By offering a variety of affordable noncredit classes, Pima Community College is able to meet the ongoing continuing education needs of Pima County. PCC’s Continuing Education programs are open to everyone. Classes meet online and at convenient locations throughout Tucson. Depending on your interests, you can commit a few hours, a few weeks or more. These noncredit classes are staffed by experienced instructors. We invite you to join other students who share your interests and enjoy a lifelong experience of personal growth.

Keep your kids learning during Fall & Spring Break
See pages 16 - 18

This Community Development schedule was published October 2015, by Pima County Community College District, which reserves the right to make changes.
Enroll as a Continuing Education Student in a Credit Course

Pima County residents now may enroll in select credit courses without applying for admission to the College or taking basic skills assessments.

Enrolling as a continuing education student in a select credit courses is easy:

- Find classes at [www.pima.edu/continuinged](http://www.pima.edu/continuinged).
- Call 520-206-6468 to register and pay.

Popular credit classes for noncredit enrollment (available at most PCC campuses):

- Weight Training
- Latin Rhythms Dance
- Kickboxing
- Yoga
- Zumba
- Tennis
- Golf
- Stretch & Tone
- Culinary
- Beginning Guitar
- Woodworking I

*Please Note:* If the credit class fills to capacity with degree-seeking students or doesn’t meet minimum enrollment requirements, non-credit learners will be refunded their fees.

See pages 5 - 8

*For more information call 520-206-6579*
Online Classes ed2go

CS101 - Microsoft Word: Level I
In this class, you will create, save and print a document using the latest version of Microsoft Word. You will learn several revision techniques as well as shortcuts to speed up keyboarding and increase accuracy.

Location: Community Campus, 401 N. Bonita Ave.
60556 Sat 10/10 9am-5pm 1 Day $89
60559 Sat 11/7 9am-5pm 1 Day $89

CS111 - Microsoft Excel: Level I
New to working with spreadsheets? Learn how to prepare budgets, financial projections and other reports arranged in rows and columns. The primary strength of a spreadsheet program is mathematical calculations.

Location: Community Campus, 401 N. Bonita Ave.
60557 Sat 10/17 9am-5pm 1 Day $89
60560 Sat 11/14 9am-5pm 1 Day $89

CS131 - Microsoft PowerPoint: Level I
Learn how to create a professional Microsoft PowerPoint presentation. Learn how to manipulate slide content, navigate between the various views, create speaker notes, print preview slide handouts, speaker notes or a text outline of the presentation and how to customize the presentation with design templates and dynamic transition effects.

Location: Community Campus, 401 N. Bonita Ave.
60558 Sat 10/24 9am-5pm 1 Day $89
60561 Sat 11/21 9am-5pm 1 Day $89

CS834 - Basic QuickBooks Functionality
This instructor led workshop is designed specifically for those who need a robust yet user-friendly approach to financial record-keeping and processing using the QuickBooks program. The workshop is taught by a Certified QuickBooks Pro-Advisor. The workshop includes instruction on how to set up a new data file, chart of accounts, bank and credit card account reconciliation, accounts receivable, accounts payables, how to generate reports and much more. Workshop sessions will be supplemented with information on financial management so you will understand both the “how and why” of managing business and financial records.

Location: Community Campus, 401 N Bonita Ave
60675 Tu/Th 10/20-11/3 10am-noon 3 Wks $149

For more information call 520-206-6439
For Online courses in Quickbooks go to www.ed2go.com/pima or see next page
CS835 - QuickBooks Reports & Trouble Shooting
This workshop is intended for small business owners, bookkeepers, or anyone who uses QuickBooks and wants an extra skill. With well over 150 different styles of reports, QuickBooks has many different methods to sort and filter your data. This workshop is designed to unlock some of the mysteries of why QuickBooks gives you the results it does. Many aspects of reports will be addressed and many aspects of cash verses accrual reporting. Participants will learn how to find reports, understand where retained earning gets its figures from, how fiscal year affects the reports, and the best ways of using reports to troubleshoot issues.

Location: Community Campus, 401 N Bonita Ave
60676 Th/Fr 11/5-11/6 6-8pm 1Wk $79

CS850 - Creating Payroll in QuickBooks
Preparing payroll in any small business can be a daunting task, whether you have one employee or 20, the federal and state requirements are often the same. By using the payroll feature in QuickBooks you can create paychecks, pay tax liabilities, and generate payroll reports with little effort. In this workshop you’ll learn the steps you need to properly set up your payroll system in QuickBooks, from accessing information on Internal Revenue Service’s Website to creating a new employee, tracking time and job costing data to generate required forms and reports. If you’re already using the QuickBooks payroll feature, this workshop even includes troubleshooting tips and solutions for common problems and mistakes.

Location: Community Campus, 401 N Bonita Ave
60677 Tu/Th 11/10-11/19 6-8pm 2wk $129

LA021 - Spanish for Medical Professionals
If you are struggling to communicate with your Spanish-speaking patients or need a refresher course, the focus of this course is Spanish in a medical setting; you’ll discover how to ask about pain, symptoms, medical histories, insurance, patient’s feelings, body parts, diets and medical care and treatment. Instructor led online learning, 6 weeks, 12 lessons, 24/7, open to anyone.

Offered online monthly. To enroll go to www.ed2go.com/pima

Location: Community Campus, 401 N Bonita Ave
60524 M-Su 10/14-11/18 Online Class 6 Wks $125
60525 M-Su 11/11-12/16 Online Class 6 Wks $125
60526 M-Su 2/10-3/16 Online Class 6 Wks $125
60527 M-Su 3/16-4/20 Online Class 6 Wks $125
60528 M-Su 4/13-5/18 Online Class 6 Wks $125

Workforce and Continuing Education - Fall 2015/Spring 2016
For information call 520-206-6579.
To register and pay, call 520-206-6468 or go to www.pima.edu/continuinged.

