentle forms of Yoga available for people who are looking for a safe workout that offers breath awareness and relaxation. We will incorporate chair and wall support in addition to modifications to suit individual needs. Information: Beginners welcome.

<table>
<thead>
<tr>
<th>Section Code (CRN)</th>
<th>Campus/Site</th>
<th>Bldg/Rm</th>
<th>Days</th>
<th>Time</th>
<th>Dates</th>
<th>Instructor</th>
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EX 746  Intro to Yin Yoga  
Yin Yoga targets the body's connective tissue, addressing the mobility and health of our joints in the hips, pelvis and spine. 3-5 minute postures are practiced on the floor, suitable for all levels of practitioner.

<table>
<thead>
<tr>
<th>Section Code (CRN)</th>
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<th>Bldg/Rm</th>
<th>Days</th>
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EX 747  Power Yoga  
Power Yoga is for active athletic lifestyles or those ready to re-activate them. From the first session we will support and encourage you to embrace your body's and mind's gifts and limitations to soar to new levels of flexibility, strength and wellbeing.

<table>
<thead>
<tr>
<th>Section Code (CRN)</th>
<th>Campus/Site</th>
<th>Bldg/Rm</th>
<th>Days</th>
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</table>

EX 748  Gentle and Restorative Yoga  
Gentle movement, stretches, as well as nurturing and well supported poses offer the opportunity to relax deeply and savor the sweetness of simply being still. These poses are especially beneficial for times of change or heightened stress in your life.

<table>
<thead>
<tr>
<th>Section Code (CRN)</th>
<th>Campus/Site</th>
<th>Bldg/Rm</th>
<th>Days</th>
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Workforce and Business Development

Pima Community College’s Workforce and Business Development team provides high-quality customized employee training to help local organizations achieve their goals. From business and entrepreneurial skills to software, networking, writing and language skills, we can design the perfect performance solution. We assess your staff’s skills and abilities and propose a plan to address the gaps. Using an excellent curriculum base that has been accrued over a decade of assisting companies such as yours, we customize training to meet your specific needs (workshops, courses, certificates or degrees), select appropriately credentialed instructors and implement training when and where you need it.

Over the years, our experience has shown that customized training applied to the right employees at the right time can effectively enhance a company’s measurable outcomes. Such training also goes a long way to enhance the individual employee’s self-esteem, professionalism, productivity and loyalty to the company.

A Certified Professional in Learning and Performance is available to assist with your needs. Call (520) 206-6569 today for more information.
BU 613 Leadership Skills and Organization Development Strategy
Learn the similarities and the differences between management, leadership and supervisory skills to effectively create an organization in which the staff performs at the level of excellence. Includes recruiting and promoting from within; developing a clear organizational hierarchy; creating and documenting company processes; developing and communicating vision and mission; identifying employee needs and goals; linking company culture to customer service and satisfaction; communicating share ownership to staff; employee training programs and career path development.
60848 Saturday 8 a.m.-noon 3/3/12-3/31/12 Fee: $90

BU 615 Marketing/Sales, Competitive Analysis/Response
Overview of marketing, sales and customer service strategies; understanding customer needs and competition factors. Includes decision-making strategies on expanding; online marketing and social networking; building a customer database; customer satisfaction surveys; marketing image; building and managing a sales pipeline database; account management and follow up.
60847 Saturday 1-5 p.m. 3/3/12-3/31/12 Fee: $90

BU 620 The Challenges of Business Growth
Learn the components of a successful business and the impact of growth. Includes strategic and financial plans for growth; hiring decisions and standards; formalizing the human resources function; planning for additional office space; significance of a database and reporting system; role of the board of directors; improving accountability; communication tools; internal training needs for staff and management; how to develop a clear organizational hierarchy, and reporting relationships.
60855 Saturday 1-5 p.m. 4/7/12-5/5/12 Fee: $90

BU 625 Long-Term Planning and Goal Setting
Learn how to set goals, develop, communicate, follow up and execute a business plan. Includes employee surveys; reviewing history, assessing current conditions and drawing conclusions; reviewing strengths and weaknesses; evaluating opportunities; developing strategies and action plans for internal improvement and addressing external opportunities.
60849 Saturday 8 a.m.-noon 4/7/12-5/5/12 Fee: $90

BU 629 Business Administration Overview
Understand the role and implementation of human resources; tax reporting of financial statements and who should receive the financial reports. Learn the similarities and differences between “working on the business” and “working in the business”; setting up and working with a board of directors; covering insurable risks; building internal financial controls; formalizing the purchasing function; and management relationships with customers and outside parties.
60850 Saturday 8 a.m.-noon 5/12/12-6/9/12 Fee: $90

BU 650 Building Business Model & Value Proposition
Introduction to the components of a business model and value proposition. Includes logistics and traffic management; product storage; customer payment; profitability; geographic expansion; benefits of a Web site; warranties; customer service and product support; how to differentiate from the competition and more.
60851 Saturday 1-5 p.m. 5/12/12-6/9/12 Fee: $90

Register for three workshops for $250.
Call (520) 206-6468 to register. For more information, email workforce@pima.edu.