AAMMP Up your skills, change your world!
Arizona’s Aviation, Mining and Manufacturing Program
- training for jobs in power plants, advanced manufacturing, aviation, mining and industrial maintenance
- four short-term certificates in welding
- short-term options in existing degree programs
- industry-recognized certifications, such as AWS, OSHA, NIMS, and NC3
- career coaching and case management provided

For more information or to enroll:
AAMMP UP Program Manager
Denise Kingman, 520-206-6365
Continuing Education
Students in Select Credit Courses

Taking a credit class as a noncredit student provides you with all the knowledge and skill without testing.
Noncredit pricing includes material fees.
If the class fills to capacity with credit students, continuing education students may be moved to another session, if available.

Cooking and Foods

CF302 - Bakery & Pastry Production I
A comprehensive introduction to preparing an array of baked goods and sweets. Includes yeast breads, quick breads, creams and custards, cakes, filling and frostings, cookies and brownies, elementary plating, and decorating and garnishing techniques.
Location: Desert Vista Campus, 5901 S. Calle Santa Cruz 60552
Thr 10/21-12/20 9:30am-4:40pm 8 Wks $412
Thr 10/21-12/20 8:30-9:30am
60553
Thr 8/26-10/20 7:30-9:30am 8 Wks $412
Thr 8/26-10/20 9:30am-4:40pm 8 Wks

CF358 - Cakes
Introduction to the art of cake baking. Includes the ingredients, preparation and baking of cakes.
Location: Desert Vista Campus, 5901 S. Calle Santa Cruz
60551
Mon 8/26-9/30 5:30-6pm 5 Wks $139
Mon 8/26-9/30 6-9:50pm 5 Wks

CF361 - Cake Decorating and Candy Making
Basic principles and methods of cake decorating and candy making. Includes history of cakes, selection of ingredients, cooking procedures, cake assembly, and presentation.
Location: Desert Vista Campus, 5901 S. Calle Santa Cruz
60554 Sat 8/26-12/20 10am-2:15pm 8 Wks $242

Exercise and Sports

EX100 - Zumba Fitness
Dance fitness combining Latin and international music with dance to make exercise fun. Salsa, merengue, cumbia, reggae and other international styles of music and motion are used to increase fitness.
Location: West Campus, 2202 W. Anklam Rd.
60334 M/W 9/9-12/20 5:10-6pm 14 Wks $64
Location: Desert Vista Campus, 5901 S. Calle Santa Cruz
60497 Tu/Th 9/9-12/20 5-5:55pm 14 Wks $64

EX105 - Boot Camp Style Circuit Training
Total body conditioning using various exercises, stations and equipment which provide a cardiovascular challenge while emphasizing development of muscular strength and endurance. Includes personal safety and preparation, personal fitness assessment and activity modifications, and techniques for exercise.
Location: East Campus, 8181 E. Irvington Road
60433 M/W 9/9-12/20 12:20-1:15pm 14 Wks $66

For more information call 520-206-6579
**EX107 - Cardio Kickboxing**
Total body conditioning using various kickboxing exercises, stations, and equipment that provide a cardiovascular challenge while emphasizing development of muscular strength and endurance through upper and lower body striking activities. Includes personal safety and preparation, personal fitness assessment, activity modifications, kickboxing technique and skill development.

Location: West Campus, 2202 W. Anklam Rd.

- 60339 M/W 9/9-12/20 9:10-10am 14 Wks $66
- 60340 M/W 9/9-12/20 10:10-11am 14 Wks $66
- 60341 Tu/Th 9/9-12/20 5:10-6pm 14 Wks $66

Location: Desert Vista Campus, 5901 S. Calle Santa Cruz

- 60499 Fri 9/9-12/20 10:10am-12:25pm 14 Wks $66
- 60500 M/W 9/9-12/20 5-5:55pm 14 Wks $66

**EX108 - Indoor Cycling**
Cardiovascular conditioning set to music and performed on a stationary bicycle. Includes personal safety and preparation, key concepts, personal fitness assessment and activity modifications, elements of indoor cycling training.

Location: West Campus, 2202 W. Anklam Rd.

- 60336 Tu/Th 9/9-12/20 7-7:50am 14 Wks $66
- 60337 Tu/Th 9/9-12/20 11:10am-noon 14 Wks $66

**EX125 - Weight Training and Cardiovascular Fitness Level I**
Introduction to a personalized fitness program using resistance, cardiovascular, and flexibility training. Includes orientation to the fitness facility, evaluation of personal fitness status and goal setting, principles of basic program design, and benefits of healthy lifestyle choices.

Location: Desert Vista Campus, 5901 S. Calle Santa Cruz

- 60549 M-Th 8/20-12/20 6:30am-8pm 16 Wks $69
  - Fri 8/20-12/20 8:15am-2pm 16 Wks

Location: West Campus, 2202 W. Anklam Rd.

- 60329 M-Th 8/26-12/20 6:30am-7pm 16 Wks $69
- 60330 Sat 10/21-12/20 9am-1pm 6 Wks $69
- 60435 Sat 9/9-12/20 8am-4pm 14 Wks $69
- 60543 M-F 9/9-12/20 6am-8pm 14 Wks $69

**EX126 - Stretch and Tone**
Muscular strength, endurance, and flexibility exercises designed to improve total body fitness with exercises generally set to music. Includes personal safety and preparation, personal fitness assessment and activity modifications, and techniques for exercise.

Location: West Campus, 2202 W. Anklam Rd.

- 60342 Tu/Th 9/9-12/20 8:10-9am 14 Wks $64
- 60343 M/W 9/9-12/20 10:10-11am 14 Wks $64

**Continuing Education - Fall 2015/Spring 2016**
For information call 520-206-6579.
To register and pay, call 520-206-6468 or go to [www.pima.edu/continuinged](http://www.pima.edu/continuinged).
Continuing Education
Student in Select Credit Classes
Exercise and Sports - continued

EX127 - Individual Fitness: Walking
Cardiovascular conditioning, improved fitness, and weight management through various walking workouts. Includes introduction to walking, components of training, heart rate zone training, common faults, walking health and personal safety, designing your training program, and race walking techniques. Also includes stride technique, proper alignment, cardiovascular fitness assessment, goal setting, and workout types for specific goals and distances.

Location: East Campus, 8181 E. Irvington Road
60436 Tu/Th 9/9-12/20 5:30-6:30pm 14 Wks $64

EX128 - Aerobics: Cardio Cross-Training
Cardiovascular and muscular exercises generally set to music and performed rhythmically. Includes personal safety and preparation, personal fitness assessment and activity modifications, elements of rhythmic aerobic routines, and elements of interval training.

Location: West Campus, 2202 W. Anklam Rd.
60382 Sat 9/9-12/20 9:30-11:20am 14 Wks $64

EX129 - Aerobics: Step
Cardiovascular and muscular exercises set to music, performed rhythmically using basic to complex stepping patterns on the floor and on a raised platform. Includes personal safety and preparation, personal fitness assessment and activity modifications, and elements of rhythmic aerobic routines. Also includes determination of cardiovascular endurance level and challenging that system, improving local muscular endurance, and flexibility.

Location: West Campus, 2202 W. Anklam Rd.
60333 Tu/Th 9/9-12/20 9:10-10am 14 Wks $64

EX282 - Tennis I
Fundamentals of tennis intended for the novice or player with limited experience. Includes key components of tennis, fundamental stroke development, and game management. This course is intended for skill development and recreational play.

Location: West Campus, 2202 W. Anklam Rd.
60349 Sat 9/9-12/20 9:10-10am 14 Wks $66

EX302 - Golf I
Fundamentals of golf intended for the novice or player with limited experience. Includes emphasis on grips, stance, swing, shot selection, putting, rules and etiquette of the game. A required range and/or course fee will be payable to the golf course.

Location: Silverbell Golf Course, 3600 N Silverbell Rd
60348 Fri 9/9-12/20 8:10-10am 14 Wks $114
EX703 - Health, Wellness & Physical Activity
Development of skills for personal lifestyle changes that promote health, wellness and fitness over a lifetime. Includes physical activity, special considerations, nutrition, body composition, stress and health.
Location: West Campus, 2202 W. Anklam Rd.
60449    Mon/Wed 8/26-12/20  1:10-2:25pm  16 Wks  $192

Woodworking

BT300 - Woodworking I
Concepts and procedures for working with hardwoods. Includes introduction to measuring, preparation and use of hardwoods, pressure treated wood, ripping wood, miter cuts, cross cuts, job site safety, gluing and clamping, veneers, curves and circles, dados and rabbets, and smoothing.
Location: Maint & Sec Truck Driver Trgn, 6680 S Sountry Club Rd
60438    M/W  8/26-12/20  5:15-7:30pm  16 Wks  $217

BT303 - Woodworking II
Continuation of concepts and procedures of BT300. Advanced topics in woodworking. Includes safety practices; design and planning; measuring and cutting; chiseling, sanding; butt, biscuit and dowel joints; rabbet joints; dado joints; lap joints; miter joints; mortise-and tendon joint; veneers; using fasteners, dovetail joints and casework; and applying stain and clear finish.
Location: Maint & Sec Truck Driver Trgn, 6680 S Sountry Club Rd
60439    M/W  8/26-12/20  7:30-9:45am  16 Wks  $217

For more information call 520-206-6579
EI611 - Current Topics in Foreign Policy
Explore the top foreign policy issues with an experienced veteran of the diplomatic service. Each session will focus on a specific country, region or global issue of major importance to the United States - Expect lively discussions! Topics may include China, the Middle East, and others as determined by events. Instructor: Robert Benzinger, B.S., retired state department official, extensive policy experience in Finland, Taiwan, Belize, Kenya, Mexico and Fiji.

Location: Community Campus, 401 N. Bonita Ave.
60328 Tue 11/3-12/8 10am-noon 6 Wks $89
60509 Tue 1/19-2/23 10am-noon 6 Wks $89
60510 Tue 5/24-6/28 10am-noon 6 Wks $89

FI407 - Retirement Planning Today
Learn how to organize your financial affairs for maximum retirement income. In this course, we will discuss asset allocation, tax-deferred asset management, stock and bond investments, Social Security, annuities and retirement plans such as 401Ks, IRAs, Roth IRAs. Discover and construct a plan to provide adequate retirement income and learn strategies to minimize income erosion. Come prepared with your own questions to discuss and explore.

Location: East Campus, 8181 E. Irvington Road
60493 Tue 10/20-10/27 6-9pm 2 Wks $67
60494 Thr 10/22-10/29 6-9pm 2 Wks $67

Location: District Office, 4903 E. Broadway
60491 Tue 9/29-10/6 6-9pm 2 Wks $67
60492 Tue 10/1-10/8 6-9pm 2 Wks $67

FI510 - Buying and Selling Tucson Real Estate
Learn important real estate principles and the legal information you need to know when buying, selling or investing in local real estate. Students will discuss the home buying process, agent roles, contracts, appraisals, inspections, loans and how to negotiate, as well as realities of working with builders in new home construction. The current market includes short sales, foreclosures, bank owned properties, auction and estate sales which will be explained.

Location: Community Campus, 401 N. Bonita Ave.
60452 Thr 10/8 6:30-8:30pm 1 Day $40
60453 Thr 11/5 6:30-8:30pm 1 Day $40
60454 Thr 1/7 6:30-8:30pm 1 Day $40
60455 Thr 2/11 6:30-8:30pm 1 Day $40
60456 Thr 3/10 6:30-8:30pm 1 Day $40
### Personal Enrichment - continued

#### Languages

**LA150A - Spanish for Beginners I**  
An introduction to fundamentals of the Spanish language. Includes present tense grammar, writing exercises, and Spanish conversation practice. For those interested in going beyond conversation and studying broader facets of the language.

- **Location:** Northwest Campus, 7600 N Shannon Rd  
  60354  
  Tue  1/19-2/23  6:30-8:30pm  6 Wks  $105  

- **Location:** Community Campus, 401 N. Bonita Ave.  
  60635  
  Wed  1/20-2/24  2-4pm  6 Wks  $105

**LA150B - Spanish for Beginners II**  
Continuation of Spanish for Beginners I. Includes continuation of Spanish conversations, expanding knowledge of grammar, and additional writing exercises to build writing skills.