Give the Gift of Learning
The next time you are about to buy a gift card, consider giving the gift of new knowledge!
For ideas, refer to the Summer Events Section on page 2.
Online Learning

Complete an online course when it is most convenient for you. Choose between a six- to eight-week instructor-led personal education class or a self-paced career training class. Try taking Speed Spanish, Grant Writing, Microsoft Office or Creating a Web Page. Additional classes are added monthly based on consumer demand. Search the catalog at www.ed2go.com/pima.

6-Month Online Learning Career Training Programs

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

Features:
- Facilitators and mentors are available to answer questions and help you through your studies
- Career Counselors will help you prepare for the transition from the classroom to the workplace
- All materials, workbooks and software are included
- Payment plans are available

Programs are available in the following areas:
- Microsoft Professional
- AutoCAD
- Accounting
- Forensic Computer Examiner
- Marketing Design
- Purchasing and Supply Chain
- Business and Management
- Web Design
- Multimedia Arts
- Teaching and Education
- HVAC Technician
- Video Game Design
- Start Your Own Business
- Grant Writing
- Certificate Preparation
- Veterinary Medicine
- ... and more!

How to get started:
Registration for online Career Training classes is a two-step process:

Step 1: Select your class and register at gatlineducation.com/pima.

Step 2: Register and pay

Tip: Ask your employer for reimbursement of course fees. Most of these career training courses qualify for CEU and may be available for workforce training assistance.

For more information, go to www.gatlineducation.com/pima. Financing options also are available.

More courses are available. Search the online catalog at www.gatlineducation.com/pima.

6-Week Online Courses

Our online instructors are known for their ability to create warm and supportive communities of learners. Each course is led by an instructor and designed to be informative, fun, convenient and highly interactive. All of our courses can be completed entirely from your home or office during any time of the day or night.

Features:
- Courses run for six weeks (with a 10-day grace period at the end).
- Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas and supplementary links.

How to Get Started:

1. Go to www.ed2go.com/pima
2. Click the Courses link, choose the department and course title you are interested in and select the Enroll Now button. Follow the instructions to enroll and pay for your course. Enter your email address and set up a password. You will use your email address and password to gain access to the classroom.
3. When your course starts, return to the Online Instruction Center and click the Classroom link. To begin your studies, log in using your email address and the password you selected during enrollment.

Introduction to Microsoft Excel: Discover the keys to setting up fully formatted worksheets quickly and efficiently.

Introduction to Microsoft Access: Learn how to store, locate, print and automate access to all types of information.

Introduction to Microsoft Word: Learn how to create and modify documents with the world’s most popular word processing software.

Introduction to PowerPoint: Learn how to create impressive slide presentations filled with text, images, video, audio, charts and more.

Creating Web Pages: Learn the basics of HTML so you can design, create and post your own Internet site.

NEW! Personal exploration courses for Microsoft Office 2010, Writing Books for Children and Grant Writing A to Z. For more information, go to www.ed2go.com/pima.

More than 300 courses are available. Search the online catalog at www.ed2go.com/pima.
Every Course Includes:

- Caring instructor
- Monitored discussion area
- Conversational, easy to understand lessons
- Six weeks of instruction
- Certificate of completion with a passing score
- Complete online access—take your course anytime, anywhere

Courses:

Summer School Credit Recovery
The Summer School Credit Recovery program provides an affordable, accessible and flexible alternative to summer school classes. These courses are available anytime and anywhere. Participants also are allowed to work at their own pace.

The Summer School Credit Recovery program is perfect for the high school student who needs to make up credits or improve GPA.

Courses available in:
Mathematics
- Algebra I, II
- Geometry
Science
- Biology
- Chemistry
Language Arts
- English I, II, III, IV

These courses are accredited through the Southern Association of Colleges and Schools (SACS).

ReadyMATH
The ReadyMATH program is for students who are preparing for, or returning to college. This program provides the most comprehensive math curriculum, personalized to meet student’s needs by specifically addressing individual knowledge gaps.

ReadyMATH is a custom-tailored learning tool that assesses and teaches students the full range of math, from arithmetic to intermediate algebra, preparing students to pass the college math placement exam.

For course details, go to www.ed2go.com/pima.