- **Location:** Northwest Campus, 7600 N Shannon Rd  
  60351  
  Tue  1/20-2/10  6:30-8:30pm  6 Wks  $105  

- **Location:** Community Campus, 401 N. Bonita Ave.  
  60638  
  Wed  1/20-2/24  2-4pm  6 Wks  $105

**LA160B - Conversational Spanish for Beginners II**  
Continuation of Conversational Spanish for Beginners I. Emphasis is on strengthening skills in conversation for those who are interested primarily in conversing in Spanish.

- **Location:** Community Campus, 401 N. Bonita Ave.  
  60357  
  Wed  1/10-11/18  1-3pm  6 Wks  $105  
  No class 11/11

**LA170 - Spanish, Beyond the Present Tense**  
Activities include discussion, sentence construction and worksheet exercises to deepen the experience with Spanish tense verb forms. Students will learn how to use the future tense, preterite and imperfect tenses and formal and informal commands.

- **Location:** Northwest Campus, 7600 N Shannon Rd  
  60355  
  Thr  1/8-11/12  6:30-8:30pm  6 Wks  $105  

- **Location:** Community Campus, 401 N. Bonita Ave.  
  60353  
  Mon  10/12-11/6  1-3pm  6 Wks  $105  
  60636  
  Thr  1/21-2/25  2-4pm  8 Wks  $125

**LA415A - French for Fun Beginning**  
Introduction to French language basics. Includes pronunciation and what you need to know in French-speaking countries. Emphasis on vocabulary useful for travelers. Repeat students are welcome and will continue to learn. Instructor: Caroline Latron native speaker

- **Location:** Community Campus, 401 N. Bonita Ave.  
  60362  
  Tue  10/27-12/15  5:30-7:30pm  8 Wks  $115  
  60639  
  Tue  1/12-2/8  5:30-7:30pm  7 Wks  $115  
  60641  
  Tue  3/1-4/12  5:30-7:30pm  7 Wks  $115  
  60643  
  Tue  4/19-6/7  5:30-7:30pm  8 Wks  $125

**LA415C - French for Fun Advanced**  
For more advanced speakers of French. Students will practice conversation and vocabulary, reading, and translating. Games used to enhance learning while having fun. Instructor: Caroline Latron native speaker

- **Location:** Community Campus, 401 N. Bonita Ave.  
  60364  
  Wed  10/28-12/16  12:30-2:30pm  8 Wks  $115  
  60640  
  Wed  1/13-2/24  12:30-2:30pm  7 Wks  $115  
  60642  
  Wed  3/2-4/13  12:30-2:30pm  7 Wks  $115  
  60644  
  Wed  4/20-6/8  12:30-2:30pm  8 Wks  $125  
  60513  
  Tue  1/10-11/17  1-3pm  6 Wks  $105  
  60518  
  Tue  2/2-3/8  1-3pm  6 Wks  $105
LA562 - Instant Italian - Online
This dynamic course will teach you how to express yourself comfortably in Italian. You’ll learn practical everyday words and phrases, hear and practice dialogues based on typical situations, along with follow-up exercises that will teach you how to communicate in Italian. Instructor led online learning; 6 weeks, 12 lessons, 24/7, open to anyone.

Location: Community Campus, 401 N Bonita Ave
60511 M-Su 10/14-11/18 Online Class 6 Wks $125
Offered Online monthly. go to www.ed2go.com/pima
60512 M-Su 11/11-12/16 Online Class 6 Wks $125
Offered Online monthly. go to www.ed2go.com/pima
60516 M-Su 2/10-3/16 Online Class 6 Wks $125
Offered Online monthly. go to www.ed2go.com/pima
60517 M-Su 3/16-4/27 Online Class 6 Wks $125
Offered Online monthly. go to www.ed2go.com/pima

LA567 - Italian for Beginners
Introduction to the Italian language, people, and culture that make Italy a wonderfully exciting and captivating country to visit. Includes basic grammar, pronunciation, and conversation practice.

Location: Northwest Campus, 7600 N Shannon Rd
60514 Tue 10/13-11/17 6:30-8:30pm 6 Wks $105
60519 Tue 2/2-3/8 6:30-8:30pm 6 Wks $105
Location: Community Campus, 401 N. Bonita Ave.
60513 Tue 10/13-11/17 1-3pm 6 Wks $105
60518 Tue 2/2-3/8 1-3pm 6 Wks $105

LA568 - Italian for Beginners II
This course is a continuation of Italian for Beginners, with emphasis on more advanced grammar, pronunciation and conversational fluency.

Location: Northwest Campus, 7600 N Shannon Rd
60522 Tue 3/15-4/19 6:30-8:30pm 6 Wks $105
Location: Community Campus, 401 N. Bonita Ave.
60521 Tue 3/15-4/19 1-3pm 6 Wks $105

LA850 - American Sign Language for Beginners
Introduction to American Sign Language (ASL). Includes the manual alphabet, numbers, sign vocabulary, and sentence structure. Also includes expressive and retention skills to communicate with the deaf.

Location: Community Campus, 401 N. Bonita Ave.
60515 Mon 10/5-11/9 1-3pm 6 Wks $105
60520 Thr 1/14-2/18 1-3pm 6 Wks $105

PH245 - Digital Photography Beginner
Discover the mechanics of your digital camera along with techniques that will improve your photos. Learn about f/ stop and focal length, shutter speed, depth of field control, as well as composition, aesthetics, and personal vision. Includes a field trip lead by the instructor. Students are required to provide their own transportation.

Location: Community Campus, 401 N. Bonita Ave.
60468 Sat 11/7-11/21 10am-noon 3 Wks $79
60563 Sat 9/12-9/26 10am-noon 3 Wks $79
GA101 - Rainwater Harvesting Systems
Get ready for the annual monsoon. Learn creative ways to collect rainwater to grow gardens, intercept storm water sheet flow, stop erosion and restore the natural landscape. Find out about land use code requirements for water harvesting. Learn how to build simple, in ground cachements which will slow the runoff and to use wash water (gray water) for irrigation of trees. We will also explore the possibilities of above ground cisterns, using recycled drain culverts to capture roof runoff.