You can also reach us by calling (520) 206-6579

Online Learning  Anytime, anywhere . . . just a click away!
Continuing Education Policies

Refund Policy
No refunds will be considered unless the request is received seven calendar days prior to the start of the class or activity. Refunds will be paid in full for classes that are cancelled. Contact continuinged@pima.edu or (520) 206-6579.

Refunds associated with a multiple class discount will only be considered only if the request is received seven calendar days prior to the first day of class.

Cancellations
Continuing Education is supported by participant fees. For this reason, it is necessary to establish minimum enrollment requirements for each class. Continuing Education reserves the right to cancel a class. In the event of cancellation, every effort is made to contact participants by phone and/or email 48 hours prior to the start date of the class.

Discounts
Discounts may be offered for early bird registration, senior citizens, youth and multiple class registrations. Coupon codes are valid for one time use and must be received at the time of payment.

For more information, call (520) 206-6579.

Changing Name or Address
Legal documentation, such as a marriage certificate, court order, driver’s license or Social Security card, is required to make a name change.

A student may change his/her name or address in-person at any campus, by mail or fax, with accompanying legal documentation.

By mail:

Pima Community College
District Office of Admissions and Records
4905 E. Broadway Blvd., B-220
Tucson, AZ 85709-1120

By fax:

District Office of Admissions and Records
(520) 206-4790

Other Policies
For Disabled Student Resources/ADA/504 Policy, Affirmative Action and Equal Educational Opportunity policies, and Annual Crime Statistics and Clery Crime Act Report information, please see page 13 of the credit schedule of classes section of this publication, or go to www.pima.edu.
Registration for Continuing Education Classes (noncredit)

Online:
www.pima.edu/continuinged

In -Person:
All campuses:
Monday - Thursday: 8am - 7pm
Friday: 8am - 5pm
Downtown and East campuses:
Every Saturday: 8am - 1pm
Community, Desert Vista, Northwest and West:
May 19 and 26, and June 2 8 am - 1 pm
All other Saturdays CLOSED.
Mall Registration
Foothills Mall, El Con Mall, Park Place or Oro Valley Marketplace. For dates and times, call (520) 206-6579.

Pima Community College will be closed on the following dates:
May 28, 2012
July 4, 2012

Phone:
(520) 206-6468 (credit card only)
MasterCard, Visa, American Express and Discover accepted

Mail:
Use the form on this page.
Make checks payable to Pima Community College
Mail to: Pima Community College
Continuing Education
401 N. Bonita Avenue
Tucson, AZ 85709-5036

Fax:
Use the form on this page and fax to the College at (520) 206-6556.

Questions:
Email your questions to: continuinged@pima.edu

Registration for Credit Classes:
Refer to page 6 of the credit schedule of classes section of this publication, or go to www.pima.edu.

### Application for Admission/Registration

Have you previously attended PCC?  □ Yes  □ No

Student Number*  A______________
*A Student ID Number will be assigned if you are new to Pima Community College.

<table>
<thead>
<tr>
<th>Name</th>
<th>Last</th>
<th>First</th>
<th>Middle Initial</th>
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<table>
<thead>
<tr>
<th>Address</th>
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<tr>
<th>Email Address</th>
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<table>
<thead>
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<table>
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<table>
<thead>
<tr>
<th>Other Phone Number</th>
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</thead>
</table>

Check best phone number to reach you during the day.

<table>
<thead>
<tr>
<th>□ Male  □ Female  Date of Birth:  · · · · · · ·</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Special accommodations are required  □  Address has changed □</th>
</tr>
</thead>
</table>

### Continuing Education Information

<table>
<thead>
<tr>
<th>CRN (5 digits)</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title</td>
<td>Dates</td>
</tr>
<tr>
<td>Course Location</td>
<td>Times</td>
</tr>
</tbody>
</table>

<table>
<thead>
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<tbody>
<tr>
<td>Course Title</td>
<td>Dates</td>
</tr>
<tr>
<td>Course Location</td>
<td>Times</td>
</tr>
</tbody>
</table>

Total $__________

Make check payable to: Pima Community College

<table>
<thead>
<tr>
<th>Payment Method</th>
<th>Full payment must accompany this form.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Check</td>
<td>□  Cash  □  Money Order</td>
</tr>
<tr>
<td>Other  □ Credit</td>
<td>□  Card Number</td>
</tr>
</tbody>
</table>

Signature of cardholder  ____________________________
Expiry date  ____________________________

For Office Use Only - Date  ____________________________  Initials  _____________

<table>
<thead>
<tr>
<th>Paid by Other</th>
<th>Check Number</th>
<th>Cash</th>
<th>Money Order</th>
<th>Credit Card</th>
</tr>
</thead>
</table>

Refund Policy: See refund policy on page 23
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