Location: Community Campus, 401 N. Bonita Ave.
60508 Wed 5/4-5/25 9-11am 4 Wks $49

GA122 - Xeriscape Gardening
Receive an in-depth orientation to xeriscaping or low water use landscaping. The seven principles include a water-conserving design, low water use plants, reducing turf, water harvesting techniques, appropriate irrigation methods, use of mulches and proper maintenance practices.

Location: Community Campus, 401 N. Bonita Ave.
60506 Wed 3/2-3/23 9-11am 4 Wks $49

GA110 - Designing a Butterfly Garden
Discover how to select planting sites for perennials, annuals, and shrubs according to their height, light requirements and cold hardiness. Create dramatic visual impact with dazzling flower color combinations and foliage of contrasting tone and textures.

Location: Community Campus, 401 N. Bonita Ave.
60507 Wed 4/6-4/27 9-11am 4 Wks $49

GA119 - Caring For Your Desert Landscaping
Becoming saavy about your landscape plants will improve the appearance, increase water efficiency, and decrease maintenance. This course will teach you what to plant, when, where, and why, how to plant and prune, how to diagnose common pest and diseases, and how to make sure you are providing the right amout of water for your dessert plants to thrive.

Location: Community Campus, 401 N. Bonita Ave.
60505 Wed 2/3-2/24 9-11am 4 Wks $49
TRAFFIC

TS101 - Traffic Survival School
The underlying principles of Traffic Survival School (TSS) are those of Choice Theory developed by Dr. William Glasser with the goal of helping participants meet their needs in a positive, responsible manner by identification of problem behaviors, choosing need-fulfilling behaviors, and developing an action plan to change unwanted behavior. During TSS, students are actively involved in evaluating their driving habits and making decisions about their driving behaviors. Participants will interact within small groups throughout the course.

Location: Comm Perform Arts & Learn Ctr, 1250 W Continental Rd
60471 Sun 9/27 8:30am-5:30pm 1 Day $95
60473 Sun 10/18 8:30am-5:30pm 1 Day $95
60476 Sun 11/15 8:30am-5:30pm 1 Day $95
60479 Sun 12/20 8:30am-5:30pm 1 Day $95

Location: Community Campus, 401 N. Bonita Ave.
60469 Sat 9/12 8:30am-5:30pm 1 Day $95
60474 Sat 10/24 8:30am-5:30pm 1 Day $95
60478 Sat 12/12 8:30am-5:30pm 1 Day $95

Location: Maint & Sec Truck Driver Trgn, 6680 S Sountry Club Rd
60470 Sat 9/19 8:30am-5:30pm 1 Day $95
60472 Sat 10/3 8:30am-5:30pm 1 Day $95
60475 Sat 11/7 8:30am-5:30pm 1 Day $95
60490 Sat 12/5 8:30am-5:30pm 1 Day $95

For more information, contact 520-206-2744 or go to www.pima.edu/continuinged and click on Traffic.

TRUCK DRIVER EDUCATION

Why choose Pima Community College to learn how to be a professional truck driver?
• Education, no gimmicks
• 99 percent pass rate
• Affordable: Entire training costs just over $3,000 (In-State tuition)
• 35+ years combined practical driving experience among PCC instructors
• Flexible Schedules:
  • 10 weeks to complete on weekends-only training
  • 8 weeks to complete in the evenings-only training
  • 4 weeks to complete daytime-only training

Find us on Facebook
Truck Driver Education: www.facebook.com/pcctruckdriver

For more information, contact 520-206-2744 or go to www.pima.edu/program/truck-driving
Motorcycle Training

MC103 - Basic RiderCourse®™
A safe introduction to motorcycling. Discuss elements of risk in motorcycling, outline a strategy to reduce risk. The course covers the importance of protective gear, location and operation of motorcycle controls, basic riding skills as well as more advanced accident avoidance maneuvers and how to handle different road surface conditions. License waiver testing included. Course fee: $275. Note: All MC103 courses are 20 hours.

2-Day BRC Weekday Classes
Location: West Campus, 2202 W. Anklam Rd.
These classes meet 6:45am-4:45pm on Tuesday & Wednesday
60533  Sept 29 & 30

2-Day BRC Weekday Classes
Location: West Campus, 2202 W. Anklam Rd.
These classes meet 6:45am-4:45pm on Wednesday & Thursday
60547  Dec 16 & 17

2-Day BRC Weekend Classes
Location: West Campus, 2202 W. Anklam Rd.
These classes meet 6:45am-4:45pm on Saturday & Sunday
60540  Nov 7 & 8  60646  Jan 16 & 17
60542  Nov 14 & 15  60647  Jan 23 & 24
60543  Nov 21 & 22  60648  Feb 6 & 7
60546  Dec 12 & 13  60650  Feb 20 & 21
60548  Dec 19 & 20  60657  Apr 9 & 10
60645  Jan 9 & 10

3-Day BRC Weekend Classes
These classes meet 5:45-9:45pm on Thursday, 6:45am-4:45pm on Saturday and 6:45-11:45am on Sunday.
Location: West Campus, 2202 W. Anklam Rd.
60529  Sept 3, 5 & 6  60651  Mar 3, 5 & 6
60530  Sept 17, 19 & 20  60653  Mar 10, 12 & 13
60532  Sept 24, 26 & 27  60655  Mar 31, Apr 2 & 3
60534  Oct 1, 3 & 4  60660  Apr 21, 23 & 24
60535  Oct 8, 10 & 11  60661  May 5, 7 & 8
60539  Oct 22, 24 & 25  60662  May 12, 14 & 15

4-Day BRC Weekday Morning Classes
These classes meet 6:45-11:45am on Tuesday, Wednesday, Thursday and Friday.
Location: West Campus, 2202 W. Anklam Rd.
60541  Nov 10, 11, 12 & 13  60663  Apr 19, 20, 21 & 22
60658  Apr 12, 13, 14 & 15

MC201A - Basic RiderCourse 2
For riders who already have basic skills. It is similar to the BRC except the speeds are higher and participants ride their own motorcycle. It is an excellent refresher course for practicing and renewing basic riding skills. There is an informal classroom component that discusses safety concepts based on past riding experiences and current knowledge. License waiver testing included.

Location: West Campus, 2202 W. Anklam Rd.
60531  Sat 9/19 11:45am-5:45pm  1 Day $119
60537  Sun 10/18 8am-2pm  1 Day $119
60545  Sun 12/6 8am-2pm  1 Day $119
60656  Sun 4/3 11:45am-5:45pm  1 Day $119

MC201B - Advanced RiderCourse
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. Range exercises enhance both basic skills and crash avoidance skills. Improving braking and cornering finesse is emphasized. The course is beneficial for riders on any type of street motorcycle. Participants must have motorcycle endorsement.

Location: West Campus, 2202 W. Anklam Rd.
60536  Sat 10/17 8am-5pm  1 Day $140
60544  Sat 12/5 8am-5pm  1 Day $140
60659  Sun 4/17 8am-5pm  1 Day $140

For more information, contact 520-206-2744 or go to www.pima.edu/continuinged and click on Traffic.
EE119 - Riding Through Feel Demonstration
This demonstration will focus on riding by understanding where each foot is at all times and will show how to ride a horse with balance, softness, and timing. Set your horse up to follow a feel through your body position, seat, rein float, and much more.
Location: Darcie Litwicki Equine Service, 851 N Calle Rinconado
60613 Sat 3/5 1-4pm 1 Day $30

EE126 - Equine-Interactive Psychotherapy and Learning
Participants will experience how horses can help in the process of healing addictions, abuse, PTSD, grief, anxiety, depression and relationship issues. Interacting with horses also helps organizations and individuals improve relationships, build leadership skills, solve problems, resolve conflict, and communicate effectively.
Location: Rancho Amado, 4510 N Tierra Alta Dr
60614 Sat 11/21 8-11am 1 Day $40
60615 Sat 2/27 8-11am 1 Day $40

EE134 - Equine Acupressure For Colic
Conventional causes and treatment of colic are discussed. The remainder of the session addresses the technique, application, and selection of acupressure point therapy that can be used to help manage equine colic.
Location: Pegasus Equine Veterinary Srvs, 11650 E Speedway Blvd
60617 Sat 12/5 9-10:30am 1 Day $40
60618 Sat 5/7 9-10:30am 1 Day $40

EUQU101 - Horse 101
General aspects of horse behavior and horse care will be covered. This course is designed to meet the needs of those interested in learning about horses, considering buying a horse or who have bought a horse and need support with learning the fundamentals of new horse ownership.
Location: Darcie Litwicki Equine Service, 851 N Calle Rinconado, Vail 40016 Sat 10/17/15 8am-4pm 1 Day $150

EUQU102 - Horse 102
This course is taught in a hands-on format. It is designed to meet the needs of those interested in learning beyond the basics, considering buying a horse or who have bought a horse and need support with learning more than the fundamentals of owning a new horse. Information: Students will work in a small group setting to participate in an introduction of the general aspects of horse behavior, handling, and care through lecture, discussion, demonstration, and hand-on practice using live horses. All topics are taught in a safe, fun, and interactive format.
Location: Darcie Litwicki Equine Service, 851 N Calle Rinconado, Vail 40017 Sat 4/9/16 8am-4pm 1 Day $150

For more information contact Program Manager Mary Mercado
mmercado8@pima.edu

CEU’s available for Horse 101/102

Workforce and Continuing Education
- Partnership between Pima Community College, Tucson Electric Power and Southwest Gas. Program trains students for careers in energy industry.
  - Two-semester program
  - Students who complete the program qualify to apply for a one-year internship with Southwest Energy Solutions, a subsidiary of UNS Energy Corporation or work experience with Southwest Gas Corporation.
  - Students who complete the program receive 2 nationally recognized certificates and a Pima Community College Workforce certificate in Electrical Utility Technology Or Natural Gas Technology.

PCC’s TAACCCT funding supports its AAMMP Up and Get Into Energy programs.
Pima Teen Scene

YA606 - Babysitter Safety Training: Ages 11-15
Get the training required to safely care for children and infants while babysitting. Participants will develop leadership skills; learn what it takes to start up a babysitting business and how to keep themselves and others safe, and how to help children behave. Basic child care and basic first aid will also be covered.

Location: Community Campus, 401 N. Bonita Ave.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Days</th>
<th>Start Date</th>
<th>Start Time</th>
<th>End Date</th>
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<td>2 Day</td>
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YA607 - Elements of Babysitting 101
Under the supervision of a camp teacher, students will assist in classroom management, educational activities and nurturing the learning environment of children 5-12 years of age. Graduates of the Babysitter Safety Training class or those who have completed a babysitting class and hold a current CPR card are eligible to practice childcare skills in the Pima for Kids Camp classroom and earn a certificate.

Location: Community Campus, 401 N. Bonita Ave.

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<tr>
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<td>5 Day</td>
<td>$55</td>
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</table>

YA608 - School Smarts or Strategies for Students Success: Ages 12-16
Learn the skills that lead to success in school, such as test-taking tips, goal setting, time management, note-taking tips and organizational skills. Participants will also get a better understanding of their learning style and how it applies to academic success.

Location: Community Campus, 401 N. Bonita Ave.

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<td>2 Wks</td>
<td>$69</td>
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YA650 - Own-iT: Teen Driver Awareness
Own-iT is a highly interactive class that includes learning through interactive media, individual exercises, role-playing and discussion where students practice decision making and increase awareness toward the responsibilities of driving. This class differs from other driver education curriculum in its focus on values, choices available, decision selection, behavior implementation and outcome. The process learned is valuable in every aspect of life and provides a strong mechanism to navigate greater independence with positive outcomes.

Location: Community Campus, 401 N. Bonita Ave.

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<td>1 Day</td>
<td>$49</td>
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</table>

YA750 - Computer Keyboarding Basics
Learn basic techniques of touch keyboarding, with an emphasis on speed, accuracy, and basic functions of the keyboard.

Location: East Campus, 8181 E. Irvington Road

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<tr>
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<td>1-5pm</td>
<td></td>
<td></td>
<td>5 Day</td>
<td>$159</td>
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</tbody>
</table>

Continuing Education - Fall 2015/Spring 2016
For information call 520-206-6579.
To register and pay, call 520-206-6468 or go to www.pima.edu/continuinged.
YO207 - Jr. Computer Animation: Ages 5-8
Explore how animation got its start and develop foundational skills for this art form. Create a storyboard and watch as your characters come to life!
Location: Community Campus, 401 N. Bonita Ave.
60576 M-F 10/12-10/16 8am-noon 5 Day $159

YO208 - Computer Animation I: Ages 9-12
Take stories and characters from the page to the screen. Work with software that will increase your creativity in another dimension.
Location: Community Campus, 401 N. Bonita Ave.
60577 M-F 10/12-10/16 8am-noon 5 Day $159

YO505 - Typing I- Keyboarding: Ages 8-12
Learn computer keyboard layout, correct finger/hand positioning and basic touch-typing techniques through personalized exercises, exciting games, friendly encouragement and instant feedback. You will be able to create anything you need after mastering these fundamentals. With a little practice, you'll never worry about bad typing again!
Location: East Campus, 8181 E. Irvington Road
60605 M-F 3/14-3/18 8am-noon 5 Day $159

YO828 - Creative Contraptions I: Ages 5-8
Let your creativity flow while learning engineering concepts. Participants use Legos to build, name and find a purpose for contraptions. (STEM)
Location: East Campus, 8181 E. Irvington Road
60622 M-F 10/5-10/9 1-5pm 5 Day $159

YO808 - Space Flight: Ages 9-12
You will create and operate a variety of small rockets to demonstrate the principles of mass, inertia, stability, gravity, laws of motion and chemistry. Each student will make several simple, low-powered rockets to take home. (STEM)
Location: West Campus, 2202 W. Anklem Rd.
60601 M-F 3/14-3/18 1-5pm 5 Day $159
Location: East Campus, 8181 E. Irvington Road
60583 M-F 10/12-10/16 1-5pm 5 Day $159
Location: Northwest Campus, 7600 N Shannon Rd
60611 M-F 3/14-3/18 1-5pm 5 Day $159

YO829 - Gadgets that Go I: Ages 9-12
Share your Legos gadget with the group as you develop a new mode of transportation. Develop your inner engineer as you problem solve and become an innovator. (STEM)
Location: West Campus, 2202 W. Anklem Rd.
60600 M-F 3/14-3/18 8am-noon 5 Day $159
Location: East Campus, 8181 E. Irvington Road
60606 M-F 3/14-3/18 1-5pm 5 Day $159
Location: Northwest Campus, 7600 N Shannon Rd
60610 M-F 3/14-3/18 8am-noon 5 Day $159

YO830 - Wacky Science: Ages 5-8
Each day you will perform hands-on experiments exploring scientific concepts. You will learn how to come up with a hypothesis, test an idea and record your outcome like a good scientist does. (STEM)
Location: East Campus, 8181 E. Irvington Road
60582 M-F 10/12-10/16 1-5pm 5 Day $159
YO832 - Simple Machines I: Ages 5-8
Learn how to identify and build with levers, pulleys, gears, wheels and axles while you and a partner use Legos to build your own machines. (STEM)
Location: East Campus, 8181 E. Irvington Road
60580 M-F 10/12-10/16 8am-noon 5 Day $159
Location: Community Campus, 401 N. Bonita Ave.
60578 M-F 10/12-10/16 1-5pm 5 Day $159

YO834 - Advanced Machines I: Ages 9-12
Using Legos and engineering skills, participants learn how to build advanced machines for a purpose, speed, distance or strength. (STEM)
Location: East Campus, 8181 E. Irvington Road
60581 M-F 10/12-10/16 8am-noon 5 Day $159
Location: Community Campus, 401 N. Bonita Ave.
60579 M-F 10/12-10/16 1-5pm 5 Day $159

YO836 - Build it! I: Ages 5-8
This class is meant for all you builders. Participants use Legos to apply fundamental concepts in building and planning to construct structures, machines and vehicles. (STEM)
Location: West Campus, 2202 W. Anklam Rd.
60599 M-F 3/14-3/18 1-5pm 5 Day $159
Location: East Campus, 8181 E. Irvington Road
60604 M-F 3/14-3/18 1-5pm 5 Day $159
Location: Northwest Campus, 7600 N Shannon Rd
60609 M-F 3/14-3/18 1-5pm 5 Day $159

YO839 - Built for Battle I: Ages 9-12
Use Legos to build the ultimate battle machines. Learn strategies to improve your machines’ abilities. (STEM)
Location: East Campus, 8181 E. Irvington Road
60623 M-F 10/5-10/9 1-5pm 5 Day $159

YO843 - Little Detectives Club: Ages 5-8
You will be super science sleuths. Have fun learning about forensics, crime scene investigations and crime lab chemistry while performing different experiments designed to show you how tricky cases are solved. You will search for clues, dust for fingerprints, analyze handwriting and discover how science can help solve mysteries. (STEM)
Location: East Campus, 8181 E. Irvington Road
60620 M-F 10/5-10/9 8am-noon 5 Day $159

YO844 - Crime Lab Investigators: Ages 9-12
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. (STEM)
Location: East Campus, 8181 E. Irvington Road
60621 M-F 10/5-10/9 8am-noon 5 Day $159

YO870 - Bugs Adventure: Ages 5-8
Join us for an exciting, fun look into the world of bugs: they fly, crawl, jump, and even swim all around us. This camp introduces kids to the wonderful world of bugs with a fun, hands-on approach as we explore their world. Bugs, as insects, spiders, scorpions, and the like are commonly known, are everywhere. Part of each morning will be spent in the classroom, learning about the many different types of bugs, their habitats, and their lives. The remainder of the class will be spent outside, searching for and studying the bugs that we find.
Location: West Campus, 2202 W. Anklam Rd.
60598 M-F 3/14-3/18 8am-noon 5 Day $159
Location: East Campus, 8181 E. Irvington Road
60603 M-F 3/14-3/18 8am-noon 5 Day $159
Location: Northwest Campus, 7600 N Shannon Rd
60608 M-F 3/14-3/18 8am-noon 5 Day $159

YO990 - Pima for Kids Camps: Full Week
Enrollment in this full day, full week camp provides your child with a morning camp from 8 am to noon, supervised lunch, and afternoon camp from 1 to 5 pm, Monday - Friday. Please bring morning snack, lunch and afternoon snack
Location: East Campus, 8181 E. Irvington Road
60624 M-F 10/5-10/9 8am-5pm 5 Day $299
Location: Community Campus, 401 N. Bonita Ave.
60584 M-F 10/12-10/16 8am-5pm 5 Day $299
Location: Northwest Campus, 7600 N Shannon Rd
60612 M-F 3/14-3/18 8am-5pm 5 Day $299
Location: West Campus, 2202 W. Anklam Rd.
60602 M-F 3/14-3/18 8am-5pm 5 Day $299
Prepare for employment in some of today’s hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

Programs are available in the following areas:
- Business and Professional
- Healthcare and Fitness
- IT and Software Development
- Management and Corporate
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial

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

Pharmacy Technician
This nationally recognized Pharmacy Technician online course and training program teaches the skills needed to gain employment as a Pharmacy Tech in either the hospital or retail setting.

Six Sigma Black Belt
Course material provides an in-depth look at the Six Sigma Black Belt DMAIC problem-solving methodology, as well as deployment and project development approaches.

Six Sigma Green Belt
The six sigma green belt Online Training Program encompasses all aspects of running a six sigma green belt business, including management, service delivery, design, production, and customer satisfaction.

AutoCAD 2013
Learn the skills needed to create and edit simple drawings and gradually introduce more advanced AutoCAD skills.

Medical Billing & Coding + Medical Terminology
The medical billing and Coding + medical terminology Program will prepare you for an entry-level position doing medical billing or coding, while also teaching you proper medical terminology and spelling.

Administrative Medical Specialist with Medical Billing and Coding
Get the skills you need to become an administrative medical specialist, medical billing specialist, or a medical coder.

Event Management & Design
From planning to pyrotechnics, the event management and design Online Training Program will teach you everything you need to know to create events that are truly special.

Bookkeeping the Easy way with Quickbooks.
Master basic bookkeeping and accounting skills using QuickBooks 2010.

CompTIA A+ Certification Training
Take your first step toward a career as a security professional and prepare yourself for the comptia™ Security+ certification exam as you master the basics of system security, network infrastructure, access control, and organizational security.

Enroll Today!
All materials are included in the program fees. Each course has an instructor assigned to answer student questions and solve student problems.

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www.ed2go.com/pima

You can also reach us by calling
(520) 206-6579
INSTRUCTOR LED
ONLINE COURSES

Introduction to Google Analytics
Learn how to track and generate traffic to your website, create reports, and analyze data with Google's free, state-of-the-art Web analytics tools.

Performing Payroll in QuickBooks
Learn how to use QuickBooks 2013 to create paychecks, pay tax liabilities, and produce forms and reports.

Accounting Fundamentals
Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor.

Beginning Writer’s Workshop
Get a taste of the writer’s life and improve your writing skills in this introduction to writing creatively.

Computer Skills for the Workplace
Gain a working knowledge of the computer skills you’ll need to succeed in today’s job market.

A to Z Grant Writing
Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.

Grammar Refresher
Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

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

Introduction to SQL
Gain a solid working knowledge of the most powerful and widely used database programming language.

Introduction to Final Cut Pro X
Make the leap from home video enthusiast to professional video editor using Apple’s revolutionary Final Cut Pro X editing software.

Introduction to Microsoft Excel
Become proficient in Microsoft Excel and discover countless shortcuts, tricks, and features for creating and formatting worksheets quickly and efficiently.

Intermediate Microsoft Excel
Take your Microsoft Excel skills to the next level as you master charts, PivotTables, Slicers, Sparklines, and other advanced Excel features.

Introduction to CSS3 and HTML5
Learn to create state-of-the-art Web sites using modern CSS3 and HTML5 techniques.

Leadership
Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

Writing Essentials
Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

Effective Business Writing
Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Fundamentals of Supervision and Management
Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

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Discussion Areas
6 Week Format

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Refund Policy
No refund will be considered unless the request is received at least seven calendar days prior to the start of the class or activity. Refunds will be paid in full for classes that are cancelled. Vouchers may be issued for the full amount of a cancelled class and may be applied toward any Continuing Education course. Vouchers must be used within one year of the start date of the cancelled course. For more information, contact continuinged@pima.edu or (520) 206-6579.

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.

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

Pima County Community College District is governed by an elected five-member board. For information on the Board of Governors, see: www.pima.edu/about-pima/board-of-governors.

Pima Community College is an equal opportunity, affirmative action employer and educational institution committed to excellence through diversity. Upon request, reasonable accommodations will be made for individuals with disabilities. Every effort will be made to provide reasonable accommodations in a timely manner. For public and employee accommodation requests, as well as information related to the ADA complaint process, contact the College ADA Coordinator at (520) 206-4539 or 4905C E. Broadway Blvd., Tucson, AZ 85709-1130. For PCC student accommodation requests, please contact the appropriate campus Access and Disability Resource office (520) 206-4500 (TTY 520-206-4530).
Registration for Continuing Education Classes (noncredit) and continuing education students registering for credit classes

Register and Pay Online:
www.pima.edu/continuinged

In-Person:
All campuses:
Monday - Thursday: 8 a.m. - 7 p.m.
Friday: 8 a.m. - 5 p.m.
Downtown and East campuses:
Every Saturday: 8 a.m. - 1 p.m.

PCC will be closed on the following dates:
Nov. 11, 26-27, 2015
Dec. 24-31, 2015
Jan. 18, 2016
Feb. 25-26, 2016

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 Ave.
Tucson, AZ 85709-5036

Accepted forms of payment by mail: Personal checks, money orders, cashier's checks and credit card payments. Do not mail cash.

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